



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

Agenda
Lansing Housing Commission
April 28, 2021

1. Call to Order

- a. Roll Call
- b. Approval of Minutes of March 24, 2021

2. Action Items:

- a. Advanced Peace Initiative – Jessica Yorko Presentation

3. Informational Items:

- a. Finance Report March 2021 Steven Raiche
- b. Housing Choice Voucher March 2021 Kim Shirey
- c. Asset Management Report March 2021
 - Hildebrandt & Waverly Place Andrea Bailey
 - Capitol City Senior Apts & LaRoy Froh Marcus Hardy
 - Scattered Sites Marcus Hardy

4. Discussion Items:

- a. RAD Update
- b. Oliver Gardens Update
- c. Resident Services Presentation – Vic Verchereau & Kristine Ranger





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





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Minutes of the March 24, 2021

Commissioner Robinson called the meeting to order at 5:56 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	Steven Raiche – Contractor
Sam Spadafore – Contractor	Kristina Greeley – Contractor
Victor Verchereau - Contractor	

Guests:

None

Commissioner Henry moved and Commissioner Hall seconded a motion to approve the minutes of the February 24, 2021 commission meeting. **The Motion was approved by all members present.**

Action Items:

HCV Reorganization – see attached presentation.

- Doug – LHC is moving more and more from a management company into a development company. The closing of Waverly Place and Capital City Senior Apartments created income for the Commission. LHC is creating new positions to move forward with the development side of the Commission.

Commissioner Hall motions and Commissioner Sober seconded a motion to approve HCV reorganization. **The Motion was approved by all members present.**





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Informational Items:

Finance Report February 2021

Steven Raiche

- A reminder of to the Board that we sold Waverly Place in December 2020 and Capital City Senior apartments sale was completed this month. Cash balances remain strong. Overall, we continue to hit the metrics discussed over the last 12 – 18 months. Our last fiscal year audit showed a total outstanding date shy of 1.5 million. At the end of March both outstanding loans will be paid off.
- Doug – When we closed on Waverly Place there was a small balance of receivables of residents. The debt was paid off by COCC. About \$45,000 in unpaid rent was in Capital City Senior Apartments delinquents' payments. This steers from when the Eviction Moratorium was put in place and residents could not be filed to court for nonpayment for some time. The Eviction Moratorium has been extended to March 31st, 2021. Millions of more dollars have been supplied to the EDP program and residents will begin applying.

Housing Choice Voucher February 2021

Kim Shirey

Kim Shirey provided a brief overview of the February 2021 HCV Reports.

- A local video company out of REO Town worked with HCV staff to create 5 different videos that will be posted on the LHC website. The entire HCV orientation will be on the website. In a few weeks there will be something to present to the Board on how HCV spent a substantial amount of the COVID money received.
- The videos created are a landlord section, a video on family self-sufficiency and Doug completed a welcome video as well.





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Asset Management Report – February 2021

Public Housing (PH) Scattered Sites – Marcel Jackson

- **Public Housing Scattered Sites** had an occupancy rate of 95% at the end of February. There was one (1) move-in, two (2) move outs and one (1) transfer.

There are 13 vacancies. There are 45 open work orders. Average open work orders are 50 days old.

Hildebrandt (HP) & Waverly Place – Andrea Baily

- **HP** had an occupancy rate of 99% at the end of February. There were zero (0) move-ins, zero (0) move-outs and zero (0) transfer.

There are 0 vacancies. There are 29 open work orders. Average open work orders are 23 days old.

- **Waverly Place** had an occupancy rate of 81% at the end of February. There were zero (0) move-ins, three (3) move-outs and zero (0) transfer.

There are 27 vacant units. There are 11 open work orders. The average open work orders are 5 days old.

Positive note: First round of moves happened last week; the residents are pretty excited.

LaRoy Froh (LRF) & Capitol City Senior Apts – Marcus Hardy

- **LRF** had an occupancy rate of 95% at the end of February. There was zero (0) move-in, one (1) move-outs and zero (0) transfer.

There are 4 vacant units. There are 22 open work orders.

Positive note: Kiwanis Club wants to start a program where they deliver bread weekly and would like to begin a program where they can assist families with items needed.





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- **Capitol City Senior Apts** had an occupancy rate of 85% at the end of February. There were zero (0) move-ins, two (2) move-out and zero (0) transfer.

There was 28 vacant units. There are 17 open work orders.

Positive note: At the beginning of the month the food bank distributed food to the residents, there was a pretty good turnout. Left over items went to the room Moose is in to be distributed.

Discussion Items:

- RAD update – Doug Fleming
 - LHC had another successful closing with CCSA. See attached presentation.
- Long range planning – Vic Verchereau and Doug Fleming
 - See attached presentation.
- Approval of LHC Mission Statement
 - “The Lansing Housing Commission (LHC) is committed to the development and management of quality, affordable, and fair housing options in a compassionate, healthy, and safe way. LHC will deliver impactful resident services while maintaining the highest performance standards and outcomes.

Commissioner Hall motions and Commissioner Sober seconded a motion to approve the Mission Statement. **The Motion was approved by all members present.**

Other Items: None





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Executive Director's Comments:

Activities

Capital Projects

- Scattered site projects are where capital funds are going these days.
- Security cameras installation will begin at Forest and Hoyt soon.

Staff Changes

- Marcel Jackson – Leaving March 2nd
- Michael Jackson – Leaving March 9th

RAD Activities

- Disposal of Scattered Sites (Section 18)
 - Bi-weekly meeting on issues related to Section 18 Application.
 - Environmental review
 - Housing appraisals
- RAD transformation of AMP Units
 - Weekly development and architect/GC meetings
 - Management committee activities with MAG – work with MAG to ensure we are meeting tax credit obligations.

Other Activities

- Site visits to LHC properties
- Maintain COVID office hours – By appointment only, Vic attended a COVID seminar, and it is expected that 3rd quarter is when workers will return to the workplace.
- Oliver Gardens re-syndication through LIHTC
- Complete Annual Funding Submission with HUD
- HCV reorganization – discussed earlier by Kim.
- Hired a security guard at Capital City Senior Apartments
- New fiscal year will begin 7/1/21. Probably another 12 months of budget chaos until LHC settles and move the rest of the RAD units out.

Other Activities: none





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President's Comments:

I want to take one moment to congratulate everyone on the closing of SWP. This is monumental. Everyone has done a great job at keeping the Board informed. We must enjoy these wins when we get them. Congratulations to everyone.

Public Comment: limit 3 minutes per person

Other Business:

Adjournment: The meeting was adjourned at 7:29 p.m.

Ryan Robinson, Chair

Date 9-16-21

Doug Fleming, Acting Secretary

Date 9-16-21



Lansing Housing Commission
Summary Results for MARCH FY2021

Description	MT Vernon	Hildebrandt	LaRoy Froh	So Washington	LIPH Total	COCC	HCV Admin	HCV	BA
REVENUE:									
Total Revenue Variance - Fav (Unfav)	(20,238)	10,233	5,700	1,469	(2,837)	45,908	43,499	9,330	
Tenant Revenue Variance	(25,620)	(2,644)	(8,923)	(700)	(37,887)	-	-	-	
HUD Revenue Variance	7,023	8,785	10,828	3,049	29,684	(8,636)	41,528	8,325	
Capital Fund Income	930	930	930	930	3,720	-	-	-	
Other Income	(2,571)	3,162	2,865	(1,809)	1,647	54,544	1,971	1,005	168,750
Other	-	-	-	-	-	-	-	-	-
Budgeted Revenue	109,288	123,723	111,007	85,526	429,543	67,899	81,131	958,471	N/A
% Variance fav (unfav)	-19%	8%	5%	2%	-1%	68%	54%	1%	
EXPENSES:									
Total Expense Variance Unfav (Fav)	(53,695)	(8,502)	(35,547)	(60,752)	(158,496)	18,042	3,452	(26,003)	
Salary Expenses	(2,071)	2,499	(4,878)	(4,238)	(8,688)	11,654	376	-	-
Employee Benefit Expenses	(1,455)	3,410	(466)	(1,466)	23	3,341	917	-	-
Utilities	(19,134)	2,799	5,301	(43,618)	(54,652)	890	157	-	-
Write-offs	(3,211)	3,938	(2,669)	(8,219)	(10,160)	-	-	-	-
Legal	(805)	1,178	(1,243)	(268)	(1,137)	(300)	-	-	-
Professional Services	345	(79)	(121)	(116)	30	(820)	892	-	-
Admin Services	-	-	-	-	-	3,178	1,063	-	15,000
Recreation/Other Services	(533)	(533)	(133)	(103)	(1,302)	-	-	-	-
Insurance	(32,237)	694	(433)	(2,258)	(34,234)	(453)	(1,041)	-	-
Sundry/Postage/Office Supplies	409	(326)	171	(395)	(142)	533	2,015	-	106
Management Fee	(6,821)	201	94	(896)	(7,423)	-	(90)	-	-
HAP Expense	42,804	-	-	-	42,804	-	58	(26,003)	-
Inspections	-	240	(250)	-	(10)	-	(1,683)	-	-
Interest Expense	(1,173)	(1,955)	(1,155)	(264)	(4,546)	-	-	-	-
Maintenance Costs	(19,786)	(11,591)	(14,905)	(3,569)	(49,851)	1	314	-	-
Maintenance Contract - Unit Turns	(10,000)	(12,881)	(13,715)	600	(35,996)	-	-	-	-
Other	(28)	3,904	(1,145)	4,058	6,790	19	475	-	(15,106)
Budgeted Expense	108,501	120,534	110,526	96,940	436,501	55,615	71,082	957,456	N/A
% Variance fav (unfav)	49%	7%	32%	63%	36%	-32%	-5%	3%	
Gain(Loss) on Sale of Assets	-	-	-	(4,611,170)	(4,611,170)	-	-	-	6,000,000
Curr Mo. Actual Net Income (Loss)	\$ 34,243	\$ 21,924	\$ 41,727	\$ (2,292,875)	\$ (2,194,980)	\$ 40,150	\$ 50,096	\$ 36,348	\$ -
YTD Actual Net Income (Loss) Net of CWIP	\$ (1,903,968)	\$ 764,999	\$ 754,810	\$ (2,189,281)	\$ (2,573,440)	\$ 512,347	\$ 269,124	\$ 45,599	\$ 8,805,123
Prior YR YTD Net Income (Loss)	\$ 69,752	\$ 124,994	\$ 27,344	\$ (46,362)	\$ 175,728	\$ 417,681	\$ 79,980	\$ 285,677	N/A
Cash Balance - March	\$ 548,028	\$ 767,704	\$ 1,033,216	\$ 575,917	\$ 2,924,865	\$ 1,624,940	\$ 1,079,675	\$ 452,641	\$ 393,873
Cash Balance - February	\$ 523,940	\$ 754,233	\$ 985,228	\$ 579,831	\$ 2,843,231	\$ 1,413,988	\$ 1,031,128	\$ 411,009	\$ 255,123
Cash Balance - January	\$ 545,488	\$ 714,132	\$ 948,190	\$ 598,337	\$ 2,806,148	\$ 1,433,183	\$ 1,030,601	\$ 393,374	\$ 255,123

Lansing Housing Commission
Summary Results YTD for MARCH FY2021

Description	MT Vernon	Hildebrandt	LaRoy Froh	So Washington	LIPH Total
REVENUE:					
Total Revenue Variance - Fav (Unfav)	102,084	566,332	429,082	(14,637)	1,082,861
Tenant Revenue Variance	(85,385)	(47,076)	(70,403)	(14,365)	(217,229)
HUD Revenue Variance	323,260	361,042	357,613	205,105	1,247,021
Capital Fund Income	(130,111)	243,508	168,508	(207,734)	74,171
Other Income	(5,681)	8,858	(26,635)	2,357	(21,102)
Other	-	-	-	-	-
Budgeted Revenue	1,214,634	1,269,202	1,235,505	1,078,599	4,797,939
% Variance fav (unfav)	8%	45%	35%	-1%	23%
EXPENSES:					
Total Expense Variance Unfav (Fav)	(217,702)	(127,636)	(241,417)	(71,283)	(658,038)
Salary Expenses	(10,833)	(2,940)	(10,327)	499	(23,601)
Employee Benefit Expenses	(6,809)	6,260	(6,415)	23,225	16,262
Utilities	(62,978)	(2,620)	(897)	(55,171)	(121,665)
Write-offs	(10,943)	2,158	(11,639)	(6,532)	(26,955)
Legal	(6,125)	(8,041)	(17,203)	(1,272)	(32,642)
Professional Services	14,934	12,749	11,207	12,425	51,314
Admin Services	(1,630)	(525)	(1,630)	40	(3,745)
Insurance	(31,800)	3,640	(4,721)	(12,497)	(45,378)
Sundry/Postage/Office Supplies	8,374	(6,349)	(727)	(2,316)	(1,018)
Management Fee	772	31,279	28,041	(3,463)	56,628
HAP Expense	140,360				140,360
Pilot	1,002	929	(4,070)	4,674	2,535
Inspections	150	1,727	(2,430)	150	(404)
Maintenance Costs	(152,764)	(92,390)	(125,788)	(21,987)	(392,928)
Maintenance Contract - Unit Turns	(100,490)	(89,158)	(100,265)	(8,265)	(298,178)
Other	1,078	15,645	5,448	(793)	21,378
Budgeted Expense	1,130,381	1,198,170	1,151,194	980,845	4,460,589
% Variance fav (unfav)	19%	11%	21%	7%	15%
Gain(Loss) on Sale of Assets	(2,308,007)	-	-	(4,611,170)	(6,919,177)
YTD Actual Net Income (Loss) Net of CWIP	\$ 404,039	\$ 764,999	\$ 754,810	\$ 154,400	\$ 2,078,248
YTD Budgeted Net Income (Loss)	\$ 84,252	\$ 71,032	\$ 84,311	\$ 97,754	\$ 337,349
Prior YR YTD Net Income (Loss)	\$ 69,752	\$ 124,994	\$ 27,344	\$ (46,362)	\$ 175,728

COCC	HCV Admin	HCV	BA
240,464	274,465	(116,310)	
-	-	-	
187,293	266,632	(120,007)	
-	-	-	
53,171	7,833	3,697	423,873
-	-	-	11,715
872,209	730,179	8,626,239	N/A
28%	38%	-1%	
79,959	18,733	(152,774)	-
44,592	11,502	-	-
2,959	2,651	-	-
(1,602)	524	-	-
-	-	-	-
(9,271)	-	-	-
(16,270)	(6,667)	-	-
60,664	-	-	30,000
514	(10,167)	-	-
(581)	(749)	-	263
-	3,895	-	-
-	-	(152,774)	-
-	-	-	-
903	(779)	-	-
1,292	17,684	-	-
-	-	-	-
(3,240)	838	-	(30,263)
520,367	716,786	8,617,104	N/A
-15%	-3%	2%	
-	-	-	14,550,000
\$ 512,347	\$ 269,124	\$ 45,599	\$ 405,325
\$ 351,842	\$ 13,393	\$ 9,135	N/A
\$ 417,681	\$ 79,980	\$ 285,677	N/A

MARCH Ratios

HCV Ratios			Prior Months	
Number of Vouchers Used	1,761		2/21	\$ 531.48
HCV 8002 Expenses	\$ 929,446.44		1/21	\$ 538.61
Average Cost Per Voucher	<u>\$ 527.79</u>		12/20	\$ 529.67

LIPH Ratios							Prior Months	
	Mt. Vernon	Hildebrandt	LaRoy Froh	S. Washington	Total	PY MAR Total		
Year-to-Date Occupancy Rate								
YTD Average Number of Units Leased	62	217	205	178	662	796	2/21	95.5%
Number of Possible Units	62	220	213	198	693	833	1/21	95.4%
Year-to-Date Occupancy Rate	<u>100.0%</u>	<u>98.6%</u>	<u>96.2%</u>	<u>89.9%</u>	<u>95.5%</u>	<u>95.6%</u>	12/20	94.5%
Average Revenue Per Occupied Unit							2/21	\$ 617.39
Total LIPH Revenue	\$ 89,049.11	\$ 133,955.63	\$ 116,706.12	\$ 86,994.89	\$ 426,705.75	\$ 423,274.73	1/21	\$ 604.17
Average Revenue Per Occupied Unit	<u>\$ 1,436.28</u>	<u>\$ 617.31</u>	<u>\$ 569.30</u>	<u>\$ 488.74</u>	<u>\$ 644.57</u>	<u>\$ 531.75</u>	12/20	\$ 669.20
Average Tenant Revenue Per Occupied Unit							2/21	\$ 119.35
Total Tenant Revenue	\$ 4,098.00	\$ 28,236.00	\$ 16,337.00	\$ 25,600.00	\$ 74,271.00	\$ 111,874.00	1/21	\$ 124.15
Average Tenant Revenue Per Occupied Unit	<u>\$ 66.10</u>	<u>\$ 130.12</u>	<u>\$ 79.69</u>	<u>\$ 143.82</u>	<u>\$ 112.19</u>	<u>\$ 140.55</u>	12/20	\$ 129.04
Average Cost Per Occupied Unit							2/21	\$ 665.52
YTD Average Monthly Expenses	\$ 101,408.75	\$ 118,948.23	\$ 101,086.31	\$ 101,062.43	\$ 422,505.72	\$ 491,792.54	1/21	\$ 687.11
Average Cost Per Occupied Unit	<u>\$ 551.13</u>	<u>\$ 548.15</u>	<u>\$ 493.10</u>	<u>\$ 567.77</u>	<u>\$ 638.23</u>	<u>\$ 617.83</u>	12/20	\$ 576.94

Company Ratios						
	Mt. Vernon	Hildebrandt	LaRoy Froh	S. Washington	COCC	HCV Admin
Operating Reserves						
Bank Account Balance	\$ 548,028.00	\$ 767,704.00	\$ 1,033,216.00	\$ 575,917.00	\$ 1,624,940.00	\$ 1,079,675.00
YTD Expenses	\$ 912,678.73	\$ 1,070,534.09	\$ 909,776.79	\$ 909,561.86	\$ 600,326.33	\$ 735,519.28
Number of Months	9	9	9	9	9	9
Average Monthly Expenses	<u>\$ 101,408.75</u>	<u>\$ 118,948.23</u>	<u>\$ 101,086.31</u>	<u>\$ 101,062.43</u>	<u>\$ 66,702.93</u>	<u>\$ 81,724.36</u>
Number of Months of Operating Reserves (would like to have 4 months of operating reserves)	<u>5.40</u>	<u>6.45</u>	<u>10.22</u>	<u>5.70</u>	<u>24.36</u>	<u>13.21</u>
Prior Months						
02/21	4.89	6.30	9.44	5.31	21.48	12.48
01/21	4.97	5.75	8.70	5.39	23.94	12.19
12/20	7.18	6.46	9.23	5.92	16.33	13.95
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 March 31, 2021

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 182,077	\$ 267,462	\$ (85,385)	\$ 292,622	\$ 356,616	\$ 89,154
Tenant Revenue - Other	8,561	22,725	(14,164)	35,729	30,300	7,575
Total Tenant Revenue	<u>\$ 190,638</u>	<u>\$ 290,187</u>	<u>\$ (99,549)</u>	<u>\$ 328,351</u>	<u>\$ 386,916</u>	<u>\$ 96,729</u>
HUD PHA Operating Grants	1,001,167	677,907	323,260	744,201	903,876	225,969
CFP Operational Income	110,974	150,000	(39,026)	73,841	150,000	-
Fraud Recovery and Other	(2,294,069)	5,455	(2,299,524)	28,831	7,106	1,652
Total Operating Revenue	<u>\$ (991,290)</u>	<u>\$ 1,123,549</u>	<u>\$ (2,114,838)</u>	<u>\$ 1,175,225</u>	<u>\$ 1,447,898</u>	<u>\$ 324,350</u>
Administrative Salaries	\$ 75,557	\$ 71,607	\$ 3,950	\$ 68,833	\$ 93,485	\$ 21,878
Auditing Fees	5,250	5,665	(415)	5,150	5,665	-
Management Fees	181,409	89,552	91,857	144,134	119,403	29,851
Bookkeeping Fees	13,105	13,095	10	13,075	17,460	4,365
Employee Benefits Contributions - Admin	26,394	28,890	(2,496)	21,326	38,203	9,313
Office Expenses	36,617	35,631	986	27,925	45,338	9,707
Legal	7,575	13,700	(6,125)	12,425	18,700	5,000
Travel	-	900	(900)	470	1,200	300
Other	10,563	-	10,563	1,921	-	-
Tenant Services - Other	1,656	13,797	(12,141)	1,428	18,396	4,599
Water	48,900	80,400	(31,500)	78,458	109,600	29,200
Electricity	24,039	33,200	(9,161)	32,735	44,100	10,900
Gas	11,107	43,500	(32,393)	41,845	57,900	14,400
Other Utilities Expense	7,258	7,200	58	7,091	7,200	-
Ordinary Maintenance and Operations - Labor	50,388	65,171	(14,783)	48,800	85,040	19,869
Ordinary Maintenance and Operations - Materials	15,077	60,725	(45,648)	87,487	80,000	19,275
Ordinary Maintenance and Operations - Contract	122,996	325,980	(202,984)	320,538	435,240	109,260
Employee Benefits Contributions - Ordinary	33,563	37,876	(4,312)	39,117	50,097	12,221
Protective Services - Other Contract Costs	1,461	2,450	(989)	1,548	3,200	750
Property Insurance	14,060	35,007	(20,947)	33,518	46,917	11,910
Liability Insurance	5,376	13,512	(8,136)	12,895	18,109	4,597
Workers Compensation	-	1,341	(1,341)	254	1,788	447
All Other Insurance	4,400	1,275	3,125	999	1,700	425
Other General Expenses	167,396	16,602	150,794	49,345	20,486	3,884
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	9,788	8,786	1,002	10,831	11,502	2,715
Bad debt - Tenant Rents	11,557	22,500	(10,943)	31,275	30,000	7,500
Interest Expense	16,781	10,934	5,847	12,050	14,389	3,455
Total Operating Expenses	<u>\$ 902,270</u>	<u>\$ 1,039,296</u>	<u>\$ (137,026)</u>	<u>\$ 1,105,473</u>	<u>\$ 1,375,116</u>	<u>\$ 335,820</u>
Net Income (Loss)	<u>\$ (1,893,560)</u>	<u>\$ 84,252</u>	<u>\$ (1,977,812)</u>	<u>\$ 69,752</u>	<u>\$ 72,782</u>	<u>\$ (11,471)</u>

Lansing Housing Commission
Budget vs. Actual
Hildebrandt
For the Period Ending March 31, 2021

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 230,844	\$ 277,920	\$ (47,076)	\$ 293,179	\$ 370,560	\$ 92,640
Tenant Revenue - Other	23,117	20,700	2,417	30,601	27,000	6,300
Total Tenant Revenue	<u>\$ 253,961</u>	<u>\$ 298,620</u>	<u>\$ (44,659)</u>	<u>\$ 323,780</u>	<u>\$ 397,560</u>	<u>\$ 98,940</u>
HUD PHA Operating Grants	1,155,229	794,187	361,042	859,947	1,058,916	264,729
CFP Operational Income	414,593	80,000	334,593	79,187	80,000	-
Fraud Recovery and Other	11,751	5,310	6,441	22,419	7,090	1,780
Total Operating Revenue	<u>\$ 1,835,534</u>	<u>\$ 1,178,117</u>	<u>\$ 657,417</u>	<u>\$ 1,285,332</u>	<u>\$ 1,543,566</u>	<u>\$ 365,449</u>
Administrative Salaries	\$ 69,029	\$ 73,223	\$ (4,194)	\$ 70,198	\$ 95,744	\$ 22,521
Auditing Fees	5,250	5,665	(415)	5,150	5,665	-
Management Fees	219,764	97,400	122,364	159,168	129,866	32,467
Bookkeeping Fees	18,651	14,243	4,408	14,559	18,990	4,748
Employee Benefits Contributions - Admin	23,396	26,857	(3,461)	27,965	35,508	8,652
Office Expenses	30,831	37,662	(6,831)	33,861	48,660	10,998
Legal	12,274	20,315	(8,041)	19,573	27,215	6,900
Travel	-	720	(720)	642	960	240
Other	6,684	-	6,684	185	300	300
Tenant Services - Other	5,262	17,397	(12,135)	4,747	23,196	5,799
Water	93,001	82,850	10,151	88,736	110,550	27,700
Electricity	25,214	25,350	(136)	23,707	32,720	7,370
Gas	35,560	37,520	(1,960)	35,342	57,520	20,000
Other Utilities Expense	-	7,850	(7,850)	-	8,050	200
Ordinary Maintenance and Operations - Labor	65,846	70,026	(4,180)	70,106	91,473	21,447
Ordinary Maintenance and Operations - Material	36,376	61,460	(25,084)	60,762	81,710	20,250
Ordinary Maintenance and Operations - Contract	215,689	366,300	(150,611)	371,173	485,750	119,450
Employee Benefits Contributions - Ordinary	57,612	49,197	8,415	38,427	64,887	15,690
Protective Services - Other Contract Costs	3,917	2,835	1,082	2,490	3,780	945
Property Insurance	39,168	35,250	3,919	33,080	47,242	11,992
Liability Insurance	15,249	13,173	2,076	12,053	17,654	4,481
Workers Compensation	-	1,458	(1,458)	276	1,944	486
All Other Insurance	4,878	1,275	3,603	344	1,700	425
Other General Expenses	29,387	21,138	8,249	46,382	26,439	5,301
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	13,429	12,500	929	14,628	16,017	3,517
Bad debt - Tenant Rents	9,358	7,200	2,158	6,702	9,600	2,400
Interest Expense	27,968	18,223	9,745	20,083	23,981	5,758
Total Operating Expenses	<u>\$ 1,063,794</u>	<u>\$ 1,107,085</u>	<u>\$ (43,291)</u>	<u>\$ 1,160,338</u>	<u>\$ 1,467,121</u>	<u>\$ 360,036</u>
Net Income (Loss)	<u>\$ 771,739</u>	<u>\$ 71,032</u>	<u>\$ 700,707</u>	<u>\$ 124,994</u>	<u>\$ 76,445</u>	<u>\$ 5,413</u>

**Lansing Housing Commission
Budget vs. Actual
LaRoy Froh
For the Period Ending March 31, 2021**

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 156,937	\$ 227,340	\$ (70,403)	\$ 222,381	\$ 303,120	\$ 75,780
Tenant Revenue - Other	7,240	40,680	(33,440)	47,240	54,240	13,560
Total Tenant Revenue	<u>\$ 164,177</u>	<u>\$ 268,020</u>	<u>\$ (103,843)</u>	<u>\$ 269,621</u>	<u>\$ 357,360</u>	<u>\$ 89,340</u>
HUD PHA Operating Grants	1,073,158	715,545	357,613	776,399	954,060	238,515
CFP Operational Income	414,593	155,000	259,593	152,108	155,000	-
Fraud Recovery and Other	12,659	5,855	6,804	14,199	7,806	1,952
Total Operating Revenue	<u>\$ 1,664,587</u>	<u>\$ 1,144,420</u>	<u>\$ 520,167</u>	<u>\$ 1,212,326</u>	<u>\$ 1,474,226</u>	<u>\$ 329,807</u>
Administrative Salaries	\$ 85,846	\$ 71,011	\$ 14,835	\$ 62,026	\$ 92,679	\$ 21,669
Auditing Fees	5,250	5,665	(415)	5,150	5,665	-
Management Fees	213,294	94,168	119,126	151,629	125,558	31,389
Bookkeeping Fees	17,714	13,770	3,944	13,735	18,360	4,590
Employee Benefits Contributions - Admin	22,457	35,350	(12,893)	18,663	46,681	11,332
Office Expenses	25,068	30,619	(5,551)	27,214	39,241	8,622
Legal	5,297	22,500	(17,203)	16,546	30,000	7,500
Travel	-	-	-	64	-	-
Other	6,823	4,500	2,323	873	6,000	1,500
Tenant Services - Other	3,769	13,797	(10,028)	3,320	18,396	4,599
Water	57,078	55,500	1,578	52,896	73,500	18,000
Electricity	31,415	36,200	(4,785)	32,742	47,600	11,400
Gas	35,229	36,700	(1,471)	33,533	40,700	4,000
Other Utilities Expense	17,132	13,350	3,782	12,894	13,500	150
Ordinary Maintenance and Operations - Labor	49,618	74,780	(25,162)	74,061	97,648	22,868
Ordinary Maintenance and Operations - Material	37,946	71,000	(33,054)	101,269	94,400	23,400
Ordinary Maintenance and Operations - Contracts	122,533	311,900	(189,367)	383,642	417,200	105,300
Employee Benefits Contributions - Ordinary	50,387	43,909	6,478	38,951	58,195	14,286
Protective Services - Other Contract Costs	3,700	2,700	1,000	2,360	3,600	900
Property Insurance	44,681	45,726	(1,045)	43,826	61,282	15,556
Liability Insurance	15,514	16,403	(888)	16,843	21,983	5,580
Workers Compensation	-	1,413	(1,413)	268	1,884	471
All Other Insurance	4,400	1,275	3,125	344	1,700	425
Other General Expenses	26,102	19,395	6,707	46,408	24,360	4,965
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	3,844	7,914	(4,070)	7,705	11,492	3,578
Bad debt - Tenant Rents	8,161	19,800	(11,639)	26,158	26,400	6,600
Interest Expense	16,521	10,765	5,756	11,863	14,166	3,401
Total Operating Expenses	<u>\$ 909,777</u>	<u>\$ 1,060,109</u>	<u>\$ (150,332)</u>	<u>\$ 1,184,983</u>	<u>\$ 1,392,191</u>	<u>\$ 332,082</u>
Net Income (Loss)	<u>\$ 754,810</u>	<u>\$ 84,311</u>	<u>\$ 670,499</u>	<u>\$ 27,344</u>	<u>\$ 82,035</u>	<u>\$ (2,275)</u>

**Lansing Housing Commission
Budget vs. Actual
South Washington Park
For the Period Ending March 31, 2021**

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 222,335	\$ 236,700	\$ (14,365)	\$ 252,380	\$ 315,600	\$ 78,900
Tenant Revenue - Other	14,630	18,360	(3,730)	16,687	24,480	6,120
Total Tenant Revenue	<u>\$ 236,965</u>	<u>\$ 255,060</u>	<u>\$ (18,095)</u>	<u>\$ 269,067</u>	<u>\$ 340,080</u>	<u>\$ 85,020</u>
HUD PHA Operating Grants	701,644	496,539	205,105	550,726	662,052	165,513
CFP Operational Income	110,974	227,623	(116,648)	72,653	227,623	-
Fraud Recovery and Other	(2,329,303)	8,292	(2,337,595)	36,531	11,022	2,731
Total Operating Revenue	<u>\$ (1,279,719)</u>	<u>\$ 987,513</u>	<u>\$ (2,267,232)</u>	<u>\$ 928,977</u>	<u>\$ 1,240,777</u>	<u>\$ 253,264</u>
Administrative Salaries	\$ 59,510	\$ 56,219	\$ 3,291	\$ 68,116	\$ 73,230	\$ 17,011
Auditing Fees	5,250	5,665	(415)	5,150	5,665	-
Management Fees	175,328	87,706	87,622	140,846	116,941	29,235
Bookkeeping Fees	11,942	12,825	(883)	12,753	17,100	4,275
Employee Benefits Contributions - Admin	39,113	31,488	7,626	31,681	41,741	10,253
Office Expenses	29,901	32,190	(2,289)	35,748	41,249	9,059
Legal	11,103	12,375	(1,272)	14,698	16,500	4,125
Travel	-	-	-	277	-	-
Other	1,041	-	1,041	(422)	-	-
Tenant Services - Other	6,838	9,000	(2,162)	8,015	12,000	3,000
Water	130,393	152,900	(22,507)	135,463	204,200	51,300
Electricity	73,803	89,500	(15,697)	87,684	118,500	29,000
Gas	26,830	43,900	(17,070)	40,329	47,000	3,100
Other Utilities Expense	1,558	1,455	103	1,519	1,515	60
Ordinary Maintenance and Operations - Labor	79,025	81,817	(2,792)	79,766	106,684	24,867
Ordinary Maintenance and Operations - Material	26,077	50,264	(24,187)	53,017	66,752	16,488
Ordinary Maintenance and Operations - Contrac	83,500	89,250	(5,750)	118,130	117,225	27,975
Employee Benefits Contributions - Ordinary	60,543	44,943	15,600	42,667	59,225	14,282
Protective Services - Other Contract Costs	1,690	1,530	160	1,272	2,040	510
Property Insurance	35,788	45,163	(9,375)	37,048	60,528	15,365
Liability Insurance	15,620	21,030	(5,410)	18,472	28,184	7,154
Workers Compensation	-	1,314	(1,314)	249	1,752	438
All Other Insurance	4,877	1,275	3,602	1,059	1,700	425
Other General Expenses	26,803	14,378	12,425	34,796	19,104	4,726
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	(961)	(5,635)	4,674	(1,711)	(6,310)	(675)
Bad debt - Tenant Rents	218	6,750	(6,532)	6,009	9,000	2,250
Interest Expense	3,772	2,458	1,314	2,709	3,235	777
Total Operating Expenses	<u>\$ 909,562</u>	<u>\$ 889,760</u>	<u>\$ 19,802</u>	<u>\$ 975,339</u>	<u>\$ 1,164,761</u>	<u>\$ 275,001</u>
Net Income (Loss)	<u>\$ (2,189,281)</u>	<u>\$ 97,753</u>	<u>\$ (2,287,034)</u>	<u>\$ (46,362)</u>	<u>\$ 76,016</u>	<u>\$ (21,737)</u>

Lansing Housing Commission
Budget vs. Actual
AMP Consolidated
For the Period Ending March 31, 2021

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 792,193	\$ 1,009,422	\$ (217,229)	\$ 1,060,562	\$ 1,345,896	\$ 336,474
Tenant Revenue - Other	53,548	102,465	(48,917)	130,257	136,020	33,555
Total Tenant Revenue	<u>\$ 845,741</u>	<u>\$ 1,111,887</u>	<u>\$ (266,146)</u>	<u>\$ 1,190,819</u>	<u>\$ 1,481,916</u>	<u>\$ 370,029</u>
HUD PHA Operating Grants	3,931,199	2,684,178	1,247,021	2,931,272	3,578,904	894,726
CFP Operational Income	1,051,134	612,623	438,512	377,789	612,623	-
Fraud Recovery and Other	(4,598,963)	24,911	(4,623,873)	101,980	33,024	8,114
Total Operating Revenue	<u>\$ 1,229,111</u>	<u>\$ 4,433,598</u>	<u>\$ (3,204,487)</u>	<u>\$ 4,601,861</u>	<u>\$ 5,706,467</u>	<u>\$ 1,272,869</u>
Administrative Salaries	\$ 289,942	\$ 272,060	\$ 17,882	\$ 269,173	\$ 355,139	\$ 83,079
Auditing Fees	21,000	22,660	(1,660)	20,600	22,660	-
Management Fees	789,795	368,826	420,968	595,777	491,769	122,942
Bookkeeping Fees	61,411	53,933	7,479	54,122	71,910	17,978
Employee Benefits Contributions - Administrative	111,360	122,584	(11,224)	99,634	162,133	39,549
Office Expenses	122,417	136,102	(13,685)	124,748	174,488	38,386
Legal Expense	36,248	68,890	(32,642)	63,242	92,415	23,525
Travel	-	1,620	(1,620)	1,453	2,160	540
Other	25,111	4,500	20,611	2,557	6,300	1,800
Tenant Services - Other	17,524	53,991	(36,467)	17,511	71,988	17,997
Water	329,372	371,650	(42,278)	355,553	497,850	126,200
Electricity	154,471	184,250	(29,779)	176,869	242,920	58,670
Gas	108,726	161,620	(52,894)	151,049	203,120	41,500
Other Utilities Expense	25,947	29,855	(3,908)	21,504	30,265	410
Ordinary Maintenance and Operations - Labor	244,877	291,794	(46,916)	272,733	380,845	89,051
Ordinary Maintenance and Operations - Material	115,477	243,449	(127,972)	302,535	322,862	79,413
Ordinary Maintenance and Operations - Contract	544,718	1,093,430	(548,712)	1,193,483	1,455,415	361,985
Employee Benefits Contributions - Ordinary	202,104	175,924	26,180	159,162	232,404	56,479
Protective Services - Other Contract Costs	10,768	9,515	1,253	7,670	12,620	3,105
Property Insurance	133,697	161,146	(27,449)	147,472	215,969	54,823
Liability Insurance	51,759	64,117	(12,358)	60,262	85,930	21,813
Workers Compensation	-	5,526	(5,526)	1,047	7,368	1,842
All Other Insurance	18,555	5,100	13,455	2,747	6,800	1,700
Other General Expenses	249,687	71,513	178,174	176,931	90,389	18,876
Compensated Absences	-	-	-	-	-	-
Payments in Lieu of Taxes	26,100	23,565	2,535	31,453	32,701	9,135
Bad debt - Tenant Rents	29,295	56,250	(26,955)	70,143	75,000	18,750
Interest Expense	65,042	42,379	22,663	46,705	55,770	13,391
Total Operating Expenses	<u>\$ 3,785,403</u>	<u>\$ 4,096,249</u>	<u>\$ (310,847)</u>	<u>\$ 4,426,133</u>	<u>\$ 5,399,189</u>	<u>\$ 1,302,939</u>
Net Income (Loss)	<u>\$ (2,556,292)</u>	<u>\$ 337,349</u>	<u>\$ (2,893,640)</u>	<u>\$ 175,728</u>	<u>\$ 307,278</u>	<u>\$ (30,071)</u>

Lansing Housing Commission
Budget vs. Actual
COCC
For the Period Ending March 31, 2021

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Management Fees Income	\$ 939,726	\$ 759,911	\$ 179,815	\$ 687,122	\$ 931,532	\$ 171,621
Bookkeeping Fees Income	61,411	53,933	7,479	48,085	71,910	17,978
Fraud Recovery and Other	64,663	58,365	6,298	142,581	79,530	21,165
Total Operating Revenue	\$ 1,065,800	\$ 872,209	\$ 193,591	\$ 877,788	\$ 1,082,972	\$ 210,763
Administrative Salaries	\$ 143,158	\$ 109,722	\$ 33,436	\$ 96,379	\$ 143,359	\$ 33,637
Auditing Fees	5,250	5,665	(415)	5,150	5,665	-
Employee Benefits Contributions - Admin	40,782	34,070	6,713	34,176	45,022	10,952
Office Expenses	40,962	63,033	(22,071)	52,531	77,419	14,386
Legal	3,929	13,200	(9,271)	11,632	17,600	4,400
Travel	-	8,100	(8,100)	6,534	8,100	-
Other	24,936	24,278	658	35,049	30,704	6,426
Tenant Services - Other	-	-	-	4,006	-	-
Water	1,137	1,305	(168)	1,119	1,740	435
Electricity	10,368	11,100	(732)	8,271	14,400	3,300
Gas	1,821	2,415	(594)	2,001	2,815	400
Other Utilities Expense	392	500	(108)	361	500	-
Ordinary Maintenance and Operations - Material	111	-	111	45	-	-
Ordinary Maintenance and Operations - Contracts	26,012	5,031	20,981	26,509	6,708	1,677
Protective Services - Other Contract Costs	878	665	213	313	665	-
Property Insurance	1,650	1,853	(203)	1,464	2,483	630
Liability Insurance	113	1,096	(983)	790	1,469	373
Workers Compensation	-	2,700	(2,700)	1,127	3,600	900
All Other Insurance	4,400	-	4,400	2,077	-	-
Other General Expenses	293,568	234,774	58,794	180,962	313,032	78,258
Compensated Absences	-	-	-	-	-	-
Interest Expense	860	860	-	1,733	970	110
Total Operating Expenses	\$ 600,326	\$ 520,367	\$ 79,959	\$ 472,230	\$ 676,251	\$ 155,884
Net Income (Loss)	\$ 465,474	\$ 351,842	\$ 113,632	\$ 405,558	\$ 406,721	\$ 54,879

**Lansing Housing Commission
Budget vs. Actual
Housing Choice Voucher
For the Period Ending March 31, 2021**

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
HUD PHA Operating Grants	\$ 9,493,908	\$ 9,347,283	\$ 146,625	\$ 9,550,922	\$ 12,463,044	\$ 3,115,761
Other Revenue	5,896	-	5,896	7,750	-	-
Fraud Recovery and Other	14,768	9,135	5,633	18,479	12,180	3,045
Total Operating Revenue	<u>\$ 9,514,572</u>	<u>\$ 9,356,418</u>	<u>\$ 158,154</u>	<u>\$ 9,577,151</u>	<u>\$ 12,475,224</u>	<u>\$ 3,118,806</u>
Administrative Salaries	\$ 265,795	\$ 254,293	\$ 11,502	\$ 232,695	\$ 330,281	\$ 75,988
Auditing Fees	26,250	28,325	(2,075)	25,750	28,325	-
Management Fees	149,931	146,036	3,895	148,343	194,714	48,679
Bookkeeping Fees	-	-	-	-	-	-
Employee Benefits Contributions - Admin	66,437	79,058	(12,621)	59,093	104,548	25,490
Office Expenses	136,123	118,755	17,368	126,992	146,630	27,875
Legal Expense	-	-	-	-	-	-
Travel	-	-	-	1,086	-	-
Other	(0)	42,200	(42,200)	200	60,200	18,000
Tenant Services - Other	-	-	-	-	-	-
Water	-	-	-	-	-	-
Electricity	-	-	-	-	-	-
Gas	-	-	-	-	-	-
Other Utilities Expense	824	300	524	322	400	100
Ordinary Maintenance and Operations - Material	-	-	-	-	-	-
Ordinary Maintenance and Operations - Contract	62,146	3,042	59,104	40,623	4,056	-
Protective services - Other Contract Costs	269	200	69	209	200	-
Property Insurance	-	-	-	1,657	-	-
Liability Insurance	12,206	16,073	(3,867)	12,485	21,541	5,468
Workers Compensation	-	6,300	(6,300)	2,013	8,400	2,100
All Other Insurance	-	-	-	-	-	-
Other General Expenses	15,538	22,205	(6,667)	27,096	27,020	4,815
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	8,464,330	8,617,104	(152,774)	8,532,950	11,489,472	2,872,368
Bad Debt - Tenant Rents	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 9,199,849</u>	<u>\$ 9,333,890</u>	<u>\$ (134,041)</u>	<u>\$ 9,211,494</u>	<u>\$ 12,415,787</u>	<u>\$ 3,081,897</u>
Net Income (Loss)	<u>\$ 314,723</u>	<u>\$ 22,528</u>	<u>\$ 292,196</u>	<u>\$ 365,657</u>	<u>\$ 59,437</u>	<u>\$ 36,909</u>

Lansing Housing Commission
1010 Mt. Vernon Park
Balance Sheet for March 2021

	Period Amount	Balance
ASSETS		
1010-0000-111102 Cash-Security Deposits	-	33,296.60
1010-0000-111111 Chase Checking	24,062.64	548,028.27
1010-0000-112200 Accounts Receivable	1,615.00	10,178.07
1010-0000-112201 Allowance for Doubtful Accounts	(161.50)	(1,017.81)
1010-0000-112220 A/R Repayment Agreement	(118.00)	924.00
1010-0000-112500 Accounts Receivable HUD	4,188.53	10,408.65
1010-2010-112500 Accounts Receivable HUD	-	-
1010-0000-114500 Accrued Interest Receivable	-	128.21
1010-5005-115700 Intercompany	(39,905.71)	(37,111.75)
1010-0000-116201 Investments Savings	-	133,568.06
1010-0000-121100 Prepaid Insurance	26,586.09	32,223.76
1010-0000-140000 Land	-	114,150.00
1010-0000-144000 Construction in Progress	-	6,053.00
1010-3000-144000 Construction in Progress	-	35,833.00
1010-0000-146000 Dwelling Structures	-	2,567,885.60
1010-1010-146000 Dwelling Structures	-	-
1010-0000-146500 Dwelling Equipment - Ranges &	-	20,325.87
1010-1010-146500 Dwelling Equipment - Ranges &	-	-
1010-3000-146500 Dwelling Equipment - Ranges &	-	-
1010-0000-148100 Accumulated Depreciation-Build	-	(2,279,268.23)
1010-1010-148100 Accumulated Depreciation-Build	-	-
1010-1010-148300 Accumulated Depreciation-Equip	-	-
1010-0000-150300 Deferred Outflow - MERS	-	55,851.00
1010-0000-150301 Deferred Outflows-OPEB	-	19,155.00
TOTAL ASSETS	16,267.05	1,270,611.30
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	(2,466.70)	127.38
1010-0000-211343 Accounts Payable Misc	-	-
1010-0000-211400 Tenant Security Deposits	(257.00)	10,907.30
1010-0000-211999 Tenant Refunds	(27,036.90)	4,708.04
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	1,376.12	23,214.26
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	(28,384.48)	409,120.52
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	44,651.53	(4,291,761.75)
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	44,651.53	861,490.78
TOTAL LIABILITIES & EQUITY	16,267.05	1,270,611.30

Lansing Housing Commission
1020 Hildebrandt Park
Balance Sheet for March 2021

	Period Amount	Balance
ASSETS		
1020-0000-111102 Cash-Security Deposits	-	38,207.00
1020-0000-111111 Chase Checking	13,471.24	767,703.76
1020-0000-112200 Accounts Receivable	(1,451.00)	28,362.60
1020-0000-112201 Allowance for Doubtful Accounts	154.80	(2,836.26)
1020-0000-112220 A/R Repayment Agreement	(157.00)	153.00
1020-0000-112500 Accounts Receivable HUD	290.00	290.00
1020-2010-112500 Accounts Receivable HUD	-	-
1020-0000-114500 Accrued Interest Receivable	-	128.21
1020-5005-115700 Intercompany	16,067.55	(19,602.05)
1020-0000-116201 Investments Savings	-	133,568.06
1020-0000-121100 Prepaid Insurance	(6,347.50)	38,209.77
1020-0000-140000 Land	-	440,132.00
1020-0000-144000 Construction in Progress	-	69,703.98
1020-3000-144000 Construction in Progress	-	242,562.56
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	22,028.09	5,321,776.71
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	(10,985.32)	1,522.44
1020-0000-211343 Accounts Payable Misc	-	-
1020-0000-211400 Tenant Security Deposits	(558.00)	37,284.00
1020-0000-211999 Tenant Refunds	(147.00)	9,723.53
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	5,054.26	33,293.64
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	(6,636.06)	383,282.51
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	28,664.15	(854,975.22)
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	28,664.15	4,938,494.20
TOTAL LIABILITIES & EQUITY	22,028.09	5,321,776.71

**Lansing Housing Commission
1080 LaRoy Froh Townhomes
Balance Sheet for March 2021**

	Period Amount	Balance
ASSETS		
1080-0000-111102 Cash-Security Deposits	-	40,322.00
1080-0000-111111 Chase Checking	47,987.98	1,033,215.70
1080-0000-112200 Accounts Receivable	(4,065.00)	13,277.56
1080-0000-112201 Allowance for Doubtful Accounts	468.50	(1,265.76)
1080-0000-112220 A/R Repayment Agreement	(17.00)	165.00
1080-0000-112500 Accounts Receivable HUD	-	-
1080-2010-112500 Accounts Receivable HUD	-	-
1080-0000-112954 Accounts Receivables-Misc	-	-
1080-0000-114500 Accrued Interest Receivable	-	128.21
1080-5005-115700 Intercompany	(685.00)	(15,137.30)
1080-0000-116201 Investments Savings	-	133,568.05
1080-0000-121100 Prepaid Insurance	(6,769.33)	36,291.96
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	36,920.15	5,022,641.09
LIABILITIES		
1080-0000-200000 OPEB Liability	-	26,390.00
1080-0000-200300 Pension Liability	-	252,179.00
1080-0000-210000 Construction Costs Payable	-	-
1080-0000-211100 Accounts Payable	(5,636.87)	710.00
1080-0000-211343 Accounts Payable Misc	-	-
1080-0000-211400 Tenant Security Deposits	203.00	41,249.00
1080-0000-211999 Tenant Refunds	(203.00)	6,383.75
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	829.99	13,612.74
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	(4,806.88)	435,936.39
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	41,727.03	(1,140,332.71)
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	41,727.03	4,586,704.70
TOTAL LIABILITIES & EQUITY	36,920.15	5,022,641.09

**Lansing Housing Commission
1090 South Washington Park
Balance Sheet for March 2021**

	Period Amount	Balance
ASSETS		
1090-0000-111102 Cash-Security Deposits	-	23,084.00
1090-0000-111111 Chase Checking	(3,914.53)	575,916.76
1090-0000-112000 Accounts Receivable - Operations	34,143.00	34,143.00
1090-0000-112200 Accounts Receivable	(32,551.05)	12,578.20
1090-0000-112201 Allowance for Doubtful Accounts	517.71	(3,995.22)
1090-0000-112220 A/R Repayment Agreement	-	-
1090-0000-112500 Accounts Receivable HUD	580.00	580.00
1090-2010-112500 Accounts Receivable HUD	-	-
1090-0000-114500 Accrued Interest Receivable	-	128.21
1090-5005-115700 Intercompany	5,882.45	(20,012.09)
1090-0000-116201 Investments Savings	-	133,568.05
1090-0000-121100 Prepaid Insurance	(5,978.29)	43,567.38
1090-0000-140000 Land	(144,009.00)	36,534.00
1090-0000-144000 Construction in Progress	-	(2,850.00)
1090-3000-144000 Construction in Progress	25,896.00	2,302,489.45
1090-0000-146000 Dwelling Structures	(9,477,217.29)	288,076.96
1090-1090-146000 Dwelling Structures	(118,722.00)	-
1090-0000-146500 Dwelling Equipment - Ranges &	(134,245.66)	2,558.79
1090-0000-147000 Nondwellin Structures	(58,981.26)	-
1090-0000-148100 Accumulated Depreciation-Build	7,422,928.58	(279,278.86)
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	(2,440,024.34)	3,212,799.63
LIABILITIES		
1090-0000-200000 OPEB Liability	-	16,304.00
1090-0000-200300 Pension Liability	-	232,434.00
1090-0000-210000 Construction Costs Payable	-	-
1090-0000-211100 Accounts Payable	(7,613.37)	725.00
1090-0000-211343 Accounts Payable Misc	-	-
1090-0000-211400 Tenant Security Deposits	(20,182.00)	1,621.00
1090-0000-211999 Tenant Refunds	18,449.02	28,466.94
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	4,342.64	(8,550.62)
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	(52,127.18)	342,154.90
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	(2,387,897.16)	(2,042,142.31)
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	(2,387,897.16)	2,870,644.73
TOTAL LIABILITES & EQUITY	(2,440,024.34)	3,212,799.63

**Lansing Housing Commission
5005 Central Office Cost Center
Balance Sheet for March 2021**

	Period Amount	Balance
ASSETS		
5005-0000-111101 General Fund Checking	-	-
5005-0000-111105 LHC-Payroll Account	(100.00)	67,644.64
5005-0000-111111 Chase Checking	210,951.57	1,624,939.90
5005-0000-112500 Accounts Receivable HUD	(268,863.53)	221,318.51
5005-0000-112954 Accounts Receivables-Misc	-	-
5005-1010-115700 Intercompany	39,905.71	37,111.75
5005-1020-115700 Intercompany	(16,067.55)	19,602.05
5005-1080-115700 Intercompany	685.00	15,137.30
5005-1090-115700 Intercompany	(5,882.45)	20,012.09
5005-4001-115700 Intercompany	(14,893.64)	879,754.45
5005-8001-115700 Intercompany	5,027.23	51,810.68
5005-8002-115700 Intercompany	5,402.67	1,401.09
5005-8005-115700 Intercompany	373.98	(2,006.01)
5005-8010-115700 Intercompany	7,052.04	11,719.41
5005-8021-115700 Intercompany	-	-
5005-9101-115700 Intercompany	-	-
5005-0000-121100 Prepaid Insurance	(181.14)	2,594.02
5005-0000-121200 Prepaid - Other	-	14,016.00
5005-0000-140000 Land	-	190,000.00
5005-0000-144000 Construction in Progress	-	3,753.84
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	(36,590.11)	3,679,760.40
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	(1,450.16)	-
5005-0000-211343 Accounts Payable Misc	-	-
5005-0000-211703 Union Dues Payable	(259.50)	(1,921.50)
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	30,872.33	-
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	(29,867.35)	233,636.79
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	(6,722.76)	3,090,000.32
5005-3000-282000 Income and Expense Clearing	-	-233,906.71
TOTAL EQUITY	(6,722.76)	3,446,123.61
TOTAL LIABILITIES & EQUITY	(36,590.11)	3,679,760.40

**Lansing Housing Commission
Housing Choice Voucher
Balance Sheet for March 2021**

	Period Amount	Balance
ASSETS		
8001-0000-111111 Chase Checking	48,546.65	928,360.40
8001-2010-111111 Chase Checking	-	151,314.10
8002-0000-111111 Chase Checking	41,632.17	452,641.46
8002-0000-112200 Accounts Receivable	(27.50)	(288.33)
8002-0000-112954 Accounts Receivables-Misc	-	-
8001-5005-115700 Intercompany	(5,027.23)	(51,810.68)
8002-5005-115700 Intercompany	(5,402.67)	(1,401.09)
8001-0000-121100 Prepaid Insurance	(1,482.19)	8,889.87
8001-2010-144000 Construction in Progress	-	3,753.83
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	78,239.23	1,593,266.06
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	(7,910.59)	76.52
8002-0000-211100 Accounts Payable	-	-
8002-8002-211100 Accounts Payable	(146.00)	-
8001-0000-211343 Accounts Payable Misc	-	-
8001-2010-211998 Deferred Income	(148.39)	183,892.24
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	(8,204.98)	606,840.84
EQUITY		
8001-0000-280500 Unrestricted Net Assets	-	(311,896.99)
8001-0000-282000 Income and Expense Clearing	50,096.21	850,539.09
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	36,348.00	57,077,556.76
8002-8002-282000 Income and Expense Clearing	-	(57,235,961.72)
TOTAL EQUITY	86,444.21	986,425.22
TOTAL LIABILITES & EQUITY	78,239.23	1,593,266.06



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

April 28, 2021

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

March 2021 Housing Choice Voucher (HCV) Monthly Report

CONTACT PERSON:

Kim Shirey
Director of Housing Programs

Family Self Sufficiency (FSS):

In the month of March, the FSS Coordinator took training. One of the suggestions from the training was to rebrand the FSS program to make it more appealing to participants. The FSS Coordinator has begun that process by renaming the program the Housing Choice Voucher Advantage Program.

HCV Orientations:

LHC had zero (0) orientation during the month of March 2021 and zero (0) vouchers were issued.

Zero (0) VASH orientation was held for the month of March 2021, and three (3) vouchers were issued with the assistance of community partners.

Waiting List:

Staff finalized the latest batch of application and a Zoom orientation was held in April. The next group is being pulled and processed for a May orientation.

Department Initiatives:

In the HCV Program there are currently 1,761 vouchers housed in all its programs. 45 participants are with the Shelter Plus Care Program (S+C), 67 are housed under the Permanent Supportive Housing Program (PSH), and 144 are housed under the HUD Veterans Affairs Supportive Housing (VASH) 24 at Waverly Place, and 1,451 are housed under the Housing Choice Voucher Program.





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Voucher Utilization

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

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

Voucher Disbursement

HUD February HAP Disbursement	\$913,993
LHC February HAP/UAP Disbursement	\$882,638.52
% Voucher Funding Utilization	97%

HUD March HAP Disbursement	\$902,885.00
LHC March HAP/UAP Disbursement	\$882,429.88
% Voucher Funding Utilization	98%
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 zero (0) 24-hour deficiencies and thirty-eight (38) 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 March 31, 2021, the reporting rate is 95%. 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 97%. 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.

Participant's w/ Escrows

PIC Scoring	Internal Scoring
N/A	5

*Please note all PIC data is of 3/31/2021.



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April 28, 2021

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

March 2021 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 91% (not including the modernization units) at the end of March. LHC Unit Months Leased (UML) was 755 (with units in MOD) or 91% occupancy rate. LHC maintained a 91% occupancy level, which does not meet the 96% recovery plan occupancy goal.

Public Housing (PH) Scattered Sites occupancy was 96% at the end of March. There were two (2) household moved in, two (2) residents moved out, and one (1) unit transfers. The total units occupied was 294 which equals 96%. At the end of March, PH scattered sites had a total of 99 open work orders.

Hildebrandt Park/Waverly Place occupancy Hildebrandt was 99% at the end of March. There were zero (0) households moved in, one (1) resident moved out, and zero (0) unit transfers. The total units occupied was 98 which equals 99%. At the end of March, Hildebrandt had a total of 31 open work orders.

Waverly Place occupancy was 81% at the end of March. There were zero (0) household moved in, three (3) residents moved out, and zero (0) unit transfer. The total units occupied was 110 which equals 81%. At the end of March, Waverly Place had a total of 11 open work orders.

LaRoy Froh/Capitol City Senior occupancy LaRoy Froh was 96% at the end of March. There was one (1) household moved in, zero (0) resident moved out, one (1)



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unit transfers. The total units occupied was 96 which equals 96%. At the end of March, LaRoy Froh had a total of 18 open work orders.

Capitol City Senior occupancy was 84% at the end of March. There were zero (0) household moved in, two (2) residents moved out, and zero (0) unit transfer. The total units occupied was 157 which equals 84%. At the end of March, Capitol City Senior had a total of 18 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	294	96%	2	2	1	0
Hildebrandt	100	98	99%	0	1	0	0
Waverly Place	140	110	79%	0	3	0	0
LaRoy Froh	100	96	96%	1	0	1	0
Capitol City Senior	186	157	84%	0	2	0	0
Totals	832	755	91%	3	8	2	0

RENT COLLECTION:

Site	Rent Charged	Receivables	Total Uncollected	Collection Rate
PH Scattered Sites	\$ TBD	\$ TBD	\$ TBD	TBD
Hildebrandt	\$ 25,323	\$ 34,935	\$ 0	138%
Waverly Place	\$ 25,011	\$ 26,882	\$ 0	107%
LaRoy Froh	\$ 20,799	\$ 31,123	\$ 0	150%
Capitol City Senior	\$ 26,622	\$ 29,597	\$ 0	111%
Totals	\$ 97,755	\$122,537	\$ 0	125%



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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	293	2-13-21	TBD	Completing rehab
6065 Southbrook	2	12-20-19	383	1-21-21	\$500-\$800	AbrahamPro will repaint unit
6217 Grovenburg	3	11-1-20	158	2-13-21	TBD	Applicant will be pulled from waitlist
6519 Sommerset	3	10-22-20	150	2-13-21	\$1,900	Applicant will be pulled from waitlist
1135 Leslie	3	12-20-20	100	2-13-21	\$1,600	Applicant will be pulled from waitlist
4343 Glenburne	2	3-12-21	19	4-30-21	TBD	Applicant will be pulled from waitlist
1944 Hoyt	2	10-6-20	183	2-13-21	TBD	Applicant will be pulled from waitlist
4151 Glenburne	2	9-16-20	181	TBD	TBD	Tenant was moved because of violent activity
500 Mifflin	3	3-2-21	29	4-30-21	TBD	Pending tenant transfer.
1912 Hoyt	2	1-6-21	114	4-30-21	TBD	Pending tenant transfer.
2165 Forest	2	3-2-21	29	4-17-21	TBD	
1507 Robertson	3	2-10-21	97	4-17-21	TBD	





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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
3220-B Turner	2	2-2-21	60	TBD	TBD	Vacant for RAD
3126-C Turner	5	3-28-21	17	TBD	TBD	Vacant for RAD

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
3226 N Waverly	4	12-8-20	113	TBD	N/A	Vacant due to RAD
3230 N Waverly	3	12-7-20	114	TBD	N/A	Vacant due to RAD
3258 N Waverly	2	3-23-20	373	TBD	N/A	Vacant due to RAD
3260 N Waverly	2	4-7-20	358	TBD	N/A	Vacant due to RAD
3262 N Waverly	2	1-15-21	75	TBD	N/A	Vacant due to RAD
3304 N Waverly	3	5-18-20	317	TBD	N/A	Vacant due to RAD
3324 N Waverly	2	1-15-21	75	TBD	N/A	Vacant due to RAD
3326 N Waverly	2	4-7-20	358	TBD	N/A	Vacant due to RAD
3336 N Waverly	4	1-6-20	450	TBD	N/A	Vacant due to RAD
3356 N Waverly	4	6-4-20	300	TBD	N/A	Vacant due to RAD
3358 N Waverly	4	12-21-20	100	TBD	N/A	Vacant due to RAD
3418 N Waverly	3	12-10-20	111	TBD	N/A	Vacant due to RAD
3420 N Waverly	4	12-11-20	110	TBD	N/A	Vacant due to RAD
3422 N Waverly	4	12-9-20	112	TBD	N/A	Vacant due to RAD
3424 N Waverly	3	12-10-20	111	TBD	N/A	Vacant due to RAD
3426 N Waverly	3	10-7-19	541	TBD	N/A	Vacant due to RAD
3508 N Waverly	4	9-16-20	227	TBD	N/A	Vacant due to RAD
3808 Wilson	1	3-23-20	373	TBD	N/A	Vacant due to RAD
3832 Wilson	2	1-1-21	89	TBD	N/A	Vacant due to RAD
3850 Wilson	1	11-30-20	121	TBD	N/A	Vacant due to RAD
3866 Wilson	1	12-7-20	115	TBD	N/A	Vacant due to RAD
3868 Wilson	1	8-3-20	240	TBD	N/A	Vacant due to RAD
3870 Wilson	1	12-7-20	114	TBD	N/A	Vacant due to RAD
3872 Wilson	1	12-8-20	115	TBD	N/A	Vacant due to RAD
3874 Wilson	1	12-9-20	112	TBD	N/A	Vacant due to RAD
3876 Wilson	1	12-11-20	110	TBD	N/A	Vacant due to RAD
3878 Wilson	1	4-27-20	338	TBD	N/A	Vacant due to RAD
3523 N Waverly	1	3-16-21	15	TBD	N/A	Vacant due to RAD
3524 N Waverly	1	3-23-21	8	TBD	N/A	Vacant due to RAD
3525 N Waverly	2	3-25-21	6	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
111-2332 Reo	2	3-12-21	18			Completing Rehab
111-2212 Reo	3	10-22-20	190			
111-2440 Reo	3	11-19-20	162			
111-2508 Reo	3	2-10-21	48			

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	364			
112-3200 S Washington 226	1	3-10-20	385			
112-3200 S Washington 301	1	3-15-20	355			
112-3200 S Washington 320	1	6-1-20	302			
112-3200 S Washington 402	1	4-30-20	324			
112-3200 S Washington 409	1	4-6-20	268			
112-3200 S Washington 115	1	8-5-20	237			
112-3200 S Washington 514	1	11-7-19	509			
112-3200 S Washington 515	1	1-30-20	425			
112-3200 S Washington 524	1	5-18-20	316			
112-3200 S Washington 310	1	9-30-20	181			
112-3200 S Washington 533	1	7-20-20	253			
112-3200 S Washington 509	1	8-13-20	229			
112-3200 S Washington 527	1	8-18-20	199			
112-3200 S Washington 333	1	8-21-20	161			
112-3200 S Washington 406	1	10-22-20	160			
112-3200 S Washington 519	1	10-22-20	160			
112-3200 S Washington 501	1	10-22-20	160			
112-3200 S Washington 434	1	10-22-20	160			
112-3200 S Washington 104	1	10-26-20	156			
112-3200 S Washington 101	1	11-6-20	145			
112-3200 S Washington 437	1	1-6-21	85			
112-3200 S Washington 325	1	2-18-20	405			

TDD/TTY #: 1-800-545-1833 Ext. 919



"Equal Housing Opportunity"



Lansing Housing Commission Board Meeting April 28, 2021
Monthly Asset Management Report March 2021

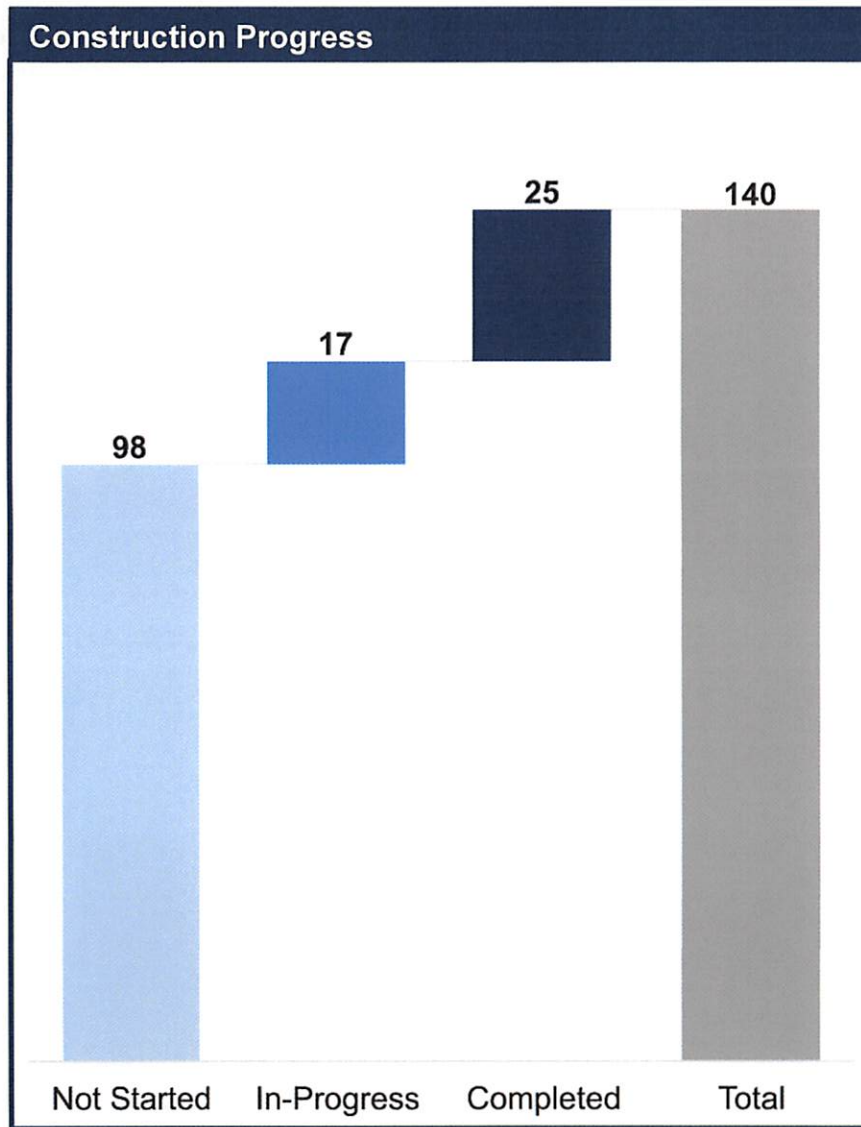


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112-3200 S Washington 411	1	2-8-21	50			
112-3200 S Washington 210	1	2-8-21	50			
112-3200 S Washington 537	1					
112-3200 S Washington 306	1	3-8-21	22			
112-3200 S Washington 133	1	3-27-21	3			
112-3200 S Washington 408	1	3-2-21	28			



Waverly Place construction progress and highlights



Highlights	
Critical Dates	<ul style="list-style-type: none">• 08-15 50% Completion• 02-11 100% Completion• March 2022 Lease up
Ongoing Activities	<ul style="list-style-type: none">• A/C installation in first wave units• Second set of buildings completed, third beginning• Sitework has begun• Roofing continues• Continue to communicate with residents on schedule and waiting their turn
Challenges	<ul style="list-style-type: none">• Electrical breakers popping in the first set of units due to temporary lights installed while waiting for permanent fixtures to arrive from backorder• "Lifestyle compatibility" problems with new MSHDA required low-flow toilets• Site clean up• Keeping kids off materials & safe



Over the past week at Waverly Place residents were moved into 5 townhomes and 5 ranch units that were recently completed

Completed Units



Building 5 Rear Exterior

Hardiboard Siding
Blue/Cobblestone color scheme
(brick to be stained)

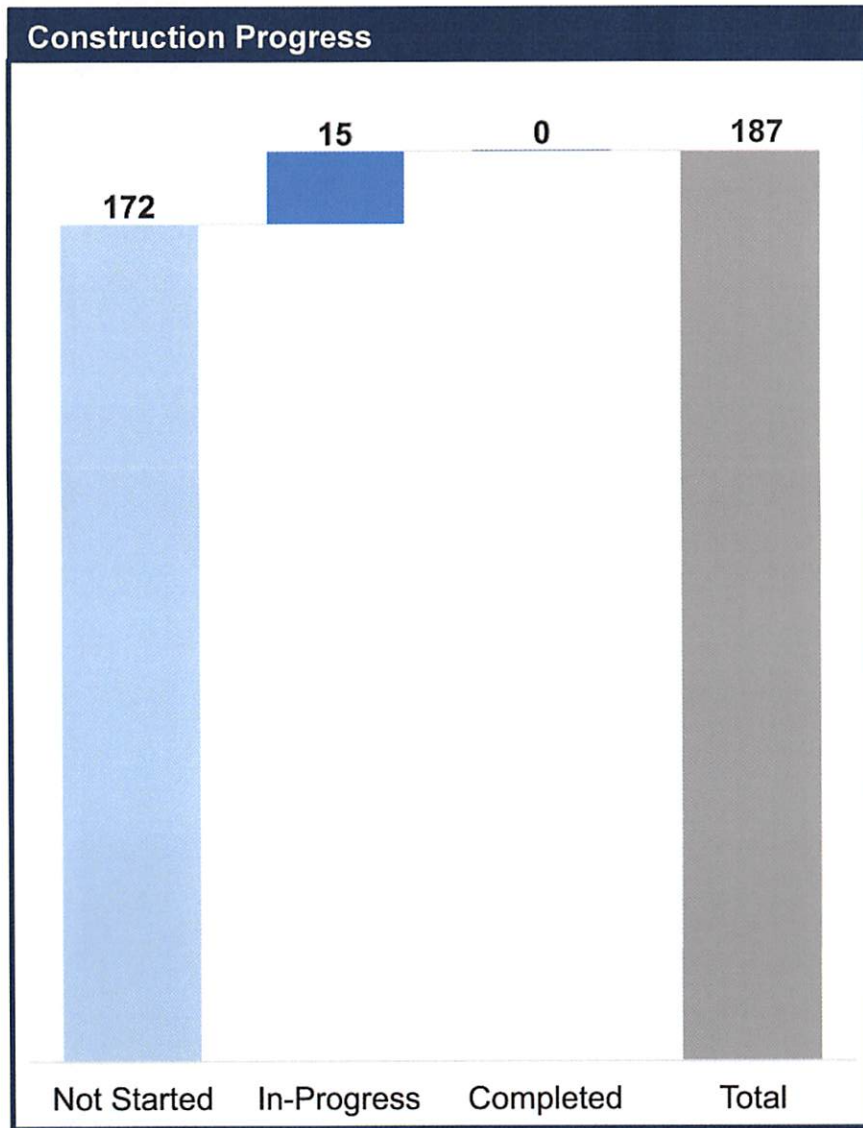
Typical Ranch Unit

Laminate countertops, vinyl plank flooring,
microhood, 3-panel entry door with
window, blinds throughout





Capital City Senior Apartments construction progress and highlights



Highlights	
Critical Dates	<ul style="list-style-type: none">• December 2021 50% Completion• August 2022 100% Completion• December 2022 Lease up
Ongoing Activities	<ul style="list-style-type: none">• Procurement and delivery of materials• Final common area finishes decisions• First residents move into as-is units to isolate vacancies• First wave of units have begun
Challenges	<ul style="list-style-type: none">• Material lead times• First wave problems - anticipating• Residents wanting to select which unit they move to, and who their neighbors are, or when they move for their own convenience• Construction incidents



G Fisher completed a model unit for approval of finish materials. Doors and windows were not replaced.

Completed Units



Typical Efficiency Kitchen

Solid surface tops, vinyl plank flooring
All units will include a moveable island as well
(not pictured)



Typical Bathroom

Integral sink, subway tile 3-piece surround (with
nook), vinyl flooring



Resident Services Program

April 28, 2021



Agenda

1

Provide overview of LHC's approach to impactful resident services

2

Discuss upcoming programs and program changes

3

Introduce personnel and describe roles and responsibilities

4

Preview pillars and components of LHC's Resident Services



LHC is dedicated to physical housing of residents, as well as providing impactful resident services to support resident life goals

LHC Mission Statement

*The Lansing Housing Commission (LHC) is committed to the development and management of quality, affordable, and fair housing options in a compassionate, healthy, and safe way. **LHC will deliver impactful resident services while maintaining the highest performance standards and outcomes.***

Approach to Resident Services Program

Partnerships

- Understand that a variety of partnerships are needed to support residents and families.
- Seek out and support well respected and established groups that align with LHC goals

Service Identification

- Continually gather information from residents to align partnerships and opportunities with resident needs

Engagement

- Identify target participants
- Define and execute on an integrated communication plan.
- Employ residents whenever possible.

Impact

- Measure results with data and anecdotal evidence
- Identify and implement improvement areas



LHC is modifying its COVID Program in a few areas

Daily Meal Services

Daily Activity Planning

Special Event Programming

Partnerships



To engage residents and improve their self-sufficiency, the Resident Services Manager is a critical role

Resident Services Manager



Kristine Ranger is an educator who has taught at all levels, including post secondary. She is an avid gardener, reader, traveler, and outdoor enthusiast. Her consulting business focuses on food systems and helping small businesses with HRM and HR Systems. She is the proud mother of three adult children.

Roles and Responsibilities*

Align needs and programs

- Gain understanding of resident needs and identify partners / develop programs to support those needs

Engage and collaborate

- Promote programs and partners to encourage and grow on site participation.
- Collaborate with site teams and partners to generate outcomes.

Measure and present results

- Define goals for each program
- Share quantitative and qualitative results.

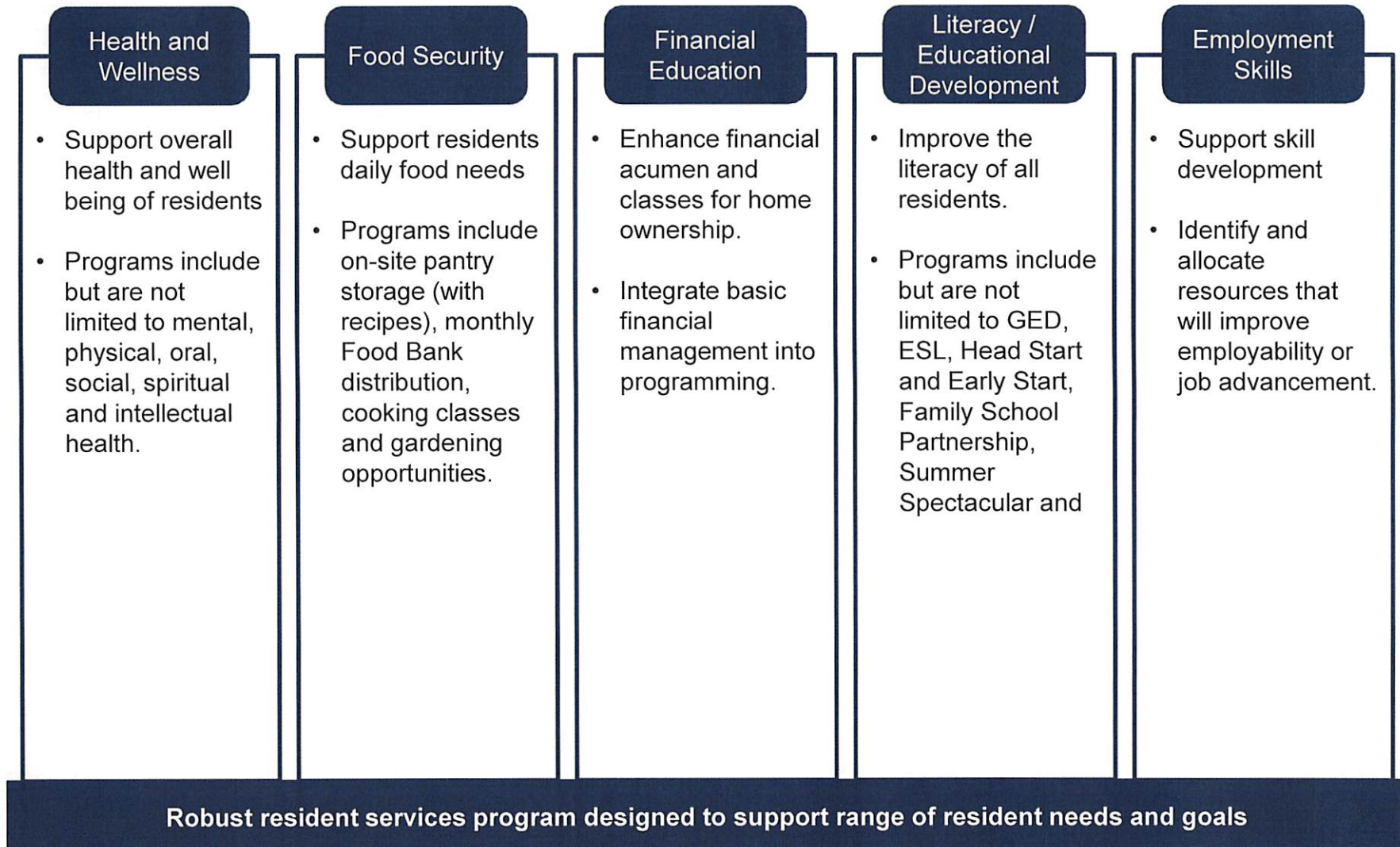
Gather feedback and improve

- Work with program participants, partners, and site teams to gather feedback
- Use feedback to develop and implement improvement plans

*Representative list, not all encompassing



Five pillars anchor our Resident Services programming





Successful Deployment is Founded in the 3 Ps

People

- Understand LHC's residents, their cultural norms, and the potential impact of programs to surrounding communities.
- Identify effective ways to distribute information about resident services, programs, and events.
- Define annual focus areas to effectively allocate resources.

Partnerships

- Determine the right partnerships based on individual resident, family, and community needs.
- Define roles and responsibilities for LHC and its partners.
- Continually strive to strengthen relationships between partners and residents.

Programming

- Communicate the programs, services and events in all mediums.
- Hold LHC and partners accountable for delivery on roles and responsibilities
- Conduct strategy meetings with partners to determine progress towards goals.