

Agenda

Lansing Housing Commission

January 24, 2024

1. Call to Order
 - a. Roll Call
 - b. Approval of Minutes of November 20, 2023
2. Public Comment – limit 3 minutes per person
3. Action Items:
 - a. Executive Director/CEO Contract Renewal
 - b. Executive Director Bonus
 - c. Resolution 1361 – Lansing State Journal Land Purchase
 - d. Resolution 1362 – Baryames Land Purchase
 - e. Resolution 1363 – Significant Amendment to Annual Plan
 - f. LHC Board Policy on Conference Attendance - Proposed
4. Informational Items:
 - a. Finance Report December 2023 Steven Raiche
 - b. Housing Choice Voucher December 2023 Jennifer Burnette
 - c. Asset Management Report December 2023
Scattered Sites Christy Kavanaugh
 - d. LIHTC Update
5. Discussion Items:
 - a. Long Range Planning
6. Other Items
7. Deputy Director Comments



8. Executive Director's Comments
9. President's Comments
10. Adjournment.



Minutes of November 20, 2023

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

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

STAFF:

Christy Kavanaugh	Jennifer Burnette
Douglas Fleming	Kim Shirey

Guests: None

Commissioner Hall motioned and Commissioner Barker seconded a motion to approve the minutes of the October 25, 2023, commission meeting. **The Motion was approved by all members present.**

Public Comment: limit 3 minutes per person

Informational Items:

Finance Report October 2023

- Nothing significant to report. Wrapping up our audit with Plante Morane fiscal year end 6-30-23. Still have a single item outstanding. So far, no findings. Pretty happy with that.
- We do have additional funds for an additional contribution to the retirement plan. Which we plan on doing.

Housing Choice Voucher October 2023

Jennifer Burnette provided a brief overview of the October 2023 HCV Reports

- In the month of October, we issued 19 regular HCV vouchers, 4 VASH orientations and 4 vouchers were issued.
- We have 11 that are issued out searching or pending inspection with the VASH. We have 5 that are in the application process.
- We have 40 regular HCV that are currently out searching for units. We have 62 applicants that are pending documentation or final approval. They are working through

to get them approved and a voucher to them soon. Then we have 9 units that are approved and pending inspection or pending lease up.

Asset Management Report October 2023

Public Housing (PH) Scattered Sites – Christy Kavanaugh

- **Public Housing Scattered Sites** had an occupancy rate of 95% at the end of October. There were zero (0) move-in, one (1) move-outs, and zero (0) transfers.
- Our collection rate was 84%
- Out of the 5 units that are vacant, I anticipate that within the next week two at most we will get them turned and ready to go.
- There was a total of 33 open work orders.

Action Items:

- By-Laws – we have not updated the By-Laws in many years. A lot of Public Housing Authorities have moved to a CEO model once they go through RAD because you are no longer the executive director of public housing because we are not in public housing anymore, we are managing affordable housing. one of the things that I wanted to do with the by-laws was to incorporate CEO/executive director where it said executive director. Another thing that we did was change he/him to they/them, so it was not so sexist. These are additions I wanted to make. I did reach out to a couple of other public housing authorities to see if they had updated their by-laws which they have and asked if they would send there's to us. I looked at theirs and a lot of the wording was very similar. Some had some unique language in there that I thought was appropriate and I am suggesting we adopt it. The board can obviously amend and change any of the wordings.
- The first change is in section 3 - **purpose of these by-laws The Commission By-Laws have been established to govern the Board of Commissioners of Lansing Housing Commission. The By-Laws are to be in compliance with the Consolidated Annual Contributions Contract between the Lansing Housing Commission, the Department of Housing and Urban Development (HUD) and Public Act 18 of the State of Michigan. In the event an applicable law or regulation is modified or eliminated, or a new law or regulation is adopted, the revised law or regulation shall, to the extent consistent with**

this By-Law, automatically supersede this By-Law. Which means we are voting all the applicable laws affect the public housing authority.

- The next section we changed the he's to they.
- The next section 2 Vacancies – the changes are based on the way we operate now. It says if a vacancy occurs, in the resident commissioner position, the Chief Executive Officer of the Commission shall send written notice of a vacancy on the Board to the president of each resident organization I put **if applicable**. We don't have any resident organizations. It says it is mandatory and because we don't have any, I put applicable in there. In case we do have one we have to notify them notice. The notice shall be provided to each resident which is a little expensive sending a notice out to every resident. We don't have emails so we would have to send in the mail, and it would cost a couple thousand dollars. I struck that language and added to **be published on the LHC website, distributed in the LHC community newsletter, and posted in the common areas of all LHC and subsidiaries properties.**
- Section 8 is the CEO added.
- Section 9 – Added the CEO/ Executive Director and **the compensation and benefits of the Executive Director/CEO shall be determined by the commission.** There is nothing in the by-laws on how that is done.
- The annual meeting section 1 the annual meeting shall be the first regular meeting **in February** I struck that and added **following the fiscal year end of the commission.**
- Section 4 notice of meetings – we don't publicize at City Hall we post on our website.
- Section 6 is a violation of our open meetings act. Which is part of our by-laws. I struck the entire section out because it is not legal.
- Renumber the next section.
- Added next section 7 Attendance – **Members of the Commission are expected to attend the meetings of the Commission. Members of the Commission shall be allowed three (3) excused absences per annum. Commissioners shall notify either the President or the Executive Director/CEO if unable to attend a regularly scheduled meeting. If a commissioner exceeds three (3) excused absences from regularly scheduled meetings, the Commission may recommend to the mayor that the Commissioner be relieved of their duties and a new Commissioner appointed by the mayor.** It's not mandatory, it's up to this bind if they want to do or not to do that if someone has an attendance issue but the commissioners have that option one way or another. This was in both of the by-laws that were requested so I recommend that we add this to the by-laws as well.
Commissioner attendance at training conferences will be discussed at the next meeting.

- Section 2 Time Limits – Individuals will have three minutes to address the board. ~~Designated spokespersons for groups or organizations will have five minutes to address the board.~~ Additional time may be requested by any speaker and will be granted only with the permission of the President, subject to the consent of the Board. I recommend taking out this sentence to make it so someone can't say they are with a group or organization just to get more time.
- The next section just adds CEO where Executive Director is.
- The amendments section – these by-laws may be amended **only with the approval of three (3) members by majority vote** of the board. This was put in there because this is how we operate. Three is the majority. The way it reads now a majority could mean 2 people can vote to change.

Commissioner Henry motioned and Commissioner Hall seconded a motion to approve these changes to the By-Laws as presented. **The Motion was approved by all members present.**

Discussion Items:

- In the packet is the board schedule for 2024. We will probably not have a December board meeting. I don't see a need for one.

Other Items: None

Deputy Director Comments:

- Our waiting list for housing choice voucher opened on November 17 and goes through Wednesday November 22 at 11:59 PM as of 4:45 pm this afternoon we had 2311 people apply. 60 of those people have come into the office and have been assisted to apply.
- This is a new feature we started to do the last time we opened the waiting list. There are some folks that don't have access to a computer. The application process is done all online.
- The waiting list for our RAD sites also opened – Waverly, Hildebrandt, and Capital City Apartments. They take their applications in person.

- We have an employee that speaks 7 different languages for those who need help understanding the process. Most of the applicants that need help of are middle east decent and those are the languages he is fluent in.

Executive Directors Comments:

- The holiday party is on December 14th and will be at Ellison Brewing Company. You are invited to come with your spouses.
- The clothing options are due to Karen soon so they can get ordered. The clothing will come with our logo.
- We had a Thanksgiving party today. There is left over food in the fridge for you.
- We did have training to help with communication between everyone in the office.
- We had another activity at a corn maze to promote teamwork.
- Vic and I went to see Don and he is doing well. Not sure when he will be moved back to Capital City.

Development Activities:

- We got our 4% tax credit for the property across the road.
- CATA wants to come down here as well. We want to have a center that can help with their immediately and then can follow up with them to get the services they need. And they are talking about putting a daycare in there as well.
- Baryames might sell to us as well so we would own the entire block where we would have 100 plus units of affordable housing and market rate housing and retail space as well provide the other services.
- We have had 6 tax credit deals within the last five years.
- Credit to CCA, Sam and Katrina for working through all our issues with all the tax credit deals that we have gone through.
- We have serious issues with the City Council, mainly with Adam Hussain. He sat on the dais and does not want to approve anything that has to do with Lansing Housing Commission. I have invited him to several meetings with him and he wouldn't show up. He can't give any examples of any of his issues with Lansing Housing Commission. I have invited him again to meet with my staff next week. I want him to explain all his comments when he was talking about our organization.
- I am asking for a 5% Pilot for both tax credit projects we have.
- CCA has been an amazing partner.


Other Activities:

- We finally got our occupancy for the other side of our building.

President's Comments:

Other Business:

Adjournment: The meeting was adjourned at 6:29 p.m.

 Date 1/24/2024
Emma Henry Board Chair

 Date 1/24/2024
Doug Fleming, Acting Secretary

**WRITTEN CONSENT
OF THE DIRECTORS OF LANSING HOUSING COMMISSION**

The undersigned being authorized by its board of commissioners of the Lansing Housing Commission, a body politic corporate of the State of Michigan (the "Corporation"), does hereby consent to the following resolutions:

PURCHASE AGREEMENT RESOLUTION

RESOLVED, the Company is authorized, empowered, and directed to purchase the properties described as:

Parcel 1: Tax ID # 33-01-01-16-455-091

Lots 1, 2, 3, 4 and the North 1/2 of Lot 5, EXCEPT the West 10 feet of said Lots. ALSO the East 6 rods of the South 1/2 of Lot 5 and the East 6 rods of Lot 6, all in Block 150, of the Original Plat of the Town of Michigan (now City of Lansing), Ingham County, Michigan, as recorded in Liber 2 of Plats, Page 36.

(hereinafter "Parcel 1")

Parcel 2: Tax ID # 33-01-01-16-456-012

Lots 3, 8, 9 and 10, EXCEPT the North 1 foot of said Lot 10, Block 151, of the Original Plat of the Town of Michigan (now City of Lansing), Ingham County, Michigan, as recorded in Liber 2 of Plats, Page 36.

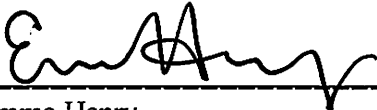
as contemplated by the Purchase Agreement by and between the Company, as Buyer ("Purchase Agreement"), and **George F. Eyde, LLC**, as Seller, which sale terms are \$401,582.29 for all costs including closing costs associated with the purchase and is being presented and reviewed by the **Commissioners**;

RESOLVED FURTHER, that the proper officers of the Corporation have authorized, empowered, and directed Douglas Fleming (Executive Director) to take such further action on behalf of the Corporation as he deems necessary to effectuate the foregoing. Douglas E. Fleming (the "Authorized Officer"), is authorized, directed, and empowered to do the following:

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

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

Dated:
Resolution 1361



Emma Henry
Chair - Board of Commissioners
Lansing Housing Commission

**WRITTEN CONSENT
OF THE DIRECTORS OF LANSING HOUSING COMMISSION**

The undersigned being authorized by its board of commissioners of the Lansing Housing Commission, a body politic corporate of the State of Michigan (the "Corporation"), does hereby consent to the following resolutions:

PURCHASE AGREEMENT RESOLUTION


RESOLVED, the Company is authorized, empowered, and directed to pursue and execute if in the interest of the Company complete the purchase of the "Baryames" lot located on the corner of Grand Avenue and Kalamazoo Avenue as contemplated by the Purchase Agreement by and between the Company, as Buyer, and **Boji Group, LLC**, as Seller which terms will not exceed \$800,000 purchase price;

RESOLVED FURTHER, that the proper officers of the Corporation have authorized, empowered, and directed Douglas Fleming (Executive Director) to take such further action on behalf of the Corporation as he deems necessary to effectuate the foregoing. Douglas E. Fleming (the "Authorized Officer"), is authorized, directed, and empowered to do the following:

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

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

Dated:
Resolution 1362



Emma Henry
Chair - Board of Commissioners
Lansing Housing Commission

Resolution No. 1363

Adopted By the Lansing Housing Commission

January 24, 2024

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

Douglas Fleming, acting in the capacity of Executive Director, is authorized to implement and update the annual plan with significant amendment at the conclusion of the defined public notice period.

**AMENDMENT TO SIGNIFICANT PLAN
January 2024**

The Lansing Housing Commission (LHC) is amending its Annual Plan because it has made significant progress in ongoing projects and has plans for new future projects in support of its ongoing mission for the development and management of quality, affordable, and fair housing options in a compassionate, healthy, and safe way in Lansing and the surrounding areas. The progress includes but is not limited to U.S. Department of Housing and Urban Development's (HUD) Rental Assistance Demonstration (RAD) program and the pursuit of new financing from various lenders including the Michigan State Housing Development Authority (MSHDA) as well as seeking low-income housing tax credits from MSHDA. To support the progress made LHC will add the following to its annual plan under activities listed in Section B.2:

Projects: To be known as Riverview 220 and Riverview 222 located within the block of E. Kalamazoo St., Cherry St., E. Lenawee St., S. Grand Ave:

Transfer of Assistance

Riverview 220 will include the transfer of assistance from the 28 public housing units known as Forest to the new Project.

2113 Forest, 2115 Forest, 2117 Forest, 2119 Forest, 2121 Forest, 2123 Forest, 2125 Forest, 2127 Forest, 2129 Forest, 2131 Forest, 2133 Forest, 2135 Forest, 2137 Forest, 2139 Forest, 2141 Forest, 2143 Forest, 2145 Forest, 2147 Forest, 2149 Forest, 2151 Forest, 2153 Forest, 2155 Forest, 2157 Forest, 2159 Forest, 2161 Forest, 2163 Forest, 2165 Forest, 2167 Forest.

Projects may include the transfer of assistance from the 24 public housing units known as Hoyt, or to a future new project location.

1904 Hoyt, 1906 Hoyt, 1908 Hoyt, 1910 Hoyt, 1912 Hoyt, 1914 Hoyt, 1916 Hoyt, 1918 Hoyt, 1920 Hoyt, 1922 Hoyt, 1924 Hoyt, 1926 Hoyt, 1928 Hoyt, 1930 Hoyt, 1932 Hoyt, 1934 Hoyt, 1936 Hoyt, 1938 Hoyt, 1940 Hoyt, 1942 Hoyt, 1944 Hoyt, 1946 Hoyt, 1948 Hoyt, 1950 Hoyt

Project Based Vouchers

The Projects involved will include the use of LHC Project-Based Vouchers (PBVs). The number of PBVs used in support of the Projects are not to exceed 100 and the use of PBVs at these new Projects complements and furthers LHCs initiatives to develop and replace public housing with new quality affordable housing.

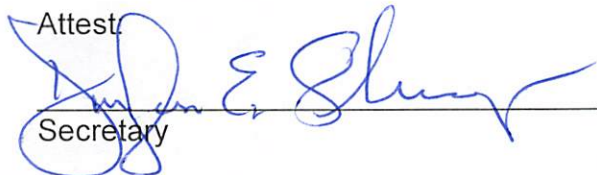


Chair

Yeas 5

Nays 0

Abstentions 0

Attest

Secretary

For Clerk Use Only

Resolution No. 1363
Date Adopted 01/24/2024

Lansing Housing Commission

LHC Board Policy on Conference attendance - Proposed

1. Attendance at all conferences will be approved by a quorum of the board prior to the board member attending any conference where expenses are paid by LHC.
2. The board member must be in good standing with LHC administrative policies, LHC board policy as well as related policies of the city of Lansing.
3. All reservations, flights, car rentals or other transportation/travel arrangements will be completed by LHC administrative staff according to LHC travel policy.
4. Flights and hotels will be booked in standard class for all conferences/events based on availability.
5. Depending on the conference agenda LHC may pay for up to one night before or one night after the opening and close of the conference. This will be determined and communicated to the affected board members on an event-by-event basis.
6. Board members are expected to attend all conference functions in which they have been registered.
7. Spouses or other guests are welcome at the expense of the LHC board member. They may stay in the room paid by LHC with the board member at no extra cost. All other spousal costs related to the attendance of a guest will be the responsibility of the LHC board member.
8. Additional costs not related to the conference will be the responsibility of the LHC board member which includes but is not limited to souvenirs, tours, meals, drinks, spa treatments, etc.
9. A verbal or written report will be required after attendance at a conference at the next regularly scheduled board meeting on relevant information from the conference that is related to board policy and/or LHC operations or opportunities.

Lansing Housing Commission
Summary Results for December FY2024

Description	LIPH Total	COCC	HCV Admin	HCV	BA	CCPM
REVENUE:						
Total Revenue Variance - Fav (Unfav)	525,527	41,663	(7,388)	555,058	221,483	(11,799)
Tenant Revenue Variance	5,021	-	-	-	(44)	-
HUD Revenue Variance	(82,778)	1,045	(6,602)	556,154	-	-
Capital Fund Income	598,260	-	-	-	-	-
Other Income	5,024	40,618	(786)	(1,096)	221,527	(11,799)
Other	-	-	-	-	-	-
Budgeted Revenue	2,266,570	211,435	143,984	1,021,980	327,697	549,180
% Variance fav (unfav)	23%	20%	-5%	54%	68%	-2%
EXPENSES:						
Total Expense Variance Unfav (Fav)	945,951	11,676	94,677	400,770	-	66,347
Salary Expenses	5,196	(12,809)	83,193	-	-	34,622
Employee Benefit Expenses	799,092	176	5,816	-	-	11,574
Utilities	(2,633)	39	-	-	-	21,786
Write-offs	(1,264)	-	-	-	-	-
Legal	(1,085)	618	-	-	-	-
Professional Services	(20,389)	(268)	530	-	175	(2,789)
Admin Services	-	11,250	4,389	-	(9,750)	(33)
Insurance	2,374	(248)	(283)	-	(499)	-
Sundry/Postage/Office Supplies	(5,322)	9,529	(2,172)	-	-	-
Management Fee	178,889	-	(1,321)	-	-	-
HAP Expense	-	-	-	400,770	-	-
Inspections	-	960	(1,000)	-	-	-
Pilot	1,474	-	-	-	-	-
Maintenance Costs	19,444	(19)	672	-	(50)	-
Maintenance Contract - Unit Turns	(7,225)	-	-	-	-	-
Other	(22,599)	2,448	4,852	-	10,124	1,187
Budgeted Expense	108,339	59,974	145,571	1,020,000	-	-
% Variance fav (unfav)	-873%	-19%	-65%	-39%	#DIV/0!	#DIV/0!
Gain(Loss) on Sale of Assets	(184,230)	-	-	-	-	-
<u>Curr Mo. Actual Net Income (Loss)</u>	<u>\$ 1,737,807</u>	<u>\$ 181,448</u>	<u>\$ (103,652)</u>	<u>\$ 156,268</u>	<u>\$ 495,476</u>	<u>\$ (78,146)</u>
<u>YTD Actual Net Income (Loss) Net of CWIP</u>	<u>\$ 20,752</u>	<u>\$ 186,722</u>	<u>\$ (104,986)</u>	<u>\$ 79,476</u>	<u>\$ 1,066,474</u>	<u>\$ (248,943)</u>
<u>Prior YR YTD Net Income (Loss)</u>	<u>\$ 773,941</u>	<u>\$ (87,163)</u>	<u>\$ (141,836)</u>	<u>\$ (275,385)</u>	<u>\$ 637,676</u>	<u>\$ -</u>
<u>Cash Balance - December 2023</u>	<u>\$ 3,319,350</u>	<u>\$ 965,375</u>	<u>\$ 781,248</u>	<u>\$ 89,650</u>	<u>\$ 2,472,384</u>	
<u>Cash Balance - June 2023</u>	<u>\$ 4,812,080</u>	<u>\$ 1,059,438</u>	<u>\$ 881,797</u>	<u>\$ 69,454</u>	<u>\$ 1,702,596</u>	
<u>Cash Balance - June 2022</u>	<u>\$ 3,753,514</u>	<u>\$ 1,818,776</u>	<u>\$ 1,086,641</u>	<u>\$ 552,118</u>	<u>\$ 739,046</u>	
<u>Cash Balance - June 2021</u>	<u>\$ 1,916,110</u>	<u>\$ 1,350,385</u>	<u>\$ 1,119,729</u>	<u>\$ 465,867</u>	<u>\$ 393,609</u>	

Lansing Housing Commission
Summary Results YTD for December FY2024

Description	LIPH Total	COCC	HCV Admin	HCV	BA	CCPM
REVENUE:						
Total Revenue Variance - Fav (Unfav)	719,257	110,594	54,748	2,318,498	169,936	(63,171)
Tenant Revenue Variance	65,253	-	-	-	(264)	-
HUD Revenue Variance	57,529	20,654	60,747	2,326,681	-	-
Capital Fund Income	572,738	-	-	-	-	-
Other Income	23,737	89,940	(5,999)	(8,183)	170,200	(63,171)
Other	-	-	-	-	-	-
Budgeted Revenue	2,887,656	403,245	861,404	6,131,880	1,088,581	64,638
% Variance fav (unfav)	25%	27%	6%	38%	16%	-98%
EXPENSES:						
Total Expense Variance Unfav (Fav)	947,293	30,786	155,174	2,250,903	44,271	189,265
Salary Expenses	3,203	(45,076)	26,901	-	-	92,529
Employee Benefit Expenses	792,514	31,284	2,793	-	-	39,732
Utilities	(13,201)	968	-	-	1,537	-
Write-offs	(3,655)	-	-	-	-	-
Legal	(2,404)	(2,700)	-	-	(2,500)	2,492
Professional Services	(66,104)	11,842	81,334	-	11,909	(7,346)
Admin Services	14,279	9,542	11,800	-	(41,500)	(8,944)
Insurance	3,226	678	(1,132)	-	(2,769)	(1,822)
Sundry/Postage/Office Supplies	(2,721)	26,303	17,286	-	1,658	607
Management Fee	184,305	-	12,149	-	-	-
HAP Expense	-	-	-	2,250,903	-	-
Pilot	8,265	-	-	-	-	-
Inspections	(1,035)	960	(6,000)	-	-	-
Maintenance Costs	87,157	3,431	822	-	-	647
Maintenance Contract - Unit Turns	(60,230)	-	-	-	-	-
Other	3,693	(6,446)	9,222	-	75,936	71,370
Budgeted Expense	504,867	296,330	865,964	6,120,000	147,772	61,145
% Variance fav (unfav)	-188%	-10%	-18%	-37%	-30%	-310%
Gain(Loss) on Sale of Assets	2,038,198	-	-	-	-	-
YTD Actual Net Income (Loss) Net of CWIP	\$ 20,752	\$ 186,722	\$ (104,986)	\$ 79,476	\$ 1,066,474	\$ (248,943)
YTD Budgeted Net Income (Loss)	\$ 2,382,789	\$ 106,915	\$ (4,560)	\$ 11,880	\$ 940,809	\$ 3,493
Prior YR YTD Net Income (Loss)	\$ 81,819	\$ (42,117)	\$ (4,784)	\$ (52,855)	\$ (118,975)	\$ -

December Ratios

HCV Ratios		Prior Months	
Number of Vouchers Used	1,947	11/23	\$ 750.64
HCV 8002 Expenses	\$ 1,419,913.14	10/23	\$ 737.87
Average Cost Per Voucher	<u>\$ 729.28</u>	09/23	\$ 704.45

	LIPH Ratios		Prior Months	
	Dec 2023 Total	PY Dec Total		
Year-to-Date Occupancy Rate				
YTD Average Number of Units Leased	91	270	11/23	90.1%
Number of Possible Units	101	307	10/23	91.1%
Year-to-Date Occupancy Rate	<u>90.1%</u>	<u>87.9%</u>	09/23	95.0%
Average Revenue Per Occupied Unit			11/23	\$ 1,813.42
Total LIPH Revenue	\$ 658,097.49	\$ 277,890.01	10/23	\$ 1,797.28
Average Revenue Per Occupied Unit	<u>\$ 7,231.84</u>	<u>\$ 466.26</u>	09/23	\$ 1,890.65
Average Tenant Revenue Per Occupied Unit			11/23	\$ 223.13
Total Tenant Revenue	\$ 7,733.00	\$ 22,808.00	10/23	\$ 191.79
Average Tenant Revenue Per Occupied Unit	<u>\$ 84.98</u>	<u>\$ 84.47</u>	09/23	\$ 252.99
Average Cost Per Occupied Unit			11/23	\$ 874.44
YTD Average Monthly Expenses	\$ 108,693.40	\$ 244,241.32	10/23	\$ 943.75
Average Cost Per Occupied Unit	<u>\$ 1,194.43</u>	<u>\$ 409.80</u>	09/23	\$ 802.81

Company Ratios				
Operating Reserves	LIPH	COCC	HCV Admin	
Bank Account Balance	\$ 3,319,350.25	\$ 965,374.92	\$ 781,247.92	
YTD Expenses	\$ 652,160.41	\$ 327,116.36	\$ 1,021,137.82	
Number of Months	6	6	6	
Average Monthly Expenses	<u>\$ 108,693.40</u>	<u>\$ 54,519.39</u>	<u>\$ 170,189.64</u>	
Number of Months of Operating Reserves (would like to have 4 months of operating reserves)	<u>30.54</u>	<u>17.71</u>	<u>4.59</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
Mt. Vernon
For the Period Ending December 31, 2023

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 24,929	\$ -	\$ 24,929	\$ 25,691	\$ -	\$ -
Tenant Revenue - Other	235	-	235	1,680	-	-
Total Tenant Revenue	<u>\$ 25,164</u>	<u>\$ -</u>	<u>\$ 25,164</u>	<u>\$ 27,371</u>	<u>\$ -</u>	<u>\$ -</u>
HUD PHA Operating Grants	82,337	-	82,337	312,977	-	-
CFP Operational Income	165,534	-	165,534	5,443	-	-
Administrative Fees	-	-	-	-	-	-
Fraud Recovery and Other	13,029	-	13,029	4,057	-	-
	-	-	-	-	-	-
Total Operating Revenue	<u>\$ 286,065</u>	<u>\$ -</u>	<u>\$ 286,065</u>	<u>\$ 349,848</u>	<u>\$ -</u>	<u>\$ -</u>
Administrative Salaries	\$ -	\$ -	\$ -	\$ 18,390	\$ -	\$ -
Auditing Fees	-	-	-	1,500	-	-
Management Fees	48,375	-	48,375	18,696	-	-
Bookkeeping Fees	556	-	556	2,588	-	-
Employee Benefits Contributions - Admin	200,000	-	200,000	15,539	-	-
Office Expenses	17,484	-	17,484	9,694	-	-
Legal	73	-	73	20	-	-
Travel	648	-	648	445	-	-
Other	-	-	-	-	-	-
Tenant Services - Other	-	-	-	100	-	-
Water	-	-	-	675	-	-
Electricity	-	-	-	731	-	-
Gas	87	-	87	556	-	-
Other Utilities Expense	-	-	-	-	-	-
Ordinary Maintenance and Operations - Labor	-	-	-	19,046	-	-
Ordinary Maintenance and Operations - Material	29,846	-	29,846	95,945	-	-
Ordinary Maintenance and Operations - Contracts	10,438	-	10,438	119,802	-	-
Employee Benefits Contributions - Ordinary	6,408	-	6,408	47,815	-	-
Protective Services - Other Contract Costs	-	-	-	1,197	-	-
Property Insurance	2,813	-	2,813	12,064	-	-
Liability Insurance	771	-	771	4,179	-	-
Workers Compensation	-	-	-	-	-	-
All Other Insurance	143	-	143	3,756	-	-
Other General Expenses	12,888	-	12,888	27,924	-	-
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-
Payment in Lieu of Taxes	2,780	-	2,780	2,277	-	-
Bad debt - Tenant Rents	(2,957)	-	(2,957)	958	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 330,353</u>	<u>\$ -</u>	<u>\$ 330,353</u>	<u>\$ 403,897</u>	<u>\$ -</u>	<u>\$ -</u>
Net Income (Loss)	<u>\$ (44,288)</u>	<u>\$ -</u>	<u>\$ (44,288)</u>	<u>\$ (54,049)</u>	<u>\$ -</u>	<u>\$ -</u>

Lansing Housing Commission
Budget vs. Actual
Hildebrandt
For the Period Ending December 31, 2023

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 52,570	\$ 51,008	\$ 1,562	\$ 78,617	\$ 67,280	\$ 16,272
Tenant Revenue - Other	500	-	500	1,842	-	-
Total Tenant Revenue	<u>\$ 53,070</u>	<u>\$ 51,008</u>	<u>\$ 2,062</u>	<u>\$ 80,459</u>	<u>\$ 67,280</u>	<u>\$ 16,272</u>
HUD PHA Operating Grants	248,306	590,748	(342,442)	461,294	707,592	116,844
CFP Operational Income	165,534	89,400	76,134	5,443	160,800	71,400
Administrative Fees	-	-	-	-	-	-
Fraud Recovery and Other	9,826	2,984,500	(2,974,674)	3,845	2,998,000	13,500
Total Operating Revenue	<u>\$ 476,736</u>	<u>\$ 3,715,656</u>	<u>\$ (3,238,920)</u>	<u>\$ 551,041</u>	<u>\$ 3,933,672</u>	<u>\$ 218,016</u>
Administrative Salaries	\$ -	\$ -	\$ -	\$ 35,593	\$ -	\$ -
Auditing Fees	-	26,400	(26,400)	1,500	26,400	-
Management Fees	64,838	24,131	40,707	37,012	42,398	18,267
Bookkeeping Fees	2,745	3,210	(465)	5,124	5,640	2,430
Employee Benefits Contributions - Admin	200,429	24	200,405	7,328	48	24
Office Expenses	7,541	18,331	(10,790)	10,177	35,850	17,518
Legal	(715)	1,800	(2,515)	423	3,600	1,800
Travel	1,083	200	883	89	400	200
Other	(1,656)	1,500	(3,156)	4,781	2,500	1,000
Tenant Services - Other	1,089	1,050	39	-	2,100	1,050
Water	23,422	22,170	1,252	17,566	38,160	15,990
Electricity	4,842	4,875	(33)	3,998	7,725	2,850
Gas	6,862	22,206	(15,345)	11,145	37,806	15,600
Other Utilities Expense	-	-	-	-	6,783	6,783
Ordinary Maintenance and Operations - Labor	28,063	24,860	3,203	36,863	49,720	24,860
Ordinary Maintenance and Operations - Materia	22,339	60,210	(37,871)	42,466	106,880	46,670
Ordinary Maintenance and Operations - Contrac	111,996	139,470	(27,474)	169,516	261,812	122,342
Employee Benefits Contributions - Ordinary	16,715	43,494	(26,778)	39,984	86,988	43,494
Protective Services - Other Contract Costs	-	-	-	-	-	-
Property Insurance	10,389	14,984	(4,595)	18,626	27,052	12,068
Liability Insurance	3,230	3,543	(313)	5,032	6,236	2,693
Workers Compensation	-	-	-	-	-	-
All Other Insurance	853	600	253	4,508	1,200	600
Other General Expenses	15,378	91,634	(76,255)	12,994	165,268	73,634
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-
Payment in Lieu of Taxes	1,718	176	1,543	4,485	(1,641)	(1,817)
Bad debt - Tenant Rents	261	-	261	1,059	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 521,422</u>	<u>\$ 504,867</u>	<u>\$ 16,554</u>	<u>\$ 470,269</u>	<u>\$ 912,924</u>	<u>\$ 408,056</u>
Net Income (Loss)	<u>\$ (44,686)</u>	<u>\$ 3,210,789</u>	<u>\$ (3,255,474)</u>	<u>\$ 80,772</u>	<u>\$ 3,020,749</u>	<u>\$ (190,040)</u>

Lansing Housing Commission
Budget vs. Actual
LaRoy Froh
For the Period Ending December 31, 2023

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 39,032	\$ -	\$ 39,032	\$ 41,999	\$ -	\$ -
Tenant Revenue - Other	650	-	650	1,659	-	-
Total Tenant Revenue	<u>\$ 39,682</u>	<u>\$ -</u>	<u>\$ 39,682</u>	<u>\$ 43,658</u>	<u>\$ -</u>	<u>\$ -</u>
HUD PHA Operating Grants	293,006	-	293,006	643,644	-	-
CFP Operational Income	165,534	-	165,534	5,443	-	-
Administrative Fees	-	-	-	-	-	-
Fraud Recovery and Other	12,424	-	12,424	4,103	-	-
Total Operating Revenue	<u>\$ 510,647</u>	<u>\$ -</u>	<u>\$ 510,647</u>	<u>\$ 696,847</u>	<u>\$ -</u>	<u>\$ -</u>
Administrative Salaries	\$ -	\$ -	\$ -	\$ 29,068	\$ -	\$ -
Auditing Fees	-	-	-	1,500	-	-
Management Fees	49,781	-	49,781	29,534	-	-
Bookkeeping Fees	744	-	744	4,089	-	-
Employee Benefits Contributions - Admin	200,000	-	200,000	2,906	-	-
Office Expenses	781	-	781	7,688	-	-
Legal	-	-	-	-	-	-
Travel	-	-	-	74	-	-
Other	(1,272)	-	(1,272)	811	-	-
Tenant Services - Other	-	-	-	-	-	-
Water	100	-	100	4,669	-	-
Electricity	181	-	181	3,640	-	-
Gas	310	-	310	3,295	-	-
Other Utilities Expense	-	-	-	-	-	-
Ordinary Maintenance and Operations - Labor	-	-	-	35,286	-	-
Ordinary Maintenance and Operations - Materia	16,595	-	16,595	58,593	-	-
Ordinary Maintenance and Operations - Contrac	41,164	-	41,164	199,297	-	-
Employee Benefits Contributions - Ordinary	11,262	-	11,262	43,263	-	-
Protective Services - Other Contract Costs	-	-	-	740	-	-
Property Insurance	3,066	-	3,066	15,464	-	-
Liability Insurance	851	-	851	3,063	-	-
Workers Compensation	-	-	-	-	-	-
All Other Insurance	200	-	200	5,018	-	-
Other General Expenses	11,832	-	11,832	17,840	-	-
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	63,762	-	-
Payment in Lieu of Taxes	3,930	-	3,930	2,868	-	-
Bad debt - Tenant Rents	(854)	-	(854)	1,715	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 338,671</u>	<u>\$ -</u>	<u>\$ 338,671</u>	<u>\$ 534,183</u>	<u>\$ -</u>	<u>\$ -</u>
Net Income (Loss)	<u>\$ 171,976</u>	<u>\$ -</u>	<u>\$ 171,976</u>	<u>\$ 162,664</u>	<u>\$ -</u>	<u>\$ -</u>

Lansing Housing Commission
Budget vs. Actual
South Washington Park
For the Period Ending December 31, 2023

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ (270)	\$ -	\$ (270)	\$ 2,663	\$ -	\$ -
Tenant Revenue - Other	175	-	175	25	-	-
Total Tenant Revenue	<u>\$ (95)</u>	<u>\$ -</u>	<u>\$ (95)</u>	<u>\$ 2,688</u>	<u>\$ -</u>	<u>\$ -</u>
HUD PHA Operating Grants	24,628	-	24,628	50,980	-	-
CFP Operational Income	165,534	-	165,534	5,443	-	-
Administrative Fees	-	-	-	-	-	-
Fraud Recovery and Other	93,873	-	93,873	2,759	-	-
Total Operating Revenue	<u>\$ 283,940</u>	<u>\$ -</u>	<u>\$ 283,940</u>	<u>\$ 61,871</u>	<u>\$ -</u>	<u>\$ -</u>
Administrative Salaries	\$ -	\$ -	\$ -	\$ 3,263	\$ -	\$ -
Auditing Fees	-	-	-	1,500	-	-
Management Fees	45,443	-	45,443	3,090	-	-
Bookkeeping Fees	166	-	166	429	-	-
Employee Benefits Contributions - Admin	200,008	-	200,008	4,784	-	-
Office Expenses	930	-	930	5,277	-	-
Legal	38	-	38	455	-	-
Travel	-	-	-	9	-	-
Other	-	-	-	(355)	-	-
Tenant Services - Other	-	-	-	633	-	-
Water	124	-	124	1,390	-	-
Electricity	124	-	124	718	-	-
Gas	-	-	-	716	-	-
Other Utilities Expense	-	-	-	-	-	-
Ordinary Maintenance and Operations - Labor	-	-	-	3,379	-	-
Ordinary Maintenance and Operations - Materia	877	-	877	11,255	-	-
Ordinary Maintenance and Operations - Contrac	1,019	-	1,019	25,477	-	-
Employee Benefits Contributions - Ordinary	1,209	-	1,209	7,944	-	-
Protective Services - Other Contract Costs	-	-	-	-	-	-
Property Insurance	-	-	-	2,320	-	-
Liability Insurance	11	-	11	525	-	-
Workers Compensation	-	-	-	-	-	-
All Other Insurance	26	-	26	4,243	-	-
Other General Expenses	11,832	-	11,832	11,137	-	-
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-
Payment in Lieu of Taxes	13	-	13	77	-	-
Bad debt - Tenant Rents	(105)	-	(105)	(936)	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 261,715</u>	<u>\$ -</u>	<u>\$ 261,715</u>	<u>\$ 87,331</u>	<u>\$ -</u>	<u>\$ -</u>
Net Income (Loss)	<u>\$ 22,225</u>	<u>\$ -</u>	<u>\$ 22,225</u>	<u>\$ (25,460)</u>	<u>\$ -</u>	<u>\$ -</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 116,261	\$ 51,008	\$ 65,253	\$ 148,970	\$ 67,280	\$ 16,272
Tenant Revenue - Other	1,560	-	1,560	5,206	-	-
Total Tenant Revenue	<u>\$ 117,821</u>	<u>\$ 51,008</u>	<u>\$ 66,813</u>	<u>\$ 154,176</u>	<u>\$ 67,280</u>	<u>\$ 16,272</u>
HUD PHA Operating Grants	648,277	590,748	57,529	1,468,895	707,592	116,844
CFP Operational Income	662,138	89,400	572,738	21,772	160,800	71,400
Fraud Recovery and Other	129,153	2,984,500	(2,855,347)	14,764	2,998,000	13,500
Total Operating Revenue	<u>\$ 1,557,388</u>	<u>\$ 3,715,656</u>	<u>\$ (2,158,268)</u>	<u>\$ 1,659,607</u>	<u>\$ 3,933,672</u>	<u>\$ 218,016</u>
Administrative Salaries	\$ -	\$ -	\$ -	\$ 86,314	\$ -	\$ -
Auditing Fees	-	26,400	(26,400)	6,000	26,400	-
Management Fees	208,436	24,131	184,305	88,332	42,398	18,267
Bookkeeping Fees	4,211	3,210	1,001	12,230	5,640	2,430
Employee Benefits Contributions - Administrative	800,438	24	800,414	30,557	48	24
Office Expenses	26,737	18,331	8,405	32,836	35,850	17,518
Legal Expense	(604)	1,800	(2,404)	898	3,600	1,800
Travel	1,731	200	1,531	617	400	200
Other	(2,928)	1,500	(4,428)	5,237	2,500	1,000
Tenant Services - Other	1,089	1,050	39	733	2,100	1,050
Water	23,645	22,170	1,475	24,300	38,160	15,990
Electricity	5,146	4,875	271	9,087	7,725	2,850
Gas	7,259	22,206	(14,947)	15,712	37,806	15,600
Other Utilities Expense	-	-	-	-	6,783	6,783
Ordinary Maintenance and Operations - Labor	28,063	24,860	3,203	94,574	49,720	24,860
Ordinary Maintenance and Operations - Material	69,657	60,210	9,447	208,259	106,880	46,670
Ordinary Maintenance and Operations - Contract	164,618	139,470	25,148	514,092	261,812	122,342
Employee Benefits Contributions - Ordinary	35,594	43,494	(7,900)	139,006	86,988	43,494
Protective Services - Other Contract Costs	-	-	-	1,937	-	-
Property Insurance	16,268	14,984	1,284	48,474	27,052	12,068
Liability Insurance	4,863	3,543	1,320	12,799	6,236	2,693
Workers Compensation	-	-	-	-	-	-
All Other Insurance	1,222	600	622	17,525	1,200	600
Other General Expenses	51,930	91,634	(39,704)	69,895	165,268	73,634
Compensated Absences	-	-	-	-	-	-
Payments in Lieu of Taxes	8,441	176	8,265	9,707	(1,641)	(1,817)
Bad debt - Tenant Rents	(3,655)	-	(3,655)	2,796	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 1,452,160</u>	<u>\$ 504,867</u>	<u>\$ 947,293</u>	<u>\$ 1,431,917</u>	<u>\$ 912,924</u>	<u>\$ 408,056</u>
Net Income (Loss)	<u>\$ 105,228</u>	<u>\$ 3,210,789</u>	<u>\$ (3,105,561)</u>	<u>\$ 227,690</u>	<u>\$ 3,020,749</u>	<u>\$ (190,040)</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Management Fees Income	\$ 369,606	\$ 349,953	\$ 19,652	\$ 211,811	\$ 519,202	\$ 169,249
Bookkeeping Fees Income	4,211	3,210	1,001	12,230	5,640	2,430
Administrative Fees	-	-	-	-	-	-
Fraud Recovery and Other	100,254	50,082	50,172	65,645	88,164	38,082
Total Operating Revenue	<u>\$ 474,071</u>	<u>\$ 403,245</u>	<u>\$ 70,826</u>	<u>\$ 289,686</u>	<u>\$ 613,006</u>	<u>\$ 209,761</u>
Administrative Salaries	\$ 71,516	\$ 116,593	\$ (45,076)	\$ 86,210	\$ 235,586	\$ 118,993
Auditing Fees	-	7,000	(7,000)	1,500	7,000	-
Employee Benefits Contributions - Admin	21,292	23,876	(2,584)	19,978	47,936	24,060
Office Expenses	60,071	107,572	(47,501)	56,566	218,021	110,449
Legal	9,300	12,000	(2,700)	13,716	24,000	12,000
Travel	9,550	1,800	7,750	2,861	3,600	1,800
Other	17,797	-	17,797	12,423	528	528
Tenant Services - Other	1,015	-	1,015	4,040	-	-
Water	1,120	1,032	88	1,029	2,064	1,032
Electricity	6,620	5,400	1,220	5,430	10,800	5,400
Gas	549	545	4	548	3,615	3,070
Other Utilities Expense	107	450	(343)	364	900	450
Ordinary Maintenance and Operations - Labor	-	-	-	-	-	-
Ordinary Maintenance and Operations - Material	386	-	386	-	-	-
Ordinary Maintenance and Operations - Contracts	20,490	16,306	4,184	21,653	34,962	18,656
Employee Benefits Contributions - Ordinary	2,487	-	2,487	(5,169)	-	-
Protective Services - Other Contract Costs	900	3,000	(2,100)	87,035	6,000	3,000
Property Insurance	3,151	2,534	616	3,470	5,148	2,614
Liability Insurance	1,661	1,600	61	1,968	3,250	1,650
Workers Compensation	-	-	-	-	-	-
All Other Insurance	-	-	-	245	-	-
Other General Expenses	99,106	3,622	95,484	141,777	7,292	3,670
Compensated Absences	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 327,116</u>	<u>\$ 303,330</u>	<u>\$ 23,786</u>	<u>\$ 455,643</u>	<u>\$ 610,702</u>	<u>\$ 307,371</u>
Net Income (Loss)	<u>\$ 146,955</u>	<u>\$ 99,915</u>	<u>\$ 47,040</u>	<u>\$ (165,957)</u>	<u>\$ 2,304</u>	<u>\$ (97,611)</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
HUD PHA Operating Grants	\$ 9,252,532	\$ 6,865,104	\$ 2,387,428	\$ 6,444,318	\$ 13,740,012	\$ 6,874,908
Other Revenue	109,851	-	109,851	99,886	-	-
Fraud Recovery and Other	4,148	117,380	(113,232)	5,754	234,260	116,880
Total Operating Revenue	<u>\$ 9,366,530</u>	<u>\$ 6,982,484</u>	<u>\$ 2,384,046</u>	<u>\$ 6,549,958</u>	<u>\$ 13,974,272</u>	<u>\$ 6,991,788</u>
Administrative Salaries	\$ 439,168	\$ 410,384	\$ 28,784	\$ 355,147	\$ 820,768	\$ 410,384
Auditing Fees	-	36,300	(36,300)	7,500	36,300	-
Management Fees	161,170	124,184	36,986	123,479	300,002	175,818
Bookkeeping Fees	-	-	-	-	-	-
Employee Benefits Contributions - Admin	118,319	91,905	26,414	86,929	219,561	127,657
Office Expenses	148,327	100,670	47,657	116,842	216,128	115,458
Legal Expense	-	-	-	-	-	-
Travel	2,611	2,675	(64)	3,922	6,420	3,745
Other	48,698	5,000	43,698	645	12,000	7,000
Tenant Services - Other	-	-	-	-	-	-
Water	-	-	-	-	-	-
Electricity	-	-	-	-	-	-
Gas	-	-	-	-	-	-
Other Utilities Expense	299	600	(301)	1,086	1,440	840
Ordinary Maintenance and Operations - Materials	1,927	-	1,927	-	-	-
Ordinary Maintenance and Operations - Contract	19,663	6,500	13,163	98,063	16,900	-
Protective services - Other Contract Costs	-	-	-	-	-	-
Property Insurance	-	-	-	-	-	-
Liability Insurance	15,003	13,361	1,641	17,931	32,773	19,412
Workers Compensation	-	-	-	-	-	-
All Other Insurance	329	-	329	-	-	-
Other General Expenses	67,742	28,250	39,492	62,709	69,400	41,150
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	8,370,903	5,100,000	3,270,903	6,271,363	12,240,000	7,140,000
Bad Debt - Tenant Rents	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 9,394,158</u>	<u>\$ 5,919,829</u>	<u>\$ 3,474,329</u>	<u>\$ 7,145,616</u>	<u>\$ 13,971,693</u>	<u>\$ 8,051,864</u>
Net Income (Loss)	<u>\$ (27,628)</u>	<u>\$ 1,062,655</u>	<u>\$ (1,090,283)</u>	<u>\$ (595,658)</u>	<u>\$ 2,579</u>	<u>\$ (1,060,076)</u>

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

	Period Amount	Balance
ASSETS		
1010-0000-111102 Cash-Security Deposits	-	114.90
1010-0000-111111 Chase Checking	301,927.38	1,356,907.50
1010-0000-112200 Accounts Receivable	(4,726.00)	1,409.00
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	-	-
1010-0000-114500 Accrued Interest Receivable	-	-
1010-5005-115700 Intercompany	(392,861.13)	(642,159.17)
1010-0000-116201 Investments Savings	-	250,000.00
1010-0000-121100 Prepaid Insurance	(881.19)	7,049.46
1010-0000-140000 Land	-	1,993.38
1010-0000-144000 Construction in Progress	-	3,150.00
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	(96,540.94)	1,129,922.90
LIABILITIES		
1010-0000-200000 OPEB Liability	-	(35,123.00)
1010-0000-200300 Pension Liability	-	224,943.00
1010-0000-210000 Construction Costs Payabe	-	-
1010-0000-211100 Accounts Payable	(838.96)	1,539.70
1010-0000-211343 Accounts Payable Misc	-	-
1010-0000-211400 Tenant Security Deposits	-	114.90
1010-0000-211999 Tenant Refunds	(586.00)	550.00
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	483.40	10,145.63
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	(941.56)	125,624.48
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	(95,599.38)	(4,248,798.50)
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	(95,599.38)	1,004,298.42
TOTAL LIABILITES & EQUITY	(96,540.94)	1,129,922.90

Lansing Housing Commission
1020 Hildebrandt Park
Balance Sheet for December 2023

	Period Amount	Balance
ASSETS		
1020-0000-111102 Cash-Security Deposits	-	10,056.00
1020-0000-111111 Chase Checking	(178,515.02)	506,087.26
1020-0000-112200 Accounts Receivable	(5,623.00)	28,391.00
1020-0000-112201 Allowance for Doubtful Accounts	(505.00)	(1,830.20)
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	69,076.63	66,898.74
1020-0000-116201 Investments Savings	-	250,000.00
1020-0000-116202 Investments Savings - Unrestricted	-	890.36
1020-0000-121100 Prepaid Insurance	(3,098.62)	24,788.12
1020-0000-140000 Land	-	177,562.11
1020-0000-144000 Construction in Progress	-	441,656.62
1020-3000-144000 Construction in Progress	-	1,259,517.18
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	(118,665.01)	3,035,658.35
LIABILITIES		
1020-0000-200000 OPEB Liability	-	(44,100.00)
1020-0000-200300 Pension Liability	-	409,726.00
1020-0000-210000 Construction Costs Payable	-	-
1020-0000-211100 Accounts Payable	(4,299.16)	1,622.49
1020-0000-211343 Accounts Payable Misc	-	-
1020-0000-211400 Tenant Security Deposits	-	10,056.00
1020-0000-211999 Tenant Refunds	(30.00)	2,086.33
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	46.44	12,937.01
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	(4,282.72)	150,783.98
EQUITY		
1020-0000-280100 Invest C	-	3,764,889.00
1020-0000-280500 Unrestricted Net Assets	-	(5,535,006.10)
1020-0000-282000 Income and Expense Clearing	(114,382.29)	1,756,888.27
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	(114,382.29)	2,884,874.37
TOTAL LIABILITIES & EQUITY	(118,665.01)	3,035,658.35

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

	Period Amount	Balance
ASSETS		
1080-0000-111102 Cash-Security Deposits	-	3,663.00
1080-0000-111111 Chase Checking	(110,079.11)	1,057,917.74
1080-0000-112200 Accounts Receivable	(8,946.00)	12,633.00
1080-0000-112201 Allowance for Doubtful Accounts	-	(1,169.00)
1080-0000-112220 A/R Repayment Agreement	-	-
1080-0000-112500 Accounts Receivable HUD	-	163,436.00
1080-2010-112500 Accounts Receivable HUD	-	-
1080-0000-112954 Accounts Receivables-Misc	-	-
1080-0000-114500 Accrued Interest Receivable	-	-
1080-5005-115700 Intercompany	20,092.69	107,758.94
1080-0000-116201 Investments Savings	-	250,000.00
1080-0000-121100 Prepaid Insurance	(954.79)	7,638.32
1080-0000-140000 Land	-	-
1080-0000-144000 Construction in Progress	-	10,450.00
1080-3000-144000 Construction in Progress	-	62,835.62
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	(99,887.21)	1,833,820.35
LIABILITIES		
1080-0000-200000 OPEB Liability	-	(24,644.00)
1080-0000-200300 Pension Liability	-	435,064.00
1080-0000-210000 Construction Costs Payable	-	-
1080-0000-211100 Accounts Payable	1,083.52	2,633.13
1080-0000-211343 Accounts Payable Misc	-	-
1080-0000-211400 Tenant Security Deposits	-	3,663.00
1080-0000-211999 Tenant Refunds	(560.00)	1,249.00
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	568.30	9,071.67
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	1,091.82	160,902.48
EQUITY		
1080-0000-280100 Invest C	-	4,031,104.00
1080-0000-280500 Unrestricted Net Assets	-	(5,201,057.04)
1080-0000-282000 Income and Expense Clearing	(100,979.03)	1,057,176.19
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	(100,979.03)	1,672,917.87
TOTAL LIABILITIES & EQUITY	(99,887.21)	1,833,820.35

Lansing Housing Commission
1090 South Washington Park
Balance Sheet for December 2023

	Period Amount	Balance
ASSETS		
1090-0000-111102 Cash-Security Deposits	-	528.00
1090-0000-111111 Chase Checking	(193,258.52)	398,437.75
1090-0000-112000 Accounts Receivable - Operations	-	-
1090-0000-112200 Accounts Receivable	(25.00)	680.78
1090-0000-112201 Allowance for Doubtful Accounts	50.00	(340.60)
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	103,942.16	110,023.39
1090-0000-116201 Investments Savings	-	250,000.00
1090-0000-121100 Prepaid Insurance	-	-
1090-0000-140000 Land	-	-
1090-0000-144000 Construction in Progress	-	-
1090-3000-144000 Construction in Progress	-	32,429.00
1090-0000-146000 Dwelling Structures	-	56,072.05
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	-	(69,962.50)
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	(89,291.36)	936,901.60
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	(179.73)	82.44
1090-0000-211343 Accounts Payable Misc	-	-
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	73.00	(1,902.19)
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	(106.73)	104,261.55
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	(89,184.63)	(6,323,933.53)
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	(89,184.63)	832,640.05
TOTAL LIABILITES & EQUITY	(89,291.36)	936,901.60

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

	Period Amount	Balance
ASSETS		
5005-0000-111101 General Fund Checking	-	-
5005-0000-111105 LHC-Payroll Account	(108,987.77)	6,047.33
5005-0000-111111 Chase Checking	347,319.99	965,374.92
5005-0000-112200 Accounts Receivable	-	-
5005-0000-112500 Accounts Receivable HUD	-	-
5005-0000-112954 Accounts Receivables-Misc	5,150.00	17,572.50
5005-1010-115700 Intercompany	392,861.13	642,159.17
5005-1020-115700 Intercompany	(69,076.63)	(66,898.74)
5005-1080-115700 Intercompany	(20,092.69)	(107,758.94)
5005-1090-115700 Intercompany	(103,942.16)	(110,023.39)
5005-4001-115700 Intercompany	78,545.16	42,659.70
5005-4002-115700 Intercompany	76,809.79	258,667.42
5005-8001-115700 Intercompany	184,593.04	246,119.05
5005-8002-115700 Intercompany	(860,141.03)	(17,445.55)
5005-8005-115700 Intercompany	(22,898.39)	(1,611.62)
5005-8010-115700 Intercompany	4,776.07	270,302.77
5005-8020-115700 Intercompany	(2,118.00)	(2,118.00)
5005-8021-115700 Intercompany	44,595.59	21,175.00
5005-9101-115700 Intercompany	-	-
5005-0000-121100 Prepaid Insurance	(462.91)	3,797.22
5005-0000-121200 Prepaid - Other	-	-
5005-0000-140000 Land	-	190,000.00
5005-0000-144000 Construction in Progress	195,700.40	338,244.14
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	142,631.59	3,096,504.24
LIABILITIES		
5005-0000-200000 OPEB Liability	-	-
5005-0000-200300 Pension Liability	-	370,794.00
5005-0000-210000 Construction Costs Payabe	-	-
5005-0000-211100 Accounts Payable	995.66	3,282.04
5005-0000-211343 Accounts Payable Misc	-	-
5005-0000-211703 Union Dues Payable	(44.15)	(264.90)
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	951.51	123,000.74
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	141,680.08	2,646,095.09
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	141,680.08	2,973,503.50
TOTAL LIABILITIES & EQUITY	142,631.59	3,096,504.24

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

	Period Amount	Balance
ASSETS		
8001-0000-111111 Chase Checking	75,069.74	781,247.92
8001-2010-111111 Chase Checking	-	-
8002-0000-111111 Chase Checking	(703,873.42)	89,650.24
8002-0000-112200 Accounts Receivable	-	42,597.75
8002-8002-112200 Accounts Receivable	-	-
8001-0000-112954 Accounts Receivables-Misc	-	-
8002-0000-112954 Accounts Receivables-Misc	-	-
8001-5005-115700 Intercompany	(184,593.04)	(246,119.05)
8002-5005-115700 Intercompany	860,141.03	17,445.55
8001-0000-121100 Prepaid Insurance	(2,572.25)	20,576.97
8001-2010-144000 Construction in Progress	-	-
8001-0000-146500 Dwelling Equipment - Ranges &	408.00	79,412.57
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	<u>44,580.06</u>	<u>581,528.82</u>
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	(5,917.49)	807.10
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	-	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	<u>(5,917.49)</u>	<u>209,025.10</u>
EQUITY		
8001-0000-280500 Unrestricted Net Assets	-	(311,896.99)
8001-0000-282000 Income and Expense Clearing	(105,770.06)	644,979.78
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	156,267.61	87,252,235.01
8002-8002-282000 Income and Expense Clearing	-	(87,819,002.16)
TOTAL EQUITY	<u>50,497.55</u>	<u>372,503.72</u>
TOTAL LIABILITES & EQUITY	<u>44,580.06</u>	<u>581,528.82</u>



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

January 24, 2024

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

December 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 nine (9) vouchers in the month of December.

Four (4) VASH orientations virtually were held for the month of December 2023, and four (4) vouchers were issued with the assistance of community partners. There are currently an additional fifteen (15) vouchers issued and out searching or pending inspection and one (1) application in process.

Waiting List:

Fifty-three (53) households are out searching for units in the regular HCV Program, twenty-nine (29) applicants are pending documentation or final approval, ten (10) units are approved pending inspection and/or pending lease-up.

Department Initiatives:

In the HCV Program, there are currently 2,050 vouchers housed in all its programs. 55 participants are with the Shelter Plus Care Program (S+C), 61 are housed under the Permanent Supportive Housing Program (PSH), 24 are housed under the Emergency Housing Voucher Program (EHV), 133 are housed under the HUD-Veterans Affairs Supportive Housing (VASH), 29 at Waverly Place, 36 are housed at Hildebrandt Park, 26 at LaRoy Froh, 8 are housed at Woodward Way, 35 are housed under the Holy Cross



Permanent Supportive Housing (HCPH), 202 housed under Section 18, and 1,441 are housed under the Housing Choice Voucher Program.

Voucher Utilization

October Voucher Program Total Units	2018
October Traditional HCV Utilization	1869
October % Utilized Units	93%

December Voucher Program Total Units	2050
December Traditional HCV Utilization	1899
December % Utilized Units	93%

Voucher Disbursement

HUD November HAP Disbursement	\$926,346
LHC November HAP/UAP Disbursement	\$1,309,077
% Voucher Funding Utilization	141%

HUD December HAP Disbursement	\$1,221,460
LHC December HAP/UAP Disbursement	\$1,239,032
% Voucher Funding Utilization	101%
HUD Held Reserves as of December 2023	\$2,326,838

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 2024. 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 June 2024.

Adjusted Income

PIC Scoring	Internal Scoring
N/A	20

Indicator 4- Utility Allowance

The new Utility Allowances were approved and are effective 12/01/2023. 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 all deficiencies were corrected, abated, or terminated, as necessary.

HQS Enforcement

PIC Scoring	Internal Scoring
N/A	10

Indicator 7- Expanding Housing Opportunities

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

Housing Opportunities

PIC Scoring	Internal Scoring
N/A	5

Indicator 8- Payment Standards

This indicator shows whether LHC has adopted a current payment standard schedule for the voucher program by unit size. During this reporting period, the HCV Payment Standards were increased to 110% of the success rate 50th percentile. The current payment standards have received Board approval. This indicator is not scored by PIC but is based on an internal review. As of this reporting period, LHC records indicate a five (5) out of a possible five (5) points will be received.

PIC Scoring	Internal Scoring
N/A	5

Indicator 9- Annual Reexamination

This indicator is used to determine if LHC has completed a reexamination for each participating family at least every 12 months. As of December 31, 2023, the reporting rate is 95%. 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 99%. 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 93%. 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, 10 slots/households or (27%) 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 12/31/2023.

January 24, 2024

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

December 2023 Asset Management Monthly Report

CONTACT PERSON:

Doug Fleming
Executive Director
517-487-6550 Ext. 111

OVERVIEW:

Lansing Housing Commission ("LHC") had an overall occupancy rating of 95% at the end of December. LHC Unit Months Leased (UML) was 95 in October. There were zero (0) households moved in, zero (0) residents moved out, and zero (0) units transferred.

There are a total of 27 open work orders at the end of December.

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	95	95%	0	0	0	0
Totals	100	95	95%	0	0	0	0

RENT COLLECTION:

Site	Rent Charged	Receivables	Total Uncollected	Collecton Rate
PH Scattered Sites	\$ 18,448.00	\$ 32,735.00	\$ 0	177%
Totals	\$ 18,488.00	\$ 32,735.00	\$ 0	177%

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 30 days
2139 Forest	2	2-9-23	294			Move in scheduled 1-23-24
636 Hayford	3	5-6-23	217			Showing 1-24-24
1904 Hoyt	3	8-25-23	97	TBD		Storm Damage
5716 Haag	3	9-1-23	90			Showing 1-25-24
2119 Forest	2	10-5-23	77	12-5-23		Moved

