



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

## Agenda

Lansing Housing Commission

April 24, 2024

1. Call to Order
  - a. Roll Call
  - b. Approval of Minutes of March 12, 2024
2. Public Comment – limit 3 minutes per person
3. Action Items:
  - a. Resolution 1367 – Donation of LHC Van to GAPs
  - b. LHC Board Policy on Conference Attendance - Proposed
4. Informational Items:
  - a. Finance Report March 2024 Steven Raiche
  - b. Housing Choice Voucher March 2024 Jennifer Burnette
  - c. LIPH Asset Management Report March 2024 Karen Chase
5. Discussion Items:
  - a. Member Services Overview – Victor Verchereau
  - b. Development Update – Sam Spadafore
6. Other Items
7. Deputy Director Comments
8. Executive Director's Comments
9. President's Comments
10. Adjournment.



## Minutes of March 12, 2024

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, Ashlee Barker, Heather Taylor, and Don Sober.

**STAFF:**

Steve Raiche	Karen Chase
Douglas Fleming	Kim Shirey

**Guests: None**

Commissioner Hall motioned and Commissioner Barker seconded a motion to approve the minutes of the January 24, 2024, commission meeting. **The Motion was approved by all members present.**

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

- Daniel Arnold. I am a Lansing Housing Commission housing choice voucher recipient. For eight years, I have lived at River Front apartments and am really happy with it. I am here to learn more about what goes on with Lansing Housing Commission and be a voice for people who are on disability and such. I try to make meaning out of my daily life. I visit government properties to speak with local police, justice and mental health, Holy Cross, New Hope Charter house, City Rescue Mission and I hope I can be a voice for our community.

**Action Items:**

- Executive Director/CEO Contract Renewal was tabled last month some of the language is being worked through with Doug. The contract expired December 31, 2023.

Commissioner Hall motioned Commissioner Barker seconded to approve the Executive Director/CEO contract renewal missioner Barker.

**Motion was approved by all members present.**



- **Resolution 1364** – Purchase of the parking lot in the SW corner 419 Cherry St. We have finally found the heir to the trust. It is the last piece of property in the trust. The price is \$25,000. We are going to redo our parking lot in the spring and now we can do the whole parking lot. The source of funding is general unrestricted funds. The maintenance guys really want a new garage, and we cannot put it in the back of the building because of zoning issues. So now we are talking about as part of redoing the parking lot we would put a garage over on that side.
- Commissioner Barker motioned Commissioner Hall Seconded to approve the purchase of the parking lot in the SW corner of 419 Cherry St.  
**Motion was approved by all members present.**
- **Resolution 1365** – Approval of HUD CoC Grant Oversight Policy Board. Originally, the grant was run through the city. The grant was given to us by Holy Cross. We had an audit on that grant in late summer, early fall last year and as a part of that they gave us they gave us a series of findings, which are bad things we needed to correct. So, we have been working through those findings, and one of the findings is that we must have a separate policy board from this board. Unless this board had a person that had a lived experience of being homeless, we don't have anybody on the board that meets that qualification, which means you must have a separate policy board. The policy board will only make policy relative to that grant. So as Doug said, it was one of our findings, because we went from being a sub recipient with the City of Lansing to now wear a direct Grand through HUD. We must establish this board that reviews the policy specifically to our Continuum of Care grants, which is our Permanent Supportive housing grants, our Shelter Plus Care grants. So that board would directly only oversee those policies and make recommendations. You must have a person with lived experience on that board. We have recently partner with L Town Jubilee, to run some case management for our PSH program and she has agreed to chair that committee and she also fulfills the requirement of someone with lived experience so she will be recruiting participants of our PSH program and our Shelter Plus Care program to sit on that board with her and at least annually, but we are hoping on a quarterly basis. Her name is Erica Munchbach she is a resident and lives in our public housing. She is starting up this new entity to help serve people who are in similar situations to her before she got into our public housing. She was homeless and trying to wade her way through different services and stuff like that.

The Holy Cross grant that we inherited will be losing its funding through no fault of our own. It currently houses about 30 people. We will not be funding this grant. The CoC decided to apply for funding that did not include this grant. We are trying to get this program funded with the help of agencies in the community. If we cannot find funding, we are trying to find other programs these people will be able to qualify for.

Commissioner Barker motioned Commissioner Hall seconded to approve the HUD CoC Grant Oversight Policy Board

**Motion was approved by all members present.**

- **Resolution 1366** – Approval of HUD CoC Match Policy. This is for these grants is that for every dollar that you draw down on the agency or agencies of the grant must come up with 25% match requirement. HUD, when they came in, they said, you need a policy that explains how you do that, what you're counting. I went to different agencies, and everyone there is like we don't have a policy. We got some technical assistance last week and she has been more than helpful in providing us with some guidance. She gave me a template that said when I Audited another agency this is what they came up with and it was, accepted so read through this policy, tweak it to be your own, and that should get that time being cleared. This match policy that just spells out that we're aware that we must come up with a 25 % match for every dollar that we spend down. We understand that it can be either in kind or cash match.
- Commissioner Barker motioned Commissioner Hall seconded to approve the HUD CoC Match Policy.  
**Motion was approved by all members present.**
- **LHC Board Policy on Conference Attendance** – Proposed. This policy comes from the change in by-laws about attendance at the board meetings. The discussion was also about having a policy for attendance at conferences. Commissioner Taylor stated she was told commissioners were put on hold for attending conferences and asked if it was voted on. Commissioner Henry stated no vote was held for the change in the by-laws with a discussion at the next board meeting on commissioners' attendance at conferences. Commissioner Taylor reiterated that she feels she was slighted when it comes to the attendance of the conference. Commissioner Taylor thought the situation was handled incorrectly. The discussion went back and forth until this was tabled until

the next board meeting. Commissioner Taylor would like more time to go over the policy before it is voted on. This is being tabled to give the commissioners time to review.

Commissioner Taylor motioned Commissioner Barker seconded to table this discussion until next board meeting.

**Motion was approved by all members present.**

### Informational Items:

#### Finance Report January 2024

- I don't have significant concerns about our day-to-day operations.
- We have a new dashboard that I reviewed today for our subsidiaries for the original AMPS that we used to have. We just finalized that today. We only have the January data. So, when we get back together again in April, we will have the January, February, and March data, at a very high level, where you can kind of see how our subsidiaries are performing financially. In a in a nutshell, they're doing very well in occupancy. We have concerns, which are industry-wide, with accounts receivable. And so, we have asked MAG, our third, party management company, to address those, and they are aggressively addressing some of those issues. So that's a high level of, you know, the concerns that we have.

Everything else is going well outside of that issue, what comes receivable?

Is that, like economic vacancy on paid rents and just trying to get through the court system? Oh, that's the hard part.

#### Housing Choice Voucher January 2024

Kim Shirey provided a brief overview of the January 2024 HCV Reports

- In the month of January, we issued 16 regular HCV vouchers, 4 VASH orientations and 4 vouchers were issued.
- We have 15 that are issued out searching or pending inspection with VASH and 3 applications in process.
- We have 51 regular HCV that are currently out searching for units. We have 52 applicants that have pending documentation or final approval. They are working through to get them approved and a voucher to them soon. Then we have 11 units that are approved and pending inspection or pending lease up.

## Asset Management Report January 2024

Doug – before we get to the asset management report. I want to introduce Karen Chase she is my administrative assistant. One of the other changes that we made was that you know we have a dwindling number of public housing units, and they were being managed by Capital City Property Management, which is managing a different kind of population units with different qualification and different entries. There's a lot of nuances although there's some similarities between the old SK houses the old, scattered homes which are, now SK houses from our public housing is there was enough uniqueness to it and it's small enough that I asked her if she would take that on. She used to be a property manager, down in South Washington, slash Cap City, now back in the day. So, we've been tweaking her up by figuring out how to do some things, I think Kim was, were doing today and doing an annual and so, she's now managing this portfolio for us as well. And we're down to You can see in the report, we have 67 public housing units left. And as we go through the last of this RAD, eventually, we will RAD ourselves out of public housing completely, but we're probably a couple years away from eliminating all of them. So, we needed someone that could just watch the 67 units. So, she's going to give the report today.

### Public Housing (PH) Scattered Sites – Karen Chase

- **Public Housing Scattered Sites** we currently have 67 units left in public housing. 62 of them are occupied, which is an occupancy rate of 93% at the end of January. There were zero (0) move-in, zero (0) move-outs, and zero (0) transfers.
- There was a total of 21 open work orders.
- I have 5 vacancies. I am pulling from the Forest and Hoyt wait list to get them filled.

### Discussion Items:

- Long Range Planning – That was just the question of you guys I proposed you last month to think about whether you're met with them, yet I had another meeting with them but we're, ready to begin to do some of our long-range planning they got some things that we're going to talk about in our staff meeting next Monday.
- We have a I don't know what we call this executive level staff meeting on Monday we'll talk a little bit about long range planning there but part of that planning was that they wanted to work with the board we talked about whether you guys wanted to do a three hour session, whether you wanted to do an hour every month for three months and I guess I don't still need the feedback because we haven't moved that far that much



further but if you guys have input about how you'd want to do that so that we can get your part of the long range planning. I obviously will you can welcome the feedback as to how you would want to do that. It's going to work best into your schedule. A lot of these boards, as I said to my fellow executive directors, are retired people, and they don't care when they do it right, but you are all employed. And so, it makes it a little harder with my board to come up with the time frame that works into all your schedules, that we can get that, what some of it I think we can do. I talked to her about our situation here, and the group that we're working with talked a little bit about maybe doing some of it just do some surveys and some of that kind of stuff. But they do also want to have an actual one on one interaction with you guys as well. So, I guess you have got another month to think about that if you want to, too. But if you have some ideas and it you know just you can send me an email, text me whatever, what, you know, what you think would work best for your schedule and then I'll tell them. Then we'll try to build that into the six-month schedule. I think it is that we have set up for getting to the final product. What we're looking for.

- Member services Overview – Victor Verchereau – Vic was not able to make it to the meeting with the date change. He will present it at the next meeting.

**Other Items:** None

**Deputy Director Comments:**

- We opened our project-based voucher waiting list for five days. It closed at midnight, and we took in 2404 in applications. We are going to lottery 250 slots. These applications were specifically for our project-based units in our portfolio. So that is the houses and duplexes that we sold to SK Lansing. Oliver Gardens and Woodward way and for Stadium North Properties opening in May or June. There will be 24 or 28 units available.
- Because of that we are currently managing over 300 project-based vouchers alone. That is on top of our 1200 regular HCV vouchers. We have created a project-based voucher team that is going to manage just our project-based vouchers. We opened it up to all employees. We are currently forming a team of two and they are going to transition into that new role over the next 30 days. Which then gave spots for other team members to slide into and improve their skills and take on a new skill.

**Executive Directors Comments:**

- So, our city council vote got pushed. We were supposed to be last night. It was not a good meeting. I am glad we weren't on the agenda last night because I didn't want to be part of that mess.
- We are on the agenda for the city council meeting next Monday. I have reached out to all the council members, and they were not very responsive. We have a plan if it passes and a plan if it fails to get the votes to purchase the lot across the street.
- The landlord that wants to purchase the property on Lenawee. They wanted to pay a ridiculously small amount for the property. Like a thousand. The conversations are ongoing.
- We did have meetings with CATA about the lot across the road. They are a little difficult to work with.
- I did meet with the new city council trainee. I have no idea how to say her last name. I had a good conversation with her. She is supportive of affordable housing. We will see how much next Monday.
- We also met with Edge Communications they are our PR firm. We talked a little bit about some things that we could be doing next year. They are putting together a PR plan for us.
- I did meet with the new markets tax credit individual from Cinnaire.
- Dr Stanley Parker from the East Side Community Center has a program over there. They buy houses and fix them up and then find families that ultimately wants to buy the house. They would do a rent to own type program is the best way to describe it. He also wants us to voucher that person while they are renting. We were talking about using the FSS program. I connected him with our energy person so he could get free furnaces, hot water heaters, and insulation. They are now working together to get all brand-new things at no cost for nine houses he currently has.
- I met with Ed Harden from Capitol National Bank, that is one of the banks where we have deposited some of our funds. We talked about both the CD rate and their possibility of investing in our 9% and 4% deal as a bank. They were very interested.

#### Development Activities:

#### Other Activities:


#### President's Comments:


- Because this meeting was delayed this meeting counts for the February and March meeting. The next meeting will be the April meeting which will be on the 24<sup>th</sup>.



**Other Business:** Mr. Arnold wanted to make an additional comment. He wanted to know what happens when the 23 people grant ends. We are working with several agencies to prevent them from becoming homeless.

**Adjournment:** The meeting was adjourned at 6:46 p.m.

 \_\_\_\_\_ Date 4/24/2024  
Emma Henry Board Chair

 \_\_\_\_\_ Date 4/24/24  
Doug Fleming, Acting Secretary



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**Resolution No. 1367**

Adopted By the Lansing Housing Commission

April 24, 2024

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

Douglas Fleming, acting in the capacity of Executive Director, is authorized to approve the donation of LHC Van to GAPS in support of LHC mission.

Emma Henry, Board Chair

Yeas 4

Nays 0

Abstentions 0

Attest:

  
Secretary

For Clerk Use Only

Resolution No. 1367  
Date Adopted 04/24/2024

Lansing Housing Commission

**LHC Board Policy on Conference attendance - Proposed**

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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 March FY2024

Description	LIPH Total	COCC	HCV Admin	HCV	BA	CCPM
<b>REVENUE:</b>						
<b>Total Revenue Variance - Fav (Unfav)</b>	<b>151,070</b>	<b>43,125</b>	<b>(13,027)</b>	<b>578,144</b>	<b>23,463</b>	<b>51,803</b>
Tenant Revenue Variance	10,674	-	-	-	(44)	-
HUD Revenue Variance	109,122	(2,003)	(14,425)	579,030	-	-
Capital Fund Income	24,040	-	-	-	-	-
Other Income	7,234	45,128	1,398	(886)	23,507	51,803
<b>Other</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Budgeted Revenue	52,586	34,960	145,118	1,021,980	40,044	63,507
% Variance fav (unfav)	287%	123%	-9%	57%	59%	82%
<b>EXPENSES:</b>						
<b>Total Expense Variance Unfav (Fav)</b>	<b>(5,019)</b>	<b>8,623</b>	<b>(20,052)</b>	<b>590,576</b>	<b>53,140</b>	<b>35,100</b>
Salary Expenses	7,608	(8,457)	(43,367)	-	-	19,188
Employee Benefit Expenses	170	(615)	(1,255)	-	-	8,116
Utilities	104	470	-	-	-	10,033
Write-offs	3,690	-	-	-	-	-
Legal	(300)	4,940	-	-	-	-
Professional Services	(22,267)	(3,538)	(3,548)	-	175	(3,505)
Admin Services	-	750	1,698	-	(250)	(235)
Insurance	505	(238)	(283)	-	(499)	-
Sundry/Postage/Office Supplies	301	(4)	28	-	-	-
Management Fee	395	-	(2,459)	-	-	-
HAP Expense	-	-	-	590,576	-	-
Inspections	(350)	(528)	(1,000)	-	-	-
Pilot	806	-	-	-	-	-
Maintenance Costs	(5,627)	(570)	1,238	-	(50)	-
Maintenance Contract - Unit Turns	(13,000)	-	-	-	-	-
<b>Other</b>	<b>22,946</b>	<b>16,414</b>	<b>28,896</b>	<b>-</b>	<b>53,764</b>	<b>1,503</b>
Budgeted Expense	85,741	49,551	171,991	1,020,000	25,289	9,852
% Variance fav (unfav)	6%	-17%	12%	-58%	-210%	-356%
Gain(Loss) on Sale of Assets	95,654	-	-	-	-	-
<b>Curr Mo. Actual Net Income (Loss)</b>	<b>\$ 122,934</b>	<b>\$ 19,911</b>	<b>\$ (19,849)</b>	<b>\$ (10,453)</b>	<b>\$ (14,922)</b>	<b>\$ 18,650</b>
<b>YTD Actual Net Income (Loss) Net of CWIP</b>	<b>\$ 230,983</b>	<b>\$ 121,983</b>	<b>\$ (90,411)</b>	<b>\$ (27,193)</b>	<b>\$ 1,101,526</b>	<b>\$ (143,707)</b>
<b>Prior YR YTD Net Income (Loss)</b>	<b>\$ 802,050</b>	<b>\$ (201,156)</b>	<b>\$ (152,485)</b>	<b>\$ (800,251)</b>	<b>\$ 459,454</b>	<b>\$ -</b>
<b>Cash Balance - March 2024</b>	<b>\$ 3,579,611</b>	<b>\$ 1,115,540</b>	<b>\$ 564,617</b>	<b>\$ 313,900</b>	<b>\$ 1,928,347</b>	
<b>Cash Balance - June 2023</b>	<b>\$ 4,812,080</b>	<b>\$ 1,059,438</b>	<b>\$ 881,797</b>	<b>\$ 69,454</b>	<b>\$ 1,702,596</b>	
<b>Cash Balance - June 2022</b>	<b>\$ 3,753,514</b>	<b>\$ 1,818,776</b>	<b>\$ 1,086,641</b>	<b>\$ 552,118</b>	<b>\$ 739,046</b>	
<b>Cash Balance - June 2021</b>	<b>\$ 1,916,110</b>	<b>\$ 1,350,385</b>	<b>\$ 1,119,729</b>	<b>\$ 465,867</b>	<b>\$ 393,609</b>	

Lansing Housing Commission  
Summary Results YTD for March FY2024

Description	LIPH Total	COCC	HCV Admin	HCV	BA	CCPM
<b>REVENUE:</b>						
<b>Total Revenue Variance - Fav (Unfav)</b>	<b>1,137,447</b>	<b>157,594</b>	<b>53,150</b>	<b>3,819,468</b>	<b>88,207</b>	<b>133,739</b>
Tenant Revenue Variance	102,383	-	-	-	249	-
HUD Revenue Variance	393,185	21,194	54,553	3,829,963	-	-
Capital Fund Income	597,960	-	-	-	-	-
Other Income	43,919	136,399	(1,403)	(10,495)	87,958	133,739
<b>Other</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Budgeted Revenue	2,997,414	508,126	1,296,758	9,197,820	1,374,963	100,035
% Variance fav (unfav)	38%	31%	4%	42%	6%	134%
<b>EXPENSES:</b>						
<b>Total Expense Variance Unfav (Fav)</b>	<b>1,053,910</b>	<b>90,667</b>	<b>101,294</b>	<b>3,864,481</b>	<b>75,587</b>	<b>287,780</b>
Salary Expenses	22,404	(34,228)	(74,893)	-	-	138,233
Employee Benefit Expenses	792,131	46,969	(3,824)	-	165	64,099
Utilities	(11,242)	1,592	-	-	3,819	-
Write-offs	35	-	-	-	-	-
Legal	(2,995)	4,057	-	-	(5,000)	2,492
Professional Services	(16,495)	11,164	128,865	-	8,934	(12,893)
Admin Services	14,279	542	11,800	-	(53,900)	(9,944)
Insurance	8,479	(18)	(1,981)	-	(4,266)	(2,731)
Sundry/Postage/Office Supplies	(3,014)	47,128	27,901	-	893	2,432
Management Fee	185,490	-	11,337	-	-	-
HAP Expense	-	-	-	3,864,481	-	-
Pilot	11,461	-	-	-	-	-
Inspections	(1,585)	432	(689)	-	-	-
Maintenance Costs	145,151	13,849	3,539	-	-	2,661
Maintenance Contract - Unit Turns	(92,955)	-	-	-	-	-
<b>Other</b>	<b>2,766</b>	<b>(821)</b>	<b>(762)</b>	<b>-</b>	<b>124,943</b>	<b>103,432</b>
Budgeted Expense	715,968	453,069	1,339,025	9,180,000	286,057	89,701
% Variance fav (unfav)	-147%	-20%	-8%	-42%	-26%	-321%
Gain(Loss) on Sale of Assets	2,061,304	-	-	-	-	-
<b>YTD Actual Net Income (Loss) Net of CWIP</b>	<b>\$ 230,983</b>	<b>\$ 121,983</b>	<b>\$ (90,411)</b>	<b>\$ (27,193)</b>	<b>\$ 1,101,526</b>	<b>\$ (143,707)</b>
<b>YTD Budgeted Net Income (Loss)</b>	<b>\$ 2,281,446</b>	<b>\$ 55,056</b>	<b>\$ (42,267)</b>	<b>\$ 17,820</b>	<b>\$ 1,088,906</b>	<b>\$ 10,334</b>
<b>Prior YR YTD Net Income (Loss)</b>	<b>\$ 802,050</b>	<b>\$ (201,156)</b>	<b>\$ (152,485)</b>	<b>\$ (800,251)</b>	<b>\$ 459,454</b>	<b>\$ -</b>

**March Ratios**

<b>HCV Ratios</b>		<b>Prior Months</b>	
Number of Vouchers Used	1,946	02/24	\$ 809.55
HCV 8002 Expenses	\$ 1,609,537.34	01/24	\$ 762.19
<b>Average Cost Per Voucher</b>	<b>\$ 827.10</b>	12/23	\$ 750.64

	<b>LIPH Ratios</b>		<b>Prior Months</b>	
	<b>Mar 2024 Total</b>	<b>PY Mar Total</b>		
<b>Year-to-Date Occupancy Rate</b>				
YTD Average Number of Units Leased	62	273	02/24	89.6%
Number of Possible Units	67	291	01/24	91.0%
<b>Year-to-Date Occupancy Rate</b>	<b>92.5%</b>	<b>93.8%</b>	12/23	90.1%
<b>Average Revenue Per Occupied Unit</b>			02/24	\$ 3,805.17
Total LIPH Revenue	\$ 203,656.37	\$ 226,596.53	01/24	\$ 1,573.47
<b>Average Revenue Per Occupied Unit</b>	<b>\$ 3,284.78</b>	<b>\$ 378.29</b>	12/23	\$ 1,813.42
<b>Average Tenant Revenue Per Occupied Unit</b>			02/24	\$ 253.42
Total Tenant Revenue	\$ 13,386.00	\$ 34,385.00	01/24	\$ 273.36
<b>Average Tenant Revenue Per Occupied Unit</b>	<b>\$ 215.90</b>	<b>\$ 125.95</b>	12/23	\$ 223.13
<b>Average Cost Per Occupied Unit</b>			02/24	\$ 1,852.41
YTD Average Monthly Expenses	\$ 107,764.22	\$ 274,478.06	01/24	\$ 1,822.72
<b>Average Cost Per Occupied Unit</b>	<b>\$ 1,738.13</b>	<b>\$ 458.23</b>	12/23	\$ 874.44

<b>Company Ratios</b>			
	<b>LIPH</b>	<b>COCC</b>	<b>HCV Admin</b>
<b>Operating Reserves</b>			
Bank Account Balance	\$ 3,579,610.97	\$ 1,115,539.62	\$ 564,616.92
<b>YTD Expenses</b>	\$ 969,877.98	\$ 543,736.73	\$ 1,440,318.70
Number of Months	9	9	9
<b>Average Monthly Expenses</b>	<b>\$ 107,764.22</b>	<b>\$ 60,415.19</b>	<b>\$ 160,035.41</b>
<b>Number of Months of Operating Reserves (would like to have 4 months of operating reserves)</b>	<b>33.22</b>	<b>18.46</b>	<b>3.53</b>
<b>Prior Months</b>			
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 March 31, 2024**

	<u>YTD Amount</u>	<u>YTD Budget</u>	<u>YTD Variance</u>	<u>Prior YTD Actual</u>	<u>Annual Budget</u>	<u>Remaining Budget</u>
Tenant Rental Revenue	\$ 30,158	\$ -	\$ 30,158	\$ 42,787	\$ -	\$ -
Tenant Revenue - Other	295	-	295	3,019	-	-
Total Tenant Revenue	<u>\$ 30,453</u>	<u>\$ -</u>	<u>\$ 30,453</u>	<u>\$ 45,806</u>	<u>\$ -</u>	<u>\$ -</u>
HUD PHA Operating Grants	151,220	-	151,220	453,742	-	-
CFP Operational Income	175,034	-	175,034	243,516	-	-
Administrative Fees	-	-	-	-	-	-
Fraud Recovery and Other	615,025	-	615,025	8,144	-	-
Total Operating Revenue	<u>\$ 971,732</u>	<u>\$ -</u>	<u>\$ 971,732</u>	<u>\$ 751,208</u>	<u>\$ -</u>	<u>\$ -</u>
Administrative Salaries	\$ -	\$ -	\$ -	\$ 38,967	\$ -	\$ -
Auditing Fees	5,730	-	5,730	1,500	-	-
Management Fees	48,770	-	48,770	87,425	-	-
Bookkeeping Fees	617	-	617	3,938	-	-
Employee Benefits Contributions - Admin	200,000	-	200,000	18,205	-	-
Office Expenses	18,388	-	18,388	24,809	-	-
Legal	162	-	162	829	-	-
Travel	648	-	648	445	-	-
Other	-	-	-	-	-	-
Tenant Services - Other	-	-	-	181	-	-
Water	-	-	-	1,205	-	-
Electricity	-	-	-	1,259	-	-
Gas	87	-	87	2,180	-	-
Other Utilities Expense	244	-	244	7,068	-	-
Ordinary Maintenance and Operations - Labor	-	-	-	57,130	-	-
Ordinary Maintenance and Operations - Material	35,555	-	35,555	134,316	-	-
Ordinary Maintenance and Operations - Contracts	19,812	-	19,812	161,458	-	-
Employee Benefits Contributions - Ordinary	10,197	-	10,197	74,750	-	-
Protective Services - Other Contract Costs	-	-	-	1,197	-	-
Property Insurance	4,480	-	4,480	18,680	-	-
Liability Insurance	1,230	-	1,230	5,608	-	-
Workers Compensation	-	-	-	-	-	-
All Other Insurance	143	-	143	4,080	-	-
Other General Expenses	23,797	-	23,797	50,627	-	-
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-
Payment in Lieu of Taxes	3,040	-	3,040	3,718	-	-
Bad debt - Tenant Rents	(329)	-	(329)	958	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 372,571</u>	<u>\$ -</u>	<u>\$ 372,571</u>	<u>\$ 700,533</u>	<u>\$ -</u>	<u>\$ -</u>
Net Income (Loss)	<u>\$ 599,161</u>	<u>\$ -</u>	<u>\$ 599,161</u>	<u>\$ 50,675</u>	<u>\$ -</u>	<u>\$ -</u>

Lansing Housing Commission  
 Budget vs. Actual  
 Hildebrandt  
 For the Period Ending March 31, 2024

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 80,422	\$ 59,144	\$ 21,278	\$ 119,626	\$ 67,280	\$ 8,136
Tenant Revenue - Other	1,419	-	1,419	3,238	-	-
Total Tenant Revenue	<u>\$ 81,841</u>	<u>\$ 59,144</u>	<u>\$ 22,697</u>	<u>\$ 122,864</u>	<u>\$ 67,280</u>	<u>\$ 8,136</u>
HUD PHA Operating Grants	415,412	649,170	(233,758)	697,126	707,592	58,422
CFP Operational Income	199,829	125,100	74,729	404,742	160,800	35,700
Administrative Fees	-	-	-	-	-	-
Fraud Recovery and Other	447,170	2,992,000	(2,544,830)	8,323	2,998,000	6,000
Total Operating Revenue	<u>\$ 1,144,251</u>	<u>\$ 3,825,414</u>	<u>\$ (2,681,163)</u>	<u>\$ 1,233,055</u>	<u>\$ 3,933,672</u>	<u>\$ 108,258</u>
Administrative Salaries	\$ 17,270	\$ -	\$ 17,270	\$ 39,365	\$ -	\$ -
Auditing Fees	5,730	26,400	(20,670)	1,500	26,400	-
Management Fees	73,520	33,264	40,256	114,367	42,398	9,134
Bookkeeping Fees	3,901	4,425	(524)	7,622	5,640	1,215
Employee Benefits Contributions - Admin	201,789	36	201,753	10,029	48	12
Office Expenses	11,967	28,240	(16,273)	13,013	35,850	7,609
Legal	(495)	2,700	(3,195)	1,274	3,600	900
Travel	1,083	400	683	89	400	-
Other	(1,573)	2,500	(4,073)	4,598	2,500	-
Tenant Services - Other	1,089	1,575	(486)	1,822	2,100	525
Water	34,775	30,165	4,610	42,436	38,160	7,995
Electricity	7,286	6,300	986	7,461	7,725	1,425
Gas	16,386	30,006	(13,620)	29,117	37,806	7,800
Other Utilities Expense	-	6,783	(6,783)	-	6,783	-
Ordinary Maintenance and Operations - Labor	41,544	36,410	5,134	42,196	49,720	13,310
Ordinary Maintenance and Operations - Materia	30,161	83,670	(53,509)	69,982	106,880	23,210
Ordinary Maintenance and Operations - Contrac	182,542	203,421	(20,879)	255,230	261,812	58,391
Employee Benefits Contributions - Ordinary	25,241	65,173	(39,932)	63,579	86,988	21,814
Protective Services - Other Contract Costs	-	-	-	-	-	-
Property Insurance	16,845	21,018	(4,173)	30,465	27,052	6,034
Liability Insurance	5,215	4,889	326	7,758	6,236	1,346
Workers Compensation	-	-	-	-	-	-
All Other Insurance	1,108	900	208	5,276	1,200	300
Other General Expenses	50,820	128,424	(77,604)	29,457	165,268	36,843
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-
Payment in Lieu of Taxes	2,058	(733)	2,790	4,676	(1,641)	(908)
Bad debt - Tenant Rents	2,007	-	2,007	1,059	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 730,270</u>	<u>\$ 715,968</u>	<u>\$ 14,302</u>	<u>\$ 782,371</u>	<u>\$ 912,924</u>	<u>\$ 196,955</u>
Net Income (Loss)	<u>\$ 413,981</u>	<u>\$ 3,109,446</u>	<u>\$ (2,695,465)</u>	<u>\$ 450,684</u>	<u>\$ 3,020,749</u>	<u>\$ (88,697)</u>



Lansing Housing Commission  
Budget vs. Actual  
LaRoy Froh  
For the Period Ending March 31, 2024

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 52,993	\$ -	\$ 52,993	\$ 75,886	\$ -	\$ -
Tenant Revenue - Other	875	-	875	2,109	-	-
Total Tenant Revenue	<u>\$ 53,868</u>	<u>\$ -</u>	<u>\$ 53,868</u>	<u>\$ 77,995</u>	<u>\$ -</u>	<u>\$ -</u>
HUD PHA Operating Grants	436,126	-	436,126	849,944	-	-
CFP Operational Income	177,373	-	177,373	156,547	-	-
Administrative Fees	-	-	-	-	-	-
Fraud Recovery and Other	898,213	-	898,213	10,949	-	-
Total Operating Revenue	<u>\$ 1,565,581</u>	<u>\$ -</u>	<u>\$ 1,565,581</u>	<u>\$ 1,095,435</u>	<u>\$ -</u>	<u>\$ -</u>
Administrative Salaries	\$ -	\$ -	\$ -	\$ 32,148	\$ -	\$ -
Auditing Fees	5,730	-	5,730	1,500	-	-
Management Fees	50,683	-	50,683	104,126	-	-
Bookkeeping Fees	865	-	865	6,220	-	-
Employee Benefits Contributions - Admin	200,000	-	200,000	3,330	-	-
Office Expenses	836	-	836	9,328	-	-
Legal	-	-	-	-	-	-
Travel	-	-	-	74	-	-
Other	(1,012)	-	(1,012)	(174)	-	-
Tenant Services - Other	-	-	-	-	-	-
Water	100	-	100	7,161	-	-
Electricity	181	-	181	5,986	-	-
Gas	310	-	310	9,138	-	-
Other Utilities Expense	2,151	-	2,151	12,464	-	-
Ordinary Maintenance and Operations - Labor	-	-	-	39,641	-	-
Ordinary Maintenance and Operations - Materia	19,511	-	19,511	95,349	-	-
Ordinary Maintenance and Operations - Contrac	60,177	-	60,177	260,384	-	-
Employee Benefits Contributions - Ordinary	18,152	-	18,152	65,940	-	-
Protective Services - Other Contract Costs	-	-	-	740	-	-
Property Insurance	4,721	-	4,721	27,062	-	-
Liability Insurance	1,307	-	1,307	5,292	-	-
Workers Compensation	-	-	-	-	-	-
All Other Insurance	200	-	200	5,585	-	-
Other General Expenses	23,671	-	23,671	37,429	-	-
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	63,762	-	-
Payment in Lieu of Taxes	5,330	-	5,330	5,189	-	-
Bad debt - Tenant Rents	(898)	-	(898)	1,715	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 392,016</u>	<u>\$ -</u>	<u>\$ 392,016</u>	<u>\$ 799,388</u>	<u>\$ -</u>	<u>\$ -</u>
Net Income (Loss)	<u>\$ 1,173,565</u>	<u>\$ -</u>	<u>\$ 1,173,565</u>	<u>\$ 296,047</u>	<u>\$ -</u>	<u>\$ -</u>

Lansing Housing Commission  
Budget vs. Actual  
South Washington Park  
For the Period Ending March 31, 2024

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ (2,046)	\$ -	\$ (2,046)	\$ 6,626	\$ -	\$ -
Tenant Revenue - Other	250	-	250	50	-	-
Total Tenant Revenue	\$ (1,796)	\$ -	\$ (1,796)	\$ 6,676	\$ -	\$ -
HUD PHA Operating Grants	39,598	-	39,598	77,806	-	-
CFP Operational Income	170,824	-	170,824	148,308	-	-
Administrative Fees	-	-	-	-	-	-
Fraud Recovery and Other	171,975	-	171,975	5,234	-	-
Total Operating Revenue	\$ 380,601	\$ -	\$ 380,601	\$ 238,024	\$ -	\$ -
Administrative Salaries	\$ -	\$ -	\$ -	\$ 3,608	\$ -	\$ -
Auditing Fees	5,730	-	5,730	1,500	-	-
Management Fees	45,782	-	45,782	63,362	-	-
Bookkeeping Fees	211	-	211	654	-	-
Employee Benefits Contributions - Admin	200,013	-	200,013	7,084	-	-
Office Expenses	912	-	912	6,730	-	-
Legal	38	-	38	591	-	-
Travel	-	-	-	9	-	-
Other	-	-	-	320	-	-
Tenant Services - Other	-	-	-	789	-	-
Water	124	-	124	2,503	-	-
Electricity	124	-	124	1,326	-	-
Gas	-	-	-	1,930	-	-
Other Utilities Expense	244	-	244	1,221	-	-
Ordinary Maintenance and Operations - Labor	-	-	-	3,868	-	-
Ordinary Maintenance and Operations - Materia	1,311	-	1,311	16,368	-	-
Ordinary Maintenance and Operations - Contrac	1,872	-	1,872	32,676	-	-
Employee Benefits Contributions - Ordinary	1,948	-	1,948	12,277	-	-
Protective Services - Other Contract Costs	-	-	-	-	-	-
Property Insurance	-	-	-	3,558	-	-
Liability Insurance	11	-	11	775	-	-
Workers Compensation	-	-	-	-	-	-
All Other Insurance	26	-	26	4,282	-	-
Other General Expenses	17,121	-	17,121	27,600	-	-
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-
Payment in Lieu of Taxes	300	-	300	180	-	-
Bad debt - Tenant Rents	(745)	-	(745)	(936)	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	\$ 275,022	\$ -	\$ 275,022	\$ 192,276	\$ -	\$ -
Net Income (Loss)	\$ 105,579	\$ -	\$ 105,579	\$ 45,748	\$ -	\$ -

**Lansing Housing Commission  
 Budget vs. Actual  
 AMP Consolidated  
 For the Period Ending March 31, 2024**

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 161,527	\$ 59,144	\$ 102,383	\$ 244,925	\$ 67,280	\$ 8,136
Tenant Revenue - Other	2,839	-	2,839	8,416	-	-
<b>Total Tenant Revenue</b>	<b>\$ 164,366</b>	<b>\$ 59,144</b>	<b>\$ 105,222</b>	<b>\$ 253,341</b>	<b>\$ 67,280</b>	<b>\$ 8,136</b>
HUD PHA Operating Grants	1,042,355	649,170	393,185	2,078,618	707,592	58,422
CFP Operational Income	723,060	125,100	597,960	953,113	160,800	35,700
Fraud Recovery and Other	2,132,383	2,992,000	(859,617)	32,650	2,998,000	6,000
<b>Total Operating Revenue</b>	<b>\$ 4,062,165</b>	<b>\$ 3,825,414</b>	<b>\$ 236,751</b>	<b>\$ 3,317,722</b>	<b>\$ 3,933,672</b>	<b>\$ 108,258</b>
Administrative Salaries	\$ 17,270	\$ -	\$ 17,270	\$ 114,088	\$ -	\$ -
Auditing Fees	22,920	26,400	(3,480)	6,000	26,400	-
Management Fees	218,754	33,264	185,490	369,280	42,398	9,134
Bookkeeping Fees	5,594	4,425	1,169	18,434	5,640	1,215
Employee Benefits Contributions - Administrativ	801,802	36	801,766	38,648	48	12
Office Expenses	32,103	28,240	3,863	53,880	35,850	7,609
Legal Expense	(295)	2,700	(2,995)	2,694	3,600	900
Travel	1,731	400	1,331	617	400	-
Other	(2,585)	2,500	(5,085)	4,744	2,500	-
Tenant Services - Other	1,089	1,575	(486)	2,792	2,100	525
Water	34,999	30,165	4,834	53,305	38,160	7,995
Electricity	7,591	6,300	1,291	16,032	7,725	1,425
Gas	16,783	30,006	(13,223)	42,365	37,806	7,800
Other Utilities Expense	2,639	6,783	(4,144)	20,753	6,783	-
Ordinary Maintenance and Operations - Labor	41,544	36,410	5,134	142,835	49,720	13,310
Ordinary Maintenance and Operations - Material	86,539	83,670	2,869	316,015	106,880	23,210
Ordinary Maintenance and Operations - Contrac	264,402	203,421	60,981	709,748	261,812	58,391
Employee Benefits Contributions - Ordinary	55,539	65,173	(9,635)	216,546	86,988	21,814
Protective Services - Other Contract Costs	-	-	-	1,937	-	-
Property Insurance	26,046	21,018	5,027	79,765	27,052	6,034
Liability Insurance	7,764	4,889	2,874	19,433	6,236	1,346
Workers Compensation	-	-	-	-	-	-
All Other Insurance	1,477	900	577	19,223	1,200	300
Other General Expenses	115,409	128,424	(13,015)	145,113	165,268	36,843
Compensated Absences	-	-	-	-	-	-
Payments in Lieu of Taxes	10,728	(733)	11,461	13,763	(1,641)	(908)
Bad debt - Tenant Rents	35	-	35	2,796	-	-
Interest Expense	-	-	-	-	-	-
<b>Total Operating Expenses</b>	<b>\$ 1,769,878</b>	<b>\$ 715,968</b>	<b>\$ 1,053,910</b>	<b>\$ 2,410,806</b>	<b>\$ 912,924</b>	<b>\$ 196,955</b>
<b>Net Income (Loss)</b>	<b>\$ 2,292,287</b>	<b>\$ 3,109,446</b>	<b>\$ (817,159)</b>	<b>\$ 906,916</b>	<b>\$ 3,020,749</b>	<b>\$ (88,697)</b>

**Lansing Housing Commission  
Budget vs. Actual  
COCC  
For the Period Ending March 31, 2024**

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Management Fees Income	\$ 454,603	\$ 434,578	\$ 20,025	\$ 566,731	\$ 519,202	\$ 84,624
Bookkeeping Fees Income	5,594	4,425	1,169	18,434	5,640	1,215
Administrative Fees	-	-	-	-	-	-
Fraud Recovery and Other	199,375	69,123	130,252	79,745	88,164	19,041
<b>Total Operating Revenue</b>	<b>\$ 659,572</b>	<b>\$ 508,126</b>	<b>\$ 151,446</b>	<b>\$ 664,910</b>	<b>\$ 613,006</b>	<b>\$ 104,880</b>
Administrative Salaries	\$ 79,073	\$ 171,176	\$ (92,103)	\$ 128,169	\$ 235,586	\$ 64,410
Auditing Fees	6,600	7,000	(400)	1,500	7,000	-
Employee Benefits Contributions - Admin	32,774	35,531	(2,757)	32,939	47,936	12,406
Office Expenses	100,347	161,978	(61,631)	81,432	218,021	56,043
Legal	22,057	18,000	4,057	37,774	24,000	6,000
Travel	14,752	2,700	12,052	5,748	3,600	900
Other	33,833	528	33,305	26,966	528	-
Tenant Services - Other	1,015	-	1,015	4,040	-	-
Water	1,645	1,548	97	1,541	2,064	516
Electricity	9,638	8,100	1,538	8,201	10,800	2,700
Gas	3,078	2,665	413	2,618	3,615	950
Other Utilities Expense	220	675	(455)	600	900	225
Ordinary Maintenance and Operations - Labor	-	-	-	-	-	-
Ordinary Maintenance and Operations - Material	607	-	607	-	-	-
Ordinary Maintenance and Operations - Contracts	40,780	26,399	14,381	31,466	34,962	8,563
Employee Benefits Contributions - Ordinary	2,487	-	2,487	(5,105)	-	-
Protective Services - Other Contract Costs	1,050	4,500	(3,450)	225,395	6,000	1,500
Property Insurance	4,351	3,841	510	4,659	5,148	1,307
Liability Insurance	1,897	2,425	(528)	2,707	3,250	825
Workers Compensation	-	-	-	-	-	-
All Other Insurance	-	-	-	245	-	-
Other General Expenses	193,259	6,004	187,256	275,171	7,292	1,288
Compensated Absences	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-
<b>Total Operating Expenses</b>	<b>\$ 549,462</b>	<b>\$ 453,069</b>	<b>\$ 96,393</b>	<b>\$ 866,066</b>	<b>\$ 610,702</b>	<b>\$ 157,633</b>
<b>Net Income (Loss)</b>	<b>\$ 110,110</b>	<b>\$ 55,057</b>	<b>\$ 55,054</b>	<b>\$ (201,156)</b>	<b>\$ 2,304</b>	<b>\$ (52,752)</b>

**Lansing Housing Commission  
Budget vs. Actual  
Housing Choice Voucher  
For the Period Ending March 31, 2024**

	<u>YTD Amount</u>	<u>YTD Budget</u>	<u>YTD Variance</u>	<u>Prior YTD Actual</u>	<u>Annual Budget</u>	<u>Remaining Budget</u>
HUD PHA Operating Grants	\$ 15,666,192	\$ 10,302,558	\$ 5,363,634	\$ 9,779,171	\$ 13,740,012	\$ 3,437,454
Other Revenue	171,103	-	171,103	163,660	-	-
Fraud Recovery and Other	9,019	175,820	(166,801)	8,696	234,260	58,440
<b>Total Operating Revenue</b>	<b>\$ 15,846,314</b>	<b>\$ 10,478,378</b>	<b>\$ 5,367,936</b>	<b>\$ 9,951,527</b>	<b>\$ 13,974,272</b>	<b>\$ 3,495,894</b>
Administrative Salaries	\$ 614,806	\$ 631,360	\$ (16,554)	\$ 549,839	\$ 820,768	\$ 189,408
Auditing Fees	28,000	36,300	(8,300)	33,000	36,300	-
Management Fees	235,849	224,512	11,337	197,451	300,002	75,491
Bookkeeping Fees	-	-	-	-	-	-
Employee Benefits Contributions - Admin	173,120	165,934	7,186	147,433	219,561	53,628
Office Expenses	199,751	176,221	23,530	185,319	216,128	39,907
Legal Expense	-	-	-	-	-	-
Travel	2,611	4,815	(2,204)	3,922	6,420	1,605
Other	92,467	9,000	83,467	9,708	12,000	3,000
Tenant Services - Other	-	-	-	-	-	-
Water	-	-	-	(1,772)	-	-
Electricity	-	-	-	-	-	-
Gas	-	-	-	-	-	-
Other Utilities Expense	615	1,080	(465)	1,244	1,440	360
Ordinary Maintenance and Operations - Materie	2,137	-	2,137	157	-	-
Ordinary Maintenance and Operations - Contra	36,416	13,300	23,116	121,925	16,900	-
Protective services - Other Contract Costs	-	-	-	-	-	-
Property Insurance	-	-	-	-	-	-
Liability Insurance	22,473	24,454	(1,981)	25,494	32,773	8,319
Workers Compensation	-	-	-	-	-	-
All Other Insurance	576	-	576	-	-	-
Other General Expenses	88,820	52,050	36,770	59,426	69,400	17,350
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	13,040,353	9,180,000	3,860,353	9,571,118	12,240,000	3,060,000
Bad Debt - Tenant Rents	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-
<b>Total Operating Expenses</b>	<b>\$ 14,537,994</b>	<b>\$ 10,519,025</b>	<b>\$ 4,018,969</b>	<b>\$ 10,904,264</b>	<b>\$ 13,971,693</b>	<b>\$ 3,452,668</b>
<b>Net Income (Loss)</b>	<b>\$ 1,308,319</b>	<b>\$ (40,647)</b>	<b>\$ 1,348,966</b>	<b>\$ (952,736)</b>	<b>\$ 2,579</b>	<b>\$ 43,226</b>

**Lansing Housing Commission**  
**1010 Mt. Vernon Park**  
**Balance Sheet for March 2024**

	Period Amount	Balance
<b>ASSETS</b>		
1010-0000-111102 Cash-Security Deposits	-	114.90
1010-0000-111111 Chase Checking	(48,793.82)	1,139,456.40
1010-0000-112200 Accounts Receivable	(855.00)	-
1010-0000-112201 Allowance for Doubtful Accounts	(1,040.80)	-
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	59,951.97	(307,331.63)
1010-0000-116201 Investments Savings	-	250,000.00
1010-0000-121100 Prepaid Insurance	(3,471.19)	1,815.89
1010-0000-140000 Land	-	0.08
1010-0000-144000 Construction in Progress	-	3,150.00
1010-3000-144000 Construction in Progress	-	-
1010-0000-146000 Dwelling Structures	-	72,756.57
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	-	(94,895.57)
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>5,791.16</b>	<b>1,228,989.34</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 Payabe	-	-
1010-0000-211100 Accounts Payable	(8,195.72)	981.00
1010-0000-211343 Accounts Payable Misc	-	-
1010-0000-211400 Tenant Security Deposits	-	(584.10)
1010-0000-211999 Tenant Refunds	(177.00)	75.00
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	(150.28)	7,690.75
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>(8,523.00)</b>	<b>121,436.90</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	14,314.16	(4,145,544.48)
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>14,314.16</b>	<b>1,107,552.44</b>
<b>TOTAL LIABILITES &amp; EQUITY</b>	<b>5,791.16</b>	<b>1,228,989.34</b>

**Lansing Housing Commission  
1020 Hildebrandt Park  
Balance Sheet for March 2024**

	<u>Period Amount</u>	<u>Balance</u>
<b>ASSETS</b>		
1020-0000-111102 Cash-Security Deposits	-	10,056.00
1020-0000-111111 Chase Checking	1,329.68	574,793.31
1020-0000-112200 Accounts Receivable	1,657.99	36,316.99
1020-0000-112201 Allowance for Doubtful Accounts	(1,237.19)	(3,631.70)
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	22,571.06	19,790.93
1020-0000-116201 Investments Savings	-	250,000.00
1020-0000-116202 Investments Savings - Unrestricted	3,998.69	16,536.38
1020-0000-121100 Prepaid Insurance	(6,093.54)	12,497.50
1020-0000-140000 Land	-	51,041.11
1020-0000-144000 Construction in Progress	-	441,656.62
1020-3000-144000 Construction in Progress	-	1,259,517.18
1020-0000-146000 Dwelling Structures	-	1,107,257.85
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	-	(1,111,507.92)
1020-1020-148100 Accumulated Depreciation-Build	-	(67,234.34)
1020-1020-148300 Accumulated Depreciation-Equip	-	(12,642.66)
1020-0000-150300 Deferred Outflow - MERS	-	67,151.50
1020-0000-150301 Deferred Outflows-OPEB	-	6,360.56
<b>TOTAL ASSETS</b>	<u><b>22,226.69</b></u>	<u><b>2,891,200.31</b></u>
<b>LIABILITIES</b>		
1020-0000-200000 OPEB Liability	-	(44,100.00)
1020-0000-200300 Pension Liability	-	409,726.00
1020-0000-210000 Construction Costs Payabe	-	-
1020-0000-211100 Accounts Payable	(34,326.46)	1,755.00
1020-0000-211343 Accounts Payable Misc	-	-
1020-0000-211400 Tenant Security Deposits	(50.00)	7,916.00
1020-0000-211999 Tenant Refunds	(2,557.06)	2,541.69
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	199.12	6,102.32
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>	<u><b>(36,734.40)</b></u>	<u><b>142,397.16</b></u>
<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	58,961.09	1,620,817.05
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>	<u><b>58,961.09</b></u>	<u><b>2,748,803.15</b></u>
<b>TOTAL LIABILITES &amp; EQUITY</b>	<u><b>22,226.69</b></u>	<u><b>2,891,200.31</b></u>

**Lansing Housing Commission  
1080 LaRoy Froh Townhomes  
Balance Sheet for March 2024**

	<u>Period Amount</u>	<u>Balance</u>
<b>ASSETS</b>		
1080-0000-111102 Cash-Security Deposits	-	3,663.00
1080-0000-111111 Chase Checking	176,418.47	1,346,231.00
1080-0000-112200 Accounts Receivable	(2,151.00)	15,132.00
1080-0000-112201 Allowance for Doubtful Accounts	(353.20)	(1,513.20)
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	(37,946.32)	39,247.29
1080-0000-116201 Investments Savings	-	250,000.00
1080-0000-121100 Prepaid Insurance	(4,718.96)	1,009.78
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	-	130,127.69
1080-1080-146000 Dwelling Structures	-	-
1080-0000-146500 Dwelling Equipment - Ranges &	-	53,362.62
1080-0000-148100 Accumulated Depreciation-Build	-	(143,886.01)
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><u>131,248.99</u></b>	<b><u>2,049,148.22</u></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	(8,821.35)	3,071.00
1080-0000-211343 Accounts Payable Misc	-	-
1080-0000-211400 Tenant Security Deposits	(135.00)	516.00
1080-0000-211999 Tenant Refunds	(4,067.00)	6.00
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	331.58	11,735.15
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><u>(12,691.77)</u></b>	<b><u>159,613.83</u></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	143,940.76	1,273,792.71
1080-1080-282000 Income and Expense Clearing	-	(96,075.00)
1080-2010-282000 Income and Expense Clearing	-	(56.25)
1080-3000-282000 Income and Expense Clearing	-	1,881,825.97
<b>TOTAL EQUITY</b>	<b><u>143,940.76</u></b>	<b><u>1,889,534.39</u></b>
<b>TOTAL LIABILITES &amp; EQUITY</b>	<b><u>131,248.99</u></b>	<b><u>2,049,148.22</u></b>



**Lansing Housing Commission  
1090 South Washington Park  
Balance Sheet for March 2024**

	<u>Period Amount</u>	<u>Balance</u>
<b>ASSETS</b>		
1090-0000-111102 Cash-Security Deposits	-	528.00
1090-0000-111111 Chase Checking	8,928.17	519,130.26
1090-0000-112000 Accounts Receivable - Operations	-	-
1090-0000-112200 Accounts Receivable	(25.00)	705.78
1090-0000-112201 Allowance for Doubtful Accounts	457.02	(70.58)
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	(10,056.57)	(1,944.78)
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	-	22,077.51
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	-	(35,967.96)
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>	<u>(696.38)</u>	<u>945,920.96</u>
<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	(1,848.94)	160.00
1090-0000-211343 Accounts Payable Misc	-	-
1090-0000-211400 Tenant Security Deposits	-	368.00
1090-0000-211999 Tenant Refunds	(343.00)	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	123.20	(188.81)
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>	<u>(2,068.74)</u>	<u>105,892.49</u>
<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	1,372.36	(6,316,545.11)
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>	<u>1,372.36</u>	<u>840,028.47</u>
<b>TOTAL LIABILITES &amp; EQUITY</b>	<u>(696.38)</u>	<u>945,920.96</u>

**Lansing Housing Commission  
5005 Central Office Cost Center  
Balance Sheet for March 2024**

	<u>Period Amount</u>	<u>Balance</u>
<b>ASSETS</b>		
5005-0000-111101 General Fund Checking	-	-
5005-0000-111105 LHC-Payroll Account	-	60,000.00
5005-0000-111111 Chase Checking	126,211.93	1,115,539.62
5005-0000-112200 Accounts Receivable	-	-
5005-0000-112500 Accounts Receivable HUD	-	-
5005-0000-112954 Accounts Receivables-Misc	-	24,897.51
5005-1010-115700 Intercompany	(59,951.97)	307,331.63
5005-1020-115700 Intercompany	(22,571.06)	(19,790.93)
5005-1080-115700 Intercompany	37,946.32	(39,247.29)
5005-1090-115700 Intercompany	10,056.57	1,944.78
5005-4001-115700 Intercompany	(26,164.95)	73,630.34
5005-4002-115700 Intercompany	45,141.84	215,075.31
5005-8001-115700 Intercompany	(87,068.46)	(55,304.37)
5005-8002-115700 Intercompany	(28,801.15)	231,621.01
5005-8005-115700 Intercompany	232.99	(947.01)
5005-8010-115700 Intercompany	22,052.52	287,196.09
5005-8020-115700 Intercompany	(2,045.00)	(2,045.00)
5005-8021-115700 Intercompany	(806.00)	29,602.83
5005-9101-115700 Intercompany	-	-
5005-0000-121100 Prepaid Insurance	(472.30)	2,720.53
5005-0000-121200 Prepaid - Other	-	-
5005-0000-140000 Land	-	190,000.00
5005-0000-144000 Construction in Progress	-	233,837.96
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><b>13,761.28</b></u>	<u><b>3,056,304.27</b></u>
<b>LIABILITIES</b>		
5005-0000-200000 OPEB Liability	-	-
5005-0000-200300 Pension Liability	-	370,794.00
5005-0000-210000 Construction Costs Payabe	-	-
5005-0000-211100 Accounts Payable	(1,326.75)	59.20
5005-0000-211343 Accounts Payable Misc	-	-
5005-0000-211703 Union Dues Payable	(44.15)	(397.35)
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	-	-
<b>TOTAL LIABILITIES</b>	<u><b>(1,370.90)</b></u>	<u><b>119,645.45</b></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	15,132.18	2,609,250.41
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><b>15,132.18</b></u>	<u><b>2,936,658.82</b></u>
<b>TOTAL LIABILITES &amp; EQUITY</b>	<u><b>13,761.28</b></u>	<u><b>3,056,304.27</b></u>

**Lansing Housing Commission  
Housing Choice Voucher  
Balance Sheet for March 2024**

	<u>Period Amount</u>	<u>Balance</u>
<b>ASSETS</b>		
8001-0000-111111 Chase Checking	(11,066.43)	564,616.92
8001-2010-111111 Chase Checking	-	-
8002-0000-111111 Chase Checking	1,325,358.30	1,639,258.21
8002-0000-112200 Accounts Receivable	-	-
8002-8002-112200 Accounts Receivable	-	-
8001-0000-112954 Accounts Receivables-Misc	-	-
8002-0000-112954 Accounts Receivables-Misc	-	-
8001-5005-115700 Intercompany	87,068.46	55,304.37
8002-5005-115700 Intercompany	28,801.15	(231,621.01)
8001-0000-121100 Prepaid Insurance	(2,572.25)	12,860.22
8001-2010-144000 Construction in Progress	-	-
8001-0000-146500 Dwelling Equipment - Ranges &	-	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
<b>TOTAL ASSETS</b>	<b><u>1,427,589.23</u></b>	<b><u>1,916,548.15</u></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	(18,418.02)	-
8002-0000-211100 Accounts Payable	-	-
8002-8002-211100 Accounts Payable	(121.00)	(121.00)
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><u>(18,539.02)</u></b>	<b><u>208,097.00</u></b>
<b>EQUITY</b>		
8001-0000-280500 Unrestricted Net Assets	-	(311,896.99)
8001-0000-282000 Income and Expense Clearing	91,847.80	615,758.86
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	1,354,280.45	88,617,403.36
8002-8002-282000 Income and Expense Clearing	-	(87,819,002.16)
<b>TOTAL EQUITY</b>	<b><u>1,446,128.25</u></b>	<b><u>1,708,451.15</u></b>
<b>TOTAL LIABILITES &amp; EQUITY</b>	<b><u>1,427,589.23</u></b>	<b><u>1,916,548.15</u></b>



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

**April 24, 2024**

**HONORABLE MEMBERS IN SESSION**

Lansing Housing Commission  
419 Cherry St.  
Lansing Michigan 48933

**SUBJECT:**

**March 2024 Housing Choice Voucher (HCV) Monthly Report**

**CONTACT PERSON:**

Jennifer Burnette  
Director of Housing Programs

**Family Self Sufficiency (FSS):**

LHC in conjunction with CAHP is continuing to outreach for additional participation in the FSS program and have 7 pending new COP's.

**HCV Orientations:**

LHC issued five (5) vouchers in the month of March.

One (1) VASH orientations were held for the month of March 2024, and six (6) vouchers were issued with the assistance of community partners. There are currently an additional twenty-one (21) vouchers issued and out searching or pending inspection and five (5) application in process.

**Waiting List:**

Seventy-Five (75) applications were mailed out. Twenty-Seven (27) households are out searching for units in the regular HCV Program, One Hundred and Two (102) applicants are pending documentation or final approval, fourteen (14) units are approved pending inspection and/or pending lease-up.

**Department Initiatives:**

In the HCV Program, there are currently 2,051 vouchers housed in all its programs. 56 participants are with the Shelter Plus Care Program (S+C), 58 are housed under the Permanent Supportive Housing Program (PSH), 21 are housed under the Emergency Housing Voucher Program (EHV), 136 are housed under the HUD-Veterans Affairs

Supportive Housing (VASH), 28 at Waverly Place, 36 are housed at Hildebrandt Park, 40 at LaRoy Froh, 8 are housed at Woodward Way, 32 are housed under the Holy Cross Permanent Supportive Housing (HCPSH), 212 housed under Section 18, and 1,424 are housed under the Housing Choice Voucher Program.

**Voucher Utilization**

January Voucher Program Total Units	2033
January Traditional HCV Utilization	1885
January % Utilized Units	93%

March Voucher Program Total Units	2051
March Traditional HCV Utilization	1884
March % Utilized Units	92%

**Voucher Disbursement**

HUD January HAP Disbursement	\$1,269,128
LHC January HAP/UAP Disbursement	\$1,285,947
% Voucher Funding Utilization	101%

HUD March HAP Disbursement	\$1,364,733
LHC March HAP/UAP Disbursement	\$1,350,901
% Voucher Funding Utilization	99%
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 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 March 31, 2024, the reporting rate is 96%. 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 98%. 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, 100% 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 3/31/2024.



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**April 24, 2024**

**HONORABLE MEMBERS IN SESSION**

Lansing Housing Commission  
419 Cherry St.  
Lansing Michigan 48933

**SUBJECT:**  
**March 2024 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 93% at the end of March. LHC Unit Months Leased (UML) was 62 in March. There were zero (0) households moved in, zero (0) residents moved out, and zero (0) units transferred.

There are a total of 21 open work orders at the end of March.

**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
Public Housing	67	61	91%	0	1	0	0
<b>Totals</b>	<b>67</b>	<b>61</b>	<b>91%</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>



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**RENT COLLECTION:**

Site	Rent Charged	Receivables
Public Housing	\$ 14,294.00	\$ 52,154.77
<b>Totals</b>	<b>\$ 14,294.00</b>	<b>\$ 52,154.77</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
1904 Hoyt Ave	2	8-25-23	127	TBD		applications sent out
1926 Hoyt	2	3-13-24				
2119 Forest	2	9-1-23	107	12-5-23		applications sent out
2125 Forest	2	12-8-23				Applications sent out
2147 Forest	2	2-21-24	60			applications sent out
124 Howe	4	7-1-21		TBD		applications sent out



## Lansing Housing Commission Resident Services Annual Review

The Lansing Housing Commission has invested in several partnerships to provide opportunities and support to the residents. The concept is to help all interested residents on their journey, to improve their lives and support their goals for upward advancement. The organization continues to develop a process to support and encourage residents in their self-improvement efforts and support those that are most vulnerable. The primary focus is the development of the *"Pillars for Independence."*

### Lansing Housing Commission Resident Services, *"Pillars for Independence"*

Resident Services are intended to assist Lansing Housing Commission residents in their personal journey of self-improvement and independence.

Five key areas have been identified to assign and coordinate LHC and Community resources to build life skills and employment capabilities. The focus of this journey is to meet residents wherever they are on their life's journey.

The Five Pillars of Independence are:

#### Health

Issues related to health include education regarding wise nutritional choices, making positive lifestyle changes and regular engagement with a healthcare professional. This area is designed to help residents make wise and healthy choices that will positively impact the quality of their lives for years to come.

#### Food Security

Access to healthy meals and good nutritional choices are sometimes challenging for our residents. Educational to assist in nutritional planning, healthy choices for children and families, and finding resources to assure the family is operating safely in the boundaries of a good and safe supply of food. Helping residents make positive healthy choices is critical in developing positive alternatives that they can utilize within their residential areas.

#### Financial Education / Management / Mentorship

The path to financial independence begins with greater understanding of personal finance and making wise choices with family resources. Expanding residents' awareness of financial options, resources and tools is a powerful way to build competent skills and positive futures. Gathering financial institutions and resources can provide important mentoring events for personal growth.

### **Educational Development Literacy**

Throughout history, education has been a powerful force in lifting people from poverty and igniting positive, personal development. From early educational programs for children to GED support for adults, the opportunity to stress education and bring resources to the residents is a powerful asset in building brighter futures.

### **Employment Skills/Employment Support**

Building personal dignity and improving self-confidence can be accomplished in many ways, but having a job or developing a career is a wonderful way to bring hope and build a pathway to independence. Job interview skills, resume preparation, personal appearance and general social skills all contribute to the life changing opportunities that come from having a career and building a brighter future.

## **Annual Resident Services Review**

Recent multi-million-dollar investments in the LHC primary properties have generated tremendous results and offer beautiful new facilities for the residents. This RAD conversion was a significant project and as a result, some of the momentum with the resident services initiatives have been disrupted or even halted until the facilities could be accessible again. These programs are coming back online with great success.

### **Head Start**

Newly renovated properties have created beautiful new facilities for children in the Head Start community. Recently, Head Start has had some staff transitions that have left the organization short-handed, but Wavery Place, Hildebrandt Park and LaRoy Froh are ready for full enrollment once the staffing issues are resolved.

### **Current Actions:**

Ongoing discussions with the Head Start team to ensure programs are up and running at all three locations.

### **Population Served/or Planned 60+ families**

### **Greater Lansing Food Bank**

Current service and food distribution is active at Capital City Apartments. In 2023, the program was expanded. LHC has 501(c)3 status and, as a result, the location can be designated as a food distribution site. With this confirmation, a full food distribution program was confirmed, and the monthly drop offs were maintained over the cold weather months by using the Oliver Gardens community center. With the completion of the Capital City facilities, the full use of the pantry and Community Garden facilities has allowed for the location to provide ongoing food sources rather than a single day drop off.

Current Actions:

The Greater Lansing Food Bank recently confirmed the 2024 drop off dates for a full 12 months of service. An additional request is being considered by the organization to create new distributions at both Waverly Place and Hildebrandt Park.

Populations Served/ or Planned 600+ Families

**Community Garden Initiatives**

Community Gardens are popular opportunities for families to raise their own food and educate their children on where food comes from. Each of the LHC properties has developed garden projects on site. One of the most successful is at Capital City, where the volunteer resident coordinator is a Master Gardener. Each of the locations has new facilities for the garden project and excellent support for ongoing development. LHC has provided seeds, tools, plants, fertilizers, and pest control supplies. Sign up for the plots is in the spring, and resources are coordinated between the resident coordinators and the Lansing Garden Project team through the Greater Lansing Food Bank.

Current Actions

Although three of the properties have new community garden plots and facilities, the Gardens at LaRoy Froh are a joint effort with the Risdale area community. That garden project is coordinated by a neighborhood resident with LHC providing water for the summer. An agreement was reached to coordinate new fencing of the property in cooperation with the local police and the garden project to create the right flow and access to the satisfaction of all.

Populations Served/ or Planned 75+ Families served with Another 75+ coming online spring of 2024.

**Adult Education**

PAE of Eaton County has relaunched adult education classes for the Capital City Apartment community. Initial interests for the classes was around 10 in total; however, actual enrollment was 6 people. Two enrollments and semester periods have been conducted in 2023. Current discussion with the PAE leadership is focused on expanding the program and launching additional classes at other resident locations. The LHC team has given tours of the newly remodeled facilities, and plans to seek resident interest in these areas are being developed.

LHC has provided computers, furniture, classrooms, Wi-Fi equipment and services to support the program.

Populations Served/ or Planned 10 families served/counselled with 20 to 50 potential

### **GAPs**

GAPs Outreach is a 501(c)3 Okemos based organization that serves the vulnerable in the Lansing area. The focus is to prevent those who are getting on their feet from falling backward. The team supplies furniture, counseling, and support for the most vulnerable populations. LHC is in partnership with the organization to assist in connecting needs with resources. The program has a community outreach initiative to work onsite at the properties and to share the news about their resources.

Populations Served/ or Planned - Onsite activities and resource distribution – 50+ families

### **Dolly Parton's Library**

The Lansing Housing Commission has teamed up to bring the love of reading to local children. The organization sponsors three local zip codes, 48910, 48911 and 48901. With this partnership, families who live within these zip codes can register to receive a new book each month for their children up to the age of 5 at no cost.

Each month, a high quality, age-appropriate book is addressed and sent to all registered children. LHC properties and area neighborhoods can now register for the Imagination Library program thanks to this sponsorship. Children encouraged to read at an early age have improved educational results and this program is free to all interested families.

Populations Served/ or Planned - The program continues to grow each year and has now surpassed 300 families.

### **Potter Park Zoo**

The Potter Park Zoo is a community gem, and LHC offers free passes for families. By reserving a pass, families can go to the zoo and enjoy free admission and parking, saving families money while enjoying the educational and family activities at the park. This program is administered by the property managers on behalf of the residents.

Populations Served/ or Planned - The program has been active for a number of years. Through promotion and word of mouth, the participation levels have continued to grow each year. Families served 100+

### **Infant Mortality Coalition**

Ingham County has an Infant Mortality Program to inform and educate new parents on the prevention of infant mortality. This critical program hosted 4 events in the Lansing area and LHC sponsored two of them on site for new parents. Attendees received education, refreshments, newborn diapers, and a new Pack-N-Play.

Populations Served/ or Planned - Through the promotion and attendance at the event – 100+ Families served.

### **Love the City**

LHC has welcomed the Love the City team to the townhouse facilities. The organization has a truck staffed by volunteers to bring music, fun and treats to the properties for the children. LHC is in partnership with their team and working with the organization's leadership to continue growing the program and engaging residents throughout the year.

Populations Served/ or Planned - Children and families 150+

### **Capital Region Learning Group**

LHC is an active participant in the Capital Region Learning Group, a coalition for lifelong learning. Through this group, LHC has been in the local conversation to assist in developing programs and engaging those that need support. This is a vital connection to the LHC learning and development pillar to assist in getting residents involved in reading and personal development.

Populations Served/ or Planned - Ongoing support and information sharing has impacted the entire enterprise and all residents.

### **Newsletters**

LHC provides a quarterly newsletter to all residents. Information on safety, health, Housing Commission updates and general resident program communication has been distributed in this format.

Populations Served/ or Planned - 1500+

### **Social media**

LHC is active on Facebook to assure access to resources, answer questions, and inform residents about programs and partners, sharing information several times a week. When residents have issues or concerns, they will often reach out through this media, and it has benefited the residents to have this kind of easy access.

Populations Served/ or Planned - followers 350 with a reach of over 1,500.

### **Resident Events**

LHC provided resources, supplies and staff support to successfully create and enhance resident experiences to enjoy the LHC community complexes.

- Holiday Family Adoption – Families were adopted, contacted for needs, gifts purchased and wrapped, and given to the families during the holidays. (20 Families – 100 pp)





**COMMISSION**

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- Trunk or Treat – Pre-Halloween event held on site at Waverly Place with several cars, volunteers, treats and costumes. (35 Families)
- Thanksgiving & Holiday party events – meals with all the trimmings, potlucks, and family celebrations. (45 Families)
- Daily Coffee gatherings at Capital City - LHC has assisted in generating donations to support the gatherings, including Paramount Coffee support. (200+ Year)

Populations Served/ or Planned - 300+

## **Executive Summary**

### **Annual Resident Services Review**

Recent multi-million-dollar investments in the LHC primary properties have generated tremendous results and beautiful new facilities for residents. This RAD conversion was a significant project and as a result, momentum with resident services initiatives has been disrupted or even halted until the facilities could be accessible again. These programs are coming back online with great success.

#### **Head Start**

Population Served/or Planned - 60+ families.

#### **Greater Lansing Food Bank**

Populations Served/ or Planned - 600+ families.

#### **Community Garden Initiatives**

Populations Served/ or Planned - 75+ Families served with Another 75+ Coming online spring of 2024.

#### **Adult Education**

Populations Served/ or Planned - 10 families served/counselled with 20 to 50 potential.

#### **GAPs**

Populations Served/ or Planned - Onsite activities and resource distribution – 50+ families.

#### **Dolly Parton's Library**

Populations Served/ or Planned - The program continues to grow each year and has now surpassed 300 families.

#### **Potter Park Zoo**

Populations Served/ or Planned - The program has been active for a number of years. Through promotion and word of mouth, the participation levels have continued to grow each year. Families served 100+

**Infant Mortality Coalition**

Populations Served/ or Planned - Through the promotion and attendance at the event – 100+ families served.

**Love the City**

Populations Served/ or Planned - Children and families 150+

**Capital Region Learning Group**

Populations Served/ or Planned - Ongoing support and information sharing has impacted the entire enterprise and all residents.

**Newsletters**

Populations Served/ or Planned - 1500+

**Social media**

Populations Served/ or Planned - 350 followers with a reach of over 1,500.

**Resident Events**

LHC provided resources, supplies and staff support to successfully create and enhance resident experiences to enjoy the LHC community complexes.

- Holiday Family Adoption – Families were adopted, contacted for needs, gifts purchased, and gifts wrapped and given to the families during the holidays. (20 Families – 100 pp)
- Trunk or Treat – Pre-Halloween event held on site at Waverly Place with several cars, volunteers, treats, and costumes greeted several families. (35 Families)
- Thanksgiving & Holiday party events – meals with all the trimmings, potlucks, and family celebrations (45 families)
- Daily Coffee gatherings at Capital City. LHC has assisted in generating donations to support the gatherings, including Paramount coffee support. (200+ Year)

Populations Served/ or Planned - 300+

**2023 Resident Services reach, and impact is estimated to be in excess of 5,000 contacts/experiences**

# CONCEPT | EXTERIOR AERIAL





**Lansing Housing Commission (LHC)**

**April Board Meeting**

**April 23, 2024**

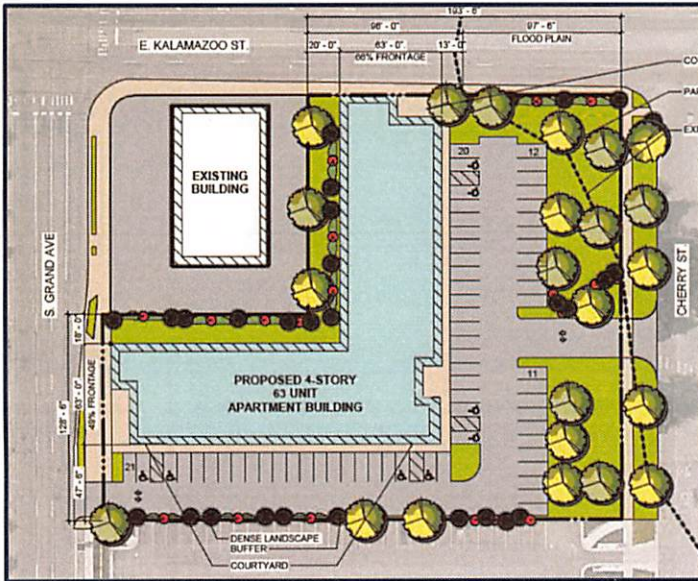
# Agenda

1

Review Riverview 220 and 222 project updates

# Riverview 220 is a \$23M development is moving forward with its 9% LIHTC award and should close in December of 2024

## Riverview 220



### Parcel IDs

- 220 E. Kalamazoo:33010116452013
- Zoned: B, Residential - Single

### Street Boundaries

- North: E. Kalamazoo St.
- East: Cherry St.
- South: E. Lenawee St.
- West: S. Grand Ave.

### Development

- 1 New buildings
- Residential affordable, residential market rate, and commercial space

## Project Information

### Development

- \$22.5M Total Development
- \$18.9M Construction and Acquisition
- \$0.7M Reserve Funds
- \$2.9M Soft Costs and Dev Fees

### Location

- Prime point of entry to the downtown corridor
- Parking lot and deteriorated building
- Across from LHC Office

### Building Detail

- 4 Floors totaling 59 Units
- 52 2-Bedroom and 7 3-Bedroom
- Common and Fitness Areas
- Commercial Space
- 4<sup>th</sup> Floor Terrace

### Environmentally Friendly

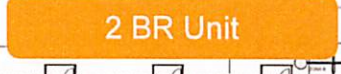
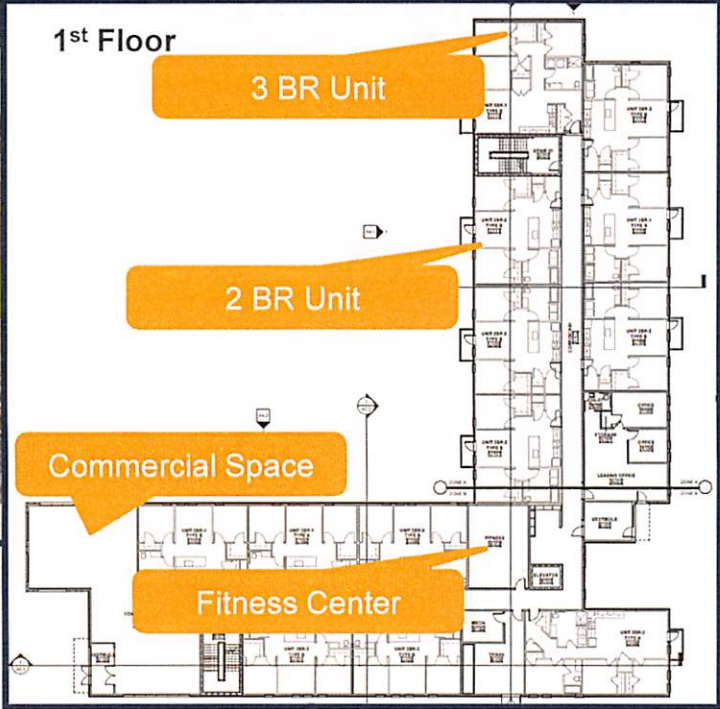
- Incorporation of green and efficiency programs

### Community Needs

- 2 and 3-bedroom units
- Mixed-use building with 7 market rate units, first in the community
- Building out areas around other developments

The project will be 4 story L shaped building with adequate surrounding parking and new green space

Riverview 220



# Riverview 222 is a \$21M development is moving forward with its 4% LIHTC award and should close in early 2025

## Riverview 222



### Parcel IDs

- 33-01-01-16-456-012
- 33-01-01-16-456-101
- Zoned: Commercial working with City to rezone

### Street Boundaries

- North: E. Lenawee St.
- East: Cherry St.
- South: E. Hillsdale St.
- West: S. Grand Ave.

### Development

- 1 New buildings
- Residential affordable

## Project Information

### Development

- \$20.8M Total Development
- \$16.5M Construction and Acquisition
- \$0.4M Reserve Funds
- \$3.9M Soft Costs and Dev Fees

### Location

- 1 Block away from Riverview 220 development
- Further extends the street with new development

### Building Detail

- 4 Floors totaling 55 Units
- 11 1-Bedroom, 36 2-Bedroom and 8 3-Bedroom
- Common and Fitness Areas

### Environmentally Friendly

- Incorporation of green and efficiency programs

### Community Needs

- 2 and 3-bedroom units
- Building out areas around other developments



The project will be 4 story L shaped building with adequate surrounding parking, detailed floor plans are still in development

Riverview 222

