

## Agenda

### Lansing Housing Commission

August 25, 2021

1. Call to Order
  - a. Roll Call
  - b. Approval of Minutes of July 28, 2021
2. Action Items:
  - a. Resolution 1328 – Approval to use a higher payment standard than the HUD Published 2022 Fair Market Rent
  - b. Resolution 1329 – Approval to use the updated utility allowance per the July 2021 Nelrod Utility Study
  - c. Resolution 1330 – Approve and update the HCV Administrative Plan for the Housing Choice Voucher
  - d. Resolution 1331 – Approval of entering into a contract with VidCom solutions and Lansing Housing Commission for cameras at Hildebrandt Park and LaRoy Froh
  - e. Discuss and approval of Boji site and West Jr High projects
3. Informational Items:
  - a. Finance Report July 2021 Steven Raiche
  - b. Housing Choice Voucher July 2021 Kim Shirey
  - c. Asset Management Report July 2021
    - Hildebrandt & Scattered Sites Andrea Bailey
    - Capitol City Senior Apts & LaRoy Froh Marcus Hardy



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.



### Minutes of the July 28, 2021

Commissioner Henry called the meeting to order at 5:34 p.m. Mr. Fleming, called the roll.

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

**STAFF:**

Marcus Hardy	Douglas Fleming
Kim Shirey	Andrea Bailey
Steven Raiche – Contractor	Jennifer Burnette
Victor Verchereau - Contractor	

**Guests:**

None

Commissioner Sober moved and Commissioner Hall seconded a motion to approve the minutes of the June 23, 2021, commission meeting. **The Motion was approved by all members present.**

**Action Items:**

- Heather Taylor – Honored to be a part of this Commission. Met Doug pre-COVID and it has been a journey getting here. Worked in the community for some time. Has a youth community group and that has saturated the city with community awareness and entertainment. Very familiar with all four sides of the city. Very excited to be on the Board and make an impact.

**Informational Items:**

**Finance Report June 2021**

Steven Raiche

- Finished fiscal year on June 30<sup>th</sup> during the fire that happened at COCC. Very proud of all the employees and the way they stepped up and worked hard. Kudos to all LHC employees who worked hard to help LHC get back up and running quickly. All needed transactions happened by the June 30<sup>th</sup> deadline, despite the fire. Overall, the year-end number are preliminary. Each AMP, HCV, and COCC performed well despite COVID.



The individual locations are positive for the year and ahead of budget. The first month of reporting for the new fiscal year will be next month, August 2021.

## **Housing Choice Voucher June 2021**

Kim Shirey

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

- All LHC employees stepped up and handled the situation with the COCC building phenomenally. HCV emptied offices, carried out as much as possible and trashed a lot of things impacted by the fire. Super proud of HCV and the entire LHC staff, we were back up and running in less than 48 hours.
- Some staff were sent back home to work, and others were moved to the temporary location.
- The waiting list was opened last Friday, so far there has been 475 applications submitted a day, as of this morning the waiting list had around 2600 applications total. The waiting list closed Friday at midnight.
- July first, HCV took on a new voucher program from HUD, Emergency Housing Vouchers. 32 vouchers were awarded, HCV is working with the continuum of care to get the referrals that were sent 7-14 and HCV is working through those.
- The new case manager, Kelli started working 2 weeks ago. She is helping process the emergency vouchers.
- As we head into August, we will anticipate the audit that will happen in September.

## **Asset Management Report – June 2021**

### **Hildebrandt (HP) & Public Housing (PH) Scattered Sites – Andrea Baily**

- **HP** had an occupancy rate of 95% at the end of June. This is due to not housing units to prepare for RAD. There were zero (0) move-ins, zero (0) move-outs and zero (0) transfer.

There are 5 vacancies. There are 41 open work orders.





- **Public Housing Scattered Sites** had an occupancy rate of 96% at the end of June. We have a move in scheduled for tomorrow. There was one (1) move-in, two (2) move outs and zero (0) transfer.

There are 10 vacancies. There are 83 open work orders.

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

- **LRF** had an occupancy rate of 92% at the end of June. There was zero (0) move-in, zero (0) move-outs and zero (0) transfer.

There are 8 vacant units. There are 43 open work orders.

Positive note: Just handed out surveys for the residents to complete to get the RAD process going.

- **Capitol City Senior Apts** had an occupancy rate of 84% at the end of June. There were zero (0) move-ins, one (1) move-out and zero (0) transfer.

There was 29 vacant units due to RAD. There are 8 open work orders.

Positive note: First group of residents moved into completed units. Residents really like how the units look.

### **Discussion Items:**

- RAD update – Doug Fleming
  - See presentation attached.

**Other Items:** none



## Executive Director's Comments:

### Activities

#### Capital Projects

- Security Camera's at Forest and Hoyt and COCC – still in progress, this was set back by the fire but will still happen.

#### RAD Activities

- Disposal of Scattered Sites (Section 18)
  - Environmental review – HUD/COL underway
  - RFP Draft completed – The response date August 20<sup>th</sup>, this date may be pushed back

#### Other Activities

- Site visits to LHC properties –
- Oliver Gardens re-syndication through LIHTC – currently formulating a low-income tax credit plan for Oliver Gardens
- Union negotiations – first meeting went well, laid groundwork for future meetings
- Fire restoration plan for COCC – three step process, step 1 – get in there and get everything out, step 2 – clean what needs to be cleaned, step 3 – reconstruction. The estimate for when this will be completed is Labor Day

**Other Activities:** none

### President's Comments:

- A lot of things going on with LHC, very busy. I have been here maybe 2 years and we voted on if we should go through RAD one of my first meetings. Very excited about the progress made. I am proud to be a part of this organization and serve alongside everyone.

**Public Comment:** limit 3 minutes per person

### Other Business:

Election of new officer for upcoming year – Emma agreed to serve as president, will need to have vice president.




Open for nominations for LHC Board President 2021/2022 year.

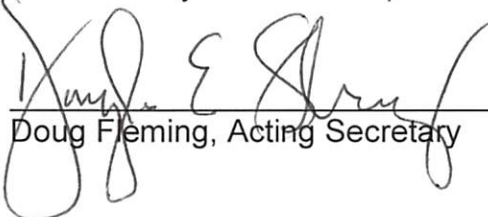
**Commissioner Sober nominated Commissioner Emma Henry for President, Commissioner Hall seconded. This was approved by all members present.**

Open for nomination for LHC Vice Board President 2021/2022 year.

**Commissioner Henry nominated Commissioner Taylor, Commissioner Sober seconded. This was approved by all member present.**

**Adjournment:** The meeting was adjourned at 6:17 p.m.

 Date 9/28/2021  
Emma Henry Chair

 Date 9-24-21  
Doug Fleming, Acting Secretary



August 25, 2021

Lansing Housing Commission  
419 Cherry St.  
Lansing, Michigan 48933

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

Approval to use a higher payment standard than the HUD Published 2022 Fair Market Rent - Resolution No. 1328.

**RECOMMENDATION:**

Staff recommends the Board authorize Doug Fleming, acting in his capacity as Executive Director, to approve the recommended change to the LHC payment standards for use in all Housing Choice Voucher rental calculations.

**CONTACT PERSON:**

Jennifer Burnette  
Assistant Director of Housing Programs

**SUMMARY**

This resolution authorizes LHC to use payment standards which are 10% higher than the published fair market rents as established by the U.S. Department of Housing & Urban Development ("HUD") in compliance with 24 CFR sec. 982.503

**BACKGROUND:**

24 CFR 982.503(A) states, Payment standard schedule. (1) HUD publishes the fair market rents for each market area in the United States (see part 888 of this title). The PHA must adopt a payment standard schedule that establishes voucher payment standard amounts for each FMR area in the PHA jurisdiction. For each FMR area, the PHA must establish payment standard amounts for each "unit size." Unit size is measured by the number of bedrooms (zero-bedroom, one-bedroom, and so on). SEMAP Indicator 8 also measures the PHA's compliance in setting its payment standards within the basic range, or other amount approved by HUD. The PHA's voucher program payment schedule contains payment standards which do not exceed 110 percent of the current applicable published FMR, and which are not less than 90 percent of the current applicable published FMR (unless a higher or lower payment standard amount is approved by HUD).

PHA's must obtain Board approval for the agency's payment standards as recommended during the 2015 HUD Office of Inspector General Audit.

The 2022 HUD approved Fair Market rents are as follows:



Final FY 2022 FMRs By Unit Bedrooms				
<u>Efficiency</u>	<u>One-Bedroom</u>	<u>Two-Bedroom</u>	<u>Three-Bedroom</u>	<u>Four-Bedroom</u>
\$733	\$767	\$936	\$1,203	\$1,269

The Lansing Housing Commission proposed payment standards are as follows:

LHC Payment Standards By Unit Bedroom				
<u>Efficiency</u>	<u>One-Bedroom</u>	<u>Two-Bedroom</u>	<u>Three-Bedroom</u>	<u>Four-Bedroom</u>
\$806	\$843	\$1,029	\$1,323	\$1,395

### **FINANCIAL CONSIDERATIONS**

If LHC fails to gain Board approval of HCV payment standards it can result in an audit finding with HUD.

### **POLICY CONSIDERATIONS:**

LHC has no specific policy regarding this action. However, Board approval was a required corrective action in the 2015 Office of Inspector General Audit.

Respectfully Submitted,



Doug Fleming, Secretary to the Board  
Lansing Housing Commission

**Resolution No. 1328**

Adopted By the Lansing Housing Commission

August 25, 2021

**BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:**

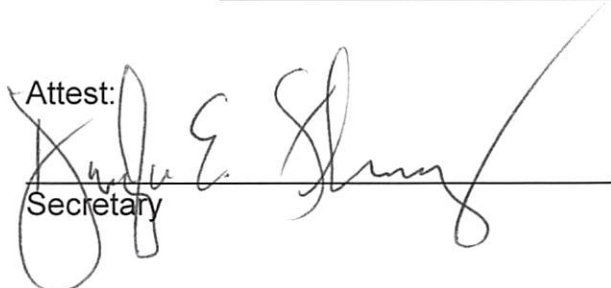
Doug Fleming, acting in the capacity of Executive Director, is authorized to approve the payment standards for the Housing Choice Voucher Program as stated.

  
\_\_\_\_\_  
Emma Henry, Chair

Yeas 5

Nays 0

Abstentions 0

Attest:   
\_\_\_\_\_  
Secretary

For Clerk Use Only

Resolution No. 1328  
Date Adopted 08/25/2021

August 25, 2021

Lansing Housing Commission  
419 Cherry St.  
Lansing, Michigan 48933

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

Approval to use the updated utility allowance per the July 2021 Nelrod Utility Study. - Resolution No. 1329.

**RECOMMENDATION:**

Staff recommends the Board authorize Doug Fleming, acting in his capacity as Executive Director, to approve the recommended change to the LHC utility allowance for use in all Housing Choice Voucher rental calculations.

**CONTACT PERSON:**

Jennifer Burnette  
Assistant Director of Housing Programs

**SUMMARY**

This resolution authorizes LHC to use utility allowances established by the 2021 Nelrod utility study for all Housing Choice Voucher rental calculations.

**BACKGROUND:**

(a) *Maintaining schedule.* (1) The PHA must maintain a utility allowance schedule for all tenant-paid utilities (except telephone), for cost of tenant-supplied refrigerators and ranges, and for other tenant-paid housing services (e.g., trash collection (disposal of waste and refuse)).

(2) The PHA must give HUD a copy of the utility allowance schedule. At HUD's request, the PHA also must provide any information or procedures used in preparation of the schedule.

(b) *How allowances are determined.* (1) The utility allowance schedule must be determined based on the typical cost of utilities and services paid by energy-conservative households that occupy housing of similar size and type in the same locality. In developing the schedule, the PHA must use normal patterns of consumption for the community as a whole and current utility rates.

(2)(i) A PHA's utility allowance schedule, and the utility allowance for an individual family, must include the utilities and services that are necessary in the locality to provide housing that



complies with the housing quality standards. However, the PHA may not provide any allowance for non-essential utility costs, such as costs of cable or satellite television.

(ii) In the utility allowance schedule, the PHA must classify utilities and other housing services according to the following general categories: space heating; air conditioning; cooking; water heating; water; sewer; trash collection (disposal of waste and refuse); other electric; refrigerator (cost of tenant-supplied refrigerator); range (cost of tenant-supplied range); and other specified housing services. The PHA must provide a utility allowance for tenant-paid air-conditioning costs if the majority of housing units in the market provide centrally air-conditioned units or there is appropriate wiring for tenant-installed air conditioners.

(3) The cost of each utility and housing service category must be stated separately. For each of these categories, the utility allowance schedule must take into consideration unit size (by number of bedrooms), and unit types (e.g., apartment, row-house, town house, single-family detached, and manufactured housing) that are typical in the community.

(4) The utility allowance schedule must be prepared and submitted in accordance with HUD requirements on the form prescribed by HUD.

**See attached 2022 Utility Sheets to become effective October 1, 2021.**

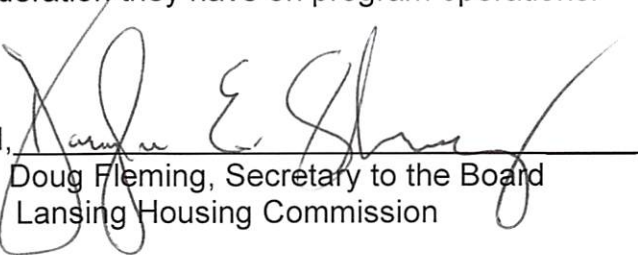
#### **FINANCIAL CONSIDERATIONS**

If LHC fails to gain Board approval of the updated utility allowances it will become an audit finding, and a SEMAP submission reduction.

#### **POLICY CONSIDERATIONS:**

LHC has no specific policy regarding this action. However, Board approval is being requested due to the financial consideration they have on program operations.

Respectfully Submitted,



Doug Fleming, Secretary to the Board  
Lansing Housing Commission



# Utility Allowance Schedule

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

OMB Approval  
No. 25577-0169  
exp.7/31/2022

See Public Reporting and Instructions on back.

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Date (mm/dd/yyyy):

Locality:

**Ingham County Housing Commission, MI**

Unit Type: **High-Rise/Apartment**

Utility or Service:

**0 BR**

**1 BR**

**2 BR**

**3 BR**

**4 BR**

**5 BR**

**6 BR**

Monthly Dollar Allowances

## Heating

a. Natural Gas	\$20.00	\$24.00	\$28.00	\$32.00	\$36.00	\$40.00	\$43.00
b. Bottle Gas/Propane							
c. Electric (avg)	\$32.00	\$38.00	\$51.00	\$65.00	\$79.00	\$92.00	\$100.00
d. Electric Heat Pump (avg)	\$28.00	\$34.00	\$40.00	\$45.00	\$49.00	\$54.00	\$59.00
e. Oil							

## Cooking

a. Natural Gas	\$2.00	\$2.00	\$4.00	\$5.00	\$6.00	\$7.00	\$8.00
b. Bottle Gas/Propane							
c. Electric (avg)	\$7.00	\$9.00	\$12.00	\$16.00	\$20.00	\$24.00	\$26.00

## Other Electric & Cooling

Other Electric (Lights & Appliances) (avg)	\$27.00	\$32.00	\$45.00	\$58.00	\$70.00	\$83.00	\$89.00
Air Conditioning (avg)	\$5.00	\$6.00	\$8.00	\$10.00	\$12.00	\$15.00	\$16.00

## Water Heating

a. Natural Gas	\$5.00	\$6.00	\$9.00	\$11.00	\$15.00	\$18.00	\$19.00
b. Bottle Gas/Propane							
c. Electric (avg)	\$19.00	\$23.00	\$29.00	\$35.00	\$41.00	\$48.00	\$51.00
d. Oil							

## Water, Sewer, Trash Collection

Water (Board of Water & Light)	\$32.00	\$33.00	\$40.00	\$47.00	\$53.00	\$60.00	\$65.00
Sewer (City of Lansing)	\$47.00	\$48.00	\$63.00	\$77.00	\$92.00	\$106.00	\$116.00
Trash Collection (CART)	\$17.00	\$17.00	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00

## Tenant-supplied Appliances

Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00

## Other--specify: Monthly Charges

Electric Charge \$14.51 (avg)	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
Natural Gas Charge \$12.84	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00

## Actual Family Allowances

To be used by the family to compute allowance. Complete below for the actual unit rented.

Name of Family

Address of Unit

Number of Bedrooms

Utility or Service	per month cost
Heating	\$
Cooking	\$
Other Electric	\$
Air Conditioning	\$
Water Heating	\$
Water	\$
Sewer	\$
Trash Collection	\$
Range / Microwave	\$
Refrigerator	\$
Other	\$
Other	\$
Total	\$



# Utility Allowance Schedule

See Public Reporting and Instructions on back.

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

OMB Approval  
No. 25577-0169  
exp.7/31/2022

Date (mm/dd/yyyy):															
Locality: <b>Ingham County Housing Commission, MI</b>	Unit Type: <b>Row House/Townhouse/Semi-Detached/Duplex</b>														
Utility or Service:	<table border="1"> <tr> <th>0 BR</th> <th>1 BR</th> <th>2 BR</th> <th>3 BR</th> <th>4 BR</th> <th>5 BR</th> <th>6 BR</th> </tr> <tr> <td colspan="7">Monthly Dollar Allowances</td> </tr> </table>	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR	Monthly Dollar Allowances						
0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR									
Monthly Dollar Allowances															
<b>Heating</b>															
a. Natural Gas	\$26.00 \$30.00 \$35.00 \$40.00 \$44.00 \$50.00 \$54.00														
b. Bottle Gas/Propane															
c. Electric (avg)	\$46.00 \$55.00 \$71.00 \$88.00 \$105.00 \$122.00 \$132.00														
d. Electric Heat Pump (avg)	\$35.00 \$41.00 \$48.00 \$54.00 \$60.00 \$66.00 \$71.00														
e. Oil															
<b>Cooking</b>															
a. Natural Gas	\$2.00 \$2.00 \$4.00 \$5.00 \$6.00 \$7.00 \$8.00														
b. Bottle Gas/Propane															
c. Electric (avg)	\$7.00 \$9.00 \$12.00 \$16.00 \$20.00 \$24.00 \$26.00														
<b>Other Electric &amp; Cooling</b>															
Other Electric (Lights & Appliances) (avg)	\$35.00 \$41.00 \$57.00 \$73.00 \$89.00 \$105.00 \$113.00														
Air Conditioning (avg)	\$5.00 \$6.00 \$10.00 \$14.00 \$18.00 \$22.00 \$24.00														
<b>Water Heating</b>															
a. Natural Gas	\$7.00 \$8.00 \$11.00 \$15.00 \$18.00 \$21.00 \$23.00														
b. Bottle Gas/Propane															
c. Electric (avg)	\$24.00 \$28.00 \$36.00 \$44.00 \$52.00 \$60.00 \$65.00														
d. Oil															
<b>Water, Sewer, Trash Collection</b>															
Water (Board of Water & Light)	\$32.00 \$33.00 \$40.00 \$47.00 \$53.00 \$60.00 \$65.00														
Sewer (City of Lansing)	\$47.00 \$48.00 \$63.00 \$77.00 \$92.00 \$106.00 \$116.00														
Trash Collection (CART)	\$17.00 \$17.00 \$18.00 \$18.00 \$18.00 \$18.00 \$18.00														
<b>Tenant-supplied Appliances</b>															
Range / Microwave Tenant-supplied	\$11.00 \$11.00 \$11.00 \$11.00 \$11.00 \$11.00 \$11.00														
Refrigerator Tenant-supplied	\$12.00 \$12.00 \$12.00 \$12.00 \$12.00 \$12.00 \$12.00														
<b>Other--specify: Monthly Charges</b>															
Electric Charge \$14.51 (avg)	\$15.00 \$15.00 \$15.00 \$15.00 \$15.00 \$15.00 \$15.00														
Natural Gas Charge \$12.84	\$13.00 \$13.00 \$13.00 \$13.00 \$13.00 \$13.00 \$13.00														
<b>Actual Family Allowances</b>	Utility or Service per month cost														
To be used by the family to compute allowance. Complete below for the actual unit rented.	Heating \$														
	Cooking \$														
Name of Family	Other Electric \$														
	Air Conditioning \$														
	Water Heating \$														
	Water \$														
Address of Unit	Sewer \$														
	Trash Collection \$														
	Range / Microwave \$														
	Refrigerator \$														
	Other \$														
	Other \$														
	Other \$														
Number of Bedrooms	Total \$														





# Utility Allowance Schedule

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

OMB Approval  
No. 25577-0169  
exp.7/31/2022

See Public Reporting and Instructions on back.

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Date (mm/dd/yyyy):

Locality:

**Ingham County Housing Commission, MI**

Unit Type: **Detached House/Mobile Home**

Utility or Service:

0 BR

1 BR

2 BR

3 BR

4 BR

5 BR

6 BR

Monthly Dollar Allowances

## Heating

a. Natural Gas	\$29.00	\$34.00	\$40.00	\$46.00	\$51.00	\$57.00	\$62.00
b. Bottle Gas/Propane							
c. Electric (avg)	\$76.00	\$90.00	\$105.00	\$121.00	\$136.00	\$152.00	\$164.00
d. Electric Heat Pump (avg)	\$41.00	\$48.00	\$57.00	\$64.00	\$71.00	\$78.00	\$84.00
e. Oil							

## Cooking

a. Natural Gas	\$2.00	\$2.00	\$4.00	\$5.00	\$6.00	\$7.00	\$8.00
b. Bottle Gas/Propane							
c. Electric (avg)	\$7.00	\$9.00	\$12.00	\$16.00	\$20.00	\$24.00	\$26.00

## Other Electric & Cooling

Other Electric (Lights & Appliances) (avg)	\$40.00	\$47.00	\$66.00	\$85.00	\$103.00	\$122.00	\$132.00
Air Conditioning (avg)	\$4.00	\$4.00	\$10.00	\$16.00	\$21.00	\$27.00	\$29.00

## Water Heating

a. Natural Gas	\$7.00	\$8.00	\$11.00	\$15.00	\$18.00	\$21.00	\$23.00
b. Bottle Gas/Propane							
c. Electric (avg)	\$24.00	\$28.00	\$36.00	\$44.00	\$52.00	\$60.00	\$65.00
d. Oil							

## Water, Sewer, Trash Collection

Water (Board of Water & Light)	\$32.00	\$33.00	\$40.00	\$47.00	\$53.00	\$60.00	\$65.00
Sewer (City of Lansing)	\$47.00	\$48.00	\$63.00	\$77.00	\$92.00	\$106.00	\$116.00
Trash Collection (CART)	\$17.00	\$17.00	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00

## Tenant-supplied Appliances

Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00

## Other--specify: Monthly Charges

Electric Charge \$14.51 (avg)	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
Natural Gas Charge \$12.84	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00

## Actual Family Allowances

To be used by the family to compute allowance. Complete below for the actual unit rented.

Name of Family

Address of Unit

Number of Bedrooms

Utility or Service	per month cost
Heating	\$
Cooking	\$
Other Electric	\$
Air Conditioning	\$
Water Heating	\$
Water	\$
Sewer	\$
Trash Collection	\$
Range / Microwave	\$
Refrigerator	\$
Other	\$
Other	\$
Total	\$



**Resolution No. 1329**

Adopted By the Lansing Housing Commission

August 25, 2021

**BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:**

Doug Fleming, acting in the capacity of Executive Director, is authorized to approve to use of the updated utility allowances for use for the Housing Choice Voucher Program as stated.



Emma Henry, Chair

Yeas 5

Nays 0

Abstentions 0

Attest:   
Secretary

For Clerk Use Only

Resolution No. 1329  
Date Adopted 08/25/2021



## Chapter 9

### **9-I.G. HAP CONTRACT EXECUTION [24 CFR 982.305]**

The HAP contract is a written agreement between the PHA and the owner of the dwelling unit occupied by a housing choice voucher assisted family. Under the HAP contract, the PHA agrees to make housing assistance payments to the owner on behalf of a specific family occupying a specific unit and obliges the owner to comply with all program requirements.

The HAP contract format is prescribed by HUD.

If the PHA has given approval for the family of the assisted tenancy, the owner and the PHA execute the HAP contract.

The term of the HAP contract must be the same as the term of the lease [24 CFR 982.451(a)(2)].

The PHA is permitted to execute a HAP contract even if the funding currently available does not extend for the full term of the HAP contract.

The PHA must make a best effort to ensure that the HAP contract is executed before the beginning of the lease term. Regardless, the HAP contract must be executed no later than 60 calendar days from the beginning of the lease term.

The PHA may not pay any housing assistance payment to the owner until the HAP contract has been executed. If the HAP contract is executed during the period of 60 calendar days from the beginning of the lease term, the PHA will pay housing assistance payments after execution of the HAP contract (in accordance with the terms of the HAP contract), to cover the portion of the lease term before execution of the HAP contract (a maximum of 60 days).

Any HAP contract executed after the 60 day period is void, and the PHA may not pay any housing assistance payment to the owner.

#### LHC Standard Operating Procedure

The owner and the assisted family will execute the dwelling lease and the owner must provide a copy to the LHC. The LHC will ensure that both the owner and the assisted family receive copies of the dwelling lease. The owner and the LHC will execute the HAP contract. The LHC will not execute the HAP contract until the owner has submitted IRS form W-9, the direct deposit form, and the owner's email address. The LHC will ensure that the owner receives a copy of the executed HAP contract.

Effective with April 1, 2014 move in all landlord's must provide proof of the rental licensing from the city or jurisdiction in which the unit resides before a unit is approved.

NEW LHC SOP: All working above will stay, the following lines will be added. Effective with September 1, 2021, move in's, all landlords must provide proof of the rental certificate from the city or jurisdiction in which the unit resides before a unit is approved or proof that

the unit has been registered as a rental and that you are currently on hold for an inspection. Proof of rental certification must be received within 90 days of tenant move in.

## Chapter 17 ( All New Policies)

**17-I.A. OVERVIEW [24 CFR 983.5; FR Notice 1/18/17; Notice PIH 2017-21]** The project-based voucher (PBV) program allows PHAs that already administer a tenant-based voucher program under an annual contributions contract (ACC) with HUD to take up to 20 percent of its authorized units and attach the funding to specific units rather than using it for tenant-based assistance [24 CFR 983.6]. PHAs may only operate a PBV program if doing so is consistent with the PHA's Annual Plan, and the goal of deconcentrating poverty and expanding housing and economic opportunities [42 U.S.C. 1437f(o)(13)].

### LHC Policy

**PBV/Supportive Housing** LHC will operate a project-based voucher program using up to 20 percent of its authorized units for project-based assistance for permanent supportive housing.

Developments that have received a 9% tax credit award, but not through the Permanent Supportive Housing set-aside, will be limited to the greater of 25 or 25% of the total units as Project- Based Vouchers. These proposals must submit a MOU for review and approval, and Developments that have received a 4% tax credit award will not be limited to the greater of 25 units or 25% of the total units as Project-Based Vouchers. For proposals less than 25 units or 25% a MOU will be required. For proposals that exceed the greater of 25 units or 25% an Addendum III and MOU will be required.

**Streamlined Voluntary Conversions of Last Remaining Projects of Small Public Housing Agencies NOTICE PIH 2019-05 (HA)** Upon HUD's request, LHC will agree to administer tenant-based Housing Choice Vouchers (HCV) to small Section 9 Public Housing units converted under the Streamline Voluntary Conversion program. Tenants will have an option to remain in their unit using the tenant-based HCV assistance or move off-site in the private market with the HCV assistance. In order to provide project-based (PBV) assistance at the property, families must voluntarily consent to the PBV assistance. Tenant consent means a family, after being fully informed of its options, voluntarily giving up the ability to receive a tenant-based HCV voucher. If the family fails to consent to the PBV assistance and chooses to remain using tenant-based HCV assistance, that family's unit is excluded from the PBV HAP contract until the family moves out or consents to switching to PBV assistance. To obtain such consent, LHC must follow the requirements outlined in Appendix A of PIH Notice 2019-05; in addition,

all PBV federal regulations, to include relocation and environmental requirements, are applicable.

**PBV/Rental Assistance Demonstration (RAD) Program** Based on HUD PIH Notices 2012-18, 2012-32, and 2012-32 Rev.1, LHC has started, and will continue, to participate in the HUD RAD Program which converts tenant-based RAP and Rent Supplement Assistance to tenants in HUD 236 properties to Project-Based Vouchers at those developments. RAD Projects do not count towards the 20 percent cap of vouchers allocated to project-based assistance.

**PBV/HUD-VASH Vouchers:** FR Notice 1/18/17 and Notice PIH 2017-21 (Attachment M) A PHA's entire allocation of VASH vouchers may be project-based, so long as the costs fall within the maximum 20 percent of HCV budget authority allowed for project-based assistance. For this purpose, the VASH budget authority is added to HCV budget authority prior to calculating the 20 percent cap.

Although the PHA may project-base HUD-VASH vouchers without further HUD approval, the PHA must consult with their partner Veterans Administration Medical Center (VAMC) to ensure the VAMC will be able to continue to provide supportive services.

**Additional Project-Based Units [FR Notice 1/18/17; Notice PIH 2017-21]** The PHA may project-base an additional 10 percent of its units above the 20 percent program limit. The units may be distributed among one, all, or a combination of the categories as long as the total number of units does not exceed the 10 percent cap. Units qualify under this exception if the units:

- Are specifically made available to house individuals and families that meet the definition of homeless under section 103 of the McKinney-Vento Homeless Assistance Act (42 U.S.C.11302) and contained in the Continuum of Care Interim Rule at 24 CFR 578.3.
- Are specifically made available to house families that are comprised of or include a veteran. - Veteran means an individual who has served in the United States Armed Forces.
- Provide supportive housing to persons with disabilities or elderly persons as defined in 24CFR 5.403.
- Are located in a census tract with a poverty rate of 20 percent or less, as determined in the most recent American Community Survey Five-Year Estimates. Only units that are under a HAP contract that was first executed on or after April 18, 2017 may be covered by the 10 percent exception.

LHC Policy:

LHC will not set aside units above the 20 percent program limit at this time.

**17-II.F. CAP ON NUMBER OF PBV UNITS IN EACH PROJECT** 25 Percent per Project Cap [24 CFR 983.56, FR Notice 1/18/17, and Notice PIH 2017-21] In general, the PHA may not select a proposal to provide PBV assistance for units in a project or enter into an agreement to enter into a HAP or a HAP contract to provide PBV assistance for units in a project, if the total number of dwelling units in the project that will receive PBV assistance during the term of the PBV HAP contract is more than the greater of 25 units or 25 percent of the number of dwelling units (assisted or unassisted) in the project.

**Exceptions to 25 Percent per Project Cap [FR Notice 1/18/17; Notice PIH 2017-21]**

As of April 18, 2017, units are not counted against the greater of 25 units or 25 percent per project cap if:

- The units are exclusively for elderly families
- The units are for households eligible for supportive services available to all families receiving PBV assistance in the project
- If the project is located in a census tract with a poverty rate of 20 percent or less, as determined in the most recent American Community Survey Five-Year estimates, the project cap is the greater of 25 units or 40 percent (instead of 25 percent) of the units in the project [FR Notice 7/14/17] The Housing Opportunity Through Modernization Act of 2016 (HOTMA) eliminated the project cap exemption for projects that serve disabled families and modified the exception for supportive services. Projects where these caps were implemented prior to HOTMA (HAP contract executed prior to April 18, 2017) may continue to use the former exceptions and may renew their HAP contracts under the old requirements, unless the PHA and owner agree to change the conditions of the HAP contract. However, this change may not be made if it would jeopardize an assisted family's eligibility for continued assistance in the project.

**Supportive Services**

PHAs must include in the PHA administrative plan the type of services offered to families for a project to qualify for the exception and the extent to which such services will be provided. As of April 18, 2017, the project must make supportive services available to all families receiving PBV assistance in the project, but the family does not actually have to accept and received supportive services for the exception to apply to the unit, although the family must be eligible to receive the supportive services. It is not necessary that the services be provided at or by the project but must be reasonably available to families receiving PBV assistance at the project and designed to help families in the project achieve self-sufficiency or live in the community as independently as possible. A PHA may not require participation in the supportive service as a condition of living in the excepted unit, although such services may be offered.

LHC Policy



LHC will provide rental assistance to qualified families in excepted units for HAP contracts signed on or after April 18, 2017 (post HOTMA). Qualified families include those who reside in units exclusively for elderly families, and units for households eligible for supportive services available to all families receiving PBV assistance in the project. The following are examples of the type of services that will be provided depending on the needs of the family:

Transportation for activities such as grocery shopping, attending medical and dental appointments; Supervised taking of medications;

Treatment for drug rehabilitation in the case of current abusers;

Treatment for alcohol addiction in the case of current abusers;

Training in housekeeping and homemaking activities;

Family budgeting;

Child care;

Parenting skills;

Computer labs;

and Work skills development and job training.

**17-III.D. INSPECTING UNITS Pre-selection Inspection [24 CFR 983.103(a)]** The PHA must examine the proposed site before the proposal selection date. If the units to be assisted already exist, the PHA must inspect all the units before the proposal selection date and must determine whether the units substantially comply with HQS. To qualify as existing housing, units must substantially comply with HQS on the proposal selection date. However, the PHA may not execute the HAP contract until the units fully comply with HQS..

**Pre-HAP Contract Inspections [24 CFR 983.103(b), FR Notice 1/18/17, and Notice PIH 2017-20]** The PHA must inspect each contract unit before execution of the HAP contract. The PHA may not provide assistance on behalf of the family until the unit fully complies with HQS, unless the PHA has adopted a policy to enter into a HAP contract for units that fail the initial HQS inspection as a result of only non-life-threatening conditions, or if the unit passed an alternative inspection.

**LHC Policy:**

LHC will provide assistance on behalf of the family as long as there are no life-threatening violations. LHC may also use the results of a previous inspection if the inspection has taken place in the last 12 months for existing occupied units only.

**17-VI.E. OFFER OF PBV ASSISTANCE Refusal of Offer [24 CFR 983.251(e)(3)]**

The PHA is prohibited from taking any of the following actions against a family who has applied for, received, or refused an offer of PBV assistance:

- Refuse to list the applicant on the waiting list for tenant-based voucher assistance; • Deny any admission preference for which the applicant qualifies;
- Change the applicant's place on the waiting list based on preference, date, and time of application, or other factors affecting selection under the PHA's selection policy;
- Remove the applicant from the tenant-based voucher waiting list. MSHDA Policy A name may only be removed from a PBV waiting list when:
  - The applicant refuses the PBV offering without good cause.
  - The applicant did not respond, or designated representative did not respond to MSHDA's attempts to reach the applicant for eligibility determination verification(s) and/or updates;
  - Applicant is ineligible (including failure to pass a criminal screening, over income, and non-citizenship);
  - Applicant/participant requests removal from the PBV waiting list.

#### LHC Policy

A name may only be removed from a PBV waiting list when:

- The applicant refuses the PBV offering without good cause.
- The applicant did not respond, or designated representative did not respond to MSHDA's attempts to reach the applicant for eligibility determination verification(s) and/or updates;
- Applicant is ineligible (including failure to pass a criminal screening, over income, and non-citizenship);
- Applicant/participant requests removal from the PBV waiting list.

**Resolution No. 1330**

Adopted By the Lansing Housing Commission

August 25, 2021

**BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:**

Douglas Fleming, acting in the capacity of Executive Director, is authorized to approve and update the HCV Administrative Plan for the Housing Choice Voucher as stated.




Emma Henry Chair

Yeas \_\_\_\_\_

Nays \_\_\_\_\_

Abstentions \_\_\_\_\_

Attest.



Secretary

For Clerk Use Only

Resolution No. 1330  
Date Adopted 08/25/2021

**August 25, 2021**

**Lansing Housing Commission  
419 Cherry St.  
Lansing, Michigan 48933**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Approval to execute a Contract between VidCom Solutions and Lansing Housing Commission (LHC) for Cameras at Hildebrandt Park and LaRoy Froh - Resolution No.1331**

**RECOMMENDATION:**

Staff recommends approval of Resolution No.1331, which authorizes Douglas E. Fleming acting in his capacity as Executive Director of LHC to enter into a contract with VidCom Solutions for cameras at Hildebrandt Park and LaRoy Froh.

**CONTACT PERSON:**

Douglas E. Fleming  
Executive Director  
(517) 372-7996

**SUMMARY:**

Authorization of this Resolution constitutes the Commission's formal approval of a contract of \$186,400 to put up cameras at Hildebrandt Park and LaRoy Froh.

**BACKGROUND:**

Capital funds were allocated for 2020 to complete putting in 9 cameras at Hildebrandt Park for an estimated cost of \$98,600 and 10 cameras at LaRoy Froh for an estimated cost of \$87,800. The estimate includes electrical estimate for both AMPS. IT costs are not included in the estimate but are expected to be around \$5,000

**FINANCIAL CONSIDERATION:**

Contractor Name: VidCom Solutions  
Amount: \$186,400

**POLICY CONSIDERATIONS:**

The recommended action is in compliance with applicable HUD Procurement Regulations and LHC's Procurement Policy.





Respectfully Submitted,



Douglas E. Fleming, Secretary to the Board  
Lansing Housing Commission



**Resolution No. 1331**

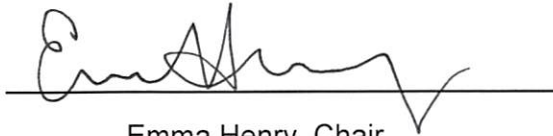
Adopted by the Lansing Housing Commission

**August 25, 2021**

**BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:**

Douglas E. Fleming, in his capacity as Executive Director or his designee, is authorized to enter into a contract between Lansing Housing Commission and VidCom Solutions for cameras at Hildebrandt and LaRoy Froh.

The contract amount is \$186,400 to put up camera at Hildebrandt Park and LaRoy Froh. Hildebrandt Park \$98,600 and LaRoy Froh \$87,800. IT cost is estimated to be an additional \$5,000.

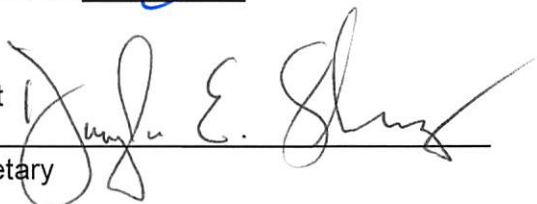


Emma Henry, Chair

Yeas 5

Nays 0

Abstentions 0

Attest   
Secretary

For Clerks Use Only

Resolution No: 1331

Date Adopted: 8/25/2021

Lansing Housing Commission  
Summary Results for JULY FY2021

Description	MT Vernon	Hildebrandt	LaRoy Froh	So Washington	LIPH Total	COCC	HCV Admin	HCV	BA
<b>REVENUE:</b>									
<b>Total Revenue Variance - Fav (Unfav)</b>	<b>(4,237)</b>	<b>(5,710)</b>	<b>(1,658)</b>	<b>(217)</b>	<b>(11,822)</b>	<b>(13,777)</b>	<b>19,898</b>	<b>(61,793)</b>	<b>-</b>
Tenant Revenue Variance	(606)	(27)	(1,102)	77	(1,658)	-	-	-	-
HUD Revenue Variance	(2,976)	(6,501)	(1,071)	(1,131)	(11,679)	102	17,942	(63,125)	-
Capital Fund Income	-	-	-	-	-	-	-	-	-
Other Income	(655)	818	515	837	1,515	(13,880)	1,956	1,332	-
<b>Other</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Budgeted Revenue	94,385	133,543	122,841	68,010	418,779	77,427	86,894	965,550	-
% Variance fav (unfav)	-4%	-4%	-1%	0%	-3%	-18%	23%	-6%	0%
<b>EXPENSES:</b>									
<b>Total Expense Variance Unfav (Fav)</b>	<b>30,542</b>	<b>8,795</b>	<b>(16,259)</b>	<b>(58,248)</b>	<b>(35,169)</b>	<b>(7,552)</b>	<b>(11,840)</b>	<b>(30,318)</b>	<b>53</b>
Salary Expenses	(2,863)	5,493	(5,016)	(1,066)	(3,451)	(286)	(7,353)	-	-
Employee Benefit Expenses	4,264	(2,418)	(6,399)	(388)	(4,940)	(7,226)	(3,544)	-	-
Utilities	100	6,062	(3,434)	(106)	2,623	(914)	-	-	-
Write-offs	(717)	(1,378)	397	(305)	(2,003)	-	-	-	-
Legal	592	(609)	(967)	2	(982)	54	-	-	-
Professional Services	1,684	693	638	1,087	4,102	1,999	(184)	-	-
Admin Services	1,000	1,000	1,000	-	3,000	225	(460)	-	-
Recreation/Other Services	-	(900)	(1,000)	-	(1,900)	-	-	-	-
Insurance	4	794	603	1,228	2,628	(4,427)	(168)	-	-
Sundry/Postage/Office Supplies	(182)	1,124	(164)	(175)	603	262	(2,115)	-	53
Management Fee	93	377	207	69	745	-	(701)	-	-
HAP Expense	25,057	-	-	(57,935)	(32,878)	-	-	(30,318)	-
Inspections	-	(90)	55	-	(35)	-	(348)	-	-
Interest Expense	-	-	-	-	-	-	-	-	-
Maintenance Costs	3,028	(829)	2,439	(1,227)	3,411	2,815	151	-	-
Maintenance Contract - Unit Turns	(2,400)	(2,296)	(3,000)	(1,000)	(8,696)	-	-	-	-
Other	881	1,774	(1,616)	1,568	2,606	(53)	2,883	-	-
Budgeted Expense	85,025	107,818	91,657	69,623	354,123	102,117	104,832	965,000	-
% Variance fav (unfav)	-36%	-8%	18%	84%	10%	7%	11%	3%	0%
Gain(Loss) on Sale of Assets	-	-	-	-	-	-	-	-	-
<b>Curr Mo. Actual Net Income (Loss)</b>	<b>\$ (25,420)</b>	<b>\$ 11,220</b>	<b>\$ 45,784</b>	<b>\$ 56,418</b>	<b>\$ 88,002</b>	<b>\$ (30,916)</b>	<b>\$ 13,801</b>	<b>\$ (30,925)</b>	<b>\$ (53)</b>
<b>YTD Actual Net Income (Loss) Net of CWIP</b>	<b>\$ (25,420)</b>	<b>\$ 11,220</b>	<b>\$ 45,784</b>	<b>\$ 56,418</b>	<b>\$ 88,002</b>	<b>\$ (30,916)</b>	<b>\$ 13,801</b>	<b>\$ (30,925)</b>	<b>\$ (53)</b>
<b>Prior YR YTD Net Income (Loss)</b>	<b>\$ 40,722</b>	<b>\$ 28,235</b>	<b>\$ 37,262</b>	<b>\$ 7,604</b>	<b>\$ 113,823</b>	<b>\$ 33,387</b>	<b>\$ 23,967</b>	<b>\$ (21,992)</b>	<b>\$ -</b>
<b>Cash Balance - July</b>	<b>\$ 371,095</b>	<b>\$ 558,415</b>	<b>\$ 672,021</b>	<b>\$ 448,366</b>	<b>\$ 2,049,897</b>	<b>\$ 1,544,818</b>	<b>\$ 1,127,729</b>	<b>\$ 451,437</b>	<b>\$ 393,609</b>
<b>Cash Balance - June</b>	<b>\$ 404,436</b>	<b>\$ 503,953</b>	<b>\$ 616,869</b>	<b>\$ 390,852</b>	<b>\$ 1,916,110</b>	<b>\$ 1,350,385</b>	<b>\$ 1,119,729</b>	<b>\$ 465,867</b>	<b>\$ 393,609</b>
<b>Cash Balance - May</b>	<b>\$ 545,161</b>	<b>\$ 864,383</b>	<b>\$ 1,135,699</b>	<b>\$ 506,452</b>	<b>\$ 3,051,696</b>	<b>\$ 1,473,751</b>	<b>\$ 1,112,227</b>	<b>\$ 428,059</b>	<b>\$ 393,609</b>
<b>Cash Balance - June 2020</b>	<b>\$ 586,642</b>	<b>\$ 691,966</b>	<b>\$ 675,747</b>	<b>\$ 625,621</b>	<b>\$ 2,579,975</b>	<b>\$ 856,102</b>	<b>\$ 827,066</b>	<b>\$ 496,344</b>	<b>\$ 2,304,225</b>

**JULY Ratios**

<b>HCV Ratios</b>			<b>Prior Months</b>	
Number of Vouchers Used	1,708		6/21	\$ 545.77
HCV 8002 Expenses	\$ 932,116.55		5/21	\$ 560.18
Average Cost Per Voucher	<u>\$ 545.74</u>		4/21	\$ 529.00

<b>LIPH Ratios</b>							<b>Prior Months</b>	
	<b>Mt. Vernon</b>	<b>Hildebrandt</b>	<b>LaRoy Froh</b>	<b>S. Washington</b>	<b>Total</b>	<b>PY July Total</b>		
Year-to-Date Occupancy Rate								
YTD Average Number of Units Leased	60	210	200	11	481	791	6/21	94.6%
Number of Possible Units	62	220	213	12	507	833	5/21	94.7%
Year-to-Date Occupancy Rate	<u>96.8%</u>	<u>95.5%</u>	<u>93.9%</u>	<u>91.7%</u>	<u>94.9%</u>	<u>95.0%</u>	4/21	94.9%
Average Revenue Per Occupied Unit							6/21	\$ 613.96
Total LIPH Revenue	\$ 90,148.21	\$ 127,833.20	\$ 121,182.51	\$ 67,793.12	\$ 406,957.04	\$ 421,587.20	5/21	\$ 567.07
Average Revenue Per Occupied Unit	<u>\$ 450.74</u>	<u>\$ 608.73</u>	<u>\$ 605.91</u>	<u>\$ 344.13</u>	<u>\$ 504.28</u>	<u>\$ 532.98</u>	4/21	\$ 577.50
Average Tenant Revenue Per Occupied Unit							6/21	\$ 73.44
Total Tenant Revenue	\$ 2,894.00	\$ 28,759.00	\$ 18,398.00	\$ 2,470.00	\$ 52,521.00	\$ 86,283.71	5/21	\$ 72.83
Average Tenant Revenue Per Occupied Unit	<u>\$ 48.23</u>	<u>\$ 136.95</u>	<u>\$ 91.99</u>	<u>\$ 224.55</u>	<u>\$ 109.19</u>	<u>\$ 109.08</u>	4/21	\$ 74.07
Average Cost Per Occupied Unit							6/21	\$ 618.25
YTD Average Monthly Expenses	\$ 115,567.73	\$ 116,613.36	\$ 75,398.46	\$ 11,375.04	\$ 318,954.59	\$ 307,763.87	5/21	\$ 582.45
Average Cost Per Occupied Unit	<u>\$ 577.84</u>	<u>\$ 555.30</u>	<u>\$ 376.99</u>	<u>\$ 57.74</u>	<u>\$ 395.23</u>	<u>\$ 389.08</u>	4/21	\$ 627.60

<b>Company Ratios</b>						
	<b>Mt. Vernon</b>	<b>Hildebrandt</b>	<b>LaRoy Froh</b>	<b>S. Washington</b>	<b>COCC</b>	<b>HCV Admin</b>
Operating Reserves						
Bank Account Balance	\$ 371,095.29	\$ 558,415.13	\$ 672,020.79	\$ 448,366.06	\$ 1,544,817.52	\$ 1,127,728.90
YTD Expenses	\$ 115,567.73	\$ 116,613.36	\$ 75,398.46	\$ 11,375.04	\$ 94,564.99	\$ 92,991.75
Number of Months	1	1	1	1	1	1
Average Monthly Expenses	<u>\$ 115,567.73</u>	<u>\$ 116,613.36</u>	<u>\$ 75,398.46</u>	<u>\$ 11,375.04</u>	<u>\$ 94,564.99</u>	<u>\$ 92,991.75</u>
Number of Months of Operating Reserves (would like to have 4 months of operating reserves)	<u>3.21</u>	<u>4.79</u>	<u>8.91</u>	<u>39.42</u>	<u>16.34</u>	<u>12.13</u>
Prior Months						
06/21	4.25	4.48	6.30	3.46	18.52	13.62
05/21	5.61	7.67	11.78	5.11	21.28	13.78
04/21	5.67	7.14	11.12	4.52	21.16	13.40
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 July 31, 2021**

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 2,894	\$ 3,500	\$ (606)	\$ 24,312	\$ 157,966	\$ 154,466
Tenant Revenue - Other	653	722	(69)	697	18,147	17,425
Total Tenant Revenue	<u>\$ 3,547</u>	<u>\$ 4,222</u>	<u>\$ (675)</u>	<u>\$ 25,009</u>	<u>\$ 176,113</u>	<u>\$ 171,891</u>
HUD PHA Operating Grants	86,538	89,514	(2,976)	82,058	1,392,066	1,302,552
CFP Operational Income	-	-	-	-	-	-
Administrative Fees	-	574	(574)	-	16,584	16,010
Fraud Recovery and Other	63	75	(12)	8,508	18,498	18,423
		-				
Total Operating Revenue	<u>\$ 90,148</u>	<u>\$ 94,385</u>	<u>\$ (4,237)</u>	<u>\$ 115,576</u>	<u>\$ 1,603,261</u>	<u>\$ 1,508,876</u>
Administrative Salaries	\$ 7,139	\$ 2,924	\$ 4,215	\$ 10,598	\$ 85,233	\$ 82,309
Auditing Fees	-	-	-	-	5,775	5,775
Management Fees	3,198	3,105	93	9,677	108,986	105,881
Bookkeeping Fees	450	443	8	1,403	15,705	15,263
Employee Benefits Contributions - Admin	1,477	996	481	1,962	36,275	35,279
Office Expenses	1,675	1,202	473	2,839	40,002	38,800
Legal	1,092	500	592	-	12,000	11,500
Travel	-	-	-	-	-	-
Other	1,119	-	1,119	-	4,500	4,500
Tenant Services - Other	-	-	-	-	-	-
Water	170	115	55	8,217	15,952	15,837
Electricity	86	50	36	3,997	1,050	1,000
Gas	59	50	9	1,688	13,414	13,364
Other Utilities Expense	-	-	-	-	34,215	34,215
Ordinary Maintenance and Operations - Labor	7,336	2,406	4,931	10,949	59,341	56,935
Ordinary Maintenance and Operations - Materia	1,108	280	828	812	7,680	7,400
Ordinary Maintenance and Operations - Contrac	5,354	5,455	(101)	11,256	171,280	165,825
Employee Benefits Contributions - Ordinary	6,348	2,565	3,783	3,157	57,705	55,140
Protective Services - Other Contract Costs	-	-	-	339	-	-
Property Insurance	1,417	1,347	70	3,552	52,605	51,258
Liability Insurance	529	505	24	1,393	19,671	19,166
Workers Compensation	-	-	-	-	-	-
All Other Insurance	246	337	(91)	-	16,106	15,769
Other General Expenses	2,068	384	1,684	718	11,776	11,393
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	86,821.75	61,765	25,057	-	370,588	308,823
Payment in Lieu of Taxes	300	299	1	1,041	11,975	11,676
Bad debt - Tenant Rents	(417)	300	(717)	-	7,800	7,500
Interest Expense	-	-	-	1,257	-	-
Total Operating Expenses	<u>\$ 127,576</u>	<u>\$ 85,025</u>	<u>\$ 42,551</u>	<u>\$ 74,853</u>	<u>\$ 1,159,634</u>	<u>\$ 1,074,609</u>
Net Income (Loss)	<u>\$ (37,428)</u>	<u>\$ 9,360</u>	<u>\$ (46,788)</u>	<u>\$ 40,722</u>	<u>\$ 443,627</u>	<u>\$ 434,267</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 28,759	\$ 28,786	\$ (27)	\$ 21,488	\$ 109,509	\$ 80,723
Tenant Revenue - Other	2,304	1,483	821	1,655	6,057	4,574
Total Tenant Revenue	<u>\$ 31,063</u>	<u>\$ 30,269</u>	<u>\$ 794</u>	<u>\$ 23,143</u>	<u>\$ 115,566</u>	<u>\$ 85,297</u>
HUD PHA Operating Grants	96,693	103,194	(6,501)	93,527	619,164	515,970
CFP Operational Income	-	-	-	-	-	-
Fraud Recovery and Other	77	80	(3)	36	3,693	3,613
Total Operating Revenue	<u>\$ 127,833</u>	<u>\$ 133,543</u>	<u>\$ (5,710)</u>	<u>\$ 116,707</u>	<u>\$ 738,423</u>	<u>\$ 604,880</u>
Administrative Salaries	\$ 11,187	\$ 12,097	\$ (911)	\$ 11,002	\$ 43,853	\$ 31,755
Auditing Fees	-	-	-	-	5,775	5,775
Management Fees	11,193	10,816	377	11,178	49,214	38,399
Bookkeeping Fees	1,575	1,568	8	1,620	7,133	5,565
Employee Benefits Contributions - Admin	2,750	5,059	(2,310)	1,868	19,395	14,336
Office Expenses	5,735	2,650	3,085	3,349	21,395	18,745
Legal	1,191	1,800	(609)	80	7,200	5,400
Travel	-	-	-	-	-	-
Other	1,014	240	774	-	1,440	1,200
Tenant Services - Other	700	1,600	(900)	-	4,800	3,200
Water	13,396	9,300	4,096	9,365	39,002	29,702
Electricity	4,340	2,400	1,940	2,431	12,000	9,600
Gas	2,125	2,100	25	2,096	7,661	5,561
Other Utilities Expense	-	-	-	-	-	-
Ordinary Maintenance and Operations - Labor	10,730	11,363	(633)	7,984	37,460	26,097
Ordinary Maintenance and Operations - Material	3,499	5,460	(1,961)	5,315	22,160	16,700
Ordinary Maintenance and Operations - Contrac	24,618	25,025	(407)	21,080	115,750	90,725
Employee Benefits Contributions - Ordinary	5,282	5,390	(108)	2,433	20,093	14,703
Protective Services - Other Contract Costs	-	345	(345)	311	1,035	690
Property Insurance	4,558	4,558	0	3,634	21,832	17,274
Liability Insurance	1,791	1,791	0	1,358	8,774	6,983
Workers Compensation	-	-	-	-	-	-
All Other Insurance	1,351	557	794	-	7,742	7,185
Other General Expenses	1,993	1,300	693	514	5,257	3,956
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	928	1,399	(471)	760	4,485	3,086
Bad debt - Tenant Rents	(378)	1,000	(1,378)	-	6,000	5,000
Interest Expense	-	-	-	2,094	-	-
Total Operating Expenses	<u>\$ 109,576</u>	<u>\$ 107,818</u>	<u>\$ 1,758</u>	<u>\$ 88,472</u>	<u>\$ 469,456</u>	<u>\$ 361,638</u>
Net Income (Loss)	<u>\$ 18,257</u>	<u>\$ 25,725</u>	<u>\$ (7,468)</u>	<u>\$ 28,235</u>	<u>\$ 268,967</u>	<u>\$ 243,242</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 18,398	\$ 19,500	\$ (1,102)	\$ 15,606	\$ 83,952	\$ 64,452
Tenant Revenue - Other	1,626	1,158	468	(246)	5,976	4,818
Total Tenant Revenue	<u>\$ 20,024</u>	<u>\$ 20,658</u>	<u>\$ (634)</u>	<u>\$ 15,360</u>	<u>\$ 89,928</u>	<u>\$ 69,270</u>
HUD PHA Operating Grants	100,987	102,058	(1,071)	86,062	612,348	510,290
CFP Operational Income	-	-	-	-	-	-
Fraud Recovery and Other	172	125	47	6	3,963	3,838
Total Operating Revenue	<u>\$ 121,183</u>	<u>\$ 122,841</u>	<u>\$ (1,658)</u>	<u>\$ 101,428</u>	<u>\$ 706,239</u>	<u>\$ 583,398</u>
Administrative Salaries	\$ 6,555	\$ 12,660	\$ (6,105)	\$ 9,410	\$ 49,198	\$ 36,538
Auditing Fees	-	-	-	-	5,665	5,665
Management Fees	10,660	10,454	207	10,609	51,802	41,348
Bookkeeping Fees	1,500	1,515	(15)	1,538	7,508	5,993
Employee Benefits Contributions - Admin	934	4,207	(3,272)	1,917	19,410	15,203
Office Expenses	1,320	3,041	(1,721)	2,201	20,520	17,479
Legal	233	1,200	(967)	-	7,200	6,000
Travel	-	-	-	-	-	-
Other	1,136	210	926	-	1,260	1,050
Tenant Services - Other	400	1,400	(1,000)	-	6,000	4,600
Water	1,104	6,100	(4,996)	6,009	26,810	20,710
Electricity	4,923	3,600	1,323	3,637	14,400	10,800
Gas	2,795	2,600	195	2,578	6,440	3,840
Other Utilities Expense	44	-	44	-	-	-
Ordinary Maintenance and Operations - Labor	7,442	10,847	(3,405)	6,995	39,958	29,111
Ordinary Maintenance and Operations - Material	3,755	2,860	895	2,700	20,500	17,640
Ordinary Maintenance and Operations - Contract	9,591	10,585	(994)	2,251	55,610	45,025
Employee Benefits Contributions - Ordinary	6,600	9,727	(3,127)	2,263	34,405	24,678
Protective Services - Other Contract Costs	-	575	(575)	395	1,600	1,025
Property Insurance	5,190	5,036	154	4,714	27,023	21,987
Liability Insurance	1,734	1,734	(0)	1,691	9,305	7,571
Workers Compensation	-	-	-	-	-	-
All Other Insurance	986	537	449	-	7,622	7,085
Other General Expenses	1,878	1,240	638	540	5,473	4,233
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	828	630	198	338	3,090	2,460
Bad debt - Tenant Rents	1,297	900	397	-	5,400	4,500
Interest Expense	-	-	-	1,237	-	-
Total Operating Expenses	<u>\$ 70,905</u>	<u>\$ 91,657</u>	<u>\$ (20,752)</u>	<u>\$ 61,022</u>	<u>\$ 426,198</u>	<u>\$ 334,540</u>
Net Income (Loss)	<u>\$ 50,278</u>	<u>\$ 31,184</u>	<u>\$ 19,094</u>	<u>\$ 40,406</u>	<u>\$ 280,041</u>	<u>\$ 248,858</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 2,470	\$ 2,393	\$ 77	\$ 24,878	\$ 14,358	\$ 11,965
Tenant Revenue - Other	125	-	125	786	-	-
Total Tenant Revenue	<u>\$ 2,595</u>	<u>\$ 2,393</u>	<u>\$ 202</u>	<u>\$ 25,664</u>	<u>\$ 14,358</u>	<u>\$ 11,965</u>
HUD PHA Operating Grants	63,862	64,993	(1,131)	61,499	389,958	324,965
CFP Operational Income	-	-	-	-	-	-
Administrative Fees	-	574	(574)	-	3,444	2,870
Fraud Recovery and Other	1,336	50	1,286	714	3,513	3,463
Total Operating Revenue	<u>\$ 67,793</u>	<u>\$ 68,010</u>	<u>\$ (217)</u>	<u>\$ 87,876</u>	<u>\$ 411,273</u>	<u>\$ 343,263</u>
Administrative Salaries	\$ -	\$ 585	\$ (585)	\$ 11,113	\$ 2,967	\$ 2,382
Auditing Fees	-	-	-	-	5,775	5,775
Management Fees	586	518	69	9,470	3,105	2,588
Bookkeeping Fees	83	75	8	1,373	450	375
Employee Benefits Contributions - Admin	752	949	(198)	3,299	5,457	4,508
Office Expenses	1,839	378	1,461	3,847	2,566	2,188
Legal	102	100	2	-	600	500
Travel	-	-	-	-	-	-
Other	(125)	-	(125)	-	300	300
Tenant Services - Other	-	-	-	-	-	-
Water	-	92	(92)	15,009	402	310
Electricity	-	50	(50)	9,433	150	100
Gas	36	-	36	1,141	-	-
Other Utilities Expense	-	-	-	-	-	-
Ordinary Maintenance and Operations - Labor	-	481	(481)	14,953	2,245	1,764
Ordinary Maintenance and Operations - Material	973	1,500	(527)	226	9,000	7,500
Ordinary Maintenance and Operations - Contract	50	1,750	(1,700)	2,454	7,250	5,500
Employee Benefits Contributions - Ordinary	753	943	(190)	3,123	5,401	4,458
Protective Services - Other Contract Costs	-	-	-	159	-	-
Property Insurance	225	314	(89)	4,656	2,010	1,696
Liability Insurance	300	90	211	2,168	573	483
Workers Compensation	-	-	-	-	-	-
All Other Insurance	1,289	183	1,106	-	1,098	915
Other General Expenses	1,295	208	1,087	781	1,207	1,000
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	3,158	61,093	(57,935)	-	366,561	305,467
Payment in Lieu of Taxes	264	215	49	(70)	1,321	1,106
Bad debt - Tenant Rents	(205)	100	(305)	-	600	500
Interest Expense	-	-	-	282	-	-
Total Operating Expenses	<u>\$ 11,375</u>	<u>\$ 69,623</u>	<u>\$ (58,248)</u>	<u>\$ 83,416</u>	<u>\$ 419,037</u>	<u>\$ 349,414</u>
Net Income (Loss)	<u>\$ 56,418</u>	<u>\$ (1,613)</u>	<u>\$ 58,031</u>	<u>\$ 4,460</u>	<u>\$ (7,764)</u>	<u>\$ (6,151)</u>



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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 52,521	\$ 54,179	\$ (1,658)	\$ 86,284	\$ 365,785	\$ 311,606
Tenant Revenue - Other	4,708	3,363	1,345	2,892	30,180	26,817
Total Tenant Revenue	<u>\$ 57,229</u>	<u>\$ 57,542</u>	<u>\$ (313)</u>	<u>\$ 89,176</u>	<u>\$ 395,965</u>	<u>\$ 338,423</u>
HUD PHA Operating Grants	348,080	359,759	(11,679)	323,146	3,013,536	2,653,777
CFP Operational Income	-	-	-	-	-	-
Fraud Recovery and Other	1,648	330	1,318	9,265	29,667	29,337
Total Operating Revenue	<u>\$ 406,957</u>	<u>\$ 418,779</u>	<u>\$ (11,822)</u>	<u>\$ 421,587</u>	<u>\$ 3,459,198</u>	<u>\$ 3,040,417</u>
Administrative Salaries	\$ 24,881	\$ 28,266	\$ (3,385)	\$ 42,123	\$ 181,251	\$ 152,985
Auditing Fees	-	-	-	-	22,990	22,990
Management Fees	25,637	24,892	745	40,934	213,107	188,215
Bookkeeping Fees	3,608	3,600	8	5,934	30,795	27,195
Employee Benefits Contributions - Administrative	5,913	11,211	(5,298)	9,046	80,537	69,326
Office Expenses	10,569	7,271	3,298	12,236	84,482	77,212
Legal Expense	2,618	3,600	(982)	80	27,000	23,400
Travel	-	-	-	-	-	-
Other	3,144	450	2,694	-	7,500	7,050
Tenant Services - Other	1,100	3,000	(1,900)	-	10,800	7,800
Water	14,670	15,607	(937)	38,599	82,167	66,560
Electricity	9,350	6,100	3,250	19,498	27,600	21,500
Gas	5,016	4,750	266	7,502	27,515	22,765
Other Utilities Expense	44	-	44	-	34,215	34,215
Ordinary Maintenance and Operations - Labor	25,508	25,097	411	40,881	139,004	113,907
Ordinary Maintenance and Operations - Material	9,334	10,100	(766)	9,053	59,340	49,240
Ordinary Maintenance and Operations - Contract	39,612	42,815	(3,203)	37,041	349,890	307,075
Employee Benefits Contributions - Ordinary	18,983	18,625	358	10,976	117,604	98,979
Protective Services - Other Contract Costs	-	920	(920)	1,204	2,635	1,715
Property Insurance	11,390	11,255	136	16,557	103,470	92,216
Liability Insurance	4,354	4,119	235	6,610	38,322	34,203
Workers Compensation	-	-	-	-	-	-
All Other Insurance	3,871	1,614	2,257	-	32,568	30,954
Other General Expenses	7,234	3,132	4,102	2,552	23,714	20,582
Compensated Absences	-	-	-	-	-	-
Payments in Lieu of Taxes	2,319	2,542	(223)	2,068	20,870	18,328
Bad debt - Tenant Rents	297	2,300	(2,003)	-	19,800	17,500
Interest Expense	-	-	-	4,870	-	-
Total Operating Expenses	<u>\$ 229,452</u>	<u>\$ 231,265</u>	<u>\$ (1,814)</u>	<u>\$ 307,764</u>	<u>\$ 1,737,176</u>	<u>\$ 1,505,911</u>
Net Income (Loss)	<u>\$ 177,505</u>	<u>\$ 187,514</u>	<u>\$ (10,008)</u>	<u>\$ 113,823</u>	<u>\$ 1,722,020</u>	<u>\$ 1,534,506</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Management Fees Income	\$ 42,315	\$ 42,220	\$ 95	\$ 57,467	\$ 789,866	\$ 747,646
Bookkeeping Fees Income	3,608	3,601	7	5,934	30,805	27,204
Administrative Fees	-	28,106	(28,106)	-	469,742	441,636
Fraud Recovery and Other	2,850	3,500	(650)	4,955	62,000	58,500
<b>Total Operating Revenue</b>	<b>\$ 48,773</b>	<b>\$ 77,427</b>	<b>\$ (28,654)</b>	<b>\$ 68,356</b>	<b>\$ 1,352,413</b>	<b>\$ 1,274,986</b>
Administrative Salaries	\$ 30,680	\$ 26,651	\$ 4,029	\$ 16,467	\$ 304,896	\$ 278,245
Auditing Fees	-	-	-	-	5,665	5,665
Employee Benefits Contributions - Admin	6,787	11,695	(4,908)	2,470	121,355	109,660
Office Expenses	5,572	38,341	(32,769)	6,099	490,752	452,411
Legal	554	500	54	-	6,000	5,500
Travel	-	-	-	-	-	-
Other	723	-	723	11	25,834	25,834
Tenant Services - Other	-	-	-	-	-	-
Water	141	216	(75)	175	2,185	1,969
Electricity	933	1,700	(767)	1,719	19,200	17,500
Gas	52	85	(33)	72	2,820	2,735
Other Utilities Expense	-	40	(40)	-	480	440
Ordinary Maintenance and Operations - Labor	5,207	9,522	(4,315)	-	159,240	149,718
Ordinary Maintenance and Operations - Material	-	500	(500)	-	4,400	3,900
Ordinary Maintenance and Operations - Contracts	3,845	980	2,865	357	15,010	14,030
Employee Benefits Contributions - Ordinary	1,495	3,813	(2,318)	-	64,121	60,308
Protective Services - Other Contract Costs	-	100	(100)	-	800	700
Property Insurance	575	3,609	(3,034)	191	3,609	-
Liability Insurance	-	1,393	(1,393)	113	1,393	-
Workers Compensation	-	-	-	-	-	-
All Other Insurance	-	-	-	-	4,400	4,400
Other General Expenses	38,001	2,972	35,029	7,161	28,044	25,072
Compensated Absences	-	-	-	-	-	-
Interest Expense	-	-	-	135	-	-
<b>Total Operating Expenses</b>	<b>\$ 94,565</b>	<b>\$ 102,117</b>	<b>\$ (7,552)</b>	<b>\$ 34,969</b>	<b>\$ 1,260,204</b>	<b>\$ 1,158,087</b>
<b>Net Income (Loss)</b>	<b>\$ (45,792)</b>	<b>\$ (24,690)</b>	<b>\$ (21,102)</b>	<b>\$ 33,387</b>	<b>\$ 92,209</b>	<b>\$ 116,900</b>

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

	<u>YTD Amount</u>	<u>YTD Budget</u>	<u>YTD Variance</u>	<u>Prior YTD Actual</u>	<u>Annual Budget</u>	<u>Remaining Budget</u>
HUD PHA Operating Grants	\$ 1,006,711	\$ 1,051,894	\$ (45,183)	\$ 1,021,592	\$ 12,646,676	\$ 11,594,782
Other Revenue	148	-	148	7	-	-
Fraud Recovery and Other	3,690	550	3,140	1,081	6,600	6,050
Total Operating Revenue	<u>\$ 1,010,549</u>	<u>\$ 1,052,444</u>	<u>\$ (41,895)</u>	<u>\$ 1,022,680</u>	<u>\$ 12,653,276</u>	<u>\$ 11,600,832</u>
Administrative Salaries	\$ 44,848	\$ 52,201	\$ (7,353)	\$ 36,598	\$ 441,982	\$ 389,781
Auditing Fees	-	-	-	-	28,875	28,875
Management Fees	16,678	17,379	(701)	16,533	213,335	195,956
Bookkeeping Fees	-	-	-	-	-	-
Employee Benefits Contributions - Admin	10,545	14,089	(3,544)	2,995	117,628	103,539
Office Expenses	12,747	12,439	308	9,355	155,742	143,303
Legal Expense	-	-	-	-	-	-
Travel	-	-	-	-	-	-
Other	-	5,000	(5,000)	-	60,000	55,000
Tenant Services - Other	-	-	-	-	-	-
Water	-	-	-	-	-	-
Electricity	-	-	-	-	-	-
Gas	-	-	-	-	-	-
Other Utilities Expense	-	-	-	-	1,000	1,000
Ordinary Maintenance and Operations - Materie	-	-	-	-	-	-
Ordinary Maintenance and Operations - Contra	4,803	-	4,803	57	-	-
Protective services - Other Contract Costs	-	-	-	-	-	-
Property Insurance	-	-	-	-	-	-
Liability Insurance	1,482	1,650	(168)	1,657	21,450	19,800
Workers Compensation	-	-	-	-	-	-
All Other Insurance	-	-	-	-	-	-
Other General Expenses	1,890	2,074	(184)	734	24,818	22,744
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	934,682	965,000	(30,318)	952,777	11,580,000	10,615,000
Bad Debt - Tenant Rents	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 1,027,674</u>	<u>\$ 1,069,832</u>	<u>\$ (42,158)</u>	<u>\$ 1,020,705</u>	<u>\$ 12,644,830</u>	<u>\$ 11,574,998</u>
Net Income (Loss)	<u>\$ (17,125)</u>	<u>\$ (17,388)</u>	<u>\$ 263</u>	<u>\$ 1,975</u>	<u>\$ 8,446</u>	<u>\$ 25,834</u>

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

	Period Amount	Balance
<b>ASSETS</b>		
1010-0000-111102 Cash-Security Deposits	-	10,200.30
1010-0000-111111 Chase Checking	(33,340.51)	371,095.29
1010-0000-112200 Accounts Receivable	(6,308.50)	4,332.90
1010-0000-112201 Allowance for Doubtful Accounts	416.55	(647.59)
1010-0000-112220 A/R Repayment Agreement	(173.00)	397.00
1010-0000-112500 Accounts Receivable HUD	(875.00)	-
1010-2010-112500 Accounts Receivable HUD	-	-
1010-0000-114500 Accrued Interest Receivable	-	128.21
1010-5005-115700 Intercompany	66,578.01	39,608.16
1010-0000-116201 Investments Savings	(61,233.21)	72,334.85
1010-0000-121100 Prepaid Insurance	(2,192.71)	2,685.29
1010-0000-140000 Land	-	114,150.00
1010-0000-144000 Construction in Progress	-	6,053.00
1010-3000-144000 Construction in Progress	-	53,314.39
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
<b>TOTAL ASSETS</b>	<b>(37,128.37)</b>	<b>1,057,601.04</b>
<b>LIABILITIES</b>		
1010-0000-200000 OPEB Liability	-	31,309.00
1010-0000-200300 Pension Liability	-	(62,607.00)
1010-0000-210000 Construction Costs Payable	-	-
1010-0000-211100 Accounts Payable	-	-
1010-0000-211343 Accounts Payable Misc	-	55,726.00
1010-0000-211400 Tenant Security Deposits	-	10,200.30
1010-0000-211999 Tenant Refunds	-	6,231.00
1010-0000-212000 Accrued Payroll	-	8,381.35
1010-0000-213400 Utility Accrual	-	321.00
1010-0000-213500 Accrued Comp Absences - Curr	-	1,373.98
1010-0000-213700 Payment in Lieu of Taxes	299.52	18,102.08
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
<b>TOTAL LIABILITIES</b>	<b>299.52</b>	<b>146,294.55</b>
<b>EQUITY</b>		
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	(37,427.89)	(4,359,427.43)
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	-	2,090,239.82
<b>TOTAL EQUITY</b>	<b>(37,427.89)</b>	<b>911,306.49</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>(37,128.37)</b>	<b>1,057,601.04</b>



**Lansing Housing Commission**  
**1020 Hildebrandt Park**  
**Balance Sheet for July 2021**

	<u>Period Amount</u>	<u>Balance</u>
<b>ASSETS</b>		
1020-0000-111102 Cash-Security Deposits	-	36,398.00
1020-0000-111111 Chase Checking	54,462.28	558,415.13
1020-0000-112200 Accounts Receivable	(7,792.85)	12,568.34
1020-0000-112201 Allowance for Doubtful Accounts	562.49	(1,473.63)
1020-0000-112220 A/R Repayment Agreement	(17.00)	85.00
1020-0000-112500 Accounts Receivable HUD	(875.00)	-
1020-2010-112500 Accounts Receivable HUD	-	-
1020-0000-114500 Accrued Interest Receivable	-	128.21
1020-5005-115700 Intercompany	41,248.63	2,790.86
1020-0000-116201 Investments Savings	(61,233.20)	72,334.86
1020-0000-121100 Prepaid Insurance	(6,569.95)	7,013.25
1020-0000-140000 Land	-	440,132.00
1020-0000-144000 Construction in Progress	-	73,200.98
1020-3000-144000 Construction in Progress	-	244,142.06
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
<b>TOTAL ASSETS</b>	<u><b>19,785.40</b></u>	<u><b>5,030,929.14</b></u>
<b>LIABILITIES</b>		
1020-0000-200000 OPEB Liability	-	16,389.00
1020-0000-200300 Pension Liability	-	(99,607.00)
1020-0000-210000 Construction Costs Payable	-	-
1020-0000-211100 Accounts Payable	-	-
1020-0000-211343 Accounts Payable Misc	-	18,871.00
1020-0000-211400 Tenant Security Deposits	(100.00)	36,298.00
1020-0000-211999 Tenant Refunds	700.42	14,748.94
1020-0000-212000 Accrued Payroll	-	9,024.74
1020-0000-213400 Utility Accrual	-	25,624.00
1020-0000-213500 Accrued Comp Absences - Curr	-	3,100.67
1020-0000-213700 Payment in Lieu of Taxes	927.57	25,469.25
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
<b>TOTAL LIABILITIES</b>	<u><b>1,527.99</b></u>	<u><b>106,360.07</b></u>
<b>EQUITY</b>		
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	18,257.41	(1,166,399.35)
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	-	2,465,139.77
<b>TOTAL EQUITY</b>	<u><b>18,257.41</b></u>	<u><b>4,924,569.07</b></u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>19,785.40</b></u>	<u><b>5,030,929.14</b></u>

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

	<b>Period Amount</b>	<b>Balance</b>
<b>ASSETS</b>		
1080-0000-111102 Cash-Security Deposits	-	40,398.00
1080-0000-111111 Chase Checking	55,151.36	672,020.79
1080-0000-112200 Accounts Receivable	3,119.00	17,994.21
1080-0000-112201 Allowance for Doubtful Accounts	(344.70)	(1,832.22)
1080-0000-112220 A/R Repayment Agreement	(17.00)	97.00
1080-0000-112500 Accounts Receivable HUD	(875.00)	-
1080-2010-112500 Accounts Receivable HUD	-	-
1080-0000-112954 Accounts Receivables-Misc	-	-
1080-0000-114500 Accrued Interest Receivable	-	128.21
1080-5005-115700 Intercompany	62,144.66	53,595.91
1080-0000-116201 Investments Savings	(61,233.20)	72,334.85
1080-0000-121100 Prepaid Insurance	(7,755.58)	10,108.66
1080-0000-140000 Land	-	499,084.00
1080-0000-144000 Construction in Progress	-	111,737.04
1080-3000-144000 Construction in Progress	-	213,683.80
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
<b>TOTAL ASSETS</b>	<b>50,189.54</b>	<b>4,681,492.58</b>
<b>LIABILITIES</b>		
1080-0000-200000 OPEB Liability	-	26,390.00
1080-0000-200300 Pension Liability	-	(62,607.00)
1080-0000-210000 Construction Costs Payable	-	-
1080-0000-211100 Accounts Payable	-	-
1080-0000-211343 Accounts Payable Misc	-	13,701.00
1080-0000-211400 Tenant Security Deposits	(871.00)	39,527.00
1080-0000-211999 Tenant Refunds	(45.00)	11,237.38
1080-0000-212000 Accrued Payroll	-	7,179.25
1080-0000-213400 Utility Accrual	-	13,941.00
1080-0000-213500 Accrued Comp Absences - Curr	-	772.69
1080-0000-213700 Payment in Lieu of Taxes	827.89	12,201.13
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
<b>TOTAL LIABILITIES</b>	<b>(88.11)</b>	<b>127,191.02</b>
<b>EQUITY</b>		
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	50,277.65	(1,343,962.85)
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	-	1,794,330.03
<b>TOTAL EQUITY</b>	<b>50,277.65</b>	<b>4,554,301.56</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>50,189.54</b>	<b>4,681,492.58</b>

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

	Period Amount	Balance
<b>ASSETS</b>		
1090-0000-111102 Cash-Security Deposits	-	1,777.00
1090-0000-111111 Chase Checking	57,504.40	448,356.06
1090-0000-112000 Accounts Receivable - Operations	-	33,093.00
1090-0000-112200 Accounts Receivable	(158.00)	4,024.60
1090-0000-112201 Allowance for Doubtful Accounts	6.80	(3,720.76)
1090-0108-112201 Allowance for Doubtful Accounts	-	-
1090-0000-112220 A/R Repayment Agreement	-	-
1090-0000-112500 Accounts Receivable HUD	(875.00)	-
1090-2010-112500 Accounts Receivable HUD	-	-
1090-0000-114500 Accrued Interest Receivable	-	128.21
1090-5005-115700 Intercompany	62,167.32	53,407.35
1090-0000-116201 Investments Savings	(61,233.20)	72,334.85
1090-0000-121100 Prepaid Insurance	(685.37)	1,005.52
1090-0000-140000 Land	-	36,534.00
1090-0000-144000 Construction in Progress	-	3,650.00
1090-3000-144000 Construction in Progress	-	72,259.90
1090-0000-146000 Dwelling Structures	-	288,076.96
1090-1090-146000 Dwelling Structures	-	-
1090-0000-146500 Dwelling Equipment - Ranges &	-	2,558.79
1090-0000-147000 Nondwellin Structures	-	-
1090-0000-148100 Accumulated Depreciation-Build	-	(279,278.86)
1090-1090-148100 Accumulated Depreciation-Build	-	-
1090-0000-150300 Deferred Outflow - MERS	-	55,736.00
1090-0000-150301 Deferred Outflows-OPEB	-	9,975.00
<b>TOTAL ASSETS</b>	<b>56,726.95</b>	<b>799,917.62</b>
<b>LIABILITIES</b>		
1090-0000-200000 OPEB Liability	-	16,304.00
1090-0000-200300 Pension Liability	-	(62,607.00)
1090-0000-210000 Construction Costs Payabe	-	-
1090-0000-211100 Accounts Payable	-	-
1090-0000-211343 Accounts Payable Misc	-	1,477.00
1090-0000-211400 Tenant Security Deposits	-	1,777.00
1090-0000-211999 Tenant Refunds	45.00	1,959.00
1090-0000-212000 Accrued Payroll	-	12,098.57
1090-0000-213400 Utility Accrual	-	160.00
1090-0000-213500 Accrued Comp Absences - Curr	-	2,860.96
1090-0000-213700 Payment in Lieu of Taxes	263.87	(6,420.97)
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
<b>TOTAL LIABILITIES</b>	<b>308.87</b>	<b>23,803.61</b>
<b>EQUITY</b>		
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	56,418.08	(6,353,966.57)
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	-	4,008,258.14
<b>TOTAL EQUITY</b>	<b>56,418.08</b>	<b>776,114.01</b>
<b>TOTAL LIABILITES &amp; EQUITY</b>	<b>56,726.95</b>	<b>799,917.62</b>

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

	Period Amount	Balance
<b>ASSETS</b>		
5005-0000-111101 General Fund Checking	-	-
5005-0000-111105 LHC-Payroll Account	(45,293.99)	67,244.64
5005-0000-111111 Chase Checking	194,432.89	1,544,817.52
5005-0000-112500 Accounts Receivable HUD	14,427.76	396,496.65
5005-0000-112954 Accounts Receivables-Misc	12,898.46	69,819.17
5005-1010-115700 Intercompany	(66,578.01)	(39,608.16)
5005-1020-115700 Intercompany	(41,248.63)	(2,790.86)
5005-1080-115700 Intercompany	(62,144.66)	(53,595.91)
5005-1090-115700 Intercompany	(62,167.32)	(53,407.35)
5005-4001-115700 Intercompany	53.47	879,748.56
5005-8001-115700 Intercompany	(10,805.39)	47,337.84
5005-8002-115700 Intercompany	20,229.61	24,912.67
5005-8005-115700 Intercompany	2,076.99	(2,565.00)
5005-8010-115700 Intercompany	11.47	4,684.89
5005-8021-115700 Intercompany	-	-
5005-9101-115700 Intercompany	-	-
5005-0000-121100 Prepaid Insurance	(574.64)	3,381.87
5005-0000-121200 Prepaid - Other	-	-
5005-0000-140000 Land	-	190,000.00
5005-0000-144000 Construction in Progress	-	41,738.84
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
<b>TOTAL ASSETS</b>	<b>(44,681.99)</b>	<b>3,639,166.05</b>
<b>LIABILITIES</b>		
5005-0000-200000 OPEB Liability	-	15,449.00
5005-0000-200300 Pension Liability	-	163,066.00
5005-0000-210000 Construction Costs Payable	-	-
5005-0000-211100 Accounts Payable	-	-
5005-0000-211343 Accounts Payable Misc	-	41,198.00
5005-0000-211703 Union Dues Payable	-	-
5005-0000-211704 Health Insurance W/H	-	-
5005-0000-212000 Accrued Payroll	-	6,703.04
5005-0000-213400 Utility Accrual	-	1,202.00
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	1,110.00	3,765.00
5005-0000-260700 Note Payable Non Curr - Davenport	-	-
5005-0000-260701 Note Payable - Curr - Davenport	-	-
5005-0000-210000 Deferred Inflow - MERS	-	5,586.00
5005-0000-270000 Deferred Inflows	-	30,342.00
<b>TOTAL LIABILITIES</b>	<b>1,110.00</b>	<b>277,472.66</b>
<b>EQUITY</b>		
5005-0000-280100 Invest C	-	262,455.00
5005-0000-280500 Unrestricted Net Assets	-	327,575.00
5005-0000-282000 Income and Expense Clearing	(45,791.99)	3,004,856.77
5005-1010-282000 Income and Expense Clearing	-	-3,277.50
5005-1090-282000 Income and Expense Clearing	-	3,990.83
5005-3000-282000 Income and Expense Clearing	-	-233,906.71
<b>TOTAL EQUITY</b>	<b>(45,791.99)</b>	<b>3,361,693.39</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>(44,681.99)</b>	<b>3,639,166.05</b>



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

	Period Amount	Balance
<b>ASSETS</b>		
8001-0000-111111 Chase Checking	8,000.10	1,127,728.90
8001-2010-111111 Chase Checking	-	-
8002-0000-111111 Chase Checking	(14,429.83)	451,436.99
8002-0000-112200 Accounts Receivable	-	-
8001-0000-112954 Accounts Receivables-Misc	211.03	211.03
8002-0000-112954 Accounts Receivables-Misc	-	-
8001-5005-115700 Intercompany	10,805.39	(47,337.84)
8002-5005-115700 Intercompany	(20,229.61)	(24,912.67)
8001-0000-121100 Prepaid Insurance	(1,481.92)	1,481.91
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
<b>TOTAL ASSETS</b>	<b>(17,124.84)</b>	<b>1,614,168.65</b>
<b>LIABILITIES</b>		
8001-0000-200000 OPEB Liability	-	44,794.00
8001-0000-200300 Pension Liability	-	240,096.00
8001-0000-210000 Construction Costs Payable	-	-
8001-0000-211100 Accounts Payable	-	-
8002-0000-211100 Accounts Payable	-	-
8002-8002-211100 Accounts Payable	-	-
8001-0000-211343 Accounts Payable Misc	-	8,678.00
8001-2010-211998 Deferred Income	-	-
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
<b>TOTAL LIABILITIES</b>	<b>-</b>	<b>431,550.08</b>
<b>EQUITY</b>		
8001-0000-280500 Unrestricted Net Assets	-	(311,896.99)
8001-0000-282000 Income and Expense Clearing	17,534.60	1,071,160.16
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	(34,659.44)	66,451,455.11
8002-8002-282000 Income and Expense Clearing	-	(66,634,287.79)
<b>TOTAL EQUITY</b>	<b>(17,124.84)</b>	<b>1,182,618.57</b>
<b>TOTAL LIABILITES &amp; EQUITY</b>	<b>(17,124.84)</b>	<b>1,614,168.65</b>

**August 25, 2021**

**HONORABLE MEMBERS IN SESSION**

Lansing Housing Commission  
419 Cherry St.  
Lansing Michigan 48933

**SUBJECT:**

**July 2021 Housing Choice Voucher (HCV) Monthly Report**

**CONTACT PERSON:**

Kim Shirey  
Director of Housing Programs

**Family Self Sufficiency (FSS):**

LHC staff will be applying for an FSS grant which is due in September. If awarded this grant would offset the salary of the FSS coordinator.

**HCV Orientations:**

LHC had one (1) orientation during the month of July 2021 and six (6) vouchers were issued.

Zero (0) VASH orientation was held for the month of July 2021, and two (2) vouchers were issued with the assistance of community partners.

**Waiting List:**

The HCV waiting list opened for 7 days in July. We received 3332 applications. It has been determined that we are going to lottery for 1000 slots. The lottery will be completed by August 31, and applications will begin processing in September.

**Department Initiatives:**

In the HCV Program there are currently 1,708 vouchers housed in all its programs. 42 participants are with the Shelter Plus Care Program (S+C), 67 are housed under the Permanent Supportive Housing Program (PSH), and 143 are housed under the HUD Veterans Affairs Supportive Housing (VASH) 24 at Waverly Place, and 1,427 are housed under the Housing Choice Voucher Program.



### Voucher Utilization

June Voucher Program Total Units	1,863
June Traditional HCV Utilization	1613
June % Utilized Units	87%

July Voucher Program Total Units	1,863
July Traditional HCV Utilization	1575
July % Utilized Units	85%

### Voucher Disbursement

HUD June HAP Disbursement	\$902,885
LHC June HAP/UAP Disbursement	\$887,977.91
% Voucher Funding Utilization	99%

HUD July HAP Disbursement	\$901,875
LHC July HAP/UAP Disbursement	\$884,722
% 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 rent reasonable for the fiscal year 2021. 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.

#### 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 0 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 indicator is not scored by PIC but is determined from an internal review. LHC's review indicates there were two (2) 24-hour deficiencies and forty-four (44) 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 July 31, 2021, the reporting rate is 96%. Based on PIC, LHC records this indicator as 10 of a possible 10 points.

#### Annual Reexaminations

PIC Scoring	Internal Scoring
10	10

### Indicator 10- Correct Tenant Rent Calculation

This indicator shows if LHC correctly calculates tenants' rent and the family share of the rent to the owner in the voucher program. As of this reporting period, PIC records indicate LHC will receive 100%. According to PIC records there are no tenant rent 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 98%. 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.

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 7/31/2021.

August 25, 2021

**HONORABLE MEMBERS IN SESSION**

Lansing Housing Commission  
419 Cherry St.  
Lansing Michigan 48933

**SUBJECT:**

**July 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 92% (not including the modernization units) at the end of July. LHC Unit Months Leased (UML) was 637 (with units in MOD) or 92% occupancy rate. LHC maintained a 92% occupancy level, which does not meet the 96% recovery plan occupancy goal.

**Public Housing (PH) Scattered Sites occupancy** was 96% at the end of July. There were one (1) household moved in, two (2) residents moved out, and zero (0) unit transfers. The total units occupied was 294 which equals 96%. At the end of July, PH scattered sites had a total of 102 open work orders.

**Hildebrandt Park occupancy** was 95% at the end of July. There were zero (0) households moved in, zero (0) resident moved out, and zero (0) unit transfers. The total units occupied was 95 which equals 95%. At the end of July, Hildebrandt had a total of 41 open work orders.

**LaRoy Froh occupancy** was 92% at the end of July. There was zero (0) household moved in, zero (0) resident moved out, zero (0) unit transfers. The total units occupied was 92 which equals 92%. At the end of July, LaRoy Froh had a total of 45 open work orders.





**Capitol City Senior occupancy** was 83% at the end of July. There were one (1) household moved in, zero (0) residents moved out, and zero (0) unit transfer. The total units occupied was 156 which equals 83%. At the end of July, Capitol City Senior had a total of 1 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%	1	2	0	0
Hildebrandt	100	95	95%	0	0	0	0
LaRoy Froh	100	92	92%	0	0	0	0
Capitol City Senior	186	156	84%	0	1	0	0
<b>Totals</b>	<b>692</b>	<b>637</b>	<b>92%</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>0</b>

**RENT COLLECTION:**

Site	Rent Charged	Receivables	Total Uncollected	Collection Rate
PH Scattered Sites	\$ TBD	\$ TBD	\$ TBD	TBD
Hildebrandt	\$ 27,359	\$ 42,110.85	\$ 0	154%
LaRoy Froh	\$ 19,121	\$ 24,760	\$ 0	129%
Capitol City Senior	\$ 21,127	\$ 16,396	\$ 4,731	78%
<b>Totals</b>	<b>\$ 67,607</b>	<b>\$ 86,266.85</b>	<b>\$ 4,731</b>	<b>128%</b>



**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
5018 Starr	5	6-30-21	60	TBD	\$1200	Carpentry work being assigned for completion
5603 Picardy	3	6-30-21	60	TBD	\$450	Carpentry work being assigned for completion
5840 Pheasant	3	7-1-21	30	TBD	TBD	Carpentry work being assigned for completion
6211 Grovenburg	3	5-5-21	99	7-25-21	\$700	Applicant assigned
4343 Glenburne	2	3-12-21	139	7-1-21	\$1250	Applicant assigned
1944 Hoyt	2	10-6-20	283	6-15-21	\$3500	Processing/pulling applications
4151 Glenburne	2	9-16-20	300	8-10-21	\$1275	Processing/pulling applications
500 Mifflin	3	3-2-21	140	8-15-21	\$890	Applicant assigned
1912 Hoyt	2	1-6-21	210	8-12-21	\$2100	Carpentry work being assigned for completion
2165 Forest	2	3-2-21	115	8-15-21	\$1800	Carpentry work being assigned for completion
124 Howe	4	6-23-21	45	9-15-21	\$2250	Complete restoration required
1507 Robertson	3	2-10-21	210	8-25-21	\$1675	Carpentry work being assigned for completion

**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	180	TBD	TBD	Vacant for RAD
3220-C Turner	2	3-28-21	150	TBD	TBD	Vacant for RAD
3216-B Turner	2	4-25-21	120	TBD	TBD	Vacant for RAD
3202-A Turner	3	4-23-21	110	TBD	TBD	Vacant for RAD
3126-C Turner	5	3-28-21	150	TBD	TBD	Vacant for RAD





**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
2332 Reo	2	3-12-21	140			Completing Rehab
2212 Reo	3	10-22-20	312			
2440 Reo	3	11-19-20	284			
2508 Reo	3	2-10-21	170			
2220 Reo	3	4-30-21	93			
2520 Reo	2	4-30-21	93			
2224 Reo	5	4-28-21	96			
2448 Reo	4	4-25-21	97			

**Capitol City Senior Vacant Unit Status:**

Address	BR	Vacate Date	Total Days Vacate	Projected Ready Date	Unit turn Cost	Comments*Details needed for Vacancies over 20 days
3200 S Washington 211	1	3-31-20	495	TBD	TBD	Vacant due to RAD
3200 S Washington 226	1	3-10-20	506	TBD	TBD	Vacant due to RAD
3200 S Washington 301	1	3-15-20	486	TBD	TBD	Vacant due to RAD
3200 S Washington 320	1	6-1-20	423	TBD	TBD	Vacant due to RAD
3200 S Washington 402	1	4-30-20	435	TBD	TBD	Vacant due to RAD
3200 S Washington 409	1	4-6-20	389	TBD	TBD	Vacant due to RAD
3200 S Washington 115	1	8-5-20	355	TBD	TBD	Vacant due to RAD
3200 S Washington 514	1	11-7-19	630	TBD	TBD	Vacant due to RAD
3200 S Washington 515	1	1-30-20	546	TBD	TBD	Vacant due to RAD
3200 S Washington 524	1	5-18-20	437	TBD	TBD	Vacant due to RAD
3200 S Washington 310	1	9-30-20	302	TBD	TBD	Vacant due to RAD
3200 S Washington 533	1	7-20-20	384	TBD	TBD	Vacant due to RAD
3200 S Washington 509	1	8-13-20	351	TBD	TBD	Vacant due to RAD
3200 S Washington 527	1	8-18-20	320	TBD	TBD	Vacant due to RAD
3200 S Washington 333	1	8-21-20	282	TBD	TBD	Vacant due to RAD
3200 S Washington 406	1	10-22-20	281	TBD	TBD	Vacant due to RAD
3200 S Washington 519	1	10-22-20	281	TBD	TBD	Vacant due to RAD



3200 S Washington 501	1	10-22-20	281	TBD	TBD	Vacant due to RAD
3200 S Washington 434	1	10-22-20	281	TBD	TBD	Vacant due to RAD
3200 S Washington 104	1	10-26-20	277	TBD	TBD	Vacant due to RAD
3200 S Washington 101	1	11-6-20	266	TBD	TBD	Vacant due to RAD
3200 S Washington 437	1	1-6-21	206	TBD	TBD	Vacant due to RAD
3200 S Washington 325	1	2-18-20	526	TBD	TBD	Vacant due to RAD
3200 S Washington 411	1	2-8-21	171	TBD	TBD	Vacant due to RAD
3200 S Washington 210	1	2-8-21	171	TBD	TBD	Vacant due to RAD
3200 S Washington 537	1			TBD	TBD	Vacant due to RAD
3200 S Washington 306	1	3-8-21	143	TBD	TBD	Vacant due to RAD
3200 S Washington 133	1	3-27-21	124	TBD	TBD	Vacant due to RAD
3200 S Washington 408	1	3-2-21	139	TBD	TBD	Vacant due to RAD
3200 S Washington 211	1	7-25-21	6	TBD	TBD	Vacant due to RAD

