

## Agenda

### Lansing Housing Commission

October 25, 2023

1. Call to Order
  - a. Roll Call
  - b. Approval of Minutes of August 30, 2023
2. Public Comment – limit 3 minutes per person
3. Action Items:
  - a. Resolution – 1360 – Approval to use HUD approved Success Rate Payment Standards
4. Informational Items:
  - a. Finance Report September 2023 Steven Raiche
  - b. Housing Choice Voucher September 2023 Jennifer Burnette
  - c. Asset Management Report September 2023  
Scattered Sites Christy Kavanaugh
5. Discussion Items:
  - a. Section 18 update
6. Other Items
7. Deputy Director
8. Executive Director's Comments
9. President's Comments
10. Adjournment.



### Minutes of August 30, 2023

Commissioner Henry called the meeting to order at 5:30 p.m. Mr. Fleming called the roll.

**PRESENT AT ROLL CALL:** Commissioners Emma Henry, Loria Hall, Don Sober, Heather Taylor in 5:41 p.m. out 6:22 p.m., and Ashlee Barker absent.

**STAFF:**

Christy Kavanaugh                      Jennifer Burnette  
Douglas Fleming  
Steven Raiche

**Guests: None**

Commissioner Hall motioned and Commissioner Sober seconded a motion to approve the minutes of the June 28, 2023, commission meeting. **The Motion was approved by all members present.**

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

- Craig Daniel from Capital City Apartments – Speaking about living conditions. MAG does not have the residents' best interests in mind. Not a good place to live. Evert Kramer is no better than a slum lord. People climbing in the windows and drugs being done. People running around doing whatever.

**Action Items:**

- Resolution 1352 - Low Income Public Housing Utility Allowances
  - Please see the attached Resolution Brief

Commissioner Hall motioned and Commissioner Sober Seconded to approve Resolution 1352 Low Income Public Housing Utility Allowances. **The Motion was approved by all members present.**

- Resolution 1353 - HCV Housing Utility Allowance
  - Please see the attached Resolution Brief

Commissioner Hall motioned and Commissioner Sober Seconded to approve Resolution 1353 HCV Housing Utility Allowances. **The Motion was approved by all members present.**

- Resolution 1354 - Admissions and Continued Occupancy Plan Changes: Effective October 2023
  - Please see the attached Resolution Brief

Commissioner Hall motioned and Commissioner Sober Seconded to approve Resolution 1354 Admissions and Continued Occupancy Plan Changes. **The Motion was approved by all members present.**

- Resolution 1355 – Housing Choice Voucher Administrative Plan Changes: Effective October 2023
  - Please see the attached Resolution Brief

Commissioner Taylor motioned and Commissioner Sober Seconded to approve Resolution 1355 Housing Choice Voucher Administrative Plan Changes. **The Motion was approved by all members present.**

- Resolution 1356 - Housing Choice Voucher SEMAP Submission 2022-2023
  - Please see the attached Resolution Brief

Commissioner Hall motioned and Commissioner Taylor Seconded to approve Resolution 1356 Housing Choice Voucher SEMAP Submission 2022-2023. **The Motion was approved by all members present.**

- The following resolutions are a result of the audit we had for the PSH programs.
- Resolution 1357 – Continuum of Care Grant Monitoring Policy
  - Please see the attached Resolution Brief

Commissioner Hall motioned and Commissioner Sober Seconded to approve Resolution 1357 Continuum of Care Grant Monitoring Policy. **The Motion was approved by all members present.**

- Resolution 1358 – Permanent Supportive Housing Termination Policy
  - Please see the attached Resolution Brief



Commissioner Hall motioned and Commissioner Sober Seconded to approve Resolution 1358 Permanent Supportive Housing Termination Policy. **The Motion was approved by all members present.**

- Resolution 1359 – Permanent Supportive Housing Intake and Record Retention Policy
  - Please see the attached Resolution Brief

Commissioner Hall motioned and Commissioner Sober seconded to approve the Permanent Supportive Housing Intake and Record Retention Policy. **The Motion was approved by all members present.**

- We are trying to find another agency that will take over the PSH programs. No one wants to take it over. There is not enough money to effectively run the PSH programs. If we just give up the program the money will not stay in our area, it will go to another community. The Coc sent out an RFP to see if anyone would take over the PSH programs. No one applied. We did apply for the programs for the next year. Steve talked about the PSH program and how we are losing money. In the 18 months we have been running the program we have had a loss of \$300,000.00. This does not include the match we are required to come up with, which is around \$280,000.00.

#### Informational Items:

##### Finance Report July 2023

Steven Raiche

- There are no surprises in this current fiscal year budget wise. The external financial statement audit and the single audit for all our HUD funding starts from the Tuesday after Labor Day. We have been getting everything that we can done from last year. The one number that we have not talked about is I finished the analysis and looked at the appraisal for Oliver Gardens. There is a 1.6 million dollar loss on that acquisition of the 99% limited partner. We booked that as a deferral and will get to write it off over time but that is going to be out there and, on our books, as of 6-30-23.

##### Housing Choice Voucher July 2023

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

- During the month of July LHC staff did not issue any regular housing choice vouchers. We had 6 VASH orientations and 6 VASH vouchers 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. We had 30 of our 32 emergency Housing Vouchers issued and leased up, 1 is out searching for housing. 17 out searching for our regular HCV. 66 applicants are pending final approval to receive their voucher. 11 units are approved pending inspection and/or pending lease up.
- We are getting close to the end of the waiting list. I anticipate opening it up within the next 30 to 45 days.

#### Asset Management Report July 2023

##### Public Housing (PH) Scattered Sites – Christy Kavanaugh

- **Public Housing Scattered Sites** had an occupancy rate of 97% at the end of July. There were zero (0) move-in, zero (0) move-outs, and zero (0) transfer.
- **SK Lansing** had an overall occupancy rate of 96% at the end of May. SK (UML was 182 or 96% occupancy rate. There were three (3) move-in, zero (0) move-outs, and one (1) transfer.
- There are a total of 34 open work orders at the end of July.

#### Discussion Items:

- Section 18 update – We had the first section 18 sale which was the 190 units being managed by Capital City Property Management. The second section 18 sale is the pending sale of the last 40 units. This one is a little more complicated because we are selling some to the residents as well. We are actively working with 10 residents who HUD has signed off on the declaration of trust which means now we can go forward and sell the houses to the residents. Those will be 10 individual transactions because the residents are each buying their house. The other another 30 days in which to get their financing together. If they do, we will work with them on closing if they don't whatever is left over SK Lansing will purchase those homes. At that point all the scattered houses will be sold. We will only have 6 or 7 De Minimis houses left that we still own. Everything is on track to get this process finished.





Other Items: None

**Executive Directors Comments:**

- I am still working on a contract HR person. ADP does offer this service, but it is not personal at all. They will work with us making sure our policies are up to date and the evaluations are being done.
- I am also looking for a contract social worker for the residents to help identify their needs and to get them connected with services they may need. This person can also be used for LHC staff if needed.
- Oliver Gardens – we are looking at the next tax credit application in December. A big part of the process is the ability to get the debt talked about earlier forgiven. Otherwise, we will have to wait until it is eligible to be forgiven which is at 20 years, we are at 16 or 17 years. We are actively looking at other buildings for the December tax credit application process.
- Woodward Way is behind the Whole Foods in Lansing. We did project base vouchers for this property. We have now filled our vouchers there.

**Development Activities**

- Riverview 220 – We were awarded tax credits for this project. It is right across the street. It will be a completely different look. We will have around 56 two-bedroom units and 7 three-bedroom units. We will have 7 market rate units in with the 56 affordable units. The bottom floor will be 2200 sq ft of commercial space. We have been working with Baryames to possibly move into the building. We are looking into buying Baryames current building. Around this time next year, we will start construction.
- The city lot next door we are looking to use 4% tax credit. This was approved and we are looking at the timeline of Riverview just a couple of months behind.

**Other Activities:**

**Deputy Director Comments:**


**President's Comments:**


- Ashlee Barker had her baby and is doing great.

**Other Business:**

- Don stated that the trash issue at Capital City Apartment has been delt with.
- We have new security at Capital City Apartments as the supervisor has quit.

**Adjournment:** The meeting was adjourned at 7:08 p.m.

 Date 10/25/23  
Emma Henry Board Chair

 Date 10/25/23  
Doug Fleming, Acting Secretary



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

October 25, 2023

Lansing Housing Commission  
419 Cherry St.  
Lansing, Michigan 48933

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

Approval to use HUD approved Success Rate Payment Standards - Resolution No. 1360.

**RECOMMENDATION:**

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

**CONTACT PERSON:**

Jennifer Burnette  
Director of Housing Programs

**SUMMARY**

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

**BACKGROUND:**

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

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





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

The 2024 HUD approved 40<sup>th</sup> Percentile Fair Market rents are as follows:

<b>Final FY 2024 FMRs By Unit Bedrooms</b>				
<b><u>Efficiency</u></b>	<b><u>One-Bedroom</u></b>	<b><u>Two-Bedroom</u></b>	<b><u>Three-Bedroom</u></b>	<b><u>Four-Bedroom</u></b>
\$847	\$887	\$1,092	\$1,423	\$1,454

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

<b>50<sup>th</sup> Percentile Rents By Unit Bedroom</b>				
<b><u>Efficiency</u></b>	<b><u>One-Bedroom</u></b>	<b><u>Two-Bedroom</u></b>	<b><u>Three-Bedroom</u></b>	<b><u>Four-Bedroom</u></b>
\$900	\$942	\$1,160	\$1,512	\$1,545

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

<b>LHC Payment Standards By Unit Bedroom</b>				
<b><u>Efficiency</u></b>	<b><u>One-Bedroom</u></b>	<b><u>Two-Bedroom</u></b>	<b><u>Three-Bedroom</u></b>	<b><u>Four-Bedroom</u></b>
\$990	\$1,036	\$1,276	\$1,663	\$1,699

### **FINANCIAL CONSIDERATIONS**

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

### **POLICY CONSIDERATIONS:**

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



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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. 1360**

Adopted By the Lansing Housing Commission

October 25, 2023

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

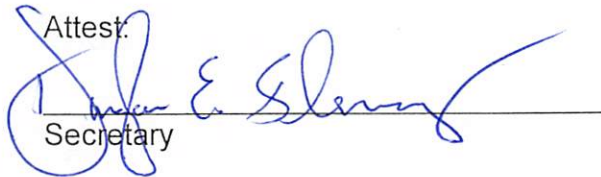
Doug Fleming, acting in the capacity of Executive Director, is authorized to approve the HUD approved 110% of the 50<sup>th</sup> percentile payment stands for the Housing Choice Voucher Program as stated.

  
Chair

Yeas \_\_\_\_\_

Nays \_\_\_\_\_

Abstentions \_\_\_\_\_

Attest:  
  
Secretary

For Clerk Use Only

Resolution No. 1360  
Date Adopted 10/25/2023





Lansing Housing Commission  
Summary Results for September FY2024

Description	LIPH Total	COCC	HCV Admin	HCV	BA	CCPM
<b>REVENUE:</b>						
Total Revenue Variance - Fav (Unfav)	34,070	7,625	94,468	263,991	(148,063)	(10,260)
Tenant Revenue Variance	17,213	-	-	-	(44)	-
HUD Revenue Variance	24,886	19,825	95,921	265,225	-	-
Capital Fund Income	(11,700)	-	-	-	-	-
Other Income	3,671	(12,200)	(1,453)	(1,234)	(148,019)	(10,260)
Other	-	-	-	-	-	-
Budgeted Revenue	147,432	48,613	143,484	1,021,980	336,769	188,706
% Variance fav (unfav)	23%	16%	66%	26%	-44%	-5%
<b>EXPENSES:</b>						
Total Expense Variance Unfav (Fav)	28,781	5,093	(5,301)	328,055	16,920	5,354
Salary Expenses	368	(9,917)	(38,324)	-	-	2,327
Employee Benefit Expenses	5	(439)	(2,731)	-	-	2,121
Utilities	(7,201)	382	-	-	-	-
Write-offs	-	-	-	-	-	-
Legal	(210)	1,461	-	-	-	2,492
Professional Services	(15,027)	(322)	2,940	-	2,035	(683)
Admin Services	4,795	(1,750)	8,987	-	(1,222)	(1,426)
Insurance	1,279	(238)	(283)	-	(722)	-
Sundry/Postage/Office Supplies	(276)	5,257	3,542	-	-	-
Management Fee	565	-	19,184	-	-	-
HAP Expense	-	-	-	328,055	-	-
Inspections	-	-	(1,000)	-	-	-
Pilot	2,441	-	-	-	-	-
Maintenance Costs	55,397	(70)	1,519	-	(50)	-
Maintenance Contract - Unit Turns	(13,000)	-	-	-	-	-
Other	(355)	10,729	865	-	16,879	523
Budgeted Expense	114,076	44,256	164,164	1,020,000	28,166	45,086
% Variance fav (unfav)	-25%	-12%	3%	-32%	-60%	-12%
Gain(Loss) on Sale of Assets	-	-	-	-	-	-
Curr Mo. Actual Net Income (Loss)	\$ 38,644	\$ 6,889	\$ 79,088	\$ (62,084)	\$ 143,621	\$ (15,614)
YTD Actual Net Income (Loss) Net of CWIP	\$ 253,235	\$ (10,897)	\$ 46,913	\$ (442,557)	\$ 443,822	\$ (33,978)
Prior YR YTD Net Income (Loss)	\$ 76,339	\$ (25,641)	\$ 6,410	\$ (16,252)	\$ (84,686)	\$ -
Cash Balance - September 2023	\$ 4,781,284	\$ 374,110	\$ 718,554	\$ 247,470	\$ 2,019,773	
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	

Lansing Housing Commission  
Summary Results YTD for September FY2024

Description	LIPH Total	COCC	HCV Admin	HCV	BA	CCPM
<b>REVENUE:</b>						
Total Revenue Variance - Fav (Unfav)	88,498	5,998	87,448	563,992	(123,848)	(29,313)
Tenant Revenue Variance	27,706	-	-	-	(132)	-
HUD Revenue Variance	69,285	19,665	91,592	568,089	-	-
Capital Fund Income	(19,500)	-	-	-	-	-
Other Income	11,007	(13,667)	(4,144)	(4,097)	(123,716)	(29,313)
Other	-	-	-	-	-	-
Budgeted Revenue	395,946	122,543	430,452	3,065,940	680,796	30,780
% Variance fav (unfav)	22%	5%	20%	18%	-18%	-95%
<b>EXPENSES:</b>						
Total Expense Variance Unfav (Fav)	(47,493)	381	13,210	1,012,490	34,852	4,339
Salary Expenses	(3,413)	(12,427)	(49,326)	-	18,080	4,750
Employee Benefit Expenses	(6,107)	13,559	(2,452)	-	1,525	6,606
Utilities	(13,409)	583	-	-	368	-
Write-offs	(1,899)	-	-	-	-	-
Legal	(719)	(1,706)	-	-	(2,500)	2,492
Professional Services	(17,388)	3,516	29,769	-	13,403	(4,020)
Admin Services	10,230	(12,750)	8,600	-	(17,694)	(3,000)
Insurance	(4,131)	(186)	(283)	-	(1,907)	(913)
Sundry/Postage/Office Supplies	(864)	10,499	7,509	-	(374)	(1,819)
Management Fee	1,186	-	18,319	-	-	-
HAP Expense	-	-	-	1,012,490	-	-
Pilot	3,922	-	-	-	-	-
Inspections	(35)	-	(3,000)	-	-	-
Maintenance Costs	19,824	(1,387)	477	-	22,393	-
Maintenance Contract - Unit Turns	(35,380)	-	-	-	-	-
Other	691	680	3,596	-	1,557	243
Budgeted Expense	278,702	139,057	457,777	3,060,000	78,274	31,106
% Variance fav (unfav)	17%	0%	-3%	-33%	-45%	-14%
Gain(Loss) on Sale of Assets	864	-	-	-	-	-
YTD Actual Net Income (Loss) Net of CWIP	\$ 253,235	\$ (10,897)	\$ 46,913	\$ (442,557)	\$ 443,822	\$ (33,978)
YTD Budgeted Net Income (Loss)	\$ 117,244	\$ (16,514)	\$ (27,325)	\$ 5,940	\$ 602,522	\$ (326)
Prior YR YTD Net Income (Loss)	\$ 76,339	\$ (25,641)	\$ 6,410	\$ (16,252)	\$ (84,686)	\$ -

**September Ratios**

HCV Ratios			Prior Months	
Number of Vouchers Used	1,913		08/23	\$ 687.51
HCV 8002 Expenses	\$ 1,347,605.75		07/23	\$ 720.35
Average Cost Per Voucher	<u>\$ 704.45</u>		06/23	\$ 668.58

	LIPH Ratios		Prior Months	
	Sep 2023 Total	PY Sep Total		
Year-to-Date Occupancy Rate				
YTD Average Number of Units Leased	96	266	08/23	95.0%
Number of Possible Units	101	307	07/23	95.0%
Year-to-Date Occupancy Rate	<u>95.0%</u>	<u>86.6%</u>	06/23	95.0%
Average Revenue Per Occupied Unit			08/23	\$ 1,257.89
Total LIPH Revenue	\$ 181,502.31	\$ 283,351.74	07/23	\$ 1,906.76
Average Revenue Per Occupied Unit	<u>\$ 1,890.65</u>	<u>\$ 478.63</u>	06/23	\$ 583.97
Average Tenant Revenue Per Occupied Unit			08/23	\$ 254.51
Total Tenant Revenue	\$ 24,287.00	\$ 26,505.00	07/23	\$ 227.69
Average Tenant Revenue Per Occupied Unit	<u>\$ 252.99</u>	<u>\$ 99.64</u>	06/23	\$ 177.44
Average Cost Per Occupied Unit			08/23	\$ 460.16
YTD Average Monthly Expenses	\$ 77,069.66	\$ 241,917.37	07/23	\$ 756.77
Average Cost Per Occupied Unit	<u>\$ 802.81</u>	<u>\$ 408.64</u>	06/23	\$ 646.87

Company Ratios				
Operating Reserves	LIPH	COCC	HCV Admin	
Bank Account Balance	\$ 4,781,283.95	\$ 374,110.35	\$ 718,554.20	
YTD Expenses	\$ 231,208.98	\$ 139,438.30	\$ 470,987.06	
Number of Months	3	3	3	
Average Monthly Expenses	<u>\$ 77,069.66</u>	<u>\$ 46,479.43</u>	<u>\$ 156,995.69</u>	
Number of Months of Operating Reserves (would like to have 4 months of operating reserves)	<u>62.04</u>	<u>8.05</u>	<u>4.58</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 September 30, 2023

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 17,408	\$ -	\$ 17,408	\$ 10,843	\$ -	\$ -
Tenant Revenue - Other	230	-	230	30	-	-
Total Tenant Revenue	<u>\$ 17,638</u>	<u>\$ -</u>	<u>\$ 17,638</u>	<u>\$ 10,873</u>	<u>\$ -</u>	<u>\$ -</u>
HUD PHA Operating Grants	40,262	-	40,262	158,685	-	-
CFP Operational Income	6,550	-	6,550	1,219	-	-
Administrative Fees	-	-	-	-	-	-
Fraud Recovery and Other	7,380	-	7,380	983	-	-
Total Operating Revenue	<u>\$ 71,830</u>	<u>\$ -</u>	<u>\$ 71,830</u>	<u>\$ 171,760</u>	<u>\$ -</u>	<u>\$ -</u>
Administrative Salaries	\$ -	\$ -	\$ -	\$ 14,572	\$ -	\$ -
Auditing Fees	-	-	-	-	-	-
Management Fees	2,143	-	2,143	9,105	-	-
Bookkeeping Fees	286	-	286	1,260	-	-
Employee Benefits Contributions - Admin	-	-	-	8,318	-	-
Office Expenses	14,663	-	14,663	4,147	-	-
Legal	73	-	73	-	-	-
Travel	648	-	648	445	-	-
Other	-	-	-	-	-	-
Tenant Services - Other	-	-	-	-	-	-
Water	-	-	-	375	-	-
Electricity	-	-	-	278	-	-
Gas	87	-	87	336	-	-
Other Utilities Expense	-	-	-	-	-	-
Ordinary Maintenance and Operations - Labor	-	-	-	16,031	-	-
Ordinary Maintenance and Operations - Material	21,183	-	21,183	67,914	-	-
Ordinary Maintenance and Operations - Contracts	4,887	-	4,887	70,182	-	-
Employee Benefits Contributions - Ordinary	2,472	-	2,472	21,820	-	-
Protective Services - Other Contract Costs	-	-	-	-	-	-
Property Insurance	703	-	703	5,448	-	-
Liability Insurance	238	-	238	2,750	-	-
Workers Compensation	-	-	-	-	-	-
All Other Insurance	143	-	143	3,431	-	-
Other General Expenses	7,182	-	7,182	10,596	-	-
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-
Payment in Lieu of Taxes	1,554	-	1,554	935	-	-
Bad debt - Tenant Rents	(1,785)	-	(1,785)	517	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 54,477</u>	<u>\$ -</u>	<u>\$ 54,477</u>	<u>\$ 238,460</u>	<u>\$ -</u>	<u>\$ -</u>
Net Income (Loss)	<u>\$ 17,353</u>	<u>\$ -</u>	<u>\$ 17,353</u>	<u>\$ (66,700)</u>	<u>\$ -</u>	<u>\$ -</u>

Lansing Housing Commission  
Budget vs. Actual  
Hildebrandt  
For the Period Ending September 30, 2023

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 30,436	\$ 42,872	\$ (12,436)	\$ 41,468	\$ 67,280	\$ 24,408
Tenant Revenue - Other	805	-	805	37	-	-
Total Tenant Revenue	<u>\$ 31,241</u>	<u>\$ 42,872</u>	<u>\$ (11,631)</u>	<u>\$ 41,505</u>	<u>\$ 67,280</u>	<u>\$ 24,408</u>
HUD PHA Operating Grants	136,654	295,374	(158,720)	213,246	707,592	412,218
CFP Operational Income	805,134	45,700	759,434	1,219	160,800	115,100
Administrative Fees	-	-	-	-	-	-
Fraud Recovery and Other	4,585	932,000	(927,415)	1,186	2,998,000	2,066,000
Total Operating Revenue	<u>\$ 977,615</u>	<u>\$ 1,315,946</u>	<u>\$ (338,331)</u>	<u>\$ 257,156</u>	<u>\$ 3,933,672</u>	<u>\$ 2,617,726</u>
Administrative Salaries	\$ -	\$ -	\$ -	\$ 6,804	\$ -	\$ -
Auditing Fees	-	-	-	-	26,400	26,400
Management Fees	10,488	14,997	(4,509)	18,642	42,398	27,401
Bookkeeping Fees	1,395	1,995	(600)	2,581	5,640	3,645
Employee Benefits Contributions - Admin	3	12	(9)	2,948	48	36
Office Expenses	3,585	12,972	(9,387)	5,410	35,850	22,877
Legal	70	900	(830)	273	3,600	2,700
Travel	1,083	200	883	89	400	200
Other	26	500	(474)	3,841	2,500	2,000
Tenant Services - Other	-	525	(525)	-	2,100	1,575
Water	13,056	14,175	(1,119)	4,149	38,160	23,985
Electricity	2,242	3,450	(1,208)	1,648	7,725	4,275
Gas	2,438	14,406	(11,968)	3,420	37,806	23,400
Other Utilities Expense	-	-	-	-	6,783	6,783
Ordinary Maintenance and Operations - Labor	8,137	11,550	(3,413)	9,590	49,720	38,170
Ordinary Maintenance and Operations - Materia	8,656	37,500	(28,844)	3,375	106,880	69,380
Ordinary Maintenance and Operations - Contrac	53,985	84,519	(30,534)	75,782	261,812	177,293
Employee Benefits Contributions - Ordinary	8,129	21,680	(13,551)	16,459	86,988	65,308
Protective Services - Other Contract Costs	-	-	-	-	-	-
Property Insurance	3,421	8,950	(5,529)	6,787	27,052	18,102
Liability Insurance	1,158	2,197	(1,039)	2,306	6,236	4,039
Workers Compensation	-	-	-	-	-	-
All Other Insurance	364	300	64	3,740	1,200	900
Other General Expenses	9,120	46,791	(37,670)	3,239	165,268	118,477
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-
Payment in Lieu of Taxes	1,270	1,084	186	3,211	(1,641)	(2,725)
Bad debt - Tenant Rents	-	-	-	145	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 128,625</u>	<u>\$ 278,702</u>	<u>\$ (150,077)</u>	<u>\$ 174,439</u>	<u>\$ 912,924</u>	<u>\$ 634,221</u>
Net Income (Loss)	<u>\$ 848,990</u>	<u>\$ 1,037,244</u>	<u>\$ (188,254)</u>	<u>\$ 82,717</u>	<u>\$ 3,020,749</u>	<u>\$ 1,983,505</u>

Lansing Housing Commission  
Budget vs. Actual  
LaRoy Froh  
For the Period Ending September 30, 2023

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 21,852	\$ -	\$ 21,852	\$ 25,097	\$ -	\$ -
Tenant Revenue - Other	400	-	400	171	-	-
Total Tenant Revenue	<u>\$ 22,252</u>	<u>\$ -</u>	<u>\$ 22,252</u>	<u>\$ 25,268</u>	<u>\$ -</u>	<u>\$ -</u>
HUD PHA Operating Grants	174,047	-	174,047	320,979	-	-
CFP Operational Income	6,550	-	6,550	1,219	-	-
Administrative Fees	-	-	-	-	-	-
Fraud Recovery and Other	6,889	-	6,889	1,381	-	-
Total Operating Revenue	<u>\$ 209,738</u>	<u>\$ -</u>	<u>\$ 209,738</u>	<u>\$ 348,847</u>	<u>\$ -</u>	<u>\$ -</u>
Administrative Salaries	\$ -	\$ -	\$ -	\$ 5,556	\$ -	\$ -
Auditing Fees	-	-	-	-	-	-
Management Fees	2,874	-	2,874	14,361	-	-
Bookkeeping Fees	384	-	384	1,988	-	-
Employee Benefits Contributions - Admin	-	-	-	837	-	-
Office Expenses	587	-	587	4,143	-	-
Legal	-	-	-	-	-	-
Travel	-	-	-	74	-	-
Other	-	-	-	(1,303)	-	-
Tenant Services - Other	-	-	-	-	-	-
Water	100	-	100	1,655	-	-
Electricity	181	-	181	1,532	-	-
Gas	271	-	271	1,028	-	-
Other Utilities Expense	-	-	-	-	-	-
Ordinary Maintenance and Operations - Labor	-	-	-	10,513	-	-
Ordinary Maintenance and Operations - Materia	8,473	-	8,473	20,491	-	-
Ordinary Maintenance and Operations - Contrac	10,935	-	10,935	102,045	-	-
Employee Benefits Contributions - Ordinary	4,495	-	4,495	20,638	-	-
Protective Services - Other Contract Costs	-	-	-	-	-	-
Property Insurance	766	-	766	3,866	-	-
Liability Insurance	286	-	286	833	-	-
Workers Compensation	-	-	-	-	-	-
All Other Insurance	200	-	200	4,017	-	-
Other General Expenses	6,550	-	6,550	8,517	-	-
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	63,762	-	-
Payment in Lieu of Taxes	2,129	-	2,129	1,977	-	-
Bad debt - Tenant Rents	(9)	-	(9)	1,202	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 38,223</u>	<u>\$ -</u>	<u>\$ 38,223</u>	<u>\$ 267,732</u>	<u>\$ -</u>	<u>\$ -</u>
Net Income (Loss)	<u>\$ 171,515</u>	<u>\$ -</u>	<u>\$ 171,515</u>	<u>\$ 81,115</u>	<u>\$ -</u>	<u>\$ -</u>



Lansing Housing Commission  
Budget vs. Actual  
South Washington Park  
For the Period Ending September 30, 2023

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 882	\$ -	\$ 882	\$ 1,385	\$ -	\$ -
Tenant Revenue - Other	150	-	150	-	-	-
Total Tenant Revenue	<u>\$ 1,032</u>	<u>\$ -</u>	<u>\$ 1,032</u>	<u>\$ 1,385</u>	<u>\$ -</u>	<u>\$ -</u>
HUD PHA Operating Grants	13,696	-	13,696	26,514	-	-
CFP Operational Income	6,550	-	6,550	1,219	-	-
Administrative Fees	-	-	-	-	-	-
Fraud Recovery and Other	3,432	-	3,432	1,158	-	-
Total Operating Revenue	<u>\$ 24,710</u>	<u>\$ -</u>	<u>\$ 24,710</u>	<u>\$ 30,276</u>	<u>\$ -</u>	<u>\$ -</u>
Administrative Salaries	\$ -	\$ -	\$ -	\$ 624	\$ -	\$ -
Auditing Fees	-	-	-	-	-	-
Management Fees	678	-	678	1,464	-	-
Bookkeeping Fees	90	-	90	204	-	-
Employee Benefits Contributions - Admin	3	-	3	2,324	-	-
Office Expenses	894	-	894	2,089	-	-
Legal	38	-	38	395	-	-
Travel	-	-	-	9	-	-
Other	-	-	-	1	-	-
Tenant Services - Other	-	-	-	633	-	-
Water	124	-	124	341	-	-
Electricity	124	-	124	129	-	-
Gas	-	-	-	227	-	-
Other Utilities Expense	-	-	-	-	-	-
Ordinary Maintenance and Operations - Labor	-	-	-	879	-	-
Ordinary Maintenance and Operations - Materia	436	-	436	5,714	-	-
Ordinary Maintenance and Operations - Contrac	481	-	481	19,406	-	-
Employee Benefits Contributions - Ordinary	482	-	482	3,619	-	-
Protective Services - Other Contract Costs	-	-	-	-	-	-
Property Insurance	-	-	-	1,081	-	-
Liability Insurance	11	-	11	275	-	-
Workers Compensation	-	-	-	-	-	-
All Other Insurance	26	-	26	3,969	-	-
Other General Expenses	6,550	-	6,550	1,813	-	-
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-
Payment in Lieu of Taxes	53	-	53	85	-	-
Bad debt - Tenant Rents	(105)	-	(105)	(158)	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 9,885</u>	<u>\$ -</u>	<u>\$ 9,885</u>	<u>\$ 45,123</u>	<u>\$ -</u>	<u>\$ -</u>
Net Income (Loss)	<u>\$ 14,826</u>	<u>\$ -</u>	<u>\$ 14,826</u>	<u>\$ (14,847)</u>	<u>\$ -</u>	<u>\$ -</u>

Lansing Housing Commission  
Budget vs. Actual  
AMP Consolidated  
For the Period Ending September 30, 2023

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 70,578	\$ 42,872	\$ 27,706	\$ 78,793	\$ 67,280	\$ 24,408
Tenant Revenue - Other	1,585	-	1,585	238	-	-
Total Tenant Revenue	<u>\$ 72,163</u>	<u>\$ 42,872</u>	<u>\$ 29,291</u>	<u>\$ 79,031</u>	<u>\$ 67,280</u>	<u>\$ 24,408</u>
HUD PHA Operating Grants	364,659	295,374	69,285	719,424	707,592	412,218
CFP Operational Income	824,784	45,700	779,084	4,876	160,800	115,100
Fraud Recovery and Other	22,287	932,000	(909,713)	4,708	2,998,000	2,066,000
Total Operating Revenue	<u>\$ 1,283,893</u>	<u>\$ 1,315,946</u>	<u>\$ (32,053)</u>	<u>\$ 808,039</u>	<u>\$ 3,933,672</u>	<u>\$ 2,617,726</u>
Administrative Salaries	\$ -	\$ -	\$ -	\$ 27,556	\$ -	\$ -
Auditing Fees	-	-	-	-	26,400	26,400
Management Fees	16,183	14,997	1,186	43,572	42,398	27,401
Bookkeeping Fees	2,155	1,995	160	6,033	5,640	3,645
Employee Benefits Contributions - Administrative	7	12	(5)	14,427	48	36
Office Expenses	19,729	12,972	6,756	15,789	35,850	22,877
Legal Expense	181	900	(719)	668	3,600	2,700
Travel	1,731	200	1,531	617	400	200
Other	26	500	(474)	2,539	2,500	2,000
Tenant Services - Other	-	525	(525)	633	2,100	1,575
Water	13,279	14,175	(896)	6,520	38,160	23,985
Electricity	2,546	3,450	(904)	3,458	7,725	4,275
Gas	2,797	14,406	(11,609)	5,011	37,806	23,400
Other Utilities Expense	-	-	-	-	6,783	6,783
Ordinary Maintenance and Operations - Labor	8,137	11,550	(3,413)	37,013	49,720	38,170
Ordinary Maintenance and Operations - Material	38,748	37,500	1,248	97,494	106,880	69,380
Ordinary Maintenance and Operations - Contract	70,288	84,519	(14,231)	267,415	261,812	177,293
Employee Benefits Contributions - Ordinary	15,579	21,680	(6,101)	62,536	86,988	65,308
Protective Services - Other Contract Costs	-	-	-	-	-	-
Property Insurance	4,891	8,950	(4,059)	17,182	27,052	18,102
Liability Insurance	1,692	2,197	(504)	6,164	6,236	4,039
Workers Compensation	-	-	-	-	-	-
All Other Insurance	733	300	433	15,157	1,200	900
Other General Expenses	29,402	46,791	(17,388)	24,165	165,268	118,477
Compensated Absences	-	-	-	-	-	-
Payments in Lieu of Taxes	5,006	1,084	3,922	6,208	(1,641)	(2,725)
Bad debt - Tenant Rents	(1,899)	-	(1,899)	1,706	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 231,209</u>	<u>\$ 278,702</u>	<u>\$ (47,493)</u>	<u>\$ 661,863</u>	<u>\$ 912,924</u>	<u>\$ 634,221</u>
Net Income (Loss)	<u>\$ 1,052,684</u>	<u>\$ 1,037,244</u>	<u>\$ 15,440</u>	<u>\$ 146,176</u>	<u>\$ 3,020,749</u>	<u>\$ 1,983,505</u>

**Lansing Housing Commission**  
**Budget vs. Actual**  
**COCC**  
**For the Period Ending September 30, 2023**

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Management Fees Income	\$ 109,012	\$ 266,309	\$ (157,297)	\$ 99,429	\$ 519,202	\$ 252,893
Bookkeeping Fees Income	2,155	1,995	160	6,033	5,640	3,645
Administrative Fees	-	-	-	-	-	-
Fraud Recovery and Other	17,374	31,041	(13,667)	10,826	88,164	57,123
<b>Total Operating Revenue</b>	<b>\$ 128,541</b>	<b>\$ 299,345</b>	<b>\$ (170,804)</b>	<b>\$ 116,288</b>	<b>\$ 613,006</b>	<b>\$ 313,661</b>
Administrative Salaries	\$ 41,231	\$ 53,658	\$ (12,427)	\$ 36,757	\$ 235,586	\$ 181,928
Auditing Fees	-	-	-	-	7,000	7,000
Employee Benefits Contributions - Admin	10,048	11,583	(1,535)	8,464	47,936	36,353
Office Expenses	34,296	49,561	(15,265)	27,562	218,021	168,460
Legal	4,294	6,000	(1,706)	5,121	24,000	18,000
Travel	4,420	900	3,520	418	3,600	2,700
Other	5,897	-	5,897	3,437	528	528
Tenant Services - Other	442	-	442	-	-	-
Water	548	516	32	490	2,064	1,548
Electricity	3,399	2,700	699	2,802	10,800	8,100
Gas	157	135	22	133	3,615	3,480
Other Utilities Expense	55	225	(170)	210	900	675
Ordinary Maintenance and Operations - Labor	-	-	-	-	-	-
Ordinary Maintenance and Operations - Material	-	-	-	-	-	-
Ordinary Maintenance and Operations - Contracts	6,705	7,913	(1,208)	7,852	34,962	27,049
Employee Benefits Contributions - Ordinary	-	-	-	(5,233)	-	-
Protective Services - Other Contract Costs	150	1,500	(1,350)	400	6,000	4,500
Property Insurance	1,186	1,228	(41)	2,281	5,148	3,920
Liability Insurance	631	775	(144)	1,230	3,250	2,475
Workers Compensation	-	-	-	-	-	-
All Other Insurance	-	-	-	184	-	-
Other General Expenses	25,979	2,363	23,616	51,906	7,292	4,929
Compensated Absences	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-
<b>Total Operating Expenses</b>	<b>\$ 139,438</b>	<b>\$ 139,057</b>	<b>\$ 381</b>	<b>\$ 144,014</b>	<b>\$ 610,702</b>	<b>\$ 471,645</b>
<b>Net Income (Loss)</b>	<b>\$ (10,897)</b>	<b>\$ 160,288</b>	<b>\$ (171,186)</b>	<b>\$ (27,726)</b>	<b>\$ 2,304</b>	<b>\$ (157,984)</b>



Lansing Housing Commission  
Budget vs. Actual  
Housing Choice Voucher  
For the Period Ending September 30, 2023

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
HUD PHA Operating Grants	\$ 4,092,233	\$ 3,432,552	\$ 659,681	\$ 3,403,724	\$ 13,740,012	\$ 10,307,460
Other Revenue	53,315	-	53,315	47,307	-	-
Fraud Recovery and Other	2,284	58,440	(56,156)	1,276	234,260	175,820
Total Operating Revenue	<u>\$ 4,147,832</u>	<u>\$ 3,490,992</u>	<u>\$ 656,840</u>	<u>\$ 3,452,307</u>	<u>\$ 13,974,272</u>	<u>\$ 10,483,280</u>
Administrative Salaries	\$ 171,856	\$ 220,976	\$ (49,120)	\$ 129,523	\$ 820,768	\$ 599,792
Auditing Fees	-	-	-	-	36,300	36,300
Management Fees	92,829	74,510	18,319	55,857	300,002	225,492
Bookkeeping Fees	-	-	-	-	-	-
Employee Benefits Contributions - Admin	54,990	56,153	(1,163)	38,898	219,561	163,408
Office Expenses	81,797	72,407	9,390	67,184	216,128	143,721
Legal Expense	-	-	-	-	-	-
Travel	1,464	1,605	(141)	1,989	6,420	4,815
Other	22,081	3,000	19,081	80	12,000	9,000
Tenant Services - Other	-	-	-	-	-	-
Water	-	-	-	-	-	-
Electricity	-	-	-	-	-	-
Gas	-	-	-	-	-	-
Other Utilities Expense	154	360	(206)	426	1,440	1,080
Ordinary Maintenance and Operations - Materie	1,431	-	1,431	-	-	-
Ordinary Maintenance and Operations - Contra	11,731	3,600	8,131	38,830	16,900	-
Protective services - Other Contract Costs	-	-	-	-	-	-
Property Insurance	-	-	-	-	-	-
Liability Insurance	7,533	7,815	(283)	10,367	32,773	24,958
Workers Compensation	-	-	-	-	-	-
All Other Insurance	82	-	82	-	-	-
Other General Expenses	25,038	17,350	7,688	15,827	69,400	52,050
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	4,072,490	3,060,000	1,012,490	3,116,063	12,240,000	9,180,000
Bad Debt - Tenant Rents	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 4,543,477</u>	<u>\$ 3,517,777</u>	<u>\$ 1,025,700</u>	<u>\$ 3,475,044</u>	<u>\$ 13,971,693</u>	<u>\$ 10,453,916</u>
Net Income (Loss)	<u>\$ (395,645)</u>	<u>\$ (26,785)</u>	<u>\$ (368,860)</u>	<u>\$ (22,737)</u>	<u>\$ 2,579</u>	<u>\$ 29,364</u>

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

	Period Amount	Balance
<b>ASSETS</b>		
1010-0000-111102 Cash-Security Deposits	-	114.90
1010-0000-111111 Chase Checking	(480,692.28)	1,403,205.95
1010-0000-112200 Accounts Receivable	1,036.00	6,170.00
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	471,850.65	(379,878.34)
1010-0000-116201 Investments Savings	-	-
1010-0000-121100 Prepaid Insurance	9,693.04	9,693.03
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
<b>TOTAL ASSETS</b>	<b>1,887.41</b>	<b>1,195,906.75</b>
<b>LIABILITIES</b>		
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	(1,514.28)	6,873.93
1010-0000-211343 Accounts Payable Misc	-	-
1010-0000-211400 Tenant Security Deposits	-	114.90
1010-0000-211999 Tenant Refunds	-	785.00
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	516.50	8,919.33
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	-	-
<b>TOTAL LIABILITIES</b>	<b>(997.78)</b>	<b>129,967.41</b>
<b>EQUITY</b>		
1010-0000-280100 Invest C	-	2,433,904.00
1010-0000-280500 Unrestricted Net Assets	-	801,692.03
1010-0000-282000 Income and Expense Clearing	2,885.19	(4,187,157.58)
1010-0003-282000 Income and Expense Clearing	-	(77.99)
1010-1010-282000 Income and Expense Clearing	-	(320.14)
1010-1010-282000 Income and Expense Clearing	-	(72,265.80)
1010-2010-282000 Income and Expense Clearing	-	(75.00)
1010-3000-282000 Income and Expense Clearing	-	2,090,239.82
<b>TOTAL EQUITY</b>	<b>2,885.19</b>	<b>1,065,939.34</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,887.41</b>	<b>1,195,906.75</b>

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

	Period Amount	Balance
<b>ASSETS</b>		
1020-0000-111102 Cash-Security Deposits	-	10,056.00
1020-0000-111111 Chase Checking	691,645.39	1,155,215.99
1020-0000-112200 Accounts Receivable	4,283.00	26,961.67
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	(892,655.00)	(224,415.63)
1020-0000-116201 Investments Savings	-	-
1020-0000-121100 Prepaid Insurance	34,083.81	34,317.35
1020-0000-140000 Land	-	177,562.11
1020-0000-144000 Construction in Progress	153,593.43	433,156.62
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
<b>TOTAL ASSETS</b>	<b>(9,049.37)</b>	<b>3,142,687.25</b>
<b>LIABILITIES</b>		
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	(125,993.64)	12,950.94
1020-0000-211343 Accounts Payable Misc	-	-
1020-0000-211400 Tenant Security Deposits	-	10,056.00
1020-0000-211999 Tenant Refunds	-	3,144.00
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	720.43	12,488.65
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	-	-
<b>TOTAL LIABILITIES</b>	<b>(125,273.21)</b>	<b>162,721.74</b>
<b>EQUITY</b>		
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	116,223.84	1,851,979.41
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
<b>TOTAL EQUITY</b>	<b>116,223.84</b>	<b>2,979,965.51</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>(9,049.37)</b>	<b>3,142,687.25</b>

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

	Period Amount	Balance
<b>ASSETS</b>		
1080-0000-111102 Cash-Security Deposits	-	3,663.00
1080-0000-111111 Chase Checking	46,194.29	1,386,820.91
1080-0000-112200 Accounts Receivable	2,005.00	19,471.00
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	(15,738.76)	23,698.83
1080-0000-116201 Investments Savings	-	-
1080-0000-121100 Prepaid Insurance	10,502.69	10,502.69
1080-0000-140000 Land	-	-
1080-0000-144000 Construction in Progress	10,450.00	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
<b>TOTAL ASSETS</b>	<b>53,413.22</b>	<b>1,838,365.78</b>
<b>LIABILITIES</b>		
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	(36,037.04)	9,063.50
1080-0000-211343 Accounts Payable Misc	-	-
1080-0000-211400 Tenant Security Deposits	-	3,663.00
1080-0000-211999 Tenant Refunds	-	1,625.00
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	814.80	7,271.23
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
<b>TOTAL LIABILITIES</b>	<b>(35,222.24)</b>	<b>165,908.41</b>
<b>EQUITY</b>		
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	88,635.46	1,056,715.69
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
<b>TOTAL EQUITY</b>	<b>88,635.46</b>	<b>1,672,457.37</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>53,413.22</b>	<b>1,838,365.78</b>



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

	Period Amount	Balance
<b>ASSETS</b>		
1090-0000-111102 Cash-Security Deposits	-	528.00
1090-0000-111111 Chase Checking	5,210.79	836,041.10
1090-0000-112000 Accounts Receivable - Operations	-	-
1090-0000-112200 Accounts Receivable	(162.00)	705.78
1090-0000-112201 Allowance for Doubtful Accounts	-	(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	166.53	2,950.78
1090-0000-116201 Investments Savings	-	-
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	-	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
<b>TOTAL ASSETS</b>	<b>5,215.32</b>	<b>1,017,407.34</b>
<b>LIABILITIES</b>		
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	(174.03)	383.83
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	29.40	(1,861.99)
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
<b>TOTAL LIABILITIES</b>	<b>(144.63)</b>	<b>104,603.14</b>
<b>EQUITY</b>		
1090-0000-280100 Invest C	-	3,083,846.00
1090-0000-280500 Unrestricted Net Assets	-	52,038.44
1090-0000-282000 Income and Expense Clearing	5,359.95	(6,243,769.38)
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
<b>TOTAL EQUITY</b>	<b>5,359.95</b>	<b>912,804.20</b>
<b>TOTAL LIABILITES &amp; EQUITY</b>	<b>5,215.32</b>	<b>1,017,407.34</b>

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

	Period Amount	Balance
<b>ASSETS</b>		
5005-0000-111101 General Fund Checking	-	-
5005-0000-111105 LHC-Payroll Account	-	62,408.64
5005-0000-111111 Chase Checking	(818,008.07)	374,110.35
5005-0000-112200 Accounts Receivable	-	-
5005-0000-112500 Accounts Receivable HUD	-	-
5005-0000-112954 Accounts Receivables-Misc	3,054.33	26,202.90
5005-1010-115700 Intercompany	(471,850.65)	379,878.34
5005-1020-115700 Intercompany	892,655.00	224,415.63
5005-1080-115700 Intercompany	15,738.76	(23,698.83)
5005-1090-115700 Intercompany	(166.53)	(2,950.78)
5005-4001-115700 Intercompany	4,598.14	67,383.56
5005-4002-115700 Intercompany	17,132.47	42,667.86
5005-8001-115700 Intercompany	14,345.02	6,982.15
5005-8002-115700 Intercompany	302,913.51	653,277.77
5005-8005-115700 Intercompany	(335.01)	(670.02)
5005-8010-115700 Intercompany	11,347.20	402,265.49
5005-8020-115700 Intercompany	-	-
5005-8021-115700 Intercompany	20,783.00	(2,377.27)
5005-9101-115700 Intercompany	-	-
5005-0000-121100 Prepaid Insurance	5,196.43	6,792.29
5005-0000-121200 Prepaid - Other	-	-
5005-0000-140000 Land	-	190,000.00
5005-0000-144000 Construction in Progress	1,637.50	135,293.74
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	-	-
<b>TOTAL ASSETS</b>	<u>(958.90)</u>	<u>2,942,223.08</u>
<b>LIABILITIES</b>		
5005-0000-200000 OPEB Liability	-	-
5005-0000-200300 Pension Liability	-	370,794.00
5005-0000-210000 Construction Costs Payable	-	-
5005-0000-211100 Accounts Payable	(7,803.98)	6,720.67
5005-0000-211343 Accounts Payable Misc	-	-
5005-0000-211703 Union Dues Payable	(44.15)	(132.45)
5005-0000-211704 Health Insurance WH	-	-
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	-	-
<b>TOTAL LIABILITIES</b>	<u>(7,848.13)</u>	<u>126,571.82</u>
<b>EQUITY</b>		
5005-0000-280100 Invest C	-	262,455.00
5005-0000-280500 Unrestricted Net Assets	-	327,576.00
5005-0000-282000 Income and Expense Clearing	6,889.23	2,488,242.85
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)
<b>TOTAL EQUITY</b>	<u>6,889.23</u>	<u>2,815,651.26</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u>(958.90)</u>	<u>2,942,223.08</u>

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

	Period Amount	Balance
<b>ASSETS</b>		
8001-0000-111111 Chase Checking	25,201.55	718,554.20
8001-2010-111111 Chase Checking	-	-
8002-0000-111111 Chase Checking	249,959.11	247,469.94
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	(14,345.02)	(6,982.15)
8002-5005-115700 Intercompany	(302,913.51)	(653,277.77)
8001-0000-121100 Prepaid Insurance	28,293.71	28,293.72
8001-2010-144000 Construction in Progress	-	-
8001-0000-146500 Dwelling Equipment - Ranges &	-	64,102.41
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
<b>TOTAL ASSETS</b>	<b>(13,804.16)</b>	<b>237,474.97</b>
<b>LIABILITIES</b>		
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	(40,046.61)	15,640.49
8002-0000-211100 Accounts Payable	9,129.40	9,129.40
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	-	-
<b>TOTAL LIABILITIES</b>	<b>(30,917.21)</b>	<b>232,987.89</b>
<b>EQUITY</b>		
8001-0000-280500 Unrestricted Net Assets	-	(311,896.99)
8001-0000-282000 Income and Expense Clearing	79,196.85	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	(62,083.80)	86,884,218.37
8002-8002-282000 Income and Expense Clearing	-	(87,819,002.16)
<b>TOTAL EQUITY</b>	<b>17,113.05</b>	<b>4,487.08</b>
<b>TOTAL LIABILITES &amp; EQUITY</b>	<b>(13,804.16)</b>	<b>237,474.97</b>



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

October 25, 2023

## HONORABLE MEMBERS IN SESSION

Lansing Housing Commission  
419 Cherry St.  
Lansing Michigan 48933

### SUBJECT:

September 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. During the month of September, we had a successful graduate. She received an escrow check for over \$20,000!

### **HCV Orientations:**

LHC issued twenty-two (22) vouchers in the month of September.

Eight (8) VASH orientations virtually were held for the month of September 2023, and eight (8) vouchers were issued with the assistance of community partners. There are currently an additional 12 vouchers issued and out searching or pending inspection and 6 applications in process.

### **Waiting List:**

40 households are out searching for units in the regular HCV Program, 46 applicants are pending documentation or final approval, 6 units are approved pending inspection and/or pending lease-up.

### **Department Initiatives:**

In the HCV Program, there are currently 2,013 vouchers housed in all its programs. 49 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), 128 are housed under the HUD-Veterans Affairs



Supportive Housing (VASH), 30 at Waverly Place, 30 are housed at Hildebrandt Park, 27 at LaRoy Froh, 2 are housed at Woodward Way, 36 are housed under the Holy Cross Permanent Supportive Housing (HCPSH), 179 housed under Section 18, and 1,440 are housed under the Housing Choice Voucher Program.

### Voucher Utilization

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

September Voucher Program Total Units	2013
September Traditional HCV Utilization	1747
September % Utilized Units	87%

### Voucher Disbursement

HUD August HAP Disbursement	\$1,057,905
LHC August HAP/UAP Disbursement	\$1,174,175
% Voucher Funding Utilization	111%

HUD August HAP Disbursement	\$1,171,701
LHC August HAP/UAP Disbursement	\$1,209,028
% Voucher Funding Utilization	97%
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 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 50<sup>th</sup> percentile. The current payment standards have received Board approval. This indicator is not scored by PIC but is based on an internal review. As of this reporting period, LHC records indicate a five (5) out of a possible five (5) points will be received.

PIC Scoring	Internal Scoring
N/A	5

### Indicator 9- Annual Reexamination

This indicator is used to determine if LHC has completed a reexamination for each participating family at least every 12 months. As of September 30, 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 9/30/2023.

October 25, 2023

**HONORABLE MEMBERS IN SESSION**

Lansing Housing Commission  
419 Cherry St.  
Lansing Michigan 48933

**SUBJECT:**

**September 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 96% at the end of September. LHC Unit Months Leased (UML) was 96 (with units in MOD) or 96% occupancy rate.

**Public Housing (PH) Scattered Sites** had an overall occupancy rating of 96% at the end of September. There was one (1) household moved in, zero (0) residents moved out, and two (2) units transferred.

There are a total of 29 open work orders at the end of September for Public Housing.

**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	96	96%	1	0	2	0
<b>Totals</b>	<b>100</b>	<b>96</b>	<b>96%</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>0</b>

**RENT COLLECTION:**

Site	Rent Charged	Receivables	Total Uncollected	Collection Rate
PH Scattered Sites	\$ 23,348.00	\$ 20,174.00	\$ 3,174.00	86%
<b>Totals</b>	<b>\$ 23,348.00</b>	<b>\$ 20,174.00</b>	<b>\$ 3,174.00</b>	<b>86%</b>

**PH Scattered Sites Vacant Unit Status:**

Address	BR	Vacate Date	Total Days Vacant	Projected Ready Date	Unit turn Cost	Comments*Details needed for Vacancies over 30 days
2139 Forest	2	2-9-23	233	11-1-23		Tenant vacated without notice
636 Hayford	3	5-6-23	147	11-1-23		Pest control issue
1904 Hoyt	3	8-25-23	36	TBD		Storm Damage
5716 Haag	3	9-1-23	29	12-1-23		Transfer

