

## Agenda

### Lansing Housing Commission

June 29, 2022

1. Call to Order
  - a. Roll Call
  - b. Approval of Minutes of May 4, 2022
2. Public Comment – limit 3 minutes per person
3. Action Items:
  - a. Resolution 1336 – approval of Annual plan
  - b. Resolution 1337 – approval of revised Education Reimbursement policy
  - c. Resolution 1338 – approval to submit an application for the disposition of 235 units of scattered-site public housing
  - d. Resolution 1339 – approval to grant 235 project-based vouchers to SK Michigan Real Estate Development
  - e. Resolution 1340 – approval of FY2023 Operating Budget
4. Informational Items:
  - a. Finance Report May 2022 Steven Raiche
  - b. Housing Choice Voucher May 2022 Jennifer Burnette
  - c. Asset Management Report May 2022  
Scattered Sites Marcus Hardy
5. Discussion Items:
  - a. RAD Update
6. Other Items:
7. Executive Director's Comments.



8. President's Comments
9. Adjournment.



## Minutes of May 4, 2022

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

**PRESENT AT ROLL CALL:** Commissioners Emma Henry, Don Sober, Loria Hall, Heather Taylor left at 7:01 pm, Ashlee Barker

### STAFF:

Douglas Fleming

Marcus Hardy

Kim Shirey

Jennifer Burnette

Steven Raiche – Contractor

### Guests: None

Commissioner Barker moved and Commissioner Hall seconded a motion to approve the minutes of the March 23, 2022, commission meeting. **The Motion was approved by all members present.**

### Public Comment: limit 3 minutes per person

Erica Munchbach - 1940 Hoyt Ave Distressed about the amount of secondhand smoke that is coming into her unit from the unit next door. She has several health issues and feels like the tenant next door smoking is making her health worse. Cigarette smoke exacerbates health issues. The marijuana smoke is worse because of her past addictions. It is a smoke-free building, and nothing has been done about the smoking. Hard to deal with on a daily basis.

William Lawrence - Genesee Street with 517 Can't Wait an organization that is dedicated to making Lansing a great place to live for everybody no exceptions also working to help guarantee good housing for everybody. We have been speaking with residents at the scattered sites and are concerned about the houses not staying low-income. One of the comments from a resident is she has been unable to reach a scattered-site phone number for repairs. She says she has health issues and is afraid of being put out of the housing. William doesn't believe the answer is to sell the houses. The private investment company buying the homes clearly states on their website that their only objective is to make a profit off the rental of these homes. He wants to know how and in what way the tenants will be protected and is there a risk of displacement. Is everybody going to have the right to stay in their homes? It was said SK Investments has a commitment to affordability, but it is unclear what that actually means.

Ross Fisher - east side on Portland Street also with 517 Can't Wait wants to echo what William said about the sale of the scattered sites and maintaining affordability. He read one comment from Christina Ryan she states not knowing what is going on with the home that I rent and most of what I know is very vague. It is very stressful and upsetting.

Dinah DeWald - Genesee neighborhood with 517 Can't Wait I spoke with the tenant Jennifer and said she has lived in her house for seven years and has always paid her rent and been a good tenant. LHC has neglected these houses. She is concerned if the houses going to be fixed before the sale. George VanDouser said this is the first time I have felt I have had a home and now we are scared we might lose this. We already lived in a home that needs repairs.

Tony Gant - Nation Outside. Nation Outside is a State-based organization made up of formerly incarcerated people. We do policy work to break down barriers for people with criminal records. So, I am here tonight to hear about what is going on at Lansing Housing Commission just to make sure the people that we represent aren't being displaced or having more problems than what they already face on a daily basis of their criminal record.

Shannon Norris - Fledge Foundation came to listen but wanted to make a comment. Many people came to talk to them about the sale of the scattered houses. They were asking what the wording means when it comes to the sale of the scattered houses. She stated that the local agencies would like to have housing for the people they serve. Shannon was upset at the email she received from Doug. She feels that she was being dismissed. She was offended that the meeting that was scheduled was canceled when she was representing many people and bringing to you the many questions that people have.

#### Action Items:

#### Informational Items:

#### Finance Report March 2022

Steven Raiche

- In the financial reports for the month of March includes the transactional activity from the sale of LaRoy Froh has some pretty reflective activity similar to the sale of the other transactions that have gone through the RAD.



- Also mentioned in the finance meeting yesterday there will be an additional Capital Fund Operating subsidy money from HUD that will be available to us in the month of May. Compared to our original budget we are still on track with the budget that the Board has approved and set as a priority for us this fiscal year which ends 6-30-22.

## Housing Choice Voucher March 2022

Jennifer Burnette

Jennifer Burnette provided a brief overview of the March 2022 HCV Reports.

- LHC issued thirty-six (36) vouchers that were issued in the month of March. We had four (4) VASH orientations for the homeless Veterans program for the month of March 2022 we had four (4) vouchers issued. There are currently an additional nine (9) vouchers issued and out searching.
- Emergency Housing Vouchers: 18 of the 32 Emergency Housing Vouchers have been leased up and are housed, 2 are pending calculation or inspection. We have 11 that are issued and are out searching for housing.
- 150 regular HCV Applications mailed out in March are pending return, 72 households are out searching for units, 41 applicants are pending documentation or final approval, zero (0) pending a hearing, 11 units approved and pending inspections, and 4 pending leased up.
- Kim Shirey – We are processing about 75 to 100 people off our waiting list each week. We currently have 80 families out searching but as we all know affordable housing nationwide has become a struggle. The Lansing State Journal recently put out articles about affordable housing which are included in your packets. This indicating nationwide affordable housing is a struggle. Because of the housing market, a lot of landlords have chosen to go to market renters they have also chosen to sell their houses that were once rentals. A lot of housing commissions are trying to come up with incentives to recruit new landlords to bring landlords back to being section 8 rentals. A sample flyer is included in the board packet to send to landlords. What we are planning for new landlords is we are going to offer them a one-time bonus for agreeing to participate in the section 8 program. We are going to do a one-time bonus to landlords who have left the program in the last 12 months to welcome them back to section 8 renters. And then a thank you bonus to landlords to have continued to house our participants. We are making a one-stop contact for any landlords who lease-up between May 15, 2022, until our funding runs out. We are also offering a one-month vacancy reimbursement if

participants for nonpayment of rent lease violations terminations for the program if they for whatever reason cannot fulfill their initial lease term.

## Asset Management Report – March 2022

### Public Housing (PH) Scattered Sites – Marcus Hardy

- **Public Housing Scattered Sites** had an occupancy rate of 96% at the end of March. There was zero (0) move-in, zero (0) move-outs and zero (0) transfer.

There are 11 vacancies, one of which is ready for lease-up and is going to go to a VOA transfer. There are two more people that will be transferred shortly. There are 126 open work orders.

### Discussion Items:

- RAD Construction Update
  - See attached presentation

### Other Items:

### Executive Director's Comments:

#### Scattered Site Improvements

- We are working on a contract for concrete work and several houses replacing windows with some energy-efficient windows. We also have a scattered housing energy audit going on with a Consumers Energy program to replace furnaces and water heaters. The ones that are determined to need upgrading will be replaced with energy-efficient models.

#### Development Activities

- Oliver Gardens – We were looking at doing a 4/9 deal trying to add 30 more units on the vacant property we have. We have studied the Michigan QAP any way we can, and it is just not going to happen. So, we have backed off and refocused on doing the 4% deal on the 30 units that we have down there now and renovating those units. In the future QAP looking at doing a straight 9% deal to put more units down there or some other kind of opportunity that comes up that some other kind of funding that might help us utilize some of the vacant land back there in terms of building more units.



- Stadium North & Stadium Senior – We are in partnerships with that. There are 132 new units we are also providing 60 project-based vouchers. There will be 66 units senior and 66 units for families downtown. We don't have a lot of affordable housing downtown at this point. No closing date yet.
- Walter French – they are headed toward a closing there. There are 73 more units, and we are providing 12 project-based vouchers for this project.
- Woodward Way – they have 49 units, and they have begun construction over in East Lansing off of Grand River. We have provided 8 project-based vouchers for this project.
- We are looking at purchasing an existing building that used to house some affordable housing residents. We are in discussions with the current owner.

### Other Activities

- Meet with the City about the block parties as well as some vendors that will be there. Great opportunity to get families out.
- Holy Cross grants
  - We took on those grants in late December. Just an update we saved 7 jobs as Holy Cross said they couldn't do that anymore. It also involved 69 families that we in a variety of voucher programs. We have brought those on and have maintained them. Our continued frustration is that the city has not given us numbers of what that is. We continue to operate them anyway. I give Kim and her team great credit. We have reduced expenses as they were slightly overstaffed.
- A new issue has come up and were asked to take some action on this. We were approached by Advent House late last week. Advent House had assumed a program called the Hotel Program. The Hotel Program is a program that takes homeless people off the street and moves them into the hotel program. The program itself is very expensive because they have to pay the hotel for the room that the homeless person is moving into. The protocol of the program is that once they get into the program, they are supposed to be getting the case management to help them find either a shelter or some other kind of program for their housing situation. That has not been happening. They have been in longer than the program was designed for. They called us and asked us if we could help out as well as Holy Cross. We are evaluating what our ability is to help. The first thing we done is a census of the folks that are in the hotel program. We immediately identified 28 folks that could possibly qualify for our existing voucher programs. We are still trying to get some more data on the remaining people to see if any of them would qualify for any of our programs. I am asking the board to give me the authority of up to \$25,000 if we need to help Advent House support paying the hotel bill for another month. Still evaluating to see how much of the money is needed.

- A question on the program - Is the money for existing costs or new costs? Answer the money will be used for new costs only.
- Is this something that is going to continue? Answer no but we will reevaluate after the 30 days.
- Emma is in support of this funding for Advent House for 30 days as long as due diligence is done.

Commissioner Henry motioned, and Commissioner Hall seconded to support to approve the \$25,000 to assist Advent House for 30 days. Contingent on reporting back to the board with the findings of Kim's meeting with Advent House. **This was approved by all members present.**

- Our garden project we have a couple of new gardens this year. The project continues to expand. All four properties will have additional garden beds this year. Working with the city they are going to build us some garden houses to store the gardening tools and watering cans that we have. Katrina is working with them as part of our construction process to get that done.
- Section 18 home buying program – we gave the initial offer to our current residents at the scattered homes if they wanted to buy their house. We had an initial batch of 40 residents that responded. 8 of them ended up qualifying and are working with Habitat for Humanity. At the first resident meeting relating to section 18, we received a lot of feedback and in that feedback, some of the residents said they did not receive the letter about purchasing the home, so we sent another letter out. We receive 40 letters of intent. Those folks have been instructed on the next steps. They will have to work with a local agency or financial institution to get themselves prequalified to be able to purchase the house. They have until July 1 to do that.
- The East Side Community Center- I met with Dr. Harper yesterday. They have been doing some housing through his organization. They have a two-year program where they help residents in his particular neighborhood get into home ownership. They start them with a rental program and do council with them for two years. At the end of the two years, through a variety of the things he does they get new houses. They work helping that person purchase a new house. We have committed to working with him as we move through the scattered-site sale. Some of the money that we make from the sale of the scattered-site houses will be reinvested into affordable housing which we will be using some of the funds to work with Dr. Harper.



- Emma and I will be attending a city council meeting on Monday. Adam Hussain, and Patricia Spitzley, run the housing sub-committee of the city council and the mayor has asked me to come in and give them an update on what LHC is doing.
- Based on feedback from the city and some residents we are putting together a series of most frequently asked questions relative to the sale of the scattered-site houses that will be posted on our website. We have also added the maintenance request to the website for residents to put in requests.
- We made a commitment of \$100,000 to the HARA program. We have not made a payment yet. Still waiting for numbers from the city.
- Residents that live in the scattered sites no one will be displaced. For all 220 units of our properties, we are going to provide a project-based voucher. LHC will be the voucher holder and is being done under the section 18 program which is a HUD-sponsored program. If they stay in the section 18 program for a year after the sale, they will be eligible for a tenant protection voucher. A tenant protection voucher will be able to be used anywhere that accepts section 8 vouchers. The house that was vacated will still stay under a project-based voucher.

**Other Items:** none

**President's Comments:**

Thank you to everyone who shared public comments. Thank you for all the passion to help people be able to get affordable housing. We need to keep advocating for the people in our area.

**Other Business:**

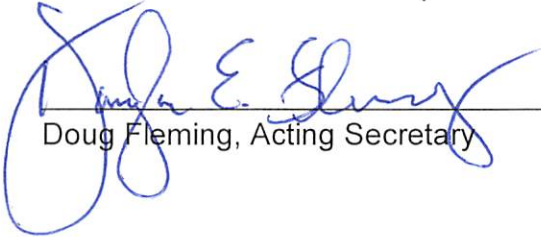
A reminder that the June board meeting will be our annual plan meeting.

**Adjournment:** The meeting was adjourned at 7:19 p.m.



Emma Henry Board Chair

Date 6/29/2022



Doug Fleming, Acting Secretary

Date 6/29/22





**Lansing Housing Commission (LHC)**

**April Board Meeting**

**May 4, 2022**

## Agenda

1

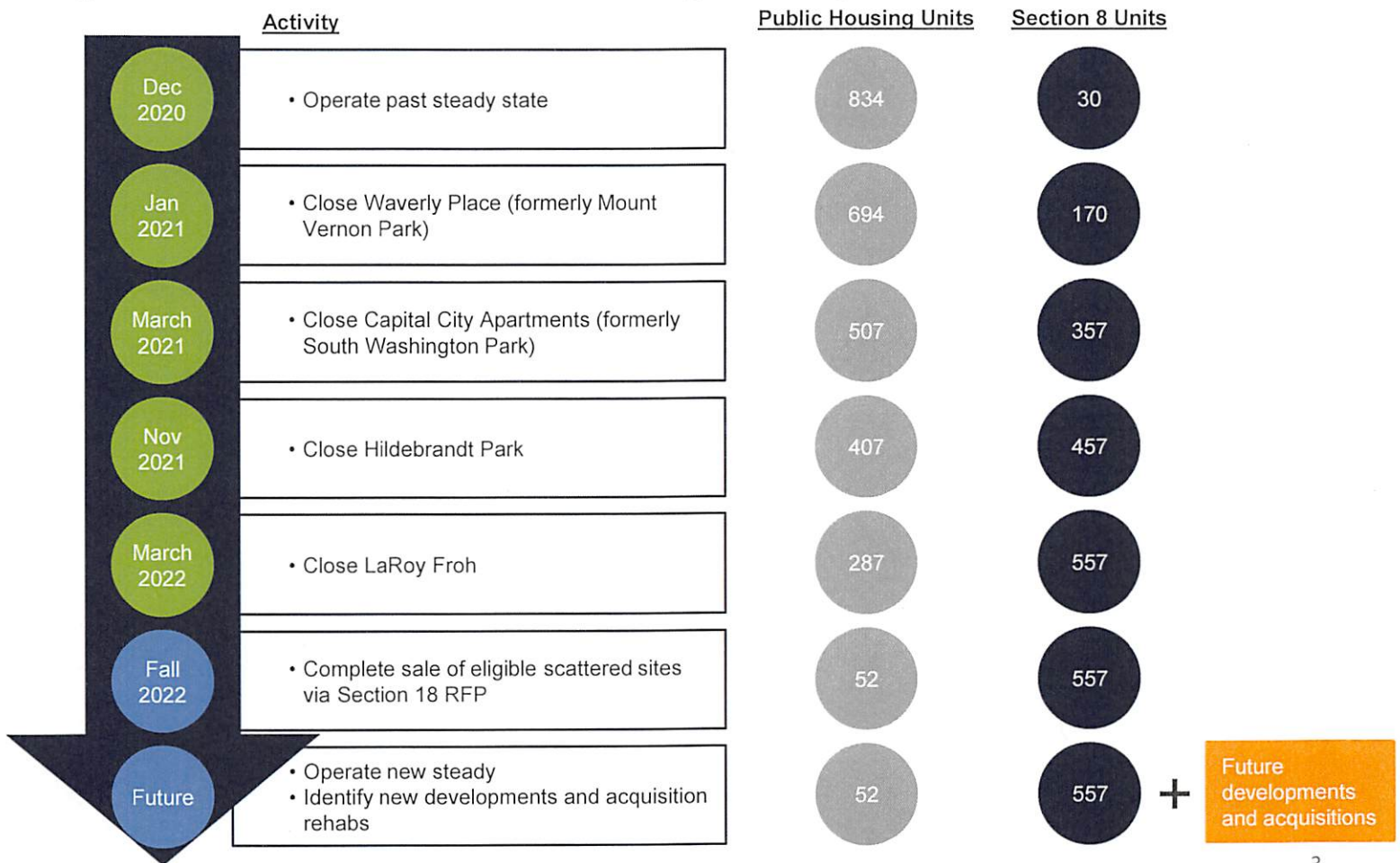
Strategic Plan Update

2

LaRoy Froh Deal Summary



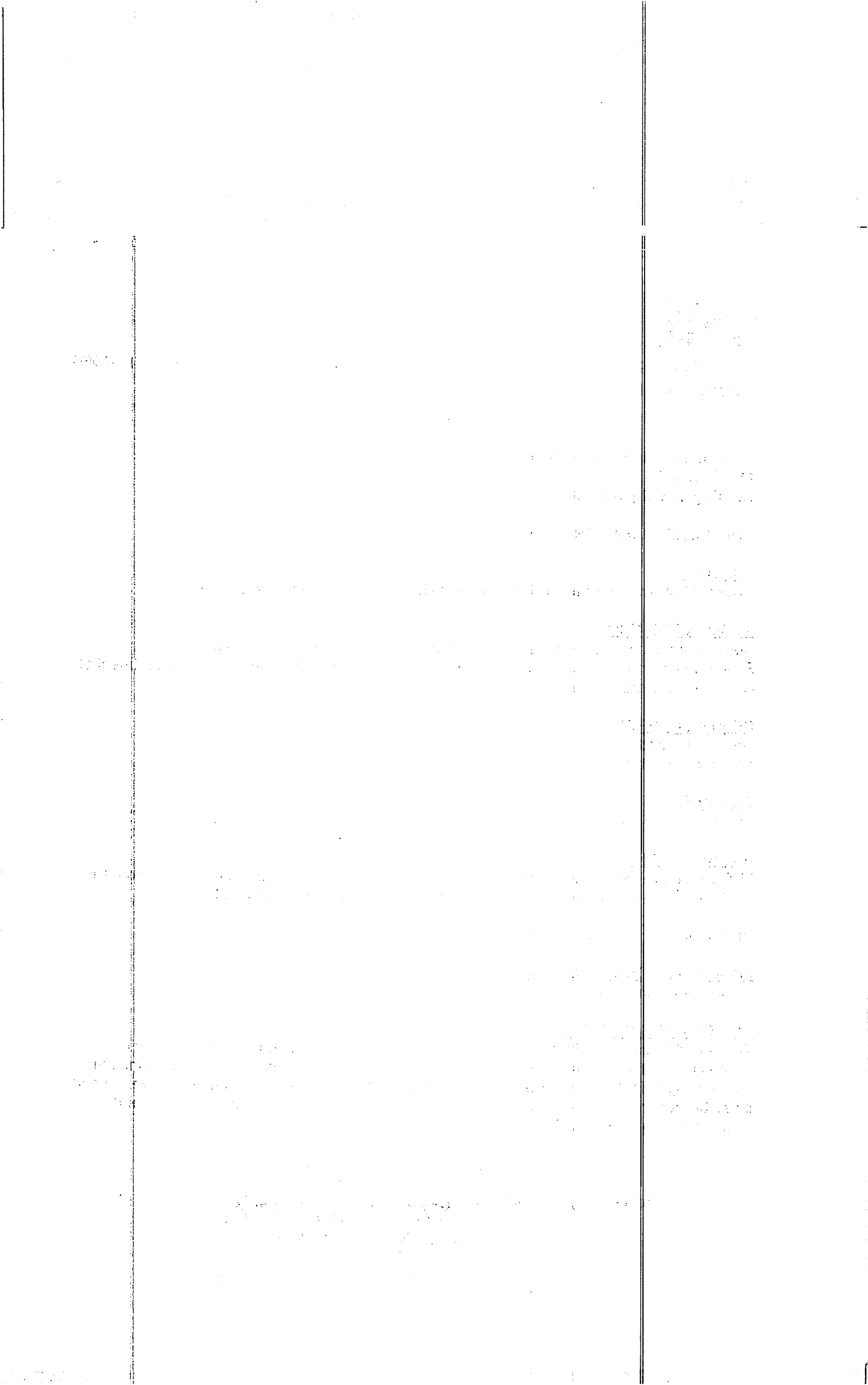
## LHC's strategic plan to transition from public housing to Section 8 and align with HUD's direction has made significant process



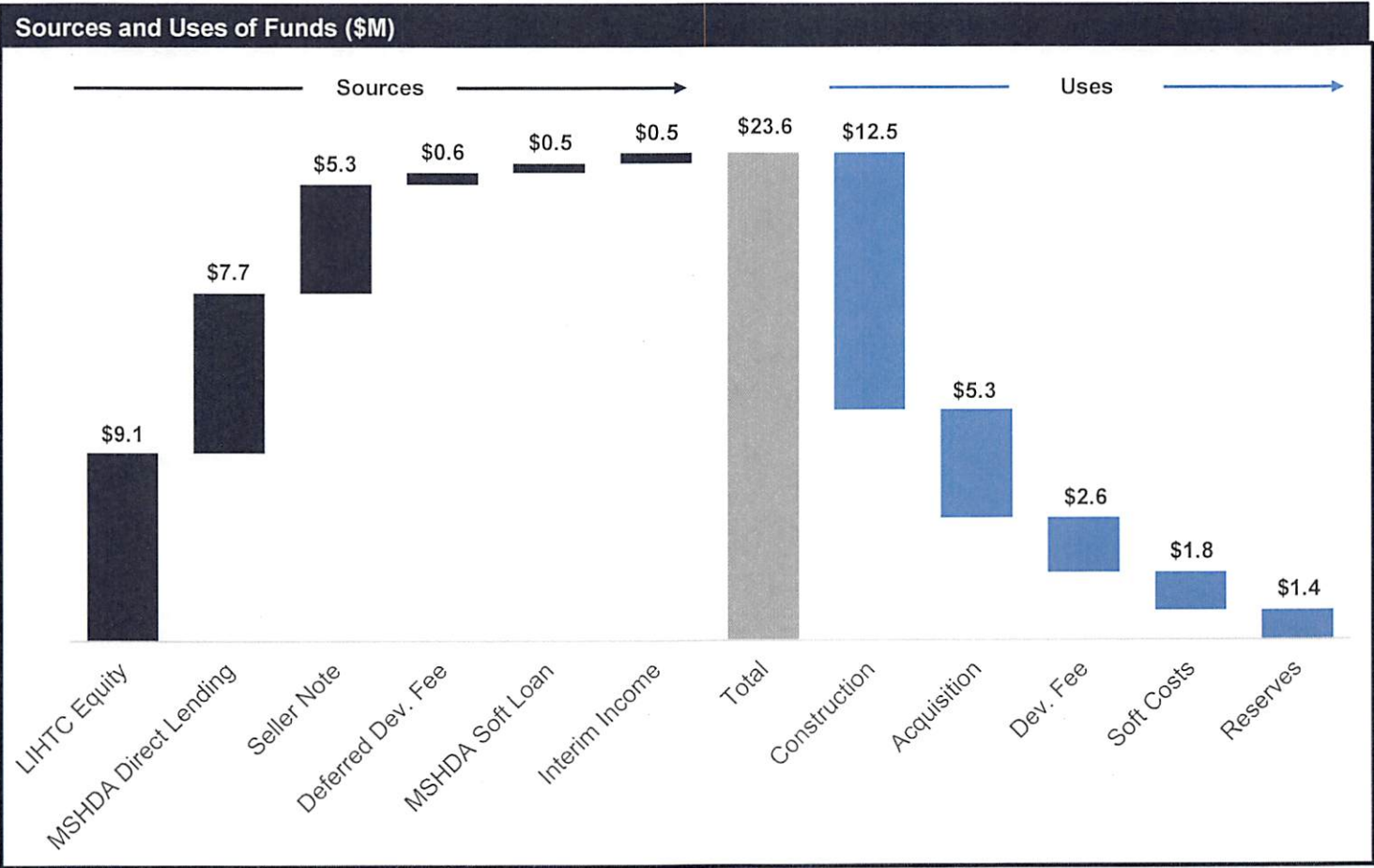
LaRoy Froh closed in March 2022 and construction started shortly after, completing the closing of all 4 LHC RAD deals for existing communities

HUD Initiative	Site	Develop Strategy	Conduct RIN	Portfolio Award / CHAP	Submit LIHTC App.	Conduct GIN	Receive LIHTC Decision	Close Financing	Start Construction
RAD Phase 1	1 Waverly Place (4%)	✓	✓	✓	✓	✓	✓	✓	✓
	2 Capital City (9%)	✓	✓	✓	✓	✓	✓	✓	✓
RAD Phase 2	3 Hildebrandt (4%)	✓	✓	✓	✓	✓	✓	✓	✓
	4 LaRoy Froh (4%)	✓	✓	✓	✓	✓	✓	✓	✓

Closing Deep Dive



LaRoy Froh project closed with a total deal value of ~\$23.6M





## Evaluating financial impacts by construction and compliance periods helps to separate the short term from the new steady state

### Construction Period

- 0 - 2 year period where project is rehabilitated and leased up
- Debt and equity capital contributions are put into project
- Contributions are used to cover the uses like acquisition proceeds, construction costs, development fees, soft costs, etc.
- Establishment of long-term reserve accounts for project

### Compliance Period

- ~15 year period where project is in a steady state of operations with equity investment partner
- No planned future debt or equity contributions
- Operating income is used to pay down permanent debt obligations and maintain/build reserve accounts
- Additional cashflows are distributed based on defined "waterfall" with equity investment partner
- MSHDA loan documents requirements in addition to LPA waterfall, MSHDA will control dictate distributions


Construction period sources of funds include both cash and non-cash items and are put into the project at different times

(\$000)	At Closing	50% Complete			100% Complete			Occupancy/ Compliance	
Cash Items	Q1 2022	Q2 2022	Q3 2022	Q4 2022	Q1 2023	Q2 2023	Q3 2023	Q4 2023	Total
Cinnaire (Equity)	\$521	\$0	\$271	\$0	\$0	\$2,487	\$4,983	\$853	\$9,115
MSHDA Loans	\$3,399	\$2,243	\$2,265	\$2,288	\$2,311	(\$640)	(\$4,118)	\$0	\$7,748
MSHDA Home Loan	\$0	\$0	\$0	\$0	\$0	\$465	\$0	\$0	\$465
Interim Income	\$0	\$98	\$98	\$98	\$98	\$98	\$0	\$0	\$491
<b>Total Cash</b>	<b>\$3,920</b>	<b>\$2,341</b>	<b>\$2,635</b>	<b>\$2,386</b>	<b>\$2,409</b>	<b>\$1,946</b>	<b>\$1,330</b>	<b>\$853</b>	<b>\$17,819</b>



Non-Cash Items	Total
Seller Note	\$5,250
Deferred Dev. Fee	\$561
<b>Total Non-Cash</b>	<b>\$5,811</b>
<b>Total Sources</b>	<b>\$23,630</b>

\*Numbers are not exact, but reflect model estimates, rounding methodology may cause numbers on page not to be exact sums

At close ~\$3,920K in cash was made available to fund specified activities, LHC and LRF received ~\$1,804K in cash

Cash Items	Close Q1 2022 (\$000)*		Items	Disbursement Amount (\$000)*	
Cinnaire (Equity)	\$521		 Acquisition Proceeds (includes EPC payback)	\$0	\$1,804
MSHDA Loans	\$3,399			Prepaid Expenses	
MSHDA Home Loan	\$0			Development Fee	
Interim income	\$0		LaRoy Froh LDHA LP	Replacement Reserve	
<b>Total Cash</b>	<b>\$3,920</b>			Operating Reserve	
				Gross Rent Potential Reserve	
			Other Partners	Soft Costs	
				Construction Costs	
			<b>Total Closing Disbursement</b>	<b>\$3,920</b>	

The remaining funds for the construction period will be disbursed over the next ~2 years primarily for construction costs

Cash Items	Post Close Construction Period*		Items	Disbursement Amount (\$000)*	
Cinnaire (Equity)	\$8,594		 Developer Fee	\$703**	
MSHDA Loans	\$4,349		Other	Construction Costs	\$11,046
MSHDA Soft Loan	\$465			Soft Costs	\$2,140
Interim income	\$491			<b>Total Post Closing Disbursements</b>	
<b>Total Cash</b>	<b>\$13,889</b>				

\*Numbers are not exact, but reflect model estimates, rounding methodology may cause numbers on page not to be exact sums

\*\*Does not include deferred developer fee of ~\$232K, which will be paid in accordance with waterfall rules and eligibility



The compliance period (post construction) is meant to be a relatively steady state with positive cash flows

#### Compliance Period Cash Flows

(\$000)

Income	2024
HAP Contracts	\$998
Tenant Rents	\$332
Other Income	\$7
Vacancy Loss	(\$66)
<b>Total</b>	<b>\$1,270</b>

- Includes rental income (HAP PBRA and PBV contracts and tenant rents)
- Includes additional income from other tenant rent related chargers

<b>Total Operating Expenses</b>	<b>(\$798)</b>
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- Includes typical operations: salaries, insurance, maintenance, materials, utilities, etc.

<b>Net Operating Income</b>	<b>\$472</b>
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<b>Replacement Reserve</b>	<b>(\$32)</b>
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- Includes money required to be set aside for future improvements

<b>Debt Service</b>	<b>(\$386)</b>
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- Includes principal and interest payments for MSHDA primary loan

<b>Available Cash Flow</b>	<b>\$55</b>
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- Includes cash flow available to other stakeholders as defined in the **waterfall agreement** with the equity investment partner









\*Numbers are not exact, but reflect model estimates, rounding methodology may cause numbers on page not to be exact sums

The waterfall is an agreement which directs the distribution of free cash flows, LaRoy Froh has 8 levels to its waterfall

#### Waverly Place Waterfall

##### Waterfall










- Serves as the rules for the distribution of additional cashflows
- Defines priority and amounts to be distributed to different partners

Level	Stakeholder (s)	Name	Description	Terms
1		Investor Limited Partner (ILP) Loan	• Any existing or future loan made by the ILP to the project	NA
2		Investor Service Fees	• Annual payment to the ILP for audit services	\$3.5K / year
3		Deferred Development Fees (\$561)	• Payments to the development team for development services	LHC: \$252K CCA: \$309K
4		Soft Loan	• Payments made when soft loan begins to amortize or when deferred development fee is fully paid	50% of available cash flow (~YR10)
5		General Partnership Management Fees	• Management payments made to the general partners only	Max \$49K / year; 3% inflation factor
6		Investor Limited Partner Payments	• Payments made to invested limited partner	10% of available cash flow
7		General Partner Incentive Management Fee	• Payments made to service seller note both principal and accrued interest	Not to exceed \$49K / year
8		General Partner Seller Note Payment	• Payments made to service seller note both principal and accrued interest	90% of available cash flow

## LaRoy Froh waterfall example

Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037
Cash Flow (\$000)*	\$55	\$55	\$56	\$56	\$57	\$56	\$56	\$55	\$54	\$53	\$51	\$49	\$47	\$44

Level Stakeholder (s) Name

1		ILP Loan	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	
2		Investor Service Fees	\$4	\$4	\$4	\$4	\$4	\$4	\$4	\$4	\$4	\$4	\$4	\$4	\$4	
3	 	Deferred Dev. Fees**	\$51	\$52	\$43	\$53	\$53	\$53	\$53	\$52	\$51	\$49	\$42	NA	NA	
4		Soft Loan											\$3	\$22	\$22	\$20
5		GP Mgmt. Fees											\$3	\$22	\$22	\$20
6		Investor Limited Partner Payments														
7		GP Incentive Mgmt. Fee														
8		GP Seller Note Payment														

\*Numbers are not exact, but reflect model estimates, rounding methodology may cause numbers on page not to be exact sums

\*\*Some deferred development is estimated to be paid in the construction years 2022-2023, if performance metrics are met, so table total is not entire deferred developer fee





## Landlords Wanted: Receive Incentives for Renting Your Unit!



### Lansing Housing Commission (LHC) Sponsored Program

Effective May 15<sup>th</sup> until funding runs out, LHC will be offering incentives to landlords in support of the need for additional quality affordable housing in the Lansing area.

Have a vacant unit? Please submit unit information to [Availableunits@lanshc.org](mailto:Availableunits@lanshc.org) This list is provided to all eligible voucher holders seeking units.

<b>\$1,200 New Landlord Bonus*</b>	<b>\$1,000 Welcome Back Bonus*</b>	<b>\$500 Thank You Bonus**</b>	<b>1 Month Rent Vacancy Reimbursement</b>
One-time bonus of \$1,200 for a new landlord who has not participated in the HCV in the last 12 months	One-time bonus of \$1,000 for a landlord who left the HCV program in last 12 months and is now returning	Participating landlords receive \$500 per additional units  3 unit max	One Month's rent for loss of rent related to non-payment, lease violations, termination from program, etc. prior to lease completion

\*Bonus becomes eligible when the Housing Assistance Payment (HAP) contract is signed

\*\*Bonus becomes eligible when the Housing Assistance Payment (HAP) contract is signed, lease renewals are not eligible

**Sign-up or Receive More Information**  
**Kelli Hurley @ 517-599-2093 or [kellih@lanshc.org](mailto:kellih@lanshc.org)**  
<https://lanshc.org/>

### Benefits



#### Save Money

No need to advertise, LHC has a list of qualified tenants ready to apply



#### Get Support

LHC values landlord partners and offers support to build new landlord/tenant relationships



#### Reliable Rent

LHC vouchers pay non-resident portion of rent providing extra rent security





## Landlord Incentive Program Frequently Asked Questions

### How much can I charge for rent?

- LHC must approve all contract rents
- Contract rent requested must be reasonable and will be approved based on rents for similar units in the area

### Who pays rent?

- Tenants typically pay 30% - 40% of their income towards rent plus utilities
- LHC pays the landlord the difference between the tenant paid amount and the approved contract rent

### How do I find eligible tenants?

- Contact LHC to have available units added to its list of available units
- LHC has potential tenants with existing housing choice vouchers looking for available housing
- Include housing choice vouchers accepted in your standard marketing approach

### How are qualifications and screenings completed?

- LHC manages tenant eligibility processes at the beginning and moving forward
- Residents will complete an annual recertification with LHC
- Landlords should screen housing choice voucher tenants as would be done with any other tenant

### What kind of lease is required?

- Landlords are required to have a lease and are responsible for enforcing the lease, as would be done for other tenants
- LHC is not the party on the lease

### What additional requirements are there?

- Units must meet the HUD Housing Quality Standards
- Units must pass an initial inspection before the subsidy is paid to owner
- Units are inspected biennially
- Well maintained properties are very likely to meet requirements



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

June 29, 2022

Lansing Housing Commission  
419 Cherry St.  
Lansing, Michigan 48933

HONORABLE MEMBERS IN SESSION:

**SUBJECT:**

Approval of Annual Plan for fiscal year 2022-2023 - Resolution No. 1336.

**RECOMMENDATION:**

Staff recommends the Board authorize Doug Fleming, acting in his capacity as Executive Director, to approve the Annual Plan and submit the plan to the U.S. Department of Housing and Urban Development (HUD).

**CONTACT PERSON:**

Jennifer Burnette  
Assistant Director of Housing Programs

**SUMMARY**

This resolution approves the 2022-2023 Annual Plan and submittal of the plan to HUD.

**BACKGROUND:**

LHC will commence the Annual Plan August 2022. This includes publishing a public notice in the Lansing State Journal, on our website and holding an information meeting.

PHA's must obtain Board approval for Annual Plan.

**FINANCIAL CONSIDERATIONS**

There are no financial considerations but does require Board approval.

**POLICY CONSIDERATIONS:**

The Board is charged with the fiduciary responsibility of monitoring the Lansing Housing Commission's financial and business operations. Review of the Annual Plan establishes the overarching guidelines which will be followed when expending a major source of revenue and it establishes the policies governing participation in the Low-Income Public Housing and Housing Choice Voucher Programs.

Respectfully Submitted,

  
Doug Fleming, Secretary to the Board  
Lansing Housing Commission





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

**Resolution No. 1336**

Adopted By the Lansing Housing Commission

June 29, 2022

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

Douglas Fleming, acting in the capacity of Executive Director, is authorized to approve and update the Annual Plan for fiscal year 2022-2023 as stated.

  
Chair

Yeas 4

Nays 0

Abstentions 0

Attest:   
Secretary

For Clerk Use Only

Resolution No. 1336  
Date Adopted 06/29/2022







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

July 29, 2022

Lansing Housing Commission  
419 Cherry St.  
Lansing, Michigan 48933

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

Approval of LHC's Updated Educational Assistance Policy

**RECOMMENDATION:**

Staff recommends adoption of Resolution No.1337, which amends LHC's Educational Assistance Policy

**CONTACT PERSON:**

Douglas Fleming  
Executive Director  
(517) 372.7996

**SUMMARY:**

This resolution updates LHC's existing Educational Assistance Policy to reflect current standards and costs.

**BACKGROUND:**

The previous version of the Educational Assistance Policy was adopted by the Board in 2010. This updated version of the policy changes the reimbursement amount from \$1,500 per fiscal year to \$4,000 per calendar year. Resolution No.1337 also updates some language and include an Educational Reimbursement Form.

**FINANCIAL CONSIDERATION:**

The financial consideration is a maximum of \$4,000 per LHC employee should all employee's participate at the fullest capacity.

**POLICY CONSIDERATIONS:**

The Board is charged with the responsibility to approve policies for LHC. The changes to the Educational Assistance Policy is one such policy. As such, adopting the updated Educational Assistance Policy fulfills the Board's fiduciary responsibility to approve LHC policies utilizing good governance practices.

Respectfully Submitted,

  
Douglas Fleming, Secretary of the Board  
Lansing Housing Commission







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


**Resolution No. 1337**

Adopted By the Lansing Housing Commission

July 29, 2022

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

Douglas Fleming, acting in the capacity of Executive Director, is authorized to immediately administer Lansing Housing Commission's updated Education Reimbursement Policy.

  
Chair

Yeas 4

Nays 0

Abstentions 0

Attest:   
Secretary

For Clerk Use Only

Resolution No. 1337  
Date Adopted 06/29/2022



**LANSING HOUSING COMMISSION  
PERSONNEL POLICY**

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**EDUCATION REIMBURSEMENT**

**SECTION 5.13**

**PAGE 1 OF 2**

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**Policy**

LHC encourages the development of employees through education and training. Employees may be reimbursed for approved educational expenditures for voluntary off the job courses at accredited institutions. Accredited institutions include but are not limited to: trade schools, colleges, universities, and institutions offering continuing education courses for existing degrees and/or licenses.

LHC will reimburse an employee up to a maximum of \$4,000 per year for continuing education through an accredited program that either offers growth in an area related to his or her current position or that may lead to promotional opportunities. This education may include college credit courses, continuing education unit courses, seminars and certification tests that are job-related.

An employee must secure a passing grade of "C" or its equivalent or obtain a certification to receive any reimbursement. Expenses must be validated by receipts and a copy of the final grade or certification received.

**Eligibility**

Full-time, regular employees who have completed six-months of employment are eligible under this policy.

**Procedures**

To receive reimbursement for educational expenses, employees should follow the procedures listed here:

- Prior to enrolling in an educational course, the employee must provide his or her supervisor with information about the course for which he or she would like to receive reimbursement and discuss the job-relatedness of the continuing education.
- An Educational Reimbursement Form should be completed by the employee, and the appropriate signatures obtained.
- A copy of the tuition reimbursement request form must be submitted to his or her supervisor. The employee will maintain the original until he or she has completed the educational course.
- Once the course is successfully completed, the employee should resubmit the original tuition reimbursement request form with the reimbursement section filled out, including appropriate signatures, as well as receipts and evidence of a passing grade or certification attached.
- The employee's Supervisor will coordinate the reimbursement with the finance department.

## Educational Assistance Application

Date: \_\_\_\_\_

Employee name: \_\_\_\_\_

Department: \_\_\_\_\_ Job title: \_\_\_\_\_

Course title: \_\_\_\_\_

Course dates: \_\_\_\_\_ to \_\_\_\_\_

Degree sought (if applicable): \_\_\_\_\_

Name of institution: \_\_\_\_\_

Address of institution: \_\_\_\_\_

Course Expenses:

Tuition: \$ \_\_\_\_\_

Fees \$ \_\_\_\_\_

Books/materials \$ \_\_\_\_\_

Total cost \$ \_\_\_\_\_

Development objective (what long-term goal is this program/course intended to help you reach):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If seeking a degree program, please attach a brief outline of the courses included in the program from the college catalog or program brochure (necessary for initial request only).

I understand that if this request is approved, reimbursement will be contingent upon successful completion ( a grade of C or better for undergraduate courses) of each course and submission of all receipts and paid bills within 30 days thereafter.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date



### SUPERVISOR RECOMMENDATION

☐ Approved      ☐ Not approved

Reason: \_\_\_\_\_

\_\_\_\_\_

Does this application meet the established guidelines of the educational assistance program policy? ☐ Yes    ☐ No

Was this expense included in the department budget?

☐ Yes    ☐ No

\_\_\_\_\_  
Supervisor Signature and Date

### EXECUTIVE DIRECTOR APPROVAL

This request is    ☐ Approved      ☐ Not approved

Reason (if not approved):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Executive Director Signature and Date





**REIMBURSEMENT**

(to be made after successful completion of course(s), grade C or above)

Date: \_\_\_\_\_

Reimbursement in the amount of \$ \_\_\_\_\_ is approved.

Reimbursement to made out to: \_\_\_\_\_

Expenses should be charged to: \_\_\_\_\_

Documentation of successful completion attached: ☐ Yes ☐ No

\_\_\_\_\_  
Supervisor's signature

\_\_\_\_\_  
Date



June 29, 2022

Lansing Housing Commission  
419 Cherry St.  
Lansing, Michigan 48933

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

Approval of Lansing Housing Commission's FY2023 Operating Budgets  
Resolution No. 1340

**RECOMMENDATION:**

Staff recommends approval of Resolution No.1340 which approves Lansing Housing Commission's FY2023 Fiscal Year Operating Budget for all Programs, Low Income Public Housing AMPS, Housing Choice Voucher, and Central Office Cost Center.

**CONTACT PERSON:**

Doug Fleming  
Executive Director  
(517) 372-7996

**SUMMARY:**

The program budgets reflect anticipated expenditures based on prior year actuals, anticipated rate changes and program changes.

**BACKGROUND:**

The Code of Federal Regulations under Title 24 Part 990 (The Public Housing Operating Fund Program) requires Board approval of all operating budgets before the fiscal year commences. The resulting Board resolution must be filed at the local field office as HUD-form 52574. The attached budgets for the Low-Income Public Housing Program ("LIPH"), Housing Choice Voucher Program ("HCV"), and Central Office Cost Center ("COCC") are compliant with this HUD requirement.

**FINANCIAL CONSIDERATION:**


These budget projections are based on last year's actual operating expenses, projected staffing configurations, and HUD funding projections. The budget for each business unit projects a break-even or better position.



**POLICY CONSIDERATIONS:**

One of the major governance responsibilities of the Board is to set policy for LHC.  
Approval of the budget falls within the Board governance responsibilities.

Respectfully Submitted,



Doug Fleming, Secretary to the Board  
Lansing Housing Commission



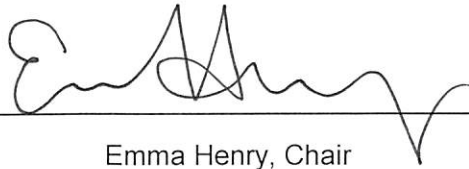
**Resolution No. 1340**

Adopted by the Lansing Housing Commission

June 29, 2022

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

The Lansing Housing Commission's FY2023 Annual Budget for Low Income Public Housing, Housing Choice Voucher, and Central Office Cost Center, are approved as presented. Doug Fleming, in his capacity as the Executive Director or his designee, is authorized to administer the budgets in accordance with HUD rules, regulations, and guidelines.



Emma Henry, Chair

Yeas 3

Nays 0

Abstentions 1

Attest:



Secretary

For Clerk Use Only

Resolution No. 1340

Date Adopted June 29, 2022



Lansing Housing Commission  
Summary Results for May FY2022

Description	LIPH Total	COCC	HCV Admin	HCV	BA	
REVENUE:						
Total Revenue Variance - Fav (Unfav)	176,548	(34,463)	64,365	250,882	610	
Tenant Revenue Variance	(5,576)	-	-	-	-	
HUD Revenue Variance	185,528	9,195	47,240	250,138	-	
Capital Fund Income	-	-	-	-	-	
Other Income	(3,404)	(43,658)	17,125	744	-	
Other	-	-	-	-	610	
Budgeted Revenue	169,151	82,825	91,552	965,550	-	
% Variance fav (unfav)	104%	-42%	70%	26%	0%	
EXPENSES:						
Total Expense Variance Unfav (Fav)	37,168	(11,741)	26,166	(38,738)	2,343	
Salary Expenses	(3,803)	(21,773)	(2,226)	-	-	
Employee Benefit Expenses	11,718	(8,195)	701	-	-	
Utilities	5,282	(15)	186	-	-	
Write-offs	(4,286)	-	-	-	-	
Legal	(1,500)	(448)	-	-	-	
Professional Services	8,291	3,000	4,445	-	-	
Admin Services	-	6,097	(319)	-	2,144	
Insurance	2,206	562	911	-	51	
Sundry/Postage/Office Supplies	(4,990)	(79)	1,151	(290)	-	
Management Fee	(211)	-	9,448	-	-	
HAP Expense	41,662	-	-	(38,448)	-	
Inspections	1,090	-	(48)	-	-	
Pilot	(37,570)	-	-	-	-	
Maintenance Costs	22,109	4,733	2,254	-	-	
Maintenance Contract - Unit Turns	1,515	-	-	-	-	
Other	(4,345)	4,378	9,662	-	148	
Budgeted Expense	336,417	97,675	76,830	965,000	-	
% Variance fav (unfav)	-11%	12%	-34%	4%	0%	
Gain(Loss) on Sale of Assets	-	-	-	-	-	
Curr Mo. Actual Net Income (Loss)	\$ 211,567	\$ (37,572)	\$ 52,921	\$ 290,170	\$ (1,733)	
YTD Actual Net Income (Loss) Net of CWIP	\$ 1,250,997	\$ (297,886)	\$ (32,357)	\$ 161,473	\$ 552,381	
Prior YR YTD Net Income (Loss)	\$ (2,455,443)	\$ 511,094	\$ 465,939	\$ 19,532	\$ 14,955,225	
Cash Balance - May	\$ 3,342,855	\$ 2,065,220	\$ 954,518	\$ 735,871	\$ 760,843	\$ 1,887,309
Cash Balance - April	\$ 3,489,231	\$ 2,097,711	\$ 964,519	\$ 379,395	\$ 819,243	\$ 1,887,309
Cash Balance - June 2021	\$ 1,916,110	\$ 1,350,385	\$ 1,119,729	\$ 465,867	\$ 393,609	\$ 2,304,225
Cash Balance - June 2020	\$ 2,579,975	\$ 856,102	\$ 827,066	\$ 496,344		

Lansing Housing Commission  
Summary Results YTD for May FY2022

Description	LIPH Total	COCC	HCV Admin	HCV	BA
<b>REVENUE:</b>					
Total Revenue Variance - Fav (Unfav)	1,548,482	(282,692)	99,154	65,392	(170,884)
Tenant Revenue Variance	20,405	-	-	-	1,220
HUD Revenue Variance	913,723	47,450	(2,711)	56,563	-
Capital Fund Income	640,957	-	-	-	-
Other Income	(26,603)	(330,142)	101,865	8,829	(172,104)
Other	-	-	-	-	-
Budgeted Revenue	3,286,199	905,388	975,124	10,621,050	850,775
% Variance fav (unfav)	47%	-31%	10%	1%	-20%
<b>EXPENSES:</b>					
Total Expense Variance Unfav (Fav)	970,676	(236,795)	114,485	(91,065)	97,510
Salary Expenses	85,658	(192,223)	17,284	-	-
Employee Benefit Expenses	126,014	(91,880)	24,174	-	-
Utilities	155,535	(10,134)	(25)	-	-
Write-offs	30,239	-	-	-	-
Legal	(15,370)	2,053	-	-	-
Professional Services	123,474	31,293	29,899	-	-
Admin Services	7,028	(18,374)	-	-	96,495
Insurance	53,488	100	4,711	-	-
Sundry/Postage/Office Supplies	7,902	13	26,467	-	150
Management Fee	42,302	-	(541)	-	550
HAP Expense	187,056	-	-	(91,065)	-
Pilot	(16,922)	-	-	-	-
Inspections	5,250	874	(11,634)	-	-
Maintenance Costs	215,710	29,106	4,725	-	-
Maintenance Contract - Unit Turns	(53,725)	-	-	-	-
Other	17,036	12,376	19,425	-	314
Budgeted Expense	2,613,008	1,157,377	992,150	10,615,000	30,000
% Variance fav (unfav)	-37%	20%	-12%	1%	-325%
Gain(Loss) on Sale of Assets	4,754,373	-	-	-	-
YTD Actual Net Income (Loss) Net of CWIP	\$ 1,250,997	\$ (297,886)	\$ (32,357)	\$ 162,507	\$ 552,381
YTD Budgeted Net Income (Loss)	\$ 673,191	\$ (251,989)	\$ (17,026)	\$ 6,050	\$ 820,775
Prior YR YTD Net Income (Loss)	\$ (2,455,443)	\$ 511,094	\$ 465,939	\$ 19,532	\$ 14,955,225

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**May Ratios**

HCV Ratios			Prior Months	
Number of Vouchers Used	1,727		4/22	\$ 568.38
HCV 8002 Expenses	\$ 925,703.28		3/22	\$ 558.06
Average Cost Per Voucher	<u>\$ 536.02</u>		2/22	\$ 531.53

LIPH Ratios				Prior Months	
	May 2022	PY May			
	Total	Total			
Year-to-Date Occupancy Rate			4/22		90.2%
YTD Average Number of Units Leased	276	696	3/22		93.4%
Number of Possible Units	307	735	2/22		93.4%
Year-to-Date Occupancy Rate	<u>89.9%</u>	<u>94.7%</u>			
Average Revenue Per Occupied Unit			4/22	\$	337.10
Total LIPH Revenue	\$ 345,698.44	\$ 426,705.75	3/22	\$	305.88
Average Revenue Per Occupied Unit	<u>\$ 574.25</u>	<u>\$ 613.08</u>	2/22	\$	371.36
Average Tenant Revenue Per Occupied Unit			4/22	\$	50.96
Total Tenant Revenue	\$ 16,255.00	\$ 74,271.00	3/22	\$	53.00
Average Tenant Revenue Per Occupied Unit	<u>\$ 58.89</u>	<u>\$ 106.71</u>	2/22	\$	46.54
Average Cost Per Occupied Unit			4/22	\$	572.83
YTD Average Monthly Expenses	\$ 325,789.43	\$ 422,505.72	3/22	\$	519.13
Average Cost Per Occupied Unit	<u>\$ 541.18</u>	<u>\$ 607.05</u>	2/22	\$	539.87

Company Ratios				
	LIPH	COCC	HCV Admin	
Operating Reserves				
Bank Account Balance	\$ 3,342,854.60	\$ 2,065,219.98	\$ 954,517.87	
YTD Expenses	\$ 3,583,683.78	\$ 920,581.62	\$ 1,106,635.00	
Number of Months	11	11	11	
Average Monthly Expenses	<u>\$ 325,789.43</u>	<u>\$ 83,689.24</u>	<u>\$ 100,603.18</u>	
Number of Months of Operating Reserves (would like to have 4 months of operating reserves)	<u>10.26</u>	<u>24.68</u>	<u>9.49</u>	
Prior Months				
4/22	10.10	25.13	9.68	
3/22	9.51	20.50	10.49	
06/21	4.58	18.52	13.62	
06/20	5.62	14.23	11.20	
06/19	4.19	17.81	7.12	

**Lansing Housing Commission**  
**Budget vs. Actual**  
**Mt. Vernon**  
**For the Period Ending May 31, 2022**

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 25,707	\$ 136,135	\$ (110,428)	\$ 189,311	\$ 157,966	\$ 21,831
Tenant Revenue - Other	2,053	\$ 15,845	(13,792)	8,581	18,147	2,303
Total Tenant Revenue	<u>\$ 27,760</u>	<u>\$ 151,980</u>	<u>\$ (124,220)</u>	<u>\$ 197,892</u>	<u>\$ 176,113</u>	<u>\$ 24,134</u>
HUD PHA Operating Grants	792,763	1,249,569	(456,806)	1,164,004	1,392,066	142,497
CFP Operational Income	218,115	-	218,115	113,578	-	-
Administrative Fees	-	14,394	(14,394)	-	16,584	2,190
Fraud Recovery and Other	105,288	11,741	93,548	(2,293,879)	18,498	6,758
Total Operating Revenue	<u>\$ 1,143,927</u>	<u>\$ 1,427,683</u>	<u>\$ (283,756)</u>	<u>\$ (818,406)</u>	<u>\$ 1,603,261</u>	<u>\$ 175,578</u>
Administrative Salaries	\$ 30,519	\$ 73,500	\$ (42,981)	\$ 89,176	\$ 85,233	\$ 11,733
Auditing Fees	5,000	5,775	(775)	5,250	5,775	-
Management Fees	34,475	93,926	(59,451)	187,563	108,986	15,059
Bookkeeping Fees	4,819	13,530	(8,711)	14,005	15,705	2,175
Employee Benefits Contributions - Admin	17,138	31,030	(13,892)	32,290	36,275	5,245
Office Expenses	13,778	36,152	(22,373)	40,147	40,002	3,850
Legal	1,261	10,500	(9,239)	8,966	12,000	1,500
Travel	-	-	-	-	-	-
Other	-	3,900	(3,900)	14,211	4,500	600
Tenant Services - Other	-	-	-	1,656	-	-
Water	1,989	13,659	(11,670)	42,039	15,952	2,293
Electricity	1,431	925	506	22,694	1,050	125
Gas	1,034	13,048	(12,014)	10,872	13,414	366
Other Utilities Expense	7,354	34,165	(26,811)	7,306	34,215	50
Ordinary Maintenance and Operations - Labor	16,346	51,322	(34,976)	60,418	59,341	8,019
Ordinary Maintenance and Operations - Material	11,214	7,080	4,134	28,558	7,680	600
Ordinary Maintenance and Operations - Contrac	32,774	149,705	(116,931)	130,318	171,280	21,575
Employee Benefits Contributions - Ordinary	84,061	50,438	33,623	48,042	57,705	7,267
Protective Services - Other Contract Costs	-	-	-	1,268	-	-
Property Insurance	17,428	45,275	(27,846)	18,438	52,605	7,331
Liability Insurance	5,908	16,931	(11,023)	7,020	19,671	2,740
Workers Compensation	-	-	-	-	-	-
All Other Insurance	7,633	14,492	(6,859)	4,646	16,106	1,614
Other General Expenses	33,424	10,160	23,264	255,473	11,776	1,616
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	429,803.65	370,588	59,216	-	370,588	-
Payment in Lieu of Taxes	2,192	10,170	(7,978)	10,257	11,975	1,805
Bad debt - Tenant Rents	(671)	6,800	(7,471)	10,608	7,800	1,000
Interest Expense	-	-	-	16,781	-	-
Total Operating Expenses	<u>\$ 758,911</u>	<u>\$ 1,063,071</u>	<u>\$ (304,160)</u>	<u>\$ 1,068,002</u>	<u>\$ 1,159,634</u>	<u>\$ 96,563</u>
Net Income (Loss)	<u>\$ 385,016</u>	<u>\$ 364,612</u>	<u>\$ 20,404</u>	<u>\$ (1,886,408)</u>	<u>\$ 443,627</u>	<u>\$ 79,015</u>



**Lansing Housing Commission**  
**Budget vs. Actual**  
**Hildebrandt**  
**For the Period Ending May 31, 2022**

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 178,434	\$ 109,509	\$ 68,925	\$ 283,222	\$ 109,509	\$ -
Tenant Revenue - Other	7,894	6,057	1,837	25,214	6,057	-
Total Tenant Revenue	<u>\$ 186,328</u>	<u>\$ 115,566</u>	<u>\$ 70,762</u>	<u>\$ 308,436</u>	<u>\$ 115,566</u>	<u>\$ -</u>
HUD PHA Operating Grants	1,034,492	516,506	517,986	1,348,670	619,164	102,658
CFP Operational Income	40,761	-	40,761	417,197	-	-
Administrative Fees	-	994	(994)	-	1,491	497
Fraud Recovery and Other	2,310,406	2,007	2,308,400	16,069	3,693	1,687
Total Operating Revenue	<u>\$ 3,571,988</u>	<u>\$ 635,073</u>	<u>\$ 2,936,915</u>	<u>\$ 2,090,371</u>	<u>\$ 739,914</u>	<u>\$ 104,842</u>
Administrative Salaries	\$ 89,947	\$ 43,853	\$ 46,095	\$ 84,199	\$ 43,853	\$ -
Auditing Fees	5,000	5,775	(775)	5,250	5,775	-
Management Fees	92,989	49,214	43,775	241,654	49,214	-
Bookkeeping Fees	13,015	7,133	5,883	21,824	7,133	-
Employee Benefits Contributions - Admin	23,356	19,395	3,961	27,803	19,395	-
Office Expenses	34,178	21,395	12,783	35,038	21,395	-
Legal	2,596	7,200	(4,604)	14,483	7,200	-
Travel	-	-	-	-	-	-
Other	6,620	1,440	5,180	8,719	1,440	-
Tenant Services - Other	8,500	4,800	3,700	6,262	4,800	-
Water	83,506	39,002	44,503	116,790	39,002	-
Electricity	19,882	12,000	7,882	30,251	12,000	-
Gas	35,793	7,661	28,132	50,239	7,661	-
Other Utilities Expense	-	-	-	-	-	-
Ordinary Maintenance and Operations - Labor	75,538	37,460	38,078	81,253	37,460	-
Ordinary Maintenance and Operations - Material	44,081	22,160	21,921	40,893	22,160	-
Ordinary Maintenance and Operations - Contract	203,610	115,750	87,860	253,691	115,750	-
Employee Benefits Contributions - Ordinary	68,256	20,093	48,163	71,310	20,093	-
Protective Services - Other Contract Costs	2,730	1,035	1,695	3,576	1,035	-
Property Insurance	47,490	21,832	25,658	43,726	21,832	-
Liability Insurance	17,146	8,774	8,372	17,039	8,774	-
Workers Compensation	-	-	-	-	-	-
All Other Insurance	8,450	7,742	708	5,099	7,742	-
Other General Expenses	42,241	5,257	36,984	33,878	5,257	-
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	40,507	139,312	(98,805)	-	-	-
Payment in Lieu of Taxes	4,291	4,485	(194)	10,336	4,485	-
Bad debt - Tenant Rents	4,380	6,000	(1,620)	7,921	6,000	-
Interest Expense	-	-	-	27,968	-	-
Total Operating Expenses	<u>\$ 974,102</u>	<u>\$ 608,768</u>	<u>\$ 365,335</u>	<u>\$ 1,239,202</u>	<u>\$ 469,456</u>	<u>\$ -</u>
Net Income (Loss)	<u>\$ 2,597,885</u>	<u>\$ 26,305</u>	<u>\$ 2,571,580</u>	<u>\$ 851,169</u>	<u>\$ 270,458</u>	<u>\$ 104,842</u>

Lansing Housing Commission  
Budget vs. Actual  
LaRoy Froh  
For the Period Ending May 31, 2022

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 143,099	\$ 83,952	\$ 59,147	\$ 191,739	\$ 83,952	\$ -
Tenant Revenue - Other	9,991	5,976	4,015	8,310	5,976	-
Total Tenant Revenue	<u>\$ 153,090</u>	<u>\$ 89,928</u>	<u>\$ 63,162</u>	<u>\$ 200,049</u>	<u>\$ 89,928</u>	<u>\$ -</u>
HUD PHA Operating Grants	1,124,823	612,348	512,475	1,253,577	612,348	-
CFP Operational Income	26,256	-	26,256	417,197	-	-
Administrative Fees	-	1,090	(1,090)	-	-	-
Fraud Recovery and Other	2,669,869	3,963	2,665,906	12,963	3,963	-
Total Operating Revenue	<u>\$ 3,974,038</u>	<u>\$ 707,329</u>	<u>\$ 3,266,709</u>	<u>\$ 1,683,786</u>	<u>\$ 706,239</u>	<u>\$ -</u>
Administrative Salaries	\$ 60,260	\$ 49,198	\$ 11,062	\$ 95,769	\$ 49,198	\$ -
Auditing Fees	8,500	5,665	2,835	5,250	5,665	-
Management Fees	106,389	51,802	54,587	234,460	51,802	-
Bookkeeping Fees	14,874	7,508	7,367	20,782	7,508	-
Employee Benefits Contributions - Admin	10,930	19,410	(8,479)	24,259	19,410	-
Office Expenses	26,981	20,520	6,462	27,069	20,520	-
Legal	4,971	7,200	(2,229)	5,540	7,200	-
Travel	107	-	107	-	-	-
Other	770	1,260	(490)	8,858	1,260	-
Tenant Services - Other	10,543	6,000	4,543	3,800	6,000	-
Water	65,482	26,810	38,672	71,003	26,810	-
Electricity	35,464	14,400	21,064	38,058	14,400	-
Gas	55,519	6,440	49,079	50,439	6,440	-
Other Utilities Expense	13,643	-	13,643	17,219	-	-
Ordinary Maintenance and Operations - Labor	109,406	39,958	69,449	59,619	39,958	-
Ordinary Maintenance and Operations - Material	69,681	20,500	49,181	43,555	20,500	-
Ordinary Maintenance and Operations - Contract	192,022	55,610	136,412	159,322	55,610	-
Employee Benefits Contributions - Ordinary	89,850	34,405	55,445	61,934	34,405	-
Housing Assistance Payments	-	95,935	(95,935)	-	95,935	-
Protective Services - Other Contract Costs	3,525	1,600	1,925	3,405	1,600	-
Property Insurance	65,931	27,023	38,908	49,717	27,023	-
Liability Insurance	20,122	9,305	10,817	17,248	9,305	-
Workers Compensation	-	-	-	-	-	-
All Other Insurance	11,527	7,622	3,905	5,386	7,622	-
Other General Expenses	41,928	5,473	36,455	29,970	5,473	-
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	41,662	95,935	(54,273)	-	95,935	-
Payment in Lieu of Taxes	(2,682)	3,090	(5,972)	4,088	3,090	-
Bad debt - Tenant Rents	15,458	5,400	10,058	7,563	5,400	-
Interest Expense	-	-	-	16,521	-	-
Total Operating Expenses	<u>\$ 1,072,665</u>	<u>\$ 618,067</u>	<u>\$ 454,598</u>	<u>\$ 1,060,834</u>	<u>\$ 618,067</u>	<u>\$ -</u>
Net Income (Loss)	<u>\$ 2,901,373</u>	<u>\$ 89,262</u>	<u>\$ 2,812,111</u>	<u>\$ 822,952</u>	<u>\$ 88,172</u>	<u>\$ -</u>

**Lansing Housing Commission  
Budget vs. Actual  
South Washington Park  
For the Period Ending May 31, 2022**

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 17,119	\$ 14,358	\$ 2,761	\$ 227,346	\$ 14,358	\$ -
Tenant Revenue - Other	425	-	425	14,630	-	-
Total Tenant Revenue	<u>\$ 17,544</u>	<u>\$ 14,358</u>	<u>\$ 3,186</u>	<u>\$ 241,976</u>	<u>\$ 14,358</u>	<u>\$ -</u>
HUD PHA Operating Grants	504,658	389,958	114,700	820,364	389,958	-
CFP Operational Income	355,824	-	355,824	113,578	-	-
Administrative Fees	-	3,444	(3,444)	-	3,444	-
Fraud Recovery and Other	109,153	3,513	105,640	(2,327,877)	3,513	-
Total Operating Revenue	<u>\$ 987,179</u>	<u>\$ 411,273</u>	<u>\$ 575,906</u>	<u>\$ (1,151,959)</u>	<u>\$ 411,273</u>	<u>\$ -</u>
Administrative Salaries	\$ 1,673	\$ 2,967	\$ (1,294)	\$ 59,510	\$ 2,967	\$ -
Auditing Fees	5,000	5,775	(775)	5,250	5,775	-
Management Fees	6,496	3,105	3,391	176,466	3,105	-
Bookkeeping Fees	913	450	463	12,108	450	-
Employee Benefits Contributions - Admin	9,017	5,457	3,560	41,105	5,457	-
Office Expenses	13,354	2,566	10,788	32,255	2,566	-
Legal	1,302	600	702	11,205	600	-
Travel	-	-	-	-	-	-
Other	(2,960)	300	(3,260)	1,076	300	-
Tenant Services - Other	-	-	-	7,638	-	-
Water	1,069	402	667	157,325	402	-
Electricity	-	150	(150)	86,987	150	-
Gas	745	-	745	31,927	-	-
Other Utilities Expense	1,287	-	1,287	1,633	-	-
Ordinary Maintenance and Operations - Labor	2,472	2,245	226	79,025	2,245	-
Ordinary Maintenance and Operations - Material	1,345	9,000	(7,655)	29,026	9,000	-
Ordinary Maintenance and Operations - Contract	9,080	7,250	1,830	91,370	7,250	-
Employee Benefits Contributions - Ordinary	9,034	5,401	3,634	62,835	5,401	-
Protective Services - Other Contract Costs	(221)	-	(221)	2,931	-	-
Property Insurance	3,455	2,010	1,445	39,571	2,010	-
Liability Insurance	1,461	573	888	17,232	573	-
Workers Compensation	-	-	-	-	-	-
All Other Insurance	9,613	1,098	8,515	5,037	1,098	-
Other General Expenses	27,978	1,207	26,771	29,489	1,207	-
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	647,478	366,561	280,917	111,524	366,561	-
Payment in Lieu of Taxes	(1,457)	1,321	(2,778)	(4,830)	1,321	-
Bad debt - Tenant Rents	29,872	600	29,272	(266)	600	-
Interest Expense	-	-	-	3,772	-	-
Total Operating Expenses	<u>\$ 778,005</u>	<u>\$ 419,037</u>	<u>\$ 358,968</u>	<u>\$ 1,091,201</u>	<u>\$ 419,037</u>	<u>\$ -</u>
Net Income (Loss)	<u>\$ 209,175</u>	<u>\$ (7,764)</u>	<u>\$ 216,939</u>	<u>\$ (2,243,160)</u>	<u>\$ (7,764)</u>	<u>\$ -</u>

**Lansing Housing Commission**  
**Budget vs. Actual**  
**AMP Consolidated**  
**For the Period Ending May 31, 2022**

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 364,359	\$ 343,954	\$ 20,405	\$ 891,618	\$ 365,785	\$ 21,831
Tenant Revenue - Other	20,363	27,878	(7,514)	56,735	30,180	2,303
Total Tenant Revenue	\$ 384,722	\$ 371,832	\$ 12,890	\$ 948,353	\$ 395,965	\$ 24,134
HUD PHA Operating Grants	3,456,737	2,768,381	688,356	4,586,615	3,013,536	245,155
CFP Operational Income	640,957	-	640,957	1,061,550	-	-
Fraud Recovery and Other	5,194,717	21,223	5,173,494	(4,592,724)	29,667	8,444
Total Operating Revenue	\$ 9,677,132	\$ 3,181,357	\$ 6,495,775	\$ 2,003,792	\$ 3,460,687	\$ 280,420
Administrative Salaries	\$ 182,400	\$ 169,518	\$ 12,882	\$ 328,654	\$ 181,251	\$ 11,733
Auditing Fees	23,500	22,990	510	21,000	22,990	-
Management Fees	240,349	198,047	42,302	840,143	213,107	15,059
Bookkeeping Fees	33,621	28,620	5,001	68,719	30,795	2,175
Employee Benefits Contributions - Administrative	60,442	75,292	(14,851)	125,457	80,537	5,245
Office Expenses	88,292	80,632	7,660	134,509	84,482	3,850
Legal Expense	10,130	25,500	(15,370)	40,194	27,000	1,500
Travel	107	-	107	-	-	-
Other	4,429	6,900	(2,471)	32,864	7,500	600
Tenant Services - Other	19,043	10,800	8,243	19,356	10,800	-
Water	152,046	79,873	72,173	387,157	82,167	2,293
Electricity	56,777	27,475	29,302	177,990	27,600	125
Gas	93,091	27,149	65,942	143,477	27,515	366
Other Utilities Expense	22,284	34,165	(11,881)	-	34,215	50
Ordinary Maintenance and Operations - Labor	203,761	130,985	72,776	280,315	139,004	8,019
Ordinary Maintenance and Operations - Material	126,321	58,740	67,581	142,032	59,340	600
Ordinary Maintenance and Operations - Contract	437,486	328,315	109,171	634,701	349,890	21,575
Employee Benefits Contributions - Ordinary	251,202	110,337	140,865	244,121	117,604	7,267
Protective Services - Other Contract Costs	6,034	2,635	3,399	11,180	2,635	-
Property Insurance	134,305	96,140	38,165	151,452	103,470	7,331
Liability Insurance	44,636	35,582	9,054	58,539	38,322	2,740
Workers Compensation	-	-	-	-	-	-
All Other Insurance	37,223	30,954	6,269	20,168	32,568	1,614
Other General Expenses	145,571	22,098	123,474	348,810	23,714	1,616
Compensated Absences	-	-	-	-	-	-
Payments in Lieu of Taxes	2,144	19,066	(16,922)	19,851	20,870	1,805
Bad debt - Tenant Rents	49,039	18,800	30,239	25,826	19,800	1,000
Interest Expense	-	-	-	65,042	-	-
Total Operating Expenses	\$ 2,424,233	\$ 1,640,613	\$ 783,620	\$ 4,321,557	\$ 1,737,176	\$ 96,563
Net Income (Loss)	\$ 7,252,899	\$ 1,540,744	\$ 5,712,155	\$ (2,317,765)	\$ 1,723,511	\$ 183,857



Lansing Housing Commission  
Budget vs. Actual  
COC  
For the Period Ending May 31, 2022

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Management Fees Income	\$ 434,833	\$ 756,575	\$ (321,742)	\$ 1,031,502	\$ 789,866	\$ 33,291
Bookkeeping Fees Income	33,621	28,629	4,992	68,718	30,805	2,176
Administrative Fees	71,045	425,884	(354,839)	-	469,742	43,858
Fraud Recovery and Other	83,196	58,500	24,696	172,532	62,000	3,500
Total Operating Revenue	<u>\$ 622,696</u>	<u>\$ 1,269,588</u>	<u>\$ (646,892)</u>	<u>\$ 1,272,752</u>	<u>\$ 1,352,413</u>	<u>\$ 82,825</u>
Administrative Salaries	\$ 186,252	\$ 278,839	\$ (92,587)	\$ 189,891	\$ 304,896	\$ 26,057
Auditing Fees	7,000	5,665	1,335	5,250	5,665	-
Employee Benefits Contributions - Admin	59,898	111,365	(51,467)	56,938	121,355	9,990
Office Expenses	76,528	456,637	(380,108)	56,126	490,752	34,115
Legal	7,553	5,500	2,053	5,135	6,000	500
Travel	4,936	-	4,936	-	-	-
Other	451,407	19,408	431,999	25,360	25,834	6,426
Tenant Services - Other	2,444	-	2,444	-	-	-
Water	1,553	1,969	(416)	1,326	2,185	216
Electricity	8,611	18,000	(9,389)	11,985	19,200	1,200
Gas	1,844	2,670	(826)	2,465	2,820	150
Other Utilities Expense	937	440	497	438	480	40
Ordinary Maintenance and Operations - Labor	45,731	144,366	(98,635)	-	159,240	14,874
Ordinary Maintenance and Operations - Material	326	4,400	(4,074)	111	4,400	-
Ordinary Maintenance and Operations - Contracts	45,043	14,030	31,013	45,118	15,010	980
Employee Benefits Contributions - Ordinary	18,558	58,097	(39,539)	-	64,121	6,024
Protective Services - Other Contract Costs	-	800	(800)	878	800	-
Property Insurance	7,028	3,609	3,419	1,831	3,609	-
Liability Insurance	1,895	1,393	502	113	1,393	-
Workers Compensation	-	-	-	-	-	-
All Other Insurance	579	4,400	(3,821)	4,400	4,400	-
Other General Expenses	419,188	25,789	393,399	353,433	28,044	2,255
Compensated Absences	-	-	-	-	-	-
Interest Expense	-	-	-	860	-	-
Total Operating Expenses	<u>\$ 1,347,311</u>	<u>\$ 1,157,377</u>	<u>\$ 189,934</u>	<u>\$ 761,658</u>	<u>\$ 1,260,204</u>	<u>\$ 102,827</u>
Net Income (Loss)	<u>\$ (724,615)</u>	<u>\$ 112,211</u>	<u>\$ (836,826)</u>	<u>\$ 511,094</u>	<u>\$ 92,209</u>	<u>\$ (20,002)</u>

Lansing Housing Commission  
Budget vs. Actual  
Housing Choice Voucher  
For the Period Ending May 31, 2022

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
HUD PHA Operating Grants	\$ 11,643,976	\$ 11,590,124	\$ 53,852	\$ 11,714,496	\$ 12,646,676	\$ 1,056,552
Other Revenue	87,676	-	87,676	6,168	-	-
Fraud Recovery and Other	29,068	6,050	23,018	30,515	6,600	550
Total Operating Revenue	<u>\$ 11,760,720</u>	<u>\$ 11,596,174</u>	<u>\$ 164,546</u>	<u>\$ 11,751,179</u>	<u>\$ 12,653,276</u>	<u>\$ 1,057,102</u>
Administrative Salaries	\$ 425,508	\$ 408,224	\$ 17,284	\$ 317,692	\$ 441,982	\$ 33,758
Auditing Fees	25,000	28,875	(3,875)	26,250	28,875	-
Management Fees	194,484	195,025	(541)	191,359	213,335	18,310
Bookkeeping Fees	-	-	-	-	-	-
Employee Benefits Contributions - Admin	129,093	108,683	20,410	83,656	117,628	8,945
Office Expenses	198,817	148,597	50,220	159,158	155,742	7,145
Legal Expense	-	-	-	-	-	-
Travel	2,240	-	2,240	-	-	-
Other	2,153	55,000	(52,847)	-	60,000	5,000
Tenant Services - Other	-	-	-	-	-	-
Water	-	-	-	-	-	-
Electricity	-	-	-	-	-	-
Gas	-	-	-	-	-	-
Other Utilities Expense	725	750	(25)	973	1,000	250
Ordinary Maintenance and Operations - Mater	-	-	-	-	-	-
Ordinary Maintenance and Operations - Contra	48,091	-	48,091	74,712	-	-
Protective services - Other Contract Costs	-	-	-	269	-	-
Property Insurance	-	-	-	-	-	-
Liability Insurance	27,502	19,635	7,867	13,689	21,450	1,815
Workers Compensation	-	-	-	-	-	-
All Other Insurance	1,245	4,400	(3,155)	-	-	-
Other General Expenses	52,812	22,961	29,851	21,245	24,818	1,857
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	10,523,935	10,615,000	(91,065)	10,376,706	11,580,000	965,000
Bad Debt - Tenant Rents	-	-	-	0	-	-
Interest Expense	-	-	-	0	-	-
Total Operating Expenses	<u>\$ 11,631,604</u>	<u>\$ 11,607,150</u>	<u>\$ 24,454</u>	<u>\$ 11,265,709</u>	<u>\$ 12,644,830</u>	<u>\$ 1,037,680</u>
Net Income (Loss)	<u>\$ 129,116</u>	<u>\$ (10,976)</u>	<u>\$ 140,092</u>	<u>\$ 485,470</u>	<u>\$ 8,446</u>	<u>\$ 19,422</u>

**Lansing Housing Commission**  
**1010 Mt. Vernon Park**  
**Balance Sheet for May 2022**

	Period Amount	Balance
<b>ASSETS</b>		
1010-0000-111102 Cash-Security Deposits	-	10,200.30
1010-0000-111111 Chase Checking	(61,793.49)	772,781.92
1010-0000-112200 Accounts Receivable	(1,190.00)	3,239.00
1010-0000-112201 Allowance for Doubtful Accounts	119.00	(323.90)
1010-0000-112220 A/R Repayment Agreement	-	-
1010-0000-112500 Accounts Receivable HUD	-	-
1010-2010-112500 Accounts Receivable HUD	-	-
1010-0000-112954 Accounts Receivables-Misc	-	2,267.25
1010-0000-114500 Accrued Interest Receivable	-	55.29
1010-5005-115700 Intercompany	29,587.20	(15,875.05)
1010-0000-116201 Investments Savings	-	74,168.03
1010-0000-121100 Prepaid Insurance	(402.70)	8,458.67
1010-0000-140000 Land	-	112,156.70
1010-0000-144000 Construction in Progress	-	6,053.00
1010-3000-144000 Construction in Progress	-	53,314.39
1010-0000-146000 Dwelling Structures	-	2,491,746.57
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	-	(2,285,832.62)
1010-1010-148100 Accumulated Depreciation-Build	-	-
1010-1010-148300 Accumulated Depreciation-Equip	-	-
1010-0000-150300 Deferred Outflow - MERS	-	359,796.50
1010-0000-150301 Deferred Outflows-OPEB	-	13,185.00
<b>TOTAL ASSETS</b>	<b>(33,679.99)</b>	<b>1,625,716.92</b>
<b>LIABILITIES</b>		
1010-0000-200000 OPEB Liability	-	10,413.00
1010-0000-200300 Pension Liability	-	227,551.00
1010-0000-210000 Construction Costs Payable	-	-
1010-0000-211100 Accounts Payable	(456.66)	2,420.85
1010-0000-211343 Accounts Payable Misc	-	-
1010-0000-211400 Tenant Security Deposits	74.00	9,351.30
1010-0000-211999 Tenant Refunds	704.75	11,739.25
1010-0000-212000 Accrued Payroll	-	2,422.62
1010-0000-213400 Utility Accrual	-	321.00
1010-0000-213500 Accrued Comp Absences - Curr	-	762.56
1010-0000-213700 Payment in Lieu of Taxes	(5,227.27)	12,720.08
1010-0000-214000 Accrued Comp Absences - non curr	-	4,320.59
1010-0000-260600 Note Payable Non Curr - PNC	-	-
1010-0000-260601 Note Payable - Curr - PNC	-	-
1010-0000-210000 Deferred Inflow - MERS	-	62,251.00
1010-0000-210001 Deferred Inflows - OPEB	-	50,958.00
1010-0000-270000 Deferred Inflows	-	-
<b>TOTAL LIABILITIES</b>	<b>(4,905.18)</b>	<b>395,231.25</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	(28,774.81)	(4,022,611.25)
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	-	(72,265.80)
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>(28,774.81)</b>	<b>1,230,485.67</b>
<b>TOTAL LIABILITES &amp; EQUITY</b>	<b>(33,679.99)</b>	<b>1,625,716.92</b>

**Lansing Housing Commission**  
**1020 Hildebrandt Park**  
**Balance Sheet for May 2022**

	Period Amount	Balance
<b>ASSETS</b>		
1020-0000-111102 Cash-Security Deposits	-	36,398.00
1020-0000-111111 Chase Checking	(2,254.96)	856,751.21
1020-0000-112200 Accounts Receivable	(12,512.00)	10,353.00
1020-0000-112201 Allowance for Doubtful Accounts	1,153.10	(1,133.40)
1020-0000-112220 A/R Repayment Agreement	-	-
1020-0000-112500 Accounts Receivable HUD	-	-
1020-2010-112500 Accounts Receivable HUD	-	-
1020-0000-114500 Accrued Interest Receivable	-	55.29
1020-5005-115700 Intercompany	(19,915.88)	(2,062.97)
1020-0000-116201 Investments Savings	-	74,168.04
1020-0000-121100 Prepaid Insurance	(2,235.81)	6,941.02
1020-0000-140000 Land	-	341,936.00
1020-0000-144000 Construction in Progress	-	52,892.89
1020-3000-144000 Construction in Progress	-	139,560.88
1020-0000-146000 Dwelling Structures	-	2,642,172.10
1020-1020-146000 Dwelling Structures	-	115,030.00
1020-0000-146500 Dwelling Equipment - Ranges &	-	35,085.00
1020-1020-146500 Dwelling Equipment - Ranges &	-	21,635.00
1020-0000-148100 Accumulated Depreciation-Build	-	(2,643,926.59)
1020-1020-148100 Accumulated Depreciation-Build	-	(51,897.16)
1020-1020-148300 Accumulated Depreciation-Equip	-	(9,758.67)
1020-0000-150300 Deferred Outflow - MERS	-	313,828.50
1020-0000-150301 Deferred Outflows-OPEB	-	6,902.00
<b>TOTAL ASSETS</b>	<b>(35,765.55)</b>	<b>1,944,930.14</b>
<b>LIABILITIES</b>		
1020-0000-200000 OPEB Liability	-	5,450.00
1020-0000-200300 Pension Liability	-	190,560.00
1020-0000-210000 Construction Costs Payable	-	-
1020-0000-211100 Accounts Payable	(9,237.52)	-
1020-0000-211343 Accounts Payable Misc	-	-
1020-0000-211400 Tenant Security Deposits	(886.00)	19,647.00
1020-0000-211999 Tenant Refunds	1,145.00	17,169.87
1020-0000-212000 Accrued Payroll	-	9,930.43
1020-0000-213400 Utility Accrual	-	25,624.00
1020-0000-213500 Accrued Comp Absences - Curr	-	2,296.44
1020-0000-213700 Payment in Lieu of Taxes	(13,847.76)	13,809.22
1020-0000-214000 Accrued Comp Absences - non curr	-	13,013.16
1020-0000-260600 Note Payable Non Curr - PNC	-	-
1020-0000-260601 Note Payable - Curr - PNC	-	-
1020-0000-210000 Deferred Inflow - MERS	-	52,132.00
1020-0000-210001 Deferred Inflow - OPEB	-	-
1020-0000-270000 Deferred Inflows	-	-
<b>TOTAL LIABILITIES</b>	<b>(22,826.28)</b>	<b>349,632.12</b>
<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	(12,939.27)	(4,436,818.40)
1020-1020-282000 Income and Expense Clearing	-	(162,850.00)
1020-2010-282000 Income and Expense Clearing	-	(56.25)
1020-3000-282000 Income and Expense Clearing	-	2,465,139.77
<b>TOTAL EQUITY</b>	<b>(12,939.27)</b>	<b>1,595,298.02</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>(35,765.55)</b>	<b>1,944,930.14</b>



**Lansing Housing Commission**  
**1080 LaRoy Froh Townhomes**  
**Balance Sheet for May 2022**

	<u>Period Amount</u>	<u>Balance</u>
<b>ASSETS</b>		
1080-0000-111102 Cash-Security Deposits	-	40,398.00
1080-0000-111111 Chase Checking	(67,752.06)	1,048,128.49
1080-0000-112200 Accounts Receivable	(972.50)	5,701.59
1080-0000-112201 Allowance for Doubtful Accounts	90.65	(570.16)
1080-0000-112220 A/R Repayment Agreement	-	-
1080-0000-112500 Accounts Receivable HUD	-	-
1080-2010-112500 Accounts Receivable HUD	-	-
1080-0000-112954 Accounts Receivables-Misc	-	3,225.00
1080-0000-114500 Accrued Interest Receivable	-	55.29
1080-5005-115700 Intercompany	(5,408.88)	(15,533.60)
1080-0000-116201 Investments Savings	-	74,168.03
1080-0000-121100 Prepaid Insurance	(30,343.66)	5,260.64
1080-0000-140000 Land	-	358,845.32
1080-0000-144000 Construction in Progress	-	(45,939.72)
1080-3000-144000 Construction in Progress	-	41,455.38
1080-0000-146000 Dwelling Structures	-	2,656,494.16
1080-1080-146000 Dwelling Structures	-	-
1080-0000-146500 Dwelling Equipment - Ranges &	-	23,570.43
1080-0000-148100 Accumulated Depreciation-Build	-	(2,487,845.00)
1080-1080-148100 Accumulated Depreciation-Build	-	-
1080-0000-150300 Deferred Outflow - MERS	-	383,188.50
1080-0000-150301 Deferred Outflows-OPEB	-	11,114.00
<b>TOTAL ASSETS</b>	<u><b>(104,386.45)</b></u>	<u><b>2,101,716.35</b></u>
<b>LIABILITIES</b>		
1080-0000-200000 OPEB Liability	-	8,776.00
1080-0000-200300 Pension Liability	-	246,376.00
1080-0000-210000 Construction Costs Payable	-	-
1080-0000-211100 Accounts Payable	(15,513.44)	381.03
1080-0000-211343 Accounts Payable Misc	-	-
1080-0000-211400 Tenant Security Deposits	(1,079.00)	17,951.00
1080-0000-211999 Tenant Refunds	(530.00)	9,175.04
1080-0000-212000 Accrued Payroll	-	9,503.77
1080-0000-213400 Utility Accrual	-	13,941.00
1080-0000-213500 Accrued Comp Absences - Curr	-	1,104.85
1080-0000-213700 Payment in Lieu of Taxes	(25,250.21)	(9,312.30)
1080-0000-214000 Accrued Comp Absences - non curr	-	6,260.81
1080-0000-260600 Note Payable Non Curr - PNC	-	-
1080-0000-260601 Note Payable - Curr - PNC	-	-
1080-0000-210000 Deferred Inflow - MERS	-	67,401.00
1080-0000-270000 Deferred Inflows	-	-
<b>TOTAL LIABILITIES</b>	<u><b>(42,372.65)</b></u>	<u><b>371,558.20</b></u>
<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	(62,013.80)	(4,133,386.26)
1080-1080-282000 Income and Expense Clearing	-	(96,075.00)
1080-2010-282000 Income and Expense Clearing	-	(56.25)
1080-3000-282000 Income and Expense Clearing	-	1,794,330.03
<b>TOTAL EQUITY</b>	<u><b>(62,013.80)</b></u>	<u><b>1,730,158.15</b></u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>(104,386.45)</b></u>	<u><b>2,101,716.35</b></u>

**Lansing Housing Commission  
1090 South Washington Park  
Balance Sheet for May 2022**

	Period Amount	Balance
<b>ASSETS</b>		
1090-0000-111102 Cash-Security Deposits	-	1,777.00
1090-0000-111111 Chase Checking	(3,763.62)	674,962.04
1090-0000-112000 Accounts Receivable - Operations	-	-
1090-0000-112200 Accounts Receivable	(1,962.21)	3,975.39
1090-0000-112201 Allowance for Doubtful Accounts	196.22	(397.54)
1090-0108-112201 Allowance for Doubtful Accounts	-	-
1090-0000-112220 A/R Repayment Agreement	-	-
1090-0000-112500 Accounts Receivable HUD	-	-
1090-2010-112500 Accounts Receivable HUD	-	-
1090-0000-114500 Accrued Interest Receivable	-	55.29
1090-5005-115700 Intercompany	1,390.87	(3,526.12)
1090-0000-116201 Investments Savings	-	74,168.03
1090-0000-121100 Prepaid Insurance	(664.61)	2,464.06
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	-	(281,631.86)
1090-1090-148100 Accumulated Depreciation-Build	-	-
1090-0000-150300 Deferred Outflow - MERS	-	359,216.50
1090-0000-150301 Deferred Outflows-OPEB	-	6,866.00
<b>TOTAL ASSETS</b>	<b>(4,803.35)</b>	<b>1,241,008.44</b>
<b>LIABILITIES</b>		
1090-0000-200000 OPEB Liability	-	5,422.00
1090-0000-200300 Pension Liability	-	227,085.00
1090-0000-210000 Construction Costs Payabe	-	-
1090-0000-211100 Accounts Payable	(1,493.50)	10.75
1090-0000-211343 Accounts Payable Misc	-	-
1090-0000-211400 Tenant Security Deposits	-	1,777.00
1090-0000-211999 Tenant Refunds	910.00	2,088.00
1090-0000-212000 Accrued Payroll	-	11,586.49
1090-0000-213400 Utility Accrual	-	160.00
1090-0000-213500 Accrued Comp Absences - Curr	-	3,591.55
1090-0000-213700 Payment in Lieu of Taxes	(1,259.23)	(6,414.45)
1090-0000-214000 Accrued Comp Absences - non curr	-	20,352.10
1090-0000-260600 Note Payable Non Curr - PNC	-	-
1090-0000-260601 Note Payable - Curr - PNC	-	-
1090-0000-210000 Deferred Inflow - MERS	-	62,123.00
1090-0000-210001 Deferred Inflow - OPEB	-	-
1090-0000-270000 Deferred Inflows	-	-
<b>TOTAL LIABILITIES</b>	<b>(1,842.73)</b>	<b>327,781.44</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	(2,960.62)	(6,210,917.58)
1090-1090-282000 Income and Expense Clearing	-	(19,923.00)
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>(2,960.62)</b>	<b>913,227.00</b>
<b>TOTAL LIABILITES &amp; EQUITY</b>	<b>(4,803.35)</b>	<b>1,241,008.44</b>

**Lansing Housing Commission  
5005 Central Office Cost Center  
Balance Sheet for May 2022**

	Period Amount	Balance
<b>ASSETS</b>		
5005-0000-111101 General Fund Checking	-	-
5005-0000-111105 LHC-Payroll Account	-	-
5005-0000-111111 Chase Checking	(32,491.34)	2,065,219.98
5005-0000-112500 Accounts Receivable HUD	4,353.31	4,353.31
5005-0000-112954 Accounts Receivables-Misc	3,544.16	(131,807.00)
5005-1010-115700 Intercompany	(29,587.20)	15,875.05
5005-1020-115700 Intercompany	19,915.88	2,062.97
5005-1080-115700 Intercompany	5,408.88	15,533.60
5005-1090-115700 Intercompany	(1,390.87)	3,526.12
5005-4001-115700 Intercompany	(58,306.60)	19,888.73
5005-8001-115700 Intercompany	(59,743.25)	(59,020.41)
5005-8002-115700 Intercompany	66,305.82	113,213.50
5005-8005-115700 Intercompany	17,240.14	6,653.57
5005-8010-115700 Intercompany	(18,806.78)	29,225.15
5005-8020-115700 Intercompany	-	-
5005-8021-115700 Intercompany	(2,998.57)	10,942.00
5005-9101-115700 Intercompany	-	-
5005-0000-121100 Prepaid Insurance	207.09	2,576.99
5005-0000-121200 Prepaid - Other	1,830.00	26,347.00
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	-	(1,055,856.85)
5005-0000-150102 Investment in OG	-	411,617.62
5005-0000-150300 Deferred Outflow - MERS	-	73,349.00
5005-0000-150301 Deferred Outflows-OPEB	-	6,502.00
<b>TOTAL ASSETS</b>	<b>(84,519.33)</b>	<b>2,902,843.16</b>
<b>LIABILITIES</b>		
5005-0000-200000 OPEB Liability	-	5,138.00
5005-0000-200300 Pension Liability	-	159,315.00
5005-0000-210000 Construction Costs Payable	-	-
5005-0000-211100 Accounts Payable	(36,145.33)	2,468.67
5005-0000-211343 Accounts Payable Misc	-	-
5005-0000-211703 Union Dues Payable	(176.60)	(1,955.40)
5005-0000-211704 Health Insurance W/H	-	-
5005-0000-212000 Accrued Payroll	-	8,104.41
5005-0000-213400 Utility Accrual	-	1,202.00
5005-0000-213500 Accrued Comp Absences - Curr	-	1,800.24
5005-0000-214000 Accrued Comp Absences - non curr	-	10,201.33
5005-0000-224000 Tenant Prepaid Rent	-	3,810.00
5005-0000-260700 Note Payable Non Curr - Davenport	-	-
5005-0000-260701 Note Payable - Curr - Davenport	-	-
5005-0000-210000 Deferred Inflow - MERS	-	43,585.00
5005-0000-210001 Deferred Inflow - OPEB	-	-
5005-0000-270000 Deferred Inflows	-	-
<b>TOTAL LIABILITIES</b>	<b>(36,321.93)</b>	<b>233,669.25</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	(48,197.40)	2,312,337.29
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>(48,197.40)</b>	<b>2,669,173.91</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>(84,519.33)</b>	<b>2,902,843.16</b>

**Lansing Housing Commission  
Housing Choice Voucher  
Balance Sheet for May 2022**

	Period Amount	Balance
<b>ASSETS</b>		
8001-0000-111111 Chase Checking	(10,001.36)	954,517.87
8001-2010-111111 Chase Checking	-	-
8002-0000-111111 Chase Checking	356,476.10	735,870.63
8002-0000-112200 Accounts Receivable	-	-
8002-8002-112200 Accounts Receivable	-	-
8001-0000-112954 Accounts Receivables-Misc	-	2,966.15
8002-0000-112954 Accounts Receivables-Misc	-	-
8001-5005-115700 Intercompany	59,743.25	59,020.41
8002-5005-115700 Intercompany	(66,305.82)	(113,213.50)
8001-0000-121100 Prepaid Insurance	862.23	11,766.98
8001-2010-144000 Construction in Progress	-	3,753.83
8001-0000-146500 Dwelling Equipment - Ranges &	-	44,423.50
8001-0000-148100 Accumulated Depreciation-Build	-	(28,063.43)
8002-0000-148100 Accumulated Depreciation-Build	-	-
8001-0000-150300 Deferred Outflow - MERS	-	107,995.00
8001-0000-150301 Deferred Outflows-OPEB	-	18,864.00
<b>TOTAL ASSETS</b>	<b>340,774.40</b>	<b>1,797,901.44</b>
<b>LIABILITIES</b>		
8001-0000-200000 OPEB Liability	-	14,897.00
8001-0000-200300 Pension Liability	-	234,571.00
8001-0000-210000 Construction Costs Payable	-	-
8001-0000-211100 Accounts Payable	(2,317.15)	4,757.27
8002-0000-211100 Accounts Payable	-	-
8002-8002-211100 Accounts Payable	-	-
8001-0000-211343 Accounts Payable Misc	-	-
8001-2010-211998 Deferred Income	-	-
8001-0000-212000 Accrued Payroll	-	21,077.27
8001-0000-213400 Utility Accrual	-	-
8001-0000-213500 Accrued Comp Absences - Curr	-	6,903.56
8001-0000-214000 Accrued Comp Absences - non curr	-	39,120.20
8001-0000-210000 Deferred Inflow - MERS	-	64,172.00
8001-0000-210001 Deferred Inflow - OPEB	-	-
8001-0000-270000 Deferred Inflows	-	-
<b>TOTAL LIABILITIES</b>	<b>(2,317.15)</b>	<b>385,498.30</b>
<b>EQUITY</b>		
8001-0000-280500 Unrestricted Net Assets	-	(311,896.99)
8001-0000-282000 Income and Expense Clearing	52,921.27	1,005,905.92
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	290,170.28	911,829.28
8002-0000-282000 Income and Expense Clearing	-	66,288,617.64
8002-8002-282000 Income and Expense Clearing	-	(66,634,287.79)
<b>TOTAL EQUITY</b>	<b>343,091.55</b>	<b>1,412,403.14</b>
<b>TOTAL LIABILITES &amp; EQUITY</b>	<b>340,774.40</b>	<b>1,797,901.44</b>



June 29, 2022

**HONORABLE MEMBERS IN SESSION**

Lansing Housing Commission  
419 Cherry St.  
Lansing Michigan 48933

**SUBJECT:**

**May 2022 Housing Choice Voucher (HCV) Monthly Report**

**CONTACT PERSON:**

Jennifer Burnette  
Assistant Director of Housing Programs

**Family Self Sufficiency (FSS):**

LHC staff is continuing to outreach for additional participation in the FSS program. We have a pending file audit for one possible graduate. There are many exciting changes coming to the FSS Program, many of which have been prompted by HUD and others will be internal changes.

**HCV Orientations:**

LHC issued eighteen (18) vouchers in the month of May.

One (1) VASH orientation virtually were held for the month of May 2022, and one (1) voucher were issued with the assistance of community partners. There are currently an additional 11 vouchers issued and out searching or pending inspection.

**Waiting List:**

Emergency Housing Vouchers: 19 of the 32 Emergency Housing Vouchers have been leased up, 2 are pending calculation/inspection, and 2 are issued and are out searching for housing. 8 are awaiting issuance. 375 regular HCV applications were mailed out during the month of May, 87 households are out searching for units, 125 applicants are pending documentation or final approval, 1 applicant is pending a hearing, 9 units are approved and pending inspection and 10 are pending lease-up.



### Department Initiatives:

In the HCV Program, there are currently 1,712 vouchers housed in all its programs. 36 participants are with the Shelter Plus Care Program (S+C), 63 are housed under the Permanent Supportive Housing Program (PSH), 18 are housed under the Emergency Housing Voucher Program (EHV), 130 are housed under the HUD-Veterans Affairs Supportive Housing (VASH), 22 at Waverly Place, 24 are housed at Hildebrandt Park, 26 at LaRoy Froh, 7 are housed under the Holy Cross transitions, 9 are housed under the Holy Cross Rapid Rehousing (HCRR), 46 are housed under the Holy Cross Permanent Supportive Housing (HCP SH) and 1,331 are housed under the Housing Choice Voucher Program.

### Voucher Utilization

April Voucher Program Total Units	1,863
April Traditional HCV Utilization	1466
April % Utilized Units	79%

May Voucher Program Total Units	1,863
May Traditional HCV Utilization	1461
May % Utilized Units	78%

### Voucher Disbursement

HUD April HAP Disbursement	\$914,256
LHC April HAP/UAP Disbursement	\$935,841
% Voucher Funding Utilization	102%

HUD May HAP Disbursement	\$971,663
LHC May HAP/UAP Disbursement	\$872,687
% Voucher Funding Utilization	90%
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 a 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 2022. 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 8 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 2022.

#### Adjusted Income

PIC Scoring	Internal Scoring
N/A	20

#### Indicator 4- Utility Allowance

The new Utility Allowances were approved and are effective 12/01/2021. 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 one (1) 24-hour deficiencies and two (2) 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% of the success rate 50<sup>th</sup> percentile. 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 May 31, 2022, the reporting rate is 99%. 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 99%. 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 79%. 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, 17 slots/households or (43%) 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, 50% of the FSS participants enrolled in the program have escrow accounts. The maximum allowable points are five of (10) points. LHC is currently doing an internal rating of five (5) points.

Participants w/ Escrows

PIC Scoring	Internal Scoring
N/A	5

\*Please note all PIC data is of 5/31/2022.

June 29, 2022

**HONORABLE MEMBERS IN SESSION**

Lansing Housing Commission  
419 Cherry St.  
Lansing Michigan 48933

**SUBJECT:**

**May 2022 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 97% (not including the modernization units) at the end of May. LHC Unit Months Leased (UML) was 286 (with units in MOD) or 97% occupancy rate. LHC maintained a 97% occupancy level, which meets the 96% recovery plan occupancy goal.

**Public Housing (PH) Scattered Sites occupancy** was 95% at the end of May. There were zero (0) household moved in, two (2) residents moved out, and zero (0) unit transfers. The total units occupied was 272 which equals 96%. At the end of May, PH scattered sites had a total of 61 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	286	272	95%	2	0	0	0
<b>Totals</b>	<b>286</b>	<b>273</b>	<b>96%</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>

**RENT COLLECTION:**

Site	Rent Charged	Receivables	Total Uncollected	Collection Rate
PH Scattered Sites	\$ 20,509	\$ 35,175.74	\$ 0	172%
<b>Totals</b>	<b>\$ 20,509</b>	<b>\$ 35,175.74</b>	<b>\$ 0</b>	<b>172%</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
6264 Cooper	3	4-26-22	35			
2119 Forest	2	11-30-21	181			
506 Chestnut	2	3-16-22	45			
4153 Glenburne	2	2-16-22	105			
1928 Hoyt	2	2-7-22	114			
420 Genesee	2	1-9-22	142			
400 Dadson	3	9-1-21	241			
935 Dakin	4	1-30-22	91			
4025 Glenburne	2	2-1-22	89			
942 Vincent Ct	2	4-5-22	56			
6050 Haag	3	5-13-22	18			
2531 Dier	3	5-26-22	5			
5419 Waverly	2	4-28-22	33			
6215 Grovenburg	3	4-25-22	36			