



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

Agenda

Lansing Housing Commission

June 26, 2024

1. Call to Order
 - a. Roll Call
 - b. Approval of Minutes of May 22, 2024
2. Public Comment – limit 3 minutes per person
3. Action Items:
 - a. Resolution 1368 – Low-Income Public Housing Utility Allowance
 - b. Resolution 1369 – HCV Administrative Plan for fiscal year 224-2025
 - c. Resolution 1370 – Fiscal Year 2025 Operating Budget
 - d. Resolution 1371 – Proposed Procurement Policy
 - e. Resolution 1372 – Authorization to purchase Land 405 S. Grand
 - f. Resolution 1373 – 9% LIHTC Application
4. Informational Items:
 - a. Finance Report June 2024 Steven Raiche
 - b. Housing Choice Voucher June 2023 Jennifer Burnette
 - c. LIPH Asset Management Report June 2023 Karen Chase
5. Deputy Director Comments
6. Executive Director's Comments
7. President's Comments
8. Adjournment.



Minutes of May 22, 2024

Commissioner Henry called the meeting to order at 5:32 p.m. Mr. Fleming called the roll.

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

STAFF:

Steve Raiche

Kim Shirey

Jennifer Burnette

Karen Chase

Victor Verchereau

Guests: None

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

Public Comment: limit 3 minutes per person

- Anthony Nevill – Lived at Capital City Apartments for 10 years. I have several complaints about Capital City Apartments. Anthony states the office is falsifying records by signing his name to them. The office hours went down from 40 hours to 16 hours. The rehab that was done at Capital City Apartments was not done right. The building is falling apart because of bad rehab. He states the office is not doing their job like calling the exterminator. Maintenance can't fix anything. Can't get into the office to even make an appointment for the office without going through the security guard. Parker-Arntz came in and took all the exhaust fans out of the bathrooms and it is now causing mold issues. Can't get any mediation through the office. Commission Henry asked to get everything he is saying in writing. We will investigate it. Commission Sober will help him gather the information to give to the board.

Action Items:

- **LHC Board Policy on Conference Attendance** – Proposed. Mr. Fleming took the suggestions from Commissioner Taylor and made some changes to the policy. One of the suggestions was two conference meetings, I rewrote it to say LHC will budget for



two national meetings per year and one Michigan meeting per year. If you exceed the two conferences per year you will need to get board approval. Commissioner Taylor questioned what good standing meant, so Mr. Fleming added the wording Bylaw for the Lansing Housing Commission because there is a section in there on attendance that was passed by the board last year, and article 5 of the Lansing City Charter related to the appointment of board commissioners. In those two things explains what we are talking about when it relates to in good standing. Mr. Fleming added that reservations will be completed in a timely manner once attendance is approved. He also added Rail to car, air. You will be compensated based on the LHC Travel Policy. LHC will pay per diem for food and will not pay for anything outside of that. Mr. Fleming tried to take in account Commissioner Taylors changes. Commissioner Barker asked if approval can be done by email if the next board meeting is too far away or canceled. The answer is yes with the official approval being done at the next board meeting. We will put out a schedule of the conference dates and where they are.

Commissioner Barker motioned Commissioner Sober seconded to approve the LHC Board Policy on Conference Attendance as presented. **Motion was approved by all members present.**

Informational Items:

Finance Report April 2024

- Steve and Doug met with the finance committee yesterday talking a little bit about where we are year to date, we have a couple of months left in the fiscal year which ends on June 30th. The numbers you have in front of you are going to be somewhat in the ballpark where we are likely going to finish the year.
- I am handing out some information on the FY25 Budget. You will be asked to approve the formal budget at the June board meeting. We have a positive outlook on next fiscal year's budget.

Housing Choice Voucher April 2024

Jennifer Burnette provided a brief overview of the April 2024 HCV Reports

- LHC in conjunction with CAHP is continuing to outreach for additional participation in the FSS program and have 1 new Contract of Participation signed during the month of April.
- In the month of April, we issued zero regular HCV vouchers and are on track to distribute over 50 in the month of May, 1 VASH orientation and four vouchers were issued with the assistance of community partners.
- We have ten that are issued out searching or pending inspection with VASH. Two in the application process.
- We have two hundred (200) applications that were mailed out during the month of April. Twenty-two regular HCV that are currently out searching for units. We have 52 applicants that have pending documentation or final approval. Then we have thirteen units that are approved and pending inspection or pending lease up.

Asset Management Report April 2023

Public Housing (PH) Scattered Sites – Karen Chase

- **Public Housing Scattered Sites** we currently have sixty-six units left in public housing. Fifty-nine of them are occupied, which is an occupancy rate of 89% at the end of April. There were zero (0) move-in, zero (0) move-outs, and one (1) transfer.
- Still struggling with getting applications back that are sent out.
- There was a total of zero open work orders.

Discussion Items:

- Commissioner Henry asked Mr. Fleming to get a status or year-end report of the other amps to be included in the June board meeting.
- Capital Funds – HUD looks at the units we have and then we get capital funds based on that information. We have more capital funds than we can use. We found that we can take those funds and invest in new developments. We are in the process of looking at that. We must use the funds before we lose them.
- Procurement Policy – a copy of the procurement policy has been given to you so you can go through the new amounts. We want to update the amounts that we can go to without board approval. This will be an action item at the next board meeting.



Other Items: None

Deputy Director Comments:

- HUD VASH is picking up and regrowing. HUD put out a notice asking housing authorities who administer if they would like to request additional administrative funds to be used specifically for VASH. Those funds can be used for hiring staff specifically for housing and administer vouchers. The funds can also be used for security deposits. That is what we want to use the funds for if we receive them.
- Continuum of care decided not to fund PSH Grants, and we are looking for a solution. We think that we have found a solution after many conversations with HUD. We will be able to move the people affected by the PSH grant ending to our two PSH programs if we have room and funding in those programs. We received this in writing.

Executive Directors Comments:

- Doug passed out a site plan of the proposed 9% (Riverview 220) deal of the building across the street it shows the placement of the building.
- I am working with the city to possibly purchase the corner where Baryames is currently located with some of the city's funds. We may be able to work with them on getting something done.
- City Hall is going to go right next door to the building across the street.
- The 55-unit 4% deal that we wanted to put on the property next to the 9% deal, but the city would not sell us that property. It is now where the new city hall is going to be. The 4% deal will be moved down the street to the property that is across from the Lansing State Journal building.
- We have a name the building contest going on with the staff name the building for the 4% deal. We will send them to the board to be judged.
- The city has dollars that can only be used for demolition or remodeling. So, if the city demos the Davenport building, we can use those dollars to purchase the Baryames corner.
- If we purchase Baryames we will have green space. It will also protect our views. We can use the front end for parking when using the retail. We may lease out parking to the city.
- Talked to the people that owned the parking lot on the corner of Cherry and Lenawee (Michigan Bankers Association) about maybe needing some extra parking. Not sure we will at this point. They were not willing to sell but they did say they might be willing to lease us some space.

- Meeting with the city. There is a home loan on Oliver Gardens that is preventing us from renovating. The deal doesn't work with this loan. It is a forgivable debt at 20 years. We are at year 18. We are working with the city to forgive the debt early not sure if that is a possibility or we would buy the debt meaning that LHC would buy the debt for the next two years so it would be off the books. When we go to reindicate it that debt wouldn't show up and the deal would work. Then in two years we (LHC) would go back to the city and say now that we met the 20 years can you now forgive the debt.
- I also met with the Gillespie Group and the Boji Group on the old McLaren property.
- I talked to Child and Family Charity this morning at their event. They are on the Washington side in the other part of the property. Community Mental Health is going to be moving to the other side of the McLaren property. The main hospital is still available.
- On the end of the parking lot there are some out locks that is some green space, we talked about purchasing those and building some row condo there. Then we would turn around and turn them in to the home ownership project.
- The main hospital, I have an architect coming in to look at that building to see what kind of conversion could be done on the floors into apartments.
- Community Mental Health owns the building on the front of the property.
- I am going to PHADA in New Orleans next week. I went to NAHRO and met with Senator Levin, Debbie Stabenow office when I was out there and Elissa Slotkin office. Going over housing stuff. Talked about we can only get 20% project-based vouchers. We are asking for non-working agencies to go to 50% project-based vouchers.
- We did a Waverly Place tour with the mayor. Commissioner Henry and I with the mayor. He requested a tour. We went to two occupied units and a vacant unit. We gave him a realistic look at how lives are really like in public housing and some of the challenges we have.
- I went to the BMCC conference here in Lansing. It is an MSHDA conference. Everybody that is anybody that is in affordable housing was there.
- Strategic planning I turned over to Vic. The first phase is interviews with staff and with residents. Vic oversees this. Then they will move to board level.
- We are supposed to send to the city of Lansing an Annual Report which I have given you a copy. We are responsible for sending to the city of Lansing not only our audit, but we can give an annual report. For the last couple of we put together a year in review. This report will be published on the website.
- Commissioner Barker had a couple of questions. First regarding Riverview 220, does the council have to approve the CBG? No is the answer. Second you mentioned you get calls for project-based vouchers, why do you say yes or no to anyone that calls? In the deals we have in the agreement that they will get some project-based vouchers and also have a preference for section 8 vouchers. Some places may take section 8 vouchers, but they also require three times your income and the voucher holders can't come up with the amount requested.





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


Development Activities:

Other Activities:

President's Comments:

Other Business:

Adjournment: The meeting was adjourned at 6:48 p.m.


_____ Date 6/26/2024

Emma Henry Board Chair


_____ Date 6/26/2024

Doug Fleming, Acting Secretary



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

Resolution No. 1368

Adopted By the Lansing Housing Commission

June 26, 2024

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

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

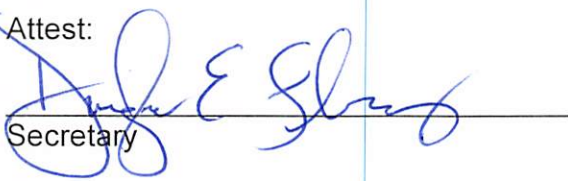


Emma Henry, Chair

Yeas 5

Nays 0

Abstentions 0

Attest:

Secretary

For Clerk Use Only _____

Resolution No. 1368
Date Adopted 06/26/2024



LANSING HOUSING COMMISSION, MI
PUBLIC HOUSING

PROPOSED MONTHLY UTILITY ALLOWANCES
Chart 1

UPDATE 2024

Building Type: Row House/Townhouse

Forest & Hoyt (EE Equip:Win,H,Ins,LED)	0BR	1BR	2BR	3BR	4BR	5BR
Electricity (L&A,F)			\$71.00			

Building Type: Detached House

Scattered Sites (EE Equip:Win,Ins,WS,LED)	0BR	1BR	2BR	3BR	4BR	5BR
Electricity (L&A,F)			\$73.00	\$81.00	\$90.00	\$98.00
Natural Gas (H,WH,C)			\$59.00	\$68.00	\$76.00	\$85.00
Water			\$38.00	\$49.00	\$61.00	\$72.00
Sewer			\$51.00	\$68.00	\$84.00	\$100.00
Trash Collection			\$19.00	\$19.00	\$19.00	\$19.00
Totals			\$240.00	\$285.00	\$330.00	\$374.00

A monthly average cost of the summer and winter adjustments were used for the electric and natural gas costs.

L&A= Lights & Appliances
F= Fan Motor for Heater
H= Space Heating
WH= Water Heating
C= Cooking

EE Equip= Energy Efficient Equipment
Win= Windows
Ins= Insulation
WS= Water Saving Appliances
LED= 100% LED Lighting

Note: Public Housing utility allowances are calculated similar to the method used by each utility provider. These allowances are not calculated by end use (like Section 8 HCV), but by total usage for each utility type. Utility providers' monthly charges are included in the calculations.



June 26, 2024

Lansing Housing Commission
419 Cherry St.
Lansing, Michigan 48933

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Approval to use the updated utility allowance per the 2024 Nelrod Utility Study. - Resolution No. 1368.

RECOMMENDATION:

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

CONTACT PERSON:

Karen Chase
PH Operations Manager

SUMMARY

This resolution authorizes LHC to use utility allowances established by the 2024 Nelrod utility study for all Low-Income Public Housing rental calculations.

BACKGROUND:

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

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

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

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



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

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

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

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

See attached 2024 Utility Sheet to become effective September 1, 2024.

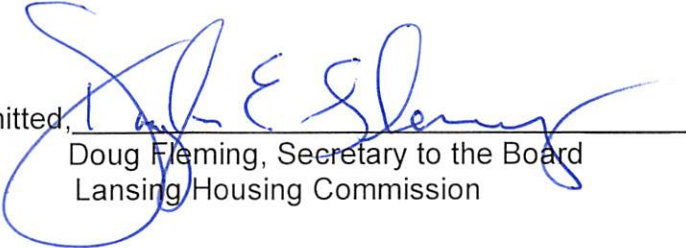
FINANCIAL CONSIDERATIONS

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

POLICY CONSIDERATIONS:

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

Respectfully Submitted,



Doug Fleming, Secretary to the Board
Lansing Housing Commission



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

Resolution No. 1369

Adopted By the Lansing Housing Commission

June 26, 2024

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

Doug Fleming, acting in the capacity of Executive Director, is authorized to approve and update the HCV Administrative Plan for fiscal year 2024-2025.


Emma Henry, Chair

Yeas 5

Nays 0

Abstentions 0

Attest:


Secretary

For Clerk Use Only

Resolution No. 1369
Date Adopted 06/26/2024



Major ACOP/ Admin Plan Changes

- Preferences changed to residency only. Random lottery selection, preference, time/date
- Pattern of criminal activity has been defined as at least 3 offenses within a 1-year period. Formerly 3 offenses within 5 years.
- The family may be absent for up to 180 days when they are a single person household that has been hospitalized, placed in a nursing home, military service or school. Previously this was 120 days.
- Debts owed to the PHA; if the family chooses a repayment agreement they will have discretion if they pay in full at once, make a lump sum payment and pay monthly payments on the remainder or do all monthly payments for the full amount.
- LHC may terminate assistance if the family is 2 months delinquent on any repayment agreements. Previously it was any delinquency timeframe.
- In situations where there is an informal hearing due to criminal activity, LHC will destroy by shredding, the criminal records no later than ten (10) business days after receiving the informal review hearing decision. Previously 5 days.

- **HOTMA Agency Specific Changes**
- EID is no longer available as of January 1st, 2024.
- Lifelong release of information will be signed by those who turn 18 at the families next income recertification. If the form is not signed and consented to they will be terminated from the program. Families may revoke consent at any time, but this would result in denial of admission/termination of assistance.
- Asset limitations will be enforced at both eligibility and reexamination.
- LHC will not use streamlined income.
- LHC will use other programs' determination of income.
- LHC will not adopt permissive deductions. Examples of this would be transportation cost to childcare site, or work, medical deduction for non-elderly/nondisabled families etc.

- Hardship exemptions for unreimbursed health and medical/DAE will be determined for change in circumstances which is defined as a decrease in income or a change in family composition.
- Hardship exemptions for childcare expenses will extend the relief while the childcare expense hardship condition continues for a period of 90 days and additional request will be approved on a case-by-case basis.
- Hardship is for purposes of exemptions above is defined as:
 - Has lost eligibility or are awaiting an eligibility determination for a federal, state, or local assistance program, including a family that has a noncitizen household member lawfully admitted for permanent residence who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Act of 1996.
 - Experienced an income (earned or unearned) decrease because of a change in circumstances, including the loss of employment and/or change in household composition.
 - Would be evicted as a result of imposing the statutory increase in the threshold for the unreimbursed health and medical care expenses and
 - Had a death in the family.
- LHC will not allow families to self-certify net assets equal to or less than \$50,000. We will require 1 month of bank statements dated within 120 days of the request date or reexamination.
- LHC will verify assets for the addition of new family members.
- LHC will continue to complete interim changes regardless of the decrease is less than 10% of the family's annual adjusted income. LHC will also complete interims in the last 3 months of certification period.



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

June 26, 2024

Lansing Housing Commission
419 Cherry St.
Lansing, Michigan 48933

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Approval of HCV Administrative Plan for fiscal year 2024-2025 - Resolution No. 1369.

RECOMMENDATION:

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

CONTACT PERSON:

Jennifer Burnette
Director of Housing Programs

SUMMARY

This resolution approves the 2024-2025 HCV Administrative Plan and submittal of the plan to HUD.

BACKGROUND:

LHC will commence the HCV Administrative Plan in August 2024. This included publishing a public notice in the Lansing State Journal, on our website and holding an information meeting.

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

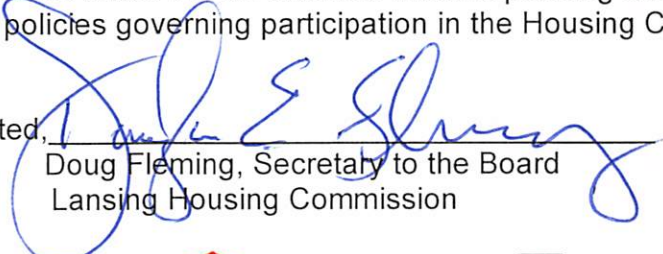
FINANCIAL CONSIDERATIONS

There are no financial considerations but does require Board approval.

POLICY CONSIDERATIONS:

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

Respectfully Submitted,


Doug Fleming, Secretary to the Board
Lansing Housing Commission





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

Resolution No. 1370

Adopted by the Lansing Housing Commission

June 28, 2023

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

The Lansing Housing Commission's FY2025 Annual Budget for Low Income Public Housing, Housing Choice Voucher, and Central Office Cost Center, are approved as presented. Doug Fleming, in his capacity as the Executive Director or his designee, is authorized to administer the budgets in accordance with HUD rules, regulations, and guidelines.

Emma Henry, Chair

Yeas 5

Nays 0

Abstentions 0

Attest:

Secretary

For Clerk Use Only

Resolution No. 1370

Date Adopted June 26, 2024



Lansing Housing Commission
Operating Budget
Operating Budget Recap
For Year Ending June 30, 2025

Fiscal Year 2025 Operating Budget
June 26, 2024

Lansing Housing Commission
Operating Budget-Low Income Public Housing
(Mt. Vernon, Hildebrandt, LaRoy Froh, South Washington Park)

Fiscal Year July 1, 2024 - June 30, 2025

Budget Notes

Revenues

Tenant Rental Revenue - Revenues generated from tenant-paid rent. The amount is based on the latest two-month trend. We are anticipating a vacancy loss of approximately 5%.

Tenant Revenue – Other - The following line items comprise this category:

- Excess Utilities – Charges to LIPH tenants for overruns on typical utility costs, which are assigned by the property manager.
- Late Charges – Revenue derived from late fees charged to tenants who pay their rent after the 5th day of a given month. Revenue based on historical performance.
- Maintenance Charges – Revenues derived from fees charged to tenants for work orders that LHC Maintenance performs. Revenues based on historical performance.
- Court Costs – Revenues derived from court costs charged to tenants in relation to cases of non-payment and evictions. Revenue based on historical performance.

CFP Operational Income – Capital Fund Program contributions provided to support operating costs and grant management fees.

Fraud Recovery and Other – This account includes the gain/loss on the sale of assets related to Section 18 conversions as well as interest income earned on investments.

HUD PHA Operating Grants – Traditionally, this line item is based upon a pre-calculated dollar amount provided by HUD to aid in the operation of Low Income Public Housing developments based upon the Projected Expense Levels of the development. That amount has been adjusted to reflect the expected 95% funding level by HUD for the remaining 66 units.

Expenses

Administrative Salaries – Line item is comprised of the annualized salaries of current LIPH Administrative staff for the four AMPs. Also included is a 4% merit increase effective on the employee's anniversary date.

Auditing Fees – Based on the recent bid proposal amount associated with audit compliance procedures. Total audit cost was split among AMPs (30%), HCV (43%), Business Income (13%), Capital City Property Management (7%) and COCC (7%).

Management Fees – Expenses for AMPs calculated using the HUD-designated rate of \$56.38 per unit month. This rate is then multiplied by the total occupied unit months possible (792), less a 5% vacancy rate. This line item also includes the costs associated with the management of the Capital Fund program.

Bookkeeping Fees – Expenses for AMPs are calculated using HUD-designated rate \$7.50 per unit month. This rate is then multiplied by the total occupied unit months possible (792), less a 5% vacancy rate.

Employee Benefit Contribution - Administrative – Contains the estimated cost of health, dental, and life insurance, long term disability and retirement benefits. Includes FICA amounts and anticipated amounts of unemployment to be paid.

Office Expenses – Projected costs for various desktop supplies, paper, toner, other consumables as well as other general expenses.

- Postage – Cost of postage and printing for meeting notices, reports, and related items. This line contains projections of both standard, first-class mailings, as well as overnight delivery needs.
- Conference – Costs related to any non-federal activity requiring conference room space.
- Administrative Services Contracts – Includes costs of services provided by outside vendors for specialized services for which in-house expertise is not available.
- Outside Printing – Costs related to bulk printing jobs of fliers, reports, and other major publications. Expense is based on historical performance.
- Publications – Costs to cover annual publications required to be kept on-hand at public housing sites.
- Membership Dues & Fees/Conferences – Expenses related to trade publications and employee memberships into industry groups and professional organizations.
- Telephone – Expenses related to providing phone/internet/cell phone services to LIPH staff.

Legal – Tenant-related legal expenses, based on historical costs.

Travel – Anticipated costs associated with employee travel (non-training related).

Other –

- Inspections – Costs to cover annual inspections of properties required by the City of Lansing and other municipalities.

Tenant Services – Other – All AMPs are required to hold aside at least \$25 per eligible unit to cover tenant-related recreation and other services.

Water/Electric/Gas – Expenses based upon historical costs of fiscal years FY2023 and FY2024 year-to-date actuals adjusted for the sale of certain units. No significant public utility rate increases are projected during the budget period.

Other Utilities Expenses –

- Recycling – Fees associated with recycling program with the City of Lansing.

Ordinary Maintenance and Operations – Labor – Line item is comprised of the annualized salaries of current and open positions for LIPH Maintenance staff. Also included is a 4.0% merit increase effective on the employee's anniversary date as well as any scheduled step increases.

Ordinary Maintenance and Operations – Materials – Routine repair materials for LIPH. Expense based on historical performance.

Ordinary Maintenance and Operations – Contracts – Projected costs for routine contracts for LIPH, such as landscaping, snow removal, exterminating, electrical, mechanical, unit turnaround, contracted labor and garbage removal.

Employee Benefits Contributions – Ordinary – Contains the estimated cost of health, dental, and life insurance, long term disability and retirement benefits. Includes FICA amounts and anticipated amounts of unemployment to be paid.

Insurance Premiums – LIPH Property, General Liability and All Other (automotive) insurance premiums. Property insurance premiums are projected to increase by 10% and liability insurance premiums are expected to increase by 10%. Costs have been adjusted to reflect the sale of 34 units.

Other General Expenses –

- Services Contract – Includes cost of general services provided by outside vendors. Include cost for background checks, payroll service, workers compensation insurance, messaging center and tenant employment verification.

PILOT – Expense is the estimated payment made to the City of Lansing, in lieu of property taxes.

Bad Debt – Tenant Rents – Expenses associated with the write-off of uncollectible rent and other tenant related charges, net of what is collected prior to the year-end close.

Lansing Housing Commission
Operating Budget – Housing Choice Vouchers

Fiscal Year July 1, 2024 – June 30, 2025

Budget Notes

Revenues

Fraud Recovery Funds Retained and Other– Housing Choice Vouchers (HCV) is entitled to 50% of the recovery of fraudulently distributed funds from voucher holders. Revenue based on historical performance and anticipation of lower occurrences of fraudulent activities. Other revenues include interest income and revenue generated from charging for copies and for services provided to other Housing Authorities.

HUD PHA Operating Grants –

- HCV Income Admin Fees – Administrative fees provided to the HCV Program are based on the number of vouchers under lease. This number is then applied to a multiplier to determine the monthly dollar amount. It is expected the funding percentage for this multiplier will increase by less than 1% due to HUD project funding levels. It is projected that in the upcoming fiscal year, HCV will have 1,995 vouchers under lease per month, which is 2% higher than the previous fiscal year.

Expenses

Administrative Salaries – Line item is comprised of the annualized salaries of all HCV employees. Salaries have been adjusted to account for funding obtained from other related grants supported by this staff.

Auditing Fees – Based on the recent bid proposal amount plus the projected costs associated with other audit compliance procedures. Total audit cost was split among AMPs, HCV, Business Income, CCPM and COCC.

Management Fee – An amount totaling up to 20% of the administrative fees earned will be paid to COCC for management of the HCV Program.

Employee Benefits Contributions – Admin – Contains the estimated cost of health, dental, and life insurance, long term disability and retirement benefits. Includes FICA amounts and anticipated amounts of unemployment to be paid.

Office Expenses – Projected costs for various desktop supplies, paper, toner, other consumables as well as other general expenses.

- Postage – Cost of postage and printing for meeting notices, reports, and related items. This line contains projections of both standard, first-class mailings, as well as overnight delivery needs.
- Conference – Costs related to any non-federal activity requiring conference room space.
- Administrative Services Contracts – Includes costs of services provided by outside vendors for specialized services for which in-house expertise is not available.
- Outside Printing – Costs related to bulk printing jobs of fliers, reports, and other major publications. Expense is based on historical performance.
- Publications – Costs to cover annual publications required to be kept on hand at public housing sites.
- Membership Dues & Fees/Conferences – Expenses related to trade publications and employee memberships into industry groups and professional organizations.
- Telephone – Expenses related to providing phone/internet/cell phone services to HCV staff.
- Software Maintenance – Costs associated with the updates and maintenance of EMPHASYS Elite, the software used to administer the program.
- Office Rent – Rental Expenses paid to COCC for occupation of space at 419 Cherry.
- Staff Training and Travel – Expenses related to training of HCV staff members on topics related to the administration of the HCV program.

Travel – Anticipated costs associated with employee travel (non-training related).

Other –

- Inspections – Costs to cover required inspections of new properties and annual re-inspection of existing properties that are participating in the HAP program.

Lansing Housing Commission
Operating Budget
Operating Budget Recap
For Year Ending June 30, 2025

Other Utilities Expenses – Recycling costs associated with the shredding and disposal of documents.

Ordinary Maintenance and Operations – Material – Costs associated with fuel and maintenance of the motor vehicle used by the HQS inspector.

Ordinary Maintenance and Operations – Contracts – Projected costs for routine contracts, such as landscaping, snow removal, exterminating, electrical, mechanical and garbage removal.

Housing Assistance Payments - Expenses associated with the incentive payments to landlords of all voucher holders.

Insurance Premiums – HCV General Liability and All Other insurance premiums.

Other General Expenses –

- Services Contract – Includes cost of general services provided by outside vendors. Include cost for background checks, payroll service, workers compensation insurance, messaging center and tenant employment verification.

Lansing Housing Commission
Operating Budget – Central Office Cost Center

Fiscal Year July 1, 2024 – June 30, 2025

Budget Notes

Revenues

Bookkeeping Fees – Revenues from LHC’s AMPs that are calculated using the HUD-designated rate of \$7.50 per unit month. This rate is then multiplied by the total occupied unit months possible (792), less the projected 5% vacancy rate.

Fraud Recovery and Other Revenue – Building rent for the HCV Program Offices, investment management fees and property insurance dividends fall under this category of revenues. Projected revenue is based on historical performance.

Management Fees – There are three categories of fees accounting for revenues in this program:

- Property Management Fees – Revenues from LHC’s AMPs, calculated using HUD-designated rate of \$56.38 per unit month. This rate is then multiplied by the total occupied unit months possible (792), less what is projected to be the vacancy rate for the fiscal year. Currently this projection is 5% vacancy.
- CFP Management Fees – Revenues received from the Capital Fund Program to cover the costs associated with managing Capital Fund projects.
- HCV Program Management Fees – COCC is permitted to capture the greater of \$12 per unit OR 20% of the total Administrative Fee allotment of the HCV Program.

Expenses

Administrative Salaries – Line item is comprised of the annualized salaries of current COCC staff and open positions. Also included is a 4% merit increase effective on the employee’s anniversary date.

Auditing Fees – Expenses incurred by COCC for mandatory annual audits.

Employee Benefits Contributions – Admin – Contains the estimated cost of health, dental, and life insurance, long term disability and retirement benefits. Includes FICA amounts and anticipated amounts of unemployment to be paid.

Office Expenses – The following categories are listed under this line item:

- Postage – Cost of postage and printing for meeting notices, reports, and related items. This line contains projections of both standard, first-class mailings, as well as overnight delivery needs.
- Office Supplies – Anticipated expenses for desktop supplies, paper, toner, and other office consumables.
- Computer Maintenance – Monthly and annual costs associated with maintenance and support of ERP systems and laptop/desktop computers.
- Telephone – Cost associated with the purchase, maintenance and service costs associated with office and cell phones.
- Staff Training and Travel – Expenses related to the training of COCC staff members on topics related to the administration of the COCC program.
- Conference – Costs related to any non-federal share activity requiring conference room space.
- Administrative Services Contracts – Includes costs of services provided by outside vendors for specialized services for which in-house expertise is not available.
- Outside Printing – Costs related to bulk printing jobs of fliers, reports, and other major publications. Expense based on historical performance.

Legal Expense – Non-tenant related legal expense, based on historical costs and anticipated litigation for the upcoming fiscal year.

Travel – Expenses incurred for COCC staff traveling for business purposes.

Other – Includes costs associated with events designed to promote positive public relations in the community.

Water/Electric/Gas – Expenses based upon historical costs of fiscal years FY2023 and FY2024 year-to-date actuals.

Ordinary Maintenance and Operations – Materials and Other – Routine repair for COCC needs. Expenses based on historical performance.

Ordinary Maintenance and Operations Contracts – Routine contracts for COCC, such as landscaping, snow removal, office cleaning, and mechanical. Expenses based on historical performance.

Protective Services – Other Contract Costs Total – Costs associated with the maintenance and monitoring of the office security system.

Property Insurance Premiums – COCC property insurance. Expenses based on historical performance. Property insurance is projected to increase by 10%.

Liability Insurance Premiums – COCC general liability insurance. Expense is based on historical performance. Liability insurance is projected to increase by 10%.

Other General Expenses -

- Services Contract – Includes cost of general services provided by outside vendors. Includes cost for background checks, payroll service, workers compensation insurance, messaging center and tenant employment verification.

Lansing Housing Commission
Operating Budget – Business Income

Fiscal Year July 1, 2024 – June 30, 2025

Budget Notes

Revenues

Tenant Rental Revenue - Revenue generated from tenant paid rent for de minimis units. The amount is based on the latest two-month trend adjusted for an anticipated increase in resident vacancies. We are anticipating a vacancy loss of approximately 100% due to anticipated home ownership conversions.

Developer Fees – Development fees received per contractual agreements of RAD projects and property management fees. Funds are available for operating activities.

Fraud Recovery and Other Revenue – Includes interest income earned on investments and interest income earned on notes receivable resulting from RAD conversions. Interest income earned on notes receivable is offset by an allowance equal to the amount of interest income earned. Funds are classified as a restricted asset.

Expenses

Auditing Fees – Expenses incurred by Business Income Fund for mandatory annual audits.

Management Fees – Include fees paid to COCC to manage Section 18 investments.

Office Expenses – Includes costs of services provided by outside vendors for specialized services for which in-house expertise is not available.

Water/Electric/Gas – Expenses based upon historical costs of fiscal years FY2023 and FY2024 year-to-date actuals related to de minimis units.

Ordinary Maintenance and Operations – Materials and Other – Routine repairs for de minimis units. Expenses based on historical performance.

Insurance Premiums – Premiums for property, auto and liability insurance for De minimis units. Expenses based on historical performance. Insurance premiums are projected to increase by 10%.

Other General Expenses -

- Services Contract – Includes cost of general services provided by outside vendors. Includes cost for background checks, payroll service, workers compensation insurance, messaging center and tenant employment verification.

Lansing Housing Commission
Operating Budget – Capital City Property Management

Fiscal Year July 1, 2024 – June 30, 2025

Budget Notes

Revenues

Fraud Recovery and Other – This account includes revenue received by Capital City Property Management (CCPM) from operational services provided to outside entities.

Management Fees – Revenues received by Capital City Property Management (CCPM) from accounting services provided to outside entities.

Expenses

Administrative Salaries – Line item is comprised of the annualized salaries of current CCPM staff. Also included is a 4% merit increase effective on the employee's anniversary date.

Auditing Fees – Expenses incurred by CCPM for mandatory annual audits.

Employee Benefits Contributions – Admin – Contains the estimated cost of health, dental, and life insurance, long term disability and retirement benefits. Includes FICA amounts and anticipated amounts of unemployment to be paid.

Office Expenses – The following categories are listed under this line item:

- Postage – Cost of postage and printing for meeting notices, reports, and related items. This line contains projections of both standard, first-class mailings, as well as overnight delivery needs.
- Office Supplies – Anticipated expenses for desktop supplies, paper, toner, and other office consumables.
- Computer Maintenance – Monthly and annual costs associated with maintenance and support of ERP systems and laptop/desktop computers.
- Telephone – Cost associated with the purchase, maintenance and service costs associated with office and cell phones.
- Staff Training and Travel – Expenses related to the training of CCPM staff members on topics related to the administration of the CCPM program.

Lansing Housing Commission
Operating Budget
Operating Budget Recap
For Year Ending June 30, 2025

- Conference – Costs related to any non-federal share activity requiring conference room space.
- Administrative Services Contracts – Includes costs of services provided by outside vendors for specialized services for which in-house expertise is not available.
- Outside Printing – Costs related to bulk printing jobs of fliers, reports, and other major publications. Expense based on historical performance.

Ordinary Maintenance and Operations – Labor – Line item is comprised of annualized salaries of current and open positions for CCPM. Also included is a 4% merit increase effective on the employee's anniversary date.

Employee Benefits Contributions – Ordinary – Contains the estimated cost of health, dental, and life insurance, long term disability and retirement benefits.

Insurance Premiums – Costs related to property, general liability, and auto insurance. Expense is based on historical performance. Premiums are projected to increase by 10%.

Other General Expenses -

- Services Contract – Includes cost of general services provided by outside vendors. Includes cost for background checks, payroll service, workers compensation insurance, messaging center and tenant employment verification.

LANSING HOUSING COMMISSION

LIPH Consolidated - (MT Vernon, Hildebrandt, LaRoy Froh & So. Washington)

Budget for FY2025

Summary Account	Total	Prior Yr Proj	Diff Inc (Dec)	% Cha
1Tenant Rental Revenue Total	158,472	215,369	(56,897)	-26%
2Tenant Revenue - Other Total	2,640	3,785	(1,145)	-4%
CFP Operational Income Total	684,991	964,080	(279,089)	-29%
Fraud Recovery and Other Total	102,000	2,843,178	(2,741,178)	-189%
HUD PHA Operating Grants Total	1,165,891	1,389,807	(223,916)	-16%
Management Fees Income Total	-	-	-	0%
TOTAL OPERATING INCOME	2,113,994	5,416,220	(3,302,225)	-61%
01Administrative Salaries Total	116,430	23,027	93,403	406%
02Auditing Fees Total	20,000	30,560	(10,560)	-35%
03Management Fees Total	194,818	291,672	(96,854)	-33%
04Bookkeeping Fees Total	5,643	7,459	(1,816)	-24%
05Employee Benefits Contributions - Admin Total	28,755	1,069,069	(1,040,314)	292%
06Office Expenses Total	23,235	45,296	(22,061)	-189%
07Legal Total	500	(393)	893	0%
08Travel Total	1,900	2,308	(408)	-18%
09Other Total	6,250	(4,720)	10,970	412%
10Tenant Services - Other Total	1,650	1,452	198	14%
11Water Total	42,560	45,852	(3,292)	-13%
12Electricity Total	7,800	10,121	(2,321)	-23%
13Gas Total	21,600	22,378	(778)	-3%
14Other Utilities Expense Total	1,708	4,332	(2,624)	-61%
15Ordinary Maintenance and Operations - Labor Total	95,120	55,392	39,728	72%
16Ordinary Maintenance and Operations - Material Total	104,000	132,652	(28,652)	-85%
17Ordinary Maintenance and Operations - Contracts Total	173,374	333,077	(159,703)	197%
18Employee Benefits Contributions - Ordinary Total	87,653	74,052	13,601	85%
19.1Housing Assistance Payments Total	-	-	-	0%
19Protective Services - Other Contract Costs Total	-	-	-	0%
20Property Insurance Total	28,930	34,728	(5,797)	-17%
21Liability Insurance Total	5,649	10,352	(4,703)	-45%
22Workers Compensation Total	-	-	-	0%
23All Other Insurance Total	4,631	1,970	2,661	135%
24Other General Expenses Total	161,266	153,879	7,387	5%
26Payment in Lieu of Taxes Total	7,066	14,304	(7,237)	-51%
27Bad debt - Tenant Rents Total	15,847	47	15,800	33752%
29Depreciation Expense Total	-	-	-	0%
30Interest Expense Total	-	-	-	0%
OPERATING EXPENSES	1,156,384	2,358,864	(1,202,479)	-51%
Total Net Income / (Loss)	957,610	3,057,356	(2,099,746)	-69%
Total Net Income / (Loss) w/o Depreciation	957,610	3,057,356	(2,099,746)	

LANSING HOUSING COMMISSION
HCV Program
Budget for FY2025

Summary Account	Total	Prior Yr Proj	Diff Inc (Dec)	% Cha
INCOME:				
1Tenant Rental Revenue Total	-	-	-	0%
2Tenant Revenue - Other Total	-	-	-	0%
Administrative Fees Total	-	-	-	0%
Bookkeeping Fees Income Total	-	-	-	0%
CFP Operational Income Total	-	-	-	0%
Fraud Recovery and Other Total	246,600	230,170	16,430	-14%
HUD PHA Grants (hard costs) Total	-	-	-	0%
HUD PHA Operating Grants Total	1,550,137	1,569,481	(19,344)	-1%
Management Fees Income Total	-	-	-	0%
TOTAL OPERATING INCOME	1,796,737	1,799,651	(5,827)	0%
EXPENSES:				
01Administrative Salaries Total	821,934	742,576	79,358	11%
02Auditing Fees Total	29,000	37,333	(8,333)	-22%
03Management Fees Total	310,027	314,465	(4,438)	-1%
04Bookkeeping Fees Total	-	-	-	0%
05Employee Benefits Contributions - Admin Total	241,854	230,932	10,922	1%
06Office Expenses Total	263,318	395,368	(132,050)	-350%
07Legal Total	-	-	-	0%
08Travel Total	2,950	3,482	(532)	-15%
09Other Total	9,000	11,577	(2,577)	-119%
10Tenant Services - Other Total	-	-	-	0%
11Water Total	-	-	-	0%
12Electricity Total	-	-	-	0%
13Gas Total	-	-	-	0%
14Other Utilities Expense Total	1,920	820	1,100	134%
15Ordinary Maintenance and Operations - Labor Total	-	-	-	0%
16Ordinary Maintenance and Operations - Material Total	4,420	4,881	(461)	-1%
17Ordinary Maintenance and Operations - Contracts Total	1,680	19,603	(17,923)	-201%
18Employee Benefits Contributions - Ordinary Total	-	-	-	0%
19.1Housing Assistance Payments Total	500	15,733	(15,233)	-97%
19Protective Services - Other Contract Costs Total	-	-	-	0%
20Property Insurance Total	-	-	-	0%
21Liability Insurance Total	32,370	29,963	2,407	8%
22Workers Compensation Total	-	-	-	0%
23All Other Insurance Total	1,071	768	303	39%
24Other General Expenses Total	75,580	118,427	(42,847)	-36%
26Payment in Lieu of Taxes Total	-	-	-	0%
27Bad debt - Tenant Rents Total	-	-	-	0%
29Depreciation Expense Total	-	-	-	0%
30Interest Expense Total	-	-	-	0%
OPERATING EXPENSES	1,795,624	1,925,929	(130,304)	-7%
Total Net Income / (Loss)	1,113	(126,278)	124,478	
Total Net Income / (Loss) w/o Depreciation	1,113	(126,278)	124,478	

LANSING HOUSING COMMISSION
COCC (Central Office Cost Center)
Budget for FY2025

Summary Account	Total	Prior Yr Proj	Diff Inc (Dec)	% Cha
INCOME:				
1Tenant Rental Revenue Total	-	-	-	0%
2Tenant Revenue - Other Total	-	-	-	0%
330011 Administrative Fees Total	-	-	-	0%
340200 HUD PHA Grants (hard costs) Total	-	-	-	0%
Bookkeeping Fees Income Total	5,643	7,459	(1,816)	-24%
CFP Operational Income Total	-	-	-	0%
Fraud Recovery and Other Total	236,164	274,030	(37,866)	-14%
HUD PHA Operating Grants Total	-	-	-	0%
Management Fees Income Total	504,845	606,137	(101,292)	-35%
TOTAL OPERATING INCOME	746,652	887,626	(140,974)	-16%
EXPENSES:				
01Administrative Salaries Total	225,339	182,597	42,742	23%
02Auditing Fees Total	5,000	8,800	(3,800)	-43%
03Management Fees Total	-	-	-	0%
04Bookkeeping Fees Total	-	-	-	0%
05Employee Benefits Contributions - Admin Total	26,466	43,698	(17,232)	66%
06Office Expenses Total	221,969	279,186	(57,217)	-310%
07Legal Total	30,000	29,410	590	2%
08Travel Total	19,200	19,669	(469)	-2%
09Other Total	32,400	46,390	(13,990)	-128%
10Tenant Services - Other Total	-	1,354	(1,354)	-100%
11Water Total	2,400	2,193	207	20%
12Electricity Total	13,100	12,850	250	2%
13Gas Total	4,395	4,104	291	7%
14Other Utilities Expense Total	720	293	427	146%
15Ordinary Maintenance and Operations - Labor Tot	-	-	-	0%
16Ordinary Maintenance and Operations - Material T	1,800	1,047	753	23%
17Ordinary Maintenance and Operations - Contracts	63,750	52,855	10,895	75%
18Employee Benefits Contributions - Ordinary Total	-	3,316	(3,316)	-100%
19.1Housing Assistance Payments Total	-	-	-	0%
19Protective Services - Other Contract Costs Total	750	1,400	(650)	-46%
20Property Insurance Total	6,412	5,802	610	11%
21Liability Insurance Total	1,105	2,529	(1,424)	-56%
22Workers Compensation Total	-	-	-	0%
23All Other Insurance Total	-	-	-	0%
24Other General Expenses Total	42,669	27,489	15,179	55%
26Payment in Lieu of Taxes Total	-	-	-	0%
27Bad debt - Tenant Rents Total	-	-	-	0%
29Depreciation Expense Total	-	-	-	0%
30Interest Expense Total	-	-	-	0%
OPERATING EXPENSES	697,476	724,982	(27,506)	-4%
Total Net Income / (Loss)	49,176	162,643	(113,467)	-70%
Total Net Income / (Loss) w/o Depreciation	49,176	162,643	(113,467)	

LANSING HOUSING COMMISSION

BUSINESS INCOME (HABITAT, Stadium Nort, OG & Other Bus Activity)

Budget for FY2025

Summary Account	Total	Prior Yr Proj	Diff Inc (Dec)	% Cha
INCOME:				
1Tenant Rental Revenue Total	-	860	(860)	-100%
2Tenant Revenue - Other Total	-	-	-	0%
330011 Administrative Fees Total	-	-	-	0%
Bookkeeping Fees Income Total	-	-	-	0%
CFP Operational Income Total	-	-	-	0%
Developer Fees Total	945,000	1,691,441	(746,441)	-44%
Fraud Recovery and Other Total	670,000	701,027	(31,027)	-14%
HUD PHA Grants (hard costs) Total	-	-	-	0%
HUD PHA Operating Grants Total	-	-	-	0%
Management Fees Income Total	-	-	-	0%
TOTAL OPERATING INCOME	1,615,000	2,393,328	(778,328)	-33%
EXPENSES:				
01Administrative Salaries Total	-	-	-	0%
02Auditing Fees Total	9,000	12,640	(3,640)	-29%
03Management Fees Total	160,000	162,364	(2,364)	-1%
04Bookkeeping Fees Total	-	-	-	0%
05Employee Benefits Contributions - Admin Total	-	220	(220)	-100%
06Office Expenses Total	347,396	239,332	108,064	56%
07Legal Total	-	-	-	0%
08Travel Total	-	-	-	0%
09Other Total	-	156	(156)	-100%
10Tenant Services - Other Total	-	-	-	0%
11Water Total	3,205	2,812	393	29%
12Electricity Total	1,900	2,588	(688)	-27%
13Gas Total	3,900	3,764	136	4%
14Other Utilities Expense Total	-	-	-	0%
15Ordinary Maintenance and Operations - Labor Total	-	-	-	0%
16Ordinary Maintenance and Operations - Material Total	-	-	-	0%
17Ordinary Maintenance and Operations - Contracts Total	-	-	-	0%
18Employee Benefits Contributions - Ordinary Total	-	-	-	0%
19.1Housing Assistance Payments Total	-	-	-	0%
19Protective Services - Other Contract Costs Total	-	-	-	0%
20Property Insurance Total	6,797	6,616	180	3%
21Liability Insurance Total	1,465	1,503	(38)	-3%
22Workers Compensation Total	-	-	-	0%
23All Other Insurance Total	6,958	6,352	607	10%
24Other General Expenses Total	28,300	486,280	(457,980)	-94%
26Payment in Lieu of Taxes Total	-	-	-	0%
27Bad debt - Tenant Rents Total	-	-	-	0%
29Depreciation Expense Total	-	-	-	0%
30Interest Expense Total	-	-	-	0%
OPERATING EXPENSES	568,921	924,627	(355,706)	-38%
Total Net Income / (Loss)	1,046,079	1,468,701	(422,622)	-29%
Total Net Income / (Loss) w/o Depreciation	1,046,079	1,468,701	(422,622)	

LANSING HOUSING COMMISSION
 Capital City Property Management
 Budget for FY2025

Summary Account	Total	Prior Yr Proj	Diff Inc (Dec)	% Cha
INCOME:				
1Tenant Rental Revenue Total	-	-	-	0%
2Tenant Revenue - Other Total	-	-	-	0%
330011 Administrative Fees Total	-	-	-	0%
340200 HUD PHA Grants (hard costs) Total	-	-	-	0%
Bookkeeping Fees Income Total	-	-	-	0%
CFP Operational Income Total	-	-	-	0%
Fraud Recovery and Other Total	150,000	-	150,000	0%
HUD PHA Operating Grants Total	-	-	-	0%
Management Fees Income Total	287,139	226,895	60,243	27%
TOTAL OPERATING INCOME	437,139	226,895	210,243	93%
EXPENSES:				
01Administrative Salaries Total	231,782	211,654	20,127	10%
02Auditing Fees Total	5,000	-	5,000	0%
03Management Fees Total	-	-	-	0%
04Bookkeeping Fees Total	-	-	-	0%
05Employee Benefits Contributions - Admin Total	54,991	54,569	423	1%
06Office Expenses Total	39,600	48,500	(8,900)	-168%
07Legal Total	-	-	-	0%
08Travel Total	-	-	-	0%
09Other Total	-	2,839	(2,839)	-100%
10Tenant Services - Other Total	-	-	-	0%
11Water Total	-	-	-	0%
12Electricity Total	-	-	-	0%
13Gas Total	-	-	-	0%
14Other Utilities Expense Total	-	-	-	0%
15Ordinary Maintenance and Operations - Labor Total	68,138	131,504	(63,367)	-48%
16Ordinary Maintenance and Operations - Material Total	-	3,548	(3,548)	-100%
17Ordinary Maintenance and Operations - Contracts Total	-	41	(41)	-100%
18Employee Benefits Contributions - Ordinary Total	16,109	41,290	(25,181)	-118%
19.1Housing Assistance Payments Total	-	-	-	0%
19Protective Services - Other Contract Costs Total	-	-	-	0%
20Property Insurance Total	3,609	80	3,529	4411%
21Liability Insurance Total	1,393	-	1,393	0%
22Workers Compensation Total	-	-	-	0%
23All Other Insurance Total	1,980	1,529	451	29%
24Other General Expenses Total	8,458	3,755	4,703	125%
26Payment in Lieu of Taxes Total	-	-	-	0%
27Bad debt - Tenant Rents Total	-	-	-	0%
29Depreciation Expense Total	-	-	-	0%
30Interest Expense Total	-	-	-	0%
OPERATING EXPENSES	431,059	499,308	(68,249)	-14%
Total Net Income / (Loss)	6,080	(272,412)	278,492	
Total Net Income / (Loss) w/o Depreciation	6,080	(272,412)	278,492	



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

June 26, 2024

Lansing Housing Commission
419 Cherry St.
Lansing, Michigan 48933

HONORABLE MEMBERS IN SESSION:

SUBJECT:

Approval of Lansing Housing Commission's FY2025 Operating Budgets
Resolution No. 1370

RECOMMENDATION:

Staff recommends approval of Resolution No.1370 which approves Lansing Housing Commission's FY2025 Fiscal Year Operating Budget for all Programs, Low Income Public Housing, Housing Choice Voucher, and Central Office Cost Center.

CONTACT PERSON:

Doug Fleming
Executive Director
(517) 372-7996

SUMMARY:

The program budgets reflect anticipated expenditures based on prior year actuals, anticipated rate changes and program changes.

BACKGROUND:

The Code of Federal Regulations under Title 24 Part 990 (The Public Housing Operating Fund Program) requires Board approval of all operating budgets before the fiscal year commences. The resulting Board resolution must be filed at the local field office as HUD-form 52574. The attached budgets for the Low-Income Public Housing Program ("LIPH"), Housing Choice Voucher Program ("HCV"), and Central Office Cost Center ("COCC") are compliant with this HUD requirement.

FINANCIAL CONSIDERATION:

These budget projections are based on last year's actual operating expenses, projected staffing configurations, and HUD funding projections. The budget for each business unit projects a break-even or better position.

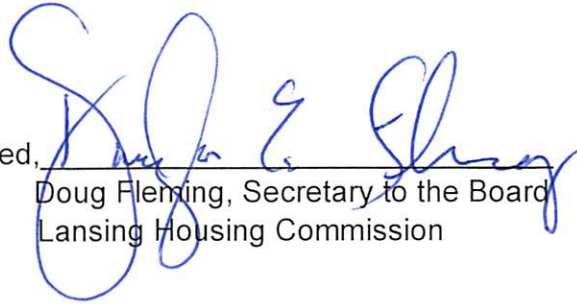


419 Cherry St., Lansing, MI 48933 Telephone: (517) 487-6550 Fax: (517) 487-6977

POLICY CONSIDERATIONS:

One of the major governance responsibilities of the Board is to set policy for LHC. Approval of the budget falls within the Board governance responsibilities.

Respectfully Submitted,



Doug Fleming, Secretary to the Board
Lansing Housing Commission

Resolution No. 1371

Adopted by the Lansing Housing Commission

June 26, 2024

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

The Lansing Housing Commission is authorized to implement the attached Revised Procurement Policy. Douglas E Fleming, in his capacity as Executive Director, or his designee is authorized to administer this resolution in accordance with HUD rules, regulations, and guidelines.



Emma Henry, Chair

Yeas 5

Nays 0

Abstentions 0

Attest



Secretary

For Clerks Use Only

Resolution No: 1371
Date Adopted: 06/26/2024



Lansing Housing Commission Procurement Policy (Proposed)

Overview

This Procurement Policy complies with the Annual Contributions Contract (“ACC”) between Lansing Housing Commission (“LHC”) and the U. S. Department of Housing and Urban Development (“HUD”), Federal Regulations (§200.317 through §200.326, **Procurement Standards**), the procurement standards of the Procurement Handbook for Public Housing Agencies, HUD Handbook 7460.8, Rev2, and applicable State and Local laws.

General Provisions

The LHC shall:

- provide procurement system of quality and integrity;
- provide fair and equitable treatment of all persons or firms involved in purchasing by LHC;
- ensure supplies and services (including construction) are procured efficiently, effectively, and at the most favorable prices available to LHC;
- promote competition in contracting; and
- ensure purchasing actions are in full compliance with applicable Federal standards, HUD regulations, State, and local laws.

Application

This Procurement Policy applies to all procurement actions of LHC, regardless of the source of funds, except as noted under “exclusions,” below. However, nothing in this Policy shall prevent the LHC from complying with the terms and conditions of any grant, contract, gift or bequest that is otherwise consistent with the law.

When both HUD and non-Federal grant funds are used for a project, the work accomplished with the funds should be separately identified prior to procurement so that appropriate requirements can be applied, if necessary. If it is not possible to separate the funds, HUD procurement regulations shall be applied to the total project. If funds and work can be separated and work can be completed under separate contracts, then regulations applicable to the source of funding may be followed.

Definition

The term “procurement,” as used in this Policy, includes the procuring, purchasing, leasing, or renting of:

1. Goods, supplies, equipment, and materials,
2. Construction and maintenance; consultant services.
3. Architectural and Engineering (“A/E”) services,
4. Social Services and
5. Other Services.

Exclusions

This policy does not govern administrative fees earned under the Housing Choice Voucher (“HCV”) program, the award of vouchers under the HCV program, the execution of Housing Assistance Payment contracts under





COMMISSION

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

that program, or non-program income, e.g. fee-for-service revenue under **(24 CFR Part 990)**. These excluded areas are subject to applicable State and local requirements.

Changes in Law and Regulations

In the event an applicable law and/or regulation is modified or eliminated, or a new law or regulation is adopted, the revised law or regulation shall; to the extent inconsistent with these Policies, automatically supersede these policies.

HUD and Board Approval of Procurement Actions

LHC Board of Commissioners' approval, by resolution, is required for all procurement actions above \$150,000.00 **\$200,000**. The Executive Director or designee must receive Board approval of each contract or contract modification that increases the value of the contract amount by ten per cent (10%) or more. HUD approval is also required for contract modifications, if 10% or more; or for changes in the scope of work. Further, LHC's Board of Commissioners' approval is required for all contract previously approved by the Board when a contract modification extends the contract term of the contract for forty-five (45) or more calendar days.

Although extending the contract after it has expired is discouraged as a poor business practice, on the rare occasions this action is deemed in the best interest of LHC a written explanation of the reason the contract was not timely extended shall be submitted to the Contracting Officer. A contract terminated by LHC for cause or convenience may only be renewed or extended with the approval of the Board of Commissioners.

Delegation of Contracting Authority

The LHC Board of Commissioners' has designated the Executive Director as LHC's Contracting Officer. The Executive Director is responsible for ensuring that LHC's procurement actions comply with this Policy. The Executive Director may delegate all or some procurement authority as is necessary and appropriate to conduct the business of the Commission. The Executive Director shall delegate Contract Authority in writing. The delegation document shall state the scope and limitations of authority. Changes in the scope or limitations shall be made in writing by amendment to the existing delegation or by issuance of a new delegation.

Each Delegation of Authority shall clearly state the position's limit of authority.

Further, and in accordance with this delegation of authority, the Executive Director shall ensure that the Procurement Policy is followed. The Executive Director shall also establish a system of sanctions for violations of the ethical-standards described in Page 6 & 7 of this policy, consistent with Federal, State, or local law.

The Executive Director or designee (s) shall ensure:

1. Contracts and modifications are in writing and clearly specify the desired supplies, services, or construction, and are supported by sufficient documentation.
2. Procurement requirements are subject to an annual planning process to assure efficient and economical purchasing.
3. For contracts exceeding \$250,000, one (1) or more public advertisement (s) shall be made over a minimum of 10 business days. Contractor/vendor preparation and submission of bids or proposals shall be allowed a minimum of 10 business days.

Solicitation procedures are conducted in full compliance with the Federal standards set forth at 24 CFR 85.36





COMMISSION

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

4. An independent cost estimate shall be prepared before solicitation for all procurement actions that exceed \$40,000 **\$25,000**.
5. Contract awards are made to the lowest responsive responsible bidder. In the case of Requests for Proposals or quotes, contract awards are to be made only to the offeror whose proposal or quote offers the greatest value to LHC, considering the evaluation criteria stated in the solicitation.
6. Notice of award is available to the public.
7. Unsuccessful firms are notified.
8. Work equipment, or service is inspected/reviewed and accepted/approved prior to payment.
9. LHC complies with all applicable HUD review requirements.

Public Access to Procurement Information

Most procurement information that is not proprietary is a matter of public record and shall be available to the public to the extent provided in the Michigan Freedom of Information Act.

Ethics in Public Contracting

The LHC hereby establishes this code of conduct regarding procurement issues and actions and shall implement a system of sanctions for violations. This code of conduct is consistent with applicable Federal, State or local laws and LHC's Ethics Policy.

Conflicts of Interest

No employee, officer, Board member or agent of the LHC shall participate directly or indirectly in the selection, award, or administration of any contract if a conflict of interest, either real or apparent, would be involved. This type of conflict would be when one of the persons listed below has a financial or any other type of interest in a firm competing for the award:

- A. An employee, officer, Board member, or agent involved in making the award;
- B. His/her relative (including father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, step-father, step-mother, step-son, step-daughter, half-brother, half-sister, grandparents or grandchildren);
- C. His/her partner; or
- D. An organization which employs or is negotiating to employ, or has an arrangement concerning prospective employment of any of the above.

Gratuities, Kickbacks, and Use of Confidential Information

No officer, employee, Board member, or agent shall ask for or accept gratuities, favors, or items of more than ~~\$20.00~~ **\$250** in value from any contractor, potential contractor, or party to any sub-contract, and shall not knowingly use confidential information for actual or anticipated personal gain.

Prohibition Against Contingent Fees

Contractors wanting to do business with the LHC must not hire a person to solicit or secure a contract or a commission, percentage, brokerage, or contingent fee, except for bona fide established commercial selling agencies





COMMISSION

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

Procurement Planning

Planning is essential to managing the procurement function. Hence, LHC will periodically review its record of prior purchases, as well as future needs, to:

- Find patterns of procurement actions that could be performed more efficiently or economically
- Maximize competition and competitive pricing among contracts and decrease LHC's procurement costs
- Reduce the Commission's administrative costs;
- Ensure supplies and services are obtained without any need for re-procurement, e.g. resolving bid protests;
- Minimize errors that occur when there is inadequate lead time.
- Give priority consideration to rehabilitation of vacant rental units.
- Prioritize capital projects that are already underway and require additional funds, or are included in the Five-Year Capital Fund Acton Plan.

Consideration should be given to storage, security, and handling requirements when planning the most appropriate purchasing actions.

Procurement Methods

LHC will select one of the following methods of procurement for all procurement actions based on the nature and anticipated dollar value of the total requirement. As previously provided, procurement actions exceeding \$150,000 **\$200,000** must have approval of the LHC Board of Commissioners.

1. \$0-\$100 ————— Petty Cash
2. **\$0-\$250** **Petty Cash**
3. 101-\$10,000 ————— Micro Purchase
4. **\$251 - \$15,000** **Micro Purchase**
5. \$10,001- \$249,999 — Small Purchase
6. **\$15,001- \$299,999** **Small Purchase**
7. \$150,000 and up ————— Board Approval Required
8. **\$200,00 and up** **Board Approval Required**
9. \$250,000 and up ————— Sealed Bids/Proposals
10. **\$300,000 and up** **Sealed Bids**

Petty Cash Purchases:

Purchases under \$100.00 **\$250** may be handled through the use of a petty cash account. Petty Cash Accounts may be established in an amount sufficient to cover small purchases made during a reasonable period, e.g. one month. LHC shall ensure security is maintained and only authorized individuals have access to the account petty cash accounts. These accounts should be reconciled and replenished periodically.

Micro Purchases:

Purchases over 101.00 \$251 and less than \$10,000.00 \$15,000 are considered Micro Purchases. Only one quote is required provided the quote is considered reasonable. To the greatest extent feasible, and to promote competition, small purchases should be distributed among qualified sources. Quotes may be obtained orally (either in person or by phone), fax, in writing, or through e-procurement. Award shall be made to the qualified vendor that provides the best value to the LHC. If award is be made for reason other than lowest price, documentation shall be provided in the contract file. \$2,000 for construction awards subject to the Davis-Bacon Act.

Micro-purchases may be awarded without soliciting competitive quotations IF the non-Federal entity considers the price to be reasonable.

The LHC shall not break down requirements aggregating more than the small purchase threshold or the Micro Purchase threshold into several purchases that are less than the applicable threshold merely to:

1. Permit use of the small purchase procedures or;
2. Avoid any requirements that apply to purchases that exceed the Micro Purchase threshold.

Small Purchase Procedures and Positional Spending Limits

For any amounts above the Micro Purchasing ceiling (~~\$40,001.00~~) (**\$15,001**), but not exceeding ~~\$249,999.00~~ **\$299,999** the LHC may use small purchase procedures.

Under small purchase procedures, the LHC shall obtain a reasonable number of quotes (preferably three).

Note: no cost/price analysis required. However, for purchases of less than ~~\$40,001~~ **\$15,001** (except for construction procurements which is set at \$2,000), also known as Micro Purchases, only one quote is required provided the quote is considered reasonable. To the greatest extent feasible, and to promote competition, small purchases should be distributed among qualified sources. Quotations for Small Purchases (QSP), or quotes, may be obtained orally (either in person or by phone), by fax, in writing, or through e-procurement. Award shall be made to the responsive and responsible vendor that submits the lowest cost to the Agency. If award is to be made for reasons other than lowest price, documentation shall be provided in the contract file. The Agency shall not break down requirements aggregating more than the small purchase threshold (or the Micro Purchase threshold) into several purchases that are less than the applicable threshold merely to: (1) permit use of the small purchase procedures or (2) avoid any requirements that applies to purchases that exceed the Micro Purchase threshold.

Sealed Bids

Sealed bidding shall be used for all contracts that exceed the small purchase threshold and that are not competitive proposals or non-competitive proposals, as these terms are defined in this document. Under sealed bids, the LHC publicly solicits bids and awards a firm fixed-price contract (lump sum or unit price) to the responsible bidder whose bid, conforming with all the material terms and conditions of the Invitation for Bid ("IFB"), is the lowest in price. Sealed bidding is the preferred method for procuring construction, supply, and non-complex service contracts that are expected to exceed ~~\$250,000~~ **\$300,000**.

A. Conditions for Using Sealed Bids: LHC shall use the sealed bid method if the following conditions are present:

- Procurement action exceeds the small purchase threshold of ~~\$249,999~~ **\$299,999**
- A complete, adequate, and realistic statement of work, specification, or purchase description is available;
- Two or more responsible bidders are willing and able to compete effectively for the work;
- The contract can be awarded based on a firm fixed-price;
- The selection of the successful bidder can be made principally on the basis of price.
- Construction Contracts above the small purchase threshold

B. Solicitation and Receipt of Bids: An IFB is issued, when it includes the specifications and all contractual terms and conditions applicable to the procurement, and a statement that award will be



made to the lowest responsible and responsive bidder whose bid meets the requirements of the solicitation. The IFB must state the time and place for both receiving the bids and the public bid opening. All bids received will be date and time-stamped and stored **unopened** in a secure place until the public bid opening. A bidder may withdraw the bid at any time **prior** to the bid opening.

C. Bid Opening and Award: Bids shall be opened publicly. All bids received shall be recorded on an abstract (tabulation) of bids, and then made available for public inspection. If equal low bids are received from responsible bidder's selection shall be made by drawing lots or other similar random method. The method for doing this shall be stated in the IFB. If only one responsive bid is received from a responsible bidder, award shall **not** be made unless the price can be determined to be reasonable, based on a cost or price analysis. The successful bidder and all unsuccessful bidders shall be notified in writing.

D. Mistakes in Bids: Correction or withdrawal of bids may be permitted, where appropriate, before bid opening by written or telegraphic notice received in the office designated in the IFB prior to the time set for bid opening.

After bid opening, corrections in bids may be permitted only if the bidder can show by clear and convincing evidence that a mistake of a non-judgmental character was made, the nature of the mistake, and the bid price actually intended.

A low bidder alleging a non-judgmental mistake may be permitted to withdraw its bid if the mistake is clearly evident on the face of the bid document, but the intended bid is unclear, or the bidder submits convincing evidence that a mistake was made.

All decisions to allow correction or withdrawal of a bid shall be supported by a written determination signed by the Contracting Officer. After bid opening, changes in the bid prices or other provisions of bids prejudicial to the interest of the LHC or fair competition shall **not** be permitted.

The Executive Director, or designee, may waive any irregularity if it is determined the waiver is in the best interest of LHC.

Competitive Proposals

Unlike sealed bidding, the competitive proposal method permits; consideration of technical factors other than price; discussion with bidders concerning offers submitted; negotiation of contract price or estimated cost and other contract terms and conditions; revision of proposals before the final contractor selection; and the withdrawal of an offer at any time up until the point of award.

All procurement transactions must be conducted in a manner providing full and open competition consistent with the standards of this section. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

1. Placing unreasonable requirements on firms in order for them to qualify to business;
2. Requiring unnecessary experience and excessive bonding;
3. Noncompetitive pricing practices between firms or between affiliated companies;
4. Noncompetitive contracts to consultants that are on retainer contracts;
5. Organizational conflicts of interest;





COMMISSION

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

6. Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance or other relevant requirements of the procurement; and
7. Any arbitrary action in the procurement process.

Award is normally made on the basis of the proposal that represents the best overall value to the LHC, considering price and other factors, e.g. technical expertise, experience, quality of proposed staffing, etc. set forth in the solicitation and not solely the lowest price.

A. Conditions for Use: Where conditions are not appropriate for the use of sealed bidding, competitive proposals may be used. Competitive proposals are the preferred method for procuring professional services that will exceed the small purchase threshold. As detailed within Section 7.2. B of HUD Procurement Handbook 7460.8 REV 2, "Only under limited circumstances would construction services be procured by competitive proposals;" accordingly, construction services will most typically be procured utilizing the sealed bid (IFB) or small purchase procedures (QSP). Generally, the competitive proposal method should be used whenever any of the following conditions exist.

- The work is not definite enough to accurately estimate the total cost of the contract and the contract may require contingency cost.
- The nature of the requirement is such that LHC needs to evaluate more than just the price to ensure the prospective contractor understands LHC's requirements and can successfully complete the contract.
- The requested work or a service lends itself to different approaches from prospective contractors in accomplishing the work.

B. Form of Solicitation: Other than A/E services, competitive proposals shall be solicited through the issuance of a RFP. The RFP shall clearly identify the importance and relative value of each of the evaluation factors as well as any sub-factors and price. A mechanism for fairly and thoroughly evaluating the technical and price proposals shall be established **before** the solicitation is issued.

Proposals shall be handled so as to prevent disclosure of the number of offerors, identity of the offerors, and the contents of their proposals until after the award. The LHC may assign price a specific weight in the evaluation criteria or the LHC may consider price in conjunction with technical factors; in either case, the method for evaluating price shall be established in the RFP.

The RFP shall state the date and time of the proposals are due. Proposals, which for any reason are not delivered timely, will not be considered and will be returned unopened. LHC staff designated to receive proposals will determine when the deadline for receipt of proposals has expired. No responsibility will be attached to an officially designated LHC officer, employee, or agent of LHC for not recognizing or receiving a proposal which is not properly marked, addressed, or delivered to the submission place, in the submission method, by the submission date and time.

C. Evaluation: The proposal shall be evaluated only on the criteria stated in the RFP. Where not apparent from the evaluation criteria, the LHC shall establish an Evaluation Plan for each RFP. Generally, all RFP's shall be evaluated by an appropriately appointed Evaluation Committee. The Evaluation Committee shall be required to disclose any potential conflicts of interest and to sign a Non-Disclosure statement. An Evaluation report, summarizing the results of the evaluation, shall be prepared prior to the award of a contract.



- D. Negotiations:** Negotiations may be conducted with any offerors who submit a proposal determined to have a reasonable chance of being selected for award. This determination is based on the relative score of the proposals as they are evaluated and rated in accordance with the technical and price factors specified in the RFP. These offerors shall be treated fairly and equally with respect to any opportunity for negotiation and revision of their proposals. No offeror shall be given any information about any other offeror's proposal, and no offeror shall be assisted in bringing its proposal up to the level of any other proposal. A common deadline shall be established for receipt of proposal revisions based on negotiations.

Negotiations are exchanges (in either a competitive or sole source environment) between LHC and offerors that are undertaken with the intent of allowing the offeror to revise its proposal.

These negotiations may include bargaining. Bargaining includes persuasion, alteration of assumptions and positions, give and take, and may apply to price, schedule, technical requirements, type of contract or other terms of a proposed contract. When negotiations are conducted in a competitive acquisition, they take place after establishment of the competitive range and are called discussions. Discussions are tailored to each offeror's proposal and shall be conducted by the contracting officer with each offeror within the competitive range.

The primary objective of discussions is to maximize LHC's ability to obtain the best value, based on the requirements and the evaluation factors set forth in the solicitation. The contracting officer shall indicate to, or discuss with, each offeror still being considered for award, significant weaknesses, deficiencies, and other aspects of its proposal (such as cost, price, technical approach, past performances, and terms and conditions) that could, in the opinion of the contracting officer be altered or explained to enhance materially the proposer's potential for award.

The scope and extent of discussions are a matter of the contracting officer's judgment. The contracting officer or designee may inform an offeror that its price is considered by the LHC to be too high, or too low, and reveal the results of the analysis supporting that conclusion. It is also permissible to indicate to all offerors the cost or price that the agency's price analysis, market research, and other reviews have identified as reasonable. "Auctioning" (revealing one offeror's price in an attempt to get another offeror to lower their price) is prohibited.

- E. Award:** After evaluation of the revised proposals, if any, the contract shall be awarded to the responsible firm whose technical approach to the project, qualification, price and/or any other factors considered, are most advantageous to the LHC provided the price is within the maximum total project budgeted amount established for the specific service. Award is normally made on the basis of the proposal that represents the best overall value to LHC, considering price and other factors (e.g. technical expertise, past experience, quality of proposed staffing, etc.) set forth in the solicitation and not solely the lowest price.
- F. A/E Services:** If the design warrants the use of an Architect or Engineer, under any grant funded program, LHC may solicit A/E services using qualifications-based selection (QBS) procedures, utilizing a Request for Qualifications (RFQ) or, as allowable per Michigan State law, LHC may solicit A/E services using the Request for Proposals method. Sealed bidding shall not be used for A/E solicitations.



Under QBS procedures, competitors' qualifications are evaluated, and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. Price is not used as a selection factor under this method. QBS procedures **shall not** be used to purchase other types of services with the exception of Mixed Finance Developers.

Developers-Joint Venture Partners: The QBS method may also be used to select a development partner, where price is negotiated with the highest-ranked offeror based on response to an RFQ. LHC shall follow all requirements and additional guidance governing the selection of a developmental partner as listed in 24CFR941.602 (d) 1 of the Mixed Finance Interim Rule.

Litigation Services: In addition to the methods listed above, the HUD Litigation Handbook 1530.1 REV-5 sets thresholds for Regional Counsel and Headquarters Program Associate General Counsel approval of litigation service contracts.

With exception of litigation involving LHC acting as a Section 8 private developer, LHC must submit to HUD Regional Counsel for prior written concurrence any litigation service contracts expected to exceed \$250,000 with a private attorney involving LHC program, project, or activity receiving loan, grant, or other subsidy assistance from HUD. Such contracts shall make a provision for reasonable fees and reimbursement of necessary expenses. If additional funding or budget revision will be required to cover the cost of litigation services, LHC shall consult appropriate Field and Regional Office staff.

Non-competitive Proposals

A. Conditions for Use: Procurement by non-competitive proposals (sole-source) may be used **only** when the award of a contract is not feasible using small purchase procedures, sealed bids, cooperative purchasing, or competitive proposals, **and if** one of the following applies:

1. The item is available only from a single source, based on a good faith review of available sources;
2. An emergency exists that seriously threatens the public health, welfare, or safety, or endangers property, or would otherwise cause serious injury to the LHC, as may arise by reason of a flood, earthquake, epidemic, riot, equipment failure, or similar event. In such cases, there must be an immediate and serious need for supplies, services, and/or construction, such that the need cannot be met through any of the other procurement methods, and the emergency procurement shall be limited to those supplies, services, and/or construction necessary simply to meet the emergency;
3. No HUD pre-award is required for non-competitive proposals as stated in Section 8.4 © of the HUD Procurement Handbook. However, LHC must make available upon HUD request LHC's Procurement Policy and any other documents requested related to the procurement activity as stated in 24 CFR 85.36 (g) or after solicitation of a number sources, competition is determined.

A single response to a competitive procurement, either an RFP or RFQ does not constitute sole source procurement. LHC may award a contract based on a sole response and shall document the files to demonstrate that the procurement was appropriately advertised, and the procurement was determined to be fair and reasonable.





COMMISSION

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

B. Justification: Each procurement based on non-competitive proposals shall be supported by a written justification for the selection of this method. The justification shall be approved in writing by the responsible Contracting Officer. Poor planning or lack of planning is not justification for emergency or sole source procurements. The justification, to be included in the procurement file, should include the following information:

1. Description of the requirements;
2. History of prior purchases and their nature (competitive vs. non-competitive);
3. The specific exception in 2 CFR §200.320(f)(1) - (4) which applies;
4. Statement of the unique circumstances that require award by non-competitive proposals;
5. Description of the efforts made to find competitive sources (advertisement in trade journals or local publications), phone calls to local suppliers, issuance of a written solicitation, etc.);
6. State the efforts that will be taken in the future to promote competition for the requirement;
7. Signature by the Contracting Officer's supervisor (or someone above the level of the Contracting Officer); and
8. Price Reasonableness. The reasonableness of the price for all procurements based non-competitive proposals shall be determined by performing an analysis, as described in this Policy.

Emergencies

An exigent or emergency purchase may be made when an exigent or emergency situation exists. An exigent condition is a situation or condition requiring immediate aid or action. Examples include a pending natural disaster, an equipment failure such as fire safety or elevator malfunction. An emergency condition is an immediate threat to the health and safety of the residents or employees of the LHC. **Only the Executive Director or his/her designee shall be authorized to declare an exigent or emergency condition.**

Exigent and/or emergency procurement actions shall be limited to only those supplies, services, or major repairs to abate and or cure the exigent condition or emergency. When taking such action, the procurer must attempt to get the best product for the least cost while considering the time sensitive nature of the situation.

The exigent condition or emergency should be completed as soon as possible. Within twenty-four (24) hours after the exigent condition or emergency is abated, the Contracting Officer shall ensure the proper documentation for the supplies, services, or construction is submitted. Documentation of the exigent condition or emergency condition shall be maintained separately in the Procurement Division's files.

Cooperative Purchasing/Intergovernmental Agreements

LHC may enter State and/or local cooperative or intergovernmental agreements to purchase or use common supplies, equipment, or services. The decision to use an interagency agreement instead of conducting a direct procurement shall be based on economy and efficiency. If used, the interagency agreement shall stipulate who is authorized to purchase on behalf of the participating parties and shall specify inspection, acceptance, termination, payment, and other relevant terms and conditions.





COMMISSION

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

The LHC may use Federal or State excess and surplus property instead of purchasing new equipment and property if feasible and if it will result in a reduction of project costs. The goods and services obtained under a cooperative purchasing agreement must have been procured in accordance with 2 CFR §200.317 through §200.326.

Individual Cost Estimate ("ICE")

For all purchases above the Micro Purchase threshold, the LHC shall prepare an ICE prior to solicitation. The level of detail shall be commensurate with the cost and complexity of the item to be purchased.

Cost and Price Analysis

The LHC shall require assurances that, before entering into a contract, the price is reasonable, in accordance with the following instructions.

Petty Cash and Micro Purchases

No formal cost or price analysis is required; Rather, the execution of a contract by the Contracting Officer (through a Purchase Order or other means) shall serve as the Contracting Officer's determination that the price obtained is reasonable, which may be based on the Contracting Officer's prior experience or other factors.

Small Purchases

A comparison with other offers shall generally be sufficient determination of the reasonableness of price and no further analysis is required. If a reasonable number of quotes are not obtained to establish reasonableness through price competition, the Contracting Officer shall document price reasonableness through other means, such as prior purchases of this nature, catalog prices, the Contracting Officer's personal knowledge at the time of purchase, comparison to the ICE, or any other reasonable basis.

Sealed Bids

The presence of adequate competition should generally be sufficient to establish price reasonableness. Where sufficient bids are not received, and when the bid received is substantially more than the ICE, and where LHC cannot reasonably determine price reasonableness, LHC must conduct a cost analysis, consistent with federal guidelines, to ensure the cost paid is reasonable. LHC may use alternative methods of determining price reasonableness as noted in the HUD Procurement Handbook, Rev 2.

Competitive Proposals

The presence of adequate competition should generally be sufficient to establish price reasonableness. Where sufficient bids are not received, LHC must compare the price with the ICE. For competitive proposals where prices cannot be easily compared among offerors, where there is not adequate competition, or where the price is substantially greater than the ICE, LHC must conduct a cost analysis, consistent with Federal guidelines, to ensure the price paid is reasonable.

LHC may use the Guidance at 7460.8 REV 2 Chapter 4 Paragraph 32 (B) as an alternative means to determine price reasonableness (other than cost analysis).

Contract Modifications

A cost analysis, consistent with federal guidelines, shall be conducted for all contract modifications for projects that were procured through Sealed Bids, Competitive Proposals, or Non-Competitive Proposals, or for projects originally procured through Small Purchase procedures and the amount of the contract modification will result





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

in a total contract price in excess of \$100,000. The only exception to this rule is a contract modification based on pricing terms already established in the contract document.

Solicitation and Advertising

A. Petty Cash and Micro Purchases

LHC should determine a reasonable cost and contact one source. Solicitation may be either written or oral.

B. Small Purchases

Facsimile, verbal requests or e-mail requests for quotes are acceptable solicitation methods; however, LHC may also use other means, including advertising, mailing lists, and verbal quotes. Reasonable costs must be determined before the solicitation begins.

C. Sealed Bids and Competitive Proposals

Solicitation must be done publicly. LHC must use one or more of the following solicitation methods, provided the method employed provides for meaningful competition.

1. Advertising in newspapers or other print mediums of local or general circulations including LHC's website www.lanshc.org.
2. Advertising in various trade journals or publications.
3. E-Procurement - LHC may conduct its public procurements through the Internet using e-procurement systems. However, all e-procurements must otherwise be in compliance with 2 CFR §200.317 through §200.326, State and local requirements, and the Authority's procurement policy.

Time Frame

For procurements of more than ~~\$250,000~~ **\$300,000**, the public notice should run not less than once each week for two consecutive weeks.

Form

Notices/advertisements should state, at a minimum, the place, date, and time that the bids or proposals are due, the solicitation number, a contact that can provide a copy of, and information about, the solicitation, and a brief description of the needed items.

Time Period for Submission of Bids

A minimum of 30 days shall generally be provided for preparation and submission of sealed bids and 15 days for competitive proposals. However, the Executive Director may allow for a shorter period under extraordinary circumstances.

Cancellation of Solicitations

A. An IFB, Request for Proposal ("RFP"), or other solicitation may be cancelled before bids/offers are due if:

1. The supplies, services or construction is no longer required;
2. The funds are no longer available;
3. Proposed amendments to the solicitation are of such magnitude that a new solicitation would best;
or
4. Other similar reasons.





COMMISSION

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

- B. A solicitation may be cancelled and all bids or proposals that have already been received may be rejected if:
1. The supplies or services (including construction) are no longer required;
 2. Ambiguous or otherwise inadequate specifications were part of the solicitation;
 3. All factors of significance to LHC were not considered;
 4. Prices exceed available funds and it would not be appropriate to adjust quantities to come within available funds;
 5. There is reason to believe that bids or proposals may not have been independently determined in open competition, may have been collusive, or may have been submitted in bad faith; or
 6. For good cause of a similar nature when it is in the best interest of LHC.
- C. The reasons for cancellation shall be documented in the procurement file and the reasons for cancellation and/or rejection shall be provided upon request.
- D. A notice of cancellation shall be sent to all bidders/offerors solicited and, if appropriate, shall explain that they will be given an opportunity to compete on any re-solicitation or future procurement of similar items.
- E. If all otherwise acceptable bids received in response to an IFB are at unreasonable prices an analysis should be conducted to see if there is a problem in either the specification or LHC's cost estimate. If both are determined adequate and if only one bid is received, and the price is unreasonable, the Contracting Officer may cancel the solicitation and either
1. Re-solicit using a RFP; or
 2. Complete the procurement by using the competitive proposal method. The Contracting Officer must determine, in writing, that such action is appropriate, must inform all bidders of LHC's intent to negotiate, and must give each bidder a reasonable opportunity to negotiate.

If problems are found with specifications, LHC should cancel the solicitation, revise the specifications and solicit using an IFB.

Credit (or Purchasing) Cards

Credit card usage should follow the rules for all other small purchases. For example, the Contracting Officer may use a credit card for Micro Purchases without obtaining additional quotes provided the price is considered reasonable. However, for amounts above the Micro Purchase level, the Contracting Officer would generally need to have obtained a reasonable number of quotes before purchasing via a credit card. When using credit cards, LHC should adopt reasonable safeguards to assure they are used only for intended purposes (for instance, limiting the types of purchases or the amount of purchases that are permitted with credit cards).

Federal awarding agency or pass-through entity review.

- (a) The Non-Federal entity must make available, upon request of the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if the non-Federal entity desires to have the review accomplished after a solicitation has been developed, the Federal awarding agency or pass-through entity



may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.

(b) The Non-Federal entity must make available upon request, for the Federal awarding agency or pass-through entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when:

(c) The Non-Federal entity's procurement procedures or operation fails to comply with the procurement standards in this part;

(d) The procurement is expected to exceed the Simplified Acquisition Threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation;

(e) The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a "brand name" product;

(f) The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or

(g) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.

(h) The Non-Federal entity is exempt from the pre-procurement review in paragraph (b) of this section if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of this part.

(i) The Non-Federal entity may request that its procurement system be reviewed by the Federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third-party contracts are awarded on a regular basis;

(j) The Non-Federal entity may self-certify its procurement system. Such self-certification must not limit the Federal awarding agency's right to survey the system. Under a self-certification procedure, the Federal awarding agency may rely on written assurances from the non-Federal entity that it is complying with these standards. The non-Federal entity must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.

Bonding Requirements

The standards under this section apply to construction contracts that exceed \$100,000-\$200,000. There are no bonding requirements for small purchase or for competitive proposals. LHC may require bonds in these latter circumstances when deemed appropriate; however, non-construction contracts should generally not require bid bonds.

A. Bid Guarantee Bonds: For construction contracts exceeding \$100,000-\$200,000, offerors shall be required to submit a bid guarantee from each bidder equivalent to 5% of the bid price. A Bid Guarantee may be acceptable in the form of cash equivalent.





COMMISSION

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

B. Payment Bonds: All construction contracts exceeding \$100,000 **\$200,000**. This assurance may be any one of the following four:

1. A performance and payment bond in the sum of 100% of the contract price; or
2. Separate performance and payment bonds, each for 50% or more of the contract price; or
3. A 20% case escrow; or
4. A 25% irrevocable letter of credit

C. These bonds must be obtained from guarantee or surety companies acceptable to the U. S. Government and authorized to do business in the State where the work is to be performed. Individual sureties shall not be considered.

U. S. Treasury Circular Number 570 lists companies approved to act as sureties on bonds securing Government contracts, the maximum underwriting limits on each contract bonded and the States in which the company is licensed to do business. Use of companies on this circular is mandatory.

All contracts shall contain insurance provisions appropriate to the project or service and /or as may be required by Federal, State and local laws and ordinances.

Contractor Qualification and Duties

LHC shall not award any contract until the prospective contractor, i.e. low responsive bidder, or successful offeror, has been determined to be responsible. A responsible bidder/offeror must:

- A.** Have adequate financial resources to perform the contract, or the ability to obtain them;
- B.** Be able to comply with the required or proposed delivery or performance schedule, taking into consideration all the bidders/offeror's existing commercial and governmental business commitments;
- C.** Have a satisfactory performance record;
- D.** Have a satisfactory record of integrity and business ethics;
- E.** Have the necessary organization, experience, accounting and operational controls, and technical skills or the ability to obtain them;
- F.** Have the necessary production, construction, and technical equipment and facilities, or the ability to obtain them; and,
- G.** Be otherwise qualified and eligible to receive an award under applicable laws and Regulations, including not suspended, debarred or under a HUD-imposed Limited Denial of Participation ("LDP").

If a prospective contractor is found to be non-responsible, a written determination of non-responsibility shall be prepared and included in the official contract file, and the prospective contractor shall be advised of the reasons for the determination.





COMMISSION

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

Suspension and Debarment

Contracts shall not be awarded to debarred, suspended, or ineligible contractors. Contractors may be suspended, debarred, or determined to be ineligible by HUD in accordance with HUD regulations ((2 CFR §200.317 through §200.326) or by other Federal agencies, (e.g. Department of Labor) for violation of labor regulations, when necessary to protect housing authorities in their business dealings.

Prior to issuance of a contract, Agency staff shall, as detailed within Section 10.2.H.1 and 10.2.H.2 of HUD Procurement Handbook 7460.8 REV 2, conduct the required searches within the HUD Limited Denial of Participation (LDP) system and the U.S. General Services Administration System for Award Management (SAM) and place within the applicable contract file a printed copy of the results of each such search.

Vendor Lists

All interested businesses shall be given the opportunity to be included on vendor mailing lists. Any lists of persons, firms, or products which are used in the purchase of supplies and services (including construction) shall be kept current and include enough sources to ensure competition.

Contract Pricing Arrangements

Any type of contract which is appropriate to the procurement and which will promote the best interests of LHC may be used, provided the **cost-plus-a percentage-of cost and percentage-of construction-cost methods are not used**. All solicitations and contracts shall include the clauses and provisions necessary to define the rights and responsibilities of both the contractor and LHC. A cost reimbursement contract shall not be used unless:

- It is likely to be less costly or it is impractical to satisfy LHC requirement otherwise.
- The proposed contractor's accounting system is inadequately allocate costs in accordance with applicable cost principles (see OMB Circular A87) and
- The contractor is paid only reasonable and allowable costs.

For all cost reimbursement contracts, LHC must include a written determination on why no other contract type is suitable. Further, the contract must include a ceiling price that the contractor exceeds at its own risk.

Time and Materials Contract may be used only if a written determination is made that no other contract type is suitable, and the contract includes a ceiling price that the contractor exceeds at its own risk. If a time and material contract is used, the Executive Director or designee shall notify the local HUD/RPC Office and the chairperson of the Board of Commissioners. A Time and Materials Contract is a cost reimbursement contract. The Contract must include a ceiling price which the contractor exceeds at its own risk, and includes reasonable, allowable, and allocable (labor and materials) costs necessary to complete the work. Time and Materials Contracts shall have fixed hourly rates. Fee or profit from materials is prohibited in a Time and Materials Contract.

Options

Options for additional quantities or performance periods may be included in contracts, provided:

- A. The option is contained in the solicitation;
- B. The option is a **unilateral** right of LHC;
- C. The contract states a limit on the additional quantities and the overall term of the contract;





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

- D. The options are evaluated as part of the initial competition;
- E. The contract states the period within which the options may be exercised;
- F. The options may be exercised only at the price specified in or reasonably determinable from the contract; and
- G. The options may be exercised only if determined to be more advantageous to LHC than conducting a new procurement

Contract Clause

All contracts should identify pricing arrangement as well as other pertinent terms and conditions, as determined by the LHC.

Additionally, the forms (HUD-5369; 5369-A; 5369-B; 5369; 5370; 5370-C (Sections I and II); 51915; and 51915-A), which contain all HUD-required clauses and certifications for contracts of more than \$100,000, as well as any forms/clauses as required by HUD for small purchases, shall be used in all corresponding solicitations and contracts issued by LHC.

Required Contract Clauses: The Agency shall ensure that each contract executed by the Agency contains the required contract clauses detailed within 2 CFR §200.326 and Appendix II.

Contract Administration

LHC shall maintain a system of contract administration designed to ensure contractors perform in accordance with their contracts.

These systems shall provide for inspection of supplies, services, or construction, as well as monitoring contractor performance, status reporting on major projects including construction contracts, and similar matters. For cost-reimbursement contracts, costs are allowable only to the extent that they are consistent with the cost principles in HUD Handbook 2210.18

Specifications

All specifications shall be drafted so as to promote overall economy for the purpose intended and to encourage competition in satisfying LHC needs. Specifications shall be reviewed prior to issuing any solicitation to ensure they are not unduly restrictive or represent unnecessary or duplicative items. Function or performance specifications are preferred. Detailed product specifications shall be avoided whenever possible. Consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. For equipment purchases, a lease versus purchase analysis should be performed to determine the most economical form of procurement.

Limitation

The following types of specifications shall be avoided:

- A. geographic restrictions not mandated or encouraged by applicable Federal law (except for A/E contracts, which may include geographic location as a selection factor? if adequate competition is available).





COMMISSION

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

B. Brand name specifications (unless the specifications list the minimum essential characteristic and standards to which the item must conform to satisfy its intended use).

Nothing in this procurement policy shall preempt any State licensing laws. Specifications shall be reviewed to ensure organizational conflicts of interest do not occur.

Appeals and Remedies

LHC shall resolve contractual issues informally and without litigation whenever possible. Disputes will not be referred to HUD unless all administrative remedies have been exhausted. When appropriate, a mediator may be used to help resolve differences.

Informal Appeals Procedure

LHC shall adopt an informal bid protest/appeal procedure for contracts of \$100,000 or less. Under these procedures, the bidder/contractor may request to meet with the appropriate Contract Officer. The decision of the Contracting Officer shall be the final determination.

Formal Appeals Procedure

A formal appeals procedure shall be established for solicitations/contracts of more than \$100,000. Under these procedures, the bidder/contractor must request to meet with the Contracting Officer. Decisions of the Contracting Officer shall be the final determination.

A. Bid Protest: Any actual or prospective contractor may protest the solicitation or award of a contract for serious violations of the principles of this Policy. Any protest against a solicitation must be received before the due date for the receipt of bids or proposals, and any protest against the award of a contract must be received within ten (10) calendar days after the contractor receives notice of the award, or the protest will not be considered. All bid protests shall be in writing, submitted to the Contracting Officer or designee, who shall issue a written decision on the matter. The Contracting Officer may, at his/her discretion, suspend the procurement pending resolution of the protest if the facts presented so warrant.

B. Contractor Claims: All claims by a contractor relating to performance of a contract shall be submitted in writing to the Contracting Officer for a written decision. The Contractor may request a conference on the claim. The Contracting Officer's decision shall inform the contractor of its appeal rights to the next higher level of authority in LHC. Contractor claims shall be governed by the Changes clause in **HUD-5370 or 5370-C** form.

Contract Terminations

The LHC shall terminate Contracts for default as prescribed in the termination clauses on Form HUD 5370 and 5370-C.

Termination Notice

The Contracting Officer shall terminate contracts either for convenience or default only by written notice to the contractor.

The notice shall be sent by certified mail with a return receipt requested. The notice shall state, at a minimum, the following:

- The contract is being terminated by LHC for default under the cited contract clause authorizing the termination.





COMMISSION

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

- Whether the contract is being terminated in whole or in part (for partial terminations, LHC shall identify the specific items being terminated).
- If terminated for default, the acts or omissions constituting the default, the Contracting Officer's determination that failure to perform is not excusable, LHC's rights to charge excess costs of re-procurement to the contractor's, and the contractor's appeal rights.
- The effective date of termination
- The contractor's right to proceed under the non-terminated portion of the contract
- Any special instructions, and
- Copies of the notice shall be sent to the contractor's surety, if any, and any assignee.
- Termination for default

A contract may be terminated for default because of a contractor's actual or anticipated failure to perform its contractual obligation. Under a termination for default, LHC is not liable for the contractor's costs on undelivered work and may be entitled to the repayment of progress payments. If the contractor fails to make progress so as to endanger performance of the contract, the Contracting Officer shall issue a written notice to the contractor (generally called a "Cure Notice") specifying the failure and providing a period of 10 days in which to cure the failure. After 10 days, the Contracting Officer may issue a notice of termination for default, unless the failure to perform has been cured.

1. **Notice**-If the contractor has failed to perform within the required time and termination for default appears appropriate, the Contracting Officer shall notify the contractor in writing of the possibility of termination. This notice shall call the contractor's attention to the contractual liabilities if the contract is terminated for default, and request the contractor's to "show cause" why the contract should not be terminated. If the response to this "show cause" notice is inadequate or insufficient, the contract shall be terminated for default.
2. **Alternatives to Termination**-Alternatives to termination for default include the following (at LHC's discretion).
 - a. Allow alternative dispute-resolution (arbitration or mediation) as agreed by both parties.
 - b. Allow the contractor or the surety to continue performance of the contract under a revised delivery schedule (in exchange for a reduced contract price or other consideration).
 - c. Permit the contractor to continue the performance of the contract by means of a subcontract or other business arrangement with an acceptable third party, provides the rights of LHC are adequately protected; or
 - d. If the contractor is not liable to LHC for damages, execute a co-cost termination settlement agreement.
3. **Repurchase**-When the supplies, services, or construction activities are still required after termination, the Contracting Officer shall seek to contract for the same or similar items as soon as possible. The Contracting Officer may use any appropriate contracting method for the procurement, provided competition is solicited to the maximum extent practicable to secure the lowest price obtainable under the circumstances in order to mitigate damages.

Assistance to Small and Other Business

Consistent with Presidential Executive Orders (11625, 1238, and 12432, and Section 3 of the HUD Act of 1968), all feasible efforts shall be made to ensure small and minority-owned businesses, women business





COMMISSION

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

enterprises, and other individuals or firms located in or owned in substantial part by persons residing in the area of the LHC project are used when possible. Such efforts shall include, but shall not be limited to:

- A. Including such firms, when qualified, on solicitations mailing lists;
- B. Encouraging their participation through direct solicitation of bids or proposals whenever they are potential sources;
- C. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such firms;
- D. Establishing delivery schedules, where requirement permits, which encourage participation by such firms;
- E. Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce;
- F. Including in contracts, to the greatest extent feasible, a clause requiring contractors, to provide opportunities for training and employment for lower income residents of the project area and to award subcontracts for work in connection with the project to business concerns which provide opportunities to low-income residents, as described in **(24 CFR Part §135)** so-called Section 3 Businesses; and
- G. Requiring prime contractors, when subcontracting is anticipated, to take the positive steps listed above.
- H. Including a contract clause requiring contractors, to the greatest extent feasible, to provide opportunities for training and employment for lower income residents of the project area and to award subcontracts for work in connection with the project to business concerns which provide opportunities to low-income residents, as described in 24 CFE Part §135 ("Section 3 Businesses"; and
- I. Requiring prime contractors, when subcontracting is anticipated, to take the positive steps listed above.

Goals shall be established periodically for participation by small businesses, minority-owned businesses, women-owned business enterprises, labor surplus area businesses, and Section 3 business concerns in LHC prime contracts and subcontracting opportunities. Qualifying businesses are:

1. A **small business** is independently owned; not dominant in its field of operation; and not an affiliate or subsidiary of a business dominant in its field of operation. The size standards in (13 CFR §121) should be used to determine business size.
2. A **minority-owned business** is a business which is at least 51% owned by one or more minority group members; in the case of a publicly owned business, one in which at least 51% of its voting stock is owned by one or more minority group members, and whose management and daily business operations are controlled by one or more such individuals. Minority group members include, but are not limited to Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans, Asian Indian Americans, and Hasidic Jewish Americans.



3. A **women's business enterprise** is a business that is at least 51% owned by a woman or women who are U.S. citizens and who control and operate the business.
4. A "**Section 3 business concern**" is as defined under **(24 CFR Part §135)** as
 - A. 51% owned or more by section 3 residents; or
 - B. A business whose permanent, full-time employees include persons, at least 30% percent of whom are currently section 3 residents, or within three years of the date of first employment with the business concern was section 3 residents; or
 - C. A business that provides evidence of a commitment to subcontract in excess of 25% percent of the dollar award of all subcontractors to be awarded to business concerns that meet the qualifications set forth in paragraphs **(1)** and **(2)** in this definition of "section 3" business concern".
5. A **labor surplus area business** is a business which, together with its Immediate subcontractors, will incur more than 50% of the cost of performing the contract in an area of concentrated unemployment or underemployment as defined by the DOL in **(20 CFR Part §654)**, Subpart A, and in the list of labor surplus areas published by the Employment and Training Administration.

Alternative Procurement Program

General-The Executive Director shall be authorized to establish an Alternative Procurement Program pursuant to 24 CFR 963 as a method to solicit and contract with eligible and qualified resident owned businesses for public housing supplies, services, or construction. The solicitation is limited to resident owned businesses.

A resident owned business is a business concern of which 51% is owned and controlled by one or more public housing residents. The management and daily business operations shall be controlled by one or more residents. All securities which constitute ownership or control of a corporation for purposes of establishing the business shall be held directly by then public housing resident (S). No securities held in trust by any guardian for a minor shall be considered as held by the public housing resident (s) in determining the ownership or control of a corporation. The term includes sole proprietorships.

1. **Conditions for Use**-Contracts awarded may not exceed \$1,000,000 (million) individually or in aggregate. If the resident owned business is not a sole proprietorship, **the resident owned business must:**
2. **Be a Legally Formed Business**-The business must certify that it was formed in accordance with Michigan State Law.
3. **Be a Resident Owned Business**-The business must certify that it is a resident owned business.
4. **Have the Responsibility to Complete the Contract**-The business shall submit evidence to demonstrate that the business has the ability to perform successfully under the terms and conditions of the proposed contract.



COMMISSION

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

5. **Certify on Previous Alternative Procurement Contract awards**-The business shall certify on the number of contracts awarded and the dollar amounts of contract awarded under the Alternative Procurement Program.

If the resident owned business is a sole proprietorship, LHC shall not award an employment type contract.

Under the alternative procurement process, LHC shall:

1. Prepare an independent cost estimate for the procurement
2. Select the appropriate methods of procurement (small purchase, sealed bid, competitive proposals, and non-competitive proposals);
3. Solicit a bid, proposal or offer from one or more resident owned businesses;
4. Ensure that the resident owned responses include a certification regarding previous contracts.
5. Perform a cost or price analysis to determine price reasonableness.
6. Awards a contract to the bidder/offeror/respondent whose bid/offer/proposal is most advantageous to LHC consistent with the evaluation factors stated in the solicitation;
7. Ensure the selected resident owned business is capable of performing satisfactorily; and
8. Ensure the procurement files are documented

Disposition of Surplus Property

Property no longer necessary for LHC's purposes (personal property) shall be transferred, sold, or disposed of in accordance with applicable Federal, State and local laws, and regulations (See Disposition or Capitalization Policy for guidance).

Documentation

LHC must maintain records sufficient to detail the significant history of each procurement action. These records **shall** include, but **shall not** necessarily be limited to, the following:

- A. Rationale of the method of procurement (if not self-evident);
- B. Rationale of contract pricing arrangement (also if not self-evident)
- C. Reason for accepting or rejecting the bids or offers;
- D. Rationale for choosing the selected vendor (if not self-evident);
- E. Basis for the contract price (as prescribed in this handbook);
- F. A copy of the contract documents awarded or issued and signed by the Contracting Officer;
- G. Basis for contract modification; and
- H. Related contract administration actions

The level of documentation should be commensurate with the value of the procurement.





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

Records are to be retained for a period of three years after final payment and all Matters pertaining to the contract are closed.

Disposition of Surplus Property

Property no longer necessary for LHC's purposes (non-real property) shall be transferred, sold, or disposed of in accordance with applicable Federal, State and local laws and regulations.

Funding Availability

Before initiating any contract, LHC shall ensure there are sufficient funds available to cover the anticipated cost of the contract or modification.

Self-Certification

LHC self-certifies this Procurement Policy, and LHC's procurement system, complies with all applicable Federal regulations and, as such, the LHC is exempt from prior HUD review and approval of individual procurement actions.

Appendix A

List of Direct Payments

The following is a list of direct payments that are exempt from competitive procurement.

Utility bills (water, sewer, electricity, natural gas, and other regulated utility expenses).

Postage and other purchases from the U. S. Postal Services.

Licenses, permits, and fees from governmental or regulatory entities at the federal, state, or local levels.

Purchases from other governmental entities where the governmental entity provides goods or services not available from the private sector.

Services or user fees paid to governmental cooperative purchasing organizations.

Credit card charges for gasoline and emergencies while on travel status.

Legal services such as arbitration fees, litigation fees, expert witness fees, witness fees, court costs, and related expenses (but not the cost of outside counsel, investigations or related matters).

Payments of litigations/administrative settlements and judgment and claims against the LHC.

Accounting and auditing fees.

Renewal of existing annual proprietary maintenance or support agreements, and software license renewals for computer and telecommunication-related services.

Taxi, public transportation, and toll fares; mileage and incidental parking expenses.





COMMISSION

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

Publications and subscriptions.

Mailing lists.

Professional association membership dues, fees, licenses accreditation, and certifications.

Conference and convention expenses and fees for LHC employees, residents, program participants, volunteers, or members of the Board conducting LHC business.

Opportunities, purchasing and contracting solicitations, sale of surplus items, public announcements, and outreach, etc. This exception does not include printing, design, or graphic services.

Freight bills, express shipping, common carriers, and delivery services.

Honoraria and stipends.

Insurance deductible

Travel expenses for LHC's employees, residents, program participants, volunteers or members of the Board necessary to conduct business.

Training registration fees and tuition for pre-established, non-LHC specific, off-site classes, seminars, workshops, etc. for the LHC employees, residents, program participants, volunteers and members of the Board.

Testing and travel expenses of employment applicants (including moving expenses for eligible personnel). This includes travel expenses of certain out-of-state job applicants.

Appendix B

Glossary of Terms

Acceptance -The act of an authorized representative of the LHC acknowledging that the supplies or services delivered to or received by the LHC conform to contract requirements.

Amendment - A written revision made to a solicitation.

Annual Contributions Contracts (ACC) – A contract between HUD and the LHC setting forth requirements for the operation and development of Public Housing.

Architect/Engineer (A/E) – A licensed person (or company) usually responsible for developing the plans and specifications of a building or development and, in some cases, supervising the construction effort.

Bid – In the sealed bidding method of procurement, this is the price submitted by a bidder.





COMMISSION

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

Bidder's List – General lists of persons or firms who may be interested in submitting bids in response to an Invitation for Bid and in contracting opportunities with the LHC.

Bonding (Big Bonds) – A bid bond or guarantee ensures that, if awarded the contract, the bidder will accept and perform the work under the contract; ensures the bidder will not attempt to withdraw or otherwise not fulfill the contract; and ensures the bidder will execute the contractual documents that are required within the time specified in the solicitation, or forfeit all or part of the guarantee.

Bonding (Performance Bond) – A performance bond ensures the contract is successfully completed. The performance bond also ensures that if a contractor is unable to complete the contract, the surety company, which issues the bond will step in to complete the work. In the case of a letter of credit or cash escrow, LHC may use these funds to complete the contract work.

Bonding (Payment Bond) – A payment bond ensures the contractor pays the subcontractors and suppliers. LHC will allow the performance bond and the payment bond to be combined.

Cure Notice – A document originating by the LHC Contracting Officer or designee sent to the contractor stating the contract may be terminated unless performance is corrected within a specified number of days.

Expedited Purchases – A method of purchasing made with Petty cash. This type of Procurement shall not exceed \$300.

Emergency – An emergency condition is an immediate threat to health and safety of the residents or employees of the LHC.

Exigent Condition – An exigent condition is a situation or condition requiring immediate aid or action. Only the Executive Director or designee has the authority to declare an exigent condition.

Firm Fixed Price Contract – A contract pricing arrangement under which the price is not subject to change or adjustment based on the cost experience of the contractor in performance of the contract.

Independent Cost Estimate (ICE) – An estimate obtained or developed by the LHC prior to obtaining offers.

Inspection – The examination and/or testing of supplies and services to determine whether they conform to the contract requirements.

Intergovernmental Agreement – An agreement between the LHC and a Federal, State, or local government agency (including other Public Housing Agencies) for the provision of procuring supplies or services. For the purpose of this Policy, the terms Cooperative Agreement, Intergovernmental Agreement, Interagency Agreement, Consortium Agreement, or Memorandum of Agreement are interchangeable.

Invitation for Bids (IFB) – Solicitation type used under the sealed bidding method of procurement.

Micro-Purchasing – A method of purchasing above the debit purchasing level of \$249,999 and below \$10,000.00. This type of purchasing requires on (1) quote.





COMMISSION

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

Minority Owned Business – A minority-owned business is defined as a business which is at least 51% owned by one or more minority group members; or in the case of a publicly-owned business, one in which at 51% of its voting stock is owned by one or more minority group members, and whose management and daily business operations are controlled by one or more such individuals. Minority group members include, but are not limited to Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans, Asian Indian Americans, and Hasidic Jewish Americans.

Negotiation – Discussions with offerors in the competitive range regarding technical and/or price proposals to award a contract using the competitive proposals or noncompetitive proposals method of procurement or when issuing modifications to existing contracts.

Noncompetitive Proposals – The method of procurement in which proposals are solicited from only one source because award of a contract is not feasible under the small purchase procedure, sealed bids or competitive procedure as a result of; 1) the item or service is available only from a single source; 2) public exigency or emergency will not allow enough time for a competitive procurement; 3) inadequate responses to a competitive solicitation; 4) HUD approves the use of noncompetitive proposals. The method is also known as “sole source”.

Offer – A response to a solicitation that, if accepted, would bind the offeror to perform the resultant contract.

Offeror – The general term for the entity that submits a response to a solicitation.

Price Analysis – The evaluation of a proposed price (bottom line) for reasonableness, without evaluating the separate elements of costs.

Procurement – The term “procurement”, includes the procuring, purchasing, leasing, or renting of; 1) goods, supplies, equipment, and materials; 2) construction and maintenance; 3) consultant services; 4) Architectural and Engineering (A/E) services; 5) Social Services, and 6) other services.

The term “procurement” also includes selling, concessions and disposal of surplus materials and equipment.

Proposal – The offer submitted by a potential contractor in the competitive or noncompetitive proposals type of procurement.

Qualifications Base Selection (QBS) – A form of procurement of Architect/Engineering (A/E) or development services by competitive proposals in which proposals are not requested in the Request for Qualifications (RFQ) or used as an evaluation factor.

Quotation – The price or cost submitted by a vendor in the small purchase procedures method of procurement.

Request for Proposals (RFP) – Solicitation method used under both the competitive and non-competitive methods of procurement. Proposal evaluation and contractor selection are based on the evaluation criteria and factors, including price, for award as stated in the RFP. Contract award is based on the best approach to the requirements of the statement of work resulting in the greatest benefit to the LHC, price and other factors considered.





COMMISSION

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

Request for Qualifications (RFQ) – Solicitation method used under competitive and non-competitive methods of procurement. Evaluation and contractor selection are based on the evaluation criteria for award as stated in the RFQ. Price is not obtained until the highest-ranking firm (s) is selected based on qualifications and negotiations for a fair and reasonable price have started.

Resident Owned Business – A resident owned business is any business concern that is owned and controlled by public housing residents.

Responsible Bidder – A bidder who is: 1) able to comply with the a required or proposed delivery or performance schedule; 2) has a satisfactory performance record; 3) has a satisfactory record of integrity and business ethics; 4) has the necessary organization and operational skills, or the ability to obtain them; 5) has the necessary production, construction, and technical equipment and facilities, or the ability to obtain them; and 6) is otherwise qualified and eligible to receive an award under applicable laws and regulations (including the fact the bidder is not suspended, debarred or under a HUD or LHC imposed Limited Denial or Participation).

Responsive Bid – A bid that conforms to the requirements in the Invitation for Bids (IFB).

Sanctions – Measures that may be evoked by the LHC or HUD to exclude or disqualify contractors, LHC staff or agents acting on behalf of the LHC from participation in HUD programs (such as limited denial of participation or disbarment), or measures the LHC may take regarding employees, officers, agents, or others who violate the ethical standards of the Procurement Policy (such as dismissal, reassignment, removal from position, etc.).

Sealed Bidding – A method of procurement inviting sealed bids.

Section 3 Business – A “Section 3 business concern” is defined under 24 CFR Part 135.

Show Cause Letter – A document sent by Contracting Officer or designee notifying a defaulting contractor that contract may be terminated for default unless the contractor can provide adequate justification for not terminating within a specified time period (usually 10 days).

Small Business – A small business is defined as a business that is: 1) independently owned; 2) not dominant in its field of operation; and 3) not an affiliate or subsidiary of a business dominant in its field of operation. The size standards in 13 CFR 121 should be used to determine business size.

Small Purchase Procedure – A simplified method for acquiring supplies, materials and services (including construction) that do not exceed the LHC threshold of \$249,999.

Solicitation – The general term for the LHC’s requests for offers from potential offerors.

Specification or Scope – Description of the technical requirements of a solicitation or resulting contract.

Statement of Work (SOW) – Written description of work to be performed that establishes the standards sought for the supplies or services furnished under the contract; typically used for service contracts.





COMMISSION

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

Termination for Cause – Termination of a contract by the LHC on a unilateral basis when the contractor fails to perform, fails to make progress so as to endanger performance, or commits a default as specified in the contract.

Termination for Convenience - Termination of a contract by the LHC on a unilateral basis when the product or service is no longer needed or when it is in the best interest of the LHC.

Vendor List – List of persons interested in or qualified to do business with the LHC.

Women Business Enterprise – Women’s business enterprise is defined a business that is at least 51% owned by woman or women who are U. S. citizens and who control and operate the business.



Resolution No. 1372

Adopted by the Lansing Housing Commission

June 26, 2024

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

The Lansing Housing Commission is authorized to purchase the property located at 405 S. Grand Avenue, Lansing MI. The purchase price will be a cash payment of \$500,000 with a parcel ID# of 33-01-01-16-452-001. Douglas E Fleming, in his capacity as Executive Director, or his designee is authorized to administer this resolution in accordance with HUD rules, regulations, and guidelines.



Emma Henry, Chair

Yeas 5

Nays 0

Abstentions 0

Attest 
Secretary

For Clerks Use Only

Resolution No: 1372
Date Adopted: 06/26/2024



Resolution No. 1373

Adopted By the Lansing Housing Commission

June 26, 2024

BE IT RESOLVED BY THE LANSING HOUSING COMMISSION:

Douglas Fleming, acting in the capacity of Executive Director/CEO of the Lansing Housing Commission (LHC), is authorized, and is approved to enter into the necessary formal agreements and partnership agreements to submit a 9% LIHTC application to build a senior housing development in partnership with Capital Area Housing Partnership (CAHP).

Whereas, Williamston is within the Section 8 service area of LHC

Whereas, It is the mission of LHC to build clean, safe and affordable housing

Whereas, LHC intends to provide the project with 8 units of project-based vouchers for the proposed 48-unit building.

Whereas, LHC's would be a general partner with CAHP and receive development fees and other related income.

Now, Therefore, Be It Resolved, that the LCH Board of Commissioners supports and approves the executive director/CEO to enter LHC into the necessary agreements and partnerships to advance the LIHTC application to MSHDA for the October 2024 round of LIHTC submissions.

Emma Henry, Chair

Yeas 4

Nays 0

Abstentions _____

Attest:

Secretary

For Clerk Use Only

Resolution No. 1373

Date Adopted 06/26/2024



Lansing Housing Commission
Summary Results for May FY2024

Description	LIPH Total	COCC	HCV Admin	HCV	BA	CCPM
REVENUE:						
Total Revenue Variance - Fav (Unfav)	115,328	(1,966)	(10,983)	912,489	19,643	(11,799)
Tenant Revenue Variance	5,851	-	-	-	726	-
HUD Revenue Variance	100,820	(1,966)	(11,433)	913,816	-	-
Capital Fund Income	(50)	-	-	-	-	-
Other Income	8,708	-	450	(1,327)	18,917	(11,799)
Other	-	-	-	-	-	-
Budgeted Revenue	28,086	34,960	145,118	1,021,980	40,044	59,687
% Variance fav (unfav)	411%	-6%	-8%	89%	49%	-20%
EXPENSES:						
Total Expense Variance Unfav (Fav)	25,471	20,538	81,815	529,134	(22,786)	24,065
Salary Expenses	10,606	(14,627)	42,187	-	-	15,790
Employee Benefit Expenses	935	1,261	2,158	-	-	9,501
Utilities	3,651	457	-	-	-	(2,046)
Write-offs	1,461	-	-	-	-	-
Legal	(230)	6,674	-	-	-	-
Professional Services	212	8	18,037	-	175	(3,503)
Admin Services	-	1,135	7,768	-	(3,750)	896
Insurance	505	121	(283)	-	(499)	-
Sundry/Postage/Office Supplies	17	4,702	4,982	-	-	-
Management Fee	282	-	(2,287)	-	-	-
HAP Expense	-	-	-	529,134	-	-
Inspections	308	3,109	(1,000)	-	-	-
Pilot	74	-	-	-	-	-
Maintenance Costs	7,077	1,243	1,992	-	(20,307)	1,003
Technology/Software/Hardware	316	7,755	2,758	-	367	1,701
Other	257	8,701	5,503	-	1,228	722
Budgeted Expense	57,821	46,038	129,873	1,020,000	23,166	9,852
% Variance fav (unfav)	-44%	-45%	-63%	-52%	98%	-244%
Gain(Loss) on Sale of Assets	-	-	-	-	-	-
Curr Mo. Actual Net Income (Loss)	\$ 60,123	\$ (33,582)	\$ (77,553)	\$ 385,335	\$ 59,307	\$ (33,917)
YTD Actual Net Income (Loss) Net of CWIP	\$ 468,579	\$ 73,429	\$ (177,917)	\$ 196,041	\$ 1,199,715	\$ (262,256)
Prior YR YTD Net Income (Loss)	\$ 762,664	\$ (296,039)	\$ (200,983)	\$ (293,349)	\$ 829,005	\$ -
Cash Balance - May 2024	\$ 1,985,347	\$ 1,093,572	\$ 571,099	\$ 435,389	\$ 1,701,184	
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 May FY2024

Description	LIPH Total	COCC	HCV Admin	HCV	BA	CCPM
REVENUE:						
Total Revenue Variance - Fav (Unfav)	1,377,736	153,589	32,233	5,196,041	130,379	55,908
Tenant Revenue Variance	114,665	-	-	-	2,471	-
HUD Revenue Variance	603,127	17,389	31,687	5,209,285	-	-
Capital Fund Income	597,860	-	-	-	-	-
Other Income	62,084	136,199	546	(13,244)	127,908	55,908
Other	-	-	-	-	-	-
Budgeted Revenue	3,053,586	578,046	1,586,994	11,241,780	1,455,051	123,633
% Variance fav (unfav)	45%	27%	2%	46%	9%	45%
EXPENSES:						
Total Expense Variance Unfav (Fav)	996,089	103,480	195,849	5,021,781	53,326	334,392
Salary Expenses	38,531	(64,434)	(33,614)	-	-	163,062
Employee Benefit Expenses	793,523	56,808	(3,343)	-	165	80,299
Utilities	(4,866)	2,397	-	-	5,006	86
Write-offs	3,130	-	-	-	-	-
Legal	(3,525)	13,679	-	-	(5,000)	2,492
Professional Services	(16,443)	10,371	155,519	-	9,284	(15,923)
Admin Services	14,279	3,333	11,800	-	(57,650)	(14,921)
Insurance	10,439	223	(2,547)	-	(5,265)	(3,337)
Sundry/Postage/Office Supplies	(4,647)	55,167	39,576	-	2,258	6,590
Management Fee	186,167	-	6,764	-	121,773	-
HAP Expense	-	-	-	5,021,781	-	-
Pilot	11,287	-	-	-	-	-
Inspections	(1,120)	3,541	(2,689)	-	-	-
Maintenance Costs	(33,714)	21,209	6,990	-	-	100,270
Technology/Software/Hardware	(2,503)	17,076	33,322	-	1,391	8,495
Other	5,550	(15,890)	(15,929)	-	(18,636)	7,279
Budgeted Expense	832,655	554,725	1,601,295	11,220,000	332,389	107,404
% Variance fav (unfav)	-120%	-19%	-12%	-45%	-16%	-311%
Gain(Loss) on Sale of Assets	1,746,275	-	-	-	-	-
YTD Actual Net Income (Loss) Net of CWIP	\$ 468,579	\$ 73,429	\$ (177,917)	\$ 196,041	\$ 1,199,715	\$ (262,256)
YTD Budgeted Net Income (Loss)	\$ 2,220,931	\$ 23,321	\$ (14,301)	\$ 21,780	\$ 1,122,662	\$ 16,229
Prior YR YTD Net Income (Loss)	\$ 762,664	\$ (296,039)	\$ (200,983)	\$ (293,349)	\$ 829,005	\$ -

May Ratios

HCV Ratios		Prior Months	
Number of Vouchers Used	2,298	04/24	\$ 835.90
HCV 8002 Expenses	\$ 1,547,057.82	03/24	\$ 827.10
Average Cost Per Voucher	<u>\$ 673.22</u>	02/24	\$ 809.55

	LIPH Ratios		Prior Months	
	May 2024 Total	PY May Total		
Year-to-Date Occupancy Rate				
YTD Average Number of Units Leased	59	95	04/24	92.4%
Number of Possible Units	66	101	03/24	92.5%
Year-to-Date Occupancy Rate	<u>89.4%</u>	<u>94.1%</u>	02/24	89.6%
Average Revenue Per Occupied Unit			04/24	\$ 2,508.96
Total LIPH Revenue	\$ 143,414.54	\$ 145,167.99	03/24	\$ 3,284.78
Average Revenue Per Occupied Unit	<u>\$ 2,430.75</u>	<u>\$ 344.82</u>	02/24	\$ 3,805.17
Average Tenant Revenue Per Occupied Unit			04/24	\$ 149.89
Total Tenant Revenue	\$ 8,563.00	\$ 13,939.15	03/24	\$ 215.90
Average Tenant Revenue Per Occupied Unit	<u>\$ 145.14</u>	<u>\$ 146.73</u>	02/24	\$ 253.42
Average Cost Per Occupied Unit			04/24	\$ 1,679.01
YTD Average Monthly Expenses	\$ 93,522.15	\$ 253,091.63	03/24	\$ 1,738.13
Average Cost Per Occupied Unit	<u>\$ 1,585.12</u>	<u>\$ 601.17</u>	02/24	\$ 1,852.41

Company Ratios			
	LIPH	COCC	HCV Admin
Operating Reserves			
Bank Account Balance	\$ 1,985,346.77	\$ 1,093,571.73	\$ 571,098.80
YTD Expenses	\$ 1,028,743.69	\$ 658,205.37	\$ 1,797,144.28
Number of Months	11	11	11
Average Monthly Expenses	\$ 93,522.15	\$ 59,836.85	\$ 163,376.75
Number of Months of Operating Reserves (would like to have 4 months of operating reserves)	<u>21.23</u>	<u>18.28</u>	<u>3.50</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 May 31, 2024

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 32,292	\$ -	\$ 32,292	\$ 47,643	\$ -	\$ -
Tenant Revenue - Other	295	-	295	1,050	-	-
Total Tenant Revenue	\$ 32,587	\$ -	\$ 32,587	\$ 48,692	\$ -	\$ -
HUD PHA Operating Grants	195,878	-	195,878	478,484	-	-
CFP Operational Income	176,959	-	176,959	246,316	-	-
Administrative Fees	-	-	-	-	-	-
Fraud Recovery and Other	618,153	-	618,153	2,886,059	-	-
Total Operating Revenue	\$ 1,023,578	\$ -	\$ 1,023,578	\$ 3,659,551	\$ -	\$ -
Administrative Salaries	\$ -	\$ -	\$ -	\$ 24,308	\$ -	\$ -
Auditing Fees	5,730	-	5,730	6,600	-	-
Management Fees	48,996	-	48,996	88,835	-	-
Bookkeeping Fees	647	-	647	4,126	-	-
Employee Benefits Contributions - Admin	200,000	-	200,000	18,841	-	-
Office Expenses	18,530	-	18,530	44,585	-	-
Legal	162	-	162	1,224	-	-
Travel	648	-	648	1,408	-	-
Other	-	-	-	-	-	-
Tenant Services - Other	-	-	-	437	-	-
Water	-	-	-	1,535	-	-
Electricity	-	-	-	1,650	-	-
Gas	87	-	87	2,854	-	-
Other Utilities Expense	244	-	244	7,068	-	-
Ordinary Maintenance and Operations - Labor	-	-	-	29,328	-	-
Ordinary Maintenance and Operations - Material	35,808	-	35,808	147,936	-	-
Ordinary Maintenance and Operations - Contracts	24,883	-	24,883	175,834	-	-
Employee Benefits Contributions - Ordinary	12,722	-	12,722	85,722	-	-
Protective Services - Other Contract Costs	-	-	-	1,197	-	-
Property Insurance	5,000	-	5,000	23,091	-	-
Liability Insurance	1,436	-	1,436	6,561	-	-
Workers Compensation	-	-	-	-	-	-
All Other Insurance	143	-	143	4,039	-	-
Other General Expenses	25,738	-	25,738	57,729	-	-
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-
Payment in Lieu of Taxes	3,320	-	3,320	4,574	-	-
Bad debt - Tenant Rents	(996)	-	(996)	(4,135)	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	\$ 383,098	\$ -	\$ 383,098	\$ 735,345	\$ -	\$ -
Net Income (Loss)	\$ 640,479	\$ -	\$ 640,479	\$ 2,924,207	\$ -	\$ -

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 92,894	\$ 64,568	\$ 28,326	\$ 133,625	\$ 67,280	\$ 2,712
Tenant Revenue - Other	2,014	-	2,014	3,258	-	-
Total Tenant Revenue	\$ 94,908	\$ 64,568	\$ 30,340	\$ 136,883	\$ 67,280	\$ 2,712
HUD PHA Operating Grants	518,417	688,118	(169,701)	775,607	707,592	19,474
CFP Operational Income	201,754	132,900	68,854	362,172	160,800	27,900
Administrative Fees	-	-	-	-	-	-
Fraud Recovery and Other	239,973	2,996,000	(2,756,027)	3,399,347	2,998,000	2,000
Total Operating Revenue	\$ 1,055,052	\$ 3,881,586	\$ (2,826,534)	\$ 4,674,009	\$ 3,933,672	\$ 52,086
Administrative Salaries	\$ 30,353	\$ -	\$ 30,353	\$ 47,047	\$ -	\$ -
Auditing Fees	5,730	26,400	(20,670)	6,600	26,400	-
Management Fees	79,214	39,353	39,860	121,132	42,398	3,045
Bookkeeping Fees	4,659	5,235	(576)	8,523	5,640	405
Employee Benefits Contributions - Admin	205,102	44	205,058	11,734	48	4
Office Expenses	14,377	34,113	(19,736)	15,362	35,850	1,736
Legal	(425)	3,300	(3,725)	9,775	3,600	300
Travel	1,427	400	1,027	89	400	-
Other	(1,333)	2,500	(3,833)	5,021	2,500	-
Tenant Services - Other	1,089	1,925	(836)	1,822	2,100	175
Water	45,484	35,495	9,989	48,868	38,160	2,665
Electricity	9,398	7,250	2,148	9,209	7,725	475
Gas	21,421	35,206	(13,785)	37,398	37,806	2,600
Other Utilities Expense	-	6,783	(6,783)	-	6,783	-
Ordinary Maintenance and Operations - Labor	52,287	44,110	8,177	56,764	49,720	5,610
Ordinary Maintenance and Operations - Material	35,188	99,310	(64,122)	81,318	106,880	7,570
Ordinary Maintenance and Operations - Contract	139,829	244,015	(104,186)	298,719	261,812	17,797
Employee Benefits Contributions - Ordinary	30,171	79,626	(49,456)	78,977	86,988	7,361
Protective Services - Other Contract Costs	250	-	250	-	-	-
Property Insurance	20,465	25,041	(4,576)	38,358	27,052	2,011
Liability Insurance	7,375	5,787	1,588	9,575	6,236	449
Workers Compensation	-	-	-	-	-	-
All Other Insurance	1,278	1,100	178	4,737	1,200	100
Other General Expenses	53,657	136,999	(83,343)	29,818	165,268	28,268
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-
Payment in Lieu of Taxes	1,077	(1,338)	2,415	4,744	(1,641)	(303)
Bad debt - Tenant Rents	6,435	-	6,435	(2,087)	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	\$ 764,509	\$ 832,655	\$ (68,145)	\$ 923,504	\$ 912,924	\$ 80,269
Net Income (Loss)	\$ 290,542	\$ 3,048,931	\$ (2,758,389)	\$ 3,750,506	\$ 3,020,749	\$ (28,183)

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 57,591	\$ -	\$ 57,591	\$ 88,649	\$ -	\$ -
Tenant Revenue - Other	1,025	-	1,025	2,159	-	-
Total Tenant Revenue	<u>\$ 58,616</u>	<u>\$ -</u>	<u>\$ 58,616</u>	<u>\$ 90,808</u>	<u>\$ -</u>	<u>\$ -</u>
HUD PHA Operating Grants	527,556	-	527,556	961,712	-	-
CFP Operational Income	179,298	-	179,298	159,347	-	-
Administrative Fees	-	-	-	-	-	-
Fraud Recovery and Other	881,410	-	881,410	4,796,815	-	-
Total Operating Revenue	<u>\$ 1,646,880</u>	<u>\$ -</u>	<u>\$ 1,646,880</u>	<u>\$ 6,008,682</u>	<u>\$ -</u>	<u>\$ -</u>
Administrative Salaries	\$ -	\$ -	\$ -	\$ 38,422	\$ -	\$ -
Auditing Fees	5,730	-	5,730	6,600	-	-
Management Fees	51,303	-	51,303	106,156	-	-
Bookkeeping Fees	948	-	948	6,490	-	-
Employee Benefits Contributions - Admin	200,000	-	200,000	3,503	-	-
Office Expenses	1,006	-	1,006	11,521	-	-
Legal	-	-	-	-	-	-
Travel	-	-	-	74	-	-
Other	(1,012)	-	(1,012)	368	-	-
Tenant Services - Other	-	-	-	-	-	-
Water	100	-	100	8,502	-	-
Electricity	181	-	181	6,995	-	-
Gas	310	-	310	11,738	-	-
Other Utilities Expense	2,151	-	2,151	12,464	-	-
Ordinary Maintenance and Operations - Labor	-	-	-	51,539	-	-
Ordinary Maintenance and Operations - Material	20,031	-	20,031	105,001	-	-
Ordinary Maintenance and Operations - Contract	62,904	-	62,904	306,162	-	-
Employee Benefits Contributions - Ordinary	22,735	-	22,735	80,617	-	-
Protective Services - Other Contract Costs	-	-	-	740	-	-
Property Insurance	4,965	-	4,965	34,794	-	-
Liability Insurance	1,467	-	1,467	6,779	-	-
Workers Compensation	-	-	-	-	-	-
All Other Insurance	200	-	200	5,818	-	-
Other General Expenses	25,596	-	25,596	36,554	-	-
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	63,762	-	-
Payment in Lieu of Taxes	5,797	-	5,797	6,993	-	-
Bad debt - Tenant Rents	(973)	-	(973)	113	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 403,439</u>	<u>\$ -</u>	<u>\$ 403,439</u>	<u>\$ 911,704</u>	<u>\$ -</u>	<u>\$ -</u>
Net Income (Loss)	<u>\$ 1,243,441</u>	<u>\$ -</u>	<u>\$ 1,243,441</u>	<u>\$ 5,096,978</u>	<u>\$ -</u>	<u>\$ -</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ (3,544)	\$ -	\$ (3,544)	\$ 6,846	\$ -	\$ -
Tenant Revenue - Other	100	-	100	50	-	-
Total Tenant Revenue	\$ (3,444)	\$ -	\$ (3,444)	\$ 6,896	\$ -	\$ -
HUD PHA Operating Grants	49,394	-	49,394	85,973	-	-
CFP Operational Income	172,749	-	172,749	151,108	-	-
Administrative Fees	-	-	-	-	-	-
Fraud Recovery and Other	99,389	-	99,389	473,685	-	-
Total Operating Revenue	\$ 318,088	\$ -	\$ 318,088	\$ 717,662	\$ -	\$ -
Administrative Salaries	\$ -	\$ -	\$ -	\$ 4,313	\$ -	\$ -
Auditing Fees	5,730	-	5,730	6,600	-	-
Management Fees	46,008	-	46,008	63,814	-	-
Bookkeeping Fees	241	-	241	714	-	-
Employee Benefits Contributions - Admin	200,019	-	200,019	8,606	-	-
Office Expenses	912	-	912	9,385	-	-
Legal	38	-	38	476	-	-
Travel	-	-	-	9	-	-
Other	(54)	-	(54)	320	-	-
Tenant Services - Other	-	-	-	789	-	-
Water	124	-	124	2,811	-	-
Electricity	124	-	124	1,498	-	-
Gas	-	-	-	2,690	-	-
Other Utilities Expense	244	-	244	1,221	-	-
Ordinary Maintenance and Operations - Labor	-	-	-	5,203	-	-
Ordinary Maintenance and Operations - Materia	1,388	-	1,388	16,607	-	-
Ordinary Maintenance and Operations - Contrac	2,341	-	2,341	39,577	-	-
Employee Benefits Contributions - Ordinary	2,444	-	2,444	15,132	-	-
Protective Services - Other Contract Costs	-	-	-	-	-	-
Property Insurance	-	-	-	4,384	-	-
Liability Insurance	11	-	11	942	-	-
Workers Compensation	-	-	-	-	-	-
All Other Insurance	26	-	26	4,308	-	-
Other General Expenses	19,046	-	19,046	26,365	-	-
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-
Payment in Lieu of Taxes	(246)	-	(246)	240	-	-
Bad debt - Tenant Rents	(1,336)	-	(1,336)	(2,548)	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	\$ 277,061	\$ -	\$ 277,061	\$ 213,456	\$ -	\$ -
Net Income (Loss)	\$ 41,027	\$ -	\$ 41,027	\$ 504,206	\$ -	\$ -

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 179,233	\$ 64,568	\$ 114,665	\$ 276,763	\$ 67,280	\$ 2,712
Tenant Revenue - Other	3,434	-	3,434	6,517	-	-
Total Tenant Revenue	<u>\$ 182,667</u>	<u>\$ 64,568</u>	<u>\$ 118,099</u>	<u>\$ 283,279</u>	<u>\$ 67,280</u>	<u>\$ 2,712</u>
HUD PHA Operating Grants	1,291,245	688,118	603,127	2,301,776	707,592	19,474
CFP Operational Income	730,760	132,900	597,860	918,943	160,800	27,900
Fraud Recovery and Other	1,838,925	2,996,000	(1,157,075)	11,555,906	2,998,000	2,000
Total Operating Revenue	<u>\$ 4,043,597</u>	<u>\$ 3,881,586</u>	<u>\$ 162,011</u>	<u>\$ 15,059,904</u>	<u>\$ 3,933,672</u>	<u>\$ 52,086</u>
Administrative Salaries	\$ 30,353	\$ -	\$ 30,353	\$ 114,090	\$ -	\$ -
Auditing Fees	22,920	26,400	(3,480)	26,400	26,400	-
Management Fees	225,520	39,353	186,167	379,937	42,398	3,045
Bookkeeping Fees	6,495	5,235	1,260	19,853	5,640	405
Employee Benefits Contributions - Administrative	805,121	44	805,077	42,684	48	4
Office Expenses	34,826	34,113	712	80,853	35,850	1,736
Legal Expense	(225)	3,300	(3,525)	11,475	3,600	300
Travel	2,075	400	1,675	1,580	400	-
Other	(2,399)	2,500	(4,899)	5,709	2,500	-
Tenant Services - Other	1,089	1,925	(836)	3,048	2,100	175
Water	45,707	35,495	10,212	61,716	38,160	2,665
Electricity	9,703	7,250	2,453	19,352	7,725	475
Gas	21,818	35,206	(13,388)	54,680	37,806	2,600
Other Utilities Expense	2,639	6,783	(4,144)	20,753	6,783	-
Ordinary Maintenance and Operations - Labor	52,287	44,110	8,177	142,834	49,720	5,610
Ordinary Maintenance and Operations - Material	92,415	99,310	(6,895)	350,862	106,880	7,570
Ordinary Maintenance and Operations - Contract	229,957	244,015	(14,058)	820,292	261,812	17,797
Employee Benefits Contributions - Ordinary	68,073	79,626	(11,554)	260,448	86,988	7,361
Protective Services - Other Contract Costs	250	-	250	1,937	-	-
Property Insurance	30,430	25,041	5,389	100,627	27,052	2,011
Liability Insurance	10,289	5,787	4,502	23,857	6,236	449
Workers Compensation	-	-	-	-	-	-
All Other Insurance	1,648	1,100	548	18,902	1,200	100
Other General Expenses	124,037	136,999	(12,963)	150,466	165,268	28,268
Compensated Absences	-	-	-	-	-	-
Payments in Lieu of Taxes	9,948	(1,338)	11,287	16,551	(1,641)	(303)
Bad debt - Tenant Rents	3,130	-	3,130	(8,657)	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 1,828,107</u>	<u>\$ 832,655</u>	<u>\$ 995,453</u>	<u>\$ 2,720,249</u>	<u>\$ 912,924</u>	<u>\$ 80,269</u>
Net Income (Loss)	<u>\$ 2,215,490</u>	<u>\$ 3,048,931</u>	<u>\$ (833,442)</u>	<u>\$ 12,339,655</u>	<u>\$ 3,020,749</u>	<u>\$ (28,183)</u>

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

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Management Fees Income	\$ 507,123	\$ 490,994	\$ 16,129	\$ 642,067	\$ 519,202	\$ 28,208
Bookkeeping Fees Income	6,495	5,235	1,260	19,853	5,640	405
Administrative Fees	-	-	-	-	-	-
Fraud Recovery and Other	218,016	81,817	136,199	89,145	88,164	6,347
Total Operating Revenue	\$ 731,634	\$ 578,046	\$ 153,588	\$ 751,065	\$ 613,006	\$ 34,960
Administrative Salaries	\$ 143,548	\$ 207,982	\$ (64,434)	\$ 142,412	\$ 235,586	\$ 27,604
Auditing Fees	6,600	7,000	(400)	6,600	7,000	-
Employee Benefits Contributions - Admin	41,406	43,332	(1,925)	39,341	47,936	4,605
Office Expenses	128,138	202,153	(74,015)	126,679	218,021	15,868
Legal	35,679	22,000	13,679	42,214	24,000	2,000
Travel	18,875	3,300	15,575	7,490	3,600	300
Other	35,772	528	35,244	28,893	528	-
Tenant Services - Other	1,015	-	1,015	4,233	-	-
Water	2,019	1,892	127	1,904	2,064	172
Electricity	11,699	9,900	1,799	10,216	10,800	900
Gas	4,326	3,465	861	3,536	3,615	150
Other Utilities Expense	435	825	(390)	769	900	75
Ordinary Maintenance and Operations - Labor	-	-	-	-	-	-
Ordinary Maintenance and Operations - Material	745	-	745	12	-	-
Ordinary Maintenance and Operations - Contracts	58,125	32,421	25,704	36,159	34,962	2,541
Employee Benefits Contributions - Ordinary	2,487	-	2,487	(5,105)	-	-
Protective Services - Other Contract Costs	1,300	5,500	(4,200)	279,630	6,000	500
Property Insurance	5,857	4,712	1,144	5,451	5,148	436
Liability Insurance	2,054	2,975	(921)	3,199	3,250	275
Workers Compensation	-	-	-	-	-	-
All Other Insurance	-	-	-	245	-	-
Other General Expenses	158,144	6,740	151,404	316,160	7,292	552
Compensated Absences	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	\$ 658,225	\$ 554,725	\$ 103,500	\$ 1,050,037	\$ 610,702	\$ 55,977
Net Income (Loss)	\$ 73,409	\$ 23,321	\$ 50,088	\$ (298,973)	\$ 2,304	\$ (21,017)

**Lansing Housing Commission
Budget vs. Actual
Housing Choice Voucher
For the Period Ending May 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	\$ 17,835,166	\$ 12,594,194	\$ 5,240,972	\$ 13,124,747	\$ 13,740,012	\$ 1,145,818
Other Revenue	213,826	-	213,826	199,504	-	-
Fraud Recovery and Other	10,230	214,780	(204,550)	10,771	234,260	19,480
Total Operating Revenue	\$ 18,059,222	\$ 12,808,974	\$ 5,250,248	\$ 13,335,022	\$ 13,974,272	\$ 1,165,298
Administrative Salaries	\$ 726,294	\$ 757,632	\$ (31,338)	\$ 630,404	\$ 820,768	\$ 63,136
Auditing Fees	28,000	36,300	(8,300)	33,000	36,300	-
Management Fees	281,603	274,839	6,764	262,130	300,002	25,164
Bookkeeping Fees	-	-	-	-	-	-
Employee Benefits Contributions - Admin	211,322	201,686	9,637	182,182	219,561	17,876
Office Expenses	253,243	203,984	49,259	233,513	216,128	12,144
Legal Expense	-	-	-	-	-	-
Travel	4,686	5,885	(1,199)	4,633	6,420	535
Other	103,308	11,000	92,308	29,273	12,000	1,000
Tenant Services - Other	-	-	-	-	-	-
Water	-	-	-	(1,772)	-	-
Electricity	-	-	-	-	-	-
Gas	-	-	-	-	-	-
Other Utilities Expense	1,217	1,320	(103)	1,455	1,440	120
Ordinary Maintenance and Operations - Material	2,552	-	2,552	157	-	-
Ordinary Maintenance and Operations - Contract	43,403	15,700	27,703	128,159	16,900	-
Protective services - Other Contract Costs	-	-	-	-	-	-
Property Insurance	-	-	-	-	-	-
Liability Insurance	27,453	30,000	(2,547)	30,537	32,773	2,773
Workers Compensation	-	-	-	-	-	-
All Other Insurance	738	-	738	-	-	-
Other General Expenses	115,498	62,950	52,548	93,765	69,400	6,450
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	16,241,781	11,220,000	5,021,781	12,201,918	12,240,000	1,020,000
Bad Debt - Tenant Rents	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	\$ 18,041,099	\$ 12,821,295	\$ 5,219,803	\$ 13,829,354	\$ 13,971,693	\$ 1,150,398
Net Income (Loss)	\$ 18,123	\$ (12,321)	\$ 30,444	\$ (494,332)	\$ 2,579	\$ 14,900

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

	<u>Period Amount</u>	<u>Balance</u>
ASSETS		
1010-0000-111102 Cash-Security Deposits	-	114.90
1010-0000-111111 Chase Checking	(758,059.09)	619,280.04
1010-0000-112200 Accounts Receivable	-	-
1010-0000-112201 Allowance for Doubtful Accounts	-	-
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	780,204.33	188,787.92
1010-0000-116201 Investments Savings	-	250,000.00
1010-0000-121100 Prepaid Insurance	(363.19)	1,089.51
1010-0000-140000 Land	-	0.08
1010-0000-144000 Construction in Progress	-	-
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
TOTAL ASSETS	<u>21,782.05</u>	<u>1,201,056.15</u>
LIABILITIES		
1010-0000-200000 OPEB Liability	-	(35,123.00)
1010-0000-200300 Pension Liability	-	224,943.00
1010-0000-210000 Construction Costs Payabe	-	-
1010-0000-211100 Accounts Payable	193.58	193.58
1010-0000-211343 Accounts Payable Misc	-	-
1010-0000-211400 Tenant Security Deposits	-	(584.10)
1010-0000-211999 Tenant Refunds	-	-
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	97.90	7,970.85
1010-0000-214000 Accrued Comp Absences - non curr	-	3,219.91
1010-0000-260600 Note Payable Non Curr - PNC	-	-
1010-0000-260601 Note Payable - Curr - PNC	-	-
1010-0000-210000 Deferred Inflow - MERS	-	(94,150.00)
1010-0000-210001 Deferred Inflows - OPEB	-	12,661.57
1010-0000-270000 Deferred Inflows	-	-
TOTAL LIABILITIES	<u>291.48</u>	<u>120,854.58</u>
EQUITY		
1010-0000-280100 Invest C	-	2,433,904.00
1010-0000-280500 Unrestricted Net Assets	-	801,692.03
1010-0000-282000 Income and Expense Clearing	21,490.57	(4,172,895.35)
1010-0003-282000 Income and Expense Clearing	-	(77.99)
1010-1010-282000 Income and Expense Clearing	-	(320.14)
1010-1010-282000 Income and Expense Clearing	-	(72,265.80)
1010-2010-282000 Income and Expense Clearing	-	(75.00)
1010-3000-282000 Income and Expense Clearing	-	2,090,239.82
TOTAL EQUITY	<u>21,490.57</u>	<u>1,080,201.57</u>
TOTAL LIABILITES & EQUITY	<u>21,782.05</u>	<u>1,201,056.15</u>

Lansing Housing Commission
1020 Hildebrandt Park
Balance Sheet for May 2024

	Period Amount	Balance
ASSETS		
1020-0000-111102 Cash-Security Deposits	-	10,056.00
1020-0000-111111 Chase Checking	(329,239.35)	256,149.55
1020-0000-112200 Accounts Receivable	2,039.69	23,023.35
1020-0000-112201 Allowance for Doubtful Accounts	(203.96)	(2,302.33)
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	(1,169,714.64)	(1,120,857.27)
1020-0000-116201 Investments Savings	1,500,000.00	1,750,000.00
1020-0000-116202 Investments Savings - Unrestricted	6,000.33	26,421.39
1020-0000-121100 Prepaid Insurance	(2,499.54)	7,498.42
1020-0000-140000 Land	-	51,041.11
1020-0000-144000 Construction in Progress	-	-
1020-3000-144000 Construction in Progress	-	-
1020-0000-146000 Dwelling Structures	-	2,660,555.65
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
TOTAL ASSETS	6,382.53	2,776,954.01
LIABILITIES		
1020-0000-200000 OPEB Liability	-	(44,100.00)
1020-0000-200300 Pension Liability	-	409,726.00
1020-0000-210000 Construction Costs Payabe	-	-
1020-0000-211100 Accounts Payable	12,871.71	12,871.71
1020-0000-211343 Accounts Payable Misc	-	-
1020-0000-211400 Tenant Security Deposits	-	7,638.00
1020-0000-211999 Tenant Refunds	(341.00)	1,876.70
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	(298.20)	5,121.16
1020-0000-214000 Accrued Comp Absences - non curr	-	15,108.80
1020-0000-260600 Note Payable Non Curr - PNC	-	-
1020-0000-260601 Note Payable - Curr - PNC	-	-
1020-0000-210000 Deferred Inflow - MERS	-	(290,285.00)
1020-0000-210001 Deferred Inflows - OPEB	-	22,639.09
1020-0000-270000 Deferred Inflows	-	-
TOTAL LIABILITIES	12,232.51	151,589.72
EQUITY		
1020-0000-280100 Invest C	-	3,764,889.00
1020-0000-280500 Unrestricted Net Assets	-	(5,535,006.10)
1020-0000-282000 Income and Expense Clearing	(5,849.98)	1,497,378.19
1020-1020-282000 Income and Expense Clearing	-	(171,961.00)
1020-2010-282000 Income and Expense Clearing	-	(56.25)
1020-3000-282000 Income and Expense Clearing	-	3,070,120.45
TOTAL EQUITY	(5,849.98)	2,625,364.29
TOTAL LIABILITES & EQUITY	6,382.53	2,776,954.01

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

	<u>Period Amount</u>	<u>Balance</u>
ASSETS		
1080-0000-111102 Cash-Security Deposits	-	3,663.00
1080-0000-111111 Chase Checking	(398,064.23)	962,208.68
1080-0000-112200 Accounts Receivable	(1,080.05)	16,077.00
1080-0000-112201 Allowance for Doubtful Accounts	(88.00)	(1,607.70)
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	441,208.32	458,894.29
1080-0000-116201 Investments Savings	-	250,000.00
1080-0000-121100 Prepaid Insurance	(201.96)	605.86
1080-0000-140000 Land	-	-
1080-0000-144000 Construction in Progress	-	-
1080-3000-144000 Construction in Progress	-	-
1080-0000-146000 Dwelling Structures	-	88,416.34
1080-1080-146000 Dwelling Structures	-	-
1080-0000-146500 Dwelling Equipment - Ranges &	-	74,858.24
1080-0000-148100 Accumulated Depreciation-Build	-	(114,113.63)
1080-1080-148100 Accumulated Depreciation-Build	-	-
1080-0000-150300 Deferred Outflow - MERS	-	115,494.50
1080-0000-150301 Deferred Outflows-OPEB	-	3,557.93
TOTAL ASSETS	<u>41,774.08</u>	<u>2,021,490.51</u>
LIABILITIES		
1080-0000-200000 OPEB Liability	-	(24,644.00)
1080-0000-200300 Pension Liability	-	435,064.00
1080-0000-210000 Construction Costs Payabe	-	-
1080-0000-211100 Accounts Payable	588.96	588.96
1080-0000-211343 Accounts Payable Misc	-	-
1080-0000-211400 Tenant Security Deposits	-	516.00
1080-0000-211999 Tenant Refunds	(7.00)	141.00
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	36.40	12,202.50
1080-0000-214000 Accrued Comp Absences - non curr	-	4,458.34
1080-0000-260600 Note Payable Non Curr - PNC	-	-
1080-0000-260601 Note Payable - Curr - PNC	-	-
1080-0000-210000 Deferred Inflow - MERS	-	(284,876.00)
1080-0000-210001 Deferred Inflows - OPEB	-	12,661.57
TOTAL LIABILITIES	<u>618.36</u>	<u>157,734.14</u>
EQUITY		
1080-0000-280100 Invest C	-	4,031,104.00
1080-0000-280500 Unrestricted Net Assets	-	(5,201,057.04)
1080-0000-282000 Income and Expense Clearing	41,155.72	1,248,014.69
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
TOTAL EQUITY	<u>41,155.72</u>	<u>1,863,756.37</u>
TOTAL LIABILITES & EQUITY	<u>41,774.08</u>	<u>2,021,490.51</u>

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

	Period Amount	Balance
ASSETS		
1090-0000-111102 Cash-Security Deposits	-	528.00
1090-0000-111111 Chase Checking	(372,510.08)	147,708.50
1090-0000-112000 Accounts Receivable - Operations	-	-
1090-0000-112200 Accounts Receivable	-	-
1090-0000-112201 Allowance for Doubtful Accounts	-	-
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	376,582.06	337,297.57
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	-	-
1090-0000-146000 Dwelling Structures	-	41,992.72
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	-	(55,883.17)
1090-1090-148100 Accumulated Depreciation-Build	-	-
1090-0000-150300 Deferred Outflow - MERS	-	80,852.50
1090-0000-150301 Deferred Outflows-OPEB	-	5,921.33
TOTAL ASSETS	4,071.98	880,677.35
LIABILITIES		
1090-0000-200000 OPEB Liability	-	(39,894.00)
1090-0000-200300 Pension Liability	-	43,258.00
1090-0000-210000 Construction Costs Payabe	-	-
1090-0000-211100 Accounts Payable	174.38	174.38
1090-0000-211343 Accounts Payable Misc	-	-
1090-0000-211400 Tenant Security Deposits	-	208.00
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	(65.00)	(734.53)
1090-0000-214000 Accrued Comp Absences - non curr	-	990.74
1090-0000-260600 Note Payable Non Curr - PNC	-	-
1090-0000-260601 Note Payable - Curr - PNC	-	-
1090-0000-210000 Deferred Inflow - MERS	-	79,160.00
1090-0000-210001 Deferred Inflow - OPEB	-	-
1090-0000-210001 Deferred Inflows - OPEB	-	21,116.73
TOTAL LIABILITIES	109.38	105,201.15
EQUITY		
1090-0000-280100 Invest C	-	3,083,846.00
1090-0000-280500 Unrestricted Net Assets	-	52,038.44
1090-0000-282000 Income and Expense Clearing	3,962.60	(6,381,097.38)
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
TOTAL EQUITY	3,962.60	775,476.20
TOTAL LIABILITES & EQUITY	4,071.98	880,677.35

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

	<u>Period Amount</u>	<u>Balance</u>
ASSETS		
5005-0000-111101 General Fund Checking	-	-
5005-0000-111105 LHC-Payroll Account	-	60,000.00
5005-0000-111111 Chase Checking	401,496.86	1,093,552.28
5005-0000-112200 Accounts Receivable	-	-
5005-0000-112500 Accounts Receivable HUD	-	-
5005-0000-112954 Accounts Receivables-Misc	(23,800.00)	20,532.50
5005-1010-115700 Intercompany	(780,204.33)	(188,787.92)
5005-1020-115700 Intercompany	1,169,714.64	1,120,857.27
5005-1030-115700 Intercompany	636.28	636.28
5005-1080-115700 Intercompany	(441,208.32)	(458,894.29)
5005-1090-115700 Intercompany	(376,582.06)	(337,297.57)
5005-4001-115700 Intercompany	(2,513.01)	(5,672.13)
5005-4002-115700 Intercompany	52,540.63	289,948.85
5005-8001-115700 Intercompany	42,373.36	76,440.84
5005-8002-115700 Intercompany	(43,049.70)	169,207.00
5005-8005-115700 Intercompany	(3,283.01)	(1,984.00)
5005-8010-115700 Intercompany	28,812.57	144,591.56
5005-8020-115700 Intercompany	-	-
5005-8021-115700 Intercompany	(45,888.40)	312.00
5005-9101-115700 Intercompany	-	-
5005-0000-121100 Prepaid Insurance	(831.31)	1,057.91
5005-0000-121200 Prepaid - Other	-	-
5005-0000-140000 Land	-	218,731.39
5005-0000-144000 Construction in Progress	-	-
5005-0000-146000 Dwelling Structures	-	1,045,806.20
5005-0000-146500 Dwelling Equipment - Ranges &	-	214,542.19
5005-0000-148100 Accumulated Depreciation-Build	-	(947,688.29)
5005-0000-150102 Investment in OG	-	411,617.62
5005-0000-150300 Deferred Outflow - MERS	-	(91,836.00)
5005-0000-150301 Deferred Outflows-OPEB	-	-
TOTAL ASSETS	<u>(21,785.80)</u>	<u>2,835,673.69</u>
LIABILITIES		
5005-0000-200000 OPEB Liability	-	-
5005-0000-200300 Pension Liability	-	370,794.00
5005-0000-210000 Construction Costs Payable	-	-
5005-0000-211100 Accounts Payable	11,859.75	11,859.75
5005-0000-211343 Accounts Payable Misc	-	-
5005-0000-211703 Union Dues Payable	(44.14)	(485.64)
5005-0000-211704 Health Insurance W/H	-	-
5005-0000-211998 Deferred Income	-	-
5005-0000-212000 Accrued Payroll	-	3,333.87
5005-0000-213400 Utility Accrual	-	2,252.00
5005-0000-213500 Accrued Comp Absences - Curr	-	1,991.51
5005-0000-214000 Accrued Comp Absences - non curr	-	11,285.22
5005-0000-224000 Tenant Prepaid Rent	-	-
5005-0000-260700 Note Payable Non Curr - Davenport	-	-
5005-0000-260701 Note Payable - Curr - Davenport	-	-
5005-0000-210000 Deferred Inflow - MERS	-	(269,673.00)
5005-0000-210001 Deferred Inflows - OPEB	-	-
5005-0000-270000 Deferred Inflows	-	-
TOTAL LIABILITIES	<u>11,815.61</u>	<u>131,357.71</u>
EQUITY		
5005-0000-280100 Invest C	-	262,455.00
5005-0000-280500 Unrestricted Net Assets	-	327,576.00
5005-0000-282000 Income and Expense Clearing	(33,601.41)	2,376,907.57
5005-1010-282000 Income and Expense Clearing	-	(8,851.35)
5005-1020-282000 Income and Expense Clearing	-	(346.39)
5005-1080-282000 Income and Expense Clearing	-	(11,978.91)
5005-1090-282000 Income and Expense Clearing	-	(7,539.23)
5005-3000-282000 Income and Expense Clearing	-	(233,906.71)
TOTAL EQUITY	<u>(33,601.41)</u>	<u>2,704,315.98</u>
TOTAL LIABILITIES & EQUITY	<u>(21,785.80)</u>	<u>2,835,673.69</u>

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

	<u>Period Amount</u>	<u>Balance</u>
ASSETS		
8001-0000-111111 Chase Checking	(14,317.81)	571,098.80
8001-2010-111111 Chase Checking	-	-
8002-0000-111111 Chase Checking	342,208.17	435,388.56
8002-0000-112200 Accounts Receivable	77.00	77.00
8002-8002-112200 Accounts Receivable	-	-
8001-0000-112954 Accounts Receivables-Misc	-	-
8002-0000-112954 Accounts Receivables-Misc	-	-
8001-5005-115700 Intercompany	(42,373.36)	(76,440.84)
8002-5005-115700 Intercompany	43,049.70	(169,207.00)
8001-0000-121100 Prepaid Insurance	(2,571.23)	7,717.76
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
TOTAL ASSETS	<u>326,072.47</u>	<u>644,763.72</u>
LIABILITIES		
8001-0000-200000 OPEB Liability	-	(30,046.00)
8001-0000-200300 Pension Liability	-	185,396.00
8001-0000-210000 Construction Costs Payabe	-	-
8001-0000-211100 Accounts Payable	18,290.69	18,290.69
8002-0000-211100 Accounts Payable	-	-
8002-8002-211100 Accounts Payable	-	-
8001-0000-211343 Accounts Payable Misc	-	-
8001-2010-211998 Deferred Income	-	-
8001-0000-212000 Accrued Payroll	-	18,425.63
8001-0000-213400 Utility Accrual	-	-
8001-0000-213500 Accrued Comp Absences - Curr	-	10,069.99
8001-0000-214000 Accrued Comp Absences - non curr	-	57,063.34
8001-0000-210000 Deferred Inflow - MERS	-	(52,645.00)
8001-0000-210001 Deferred Inflows - OPEB	-	19,954.04
8001-0000-270000 Deferred Inflows	-	-
TOTAL LIABILITIES	<u>18,290.69</u>	<u>226,508.69</u>
EQUITY		
8001-0000-280500 Unrestricted Net Assets	-	(311,896.99)
8001-0000-282000 Income and Expense Clearing	(77,553.09)	663,102.94
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	385,334.87	87,279,863.16
8002-8002-282000 Income and Expense Clearing	-	(87,819,002.16)
TOTAL EQUITY	<u>307,781.78</u>	<u>418,255.03</u>
TOTAL LIABILITES & EQUITY	<u>326,072.47</u>	<u>644,763.72</u>



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

June 26, 2024

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

May 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 3 new COP's pending for signature during the month of May.

HCV Orientations:

LHC issued fifty-three (53) vouchers in the month of May.

One (1) VASH orientation was held for the month of May 2024, and one (1) voucher was issued with the assistance of community partners. There are currently an additional eleven (11) vouchers issued and out searching or pending inspection and one (1) application in process.

Waiting List:

Two Hundred thirty-two (232) applications were mailed out in the month of May. Sixty-two (62) households are out searching for units in the regular HCV Program, fifty-two (52) applicants are pending documentation or final approval, thirteen (13) units are approved pending inspection and/or pending lease-up.

Department Initiatives:

In the HCV Program, there are currently 2,137 vouchers housed in all its programs. 58 participants are with the Shelter Plus Care Program (S+C), 56 are housed under the Permanent Supportive Housing Program (PSH), 21 are housed under the Emergency Housing Voucher Program (EHV), 141 are housed under the HUD-Veterans Affairs



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

Supportive Housing (VASH), 32 at Waverly Place, 39 are housed at Hildebrandt Park, 37 at LaRoy Froh, 7 are housed at Woodward Way, 31 are housed under the Holy Cross Permanent Supportive Housing (HCPHS), 216 housed under Section 18, 27 housed at Oliver Gardens (OG) and 1,472 are housed under the Housing Choice Voucher Program.

Voucher Utilization

April Voucher Program Total Units	2070
April Traditional HCV Utilization	1901
April % Utilized Units	92%

May Voucher Program Total Units	2229
May Traditional HCV Utilization	1971
May % Utilized Units	88%

Voucher Disbursement

HUD April HAP Disbursement	\$1,364,733
LHC April HAP/UAP Disbursement	\$1,421,740
% Voucher Funding Utilization	104%

HUD May HAP Disbursement	\$1,350,141
LHC May HAP/UAP Disbursement	\$1,403,464
% Voucher Funding Utilization	104%
HUD Held Reserves as of December 2023	\$2,038,838

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 ten (10) quality control inspections were conducted. This indicator is not scored by PIC but is based on an internal review. Based on the internal review LHC will self-score a five (5) out of the five (5) possible points.

Quality Control Inspections

PIC Scoring	Internal Scoring
N/A	5

Indicator 6- HQS Enforcement

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

HQS Enforcement

PIC Scoring	Internal Scoring
N/A	10

Indicator 7- Expanding Housing Opportunities

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

Housing Opportunities

PIC Scoring	Internal Scoring
N/A	5

Indicator 8- Payment Standards

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

PIC Scoring	Internal Scoring
N/A	5

Indicator 9- Annual Reexamination

This indicator is used to determine if LHC has completed a reexamination for each participating family at least every 12 months. As of May 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 88%. 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, 19 slots/households or (51%) 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, 63% 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 5/31/2024.



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

June 26, 2024

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:
May 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 89% at the end of May. LHC Unit Months Leased (UML) was 59 in May. There were zero (0) households moved in, zero (0) residents moved out, and one (0) unit transferred.

There are a total of 0 open work orders at the end of May.

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	66	59	89%	0	0	0	0
Totals	66	59	89%	0	0	0	0



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

RENT COLLECTION:

Site	Rent Charged	Receivables
Public Housing	\$ 9,947.00	\$ 37,076.65
Totals	\$ 9,947.00	\$ 38,140.71

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	279	TBD		applications sent out
1926 Hoyt	2	3-13-24	78			applications sent out
1932 Hoyt	2	4-12-24	30			applications sent out
2117 Forest	2	4-15-24	30			applications sent out
2125 Forest	2	12-8-23	174			Applications sent out
2147 Forest	2	2-21-24	99			applications sent out
124 Howe	4	7-1-21				applications sent out