

## Agenda

### Lansing Housing Commission

August 22, 2022

1. Call to Order
  - a. Roll Call
  - b. Approval of Minutes of June 29, 2022, and July 13, 2022
2. Public Comment – limit 3 minutes per person
3. Action Items:
  - a. Resolution 1342 – Utilities Allowance
4. Informational Items:
  - a. Finance Report July 2022 Steven Raiche
  - b. Housing Choice Voucher July 2022 Jennifer Burnette
  - c. Asset Management Report July 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 June 29, 2022

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

**PRESENT AT ROLL CALL:** Commissioners Emma Henry, Don Sober left at 7:23 pm, Loria Hall, and Heather Taylor, Ashlee Barker was absent.

### STAFF:

Douglas Fleming

Marcus Hardy

Kim Shirey

Jennifer Burnette

Steven Raiche – Contractor

Sam Spadafore - Contractor

### Guests: None

Commissioner Hall moved and Commissioner Taylor seconded a motion to approve the minutes of the May 4, 2022, commission meeting. **The Motion was approved by all members present.**

### Public Comment: limit 3 minutes per person

Jon Horford – Wanted to know the total number of properties to be sold, how it was to be decided which house was to be sold, and if duplexes include the entire duplex, and does certification substitute application for section 8

Charla Burnett – Residents came to her a few months ago stating they were uncertain what was happening and requested for her to advocate for them. She wants to be sure each person who lives in the house has an opportunity to purchase their home if they can and choose to. She began knocking on the doors of LHC residents to be sure they know what is happening. She would like to know if LHC will extend home purchase deadlines so that some have additional time to potentially purchase their home. Also, she is concerned about the state of some of the homes. She wants to be sure that all are working together to be sure repairs are made. She also wants clarification on if they are recertifications or if they roll over into the voucher program or if they need to reapply. Provided a study and concerns.

Shannon Norris – Has been speaking with residents in their homes. Questions that she states residents have, is there a place on the LHC website that has the Section 18 program voucher application, and what is the deadline for the voucher application? Inquired about how many residents are not in good standing and what not in good standing means. How many residents



are required to pay a flat rate instead of income-based, what financial empowerment assistance have you given residents to become mortgage ready, wants to see call list for work orders, who is assessing and placing value on homes, and how many are red tagged, pink tagged, see RFP criteria, proposal, who answered RFP's and what score was received, and contract with SK Investments?

Jody Washington – Has been knocking on doors and feels homes are in ill repair. States a resident told her that if she cleaned her home, it would be considered that she could move. She is concerned that the LCH is not maintaining units and they will manage when the SK sale is completed. LHC has taken over every voucher program since the closing of Holy Cross and she feels LHC has too much on its plate. Wants to know who is inspecting the units yearly.

Kim Shirey – Director of Housing Programs at LHC addressed some of the concerns: personally spoke to individuals that were mentioned in public comment. The one resident she spoke to at the meeting with residents previously received a new refrigerator this afternoon. Spoke to them again today and residents were thankful and understood the timeframe to address the remainder of their repairs according to the call. Also, provided contact info as we have a staff member that can assist with any possible language barriers if their interpreter is unavailable. Also answered all questions regarding purchasing the home. The family stated that would have to clean their home in order to move, Kim states that was not the conversation she had with them. She states they had a good conversation: she fixed her garbage disposal while present, and assisted with putting her smoke detectors up, we take those calls very seriously when we are made aware of them. She explained to the family that LHC was going to move her into a larger unit, but that she would be back in a few days, and we needed about 30 days to make that happen.

#### Action Items:

- Resolution 1336 – Approval of Annual Plan.

Each year our annual plan must be submitted to HUD for approval. We update current policies and proper HUD updates. Jennifer and Marcus provided the updates that differentiated from the previous year's annual plan. (See attached)

Commissioner Hall moved and Commissioner Sober seconded a motion to approve Resolution 1336 Annual Plan. **The Motion was approved by all members present.**





- Resolution 1337 – approval of revised Education Reimbursement Policy.

Updates LHC's existing education reimbursement policy, which was passed in 2010. The update changes the reimbursement amount from \$1,500 per fiscal year to \$4,000 per calendar year. Financial considerations for the board are \$4,000 per employee should an employee participate at its fullest capacity. The policy indicates that the classes are related to a current job or a job they are looking to expand within the agency. It must be approved by Supervisor and Director.

Commissioner Taylor moved and Commissioner Hall seconded a motion to approve Resolution 1337 Education Reimbursement Policy. **The Motion was approved by all members present.**

- Resolution 1338 – approval to submit an application for the disposition of 235 units of scattered site public housing.

It was explained that this resolution is just specific to the approval of the Section 18 application being submitted to HUD for approval, not to the sale of the homes.

Commissioner Taylor requested a deferment to obtain further information. Commissioner Hall has concerns about paragraph 5 in regard to the notification to residents to purchase homes. Kim Shirey stated that we reached out by phone to all residents at scattered sites, we reached a large percentage of them. Some did not have a current phone number with us, those residents were visited by staff members to get updated phone numbers. If not able to connect we left a letter on the door. We have had additional resident meetings and made it clear to everyone they spoke to that if they just became aware or were in the process of approval July 1<sup>st</sup> is not a hard deadline, that if they keep in communication on where they are in the process, we will work with them to take advantage of this opportunity. They have had approvals as recently as yesterday. We have a detailed spreadsheet as to who we spoke to, who didn't have working numbers etc. We adjourned while Kim obtained those spreadsheets from 6:26 pm to 6:39 pm. Motioned by Sober and Seconded by Taylor. Kim provided that two letters were sent to all residents in early June and early July. This letter included what the future would consist of it gave options if they were interested in purchasing their home, taking a voucher, or staying in their home. Have had resident meetings beginning in June, made 228 phone calls, conversations with 109 residents, and left 58 messages, there were 68 disconnected phones or unable to leave messages, of those 68 homes we have knocked on 40 of those doors to obtain updated numbers and make contact with them. Due to the nature of the information on this spreadsheet, it was asked that if the board wanted to review it further or have further conversations regarding it that there would be a motion to go into a closed session for the privacy of that information.



This resolution was motioned by Hall with no Second. It was then deferred after a closed session from 6:42 pm motioned by Commissioner Henry and seconded by Commission Taylor. Session re-opened at 7:11 pm, motion by Commissioner Taylor and seconded by Commission Hall.

- Resolution 1339 – approval to grant 235 project-based vouchers to SK Michigan Real Estate Development

This resolution was deferred along with resolution 1338.

- Resolution 1340 – approval of FY2023 Operating Budget

The budget was sent out with the board package. Changes for this year is the 4 amps in the LIPH program, but we have elected to report them as one consolidated unit in the current year due to the transition of the RAD program. COCC level activity has been the main reporting area for most unrelated HUD items and most of these have been moved to the business activity budget this year related to not only RAD entities, but also the de minimis units and work being done with Habitat for Humanity. That does not include PSH or activity that was taken over from Holy Cross. It is the goal that the COCC is back in a position that reflects the management of the core business in the LIPH and HCV program. Commissioner Henry asked how this will affect what the board receives to review next year as we go through the RAD process. Steve stated that historically we provided individual AMP information that was summarized by him and going forward we can continue with that approach or provide information in a different format if something else is needed by the board.

Commissioner Hall motioned Commissioner Taylor to second a motion to approve Resolution 1340 FY2023 Operating Budget. **The Motion was approved by all members present.**

This board discussed in December and January at the board meeting that when the HARA took over for Holy Cross, we accepted some of that responsibility along with them. We give confirmation that we would support that program for up to \$100,000. Our fiscal year ends tomorrow, and we would like to fulfill that commitment and would like a motion from the board that you approve this to help offset some of the losses they incurred related to the assumption of the Holy Cross activities. This was motioned by Commissioner Sober and seconded by Commissioner Hall. Commissioner Henry abstained. **The Motion was approved by all members present.**



## Informational Items:

### Finance Report May 2022

Steven Raiche

- Tomorrow is our Fiscal Year End, working on finalizing books as well as communicating with our 3<sup>rd</sup> party accounting service and our external auditors to begin our annual audit process. we feel good about the year we have accomplished with all the activity that has taken place.

### Housing Choice Voucher May 2022

Jennifer Burnette

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

- LHC issued eighteen (18) vouchers that were issued in the month of May. We had one (1) VASH orientation for the homeless Veterans program for the month of May 2022 we had one (1) voucher issued with the assistance of community partners. There are currently an additional eleven (11) vouchers issued and out searching.
- Emergency Housing Vouchers: 19 of the 32 Emergency Housing Vouchers have been leased up and are housed, 2 are pending calculation or inspection. We have 2 that 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 applications 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

### Asset Management Report – May 2022

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

- **Public Housing Scattered Sites** had an occupancy rate of 94% at the end of May. There was zero (0) move-in, zero (0) move-outs and zero (0) transfer.

There are 19 vacancies, 4 of which are ready for lease-up. There are 80 open work orders. As of two weeks ago, the 2-bedroom waiting list opened for a week, which is what the majority of the vacancies are for. After closing, we ended with 140 applications for scattered sites and there are 180 for Forest and Hoyt applications.





### Discussion Items:

- RAD Construction Update

Waverly Place is about to be completed. All 140 units have been rehabbed or are almost complete. Now working on site improvements such as playgrounds, landscaping, and parking lots which will continue over the next 30-60 days. This will be the first full completion. They plan to have a grand re-opening in August when all is completed.

Capital City has 167 units of 187 completed. The next 20 units and site improvements will continue over the next 60-90 days.

Hildebrandt Park began in the spring. The first 22 units have been completed, the next 15 have been turned over to the general contractor. We still have about 6-9 months of construction to complete that project.

LaRoy Froh was the last of the properties to come under the RAD conversion. The first set of unit rehabs is underway. This will also be approximately a 9–12-month construction project.

**Other Items:** None

### Executive Director's Comments: Provided by Kim Shirey

- **Scattered Site Improvements** – Scattered sites included Forest and Hoyt; we have partnered with a local company that is going to install attic insulation. This will be assessed based on energy standards. This will be free of charge to LHC and its residents, this will improve and hopefully lower utility bills for residents. Those inspections have been underway this week to determine which homes will need this upgrade. Furnaces and hot water heaters will also be evaluated to see if this is also qualified as part of this rebate program.
- **Section 18** – Since the last board meeting staff has contacted residents to see if there are additional questions or to address any maintenance concerns. We also held a resident meeting yesterday to continue the communication of this process. An additional meeting will take place in August.



- LHC is working with the City of Lansing on planning and scheduling formal inspections. In the interim, we are conducting informal inspections of all scattered sites to complete a general assessment to confirm or address safety conditions. These inspections will be completed by a 3<sup>rd</sup> party and will begin after the holiday.
- After the transition to PBV on our scattered sites, residents will be able to take advantage of the FSS (HCV Advantage) Program. Working with a case manager who pairs them with resources in the community to achieve specific goals over 5 years to achieve self-sufficiency. Recently had a graduate of this program which received an escrow check in the amount of over \$30,000.

**Other Activities:** none

**Other Items:** none

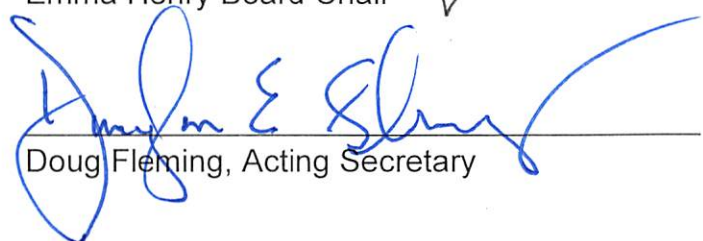
**President's Comments:**

- Thank you to everyone for sharing. We are all here because we care about the people of Lansing, the underserved, and people that may not be able to advocate for themselves. It's appreciated that you all shared your concerns with us, and your comments have been taken very seriously and further conversations will take place regarding the comments.

**Other Business:**

**Adjournment:** The meeting was adjourned at 7:36 p.m.

 Date 8/22/22  
Emma Henry Board Chair

 Date 9-2-22  
Doug Fleming, Acting Secretary



## Minutes of July 13, 2022

Commissioner Henry called the meeting to order at 5:30 p.m. Mr. Fleming called the roll.

**PRESENT AT ROLL CALL:** Commissioners Emma Henry, Don Sober, Loria Hall, and Heather Taylor was absent, Ashlee Barker

**STAFF:**

Kim Shirey	Marcus Hardy
Jennifer Burnette	Hugh Gibbs
Sam Spadafore – Contractor	Davion Gaskin

**Guests: None**

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

William Lawrence: 517 Lansing – concerns about who people report to, income adjustments, and what people will be paying for rent. People not being able to make budgets and get the right adjustment information whether it is from LHC or Michigan Asset Group. Strongly urges to take more time with this deal to be able to answer questions and be sure there is no change in their status, so people are not unhoused. Please give it more time.

Don Dean: Westminster Church Member – Realized that COVID has caused a lot of issues with everything, the lockdown, and everything but is it wise to sell these houses to a company that is across the nation? For low-income people who have limited ability to get on the internet or call and have their complaints heard by someone in Lansing that actually cares. Thinks it's a bad idea all-around. Those that have no vested interest in Lansing. Spoke of his support for Advent House and being the only 7-day shelter. Need to find a place for homeless people and low-income people to be.

Jerry Norris: Fledge – Agrees that vote should be delayed, and more time should be spent thinking this through. It's not fair. Residents need protection. Appreciate the unhoused comment. We are selling our future when we sell these homes. We put out equity and our resources into the hands of someone out of state. Stated SK RFP reflected minimal time, and other companies took a lot more time, but the price was half. It was clear it is about money. Selling opportunity. 200 fewer houses that could be potential homeowners in the City of Lansing. Fewer houses for grassroots organizations could be used to fulfill their mission. Other companies talked about investing in human capital even though they are from California loved



that idea. Invest in our people, lift them up, and turn into a community that says come here we are innovative, we are confident, and we can solve your problem for you. We have a chance to flip this scenario. Believes in 5 years we are going to be paying for it again.

Erica Lynn: The Village Lansing – Lifelong Lansing Resident. Much of what is on my mind is for the body to take a pause on this. Lots of concerns are being raised. Concentrated poverty and to say this is not going to impact the residents is disingenuous it's alarming. How do we know this today? It will, we just don't know how it will affect our community in 5 to 10 years. LHC as an entity and the Board there is accountability to assess this impact. Take the time and resources that were not done upfront and take that time now and determine the impact.

Michael Lynn: The Village Lansing – Echoing all the comments prior. Wants to focus on the hypothetical. Also does a podcast that focuses on other issues in the city. Came on the radar several years ago as it was brought to City Council as a transfer, and there would be no major impact and there would be no change. No questions were able to be asked when this was presented to the City Council. Removing the human aspect of people who are struggling day to day just to live. He shared a story of his personal financial status that didn't allow him to purchase a home. The human aspect and the dangers that provides. When it came up two years ago it seems like they wanted people out of the neighborhoods so we can sell these houses. Referenced Cabrini Green, and all apartment amps. To sell these homes off to a private investor is what is going to happen. Take the time to not get bamboozled again and think of the human aspect and placing people where they don't want to live.

Toya Montgomery: LaRoy Froh Tenant – 4-29-22 had a sewer issue in which the neighbor's sewer was backing up into her basement along with two gas leaks. Had two companies at her house for 10 hours, decontaminated the air, and clean it up. it has been about 2.5 years due to wet and mold. Got the run around from management. Have been denied a 3 bedroom and a voucher despite her circumstances. Wants a safe place to be. All she wants is a voucher not sure why she keeps getting denied. Wants some change. Wants to be able to get in contact with someone and wants off-site. Here to make a change for her kids and the community.

Dr. Burnett: Fledge Foundation – Thank you for responding to the request of information. The information was very useful. Update on our own research. Went out door knocking. Knocked on 12 doors, and 9 of them opened. 7 completed a survey. 5 had yet to receive a phone call. Concerned if everyone has been reached yet regarding purchasing their home. It's not the sale so much that she is against, what she is upset about is the RFP process. There was a lack of clarity on how to obtain the information necessary to complete an RFP. When asked for the proposals there was an absence of Derek Knox's proposal, his organization who should have



been given the opportunity to purchase a handful of homes. Postponing the vote last week was an amazing thing. It showed a small group of people who care about their city can have an impact when they show up and do the work. Hope you will reconsider this deal at this time, so everyone is given the opportunity to purchase their home, so everyone has the information so local organizations have a chance to submit a proposal. Keep the money here in Lansing where it belongs.

Patricia Spitzley: City Council Member – Mainly here to provide support. You all have a difficult decision tonight. Knows we have done our homework. Understands as being a member of the City Council. Shared personal examples of families living in scattered sites and affordable housing. Understands the issues they deal with. Important to her to focus on what you have done so far. An amazing job of RAD at all 4 complexes, this had been promised by prior executive directors with pages and pages of inspection reports. Being kicked out of meetings 3200 S. Washington. We know and we understand, and we remember when you guys were not doing what you were supposed to do with clean safe affordable housing. Here in support of you.

Nancy Malo: Eastside Neighborhood Association – Here listening to this lady talking about the mold and the conditions. Mold is toxic. No one should have to live under those types of conditions. Hope you are listening to what is being said. This affects our entire community. We are here to support neighbors regardless of where they are at in our city. When you are dealing with landlords and property owners, they are making a living on human lives. No human should have to live in these conditions.

Rashi Jamaar – Not here to support you guys. Here regarding the conditions, these people are living in. They are worse than a third-world country. This is a community. Who are the bad characters? Spoke of death at LaRoy Froh due to a fire several years ago. Spoke of conditions, cockroaches, mold, and doors that don't close. Where are the millions of dollars the federal government gives you to fix these properties? Instead of the Mayor and City Council holding you accountable they are praising you for your accomplishments. There are local organizations that if you had given them the opportunity to apply would be better. But yet you went with someone out of state who does not care about the community. Not here to offer praise.

Derrick Knox: Advancement Cooperation/Poor Peoples Campaign – We are one of the organizations that applied. We have a receipt. Never received any information on the next steps. Reached out directly. We recognize we have an issue locally and nationwide when it comes to racial equity within housing. HUD has an equity housing plan. None of that was



followed. To be ignored was a disrespect. Was never given the opportunity to discuss it. No one took the steps to see if minority groups were included. There were no steps taken to work with the residents or the minority groups in this city. At the very least, you should take a step back and reset and do things the right way and work with the residents and the community.

Shannon Norris: Fledge Foundation - Has been knocking on doors. Showed pictures to the room. Someone lived in their house for 22 years and never had new paint. People say you don't care. Making decisions without seeing all the data. The thought of anyone pushing this vote through that doesn't want you to sell to an out-of-state entity. Thank you for supplying the RFP. It is obvious it is about the money. The one you didn't select had wrap-around services. Residents on Comfort Street indicate they do not know what is going on. Spoke of work orders left in a resident's home. Trying to sell it off to make a profit, you are trying to manage it again. Invited Board to the Fledge.

Norma Bauer: Lansing Resident - City taxpayer and wants to know where her taxes are going. Doesn't think the board is full of evil people as she has served on Boards. But yet here we are discussing issues of housing. Are you out of money? Is there a relation between you and the fixers? Mikey Foundation would do it. Does even know if it is legal to sell a property if it is not up to code? What is the problem? If they were brought up to code, they would be worth more. There are lots of non-profits that are willing to help. How are these developers going to make money buying substantial housing? The only way to raise the rents.

Lisa Sadler: Waverly Place Resident - Underwent a RAD conversion. In Jan the subfloor in the bathroom was given away. Had a pipe open over her new washing machine. Called Michigan Asset Group who is the management. Did not get a callback. Called after hours. Got LHC maintenance who had to tell management the bathroom needed to be redone. Received an electrical shock from her washing machine and the leak. Once again called the management who did not answer. Was put in a hotel. Doesn't feel the hotel knew exactly how many people were really in the room. Every day management asked her to ask for an extension. They did put in a new place after a week. There were water issues in the basement. There is a light in the kitchen that is holding water. The microwave has been replaced twice.

Shanita Moore: Resident Waverly Place - Lives at Waverly. The problem is not with the repairs; the issue is with the rent and processing. Under eviction due to the way, they are calculating rent portions of her daughter who is a substitute teacher. Michigan Asset Management stated that was given a discount over the months. Never asked for a discount. Been paying what she was told to pay. Been retro-signing papers back to 10/1. Doesn't know who management to us. Call LHC they say you need to talk to Michigan Asset Group. When I



call the office, I am told I need to talk to the manager who is never there because she manages several sites. Letters say LHC sometimes and sometimes say MAG.

Sheri Pruitt: Village of Lansing/ Angelo's Gift - Was on Section 8 for several years which allowed her to raise her kids in a healthy environment. The things going on right now are ridiculous. People do not know what resources are available. They are not made aware of things going on. People still have not been contacted about the sale and what is going on. Why are we as a community not encouraged to participate? Would be happy to donate her time to get these families into habitable homes. Had to come and advocate for the people who cannot advocate for themselves. We all know this is all about the money.

Michael Lynn Spoke again. He spoke of the fire at LaRoy Froh several years ago in which two people died. Who is happy about this? This is an obvious money grab. This is not for us we do not want this.

The Executive Director read a letter from past board president Ryan Robinson. Also provided a highlight to the Board of where we were and how we got to where we are today.

Family Self Sufficiency Presentation (FSS) Provided by Kelli Hurley

The program is currently going through a rebranding changing it to the HCV Advantage Program. The most recent graduate of FFS started the program in April of 2016 with zero income. Has worked diligently over the years to obtain her GED, and to gain and maintain employment. She is graduating from the FSS program with a check for 32,000 and she is also graduating from the Housing Choice Voucher Program due to her ability to maintain employment at a wage that does not require rental assistance. She is looking to purchase her first home as well.

FSS is a case management program that is elective. The participants complete a needs assessment to determine where they wish to focus and change their barriers. All participant's goals look different, but the end result is self-sufficiency.

#### Action Items:

- Resolution 1338 – approval to submit an application for the disposition of 235 units of scattered site public housing.

Commissioner Hall moved and Commissioner Barker seconded a motion to approve Resolution 1338 approval to submit an application. Roll call was taken, Commissioner Henry yea, Commissioner Baker yea, Commissioner Hall yea. Commissioner Sober nay, Commissioner Taylor nay. Motion passes.

- Resolution 1339 – approval to grant 235 project-based vouchers to SK Michigan Real Estate Development

Commissioner Baker moved and Commissioner Henry seconded a motion to approve Resolution 1339 approval to grant 235 Project Based Vouchers to SK MI Real Estate Development. Roll call was taken, Commissioner Henry yea, Commissioner Baker yea, Commissioner Hall yea. Commissioner Sober nay, Commissioner Taylor nay. Motion passes.

### **Informational Items:**

LHC internship - Established an internship program a year or so ago in order to bring in maintenance individuals and the maintenance staff has mentored young individuals. In particular to mentor young adults of color. Under the direction of Sr. Maintenance person Hugh Gibbs and other staff we developed this program, we adjusted the union contract to establish this position, which has never been a position before. Davion is our first individual to participate in this position and has recently been offered a full-time position.

### **Executive Directors Comments:**

Habitat for Humanity Dedication a week from Saturday will provide information to all board members. We have 2 more homes that we are working with Habitat in the future as well. A meeting with Habitat for Humanity to brainstorm how to develop continued homeownership partnerships.

The next meeting will bring to the board two other development deals with a possible October submission to the LTC application process, and one is April of 2023 as well. More details will be made to the board at a later date.

### **Discussion Items:**

**Other Items:** None

**Other Activities:** none

**Other Items:** none


### **President's Comments:**

**Other Business:**





**Adjournment:** The meeting was adjourned at 7:10 p.m.

 Date 8/22/22  
Emma Henry Board Chair

 Date 9-2-22  
Doug Fleming, Acting Secretary




**Resolution No. 1342**

Adopted By the Lansing Housing Commission

August 22, 2022

**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 3

Nays 0

Abstentions 0

Attest:

  
\_\_\_\_\_  
Secretary

For Clerk Use Only

Resolution No. 1342  
Date Adopted 08/22/2022





August 22, 2022

Lansing Housing Commission  
419 Cherry St.  
Lansing, Michigan 48933

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

Approval to use the updated utility allowance per the July 2022 Nelrod Utility Study. - Resolution No. 1342.

**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 2022 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 December 1, 2022.**

#### **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

See Public Reporting and Instructions on back.

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

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

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

Date (mm/dd/yyyy):		12/01/2022					
Locality: <b>Lansing Housing Commission</b>		Unit Type: <b>High-Rise/Apartment</b>					
Utility or Service:	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
Monthly Dollar Allowances							
<b>Heating</b>							
a. Natural Gas	\$29.00	\$35.00	\$40.00	\$47.00	\$53.00	\$58.00	\$63.00
b. Bottle Gas/Propane							
c. Electric (avg)	\$31.00	\$37.00	\$50.00	\$64.00	\$77.00	\$90.00	\$98.00
d. Electric Heat Pump (avg)	\$28.00	\$33.00	\$39.00	\$44.00	\$48.00	\$53.00	\$57.00
e. Oil							
<b>Cooking</b>							
a. Natural Gas	\$3.00	\$3.00	\$6.00	\$7.00	\$9.00	\$10.00	\$11.00
b. Bottle Gas/Propane							
c. Electric (avg)	\$7.00	\$8.00	\$12.00	\$16.00	\$20.00	\$23.00	\$25.00
<b>Other Electric &amp; Cooling</b>							
Other Electric (Lights & Appliances) (avg)	\$27.00	\$32.00	\$44.00	\$56.00	\$69.00	\$81.00	\$88.00
Air Conditioning (avg)	\$5.00	\$6.00	\$8.00	\$10.00	\$12.00	\$14.00	\$16.00
<b>Water Heating</b>							
a. Natural Gas	\$8.00	\$9.00	\$13.00	\$17.00	\$21.00	\$26.00	\$28.00
b. Bottle Gas/Propane							
c. Electric (avg)	\$19.00	\$22.00	\$28.00	\$35.00	\$41.00	\$47.00	\$50.00
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)	\$48.00	\$50.00	\$65.00	\$79.00	\$94.00	\$109.00	\$119.00
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 \$14.49 (avg)	\$14.00	\$14.00	\$14.00	\$14.00	\$14.00	\$14.00	\$14.00
Natural Gas Charge \$13.10	\$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		\$			
		Sewer		\$			
Address of Unit		Trash Collection		\$			
		Range / Microwave		\$			
		Refrigerator		\$			
		Other		\$			
		Other		\$			
Number of Bedrooms		Total		\$			



# Utility Allowance Schedule

See Public Reporting and Instructions on back.

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

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

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

Date (mm/dd/yyyy):		12/01/2022					
Locality: <b>Lansing Housing Commission</b>		Unit Type: <b>Row House/Townhouse/Semi-Detached/Duplex</b>					
Utility or Service:	<b>0 BR</b>	<b>1 BR</b>	<b>2 BR</b>	<b>3 BR</b>	<b>4 BR</b>	<b>5 BR</b>	<b>6 BR</b>
Monthly Dollar Allowances							
<b>Heating</b>							
a. Natural Gas	\$38.00	\$44.00	\$51.00	\$58.00	\$65.00	\$73.00	\$78.00
b. Bottle Gas/Propane							
c. Electric (avg)	\$45.00	\$53.00	\$70.00	\$86.00	\$103.00	\$120.00	\$129.00
d. Electric Heat Pump (avg)	\$34.00	\$40.00	\$47.00	\$53.00	\$59.00	\$65.00	\$70.00
e. Oil							
<b>Cooking</b>							
a. Natural Gas	\$3.00	\$3.00	\$6.00	\$7.00	\$9.00	\$10.00	\$11.00
b. Bottle Gas/Propane							
c. Electric (avg)	\$7.00	\$8.00	\$12.00	\$16.00	\$20.00	\$23.00	\$25.00
<b>Other Electric &amp; Cooling</b>							
Other Electric (Lights & Appliances) (avg)	\$34.00	\$40.00	\$56.00	\$71.00	\$87.00	\$103.00	\$111.00
Air Conditioning (avg)	\$5.00	\$6.00	\$10.00	\$14.00	\$18.00	\$22.00	\$23.00
<b>Water Heating</b>							
a. Natural Gas	\$10.00	\$11.00	\$17.00	\$21.00	\$27.00	\$31.00	\$34.00
b. Bottle Gas/Propane							
c. Electric (avg)	\$24.00	\$28.00	\$35.00	\$43.00	\$51.00	\$59.00	\$63.00
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)	\$48.00	\$50.00	\$65.00	\$79.00	\$94.00	\$109.00	\$119.00
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 \$14.49 (avg)	\$14.00	\$14.00	\$14.00	\$14.00	\$14.00	\$14.00	\$14.00
Natural Gas Charge \$13.10	\$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		\$			
		Sewer		\$			
Address of Unit		Trash Collection		\$			
		Range / Microwave		\$			
		Refrigerator		\$			
		Other		\$			
		Other		\$			
Number of Bedrooms		Other		\$			
		Total		\$			





# Utility Allowance Schedule

See Public Reporting and Instructions on back.

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

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

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

Date (mm/dd/yyyy):		12/01/2022					
Locality: <b>Lansing Housing Commission</b>		Unit Type: <b>Detached House/Mobile Home</b>					
Utility or Service:	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
Monthly Dollar Allowances							
<b>Heating</b>							
a. Natural Gas	\$43.00	\$49.00	\$58.00	\$67.00	\$75.00	\$84.00	\$91.00
b. Bottle Gas/Propane							
c. Electric (avg)	\$74.00	\$88.00	\$103.00	\$118.00	\$133.00	\$149.00	\$161.00
d. Electric Heat Pump (avg)	\$40.00	\$47.00	\$56.00	\$62.00	\$69.00	\$76.00	\$82.00
e. Oil							
<b>Cooking</b>							
a. Natural Gas	\$3.00	\$3.00	\$6.00	\$7.00	\$9.00	\$10.00	\$11.00
b. Bottle Gas/Propane							
c. Electric (avg)	\$7.00	\$8.00	\$12.00	\$16.00	\$20.00	\$23.00	\$25.00
<b>Other Electric &amp; Cooling</b>							
Other Electric (Lights & Appliances) (avg)	\$40.00	\$47.00	\$65.00	\$83.00	\$101.00	\$120.00	\$130.00
Air Conditioning (avg)	\$4.00	\$4.00	\$10.00	\$15.00	\$21.00	\$27.00	\$29.00
<b>Water Heating</b>							
a. Natural Gas	\$10.00	\$11.00	\$17.00	\$21.00	\$27.00	\$31.00	\$34.00
b. Bottle Gas/Propane							
c. Electric (avg)	\$24.00	\$28.00	\$35.00	\$43.00	\$51.00	\$59.00	\$63.00
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)	\$48.00	\$50.00	\$65.00	\$79.00	\$94.00	\$109.00	\$119.00
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 \$14.49 (avg)	\$14.00	\$14.00	\$14.00	\$14.00	\$14.00	\$14.00	\$14.00
Natural Gas Charge \$13.10	\$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		\$			
Address of Unit		Water Heating		\$			
		Water		\$			
		Sewer		\$			
		Trash Collection		\$			
		Range / Microwave		\$			
		Refrigerator		\$			
Number of Bedrooms		Other		\$			
		Other		\$			
		Total		\$			



Lansing Housing Commission  
Summary Results for July FY2023

Description	LIPH Total	COCC	HCV Admin	HCV	BA	
<b>REVENUE:</b>						
Total Revenue Variance - Fav (Unfav)	24,576	385	835	(5,204)	(111,052)	
Tenant Revenue Variance	9,681	-	-	-	844	
HUD Revenue Variance	19,479	585	-	(4,711)	-	
Capital Fund Income	(3,850)	-	-	-	-	
Other Income	(734)	(200)	835	(493)	(111,896)	
Other	-	-	-	-	-	
Budgeted Revenue	237,930	39,392	108,593	1,021,280	-	
% Variance fav (unfav)	10%	1%	1%	-1%	0%	
<b>EXPENSES:</b>						
Total Expense Variance Unfav (Fav)	385	(13,518)	1,236	(31,757)	(10,457)	
Salary Expenses	481	1,719	(869)	-	-	
Employee Benefit Expenses	8,763	(389)	712	-	-	
Utilities	(1,698)	(15)	90	-	-	
Write-offs	-	-	-	-	-	
Legal	(1,199)	-	90	-	-	
Professional Services	33,241	(103)	1,440	-	12,279	
Admin Services	-	(18,418)	(301)	-	(20,500)	
Insurance	(5,647)	1,400	648	-	(1,812)	
Sundry/Postage/Office Supplies	(544)	1,563	(2,796)	-	-	
Management Fee	(53)	-	0	-	-	
HAP Expense	(41,600)	-	-	(31,757)	-	
Inspections	(75)	-	2,585	-	-	
Pilot	1,122	-	-	-	-	
Maintenance Costs	4,804	1,958	33	-	(50)	
Maintenance Contract - Unit Turns	1,750	-	-	-	-	
Other	1,041	(1,233)	(396)	-	(374)	
Budgeted Expense	336,417	42,123	99,766	1,020,000	88,220	
% Variance fav (unfav)	0%	32%	-1%	3%	0%	
Gain(Loss) on Sale of Assets	-	-	-	-	-	
Curr Mo. Actual Net Income (Loss)	\$ 109,828	\$ 11,171	\$ 8,425	\$ 27,833	\$ (12,375)	
YTD Actual Net Income (Loss) Net of CWIP	\$ 109,828	\$ 11,171	\$ 8,425	\$ 27,833	\$ (12,375)	
Prior YR YTD Net Income (Loss)	\$ 88,002	\$ (30,916)	\$ 13,801	\$ (30,925)	\$ (53)	
Cash Balance - July	\$ 3,832,336	\$ 2,005,639	\$ 1,081,426	\$ 571,911	\$ 722,325	\$ 1,887,309
Cash Balance - June	\$ 3,753,514	\$ 1,818,776	\$ 1,086,641	\$ 552,118	\$ 739,046	\$ 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		



**July Ratios**

HCV Ratios		Prior Months	
Number of Vouchers Used	1,718	6/22	\$ 536.02
HCV 8002 Expenses	\$ 987,312.86	5/22	\$ 536.02
Average Cost Per Voucher	<u>\$ 574.69</u>	4/22	\$ 568.38

LIPH Ratios			Prior Months	
	Jul 2022 Total	PY Jul Total		
Year-to-Date Occupancy Rate			6/22	89.9%
YTD Average Number of Units Leased	269	481	5/22	89.9%
Number of Possible Units	307	507	4/22	90.2%
Year-to-Date Occupancy Rate	<u>87.6%</u>	<u>94.9%</u>		
Average Revenue Per Occupied Unit			6/22	\$ 574.25
Total LIPH Revenue	\$ 262,506.38	\$ 406,957.04	5/22	\$ 574.25
Average Revenue Per Occupied Unit	<u>\$ 441.19</u>	<u>\$ 504.28</u>	4/22	\$ 337.10
Average Tenant Revenue Per Occupied Unit			6/22	\$ 58.89
Total Tenant Revenue	\$ 26,181.00	\$ 52,521.00	5/22	\$ 58.89
Average Tenant Revenue Per Occupied Unit	<u>\$ 97.33</u>	<u>\$ 109.19</u>	4/22	\$ 50.96
Average Cost Per Occupied Unit			6/22	\$ 541.18
YTD Average Monthly Expenses	\$ 152,678.50	\$ 318,954.59	5/22	\$ 541.18
Average Cost Per Occupied Unit	<u>\$ 256.60</u>	<u>\$ 395.23</u>	4/22	\$ 572.83

Company Ratios			
	LIPH	COCC	HCV Admin
Operating Reserves			
Bank Account Balance	\$ 3,832,336.31	\$ 2,005,639.42	\$ 1,081,426.13
YTD Expenses	\$ 152,678.50	\$ 28,605.77	\$ 101,002.77
Number of Months	1	1	1
Average Monthly Expenses	<u>\$ 152,678.50</u>	<u>\$ 28,605.77</u>	<u>\$ 101,002.77</u>
Number of Months of Operating Reserves (would like to have 4 months of operating reserves)	<u>25.10</u>	<u>70.11</u>	<u>10.71</u>
Prior Months			
6/22	10.96	21.09	10.44
5/22	10.26	24.68	9.49
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 July 31, 2022

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 3,717	\$ 2,100	\$ 1,617	\$ 2,894	\$ 25,200	\$ 23,100
Tenant Revenue - Other	10	365	(355)	653	4,380	4,015
Total Tenant Revenue	<u>\$ 3,727</u>	<u>\$ 2,465</u>	<u>\$ 1,262</u>	<u>\$ 3,547</u>	<u>\$ 29,580</u>	<u>\$ 27,115</u>
HUD PHA Operating Grants	51,705	44,339	7,366	86,538	532,068	487,729
CFP Operational Income	-	963	(963)	-	35,550	34,588
Administrative Fees	-	-	-	-	-	-
Fraud Recovery and Other	234	100	134	63	1,200	1,100
Total Operating Revenue	<u>\$ 55,666</u>	<u>\$ 47,867</u>	<u>\$ 7,799</u>	<u>\$ 90,148</u>	<u>\$ 598,398</u>	<u>\$ 550,532</u>
Administrative Salaries	\$ 1,758	\$ 1,732	\$ 25	\$ 7,139	\$ 22,966	\$ 21,234
Auditing Fees	-	-	-	-	5,665	5,665
Management Fees	3,035	3,089	(54)	3,198	37,066	33,977
Bookkeeping Fees	420	428	(8)	450	5,130	4,703
Employee Benefits Contributions - Admin	4,522	847	3,675	1,477	10,325	9,478
Office Expenses	2,121	873	1,248	1,675	13,330	12,457
Legal	-	215	(215)	1,092	2,580	2,365
Travel	-	-	-	-	-	-
Other	-	75	(75)	1,119	3,450	3,375
Tenant Services - Other	-	-	-	-	-	-
Water	70	190	(120)	170	2,280	2,090
Electricity	24	150	(126)	86	1,800	1,650
Gas	125	50	75	59	1,150	1,100
Other Utilities Expense	-	-	-	-	7,350	7,350
Ordinary Maintenance and Operations - Labor	2,416	2,280	136	7,336	30,333	28,053
Ordinary Maintenance and Operations - Material	2,560	815	1,745	1,108	10,410	9,595
Ordinary Maintenance and Operations - Contrac	4,522	2,082	2,440	5,354	31,084	29,002
Employee Benefits Contributions - Ordinary	9,868	3,139	6,728	6,348	37,900	34,761
Protective Services - Other Contract Costs	-	-	-	-	-	-
Property Insurance	1,622	1,652	(30)	1,417	21,389	19,737
Liability Insurance	1,137	500	637	529	6,500	6,000
Workers Compensation	-	-	-	-	-	-
All Other Insurance	37	678	(641)	246	13,138	12,460
Other General Expenses	16,394	1,464	14,931	2,068	40,253	38,790
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	86,822	-	-
Payment in Lieu of Taxes	350	171	179	300	1,997	1,826
Bad debt - Tenant Rents	-	-	-	(417)	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 50,979</u>	<u>\$ 20,429</u>	<u>\$ 30,549</u>	<u>\$ 127,576</u>	<u>\$ 306,096</u>	<u>\$ 285,667</u>
Net Income (Loss)	<u>\$ 4,687</u>	<u>\$ 27,437</u>	<u>\$ (22,750)</u>	<u>\$ (37,428)</u>	<u>\$ 292,302</u>	<u>\$ 264,865</u>



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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 14,867	\$ 10,500	\$ 4,367	\$ 28,759	\$ 126,000	\$ 115,500
Tenant Revenue - Other	10	995	(985)	2,304	11,940	10,945
Total Tenant Revenue	\$ 14,877	\$ 11,495	\$ 3,382	\$ 31,063	\$ 137,940	\$ 126,445
HUD PHA Operating Grants	69,478	71,254	(1,776)	96,693	855,048	783,794
CFP Operational Income	-	963	(963)	-	35,550	34,587
Administrative Fees	-	-	-	-	-	-
Fraud Recovery and Other	255	100	155	77	1,200	1,100
Total Operating Revenue	\$ 84,610	\$ 83,812	\$ 798	\$ 127,833	\$ 1,029,738	\$ 945,926
Administrative Salaries	\$ 312	\$ 3,382	\$ (3,070)	\$ 11,187	\$ 44,838	\$ 41,456
Auditing Fees	-	-	-	-	5,665	5,665
Management Fees	8,232	6,015	2,217	11,193	72,181	66,166
Bookkeeping Fees	863	833	30	1,575	9,990	9,157
Employee Benefits Contributions - Admin	750	1,653	(903)	2,750	20,158	18,505
Office Expenses	853	1,207	(354)	5,735	16,887	15,680
Legal	21	645	(624)	1,191	7,740	7,095
Travel	-	-	-	-	-	-
Other	1	600	(600)	1,014	7,200	6,600
Tenant Services - Other	-	-	-	700	-	-
Water	722	3,000	(2,278)	13,396	35,270	32,270
Electricity	411	600	(189)	4,340	7,200	6,600
Gas	1,261	200	1,061	2,125	19,100	18,900
Other Utilities Expense	-	-	-	-	8,000	8,000
Ordinary Maintenance and Operations - Labor	429	4,452	(4,023)	10,730	59,221	54,769
Ordinary Maintenance and Operations - Materials	2,916	2,315	601	3,499	29,010	26,695
Ordinary Maintenance and Operations - Contract	11,542	8,075	3,467	24,618	106,000	97,925
Employee Benefits Contributions - Ordinary	5,530	6,130	(600)	5,282	74,036	67,908
Protective Services - Other Contract Costs	-	-	-	-	-	-
Property Insurance	1,420	3,037	(1,617)	4,558	39,338	36,301
Liability Insurance	699	975	(276)	1,791	12,675	11,700
Workers Compensation	-	-	-	-	-	-
All Other Insurance	117	281	(164)	1,351	8,366	8,085
Other General Expenses	8,284	1,684	6,600	1,993	54,202	52,518
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-
Depreciation	-	-	-	-	-	-
Payment in Lieu of Taxes	1,247	670	577	928	6,443	5,773
Bad debt - Tenant Rents	-	-	-	(378)	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	\$ 43,609	\$ 45,754	\$ (2,145)	\$ 109,578	\$ 643,520	\$ 597,766
Net Income (Loss)	\$ 41,001	\$ 38,058	\$ 2,943	\$ 18,255	\$ 386,218	\$ 348,160

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 7,619	\$ 3,300	\$ 4,319	\$ 18,398	\$ 39,600	\$ 36,300
Tenant Revenue - Other	151	530	(379)	1,626	6,360	5,830
Total Tenant Revenue	<u>\$ 7,770</u>	<u>\$ 3,830</u>	<u>\$ 3,940</u>	<u>\$ 20,024</u>	<u>\$ 45,960</u>	<u>\$ 42,130</u>
HUD PHA Operating Grants	105,565	92,660	12,905	100,987	862,320	769,660
CFP Operational Income	-	963	(963)	-	35,550	34,587
Administrative Fees	-	-	-	-	-	-
Fraud Recovery and Other	286	101	185	172	1,212	1,111
Total Operating Revenue	<u>\$ 113,622</u>	<u>\$ 97,554</u>	<u>\$ 16,068</u>	<u>\$ 121,183</u>	<u>\$ 945,042</u>	<u>\$ 847,488</u>
Administrative Salaries	\$ 2,778	\$ 2,805	\$ (27)	\$ 6,555	\$ 37,183	\$ 34,378
Auditing Fees	-	-	-	-	5,665	5,665
Management Fees	4,877	5,040	(163)	10,660	60,476	55,436
Bookkeeping Fees	675	698	(23)	1,500	8,370	7,672
Employee Benefits Contributions - Admin	48	1,371	(1,323)	934	16,717	15,346
Office Expenses	977	1,292	(315)	1,320	16,347	15,055
Legal	-	420	(420)	233	5,040	4,620
Travel	-	-	-	-	-	-
Other	-	500	(500)	1,136	6,000	5,500
Tenant Services - Other	-	-	-	400	-	-
Water	393	425	(32)	1,104	5,100	4,675
Electricity	372	450	(78)	4,923	5,400	4,950
Gas	331	200	131	2,795	5,500	5,300
Other Utilities Expense	-	200	(200)	44	15,500	15,300
Ordinary Maintenance and Operations - Labor	3,819	3,692	127	7,442	49,110	45,418
Ordinary Maintenance and Operations - Material	648	4,010	(3,362)	3,755	49,140	45,130
Ordinary Maintenance and Operations - Contract	10,315	7,520	2,795	9,591	95,940	88,420
Employee Benefits Contributions - Ordinary	1,026	5,082	(4,056)	6,600	61,396	56,314
Housing Assistance Payments	-	41,600	(41,600)	-	249,600	-
Protective Services - Other Contract Costs	-	-	-	-	-	-
Property Insurance	-	2,980	(2,980)	5,190	38,611	35,631
Liability Insurance	45	817	(772)	1,734	10,617	9,800
Workers Compensation	-	-	-	-	-	-
All Other Insurance	217	247	(30)	986	7,964	7,717
Other General Expenses	13,539	1,566	11,973	1,878	42,786	41,220
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	652	223	429	828	2,360	2,137
Bad debt - Tenant Rents	-	-	-	1,297	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 40,712</u>	<u>\$ 81,138</u>	<u>\$ (40,426)</u>	<u>\$ 70,905</u>	<u>\$ 794,822</u>	<u>\$ 505,684</u>
Net Income (Loss)	<u>\$ 72,910</u>	<u>\$ 16,416</u>	<u>\$ 56,494</u>	<u>\$ 50,278</u>	<u>\$ 150,220</u>	<u>\$ 341,804</u>



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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ (22)	\$ 600	\$ (622)	\$ 2,470	\$ 7,200	\$ 6,600
Tenant Revenue - Other	-	-	-	125	-	-
Total Tenant Revenue	<u>\$ (22)</u>	<u>\$ 600</u>	<u>\$ (622)</u>	<u>\$ 2,595</u>	<u>\$ 7,200</u>	<u>\$ 6,600</u>
HUD PHA Operating Grants	8,050	7,066	984	63,862	84,792	77,726
CFP Operational Income	-	963	(963)	-	35,550	34,587
Administrative Fees	-	-	-	-	-	-
Fraud Recovery and Other	580	70	510	1,336	840	770
Total Operating Revenue	<u>\$ 8,608</u>	<u>\$ 8,699</u>	<u>\$ (91)</u>	<u>\$ 67,793</u>	<u>\$ 128,382</u>	<u>\$ 119,683</u>
Administrative Salaries	\$ 3,402	\$ 330	\$ 3,072	\$ -	\$ 4,374	\$ 4,044
Auditing Fees	-	-	-	-	5,665	5,665
Management Fees	488	542	(54)	586	6,503	5,961
Bookkeeping Fees	68	75	(7)	83	900	825
Employee Benefits Contributions - Admin	738	161	577	752	1,967	1,806
Office Expenses	332	416	(84)	1,839	5,345	4,929
Legal	60	-	60	102	-	-
Travel	-	-	-	-	-	-
Other	1	100	(100)	(125)	1,200	1,100
Tenant Services - Other	-	-	-	-	-	-
Water	98	112	(14)	-	1,344	1,232
Electricity	-	-	-	-	-	-
Gas	72	-	72	36	705	705
Other Utilities Expense	-	-	-	-	1,300	1,300
Ordinary Maintenance and Operations - Labor	4,676	434	4,242	-	5,778	5,344
Ordinary Maintenance and Operations - Material	-	150	(150)	973	2,402	2,252
Ordinary Maintenance and Operations - Contract	755	530	225	50	14,205	13,675
Employee Benefits Contributions - Ordinary	683	598	85	753	7,223	6,625
Protective Services - Other Contract Costs	-	-	-	-	-	-
Property Insurance	334	324	10	225	4,208	3,884
Liability Insurance	96	92	4	300	1,192	1,100
Workers Compensation	-	-	-	-	-	-
All Other Insurance	235	22	213	1,289	5,269	5,247
Other General Expenses	779	1,043	(264)	1,295	36,414	35,371
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	3,158	-	-
Payment in Lieu of Taxes	(15)	49	(64)	264	515	466
Bad debt - Tenant Rents	-	-	-	(205)	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 12,801</u>	<u>\$ 4,978</u>	<u>\$ 7,823</u>	<u>\$ 11,375</u>	<u>\$ 106,509</u>	<u>\$ 101,531</u>
Net Income (Loss)	<u>\$ (4,192)</u>	<u>\$ 3,721</u>	<u>\$ (7,913)</u>	<u>\$ 56,418</u>	<u>\$ 21,873</u>	<u>\$ 18,152</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 26,181	\$ 16,500	\$ 9,681	\$ 52,521	\$ 198,000	\$ 181,500
Tenant Revenue - Other	171	1,890	(1,719)	4,708	22,680	20,790
Total Tenant Revenue	<u>\$ 26,352</u>	<u>\$ 18,390</u>	<u>\$ 7,962</u>	<u>\$ 57,229</u>	<u>\$ 220,680</u>	<u>\$ 202,290</u>
HUD PHA Operating Grants	234,798	215,319	19,479	348,080	2,334,228	2,118,909
CFP Operational Income	-	3,852	(3,852)	-	142,200	138,349
Fraud Recovery and Other	1,356	371	985	1,648	4,452	4,081
Total Operating Revenue	<u>\$ 262,506</u>	<u>\$ 237,932</u>	<u>\$ 24,575</u>	<u>\$ 406,957</u>	<u>\$ 2,701,560</u>	<u>\$ 2,463,629</u>
Administrative Salaries	\$ 8,249	\$ 8,249	\$ 0	\$ 24,881	\$ 109,361	\$ 101,112
Auditing Fees	-	-	-	-	22,660	22,660
Management Fees	14,632	14,686	(54)	25,637	176,226	161,540
Bookkeeping Fees	2,026	2,034	(8)	3,608	24,390	22,357
Employee Benefits Contributions - Administrative	6,058	4,032	2,027	5,913	49,167	45,135
Office Expenses	4,283	3,788	495	10,569	51,909	48,121
Legal Expense	81	1,280	(1,199)	2,618	15,360	14,080
Travel	-	-	-	-	-	-
Other	1	1,275	(1,274)	3,144	17,850	16,575
Tenant Services - Other	-	-	-	-	-	-
Water	1,284	3,727	(2,444)	14,670	43,994	40,267
Electricity	806	1,200	(394)	9,349	14,400	13,200
Gas	1,789	450	1,339	5,015	26,455	26,005
Other Utilities Expense	-	200	(200)	-	32,150	31,950
Ordinary Maintenance and Operations - Labor	11,339	10,858	481	25,508	144,442	133,584
Ordinary Maintenance and Operations - Material	6,125	7,290	(1,165)	9,335	90,962	83,672
Ordinary Maintenance and Operations - Contract	27,133	18,207	8,926	39,613	247,229	229,022
Employee Benefits Contributions - Ordinary	17,107	14,949	2,157	18,983	180,555	165,606
Protective Services - Other Contract Costs	-	-	-	-	-	-
Property Insurance	3,376	7,993	(4,617)	11,390	103,546	95,553
Liability Insurance	1,976	2,384	(408)	4,354	30,984	28,600
Workers Compensation	-	-	-	-	-	-
All Other Insurance	605	1,228	(623)	3,872	34,737	33,509
Other General Expenses	38,996	5,757	33,239	7,234	173,655	167,899
Compensated Absences	-	-	-	-	-	-
Payments in Lieu of Taxes	2,235	1,113	1,122	2,320	11,315	10,202
Bad debt - Tenant Rents	-	-	-	297	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 148,100</u>	<u>\$ 110,699</u>	<u>\$ 37,401</u>	<u>\$ 228,310</u>	<u>\$ 1,601,347</u>	<u>\$ 1,490,648</u>
Net Income (Loss)	<u>\$ 114,407</u>	<u>\$ 127,232</u>	<u>\$ (12,826)</u>	<u>\$ 178,647</u>	<u>\$ 1,100,213</u>	<u>\$ 972,981</u>

**Lansing Housing Commission**  
**Budget vs. Actual**  
**COCC**  
**For the Period Ending July 31, 2022**

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Management Fees Income	\$ 33,251	\$ 32,659	\$ 592	\$ 42,315	\$ 568,712	\$ 536,053
Bookkeeping Fees Income	2,026	2,033	(7)	3,608	24,390	22,357
Administrative Fees	-	-	-	-	-	-
Fraud Recovery and Other	4,500	4,700	(200)	2,850	76,400	71,700
<b>Total Operating Revenue</b>	<b>\$ 39,777</b>	<b>\$ 39,392</b>	<b>\$ 385</b>	<b>\$ 48,773</b>	<b>\$ 669,502</b>	<b>\$ 630,110</b>
Administrative Salaries	\$ 12,532	\$ 10,813	\$ 1,719	\$ 30,680	\$ 142,276	\$ 131,463
Auditing Fees	-	-	-	-	7,665	7,665
Employee Benefits Contributions - Admin	3,145	4,102	(957)	6,787	50,184	46,082
Office Expenses	3,119	23,400	(20,282)	5,572	306,005	282,605
Legal	-	-	-	554	4,850	4,850
Travel	-	-	-	-	11,000	11,000
Other	1,112	-	1,112	723	-	-
Tenant Services - Other	-	-	-	-	-	-
Water	158	140	18	141	1,680	1,540
Electricity	856	950	(94)	933	10,225	9,275
Gas	53	35	18	52	2,175	2,140
Other Utilities Expense	152	110	42	-	1,320	1,210
Ordinary Maintenance and Operations - Labor	-	-	-	5,207	-	-
Ordinary Maintenance and Operations - Material	-	-	-	-	800	800
Ordinary Maintenance and Operations - Contracts	3,158	1,200	1,958	3,845	23,400	22,200
Employee Benefits Contributions - Ordinary	5,591	-	5,591	1,495	-	-
Protective Services - Other Contract Costs	-	-	-	-	-	-
Property Insurance	1,620	437	1,183	575	5,682	5,245
Liability Insurance	492	117	375	-	1,517	1,400
Workers Compensation	-	-	-	-	-	-
All Other Insurance	61	220	(159)	-	2,634	2,414
Other General Expenses	1,579	600	979	38,001	7,200	6,600
Compensated Absences	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-
<b>Total Operating Expenses</b>	<b>\$ 33,629</b>	<b>\$ 42,124</b>	<b>\$ (8,495)</b>	<b>\$ 94,565</b>	<b>\$ 578,613</b>	<b>\$ 536,489</b>
<b>Net Income (Loss)</b>	<b>\$ 6,148</b>	<b>\$ (2,732)</b>	<b>\$ 8,880</b>	<b>\$ (45,792)</b>	<b>\$ 90,889</b>	<b>\$ 93,621</b>



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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
HUD PHA Operating Grants	\$ 1,108,382	\$ 1,113,093	\$ (4,711)	\$ 1,006,711	\$ 13,357,116	\$ 12,244,023
Other Revenue	15,898	-	15,898	148	-	-
Fraud Recovery and Other	1,224	16,780	(15,556)	3,690	201,360	184,580
Total Operating Revenue	<u>\$ 1,125,504</u>	<u>\$ 1,129,873</u>	<u>\$ (4,369)</u>	<u>\$ 1,010,549</u>	<u>\$ 13,558,476</u>	<u>\$ 12,428,603</u>
Administrative Salaries	\$ 39,889	\$ 40,758	\$ (869)	\$ 44,848	\$ 533,375	\$ 492,617
Auditing Fees	-	-	-	-	25,000	25,000
Management Fees	18,619	18,619	-	16,678	223,423	204,804
Bookkeeping Fees	-	-	-	-	-	-
Employee Benefits Contributions - Admin	14,057	13,745	312	10,545	168,324	154,579
Office Expenses	11,622	15,025	(3,403)	12,747	218,000	202,975
Legal Expense	-	-	-	-	-	-
Travel	-	-	-	-	-	-
Other	-	4,400	(4,400)	-	52,800	48,400
Tenant Services - Other	-	-	-	-	-	-
Water	-	-	-	-	-	-
Electricity	-	-	-	-	-	-
Gas	-	-	-	-	-	-
Other Utilities Expense	210	120	90	-	1,440	1,320
Ordinary Maintenance and Operations - Mater	-	-	-	-	-	-
Ordinary Maintenance and Operations - Contra	7,093	75	7,018	4,803	900	-
Protective services - Other Contract Costs	-	-	-	-	-	-
Property Insurance	-	-	-	-	-	-
Liability Insurance	3,923	2,084	1,839	1,482	27,092	25,008
Workers Compensation	-	-	-	-	-	-
All Other Insurance	-	1,191	(1,191)	-	14,291	13,100
Other General Expenses	5,190	3,750	1,440	1,890	50,000	46,250
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	988,243	1,020,000	(31,757)	934,682	12,240,000	11,220,000
Bad Debt - Tenant Rents	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 1,088,846</u>	<u>\$ 1,119,767</u>	<u>\$ (30,921)</u>	<u>\$ 1,027,674</u>	<u>\$ 13,554,645</u>	<u>\$ 12,434,878</u>
Net Income (Loss)	<u>\$ 36,658</u>	<u>\$ 10,106</u>	<u>\$ 26,552</u>	<u>\$ (17,125)</u>	<u>\$ 3,831</u>	<u>\$ (6,275)</u>

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

	Period Amount	Balance
<b>ASSETS</b>		
1010-0000-111102 Cash-Security Deposits	-	9,351.30
1010-0000-111111 Chase Checking	(35,502.27)	858,023.35
1010-0000-112200 Accounts Receivable	2,380.00	7,875.00
1010-0000-112201 Allowance for Doubtful Accounts	-	(549.50)
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	-	-
1010-0000-114500 Accrued Interest Receivable	-	52.61
1010-5005-115700 Intercompany	45,647.09	(27,996.89)
1010-0000-116201 Investments Savings	-	75,896.98
1010-0000-121100 Prepaid Insurance	(2,795.14)	2,868.39
1010-0000-140000 Land	-	114,150.00
1010-0000-144000 Construction in Progress	-	-
1010-3000-144000 Construction in Progress	-	51,734.89
1010-0000-146000 Dwelling Structures	-	2,573,939.56
1010-1010-146000 Dwelling Structures	-	-
1010-0000-146500 Dwelling Equipment - Ranges &	-	17,766.38
1010-1010-146500 Dwelling Equipment - Ranges &	-	-
1010-3000-146500 Dwelling Equipment - Ranges &	-	-
1010-0000-148100 Accumulated Depreciation-Build	-	(2,412,048.63)
1010-1010-148100 Accumulated Depreciation-Build	-	-
1010-1010-148300 Accumulated Depreciation-Equip	-	-
1010-0000-150300 Deferred Outflow - MERS	-	118,661.50
1010-0000-150301 Deferred Outflows-OPEB	-	8,743.93
<b>TOTAL ASSETS</b>	<b>9,729.68</b>	<b>1,398,468.87</b>
<b>LIABILITIES</b>		
1010-0000-200000 OPEB Liability	-	(25,793.00)
1010-0000-200300 Pension Liability	-	(16,652.00)
1010-0000-210000 Construction Costs Payable	-	-
1010-0000-211100 Accounts Payable	4,692.40	4,692.40
1010-0000-211343 Accounts Payable Misc	-	25,834.00
1010-0000-211400 Tenant Security Deposits	-	9,351.30
1010-0000-211999 Tenant Refunds	-	8,810.50
1010-0000-212000 Accrued Payroll	-	2,187.97
1010-0000-213400 Utility Accrual	-	375.00
1010-0000-213500 Accrued Comp Absences - Curr	-	1,005.04
1010-0000-213700 Payment in Lieu of Taxes	349.84	3,064.51
1010-0000-214000 Accrued Comp Absences - non curr	-	5,695.25
1010-0000-260600 Note Payable Non Curr - PNC	-	-
1010-0000-260601 Note Payable - Curr - PNC	-	-
1010-0000-210000 Deferred Inflow - MERS	-	120,731.00
1010-0000-210001 Deferred Inflows - OPEB	-	25,536.57
1010-0000-270000 Deferred Inflows	-	-
<b>TOTAL LIABILITIES</b>	<b>5,042.24</b>	<b>164,838.54</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	4,687.44	(4,019,466.59)
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>4,687.44</b>	<b>1,233,630.33</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>9,729.68</b>	<b>1,398,468.87</b>

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

	Period Amount	Balance
<b>ASSETS</b>		
1020-0000-111102 Cash-Security Deposits	-	19,647.00
1020-0000-111111 Chase Checking	2,028.63	1,052,663.61
1020-0000-112200 Accounts Receivable	8,964.50	31,966.50
1020-0000-112201 Allowance for Doubtful Accounts	-	(2,300.20)
1020-0000-112220 A/R Repayment Agreement	-	-
1020-0000-112500 Accounts Receivable HUD	-	20,609.00
1020-2010-112500 Accounts Receivable HUD	-	-
1020-0000-114500 Accrued Interest Receivable	-	52.61
1020-5005-115700 Intercompany	14,678.71	(1,552.29)
1020-0000-116201 Investments Savings	-	75,896.98
1020-0000-121100 Prepaid Insurance	(2,235.81)	2,469.40
1020-0000-140000 Land	-	348,580.00
1020-0000-144000 Construction in Progress	-	-
1020-3000-144000 Construction in Progress	20,608.67	102,708.67
1020-0000-146000 Dwelling Structures	-	2,804,955.02
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	-	(2,747,342.67)
1020-1020-148100 Accumulated Depreciation-Build	-	(59,565.49)
1020-1020-148300 Accumulated Depreciation-Equip	-	(11,200.67)
1020-0000-150300 Deferred Outflow - MERS	-	152,867.50
1020-0000-150301 Deferred Outflows-OPEB	-	15,640.56
<b>TOTAL ASSETS</b>	<b>44,044.70</b>	<b>1,977,845.53</b>
<b>LIABILITIES</b>		
1020-0000-200000 OPEB Liability	-	(27,406.00)
1020-0000-200300 Pension Liability	-	(30,323.00)
1020-0000-210000 Construction Costs Payabe	-	-
1020-0000-211100 Accounts Payable	1,796.03	1,796.03
1020-0000-211343 Accounts Payable Misc	-	40,055.00
1020-0000-211400 Tenant Security Deposits	-	19,647.00
1020-0000-211999 Tenant Refunds	-	13,721.37
1020-0000-211998 Deferred Income	-	7,119.47
1020-0000-212000 Accrued Payroll	-	-
1020-0000-213400 Utility Accrual	-	3,832.00
1020-0000-213500 Accrued Comp Absences - Curr	-	1,945.24
1020-0000-213700 Payment in Lieu of Taxes	1,247.36	8,488.55
1020-0000-214000 Accrued Comp Absences - non curr	-	11,023.06
1020-0000-260600 Note Payable Non Curr - PNC	-	-
1020-0000-260601 Note Payable - Curr - PNC	-	-
1020-0000-210000 Deferred Inflow - MERS	-	101,105.00
1020-0000-210001 Deferred Inflow - OPEB	-	-
1020-0000-270000 Deferred Inflows	-	-
<b>TOTAL LIABILITIES</b>	<b>3,043.39</b>	<b>151,003.72</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	41,001.31	(4,205,274.61)
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>41,001.31</b>	<b>1,826,841.81</b>
<b>TOTAL LIABILITES &amp; EQUITY</b>	<b>44,044.70</b>	<b>1,977,845.53</b>



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

	<b>Period Amount</b>	<b>Balance</b>
<b>ASSETS</b>		
1080-0000-111102 Cash-Security Deposits	-	17,098.00
1080-0000-111111 Chase Checking	100,795.93	1,233,723.82
1080-0000-112200 Accounts Receivable	6,094.00	17,296.00
1080-0000-112201 Allowance for Doubtful Accounts	-	(1,120.20)
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	-	-
1080-0000-114500 Accrued Interest Receivable	-	52.61
1080-5005-115700 Intercompany	(25,335.38)	(29,212.18)
1080-0000-116201 Investments Savings	-	75,896.98
1080-0000-121100 Prepaid Insurance	(2,956.50)	695.14
1080-0000-140000 Land	-	358,845.32
1080-0000-144000 Construction in Progress	-	-
1080-3000-144000 Construction in Progress	-	41,455.38
1080-0000-146000 Dwelling Structures	-	2,692,219.20
1080-1080-146000 Dwelling Structures	-	-
1080-0000-146500 Dwelling Equipment - Ranges &	-	23,570.43
1080-0000-148100 Accumulated Depreciation-Build	-	(2,523,447.21)
1080-1080-148100 Accumulated Depreciation-Build	-	-
1080-0000-150300 Deferred Outflow - MERS	-	157,559.50
1080-0000-150301 Deferred Outflows-OPEB	-	8,743.93
<b>TOTAL ASSETS</b>	<b><u>78,598.05</u></b>	<b><u>2,073,376.72</u></b>
<b>LIABILITIES</b>		
1080-0000-200000 OPEB Liability	-	(15,315.00)
1080-0000-200300 Pension Liability	-	(32,197.00)
1080-0000-210000 Construction Costs Payabe	-	-
1080-0000-211100 Accounts Payable	5,352.79	5,352.79
1080-0000-211343 Accounts Payable Misc	-	15,976.00
1080-0000-211400 Tenant Security Deposits	(160.00)	16,938.00
1080-0000-211999 Tenant Refunds	(157.00)	7,256.45
1080-0000-211998 Deferred Income	-	63,034.76
1080-0000-212000 Accrued Payroll	-	-
1080-0000-213400 Utility Accrual	-	1,840.00
1080-0000-213500 Accrued Comp Absences - Curr	-	1,831.77
1080-0000-213700 Payment in Lieu of Taxes	652.28	(610.91)
1080-0000-214000 Accrued Comp Absences - non curr	-	10,380.04
1080-0000-260600 Note Payable Non Curr - PNC	-	-
1080-0000-260601 Note Payable - Curr - PNC	-	-
1080-0000-210000 Deferred Inflow - MERS	-	130,718.00
1080-0000-270000 Deferred Inflows	-	-
<b>TOTAL LIABILITIES</b>	<b><u>5,688.07</u></b>	<b><u>205,204.90</u></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	72,909.98	(3,995,372.59)
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>	<b><u>72,909.98</u></b>	<b><u>1,868,171.82</u></b>
<b>TOTAL LIABILITES &amp; EQUITY</b>	<b><u>78,598.05</u></b>	<b><u>2,073,376.72</u></b>

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

	<u>Period Amount</u>	<u>Balance</u>
<b>ASSETS</b>		
1090-0000-111102 Cash-Security Deposits	-	1,512.00
1090-0000-111111 Chase Checking	11,499.99	687,925.53
1090-0000-112000 Accounts Receivable - Operations	-	-
1090-0000-112200 Accounts Receivable	754.00	5,356.60
1090-0000-112201 Allowance for Doubtful Accounts	-	(460.26)
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	-	52.60
1090-5005-115700 Intercompany	(15,156.40)	(12,044.87)
1090-0000-116201 Investments Savings	-	75,896.98
1090-0000-121100 Prepaid Insurance	(664.60)	1,134.85
1090-0000-140000 Land	-	36,534.00
1090-0000-144000 Construction in Progress	-	-
1090-3000-144000 Construction in Progress	-	72,259.90
1090-0000-146000 Dwelling Structures	-	291,726.96
1090-1090-146000 Dwelling Structures	-	-
1090-0000-146500 Dwelling Equipment - Ranges &	-	-
1090-0000-147000 Nondwellin Structures	-	-
1090-0000-148100 Accumulated Depreciation-Build	-	(282,958.29)
1090-1090-148100 Accumulated Depreciation-Build	-	-
1090-0000-150300 Deferred Outflow - MERS	-	85,034.50
1090-0000-150301 Deferred Outflows-OPEB	-	14,655.33
<b>TOTAL ASSETS</b>	<u><b>(3,567.01)</b></u>	<u><b>976,625.83</b></u>
<b>LIABILITIES</b>		
1090-0000-200000 OPEB Liability	-	(24,182.00)
1090-0000-200300 Pension Liability	-	(3,203.00)
1090-0000-210000 Construction Costs Payabe	-	-
1090-0000-211100 Accounts Payable	640.00	640.00
1090-0000-211343 Accounts Payable Misc	-	808.00
1090-0000-211400 Tenant Security Deposits	-	1,512.00
1090-0000-211999 Tenant Refunds	-	782.21
1090-0000-212000 Accrued Payroll	-	-
1090-0000-213400 Utility Accrual	-	309.00
1090-0000-213500 Accrued Comp Absences - Curr	-	194.52
1090-0000-213700 Payment in Lieu of Taxes	(14.83)	(1,440.89)
1090-0000-214000 Accrued Comp Absences - non curr	-	1,102.31
1090-0000-260600 Note Payable Non Curr - PNC	-	-
1090-0000-260601 Note Payable - Curr - PNC	-	-
1090-0000-210000 Deferred Inflow - MERS	-	120,483.00
1090-0000-210001 Deferred Inflow - OPEB	-	-
1090-0000-270000 Deferred Inflows	-	-
<b>TOTAL LIABILITIES</b>	<u><b>625.17</b></u>	<u><b>97,005.15</b></u>
<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	(4,192.18)	(6,244,523.90)
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>	<u><b>(4,192.18)</b></u>	<u><b>879,620.68</b></u>
<b>TOTAL LIABILITES &amp; EQUITY</b>	<u><b>(3,567.01)</b></u>	<u><b>976,625.83</b></u>

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

	Period Amount	Balance
<b>ASSETS</b>		
5005-0000-111101 General Fund Checking	-	-
5005-0000-111105 LHC-Payroll Account	(46,228.62)	18,591.51
5005-0000-111111 Chase Checking	187,843.32	2,006,619.42
5005-0000-112500 Accounts Receivable HUD	-	-
5005-0000-112954 Accounts Receivables-Misc	(37,118.40)	-
5005-1010-115700 Intercompany	(48,442.09)	25,201.89
5005-1020-115700 Intercompany	(14,678.71)	1,552.29
5005-1080-115700 Intercompany	28,030.38	31,907.18
5005-1090-115700 Intercompany	15,156.40	12,044.87
5005-4001-115700 Intercompany	6,777.21	23,498.14
5005-8001-115700 Intercompany	(18,990.07)	94,026.44
5005-8002-115700 Intercompany	(8,040.02)	(30,953.25)
5005-8005-115700 Intercompany	(918.60)	(919.00)
5005-8010-115700 Intercompany	(60,599.88)	452,967.03
5005-8020-115700 Intercompany	(350.00)	(350.00)
5005-8021-115700 Intercompany	5,088.08	17,009.00
5005-9101-115700 Intercompany	-	-
5005-0000-121100 Prepaid Insurance	(818.24)	940.57
5005-0000-121200 Prepaid - Other	240.00	240.00
5005-0000-140000 Land	-	190,000.00
5005-0000-144000 Construction in Progress	-	-
5005-0000-146000 Dwelling Structures	-	813,605.74
5005-0000-146500 Dwelling Equipment - Ranges &	-	335,281.25
5005-0000-148100 Accumulated Depreciation-Build	-	(1,064,124.39)
5005-0000-150102 Investment in OG	-	411,617.62
5005-0000-150300 Deferred Outflow - MERS	-	(55,985.00)
5005-0000-150301 Deferred Outflows-OPEB	-	-
<b>TOTAL ASSETS</b>	<b>6,950.76</b>	<b>3,282,771.31</b>
<b>LIABILITIES</b>		
5005-0000-200000 OPEB Liability	-	-
5005-0000-200300 Pension Liability	-	(27,440.00)
5005-0000-210000 Construction Costs Payable	-	-
5005-0000-211100 Accounts Payable	1,023.52	1,023.52
5005-0000-211343 Accounts Payable Misc	-	11,078.00
5005-0000-211703 Union Dues Payable	(220.75)	(220.75)
5005-0000-211704 Health Insurance W/H	-	-
5005-0000-212000 Accrued Payroll	-	6,598.30
5005-0000-213400 Utility Accrual	-	1,865.00
5005-0000-213500 Accrued Comp Absences - Curr	-	1,692.96
5005-0000-214000 Accrued Comp Absences - non curr	-	9,593.47
5005-0000-224000 Tenant Prepaid Rent	-	1,015.00
5005-0000-260700 Note Payable Non Curr - Davenport	-	-
5005-0000-260701 Note Payable - Curr - Davenport	-	-
5005-0000-210000 Deferred Inflow - MERS	-	84,526.00
5005-0000-210001 Deferred Inflow - OPEB	-	-
5005-0000-270000 Deferred Inflows	-	-
<b>TOTAL LIABILITIES</b>	<b>802.77</b>	<b>89,731.50</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	6,147.99	2,836,203.19
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>6,147.99</b>	<b>3,193,039.81</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>6,950.76</b>	<b>3,282,771.31</b>



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

	<u>Period Amount</u>	<u>Balance</u>
<b>ASSETS</b>		
8001-0000-111111 Chase Checking	(5,214.44)	1,081,426.13
8001-2010-111111 Chase Checking	-	-
8002-0000-111111 Chase Checking	19,792.67	571,910.73
8002-0000-112200 Accounts Receivable	-	-
8002-8002-112200 Accounts Receivable	-	-
8001-0000-112954 Accounts Receivables-Misc	-	-
8002-0000-112954 Accounts Receivables-Misc	-	-
8001-5005-115700 Intercompany	18,990.07	(94,026.44)
8002-5005-115700 Intercompany	8,040.02	30,953.25
8001-0000-121100 Prepaid Insurance	(3,922.66)	3,922.67
8001-2010-144000 Construction in Progress	-	-
8001-0000-146500 Dwelling Equipment - Ranges &	-	48,177.33
8001-0000-148100 Accumulated Depreciation-Build	-	(34,923.87)
8002-0000-148100 Accumulated Depreciation-Build	-	-
8001-0000-150300 Deferred Outflow - MERS	-	(149,179.00)
8001-0000-150301 Deferred Outflows-OPEB	-	13,793.25
<b>TOTAL ASSETS</b>	<u><b>37,685.66</b></u>	<u><b>1,472,054.05</b></u>
<b>LIABILITIES</b>		
8001-0000-200000 OPEB Liability	-	(15,316.00)
8001-0000-200300 Pension Liability	-	(13,721.00)
8001-0000-210000 Construction Costs Payabe	-	-
8001-0000-211100 Accounts Payable	1,027.78	1,027.78
8002-0000-211100 Accounts Payable	-	-
8002-8002-211100 Accounts Payable	-	-
8001-0000-211343 Accounts Payable Misc	-	18,693.00
8001-2010-211998 Deferred Income	-	-
8001-0000-212000 Accrued Payroll	-	11,084.14
8001-0000-213400 Utility Accrual	-	-
8001-0000-213500 Accrued Comp Absences - Curr	-	8,499.54
8001-0000-214000 Accrued Comp Absences - non curr	-	48,164.14
8001-0000-210000 Deferred Inflow - MERS	-	124,455.00
8001-0000-210001 Deferred Inflow - OPEB	-	-
8001-0000-270000 Deferred Inflows	-	-
<b>TOTAL LIABILITIES</b>	<u><b>1,027.78</b></u>	<u><b>182,886.60</b></u>
<b>EQUITY</b>		
8001-0000-280500 Unrestricted Net Assets	-	(311,896.99)
8001-0000-282000 Income and Expense Clearing	8,825.19	961,086.34
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	-	522,753.00
8002-0000-282000 Income and Expense Clearing	27,832.69	76,471,055.96
8002-8002-282000 Income and Expense Clearing	-	(76,506,065.94)
<b>TOTAL EQUITY</b>	<u><b>36,657.88</b></u>	<u><b>1,289,167.45</b></u>
<b>TOTAL LIABILITES &amp; EQUITY</b>	<u><b>37,685.66</b></u>	<u><b>1,472,054.05</b></u>

August 22, 2022

**HONORABLE MEMBERS IN SESSION**

Lansing Housing Commission  
419 Cherry St.  
Lansing Michigan 48933

**SUBJECT:**

**July 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 had a recent graduate who is now self-sufficient and no longer in need of the voucher and received \$32,470 in escrow payout. Orientation was presented to 3 participants interested in the program and we have an additional orientation scheduled for September.

**HCV Orientations:**

LHC issued twenty-eight (28) vouchers in the month of July.

One (1) VASH orientation virtually was held for the month of July 2022, and one (1) voucher was issued with the assistance of community partners. There are currently an additional 8 vouchers issued and out searching or pending inspection.

**Waiting List:**

Emergency Housing Vouchers: 21 of the 32 Emergency Housing Vouchers have been leased up, and 8 are issued and are out searching for housing. 3 are awaiting issuance. 70 households are out searching for units in the regular HCV Program, 142 applicants are pending documentation or final approval, 1 applicant is pending a hearing, 17 units are approved and pending inspection and 22 are pending lease-up.

**Department Initiatives:**

In the HCV Program, there are currently 1,720 vouchers housed in all its programs. 37 participants are with the Shelter Plus Care Program (S+C), 63 are housed under the



Permanent Supportive Housing Program (PSH), 21 are housed under the Emergency Housing Voucher Program (EHV), 134 are housed under the HUD-Veterans Affairs Supportive Housing (VASH), 29 at Waverly Place, 26 are housed at Hildebrandt Park, 26 at LaRoy Froh, 3 are housed under the Holy Cross transitions, 11 are housed under the Holy Cross Rapid Rehousing (HCRR), 46 are housed under the Holy Cross Permanent Supportive Housing (HCPH) and 1,329 are housed under the Housing Choice Voucher Program.

### Voucher Utilization

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

July Voucher Program Total Units	1,872
July Traditional HCV Utilization	1460
July % Utilized Units	78%

### Voucher Disbursement

HUD June HAP Disbursement	\$913,546
LHC June HAP/UAP Disbursement	\$872,687
% Voucher Funding Utilization	96%

HUD July HAP Disbursement	\$913,546
LHC July HAP/UAP Disbursement	\$889,515
% Voucher Funding Utilization	102%
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 July 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 seven (7) 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 seven (7) 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 July 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 7/31/2022.



**August 22, 2022**

**HONORABLE MEMBERS IN SESSION**

Lansing Housing Commission  
419 Cherry St.  
Lansing Michigan 48933

**SUBJECT:**  
**July 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 July. 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 91% at the end of July. There were zero (0) households moved in, one (1) resident moved out, and zero (0) unit transfers. The total units occupied was 268 which equals 94%. At the end of July, PH scattered sites had a total of 176 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	268	94%	0	1	0	0
<b>Totals</b>	<b>286</b>	<b>268</b>	<b>94%</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>



**RENT COLLECTION:**

Site	Rent Charged	Receivables	Total Uncollected	Collection Rate
PH Scattered Sites	\$ 29,317	\$ 26,002.50	\$ 3,314.50	89%
<b>Totals</b>	<b>\$ 29,317</b>	<b>\$ 26,002.50</b>	<b>\$ 3,314.50</b>	<b>89%</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	212			
506 Chestnut	2	3-16-22	76			
4153 Glenburne	2	2-16-22	136			
1928 Hoyt	2	2-7-22	145			
420 Genesee	2	1-9-22	173			
400 Dadson	3	9-1-21	272			
935 Dakin	4	1-30-22	122			
4025 Glenburne	2	2-1-22	120			
942 Vincent Ct	2	4-5-22	87			
6050 Haag	3	5-13-22	79			
2531 Dier	3	5-26-22	66			
5419 Waverly	2	4-28-22	94			
6215 Grovenburg	3	4-25-22	97			
6519 Sommerset	4	6-28-22	33			
6020 Valencia	3	8-6-21	247			
2328 Clifton	4	6-9-22	52			
1009 Belaire	3	6-22-22	39			

