



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

Agenda
Lansing Housing Commission
November 23, 2020

1. Call to Order

- a. Roll Call
- b. Approval of Minutes of October 28, 2020

2. Action Items:

- a. Change order for Tuckpointing at SWP
- b. Co-Development Project with MVAH Partners

3. Informational Items:

- a. Finance Report October 2020 Steven Raiche
- b. Housing Choice Voucher October 2020
- c. Asset Management Report October 2020

- Mt. Vernon (MVP) & Scattered Sites AMP 102
- Hildebrandt (HP), Forrest, Hoyt AMP 103
- LaRoy Froh (LRF) & Scattered Sites AMP 111
- South Washington (SWP) & Scattered Sites AMP 112





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4. Discussion Items:
 - a. RAD Update
 - b. Resident Services Update
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 October 28, 2020

Commissioner Robinson called the meeting to order at 5:31 p.m. Mr. Fleming, called the roll.

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

STAFF:

Marcel Jackson	Marcus Hardy
Kim Shirey	Andrea Bailey
Douglas Fleming	Katrina Greeley - Contractor
Steven Raiche – Contractor	Sam Spadafore – Contractor
Vic Verchereau – Contractor	Kristine Ranger - Contractor

Guests:

None

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

Action Items:

Resolution 1322 – MERS Defined Benefit Plan Adoption Agreement

Doug Fleming – the renewal of MERS (employee pension program) has no changes. HUD policy required LHC to renew this pension program annually.

Commissioner Hall moved and Commissioner Henry seconded a motion to approve Resolution 1322 – MERS Defined Benefit Plan Adoption Agreement. **The Motion was approved by all members present.**





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Executive Director Contract Extension

This was sent to all board members prior to today's board meeting for review.

Commissioner Hall moved and Commissioner Sober seconded a motion to approve the Executive Directors Contract Extension. **The Motion was approved by all members present.**

Informational Items:

Finance Report September 2020

Steven Raiche

- Financial report included in board packet. Many positives for the month of September. LHC is ahead of what we had budgeted for the year as well as our budget one year ago. This relates to our ability to control our expenses (lower maintenance costs and unit turns). This is also due to being in the middle of a pandemic.
- Still doing the year end audit. Only a couple open items related to estimates with OPEB liability. Overall, no significant concerns. This will hopefully be completed within the next 2 weeks.
- HUD requires an A133 audit (External auditors come in and look at internal controls). This year they were focused on HCV and a few tenant files from each AMP. There was not a single finding this year for either programs.
- Really no financial issues, LHC is in good financial standing.
- Ryan – Emma and Ryan were in a finance call, LHC is in really good shape. The lead partner from the Plante Moran audit continues to be complimentary on what they see from LHC. Plante Moran comments of LHC continue to be positive. Very happy with the report and everyone should be very proud.
- Doug – Plante Moran will make a presentation to the finance committee in the next couple of weeks regarding the audit. The finance committee will then present this information to the Board. LHC can have Plante Moran report to the board also if the board request it.





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- Ryan – As long as everyone is comfortable with how it was handled last year; we will continue to have the presentation through the finance committee. Emma and Ryan will keep everyone informed.
- Doug – EDP Program is where a fund of money was set aside in the SOM to assist residents who has had issues paying rent. EDP sometimes even pays rent in advance. Successful program from the standpoint of LHC.
- Andrea – I have been attending weekly EDP meetings. These meetings are held with a number of organizations throughout the city to discuss funding and programming for those impacted by COVID 19. CACS has a program that can assist with plumbing repairs, they also have a new program called Digital Divide. This program will pay for a device to connect online and pay up to one year of internet services for households.
- Michigan Supreme Court prohibits all non-pay evictions until 1-1-2021. LHC will continue to file residents as this pushes some residents to seek assistance. It is good to seek assistance while funds are available. LHC has had 49 residents apply for EDP. We have received 18 payments totaling \$21,000 for the month of October alone.

Housing Choice Voucher September 2020

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

- HCV opened the waiting list in August. 500 applicants were selected. 150 applicants were pulled about a month ago. Only 50% response received from those who were pulled.
- Proud of the HCV team for coming through on the audit. This was the first audit where HCV was 100% paperless. Pleasantly surprised HCV was able to locate all documents on the old server. Super proud of HCV teamwork.
- For the month of November HCV is looking to increase FSS numbers. There will be a Zoom session and an in-person session for those who do not have access to Zoom.





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- Doug – LHC has COVID money still. HCV and Doug are looking to see how COVID money can assist residents. Deadline pushed for COVID money to December 2021. An example of using COVID money to help residents will be assistance in security deposit payments.
- HCV is looking into landlord recruitment to try to get more landlords to accept vouchers. Whatever LHC does, it will be a onetime thing as this funding is not continuous.

Asset Management Report – June 2020

Mt. Vernon (MVP) & Scattered Sites, AMP 102 – Marcel Jackson, MVP had an occupancy rate of 89% at the end of September. There was zero (0) move-in, one (1) move outs and two (2) transfer.

The current occupancy rate is 89%. There are 21 vacancies. There are 27 open work orders. Average open work orders are 20 days old.

Positive Note: installed new water heaters and furnaces for 27 units on property.

Hildebrandt (HP) & Scattered Sites, AMP 103 – Andrea Baily, HP had an occupancy rate of 98% at the end of September. There were three (3) move-ins, one (1) move-outs and zero (0) transfer.

The current occupancy rate is 98%. There are 3 vacancies. There are 58 open work orders. Average open work orders are 35 days old.

Positive Note: Lansing School District Lunch program is still up and running, families still have access to meals while going to school virtually.

LaRoy Froh (LRF) & Scattered Sites, AMP 111 – Marcus Hardy, LRF had an occupancy rate of 97% at the end of September. There was one (1) move-in, zero (0) move-outs and zero (0) transfers.

The current occupancy rate is 97%. There are 8 vacancies. 3 will be used to house MVP residents. There are 102 open work orders.

Positive Note: Youth haven started back a couple of weeks ago.



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

The current occupancy rate is 89%. There were 21 vacant units. There are 32 open work orders.

Positive Note: A lot of work has been completed at SWP ahead of construction including the shut off valves and fire panel.

Discussion Items:

RAD Presentation – Sam Spadafore

(a) PowerPoint will be provided to the Board

- See attached presentation

Other Items: None

Executive Director's Comments:

Activities

Capital Projects

- Roof Replacement at SWP – The contractors are currently wrapping this up
- Tuck pointing at SWP – this project is ongoing again half completed preconstruction the other half during construction
- Valve installation at SWP – This is being wrapped up as well

Staff Changes

- Mt. Vernon Maintenance – open – may leave open at this point because of the RAD conversion, we will see what is needed once reconstruction is completed
- LaRoy Froh Maintenance – open position
- Hildebrandt Maintenance – filled 11/2 – although it says Hildebrandt, he will be a floater for LCH

RAD Activities

- Disposal of Scattered Sites (Section 18)





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- Quick Claim Deeds have been filed – LHC is officially the owner of all LHC properties
- Weekly development and architect/General Contractors meetings
- Meeting with the Housing Authority of Austin TX – this meeting was primarily driven to gain more insight on the Section 18 program. This Housing Authority sold houses to an owner, sold to a 3rd party, and sold one home to the Housing Authority and using for their section 18 program
- Management committee activities with MAG – continues to ensure a smooth transition which includes changing management software, using different vouchers, new leases, etc.
- BWL meeting on cooperation – BWL has been doing experimental projects. They have been in the paper for working on the Allen St project. BWL has an interest in the community and investing in the community. LHC wants to partner if they can.
- Property name changes – Mt. Vernon will be Waverly Place. South Washington Park will be named Capital City Senior Apartments (named by SWP resident). These changes will occur after the RAD conversion

Other Activities

- Site visits to LHC properties
- Revised COVID office hours Monday, Tuesday, Thursday, Friday 8:30 am – Noon. Wednesday 1 pm-5pm planning for the future if cases continue to rise. SWP has an active case where the resident was quarantined
- Resident eviction diversion program - *discussed in the finance portion of the board meeting minutes*
- Development Potential – Acquisition and re-hab – LHC is looking for land to build on to expand subsidized housing.
- Oliver Gardens re-syndication through LIHTC
- MVP and HP will receive water heaters – this is completely paid for – the commission has accumulated about 1.2 million dollars of equipment. This frees up funding to do other things for the properties.

President's Comments:

Public Comment: limit 3 minutes per person


Other Business: None



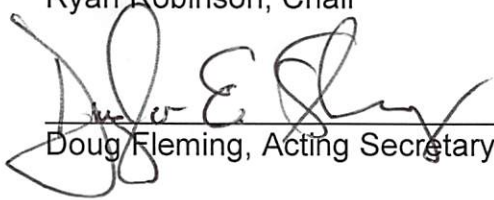


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Adjournment: The meeting was adjourned at 6:42 p.m.



Ryan Robinson, Chair Date 1-14-2021



Doug Fleming, Acting Secretary Date 1-15-2021



Lansing Housing Commission
Summary Results for OCTOBER FY2021

Description	MT Vernon	Hildebrandt	LaRoy Froh	So Washington	LIPH Total	COCC	HCV Admin	HCV
REVENUE:								
Total Revenue Variance - Fav (Unfav)	11,710	6,942	3,345	13,649	35,646	116,072	2,728	(8,573)
Tenant Revenue Variance	(1,406)	(7,385)	(5,492)	(1,522)	(15,805)	-	-	-
HUD Revenue Variance	6,552	5,101	6,374	6,145	24,171	119,259	2,488	(7,797)
Capital Fund Income	7,107	7,107	7,107	7,107	28,430	-	-	-
Other Income	(543)	2,118	(4,644)	1,919	(1,149)	(3,187)	240	(776)
Other	-	-	-	-	-	-	-	-
Budgeted Revenue	198,666	212,393	200,485	174,954	786,498	312,948	81,131	958,471
% Variance fav (unfav)	6%	3%	2%	8%	5%	37%	3%	-1%
EXPENSES:								
Total Expense Variance Unfav (Fav)	(13,478)	(2,963)	(19,410)	27,230	(8,623)	1,261	1,007	(15,259)
Salary Expenses	(2,274)	(3,014)	(1,692)	(572)	(7,553)	(122)	(2,059)	-
Employee Benefit Expenses	1,633	3,294	4,722	12,970	22,619	2,650	5,062	-
Utilities	(3,719)	851	1,235	2,140	506	611	-	-
Write-offs	(1,308)	(3,195)	(1,460)	3,534	(2,429)	-	-	-
Legal	(685)	(730)	(864)	1,196	(1,083)	714	-	-
Professional Services	6,602	6,263	6,035	6,212	25,111	(2,314)	(1,400)	-
Admin Services	-	-	-	-	-	1,005	(843)	-
Recreation/Other Services	(333)	(283)	(133)	-	(749)	-	-	-
Insurance	(54)	269	(858)	(2,683)	(3,326)	(453)	(1,041)	-
Sundry/Postage/Office Supplies	690	(1,990)	556	(178)	(922)	45	207	-
Management Fee	(531)	460	198	(378)	(250)	-	307	-
HAP Expense	-	-	-	-	-	-	-	(15,259)
Inspections	-	-	(200)	-	(200)	-	(4,000)	-
Maintenance Costs	(7,380)	1,641	(13,879)	5,212	(14,407)	59	294	-
Maintenance Contract - Unit Turns	(10,260)	(5,022)	(13,150)	(175)	(28,607)	-	-	-
Other	4,143	(1,508)	79	(48)	2,667	(934)	4,480	0
Budgeted Expense	200,771	204,646	201,478	183,889	790,784	53,108	69,358	957,456
% Variance fav (unfav)	7%	1%	10%	-15%	1%	-2%	-1%	2%
Cumulative Data:								
Curr Mo. Actual Net Income (Loss)	\$ 23,084	\$ 17,652	\$ 21,762	\$ (22,516)	\$ 39,983	\$ 374,652	\$ 13,494	\$ 7,701
YTD Actual Net Income (Loss) Net of CWIP	\$ 148,378	\$ 85,646	\$ 94,347	\$ (20,186)	\$ 308,184	\$ 461,654	\$ 63,604	\$ (53,237)
Prior YR YTD Net Income (Loss)	\$ 70,061	\$ 86,266	\$ (43,617)	\$ 13,726	\$ 126,436	\$ 247,527	\$ 15,784	\$ (116,595)
Cash Balances:								
Cash Balance - October	\$ 673,181	\$ 698,634	\$ 716,907	\$ 584,716	\$ 2,673,438	\$ 834,820	\$ 1,115,068	\$ 354,252
Cash Balance - September	\$ 732,962	\$ 627,948	\$ 638,815	\$ 592,266	\$ 2,591,991	\$ 617,301	\$ 1,085,503	\$ 448,980
Cash Balance - August	\$ 680,613	\$ 705,657	\$ 739,794	\$ 646,637	\$ 2,772,701	\$ 569,796	\$ 1,094,916	\$ 445,049

Lansing Housing Commission
Summary Results YTD for OCTOBER FY2021

Description	MT Vernon	Hildebrandt	LaRoy Froh	So Washington	LIPH Total
REVENUE:					
Total Revenue Variance - Fav (Unfav)	34,245	(3,912)	(17,365)	27,550	40,518
Tenant Revenue Variance	(6,984)	(34,400)	(37,291)	(10,368)	(89,043)
HUD Revenue Variance	28,607	22,960	27,944	26,734	106,243
Capital Fund Income	8,857	8,857	8,857	8,857	35,430
Other Income	3,765	(1,329)	(16,875)	2,327	(12,112)
Other	(0)	-	-	-	-
Budgeted Revenue	523,216	578,242	530,292	428,268	2,060,017
% Variance fav (unfav)	7%	-1%	-3%	6%	2%
EXPENSES:					
Total Expense Variance Unfav (Fav)	(143,570)	(83,918)	(130,633)	5,231	(352,890)
Salary Expenses	(5,437)	(10,069)	(7,190)	1,123	(21,573)
Employee Benefit Expenses	(3,211)	(110)	(1,833)	16,854	11,699
Utilities	(10,375)	323	2,077	(2,329)	(10,304)
Write-offs	(6,530)	(839)	(7,651)	2,054	(12,966)
Legal	(3,891)	(3,835)	(6,999)	461	(14,264)
Professional Services	6,627	5,725	4,553	5,231	22,136
Admin Services	(630)	(630)	(630)	40	(1,850)
Insurance	(620)	593	(2,130)	(781)	(2,939)
Sundry/Postage/Office Supplies	3,059	(4,267)	1,046	(1,628)	(1,790)
Management Fee	(1,557)	1,528	842	(1,409)	(596)
HAP Expense					-
Pilot	2,037	(2,748)	(2,906)	(572)	(4,189)
Inspections	150	-	(500)	-	(350)
Maintenance Costs	(65,173)	(37,475)	(58,781)	(4,625)	(166,054)
Maintenance Contract - Unit Turns	(55,260)	(28,900)	(47,425)	(8,640)	(140,225)
Other	(2,760)	(3,214)	(3,104)	(549)	(9,627)
Budgeted Expense	552,652	572,602	549,212	470,773	2,145,240
% Variance fav (unfav)	26%	15%	24%	-1%	16%

COCC	HCV Admin	HCV
138,311	31,892	(72,132)
-	-	-
120,520	29,926	(70,024)
-	-	-
17,791	1,966	(2,108)
-	-	(0)
516,647	324,524	3,833,884
27%	10%	-2%
(34,989)	(28,756)	(14,835)
(179)	(9,721)	-
(1,657)	(2,882)	-
(645)	269	-
-	-	-
(3,686)	-	-
(8,914)	(5,392)	-
(17,313)	-	-
7,280	(3,482)	-
(3,180)	(3,687)	-
-	2,122	-
-	-	(14,835)
-	-	-
774	(18,942)	-
(1,385)	11,710	-
-	-	-
(6,084)	1,250	-
228,293	321,568	3,829,824
15%	9%	0%

YTD Actual Net Income (Loss) Net of CWIP	\$ 148,378	\$ 85,646	\$ 94,347	\$ (20,186)	\$ 308,184
YTD Budgeted Net Income (Loss)	\$ (29,437)	\$ 5,640	\$ (18,921)	\$ (42,506)	\$ (85,224)
Prior YR YTD Net Income (Loss)	\$ 70,061	\$ 86,266	\$ (43,617)	\$ 13,726	\$ 126,437

\$ 461,654	\$ 63,604	\$ (53,237)
\$ 288,354	\$ 2,956	\$ 4,060
\$ 247,527	\$ 15,784	\$ (116,595)

OCTOBER Ratios

HCV Ratios			Prior Months	
Number of Vouchers Used	1,746		09/20	\$ 541.87
HCV 8002 Expenses	\$ 940,444.72		08/20	\$ 552.72
Average Cost Per Voucher	<u>\$ 538.63</u>		07/20	\$ 542.59

LIPH Ratios							Prior Months	
	Mt. Vernon	Hildebrandt	LaRoy Froh	S. Washington	Total	PY OCT Total		
Year-to-Date Occupancy Rate	185	217	206	182	790	806	09/20	94.8%
YTD Average Number of Units Leased	202	220	213	198	833	832	08/20	94.8%
Number of Possible Units	91.6%	98.6%	96.7%	91.9%	94.8%	96.9%	07/20	95.0%
Year-to-Date Occupancy Rate								
Average Revenue Per Occupied Unit							09/20	\$ 547.18
Total LIPH Revenue	\$ 119,291.25	\$ 128,249.83	\$ 112,744.88	\$ 97,518.32	\$ 457,804.28	\$ 489,274.38	08/20	\$ 582.68
Average Revenue Per Occupied Unit	\$ 644.82	\$ 591.01	\$ 547.31	\$ 535.81	\$ 579.50	\$ 607.04	07/20	\$ 532.98
Average Tenant Revenue Per Occupied Unit							09/20	\$ 117.01
Total Tenant Revenue	\$ 28,312.00	\$ 23,495.00	\$ 19,768.00	\$ 24,778.00	\$ 96,353.00	\$ 116,841.00	08/20	\$ 160.61
Average Tenant Revenue Per Occupied Unit	\$ 153.04	\$ 108.27	\$ 95.96	\$ 136.14	\$ 121.97	\$ 144.96	07/20	\$ 109.08
Average Cost Per Occupied Unit							09/20	\$ 426.24
YTD Average Monthly Expenses	\$ 102,270.54	\$ 122,171.09	\$ 104,644.84	\$ 119,001.00	\$ 448,087.46	\$ 509,241.99	08/20	\$ 527.76
Average Cost Per Occupied Unit	\$ 552.81	\$ 563.00	\$ 507.98	\$ 653.85	\$ 567.20	\$ 631.81	07/20	\$ 389.08

Company Ratios						
	Mt. Vernon	Hildebrandt	LaRoy Froh	S. Washington	COCC	HCV Admin
Operating Reserves						
Bank Account Balance	\$ 673,181.17	\$ 698,633.54	\$ 716,907.08	\$ 584,716.19	\$ 834,820.49	\$ 1,115,067.81
YTD Expenses	\$ 409,082.14	\$ 488,684.35	\$ 418,579.37	\$ 476,003.98	\$ 193,304.05	\$ 292,812.61
Number of Months	4	4	4	4	4	4
Average Monthly Expenses	\$ 102,270.54	\$ 122,171.09	\$ 104,644.84	\$ 119,001.00	\$ 48,326.01	\$ 73,203.15
Number of Months of Operating Reserves (would like to have 4 months of operating reserves)	<u>6.58</u>	<u>5.72</u>	<u>6.85</u>	<u>4.91</u>	<u>17.27</u>	<u>15.23</u>
Prior Months						
09/20	9.91	6.56	8.10	6.71	13.33	14.64
08/20	9.42	7.27	9.60	7.33	13.60	14.68
07/20	8.55	7.83	11.49	8.30	18.03	12.70
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 October 31, 2020

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 111,888	\$ 118,872	\$ (6,984)	\$ 146,255	\$ 356,616	\$ 237,744
Tenant Revenue - Other	5,406	10,100	(4,694)	18,060	30,300	20,200
Total Tenant Revenue	<u>\$ 117,294</u>	<u>\$ 128,972</u>	<u>\$ (11,678)</u>	<u>\$ 164,315</u>	<u>\$ 386,916</u>	<u>\$ 257,944</u>
HUD PHA Operating Grants	329,899	301,292	28,607	333,160	903,876	602,584
CFP Operational Income	99,942	150,000	(50,058)	61,824	150,000	-
Fraud Recovery and Other	10,325	1,867	8,459	2,505	7,106	5,240
Total Operating Revenue	<u>\$ 557,460</u>	<u>\$ 582,131</u>	<u>\$ (24,670)</u>	<u>\$ 561,804</u>	<u>\$ 1,447,898</u>	<u>\$ 865,768</u>
Administrative Salaries	\$ 31,793	\$ 31,874	\$ (81)	\$ 30,463	\$ 93,485	\$ 61,611
Auditing Fees	-	-	-	-	5,665	5,665
Management Fees	129,330	39,801	89,528	94,741	119,403	79,602
Bookkeeping Fees	5,543	5,820	(277)	5,851	17,460	11,640
Employee Benefits Contributions - Admin	12,477	12,870	(393)	8,141	38,203	25,332
Office Expenses	16,550	17,766	(1,216)	12,232	45,338	27,572
Legal	3,209	7,100	(3,891)	6,000	18,700	11,600
Travel	-	400	(400)	247	1,200	800
Other	5,020	-	5,020	1,119	-	-
Tenant Services - Other	1,056	6,132	(5,076)	(196)	18,396	12,264
Water	30,616	35,600	(4,984)	23,780	109,600	74,000
Electricity	15,989	14,600	1,389	10,942	44,100	29,500
Gas	5,180	12,000	(6,820)	5,815	57,900	45,900
Other Utilities Expense	41	-	41	102	7,200	7,200
Ordinary Maintenance and Operations - Labor	23,684	29,039	(5,355)	22,144	85,040	56,001
Ordinary Maintenance and Operations - Materials	4,968	28,450	(23,482)	33,867	80,000	51,550
Ordinary Maintenance and Operations - Contract	54,958	149,860	(94,903)	113,913	435,240	285,380
Employee Benefits Contributions - Ordinary	14,289	17,107	(2,818)	17,439	50,097	32,989
Protective Services - Other Contract Costs	919	1,200	(281)	774	3,200	2,000
Property Insurance	15,860	15,158	702	15,700	46,917	31,759
Liability Insurance	6,074	5,851	223	5,930	18,109	12,258
Workers Compensation	-	596	(596)	(122)	1,788	1,192
All Other Insurance	4,400	850	3,550	721	1,700	850
Other General Expenses	11,989	9,862	2,127	25,343	20,486	10,624
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	6,704	4,667	2,037	7,723	11,502	6,834
Bad debt - Tenant Rents	3,470	10,000	(6,530)	28,489	30,000	20,000
Interest Expense	4,964	4,964	-	5,451	14,389	9,425
Total Operating Expenses	<u>\$ 409,082</u>	<u>\$ 461,567</u>	<u>\$ (52,485)</u>	<u>\$ 476,609</u>	<u>\$ 1,375,116</u>	<u>\$ 913,549</u>
Net Income (Loss)	<u>\$ 148,378</u>	<u>\$ 120,563</u>	<u>\$ 27,815</u>	<u>\$ 85,195</u>	<u>\$ 72,782</u>	<u>\$ (47,782)</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 89,120	\$ 123,520	\$ (34,400)	\$ 140,071	\$ 370,560	\$ 247,040
Tenant Revenue - Other	7,371	8,850	(1,479)	14,744	27,000	18,150
Total Tenant Revenue	<u>\$ 96,491</u>	<u>\$ 132,370</u>	<u>\$ (35,879)</u>	<u>\$ 154,815</u>	<u>\$ 397,560</u>	<u>\$ 265,190</u>
HUD PHA Operating Grants	375,932	352,972	22,960	380,303	1,058,916	705,944
CFP Operational Income	99,942	80,000	19,942	67,170	80,000	-
Fraud Recovery and Other	1,965	1,815	150	1,670	7,090	5,275
Total Operating Revenue	<u>\$ 574,330</u>	<u>\$ 567,157</u>	<u>\$ 7,173</u>	<u>\$ 603,958</u>	<u>\$ 1,543,566</u>	<u>\$ 976,409</u>
Administrative Salaries	\$ 33,006	\$ 32,798	\$ 208	\$ 31,225	\$ 95,744	\$ 62,946
Auditing Fees	-	-	-	-	5,665	5,665
Management Fees	135,902	43,289	92,613	103,979	129,866	86,578
Bookkeeping Fees	6,495	6,330	165	6,489	18,990	12,660
Employee Benefits Contributions - Admin	10,182	11,982	(1,800)	14,192	35,508	23,526
Office Expenses	13,018	17,764	(4,746)	16,732	48,660	30,896
Legal	4,630	8,465	(3,835)	6,186	27,215	18,750
Travel	-	320	(320)	340	960	640
Other	1,579	-	1,579	(393)	300	300
Tenant Services - Other	2,212	7,732	(5,520)	2,057	23,196	15,464
Water	35,704	34,450	1,254	34,324	110,550	76,100
Electricity	11,914	10,800	1,114	10,195	32,720	21,920
Gas	4,205	5,020	(815)	3,458	57,520	52,500
Other Utilities Expense	-	-	-	-	8,050	8,050
Ordinary Maintenance and Operations - Labor	20,882	31,159	(10,277)	34,587	91,473	60,313
Ordinary Maintenance and Operations - Material	17,752	28,210	(10,458)	22,917	81,710	53,500
Ordinary Maintenance and Operations - Contrac	110,473	167,500	(57,027)	145,818	485,750	318,250
Employee Benefits Contributions - Ordinary	23,652	21,963	1,689	20,541	64,887	42,924
Protective Services - Other Contract Costs	1,870	1,260	610	1,245	3,780	2,520
Property Insurance	16,383	15,263	1,120	14,909	47,242	31,979
Liability Insurance	6,297	5,704	594	5,262	17,654	11,950
Workers Compensation	-	648	(648)	(133)	1,944	1,296
All Other Insurance	4,878	850	4,028	344	1,700	850
Other General Expenses	12,758	11,533	1,225	21,964	26,439	14,906
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	4,257	7,005	(2,748)	8,866	16,017	9,012
Bad debt - Tenant Rents	2,361	3,200	(839)	3,500	9,600	6,400
Interest Expense	8,273	8,273	-	9,086	23,981	15,708
Total Operating Expenses	<u>\$ 488,684</u>	<u>\$ 481,517</u>	<u>\$ 7,167</u>	<u>\$ 517,690</u>	<u>\$ 1,467,121</u>	<u>\$ 985,604</u>
Net Income (Loss)	<u>\$ 85,646</u>	<u>\$ 85,640</u>	<u>\$ 6</u>	<u>\$ 86,268</u>	<u>\$ 76,445</u>	<u>\$ (9,195)</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 63,749	\$ 101,040	\$ (37,291)	\$ 100,456	\$ 303,120	\$ 202,080
Tenant Revenue - Other	1,520	18,080	(16,560)	30,169	54,240	36,160
Total Tenant Revenue	<u>\$ 65,269</u>	<u>\$ 119,120</u>	<u>\$ (53,851)</u>	<u>\$ 130,625</u>	<u>\$ 357,360</u>	<u>\$ 238,240</u>
HUD PHA Operating Grants	345,964	318,020	27,944	343,949	954,080	636,040
CFP Operational Income	99,942	155,000	(55,058)	65,091	155,000	-
Fraud Recovery and Other	1,751	2,067	(316)	2,333	7,806	5,740
Total Operating Revenue	<u>\$ 512,926</u>	<u>\$ 594,207</u>	<u>\$ (81,280)</u>	<u>\$ 541,998</u>	<u>\$ 1,474,226</u>	<u>\$ 880,020</u>
Administrative Salaries	\$ 37,863	\$ 31,823	\$ 6,041	\$ 24,404	\$ 92,679	\$ 60,857
Auditing Fees	-	-	-	-	5,665	5,665
Management Fees	133,780	41,853	91,927	99,672	125,558	83,705
Bookkeeping Fees	6,189	6,120	69	6,136	18,360	12,240
Employee Benefits Contributions - Admin	12,801	15,781	(2,980)	7,590	46,681	30,900
Office Expenses	11,790	15,396	(3,606)	10,223	39,241	23,845
Legal	3,001	10,000	(6,999)	4,347	30,000	20,000
Travel	-	-	-	-	-	-
Other	3,597	2,000	1,597	100	6,000	4,000
Tenant Services - Other	1,769	6,132	(4,363)	1,305	18,396	12,264
Water	26,409	24,000	2,409	32,489	73,500	49,500
Electricity	14,309	15,200	(891)	18,275	47,600	32,400
Gas	6,296	5,700	596	8,546	40,700	35,000
Other Utilities Expense	163	200	(37)	112	13,500	13,300
Ordinary Maintenance and Operations - Labor	20,023	33,254	(13,231)	33,096	97,648	64,394
Ordinary Maintenance and Operations - Material	13,937	31,600	(17,663)	64,030	94,400	62,800
Ordinary Maintenance and Operations - Contrac	54,415	140,400	(85,985)	195,005	417,200	276,800
Employee Benefits Contributions - Ordinary	20,695	19,549	1,146	15,717	58,195	38,646
Protective Services - Other Contract Costs	1,757	1,200	557	1,180	3,600	2,400
Property Insurance	19,501	19,799	(298)	20,253	61,282	41,483
Liability Insurance	6,848	7,102	(254)	8,390	21,983	14,881
Workers Compensation	-	628	(628)	(129)	1,884	1,256
All Other Insurance	4,400	850	3,550	344	1,700	850
Other General Expenses	11,173	11,120	53	21,836	24,360	13,240
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	1,828	4,734	(2,906)	2,076	11,492	6,758
Bad debt - Tenant Rents	1,149	8,800	(7,651)	20,385	26,400	17,600
Interest Expense	4,887	4,887	-	5,367	14,166	9,279
Total Operating Expenses	<u>\$ 418,579</u>	<u>\$ 458,127</u>	<u>\$ (39,548)</u>	<u>\$ 600,749</u>	<u>\$ 1,392,191</u>	<u>\$ 934,064</u>
Net Income (Loss)	<u>\$ 94,347</u>	<u>\$ 136,079</u>	<u>\$ (41,733)</u>	<u>\$ (58,751)</u>	<u>\$ 82,035</u>	<u>\$ (54,044)</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 94,832	\$ 105,200	\$ (10,368)	\$ 118,768	\$ 315,600	\$ 210,400
Tenant Revenue - Other	9,223	8,160	1,063	5,650	24,480	16,320
Total Tenant Revenue	<u>\$ 104,055</u>	<u>\$ 113,360</u>	<u>\$ (9,305)</u>	<u>\$ 124,418</u>	<u>\$ 340,080</u>	<u>\$ 226,720</u>
HUD PHA Operating Grants	247,418	220,684	26,734	248,387	662,052	441,368
CFP Operational Income	99,942	227,623	(127,680)	60,636	227,623	-
Fraud Recovery and Other	4,403	3,139	1,265	22,207	11,022	7,884
Total Operating Revenue	<u>\$ 455,818</u>	<u>\$ 564,805</u>	<u>\$ (108,987)</u>	<u>\$ 455,648</u>	<u>\$ 1,240,777</u>	<u>\$ 675,972</u>
Administrative Salaries	\$ 24,474	\$ 25,034	\$ (559)	\$ 29,540	\$ 73,230	\$ 48,197
Auditing Fees	-	-	-	-	5,665	5,665
Management Fees	128,657	38,980	89,676	92,736	116,941	77,961
Bookkeeping Fees	5,446	5,700	(254)	5,717	17,100	11,400
Employee Benefits Contributions - Admin	16,117	14,016	2,101	14,327	41,741	27,725
Office Expenses	14,675	15,922	(1,247)	14,907	41,249	25,327
Legal	5,961	5,500	461	5,330	16,500	11,000
Travel	-	-	-	277	-	-
Other	267	-	267	247	-	-
Tenant Services - Other	2,900	4,000	(1,100)	3,000	12,000	8,000
Water	64,179	66,400	(2,221)	62,065	204,200	137,800
Electricity	41,951	41,100	851	40,927	118,500	77,400
Gas	4,720	5,700	(980)	6,184	47,000	41,300
Other Utilities Expense	141	120	21	117	1,515	1,395
Ordinary Maintenance and Operations - Labor	38,240	36,558	1,682	33,497	106,684	70,126
Ordinary Maintenance and Operations - Material	13,840	22,384	(8,544)	23,941	66,752	44,368
Ordinary Maintenance and Operations - Contract	33,560	38,040	(4,480)	49,309	117,225	79,185
Employee Benefits Contributions - Ordinary	34,829	20,076	14,753	17,054	59,225	39,150
Protective Services - Other Contract Costs	636	680	(44)	636	2,040	1,360
Property Insurance	16,876	19,555	(2,679)	13,769	60,528	40,973
Liability Insurance	7,560	9,106	(1,545)	7,630	28,184	19,078
Workers Compensation	-	584	(584)	(120)	1,752	1,168
All Other Insurance	4,877	850	4,027	721	1,700	850
Other General Expenses	11,599	6,368	5,231	16,311	19,104	12,736
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	(1,672)	(1,100)	(572)	780	(6,310)	(5,210)
Bad debt - Tenant Rents	5,054	3,000	2,054	1,796	9,000	6,000
Interest Expense	1,116	1,116	-	1,225	3,235	2,119
Total Operating Expenses	<u>\$ 476,004</u>	<u>\$ 379,688</u>	<u>\$ 96,316</u>	<u>\$ 441,923</u>	<u>\$ 1,164,761</u>	<u>\$ 785,072</u>
Net Income (Loss)	<u>\$ (20,186)</u>	<u>\$ 185,117</u>	<u>\$ (205,303)</u>	<u>\$ 13,725</u>	<u>\$ 76,016</u>	<u>\$ (109,101)</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 359,589	\$ 448,632	\$ (89,043)	\$ 505,550	\$ 1,345,896	\$ 897,264
Tenant Revenue - Other	23,520	45,190	(21,670)	68,623	136,020	90,830
Total Tenant Revenue	<u>\$ 383,109</u>	<u>\$ 493,822</u>	<u>\$ (110,713)</u>	<u>\$ 574,173</u>	<u>\$ 1,481,916</u>	<u>\$ 988,094</u>
HUD PHA Operating Grants	1,299,211	1,192,968	106,243	1,305,799	3,578,904	2,385,936
CFP Operational Income	399,770	612,623	(212,853)	254,721	612,623	-
Fraud Recovery and Other	18,444	8,887	9,558	28,715	33,024	24,138
Total Operating Revenue	<u>\$ 2,100,534</u>	<u>\$ 2,308,299</u>	<u>\$ (207,765)</u>	<u>\$ 2,163,408</u>	<u>\$ 5,706,467</u>	<u>\$ 3,398,168</u>
Administrative Salaries	\$ 127,137	\$ 121,528	\$ 5,608	\$ 115,632	\$ 355,139	\$ 233,610
Auditing Fees	-	-	-	-	22,660	22,660
Management Fees	527,667	163,923	363,744	391,128	491,769	327,846
Bookkeeping Fees	23,673	23,970	(297)	24,193	71,910	47,940
Employee Benefits Contributions - Administrative	51,578	54,649	(3,072)	44,250	162,133	107,484
Office Expenses	56,033	66,848	(10,815)	54,094	174,488	107,640
Legal Expense	16,801	31,065	(14,264)	21,863	92,415	61,350
Travel	-	720	(720)	864	2,160	1,440
Other	10,463	2,000	8,463	1,073	6,300	4,300
Tenant Services - Other	7,936	23,996	(16,060)	6,166	71,988	47,992
Water	156,909	160,450	(3,541)	152,658	497,850	337,400
Electricity	84,163	81,700	2,463	80,339	242,920	161,220
Gas	20,400	28,420	(8,020)	24,003	203,120	174,700
Other Utilities Expense	345	320	25	331	30,265	29,945
Ordinary Maintenance and Operations - Labor	102,829	130,010	(27,181)	123,324	380,845	250,834
Ordinary Maintenance and Operations - Material	50,498	110,644	(60,146)	144,755	322,862	212,218
Ordinary Maintenance and Operations - Contract	253,406	495,800	(242,394)	504,045	1,455,415	959,615
Employee Benefits Contributions - Ordinary	93,465	78,695	14,771	70,751	232,404	153,709
Protective Services - Other Contract Costs	5,182	4,340	842	3,835	12,620	8,280
Property Insurance	68,620	69,775	(1,155)	64,631	215,969	146,194
Liability Insurance	26,779	27,762	(983)	27,212	85,930	58,168
Workers Compensation	-	2,456	(2,456)	(504)	7,368	4,912
All Other Insurance	18,555	3,400	15,155	2,130	6,800	3,400
Other General Expenses	47,519	38,883	8,636	85,454	90,389	51,506
Compensated Absences	-	-	-	-	-	-
Payments in Lieu of Taxes	11,117	15,306	(4,189)	19,445	32,701	17,394
Bad debt - Tenant Rents	12,034	25,000	(12,966)	54,170	75,000	50,000
Interest Expense	19,240	19,240	-	21,129	55,770	36,530
Total Operating Expenses	<u>\$ 1,792,350</u>	<u>\$ 1,780,900</u>	<u>\$ 11,450</u>	<u>\$ 2,036,971</u>	<u>\$ 5,399,189</u>	<u>\$ 3,618,289</u>
Net Income (Loss)	<u>\$ 308,184</u>	<u>\$ 527,399</u>	<u>\$ (219,214)</u>	<u>\$ 126,437</u>	<u>\$ 307,278</u>	<u>\$ (220,121)</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Management Fees Income	\$ 594,694	\$ 473,877	\$ 120,817	\$ 458,396	\$ 931,532	\$ 457,655
Bookkeeping Fees Income	23,673	23,970	(297)	24,127	71,910	47,940
Fraud Recovery and Other	36,591	18,800	17,791	30,755	79,530	60,730
Total Operating Revenue	<u>\$ 654,958</u>	<u>\$ 516,647</u>	<u>\$ 138,311</u>	<u>\$ 513,278</u>	<u>\$ 1,082,972</u>	<u>\$ 566,325</u>
Administrative Salaries	\$ 48,808	\$ 48,987	\$ (179)	\$ 47,713	\$ 143,359	\$ 94,372
Auditing Fees	-	-	-	-	5,665	5,665
Employee Benefits Contributions - Admin	16,321	15,190	1,132	20,919	45,022	29,832
Office Expenses	21,756	28,418	(6,662)	34,507	77,419	49,001
Legal	1,014	4,700	(3,686)	7,253	17,600	12,900
Travel	-	3,240	(3,240)	681	8,100	4,860
Other	6,787	11,426	(4,639)	19,644	30,704	19,278
Tenant Services - Other	-	-	-	4,006	-	-
Water	498	580	(82)	707	1,740	1,160
Electricity	4,777	5,100	(323)	5,196	14,400	9,300
Gas	181	575	(394)	962	2,815	2,240
Other Utilities Expense	254	100	154	172	500	400
Ordinary Maintenance and Operations - Materia	200	-	200	-	-	-
Ordinary Maintenance and Operations - Contrac	1,575	2,186	(611)	24,472	6,708	4,522
Protective Services - Other Contract Costs	878	490	388	313	665	175
Property Insurance	744	802	(58)	700	2,483	1,681
Liability Insurance	113	475	(362)	339	1,469	994
Workers Compensation	-	1,200	(1,200)	(76)	3,600	2,400
All Other Insurance	4,400	-	4,400	2,388	-	-
Other General Expenses	84,517	104,344	(19,827)	85,281	313,032	208,688
Compensated Absences	-	-	-	-	-	-
Interest Expense	480	480	-	943	970	490
Total Operating Expenses	<u>\$ 193,304</u>	<u>\$ 228,293</u>	<u>\$ (34,989)</u>	<u>\$ 256,120</u>	<u>\$ 676,251</u>	<u>\$ 447,958</u>
Net Income (Loss)	<u>\$ 461,654</u>	<u>\$ 288,354</u>	<u>\$ 173,300</u>	<u>\$ 257,158</u>	<u>\$ 406,721</u>	<u>\$ 118,367</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
HUD PHA Operating Grants	\$ 4,114,250	\$ 4,154,348	\$ (40,098)	\$ 4,328,505	\$ 12,463,044	\$ 8,308,696
Other Revenue	34	-	34	113	-	-
Fraud Recovery and Other	3,884	4,060	(176)	10,121	12,180	8,120
Total Operating Revenue	<u>\$ 4,118,168</u>	<u>\$ 4,158,408</u>	<u>\$ (40,240)</u>	<u>\$ 4,338,739</u>	<u>\$ 12,475,224</u>	<u>\$ 8,316,816</u>
Administrative Salaries	\$ 104,314	\$ 114,035	\$ (9,721)	\$ 106,113	\$ 330,281	\$ 216,246
Auditing Fees	-	-	-	-	28,325	28,325
Management Fees	67,027	64,905	2,122	67,268	194,714	129,810
Bookkeeping Fees	-	-	-	-	-	-
Employee Benefits Contributions - Admin	29,823	35,513	(5,690)	23,522	104,548	69,035
Office Expenses	61,466	61,164	302	54,598	146,630	85,466
Legal Expense	-	-	-	-	-	-
Travel	-	-	-	1,066	-	-
Other	-	22,200	(22,200)	200	60,200	38,000
Tenant Services - Other	-	-	-	-	-	-
Water	-	-	-	-	-	-
Electricity	-	-	-	-	-	-
Gas	-	-	-	-	-	-
Other Utilities Expense	369	100	269	115	400	300
Ordinary Maintenance and Operations - Materie	-	-	-	-	-	-
Ordinary Maintenance and Operations - Contra	16,320	1,352	14,968	9,934	4,056	-
Protective services - Other Contract Costs	269	200	69	209	200	-
Property Insurance	-	-	-	-	-	-
Liability Insurance	6,278	6,959	(682)	5,858	21,541	14,582
Workers Compensation	-	2,800	(2,800)	(971)	8,400	5,600
All Other Insurance	-	-	-	-	-	-
Other General Expenses	6,948	12,340	(5,392)	18,061	27,020	14,680
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	3,814,989	3,829,824	(14,835)	3,780,925	11,489,472	7,659,648
Bad Debt - Tenant Rents	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 4,107,802</u>	<u>\$ 4,151,392</u>	<u>\$ (43,591)</u>	<u>\$ 4,066,898</u>	<u>\$ 12,415,787</u>	<u>\$ 8,264,395</u>
Net Income (Loss)	<u>\$ 10,366</u>	<u>\$ 7,016</u>	<u>\$ 3,350</u>	<u>\$ 271,841</u>	<u>\$ 59,437</u>	<u>\$ 52,421</u>

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

	<u>Period Amount</u>	<u>Balance</u>
ASSETS		
1010-0000-111102 Cash-Security Deposits	-	33,296.60
1010-0000-111111 Chase Checking	(59,780.47)	673,181.17
1010-0000-112200 Accounts Receivable	2,845.50	27,140.80
1010-0000-112201 Allowance for Doubtful Accounts	(1,166.66)	(11,127.73)
1010-0000-112220 A/R Repayment Agreement	(125.00)	388.00
1010-2010-112500 Accounts Receivable HUD	-	-
1010-0000-114500 Accrued Interest Receivable	-	116.07
1010-5005-115700 Intercompany	85,297.84	(40,693.55)
1010-0000-116201 Investments Savings	-	130,750.53
1010-0000-121100 Prepaid Insurance	(6,021.91)	62,530.85
1010-0000-140000 Land	-	245,012.00
1010-0000-144000 Construction in Progress	-	21,280.83
1010-3000-144000 Construction in Progress	-	206,225.80
1010-0000-146000 Dwelling Structures	-	12,674,946.26
1010-1010-146000 Dwelling Structures	-	501,502.00
1010-0000-146500 Dwelling Equipment - Ranges &	-	406,217.97
1010-1010-146500 Dwelling Equipment - Ranges &	-	27,589.00
1010-3000-146500 Dwelling Equipment - Ranges &	-	8,823.96
1010-0000-148100 Accumulated Depreciation-Build	-	(10,742,197.46)
1010-1010-148100 Accumulated Depreciation-Build	-	(159,379.00)
1010-1010-148300 Accumulated Depreciation-Equip	-	(8,767.00)
1010-0000-150300 Deferred Outflow - MERS	-	143,287.00
TOTAL ASSETS	<u>21,049.30</u>	<u>4,200,124.10</u>
LIABILITIES		
1010-0000-200000 OPEB Liability	-	108,652.00
1010-0000-200300 Pension Liability	-	254,674.00
1010-0000-210000 Construction Costs Payable	-	-
1010-0000-211100 Accounts Payable	-	-
1010-0000-211343 Accounts Payable Misc	-	-
1010-0000-211400 Tenant Security Deposits	-	31,570.60
1010-0000-211999 Tenant Refunds	(376.00)	6,514.67
1010-0000-212000 Accrued Payroll	-	7,161.87
1010-0000-213400 Utility Accrual	-	18,932.37
1010-0000-213500 Accrued Comp Absences - Curr	-	887.35
1010-0000-213700 Payment in Lieu of Taxes	1,402.85	19,777.48
1010-0000-214000 Accrued Comp Absences - non curr	-	5,028.29
1010-0000-260600 Note Payable Non Curr - PNC	(3,061.30)	319,420.46
1010-0000-260601 Note Payable - Curr - PNC	-	37,051.98
TOTAL LIABILITIES	<u>(2,034.45)</u>	<u>809,671.07</u>
EQUITY		
1010-0000-280100 Invest C	-	2,433,904.00
1010-0000-280500 Unrestricted Net Assets	23,083.75	950,070.09
1010-0000-282000 Income and Expense Clearing	-	(1,946,524.56)
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	-	(19,356.80)
1010-3000-282000 Income and Expense Clearing	-	1,972,758.43
TOTAL EQUITY	<u>23,083.75</u>	<u>3,390,453.03</u>
TOTAL LIABILITIES & EQUITY	<u>21,049.30</u>	<u>4,200,124.10</u>

Lansing Housing Commission
1020 Hildebrandt Park
Balance Sheet for October 2020

	Period Amount	Balance
ASSETS		
1020-0000-111102 Cash-Security Deposits	-	38,207.00
1020-0000-111111 Chase Checking	70,685.63	698,633.54
1020-0000-112200 Accounts Receivable	(6,897.84)	23,486.26
1020-0000-112201 Allowance for Doubtful Accounts	2,828.11	(9,629.37)
1020-0000-112220 A/R Repayment Agreement	83.00	500.00
1020-2010-112500 Accounts Receivable HUD	-	-
1020-0000-114500 Accrued Interest Receivable	-	116.07
1020-5005-115700 Intercompany	(43,506.12)	(43,015.65)
1020-0000-116201 Investments Savings	-	130,750.53
1020-0000-121100 Prepaid Insurance	(6,347.50)	66,216.96
1020-0000-140000 Land	-	440,132.00
1020-0000-144000 Construction in Progress	(2,796.00)	66,907.98
1020-3000-144000 Construction in Progress	-	436,184.05
1020-0000-146000 Dwelling Structures	-	14,571,637.42
1020-1020-146000 Dwelling Structures	-	640,279.00
1020-0000-146500 Dwelling Equipment - Ranges &	-	40,799.04
1020-1020-146500 Dwelling Equipment - Ranges &	-	242,488.00
1020-0000-148100 Accumulated Depreciation-Build	-	(11,582,133.50)
1020-1020-148100 Accumulated Depreciation-Build	-	(203,490.00)
1020-1020-148300 Accumulated Depreciation-Equip	-	(77,066.00)
1020-0000-150300 Deferred Outflow - MERS	-	119,994.00
TOTAL ASSETS	14,049.28	5,600,997.33
LIABILITIES		
1020-0000-200000 OPEB Liability	-	56,875.00
1020-0000-200300 Pension Liability	-	213,273.00
1020-0000-210000 Construction Costs Payable	-	-
1020-0000-211100 Accounts Payable	-	-
1020-0000-211343 Accounts Payable Misc	-	-
1020-0000-211400 Tenant Security Deposits	(105.00)	38,291.00
1020-0000-211999 Tenant Refunds	300.00	10,177.53
1020-0000-212000 Accrued Payroll	-	8,480.83
1020-0000-213400 Utility Accrual	-	21,455.02
1020-0000-213500 Accrued Comp Absences - Curr	-	1,719.26
1020-0000-213700 Payment in Lieu of Taxes	1,303.96	24,234.67
1020-0000-214000 Accrued Comp Absences - non curr	-	9,742.49
1020-0000-260600 Note Payable Non Curr - PNC	(5,102.17)	532,367.44
1020-0000-260601 Note Payable - Curr - PNC	-	61,753.30
TOTAL LIABILITIES	(3,603.21)	978,369.54
EQUITY		
1020-0000-280100 Invest C	-	3,764,889.00
1020-0000-280500 Unrestricted Net Assets	17,652.49	86,472.64
1020-0000-282000 Income and Expense Clearing	-	(1,351,228.62)
1020-1020-282000 Income and Expense Clearing	-	(45,146.00)
1020-3000-282000 Income and Expense Clearing	-	2,167,640.77
TOTAL EQUITY	17,652.49	4,622,627.79
TOTAL LIABILITIES & EQUITY	14,049.28	5,600,997.33

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

	<u>Period Amount</u>	<u>Balance</u>
ASSETS		
1080-0000-111102 Cash-Security Deposits	-	40,322.00
1080-0000-111111 Chase Checking	78,091.70	716,907.08
1080-0000-112200 Accounts Receivable	(20,992.93)	8,038.77
1080-0000-112201 Allowance for Doubtful Accounts	8,352.90	(3,550.10)
1080-0000-112220 A/R Repayment Agreement	(348.07)	358.55
1080-2010-112500 Accounts Receivable HUD	-	-
1080-0000-112954 Accounts Receivables-Misc	-	-
1080-0000-114500 Accrued Interest Receivable	-	116.07
1080-5005-115700 Intercompany	(35,993.82)	(15,588.56)
1080-0000-116201 Investments Savings	-	130,750.53
1080-0000-121100 Prepaid Insurance	(6,769.33)	70,348.81
1080-0000-140000 Land	-	499,084.00
1080-0000-144000 Construction in Progress	(2,796.00)	108,941.04
1080-3000-144000 Construction in Progress	-	351,292.37
1080-0000-146000 Dwelling Structures	-	12,636,231.93
1080-1080-146000 Dwelling Structures	-	520,795.00
1080-0000-146500 Dwelling Equipment - Ranges &	-	35,510.04
1080-0000-148100 Accumulated Depreciation-Build	-	(9,988,888.71)
1080-1080-148100 Accumulated Depreciation-Build	-	(165,515.00)
1080-0000-150300 Deferred Outflow - MERS	-	155,143.00
TOTAL ASSETS	<u>19,544.45</u>	<u>5,100,296.82</u>
LIABILITIES		
1080-0000-200000 OPEB Liability	-	91,582.00
1080-0000-200300 Pension Liability	-	275,743.00
1080-0000-210000 Construction Costs Payable	-	-
1080-0000-211100 Accounts Payable	-	-
1080-0000-211343 Accounts Payable Misc	-	-
1080-0000-211400 Tenant Security Deposits	167.00	40,779.00
1080-0000-211999 Tenant Refunds	-	6,169.75
1080-0000-212000 Accrued Payroll	-	8,021.49
1080-0000-213400 Utility Accrual	-	22,611.39
1080-0000-213500 Accrued Comp Absences - Curr	-	994.71
1080-0000-213700 Payment in Lieu of Taxes	629.05	11,781.29
1080-0000-214000 Accrued Comp Absences - non curr	-	5,636.66
1080-0000-260600 Note Payable Non Curr - PNC	(3,013.84)	314,468.21
1080-0000-260601 Note Payable - Curr - PNC	-	36,477.53
TOTAL LIABILITIES	<u>(2,217.79)</u>	<u>814,265.03</u>
EQUITY		
1080-0000-280100 Invest C	-	4,031,104.00
1080-0000-280500 Unrestricted Net Assets	21,762.24	264,421.37
1080-0000-282000 Income and Expense Clearing	-	(1,605,961.61)
1080-1080-282000 Income and Expense Clearing	-	(26,635.00)
1080-3000-282000 Income and Expense Clearing	-	1,623,103.03
TOTAL EQUITY	<u>21,762.24</u>	<u>4,286,031.79</u>
TOTAL LIABILITIES & EQUITY	<u>19,544.45</u>	<u>5,100,296.82</u>

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

	Period Amount	Balance
ASSETS		
1090-0000-111102 Cash-Security Deposits	-	23,084.00
1090-0000-111111 Chase Checking	(7,549.99)	584,716.19
1090-0000-112200 Accounts Receivable	(6,396.20)	24,890.01
1090-0000-112201 Allowance for Doubtful Accounts	2,642.95	(10,204.90)
1090-0000-112220 A/R Repayment Agreement	-	-
1090-2010-112500 Accounts Receivable HUD	-	-
1090-0000-114500 Accrued Interest Receivable	-	116.05
1090-5005-115700 Intercompany	(7,252.30)	(35,404.01)
1090-0000-116201 Investments Savings	-	130,750.52
1090-0000-121100 Prepaid Insurance	(5,394.27)	56,546.58
1090-0000-140000 Land	-	180,543.00
1090-0000-144000 Construction in Progress	-	(3,754.50)
1090-3000-144000 Construction in Progress	141,000.00	1,071,272.03
1090-0000-146000 Dwelling Structures	-	9,530,995.25
1090-1090-146000 Dwelling Structures	-	118,722.00
1090-0000-146500 Dwelling Equipment - Ranges &	-	134,245.45
1090-0000-147000 Nondwellin Structures	-	16,575.68
1090-0000-148100 Accumulated Depreciation-Build	-	(7,566,612.44)
1090-1090-148100 Accumulated Depreciation-Build	-	(37,732.00)
1090-0000-150300 Deferred Outflow - MERS	-	142,995.00
TOTAL ASSETS	117,050.19	4,361,743.91
LIABILITIES		
1090-0000-200000 OPEB Liability	-	56,579.00
1090-0000-200300 Pension Liability	-	254,153.00
1090-0000-210000 Construction Costs Payabe	-	-
1090-0000-211100 Accounts Payable	167.00	167.00
1090-0000-211343 Accounts Payable Misc	-	-
1090-0000-211400 Tenant Security Deposits	(421.00)	22,589.00
1090-0000-211999 Tenant Refunds	-	9,264.92
1090-0000-212000 Accrued Payroll	-	7,506.94
1090-0000-213400 Utility Accrual	-	47,123.47
1090-0000-213500 Accrued Comp Absences - Curr	-	2,509.20
1090-0000-213700 Payment in Lieu of Taxes	(492.10)	(9,183.49)
1090-0000-214000 Accrued Comp Absences - non curr	-	14,218.74
1090-0000-260600 Note Payable Non Curr - PNC	(688.20)	71,807.70
1090-0000-260601 Note Payable - Curr - PNC	-	8,329.51
TOTAL LIABILITIES	(1,434.30)	485,064.99
EQUITY		
1090-0000-280100 Invest C	-	3,083,846.00
1090-0000-280500 Unrestricted Net Assets	118,484.49	491,973.17
1090-0000-282000 Income and Expense Clearing	-	(1,484,032.85)
1090-1090-282000 Income and Expense Clearing	-	(6,072.00)
1090-3000-282000 Income and Expense Clearing	-	1,790,964.60
TOTAL EQUITY	118,484.49	3,876,678.92
TOTAL LIABILITES & EQUITY	117,050.19	4,361,743.91

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

	<u>Period Amount</u>	<u>Balance</u>
ASSETS		
5005-0000-111101 General Fund Checking	-	-
5005-0000-111105 LHC-Payroll Account	94,900.00	166,201.04
5005-0000-111111 Chase Checking	288,820.60	834,820.49
5005-0000-112500 Accounts Receivable HUD	77,307.50	717,936.24
5005-0000-112954 Accounts Receivables-Misc	-	(4,000.00)
5005-1010-115700 Intercompany	(85,297.84)	40,693.55
5005-1020-115700 Intercompany	43,506.12	43,015.65
5005-1080-115700 Intercompany	35,993.82	15,588.56
5005-1090-115700 Intercompany	7,252.30	35,404.01
5005-4001-115700 Intercompany	-	879,491.00
5005-8001-115700 Intercompany	15,542.33	54,077.80
5005-8002-115700 Intercompany	(102,374.07)	1,980.20
5005-8005-115700 Intercompany	(5,662.24)	(1,749.01)
5005-8010-115700 Intercompany	(19.82)	4,570.39
5005-8021-115700 Intercompany	-	-
5005-9101-115700 Intercompany	-	31,921.62
5005-0000-121100 Prepaid Insurance	(181.14)	11,391.86
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 &	-	364,287.34
5005-0000-148100 Accumulated Depreciation-Build	-	(1,083,579.77)
5005-0000-150102 Investment in OG	-	287,114.00
5005-0000-150300 Deferred Outflow - MERS	-	100,321.00
TOTAL ASSETS	<u>369,787.56</u>	<u>3,476,002.71</u>
LIABILITIES		
5005-0000-200000 OPEB Liability	-	53,613.00
5005-0000-200300 Pension Liability	-	178,305.00
5005-0000-210000 Construction Costs Payable	-	-
5005-0000-211100 Accounts Payable	32.78	-
5005-0000-211343 Accounts Payable Misc	-	-
5005-0000-211703 Union Dues Payable	(212.50)	(935.00)
5005-0000-211704 Health Insurance W/H	-	-
5005-0000-212000 Accrued Payroll	-	6,156.64
5005-0000-213400 Utility Accrual	-	1,474.63
5005-0000-213500 Accrued Comp Absences - Curr	-	1,250.89
5005-0000-214000 Accrued Comp Absences - non curr	-	7,088.33
5005-0000-224000 Tenant Prepaid Rent	210.00	2,775.00
5005-0000-260700 Note Payable Non Curr - Davenport	(4,894.54)	(11,196.07)
5005-0000-260701 Note Payable - Curr - Davenport	-	59,030.02
TOTAL LIABILITIES	<u>(4,864.26)</u>	<u>297,562.44</u>
EQUITY		
5005-0000-280100 Invest C	-	262,455.00
5005-0000-280500 Unrestricted Net Assets	374,651.82	789,228.53
5005-0000-282000 Income and Expense Clearing	-	2,360,663.45
5005-3000-282000 Income and Expense Clearing	-	(233,906.71)
TOTAL EQUITY	<u>374,651.82</u>	<u>3,178,440.27</u>
TOTAL LIABILITIES & EQUITY	<u>369,787.56</u>	<u>3,476,002.71</u>

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

	<u>Period Amount</u>	<u>Balance</u>
ASSETS		
8001-0000-111111 Chase Checking	29,564.55	1,115,067.81
8002-0000-111111 Chase Checking	(94,727.68)	354,252.06
8002-0000-112200 Accounts Receivable	-	(156.20)
8002-0000-112954 Accounts Receivables-Misc	-	-
8001-5005-115700 Intercompany	(15,542.33)	(54,077.80)
8002-5005-115700 Intercompany	102,374.07	(1,980.20)
8001-0000-121100 Prepaid Insurance	(1,482.19)	14,826.17
8001-0000-146500 Dwelling Equipment - Ranges &	-	27,596.00
8001-0000-148100 Accumulated Depreciation-Build	-	(27,596.00)
8002-0000-148100 Accumulated Depreciation-Build	-	-
8001-0000-150300 Deferred Outflow - MERS	-	147,708.00
TOTAL ASSETS	<u>20,186.42</u>	<u>1,575,639.84</u>
LIABILITIES		
8001-0000-200000 OPEB Liability	-	155,452.00
8001-0000-200300 Pension Liability	-	262,531.00
8001-0000-210000 Construction Costs Payable	-	-
8001-0000-211100 Accounts Payable	-	-
8002-0000-211100 Accounts Payable	(55.00)	-
8002-8002-211100 Accounts Payable	-	-
8001-0000-211343 Accounts Payable Misc	-	-
8001-2010-211998 Deferred Income	(953.74)	402,199.76
8001-0000-212000 Accrued Payroll	-	14,984.55
8001-0000-213400 Utility Accrual	-	-
8001-0000-213500 Accrued Comp Absences - Curr	-	2,662.30
8001-0000-214000 Accrued Comp Absences - non curr	-	15,086.33
TOTAL LIABILITIES	<u>(1,008.74)</u>	<u>852,915.94</u>
EQUITY		
8001-0000-280500 Unrestricted Net Assets	13,493.77	(248,293.28)
8001-0000-282000 Income and Expense Clearing	-	622,070.44
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	7,701.39	400,715.55
8002-0000-282000 Income and Expense Clearing	-	57,031,957.83
8002-8002-282000 Income and Expense Clearing	-	(57,235,961.72)
TOTAL EQUITY	<u>21,195.16</u>	<u>722,723.90</u>
TOTAL LIABILITES & EQUITY	<u>20,186.42</u>	<u>1,575,639.84</u>



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

November 23, 2020

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

October Housing Choice Voucher (HCV) Monthly Report

CONTACT PERSON:

Kim Shirey
HCV Supervisor

Family Self Sufficiency (FSS):

The FSS Coordinator is working to encourage current voucher holders to enroll in the program. She has a Zoom session scheduled for November to provide in depth information regarding the program.

HCV Orientations:

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

Zero (0) VASH orientation was held for the month of October 2020, and two (2) 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 1,746 vouchers housed in all its programs. Forty nine participants are with the Shelter Plus Care Program (S+C), 72 are housed under the Permanent Supportive Housing Program (PSH), and 143 are housed under the HUD Veterans Affairs Supportive Housing (VASH) 1,482 are housed under the Housing Choice Voucher Program.



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Voucher Utilization

September Voucher Program Total Units	1,863
September Traditional HCV Utilization	1632
September % Utilized Units	88%

October Voucher Program Total Units	1,863
October Traditional HCV Utilization	1625
October % Utilized Units	87%

Voucher Disbursement

HUD September HAP Disbursement	\$930,024
LHC September HAP/UAP Disbursement	\$896,072
% Voucher Funding Utilization	94%

HUD October HAP Disbursement	\$956,682
LHC October HAP/UAP Disbursement	\$893,457
% Voucher Funding Utilization	93%
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



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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 indicator is not scored by PIC but is determined from an internal review. LHC's review indicates there were six (6) 24-hour deficiencies and twenty-three (23) 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 September 30, 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





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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 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 94%. 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



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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.

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 10/31/2020



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November 23, 2020

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

October 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 94% (not including the modernization units) at the end of October. LHC Unit Months Leased (UML) was 780 (with units in MOD) or 94% occupancy rate. LHC maintained a 94% occupancy level, which does not meet the 96% recovery plan occupancy goal.

Mt. Vernon Park occupancy was 89% at the end of October. There were zero (0) households moved in, one (1) resident moved out, and zero (0) unit transfers. The UML was 181 which equals 89%. At the end of October, Mt. Vernon had a total of 19 open work orders.

Hildebrandt Park occupancy was 99% at the end of October. There were zero (0) households moved in, one (1) resident moved out, and one (1) unit transfers. The UML was 217 which equals 99%. At the end of October, Hildebrandt had a total of 65 open work orders.

LaRoy Froh occupancy was 96% at the end of October. There was zero (0) household moved in, two (2) residents moved out, one (1) unit transfers. The UML was 206 which equals 96%. At the end of October, LaRoy Froh had a total of 43 open work orders.





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South Washington Park occupancy was 89% at the end of October. There were zero (0) household moved in, five (5) residents moved out, and zero (0) unit transfer. The UML was 177 which equals 89%. At the end of October, South Washington had a total of 9 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
Mt Vernon	202	180	89%	0	1	0	0
Hildebrandt	220	217	99%	0	1	1	0
LaRoy Froh	213	206	98%	0	2	1	0
S. Washington	197	177	92%	0	5	0	0
Totals	832	780	94%	0	9	2	0

RENT COLLECTION:

Site	Rent Charged	Receivables	Total Uncollected	Collection Rate
Mt Vernon	\$ 27,288	\$ 32,724	\$ 0	120%
Hildebrandt	\$ 24,728	\$ 37,594.50	\$ 0	152%
LaRoy Froh	\$ 21,254	\$ 41,901.34	\$ 0	197%
S. Washington	\$ 25,007	\$ 28,849.20	\$ 0	115%
Totals	\$ 98,277	\$141,069.04	\$ 0	144%





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Mt. Vernon Vacant Unit Status:

Address	BR	Vacate Date	Total Days Vacant	Projected Ready Date	Unit turn Cost	Comments*Details needed for Vacancies over 20 days
3228 N Waverly	3	1-13-20	291	TBD	\$1,900	Vacant due to RAD
3426 N Waverly	3	10-17-19	399	TBD	N/A	Vacant due to RAD
3844 Wilson	1	3-2-20	242	TBD	N/A	Vacant due to RAD
3342 N Waverly	4	10-29-19	377	TBD	\$4,000	Vacant due to RAD
3304 N Waverly	3	5-18-20	165	TBD	N/A	Vacant due to RAD
3260 N Waverly	3	2-10-20	268	TBD	N/A	Vacant due to RAD
3336 N Waverly	4	1-6-20	298	TBD	N/A	Vacant due to RAD
3852 Wilson	1	3-16-20	228	TBD	N/A	Vacant due to RAD
3822 Wilson	1	3-16-20	228	TBD	N/A	Vacant due to RAD
3808 Wilson	1	3-23-20	221	TBD	N/A	Vacant due to RAD
3258 N Waverly	2	3-23-20	221	TBD	N/A	Vacant due to RAD
3326 N Waverly	2	4-13-20	200	TBD	N/A	Vacant due to RAD
3878 Wilson	1	4-21-20	192	TBD	N/A	Vacant due to RAD
3340 N Waverly	3	8-3-20	88	TBD	N/A	Vacant due to RAD
3868 Wilson	1	8-3-20	88	TBD	N/A	Vacant due to RAD
3340 N Waverly	3	8-3-20	81	TBD	N/A	Vacant due to RAD
3356 N Waverly	4	6-4-20	153	TBD	N/A	Vacant due to RAD
3858 Wilson	1	7-1-20	101	TBD	N/A	Vacant due to RAD
3868 Wilson	1	7-30-20	90	TBD	N/A	Vacant due to RAD
3508 N Waverly	4	9-16-20	63	TBD	N/A	Vacant due to RAD – Resident evicted due to poor housekeeping
4151 Glenburne	2	9-9-20	61	TBD	TBD	Resident transferred to Hildebrandt
506 N. Chestnut	2	10-21-20	17	11-25-20	\$1,900	AbrahamPro completing rehab





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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
103-1135 Leslie	3	10-7-20	41	11-20-20	\$1420	Nearly complete
103-1944 Hoyt	2	10-5-20	43	11-20-20	\$1750	Extensive dry wall repair, will be completed in house
103-2220 Turner	3	9-20-20	60	11-10-20	\$3250	Floors in unit = all tile, damaged, lots of work needed.
103-1118 Leslie	3	11-2-20	16	12-28-20	\$1600	N/A





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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
111-6044 Haag	3	5-3-20	173			Completing rehab.
111-6065 Southbrook	2	12-20-19	305			Needs touch up work for painting and needs applicant.
111-2424 Reo Rd	3	2-5-20	259			Completing Rehab
111-6215 Grovenburg	3	3-2-20	241			Completing Rehab
11-2370 Reo Rd	1	4-1-20	240			Completing Rehab
111-6519 Somerset	3	10-22-20	39			
111-2212 Reo	3	10-22-20	39			





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South Washington 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
112-3200 S Washington 211	1	3-31-20	213			
112-3200 S Washington 226	1	3-10-20	234			
112-3200 S Washington 301	1	3-15-20	204			
112-3200 S Washington 320	1	6-1-20	151			
112-2716 Fireside	4	6-1-20	151			
112-3200 S Washington 402	1	4-30-20	183			
112-3200 S Washington 409	1	4-6-20	207			
112-3200 S Washington 115	1	8-5-20	86			
112-3200 S Washington 514	1	11-7-19	358			
112-3200 S Washington 515	1	1-30-20	274			
112-3200 S Washington 524	1	5-18-20	165			
112-3200 S Washington 310	1	9-30-20	30			
112-3200 S Washington 533	1	7-20-20	102			
112-3200 S Washington 509	1	8-13-20	78			
112-3200 S Washington 527	1	8-18-20	48			
112-3200 S Washington 333	1	8-21-20	70			
112-3200 S Washington 406	1	10-22-20	9			
112-3200 S Washington 519	1	10-22-20	9			
112-3200 S Washington 501	1	10-22-20	9			
112-3200 S Washington 434	1	10-22-20	9			
112-3200 S Washington 104	1	10-26-20	5			

