

Agenda

Lansing Housing Commission

January 31, 2023

1. Call to Order
 - a. Roll Call
 - b. Approval of Minutes of November 21, 2022
2. Public Comment – limit 3 minutes per person
3. Action Items:
 - a. Resolution- 1346 Scattered House RFP
4. Informational Items:
 - a. Finance Report December 2022 Steven Raiche
 - b. Housing Choice Voucher December 2022 Jennifer Burnette
 - c. Asset Management Report December 2022
Scattered Sites Christy Kavanaugh
5. Discussion Items:
 - a. Section 18 update
6. Other Items:
7. Executive Director compensation (bonus)
8. Executive Director's Comments.
9. President's Comments
10. Adjournment.



Minutes of November 21, 2022

Commissioner Henry called the meeting to order at 5:36 p.m. Mr. Fleming called the roll.

PRESENT AT ROLL CALL: Commissioners Emma Henry, Don Sober, Ashlee Barker, Loria Hall, and Heather Taylor (absent).

STAFF:

Kim Shirey
Jennifer Burnette
Steven Raiche

Marcus Hardy
Douglas Fleming

Guests: None

Commissioner Hall motioned and Commissioner Barker seconded a motion to approve the minutes of the October 26, 2022, commission meeting. **The Motion was approved by all members present.**

Public Comment: limit 3 minutes per person

Action Items:

Informational Items:

Finance Report October 2022

Steven Raiche

- Received final report for Plante Moran with no negative remarks.

Commissioner Hall motioned and Commissioner Barker seconded a motion to accept the Plante Moran Audit. **The Motion was approved by all members present.**

- Lansing Housing Commission is not where we were a year ago. We are not where our budgeted numbers were. We are putting a significant amount of money into our low-income housing, especially our scattered sites.
- We are getting the scattered site houses up to scratch before we sell them.



Housing Choice Voucher October 2022

Jennifer Burnette provided a brief overview of the October 2022 HCV Reports

- During the month of October, we have been ramping up the Family Self Sufficiency outreach. We have 11 voucher participants that will potentially be scheduled for future orientation and hopefully we will get them signed up for that program. We hope to get at least half of them signed up.
- As of the end of October we were waiting for approval for our new admin plan from HUD. You will see in next month's report that we did get approval.
- We issued 15 vouchers in the month of October for the regular HCV program. 3 VASH vouchers were issued during the month of October. We have 135 households that are currently out searching for units in the regular HCV program. We have 30 applicants that are pending documentation or final approval. We have 36 units that are approved and pending inspection and 29 that are pending lease-up. So we are starting to see a nice increase in those that are finding housing and getting leased up. we are looking forward to those numbers raise during the next few months.
- Kim – Regarding the HUD stability vouchers, we have been awarded 16 of these vouchers. You have to work with your local continuum of care. Ask to bypass this function. It could take up to 30 to 45 days and just applied at the end of October. There is no local of continuum of care. Funding is a problem. We are going to use our waitlist system to issue these vouchers.

Asset Management Report October 2022

Public Housing (PH) Scattered Sites – Marcus Hardy

- **Public Housing Scattered Sites** had an occupancy rate of 98% at the end of October. There were seven (7) move-in, zero (0) move-outs, and three (3) transfers.

There are 7 vacancies that we are currently working to get rehabbed. We do have 8 of those units pre-leased people have turned in their deposits. There are 189 open work orders that are open.



Discussion Items:

- Doug - Marcus is leaving us. He is going to the City of East Lansing code compliance. I just wanted to thank you for going through this whole process with us. We wish you well in your new position.

Other Items: None

Executive Directors Comments:

Scattered Sites Improvements

- We talked about the amount of money we are putting into the scattered site properties to get the up to scratch.

RAD Activities

- We are almost done with Capital City. The transformation has been tremendous. We will have a board meeting sometime in the first of the year so everyone can get a tour. One of the goals was to get rid of the institutional feel of the building which has been achieved.
- Hildebrandt is coming along nicely. It will be done mid-year next year.
- LaRoy Froh has been a little bit of a problem. Katrina is not enthusiastic about the contractor and the progress that has been done. We have had a few issues with the City with the permitting so we have had a couple of meetings to find out why and what was going on. They were not approving units. They were saying the whole building needed to be done before anyone could move in. It made no sense because we did Waverly Place that way we also did Hildebrandt that way.

Development Activities

- Stadium North and Stadium North Senior that we are in partnership with MVH which has changed its name to Prosper they must have got bought out. We are looking to close that around December 1st. Usually, construction starts 30 days after closing. So sometime after the first of the year, we will start construction on those 132 units. There are 66 senior and 66 family units. They are on Cedar. They have agreed to take section 8 folks and we are providing a few vouchers as well. It is a 15 to 18-month process.



Other Activities:

- We are working on our second Habitat house. It will be turned over to the homeowner in December.
- We are starting on our third Habitat house on Delta River Drive. Our tenants that live there are the ones that qualify for that house. They have been temporarily moved out so Habitat can do their work then they will get to move back into the house that they have lived in for 15 years.
- Deminimus - HUD based on the number of RAD units allowed us to take 15 houses out of the public housing program. We are using them in a variety of ways. We are working with Community Mental Health. 3 were sold to Habitat for Humanity. 2 employees came to me and both meet the qualification of being under 80% AMI both will be first-time homeowners and asked me if they can buy two of the houses and we are working through that process. They are paying the same price that the tenants must pay.
- Capital City Security – during the construction period the back door was not working with the key fob. We were waiting for technology to come in so they can get the key fob working again. The fob system should be in place by December 1st.
- A new security firm we have a contract with. They will be there to provide security from 6:30 pm to 2:30 am every night during the week and from 11:30 am to 2:30 am on the weekend. There will be a little gap in the early morning hours the building is usually a little quiet there at that time. If we find that we need additional security after that we will do that. The problem with security companies is they can't find staff to work for them.

Other Items:

- Section 18 was sent in for HUD approval. All the residents have been notified. Closing is anticipated to be at the end of January first of February. We had a good meeting with SK Investments. They have not asked us to reduce the price because of interest rates.
- The residents that are buying their houses that are preapproved will be able to buy the house about the same time we sell the other houses to SK. We have around 10 or 12 firm that are going to be able to buy their houses.
- SK has asked us to manage the properties. We are going to set up a third-party LLC management company to manage them. We are going to use current employees to manage the properties. Currently, we are not hiring any more employees. The employees will be leased to the management company just like what was done with the RAD employees.

Commissioner Barker motioned and Commissioner Hall seconded that we set up a third-party LLC management company. **The Motion was approved by all members present.**

- We have a newsletter going out in December.
- Had a meeting with the Ingham Health department to possibility of putting in a clinic in one of the developments.
- I also meet with Allen Street they might want to do some cooperative stuff with us. They already have a social worker that works with people in the neighborhood. She has a good relationship with the college of social work at MSU they use all interns at no cost to them. We want to bring a social worker in here for when we want to identify issues among our residents to be a coordinator of services, not social work. we want to be able to identify what needs to be done and get them the services. They have a pretty good model down there. I think it is a model that we can adapt here at the housing commission. If you have not been down there it is a cool building. They have a year-round farmer's market. They are only one of three in the state of Michigan that has a year-round farmer's market. They move inside in the wintertime at the back side of the building. They have veggie boxes incubators it is just a cool place.

President's Comments:

- Congratulation on getting the section 18 application approved. I know it was a lot of work. It has been a loud conversation in getting it approved.
- Marcus thank you for your time and all your work through this process.

Other Business:

Adjournment: The meeting was adjourned at 6:32 p.m.



Emma Henry Board Chair Date 3/22/23



Doug Fleming, Acting Secretary Date 3-22-2023

Resolution No. 1346

Adopted by the Lansing Housing Commission
January 31th, 2023

Approval to sign a contract with Northern Home Improvement for general contractor services to complete improvement projects at no more than 5 scattered site homes. The contract amount will be final following further work scope development and is likely to be in excess of \$250,000.

WHEREAS, the Lansing Housing Commission (LHC) has up to 5 homes that require work in excess of general maintenance and small projects;

WHEREAS, LHC completed a Request for Proposal Process in December 2022 and January 2023 to identify potential service providers;

NOW, THEREFORE, BE IT RESOLVED, that the LHC Board of Commissioners supports and approves the home improvement projects by the general contractor selected.

BE IT FURTHER RESOLVED, that the Executive Director is authorized to execute documents and contracts related to the start and completion of these projects..

PASSED, APPROVED, AND ADOPTED the January 26th, 2023.



Emma Henry, Chair

Yeas _____

Nays _____

Abstentions _____

Attest:



Secretary

For Clerk Use Only

Resolution No. 1346

Date Adopted Jan 31, 2023

Lansing Housing Commission
Summary Results for December FY2023

Description	LIPH Total	COCC	HCV Admin	HCV	BA	
REVENUE:						
Total Revenue Variance - Fav (Unfav)	22,723	8,827	41,924	8,712	(649,805)	
Tenant Revenue Variance	10,742	-	-	-	(731)	
HUD Revenue Variance	46,730	8,827	38,748	9,190	-	
Capital Fund Income	(38,730)	-	-	-	-	
Other Income	3,981	-	3,176	(478)	(649,074)	
Other	-	-	-	-	-	
Budgeted Revenue	277,930	39,392	108,593	1,021,280	751,927	
% Variance fav (unfav)	8%	22%	39%	1%	0%	
EXPENSES:						
Total Expense Variance Unfav (Fav)	28,234	139,973	138,121	(5,605)	(672,198)	
Salary Expenses	36,560	8,979	74,413	-	-	
Employee Benefit Expenses	11,839	(225)	5,188	-	-	
Utilities	(24,988)	160	(10,400)	-	-	
Write-offs	1,082	-	-	-	(687,930)	
Legal	(1,280)	-	-	-	-	
Professional Services	(27,526)	96,998	34,074	-	3,031	
Admin Services	-	4,274	1,550	-	(2,750)	
Insurance	748	(186)	229	-	(704)	
Sundry/Postage/Office Supplies	4,856	17,866	2,533	-	-	
Management Fee	380	-	7,749	-	-	
HAP Expense	(114,215)	-	-	(5,605)	-	
Inspections	135	-	13,905	-	-	
Pilot	495	-	-	-	-	
Maintenance Costs	133,830	4,228	2,151	-	(50)	
Maintenance Contract - Unit Turns	(1,205)	-	-	-	-	
Other	7,522	7,878	6,727	(0)	16,205	
Budgeted Expense	246,240	48,539	121,307	1,020,000	31,768	
% Variance fav (unfav)	-11%	-288%	-114%	1%	0%	
Gain(Loss) on Sale of Assets	-	-	-	-	-	
Curr Mo. Actual Net Income (Loss)	\$ 26,179	\$ (140,293)	\$ (108,912)	\$ 15,596	\$ 54,162	
YTD Actual Net Income (Loss) Net of CWIP	\$ 163,927	\$ (165,957)	\$ (110,816)	\$ (467,442)	\$ (100,773)	
Prior YR YTD Net Income (Loss)	\$ 773,941	\$ (87,163)	\$ (141,836)	\$ (275,385)	\$ 637,676	
Cash Balance - December	\$ 3,551,648	\$ 1,755,367	\$ 879,365	\$ 226,734	\$ 496,544	\$ 1,887,309
Cash Balance - June 2022	\$ 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		

Lansing Housing Commission
Summary Results YTD for December FY2023

Description	LIPH Total	COCC	HCV Admin	HCV	BA
REVENUE:					
Total Revenue Variance - Fav (Unfav)	172,027	53,337	94,479	(323,759)	(665,716)
Tenant Revenue Variance	49,970	-	-	-	(3,162)
HUD Revenue Variance	176,981	15,892	85,700	(319,940)	-
Capital Fund Income	(61,328)	-	-	-	-
Other Income	6,404	37,445	8,779	(3,819)	(662,554)
Other	-	-	-	-	-
Budgeted Revenue	1,487,580	236,349	651,558	6,127,680	803,226
% Variance fav (unfav)	12%	23%	15%	-5%	-83%
EXPENSES:					
Total Expense Variance Unfav (Fav)	394,538	171,655	183,339	151,363	(644,126)
Salary Expenses	56,063	15,925	88,826	-	-
Employee Benefit Expenses	54,861	(6,500)	(615)	-	4,259
Utilities	(22,688)	320	34,096	-	(852)
Write-offs	2,797	-	-	-	(687,358)
Legal	(6,782)	11,366	-	-	208
Professional Services	(33,992)	122,494	45,881	-	41,314
Admin Services	-	(14,738)	-	-	(21,866)
Insurance	(14,831)	822	4,593	-	(6,441)
Sundry/Postage/Office Supplies	15,104	21,944	4,284	-	(12,095)
Management Fee	219	-	11,767	-	-
HAP Expense	(185,838)	-	-	151,363	-
Pilot	3,906	-	-	-	-
Inspections	1,328	-	4,066	-	-
Maintenance Costs	495,839	9,598	8,191	-	40,802
Maintenance Contract - Unit Turns	43,833	-	-	-	-
Other	(15,281)	10,424	(17,752)	-	(2,096)
Budgeted Expense	1,101,142	283,988	673,514	6,120,000	882,409
% Variance fav (unfav)	-36%	-60%	-27%	-2%	73%
Gain(Loss) on Sale of Assets	-	-	-	-	-
YTD Actual Net Income (Loss) Net of CWIP	\$ 163,927	\$ (165,957)	\$ (110,816)	\$ (467,442)	\$ (100,773)
YTD Budgeted Net Income (Loss)	\$ 386,438	\$ (47,639)	\$ (21,956)	\$ 7,680	\$ (79,183)
Prior YR YTD Net Income (Loss)	\$ 773,941	\$ (87,163)	\$ (141,836)	\$ (275,385)	\$ 637,676

December Ratios

HCV Ratios		Prior Months	
Number of Vouchers Used	1,754	11/22	\$ 619.66
HCV 8002 Expenses	\$ 1,013,516.52	10/22	\$ 641.23
Average Cost Per Voucher	<u>\$ 577.83</u>	9/22	\$ 649.77

LIPH Ratios			Prior Months	
	Dec 2022	PY Dec		
	Total	Total		
Year-to-Date Occupancy Rate			11/22	87.9%
YTD Average Number of Units Leased	278	385	10/22	87.9%
Number of Possible Units	307	407	9/22	86.6%
Year-to-Date Occupancy Rate	<u>90.6%</u>	<u>94.6%</u>		
Average Revenue Per Occupied Unit			11/22	\$ 466.26
Total LIPH Revenue	\$ 300,652.80	\$ 858,837.26	10/22	\$ 458.09
Average Revenue Per Occupied Unit	<u>\$ 497.77</u>	<u>\$ 1,207.93</u>	9/22	\$ 478.63
Average Tenant Revenue Per Occupied Unit			11/22	\$ 84.47
Total Tenant Revenue	\$ 27,242.00	\$ 27,142.00	10/22	\$ 74.54
Average Tenant Revenue Per Occupied Unit	<u>\$ 97.99</u>	<u>\$ 70.50</u>	9/22	\$ 99.64
Average Cost Per Occupied Unit			11/22	\$ 409.80
YTD Average Monthly Expenses	\$ 249,280.05	\$ 371,950.80	10/22	\$ 419.15
Average Cost Per Occupied Unit	<u>\$ 412.72</u>	<u>\$ 523.14</u>	9/22	\$ 408.64

Company Ratios			
	LIPH	COCC	HCV Admin
Operating Reserves			
Bank Account Balance	\$ 3,551,648.12	\$ 1,755,366.50	\$ 879,364.98
YTD Expenses	\$ 1,495,680.32	\$ 455,642.70	\$ 856,852.92
Number of Months	6	6	6
Average Monthly Expenses	<u>\$ 249,280.05</u>	<u>\$ 75,940.45</u>	<u>\$ 142,808.82</u>
Number of Months of Operating Reserves (would like to have 4 months of operating reserves)	<u>14.25</u>	<u>23.12</u>	<u>6.16</u>
Prior Months			
06/22	10.96	21.09	10.44
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 December 31, 2022**

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 25,691	\$ 12,600	\$ 13,091	\$ 14,186	\$ 25,200	\$ 12,600
Tenant Revenue - Other	1,680	2,190	(510)	1,718	4,380	2,190
Total Tenant Revenue	<u>\$ 27,371</u>	<u>\$ 14,790</u>	<u>\$ 12,581</u>	<u>\$ 15,904</u>	<u>\$ 29,580</u>	<u>\$ 14,790</u>
HUD PHA Operating Grants	312,977	266,034	46,943	458,951	532,068	266,034
CFP Operational Income	5,443	20,775	(15,332)	203,640	35,550	14,775
Administrative Fees	-	-	-	-	-	-
Fraud Recovery and Other	4,057	600	3,457	1,994	1,200	600
Total Operating Revenue	<u>\$ 349,848</u>	<u>\$ 302,199</u>	<u>\$ 47,649</u>	<u>\$ 680,489</u>	<u>\$ 598,398</u>	<u>\$ 296,199</u>
Administrative Salaries	\$ 18,390	\$ 11,347	\$ 7,043	\$ 3,609	\$ 22,966	\$ 11,619
Auditing Fees	1,500	5,665	(4,165)	5,000	5,665	-
Management Fees	18,696	18,533	163	15,778	37,066	18,533
Bookkeeping Fees	2,588	2,565	23	2,222	5,130	2,565
Employee Benefits Contributions - Admin	15,539	5,152	10,387	7,099	10,325	5,173
Office Expenses	9,694	7,887	1,807	7,342	13,330	5,442
Legal	20	1,290	(1,270)	1,261	2,580	1,290
Travel	445	-	445	-	-	-
Other	-	1,725	(1,725)	(1)	3,450	1,725
Tenant Services - Other	100	-	100	-	-	-
Water	675	1,140	(465)	750	2,280	1,140
Electricity	731	900	(169)	372	1,800	900
Gas	556	475	81	266	1,150	675
Other Utilities Expense	-	7,200	(7,200)	85	7,350	150
Ordinary Maintenance and Operations - Labor	19,046	14,866	4,180	3,896	30,333	15,467
Ordinary Maintenance and Operations - Material	95,945	4,890	91,055	1,537	10,410	5,520
Ordinary Maintenance and Operations - Contracts	119,802	16,392	103,410	11,423	31,084	14,692
Employee Benefits Contributions - Ordinary	47,815	18,927	28,888	34,585	37,900	18,973
Protective Services - Other Contract Costs	1,197	-	1,197	-	-	-
Property Insurance	12,064	10,535	1,529	7,699	21,389	10,854
Liability Insurance	4,179	3,200	979	2,675	6,500	3,300
Workers Compensation	-	-	-	-	-	-
All Other Insurance	3,756	9,069	(5,313)	7,376	13,138	4,069
Other General Expenses	27,924	23,186	4,738	14,779	40,253	17,067
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	429,804	-	-
Payment in Lieu of Taxes	2,277	1,009	1,269	2,727	1,997	989
Bad debt - Tenant Rents	958	-	958	(1,767)	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 403,897</u>	<u>\$ 165,953</u>	<u>\$ 237,944</u>	<u>\$ 558,517</u>	<u>\$ 306,096</u>	<u>\$ 140,142</u>
Net Income (Loss)	<u>\$ (54,049)</u>	<u>\$ 136,246</u>	<u>\$ (190,295)</u>	<u>\$ 121,972</u>	<u>\$ 292,302</u>	<u>\$ 156,057</u>

Lansing Housing Commission
Budget vs. Actual
Hildobrandt
For the Period Ending December 31, 2022

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 78,617	\$ 63,000	\$ 15,617	\$ 133,565	\$ 126,000	\$ 63,000
Tenant Revenue - Other	1,842	5,970	(4,128)	7,034	11,940	5,970
Total Tenant Revenue	<u>\$ 80,459</u>	<u>\$ 68,970</u>	<u>\$ 11,489</u>	<u>\$ 140,599</u>	<u>\$ 137,940</u>	<u>\$ 68,970</u>
HUD PHA Operating Grants	461,294	427,524	33,770	520,226	855,048	427,524
CFP Operational Income	5,443	20,778	(15,335)	11,781	35,550	14,772
Administrative Fees	-	-	-	-	-	-
Fraud Recovery and Other	3,845	600	3,245	(3,282,482)	1,200	600
Total Operating Revenue	<u>\$ 551,041</u>	<u>\$ 517,872</u>	<u>\$ 33,169</u>	<u>\$ (2,609,876)</u>	<u>\$ 1,029,738</u>	<u>\$ 511,866</u>
Administrative Salaries	\$ 35,593	\$ 22,154	\$ 13,439	\$ 51,976	\$ 44,838	\$ 22,684
Auditing Fees	1,500	5,665	(4,165)	5,000	5,665	-
Management Fees	37,012	36,090	922	55,539	72,181	36,091
Bookkeeping Fees	5,124	4,998	126	7,816	9,990	4,992
Employee Benefits Contributions - Admin	7,328	10,059	(2,731)	13,038	20,158	10,099
Office Expenses	10,177	8,447	1,730	23,328	16,887	8,440
Legal	423	3,870	(3,447)	2,596	7,740	3,870
Travel	89	-	89	-	-	-
Other	4,781	3,600	1,181	(684)	7,200	3,600
Tenant Services - Other	-	-	-	8,150	-	-
Water	17,566	18,660	(1,094)	52,094	35,270	16,610
Electricity	3,998	3,600	398	14,441	7,200	3,600
Gas	11,145	7,600	3,545	5,911	19,100	11,500
Other Utilities Expense	-	8,000	(8,000)	-	8,000	-
Ordinary Maintenance and Operations - Labor	38,863	29,025	7,838	39,302	59,221	30,196
Ordinary Maintenance and Operations - Material	42,466	13,890	28,576	28,135	29,010	15,120
Ordinary Maintenance and Operations - Contract	169,516	51,050	118,466	116,732	106,000	54,950
Employee Benefits Contributions - Ordinary	39,984	36,976	3,008	30,729	74,036	37,060
Protective Services - Other Contract Costs	-	-	-	2,730	-	-
Property Insurance	18,626	19,378	(752)	26,172	39,338	19,960
Liability Insurance	5,032	6,242	(1,210)	9,315	12,675	6,433
Workers Compensation	-	-	-	-	-	-
All Other Insurance	4,508	6,686	(2,178)	7,347	8,366	1,680
Other General Expenses	12,994	35,104	(22,110)	17,077	54,202	19,098
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-
Depreciation	-	-	-	-	-	-
Payment in Lieu of Taxes	4,485	3,314	1,171	12,229	6,443	3,129
Bad debt - Tenant Rents	1,059	-	1,059	(30)	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 470,269</u>	<u>\$ 334,408</u>	<u>\$ 135,861</u>	<u>\$ 528,943</u>	<u>\$ 643,520</u>	<u>\$ 309,112</u>
Net Income (Loss)	<u>\$ 80,772</u>	<u>\$ 183,464</u>	<u>\$ (102,692)</u>	<u>\$ (3,138,819)</u>	<u>\$ 386,218</u>	<u>\$ 202,754</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 41,999	\$ 19,800	\$ 22,199	\$ 84,026	\$ 39,600	\$ 19,800
Tenant Revenue - Other	1,659	3,180	(1,521)	6,430	6,360	3,180
Total Tenant Revenue	<u>\$ 43,658</u>	<u>\$ 22,980</u>	<u>\$ 20,678</u>	<u>\$ 90,456</u>	<u>\$ 45,960</u>	<u>\$ 22,980</u>
HUD PHA Operating Grants	643,644	555,960	87,684	521,396	862,320	306,360
CFP Operational Income	5,443	20,778	(15,335)	11,781	35,550	14,772
Administrative Fees	-	-	-	-	-	-
Fraud Recovery and Other	4,103	606	3,497	2,206	1,212	606
Total Operating Revenue	<u>\$ 696,847</u>	<u>\$ 600,324</u>	<u>\$ 96,523</u>	<u>\$ 625,839</u>	<u>\$ 945,042</u>	<u>\$ 344,718</u>
Administrative Salaries	\$ 29,068	\$ 18,373	\$ 10,695	\$ 32,768	\$ 37,183	\$ 18,810
Auditing Fees	1,500	5,665	(4,165)	5,000	5,665	-
Management Fees	29,534	30,240	(706)	53,406	60,476	30,236
Bookkeeping Fees	4,089	4,188	(99)	7,516	8,370	4,182
Employee Benefits Contributions - Admin	2,906	8,343	(5,437)	4,365	16,717	8,374
Office Expenses	7,688	8,172	(484)	16,810	16,347	8,175
Legal	-	2,520	(2,520)	4,883	5,040	2,520
Travel	74	-	74	107	-	-
Other	811	3,000	(2,189)	1,644	6,000	3,000
Tenant Services - Other	-	-	-	7,781	-	-
Water	4,669	2,550	2,119	26,317	5,100	2,550
Electricity	3,640	2,700	940	20,455	5,400	2,700
Gas	3,295	2,500	795	8,834	5,500	3,000
Other Utilities Expense	-	14,300	(14,300)	212	15,500	1,200
Ordinary Maintenance and Operations - Labor	35,286	24,070	11,216	49,951	49,110	25,040
Ordinary Maintenance and Operations - Material	58,593	24,060	34,533	27,951	49,140	25,080
Ordinary Maintenance and Operations - Contract	199,297	50,220	149,077	92,113	95,940	45,720
Employee Benefits Contributions - Ordinary	43,263	30,657	12,606	38,360	61,396	30,739
Protective Services - Other Contract Costs	740	-	740	2,600	-	-
Property Insurance	15,464	19,021	(3,557)	28,439	38,611	19,590
Liability Insurance	3,063	5,226	(2,163)	9,019	10,617	5,391
Workers Compensation	-	-	-	-	-	-
All Other Insurance	5,018	6,482	(1,464)	10,010	7,964	1,482
Other General Expenses	17,840	24,396	(6,556)	16,704	42,786	18,390
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	63,762	249,600	(185,838)	-	-	-
Payment in Lieu of Taxes	2,868	1,208	1,660	6,967	2,360	1,152
Bad debt - Tenant Rents	1,715	-	1,715	1,747	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 534,183</u>	<u>\$ 537,491</u>	<u>\$ (3,308)</u>	<u>\$ 473,959</u>	<u>\$ 545,222</u>	<u>\$ 257,331</u>
Net Income (Loss)	<u>\$ 162,664</u>	<u>\$ 62,833</u>	<u>\$ 99,831</u>	<u>\$ 151,880</u>	<u>\$ 399,820</u>	<u>\$ 87,387</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 2,663	\$ 3,600	\$ (937)	\$ 11,574	\$ 7,200	\$ 3,600
Tenant Revenue - Other	25	-	25	400	-	-
Total Tenant Revenue	<u>\$ 2,688</u>	<u>\$ 3,600</u>	<u>\$ (912)</u>	<u>\$ 11,974</u>	<u>\$ 7,200</u>	<u>\$ 3,600</u>
HUD PHA Operating Grants	50,980	42,396	8,584	331,313	84,792	42,396
CFP Operational Income	5,443	20,778	(15,335)	341,349	35,550	14,772
Administrative Fees	-	-	-	-	-	-
Fraud Recovery and Other	2,759	420	2,339	2,602	840	420
Total Operating Revenue	<u>\$ 61,871</u>	<u>\$ 67,194</u>	<u>\$ (5,323)</u>	<u>\$ 687,237</u>	<u>\$ 128,382</u>	<u>\$ 61,188</u>
Administrative Salaries	\$ 3,263	\$ 2,162	\$ 1,101	\$ 698	\$ 4,374	\$ 2,212
Auditing Fees	1,500	5,665	(4,165)	5,000	5,665	-
Management Fees	3,090	3,252	(162)	2,930	6,503	3,251
Bookkeeping Fees	429	450	(21)	415	900	450
Employee Benefits Contributions - Admin	4,784	981	3,803	3,756	1,967	986
Office Expenses	5,277	2,696	2,581	6,520	5,345	2,649
Legal	455	-	455	1,302	-	-
Travel	9	-	9	-	-	-
Other	(355)	600	(955)	(491)	1,200	600
Tenant Services - Other	633	-	633	-	-	-
Water	1,390	672	718	586	1,344	672
Electricity	718	-	718	-	-	-
Gas	716	190	526	170	705	515
Other Utilities Expense	-	1,300	(1,300)	-	1,300	-
Ordinary Maintenance and Operations - Labor	3,379	2,831	548	1,051	5,778	2,947
Ordinary Maintenance and Operations - Material	11,255	900	10,355	927	2,402	1,502
Ordinary Maintenance and Operations - Contract	25,477	8,740	16,737	2,690	14,205	5,465
Employee Benefits Contributions - Ordinary	7,944	3,607	4,337	3,767	7,223	3,616
Protective Services - Other Contract Costs	-	-	-	(221)	-	-
Property Insurance	2,320	2,072	248	1,452	4,208	2,136
Liability Insurance	525	588	(63)	887	1,192	604
Workers Compensation	-	-	-	-	-	-
All Other Insurance	4,243	5,132	(889)	7,966	5,269	137
Other General Expenses	11,137	21,210	(10,073)	11,845	36,414	15,204
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	647,478	-	-
Payment in Lieu of Taxes	77	275	(198)	2,467	515	240
Bad debt - Tenant Rents	(936)	-	(936)	(812)	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 87,331</u>	<u>\$ 63,323</u>	<u>\$ 24,008</u>	<u>\$ 700,383</u>	<u>\$ 106,509</u>	<u>\$ 43,186</u>
Net Income (Loss)	<u>\$ (25,460)</u>	<u>\$ 3,871</u>	<u>\$ (29,331)</u>	<u>\$ (13,146)</u>	<u>\$ 21,873</u>	<u>\$ 18,002</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 148,970	\$ 99,000	\$ 49,970	\$ 243,351	\$ 198,000	\$ 99,000
Tenant Revenue - Other	5,206	11,340	(6,134)	15,582	22,680	11,340
Total Tenant Revenue	<u>\$ 154,176</u>	<u>\$ 110,340</u>	<u>\$ 43,836</u>	<u>\$ 258,933</u>	<u>\$ 220,680</u>	<u>\$ 110,340</u>
HUD PHA Operating Grants	1,468,895	1,291,914	176,981	1,831,886	2,334,228	1,042,314
CFP Operational Income	21,773	83,109	(61,337)	568,551	142,200	59,091
Fraud Recovery and Other	14,764	2,226	12,538	(3,275,680)	4,452	2,226
Total Operating Revenue	<u>\$ 1,659,607</u>	<u>\$ 1,487,589</u>	<u>\$ 172,018</u>	<u>\$ (616,311)</u>	<u>\$ 2,701,560</u>	<u>\$ 1,213,971</u>
Administrative Salaries	\$ 86,314	\$ 54,036	\$ 32,278	\$ 89,051	\$ 109,361	\$ 55,325
Auditing Fees	6,000	22,660	(16,660)	-	22,660	-
Management Fees	88,332	88,115	217	127,653	176,226	88,111
Bookkeeping Fees	12,230	12,201	29	17,969	24,390	12,189
Employee Benefits Contributions - Administrative	30,557	24,535	6,022	28,258	49,167	24,632
Office Expenses	32,837	27,202	5,634	54,000	51,909	24,706
Legal Expense	898	7,680	(6,782)	10,042	15,360	7,680
Travel	617	-	617	-	-	-
Other	5,237	8,925	(3,688)	468	17,850	8,925
Tenant Services - Other	733	-	733	-	-	-
Water	24,300	23,022	1,278	79,747	43,994	20,972
Electricity	9,087	7,200	1,887	35,268	14,400	7,200
Gas	15,711	10,765	4,946	15,181	26,455	15,690
Other Utilities Expense	-	30,800	(30,800)	-	32,150	1,350
Ordinary Maintenance and Operations - Labor	94,575	70,792	23,783	94,200	144,442	73,650
Ordinary Maintenance and Operations - Material	208,259	43,740	164,519	58,550	90,962	47,222
Ordinary Maintenance and Operations - Contract	514,092	126,402	387,690	222,958	247,229	120,827
Employee Benefits Contributions - Ordinary	139,006	90,167	48,839	107,441	180,555	90,388
Protective Services - Other Contract Costs	1,937	-	1,937	-	-	-
Property Insurance	48,474	51,006	(2,532)	63,762	103,546	52,540
Liability Insurance	12,799	15,256	(2,457)	21,896	30,984	15,728
Workers Compensation	-	-	-	-	-	-
All Other Insurance	17,524	27,369	(9,845)	32,699	34,737	7,368
Other General Expenses	69,895	103,896	(34,001)	60,405	173,655	69,759
Compensated Absences	-	-	-	-	-	-
Payments in Lieu of Taxes	9,707	5,806	3,902	24,390	11,315	5,510
Bad debt - Tenant Rents	2,797	-	2,797	(862)	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 1,431,918</u>	<u>\$ 851,575</u>	<u>\$ 580,343</u>	<u>\$ 1,143,076</u>	<u>\$ 1,601,347</u>	<u>\$ 749,771</u>
Net Income (Loss)	<u>\$ 227,689</u>	<u>\$ 636,014</u>	<u>\$ (408,325)</u>	<u>\$ (1,759,387)</u>	<u>\$ 1,100,213</u>	<u>\$ 464,200</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Management Fees Income	\$ 211,811	\$ 372,757	\$ (160,946)	\$ 207,581	\$ 568,712	\$ 195,955
Bookkeeping Fees Income	12,230	12,198	32	17,969	24,390	12,192
Administrative Fees	-	-	-	72,352	-	-
Fraud Recovery and Other	65,645	28,200	37,445	60,981	76,400	48,200
Total Operating Revenue	\$ 289,686	\$ 413,155	\$ (123,469)	\$ 358,884	\$ 669,502	\$ 256,347
Administrative Salaries	\$ 86,210	\$ 70,285	\$ 15,925	\$ 103,514	\$ 142,276	\$ 71,991
Auditing Fees	1,500	7,665	(6,165)	7,000	7,665	-
Employee Benefits Contributions - Admin	19,978	25,026	(5,048)	30,504	50,184	25,158
Office Expenses	56,566	150,300	(93,734)	32,807	306,005	155,705
Legal	13,716	2,350	11,366	2,168	4,850	2,500
Travel	2,861	4,000	(1,139)	289	11,000	7,000
Other	12,423	-	12,423	9,980	-	-
Tenant Services - Other	4,040	-	4,040	4,944	-	-
Water	1,029	840	189	596	1,680	840
Electricity	5,430	5,100	330	4,140	10,225	5,125
Gas	548	450	98	195	2,175	1,725
Other Utilities Expense	364	660	(296)	325	1,320	660
Ordinary Maintenance and Operations - Labor	-	-	-	19,067	-	-
Ordinary Maintenance and Operations - Material	-	400	(400)	-	800	400
Ordinary Maintenance and Operations - Contracts	21,653	8,450	13,203	14,912	23,400	14,950
Employee Benefits Contributions - Ordinary	(5,169)	-	(5,169)	7,083	-	-
Protective Services - Other Contract Costs	87,035	-	87,035	-	-	-
Property Insurance	3,470	2,798	672	3,357	5,682	2,884
Liability Insurance	1,968	746	1,222	481	1,517	771
Workers Compensation	-	-	-	-	-	-
All Other Insurance	245	1,320	(1,075)	150	2,634	1,314
Other General Expenses	141,777	3,600	138,177	152,329	7,200	3,600
Compensated Absences	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	\$ 455,643	\$ 283,990	\$ 171,653	\$ 393,841	\$ 578,613	\$ 294,623
Net Income (Loss)	\$ (165,957)	\$ 129,165	\$ (295,122)	\$ (34,957)	\$ 90,889	\$ (38,276)

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
HUD PHA Operating Grants	\$ 6,444,318	\$ 6,678,558	\$ (234,240)	\$ 4,648,466	\$ 13,357,116	\$ 6,678,558
Other Revenue	99,886	-	99,886	4,703	-	-
Fraud Recovery and Other	5,754	100,680	(94,926)	14,007	201,360	100,680
Total Operating Revenue	<u>\$ 6,549,958</u>	<u>\$ 6,779,238</u>	<u>\$ (229,280)</u>	<u>\$ 4,667,176</u>	<u>\$ 13,558,476</u>	<u>\$ 6,779,238</u>
Administrative Salaries	\$ 355,147	\$ 266,687	\$ 88,460	\$ 179,628	\$ 533,375	\$ 266,688
Auditing Fees	7,500	25,000	(17,500)	25,000	25,000	-
Management Fees	123,479	111,714	11,765	79,928	223,423	111,709
Bookkeeping Fees	-	-	-	-	-	-
Employee Benefits Contributions - Admin	86,929	84,164	2,765	54,547	168,324	84,160
Office Expenses	116,842	113,400	3,442	101,896	218,000	104,600
Legal Expense	-	-	-	-	-	-
Travel	3,922	-	3,922	1,208	-	-
Other	645	26,400	(25,755)	158	52,800	26,400
Tenant Services - Other	-	-	-	-	-	-
Water	-	-	-	-	-	-
Electricity	-	-	-	-	-	-
Gas	-	-	-	-	-	-
Other Utilities Expense	1,086	720	366	89	1,440	720
Ordinary Maintenance and Operations - Mater	-	-	-	-	-	-
Ordinary Maintenance and Operations - Contra	98,063	450	97,613	18,760	900	-
Protective services - Other Contract Costs	-	-	-	-	-	-
Property Insurance	-	-	-	-	-	-
Liability Insurance	17,931	13,336	4,595	11,143	27,092	13,756
Workers Compensation	-	-	-	-	-	-
All Other Insurance	-	7,146	(7,146)	1,245	14,291	7,145
Other General Expenses	62,709	24,500	38,209	27,155	50,000	25,500
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	6,271,363	6,120,000	151,363	4,703,985	12,240,000	6,120,000
Bad Debt - Tenant Rents	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 7,145,616</u>	<u>\$ 6,793,517</u>	<u>\$ 352,099</u>	<u>\$ 5,204,742</u>	<u>\$ 13,554,645</u>	<u>\$ 6,761,128</u>
Net Income (Loss)	<u>\$ (595,658)</u>	<u>\$ (14,279)</u>	<u>\$ (581,379)</u>	<u>\$ (537,566)</u>	<u>\$ 3,831</u>	<u>\$ 18,110</u>

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

	Period Amount	Balance
ASSETS		
1010-0000-111102 Cash-Security Deposits	-	9,351.30
1010-0000-111111 Chase Checking	(486,865.30)	1,009,868.83
1010-0000-112200 Accounts Receivable	4,141.00	15,089.00
1010-0000-112201 Allowance for Doubtful Accounts	(550.80)	(1,508.90)
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	-	-
1010-0000-114500 Accrued Interest Receivable	-	52.61
1010-5005-115700 Intercompany	411,674.72	(300,768.91)
1010-0000-116201 Investments Savings	-	75,896.98
1010-0000-121100 Prepaid Insurance	(2,789.68)	21,950.75
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
TOTAL ASSETS	(74,390.06)	1,302,879.29
LIABILITIES		
1010-0000-200000 OPEB Liability	-	(25,793.00)
1010-0000-200300 Pension Liability	-	(16,652.00)
1010-0000-210000 Construction Costs Payabe	-	-
1010-0000-211100 Accounts Payable	-	-
1010-0000-211343 Accounts Payable Misc	-	-
1010-0000-211400 Tenant Security Deposits	-	10,271.30
1010-0000-211999 Tenant Refunds	395.00	7,072.50
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	509.16	4,991.73
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	-	-
TOTAL LIABILITIES	904.16	135,421.36
EQUITY		
1010-0000-280100 Invest C	-	2,433,904.00
1010-0000-280500 Unrestricted Net Assets	-	801,692.03
1010-0000-282000 Income and Expense Clearing	(75,294.22)	(4,085,638.99)
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
TOTAL EQUITY	(75,294.22)	1,167,457.93
TOTAL LIABILITES & EQUITY	(74,390.06)	1,302,879.29

Lansing Housing Commission
1020 Hildebrandt Park
Balance Sheet for December 2022

	Period Amount	Balance
ASSETS		
1020-0000-111102 Cash-Security Deposits	-	19,647.00
1020-0000-111111 Chase Checking	(115,838.55)	980,068.66
1020-0000-112200 Accounts Receivable	5,288.99	34,225.99
1020-0000-112201 Allowance for Doubtful Accounts	(547.90)	(3,422.60)
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	-	52.61
1020-5005-115700 Intercompany	106,107.05	26,934.09
1020-0000-116201 Investments Savings	-	75,896.98
1020-0000-121100 Prepaid Insurance	(5,111.08)	39,721.00
1020-0000-140000 Land	-	348,580.00
1020-0000-144000 Construction in Progress	-	-
1020-3000-144000 Construction in Progress	20,176.35	102,276.35
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
TOTAL ASSETS	10,074.86	1,951,084.33
LIABILITIES		
1020-0000-200000 OPEB Liability	-	(27,406.00)
1020-0000-200300 Pension Liability	-	(30,323.00)
1020-0000-210000 Construction Costs Payable	-	-
1020-0000-211100 Accounts Payable	-	-
1020-0000-211343 Accounts Payable Misc	-	-
1020-0000-211400 Tenant Security Deposits	(147.00)	19,381.00
1020-0000-211999 Tenant Refunds	(729.01)	5,464.75
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	117.64	11,416.07
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	-	-
TOTAL LIABILITIES	(758.37)	103,557.59
EQUITY		
1020-0000-280100 Invest C	-	3,764,889.00
1020-0000-280500 Unrestricted Net Assets	-	(35,006.10)
1020-0000-282000 Income and Expense Clearing	10,833.23	(4,184,589.68)
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
TOTAL EQUITY	10,833.23	1,847,526.74
TOTAL LIABILITIES & EQUITY	10,074.86	1,951,084.33

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

	Period Amount	Balance
ASSETS		
1080-0000-111102 Cash-Security Deposits	-	17,098.00
1080-0000-111111 Chase Checking	(213,940.79)	897,214.04
1080-0000-112200 Accounts Receivable	2,968.00	28,351.39
1080-0000-112201 Allowance for Doubtful Accounts	(773.38)	(2,835.14)
1080-0000-112220 A/R Repayment Agreement	-	-
1080-0000-112500 Accounts Receivable HUD	163,436.00	163,436.00
1080-2010-112500 Accounts Receivable HUD	-	-
1080-0000-112954 Accounts Receivables-Misc	-	-
1080-0000-114500 Accrued Interest Receivable	-	52.61
1080-5005-115700 Intercompany	55,971.34	74,580.21
1080-0000-116201 Investments Savings	-	75,896.98
1080-0000-121100 Prepaid Insurance	(5,628.80)	36,857.96
1080-0000-140000 Land	-	358,845.32
1080-0000-144000 Construction in Progress	-	9,700.00
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
TOTAL ASSETS	<u>2,032.37</u>	<u>2,059,298.60</u>
LIABILITIES		
1080-0000-200000 OPEB Liability	-	(15,315.00)
1080-0000-200300 Pension Liability	-	(32,197.00)
1080-0000-210000 Construction Costs Payable	-	-
1080-0000-211100 Accounts Payable	-	-
1080-0000-211343 Accounts Payable Misc	-	-
1080-0000-211400 Tenant Security Deposits	-	17,223.00
1080-0000-211999 Tenant Refunds	263.00	7,396.34
1080-0000-211998 Deferred Income	(96,306.05)	-
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	497.96	2,867.76
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	-	-
TOTAL LIABILITIES	<u>(95,545.09)</u>	<u>124,744.91</u>
EQUITY		
1080-0000-280100 Invest C	-	4,031,104.00
1080-0000-280500 Unrestricted Net Assets	-	134,241.63
1080-0000-282000 Income and Expense Clearing	97,577.46	(3,928,990.72)
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
TOTAL EQUITY	<u>97,577.46</u>	<u>1,934,553.69</u>
TOTAL LIABILITIES & EQUITY	<u>2,032.37</u>	<u>2,059,298.60</u>

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

	Period Amount	Balance
ASSETS		
1090-0000-111102 Cash-Security Deposits	-	1,512.00
1090-0000-111111 Chase Checking	(19,737.06)	644,759.53
1090-0000-112000 Accounts Receivable - Operations	-	-
1090-0000-112200 Accounts Receivable	-	3,026.60
1090-0000-112201 Allowance for Doubtful Accounts	790.30	(302.66)
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	12,575.71	2,813.63
1090-0000-116201 Investments Savings	-	75,896.98
1090-0000-121100 Prepaid Insurance	(509.47)	4,075.68
1090-0000-140000 Land	-	36,534.00
1090-0000-144000 Construction in Progress	-	3,255.11
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	-	85,035.50
1090-0000-150301 Deferred Outflows-OPEB	-	14,655.33
TOTAL ASSETS	(6,880.52)	952,342.87
LIABILITIES		
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	-	-
1090-0000-211343 Accounts Payable Misc	-	-
1090-0000-211400 Tenant Security Deposits	-	1,474.00
1090-0000-211999 Tenant Refunds	(35.00)	477.00
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	91.88	(3,323.59)
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	-	-
TOTAL LIABILITIES	56.88	93,331.24
EQUITY		
1090-0000-280100 Invest C	-	3,083,846.00
1090-0000-280500 Unrestricted Net Assets	-	52,038.44
1090-0000-282000 Income and Expense Clearing	(6,937.40)	(6,265,132.95)
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
TOTAL EQUITY	(6,937.40)	859,011.63
TOTAL LIABILITES & EQUITY	(6,880.52)	952,342.87

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

	Period Amount	Balance
ASSETS		
5005-0000-111101 General Fund Checking	-	-
5005-0000-111105 LHC-Payroll Account	(57,458.84)	63,895.41
5005-0000-111111 Chase Checking	755,740.09	1,755,366.50
5005-0000-112200 Accounts Receivable	-	1,744.00
5005-0000-112500 Accounts Receivable HUD	-	20.00
5005-0000-112954 Accounts Receivables-Misc	27,670.70	164,670.70
5005-1010-115700 Intercompany	(411,674.72)	300,768.91
5005-1020-115700 Intercompany	(106,107.05)	(26,934.09)
5005-1080-115700 Intercompany	(55,971.34)	(74,580.21)
5005-1090-115700 Intercompany	(12,575.71)	(2,813.63)
5005-4001-115700 Intercompany	(282,604.78)	(162,061.05)
5005-8001-115700 Intercompany	(52,996.72)	64,974.98
5005-8002-115700 Intercompany	(19,225.63)	187,944.96
5005-8005-115700 Intercompany	1,712.33	(543.50)
5005-8010-115700 Intercompany	54,099.23	288,207.16
5005-8020-115700 Intercompany	(340.00)	-
5005-8021-115700 Intercompany	17,916.00	13,157.00
5005-9101-115700 Intercompany	-	-
5005-0000-121100 Prepaid Insurance	(642.51)	5,141.08
5005-0000-121200 Prepaid - Other	1,945.00	2,665.00
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 &	-	339,781.25
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	-	-
TOTAL ASSETS	(140,513.95)	3,216,518.44
LIABILITIES		
5005-0000-200000 OPEB Liability	-	-
5005-0000-200300 Pension Liability	-	(27,440.00)
5005-0000-210000 Construction Costs Payabe	-	-
5005-0000-211100 Accounts Payable	-	-
5005-0000-211343 Accounts Payable Misc	-	-
5005-0000-211703 Union Dues Payable	(220.75)	(1,324.50)
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	-	-
TOTAL LIABILITIES	(220.75)	76,526.23
EQUITY		
5005-0000-280100 Invest C	-	262,455.00
5005-0000-280500 Unrestricted Net Assets	-	327,575.00
5005-0000-282000 Income and Expense Clearing	(140,293.20)	2,783,155.59
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)
TOTAL EQUITY	(140,293.20)	3,139,992.21
TOTAL LIABILITES & EQUITY	(140,513.95)	3,216,518.44

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

	<u>Period Amount</u>	<u>Balance</u>
ASSETS		
8001-0000-111111 Chase Checking	(176,786.97)	879,364.98
8001-2010-111111 Chase Checking	-	-
8002-0000-111111 Chase Checking	(3,629.16)	226,734.06
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	52,996.72	(64,974.98)
8002-5005-115700 Intercompany	19,225.63	(187,944.96)
8001-0000-121100 Prepaid Insurance	(2,521.30)	20,170.44
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
TOTAL ASSETS	<u>(110,715.08)</u>	<u>751,217.25</u>
LIABILITIES		
8001-0000-200000 OPEB Liability	-	(15,316.00)
8001-0000-200300 Pension Liability	-	(13,721.00)
8001-0000-210000 Construction Costs Payable	-	-
8001-0000-211100 Accounts Payable	-	-
8002-0000-211100 Accounts Payable	-	-
8002-8002-211100 Accounts Payable	-	-
8001-0000-211343 Accounts Payable Misc	-	17,400.00
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	-	-
TOTAL LIABILITIES	<u>-</u>	<u>180,565.82</u>
EQUITY		
8001-0000-280500 Unrestricted Net Assets	-	(311,896.99)
8001-0000-282000 Income and Expense Clearing	(126,311.55)	806,645.20
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	15,596.47	167,953.47
8002-0000-280500 Unrestricted Net Assets	-	453,953.00
8002-0000-282000 Income and Expense Clearing	-	75,960,184.61
8002-8002-282000 Income and Expense Clearing	-	(76,506,065.94)
TOTAL EQUITY	<u>(110,715.08)</u>	<u>570,651.43</u>
TOTAL LIABILITIES & EQUITY	<u>(110,715.08)</u>	<u>751,217.25</u>

January 31, 2023

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

December 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 enrolled 6 new participants and have 5 potential new participants pending orientation.

HCV Orientations:

LHC issued zero (0) vouchers in the month of December.

Six (6) VASH orientation virtually was held for the month of December 2022, and six (6) vouchers were issued with the assistance of community partners. There are currently an additional 18 vouchers issued and out searching or pending inspection.

Waiting List:

Emergency Housing Vouchers: 28 of the 32 Emergency Housing Vouchers have been leased up, and 2 are issued and are out searching for housing. 2 are awaiting issuance. 115 households are out searching for units in the regular HCV Program, 88 applicants are pending documentation or final approval, 1 applicant is pending a hearing, 39 units are approved and pending inspection and 1 is pending lease-up.

Department Initiatives:

In the HCV Program, there are currently 1,723 vouchers housed in all its programs. 36 participants are with the Shelter Plus Care Program (S+C), 60 are housed under the Permanent Supportive Housing Program (PSH), 27 are housed under the Emergency Housing Voucher Program (EHV), 124 are housed under the HUD-Veterans Affairs



Supportive Housing (VASH), 31 at Waverly Place, 25 are housed at Hildebrandt Park, 15 at LaRoy Froh, , 50 are housed under the Holy Cross Permanent Supportive Housing (HCPSH) and 1,355 are housed under the Housing Choice Voucher Program.

Voucher Utilization

November Voucher Program Total Units	1,858
November Traditional HCV Utilization	1475
November % Utilized Units	79%

December Voucher Program Total Units	1,822
December Traditional HCV Utilization	1479
December % Utilized Units	81%

Voucher Disbursement

HUD November HAP Disbursement	\$904,655
LHC November HAP/UAP Disbursement	\$936,267
% Voucher Funding Utilization	103%

HUD December HAP Disbursement	\$961,278
LHC December HAP/UAP Disbursement	\$931,436
% Voucher Funding Utilization	97%
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 2023. 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 2023.

Adjusted Income

PIC Scoring	Internal Scoring
N/A	20

Indicator 4- Utility Allowance

The new Utility Allowances were approved and are effective 12/01/2022. 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 zero (0) 24-hour deficiencies and forty-two (42) 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 50th 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 December 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 81%. 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, 20 slots/households or (54%) 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, 35% 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 as of 12/31/2022.

January 31, 2023

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

December 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 December. 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 97% at the end of December. There were zero (0) households moved in, four (4) residents moved out, and one (1) unit transferred. The total units occupied was 277 which equals 97%. At the end of December, PH scattered sites had a total of 171 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	277	97%	0	4	1	0
Totals	286	277	97%	0	4	1	0

RENT COLLECTION:

Site	Rent Charged	Receivables	Total Uncollected	Collection Rate
PH Scattered Sites	\$ 27,310	\$ 37,826	\$ 0	138%
Totals	\$ 27,310	\$ 36,826	\$ 0	138%

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
4730 Ballard	3					
1717 Glenrose	3	8-1-22	120			
2167 Forest	2	8-5-22	116			
1113 Dakin	3	9-29-22	62			
1125 Glenn	3	10-25-22	36			
1200 Parkview	3	12-19-22				
4351 Balmoral	3	12-19-22				
1216 Weiland	3	12-19-22				
321 Fenton	3	12-19-22				





Lansing Housing Commission (LHC)

January Board Meeting

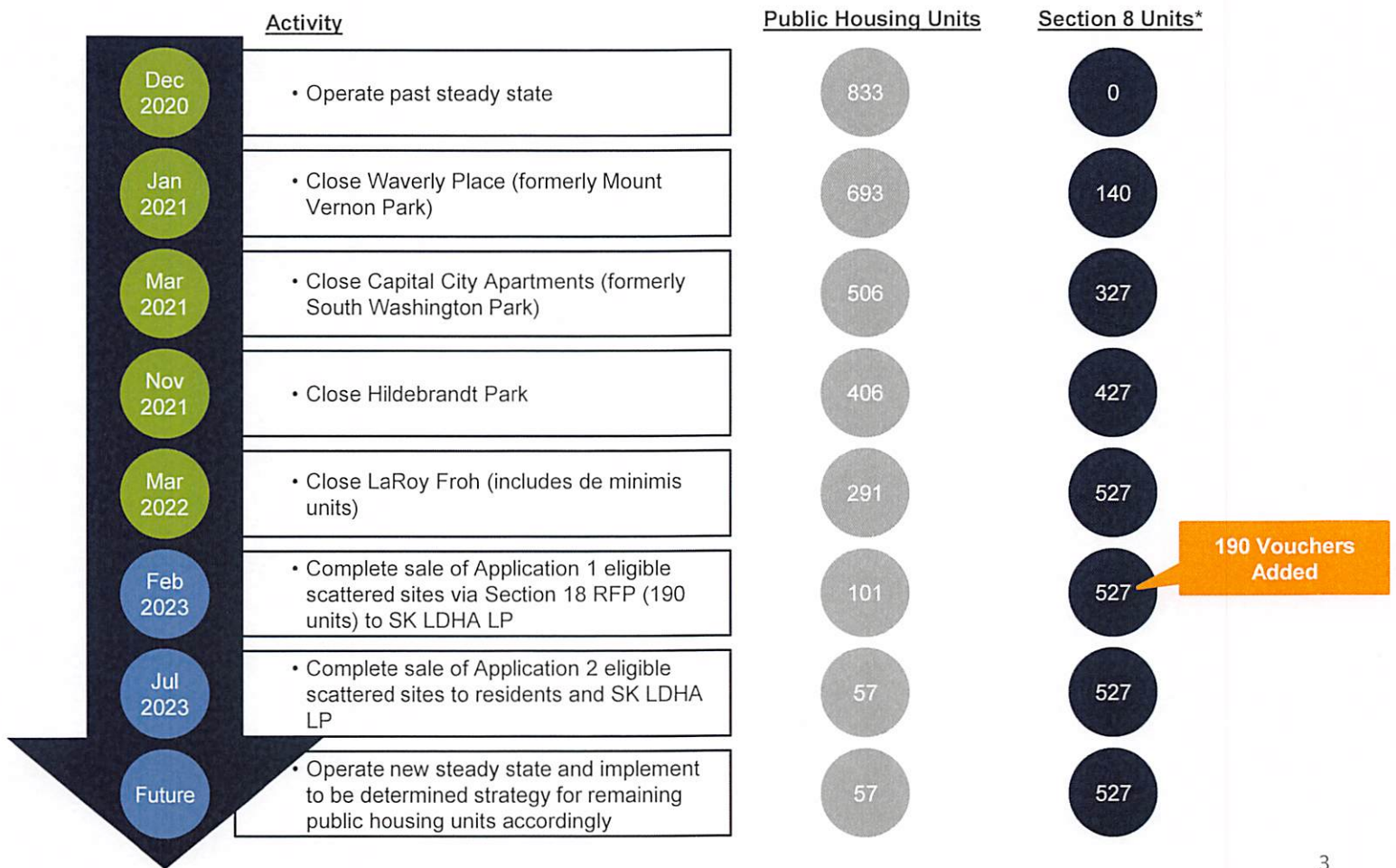
January 25, 2023

Agenda

1

Section 18 Update

The transition from public housing to Section 8 will reach another milestone in February with first application Section 18 scattered site sale



HUD's Section 18 program encourages the demolition or disposition of suboptimal or inefficient assets to improve housing in the community

HUD Initiative

Section 18
Disposition
(Non-contiguous
sites)

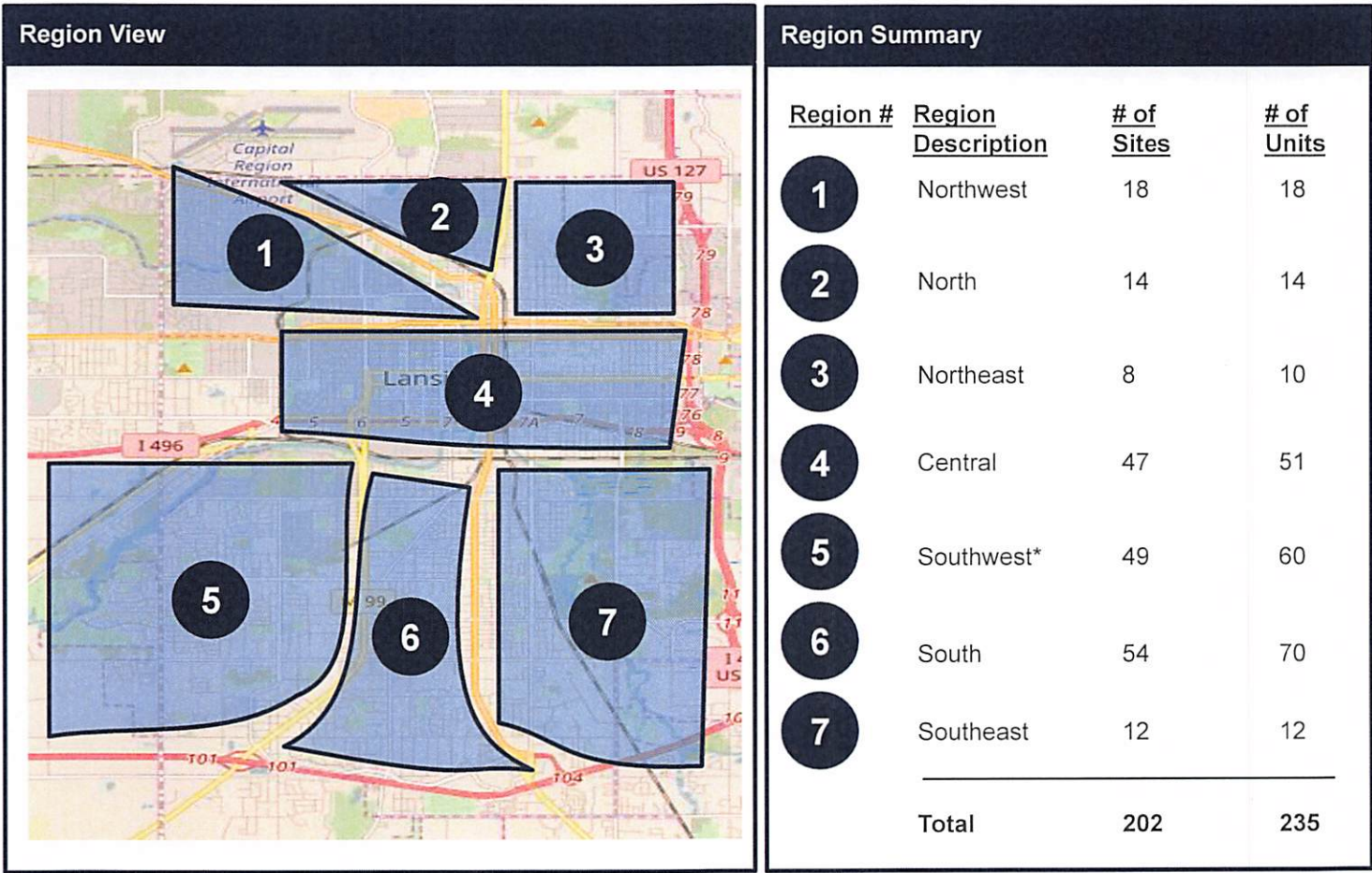
Details

- Authorizes the demolition or disposition of public housing units meeting the program criteria
- Establishes opportunities to raise funds for capital improvements through demolition or disposition
- Determines qualifications based on physical condition and unsustainable operations to properly maintain
- Includes resident relocation rights and potential homeownership opportunities
- Replaces disposed asset with new HUD vouchers
- Outlines rules and regulations for future use of funds
- Requires environmental review, approved by responsible entity

Benefits

- Capital influx to further support affordable housing in the area
- Redirect capital to higher value activities
- Elimination of ineffective segments of portfolio

The Section 18 disposition is expected to include 235 units throughout the city



Section 18 Project has been worked on for 3 plus years and is in the final stages to close

Activity

2020

- Gathered information about Section 18 and discuss options and requirements with HUD
- Updated plans and create awareness about the initiative
- Worked with City to align on program and ownership of houses
- Compiled site detail and develop RFP

2021

- Notified residents and provide first offer to purchase home
- Developed and execute request for proposal process
- Communicated further with HUD about the Section 18 initiative

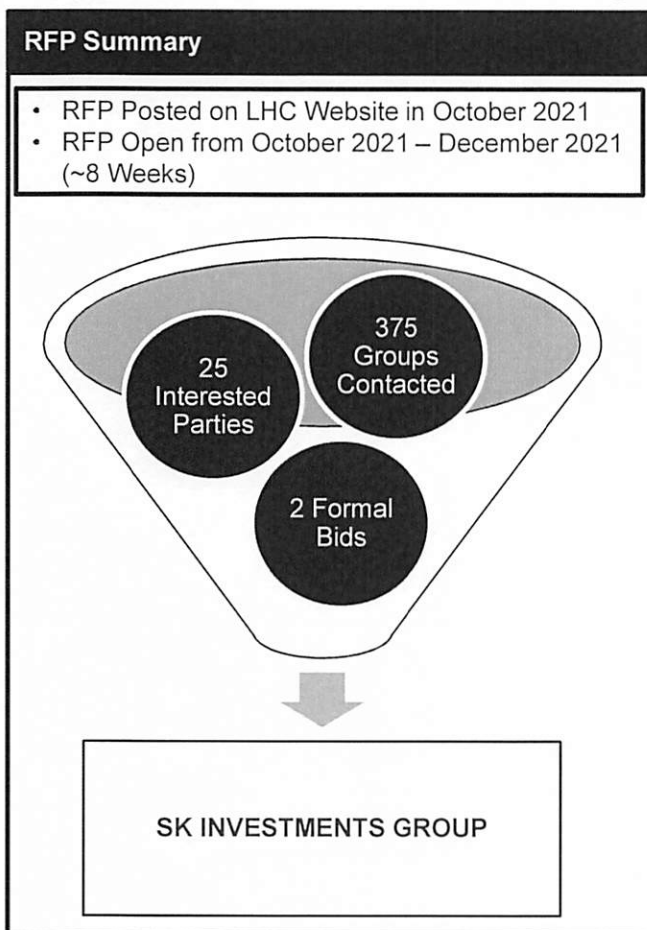
2022

- Selected buyer based on RFP results
- Conducted resident meetings to inform residents of activities moving forward
- Passed resolution approving Section 18 sale to residents and SK
- Submitted and received HUD approval for Section 18 Application 1 sale of units to SK
- Completed internal inspections and followed up with maintenance activities (ongoing)

2023

- Submitted Section 18 Application 2, awaiting approval
- Complete HQS inspections
- Finalize closing documents and agreement
- Continue to work with residents for the transition including certifications and leasing
- Close transaction for Section 18 Application 1
- Establish entity and execute property management services for SK owned houses
- Close transactions with residents for sale of homes related to Section 18 Application 2

The RFP reached hundreds of organizations which led to interest from over 2 dozen local, state, and national groups



SK Investments Group	
General Information	<ul style="list-style-type: none"> • Founded 2009 • Based in Sunrise, Florida
Experience	<ul style="list-style-type: none"> • 15 active investments in Florida, Michigan, and New Jersey • 1500 residential units • 5 development projects
Notable Projects	<ul style="list-style-type: none"> • 200 single family homes in southeast Michigan • 250 single family homes in Pontiac, Michigan • Acquired homes from and works closely with Pontiac Housing Commission
Future Use	<ul style="list-style-type: none"> • Leverage Project Based Vouchers through LHC, which would minimize impacts on residents (dependent on PBV process and approvals)

The sale of 190 units will support existing residents as well as provide LHC with financial means to increase and improve affordable housing in the community

Terms	
Residents	<ul style="list-style-type: none"> Remain in existing homes with voucher, assuming good standing and qualification Significant amount of communication has and will continue to occur with residents to make for a successful transition
Community	<ul style="list-style-type: none"> Homes will remain affordable for 20 years SK to work with community groups for resident services LHC to serving as management agent for at least first 2 years
Price	<ul style="list-style-type: none"> 190 units to be sold in first transaction <ul style="list-style-type: none"> Duplex \$140K Single Family 2BR - \$60K Single Family 3BR - \$70K Single Family 4BR - \$90K Single Family 5BR - \$100K Fair market value transaction

Financial Opportunity	
	Expected
Expected Sales Revenue	\$13.8M
Soft Costs	\$1.2M
LHC Proceeds	\$12.6M
<ul style="list-style-type: none"> Net proceeds to be used in accordance with HUD Notice 2020-23 for implementing and developing strategic plans which will include the use of the funds towards affordable housing and services in the Lansing Area 	
<u>Potential Uses</u>	
New Community Specific Housing Developments	Acquisition and Rehab of Existing Housing in Community
Resident Service Programs	Provide seed money for joint funds
Supporting Other Local Agencies and Partnerships	

The Section 18 disposition applications include many benefits for residents, LHC, and the broader community

<u>Benefit</u>		<u>Description</u>
20 Years	Long-term Affordability Commitment	<ul style="list-style-type: none"> • Sites remain affordable via contracts and vouchers from LHC • Resident rents remain based on income (~30% of income) • At this point no residents will move as a result of this, LHC teams will help and support residents if a moving situation emerges
\$12.6M (from Section 18 Application 1)	Funds Earned for Future Affordable Housing	<ul style="list-style-type: none"> • HUD specified and approved uses of funds from transaction • Increase and improve quality affordable housing in the community • Community specific housing and resident service programming • Second Section 18 application will result in additional proceeds
~40	Resident Homeownership Interests	<ul style="list-style-type: none"> • 44 units were included in the second Section 18 application with existing residents pursuing homeownership • LHC teams will be in communication with them over next few months as residents evaluate financing options
Increased Funding Tools Available	Capital Improvements at Existing Sites	<ul style="list-style-type: none"> • New ownership has existing capital and will have access to capital options not available to public housing agencies
Oversight and Control	LHC Long-term Involvement	<ul style="list-style-type: none"> • Although LHC will not own the sites, involvement will be long-term through Housing Assistance Payment (HAP) contract(s) and voucher administration • LHC to serve as property management agent for at least 2 years