



COMMISSION 419 Cherry St., Lansing, MI 48933 Telephone: (517) 487-6550 Fax: (517) 487-6977

Agenda
Lansing Housing Commission
January 27, 2020

1. Call to Order

- a. Roll Call
- b. Approval of Minutes of December 21, 2020

2. Action Items:

3. Informational Items:

- a. Finance Report December 2020 Steven Raiche
- b. Housing Choice Voucher December 2020
- c. Asset Management Report December 2020
 - Hildebrandt & Waverly Place Andrea Bailey
 - Capitol City Senior Apts & LaRoy Froh Marcus Hardy
 - Scattered Sites Marcel Jackson

4. Discussion Items:

- a. RAD Update





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- b. Long range planning
- 5. Other Items:
- 6. Executive Director's Comments.
- 7. President's Comments
- 8. Public Comment – limit 3 minutes per person.
- 9. Adjournment.





Notice

Lansing Housing Commission Regular Meetings 2020

Due to the current situation around COVID, the Lansing Housing Commission will continue to conduct its Regular Board Meetings virtually. Regular Board Meetings are held on the fourth Wednesday of each month at 5:30PM ET.

Join Us For Virtual Regular Board Meetings On the Fourth Wednesday of the month @ 5:30pm ET

To support safety, health, and wellness, the meeting will be conducted virtually via Zoom meeting link and phone number provided below:

Virtual Meeting Link:

<https://us02web.zoom.us/j/82165757256>

Telephone Dial in Option:

+1 312 6266799

OR

+1 929 2056099

Required Meeting ID:

821 6575 7256

To assist you, please note the following instructions for joining a Zoom meeting. Note that this option requires downloading Zoom software or an app to your computer or phone, so please allow a few extra minutes before the meeting to complete this step.

If you are joining from a mobile device (Android smartphone/tablet, Apple iPhone/iPad) then it will simply prompt you to download the Zoom Cloud Meetings app from the App/Play Store.

If joining from a computer for the first time you will need to download a small application file before entering the meeting. This process is easy to complete on all commonly used browsers by following the prompts.

It is possible to use a combination of computer for video and phone for audio. If using this option, enter by computer first and select the *Join By Phone* tab when the audio pop-up window appears, which will display the dial in number for you, as well as the prompt for your Meeting and Participant ID. Entering the numbers allows your video and audio to be synchronized.

The mission of LHC is to compassionately deliver healthy, affordable, safe, quality housing options without discrimination, with exceptional customer service while meeting high performance standards.

During the meeting, non-speakers who wish to ask a question can use the *Raise Hand* option to make it known to the Host that you would like to speak. To raise your hand during the meeting for MAC use Option Y and for windows use ALT Y. If you join by phone to raise your hand during the meeting dial *9.

Alternately, you can use the *Chat* option to send a question to all participants or privately to specific participants.



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Minutes of the December 21, 2020

Commissioner Robinson called the meeting to order at 5:32 p.m. Mr. Fleming, called the roll.

PRESENT AT ROLL CALL: Commissioners Ryan Robinson, Emma Henry, Don Sober. Loria Hall absent and Michael McKissic absent.

STAFF:

Marcel Jackson	Marcus Hardy
Kim Shirey	Andrea Bailey
Douglas Fleming	Steven Raiche – Contractor
Sam Spadafore – Contractor	Kristina Greeley – Contractor

Guests:

None

Commissioner Sober moved and Commissioner Hall seconded a motion to approve the minutes of the November 23, 2020 commission meeting. **The Motion was approved by all members present.**

Action Items:

Informational Items:

Finance Report November 2020

Steven Raiche

- In the month of November, 2 transactions were completed. Payments for staff bonus that was approved in July. The second thing was taking funds from each amp (total of 1.4 million) and paid off an outstanding loan in anticipation of the completion of RAD.
- Ryan Robinson – The finance committee had its monthly scheduled meeting at noon today, so this was reviewed beforehand.
- Doug – Reminded the commissioners that the debt that was paid off to PNC will be returned to COCC at closing. As each property closes, the money will come back. This was needed to do because you cannot close with this debt.





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Housing Choice Voucher November 2020

Kim Shirey provided a brief overview of the November 2020 HCV Reports.

- Kim shared a project that LHC as a whole has been working on for the last 2 weeks. LHC downtown office opened the 2020 Christmas gift shop 2 weeks ago. A wish list for 20 families with a total of 64 children were received. As of today, all of the wishes have been fulfilled. The hope is that more wishes can be completed in 2021. Special thanks to all of the staff who contributed to this project!

Doug Fleming – I had this vision a little late, but it was discussed that we would engage the board next year. Tomorrow Doug and Vic will deliver presents to each AMP and the families will come pick up their gifts from the offices. In addition, the presents, each household parent will receive a gift card to purchase something for themselves as well. There will also be items provided for a Christmas meal. The families were interviewed to get exactly what the children and the parents wanted. LHC is glad to make Christmas special for 20 families! Asset Management Report – November 2020

Mt. Vernon (MVP) & Scattered Sites, AMP 102 – Marcel Jackson, MVP had an occupancy rate of 87% at the end of November. There was zero (0) move-in, one (1) move outs and one (1) transfer.

The current occupancy rate is 87%. There are 26 vacancies, 2 are scattered. There are 20 open work orders. Average open work orders are 29 days old.

Positive Note: Demolition started for the first set of units for the RAD project.

Hildebrandt (HP) & Scattered Sites, AMP 103 – Andrea Baily, HP had an occupancy rate of 99% at the end of November. There were zero (0) move-ins, one (1) move-outs and zero (0) transfer.

The current occupancy rate is 99%. There are 3 vacancies. There are 60 open work orders. Average open work orders are 35 days old.

Positive Note: Youth Haven had a holiday event for the Youth at HP last week.

LaRoy Froh (LRF) & Scattered Sites, AMP 111 – Marcus Hardy, LRF had an occupancy rate of 96% at the end of November. There was zero (0) move-in, one (1) move-outs and one (1) transfer.





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The current occupancy rate is 96%. There are 8 vacancies. 1 was leased up today. There are 40 open work orders.

Positive Note: Thursday Youth Haven gave out presents to distribute to the youth, another group came to LRF to do the same thing.

So. Washington (SWP) & Scattered Sites, AMP 112 – Marcus Hardy, SWP had an occupancy rate of 89% at the end of November. There were zero (0) move-ins, one (1) move-out and zero (0) transfer.

The current occupancy rate is 89%. There was 22 vacant units. There are 30 open work orders.

Positive Note – all of the pre-RAD work has been completed.

Discussion Items:

RAD Presentation – Sam Spadafore – Katrina Greely

- (a) PowerPoint will be provided to the Board
 - See attached presentation.
- (b) Doug Fleming – In addition to the paint and flooring updates, there will also be local artwork of the Capital placed in the halls of the high rise. South Washington Park new name will be Capital City Senior Apartments after closing.
- (c) Commissioner Emma Henry is interested in learning more about the WODA project covered in the PowerPoint.
- (d) Commissioner Sober – thanks all for his time. He wants to enforce the rules and regulations at SWP. Commissioner Sober stated that he understands his role and the residents understand his role. Lots of changes around SWP in the last week or so. Much respect for Doug and he appreciates the work Doug has done.





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Other Items: None

Executive Director's Comments:

Activities

Christmas Projects

- Doug is very pleased with staff on the Christmas project. LHC is essential services and work through COVID. This has been very difficult year for a lot of people in Lansing.
- Valve installation at SWP
- Almost done adding thermometers to each unit at SWP

Staff Christmas Gifts

- This year staff gifts will be focused on Lansing Area businesses and buying local. The items provided to staff will all be local businesses to support Lansing during COVID.

Training

Staff went through training last week for RAD. Staff has participated in lots of training for this quarter in preparation for RAD Waverly Place Closing

- Closing is tomorrow, December 22, 2020, Capital City Senior Apartments will be closing in January. Hildebrandt Park and LaRoy Froh will Close in 2021.

Other Activities

- Doug is thankful for all the work staff has completed to get these closings completed and to make things happen for the residents.

Groundbreaking – Last Thursday. Emma Henry MC'd the event. All of the major newspaper and TV stations attended. In addition, LHC's PR firm (Edge Communications and Lorie Lashor) did a Facebook live. LHC was in LSH on Sunday and on Channel 6 and Channel 10 Thursday and Friday.

President's Comments:

- Last meeting of the year. Appreciative to all LHC staff for the hard work done. Very successful year for LHC despite the challenges faced., thankful for the residents who came and spoke tonight. LHC will search for solutions and continue this dialogue.





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Commissioner Henry comments - Commends LHC employees for working along with CAHP with residents struggling to pay rent. By the end of 2020 over \$300 million was granted to Lansing residents, this assisted over 1000 households. There has been a significant amount given to LCH residents to allow residents to stay in great housing. CAHP is thankful that LHC is so organized and made CAHP process go more smoothly to provide these services to tenants.

Public Comment: limit 3 minutes per person

- Susan Beech – SWP resident suggests that locked fire doors like in hotels are placed at SWP. These are the doors where once you go out the door on the stairs, you cannot get back in. Next suggestion is that only the main door works with the residents' key after 5PM.
- Craig Daniel – SWP resident expressed concerns about security at SWP.
- Joseph Mainville – SWP resident expressed concerns about security at SWP.
- SWP Female Resident – expressed concerns about security at SWP.
- Dan Weston – SWP resident expressed concerns about security at SWP.

Other Business: None

Adjournment: The meeting was adjourned at 7:01 p.m.

Date

1-14-2021

Ryan Robinson, Chair

Date

1-15-2021

Doug Fleming, Acting Secretary





Lansing Housing Commission (LHC)

December Board Meeting

December 21, 2020

Agenda

1

Provide brief update on strategic initiatives

2

Introduce new partner and development opportunity

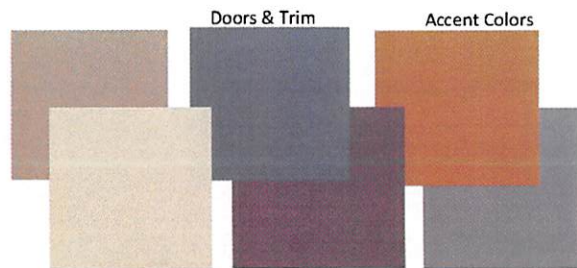
Despite delays on Phase 1 projects, LHC continues to make progress and expects to achieve significant milestones in the next 2 months

<u>HUD Initiative</u>	<u>Site</u>	Develop Strategy	Conduct RIN	Portfolio Award / CHAP	Submit LIHTC App.	Conduct GIN	Receive LIHTC Decision	Close Financing	Start Construction
RAD Phase 1	1 Mount Vernon (4%)	✓	✓	✓	✓	✓	✓	Dec 22 2020	Dec 2020
	2 South Washington (9%)	✓	✓	✓	✓	✓	✓	Jan 2021	Jan 2021
RAD Phase 2	3 Hildebrandt (4%)	✓	✓	✓	✓	✓	Jan 2021	Fall 2021	Fall 2021
	4 LaRoy Froh (4%)	✓	✓	✓	✓	✓	Jan 2021	Fall 2021	Fall 2021

Capital City Senior Apartments

Common Area Finishes

South Washington Park Common Area Finish Selections



Doors & Trim

Accent Colors

General Paint Color



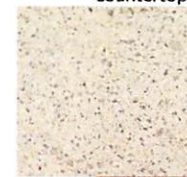
Fireplace Tile –
Linear Texture



Acrovyn
Handrail



Handrail Color



Quartz
Countertop



Laminate
Countertops



Laminates for Vertical
Surfaces



Field Carpet at
offices and some
lounge areas



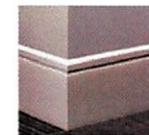
Walk Off Carpet



Vinyl Plank
Flooring



Vinyl base color



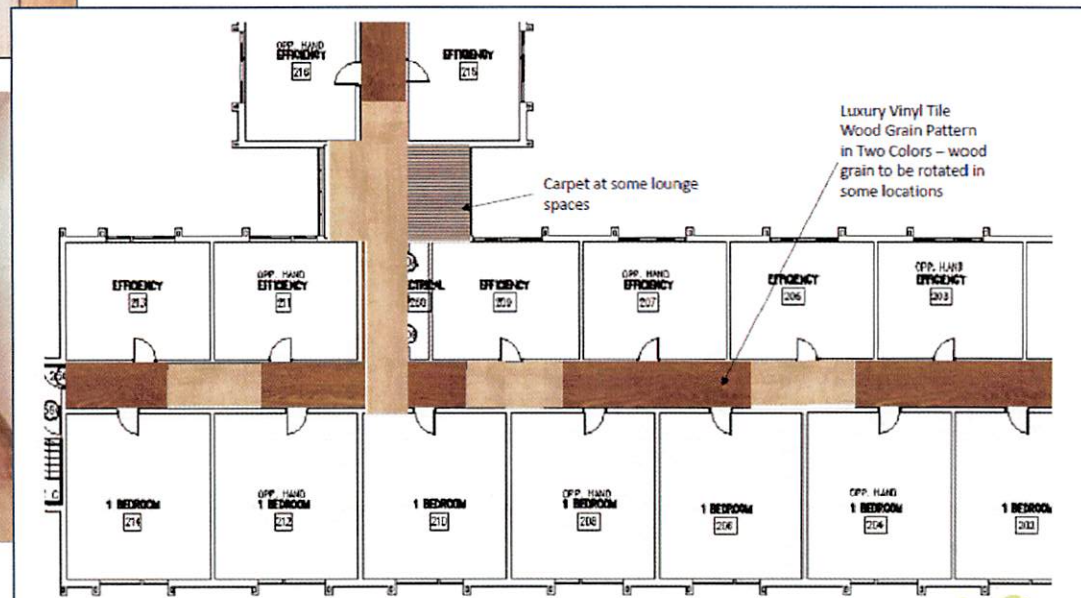
Vinyl Base
Detailed straight base



VCT

Capital City Senior Apartments

Common Areas



As LHC continues to build developer capabilities, it is taking on a variety of roles in different deal structures

<u>LHC Role</u>	<u>Ownership</u>	<u>Developer Fee</u>	<u>Future Cash Flows</u>	<u>Level of Effort</u>	<u>Complexity</u>	<u>Risk</u>
1 Leader	>50%	>40%	>50%	High	High	Low
2 Collaborator	40% - 60%	<40%	<50% + Admin Fees	Low	Medium	Medium
3 Provider	0%	0%	Upfront and Admin Fees	Low	Low	Low

LHC has been approached by another potential partner for this deal type

LHC has been approached by Woda Cooper Companies to play a collaborator role in a project

Woda Cooper Companies





Office Location	• Columbus, OH
Founded	• 1990
Scope	• +14,000 units, 350 sites in 15 states
Other	• Ranks among the top affordable housing developers and owners by Affordable Housing Finance

Flats at MLK



Location	• West Saginaw and N. MLK
Unit Detail	• 67 units
Request	• ~15% of units to be PBV through LHC

In the event LHC partners with Woda Cooper Companies the deal structure would be as a collaborator

Roles		Impact to LHC	
	<div> Collaborator  </div>	<div> Leader  </div>	
Ownership	51%	49%	
Developer Fee	In Negotiations		
Future Cash Flow			
Level of Effort	Low	High	
Complexity	Medium	High	
Risk	Medium	Low	
		Financial <ul style="list-style-type: none"> Developer Fee: TBD Annual Cash Flow: TBD 	
		Function <ul style="list-style-type: none"> Working with City of Lansing officials to gain support Participating in meetings Connecting resident services with site Monitoring property performance 	
		Risks <ul style="list-style-type: none"> MSHDA compliance Property management Resident relations 	

With Board support LHC would like to move forward with Woda Cooper Companies to pursue the project

1

Approve the action for LHC to enter into an agreement with Woda Cooper Companies if terms generally reflect the considerations previously mentioned

2

Finalize management decision making terms

3

Sign formal agreement

4

Begin working with the City of Lansing and participating in Woda Cooper Companies meetings in support of this project

Appendix



As LHC continues to build developer capabilities, it is taking on a variety of roles in different deal structures

<u>LHC Role</u>	<u>Deal Structure</u>
1 Leader	<ul style="list-style-type: none"> • Lead deal including partner selection, application, closing, and construction processes • Own and/or purchases assets • Leverage co-developer or complete deal independently (future) • Own development and operational decisions • Create new entities to execute project • Receive future cash flows • Includes RAD projects: Hildebrandt Park, LaRoy Froh, Mount Vernon Park, and South Washington Park
2 Collaborator	<ul style="list-style-type: none"> • Collaborate on deal as co-developer including partner selection, application, closing, and construction processes • Own portion of asset • Communicate and attend meetings with lead developer • Contribute to development and operational decisions • Supply vouchers to deal • Receive portion of development fee, future cash flows, and administrative fees for vouchers • Includes no active projects at this time <p>LHC has been approached by another potential partner for this deal type</p>
3 Provider	<ul style="list-style-type: none"> • Provide vouchers to developers • Receive upfront payment per voucher and administrative fees • Does not include ownership or assets • Includes: Woda Cooper Companies (8 vouchers) and Capital Area Housing Partnerships (20)

Lansing Housing Commission
Summary Results for DECEMBER FY2021

Description	MT Vernon	Hildebrandt	LaRoy Froh	So Washington	LIPH Total
REVENUE:					
Total Revenue Variance - Fav (Unfav)	113,293	523,050	422,609	(71,858)	987,095
Tenant Revenue Variance	309	(3,198)	(5,995)	(1,721)	(10,605)
HUD Revenue Variance	6,477	5,045	6,317	6,069	23,909
Additional Operating Funds	188,573	205,515	195,799	146,171	736,058
COVID Funds	66,511	90,976	78,527	1,855	237,869
Capital Fund Income	(147,484)	226,134	151,134	(225,107)	4,677
Other Income	(1,092)	(1,422)	(3,174)	875	(4,813)
Other	-	-	-	-	-

Budgeted Revenue	259,188	203,353	266,007	313,099	1,041,646
% Variance fav (unfav)	44%	257%	159%	-23%	95%

EXPENSES:					
Total Expense Variance Unfav (Fav)	(3,377)	15,227	11,599	(3,986)	19,463
Salary Expenses	(2,787)	335	(1,426)	(668)	(4,547)
Employee Benefit Expenses	(13)	2,127	438	4,811	7,364
Utilities	(1,567)	827	(6,517)	(4,847)	(12,104)
Write-offs	(4,275)	1,397	5,333	812	3,266
Legal	536	(2,505)	(1,720)	(282)	(3,972)
Professional Services	1,308	623	1,210	1,401	4,542
Admin Services	-	-	-	-	-
Recreation/Other Services	(333)	(283)	(133)	(200)	(949)
Insurance	371	694	(433)	(2,258)	(1,626)
Sundry/Postage/Office Supplies	(500)	(350)	(222)	(764)	(1,836)
Management Fee	23,170	28,379	26,719	1,115	79,383
HAP Expense	-	-	-	-	-
Inspections	-	1,015	(500)	-	515
Interest Expense	(1,205)	(2,008)	(1,186)	(271)	(4,669)
Maintenance Costs	(16,091)	(12,438)	(10,607)	(5,163)	(44,299)
Maintenance Contract - Unit Turns	(8,010)	(10,061)	(6,785)	(2,580)	(27,436)
Other	6,019	7,475	7,428	4,908	25,830

Budgeted Expense	110,873	117,934	117,894	100,073	446,773
% Variance fav (unfav)	3%	-13%	-10%	4%	-4%

Gain(Loss) on Sale of Assets	(2,186,959)	-	-	-	(2,186,959)
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Curr Mo. Actual Net Income (Loss)	\$ 264,985	\$ 593,243	\$ 559,123	\$ 145,154	\$ 1,562,505
YTD Actual Net Income (Loss) Net of CWIP	\$ 438,792	\$ 696,868	\$ 667,094	\$ 125,642	\$ 1,928,396
Prior YR YTD Net Income (Loss)	\$ 143,246	\$ 128,568	\$ 34,715	\$ 12,345	\$ 318,874

Cash Balance - December	\$ 750,600	\$ 808,949	\$ 1,022,288	\$ 672,746	\$ 3,254,583
Cash Balance - November	\$ 406,910	\$ 108,968	\$ 382,192	\$ 489,835	\$ 1,387,905
Cash Balance - October	\$ 673,181	\$ 698,634	\$ 716,907	\$ 584,716	\$ 2,673,438

COCC	HCV Admin	HCV	BA
82,204	140,995	3,889	
-	-	-	
90,709	140,214	4,202	
-	-	-	
-	-	-	
(8,505)	781	(313)	255,123
-	-	-	-

74,964	81,131	958,471	N/A
110%	174%	0%	

25,137	(8,532)	(44,069)	
(229)	(2,505)	-	-
1,069	(254)	-	-
806	-	-	-
-	-	-	-
564	-	-	-
(2,299)	(1,098)	-	-
19,634	(1,564)	-	-
-	-	-	-
(453)	(2,523)	-	-
197	838	-	-
-	142	-	-
-	-	(44,069)	-
-	(3,000)	-	-
-	-	-	-
1,169	5,229	-	-
-	-	-	-
4,679	(3,797)	-	-

56,579	96,169	957,456	N/A
-44%	9%	5%	

-	-	-	8,550,000
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\$ 75,453	\$ 134,489	\$ 48,973	\$ 8,805,123
\$ 535,832	\$ 224,551	\$ 13,900	\$ 8,805,123
\$ 370,673	\$ 48,977	\$ 249,549	N/A

\$ 929,650	\$ 1,137,553	\$ 427,962	\$ 255,123	\$ 1,404,225
\$ 820,027	\$ 1,096,917	\$ 376,528	\$ -	
\$ 834,820	\$ 1,115,068	\$ 354,252	\$ -	

Lansing Housing Commission
Summary Results YTD for DECEMBER FY2021

Description	MT Vernon	Hildebrandt	LaRoy Froh	So Washington	LIPH Total
REVENUE:					
Total Revenue Variance - Fav (Unfav)	175,680	544,767	425,881	(17,579)	1,128,749
Tenant Revenue Variance	(4,542)	(40,795)	(50,823)	(13,262)	(109,422)
HUD Revenue Variance	310,896	344,994	334,774	202,176	1,192,841
Capital Fund Income	(132,921)	240,698	165,698	(210,544)	62,931
Other Income	2,247	(130)	(23,768)	4,051	(17,601)
Other	-	-	-	-	-
Budgeted Revenue	890,084	902,883	905,698	825,285	3,523,950
% Variance fav (unfav)	20%	60%	47%	-2%	32%
EXPENSES:					
Total Expense Variance Unfav (Fav)	(158,055)	(58,502)	(122,794)	7,636	(331,716)
Salary Expenses	395	1,711	5,715	13,155	20,977
Employee Benefit Expenses	(4,265)	2,672	(1,700)	25,024	21,732
Utilities	(14,873)	1,255	(9,298)	(12,190)	(35,106)
Write-offs	(13,305)	(243)	(4,852)	2,116	(16,283)
Legal	(3,179)	(7,967)	(10,984)	600	(21,530)
Professional Services	13,520	12,064	11,067	12,181	48,832
Admin Services	(1,630)	(1,630)	(1,630)	40	(4,850)
Insurance	121	1,982	(2,997)	(5,297)	(6,191)
Sundry/Postage/Office Supplies	3,270	(5,217)	274	(1,723)	(3,396)
Management Fee	21,030	30,314	27,759	(1,034)	78,070
HAP Expense					-
Pilot	3,413	(3,629)	(3,334)	(377)	(3,926)
Inspections	150	1,015	(1,500)	150	(185)
Maintenance Costs	(95,525)	(57,715)	(78,669)	(12,151)	(244,061)
Maintenance Contract - Unit Turns	(73,650)	(47,673)	(60,485)	(12,070)	(193,878)
Other	6,472	14,559	7,840	(789)	28,081
Budgeted Expense	785,028	809,285	787,278	674,428	3,056,019
% Variance fav (unfav)	20%	7%	16%	-1%	11%
Gain(Loss) on Sale of Assets	(2,186,959)	-	-	-	(2,186,959)
YTD Actual Net Income (Loss) Net of CWIP	\$ 438,792	\$ 696,868	\$ 667,094	\$ 125,642	\$ 1,928,396
YTD Budgeted Net Income (Loss)	\$ 105,056	\$ 93,598	\$ 118,420	\$ 150,857	\$ 467,931
Prior YR YTD Net Income (Loss)	\$ 143,246	\$ 128,568	\$ 34,715	\$ 12,345	\$ 318,874

COCC	HCV Admin	HCV	BA
208,853	227,065	(84,584)	
-	-	-	
210,497	223,544	(81,846)	
-	-	-	
(1,644)	3,521	(2,738)	255,123
-	-	-	-
668,511	486,786	5,750,826	N/A
31%	47%	-1%	
(4,818)	(7,559)	(92,393)	-
11,010	15,237	-	-
(2,178)	(5,168)	-	-
(825)	315	-	-
-	-	-	-
(5,416)	-	-	-
(13,347)	(8,246)	-	-
9,835	-	-	-
6,374	(7,045)	-	-
(2,403)	(2,526)	-	-
-	2,406	-	-
-	-	(92,393)	-
-	-	-	-
774	(17,718)	-	-
351	17,337	-	-
-	-	-	-
(8,991)	(2,152)	-	-
346,350	496,859	5,744,736	N/A
1%	2%	2%	
-	-	-	8,550,000
\$ 535,832	\$ 224,551	\$ 13,900	\$ 8,805,123
\$ 322,161	\$ (10,073)	\$ 6,090	N/A
\$ 370,673	\$ 48,977	\$ 249,549	N/A

DECEMBER Ratios

HCV Ratios			Prior Months	
Number of Vouchers Used	1,721		11/20	\$ 535.86
HCV 8002 Expenses	\$ 911,569.32		10/20	\$ 538.63
Average Cost Per Voucher	<u>\$ 529.67</u>		09/20	\$ 541.87

LIPH Ratios							Prior Months	
	Mt. Vernon	Hildebrandt	LaRoy Froh	S. Washington	Total	PY DEC Total		
Year-to-Date Occupancy Rate								
YTD Average Number of Units Leased	184	217	206	180	787	799	11/20	95.3%
Number of Possible Units	202	220	213	198	833	832	10/20	94.8%
Year-to-Date Occupancy Rate	<u>91.1%</u>	<u>98.6%</u>	<u>96.7%</u>	<u>90.9%</u>	<u>94.5%</u>	<u>96.0%</u>	09/20	94.8%
Average Revenue Per Occupied Unit							11/20	\$ 669.20
Total LIPH Revenue	\$ 372,480.63	\$ 726,403.48	\$ 688,615.45	\$ 241,240.75	\$ 2,028,740.31	\$ 595,267.25	10/20	\$ 579.50
Average Revenue Per Occupied Unit	<u>\$ 2,024.35</u>	<u>\$ 3,347.48</u>	<u>\$ 3,342.79</u>	<u>\$ 1,340.23</u>	<u>\$ 2,577.81</u>	<u>\$ 745.02</u>	09/20	\$ 547.18
Average Tenant Revenue Per Occupied Unit							11/20	\$ 130.09
Total Tenant Revenue	\$ 30,027.00	\$ 27,682.00	\$ 19,265.00	\$ 24,579.00	\$ 101,553.00	\$ 112,231.00	10/20	\$ 121.97
Average Tenant Revenue Per Occupied Unit	<u>\$ 163.19</u>	<u>\$ 127.57</u>	<u>\$ 93.52</u>	<u>\$ 136.55</u>	<u>\$ 129.04</u>	<u>\$ 140.46</u>	09/20	\$ 117.01
Average Cost Per Occupied Unit							11/20	\$ 574.72
YTD Average Monthly Expenses	\$ 104,495.46	\$ 125,130.40	\$ 110,747.47	\$ 113,677.29	\$ 454,050.61	\$ 487,044.26	10/20	\$ 567.20
Average Cost Per Occupied Unit	<u>\$ 567.91</u>	<u>\$ 576.64</u>	<u>\$ 537.61</u>	<u>\$ 631.54</u>	<u>\$ 576.94</u>	<u>\$ 609.57</u>	09/20	\$ 426.24

Company Ratios						
	Mt. Vernon	Hildebrandt	LaRoy Froh	S. Washington	COCC	HCV Admin
Operating Reserves						
Bank Account Balance	\$ 750,599.56	\$ 808,949.01	\$ 1,022,288.32	\$ 672,745.98	\$ 929,649.73	\$ 1,137,552.56
YTD Expenses	\$ 626,972.74	\$ 750,782.40	\$ 664,484.80	\$ 682,063.71	\$ 341,531.90	\$ 489,299.63
Number of Months	6	6	6	6	6	6
Average Monthly Expenses	<u>\$ 104,495.46</u>	<u>\$ 125,130.40</u>	<u>\$ 110,747.47</u>	<u>\$ 113,677.29</u>	<u>\$ 56,921.98</u>	<u>\$ 81,549.94</u>
Number of Months of Operating Reserves (would like to have 4 months of operating reserves)	<u>7.18</u>	<u>6.46</u>	<u>9.23</u>	<u>5.92</u>	<u>16.33</u>	<u>13.95</u>
Prior Months						
11/20	3.91	0.88	3.57	4.17	15.54	13.66
10/20	6.58	5.72	6.85	4.91	17.27	15.23
09/20	9.91	6.56	8.10	6.71	13.33	14.64
06/20	5.16	5.73	5.66	5.95	14.23	11.20
06/19	3.58	3.90	4.78	4.51	17.81	7.12

Lansing Housing Commission
Budget vs. Actual
Mt. Vernon
For the Period Ending December 31, 2020

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 173,766	\$ 178,308	\$ (4,542)	\$ 200,431	\$ 356,616	\$ 178,308
Tenant Revenue - Other	8,921	15,150	(6,229)	27,118	30,300	15,150
Total Tenant Revenue	<u>\$ 182,687</u>	<u>\$ 193,458</u>	<u>\$ (10,771)</u>	<u>\$ 227,549</u>	<u>\$ 386,916</u>	<u>\$ 193,458</u>
HUD PHA Operating Grants	782,484	451,938	330,546	501,076	903,876	451,938
CFP Operational Income	108,164	150,000	(41,836)	71,195	150,000	-
Fraud Recovery and Other	(2,174,881)	3,603	(2,178,484)	26,687	7,106	3,503
Total Operating Revenue	<u>\$ (1,101,545)</u>	<u>\$ 798,999</u>	<u>\$ (1,900,544)</u>	<u>\$ 826,507</u>	<u>\$ 1,447,898</u>	<u>\$ 648,899</u>
Administrative Salaries	\$ 53,521	\$ 46,240	\$ 7,281	\$ 44,300	\$ 93,485	\$ 47,245
Auditing Fees	5,250	5,665	(415)	5,150	5,665	-
Management Fees	171,817	59,702	112,115	114,283	119,403	59,702
Bookkeeping Fees	11,702	8,730	2,972	8,709	17,460	8,730
Employee Benefits Contributions - Admin	18,998	19,065	(68)	12,703	38,203	19,137
Office Expenses	23,038	25,124	(2,086)	18,521	45,338	20,214
Legal	6,371	9,550	(3,179)	8,212	18,700	9,150
Travel	-	600	(600)	381	1,200	600
Other	6,017	-	6,017	1,921	-	-
Tenant Services - Other	1,456	9,198	(7,742)	828	18,396	9,198
Water	45,148	53,800	(8,653)	32,922	109,600	55,800
Electricity	23,998	21,600	2,398	14,837	44,100	22,500
Gas	14,297	23,000	(8,703)	11,412	57,900	34,900
Other Utilities Expense	84	-	84	139	7,200	7,200
Ordinary Maintenance and Operations - Labor	35,105	41,991	(6,886)	27,714	85,040	43,049
Ordinary Maintenance and Operations - Materials	9,364	41,525	(32,161)	57,737	80,000	38,475
Ordinary Maintenance and Operations - Contract	90,057	225,920	(135,863)	176,676	435,240	209,320
Employee Benefits Contributions - Ordinary	21,037	25,234	(4,197)	25,791	50,097	24,862
Protective Services - Other Contract Costs	1,268	1,700	(432)	968	3,200	1,500
Property Insurance	24,615	23,098	1,518	22,805	46,917	23,819
Liability Insurance	9,362	8,915	447	8,716	18,109	9,194
Workers Compensation	-	894	(894)	105	1,788	894
All Other Insurance	4,400	850	3,550	999	1,700	850
Other General Expenses	21,688	12,668	9,020	38,868	20,486	7,818
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	9,904	6,491	3,413	11,203	11,502	5,011
Bad debt - Tenant Rents	1,695	15,000	(13,305)	29,234	30,000	15,000
Interest Expense	16,781	7,383	9,398	8,127	14,389	7,005
Total Operating Expenses	<u>\$ 626,973</u>	<u>\$ 693,943</u>	<u>\$ (66,970)</u>	<u>\$ 683,261</u>	<u>\$ 1,375,116</u>	<u>\$ 681,173</u>
Net Income (Loss)	<u>\$ (1,728,518)</u>	<u>\$ 105,056</u>	<u>\$ (1,833,574)</u>	<u>\$ 143,246</u>	<u>\$ 72,782</u>	<u>\$ (32,274)</u>

Lansing Housing Commission
Budget vs. Actual
Hildebrandt
For the Period Ending December 31, 2020

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 144,485	\$ 185,280	\$ (40,795)	\$ 199,983	\$ 370,560	\$ 185,280
Tenant Revenue - Other	13,311	13,500	(189)	19,256	27,000	13,500
Total Tenant Revenue	<u>\$ 157,796</u>	<u>\$ 198,780</u>	<u>\$ (40,984)</u>	<u>\$ 219,239</u>	<u>\$ 397,560</u>	<u>\$ 198,780</u>
HUD PHA Operating Grants	896,879	529,458	367,421	576,386	1,058,916	529,458
CFP Operational Income	411,783	80,000	331,783	76,541	80,000	-
Fraud Recovery and Other	3,619	3,560	59	20,590	7,090	3,530
Total Operating Revenue	<u>\$ 1,470,077</u>	<u>\$ 811,798</u>	<u>\$ 658,279</u>	<u>\$ 892,756</u>	<u>\$ 1,543,566</u>	<u>\$ 731,768</u>
Administrative Salaries	\$ 55,377	\$ 47,376	\$ 8,001	\$ 45,265	\$ 95,744	\$ 48,368
Auditing Fees	5,250	5,665	(415)	5,150	5,665	-
Management Fees	186,333	64,933	121,399	126,137	129,866	64,933
Bookkeeping Fees	13,805	9,495	4,310	9,729	18,990	9,495
Employee Benefits Contributions - Admin	16,660	17,715	(1,056)	19,273	35,508	17,793
Office Expenses	19,570	26,279	(6,709)	23,704	48,660	22,381
Legal	6,898	14,865	(7,967)	10,402	27,215	12,350
Travel	-	480	(480)	576	960	480
Other	2,579	-	2,579	323	300	300
Tenant Services - Other	3,512	11,598	(8,086)	3,072	23,196	11,598
Water	54,669	51,650	3,019	50,478	110,550	58,900
Electricity	16,701	14,800	1,901	11,999	32,720	17,920
Gas	10,453	11,920	(1,467)	10,102	57,520	45,600
Other Utilities Expense	-	-	-	-	8,050	8,050
Ordinary Maintenance and Operations - Labor	38,717	45,008	(6,290)	52,064	91,473	46,465
Ordinary Maintenance and Operations - Material	23,505	42,010	(18,505)	43,946	81,710	39,700
Ordinary Maintenance and Operations - Contract	155,664	243,200	(87,536)	224,805	485,750	242,550
Employee Benefits Contributions - Ordinary	36,114	32,386	3,728	27,335	64,887	32,501
Protective Services - Other Contract Costs	2,211	1,890	321	1,556	3,780	1,890
Property Insurance	25,497	23,258	2,239	22,178	47,242	23,984
Liability Insurance	9,878	8,691	1,187	7,978	17,654	8,963
Workers Compensation	-	972	(972)	114	1,944	972
All Other Insurance	4,878	850	4,028	344	1,700	850
Other General Expenses	23,406	15,842	7,564	36,939	26,439	10,597
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	6,582	10,211	(3,629)	12,255	16,017	5,806
Bad debt - Tenant Rents	4,557	4,800	(243)	4,917	9,600	4,800
Interest Expense	27,968	12,306	15,663	13,545	23,981	11,675
Total Operating Expenses	<u>\$ 750,782</u>	<u>\$ 718,200</u>	<u>\$ 32,583</u>	<u>\$ 764,188</u>	<u>\$ 1,467,121</u>	<u>\$ 748,921</u>
Net Income (Loss)	<u>\$ 719,294</u>	<u>\$ 93,598</u>	<u>\$ 625,696</u>	<u>\$ 128,568</u>	<u>\$ 76,445</u>	<u>\$ (17,153)</u>

Lansing Housing Commission
Budget vs. Actual
LaRoy Froh
For the Period Ending December 31, 2020

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 100,737	\$ 151,560	\$ (50,823)	\$ 149,062	\$ 303,120	\$ 151,560
Tenant Revenue - Other	3,940	27,120	(23,180)	37,567	54,240	27,120
Total Tenant Revenue	<u>\$ 104,677</u>	<u>\$ 178,680</u>	<u>\$ (74,003)</u>	<u>\$ 186,629</u>	<u>\$ 357,360</u>	<u>\$ 178,680</u>
HUD PHA Operating Grants	833,189	477,030	356,159	520,717	954,060	477,030
CFP Operational Income	411,783	155,000	256,783	149,462	155,000	-
Fraud Recovery and Other	3,315	3,903	(588)	12,242	7,806	3,903
Total Operating Revenue	<u>\$ 1,352,964</u>	<u>\$ 814,613</u>	<u>\$ 538,351</u>	<u>\$ 869,049</u>	<u>\$ 1,474,226</u>	<u>\$ 659,613</u>
Administrative Salaries	\$ 66,295	\$ 46,073	\$ 20,222	\$ 39,114	\$ 92,679	\$ 46,607
Auditing Fees	5,250	5,665	(415)	5,150	5,665	-
Management Fees	181,623	62,779	118,844	120,291	125,558	62,779
Bookkeeping Fees	13,124	9,180	3,944	9,151	18,360	9,180
Employee Benefits Contributions - Admin	18,507	23,320	(4,814)	11,554	46,681	23,361
Office Expenses	16,423	21,697	(5,274)	16,251	39,241	17,544
Legal	4,016	15,000	(10,984)	12,143	30,000	15,000
Travel	-	-	-	-	-	-
Other	4,597	3,000	1,597	1,051	6,000	3,000
Tenant Services - Other	2,569	9,198	(6,629)	2,120	18,396	9,198
Water	37,959	37,500	459	36,427	73,500	36,000
Electricity	20,867	23,600	(2,733)	17,461	47,600	24,000
Gas	12,726	19,700	(6,974)	11,607	40,700	21,000
Other Utilities Expense	251	300	(49)	187	13,500	13,200
Ordinary Maintenance and Operations - Labor	33,595	48,102	(14,507)	48,298	97,648	49,546
Ordinary Maintenance and Operations - Material	27,279	47,200	(19,921)	78,989	94,400	47,200
Ordinary Maintenance and Operations - Contracts	92,571	209,600	(117,029)	283,312	417,200	207,600
Employee Benefits Contributions - Ordinary	32,155	29,041	3,114	24,456	58,195	29,154
Protective Services - Other Contract Costs	2,105	1,800	305	1,475	3,600	1,800
Property Insurance	29,573	30,170	(597)	29,682	61,282	31,112
Liability Insurance	10,314	10,822	(508)	11,772	21,983	11,161
Workers Compensation	-	942	(942)	110	1,884	942
All Other Insurance	4,400	850	3,550	344	1,700	850
Other General Expenses	20,997	14,430	6,567	36,710	24,360	9,930
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	2,422	5,756	(3,334)	6,099	11,492	5,736
Bad debt - Tenant Rents	8,348	13,200	(4,852)	22,579	26,400	13,200
Interest Expense	16,521	7,269	9,252	8,001	14,166	6,897
Total Operating Expenses	<u>\$ 664,485</u>	<u>\$ 696,193</u>	<u>\$ (31,709)</u>	<u>\$ 834,335</u>	<u>\$ 1,392,191</u>	<u>\$ 695,997</u>
Net Income (Loss)	<u>\$ 688,479</u>	<u>\$ 118,420</u>	<u>\$ 570,059</u>	<u>\$ 34,715</u>	<u>\$ 82,035</u>	<u>\$ (36,384)</u>

**Lansing Housing Commission
Budget vs. Actual
South Washington Park
For the Period Ending December 31, 2020**

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 144,538	\$ 157,800	\$ (13,262)	\$ 172,442	\$ 315,600	\$ 157,800
Tenant Revenue - Other	14,572	12,240	2,332	9,279	24,480	12,240
Total Tenant Revenue	<u>\$ 159,110</u>	<u>\$ 170,040</u>	<u>\$ (10,930)</u>	<u>\$ 181,721</u>	<u>\$ 340,080</u>	<u>\$ 170,040</u>
HUD PHA Operating Grants	552,684	331,026	221,658	368,945	662,052	331,026
CFP Operational Income	108,164	227,623	(119,458)	70,007	227,623	-
Fraud Recovery and Other	7,229	5,511	1,718	32,154	11,022	5,511
Total Operating Revenue	<u>\$ 827,188</u>	<u>\$ 734,200</u>	<u>\$ 92,989</u>	<u>\$ 652,827</u>	<u>\$ 1,240,777</u>	<u>\$ 506,577</u>
Administrative Salaries	\$ 38,967	\$ 36,374	\$ 2,593	\$ 42,588	\$ 73,230	\$ 36,857
Auditing Fees	5,250	5,665	(415)	5,150	5,665	-
Management Fees	148,521	58,471	90,051	112,072	116,941	58,471
Bookkeeping Fees	8,056	8,550	(494)	8,545	17,100	8,550
Employee Benefits Contributions - Admin	25,763	20,854	4,909	19,552	41,741	20,888
Office Expenses	21,386	23,301	(1,915)	21,513	41,249	17,948
Legal	8,850	8,250	600	8,133	16,500	8,250
Travel	-	-	-	277	-	-
Other	267	-	267	587	-	-
Tenant Services - Other	4,700	6,000	(1,300)	5,015	12,000	6,000
Water	97,715	101,600	(3,885)	93,031	204,200	102,600
Electricity	60,094	59,000	1,094	58,005	118,500	59,500
Gas	11,864	21,300	(9,436)	15,548	47,000	25,700
Other Utilities Expense	216	180	36	181	1,515	1,335
Ordinary Maintenance and Operations - Labor	63,368	52,806	10,562	50,004	106,684	53,878
Ordinary Maintenance and Operations - Material	19,014	33,376	(14,362)	35,088	66,752	33,376
Ordinary Maintenance and Operations - Contract	48,529	58,775	(10,246)	66,731	117,225	58,450
Employee Benefits Contributions - Ordinary	49,685	29,571	20,114	27,727	59,225	29,655
Protective Services - Other Contract Costs	830	1,020	(190)	795	2,040	1,020
Property Insurance	24,441	29,798	(5,357)	23,081	60,528	30,730
Liability Insurance	10,784	13,875	(3,091)	11,967	28,184	14,309
Workers Compensation	-	876	(876)	103	1,752	876
All Other Insurance	4,877	850	4,027	999	1,700	850
Other General Expenses	21,733	9,552	12,181	27,971	19,104	9,552
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	(3,237)	(2,860)	(377)	207	(6,310)	(3,450)
Bad debt - Tenant Rents	6,616	4,500	2,116	3,788	9,000	4,500
Interest Expense	3,772	1,660	2,113	1,827	3,235	1,575
Total Operating Expenses	<u>\$ 682,064</u>	<u>\$ 583,343</u>	<u>\$ 98,721</u>	<u>\$ 640,482</u>	<u>\$ 1,164,761</u>	<u>\$ 581,418</u>
Net Income (Loss)	<u>\$ 145,124</u>	<u>\$ 150,857</u>	<u>\$ (5,732)</u>	<u>\$ 12,345</u>	<u>\$ 76,016</u>	<u>\$ (74,841)</u>

Lansing Housing Commission
Budget vs. Actual
AMP Consolidated
For the Period Ending December 31, 2020

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 563,526	\$ 672,948	\$ (109,422)	\$ 721,918	\$ 1,345,896	\$ 672,948
Tenant Revenue - Other	40,745	68,010	(27,265)	93,221	136,020	68,010
Total Tenant Revenue	<u>\$ 604,271</u>	<u>\$ 740,958</u>	<u>\$ (136,687)</u>	<u>\$ 815,138</u>	<u>\$ 1,481,916</u>	<u>\$ 740,958</u>
HUD PHA Operating Grants	3,065,236	1,789,452	1,275,784	1,967,124	3,578,904	1,789,452
CFP Operational Income	1,039,894	612,623	427,272	367,204	612,623	-
Fraud Recovery and Other	(2,160,718)	16,577	(2,177,295)	91,673	33,024	16,447
Total Operating Revenue	<u>\$ 2,548,683</u>	<u>\$ 3,159,610</u>	<u>\$ (610,926)</u>	<u>\$ 3,241,140</u>	<u>\$ 5,706,467</u>	<u>\$ 2,546,857</u>
Administrative Salaries	\$ 214,160	\$ 176,062	\$ 38,098	\$ 171,267	\$ 355,139	\$ 179,077
Auditing Fees	21,000	22,660	(1,660)	20,600	22,660	-
Management Fees	688,294	245,884	442,410	472,783	491,769	245,884
Bookkeeping Fees	46,686	35,955	10,731	36,134	71,910	35,955
Employee Benefits Contributions - Administrative	79,927	80,954	(1,028)	63,082	162,133	81,179
Office Expenses	80,417	95,401	(15,984)	79,989	174,488	78,087
Legal Expense	26,135	47,665	(21,530)	38,890	92,415	44,750
Travel	-	1,080	(1,080)	1,233	2,160	1,080
Other	13,460	3,000	10,460	3,882	6,300	3,300
Tenant Services - Other	12,236	35,994	(23,758)	11,036	71,988	35,994
Water	235,491	244,550	(9,059)	212,858	497,850	253,300
Electricity	121,659	119,000	2,659	102,302	242,920	123,920
Gas	49,341	75,920	(26,579)	48,669	203,120	127,200
Other Utilities Expense	551	480	71	507	30,265	29,785
Ordinary Maintenance and Operations - Labor	170,786	187,907	(17,121)	178,080	380,845	192,938
Ordinary Maintenance and Operations - Material	79,161	164,111	(84,950)	215,760	322,862	158,751
Ordinary Maintenance and Operations - Contract	386,820	737,495	(350,675)	751,524	1,455,415	717,920
Employee Benefits Contributions - Ordinary	138,991	116,232	22,759	105,309	232,404	116,172
Protective Services - Other Contract Costs	6,414	6,410	4	4,794	12,620	6,210
Property Insurance	104,126	106,323	(2,197)	97,745	215,969	109,646
Liability Insurance	40,339	42,304	(1,965)	40,433	85,930	43,626
Workers Compensation	-	3,684	(3,684)	432	7,368	3,684
All Other Insurance	18,555	3,400	15,155	2,687	6,800	3,400
Other General Expenses	87,824	52,492	35,332	140,488	90,389	37,897
Compensated Absences	-	-	-	-	-	-
Payments in Lieu of Taxes	15,672	19,598	(3,926)	29,764	32,701	13,103
Bad debt - Tenant Rents	21,217	37,500	(16,283)	60,519	75,000	37,500
Interest Expense	65,042	28,618	36,424	31,500	55,770	27,153
Total Operating Expenses	<u>\$ 2,724,304</u>	<u>\$ 2,691,679</u>	<u>\$ 32,624</u>	<u>\$ 2,922,266</u>	<u>\$ 5,399,189</u>	<u>\$ 2,707,510</u>
Net Income (Loss)	<u>\$ (175,620)</u>	<u>\$ 467,930</u>	<u>\$ (643,551)</u>	<u>\$ 318,874</u>	<u>\$ 307,278</u>	<u>\$ (160,653)</u>

Lansing Housing Commission
Budget vs. Actual
COCC
For the Period Ending December 31, 2020

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Management Fees Income	\$ 788,057	\$ 588,290	\$ 199,766	\$ 572,503	\$ 931,532	\$ 343,241
Bookkeeping Fees Income	46,686	35,955	10,731	36,068	71,910	35,955
Fraud Recovery and Other	42,621	44,265	(1,644)	132,681	79,530	35,265
Total Operating Revenue	\$ 877,363	\$ 668,510	\$ 208,853	\$ 741,252	\$ 1,082,972	\$ 414,461
Administrative Salaries	\$ 81,769	\$ 70,759	\$ 11,010	\$ 70,144	\$ 143,359	\$ 72,600
Auditing Fees	5,250	5,665	(415)	5,150	5,665	-
Employee Benefits Contributions - Admin	24,840	22,439	2,401	27,848	45,022	22,583
Office Expenses	29,327	41,447	(12,120)	45,725	77,419	35,972
Legal	3,384	8,800	(5,416)	11,185	17,600	8,800
Travel	-	4,860	(4,860)	2,555	8,100	3,240
Other	13,586	17,852	(4,266)	29,614	30,704	12,852
Tenant Services - Other	-	-	-	4,006	-	-
Water	800	870	(70)	978	1,740	870
Electricity	7,306	7,300	6	7,228	14,400	7,100
Gas	530	1,290	(760)	1,290	2,815	1,525
Other Utilities Expense	299	300	(1)	204	500	200
Ordinary Maintenance and Operations - Materia	200	-	200	-	-	-
Ordinary Maintenance and Operations - Contrac	4,479	3,354	1,125	25,335	6,708	3,354
Protective Services - Other Contract Costs	878	490	388	313	665	175
Property Insurance	1,106	1,222	(116)	1,082	2,483	1,261
Liability Insurance	113	723	(610)	565	1,469	746
Workers Compensation	-	1,800	(1,800)	65	3,600	1,800
All Other Insurance	4,400	-	4,400	2,077	-	-
Other General Expenses	162,604	156,516	6,088	133,859	313,032	156,516
Compensated Absences	-	-	-	-	-	-
Interest Expense	662	662	-	1,357	970	308
Total Operating Expenses	\$ 341,532	\$ 346,350	\$ (4,818)	\$ 370,579	\$ 676,251	\$ 329,901
Net Income (Loss)	\$ 535,832	\$ 322,161	\$ 213,671	\$ 370,673	\$ 406,721	\$ 84,560

Lansing Housing Commission
Budget vs. Actual
Housing Choice Voucher
For the Period Ending December 31, 2020

	<u>YTD Amount</u>	<u>YTD Budget</u>	<u>YTD Variance</u>	<u>Prior YTD Actual</u>	<u>Annual Budget</u>	<u>Remaining Budget</u>
HUD PHA Operating Grants	\$ 6,373,220	\$ 6,231,522	\$ 141,698	\$ 6,447,313	\$ 12,463,044	\$ 6,231,522
Other Revenue	180	-	180	7,622	-	-
Fraud Recovery and Other	6,694	6,090	604	14,318	12,180	6,090
Total Operating Revenue	<u>\$ 6,380,093</u>	<u>\$ 6,237,612</u>	<u>\$ 142,481</u>	<u>\$ 6,469,253</u>	<u>\$ 12,475,224</u>	<u>\$ 6,237,612</u>
Administrative Salaries	\$ 179,230	\$ 163,993	\$ 15,237	\$ 151,217	\$ 330,281	\$ 166,289
Auditing Fees	26,250	28,325	(2,075)	25,750	28,325	-
Management Fees	99,763	97,357	2,406	99,720	194,714	97,357
Bookkeeping Fees	-	-	-	-	-	-
Employee Benefits Contributions - Admin	44,211	52,186	(7,975)	38,128	104,548	52,362
Office Expenses	90,416	90,280	136	90,408	146,630	56,350
Legal Expense	-	-	-	-	-	-
Travel	-	-	-	1,066	-	-
Other	-	30,200	(30,200)	200	60,200	30,000
Tenant Services - Other	-	-	-	-	-	-
Water	-	-	-	-	-	-
Electricity	-	-	-	-	-	-
Gas	-	-	-	-	-	-
Other Utilities Expense	515	200	315	241	400	200
Ordinary Maintenance and Operations - Materials	-	-	-	-	-	-
Ordinary Maintenance and Operations - Contract	31,847	2,028	29,819	25,213	4,056	-
Protective services - Other Contract Costs	269	200	69	209	200	-
Property Insurance	-	-	-	1,657	-	-
Liability Insurance	7,760	10,605	(2,845)	7,515	21,541	10,936
Workers Compensation	-	4,200	(4,200)	831	8,400	4,200
All Other Insurance	-	-	-	-	-	-
Other General Expenses	9,039	17,285	(8,246)	22,150	27,020	9,735
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	5,652,343	5,744,736	(92,393)	5,706,422	11,489,472	5,744,736
Bad Debt - Tenant Rents	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 6,141,643</u>	<u>\$ 6,241,595</u>	<u>\$ (99,952)</u>	<u>\$ 6,170,726</u>	<u>\$ 12,415,787</u>	<u>\$ 6,174,193</u>
Net Income (Loss)	<u>\$ 238,451</u>	<u>\$ (3,983)</u>	<u>\$ 242,433</u>	<u>\$ 298,527</u>	<u>\$ 59,437</u>	<u>\$ 63,419</u>

Lansing Housing Commission
1010 Mt. Vernon Park
Balance Sheet for December 2020

	Period Amount	Balance
ASSETS		
1010-0000-111102 Cash-Security Deposits	-	33,296.60
1010-0000-111111 Chase Checking	343,770.77	750,599.56
1010-0000-112200 Accounts Receivable	(11,389.50)	20,897.80
1010-0000-112201 Allowance for Doubtful Accounts	1,775.32	(2,285.08)
1010-0000-112220 A/R Repayment Agreement	902.00	1,551.00
1010-0000-112500 Accounts Receivable HUD	2,717.29	2,717.29
1010-2010-112500 Accounts Receivable HUD	-	19,649.63
1010-0000-114500 Accrued Interest Receivable	-	128.21
1010-5005-115700 Intercompany	(64,744.52)	(208,586.23)
1010-0000-116201 Investments Savings	-	133,568.06
1010-0000-121100 Prepaid Insurance	(6,021.91)	50,476.62
1010-0000-140000 Land	(130,862.00)	114,150.00
1010-0000-144000 Construction in Progress	11,650.00	29,080.83
1010-3000-144000 Construction in Progress	-	127,799.85
1010-0000-146000 Dwelling Structures	(10,172,262.41)	2,567,885.60
1010-1010-146000 Dwelling Structures	(501,502.00)	-
1010-0000-146500 Dwelling Equipment - Ranges &	(341,786.98)	20,325.87
1010-1010-146500 Dwelling Equipment - Ranges &	(27,589.00)	-
1010-3000-146500 Dwelling Equipment - Ranges &	(8,823.96)	-
1010-0000-148100 Accumulated Depreciation-Build	8,673,684.87	(2,279,268.23)
1010-1010-148100 Accumulated Depreciation-Build	192,812.00	-
1010-1010-148300 Accumulated Depreciation-Equip	10,606.00	-
1010-0000-150300 Deferred Outflow - MERS	-	55,851.00
1010-0000-150301 Deferred Outflows-OPEB	-	19,155.00
TOTAL ASSETS	(2,027,064.03)	1,456,993.38
LIABILITIES		
1010-0000-200000 OPEB Liability	-	31,309.00
1010-0000-200300 Pension Liability	-	232,910.00
1010-0000-210000 Construction Costs Payable	-	-
1010-0000-211100 Accounts Payable	(6,759.84)	49.50
1010-0000-211343 Accounts Payable Misc	-	-
1010-0000-211400 Tenant Security Deposits	(254.00)	30,799.60
1010-0000-211999 Tenant Refunds	(396.00)	6,118.67
1010-0000-212000 Accrued Payroll	-	8,381.35
1010-0000-213400 Utility Accrual	-	18,932.37
1010-0000-213500 Accrued Comp Absences - Curr	-	1,373.98
1010-0000-213700 Payment in Lieu of Taxes	1,434.90	23,329.73
1010-0000-214000 Accrued Comp Absences - non curr	-	7,785.84
1010-0000-260600 Note Payable Non Curr - PNC	-	-
1010-0000-260601 Note Payable - Curr - PNC	-	-
1010-0000-210000 Deferred Inflow - MERS	-	7,979.00
1010-0000-270000 Deferred Inflows	-	61,492.00
TOTAL LIABILITIES	(5,974.94)	430,461.04
EQUITY		
1010-0000-280100 Invest C	-	2,433,904.00
1010-0000-280500 Unrestricted Net Assets	-	801,692.03
1010-0000-282000 Income and Expense Clearing	(2,021,089.09)	(4,126,720.19)
1010-0003-282000 Income and Expense Clearing	-	(77.99)
1010-1010-282000 Income and Expense Clearing	-	(320.14)
1010-1010-282000 Income and Expense Clearing	-	(54,628.80)
1010-2010-282000 Income and Expense Clearing	-	(75.00)
1010-3000-282000 Income and Expense Clearing	-	1,972,758.43
TOTAL EQUITY	(2,021,089.09)	1,026,532.34
TOTAL LIABILITIES & EQUITY	(2,027,064.03)	1,456,993.38

Lansing Housing Commission
1020 Hildebrandt Park
Balance Sheet for December 2020

	Period Amount	Balance
ASSETS		
1020-0000-111102 Cash-Security Deposits	-	38,207.00
1020-0000-111111 Chase Checking	699,981.03	808,949.01
1020-0000-112200 Accounts Receivable	(10,505.29)	24,335.50
1020-0000-112201 Allowance for Doubtful Accounts	(2,196.50)	(2,805.00)
1020-0000-112220 A/R Repayment Agreement	105.00	506.00
1020-0000-112500 Accounts Receivable HUD	-	-
1020-2010-112500 Accounts Receivable HUD	-	22,526.63
1020-0000-114500 Accrued Interest Receivable	-	128.21
1020-5005-115700 Intercompany	(73,068.79)	(158,428.87)
1020-0000-116201 Investments Savings	-	133,568.06
1020-0000-121100 Prepaid Insurance	(2,397.50)	57,439.40
1020-0000-140000 Land	-	440,132.00
1020-0000-144000 Construction in Progress	-	69,703.98
1020-3000-144000 Construction in Progress	-	211,130.56
1020-0000-146000 Dwelling Structures	-	14,809,206.91
1020-1020-146000 Dwelling Structures	-	640,279.00
1020-0000-146500 Dwelling Equipment - Ranges &	-	88,404.42
1020-1020-146500 Dwelling Equipment - Ranges &	-	242,488.00
1020-0000-148100 Accumulated Depreciation-Build	-	(11,912,574.25)
1020-1020-148100 Accumulated Depreciation-Build	-	(246,176.00)
1020-1020-148300 Accumulated Depreciation-Equip	-	(93,232.00)
1020-0000-150300 Deferred Outflow - MERS	-	46,771.00
1020-0000-150301 Deferred Outflows-OPEB	-	10,027.00
TOTAL ASSETS	611,917.95	5,230,586.56
LIABILITIES		
1020-0000-200000 OPEB Liability	-	16,389.00
1020-0000-200300 Pension Liability	-	195,048.00
1020-0000-210000 Construction Costs Payable	-	-
1020-0000-211100 Accounts Payable	(4,211.69)	(102.79)
1020-0000-211343 Accounts Payable Misc	-	-
1020-0000-211400 Tenant Security Deposits	-	38,291.00
1020-0000-211999 Tenant Refunds	-	9,875.53
1020-0000-212000 Accrued Payroll	-	9,024.74
1020-0000-213400 Utility Accrual	-	21,455.02
1020-0000-213500 Accrued Comp Absences - Curr	-	3,100.67
1020-0000-213700 Payment in Lieu of Taxes	860.13	26,446.69
1020-0000-214000 Accrued Comp Absences - non curr	-	17,570.47
1020-0000-260600 Note Payable Non Curr - PNC	-	-
1020-0000-260601 Note Payable - Curr - PNC	-	-
1020-0000-210000 Deferred Inflow - MERS	-	6,682.00
1020-0000-270000 Deferred Inflows	-	32,189.00
TOTAL LIABILITIES	(3,351.56)	375,969.33
EQUITY		
1020-0000-280100 Invest C	-	3,764,889.00
1020-0000-280500 Unrestricted Net Assets	-	(35,006.10)
1020-0000-282000 Income and Expense Clearing	615,269.51	(938,852.19)
1020-1020-282000 Income and Expense Clearing	-	(103,998.00)
1020-2010-282000 Income and Expense Clearing	-	(56.25)
1020-3000-282000 Income and Expense Clearing	-	2,167,640.77
TOTAL EQUITY	615,269.51	4,854,617.23
TOTAL LIABILITIES & EQUITY	611,917.95	5,230,586.56

**Lansing Housing Commission
1080 LaRoy Froh Townhomes
Balance Sheet for December 2020**

	Period Amount	Balance
ASSETS		
1080-0000-111102 Cash-Security Deposits	-	40,322.00
1080-0000-111111 Chase Checking	640,499.58	1,022,288.32
1080-0000-112200 Accounts Receivable	4,654.63	14,456.71
1080-0000-112201 Allowance for Doubtful Accounts	(7,805.90)	(1,453.02)
1080-0000-112220 A/R Repayment Agreement	(57.00)	5.55
1080-0000-112500 Accounts Receivable HUD	-	-
1080-2010-112500 Accounts Receivable HUD	-	21,384.75
1080-0000-112954 Accounts Receivables-Misc	-	-
1080-0000-114500 Accrued Interest Receivable	-	128.21
1080-5005-115700 Intercompany	(50,559.38)	(115,384.94)
1080-0000-116201 Investments Savings	-	133,568.05
1080-0000-121100 Prepaid Insurance	(6,769.33)	56,787.08
1080-0000-140000 Land	-	499,084.00
1080-0000-144000 Construction in Progress	-	111,737.04
1080-3000-144000 Construction in Progress	-	179,112.30
1080-0000-146000 Dwelling Structures	-	12,792,393.80
1080-1080-146000 Dwelling Structures	-	520,795.00
1080-0000-146500 Dwelling Equipment - Ranges &	-	51,291.24
1080-0000-148100 Accumulated Depreciation-Build	-	(10,248,718.71)
1080-1080-148100 Accumulated Depreciation-Build	-	(200,235.00)
1080-0000-150300 Deferred Outflow - MERS	-	60,470.00
1080-0000-150301 Deferred Outflows-OPEB	-	16,146.00
TOTAL ASSETS	579,962.60	4,954,178.38
LIABILITIES		
1080-0000-200000 OPEB Liability	-	26,390.00
1080-0000-200300 Pension Liability	-	252,179.00
1080-0000-210000 Construction Costs Payabe	-	-
1080-0000-211100 Accounts Payable	(286.08)	-
1080-0000-211343 Accounts Payable Misc	-	-
1080-0000-211400 Tenant Security Deposits	471.00	41,046.00
1080-0000-211999 Tenant Refunds	(228.00)	6,586.75
1080-0000-212000 Accrued Payroll	-	7,179.25
1080-0000-213400 Utility Accrual	-	22,611.39
1080-0000-213500 Accrued Comp Absences - Curr	-	772.69
1080-0000-213700 Payment in Lieu of Taxes	(102.35)	12,191.03
1080-0000-214000 Accrued Comp Absences - non curr	-	4,378.57
1080-0000-260600 Note Payable Non Curr - PNC	-	-
1080-0000-260601 Note Payable - Curr - PNC	-	-
1080-0000-210000 Deferred Inflow - MERS	-	8,639.00
1080-0000-270000 Deferred Inflows	-	51,831.00
TOTAL LIABILITIES	(145.43)	433,804.68
EQUITY		
1080-0000-280100 Invest C	-	4,031,104.00
1080-0000-280500 Unrestricted Net Assets	-	134,241.63
1080-0000-282000 Income and Expense Clearing	580,108.03	(1,206,663.71)
1080-1080-282000 Income and Expense Clearing	-	(61,355.00)
1080-2010-282000 Income and Expense Clearing	-	(56.25)
1080-3000-282000 Income and Expense Clearing	-	1,623,103.03
TOTAL EQUITY	580,108.03	4,520,373.70
TOTAL LIABILITES & EQUITY	579,962.60	4,954,178.38

**Lansing Housing Commission
1090 South Washington Park
Balance Sheet for December 2020**

	Period Amount	Balance
ASSETS		
1090-0000-111102 Cash-Security Deposits	-	23,084.00
1090-0000-111111 Chase Checking	184,642.86	672,745.98
1090-0000-112200 Accounts Receivable	(1,455.76)	34,501.25
1090-0000-112201 Allowance for Doubtful Accounts	(1,735.03)	(3,665.46)
1090-0000-112220 A/R Repayment Agreement	-	-
1090-0000-112500 Accounts Receivable HUD	-	-
1090-2010-112500 Accounts Receivable HUD	-	19,382.25
1090-0000-114500 Accrued Interest Receivable	-	128.21
1090-5005-115700 Intercompany	(31,636.53)	(103,608.56)
1090-0000-116201 Investments Savings	-	133,568.05
1090-0000-121100 Prepaid Insurance	9,383.19	60,521.35
1090-0000-140000 Land	-	180,543.00
1090-0000-144000 Construction in Progress	3,650.00	(2,850.00)
1090-3000-144000 Construction in Progress	920,897.50	2,204,424.45
1090-0000-146000 Dwelling Structures	-	9,765,294.25
1090-1090-146000 Dwelling Structures	-	118,722.00
1090-0000-146500 Dwelling Equipment - Ranges &	-	136,804.45
1090-0000-147000 Nondwellin Structures	-	58,981.26
1090-0000-148100 Accumulated Depreciation-Build	-	(7,702,207.44)
1090-1090-148100 Accumulated Depreciation-Build	-	(45,647.00)
1090-0000-150300 Deferred Outflow - MERS	-	55,736.00
1090-0000-150301 Deferred Outflows-OPEB	-	9,975.00
TOTAL ASSETS	1,083,746.23	5,616,433.04
LIABILITIES		
1090-0000-200000 OPEB Liability	-	16,304.00
1090-0000-200300 Pension Liability	-	232,434.00
1090-0000-210000 Construction Costs Payabe	-	-
1090-0000-211100 Accounts Payable	(1,905.90)	-
1090-0000-211343 Accounts Payable Misc	-	-
1090-0000-211400 Tenant Security Deposits	(56.00)	22,373.00
1090-0000-211999 Tenant Refunds	699.00	9,965.92
1090-0000-212000 Accrued Payroll	-	12,098.57
1090-0000-213400 Utility Accrual	-	47,123.47
1090-0000-213500 Accrued Comp Absences - Curr	-	2,860.96
1090-0000-213700 Payment in Lieu of Taxes	(524.55)	(10,825.75)
1090-0000-214000 Accrued Comp Absences - non curr	-	16,212.05
1090-0000-260600 Note Payable Non Curr - PNC	-	-
1090-0000-260601 Note Payable - Curr - PNC	-	-
1090-0000-210000 Deferred Inflow - MERS	-	7,962.00
1090-0000-270000 Deferred Inflows	-	32,021.00
TOTAL LIABILITIES	(1,787.45)	388,529.22
EQUITY		
1090-0000-280100 Invest C	-	3,083,846.00
1090-0000-280500 Unrestricted Net Assets	-	52,038.44
1090-0000-282000 Income and Expense Clearing	1,085,533.68	315,116.78
1090-1090-282000 Income and Expense Clearing	-	-13,987.00
1090-2010-282000 Income and Expense Clearing	-	-75.00
1090-3000-282000 Income and Expense Clearing	-	1,790,964.60
TOTAL EQUITY	1,085,533.68	5,227,903.82
TOTAL LIABILITES & EQUITY	1,083,746.23	5,616,433.04

**Lansing Housing Commission
5005 Central Office Cost Center
Balance Sheet for December 2020**

	Period Amount	Balance
ASSETS		
5005-0000-111101 General Fund Checking	-	-
5005-0000-111105 LHC-Payroll Account	-	68,244.64
5005-0000-111111 Chase Checking	109,622.56	929,649.73
5005-0000-112500 Accounts Receivable HUD	58,905.25	807,669.49
5005-0000-112954 Accounts Receivables-Misc	-	-
5005-1010-115700 Intercompany	64,744.52	208,586.23
5005-1020-115700 Intercompany	73,068.79	158,428.87
5005-1080-115700 Intercompany	50,559.38	115,384.94
5005-1090-115700 Intercompany	31,636.53	103,608.56
5005-4001-115700 Intercompany	(370,270.75)	509,220.25
5005-8001-115700 Intercompany	46,269.06	154,745.17
5005-8002-115700 Intercompany	2,461.06	8,480.63
5005-8005-115700 Intercompany	(1,816.99)	(8,821.13)
5005-8010-115700 Intercompany	4,548.29	9,085.27
5005-8021-115700 Intercompany	-	-
5005-9101-115700 Intercompany	-	-
5005-0000-121100 Prepaid Insurance	(181.14)	2,778.44
5005-0000-121200 Prepaid - Other	-	10,896.00
5005-0000-140000 Land	-	190,000.00
5005-0000-144000 Construction in Progress	-	-
5005-0000-146000 Dwelling Structures	-	775,620.74
5005-0000-146500 Dwelling Equipment - Ranges &	-	335,281.25
5005-0000-148100 Accumulated Depreciation-Build	-	(1,050,121.93)
5005-0000-150102 Investment in OG	-	411,617.62
5005-0000-150300 Deferred Outflow - MERS	-	39,101.00
5005-0000-150301 Deferred Outflows-OPEB	-	9,452.00
TOTAL ASSETS	69,546.56	3,788,907.77
LIABILITIES		
5005-0000-200000 OPEB Liability	-	15,449.00
5005-0000-200300 Pension Liability	-	163,067.00
5005-0000-210000 Construction Costs Payable	-	-
5005-0000-211100 Accounts Payable	(737.38)	-
5005-0000-211343 Accounts Payable Misc	-	-
5005-0000-211703 Union Dues Payable	(255.00)	(1,147.50)
5005-0000-211704 Health Insurance W/H	-	-
5005-0000-212000 Accrued Payroll	-	6,703.04
5005-0000-213400 Utility Accrual	-	1,474.63
5005-0000-213500 Accrued Comp Absences - Curr	-	1,524.24
5005-0000-214000 Accrued Comp Absences - non curr	-	8,637.38
5005-0000-224000 Tenant Prepaid Rent	-	2,775.00
5005-0000-260700 Note Payable Non Curr - Davenport	(4,914.14)	(21,014.54)
5005-0000-260701 Note Payable - Curr - Davenport	-	59,030.02
5005-0000-210000 Deferred Inflow - MERS	-	5,586.00
5005-0000-270000 Deferred Inflows	-	30,342.00
TOTAL LIABILITIES	(5,906.52)	272,426.27
EQUITY		
5005-0000-280100 Invest C	-	262,455.00
5005-0000-280500 Unrestricted Net Assets	-	327,575.00
5005-0000-282000 Income and Expense Clearing	75,453.08	3,160,358.21
5005-3000-282000 Income and Expense Clearing	-	-233,906.71
TOTAL EQUITY	75,453.08	3,516,481.50
TOTAL LIABILITIES & EQUITY	69,546.56	3,788,907.77

**Lansing Housing Commission
Housing Choice Voucher
Balance Sheet for December 2020**

	Period Amount	Balance
ASSETS		
8001-0000-111111 Chase Checking	40,635.08	986,238.46
8001-2010-111111 Chase Checking	-	151,314.10
8002-0000-111111 Chase Checking	51,433.87	427,961.65
8002-0000-112200 Accounts Receivable	-	(228.33)
8002-0000-112954 Accounts Receivables-Misc	-	-
8001-5005-115700 Intercompany	(46,269.06)	(154,745.17)
8002-5005-115700 Intercompany	(2,461.06)	(8,480.63)
8001-0000-121100 Prepaid Insurance	-	13,336.44
8001-0000-146500 Dwelling Equipment - Ranges &	-	44,423.50
8001-0000-148100 Accumulated Depreciation-Build	-	(27,596.00)
8002-0000-148100 Accumulated Depreciation-Build	-	-
8001-0000-150300 Deferred Outflow - MERS	-	57,573.00
8001-0000-150301 Deferred Outflows-OPEB	-	27,406.00
TOTAL ASSETS	43,338.83	1,517,203.02
LIABILITIES		
8001-0000-200000 OPEB Liability	-	44,794.00
8001-0000-200300 Pension Liability	-	240,096.00
8001-0000-210000 Construction Costs Payabe	-	-
8001-0000-211100 Accounts Payable	(619.47)	-
8002-0000-211100 Accounts Payable	-	-
8002-8002-211100 Accounts Payable	-	-
8001-0000-211343 Accounts Payable Misc	-	-
8001-2010-211998 Deferred Income	(139,503.32)	184,178.42
8001-0000-212000 Accrued Payroll	-	16,924.22
8001-0000-213400 Utility Accrual	-	-
8001-0000-213500 Accrued Comp Absences - Curr	-	3,728.23
8001-0000-214000 Accrued Comp Absences - non curr	-	21,126.63
8001-0000-210000 Deferred Inflow - MERS	-	8,225.00
8001-0000-270000 Deferred Inflows	-	87,978.00
TOTAL LIABILITIES	(140,122.79)	607,050.50
EQUITY		
8001-0000-280500 Unrestricted Net Assets	-	(311,896.99)
8001-0000-282000 Income and Expense Clearing	134,488.81	805,965.74
8001-0003-282000 Income and Expense Clearing	-	(1,038.20)
8001-3000-282000 Income and Expense Clearing	-	(2,130.72)
8002-0000-280100 Invest C	-	3,047.00
8002-0000-280400 Restricted Net Assets	-	152,357.00
8002-0000-280500 Unrestricted Net Assets	-	453,953.00
8002-0000-282000 Income and Expense Clearing	48,972.81	57,045,857.41
8002-8002-282000 Income and Expense Clearing	-	(57,235,961.72)
TOTAL EQUITY	183,461.62	910,152.52
TOTAL LIABILITES & EQUITY	43,338.83	1,517,203.02



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January 27, 2020

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

December Housing Choice Voucher (HCV) Monthly Report

CONTACT PERSON:

Kim Shirey
HCV Supervisor

Family Self Sufficiency (FSS):

The FSS Coordinator has been working to sign up participants into the FSS program. She is working on new ways to make the program seem more appealing to participants.

HCV Orientations:

LHC had zero (0) orientations during the month of December 2020 and zero (0) vouchers were issued.

Zero (0) VASH orientation was held for the month of December 2020, and four (4) vouchers were issued with the assistance of community partners.

Waiting List:

Staff has worked to process the responses for applicants 1-50. Once these are processed, the next steps will be determined based on the current COVID guidelines.

Department Initiatives:

In the HCV Program there are currently 1,733 vouchers housed in all its programs. 46 participants are with the Shelter Plus Care Program (S+C), 63 are housed under the Permanent Supportive Housing Program (PSH), and 138 are housed under the HUD Veterans Affairs Supportive Housing (VASH) 1,486 are housed under the Housing Choice Voucher Program.





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Voucher Utilization

November Voucher Program Total Units	1,863
November Traditional HCV Utilization	1602
November % Utilized Units	87%

December Voucher Program Total Units	1,863
December Traditional HCV Utilization	1624
December % Utilized Units	86%

Voucher Disbursement

HUD November HAP Disbursement	\$956,685
LHC November HAP/UAP Disbursement	\$872,356
% Voucher Funding Utilization	91%

HUD December HAP Disbursement	\$956,682
LHC December HAP/UAP Disbursement	\$871,207
% Voucher Funding Utilization	91%
HUD Held Reserves as of October 2020	\$2,678,131

SEMAP Indicators

Indicator 1- Selection from the Waiting List

This indicator measures whether LHC has written policies in its administrative plan for selecting applicants from the waiting list. This indicator is not scored by PIC but is based on an internal review. LHC is on track to receive all points for this indicator out of a possible 15 as it does have written policy.

Waiting List

PIC Scoring	Internal Scoring
N/A	15

Indicator 2- Rent Reasonableness

LHC has a method for determining the rent (for each unit leased) is reasonable based on current rents charged for comparable unassisted units. LHC reviewed 15 rent reasonable for the fiscal year 2020. This indicator is not scored by PIC but based on an internal review. LHC will self-score 20 points for this indicator out of a possible 20.





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Rent Reasonableness

PIC Scoring	Internal Scoring
N/A	20

Indicator 3- Determination of Adjusted Income

This indicator measures if, at the time of admission and reexamination, LHC verifies and correctly determines adjusted annual income for each assisted family, and if LHC uses the appropriate utility allowance(s). This indicator is not scored in PIC but is based on an internal review and scoring. LHC completed 12 file audits with a requirement of 26 to be reviewed for scoring purposes. Therefore, LHC will self-score 20 points out of 20 for the fiscal year ending June 2021.

Adjusted Income

PIC Scoring	Internal Scoring
N/A	20

Indicator 4- Utility Allowance

The new Utility Allowances were approved and are effective 12/01/2020. This indicator is not scored through PIC but is based on an internal review. Based on the internal review, LHC would receive five (5) of the possible five (5) points for this indicator by the end of the fiscal year.

Utility Allowance

PIC Scoring	Internal Scoring
N/A	5

Indicator 5- HQS Quality Control Inspections

The number of Quality Control Inspections needed for the year is 28. During this reporting period zero (0) quality control inspections were conducted. This indicator is not scored by PIC but is based on an internal review. Based on the internal review LHC will self-score a five (5) out of the five (5) possible points.

Quality Control Inspections

PIC Scoring	Internal Scoring
N/A	5

Indicator 6- HQS Enforcement

Following each HQS inspection of a unit under contract where the unit fails to meet HQS, any cited life threatening HQS deficiencies are corrected within 24-hours and all other cited HQS deficiencies are corrected within 30 days. If deficiencies are not corrected timely LHC stops (abates) HAP payment or terminates the contract. This





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indicator is not scored by PIC but is determined from an internal review. LHC's review indicates there were five (5) 24-hour deficiencies and one hundred forty (140) 30-day deficiencies. All corrected, abated, or terminated, as necessary.

HQS Enforcement

PIC Scoring	Internal Scoring
N/A	10

Indicator 7- Expanding Housing Opportunities

LHC adopted and implemented a written policy to encourage participation by owners of units located outside areas of poverty and minority concentration. This indicator is not scored in PIC but is based on an internal review. As of this reporting period, LHC records this indicator as receiving five (5) of a possible five (5)

Housing Opportunities

PIC Scoring	Internal Scoring
N/A	5

Indicator 8- Payment Standards

This indicator shows whether LHC has adopted a current payment standard schedule for the voucher program by unit size. During this reporting period, the HCV Payment Standards were increased to 110%. The current payment standards have received Board approval. This indicator is not scored by PIC but is based on an internal review. As of this reporting period, LHC records indicate a five (5) out of a possible five (5) points will be received.

PIC Scoring	Internal Scoring
N/A	5

Indicator 9- Annual Reexamination

This indicator is used to determine if LHC has completed a reexamination for each participating family at least every 12 months. As of December 31, 2020, the reporting rate is 96%. Based on PIC, LHC records this indicator as 10 of a possible 10 points.

Annual Reexaminations

PIC Scoring	Internal Scoring
10	10

Indicator 10- Correct Tenant Rent Calculation

This indicator shows if LHC correctly calculates tenants' rent and the family share of the rent to the owner in the voucher program. As of this reporting period, PIC records indicate LHC will receive 100%. According to PIC records there are no tenant rent





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calculation discrepancies to report. Based on PIC, LHC records this indicator as receiving five (5) of a possible five (5) points.

Correct Tenant Rent

PIC Scoring	Internal Scoring
5	5

Indicator 11- Pre-Contract HQS Inspections

This indicator shows if newly leased units pass HQS inspection on or before the beginning date of the assisted lease and HAP contract. As of this reporting period, PIC recorded this indicator as receiving 100%. Based on PIC LHC would receive five (5) of a possible five (5) points.

Pre-Contract HQS

PIC Scoring	Internal Scoring
5	5

Indicator 12-Inspections

This indicator shows if LHC has inspected each unit under contract at least bi-annually. As of this reporting period, PIC recorded this indicator as receiving 100%. Based on PIC LHC would receive 10 of the possible 10 points.

Inspections

PIC Scoring	Internal Scoring
10	10

Indicator 13- Program Utilization

The department utilization rate during this reporting period is 91%. In an effort to maximize the number of participants that are housed, the program's utilization rate will continue to be closely monitored without exceeding funding capacity. SEMAP certification requires LHC to report the status of efforts in providing Housing Choice Vouchers and leasing units based on funds awarded by HUD.

Program Utilization

PIC Scoring	Internal Scoring
N/A	20

Indicator 14-Family Self Sufficiency

As of this reporting period, the Family Self Sufficiency (FSS) Program has 37 mandatory slots, 19 slots/households or (51%) are enrolled. SEMAP certification requires the LHC to report the status of enrollment for the FSS program.





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Enrollment and Escrow Accounts are documented by Indicator 14. As of this reporting period, LHC would receive five (5) of 10 points.

FSS Enrollment

PIC Scoring	Internal Scoring
N/A	5

Currently 54% of the FSS participants enrolled in the program have escrow accounts. The maximum allowable points are five of (10) points. LHC is currently doing an internal rating of five (5) points.

Participants w/ Escrows

PIC Scoring	Internal Scoring
N/A	5

*Please note all PIC data is of 12/31/2020.





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January 27, 2020

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

December 2020 Asset Management Monthly Report

CONTACT PERSON:

Doug Fleming
Executive Director
517-487-6550 Ext. 111

OVERVIEW:

Lansing Housing Commission ("LHC") communities had an overall occupancy rating of 93% (not including the modernization units) at the end of December. LHC Unit Months Leased (UML) was 773 (with units in MOD) or 93% occupancy rate. LHC maintained a 93% occupancy level, which does not meet the 96% recovery plan occupancy goal.

Public Housing (PH) Scattered Sites occupancy was 97% at the end of December.

There were three (3) households moved in, zero (0) resident moved out, and zero (0) unit transfers. The total units occupied was 297 which equals 97%. At the end of December, PH scattered sites had a total of 20 open work orders.

Hildebrandt Park/Waverly Place occupancy Hildebrandt was 100% at the end of December. There were zero (0) households moved in, zero (0) resident moved out, and zero (0) unit transfers. The total units occupied was 100 which equals 100%. At the end of December, Hildebrandt had a total of 70 open work orders.

Waverly Place occupancy was 83% at the end of December. There were zero (0) household moved in, zero (0) residents moved out, and zero (0) unit transfer. The total units occupied was 116 which equals 83%. At the end of December, Waverly Place had a total of 15 open work orders.

LaRoy Froh/Capitol City Senior occupancy LaRoy Froh was 96% at the end of December. There was zero (0) household moved in, zero (0) resident moved out, zero (0) unit transfers. The total units occupied was 96 which equals 96%. At





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the end of December, LaRoy Froh had a total of 26 open work orders. Capitol City Senior occupancy was 89% at the end of December. There were zero (0) household moved in, zero (0) resident moved out, and zero (0) unit transfer. The total units occupied was 164 which equals 89%. At the end of December, Capitol City Senior had a total of 10 open work orders.

OCCUPANCY:

Site	Total Number of Units	UML Occupied 1st day of month including MOD units	Gross (including MOD Occupancy rate)	Move Ins	Move Outs	Transfer Units	Total MOD Units
PH Scattered Sites	306	297	97%	3	0	0	0
Hildebrandt	100	100	100%	0	0	0	0
LaRoy Froh	100	96	96%	0	0	0	0
Capitol City Senior	186	164	89%	0	0	0	0
Waverly Place	140	116	83%	0	0	0	0
Totals	832	773	93%	3	0	0	0

RENT COLLECTION:

Site	Rent Charged	Receivables	Total Uncollected	Collection Rate
PH Scattered Sites	\$ TBD	\$ TBD	\$ TBD	TBD
Hildebrandt	\$ 28,229	\$ 42,810	\$ 0	119%
LaRoy Froh	\$ 22,102	\$ 25,902.87	\$ 0	117%
Capitol City Senior	\$ 26,448	\$ 27,712	\$ 0	105%
Waverly Place	\$ TBD	\$ TBD	\$ TBD	TBD
Totals	\$ 76,779	\$96,424.87	\$ 0	126%





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PH Scattered Sites Vacant Unit Status:

Address	BR	Vacate Date	Total Days Vacant	Projected Ready Date	Unit turn Cost	Comments*Details needed for Vacancies over 20 days
6044 Haag	3	5-3-20	203	2-13-21	TBD	Completing rehab
6065 Southbrook	2	12-20-19	293	1-21-21	\$500-\$800	AbrahamPro will repaint unit
6217 Grovenburg	3	11-1-20	58	2-13-21	TBD	Applicant will be pulled from waitlist
6519 Sommerset	3	10-22-20	60	2-13-21	TBD	Applicant will be pulled from waitlist
1135 Leslie	3	12-20-20	10	2-13-21	\$1,600	Applicant will be pulled from waitlist
1118 Leslie	3	11-2-20	73	2-13-21	TBD	Applicant will be pulled from waitlist
1944 Hoyt	2	10-6-20	93	2-13-21	TBD	Applicant will be pulled from waitlist
4151 Glenburne	2	9-16-20	91	TBD	TBD	Tenant was moved because of violent activity
506 N Chestnut	2	10-20	59	1-15-21	\$1,990	Pending tenant transfer.





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Hildebrandt Park Vacant Unit Status:

Address	BR	Vacate Date	Total Days Vacate	Projected Ready Date	Unit turn Cost	Comments*Details needed for Vacancies over 20 days

Waverly Place Vacant Unit Status:

Address	Br	Vacate Date	Total Days Vacate	Projected Ready Date	Unit turn Cost	Comments*Details needed for Vacancies over 20 days
3228 N Waverly	3	1-13-20	278	TBD	\$1,900	Vacant due to RAD
3426 N Waverly	3	10-17-19	286	TBD	N/A	Vacant due to RAD
3844 Wilson	1	3-2-20	246	TBD	N/A	Vacant due to RAD
3400 N Waverly	4	10-29-19	87	11-30-20	\$1,600	Vacant due to RAD
3304 N Waverly	3	5-18-20	145	TBD	N/A	Vacant due to RAD
3336 N Waverly	4	2-10-20	264	TBD	N/A	Vacant due to RAD
3356 N Waverly	4	1-6-20	201	TBD	N/A	Vacant due to RAD
3852 Wilson	1	3-16-20	241	TBD	N/A	Vacant due to RAD
3822 Wilson	1	3-16-20	241	TBD	N/A	Vacant due to RAD
3808 Wilson	1	3-23-20	248	TBD	N/A	Vacant due to RAD
3258 N Waverly	2	3-23-20	248	TBD	N/A	Vacant due to RAD
3326 N Waverly	2	4-13-20	222	TBD	N/A	Vacant due to RAD
3260 N Waverly	2	4-21-20	222	TBD	N/A	Vacant due to RAD
3878 Wilson	1	8-3-20	187	TBD	N/A	Vacant due to RAD
3858 Wilson	1	8-3-20	139	TBD	N/A	Vacant due to RAD
3340 N Waverly	3	8-3-20	139	11-30-20	\$1,600	Vacant due to RAD
3868 Wilson	1	6-4-20	119	TBD	N/A	Vacant due to RAD
3848 Wilson	1	7-1-20	112	TBD	N/A	Vacant due to RAD
3850 Wilson	1	11-30-20	45	TBD	N/A	Vacant due to RAD
3508 N Waverly	4	9-16-20	75	TBD	N/A	Vacant due to RAD





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LaRoy Froh Vacant Unit Status:

Address	BR	Vacate Date	Total Days Vacate	Projected Ready Date	Unit turn Cost	Comments*Details needed for Vacancies over 20 days
111-2424 Reo	3	2-5-20	319			Completing Rehab
11-2370 Reo	1	4-1-20	300			Completing Rehab
111-2212 Reo	3	10-22-20	99			
111-2440 Reo	3	11-19-20	71			

Capitol City Senior Vacant Unit Status:

Address	B r	Vacate Date	Total Days Vacate	Projected Ready Date	Unit turn Cost	Comments*Details needed for Vacancies over 20 days
112-3200 S Washington 211	1	3-31-20	273			
112-3200 S Washington 226	1	3-10-20	294			
112-3200 S Washington 301	1	3-15-20	264			
112-3200 S Washington 320	1	6-1-20	211			
112-3200 S Washington 402	1	4-30-20	233			
112-3200 S Washington 409	1	4-6-20	267			
112-3200 S Washington 115	1	8-5-20	146			
112-3200 S Washington 514	1	11-7-19	418			
112-3200 S Washington 515	1	1-30-20	334			
112-3200 S Washington 524	1	5-18-20	225			
112-3200 S Washington 310	1	9-30-20	90			
112-3200 S Washington 533	1	7-20-20	162			
112-3200 S Washington 509	1	8-13-20	138			
112-3200 S Washington 527	1	8-18-20	108			
112-3200 S Washington 333	1	8-21-20	130			
112-3200 S Washington 406	1	10-22-20	69			
112-3200 S Washington 519	1	10-22-20	69			
112-3200 S Washington 501	1	10-22-20	69			
112-3200 S Washington 434	1	10-22-20	69			
112-3200 S Washington 104	1	10-26-20	65			
112-3200 S Washington 100	1	11-6-20	54			

