

## Agenda

Lansing Housing Commission

October 26, 2022

1. Call to Order
  - a. Roll Call
  - b. Approval of Minutes of August 22, 2022
2. Public Comment – limit 3 minutes per person
3. Action Items:
  - a. Resolution 1343 – Increased Payment Standards
  - b. Resolution 1344 – MERS defined contribution plan
  - c. Resolution 1345 – approval for agreement with MVAH (Stadium North and Stadium North Senior projects)
4. Informational Items:
  - a. Finance Report Aug & Sept 2022 Steven Raiche
  - b. Housing Choice Voucher Aug & Sept 2022 Jennifer Burnette
  - c. Asset Management Report Aug & Sept 2022  
Scattered Sites Marcus Hardy
5. Discussion Items:
  - a. RAD Update
  - b. Reminder - November board meeting is scheduled for November 21, 2022, and the December board meeting is scheduled for December 19, 2022
6. Other Items:
7. Executive Director's Comments.
8. President's Comments
9. Adjournment.



## Minutes of August 22, 2022

Commissioner Henry called the meeting to order at 6:32 p.m. Mr. Fleming called the roll.

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

**STAFF:**

Kim Shirey  
Jennifer Burnette  
Steven Raiche

Marcus Hardy  
Douglas Fleming

**Guests: None**

Commissioner Barker motioned to approve the minutes of June 29, 2022, commission meeting. The Motion was

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

Mike Lynn – 4<sup>th</sup> ward living, wants transparency in the Board meetings. Wants a resolution to know how the decisions are made when voting on resolutions. Need to make the meetings more hybrid so more people can attend. Wants Board to discipline the Director to be more amicable when dealing with the public.

Erica Lynn – 4<sup>th</sup> ward living, second the urge to make the board meetings more hybrid I think there are a lot of people that would like to get involved. Wants to know the path that is taken for the board to make decisions. Wants to address the deal that is going on why is it a good idea why are people so upset about this deal? Section 18 scattered housing is worth the investment in the scattered housing. Executive Directors don't get to separate personal and work life when they run a non-profit organization and should always think about the way they treat and speak to people.

Sharon Norris – 4<sup>th</sup> ward living, saddened by the behavior of Doug Fleming. Believes Doug is very disrespectful to everyone. Brought up the email she sent. Believes the resident's homes are in deplorable condition. Shown the people do not want this to happen.

**Action Items:**

Resolution 1342 – approval of utility allowance

- Jennifer Burnette gave an overview of the utility allowance. Annually a utility allowance study is completed to determine that the utility allowance we are using are accurate and where it should be based on the market. They are staying pretty much the same. These will take effect on December 1, 2022. The utility allowance is intended to offset set the cost of the utilities.

Commissioner Barker moved and Commissioner Henry seconded a motion to approve Resolution 1342 of the utility allowance.

### Informational Items:

#### Finance Report July 2022

Steven Raiche

- July was the first month of the new fiscal year. Not a lot of activity. There is no year to to date. In the board packet, you have the abbreviated version. Waverly Place has not officially finished construction. The payments related to that have been delayed slightly. Should be accomplished and finished within the next 60 to 90 days. Our year-end external audit completed by Plante Moran will start Tuesday after Labor Day so September 6<sup>th</sup>. They will be out here for two weeks then a month after that we will have some initial information. BDO our outside accounting firm help us prepare some of the audit work papers as of this point we don't have anything that is noteworthy that hasn't already been relayed to you.
- Emma Henry can you just share about past audits for the new members of the board? I know in the time I have been here we have cleaned up a lot of things up and streamlined a lot of our processes.
- Dickey May and I do accounting we are contract employees BDO helps with compliance. HUD can come in and do an audit at any time.
- Doug - when Steve came in 2018, we had one open finding from OIG that we have since closed out.
- Kim – this is the first leadership team that has given full transparency as an agency as a whole. That is a credit to the whole team. We have come a long way to close out all the findings that we had.

#### Housing Choice Voucher July 2022

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



- We are continuing outreach for the Housing Choice Voucher Advantage Program Formerly Family Self Sufficiency Program. We have had a recent graduate that graduated with over 32,000 she also was self-sufficient on the HCV program and no longer needed the assistance we were providing. We had 3 orientations with additional scheduled
- LHC issued twenty-eight (28) vouchers that were issued in the month of July. We had one (1) VASH orientation for the homeless Veterans program for the month of July 2022 we had one (1) voucher issued. There are currently an additional eight (8) vouchers issued and out searching.
- Emergency Housing Vouchers: 21 of the 32 Emergency Housing Vouchers have been leased up and are housed, 3 are pending calculation or inspection. We have 8 that are issued and are out searching for housing.
- 70 households are out searching for units, 142 applicants are pending documentation or final approval, one (1) is pending a hearing, 17 units are approved and pending inspections and 22 are pending leased up.
- In the month of July, the waiting list was open for 1 week. We had appointments available to help people sign up. 3100 people applied only 500 lottery slots were available. Those 500 people were notified they made it on the waitlist. HUD suggests that the waiting list isn't any bigger than you can get through in a year. That is the standard practice we will use moving forward.
- Landlord incentive program is going well. We have gotten several new landlords.

### Asset Management Report July 2022

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

- **Public Housing Scattered Sites** had an occupancy rate of 91% at the end of July. There was zero (0) move-in, zero (0) move-outs and zero (0) transfer.

There are 25 vacancies, we are finding a lot of units have been abandoned during covid. We do have 10 of those units pre-leased people have turned in their deposits. I did two orientations in the last two weeks for our two-bedroom list. We had 23 people that showed up between the two orientations. 10 of those people brought back the security deposit one of them already moved in last week. The 3-bedroom waitlist closed this past Sunday it was open for a week. 344 people applied to that waiting list. There are 176 open work orders.



### Discussion Items:

- RAD Construction update – Waverly Place all units and exteriors have been completed. We are working on the exterior punch list. We are going to have a grand reopening on September 15, 2022. We will have a meeting inside and at noon a BBQ for everyone.
- The final two units are under construction at Capital City 185 units completed and turned over to the management company. The 3<sup>rd</sup> and 4th-floor corridor floors and ceilings are being done now. The first floor will be the last corridor to be done there are a lot of wiring throughout that all have to be inspected. The front office is still under construction. The security office is complete, and we are working with Providence to move the equipment up there.
- Hildebrandt 33 units are complete 15 are in progress there are 100 units. Porches and sidewalks the construction company is trying to get done before the frost laws begin.
- LaRoy Froh has had a slow start there with supply chain issues with the contractor down there. We are finishing the first phase we are looking to move 20 families in September. That will be our first full move.
- The other two tax credit deals that we are looking at are being pushed back to April 2023, Oliver Gardens and the proposed project next door up the street. This is because of the workload and all the other projects we have going on right now.

Other Items: None

### Executive Directors Comments:

#### Scattered Site Improvements

- We are going through pre-inspections for HQS approval. In doing all these inspections we have found a lot of issues. Issues that have not been reported to LHC. We have found several lease violations but have helped them to correct their issues.
- The city inspections have been going on as well. We are fixing the issues that are being found.

#### Development Activities

- Oliver Gardens – this deal is being pushed back to April 2023 as well as the vacant property next door up the street.

Other Activities: none

Other Items: none

President's Comments:

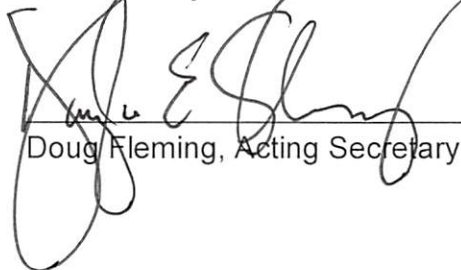
Other Business:

Adjournment: The meeting was adjourned at 8:05 p.m.



Emma Henry Board, Chair

Date 10/26/2022



Doug Fleming, Acting Secretary

Date 10/26/2022





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

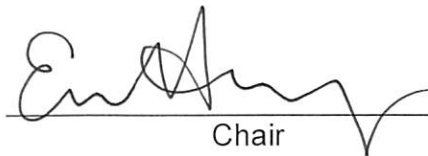
**Resolution No. 1343**

Adopted By the Lansing Housing Commission

October 26, 2022

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

Doug Fleming, acting in the capacity of Executive Director, is authorized to approve the HUD approved 110% of the 50<sup>th</sup> percentile payment stands for the Housing Choice Voucher Program as stated.

  
Chair

Yeas 4

Nays 0

Abstentions 0

Attest.  
  
Secretary

For Clerk Use Only

Resolution No. 1343  
Date Adopted 10/26/2022





**October 26, 2022**

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

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Approval to use HUD approved Success Rate Payment Standards - Resolution No. 1343.**

**RECOMMENDATION:**

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

**CONTACT PERSON:**

Jennifer Burnette  
Assistant Director of Housing Programs

**SUMMARY**

This resolution authorizes LHC to use the HUD approved success rate payment standards. In order to increase the number of voucher holders who become participants.

**BACKGROUND:**

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

In order to increase the number of voucher holders who become participants, HUD may approve requests from PHAs whose FMRs are computed at the 40th percentile rent to establish higher, success rate payment standard amounts. A success rate payment standard amount is defined as any amount between 90 percent and 110 percent of the 50th percentile rent, calculated in accordance with the methodology described in § 888.113 of this title.



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

The 2023 HUD approved 40<sup>th</sup> Percentile Fair Market rents are as follows:

<b>Final FY 2023 FMRs By Unit Bedrooms</b>				
<u><a href="#">Efficiency</a></u>	<u><a href="#">One-Bedroom</a></u>	<u><a href="#">Two-Bedroom</a></u>	<u><a href="#">Three-Bedroom</a></u>	<u><a href="#">Four-Bedroom</a></u>
\$837	\$868	\$1,063	\$1,374	\$1,428

The 50<sup>th</sup> Percentile Rents from HUD's website are as follows:

<b>50<sup>th</sup> Percentile Rents By Unit Bedroom</b>				
<u><a href="#">Efficiency</a></u>	<u><a href="#">One-Bedroom</a></u>	<u><a href="#">Two-Bedroom</a></u>	<u><a href="#">Three-Bedroom</a></u>	<u><a href="#">Four-Bedroom</a></u>
\$891	\$925	\$1,132	\$1,464	\$1,521

The Lansing Housing Commission proposed payment standards at 110% of the 50<sup>th</sup> Percentile are as follows:

<b>LHC Payment Standards By Unit Bedroom</b>				
<u><a href="#">Efficiency</a></u>	<u><a href="#">One-Bedroom</a></u>	<u><a href="#">Two-Bedroom</a></u>	<u><a href="#">Three-Bedroom</a></u>	<u><a href="#">Four-Bedroom</a></u>
\$980	\$1,017	\$1,245	\$1,610	\$1,673

#### **FINANCIAL CONSIDERATIONS**

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

#### **POLICY CONSIDERATIONS:**

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

Respectfully Submitted,



Doug Fleming, Secretary to the Board  
Lansing Housing Commission



U.S. Department of Housing and Urban Development

Detroit Field Office  
Office of Public Housing  
Patrick V. McNamara Federal Building  
477 Michigan Avenue, Room 1710  
Detroit, MI 48226-2592  
Tel. (313) 226-7900 FAX (313) 226-6160

October 26, 2022

Douglas Fleming  
Executive Director  
Lansing Housing Commission  
419 Cherry Street  
Lansing, Michigan 48933

[dfleming@lanshc.org](mailto:dfleming@lanshc.org)

Dear Mr. Fleming:

SUBJECT: Approval of Success Rate Payment Standards for (MI058) Lansing Housing Commission (LHC)

This letter serves as notification that Detroit HUD Field Office of Public Housing (OPH) has completed its review of the Lansing Housing Commission's September 28, 2022 request to approve the use of 110% of the 50<sup>th</sup> percentile rents. The request is being approved based on LHC meeting the three (3) criteria set forth in its letter permitted by 24 CFR 982.503(e).

24 CFR 982.503(e) HUD Approval of Success Rate Payment Standards

**(e) HUD approval of success rate payment standard amounts.** In order to increase the number of voucher holders who become participants, HUD may approve requests from PHAs whose FMRs are computed at the 40th percentile rent to establish higher, success rate payment standard amounts. A success rate payment standard amount is defined as any amount between 90 percent and 110 percent of the 50th percentile rent, calculated in accordance with the methodology described in § 888.113 of this title.

**(1)** A PHA may obtain HUD Field Office approval of success rate payment standard amounts provided the PHA demonstrates to HUD that it meets the following criteria:

- (i)** Fewer than 75 percent of the families to whom the PHA issued rental vouchers during the most recent 6 month period for which there is success rate data available have become participants in the voucher program;
- (ii)** The PHA has established payment standard amounts for all unit sizes in the entire PHA jurisdiction within the FMR area at 110 percent of the published FMR for at least the 6 month period referenced in paragraph (e)(1)(i) of this section and up to the time the request is made to HUD; and
- (iii)** The PHA has a policy of granting automatic extensions of voucher terms to at least 90 days to provide a family who has made sustained efforts to locate suitable housing with additional search time.



If you have any questions please contact Ms. Kawan Clemons, Portfolio Management Specialist, at 313-234-7385 or [Kawan.clemons@hud.gov](mailto:Kawan.clemons@hud.gov).

Sincerely,

DOUGLAS  
GORDON

Digitally signed by  
DOUGLAS GORDON  
Date: 2022.10.26  
09:25:13 -04'00'

Douglas Gordon  
Director  
Office of Public Housing

Cc: Emma Henry, Chair  
[Emmah@lanshc.org](mailto:Emmah@lanshc.org)



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**Resolution No. 1344**

Adopted By the Lansing Housing Commission

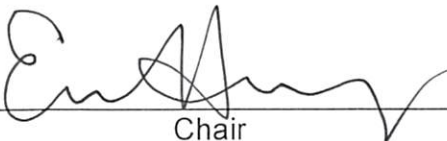
October 26, 2022

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

Douglas Fleming, acting in the capacity of Executive Director, is authorized to work with MERS to establish a defined contribution plan.

The plan will allow for the following

1. A matching program of dollar for dollar up to 6% of wages for all employees
2. A 3% employer mandatory contribution for all employees hired after May 1, 2021
3. An option for any additional annual discretionary contributions from LHC


  
Chair

Yeas 4

Nays 0

Abstentions 0

Attest:

  
Secretary

For Clerk Use Only

Resolution No. 1344

Date Adopted 10/26/2022





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

**Resolution No. 1345**

Adopted By the Lansing Housing Commission

October 26, 2022

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

Douglas Fleming, acting in the capacity of Executive Director, is authorized, and is approved to enter into the necessary formal agreements and partnership agreements to close the transaction and build Stadium North and Stadium North Senior affordable LIHTC units.


**Whereas**, for the past 2 years LHC has worked with Pivotal (MVAH) on the Stadium North and Stadium North Senior projects.

**Whereas**, additional agreements and documents may be needed by HUD, financial institutions, and MSHDA to close the transaction.

**Whereas**, LHC intends to provide each project Stadium North and Stadium North Senior with 13 units of project-based vouchers.

**Whereas**, LHC's involvement as a partner on these projects supports its mission statement.

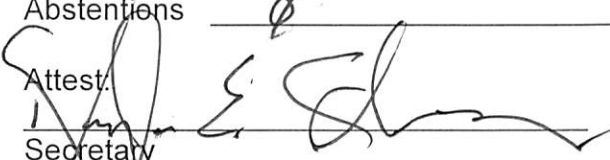
**Now, Therefore, Be It Resolved**, that the LCH Board of Commissioners supports and approves the executive director to enter LHC into the necessary agreements and partnerships to close the transaction and build Stadium North and Stadium North Senior affordable LIHTC units.

  
Chair

Yeas 4

Nays 0

Abstentions 0

Attest:  
  
Secretary

For Clerk Use Only

Resolution No. 1345

Date Adopted 10/26/2022





Lansing Housing Commission  
Summary Results for September FY2023

Description	LIPH Total	COCC	HCV Admin	HCV	BA	
REVENUE:						
Total Revenue Variance - Fav (Unfav)	45,422	139	2,813	14,130	(9,696)	
Tenant Revenue Variance	10,005	-	-	-	(36)	
HUD Revenue Variance	34,508	339	-	14,840	-	
Capital Fund Income	1,028	-	-	-	-	
Other Income	(119)	(200)	2,813	(710)	(9,660)	
Other	-	-	-	-	-	
Budgeted Revenue	237,930	39,392	108,593	1,021,280	-	
% Variance fav (unfav)	19%	0%	3%	1%	0%	
EXPENSES:						
Total Expense Variance Unfav (Fav)	91,866	(17,172)	-	45,921	(12,763)	
Salary Expenses	5,707	1,280	(4,240)	-	-	
Employee Benefit Expenses	11,413	(946)	(3,376)	-	-	
Utilities	217	68	13,096	-	-	
Write-offs	(565)	-	-	-	-	
Legal	(1,240)	-	-	-	-	
Professional Services	608	1,825	3,729	-	8,090	
Admin Services	-	(18,725)	(755)	-	(19,616)	
Insurance	983	(125)	229	-	(771)	
Sundry/Postage/Office Supplies	809	1,648	(42)	-	-	
Management Fee	(269)	-	0	-	-	
HAP Expense	(6,024)	-	-	45,921	-	
Inspections	300	-	(1,071)	-	-	
Pilot	1,025	-	-	-	-	
Maintenance Costs	71,195	(1,062)	43	-	(50)	
Maintenance Contract - Unit Turns	8,814	-	-	-	-	
Other	(1,107)	(1,133)	(7,613)	(0)	(417)	
Budgeted Expense	156,717	48,684	97,475	1,020,000	(24,732)	
% Variance fav (unfav)	-59%	35%	0%	-5%	0%	
Gain(Loss) on Sale of Assets	-	-	-	-	-	
Curr Mo. Actual Net Income (Loss)	\$ 34,769	\$ 8,019	\$ (2,357)	\$ (30,511)	\$ (21,664)	
YTD Actual Net Income (Loss) Net of CWIP	\$ 82,288	\$ (14,101)	\$ (20,862)	\$ 10,420	\$ (89,996)	
Prior YR YTD Net Income (Loss)	\$ 260,623	\$ (71,560)	\$ (55,405)	\$ (73,648)	\$ (7,656)	
Cash Balance - August	\$ 3,779,398	\$ 1,602,501	\$ 999,424	\$ 574,472	\$ 617,088	\$ 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 September FY2023

Description	LPH Total	COCC	HCV Admin	HCV	BA
<b>REVENUE:</b>					
Total Revenue Variance - Fav (Unfav)	94,250	2,614	2,041	62,643	(12,250)
Tenant Revenue Variance	29,293	-	-	-	183
HUD Revenue Variance	73,466	1,387	-	64,445	-
Capital Fund Income	(6,673)	-	-	-	-
Other Income	(1,837)	1,226	2,041	(1,802)	(12,433)
Other	-	-	-	-	-
Budgeted Revenue	713,790	118,175	325,779	3,063,840	30,779
% Variance fav (unfav)	13%	2%	1%	2%	-40%
<b>EXPENSES:</b>					
Total Expense Variance Unfav (Fav)	249,695	(7,142)	24,499	56,063	9,424
Salary Expenses	7,248	4,318	(6,400)	-	-
Employee Benefit Expenses	20,021	(8,425)	(7,037)	-	2,188
Utilities	(2,772)	75	30,496	-	(426)
Write-offs	1,706	-	-	-	-
Legal	(3,171)	4,021	-	-	208
Professional Services	7,163	870	4,541	-	33,948
Admin Services	-	(18,444)	-	-	(18,866)
Insurance	2,689	1,320	3,906	-	(4,395)
Sundry/Postage/Office Supplies	4,164	7,274	2,907	-	(4,189)
Management Fee	(484)	-	1	-	-
HAP Expense	(61,038)	-	-	56,063	-
Pilot	2,980	-	-	-	-
Inspections	2,735	-	(5,623)	-	-
Maintenance Costs	240,591	2,961	2,528	-	1,791
Maintenance Contract - Unit Turns	28,889	-	-	-	-
Other	(1,025)	(1,111)	(819)	-	(834)
Budgeted Expense	476,058	142,031	324,182	3,060,000	99,102
% Variance fav (unfav)	-52%	5%	-8%	-2%	-10%
Gain(Loss) on Sale of Assets	-	-	-	-	-
YTD Actual Net Income (Loss) Net of CWIP	\$ 82,288	\$ (14,101)	\$ (20,862)	\$ 10,420	\$ (89,996)
YTD Budgeted Net Income (Loss)	\$ 237,732	\$ (23,856)	\$ 1,597	\$ 3,840	\$ (68,322)
Prior YR YTD Net Income (Loss)	\$ 260,623	\$ (71,560)	\$ (55,405)	\$ (73,648)	\$ (7,656)

**September Ratios**

HCV Ratios		Prior Months	
Number of Vouchers Used	1,639		
HCV 8002 Expenses	\$ 1,064,969.54	7/22	\$ 574.69
Average Cost Per Voucher	<u>\$ 649.77</u>	6/22	\$ 536.02

LIPH Ratios			Prior Months	
	Sep 2022 Total	PY Sep Total		
Year-to-Date Occupancy Rate				
YTD Average Number of Units Leased	266	479		
Number of Possible Units	307	507	7/22	87.6%
Year-to-Date Occupancy Rate	<u>86.6%</u>	<u>94.5%</u>	6/22	89.9%
Average Revenue Per Occupied Unit				
Total LIPH Revenue	\$ 283,351.74	\$ 432,485.02	7/22	\$ 441.19
Average Revenue Per Occupied Unit	<u>\$ 478.63</u>	<u>\$ 537.25</u>	6/22	\$ 574.25
Average Tenant Revenue Per Occupied Unit				
Total Tenant Revenue	\$ 26,505.00	\$ 52,436.00	7/22	\$ 97.33
Average Tenant Revenue Per Occupied Unit	<u>\$ 99.64</u>	<u>\$ 109.47</u>	6/22	\$ 58.89
Average Cost Per Occupied Unit				
YTD Average Monthly Expenses	\$ 241,917.37	\$ 335,426.55	7/22	\$ 256.60
Average Cost Per Occupied Unit	<u>\$ 408.64</u>	<u>\$ 416.68</u>	6/22	\$ 541.18

Company Ratios			
	LIPH	COCC	HCV Admin
Operating Reserves			
Bank Account Balance	\$ 3,779,398.00	\$ 1,602,501.24	\$ 999,423.52
YTD Expenses	\$ 725,752.11	\$ 134,889.06	\$ 348,681.79
Number of Months	3	3	3
Average Monthly Expenses	<u>\$ 241,917.37</u>	<u>\$ 44,963.02</u>	<u>\$ 116,227.26</u>
Number of Months of Operating Reserves (would like to have 4 months of operating reserves)	<u>15.62</u>	<u>35.64</u>	<u>8.60</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 September 30, 2022

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 10,843	\$ 6,300	\$ 4,543	\$ 9,073	\$ 25,200	\$ 18,900
Tenant Revenue - Other	30	\$ 1,095	(1,065)	1,273	4,380	3,285
Total Tenant Revenue	\$ 10,873	\$ 7,395	\$ 3,478	\$ 10,346	\$ 29,580	\$ 22,185
HUD PHA Operating Grants	158,685	133,017	25,668	271,756	532,068	399,051
CFP Operational Income	1,219	2,888	(1,668)	193,963	35,550	32,663
Administrative Fees	-	-	-	-	-	-
Fraud Recovery and Other	983	300	683	1,813	1,200	900
Total Operating Revenue	\$ 171,761	\$ 143,600	\$ 28,161	\$ 477,879	\$ 598,398	\$ 454,799
Administrative Salaries	\$ 14,572	\$ 5,197	\$ 9,375	\$ 2,296	\$ 22,966	\$ 17,769
Auditing Fees	-	-	-	-	5,665	5,665
Management Fees	9,105	9,266	(161)	9,488	37,066	27,799
Bookkeeping Fees	1,260	1,283	(23)	1,336	5,130	3,848
Employee Benefits Contributions - Admin	8,318	2,540	5,778	4,547	10,325	7,785
Office Expenses	4,147	5,669	(1,522)	5,455	13,330	7,661
Legal	-	645	(645)	2,065	2,580	1,935
Travel	445	-	445	-	-	-
Other	-	650	(650)	1,119	3,450	2,800
Tenant Services - Other	-	-	-	-	-	-
Water	375	570	(195)	471	2,280	1,710
Electricity	278	450	(172)	245	1,800	1,350
Gas	336	150	186	161	1,150	1,000
Other Utilities Expense	-	50	(50)	43	7,350	7,300
Ordinary Maintenance and Operations - Labor	16,031	6,841	9,190	2,136	30,333	23,492
Ordinary Maintenance and Operations - Material	67,914	2,445	65,469	1,973	10,410	7,965
Ordinary Maintenance and Operations - Contract	70,182	9,196	60,986	10,841	31,084	21,888
Employee Benefits Contributions - Ordinary	21,820	9,418	12,402	22,153	37,900	28,482
Protective Services - Other Contract Costs	-	-	-	-	-	-
Property Insurance	5,448	5,111	337	4,456	21,389	16,278
Liability Insurance	2,750	1,550	1,200	1,597	6,500	4,950
Workers Compensation	-	-	-	-	-	-
All Other Insurance	3,431	2,035	1,397	739	13,138	11,104
Other General Expenses	10,596	4,153	6,444	4,984	40,253	36,101
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	374,957	-	-
Payment in Lieu of Taxes	934	513	421	1,253	1,997	1,484
Bad debt - Tenant Rents	517	-	517	(1,060)	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	\$ 238,461	\$ 67,730	\$ 170,732	\$ 451,255	\$ 306,096	\$ 238,366
Net Income (Loss)	\$ (66,701)	\$ 75,870	\$ (142,570)	\$ 26,624	\$ 292,302	\$ 216,433

Lansing Housing Commission  
Budget vs. Actual  
Hildebrandt  
For the Period Ending September 30, 2022

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 41,468	\$ 31,500	\$ 9,968	\$ 83,428	\$ 126,000	\$ 94,500
Tenant Revenue - Other	37	2,985	(2,948)	3,253	11,940	8,955
Total Tenant Revenue	<u>\$ 41,505</u>	<u>\$ 34,485</u>	<u>\$ 7,020</u>	<u>\$ 86,681</u>	<u>\$ 137,940</u>	<u>\$ 103,455</u>
HUD PHA Operating Grants	213,246	213,762	(516)	307,019	855,048	641,286
CFP Operational Income	1,219	2,889	(1,670)	2,104	35,550	32,661
Administrative Fees	-	-	-	-	-	-
Fraud Recovery and Other	1,186	300	886	1,854	1,200	900
Total Operating Revenue	<u>\$ 257,156</u>	<u>\$ 251,436</u>	<u>\$ 5,720</u>	<u>\$ 397,658</u>	<u>\$ 1,029,738</u>	<u>\$ 778,302</u>
Administrative Salaries	\$ 6,804	\$ 10,146	\$ (3,342)	\$ 34,166	\$ 44,838	\$ 34,692
Auditing Fees	-	-	-	-	5,665	5,665
Management Fees	18,642	18,045	597	33,419	72,181	54,136
Bookkeeping Fees	2,581	2,499	82	4,703	9,990	7,491
Employee Benefits Contributions - Admin	2,948	4,959	(2,011)	8,436	20,158	15,199
Office Expenses	5,410	5,106	304	16,939	16,887	11,781
Legal	273	1,935	(1,662)	3,219	7,740	5,805
Travel	89	-	89	-	-	-
Other	3,841	1,800	2,041	316	7,200	5,400
Tenant Services - Other	-	-	-	4,950	-	-
Water	4,149	9,580	(5,431)	31,365	35,270	25,690
Electricity	1,648	1,800	(152)	9,190	7,200	5,400
Gas	3,420	900	2,520	3,795	19,100	18,200
Other Utilities Expense	-	-	-	-	8,000	8,000
Ordinary Maintenance and Operations - Labor	9,590	13,356	(3,766)	26,361	59,221	45,865
Ordinary Maintenance and Operations - Material	3,375	6,945	(3,570)	15,740	29,010	22,065
Ordinary Maintenance and Operations - Contract	75,782	26,925	48,857	78,450	106,000	79,075
Employee Benefits Contributions - Ordinary	16,459	18,390	(1,931)	19,812	74,036	55,646
Protective Services - Other Contract Costs	-	-	-	2,047	-	-
Property Insurance	6,787	9,400	(2,613)	14,801	39,338	29,938
Liability Insurance	2,306	3,023	(717)	5,493	12,675	9,652
Workers Compensation	-	-	-	-	-	-
All Other Insurance	3,740	843	2,897	1,794	8,366	7,523
Other General Expenses	3,239	5,052	(1,813)	6,094	54,202	49,150
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-
Depreciation	-	-	-	-	-	-
Payment in Lieu of Taxes	3,211	1,922	1,289	6,106	6,443	4,521
Bad debt - Tenant Rents	145	-	145	(1,270)	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 174,438</u>	<u>\$ 142,626</u>	<u>\$ 31,812</u>	<u>\$ 325,926</u>	<u>\$ 643,520</u>	<u>\$ 500,894</u>
Net Income (Loss)	<u>\$ 82,719</u>	<u>\$ 108,810</u>	<u>\$ (26,091)</u>	<u>\$ 71,732</u>	<u>\$ 386,218</u>	<u>\$ 277,408</u>

Lansing Housing Commission  
Budget vs. Actual  
LaRoy Froh  
For the Period Ending September 30, 2022

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 25,097	\$ 9,900	\$ 15,197	\$ 55,673	\$ 39,600	\$ 29,700
Tenant Revenue - Other	171	1,590	(1,419)	4,785	6,360	4,770
Total Tenant Revenue	<u>\$ 25,268</u>	<u>\$ 11,490</u>	<u>\$ 13,778</u>	<u>\$ 60,458</u>	<u>\$ 45,960</u>	<u>\$ 34,470</u>
HUD PHA Operating Grants	320,979	277,980	42,999	309,978	862,320	584,340
CFP Operational Income	1,219	2,889	(1,670)	2,104	35,550	32,661
Administrative Fees	-	-	-	-	-	-
Fraud Recovery and Other	1,381	303	1,078	2,006	1,212	909
Total Operating Revenue	<u>\$ 348,848</u>	<u>\$ 292,662</u>	<u>\$ 56,186</u>	<u>\$ 374,545</u>	<u>\$ 945,042</u>	<u>\$ 652,380</u>
Administrative Salaries	\$ 5,556	\$ 8,415	\$ (2,859)	\$ 20,558	\$ 37,183	\$ 28,768
Auditing Fees	-	-	-	-	5,665	5,665
Management Fees	14,361	15,120	(759)	32,033	60,476	45,356
Bookkeeping Fees	1,988	2,094	(106)	4,508	8,370	6,276
Employee Benefits Contributions - Admin	837	4,113	(3,276)	2,912	16,717	12,604
Office Expenses	4,143	4,836	(693)	9,404	16,347	11,511
Legal	-	1,260	(1,260)	3,527	5,040	3,780
Travel	74	-	74	107	-	-
Other	(1,303)	1,500	(2,803)	2,483	6,000	4,500
Tenant Services - Other	-	-	-	4,381	-	-
Water	1,655	1,275	380	12,301	5,100	3,825
Electricity	1,532	1,350	182	12,543	5,400	4,050
Gas	1,028	800	228	5,563	5,500	4,700
Other Utilities Expense	-	600	(600)	173	15,500	14,900
Ordinary Maintenance and Operations - Labor	10,513	11,076	(563)	30,541	49,110	38,034
Ordinary Maintenance and Operations - Material	20,491	12,030	8,461	17,262	49,140	37,110
Ordinary Maintenance and Operations - Contract	102,045	24,760	77,285	51,021	95,940	71,180
Employee Benefits Contributions - Ordinary	20,638	15,246	5,392	23,478	61,396	46,150
Protective Services - Other Contract Costs	-	-	-	1,950	-	-
Property Insurance	3,866	9,226	(5,360)	16,298	38,611	29,385
Liability Insurance	833	2,532	(1,699)	5,318	10,617	8,085
Workers Compensation	-	-	-	-	-	-
All Other Insurance	4,017	741	3,276	2,957	7,964	7,223
Other General Expenses	8,517	4,698	3,819	5,944	42,786	38,088
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	63,762	124,800	(61,038)	-	-	-
Payment in Lieu of Taxes	1,977	649	1,328	4,300	2,360	1,711
Bad debt - Tenant Rents	1,202	-	1,202	1,525	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 267,730</u>	<u>\$ 247,121</u>	<u>\$ 20,609</u>	<u>\$ 271,087</u>	<u>\$ 545,222</u>	<u>\$ 422,901</u>
Net Income (Loss)	<u>\$ 81,118</u>	<u>\$ 45,541</u>	<u>\$ 35,577</u>	<u>\$ 103,458</u>	<u>\$ 399,820</u>	<u>\$ 229,479</u>

**Lansing Housing Commission**  
**Budget vs. Actual**  
**South Washington Park**  
**For the Period Ending September 30, 2022**

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 1,385	\$ 1,800	\$ (415)	\$ 7,500	\$ 7,200	\$ 5,400
Tenant Revenue - Other	-	-	-	225	-	-
Total Tenant Revenue	\$ 1,385	\$ 1,800	\$ (415)	\$ 7,725	\$ 7,200	\$ 5,400
HUD PHA Operating Grants	26,514	21,198	5,316	196,729	84,792	63,594
CFP Operational Income	1,219	2,889	(1,670)	2,104	35,550	32,661
Administrative Fees	-	-	-	-	-	-
Fraud Recovery and Other	1,158	210	948	2,121	840	630
Total Operating Revenue	\$ 30,276	\$ 26,097	\$ 4,179	\$ 208,679	\$ 128,382	\$ 102,285
Administrative Salaries	\$ 624	\$ 990	\$ (366)	\$ 444	\$ 4,374	\$ 3,384
Auditing Fees	-	-	-	-	5,665	5,665
Management Fees	1,464	1,626	(162)	1,758	6,503	4,877
Bookkeeping Fees	204	225	(21)	249	900	675
Employee Benefits Contributions - Admin	2,324	483	1,841	2,253	1,967	1,484
Office Expenses	2,089	1,448	641	4,957	5,345	3,897
Legal	395	-	395	102	-	-
Travel	9	-	9	-	-	-
Other	1	300	(300)	(256)	1,200	900
Tenant Services - Other	633	-	633	-	-	-
Water	341	336	5	269	1,344	1,008
Electricity	129	-	129	-	-	-
Gas	227	30	197	100	705	675
Other Utilities Expense	-	-	-	-	1,300	1,300
Ordinary Maintenance and Operations - Labor	879	1,302	(423)	669	5,778	4,476
Ordinary Maintenance and Operations - Material	5,714	450	5,264	973	2,402	1,952
Ordinary Maintenance and Operations - Contract	19,406	5,010	14,396	1,680	14,205	9,195
Employee Benefits Contributions - Ordinary	3,619	1,794	1,825	2,256	7,223	5,429
Protective Services - Other Contract Costs	-	-	-	-	-	-
Property Insurance	1,081	1,004	77	784	4,208	3,204
Liability Insurance	275	285	(10)	696	1,192	907
Workers Compensation	-	-	-	-	-	-
All Other Insurance	3,969	66	3,903	1,609	5,269	5,203
Other General Expenses	1,813	3,105	(1,292)	3,431	36,414	33,309
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	127,196	-	-
Payment in Lieu of Taxes	85	144	(59)	1,304	515	371
Bad debt - Tenant Rents	(158)	-	(158)	(150)	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	\$ 45,123	\$ 18,598	\$ 26,525	\$ 150,324	\$ 106,509	\$ 87,911
Net Income (Loss)	\$ (14,847)	\$ 7,499	\$ (22,346)	\$ 58,355	\$ 21,873	\$ 14,374



**Lansing Housing Commission**  
**Budget vs. Actual**  
**AMP Consolidated**  
**For the Period Ending September 30, 2022**

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 78,793	\$ 49,500	\$ 29,293	\$ 155,674	\$ 198,000	\$ 148,500
Tenant Revenue - Other	238	5,670	(5,432)	9,536	22,680	17,010
Total Tenant Revenue	\$ 79,031	\$ 55,170	\$ 23,861	\$ 165,210	\$ 220,680	\$ 165,510
HUD PHA Operating Grants	719,424	645,957	73,467	1,085,482	2,334,228	1,688,271
CFP Operational Income	4,878	11,555	(6,677)	200,275	142,200	130,646
Fraud Recovery and Other	4,708	1,113	3,595	7,794	4,452	3,339
Total Operating Revenue	\$ 808,041	\$ 713,795	\$ 94,246	\$ 1,458,761	\$ 2,701,560	\$ 1,987,766
Administrative Salaries	\$ 27,556	\$ 24,748	\$ 2,808	\$ 57,464	\$ 109,361	\$ 84,613
Auditing Fees	-	-	-	-	22,660	22,660
Management Fees	43,572	44,057	(485)	76,698	176,226	132,168
Bookkeeping Fees	6,033	6,101	(68)	10,796	24,390	18,290
Employee Benefits Contributions - Administrative	14,427	12,095	2,332	18,148	49,167	37,072
Office Expenses	15,788	17,059	(1,270)	36,755	51,909	34,850
Legal Expense	669	3,840	(3,171)	8,913	15,360	11,520
Travel	617	-	617	-	-	-
Other	2,538	4,250	(1,712)	3,662	17,850	13,600
Tenant Services - Other	633	-	633	-	-	-
Water	6,520	11,761	(5,241)	44,406	43,994	32,233
Electricity	3,588	3,600	(12)	21,978	14,400	10,800
Gas	5,012	1,880	3,132	9,619	26,455	24,575
Other Utilities Expense	-	650	(650)	-	32,150	31,500
Ordinary Maintenance and Operations - Labor	37,013	32,575	4,438	59,707	144,442	111,867
Ordinary Maintenance and Operations - Material	97,494	21,870	75,624	35,948	90,962	69,092
Ordinary Maintenance and Operations - Contract	267,416	65,891	201,525	141,992	247,229	181,338
Employee Benefits Contributions - Ordinary	62,536	44,848	17,688	67,699	180,555	135,707
Protective Services - Other Contract Costs	-	-	-	-	-	-
Property Insurance	17,182	24,741	(7,559)	36,339	103,546	78,805
Liability Insurance	6,163	7,390	(1,227)	13,104	30,984	23,594
Workers Compensation	-	-	-	-	-	-
All Other Insurance	15,157	3,685	11,472	7,099	34,737	31,053
Other General Expenses	24,166	17,008	7,158	20,453	173,655	156,648
Compensated Absences	-	-	-	-	-	-
Payments in Lieu of Taxes	6,206	3,228	2,978	12,963	11,315	8,087
Bad debt - Tenant Rents	1,706	-	1,706	(955)	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	\$ 661,990	\$ 351,275	\$ 310,715	\$ 682,788	\$ 1,601,347	\$ 1,250,072
Net Income (Loss)	\$ 146,051	\$ 362,520	\$ (216,469)	\$ 775,973	\$ 1,100,213	\$ 737,694

Lansing Housing Commission  
Budget vs. Actual  
COCC  
For the Period Ending September 30, 2022

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Management Fees Income	\$ 99,429	\$ 97,977	\$ 1,452	\$ 126,732	\$ 568,712	\$ 470,735
Bookkeeping Fees Income	6,033	6,099	(66)	10,796	24,390	18,291
Administrative Fees	-	-	-	28,653	-	-
Fraud Recovery and Other	10,826	14,100	(3,274)	12,273	76,400	62,300
Total Operating Revenue	<u>\$ 116,288</u>	<u>\$ 118,176</u>	<u>\$ (1,888)</u>	<u>\$ 178,454</u>	<u>\$ 669,502</u>	<u>\$ 551,326</u>
Administrative Salaries	\$ 36,757	\$ 32,439	\$ 4,318	\$ 74,822	\$ 142,276	\$ 109,837
Auditing Fees	-	-	-	-	7,665	7,665
Employee Benefits Contributions - Admin	8,464	12,306	(3,842)	20,673	50,184	37,878
Office Expenses	27,562	79,750	(52,188)	25,137	306,005	226,255
Legal	5,121	1,100	4,021	554	4,850	3,750
Travel	418	4,000	(3,583)	-	11,000	7,000
Other	3,437	-	3,437	8,236	-	-
Tenant Services - Other	-	-	-	574	-	-
Water	490	420	70	258	1,680	1,260
Electricity	2,802	2,700	102	1,954	10,225	7,525
Gas	133	110	23	124	2,175	2,065
Other Utilities Expense	210	330	(120)	-	1,320	990
Ordinary Maintenance and Operations - Labor	-	-	-	12,068	-	-
Ordinary Maintenance and Operations - Material	-	200	(200)	-	800	600
Ordinary Maintenance and Operations - Contracts	7,852	4,500	3,352	11,014	23,400	18,900
Employee Benefits Contributions - Ordinary	(5,233)	-	(5,233)	4,585	-	-
Protective Services - Other Contract Costs	400	-	400	-	-	-
Property Insurance	2,281	1,355	926	1,810	5,682	4,327
Liability Insurance	1,230	362	868	123	1,517	1,155
Workers Compensation	-	-	-	-	-	-
All Other Insurance	184	660	(476)	-	2,634	1,974
Other General Expenses	51,906	1,800	50,106	110,175	7,200	5,400
Compensated Absences	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 144,014</u>	<u>\$ 142,032</u>	<u>\$ 1,982</u>	<u>\$ 272,107</u>	<u>\$ 578,613</u>	<u>\$ 436,581</u>
Net Income (Loss)	<u>\$ (27,726)</u>	<u>\$ (23,856)</u>	<u>\$ (3,870)</u>	<u>\$ (93,653)</u>	<u>\$ 90,889</u>	<u>\$ 114,745</u>

Lansing Housing Commission  
Budget vs. Actual  
Housing Choice Voucher  
For the Period Ending September 30, 2022

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
HUD PHA Operating Grants	\$ 3,403,724	\$ 3,339,279	\$ 64,445	\$ 2,968,412	\$ 13,357,116	\$ 10,017,837
Other Revenue	47,307	-	47,307	447	-	-
Fraud Recovery and Other	1,276	50,340	(49,064)	10,455	201,360	151,020
Total Operating Revenue	<u>\$ 3,452,307</u>	<u>\$ 3,389,619</u>	<u>\$ 62,688</u>	<u>\$ 2,979,314</u>	<u>\$ 13,558,476</u>	<u>\$ 10,168,857</u>
Administrative Salaries	\$ 129,523	\$ 122,274	\$ 7,249	\$ 111,428	\$ 533,375	\$ 411,101
Auditing Fees	-	-	-	-	25,000	25,000
Management Fees	55,857	55,857	-	50,034	223,423	167,566
Bookkeeping Fees	-	-	-	-	-	-
Employee Benefits Contributions - Admin	38,898	41,235	(2,337)	33,707	168,324	127,089
Office Expenses	67,184	69,250	(2,066)	72,189	218,000	148,750
Legal Expense	-	-	-	-	-	-
Travel	1,989	-	1,989	1,208	-	-
Other	80	13,200	(13,120)	158	52,800	39,600
Tenant Services - Other	-	-	-	-	-	-
Water	-	-	-	-	-	-
Electricity	-	-	-	-	-	-
Gas	-	-	-	-	-	-
Other Utilities Expense	426	360	66	-	1,440	1,080
Ordinary Maintenance and Operations - Material	-	-	-	-	-	-
Ordinary Maintenance and Operations - Contract	38,830	225	38,605	14,003	900	-
Protective services - Other Contract Costs	-	-	-	-	-	-
Property Insurance	-	-	-	-	-	-
Liability Insurance	10,367	6,460	3,907	5,690	27,092	20,632
Workers Compensation	-	-	-	-	-	-
All Other Insurance	-	3,573	(3,573)	-	14,291	10,718
Other General Expenses	15,827	11,750	4,077	22,721	50,000	38,250
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	3,116,063	3,060,000	56,063	2,797,230	12,240,000	9,180,000
Bad Debt - Tenant Rents	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 3,475,045</u>	<u>\$ 3,384,184</u>	<u>\$ 90,861</u>	<u>\$ 3,108,368</u>	<u>\$ 13,554,645</u>	<u>\$ 10,170,461</u>
Net Income (Loss)	<u>\$ (22,738)</u>	<u>\$ 5,435</u>	<u>\$ (28,173)</u>	<u>\$ (129,054)</u>	<u>\$ 3,831</u>	<u>\$ (1,604)</u>

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

	Period Amount	Balance
<b>ASSETS</b>		
1010-0000-111102 Cash-Security Deposits	-	9,351.30
1010-0000-111111 Chase Checking	(29,801.78)	832,915.17
1010-0000-112200 Accounts Receivable	(192.00)	10,660.00
1010-0000-112201 Allowance for Doubtful Accounts	19.20	(1,066.00)
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	(70,546.20)	(119,772.77)
1010-0000-116201 Investments Savings	-	75,896.98
1010-0000-121100 Prepaid Insurance	29,888.61	30,319.79
1010-0000-140000 Land	-	114,150.00
1010-0000-144000 Construction in Progress	-	-
1010-3000-144000 Construction in Progress	-	51,734.89
1010-0000-146000 Dwelling Structures	-	2,573,939.56
1010-1010-146000 Dwelling Structures	-	-
1010-0000-146500 Dwelling Equipment - Ranges &	-	17,766.38
1010-1010-146500 Dwelling Equipment - Ranges &	-	-
1010-3000-146500 Dwelling Equipment - Ranges &	-	-
1010-0000-148100 Accumulated Depreciation-Build	-	(2,412,048.63)
1010-1010-148100 Accumulated Depreciation-Build	-	-
1010-1010-148300 Accumulated Depreciation-Equip	-	-
1010-0000-150300 Deferred Outflow - MERS	-	118,661.50
1010-0000-150301 Deferred Outflows-OPEB	-	8,743.93
<b>TOTAL ASSETS</b>	<b>(70,632.17)</b>	<b>1,311,304.71</b>
<b>LIABILITIES</b>		
1010-0000-200000 OPEB Liability	-	(25,793.00)
1010-0000-200300 Pension Liability	-	(16,652.00)
1010-0000-210000 Construction Costs Payable	-	-
1010-0000-211100 Accounts Payable	(40,157.35)	14,372.70
1010-0000-211343 Accounts Payable Misc	-	-
1010-0000-211400 Tenant Security Deposits	564.00	9,915.30
1010-0000-211999 Tenant Refunds	(770.00)	8,040.50
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	345.48	3,648.31
1010-0000-214000 Accrued Comp Absences - non curr	-	5,695.25
1010-0000-260600 Note Payable Non Curr - PNC	-	-
1010-0000-260601 Note Payable - Curr - PNC	-	-
1010-0000-210000 Deferred Inflow - MERS	-	120,731.00
1010-0000-210001 Deferred Inflows - OPEB	-	25,536.57
1010-0000-270000 Deferred Inflows	-	-
<b>TOTAL LIABILITIES</b>	<b>(40,017.87)</b>	<b>149,062.64</b>
<b>EQUITY</b>		
1010-0000-280100 Invest C	-	2,433,904.00
1010-0000-280500 Unrestricted Net Assets	-	801,692.03
1010-0000-282000 Income and Expense Clearing	(30,614.30)	(4,090,854.85)
1010-0003-282000 Income and Expense Clearing	-	(77.99)
1010-1010-282000 Income and Expense Clearing	-	(320.14)
1010-1010-282000 Income and Expense Clearing	-	(72,265.80)
1010-2010-282000 Income and Expense Clearing	-	(75.00)
1010-3000-282000 Income and Expense Clearing	-	2,090,239.82
<b>TOTAL EQUITY</b>	<b>(30,614.30)</b>	<b>1,162,242.07</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>(70,632.17)</b>	<b>1,311,304.71</b>



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

	<u>Period Amount</u>	<u>Balance</u>
<b>ASSETS</b>		
1020-0000-111102 Cash-Security Deposits	-	19,647.00
1020-0000-111111 Chase Checking	(33,573.44)	1,069,144.43
1020-0000-112200 Accounts Receivable	(10,402.51)	24,452.99
1020-0000-112201 Allowance for Doubtful Accounts	1,040.25	(2,445.30)
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	(4,130.22)	(16,070.15)
1020-0000-116201 Investments Savings	-	75,896.98
1020-0000-121100 Prepaid Insurance	54,122.66	55,054.22
1020-0000-140000 Land	-	348,580.00
1020-0000-144000 Construction in Progress	-	-
1020-3000-144000 Construction in Progress	-	82,100.00
1020-0000-146000 Dwelling Structures	-	2,804,955.02
1020-1020-146000 Dwelling Structures	-	115,030.00
1020-0000-146500 Dwelling Equipment - Ranges &	-	35,085.00
1020-1020-146500 Dwelling Equipment - Ranges &	-	21,635.00
1020-0000-148100 Accumulated Depreciation-Build	-	(2,747,342.67)
1020-1020-148100 Accumulated Depreciation-Build	-	(59,565.49)
1020-1020-148300 Accumulated Depreciation-Equip	-	(11,200.67)
1020-0000-150300 Deferred Outflow - MERS	-	152,867.50
1020-0000-150301 Deferred Outflows-OPEB	-	15,640.56
<b>TOTAL ASSETS</b>	<u><u>7,056.74</u></u>	<u><u>1,983,517.03</u></u>
<b>LIABILITIES</b>		
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	(29,411.76)	9,271.53
1020-0000-211343 Accounts Payable Misc	-	-
1020-0000-211400 Tenant Security Deposits	-	19,647.00
1020-0000-211999 Tenant Refunds	(5,453.51)	8,291.86
1020-0000-211998 Deferred Income	-	7,119.47
1020-0000-212000 Accrued Payroll	-	-
1020-0000-213400 Utility Accrual	-	3,832.00
1020-0000-213500 Accrued Comp Absences - Curr	-	1,945.24
1020-0000-213700 Payment in Lieu of Taxes	1,012.79	10,451.81
1020-0000-214000 Accrued Comp Absences - non curr	-	11,023.06
1020-0000-260600 Note Payable Non Curr - PNC	-	-
1020-0000-260601 Note Payable - Curr - PNC	-	-
1020-0000-210000 Deferred Inflow - MERS	-	101,105.00
1020-0000-210001 Deferred Inflow - OPEB	-	-
1020-0000-270000 Deferred Inflows	-	-
<b>TOTAL LIABILITIES</b>	<u><u>(33,852.48)</u></u>	<u><u>114,957.97</u></u>
<b>EQUITY</b>		
1020-0000-280100 Invest C	-	3,764,889.00
1020-0000-280500 Unrestricted Net Assets	-	(35,006.10)
1020-0000-282000 Income and Expense Clearing	40,909.22	(4,163,557.36)
1020-1020-282000 Income and Expense Clearing	-	(162,850.00)
1020-2010-282000 Income and Expense Clearing	-	(56.25)
1020-3000-282000 Income and Expense Clearing	-	2,465,139.77
<b>TOTAL EQUITY</b>	<u><u>40,909.22</u></u>	<u><u>1,868,559.06</u></u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>7,056.74</u></u>	<u><u>1,983,517.03</u></u>

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

	<b>Period Amount</b>	<b>Balance</b>
<b>ASSETS</b>		
1080-0000-111102 Cash-Security Deposits	-	17,098.00
1080-0000-111111 Chase Checking	(131,991.16)	1,212,298.69
1080-0000-112200 Accounts Receivable	4,299.09	23,219.09
1080-0000-112201 Allowance for Doubtful Accounts	(429.91)	(2,321.91)
1080-0000-112220 A/R Repayment Agreement	-	-
1080-0000-112500 Accounts Receivable HUD	-	-
1080-2010-112500 Accounts Receivable HUD	-	-
1080-0000-112954 Accounts Receivables-Misc	-	-
1080-0000-114500 Accrued Interest Receivable	-	52.61
1080-5005-115700 Intercompany	55,948.61	2,139.90
1080-0000-116201 Investments Savings	-	75,896.98
1080-0000-121100 Prepaid Insurance	51,184.10	52,202.36
1080-0000-140000 Land	-	358,845.32
1080-0000-144000 Construction in Progress	5,900.00	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
<b>TOTAL ASSETS</b>	<b>(15,089.27)</b>	<b>2,149,232.27</b>
<b>LIABILITIES</b>		
1080-0000-200000 OPEB Liability	-	(15,315.00)
1080-0000-200300 Pension Liability	-	(32,197.00)
1080-0000-210000 Construction Costs Payable	-	-
1080-0000-211100 Accounts Payable	(38,417.82)	55,541.88
1080-0000-211343 Accounts Payable Misc	-	-
1080-0000-211400 Tenant Security Deposits	-	16,938.00
1080-0000-211999 Tenant Refunds	(1,161.91)	6,094.54
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	647.50	714.29
1080-0000-214000 Accrued Comp Absences - non curr	-	10,380.04
1080-0000-260600 Note Payable Non Curr - PNC	-	-
1080-0000-260601 Note Payable - Curr - PNC	-	-
1080-0000-210000 Deferred Inflow - MERS	-	130,718.00
1080-0000-270000 Deferred Inflows	-	-
<b>TOTAL LIABILITIES</b>	<b>(38,932.23)</b>	<b>272,852.57</b>
<b>EQUITY</b>		
1080-0000-280100 Invest C	-	4,031,104.00
1080-0000-280500 Unrestricted Net Assets	-	134,241.63
1080-0000-282000 Income and Expense Clearing	23,842.96	(3,987,164.71)
1080-1080-282000 Income and Expense Clearing	-	(96,075.00)
1080-2010-282000 Income and Expense Clearing	-	(56.25)
1080-3000-282000 Income and Expense Clearing	-	1,794,330.03
<b>TOTAL EQUITY</b>	<b>23,842.96</b>	<b>1,876,379.70</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>(15,089.27)</b>	<b>2,149,232.27</b>

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

	Period Amount	Balance
<b>ASSETS</b>		
1090-0000-111102 Cash-Security Deposits	-	1,512.00
1090-0000-111111 Chase Checking	(25,590.69)	665,039.71
1090-0000-112000 Accounts Receivable - Operations	-	-
1090-0000-112200 Accounts Receivable	649.00	3,026.60
1090-0000-112201 Allowance for Doubtful Accounts	(64.90)	(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	4,896.93	(3,956.42)
1090-0000-116201 Investments Savings	-	75,896.98
1090-0000-121100 Prepaid Insurance	5,303.40	5,839.26
1090-0000-140000 Land	-	36,534.00
1090-0000-144000 Construction in Progress	3,255.11	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	-	85,034.50
1090-0000-150301 Deferred Outflows-OPEB	-	14,655.33
<b>TOTAL ASSETS</b>	<b>(11,551.15)</b>	<b>967,615.58</b>
<b>LIABILITIES</b>		
1090-0000-200000 OPEB Liability	-	(24,182.00)
1090-0000-200300 Pension Liability	-	(3,203.00)
1090-0000-210000 Construction Costs Payabe	-	-
1090-0000-211100 Accounts Payable	(12,147.32)	3,098.08
1090-0000-211343 Accounts Payable Misc	-	-
1090-0000-211400 Tenant Security Deposits	-	1,512.00
1090-0000-211999 Tenant Refunds	(105.00)	677.21
1090-0000-212000 Accrued Payroll	-	-
1090-0000-213400 Utility Accrual	-	309.00
1090-0000-213500 Accrued Comp Absences - Curr	-	194.52
1090-0000-213700 Payment in Lieu of Taxes	70.23	(1,341.49)
1090-0000-214000 Accrued Comp Absences - non curr	-	1,102.31
1090-0000-260600 Note Payable Non Curr - PNC	-	-
1090-0000-260601 Note Payable - Curr - PNC	-	-
1090-0000-210000 Deferred Inflow - MERS	-	120,483.00
1090-0000-210001 Deferred Inflow - OPEB	-	-
1090-0000-270000 Deferred Inflows	-	-
<b>TOTAL LIABILITIES</b>	<b>(12,182.09)</b>	<b>98,649.63</b>
<b>EQUITY</b>		
1090-0000-280100 Invest C	-	3,083,846.00
1090-0000-280500 Unrestricted Net Assets	-	52,038.44
1090-0000-282000 Income and Expense Clearing	630.94	(6,255,178.63)
1090-1090-282000 Income and Expense Clearing	-	(19,923.00)
1090-2010-282000 Income and Expense Clearing	-	(75.00)
1090-3000-282000 Income and Expense Clearing	-	4,008,258.14
<b>TOTAL EQUITY</b>	<b>630.94</b>	<b>868,965.95</b>
<b>TOTAL LIABILITES &amp; EQUITY</b>	<b>(11,551.15)</b>	<b>967,615.58</b>

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

	Period Amount	Balance
<b>ASSETS</b>		
5005-0000-111101 General Fund Checking	-	-
5005-0000-111105 LHC-Payroll Account	-	64,820.13
5005-0000-111111 Chase Checking	4,199.34	1,602,501.24
5005-0000-112200 Accounts Receivable	-	1,744.00
5005-0000-112500 Accounts Receivable HUD	20.00	20.00
5005-0000-112954 Accounts Receivables-Misc	-	112,000.00
5005-1010-115700 Intercompany	70,546.20	119,772.77
5005-1020-115700 Intercompany	4,130.22	16,070.15
5005-1080-115700 Intercompany	(55,948.61)	(2,139.90)
5005-1090-115700 Intercompany	(4,896.93)	3,956.42
5005-4001-115700 Intercompany	(133,803.26)	41,616.19
5005-8001-115700 Intercompany	(1,504.18)	162,728.19
5005-8002-115700 Intercompany	(84,522.79)	(104,150.03)
5005-8005-115700 Intercompany	(6,577.68)	(8,415.69)
5005-8010-115700 Intercompany	59,896.71	586,302.99
5005-8020-115700 Intercompany	-	(1,827.00)
5005-8021-115700 Intercompany	(5,290.00)	13,242.00
5005-9101-115700 Intercompany	-	-
5005-0000-121100 Prepaid Insurance	5,528.71	7,129.30
5005-0000-121200 Prepaid - Other	480.00	720.00
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	-	-
<b>TOTAL ASSETS</b>	<b>(147,742.27)</b>	<b>3,250,985.98</b>
<b>LIABILITIES</b>		
5005-0000-200000 OPEB Liability	-	-
5005-0000-200300 Pension Liability	-	(27,440.00)
5005-0000-210000 Construction Costs Payable	-	-
5005-0000-211100 Accounts Payable	(141,915.35)	14,631.40
5005-0000-211343 Accounts Payable Misc	-	-
5005-0000-211703 Union Dues Payable	(220.75)	(662.25)
5005-0000-211704 Health Insurance W/H	-	-
5005-0000-212000 Accrued Payroll	-	6,598.30
5005-0000-213400 Utility Accrual	-	1,865.00
5005-0000-213500 Accrued Comp Absences - Curr	-	1,692.96
5005-0000-214000 Accrued Comp Absences - non curr	-	9,593.47
5005-0000-224000 Tenant Prepaid Rent	-	1,015.00
5005-0000-260700 Note Payable Non Curr - Davenport	-	-
5005-0000-260701 Note Payable - Curr - Davenport	-	-
5005-0000-210000 Deferred Inflow - MERS	-	84,526.00
5005-0000-210001 Deferred Inflow - OPEB	-	-
5005-0000-270000 Deferred Inflows	-	-
<b>TOTAL LIABILITIES</b>	<b>(142,136.10)</b>	<b>91,819.88</b>
<b>EQUITY</b>		
5005-0000-280100 Invest C	-	262,455.00
5005-0000-280500 Unrestricted Net Assets	-	327,575.00
5005-0000-282000 Income and Expense Clearing	(5,606.17)	2,802,329.48
5005-1010-282000 Income and Expense Clearing	-	-3,277.50
5005-1090-282000 Income and Expense Clearing	-	3,990.83
5005-3000-282000 Income and Expense Clearing	-	-233,906.71
<b>TOTAL EQUITY</b>	<b>(5,606.17)</b>	<b>3,159,166.10</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>(147,742.27)</b>	<b>3,250,985.98</b>



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

	Period Amount	Balance
<b>ASSETS</b>		
8001-0000-111111 Chase Checking	(127,301.63)	999,423.52
8001-2010-111111 Chase Checking	-	-
8002-0000-111111 Chase Checking	(21,862.59)	574,472.32
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	1,504.18	(162,728.19)
8002-5005-115700 Intercompany	84,522.79	104,150.03
8001-0000-121100 Prepaid Insurance	16,875.30	27,734.34
8001-2010-144000 Construction in Progress	-	-
8001-0000-146500 Dwelling Equipment - Ranges &	-	48,177.33
8001-0000-148100 Accumulated Depreciation-Build	-	(34,923.87)
8002-0000-148100 Accumulated Depreciation-Build	-	-
8001-0000-150300 Deferred Outflow - MERS	-	(149,179.00)
8001-0000-150301 Deferred Outflows-OPEB	-	13,793.25
<b>TOTAL ASSETS</b>	<b>(46,261.95)</b>	<b>1,420,919.73</b>
<b>LIABILITIES</b>		
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	(1,098.53)	27,982.24
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 Inflow - OPEB	-	-
8001-0000-270000 Deferred Inflows	-	-
<b>TOTAL LIABILITIES</b>	<b>(1,098.53)</b>	<b>191,148.06</b>
<b>EQUITY</b>		
8001-0000-280500 Unrestricted Net Assets	-	(311,896.99)
8001-0000-282000 Income and Expense Clearing	(107,823.62)	825,932.19
8001-0003-282000 Income and Expense Clearing	-	(1,038.20)
8001-3000-282000 Income and Expense Clearing	-	(2,130.72)
8002-0000-280100 Invest C	-	3,047.00
8002-0000-280400 Restricted Net Assets	-	152,357.00
8002-0000-280500 Unrestricted Net Assets	-	522,753.00
8002-0000-282000 Income and Expense Clearing	62,660.20	76,546,814.33
8002-8002-282000 Income and Expense Clearing	-	(76,506,065.94)
<b>TOTAL EQUITY</b>	<b>(45,163.42)</b>	<b>1,229,771.67</b>
<b>TOTAL LIABILITES &amp; EQUITY</b>	<b>(46,261.95)</b>	<b>1,420,919.73</b>

October 26, 2022

**HONORABLE MEMBERS IN SESSION**

Lansing Housing Commission  
419 Cherry St.  
Lansing Michigan 48933

**SUBJECT:**

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

**CONTACT PERSON:**

Jennifer Burnette  
Assistant Director of Housing Programs

**Family Self Sufficiency (FSS):**

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

**HCV Orientations:**

LHC issued seventy-one (71) vouchers in the month of August.

Four (4) VASH orientation virtually was held for the month of August 2022, and four (4) vouchers were issued with the assistance of community partners. There are currently an additional 20 vouchers issued and out searching or pending inspection.

**Waiting List:**

Emergency Housing Vouchers: 23 of the 32 Emergency Housing Vouchers have been leased up, and 9 are issued and are out searching for housing. 0 are awaiting issuance. 64 households are out searching for units in the regular HCV Program, 45 applicants are pending documentation or final approval, 2 applicants are pending a hearing, 35 units are approved and pending inspection and 8 are pending lease-up.

**Department Initiatives:**

In the HCV Program, there are currently 1,722 vouchers housed in all its programs. 30 participants are with the Shelter Plus Care Program (S+C), 61 are housed under the

Permanent Supportive Housing Program (PSH), 23 are housed under the Emergency Housing Voucher Program (EHV), 125 are housed under the HUD-Veterans Affairs Supportive Housing (VASH), 31 at Waverly Place, 26 are housed at Hildebrandt Park, 18 at LaRoy Froh, 1 are housed under the Holy Cross transitions, 11 are housed under the Holy Cross Rapid Rehousing (HCRR), 45 are housed under the Holy Cross Permanent Supportive Housing (HCPH) and 1,350 are housed under the Housing Choice Voucher Program.

#### **Voucher Utilization**

July Voucher Program Total Units	1,846
July Traditional HCV Utilization	1460
July % Utilized Units	79%

August Voucher Program Total Units	1,856
August Traditional HCV Utilization	1475
August % Utilized Units	79%

#### **Voucher Disbursement**

HUD July HAP Disbursement	\$913,546
LHC July HAP/UAP Disbursement	\$889,515
% Voucher Funding Utilization	102%

HUD August HAP Disbursement	\$972,574
LHC August HAP/UAP Disbursement	\$909,008
% Voucher Funding Utilization	93%
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 12/01/2021. This indicator is not scored through PIC but is based on an internal review. Based on the internal review, LHC would receive five (5) of the possible five (5) points for this indicator by the end of the fiscal year.

#### Utility Allowance

PIC Scoring	Internal Scoring
N/A	5



### Indicator 5- HQS Quality Control Inspections

The number of Quality Control Inspections needed for the year is 28. During this reporting period seventeen (17) quality control inspections were conducted. This indicator is not scored by PIC but is based on an internal review. Based on the internal review LHC will self-score a five (5) out of the five (5) possible points.

#### Quality Control Inspections

PIC Scoring	Internal Scoring
N/A	5

### Indicator 6- HQS Enforcement

Following each HQS inspection of a unit under contract where the unit fails to meet HQS, any cited life-threatening HQS deficiencies are corrected within 24-hours and all other cited HQS deficiencies are corrected within 30 days. If deficiencies are not corrected timely LHC stops (abates) HAP payment or terminates the contract. This indicator is not scored by PIC but is determined from an internal review. LHC's review indicates there were one (1) 24-hour deficiencies and twenty-six (26) 30-day deficiencies. All corrected, abated, or terminated, as necessary.

#### HQS Enforcement

PIC Scoring	Internal Scoring
N/A	10

### Indicator 7- Expanding Housing Opportunities

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

#### Housing Opportunities

PIC Scoring	Internal Scoring
N/A	5

### Indicator 8- Payment Standards

This indicator shows whether LHC has adopted a current payment standard schedule for the voucher program by unit size. During this reporting period, the HCV Payment Standards were increased to 110% of the success rate 50<sup>th</sup> percentile. The current payment standards have

received Board approval. This indicator is not scored by PIC but is based on an internal review. As of this reporting period, LHC records indicate a five (5) out of a possible five (5) points will be received.

PIC Scoring	Internal Scoring
N/A	5

#### **Indicator 9- Annual Reexamination**

This indicator is used to determine if LHC has completed a reexamination for each participating family at least every 12 months. As of August 31, 2022, the reporting rate is 99%. Based on PIC, LHC records this indicator as 10 of a possible 10 points.

##### **Annual Reexaminations**

PIC Scoring	Internal Scoring
10	10

#### **Indicator 10- Correct Tenant Rent Calculation**

This indicator shows if LHC correctly calculates tenants' rent and the family share of the rent to the owner in the voucher program. As of this reporting period, PIC records indicate LHC will receive 100%. According to PIC records, there are no tenant rent calculation discrepancies to report. Based on PIC, LHC records this indicator as receiving five (5) of a possible five (5) points.

##### **Correct Tenant Rent**

PIC Scoring	Internal Scoring
5	5

#### **Indicator 11- Pre-Contract HQS Inspections**

This indicator shows if newly leased units pass HQS inspection on or before the beginning date of the assisted lease and HAP contract. As of this reporting period, PIC recorded this indicator as receiving 100%. Based on PIC LHC would receive five (5) of a possible five (5) points.

##### **Pre-Contract HQS**

PIC Scoring	Internal Scoring
5	5

### Indicator 12-Inspections

This indicator shows if LHC has inspected each unit under contract at least bi-annually. As of this reporting period, PIC recorded this indicator as receiving 99%. Based on PIC LHC would receive 10 of the possible 10 points.

#### Inspections

PIC Scoring	Internal Scoring
10	10

### Indicator 13- Program Utilization

The department utilization rate during this reporting period is 79%. In an effort to maximize the number of participants that are housed, the program's utilization rate will continue to be closely monitored without exceeding funding capacity. SEMAP certification requires LHC to report the status of efforts in providing Housing Choice Vouchers and leasing units based on funds awarded by HUD.

#### Program Utilization

PIC Scoring	Internal Scoring
N/A	20

### Indicator 14-Family Self Sufficiency

As of this reporting period, the Family Self Sufficiency (FSS) Program has 37 mandatory slots, 17 slots/households or (43%) are enrolled. SEMAP certification requires the LHC to report the status of enrollment for the FSS program.

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

#### FSS Enrollment

PIC Scoring	Internal Scoring
N/A	5

Currently, 50% of the FSS participants enrolled in the program have escrow accounts. The maximum allowable points are five of (10) points. LHC is currently doing an internal rating of five (5) points.



Participants w/ Escrows

PIC Scoring	Internal Scoring
N/A	5

\*Please note all PIC data is of 8/31/2022.

October 26, 2022

**HONORABLE MEMBERS IN SESSION**

Lansing Housing Commission  
419 Cherry St.  
Lansing Michigan 48933

**SUBJECT:**

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

**CONTACT PERSON:**

Jennifer Burnette  
Assistant Director of Housing Programs

**Family Self Sufficiency (FSS):**

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

**HCV Orientations:**

LHC issued thirty-eight (38) vouchers in the month of September.

Seven (7) VASH orientation virtually was held for the month of September 2022, and seven (7) vouchers were issued with the assistance of community partners. There are currently an additional 21 vouchers issued and out searching or pending inspection.

**Waiting List:**

Emergency Housing Vouchers: 23 of the 32 Emergency Housing Vouchers have been leased up, and 9 are issued and are out searching for housing. 0 are awaiting issuance. 107 households are out searching for units in the regular HCV Program, 49 applicants are pending documentation or final approval, 2 applicants are 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 1,722 vouchers housed in all its programs. 30 participants are with the Shelter Plus Care Program (S+C), 61 are housed under the



Permanent Supportive Housing Program (PSH), 23 are housed under the Emergency Housing Voucher Program (EHV), 125 are housed under the HUD-Veterans Affairs Supportive Housing (VASH), 31 at Waverly Place, 27 are housed at Hildebrandt Park, 18 at LaRoy Froh, 1 are housed under the Holy Cross transitions, 11 are housed under the Holy Cross Rapid Rehousing (HCRR), 45 are housed under the Holy Cross Permanent Supportive Housing (HCPSH) and 1,350 are housed under the Housing Choice Voucher Program.

#### **Voucher Utilization**

August Voucher Program Total Units	1,856
August Traditional HCV Utilization	1475
August % Utilized Units	79%

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

#### **Voucher Disbursement**

HUD August HAP Disbursement	\$972,574
LHC August HAP/UAP Disbursement	\$909,008
% Voucher Funding Utilization	93%

HUD September HAP Disbursement	\$904,655
LHC September HAP/UAP Disbursement	\$936,267
% Voucher Funding Utilization	103%
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 12/01/2021. This indicator is not scored through PIC but is based on an internal review. Based on the internal review, LHC would receive five (5) of the possible five (5) points for this indicator by the end of the fiscal year.

#### Utility Allowance

PIC Scoring	Internal Scoring
N/A	5

### Indicator 5- HQS Quality Control Inspections

The number of Quality Control Inspections needed for the year is 28. During this reporting period zero (0) quality control inspections were conducted. This indicator is not scored by PIC but is based on an internal review. Based on the internal review LHC will self-score a five (5) out of the five (5) possible points.

#### Quality Control Inspections

PIC Scoring	Internal Scoring
N/A	5

### Indicator 6- HQS Enforcement

Following each HQS inspection of a unit under contract where the unit fails to meet HQS, any cited life-threatening HQS deficiencies are corrected within 24-hours and all other cited HQS deficiencies are corrected within 30 days. If deficiencies are not corrected timely LHC stops (abates) HAP payment or terminates the contract. This indicator is not scored by PIC but is determined from an internal review. LHC's review indicates there were zero (0) 24-hour deficiencies and twenty-eight (28) 30-day deficiencies. All corrected, abated, or terminated, as necessary.

#### HQS Enforcement

PIC Scoring	Internal Scoring
N/A	10

### Indicator 7- Expanding Housing Opportunities

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

#### Housing Opportunities

PIC Scoring	Internal Scoring
N/A	5

### Indicator 8- Payment Standards

This indicator shows whether LHC has adopted a current payment standard schedule for the voucher program by unit size. During this reporting period, the HCV Payment Standards were increased to 110% of the success rate 50<sup>th</sup> percentile. The current payment standards have



received Board approval. This indicator is not scored by PIC but is based on an internal review. As of this reporting period, LHC records indicate a five (5) out of a possible five (5) points will be received.

PIC Scoring	Internal Scoring
N/A	5

#### Indicator 9- Annual Reexamination

This indicator is used to determine if LHC has completed a reexamination for each participating family at least every 12 months. As of September 30, 2022, the reporting rate is 99%. Based on PIC, LHC records this indicator as 10 of a possible 10 points.

##### Annual Reexaminations

PIC Scoring	Internal Scoring
10	10

#### Indicator 10- Correct Tenant Rent Calculation

This indicator shows if LHC correctly calculates tenants' rent and the family share of the rent to the owner in the voucher program. As of this reporting period, PIC records indicate LHC will receive 100%. According to PIC records, there are no tenant rent calculation discrepancies to report. Based on PIC, LHC records this indicator as receiving five (5) of a possible five (5) points.

##### Correct Tenant Rent

PIC Scoring	Internal Scoring
5	5

#### Indicator 11- Pre-Contract HQS Inspections

This indicator shows if newly leased units pass HQS inspection on or before the beginning date of the assisted lease and HAP contract. As of this reporting period, PIC recorded this indicator as receiving 100%. Based on PIC LHC would receive five (5) of a possible five (5) points.

##### Pre-Contract HQS

PIC Scoring	Internal Scoring
5	5

### Indicator 12-Inspections

This indicator shows if LHC has inspected each unit under contract at least bi-annually. As of this reporting period, PIC recorded this indicator as receiving 99%. Based on PIC LHC would receive 10 of the possible 10 points.

#### Inspections

PIC Scoring	Internal Scoring
10	10

### Indicator 13- Program Utilization

The department utilization rate during this reporting period is 79%. In an effort to maximize the number of participants that are housed, the program's utilization rate will continue to be closely monitored without exceeding funding capacity. SEMAP certification requires LHC to report the status of efforts in providing Housing Choice Vouchers and leasing units based on funds awarded by HUD.

#### Program Utilization

PIC Scoring	Internal Scoring
N/A	20

### Indicator 14-Family Self Sufficiency

As of this reporting period, the Family Self Sufficiency (FSS) Program has 37 mandatory slots, 17 slots/households or (43%) are enrolled. SEMAP certification requires the LHC to report the status of enrollment for the FSS program.

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

#### FSS Enrollment

PIC Scoring	Internal Scoring
N/A	5

Currently, 50% of the FSS participants enrolled in the program have escrow accounts. The maximum allowable points are five of (10) points. LHC is currently doing an internal rating of five (5) points.

Participants w/ Escrows

PIC Scoring	Internal Scoring
N/A	5

\*Please note all PIC data is of 9/30/2022.



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

October 26, 2022

**HONORABLE MEMBERS IN SESSION**

Lansing Housing Commission  
419 Cherry St.  
Lansing Michigan 48933

**SUBJECT:**

**August 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 94% (not including the modernization units) at the end of August. LHC Unit Months Leased (UML) was 286 (with units in MOD) or 94% occupancy rate. LHC maintained a 94% occupancy level, which does not meet the 96% recovery plan occupancy goal.

**Public Housing (PH) Scattered Sites occupancy** was 94% at the end of August. There were three (3) households moved in, three (3) residents moved out, and four (4) unit transfers. The total units occupied was 268 which equals 94%. At the end of August, PH scattered sites had a total of 256 open work orders.

**OCCUPANCY:**

Site	Total Number of Units	UML Occupied 1st day of month including MOD units	Gross (including MOD Occupancy rate)	Move Ins	Move Outs	Transfer Units	Total MOD Units
PH Scattered Sites	286	268	94%	3	3	4	0
Totals	286	268	94%	3	3	4	0



**RENT COLLECTION:**

Site	Rent Charged	Receivables	Total Uncollected	Collection Rate
PH Scattered Sites	\$ 29,366	\$39,393	\$ 0	134%
<b>Totals</b>	<b>\$ 29,366</b>	<b>\$ 39,393</b>	<b>\$ 0</b>	<b>134%</b>

**PH Scattered Sites Vacant Unit Status:**

Address	BR	Vacate Date	Total Days Vacant	Projected Ready Date	Unit turn Cost	Comments*Details needed for Vacancies over 20 days
6264 Cooper	3	4-26-22	66			
2119 Forest	2	11-30-21	243			
506 Chestnut	2	3-16-22	107			
4153 Glenburne	2	2-16-22	167			
1924 Hoyt	2	8-17-22	45			
420 Genesee	2	1-9-22	204			
400 Dadson	3	9-1-21	303			
2167 Forest	2	8-2-22	26			
4025 Glenburne	2	2-1-22	151			
942 Vincent Ct	2	4-5-22	118			
1906 Hoyt	2	8-18-22	13			
2531 Dier	3	5-26-22	97			
5419 Waverly	2	4-28-22	125			
6215 Grovenburg	3	4-25-22	128			
1529 New York	2	8-29-22	2			
6020 Valencia	3	8-6-21	278			
5009 Palmer	3	8-2-22	29			
1717 Glenrose	3	8-1-22	30			

October 26, 2022

**HONORABLE MEMBERS IN SESSION**

Lansing Housing Commission  
419 Cherry St.  
Lansing Michigan 48933

**SUBJECT:**

**September 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 95% (not including the modernization units) at the end of September. LHC Unit Months Leased (UML) was 286 (with units in MOD) or 95% occupancy rate. LHC maintained a 95% occupancy level, which does not meet the 96% recovery plan occupancy goal.

**Public Housing (PH) Scattered Sites occupancy** was 95% at the end of September. There were three (3) households moved in, zero (0) residents moved out, and two (2) unit transfers. The total units occupied was 271 which equals 95%. At the end of September, PH scattered sites had a total of 273 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	271	95%	3	0	2	0
<b>Totals</b>	<b>286</b>	<b>271</b>	<b>95%</b>	<b>3</b>	<b>0</b>	<b>2</b>	<b>0</b>

**RENT COLLECTION:**

Site	Rent Charged	Receivables	Total Uncollected	Collection Rate
PH Scattered Sites	\$ 28,020	\$ 42,931	\$ 0	153%
<b>Totals</b>	<b>\$ 28,020</b>	<b>\$ 42,931</b>	<b>\$ 0</b>	<b>153%</b>

**PH Scattered Sites Vacant Unit Status:**

Address	BR	Vacate Date	Total Days Vacant	Projected Ready Date	Unit turn Cost	Comments*Details needed for Vacancies over 20 days
4730 Ballard	3					
2531 Dier	3	5-26-22	127			
6020 Valencia	2	8-6-21	308			
1918 Hoyt	2	3-1-22	180			
4025 Glenburne	2	2-1-22	181			
942 Vincent	2	4-5-22	148			
1717 Glenrose	3	8-1-22	60			
2167 Forest	2	8-5-22	56			
1529 New York	2	8-29-22	32			
4520 Hughes	2	8-18-22	12			
6264 Cooper	3	4-26-22	96			
2119 Forest	2	11-30-21	273			
506 Chestnut	2	3-16-22	137			
400 Dadson	3	9-1-21	333			
1906 Hoyt	2	8-18-22	12			











