

Agenda

Lansing Housing Commission

March 22, 2023

1. Call to Order
 - a. Roll Call
 - b. Approval of Minutes of February 22, 2023
2. Public Comment – limit 3 minutes per person
3. Action Items:
 - a. Unanimous Consent Resolution for the sale of 127 W. Northrup Street
 - b. Unanimous Consent Resolution for the sale of 3021 Delta River Drive
4. Informational Items:
 - a. Finance Report February 2023 Steven Raiche
 - b. Housing Choice Voucher February 2023 Jennifer Burnette
 - c. Asset Management Report February 2023
Scattered Sites Christy Kavanaugh
5. Discussion Items:
 - a. Section 18 update
6. Other Items:
7. Executive Director's Comments
8. Deputy Director Comments
9. President's Comments
10. Adjournment.



Minutes of February 22, 2023

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 with notice).

STAFF:

Kim Shirey
Jennifer Burnette
Steven Raiche

Marcus Hardy
Douglas Fleming

Guests: None

Commissioner Sober motioned and Commissioner Hall seconded a motion to approve the minutes of the November 21, 2022, commission meeting. **The Motion was approved by all members present.**

Public Comment: limit 3 minutes per person

Action Items:

Resolution 1346 – approval of the RFP that was sent for a General Contractor Scattered House.

- It is recommended that we go with Northern Home. Please see attached presentation.

Commissioner Hall motioned and Commissioner Sober seconded to approve. **The Motion was approved by all members present.**

Resolution 1347 – approval of the RFP that was sent for a General Contractor Forest Units

- It is recommended that we go with G Fisher. Please see attached presentation.

Commissioner Barker motioned and Commissioner Sober seconded to approve. **The Motion was approved by all members present.**

Resolution 1348 - CHAP and RAD – Forest

- CHAP is a commitment to housing payment. Begin CHAP process at Forest to go to RAD.



Commissioner Sober motioned and Commissioner Barker seconded to approve. **The Motion was approved by all members present.**

3021 Delta River Drive contract for \$110,000

- 3rd Habitat House. We have upfronted the money for the rehab of the house. We will get the money back at the sale of the house. It is expected to sell for around \$130,000. This will be one of our residents that will buy their house that they have been living in already. Approve to sign a contract with Habitat.

Commissioner Barker motioned and Commissioner Hall seconded to approve. **The Motion was approved by all members present.**

Approving Kim Shirey as a signer on all LHC bank accounts

- Kim moved to Deputy Director. The Deputy Director will become another signer.

Commissioner Hall motioned and Commissioner Barker seconded to approve. **The Motion was approved by all members present.**

Informational Items:

Finance Report December 2022 & January 2023

Steven Raiche

- At our AMPS, we have higher maintenance costs. We have plans in place to offset these higher costs. The costs are being incurred to be able to pass HQS inspections.
- At COCC security cost are increased.

Housing Choice Voucher December 2022 & January 2023

Jennifer Burnette provided a brief overview of the December 2022 & January 2023 HCV Reports

- During the month of December, we have added 6 new Family Self Sufficiency participants. 6 VASH vouchers issued with 18 out searching. We had 28 of our 32 emergency Housing Vouchers issued and leased up, 2 that were out searching. 115 out searching for our regular HCV. 88 files pending final approval to receive their voucher. 39 files were pending lease up.

- During the month of January, we have added 2 new Family Self Sufficiency participants. 2 VASH vouchers issued with 13 out searching. We had 28 of our 32 emergency Housing Vouchers issued and leased up, 2 that were out searching and 2 were awaiting issuance. Hopefully we will be full capacity with that program. 115 out searching for our regular HCV. 68 files pending approval for their voucher. 76 participants pending final lease up.

Asset Management Report January 2023

Public Housing (PH) Scattered Sites – Christy Kavanaugh

- **Public Housing Scattered Sites** had an occupancy rate of 97% at the end of January. There were four (4) move-in, two (2) move-outs, and one (1) transfer.

We have been working on the section 18 paperwork documents with the residents. We have 136 completed we have 54 we are still working on which is over 70%. We are in the process of completing the inspections. Also, for section 18 we have 171 that have been completed and passed. We have 19 left to schedule which will be scheduled next week.

Discussion Items:

- Section 18 update. We have not closed yet. We are awaiting a final letter from HUD relative to the vouchers that will be place on the property. HUD has to give a final funding approval. We made the funding request back in December. They had 60 days to review. They are beyond the 60 days. There was some activity today. We had a meeting with HUD trying to get the approval. SK has been really good working with us understanding the timelines and the things that need to be done. We are going to work to keep it moving.
- We have a second section 18 application. Sam and Doug have a conference call tomorrow afternoon with the individual that is doing that review.
- We broke the section 18 in to two different sales. 190 going to SK. The second application is where we will be selling to the residents that indicated they wanted to buy their house. We have 10 that are ready to purchase.

Other Items: None

Executive Director Compensation

Commissioner Henry motioned and Commissioner Barker seconded to approve. **The Motion was approved by all members present.**

Executive Directors Comments:

Development Activities

- We have secured site control of 220 Kalamazoo St. It is the Davenport building across the street. We have begun the process to submit a tax credit on 220 Kalamazoo as well. We are still in the design faze we are designing 2- and 3-bedroom units for this site. We have a shortage of those bedroom sizes. We are going to have ground floor retail and above that there will be affordable housing units as well as market rate units. More details as they come available.
- We may be part of the McLaren property that will be community specific units.

Other Activities:

- Already talked about Kim Shirey's promotion to Deputy Director.
- Hugh Gibbs was promoted to Maintenance Supervisor.

Other Items:

President's Comments:


- Commissioner Henry wanted to say thank you to everyone joining by Zoom. We haven't had the best luck with the weather for the past couple of months. Hopefully next month will be back in person. Thank you to everyone.

Other Business:

- Deputy Director Kim Shirey wanted to say I do the things I do thanks to all the help she gets behind the seen.
- Hugh Gibbs has been doing a phenomenal job the last few weeks. Hugh has been with LHC for 24 years. His dedication is amazing he brings a lot of knowledge, and he has really stepped up to that position.

Adjournment: The meeting was adjourned at 6:38 p.m.

 Date 3/22/23
Emma Henry Board Chair

 Date 3-22-2023
Doug Fleming, Acting Secretary

**UNANIMOUS CONSENT RESOLUTION OF
COMMISSIONERS OF LANSING HOUSING COMMISSION REGARDING
SALE OF 127 W. NORTHRUP STREET**

We, being all of the Commissioners, of LANSING HOUSING COMMISSION, a Michigan public housing agency (the "Company"), pursuant to a Meeting of Commissioners of the Company held, pursuant to the Bylaws, on _____ (the "Consent Effective Date"), consent to the following resolutions and actions ("Consent"), with such Consent to have the same force and effect as a unanimous vote, to be effective as of the Consent Effective Date.

RESIDENTIAL PURCHASE AGREEMENT RESOLUTION

RESOLVED, the Company is authorized, empowered, and directed to sell 127 W. Northrup Street, Lansing MI 48911, as contemplated by the Residential Purchase Agreement by and between the Company, as Seller, and **Love the City Inc.**, as Purchaser ("Purchase Agreement"), a copy of which has been presented to and reviewed by the **Commissioners**;

RESOLVED FURTHER, **Douglas E. Fleming** (the "Authorized Officer"), is authorized, directed, and empowered to do the following:

To execute and deliver the Purchase Agreement and to take any and all actions necessary to consummate the transactions contemplated by the Purchase Agreement, including executing and delivering on behalf of the Company such other documents that are necessary, advisable, or appropriate, and such certificates, transfer documents, deeds, instruments, and additional agreements as may be necessary, advisable, or appropriate to effectuate the transactions contemplated by the Purchase Agreement (collectively, the "Transaction Documents"), together with such changes, amendments, or deletions as the Authorized Officer, shall in his discretion consider necessary, advisable, or appropriate; it being understood that the execution of such Transaction Documents by the Authorized Officer, with such changes, additions, or deletions shall be conclusive evidence of such discretion having been exercised and approved;

RESOLVED FURTHER, all actions previously taken by the Authorized Officer or any other Officer or Agent of the Company in connection with the negotiations of the transactions that are the subject of the Purchase Agreement are ratified and approved in all respects;

Submitted by:

Dated:

Emma Henry, Chair

*Tabled til
April
- Emma*

**UNANIMOUS CONSENT RESOLUTION OF
COMMISSIONERS OF LANSING HOUSING COMMISSION REGARDING
SALE OF 3021 DELTA RIVER DRIVE**

We, being all of the Commissioners, of LANSING HOUSING COMMISSION, a Michigan public housing agency (the "Company"), pursuant to a Meeting of Commissioners of the Company held, pursuant to the Bylaws, on _____ (the "Consent Effective Date"), consent to the following resolutions and actions ("Consent"), with such Consent to have the same force and effect as a unanimous vote, to be effective as of the Consent Effective Date.

RESIDENTIAL PURCHASE AGREEMENT RESOLUTION

RESOLVED, the Company is authorized, empowered, and directed to sell 3021 Delta River Drive, Lansing MI 48911, as contemplated by the Residential Purchase Agreement by and between the Company, as Seller, and **Damaris Alfonso**, as Purchaser ("Purchase Agreement"), ~~a copy of which has been presented to and reviewed by the Commissioners;~~

RESOLVED FURTHER, **Douglas E. Fleming** (the "Authorized Officer"), is authorized, directed, and empowered to do the following:

To execute and deliver the Purchase Agreement and to take any and all actions necessary to consummate the transactions contemplated by the Purchase Agreement, including executing and delivering on behalf of the Company such other documents that are necessary, advisable, or appropriate, and such certificates, transfer documents, deeds, instruments, and additional agreements as may be necessary, advisable, or appropriate to effectuate the transactions contemplated by the Purchase Agreement (collectively, the "Transaction Documents"), together with such changes, amendments, or deletions as the Authorized Officer, shall in his discretion consider necessary, advisable, or appropriate; it being understood that the execution of such Transaction Documents by the Authorized Officer, with such changes, additions, or deletions shall be conclusive evidence of such discretion having been exercised and approved;

RESOLVED FURTHER, all actions previously taken by the Authorized Officer or any other Officer or Agent of the Company in connection with the negotiations of the transactions that are the subject of the Purchase Agreement are ratified and approved in all respects;

Submitted by:

Dated:

Emma Henry, Chair

*Please change
language per
meeting minutes
- Emma*

Lansing Housing Commission
Summary Results for February FY2023

Description	LIPH Total	COCC	HCV Admin	HCV	BA	
REVENUE:						
Total Revenue Variance - Fav (Unfav)	114,599	15,954	74,404	(59,521)	7,929	
Tenant Revenue Variance	15,112	-	-	-	(203)	
HUD Revenue Variance	42,619	15,754	70,657	(58,722)	-	
Capital Fund Income	49,493	-	-	-	-	
Other Income	7,375	200	3,747	(799)	8,132	
Other	-	-	-	-	-	
Budgeted Revenue	196,330	39,392	108,593	1,021,280	10,567	
% Variance fav (unfav)	58%	41%	69%	-6%	0%	
EXPENSES:						
Total Expense Variance Unfav (Fav)	113,812	86,460	43,480	147,267	(2,851)	
Salary Expenses	4,728	1,410	12,727	-	-	
Employee Benefit Expenses	9,099	72	5,296	-	-	
Utilities	39,196	406	2,000	-	-	
Write-offs	-	-	-	-	-	
Legal	(429)	1,954	-	-	-	
Professional Services	(870)	47,280	(790)	-	2,955	
Admin Services	1,918	39,600	2,642	-	(4,500)	
Insurance	530	(186)	229	-	(704)	
Sundry/Postage/Office Supplies	(1,923)	(1,108)	(2,231)	-	-	
Management Fee	933	-	14,131	-	-	
HAP Expense	-	-	-	147,267	-	
Inspections	(1,988)	-	11,156	-	-	
Pilot	645	-	-	-	-	
Maintenance Costs	62,505	(303)	2,784	-	(50)	
Maintenance Contract - Unit Turns	1,649	-	-	-	-	
Other	(2,182)	(2,666)	(4,465)	-	(552)	
Budgeted Expense	120,405	50,869	97,950	1,020,000	(17,232)	
% Variance fav (unfav)	-95%	-170%	-44%	-14%	0%	
Gain(Loss) on Sale of Assets	-	-	-	-	-	
Curr Mo. Actual Net Income (Loss)	\$ 76,712	\$ (81,982)	\$ 41,567	\$ (205,508)	\$ (6,452)	
YTD Actual Net Income (Loss) Net of CWIP	\$ 796,004	\$ (138,584)	\$ (108,274)	\$ (639,263)	\$ 473,038	
Prior YR YTD Net Income (Loss)	\$ 1,020,566	\$ (213,443)	\$ (130,324)	\$ (150,434)	\$ 404,515	
Cash Balance - February	\$ 4,298,510	\$ 2,193,559	\$ 788,905	\$ 19,724	\$ 1,266,113	\$ 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 February FY2023

Description	LIPH Total	COCC	HCV Admin	HCV	BA
REVENUE:					
Total Revenue Variance - Fav (Unfav)	1,165,516	105,347	180,892	(381,260)	(1,046,550)
Tenant Revenue Variance	78,540	-	-	-	(4,274)
HUD Revenue Variance	262,219	92,402	164,437	(376,212)	-
Capital Fund Income	574,923	-	-	-	-
Other Income	15,514	12,945	16,455	(5,048)	(354,918)
Other	-	-	-	-	-
Budgeted Revenue	1,880,240	511,935	868,744	8,170,240	1,923,516
% Variance fav (unfav)	62%	21%	21%	-5%	-54%
EXPENSES:					
Total Expense Variance Unfav (Fav)	672,414	370,766	270,671	268,243	107,080
Salary Expenses	63,170	17,768	113,478	-	-
Employee Benefit Expenses	73,946	(8,913)	10,367	-	4,397
Utilities	22,254	1,021	-	-	(1,136)
Write-offs	2,797	-	-	-	(0)
Legal	(7,546)	32,451	-	-	208
Professional Services	8,062	223,920	32,609	-	52,807
Admin Services	3,056	49,922	40,796	-	(58,366)
Insurance	(13,554)	450	5,051	-	(7,850)
Sundry/Postage/Office Supplies	8,063	43,841	2,660	-	77,029
Management Fee	2,084	-	27,515	-	-
HAP Expense	(185,838)	-	-	268,243	-
Pilot	5,317	-	-	-	-
Inspections	(1,635)	-	22,755	-	-
Maintenance Costs	641,690	8,686	12,572	-	42,711
Maintenance Contract - Unit Turns	49,332	-	-	-	-
Other	1,215	1,620	2,870	-	(2,720)
Budgeted Expense	1,343,018	385,100	887,239	8,160,000	984,207
% Variance fav (unfav)	-50%	-96%	-31%	-3%	-11%
Gain(Loss) on Sale of Assets	-	-	-	-	-
YTD Actual Net Income (Loss) Net of CWIP	\$ 796,004	\$ (138,584)	\$ (108,274)	\$ (639,263)	\$ 473,038
YTD Budgeted Net Income (Loss)	\$ 537,222	\$ 126,835	\$ (18,495)	\$ 10,240	\$ 939,309
Prior YR YTD Net Income (Loss)	\$ 1,020,566	\$ (213,443)	\$ (130,324)	\$ (150,434)	\$ 404,515

February Ratios

HCV Ratios		Prior Months	
Number of Vouchers Used	1,720	01/23	\$ 586.99
HCV 8002 Expenses	\$ 1,166,731.88	12/22	\$ 577.83
Average Cost Per Voucher	<u>\$ 678.33</u>	11/22	\$ 619.66

LIPH Ratios			Prior Months	
	Feb 2023	PY Feb		
	Total	Total		
Year-to-Date Occupancy Rate				
YTD Average Number of Units Leased	277	380	01/23	90.6%
Number of Possible Units	307	407	12/22	90.6%
Year-to-Date Occupancy Rate	<u>90.2%</u>	<u>93.4%</u>	11/22	87.9%
Average Revenue Per Occupied Unit				
Total LIPH Revenue	\$ 310,928.97	\$ 262,181.82	01/23	\$ 414.39
Average Revenue Per Occupied Unit	<u>\$ 515.64</u>	<u>\$ 371.36</u>	12/22	\$ 497.77
			11/22	\$ 466.26
Average Tenant Revenue Per Occupied Unit				
Total Tenant Revenue	\$ 31,612.00	\$ 17,685.73	01/23	\$ 107.76
Average Tenant Revenue Per Occupied Unit	<u>\$ 114.12</u>	<u>\$ 46.54</u>	12/22	\$ 97.99
			11/22	\$ 84.47
Average Cost Per Occupied Unit				
YTD Average Monthly Expenses	\$ 281,218.99	\$ 381,149.01	01/23	\$ 476.71
Average Cost Per Occupied Unit	<u>\$ 466.37</u>	<u>\$ 539.87</u>	12/22	\$ 412.72
			11/22	\$ 409.80

Company Ratios			
Operating Reserves	LIPH	COCC	HCV Admin
Bank Account Balance	\$ 4,298,510.26	\$ 2,193,559.16	\$ 788,905.16
YTD Expenses	\$ 2,249,751.91	\$ 755,866.13	\$ 1,157,909.75
Number of Months	8	8	8
Average Monthly Expenses	\$ 281,218.99	\$ 94,483.27	\$ 144,738.72
Number of Months of Operating Reserves (would like to have 4 months of operating reserves)	<u>15.29</u>	<u>23.22</u>	<u>5.45</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 February 28, 2023

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 37,363	\$ 16,800	\$ 20,563	\$ 19,962	\$ 25,200	\$ 8,400
Tenant Revenue - Other	2,050	2,920	(870)	1,748	4,380	1,460
Total Tenant Revenue	<u>\$ 39,413</u>	<u>\$ 19,720</u>	<u>\$ 19,693</u>	<u>\$ 21,710</u>	<u>\$ 29,580</u>	<u>\$ 9,860</u>
HUD PHA Operating Grants	412,868	354,712	58,156	726,231	532,068	177,356
CFP Operational Income	241,591	22,700	218,891	215,315	35,550	12,850
Administrative Fees	-	-	-	-	-	-
Fraud Recovery and Other	6,633	800	5,833	4,139	1,200	400
	-	-	-	-	-	-
Total Operating Revenue	<u>\$ 700,505</u>	<u>\$ 397,932</u>	<u>\$ 302,573</u>	<u>\$ 967,396</u>	<u>\$ 598,398</u>	<u>\$ 200,466</u>
Administrative Salaries	\$ 29,485	\$ 14,898	\$ 14,587	\$ 19,630	\$ 22,966	\$ 8,068
Auditing Fees	1,500	5,665	(4,165)	5,000	5,665	-
Management Fees	84,042	24,711	59,331	25,094	37,066	12,355
Bookkeeping Fees	3,488	3,420	68	3,551	5,130	1,710
Employee Benefits Contributions - Admin	17,255	6,852	10,404	12,074	10,325	3,473
Office Expenses	14,795	10,064	4,731	10,030	13,330	3,266
Legal	829	1,720	(891)	1,261	2,580	860
Travel	445	-	445	-	-	-
Other	-	2,300	(2,300)	-	3,450	1,150
Tenant Services - Other	100	-	100	-	-	-
Water	945	1,520	(575)	874	2,280	760
Electricity	945	1,200	(255)	424	1,800	600
Gas	1,470	775	695	368	1,150	375
Other Utilities Expense	7,529	7,250	279	7,188	7,350	100
Ordinary Maintenance and Operations - Labor	37,251	19,625	17,627	10,857	30,333	10,708
Ordinary Maintenance and Operations - Material	121,291	7,150	114,141	2,584	10,410	3,260
Ordinary Maintenance and Operations - Contracts	149,588	22,306	127,282	19,885	31,084	8,778
Employee Benefits Contributions - Ordinary	65,747	25,221	40,526	58,701	37,900	12,679
Protective Services - Other Contract Costs	1,197	-	1,197	-	-	-
Property Insurance	16,475	14,153	2,322	12,564	21,389	7,236
Liability Insurance	5,132	4,300	832	4,291	6,500	2,200
Workers Compensation	-	-	-	-	-	-
All Other Insurance	3,972	10,425	(6,454)	7,523	13,138	2,713
Other General Expenses	48,271	25,875	22,396	28,397	40,253	14,378
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	429,804	-	-
Payment in Lieu of Taxes	3,326	1,331	1,995	5,393	1,997	667
Bad debt - Tenant Rents	958	-	958	(1,167)	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 616,035</u>	<u>\$ 210,760</u>	<u>\$ 405,275</u>	<u>\$ 664,326</u>	<u>\$ 306,096</u>	<u>\$ 95,336</u>
Net Income (Loss)	<u>\$ 84,469</u>	<u>\$ 187,172</u>	<u>\$ (102,702)</u>	<u>\$ 303,070</u>	<u>\$ 292,302</u>	<u>\$ 105,130</u>

Lansing Housing Commission
Budget vs. Actual
Hildebrandt
For the Period Ending February 28, 2023

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 104,929	\$ 84,000	\$ 20,929	\$ 148,363	\$ 126,000	\$ 42,000
Tenant Revenue - Other	2,512	7,860	(5,448)	7,114	11,940	3,980
Total Tenant Revenue	<u>\$ 107,441</u>	<u>\$ 91,960</u>	<u>\$ 15,481</u>	<u>\$ 155,477</u>	<u>\$ 137,940</u>	<u>\$ 45,980</u>
HUD PHA Operating Grants	628,647	570,032	58,615	936,570	855,048	285,016
CFP Operational Income	357,447	22,704	334,743	116,031	35,550	12,846
Administrative Fees	-	-	-	-	-	-
Fraud Recovery and Other	6,460	800	5,660	2,219,511	1,200	400
Total Operating Revenue	<u>\$ 1,099,995</u>	<u>\$ 685,496</u>	<u>\$ 414,499</u>	<u>\$ 3,427,589</u>	<u>\$ 1,029,738</u>	<u>\$ 344,242</u>
Administrative Salaries	\$ 39,365	\$ 29,086	\$ 10,279	\$ 82,486	\$ 44,838	\$ 15,752
Auditing Fees	1,500	5,665	(4,165)	5,000	5,665	-
Management Fees	108,222	48,120	60,102	74,014	72,181	24,061
Bookkeeping Fees	6,804	6,664	140	10,442	9,990	3,326
Employee Benefits Contributions - Admin	9,203	13,377	(4,174)	19,732	20,158	6,781
Office Expenses	12,315	11,855	460	29,428	16,887	5,032
Legal	1,274	5,160	(3,886)	2,596	7,740	2,580
Travel	89	-	89	-	-	-
Other	4,545	4,800	(255)	(480)	7,200	2,400
Tenant Services - Other	1,822	-	1,822	8,500	-	-
Water	35,092	23,750	11,342	73,991	35,270	11,520
Electricity	5,552	4,800	752	18,730	7,200	2,400
Gas	23,297	14,800	8,497	29,478	19,100	4,300
Other Utilities Expense	-	8,000	(8,000)	-	8,000	-
Ordinary Maintenance and Operations - Labor	42,196	38,317	3,879	67,067	59,221	20,904
Ordinary Maintenance and Operations - Material	62,370	19,750	42,620	35,422	29,010	9,260
Ordinary Maintenance and Operations - Contract	227,840	71,000	156,840	157,352	106,000	35,000
Employee Benefits Contributions - Ordinary	55,692	49,264	6,428	50,696	74,036	24,772
Protective Services - Other Contract Costs	-	-	-	2,730	-	-
Property Insurance	26,519	26,030	489	43,229	39,338	13,308
Liability Insurance	6,849	8,388	(1,539)	15,050	12,675	4,287
Workers Compensation	-	-	-	-	-	-
All Other Insurance	5,020	7,248	(2,228)	8,043	8,366	1,118
Other General Expenses	28,495	38,472	(9,977)	30,411	54,202	15,730
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	40,507	-	-
Depreciation	-	-	-	106,194	-	-
Payment in Lieu of Taxes	4,849	4,065	784	14,461	6,443	2,378
Bad debt - Tenant Rents	1,059	-	1,059	6,439	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 709,970</u>	<u>\$ 438,611</u>	<u>\$ 271,359</u>	<u>\$ 931,518</u>	<u>\$ 643,520</u>	<u>\$ 204,909</u>
Net Income (Loss)	<u>\$ 390,025</u>	<u>\$ 246,885</u>	<u>\$ 143,140</u>	<u>\$ 2,496,071</u>	<u>\$ 386,218</u>	<u>\$ 139,333</u>

Lansing Housing Commission
Budget vs. Actual
LaRoy Froh
For the Period Ending February 28, 2023

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 62,943	\$ 26,400	\$ 36,543	\$ 130,483	\$ 39,600	\$ 13,200
Tenant Revenue - Other	2,109	4,240	(2,131)	8,838	6,360	2,120
Total Tenant Revenue	<u>\$ 65,052</u>	<u>\$ 30,640</u>	<u>\$ 34,412</u>	<u>\$ 139,321</u>	<u>\$ 45,960</u>	<u>\$ 15,320</u>
HUD PHA Operating Grants	790,040	658,080	131,960	937,180	862,320	204,240
CFP Operational Income	154,622	22,704	131,918	23,456	35,550	12,846
Administrative Fees	-	-	-	-	-	-
Fraud Recovery and Other	9,530	808	8,722	4,652	1,212	404
Total Operating Revenue	<u>\$ 1,019,243</u>	<u>\$ 712,232</u>	<u>\$ 307,011</u>	<u>\$ 1,104,610</u>	<u>\$ 945,042</u>	<u>\$ 232,810</u>
Administrative Salaries	\$ 32,148	\$ 24,121	\$ 8,027	\$ 54,437	\$ 37,183	\$ 13,062
Auditing Fees	1,500	5,665	(4,165)	5,000	5,665	-
Management Fees	98,826	40,320	58,506	84,707	60,476	20,156
Bookkeeping Fees	5,515	5,584	(69)	11,964	8,370	2,786
Employee Benefits Contributions - Admin	3,260	11,095	(7,835)	9,218	16,717	5,622
Office Expenses	9,022	11,517	(2,495)	22,031	16,347	4,830
Legal	-	3,360	(3,360)	4,971	5,040	1,680
Travel	74	-	74	107	-	-
Other	(445)	4,000	(4,445)	3,534	6,000	2,000
Tenant Services - Other	-	-	-	10,143	-	-
Water	6,476	3,400	3,076	50,680	5,100	1,700
Electricity	5,017	3,600	1,417	31,415	5,400	1,800
Gas	7,407	3,900	3,507	31,078	5,500	1,600
Other Utilities Expense	13,328	14,700	(1,372)	13,557	15,500	800
Ordinary Maintenance and Operations - Labor	39,641	31,776	7,865	85,881	49,110	17,334
Ordinary Maintenance and Operations - Material	83,552	33,100	50,452	50,841	49,140	16,040
Ordinary Maintenance and Operations - Contract	237,126	64,460	172,666	145,421	95,940	31,480
Employee Benefits Contributions - Ordinary	58,399	40,847	17,552	65,319	61,396	20,549
Protective Services - Other Contract Costs	740	-	740	2,600	-	-
Property Insurance	23,196	25,551	(2,355)	46,458	38,611	13,060
Liability Insurance	4,549	7,022	(2,473)	14,571	10,617	3,595
Workers Compensation	-	-	-	-	-	-
All Other Insurance	5,468	6,976	(1,508)	10,877	7,964	988
Other General Expenses	36,466	27,528	8,938	31,632	42,786	15,258
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	63,762	249,600	(185,838)	-	-	-
Payment in Lieu of Taxes	4,233	1,554	2,679	8,740	2,360	806
Bad debt - Tenant Rents	1,715	-	1,715	2,803	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 740,976</u>	<u>\$ 619,676</u>	<u>\$ 121,300</u>	<u>\$ 797,985</u>	<u>\$ 545,222</u>	<u>\$ 175,146</u>
Net Income (Loss)	<u>\$ 278,267</u>	<u>\$ 92,556</u>	<u>\$ 185,711</u>	<u>\$ 306,625</u>	<u>\$ 399,820</u>	<u>\$ 57,664</u>

**Lansing Housing Commission
Budget vs. Actual
South Washington Park
For the Period Ending February 28, 2023**

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 5,305	\$ 4,800	\$ 505	\$ 15,039	\$ 7,200	\$ 2,400
Tenant Revenue - Other	25	-	25	400	-	-
Total Tenant Revenue	<u>\$ 5,330</u>	<u>\$ 4,800</u>	<u>\$ 530</u>	<u>\$ 15,439</u>	<u>\$ 7,200</u>	<u>\$ 2,400</u>
HUD PHA Operating Grants	70,016	56,528	13,488	490,748	84,792	28,264
CFP Operational Income	146,383	22,704	123,679	353,024	35,550	12,846
Administrative Fees	-	-	-	-	-	-
Fraud Recovery and Other	4,284	560	3,724	4,475	840	280
Total Operating Revenue	<u>\$ 226,013</u>	<u>\$ 84,592</u>	<u>\$ 141,421</u>	<u>\$ 863,687</u>	<u>\$ 128,382</u>	<u>\$ 43,790</u>
Administrative Salaries	\$ 3,608	\$ 2,839	\$ 769	\$ 1,176	\$ 4,374	\$ 1,535
Auditing Fees	1,500	5,665	(4,165)	5,000	5,665	-
Management Fees	62,798	4,336	58,462	4,671	6,503	2,167
Bookkeeping Fees	579	600	(21)	664	900	300
Employee Benefits Contributions - Admin	6,325	1,305	5,020	6,012	1,967	662
Office Expenses	5,805	3,636	2,169	9,890	5,345	1,709
Legal	591	-	591	1,302	-	-
Travel	9	-	9	-	-	-
Other	(59)	800	(859)	(2,479)	1,200	400
Tenant Services - Other	633	-	633	-	-	-
Water	1,839	896	943	771	1,344	448
Electricity	908	-	908	-	-	-
Gas	1,500	470	1,030	265	705	235
Other Utilities Expense	1,309	1,300	9	1,287	1,300	-
Ordinary Maintenance and Operations - Labor	3,868	3,737	131	1,625	5,778	2,041
Ordinary Maintenance and Operations - Material	15,655	1,802	13,853	927	2,402	600
Ordinary Maintenance and Operations - Contract	31,065	9,445	21,620	7,490	14,205	4,760
Employee Benefits Contributions - Ordinary	10,830	4,807	6,023	6,029	7,223	2,416
Protective Services - Other Contract Costs	-	-	-	(221)	-	-
Property Insurance	3,145	2,784	361	2,453	4,208	1,424
Liability Insurance	692	790	(98)	1,174	1,192	402
Workers Compensation	-	-	-	-	-	-
All Other Insurance	4,269	5,176	(907)	8,907	5,269	93
Other General Expenses	26,637	23,284	3,353	23,748	36,414	13,130
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	647,478	-	-
Payment in Lieu of Taxes	199	345	(146)	1,319	515	170
Bad debt - Tenant Rents	(936)	-	(936)	32,070	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 182,771</u>	<u>\$ 74,017</u>	<u>\$ 108,754</u>	<u>\$ 761,558</u>	<u>\$ 106,509</u>	<u>\$ 32,492</u>
Net Income (Loss)	<u>\$ 43,243</u>	<u>\$ 10,575</u>	<u>\$ 32,668</u>	<u>\$ 102,129</u>	<u>\$ 21,873</u>	<u>\$ 11,298</u>

Lansing Housing Commission
Budget vs. Actual
AMP Consolidated
For the Period Ending February 28, 2023

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 210,540	\$ 132,000	\$ 78,540	\$ 313,847	\$ 198,000	\$ 66,000
Tenant Revenue - Other	6,696	15,120	(8,424)	18,100	22,680	7,560
Total Tenant Revenue	<u>\$ 217,236</u>	<u>\$ 147,120</u>	<u>\$ 70,116</u>	<u>\$ 331,947</u>	<u>\$ 220,680</u>	<u>\$ 73,560</u>
HUD PHA Operating Grants	1,901,571	1,639,352	262,219	3,090,729	2,334,228	694,876
CFP Operational Income	900,043	90,812	809,231	707,826	142,200	51,388
Fraud Recovery and Other	26,906	2,968	23,938	2,232,777	4,452	1,484
Total Operating Revenue	<u>\$ 3,045,756</u>	<u>\$ 1,880,252</u>	<u>\$ 1,165,504</u>	<u>\$ 6,363,282</u>	<u>\$ 2,701,560</u>	<u>\$ 821,308</u>
Administrative Salaries	\$ 104,606	\$ 70,944	\$ 33,663	\$ 157,729	\$ 109,361	\$ 38,417
Auditing Fees	6,000	22,660	(16,660)	-	22,660	-
Management Fees	353,888	117,487	236,401	188,486	176,226	58,739
Bookkeeping Fees	16,386	16,268	118	26,621	24,390	8,122
Employee Benefits Contributions - Administrative	36,044	32,629	3,415	47,036	49,167	16,538
Office Expenses	41,937	37,072	4,865	71,379	51,909	14,837
Legal Expense	2,695	10,240	(7,546)	10,130	15,360	5,120
Travel	617	-	617	-	-	-
Other	4,042	11,900	(7,858)	575	17,850	5,950
Tenant Services - Other	2,555	-	2,555	-	-	-
Water	44,353	29,566	14,787	126,316	43,994	14,428
Electricity	12,422	9,600	2,822	50,569	14,400	4,800
Gas	33,675	19,945	13,730	61,189	26,455	6,510
Other Utilities Expense	22,166	31,250	(9,084)	-	32,150	900
Ordinary Maintenance and Operations - Labor	122,956	93,455	29,501	165,430	144,442	50,987
Ordinary Maintenance and Operations - Material	282,866	61,802	221,064	89,774	90,962	29,160
Ordinary Maintenance and Operations - Contract	645,620	167,211	478,409	330,148	247,229	80,018
Employee Benefits Contributions - Ordinary	190,669	120,139	70,530	180,745	180,555	60,416
Protective Services - Other Contract Costs	1,937	-	1,937	-	-	-
Property Insurance	69,335	68,518	817	104,704	103,546	35,028
Liability Insurance	17,222	20,500	(3,278)	35,086	30,984	10,484
Workers Compensation	-	-	-	-	-	-
All Other Insurance	18,728	29,825	(11,097)	35,350	34,737	4,912
Other General Expenses	139,869	115,159	24,710	114,188	173,655	58,496
Compensated Absences	-	-	-	-	-	-
Payments in Lieu of Taxes	12,606	7,295	5,312	29,913	11,315	4,021
Bad debt - Tenant Rents	2,797	-	2,797	40,145	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 2,185,990</u>	<u>\$ 1,093,464</u>	<u>\$ 1,092,526</u>	<u>\$ 1,865,513</u>	<u>\$ 1,601,347</u>	<u>\$ 507,883</u>
Net Income (Loss)	<u>\$ 859,766</u>	<u>\$ 786,788</u>	<u>\$ 72,978</u>	<u>\$ 4,497,769</u>	<u>\$ 1,100,213</u>	<u>\$ 313,425</u>

Lansing Housing Commission
Budget vs. Actual
COCC
For the Period Ending February 28, 2023

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Management Fees Income	\$ 530,352	\$ 438,075	\$ 92,277	\$ 318,702	\$ 568,712	\$ 130,637
Bookkeeping Fees Income	16,386	16,264	122	26,621	24,390	8,126
Administrative Fees	-	-	-	71,045	-	-
Fraud Recovery and Other	70,545	57,600	12,945	71,886	76,400	18,800
Total Operating Revenue	\$ 617,283	\$ 511,939	\$ 105,344	\$ 488,255	\$ 669,502	\$ 157,563
Administrative Salaries	\$ 109,679	\$ 91,911	\$ 17,768	\$ 150,524	\$ 142,276	\$ 50,365
Auditing Fees	1,500	7,665	(6,165)	7,000	7,665	-
Employee Benefits Contributions - Admin	28,570	33,230	(4,660)	46,708	50,184	16,954
Office Expenses	72,872	202,025	(129,153)	49,870	306,005	103,980
Legal	36,051	3,600	32,451	4,805	4,850	1,250
Travel	4,887	8,500	(3,613)	4,089	11,000	2,500
Other	22,000	-	22,000	27,656	-	-
Tenant Services - Other	4,040	-	4,040	4,944	-	-
Water	1,371	1,120	251	824	1,680	560
Electricity	7,252	6,700	552	5,682	10,225	3,525
Gas	1,917	1,300	617	1,066	2,175	875
Other Utilities Expense	481	880	(399)	548	1,320	440
Ordinary Maintenance and Operations - Labor	-	-	-	34,336	-	-
Ordinary Maintenance and Operations - Material	-	600	(600)	326	800	200
Ordinary Maintenance and Operations - Contracts	28,741	16,250	12,491	28,987	23,400	7,150
Employee Benefits Contributions - Ordinary	(5,105)	-	(5,105)	12,083	-	-
Protective Services - Other Contract Costs	179,315	-	179,315	-	-	-
Property Insurance	4,263	3,760	503	5,800	5,682	1,922
Liability Insurance	2,461	1,002	1,459	1,188	1,517	515
Workers Compensation	-	-	-	-	-	-
All Other Insurance	245	1,760	(1,515)	395	2,634	874
Other General Expenses	255,327	4,800	250,527	307,367	7,200	2,400
Compensated Absences	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	\$ 755,866	\$ 385,103	\$ 370,763	\$ 694,198	\$ 578,613	\$ 193,510
Net Income (Loss)	\$ (138,584)	\$ 126,836	\$ (265,420)	\$ (205,943)	\$ 90,889	\$ (35,947)

Lansing Housing Commission
Budget vs. Actual
Housing Choice Voucher
For the Period Ending February 28, 2023

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
HUD PHA Operating Grants	\$ 8,692,969	\$ 8,904,744	\$ (211,775)	\$ 8,069,670	\$ 13,357,116	\$ 4,452,372
Other Revenue	137,950	-	137,950	40,032	-	-
Fraud Recovery and Other	7,697	134,240	(126,543)	21,181	201,360	67,120
Total Operating Revenue	<u>\$ 8,838,616</u>	<u>\$ 9,038,984</u>	<u>\$ (200,368)</u>	<u>\$ 8,130,883</u>	<u>\$ 13,558,476</u>	<u>\$ 4,519,492</u>
Administrative Salaries	\$ 461,477	\$ 348,203	\$ 113,274	\$ 302,547	\$ 533,375	\$ 185,172
Auditing Fees	33,000	25,000	8,000	25,000	25,000	-
Management Fees	176,464	148,952	27,512	130,216	223,423	74,471
Bookkeeping Fees	-	-	-	-	-	-
Employee Benefits Contributions - Admin	127,040	111,654	15,386	89,401	168,324	56,670
Office Expenses	156,169	156,225	(56)	158,373	218,000	61,775
Legal Expense	-	-	-	-	-	-
Travel	3,922	-	3,922	1,208	-	-
Other	9,024	35,200	(26,176)	346	52,800	17,600
Tenant Services - Other	-	-	-	-	-	-
Water	-	-	-	-	-	-
Electricity	-	-	-	-	-	-
Gas	-	-	-	-	-	-
Other Utilities Expense	1,165	960	205	150	1,440	480
Ordinary Maintenance and Operations - Material	157	-	157	-	-	-
Ordinary Maintenance and Operations - Contract	111,766	600	111,166	31,264	900	-
Protective services - Other Contract Costs	-	-	-	-	-	-
Property Insurance	-	-	-	-	-	-
Liability Insurance	22,973	17,920	5,053	19,187	27,092	9,172
Workers Compensation	-	-	-	-	-	-
All Other Insurance	-	9,528	(9,528)	1,245	14,291	4,763
Other General Expenses	54,753	33,000	21,753	35,369	50,000	17,000
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	8,428,243	8,160,000	268,243	7,580,468	12,240,000	4,080,000
Bad Debt - Tenant Rents	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 9,586,153</u>	<u>\$ 9,047,242</u>	<u>\$ 538,911</u>	<u>\$ 8,374,774</u>	<u>\$ 13,554,645</u>	<u>\$ 4,507,403</u>
Net Income (Loss)	<u>\$ (747,537)</u>	<u>\$ (8,258)</u>	<u>\$ (739,279)</u>	<u>\$ (243,891)</u>	<u>\$ 3,831</u>	<u>\$ 12,089</u>

Lansing Housing Commission
1010 Mt. Vernon Park
Balance Sheet for February 2023

	<u>Period Amount</u>	<u>Balance</u>
ASSETS		
1010-0000-111102 Cash-Security Deposits	-	9,351.30
1010-0000-111111 Chase Checking	115,731.80	1,215,435.24
1010-0000-112200 Accounts Receivable	3,881.00	3,932.00
1010-0000-112201 Allowance for Doubtful Accounts	-	(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	(134,983.80)	(336,345.43)
1010-0000-116201 Investments Savings	-	75,896.98
1010-0000-121100 Prepaid Insurance	(2,789.68)	16,371.39
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
TOTAL ASSETS	<u>(18,160.68)</u>	<u>1,456,132.82</u>
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	(15,927.86)	14,143.53
1010-0000-211343 Accounts Payable Misc	-	-
1010-0000-211400 Tenant Security Deposits	-	10,271.30
1010-0000-211999 Tenant Refunds	137.00	6,615.50
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	498.52	6,040.34
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	<u>(15,292.34)</u>	<u>150,156.50</u>
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	(2,868.34)	(3,947,120.60)
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	<u>(2,868.34)</u>	<u>1,305,976.32</u>
TOTAL LIABILITES & EQUITY	<u>(18,160.68)</u>	<u>1,456,132.82</u>

**Lansing Housing Commission
1020 Hildebrandt Park
Balance Sheet for February 2023**

	Period Amount	Balance
ASSETS		
1020-0000-111102 Cash-Security Deposits	-	19,647.00
1020-0000-111111 Chase Checking	(126,050.17)	1,314,733.75
1020-0000-112200 Accounts Receivable	4,156.00	4,402.00
1020-0000-112201 Allowance for Doubtful Accounts	-	(3,926.60)
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	139,609.76	82,279.27
1020-0000-116201 Investments Savings	-	75,896.98
1020-0000-121100 Prepaid Insurance	(5,111.08)	29,498.84
1020-0000-140000 Land	-	348,580.00
1020-0000-144000 Construction in Progress	-	-
1020-3000-144000 Construction in Progress	25,193.21	127,469.56
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	37,797.72	2,325,737.66
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	9,552.77	44,661.96
1020-0000-211343 Accounts Payable Misc	-	-
1020-0000-211400 Tenant Security Deposits	-	19,381.00
1020-0000-211999 Tenant Refunds	(237.00)	5,663.75
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	72.34	11,779.69
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 Inflows - OPEB	-	45,678.09
1020-0000-270000 Deferred Inflows	-	-
TOTAL LIABILITIES	9,388.11	194,460.26
EQUITY		
1020-0000-280100 Invest C	-	3,764,889.00
1020-0000-280500 Unrestricted Net Assets	-	(35,006.10)
1020-0000-282000 Income and Expense Clearing	28,409.61	(3,999,517.90)
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	-	2,563,818.65
TOTAL EQUITY	28,409.61	2,131,277.40
TOTAL LIABILITIES & EQUITY	37,797.72	2,325,737.66

**Lansing Housing Commission
1080 LaRoy Froh Townhomes
Balance Sheet for February 2023**

	Period Amount	Balance
ASSETS		
1080-0000-111102 Cash-Security Deposits	-	17,098.00
1080-0000-111111 Chase Checking	(140,752.52)	1,046,319.94
1080-0000-112200 Accounts Receivable	4,171.00	5,375.89
1080-0000-112201 Allowance for Doubtful Accounts	-	(2,835.14)
1080-0000-112220 A/R Repayment Agreement	-	-
1080-0000-112500 Accounts Receivable HUD	-	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	152,151.48	90,245.13
1080-0000-116201 Investments Savings	-	75,896.98
1080-0000-121100 Prepaid Insurance	(4,725.96)	27,189.20
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	10,844.00	2,191,425.16
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	(26,826.78)	15,221.38
1080-0000-211343 Accounts Payable Misc	-	-
1080-0000-211400 Tenant Security Deposits	-	17,223.00
1080-0000-211999 Tenant Refunds	296.00	7,333.34
1080-0000-211998 Deferred Income	-	-
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	773.76	4,232.48
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
1080-0000-210001 Deferred Inflows - OPEB	-	25,536.57
TOTAL LIABILITIES	(25,757.02)	166,804.58
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	36,601.02	(3,904,924.15)
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	-	1,860,330.35
TOTAL EQUITY	36,601.02	2,024,620.58
TOTAL LIABILITIES & EQUITY	10,844.00	2,191,425.16

**Lansing Housing Commission
1090 South Washington Park
Balance Sheet for February 2023**

	Period Amount	Balance
ASSETS		
1090-0000-111102 Cash-Security Deposits	-	1,512.00
1090-0000-111111 Chase Checking	(65,364.60)	722,021.33
1090-0000-112000 Accounts Receivable - Operations	-	-
1090-0000-112200 Accounts Receivable	974.00	-
1090-0000-112201 Allowance for Doubtful Accounts	-	(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	64,415.59	1,830.09
1090-0000-116201 Investments Savings	-	75,896.98
1090-0000-121100 Prepaid Insurance	(509.47)	3,056.74
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	(484.48)	1,024,575.59
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	(16,052.38)	2,479.01
1090-0000-211343 Accounts Payable Misc	-	-
1090-0000-211400 Tenant Security Deposits	-	1,474.00
1090-0000-211999 Tenant Refunds	964.00	1,406.00
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	33.75	(3,201.66)
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	-	-
1090-0000-210001 Deferred Inflows - OPEB	-	42,800.73
TOTAL LIABILITIES	(15,054.63)	139,661.91
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	14,570.15	(6,239,230.90)
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
TOTAL EQUITY	14,570.15	884,913.68
TOTAL LIABILITES & EQUITY	(484.48)	1,024,575.59

**Lansing Housing Commission
5005 Central Office Cost Center
Balance Sheet for February 2023**

	Period Amount	Balance
ASSETS		
5005-0000-111101 General Fund Checking	-	-
5005-0000-111105 LHC-Payroll Account	-	63,895.41
5005-0000-111111 Chase Checking	499,779.14	2,193,559.16
5005-0000-112200 Accounts Receivable	(1,744.00)	-
5005-0000-112500 Accounts Receivable HUD	850.00	870.00
5005-0000-112954 Accounts Receivables-Misc	(22,996.78)	141,673.92
5005-1010-115700 Intercompany	134,983.80	336,345.43
5005-1020-115700 Intercompany	(139,609.76)	(82,279.27)
5005-1080-115700 Intercompany	(152,151.48)	(90,245.13)
5005-1090-115700 Intercompany	(64,415.59)	(1,830.09)
5005-4001-115700 Intercompany	(215,077.61)	(200,709.62)
5005-8001-115700 Intercompany	(155,999.10)	(56,270.59)
5005-8002-115700 Intercompany	164,919.60	152,756.03
5005-8005-115700 Intercompany	315.42	(580.51)
5005-8010-115700 Intercompany	(51,267.85)	244,196.88
5005-8020-115700 Intercompany	(1,481.00)	(1,481.00)
5005-8021-115700 Intercompany	5,899.35	15,715.41
5005-9101-115700 Intercompany	-	-
5005-0000-121100 Prepaid Insurance	(642.51)	4,215.06
5005-0000-121200 Prepaid - Other	240.00	2,905.00
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	1,601.63	3,357,631.31
LIABILITIES		
5005-0000-200000 OPEB Liability	-	-
5005-0000-200300 Pension Liability	-	(27,440.00)
5005-0000-210000 Construction Costs Payable	-	-
5005-0000-211100 Accounts Payable	83,716.44	114,093.00
5005-0000-211343 Accounts Payable Misc	-	-
5005-0000-211703 Union Dues Payable	(132.45)	(1,677.70)
5005-0000-211704 Health Insurance W/H	-	-
5005-0000-211998 Deferred Income	-	123,207.18
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 Inflows - OPEB	-	-
5005-0000-270000 Deferred Inflows	-	-
TOTAL LIABILITIES	83,583.99	313,473.21
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	(81,982.36)	2,716,143.21
5005-1010-282000 Income and Expense Clearing	-	(8,680.49)
		(346.39)
		(11,610.43)
5005-1090-282000 Income and Expense Clearing	-	(7,471.09)
5005-3000-282000 Income and Expense Clearing	-	(233,906.71)
TOTAL EQUITY	(81,982.36)	3,044,158.10
TOTAL LIABILITIES & EQUITY	1,601.63	3,357,631.31

**Lansing Housing Commission
Housing Choice Voucher
Balance Sheet for February 2023**

	<u>Period Amount</u>	<u>Balance</u>
ASSETS		
8001-0000-111111 Chase Checking	(107,826.17)	788,905.16
8001-2010-111111 Chase Checking	-	-
8002-0000-111111 Chase Checking	(40,588.01)	19,723.85
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	155,999.10	56,270.59
8002-5005-115700 Intercompany	(164,919.60)	(152,756.03)
8001-0000-121100 Prepaid Insurance	(2,521.30)	15,127.84
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>(159,855.98)</u>	<u>605,139.12</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	4,084.81	23,200.87
8002-0000-211100 Accounts Payable	-	-
8002-8002-211100 Accounts Payable	-	-
8001-0000-211343 Accounts Payable Misc	-	-
8001-2010-211998 Deferred Income	-	-
8001-0000-212000 Accrued Payroll	-	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 Inflows - OPEB	-	40,283.04
8001-0000-270000 Deferred Inflows	-	-
TOTAL LIABILITIES	<u>4,084.81</u>	<u>226,649.73</u>
EQUITY		
8001-0000-280500 Unrestricted Net Assets	-	(311,896.99)
8001-0000-282000 Income and Expense Clearing	41,566.82	826,587.48
8001-0003-282000 Income and Expense Clearing	-	(1,038.20)
8001-3000-282000 Income and Expense Clearing	-	(2,130.72)
8002-0000-280100 Invest C	-	3,047.00
8002-0000-280400 Restricted Net Assets	-	152,357.00
8002-0000-280500 Unrestricted Net Assets	-	453,953.00
8002-0000-282000 Income and Expense Clearing	(205,507.61)	75,763,676.76
8002-8002-282000 Income and Expense Clearing	-	(76,506,065.94)
TOTAL EQUITY	<u>(163,940.79)</u>	<u>378,489.39</u>
TOTAL LIABILITES & EQUITY	<u>(159,855.98)</u>	<u>605,139.12</u>

March 22, 2023

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

February 2023 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 2 new participants and conducted 7 orientations. We are also finalizing 2 graduations.

HCV Orientations:

LHC issued six (6) vouchers in the month of February.

Two (2) VASH orientation virtually was held for the month of February 2023, and two (2) vouchers were issued with the assistance of community partners. There are currently an additional 4 vouchers issued and out searching or pending inspection.

Waiting List:

Emergency Housing Vouchers: 28 of the 32 Emergency Housing Vouchers have been leased up, 2 are pending RFTA calculation and 2 are issued and are out searching for housing. 23 households are out searching for units in the regular HCV Program, 71 applicants are pending documentation or final approval, 1 applicant is pending a hearing, 42 units are approved pending inspection and/or pending lease-up.

Department Initiatives:

In the HCV Program, there are currently 1,780 vouchers housed in all its programs. 40 participants are with the Shelter Plus Care Program (S+C), 60 are housed under the Permanent Supportive Housing Program (PSH), 28 are housed under the Emergency Housing Voucher Program (EHV), 126 are housed under the HUD-Veterans Affairs

Supportive Housing (VASH), 31 at Waverly Place, 28 are housed at Hildebrandt Park, 18 at LaRoy Froh, 50 are housed under the Holy Cross Permanent Supportive Housing (HCP SH) and 1,399 are housed under the Housing Choice Voucher Program.

Voucher Utilization

January Voucher Program Total Units	1,831
January Traditional HCV Utilization	1484
January % Utilized Units	81%

February Voucher Program Total Units	1,870
February Traditional HCV Utilization	1525
February % Utilized Units	82%

Voucher Disbursement

HUD January HAP Disbursement	\$961,278
LHC January HAP/UAP Disbursement	\$921,168
% Voucher Funding Utilization	96%

HUD February HAP Disbursement	\$961,278
LHC February HAP/UAP Disbursement	\$950,977
% Voucher Funding Utilization	99%
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 three (3) 24-hour deficiencies and thirty-eight (38) 30-day deficiencies. All corrected, abated, or terminated, as necessary.

HQS Enforcement

PIC Scoring	Internal Scoring
N/A	10

Indicator 7- Expanding Housing Opportunities

LHC adopted and implemented a written policy to encourage participation by owners of units located outside areas of poverty and minority concentration. This indicator is not scored in PIC but is based on an internal review. As of this reporting period, LHC records this indicator as receiving five (5) of a possible five (5)

Housing Opportunities

PIC Scoring	Internal Scoring
N/A	5

Indicator 8- Payment Standards

This indicator shows whether LHC has adopted a current payment standard schedule for the voucher program by unit size. During this reporting period, the HCV Payment Standards were increased to 110% 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 February 28, 2023, 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 82%. In an effort to maximize the number of participants that are housed, the program's utilization rate will continue to be closely monitored without exceeding funding capacity. SEMAP certification requires LHC to report the status of efforts in providing Housing Choice Vouchers and leasing units based on funds awarded by HUD.

Program Utilization

PIC Scoring	Internal Scoring
N/A	20

Indicator 14-Family Self Sufficiency

As of this reporting period, the Family Self Sufficiency (FSS) Program has 37 mandatory slots, 19 slots/households or (51%) are enrolled. SEMAP certification requires the LHC to report the status of enrollment for the FSS program.

Enrollment and Escrow Accounts are documented by Indicator 14. As of this reporting period, LHC would receive five (5) of 10 points.

FSS Enrollment

PIC Scoring	Internal Scoring
N/A	5

Currently, 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 2/28/2023.

March 22, 2023

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

February 2023 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 February. 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 98% at the end of February. There was one (1) household moved in, one (1) resident moved out, and zero (0) unit transferred. The total units occupied was 279 which equals 97%. At the end of February, PH scattered sites had a total of 101 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	279	97%	1	1	0	0
Totals	286	279	97%	2	0	1	0

RENT COLLECTION:

Site	Rent Charged	Receivables	Total Uncollected	Collection Rate
PH Scattered Sites	\$ 34,152	\$ 41,346	\$ 0	121%
Totals	\$ 34,152	\$ 41,346	\$ 0	121%

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				
2139 Forest	2	2-9-23				
1125 Glenn	3	10-25-22				
1200 Parkview	3	12-19-22				
4351 Balmoral	3	12-19-22				
1216 Weiland	3	12-19-22				
321 Fenton	3	12-19-22				