

Agenda

Lansing Housing Commission

August 30, 2023

1. Call to Order
 - a. Roll Call
 - b. Approval of Minutes of June 28, 2023
2. Public Comment – limit 3 minutes per person
3. Action Items:
 - a. Resolution 1352 – Low Income Public Housing Utility Allowances
 - b. Resolution 1353 – HCV Housing Utility Allowance
 - c. Resolution 1354 – Admissions and Continued Occupancy Plan Changes: Effective October 2023
 - d. Resolution 1355 – Housing Choice Voucher Administrative Plan Changes: Effective October 2023
 - e. Resolution 1356 – Housing Choice Voucher SEMAP Submission 2022-2023
 - f. Resolution 1357 – Continuum of Care Grant Monitoring Policy
 - g. Resolution 1358 – Permanent Supportive Housing Termination Policy
 - h. Resolution 1359 – Permanent Supportive Housing Intake and Record Retention Policy
4. Informational Items:
 - a. Finance Report July & August 2023 Steven Raiche
 - b. Housing Choice Voucher July & August 2023 Jennifer Burnette
 - c. Asset Management Report July & August 2023
Scattered Sites Christy Kavanaugh
5. Discussion Items:
 - a. Section 18 update

- b. Riverview 220
- c. PSH Grant Programs
- 6. Other Items:
- 7. Executive Director's Comments
- 8. President's Comments
- 9. Adjournment.

Minutes of June 28, 2023

Commissioner Henry called the meeting to order at 5:52 p.m. Mr. Fleming called the roll.

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

STAFF:

Kim Shirey	Christy Kavanaugh
Douglas Fleming	Jennifer Burnette
Steven Raiche	

Guests: None

Commissioner Taylor motioned and Commissioner Hall seconded a motion to approve the minutes of the April 26, 2023, commission meeting. **The Motion was approved by all members present.**

Public Comment: limit 3 minutes per person

- Bridget Grubbs – Just here to observe. Received LHC Voucher for 20+ years. Did not live at sites. Family lived in sites over the years. Asked who votes and who does not. She also asked how to get on the board. She also asked if board packets are given/sent out prior to the meeting.

Action Items:

- Resolution 1351- Fiscal Year 2024 Operating Budget
 - The Executive Director explained changes to the budget.
 - 90 units of public housing units are left therefore COCC budget goes down due to less management fees.
 - Formed management company.
 - HCV continues to grow.
 - A consultant (Dickey May) helps guide the budget based on projections and past expenses.
 - Steve explained highlights of each of the 5 budgets.

Commissioner Hall motioned and Commissioner Taylor seconded to approve the Fiscal Year 2024 Operating Budget. **The Motion was approved by all members present.**

Informational Items:

Finance Report April & May 2023

Steven Raiche

- Steve talked about the budget above and asked if anyone had questions on the April and May 2023 reports.

Housing Choice Voucher April & May 2023

Jennifer Burnette provided a brief overview of the April & May 2023 HCV Reports

- We are having challenges with the wait list on being able to contact people that have applied. We anticipate the wait list will be opened in late summer.
- During the month of May LHC staff continue to outreach for additional participation in the FSS program. We are finalizing 2 graduations. 3 VASH orientations and 3 VASH vouchers issued with the assistance of community partners. There are currently an additional 17 vouchers issued and out searching or pending inspection and 6 applications in process. We had 30 of our 32 emergency Housing Vouchers issued and leased up, 1 is out searching for housing. 32 out searching for our regular HCV. 28 applicants are pending final approval to receive their voucher. 26 units are approved pending inspection and/or pending lease up.

Asset Management Report April & May 2023

Public Housing (PH) Scattered Sites – Christy Kavanaugh

- **Public Housing Scattered Sites** had an occupancy rate of 98% at the end of May. There were zero (0) move-in, zero (0) move-outs, and one (1) transfer.
- **SK Lansing** had an overall occupancy rate of 95% at the end of May. SK (UML was 181 or 95% occupancy rate.
- There are a total of 61 open work orders at the end of May.

Discussion Items:

- Section 18 update – Deadline given to buyers if they wish to buy. The deadline is September 15, 2023
- 5 residents appear to be able to purchase their homes in the next few weeks.
- 25 indicate still interested but have some hurdles to overcome. We are predicting 10 to 15 homes will sell to public housing residents.

Other Items: None

Executive Directors Comments:

Development Activities

- Stadium North is still in the building stage. Housing is short for voucher holders this along with Woodward Way and Walter French will help with that issue.
- Capital City Property Management is up and running. We are changing the property management software. The one we started out with is not working for our needs.

Other Activities:

- We are in the process of an employee development training process. Judy Kelher is the trainer she worked for the City of Lansing. The first part of the training happened yesterday. The second part is after Judy had meetings with the managers to figure out a game plan for the second part of training.
- We are looking into getting a full time HR. We are currently using ADP. It is not as personal hands on as was promised. Feedback from the first development training that HR is needed.

Deputy Director Comments:

- I attended the Walter French Groundbreaking
 - There will be 76 units in the Historic Jr. High building on Cedar & Mt. Hope.
 - They will have 20 LHC PBV (Project Based Voucher).
- Woodward Way
 - Ribbon cutting today.

- 48-unit affordable housing 1, 2,3 beds.
- 8 LHC PBV
- Entered in a contract with Encompliance to conduct QC on all HCV Annuals & Interims to ensure proper utility allowances payment standards & income are being used due to stall majority being new.
- Has a HUD Grant monitoring conducted in June regarding Shelter Plus Care and PSH. The final report will be provided in 60-90 days. Items mentioned during monitoring were not surprising due to being a new grantee.

President's Comments:


Other Business:

Adjournment: The meeting was adjourned at 6:51 p.m.



Emma Henry Board Chair

Date 8/30/23



Doug Fleming, Acting Secretary

Date 8/30/23



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

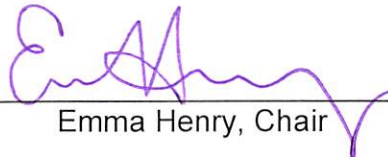
Resolution No. 1352

Adopted By the Lansing Housing Commission

August 30, 2023

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

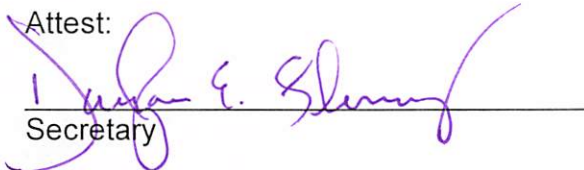
Doug Fleming, acting in the capacity of Executive Director, is authorized to approve to use of the updated utility allowances for use for the Low-Income Public Housing Program as stated.


Emma Henry, Chair

Yeas 4

Nays 0

Abstentions _____

Attest:

Secretary

For Clerk Use Only

Resolution No. 1352
Date Adopted 08/30/2023





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

August 30, 2023

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

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Approval to use the updated utility allowance per the June 2023 Nelrod Utility Study. - Resolution No. 1352.

RECOMMENDATION:

Staff recommends the Board authorize Doug Fleming, acting in his capacity as Executive Director, to approve the recommended change to the LHC utility allowance for use in all Low-Income Public Housing rental calculations.

CONTACT PERSON:

Christy Kavanaugh
Director of Operations

SUMMARY

This resolution authorizes LHC to use utility allowances established by the 2023 Nelrod utility study for all Low-Income Public Housing rental calculations.

BACKGROUND:

(a) *Maintaining schedule.* (1) The PHA must maintain a utility allowance schedule for all tenant-paid utilities (except telephone), for cost of tenant-supplied refrigerators and ranges, and for other tenant-paid housing services (e.g., trash collection (disposal of waste and refuse)).

(2) The PHA must give HUD a copy of the utility allowance schedule. At HUD's request, the PHA also must provide any information or procedures used in preparation of the schedule.

(b) *How allowances are determined.* (1) The utility allowance schedule must be determined based on the typical cost of utilities and services paid by energy-conservative households that occupy housing of similar size and type in the same locality. In developing the schedule, the PHA must use normal patterns of consumption for the community as a whole and current utility rates.

(2)(i) A PHA's utility allowance schedule, and the utility allowance for an individual family, must include the utilities and services that are necessary in the locality to provide housing that



complies with the housing quality standards. However, the PHA may not provide any allowance for non-essential utility costs, such as costs of cable or satellite television.

(ii) In the utility allowance schedule, the PHA must classify utilities and other housing services according to the following general categories: space heating; air conditioning; cooking; water heating; water; sewer; trash collection (disposal of waste and refuse); other electric; refrigerator (cost of tenant-supplied refrigerator); range (cost of tenant-supplied range); and other specified housing services. The PHA must provide a utility allowance for tenant-paid air-conditioning costs if the majority of housing units in the market provide centrally air-conditioned units or there is appropriate wiring for tenant-installed air conditioners.

(3) The cost of each utility and housing service category must be stated separately. For each of these categories, the utility allowance schedule must take into consideration unit size (by number of bedrooms), and unit types (e.g., apartment, row-house, town house, single-family detached, and manufactured housing) that are typical in the community.

(4) The utility allowance schedule must be prepared and submitted in accordance with HUD requirements on the form prescribed by HUD.

See attached 2024 Utility Sheets to become effective December 1, 2023.

FINANCIAL CONSIDERATIONS

If LHC fails to gain Board approval of the updated utility allowances, it will become an audit finding.

POLICY CONSIDERATIONS:

LHC has no specific policy regarding this action. However, Board approval is being requested due to the financial consideration they have on program operations.

Respectfully Submitted,



Doug Fleming, Secretary to the Board
Lansing Housing Commission



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

Resolution No. 1353

Adopted By the Lansing Housing Commission

August 30, 2023

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

Doug Fleming, acting in the capacity of Executive Director, is authorized to approve to use of the updated utility allowances for use for the Housing Choice Voucher Program as stated.

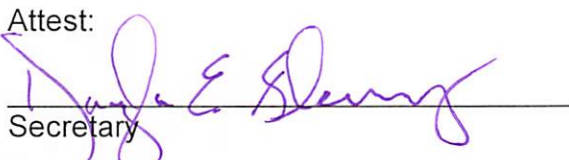


Emma Henry, Chair

Yeas 4

Nays 0

Abstentions _____

Attest:


Secretary

For Clerk Use Only _____

Resolution No. 1353

Date Adopted 08/30/2023



August 30, 2023

Lansing Housing Commission
419 Cherry St.
Lansing, Michigan 48933

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Approval to use the updated utility allowance per the July 2023 Nelrod Utility Study. - Resolution No. 1353.

RECOMMENDATION:

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

CONTACT PERSON:

Jennifer Burnette
Director of Housing Programs

SUMMARY

This resolution authorizes LHC to use utility allowances established by the 2023 Nelrod utility study for all Housing Choice Voucher rental calculations.

BACKGROUND:

(a) *Maintaining schedule.* (1) The PHA must maintain a utility allowance schedule for all tenant-paid utilities (except telephone), for cost of tenant-supplied refrigerators and ranges, and for other tenant-paid housing services (e.g., trash collection (disposal of waste and refuse)).

(2) The PHA must give HUD a copy of the utility allowance schedule. At HUD's request, the PHA also must provide any information or procedures used in preparation of the schedule.

(b) *How allowances are determined.* (1) The utility allowance schedule must be determined based on the typical cost of utilities and services paid by energy-conservative households that occupy housing of similar size and type in the same locality. In developing the schedule, the PHA must use normal patterns of consumption for the community as a whole and current utility rates.

(2)(i) A PHA's utility allowance schedule, and the utility allowance for an individual family, must include the utilities and services that are necessary in the locality to provide housing that

complies with the housing quality standards. However, the PHA may not provide any allowance for non-essential utility costs, such as costs of cable or satellite television.

(ii) In the utility allowance schedule, the PHA must classify utilities and other housing services according to the following general categories: space heating; air conditioning; cooking; water heating; water; sewer; trash collection (disposal of waste and refuse); other electric; refrigerator (cost of tenant-supplied refrigerator); range (cost of tenant-supplied range); and other specified housing services. The PHA must provide a utility allowance for tenant-paid air-conditioning costs if the majority of housing units in the market provide centrally air-conditioned units or there is appropriate wiring for tenant-installed air conditioners.

(3) The cost of each utility and housing service category must be stated separately. For each of these categories, the utility allowance schedule must take into consideration unit size (by number of bedrooms), and unit types (e.g., apartment, row-house, town house, single-family detached, and manufactured housing) that are typical in the community.

(4) The utility allowance schedule must be prepared and submitted in accordance with HUD requirements on the form prescribed by HUD.

See attached 2024 Utility Sheets to become effective December 1, 2023.

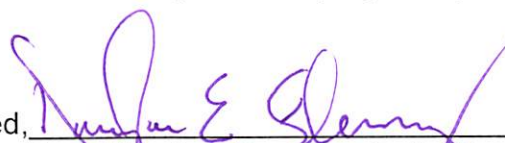
FINANCIAL CONSIDERATIONS

If LHC fails to gain Board approval of the updated utility allowances it will become an audit finding, and a SEMAP submission reduction.

POLICY CONSIDERATIONS:

LHC has no specific policy regarding this action. However, Board approval is being requested due to the financial consideration they have on program operations.

Respectfully Submitted,



Doug Fleming, Secretary to the Board
Lansing Housing Commission



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

Resolution No. 1354

Adopted By the Lansing Housing Commission

August 30, 2023

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

Douglas Fleming, acting in the capacity of Executive Director, is authorized to approve and update the Admissions and Continued Occupancy Plan for the Low-Income Public Housing as stated.

Emma Henry, Board Chair

Yeas 4

Nays 0

Abstentions _____

Attest:

Secretary

For Clerk Use Only

Resolution No. 1354

Date Adopted 08/30/2023



2023 ACOP Changes:

Chapter 6: Outreach: B3. page 30

- Postings on the PHA website and other social media
- Email blasts to various Networking groups which serve similar populations.
- Through the local CoC

4a. Merget and Cross Listing Page 33

- The PHA will not merge the waiting list for public housing assistance with the PHA waiting list for admissions to another assisted housing program, including a federal or local program.

6a. Updating waiting list Page 34

- The PHA will update and purge its waiting list annually (or when necessary, based on number of vacancies) to ensure that it is current and accurate.

C. Accepting the Applications Page 35

- Applying for Assistance: When the waiting list is open, the applicant may submit the full application to the PHA online. The PHA will only accept applications completed and submitted online at the website (waitlistcheck.com) and during the dates and period indicated in the announcement of the opening of the waiting list.

Chapter 10 A3. Removing or Dropping an Application for Refusal of a Unit Page 58

- If an applicant receives an offer of a public housing unit and rejects the offer without good cause, the PHA will remove the applicant from the waiting list requiring the applicant to reapply when the waiting list is reopened.

Chapter 15: 14B Guests and Visitors Page 116

- The family will be allowed to have guests for a period of up to 30 cumulative days in any 12-month period, except in the case of a family member requiring care during illness or recuperation from illness or injury as certificated by a medical professional.

Yearly updated/review of the following policies:

- Termination and Eviction Policy
- Transfers and Transfer Waiting list
- Grievance Procedures
- Housekeeping Standards Policy



Resolution No. 1355

Adopted By the Lansing Housing Commission

August 30, 2023

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

Doug Fleming, acting in the capacity of Executive Director, is authorized to approve and update the HCV Administrative Plan for fiscal year 2023-2024.

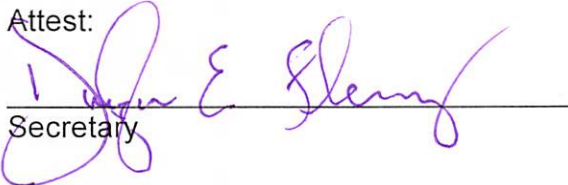


Emma Henry, Chair

Yeas 4

Nays 0

Abstentions _____

Attest:


Secretary

For Clerk Use Only

Resolution No. 1355
Date Adopted 08/30/2023



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

August 30, 2023

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

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Approval of HCV Administrative Plan for fiscal year 2023-2024 - Resolution No. 1355.

RECOMMENDATION:

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

CONTACT PERSON:

Jennifer Burnette
Director of Housing Programs

SUMMARY

This resolution approves the 2023-2024 HCV Administrative Plan and submittal of the plan to HUD.

BACKGROUND:

LHC will commence the HCV Administrative Plan in October 2023. This included publishing a public notice in the Lansing State Journal, on our website and holding an information meeting.

PHA's must obtain Board approval for HCV Administrative Plan.

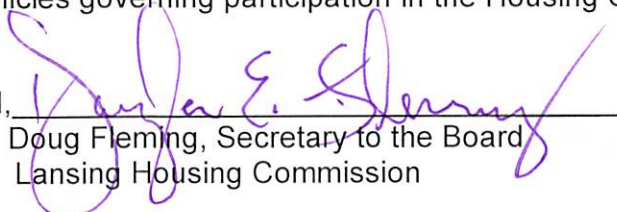
FINANCIAL CONSIDERATIONS

There are no financial considerations but does require Board approval.

POLICY CONSIDERATIONS:

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

Respectfully Submitted,


Doug Fleming, Secretary to the Board
Lansing Housing Commission



Major Admin Plan Changes

- Living in substandard housing preference for any unit that is red tagged. Your current rental you live in must be red tagged at time of application to qualify for preference and must be living in red tagged until at the time application is processed or would be moved to bottom of the waiting list. **Page 42 and Page 114**
- Change from 3 to 5 years for anyone evicted from federally assisted housing for drug-related criminal activity will deny them admission. **Page 62**
- Temporary, non-recurring and sporadic income is defined as lasting less than 30 days. Previously our policy did not identify a timeframe and only stated sporadic income is income that is not received periodically and cannot be reliably predicted. **Page 75**
- Family Declaration of net assets equal to or less than \$5,000: Annual or Interim documents signed by all adults can serve as declaration if it lists each asset and declares the amount of income from each asset. The PHA must obtain third-party (bank statement) verification at least every 3 years. The exception is new additions to family must provide bank statement to confirm assets upon addition to voucher. **Page 109-110**
- Persons of opposite sex (other than spouses or intimate partners) will not be required to share a bedroom. Children of the same sex will share a bedroom. Adults of the same generation will share a bedroom. However, adults of a different generation, i.e., mother, grandmother, may be permitted separate bedrooms. This change will take place at the next annual recertification or when you move whichever happens first. Previously 2 heartbeats to a room regardless of age or gender. **Page 115**
- Owner will be allowed two re-inspections for initial fails to corrected items. They will be given 10 days to make corrections depending on the complexity of work necessary. **Page 134**
- Changes in family composition must be reported within 30 calendar days. Previously 10 days. **Page 179**
- The family may not be absent for more than 60 consecutive days without written consent. Previously 30 days. **Page 188**
- Added Chapter on PBRA RAD Choice Mobility Options **Page 293**

RESOLUTION NO. 1356

ADOPTED BY THE LANSING HOUSING COMMISSION

AUGUST 30, 2023

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

Douglas Fleming, acting in the capacity of Executive Director, is authorized to submit the attached SEMAP Certification, with a score of 145, to the U.S. Department of Housing & Urban Development.

Moved: HALL Seconded: SOBER

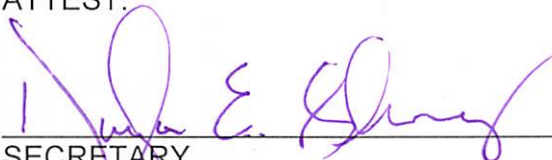
Ayes: 7 Nays: 0

Absent: BARKER



Emma Henry, BOARD CHAIR

ATTEST:



SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 1356

DATE ADOPTED 08/30/2023



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

August 30, 2023

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

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Approval to Submit the Lansing Housing Commission's 2023 Housing Choice Voucher Management Assessment Program ("SEMAP") Certification to HUD-Resolution No. 1356.

RECOMMENDATION:

Staff recommends the Board authorize Douglas Fleming, acting in his capacity as Executive Director or his designee, to submit LHC's 2023 SEMAP scores to HUD.

CONTACT PERSON:

Jennifer Burnette
Director of Housing Programs

SUMMARY:

This resolution authorizes LHC to submit its SEMAP self-certified score of 140, to the U.S. Department of Housing & Urban Development ("HUD") in compliance with 24 CFR sec. 985.101.

BACKGROUND:

24 CFR sec 985.101 requires PHAs that administer a Housing Choice Voucher tenant-based rental assistance program to submit an annual SEMAP Self Certification to HUD within 60 days after the end of the fiscal year. PHA's must obtain Board approval prior to submission of the SEMAP Certification.

PHAs, which do not submit their SEMAP score within the 60-day timeframe, will be designated as a "troubled agency" which leads to corrective actions taken by HUD. These corrective actions could be but are not limited to onsite HUD audits, sanctions, and /or, various other additional requirements as set forth by the HUD field office.



In order to complete the self-certification for SEMAP, the PHA must evaluate its performance against 14 benchmarks:

- Proper selection of applicants from the housing choice voucher waiting list
- Sound determination of reasonable rent for each unit leased
- Establishment of payment standards within the required range of the HUD Fair market rent
- Accurate verification of family income
- Timely annual reexaminations of family income
- Correct calculation of the tenant share of the rent and the housing assistance payment
- Maintenance of a current schedule of allowances for tenant utility costs
- Ensure units comply with the housing quality standards before families enter into leases and PHAs enter into housing assistance contracts
- Timely annual housing quality inspections
- Performing of quality control inspections to ensure housing quality
- Ensure that landlords and tenants promptly correct housing quality deficiencies
- Ensure that all available housing choice vouchers are used
- Expand housing choice outside areas of poverty or minority concentration
- Enroll families in the family self-sufficiency (FSS) program as required and help
- FSS families achieve increases in employment income

After evaluating our performance against these 14 benchmarks, we have determined we are a high performer with a score of 140.

FINANCIAL CONSIDERATIONS

If LHC fails to submit the SEMAP score there is no financial consideration.

POLICY CONSIDERATIONS:

LHC has no specific policy regarding this action. However, 24 CFR sec 985.101 requires governing body approval of LHC's submission to HUD.

Respectfully Submitted,



Douglas Fleming, Secretary to the Board

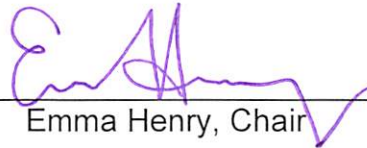
Resolution No. 1357

Adopted By the Lansing Housing Commission

August 30, 2023

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

Doug Fleming, acting in the capacity of Executive Director, is authorized to approve to use of the Continuum of Care Grant Monitoring Policy as stated.

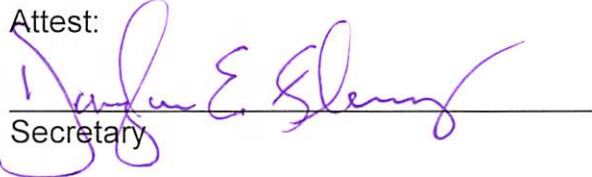


Emma Henry, Chair

Yeas 4

Nays 0

Abstentions _____

Attest:

Secretary

For Clerk Use Only

Resolution No. 1357
Date Adopted 08/30/2023

Continuum of Care Grant Monitoring Policy and Procedure

Overview and Purpose:

The Lansing Housing Commission as a grantee of HUD funds through the Continuum of Care grant selection is responsible to provide leadership, coordinatization, and monitoring of all HUD issued funds to the agency to ensure compliance.

Project Performance and Grant Monitoring

- Upon being awarded a grant from the CoC, the Lansing Housing Commission must register the grant on the Federal Funding and Accountability and Transparency Act (FFATA) website. This is to be done within 30 days of the grant award execution.
- Prior to assigning Sub Recipient or entering an MOU, all potential partners will be screened through SAM.gov to determine eligible status.
- Monthly, grant staff and/or grant sub-recipients will evaluate the performance, review the financials, evaluate outcomes, and determine if technical assistance is needed based on the performance of each grant.
- Quarterly, the Grantee will evaluate the financial status of each grant and provide a written report to the CoC for Board review. This review will help to determine if there is a possibility for funds to recaptured.
- The Grantee will create a reminder system that allows for notices to be generated 90 and 30 days prior to the due date of each grant's Annual Progress Report (APR) to ensure proper compliance.
- The grantee will use the same reminder system to ensure that funds for each grant are drawn down at least quarterly as is required for E-LOCCS compliance.
- 30 days after each grant ends, the grantee will do a grant review to determine if all eligible expenses have been drawn down in preparation of the close of the grant.
- The grantee will submit a final grant report to the CoC at the next available Board meeting after the close of the grant.



Resolution No. 1358

Adopted By the Lansing Housing Commission

August 30, 2023

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

Doug Fleming, acting in the capacity of Executive Director, is authorized to approve to use of the PSH Termination Policy as stated.



Emma Henry, Chair

Yeas 4

Nays 0

Abstentions _____

Attest:



Secretary

For Clerk Use Only

Resolution No. 1358

Date Adopted 08/30/2023

Permanent Supportive Housing Termination Policy

In general, the Lansing Housing Commission will make every effort to maintain rental assistance with each PSH participant. However, there are circumstances in which there may be a need for some type of termination from the program.

Pursuant to 24 CFR 578.91(b)1 termination of assistance may occur to a program participant who violates the program requirements or conditions of occupancy. Termination under this section does not bar participation at further date and time of the same individual.

Participants will receive the following process before formal termination is performed.

(1) Verbal Warning

- (a) Meeting with Case Manager and/or Program Manager.

(2) Written Behavioral Change Contract

- (a) A formal written document which contains the infraction and specific requirements for you to remain in the program.
- (b) The contract includes a beginning and end date. You will sign this agreement to show you are willing to participate with the program rules and are taking responsibility for the consequences.

(3) Final written termination which will contain:

- (a) A detailed explanation of the reason of termination
- (b) An effective date of the termination
- (c) An outline on how to appeal the decision if participant deems the reasoning inaccurate.

A review of the termination is available to participants, where the participant can present objections before someone other than the person(s) or their subordinate who made or approved the termination decision.

A decision from the hearing will be provided within 10 business days of the final decision to the participant.

(4) Self-Exit

(a) You have the right to self-exit from the program at any time. This means LHC services will no longer pay for any rental payments, and you will no longer be part of the PSH program. If you choose to exit, please talk with your Case Manager and the Program Manager regarding this status change so we can take appropriate steps.

(b) If you do not contact your Case Manager and we do not know where you are for 90+ days, you will be considered as a self-exit from the program. You may face eviction from your landlord if this occurs which, will be a barrier on your credit to finding housing again. Written notice will be mailed to your last known address following #3 above.



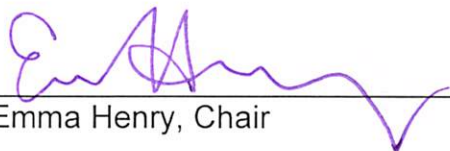
Resolution No. 1359

Adopted By the Lansing Housing Commission

August 30, 2023

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

Doug Fleming, acting in the capacity of Executive Director, is authorized to approve to use of the PSH Intake and Record Retention Policy as stated.

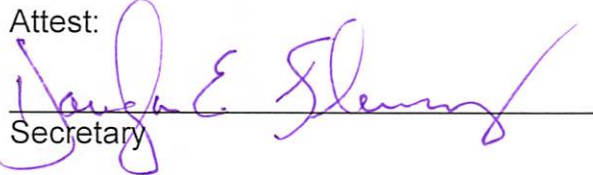


Emma Henry, Chair

Yeas 4

Nays 0

Abstentions _____

Attest:


Secretary

For Clerk Use Only _____

Resolution No. 1359
Date Adopted 08/30/2023



COMMISSION

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

Permanent Supportive Housing In-take and Record Retention Policy

Background:

HUD requires that projects receiving Continuum of Care (CoC) funds maintain and follow written intake procedures establishing how the project will determine and document participant eligibility and establishing the order of priority for obtaining evidence of homelessness as third-party documentation first, intake worker observation second, and certification from the person seeking assistance third.

Purpose:

The purpose of this policy is to establish intake procedures to ensure:

- Only eligible participants are admitted to Permanent Supportive Housing Programs in accordance with federal requirements; and
- Adequate documentation of eligibility is maintained in all participant files.

Component Type	Eligible Participants
Permanent Supportive Housing –For Chronically Homeless People (Bonus Program)	Currently homeless and living in a place not meant for human habitation, safe haven, or in an emergency shelter (<i>Note: People living in Transitional Housing are not defined as chronically homeless by HUD</i>); AND Have been homeless and residing in a qualified location continuously for at least 12 months or on at least 4 separate occasions in the last 3 years that combined total at least 12 months; AND An adult head of household (or, if there is no adult in the family, a minor head of household), has a qualifying disability .
	Have been homeless and residing in a qualified location continuously for at least 12 months or on at least 4 separate occasions in the last 3 years that combined total at least 12 months; AND An adult head of household (or, if there is no adult in the family, a minor head of household), has a qualifying disability
Permanent Supportive Housing	Currently homeless and living in a place not meant for human habitation, safe haven, or in an emergency shelter; AND An adult head of household (or, if there is no adult in the family, a minor head of household), has a qualifying disability .

General Intake Procedure:

As required by HUD CoC projects operated by Lansing Housing Commission participate in the local Capital Region Housing Collaborative (CRHC) Coordinated Entry System (CE) and only admit applicants referred by the CE. The projects use the Interim Housing Prioritization Policy and Procedure to establish prioritization of participants for admissions.



Though initial eligibility screening typically occurs at the CE, it is the responsibility of CoC project staff to verify applicant eligibility and ensure that documentation of eligibility is on file prior to admitting all participants. Staff and/or community partners will work with applicants to obtain their eligibility documentation regarding homeless status and disability along with other required documents. Staff will try to gather eligibility documents from data stored in HMIS first, and then through other community partners and resources.

Responsibilities of Staff/Sub-grantees:

- LHC staff or assigned sub-grantees are responsible for documenting eligibility for all applicants referred by the CE prior to admissions into the CoC project: Permanent Supportive Housing.
- Completing and gathering all intake documents such as but not limited to: Proof of homelessness, proof of disability forms, income verification forms, HIMS releases, and general releases, birth certificates, social security cards, and picture identification.
- Ensuring that proof of homelessness and disability is maintained in the participant file for no less than 5 years after the end of participation.
- Ensure that all supporting documentation including third-party documentation intake worker observation, and client self-certification is maintained in each participant's file;
- Ensuring completion and documentation of due diligence in attempting to obtain third-party documentation of homelessness, if applicable – minimum of 3 attempts required;
- Work with CE, other community partners and the applicant to obtain all required documentation of eligibility;
- Ensuring that participants do not enter the project without all required documentation of eligibility,

Grantees are responsible for:

- Conducting a quality assurance (QA) review of eligibility documentation for all participants within 30 days of project entry;
- Documenting completion of the QA review for each participant, including, at a minimum, date review was completed, name of supervisor completing the review, findings from the review;
- Ensuring that any missing documentation identified during the QA review is promptly obtained and filed in the relevant participant's chart;

Order of Priority for Obtaining Evidence of Homelessness

Project staff shall use the following order of priority for obtaining evidence of homelessness:

First Priority: Third-party documentation, which can include any of the following:

- A printed **HMIS record** or record from a comparable database;
- A letter from a **housing/service provider** (e.g., shelter, outreach, RRH worker, CAN, or soup kitchen worker, doctor, therapist, counselor or other service provider). Housing/Service providers must specify each month of encounter, the location of each encounter, the living conditions, and nature of the conversations that indicated the person was homeless. Providers may not provide documentation for months in which they did not encounter the person. Where providers did not observe the location where the person resides, they must state why they believe to the best of their knowledge based on professional judgment that the person is

homeless. Housing/service providers may document homelessness even if their encounter with the client occurred in a setting other than the living location. For example a housing/service provider may document homelessness for a month in which their only encounter with the client was at a soup kitchen, drop-in center, library, office, etc.

- A letter from a **community member** (e.g., clergy person, educator, law enforcement officer, elected official, neighbor, relative, or shopkeeper) attesting to having physically observed the living location, describing that location, and specifying the months in which observation of the living location was observed. Community members may only document homelessness for months in which they observed the actual living location (e.g., saw someone bedded down in a park or on a bus, or visited their campsite).

Second Priority: Intake worker observation

- A written observation by an outreach worker of the conditions where the individual was living. Such letters must specify each month of encounter, the location of each encounter, the living conditions, and nature of the conversations that indicated the person was homeless. Intake workers may not provide documentation for months in which they did not encounter the person. Where intake workers did not observe the location where the person resides, they must state why they believe to the best of their knowledge, based on professional judgment that the person is homeless. Intake workers may document homelessness even if their encounter with the client occurred in a setting other than the living location. For example, an intake worker may document homelessness for a month in which their only encounter with the client was at a soup kitchen, drop-in center, library, office, etc.

Third Priority: Certification from the person seeking assistance – allowable only when qualifying for a YHDP project, or as Category 4 (DV), or Chronically Homeless,

- Where a person is being qualified for a YHDP project or as Category 4 (DV), or Chronically Homeless, and first or second priority evidence as described above cannot be obtained, a certification by the individual seeking assistance is allowable. **SEE DETAILS AND LIMITATIONS ON USE OF SELF-CERTIFICATION EVIDENCE BELOW.** Such self-certification evidence must:
 - ✓ Include a dated letter signed by the applicant attesting to the qualified locations where the applicant lived and the approximate dates living in each location; AND
 - ✓ Be accompanied by documentation by the intake worker of the living situation and circumstances that necessitate reliance on self-certified evidence (such as, client was camping in a remote area and did not have contact with any service providers or emergency shelter where client resided was unresponsive to multiple attempts to obtain third party documentation); AND
 - ✓ Be accompanied by documentation of steps taken to obtain third-party documentation, including documenting attempts to locate HMIS records and attempts to obtain letters from an emergency shelter or other service provider knowledgeable of the applicant's homelessness. Such documentation must, at a minimum, include three attempts.
- If the project is able to obtain additional documentation of eligibility at any point during the participant's enrollment, then the information should be added to the case file to back up intake documentation.

- If at any point an applicant does not want someone to be contacted because he or she fears for their safety – the worker **SHOULD NOT** contact the person and should document the applicant's statements in the case file.

Details and limitations on use of self-certification evidence:

- **DISABILITY** – Disability cannot be self-certified.
- **HUD CATEGORY 4 (DV)** - HUD stresses that where the safety of the individual or family may be jeopardized by an intake worker's attempt to obtain third-party verification, that the intake worker must not attempt to obtain, under any circumstances, third-party verification and may accept written self-certification by the individual or head of household.
- **FOR CHRONICALLY HOMELESS DEDICATED PSH** - Up to 3 months of homelessness can be documented through self-certification. In limited circumstances, up to the full 12 months of homelessness can be documented through self-certification. Self-certification of the full 12 months should be limited to rare and extreme cases and may not be used for more than 25 percent of households served by a project during an operating year. This limitation does not apply to documentation of breaks in homelessness between separate occasions, which may be documented entirely based on self-report. HUD allows self-certification while third-party documentation is gathered for up to 180 days (participants enrolled for fewer than 180 days can be excluded from the determination of whether at least 75% of participants have at least 9 months of third-party documentation).

Cross-Cutting Requirements:

The following requirements apply to all third-party, intake worker documentation of oral evidence provided by a community member, and intake worker observation letters:

- All letters must be signed and dated.
- Where applicable, letters must be on agency letterhead.
- The name and title of the person signing must be indicated.
- If the signatory does not have a relevant title, then the letter must state his/her relationship to the client.
- All content must be legible.

Fair Housing and Equal Access

All CoC projects must comply with Michigan law and HUD Fair Housing and Equal Access requirements, which prohibit discrimination on the basis of race, color, ancestry, national origin, age (except minors), religion, sex (gender), disability, children or familial status, sexual orientation, gender identity, gender expression, legal source of income (refusing to accept Section 8, for example), or Veteran status. Violations of the Fair Housing Act occur when policy or practice has an unjustified discriminatory effect, even when the provider had no intent to discriminate. Where a policy or practice that restricts access to housing on the basis of criminal history has a disparate impact on individuals of a particular race, national origin, or other protected class, such policy or practice is unlawful. In accordance with Fair Housing requirements, this project:

- Retains all application records, including outcome and reason for any denial;
- Does not use any type of blanket policy against renting to persons with criminal records;

- May, only as necessary to ensure the security of residents and property, use individualized and detailed assessments of criminal records considering only convictions;
- Ensures that use of such information in admission decisions actually assists in ensuring the security of residents and property; and
- Ensures that any use of a criminal record in admission decisions is absolutely necessary, and that no less discriminatory alternative is available.

Record Retention and Review:

All records pertaining to the Continuum of Care funds must be retained for 5 years after expenditure of all funds from the grants under which the program participants have been served. HUD has the right to access all books, documents, papers, or other records of the recipient that are pertinent to the Continuum of Care grant, in order to make audit, examinations, excerpts, and transcripts under 24 CFR 578.103(c).

Lansing Housing Commission
Summary Results for July FY2024

Description	LIPH Total	COCC	HCV Admin	HCV	BA	CCPM
REVENUE:						
Total Revenue Variance - Fav (Unfav)	57,928	(3,526)	(19,272)	149,847	9,087	(470)
Tenant Revenue Variance	3,959	-	-	-	(44)	-
HUD Revenue Variance	52,997	(3,526)	(17,641)	151,435	-	-
Capital Fund Income	(3,900)	-	-	-	-	-
Other Income	4,872	-	(1,631)	(1,588)	9,131	(470)
Other	-	-	-	-	-	-
Budgeted Revenue	124,257	37,316	143,484	1,021,980	303,983	313,070
% Variance fav (unfav)	47%	-9%	-13%	15%	3%	0%
EXPENSES:						
Total Expense Variance Unfav (Fav)	(8,467)	348	(3,824)	381,904	1,454	710
Salary Expenses	69	(2,149)	(8,840)	-	-	96
Employee Benefit Expenses	11,462	73	3,926	-	-	2,377
Utilities	(2,267)	308	5,900	-	-	-
Write-offs	-	-	-	-	-	-
Legal	(300)	(73)	-	-	-	-
Professional Services	(3,809)	(491)	4,642	-	(800)	(266)
Admin Services	2,771	(500)	2,090	-	2,500	(1,498)
Insurance	(2,928)	26	0	-	(592)	-
Sundry/Postage/Office Supplies	(424)	3,222	(5,697)	-	-	-
Management Fee	1	-	(3,528)	-	-	-
HAP Expense	-	-	-	381,904	-	-
Inspections	75	-	(1,000)	-	-	-
Pilot	723	-	-	-	-	-
Maintenance Costs	(2,410)	(1,168)	(1,049)	-	(50)	-
Maintenance Contract - Unit Turns	(11,250)	-	-	-	-	-
Other	(179)	1,099	(269)	-	397	0
Budgeted Expense	81,117	44,850	131,819	1,020,000	23,054	24,508
% Variance fav (unfav)	10%	-1%	3%	-37%	-6%	-3%
Gain(Loss) on Sale of Assets	864	-	-	-	-	-
Curr Mo. Actual Net Income (Loss)	\$ 109,535	\$ (11,408)	\$ (3,782)	\$ (230,076)	\$ 288,562	\$ (1,180)
YTD Actual Net Income (Loss) Net of CWIP	\$ 109,535	\$ (11,408)	\$ (3,782)	\$ (230,076)	\$ 288,562	\$ (1,180)
Prior YR YTD Net Income (Loss)	\$ 109,828	\$ 11,171	\$ 8,425	\$ 27,833	\$ (12,375)	\$ -
Cash Balance - July 2023	\$ 4,881,271	\$ 1,258,112	\$ 701,142	\$ (15,856)	\$ 1,926,718	
Cash Balance - June 2023	\$ 4,812,080	\$ 1,059,438	\$ 881,797	\$ 69,454	\$ 1,702,596	
Cash Balance - June 2022	\$ 3,753,514	\$ 1,818,776	\$ 1,086,641	\$ 552,118	\$ 739,046	
Cash Balance - June 2021	\$ 1,916,110	\$ 1,350,385	\$ 1,119,729	\$ 465,867	\$ 393,609	

July Ratios

HCV Ratios		Prior Months	
Number of Vouchers Used	1,946	06/23	\$ 668.58
HCV 8002 Expenses	\$ 1,401,793.03	05/23	\$ 658.48
Average Cost Per Voucher	<u>\$ 720.35</u>	04/23	\$ 630.01

LIPH Ratios			Prior Months	
	Jul 2023 Total	PY Jul Total		
Year-to-Date Occupancy Rate				
YTD Average Number of Units Leased	96	269	06/23	95.0%
Number of Possible Units	101	307	05/23	94.1%
Year-to-Date Occupancy Rate	<u>95.0%</u>	<u>87.6%</u>	04/23	94.1%
Average Revenue Per Occupied Unit			06/23	\$ 583.97
Total LIPH Revenue	\$ 183,049.22	\$ 262,506.38	05/23	\$ 344.82
Average Revenue Per Occupied Unit	<u>\$ 1,906.76</u>	<u>\$ 441.19</u>	04/23	\$ 306.77
Average Tenant Revenue Per Occupied Unit			06/23	\$ 177.44
Total Tenant Revenue	\$ 21,858.00	\$ 26,181.00	05/23	\$ 146.73
Average Tenant Revenue Per Occupied Unit	<u>\$ 227.69</u>	<u>\$ 97.33</u>	04/23	\$ 188.41
Average Cost Per Occupied Unit			06/23	\$ 646.87
YTD Average Monthly Expenses	\$ 72,650.16	\$ 152,678.50	05/23	\$ 601.17
Average Cost Per Occupied Unit	<u>\$ 756.77</u>	<u>\$ 256.60</u>	04/23	\$ 624.15

Company Ratios			
	LIPH	COCC	HCV Admin
Operating Reserves			
Bank Account Balance	\$ 4,881,270.67	\$ 1,258,111.98	\$ 701,141.75
YTD Expenses	\$ 72,650.16	\$ 45,197.65	\$ 127,994.21
Number of Months	1	1	1
Average Monthly Expenses	<u>\$ 72,650.16</u>	<u>\$ 45,197.65</u>	<u>\$ 127,994.21</u>
Number of Months of Operating Reserves (would like to have 4 months of operating reserves)	<u>67.19</u>	<u>27.84</u>	<u>5.48</u>
Prior Months			
06/23	17.63	10.75	5.56
06/22	10.96	21.09	10.44
06/21	4.58	18.52	13.62
06/20	5.62	14.23	11.20

Lansing Housing Commission
Budget vs. Actual
AMP Consolidated
For the Period Ending July 31, 2023

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 21,858	\$ 17,899	\$ 3,959	\$ 26,181	\$ 67,280	\$ 49,381
Tenant Revenue - Other	595	-	595	171	-	-
Total Tenant Revenue	\$ 22,453	\$ 17,899	\$ 4,554	\$ 26,352	\$ 67,280	\$ 49,381
HUD PHA Operating Grants	151,455	98,458	52,997	234,798	707,592	609,134
CFP Operational Income	-	3,900	(3,900)	-	160,800	156,900
Fraud Recovery and Other	9,141	304,000	(294,859)	1,356	2,998,000	2,694,000
Total Operating Revenue	\$ 183,049	\$ 424,257	\$ (241,208)	\$ 262,506	\$ 3,933,672	\$ 3,509,415
Administrative Salaries	\$ -	\$ -	\$ -	\$ 8,249	\$ -	\$ -
Auditing Fees	-	-	-	-	26,400	26,400
Management Fees	5,413	5,412	1	14,632	42,398	36,985
Bookkeeping Fees	721	720	1	2,026	5,640	4,920
Employee Benefits Contributions - Administrative	3	4	(1)	6,058	48	44
Office Expenses	3,997	2,024	1,973	4,283	35,850	33,826
Legal Expense	-	300	(300)	81	3,600	3,300
Travel	-	-	-	-	400	400
Other	-	-	-	1	2,500	2,500
Tenant Services - Other	-	175	(175)	-	2,100	1,925
Water	6,493	4,725	1,768	1,284	38,160	33,435
Electricity	645	1,150	(505)	806	7,725	6,575
Gas	1,272	4,802	(3,530)	1,789	37,806	33,004
Other Utilities Expense	-	-	-	-	6,783	6,783
Ordinary Maintenance and Operations - Labor	3,919	3,850	69	11,339	49,720	45,870
Ordinary Maintenance and Operations - Materials	4,811	13,290	(8,479)	6,125	106,880	93,590
Ordinary Maintenance and Operations - Contract	23,484	28,221	(4,737)	27,133	261,812	233,591
Employee Benefits Contributions - Ordinary	18,689	7,227	11,463	17,107	86,988	79,761
Protective Services - Other Contract Costs	-	-	-	-	-	-
Property Insurance	549	3,240	(2,691)	3,376	27,052	23,812
Liability Insurance	318	795	(478)	1,976	6,236	5,440
Workers Compensation	-	-	-	-	-	-
All Other Insurance	340	100	240	605	1,200	1,100
Other General Expenses	550	4,360	(3,809)	38,996	165,268	160,908
Compensated Absences	-	-	-	-	-	-
Payments in Lieu of Taxes	1,446	722	723	2,235	(1,641)	(2,363)
Bad debt - Tenant Rents	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	\$ 72,650	\$ 81,117	\$ (8,467)	\$ 148,100	\$ 912,924	\$ 831,807
Net Income (Loss)	\$ 110,399	\$ 343,140	\$ (232,741)	\$ 114,407	\$ 3,020,749	\$ 2,677,609

Lansing Housing Commission
Budget vs. Actual
COCC
For the Period Ending July 31, 2023

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Management Fees Income	\$ 26,722	\$ 30,249	\$ (3,527)	\$ 33,251	\$ 519,202	\$ 488,953
Bookkeeping Fees Income	721	720	1	2,026	5,640	4,920
Administrative Fees	-	-	-	-	-	-
Fraud Recovery and Other	200	6,347	(6,147)	4,500	88,164	81,817
Total Operating Revenue	\$ 27,643	\$ 37,316	\$ (9,673)	\$ 39,777	\$ 613,006	\$ 575,690
Administrative Salaries	\$ 8,393	\$ 17,695	\$ (9,302)	\$ 12,532	\$ 235,586	\$ 217,890
Auditing Fees	-	-	-	-	7,000	7,000
Employee Benefits Contributions - Admin	3,920	3,847	73	3,145	47,936	44,090
Office Expenses	4,145	14,475	(10,330)	3,119	218,021	203,546
Legal	1,927	2,000	(73)	-	24,000	22,000
Travel	-	300	(300)	-	3,600	3,300
Other	4,149	-	4,149	1,112	528	528
Tenant Services - Other	-	-	-	-	-	-
Water	297	172	125	158	2,064	1,892
Electricity	1,078	900	178	856	10,800	9,900
Gas	80	55	25	53	3,615	3,560
Other Utilities Expense	54	75	(21)	152	900	825
Ordinary Maintenance and Operations - Labor	-	-	-	-	-	-
Ordinary Maintenance and Operations - Material	-	-	-	-	-	-
Ordinary Maintenance and Operations - Contracts	1,675	2,541	(866)	3,158	34,962	32,421
Employee Benefits Contributions - Ordinary	-	-	-	5,591	-	-
Protective Services - Other Contract Costs	-	500	(500)	-	6,000	5,500
Property Insurance	396	396	0	1,620	5,148	4,752
Liability Insurance	276	250	26	492	3,250	3,000
Workers Compensation	-	-	-	-	-	-
All Other Insurance	-	-	-	61	-	-
Other General Expenses	22,153	1,644	20,509	1,579	7,292	5,648
Compensated Absences	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	\$ 48,544	\$ 44,850	\$ 3,694	\$ 33,629	\$ 610,702	\$ 565,852
Net Income (Loss)	\$ (20,901)	\$ (7,533)	\$ (13,367)	\$ 6,148	\$ 2,304	\$ 9,838

**Lansing Housing Commission
Budget vs. Actual
Housing Choice Voucher
For the Period Ending July 31, 2023**

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
HUD PHA Operating Grants	\$ 1,277,978	\$ 1,144,184	\$ 133,794	\$ 1,108,382	\$ 13,740,012	\$ 12,595,828
Other Revenue	17,669	-	17,669	15,898	-	-
Fraud Recovery and Other	392	19,480	(19,088)	1,224	234,260	214,780
Total Operating Revenue	<u>\$ 1,296,039</u>	<u>\$ 1,163,664</u>	<u>\$ 132,375</u>	<u>\$ 1,125,504</u>	<u>\$ 13,974,272</u>	<u>\$ 12,810,608</u>
Administrative Salaries	\$ 61,418	\$ 63,136	\$ (1,718)	\$ 39,889	\$ 820,768	\$ 757,632
Auditing Fees	-	-	-	-	36,300	36,300
Management Fees	21,309	24,837	(3,528)	18,619	300,002	275,166
Bookkeeping Fees	-	-	-	-	-	-
Employee Benefits Contributions - Admin	21,801	17,876	3,926	14,057	219,561	201,686
Office Expenses	4,024	15,144	(11,120)	11,622	216,128	200,984
Legal Expense	-	-	-	-	-	-
Travel	-	535	(535)	-	6,420	5,885
Other	3,099	1,000	2,099	-	12,000	11,000
Tenant Services - Other	-	-	-	-	-	-
Water	-	-	-	-	-	-
Electricity	-	-	-	-	-	-
Gas	-	-	-	-	-	-
Other Utilities Expense	152	120	32	210	1,440	1,320
Ordinary Maintenance and Operations - Material	-	-	-	-	-	-
Ordinary Maintenance and Operations - Contrac	6,051	1,200	4,851	7,093	16,900	-
Protective services - Other Contract Costs	-	-	-	-	-	-
Property Insurance	-	-	-	-	-	-
Liability Insurance	2,521	2,521	0	3,923	32,773	30,252
Workers Compensation	-	-	-	-	-	-
All Other Insurance	-	-	-	-	-	-
Other General Expenses	10,092	5,450	4,642	5,190	69,400	63,950
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	1,401,904	1,020,000	381,904	988,243	12,240,000	11,220,000
Bad Debt - Tenant Rents	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 1,532,372</u>	<u>\$ 1,151,819</u>	<u>\$ 380,553</u>	<u>\$ 1,088,846</u>	<u>\$ 13,971,693</u>	<u>\$ 12,819,874</u>
Net Income (Loss)	<u>\$ (236,332)</u>	<u>\$ 11,845</u>	<u>\$ (248,178)</u>	<u>\$ 36,658</u>	<u>\$ 2,579</u>	<u>\$ (9,266)</u>

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

	Period Amount	Balance
ASSETS		
1010-0000-111102 Cash-Security Deposits	-	114.90
1010-0000-111111 Chase Checking	147,178.84	1,390,949.95
1010-0000-112200 Accounts Receivable	2,087.00	3,239.00
1010-0000-112201 Allowance for Doubtful Accounts	-	(115.20)
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	(3,175.78)	-
1010-0000-114500 Accrued Interest Receivable	-	-
1010-5005-115700 Intercompany	(131,580.93)	(346,150.70)
1010-0000-116201 Investments Savings	-	-
1010-0000-121100 Prepaid Insurance	(101.25)	101.24
1010-0000-140000 Land	-	1,993.38
1010-0000-144000 Construction in Progress	-	-
1010-3000-144000 Construction in Progress	-	-
1010-0000-146000 Dwelling Structures	-	366,550.32
1010-1010-146000 Dwelling Structures	-	-
1010-0000-146500 Dwelling Equipment - Ranges &	-	63,453.27
1010-1010-146500 Dwelling Equipment - Ranges &	-	-
1010-3000-146500 Dwelling Equipment - Ranges &	-	-
1010-0000-148100 Accumulated Depreciation-Build	-	(378,899.99)
1010-1010-148100 Accumulated Depreciation-Build	-	-
1010-1010-148300 Accumulated Depreciation-Equip	-	-
1010-0000-150300 Deferred Outflow - MERS	-	96,911.50
1010-0000-150301 Deferred Outflows-OPEB	-	3,557.93
TOTAL ASSETS	14,407.88	1,201,705.60
LIABILITIES		
1010-0000-200000 OPEB Liability	-	(35,123.00)
1010-0000-200300 Pension Liability	-	224,943.00
1010-0000-210000 Construction Costs Payable	-	-
1010-0000-211100 Accounts Payable	697.42	697.42
1010-0000-211343 Accounts Payable Misc	-	10,369.65
1010-0000-211400 Tenant Security Deposits	-	114.90
1010-0000-211999 Tenant Refunds	-	1,617.00
1010-0000-212000 Accrued Payroll	-	1,067.55
1010-0000-213400 Utility Accrual	-	87.00
1010-0000-213500 Accrued Comp Absences - Curr	-	568.22
1010-0000-213700 Payment in Lieu of Taxes	602.31	7,957.22
1010-0000-214000 Accrued Comp Absences - non curr	-	3,219.91
1010-0000-260600 Note Payable Non Curr - PNC	-	-
1010-0000-260601 Note Payable - Curr - PNC	-	-
1010-0000-210000 Deferred Inflow - MERS	-	(94,150.00)
1010-0000-210001 Deferred Inflows - OPEB	-	12,661.57
1010-0000-270000 Deferred Inflows	-	-
TOTAL LIABILITIES	1,299.73	134,030.44
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	13,108.15	(4,185,421.76)
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	13,108.15	1,067,675.16
TOTAL LIABILITIES & EQUITY	14,407.88	1,201,705.60

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

	Period Amount	Balance
ASSETS		
1020-0000-111102 Cash-Security Deposits	-	10,056.00
1020-0000-111111 Chase Checking	(216,882.94)	1,378,659.17
1020-0000-112200 Accounts Receivable	3,786.34	17,038.34
1020-0000-112201 Allowance for Doubtful Accounts	-	(1,325.20)
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	-	-
1020-5005-115700 Intercompany	237,760.86	16,486.78
1020-0000-116201 Investments Savings	-	-
1020-0000-121100 Prepaid Insurance	(921.98)	1,155.52
1020-0000-140000 Land	-	177,562.11
1020-0000-144000 Construction in Progress	13,300.00	13,300.00
1020-3000-144000 Construction in Progress	-	460,932.94
1020-0000-146000 Dwelling Structures	-	1,284,671.13
1020-1020-146000 Dwelling Structures	-	115,030.00
1020-0000-146500 Dwelling Equipment - Ranges &	-	96,576.00
1020-1020-146500 Dwelling Equipment - Ranges &	-	21,635.00
1020-0000-148100 Accumulated Depreciation-Build	-	(1,286,007.03)
1020-1020-148100 Accumulated Depreciation-Build	-	(67,234.34)
1020-1020-148300 Accumulated Depreciation-Equip	-	(12,642.66)
1020-0000-150300 Deferred Outflow - MERS	-	113,252.50
1020-0000-150301 Deferred Outflows-OPEB	-	6,360.56
TOTAL ASSETS	37,042.28	2,345,506.82
LIABILITIES		
1020-0000-200000 OPEB Liability	-	(44,100.00)
1020-0000-200300 Pension Liability	-	409,726.00
1020-0000-210000 Construction Costs Payabe	-	-
1020-0000-211100 Accounts Payable	-	-
1020-0000-211343 Accounts Payable Misc	-	17,068.86
1020-0000-211400 Tenant Security Deposits	-	10,056.00
1020-0000-211999 Tenant Refunds	-	2,283.33
1020-0000-211998 Deferred Income	-	-
1020-0000-212000 Accrued Payroll	-	-
1020-0000-213400 Utility Accrual	-	8,327.00
1020-0000-213500 Accrued Comp Absences - Curr	-	2,666.26
1020-0000-213700 Payment in Lieu of Taxes	142.73	11,689.00
1020-0000-214000 Accrued Comp Absences - non curr	-	15,108.80
1020-0000-260600 Note Payable Non Curr - PNC	-	-
1020-0000-260601 Note Payable - Curr - PNC	-	-
1020-0000-210000 Deferred Inflow - MERS	-	(290,285.00)
1020-0000-210001 Deferred Inflows - OPEB	-	22,639.09
1020-0000-270000 Deferred Inflows	-	-
TOTAL LIABILITIES	142.73	165,179.34
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	36,899.55	(4,447,658.62)
1020-1020-282000 Income and Expense Clearing	-	(171,961.00)
1020-2010-282000 Income and Expense Clearing	-	(56.25)
1020-3000-282000 Income and Expense Clearing	-	3,070,120.45
TOTAL EQUITY	36,899.55	2,180,327.48
TOTAL LIABILITES & EQUITY	37,042.28	2,345,506.82

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

	Period Amount	Balance
ASSETS		
1080-0000-111102 Cash-Security Deposits	-	3,663.00
1080-0000-111111 Chase Checking	68,958.18	1,285,829.61
1080-0000-112200 Accounts Receivable	2,944.00	14,634.00
1080-0000-112201 Allowance for Doubtful Accounts	-	(1,169.00)
1080-0000-112220 A/R Repayment Agreement	-	-
1080-0000-112500 Accounts Receivable HUD	(21,495.62)	163,436.00
1080-2010-112500 Accounts Receivable HUD	-	-
1080-0000-112954 Accounts Receivables-Misc	-	-
1080-0000-114500 Accrued Interest Receivable	-	-
1080-5005-115700 Intercompany	(13,821.80)	51,042.27
1080-0000-116201 Investments Savings	-	-
1080-0000-121100 Prepaid Insurance	(165.38)	132.39
1080-0000-140000 Land	-	-
1080-0000-144000 Construction in Progress	-	-
1080-3000-144000 Construction in Progress	21,495.62	42,991.24
1080-0000-146000 Dwelling Structures	-	400,425.06
1080-1080-146000 Dwelling Structures	-	-
1080-0000-146500 Dwelling Equipment - Ranges &	-	53,362.62
1080-0000-148100 Accumulated Depreciation-Build	-	(414,183.38)
1080-1080-148100 Accumulated Depreciation-Build	-	-
1080-0000-150300 Deferred Outflow - MERS	-	115,494.50
1080-0000-150301 Deferred Outflows-OPEB	-	3,557.93
TOTAL ASSETS	<u>57,915.00</u>	<u>1,719,216.24</u>
LIABILITIES		
1080-0000-200000 OPEB Liability	-	(24,644.00)
1080-0000-200300 Pension Liability	-	435,064.00
1080-0000-210000 Construction Costs Payabe	-	-
1080-0000-211100 Accounts Payable	1,792.40	1,792.40
1080-0000-211343 Accounts Payable Misc	-	35,588.21
1080-0000-211400 Tenant Security Deposits	-	3,663.00
1080-0000-211999 Tenant Refunds	-	2,311.00
1080-0000-211998 Deferred Income	-	-
1080-0000-212000 Accrued Payroll	-	-
1080-0000-213400 Utility Accrual	-	835.00
1080-0000-213500 Accrued Comp Absences - Curr	-	786.77
1080-0000-213700 Payment in Lieu of Taxes	695.83	7,086.71
1080-0000-214000 Accrued Comp Absences - non curr	-	4,458.34
1080-0000-260600 Note Payable Non Curr - PNC	-	-
1080-0000-260601 Note Payable - Curr - PNC	-	-
1080-0000-210000 Deferred Inflow - MERS	-	(284,876.00)
1080-0000-210001 Deferred Inflows - OPEB	-	12,661.57
TOTAL LIABILITIES	<u>2,488.23</u>	<u>194,727.00</u>
EQUITY		
1080-0000-280100 Invest C	-	4,031,104.00
1080-0000-280500 Unrestricted Net Assets	-	134,241.63
1080-0000-282000 Income and Expense Clearing	55,426.77	(4,426,551.11)
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	-	1,881,825.97
TOTAL EQUITY	<u>55,426.77</u>	<u>1,524,489.24</u>
TOTAL LIABILITES & EQUITY	<u>57,915.00</u>	<u>1,719,216.24</u>

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

	Period Amount	Balance
ASSETS		
1090-0000-111102 Cash-Security Deposits	-	528.00
1090-0000-111111 Chase Checking	71,821.11	825,831.94
1090-0000-112000 Accounts Receivable - Operations	-	-
1090-0000-112200 Accounts Receivable	80.00	476.00
1090-0000-112201 Allowance for Doubtful Accounts	(351.00)	(390.60)
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	-	-
1090-5005-115700 Intercompany	(66,562.33)	3,596.07
1090-0000-116201 Investments Savings	-	-
1090-0000-121100 Prepaid Insurance	(18.55)	18.55
1090-0000-140000 Land	-	-
1090-0000-144000 Construction in Progress	-	-
1090-3000-144000 Construction in Progress	-	32,429.00
1090-0000-146000 Dwelling Structures	-	75,987.26
1090-1090-146000 Dwelling Structures	-	-
1090-0000-146500 Dwelling Equipment - Ranges &	-	72,259.90
1090-0000-147000 Nondwellin Structures	-	-
1090-0000-148100 Accumulated Depreciation-Build	-	(89,877.71)
1090-1090-148100 Accumulated Depreciation-Build	-	-
1090-0000-150300 Deferred Outflow - MERS	-	80,852.50
1090-0000-150301 Deferred Outflows-OPEB	-	5,921.33
TOTAL ASSETS	4,969.23	1,007,632.24
LIABILITIES		
1090-0000-200000 OPEB Liability	-	(39,894.00)
1090-0000-200300 Pension Liability	-	43,258.00
1090-0000-210000 Construction Costs Payabe	-	-
1090-0000-211100 Accounts Payable	-	-
1090-0000-211343 Accounts Payable Misc	-	757.09
1090-0000-211400 Tenant Security Deposits	-	528.00
1090-0000-211999 Tenant Refunds	-	6.00
1090-0000-212000 Accrued Payroll	-	-
1090-0000-213400 Utility Accrual	-	741.00
1090-0000-213500 Accrued Comp Absences - Curr	-	174.83
1090-0000-213700 Payment in Lieu of Taxes	4.64	(3,148.82)
1090-0000-214000 Accrued Comp Absences - non curr	-	990.74
1090-0000-260600 Note Payable Non Curr - PNC	-	-
1090-0000-260601 Note Payable - Curr - PNC	-	-
1090-0000-210000 Deferred Inflow - MERS	-	79,160.00
1090-0000-210001 Deferred Inflow - OPEB	-	-
1090-0000-210001 Deferred Inflows - OPEB	-	21,116.73
TOTAL LIABILITIES	4.64	103,689.57
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	4,964.59	(6,252,630.91)
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	-	4,040,687.14
TOTAL EQUITY	4,964.59	903,942.67
TOTAL LIABILITES & EQUITY	4,969.23	1,007,632.24

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

	Period Amount	Balance
ASSETS		
5005-0000-111101 General Fund Checking	-	-
5005-0000-111105 LHC-Payroll Account	1,151.87	63,560.51
5005-0000-111111 Chase Checking	198,102.99	1,258,111.98
5005-0000-112200 Accounts Receivable	-	-
5005-0000-112500 Accounts Receivable HUD	-	-
5005-0000-112954 Accounts Receivables-Misc	(29,904.97)	19,074.18
5005-1010-115700 Intercompany	131,580.93	346,150.70
5005-1020-115700 Intercompany	(237,760.86)	(16,486.78)
5005-1080-115700 Intercompany	13,821.80	(51,042.27)
5005-1090-115700 Intercompany	66,562.33	(3,596.07)
5005-4001-115700 Intercompany	(39,724.59)	33,467.56
5005-4002-115700 Intercompany	(1,655.72)	24,453.56
5005-8001-115700 Intercompany	(169,888.84)	28,298.17
5005-8002-115700 Intercompany	144,766.00	186,600.19
5005-8005-115700 Intercompany	-	-
5005-8010-115700 Intercompany	(82,248.31)	324,030.12
5005-8020-115700 Intercompany	-	-
5005-8021-115700 Intercompany	8,831.00	3,433.29
5005-9101-115700 Intercompany	-	-
5005-0000-121100 Prepaid Insurance	(672.43)	915.29
5005-0000-121200 Prepaid - Other	-	-
5005-0000-140000 Land	-	190,000.00
5005-0000-144000 Construction in Progress	-	133,656.24
5005-0000-146000 Dwelling Structures	-	813,605.74
5005-0000-146500 Dwelling Equipment - Ranges &	-	214,542.19
5005-0000-148100 Accumulated Depreciation-Build	-	(947,688.29)
5005-0000-150102 Investment in OG	-	411,617.62
5005-0000-150300 Deferred Outflow - MERS	-	(91,836.00)
5005-0000-150301 Deferred Outflows-OPEB	-	-
TOTAL ASSETS	2,961.20	2,940,867.93
LIABILITIES		
5005-0000-200000 OPEB Liability	-	-
5005-0000-200300 Pension Liability	-	370,794.00
5005-0000-210000 Construction Costs Payable	-	-
5005-0000-211100 Accounts Payable	23,906.14	23,926.14
5005-0000-211343 Accounts Payable Misc	-	3,241.57
5005-0000-211703 Union Dues Payable	(44.15)	(44.15)
5005-0000-211704 Health Insurance W/H	-	-
5005-0000-211998 Deferred Income	-	-
5005-0000-212000 Accrued Payroll	-	3,333.87
5005-0000-213400 Utility Accrual	-	2,252.00
5005-0000-213500 Accrued Comp Absences - Curr	-	1,991.51
5005-0000-214000 Accrued Comp Absences - non curr	-	11,285.22
5005-0000-224000 Tenant Prepaid Rent	-	-
5005-0000-260700 Note Payable Non Curr - Davenport	-	-
5005-0000-260701 Note Payable - Curr - Davenport	-	-
5005-0000-210000 Deferred Inflow - MERS	-	(269,673.00)
5005-0000-210001 Deferred Inflows - OPEB	-	-
5005-0000-270000 Deferred Inflows	-	-
TOTAL LIABILITIES	23,861.99	147,107.16
EQUITY		
5005-0000-280100 Invest C	-	262,455.00
5005-0000-280500 Unrestricted Net Assets	-	327,576.00
5005-0000-282000 Income and Expense Clearing	(20,900.79)	2,466,352.36
5005-1010-282000 Income and Expense Clearing	-	(8,851.35)
5005-1020-282000 Income and Expense Clearing	-	(346.39)
5005-1080-282000 Income and Expense Clearing	-	(11,978.91)
5005-1090-282000 Income and Expense Clearing	-	(7,539.23)
5005-3000-282000 Income and Expense Clearing	-	(233,906.71)
TOTAL EQUITY	(20,900.79)	2,793,760.77
TOTAL LIABILITIES & EQUITY	2,961.20	2,940,867.93

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

	Period Amount	Balance
ASSETS		
8001-0000-111111 Chase Checking	(180,654.80)	701,141.75
8001-2010-111111 Chase Checking	-	-
8002-0000-111111 Chase Checking	(85,310.35)	(15,855.91)
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	169,888.84	(28,298.17)
8002-5005-115700 Intercompany	(144,766.00)	(186,600.19)
8001-0000-121100 Prepaid Insurance	(2,521.30)	2,521.31
8001-2010-144000 Construction in Progress	-	-
8001-0000-146500 Dwelling Equipment - Ranges &	7,820.67	55,998.00
8001-0000-148100 Accumulated Depreciation-Build	-	(41,784.38)
8002-0000-148100 Accumulated Depreciation-Build	-	-
8001-0000-150300 Deferred Outflow - MERS	-	(167,104.00)
8001-0000-150301 Deferred Outflows-OPEB	-	5,605.25
TOTAL ASSETS	(235,542.94)	325,623.66
LIABILITIES		
8001-0000-200000 OPEB Liability	-	(30,046.00)
8001-0000-200300 Pension Liability	-	185,396.00
8001-0000-210000 Construction Costs Payabe	-	-
8001-0000-211100 Accounts Payable	789.51	789.51
8002-0000-211100 Accounts Payable	-	-
8002-8002-211100 Accounts Payable	-	-
8001-0000-211343 Accounts Payable Misc	-	12,855.98
8001-2010-211998 Deferred Income	-	-
8001-0000-212000 Accrued Payroll	-	18,425.63
8001-0000-213400 Utility Accrual	-	-
8001-0000-213500 Accrued Comp Absences - Curr	-	10,069.99
8001-0000-214000 Accrued Comp Absences - non curr	-	57,063.34
8001-0000-210000 Deferred Inflow - MERS	-	(52,645.00)
8001-0000-210001 Deferred Inflows - OPEB	-	19,954.04
8001-0000-270000 Deferred Inflows	-	-
TOTAL LIABILITIES	789.51	221,863.49
EQUITY		
8001-0000-280500 Unrestricted Net Assets	-	(311,896.99)
8001-0000-282000 Income and Expense Clearing	(6,256.10)	621,282.18
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	(230,076.35)	87,007,189.06
8002-8002-282000 Income and Expense Clearing	-	(87,819,002.16)
TOTAL EQUITY	(236,332.45)	103,760.17
TOTAL LIABILITES & EQUITY	(235,542.94)	325,623.66

August 30, 2023

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

July 2023 Housing Choice Voucher (HCV) Monthly Report

CONTACT PERSON:

Jennifer Burnette
Director of Housing Programs

Family Self Sufficiency (FSS):

LHC staff is continuing to outreach for additional participation in the FSS program.

HCV Orientations:

LHC issued zero (0) voucher in the month of July.

Six (6) VASH orientations virtually were held for the month of July 2023, and six (6) vouchers were issued with the assistance of community partners. There are currently an additional 14 vouchers issued and out searching or pending inspection and 6 applications in process.

Waiting List:

Emergency Housing Vouchers: 30 of the 32 Emergency Housing Vouchers have been leased up, and 1 is issued and are out searching for housing. 17 households are out searching for units in the regular HCV Program, 66 applicants are pending documentation or final approval, 11 units are approved pending inspection and/or pending lease-up.

Department Initiatives:

In the HCV Program, there are currently 2,030 vouchers housed in all its programs. 45 participants are with the Shelter Plus Care Program (S+C), 62 are housed under the Permanent Supportive Housing Program (PSH), 30 are housed under the Emergency Housing Voucher Program (EHV), 129 are housed under the HUD-Veterans Affairs Supportive Housing (VASH), 31 at Waverly Place, 28 are housed at Hildebrandt Park, 27 at LaRoy Froh, 2 are housed at Woodward Way, 39 are housed under the Holy Cross

Permanent Supportive Housing (HCPH), 180 housed under Section 18, and 1,457 are housed under the Housing Choice Voucher Program.

Voucher Utilization

June Voucher Program Total Units	1999
June Traditional HCV Utilization	1742
June % Utilized Units	87%

July Voucher Program Total Units	2030
July Traditional HCV Utilization	1766
July % Utilized Units	87%

Voucher Disbursement

HUD June HAP Disbursement	\$1,198,915
LHC June HAP/UAP Disbursement	\$1,124,145
% Voucher Funding Utilization	94%

HUD June HAP Disbursement	\$1,057,905
LHC June HAP/UAP Disbursement	\$1,174,175
% Voucher Funding Utilization	111%
HUD Held Reserves as of April 2023	\$3,032,940

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 32. 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 July 31, 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 87%. 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, 18 slots/households or (49%) 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, 54% of the FSS participants enrolled in the program have progress reports/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 7/31/2023.



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

August 30, 2023

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

July 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% at the end of July. LHC Unit Months Leased (UML) was 97 (with units in MOD) or 97% occupancy rate.

SK Lansing had an overall occupancy rating of 96% at the end of July. SK Lansing Unit Months Leased (UML) was 182 or 96% occupancy rate.

Public Housing (PH) Scattered Sites had an overall occupancy rating of 97% at the end of July. There were zero (0) households moved in, zero (0) residents moved out, and zero (0) units transferred.

SK Lansing had an overall occupancy rating of 94% at the end of July. There were three (3) households moved in, zero (0) move outs, and one (1) unit transferred in June for SK Lansing units.

There are a total of 2 open work orders at the end of July for Public Housing and a total of 34 open work orders for SK Lansing at the end of July.

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	100	97	97%	0	0	0	0
SK Lansing	190	182	96%	3	0	1	0
Totals	290	279	96%	3	0	1	0

RENT COLLECTION:

Site	Rent Charged	Receivables	Total Uncollected	Collection Rate
PH Scattered Sites	\$ 21,858.00	\$ 16,528.32	\$ 5,330.00	76%
SK Lansing	\$ 32,153.00	\$ 23,647.00	\$ 8,606.00	74%
Totals	\$ 54,011.00	\$ 40,175.32	\$ 13,936.00	74%

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
2139 Forest	2	2-9-23				
1906 Hoyt	3					
636 Hayford	3	5-6-23				

SK Lansing LDHA Vacant Units Status

Address	BR	Vacate Date	Total Days Vacant	Projected Ready Date	Unit turn Cost	Comments*Details needed for Vacancies over 20 days
4206 Courtland	3	3-10-23		8-17-23		
2600 Fireside	4	3-1-23				Waiting on window
636 Armstrong	3	4-7-23				



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306 Dadson	3	5-6-23		8-16-23		
6215 Grovenburg	3	5-6-23				
902 W Miller	3	6-1-23				
6020 Valencia	2	6-1-23		8-16-23		