



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

## Agenda

Lansing Housing Commission

May 22, 2024

1. Call to Order
  - a. Roll Call
  - b. Approval of Minutes of April 24, 2024
2. Public Comment – limit 3 minutes per person
3. Action Items:
  - a. LHC Board Policy on Conference Attendance - Proposed
4. Informational Items:
  - a. Finance Report April 2024 Steven Raiche
  - b. Housing Choice Voucher April 2023 Jennifer Burnette
  - c. LIPH Asset Management Report April 2023 Karen Chase
  - d. Capital Funds
  - e. Procurement Policy
5. Deputy Director Comments
6. Executive Director's Comments
7. President's Comments
8. Adjournment.



## Minutes of April 24, 2024

Commissioner Henry called the meeting to order at 5:32 p.m. Ms. Shirey called the roll.

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

### STAFF:

Steve Raiche	Karen Chase
Kim Shirey	Victor Verchereau

**Guests: None**

Commissioner Hall motioned and Commissioner Barker seconded a motion to approve the minutes of the March 12, 2024, commission meeting. **The Motion was approved by all members present.**

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

- Jodi Washington – She wants us to be careful on the contracts that we approve. Specifically, L-Town Jubilee, she does not know the people she is trying to council. She got into an altercation with me, and I do have a PPO. I have a letter from David stating how he felt when L-Town Jubilee came to his house. She is leaving a copy of the letter.
- Daniel Arnold – Been with LHC with section 8 does not understand current rent, how is it calculated. It looks like the utility allowance was not calculated in. He was asked if he had reached out to his case worker. He just received his paperwork and just wanted to know how it worked. We will make sure someone reaches out to him and set up an appointment to show him how it was calculated.
- Mike Karl – homeless advocate in Lansing. He heard about this through David that we have a contract employee that was administering Permanent Supportive Housing Services. We already have case workers for the PSH program. They are coercing them to get regular voucher programs. The PSH program already must have a case worker assigned to them. L-Town Jubilee is going into their houses and scaring them into thinking they are going to lose their housing. All homeless should have an HDMIS ID. HDMIS is a homeless data bank to get the max benefits and protections. Please consider who you hire to be in charge of our most vulnerable population. Linda Karl Mike's mother agrees with Mike's comments.



- Andrez Chuneu ICHD – I just want to get more involved with the community and have a better understanding of how all the programs work. He just wanted to interduce himself.

#### Action Items:

- **Resolution 1367** – Donation of LHC Van to GAPs – Victor Verchereau explained about the organization and why they have a need for the van. We will take them in to make sure they are road worthy. I personally make sure they are cleaned. We are working with a charity. They assist people that are coming out of homelessness to make sure they do not fall backwards into homelessness after they are housed. Currently GAPs are renting U-Haul vehicles to pick up donated furniture items and merchandise and take it to residents that are getting set up. This will help GAPs with the cost instead of renting U-Hauls. Commissioner Taylor asked what year the van was. It is 2009. We had an event at LaRoy Froh to invite families to a dinner and then after dinner inviting families to the free store that they brought for the families to get items they might not be able to purchase. GAPs are headquartered in Okemos in a large red hip roof barn to go to their free store. They are a local charity. GAPs have been around for a number of years.

Commissioner Barker motioned Commissioner Taylor Seconded to approve the donation of the LHC van to GAPs. **Motion was approved by all members present.**

- **LHC Board Policy on Conference Attendance** – Proposed. This policy comes from the change in by-laws about attendance at the board meetings. The discussion was also about having a policy for attendance at conferences. Commissioner Taylor has a couple of things to discuss. Item number 2 commissioner must be in good standing with LHC administrative policies wants a better understanding of the policies. Commissioner Henry states that it has to do with the attendance. Commissioner Taylor wants to table until some more clarification of understanding the policies better.

Commissioner Henry motioned Commissioner Hall seconded to table this discussion until next board meeting. **Motion was approved by all members present.**

## Informational Items:

### Finance Report March 2024

- Purchase of the vacant lot here on the corner before the end of the month.
- We are starting our fiscal year 2025 budget July 1, 2024, to June 30, 2025. We must adjust because of all the changes being moved from public housing to RAD housing. The dollar amounts are different. Funding is different.

### Housing Choice Voucher March 2024

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

- In the month of March, we issued five regular HCV vouchers, 1 VASH orientation and six vouchers were issued.
- We have twenty-one that are issued out searching or pending inspection with VASH. Five in the application process.
- We have seventy-five applications that were mailed out during the month of March. Twenty-seven regular HCV that are currently out searching for units. We have 102 applicants that are pending documentation or final approval. Then we have fourteen units that are approved and pending inspection or pending lease up. We will be depleting our current waiting list soon. We will most likely open our list next month.
- We just sent out eighty applications and we are going to send out another seventy-five in a couple of weeks.
- Side note from Commissioner Henry. There are some shared living spaces, can they use a voucher for these. Kim, no because the resident will not have any control over shared living space. It is hard when doing a HQS inspection for who will be responsible for different items like a hole in the wall or stove not working who is responsible.

### Asset Management Report March 2023

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

- **Public Housing Scattered Sites** we currently have sixty-seven units left in public housing. Sixty-one of them are occupied, which is an occupancy rate of 91% at the end of march. There were zero (0) move-in, one (1) move-outs, and zero (0) transfers.
- Out of the six units that are vacant.

- There was a total of twenty-one open work orders.

#### Discussion Items:

- Resident Member Services Overview – Victor Verchereau
- There has been a bit of a journey as it relates to resident services. I am excited about the progress that has been made.
- It has been challenging with pandemic and the construction with RAD has kind of shuffled things around a little bit.
- The following are five pillars of independence to help residents to overcome their challenges.
  - Food Security
  - Finance education management and mentoring.
  - Education development – ultimately literacy – how can we help them further their education.
  - Employment skills
  - Employment support
- Mr. Fleming asked me to put together all the resident services to tell a story. In the board report there is a rough draft that tells some of the resident services activities that are going on. How are you helping? It is part of the story. To be able to tell the story to the City of Lansing and other officials.
- Challenges are residents see things being thrown at them instead of helping residents to impact their lives.
- To get the information out there we have information on our website and Facebook and a newsletter. We will be creating a brochure by Edge.
- Question by Commissioner Henry are all the services new, old or are continuing. The one thing Vic is trying to get started again is Head Start.
- One program that is exciting is the Dolly Parton book program.
- The Potter Park Zoo free passes for residents.
- Andrez Chune – I work on a community garden project. Trying to create gardens as a means to build relationships with homeless people and low-income people. Have you thought about having community gardens on these housing complexes?
- Vic – Brian Westen is one of our residents and is a master gardener and has an amazing garden in Capital City. Hildebrandt and Waverly Place have raised garden beds that were built during the RAD. LaRoy Froh is in partnership with Risdale area garden, which is

behind LaRoy Froh, and we supply the water for that garden. We are also working with them on fencing. The police want a bit of a barrier at the back of our property and do not want to block off our residents.

- Jodi Washington would love to partner with Vic. We are a federally qualified health center. We treat everyone with top notch medical care.
- Mike Karl – have you thought about registering people to vote? Vic – it is a little outside our scope. If I can get a group together to pass on the information I will look into it.
- Development Update – Kim – Riverview 220. We have two phases. Phase one is the building across the street. The city council did not vote to sell us the parking lot next to the proposed site for phase one across the street. We were able to secure a second site down the block next to the old Lansing State Journal building which will be phase two. We were approved yesterday by MSHDA to move our tax credits and funding to the new site since the old site fell through. Phase one is going to be fifty-nine units 52 are two bedrooms seven are three bedrooms. Phase two is going to have an additional fifty-five units 11 one bedrooms and thirty-six two bedrooms and eight three bedrooms.

**Other Items:** None

**Deputy Director Comments:**

- Last month we brought to the board that the Coc voted to not fund one of our PSH programs for the new grant year. We have been in numerus talks with HUD to see if we can move those participants to another grant or if we have to find alternative funding for them. I just had a second conversation today. The HUD representatives are still trying to dig through regulations to see if I can move them from one grant to another. As you recall, this grant ends September 30<sup>th</sup>. It is because the Coc decided they wanted to focus on the coordinated entry grant so that bumped this PSH program to what they call a tier two which does not guarantee funding. At the last Coc board meeting I again reminded them that this was their choice that they chose when they decided to put these grant applications in. I also told them they need to step up and figure out how to house 24 individuals. Still working diligently to come up with a solution.
- I went to a HARA NAHRO conference in Port Huron this past week where there was a lot of discussion about leasing struggles throughout the state and changes in HUD verification systems which are used to monitor PHA compliance. Their current system is set to go offline on August 8<sup>th</sup>. They have not start time for their new system. We are not

sure where that is going to put us for our compliance. They just tell us more information is to come.

**Executive Directors Comments:** Given by Kim Shirey

- As Steve mentioned in his report, Doug is hoping to close on the lot on the corner of our parking lot no later than May 1<sup>st</sup> they are hoping in the next week or so.
- The Annual Plan Notice is basically any planned changes to the way we conduct business in our LIPH program, our PBV program, and our HCV program. That annual plan notice is going out this week. There are going to be a lot of proposed changes because of the HOTMA changes we talked about at the last board meeting. HUD regulations are changing as it comes to assets, deductions, reporting requirements and things like that.
- We had a kickoff meeting yesterday to secure HR services. We signed that contract, and it began April 15<sup>th</sup>. They are going to review our policies such as our attendance policy, our dress code policy, our performance review policy. And stuff that as we have grown as an agency has been put on the back burner and our policies need to be updated. They are going to start working on our employee handbook and our policies in the next couple of weeks.
- We also sold another home to a resident 2600 Dunlap. It is our fifth resident sale. We closed last week.
- As part of the city charter, we must provide what we call the year in review. We have proved to the city our accomplishments for 2023 along with our challenges. We have that getting ready to be submitted to the city council.
- Doug was at the Washington legislative conference a week ago with NAHRO where he met with both our representatives along with representative Slotkin to discuss housing related issues.
- Commissioner Taylor asked what the name of the HR service was we have contracted with. It is HR Collaborative. She also asked if the board would get a copy of the information that we consolidate. If it is a major policy change it will come before the board. She also wants to ensure that it includes DEI training. Which it will.

**Development Activities:**

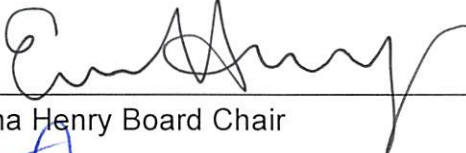
**Other Activities:**

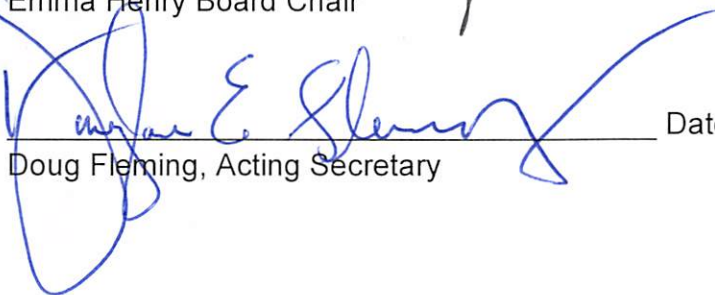
**President's Comments:**

- Any updates on strategic planning or if the board will need to pick a date. Kim, I think we were waiting to see if it was something you wanted to do in conjunction with the board meeting days or if you wanted have set aside dates. Doug is still waiting for that collaborative decision and if it has been provided it has not been shared with me.

**Other Business:**

**Adjournment:** The meeting was adjourned at 6:50 p.m.

  
\_\_\_\_\_ Date 5/22/2024  
Emma Henry Board Chair

  
\_\_\_\_\_ Date 5-22-2024  
Doug Fleming, Acting Secretary



Lansing Housing Commission

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

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

Per the request of the Chair, I am submitting the following inquiries and/or proposed suggestions for consideration and review before adopting this new travel policy. See highlighted below.

### **Proposed Travel Policy**

1. Attendance at all conferences will be approved by a quorum of the board prior to the board member attending any conference where expenses are paid by LHC.
2. The board member must be in good standing with LHC administrative policies, LHC board policy as well as related policies of the city of Lansing. *(Is this with regard to board mtg attendance? Define good standings.)*
3. All reservations, flights, car rentals or other transportation/travel arrangements will be completed by LHC administrative staff according to LHC travel policy *(Proposed: to provide for a seamless process, a notification and confirmation booking system should be put in place for conference attendances. It is suggested that LHC Administration send an email notification, or an announcement can be made at the next following meeting, whichever comes first, of each upcoming conference training. Once the Board Members receive the announcement, a confirmation email shall be returned by the interested Board Member/s. This will show record of the communication and ensure the best registration and travel accommodations are made in a timely manner. It is further suggested once the confirmation is received, LHC Administration should complete the registration within 3 days of receiving the confirmation from the Board Member. This should also prevent any late sign up inconveniences that could occur.)*
4. Flights and hotels will be booked in standard class *(unless other ground travel transports are needed)* for all conferences/events based on availability. *(Proposed: To ensure Board Members are included in the proper registration, booked at the hosting hotel, and possibly obtain early bird rates, after the announcement is made by LHC Administration and the confirmation is received, bookings should be made by LHC Administration staff within 3 days of the receiving confirmation from the Board Member. Bookings should also include any needed reasonable service accommodations i.e. travel assistance, wheelchair etc.)*
5. Depending on the conference agenda LHC may pay for up to one night before or one night after the opening and close of the conference. This will be determined and communicated to the affected board members on an event-by-event basis. *(Note: The Commission is a member of a National Association that provides training sessions exclusively targeted for Board Members. These conferences are how BM's learn to become better Board Members...which is unobtainable at a once a month board meeting. These conferences are catalyst to help BM's learn how to service the Commission and our community in a informed way. It teaches BM's some of the intricacies of HUD and Housing policies and regulations. Training educates BM's on how to be the governing body over the Commission. There are at least two national conferences with training outlined specifically for commissioners along with some state and local trainings. Board Member need to know about them.*

***And since policies and regulations are continuously changing (reasons why administrative staff are constantly attending trainings) BM's should also have at least one BM representative, attend, and receive this value training. The need or benefit should not have to be "determined" whether a BM deserves training but rather training should always be encouraged and arranged for a BM to receive.***

***Also, in conjunction with conference trainings, and in accordance with other Commissions and Authorities best practices as well as LHC, the fiscal year budget traditionally includes allowances of funding for BM's to attend at least two national conferences per budget year. If a BM opts not to attend, that funding shall be available to another BM to use for a different conference training within the year, if one so desires. In addition, the training budget line item is an essential expenditure and should not be a target line used for a reduction. This line item was at the top line in FY budget 2023 and later embedded in FY 2024. It is best to have it reside at the top layer of the budget outline to view at-a-glance.***

7. Board members are expected to attend all conference functions in which they have been registered.

8. Spouses or other guests are welcome at the expense of the LHC board member. They may stay in the room paid by LHC with the board member at no extra cost. All other spousal costs related to the attendance of a guest will be the responsibility of the LHC board member.

9. Additional costs not related to the conference will be the responsibility of the LHC board member which includes but is not limited to souvenirs, tours, meals, drinks, spa treatments, etc. ***(Meals should be covered under the training budget as a daily per diem)***

10. A verbal or written report will be required after attendance at a conference at the next regularly scheduled board meeting on relevant information from the conference that is related to board policy and/or LHC operations or opportunities.

***\* Requesting announcement of upcoming board member trainings to include local, state, and national dates, via email and/or at board meetings from LHC Administration upon notification.***

***\* Requesting bookings be made by LHC Administration staff within 3 days of receiving confirmation from the Board Member.***

Lansing Housing Commission  
Summary Results for April FY2024

Description	LIPH Total	COCC	HCV Admin	HCV	BA	CCPM
<b>REVENUE:</b>						
<b>Total Revenue Variance - Fav (Unfav)</b>	<b>124,961</b>	<b>(2,039)</b>	<b>(9,933)</b>	<b>464,085</b>	<b>22,529</b>	<b>(2,430)</b>
Tenant Revenue Variance	6,431	-	-	-	1,496	-
HUD Revenue Variance	109,122	(1,839)	(11,433)	465,506	-	-
Capital Fund Income	(50)	-	-	-	-	-
Other Income	9,458	(200)	1,500	(1,421)	21,033	(2,430)
<b>Other</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Budgeted Revenue	28,086	34,960	145,118	1,021,980	40,044	62,573
% Variance fav (unfav)	445%	-6%	-7%	45%	56%	-4%
<b>EXPENSES:</b>						
<b>Total Expense Variance Unfav (Fav)</b>	<b>(4,545)</b>	<b>(15,437)</b>	<b>12,740</b>	<b>628,166</b>	<b>525</b>	<b>25,547</b>
Salary Expenses	5,520	(15,578)	(908)	-	-	9,221
Employee Benefit Expenses	458	(430)	293	-	-	6,698
Utilities	2,724	348	-	-	-	931
Write-offs	1,635	-	-	-	-	-
Legal	(300)	2,947	-	-	-	-
Professional Services	(159)	(800)	(2,259)	-	175	(1,504)
Admin Services	-	1,656	11,002	-	-	1,147
Insurance	1,456	121	(283)	-	(499)	6,675
Sundry/Postage/Office Supplies	(4)	(2,017)	(112)	-	-	-
Management Fee	394	-	(2,287)	-	-	-
HAP Expense	-	-	4,128	628,166	-	-
Inspections	158	-	(1,000)	-	-	-
Pilot	(248)	-	-	-	-	-
Maintenance Costs	(7,820)	(1,595)	1,458	-	(50)	420
Maintenance Contract - Unit Turns	(6,420)	-	-	-	-	-
Other	(1,937)	(88)	2,709	-	899	1,959
Budgeted Expense	58,865	55,617	132,398	1,020,000	23,166	7,852
% Variance fav (unfav)	8%	28%	-10%	-62%	-2%	-325%
Gain(Loss) on Sale of Assets	-	-	-	-	-	-
<b>Curr Mo. Actual Net Income (Loss)</b>	<b>\$ 98,726</b>	<b>\$ (7,259)</b>	<b>\$ (9,953)</b>	<b>\$ (162,102)</b>	<b>\$ 38,883</b>	<b>\$ (24,030)</b>
<b>YTD Actual Net Income (Loss) Net of CWIP</b>	<b>\$ 329,710</b>	<b>\$ 114,723</b>	<b>\$ (100,364)</b>	<b>\$ (189,294)</b>	<b>\$ 1,140,409</b>	<b>\$ (228,339)</b>
<b>Prior YR YTD Net Income (Loss)</b>	<b>\$ 773,836</b>	<b>\$ (243,658)</b>	<b>\$ (162,376)</b>	<b>\$ (541,752)</b>	<b>\$ 533,642</b>	<b>\$ -</b>
<b>Cash Balance - March 2024</b>	<b>\$ 3,843,220</b>	<b>\$ 692,055</b>	<b>\$ 585,417</b>	<b>\$ 93,180</b>	<b>\$ 1,928,347</b>	
<b>Cash Balance - June 2023</b>	<b>\$ 4,812,080</b>	<b>\$ 1,059,438</b>	<b>\$ 881,797</b>	<b>\$ 69,454</b>	<b>\$ 1,702,596</b>	
<b>Cash Balance - June 2022</b>	<b>\$ 3,753,514</b>	<b>\$ 1,818,776</b>	<b>\$ 1,086,641</b>	<b>\$ 552,118</b>	<b>\$ 739,046</b>	
<b>Cash Balance - June 2021</b>	<b>\$ 1,916,110</b>	<b>\$ 1,350,385</b>	<b>\$ 1,119,729</b>	<b>\$ 465,867</b>	<b>\$ 393,609</b>	

Lansing Housing Commission  
Summary Results YTD for April FY2024

Description	LIPH Total	COCC	HCV Admin	HCV	BA	CCPM
<b>REVENUE:</b>						
<b>Total Revenue Variance - Fav (Unfav)</b>	<b>1,262,408</b>	<b>155,555</b>	<b>43,216</b>	<b>5,305,533</b>	<b>110,736</b>	<b>67,707</b>
Tenant Revenue Variance	108,814	-	-	-	1,745	-
HUD Revenue Variance	502,307	19,355	43,120	5,315,469	-	-
Capital Fund Income	597,910	-	-	-	-	-
Other Income	53,377	136,199	96	(9,937)	108,991	67,707
<b>Other</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Budgeted Revenue	3,025,500	543,086	1,441,876	9,197,820	1,415,007	111,834
% Variance fav (unfav)	42%	29%	3%	58%	8%	61%
<b>EXPENSES:</b>						
<b>Total Expense Variance Unfav (Fav)</b>	<b>1,049,365</b>	<b>75,230</b>	<b>114,034</b>	<b>5,512,647</b>	<b>76,111</b>	<b>310,327</b>
Salary Expenses	27,924	(49,806)	(75,801)	-	-	147,454
Employee Benefit Expenses	792,589	48,710	(3,676)	-	165	70,797
Utilities	(8,518)	1,940	-	-	4,354	20
Write-offs	1,670	-	-	-	-	-
Legal	(3,295)	7,004	-	-	(5,000)	2,492
Professional Services	(16,654)	10,364	129,714	-	9,109	(13,396)
Admin Services	14,279	2,198	11,800	-	(53,900)	(13,944)
Insurance	9,935	102	(2,264)	-	(4,766)	(3,034)
Sundry/Postage/Office Supplies	(4,995)	43,160	30,012	-	1,275	4,326
Management Fee	185,884	-	9,051	-	-	-
HAP Expense	-	-	-	5,512,647	-	-
Pilot	11,213	-	-	-	-	-
Inspections	(1,428)	432	(1,689)	-	-	-
Maintenance Costs	137,330	12,254	4,997	-	-	2,661
Maintenance Contract - Unit Turns	(99,375)	-	-	-	-	-
Other	2,805	(1,129)	11,890	-	124,874	112,952
Budgeted Expense	774,834	508,687	1,471,423	9,180,000	309,223	97,552
% Variance fav (unfav)	-135%	-15%	-8%	-60%	-25%	-318%
Gain(Loss) on Sale of Assets	2,061,304	-	-	-	-	-
<b>YTD Actual Net Income (Loss) Net of CWIP</b>	<b>\$ 329,710</b>	<b>\$ 114,723</b>	<b>\$ (100,364)</b>	<b>\$ (189,294)</b>	<b>\$ 1,140,409</b>	<b>\$ (228,339)</b>
<b>YTD Budgeted Net Income (Loss)</b>	<b>\$ 2,250,667</b>	<b>\$ 34,399</b>	<b>\$ (29,547)</b>	<b>\$ 17,820</b>	<b>\$ 1,105,784</b>	<b>\$ 14,282</b>
<b>Prior YR YTD Net Income (Loss)</b>	<b>\$ 773,836</b>	<b>\$ (243,658)</b>	<b>\$ (162,376)</b>	<b>\$ (541,752)</b>	<b>\$ 533,642</b>	<b>\$ -</b>

**April Ratios**

<b>HCV Ratios</b>		<b>Prior Months</b>	
Number of Vouchers Used	1,970	03/24	\$ 827.10
HCV 8002 Expenses	\$ 1,646,715.36	02/24	\$ 809.55
Average Cost Per Voucher	<u>\$ 835.90</u>	01/24	\$ 762.19

<b>LIPH Ratios</b>				<b>Prior Months</b>	
	<b>Apr 2024</b>	<b>PY Apr</b>			
	<b>Total</b>	<b>Total</b>			
<b>Year-to-Date Occupancy Rate</b>					
YTD Average Number of Units Leased	61	95		03/24	92.5%
Number of Possible Units	66	101		02/24	89.6%
<b>Year-to-Date Occupancy Rate</b>	<u>92.4%</u>	<u>94.1%</u>		01/24	91.0%
<b>Average Revenue Per Occupied Unit</b>				03/24	\$ 3,284.78
Total LIPH Revenue	\$ 153,046.84	\$ 129,151.28		02/24	\$ 3,805.17
<b>Average Revenue Per Occupied Unit</b>	<u>\$ 2,508.96</u>	<u>\$ 306.77</u>		01/24	\$ 1,573.47
<b>Average Tenant Revenue Per Occupied Unit</b>				03/24	\$ 215.90
Total Tenant Revenue	\$ 9,143.05	\$ 17,899.00		02/24	\$ 253.42
<b>Average Tenant Revenue Per Occupied Unit</b>	<u>\$ 149.89</u>	<u>\$ 188.41</u>		01/24	\$ 273.36
<b>Average Cost Per Occupied Unit</b>				03/24	\$ 1,738.13
YTD Average Monthly Expenses	\$ 102,419.84	\$ 262,766.80		02/24	\$ 1,852.41
<b>Average Cost Per Occupied Unit</b>	<u>\$ 1,679.01</u>	<u>\$ 624.15</u>		01/24	\$ 1,822.72

<b>Company Ratios</b>				
	<b>LIPH</b>	<b>COCC</b>	<b>HCV Admin</b>	
<b>Operating Reserves</b>				
Bank Account Balance	\$ 3,843,219.52	\$ 692,055.42	\$ 585,416.61	
YTD Expenses	\$ 1,024,198.44	\$ 583,916.90	\$ 1,585,456.52	
Number of Months	10	10	10	
Average Monthly Expenses	\$ 102,419.84	\$ 58,391.69	\$ 158,545.65	
<b>Number of Months of Operating Reserves</b> (would like to have 4 months of operating reserves)	<u>37.52</u>	<u>11.85</u>	<u>3.69</u>	
<b>Prior Months</b>				
06/23	17.63	10.75	5.56	
06/22	10.96	21.09	10.44	
06/21	4.58	18.52	13.62	
06/20	5.62	14.23	11.20	

**Lansing Housing Commission**  
**Budget vs. Actual**  
**Mt. Vernon**  
**For the Period Ending April 30, 2024**

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 31,225	\$ -	\$ 31,225	\$ 45,884	\$ -	\$ -
Tenant Revenue - Other	295	-	295	3,029	-	-
Total Tenant Revenue	<u>\$ 31,520</u>	<u>\$ -</u>	<u>\$ 31,520</u>	<u>\$ 48,913</u>	<u>\$ -</u>	<u>\$ -</u>
HUD PHA Operating Grants	173,929	-	173,929	476,473	-	-
CFP Operational Income	175,997	-	175,997	245,354	-	-
Administrative Fees	-	-	-	-	-	-
Fraud Recovery and Other	616,722	-	616,722	2,884,839	-	-
Total Operating Revenue	<u>\$ 998,167</u>	<u>\$ -</u>	<u>\$ 998,167</u>	<u>\$ 3,606,666</u>	<u>\$ -</u>	<u>\$ -</u>
Administrative Salaries	\$ -	\$ -	\$ -	\$ 24,308	\$ -	\$ -
Auditing Fees	5,730	-	5,730	6,600	-	-
Management Fees	48,883	-	48,883	88,102	-	-
Bookkeeping Fees	632	-	632	4,028	-	-
Employee Benefits Contributions - Admin	200,000	-	200,000	18,681	-	-
Office Expenses	18,490	-	18,490	32,115	-	-
Legal	162	-	162	1,224	-	-
Travel	648	-	648	1,338	-	-
Other	-	-	-	-	-	-
Tenant Services - Other	-	-	-	181	-	-
Water	-	-	-	1,468	-	-
Electricity	-	-	-	1,590	-	-
Gas	87	-	87	2,854	-	-
Other Utilities Expense	244	-	244	7,068	-	-
Ordinary Maintenance and Operations - Labor	-	-	-	29,328	-	-
Ordinary Maintenance and Operations - Material	35,682	-	35,682	142,421	-	-
Ordinary Maintenance and Operations - Contracts	20,920	-	20,920	171,860	-	-
Employee Benefits Contributions - Ordinary	11,438	-	11,438	80,298	-	-
Protective Services - Other Contract Costs	-	-	-	1,197	-	-
Property Insurance	4,740	-	4,740	20,885	-	-
Liability Insurance	1,333	-	1,333	6,085	-	-
Workers Compensation	-	-	-	-	-	-
All Other Insurance	143	-	143	4,188	-	-
Other General Expenses	24,759	-	24,759	47,364	-	-
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-
Payment in Lieu of Taxes	3,222	-	3,222	3,989	-	-
Bad debt - Tenant Rents	(1,084)	-	(1,084)	(249)	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 376,028</u>	<u>\$ -</u>	<u>\$ 376,028</u>	<u>\$ 696,923</u>	<u>\$ -</u>	<u>\$ -</u>
Net Income (Loss)	<u>\$ 622,139</u>	<u>\$ -</u>	<u>\$ 622,139</u>	<u>\$ 2,909,743</u>	<u>\$ -</u>	<u>\$ -</u>

Lansing Housing Commission  
 Budget vs. Actual  
 Hildebrandt  
 For the Period Ending April 30, 2024

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 87,072	\$ 61,856	\$ 25,216	\$ 127,837	\$ 67,280	\$ 5,424
Tenant Revenue - Other	1,564	-	1,564	3,248	-	-
Total Tenant Revenue	<u>\$ 88,636</u>	<u>\$ 61,856</u>	<u>\$ 26,780</u>	<u>\$ 131,085</u>	<u>\$ 67,280</u>	<u>\$ 5,424</u>
HUD PHA Operating Grants	469,435	668,644	(199,209)	735,209	707,592	38,948
CFP Operational Income	200,791	129,000	71,791	361,210	160,800	31,800
Administrative Fees	-	-	-	-	-	-
Fraud Recovery and Other	452,168	2,994,000	(2,541,832)	3,529,427	2,998,000	4,000
Total Operating Revenue	<u>\$ 1,211,030</u>	<u>\$ 3,853,500</u>	<u>\$ (2,642,470)</u>	<u>\$ 4,625,846</u>	<u>\$ 3,933,672</u>	<u>\$ 80,172</u>
Administrative Salaries	\$ 22,503	\$ -	\$ 22,503	\$ 47,047	\$ -	\$ -
Auditing Fees	5,730	26,400	(20,670)	6,600	26,400	-
Management Fees	76,395	36,309	40,086	117,806	42,398	6,089
Bookkeeping Fees	4,284	4,830	(546)	8,080	5,640	810
Employee Benefits Contributions - Admin	203,338	40	203,298	10,981	48	8
Office Expenses	13,057	32,377	(19,320)	14,821	35,850	3,473
Legal	(495)	3,000	(3,495)	1,248	3,600	600
Travel	1,427	400	1,027	89	400	-
Other	(1,333)	2,500	(3,833)	5,021	2,500	-
Tenant Services - Other	1,089	1,750	(661)	1,822	2,100	350
Water	39,673	32,830	6,843	42,510	38,160	5,330
Electricity	8,232	6,775	1,457	7,730	7,725	950
Gas	19,006	32,606	(13,600)	34,267	37,806	5,200
Other Utilities Expense	-	6,783	(6,783)	-	6,783	-
Ordinary Maintenance and Operations - Labor	45,681	40,260	5,421	56,764	49,720	9,460
Ordinary Maintenance and Operations - Materia	31,872	91,240	(59,368)	73,902	106,880	15,640
Ordinary Maintenance and Operations - Contrac	192,413	223,218	(30,805)	285,378	261,812	38,594
Employee Benefits Contributions - Ordinary	27,641	72,400	(44,759)	71,226	86,988	14,588
Protective Services - Other Contract Costs	-	-	-	-	-	-
Property Insurance	18,655	23,030	(4,375)	34,412	27,052	4,023
Liability Insurance	6,771	5,338	1,433	8,667	6,236	898
Workers Compensation	-	-	-	-	-	-
All Other Insurance	1,193	1,000	193	4,598	1,200	200
Other General Expenses	52,133	132,784	(80,651)	26,195	165,268	32,484
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-
Payment in Lieu of Taxes	1,375	(1,036)	2,410	4,993	(1,641)	(606)
Bad debt - Tenant Rents	7,023	-	7,023	986	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 777,663</u>	<u>\$ 774,834</u>	<u>\$ 2,830</u>	<u>\$ 865,143</u>	<u>\$ 912,924</u>	<u>\$ 138,090</u>
Net Income (Loss)	<u>\$ 433,367</u>	<u>\$ 3,078,667</u>	<u>\$ (2,645,300)</u>	<u>\$ 3,760,703</u>	<u>\$ 3,020,749</u>	<u>\$ (57,918)</u>



Lansing Housing Commission  
 Budget vs. Actual  
 LaRoy Froh  
 For the Period Ending April 30, 2024

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 55,267	\$ -	\$ 55,267	\$ 82,367	\$ -	\$ -
Tenant Revenue - Other	975	-	975	2,109	-	-
Total Tenant Revenue	<u>\$ 56,242</u>	<u>\$ -</u>	<u>\$ 56,242</u>	<u>\$ 84,476</u>	<u>\$ -</u>	<u>\$ -</u>
HUD PHA Operating Grants	483,036	-	483,036	883,257	-	-
CFP Operational Income	178,336	-	178,336	158,384	-	-
Administrative Fees	-	-	-	-	-	-
Fraud Recovery and Other	902,133	-	902,133	4,796,174	-	-
Total Operating Revenue	<u>\$ 1,619,747</u>	<u>\$ -</u>	<u>\$ 1,619,747</u>	<u>\$ 5,837,815</u>	<u>\$ -</u>	<u>\$ -</u>
Administrative Salaries	\$ -	\$ -	\$ -	\$ 38,422	\$ -	\$ -
Auditing Fees	5,730	-	5,730	6,600	-	-
Management Fees	51,021	-	51,021	105,141	-	-
Bookkeeping Fees	910	-	910	6,355	-	-
Employee Benefits Contributions - Admin	200,000	-	200,000	3,503	-	-
Office Expenses	858	-	858	10,305	-	-
Legal	-	-	-	-	-	-
Travel	-	-	-	74	-	-
Other	(1,012)	-	(1,012)	368	-	-
Tenant Services - Other	-	-	-	-	-	-
Water	100	-	100	8,149	-	-
Electricity	181	-	181	6,851	-	-
Gas	310	-	310	10,916	-	-
Other Utilities Expense	2,151	-	2,151	12,464	-	-
Ordinary Maintenance and Operations - Labor	-	-	-	51,539	-	-
Ordinary Maintenance and Operations - Materia	19,686	-	19,686	98,990	-	-
Ordinary Maintenance and Operations - Contrac	60,840	-	60,840	282,653	-	-
Employee Benefits Contributions - Ordinary	20,407	-	20,407	73,265	-	-
Protective Services - Other Contract Costs	-	-	-	740	-	-
Property Insurance	4,843	-	4,843	30,928	-	-
Liability Insurance	1,387	-	1,387	6,036	-	-
Workers Compensation	-	-	-	-	-	-
All Other Insurance	200	-	200	5,701	-	-
Other General Expenses	24,633	-	24,633	34,166	-	-
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	63,762	-	-
Payment in Lieu of Taxes	5,761	-	5,761	5,601	-	-
Bad debt - Tenant Rents	(2,933)	-	(2,933)	629	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 395,073</u>	<u>\$ -</u>	<u>\$ 395,073</u>	<u>\$ 863,158</u>	<u>\$ -</u>	<u>\$ -</u>
Net Income (Loss)	<u>\$ 1,224,675</u>	<u>\$ -</u>	<u>\$ 1,224,675</u>	<u>\$ 4,974,657</u>	<u>\$ -</u>	<u>\$ -</u>

Lansing Housing Commission  
Budget vs. Actual  
South Washington Park  
For the Period Ending April 30, 2024

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ (2,894)	\$ -	\$ (2,894)	\$ 6,736	\$ -	\$ -
Tenant Revenue - Other	100	-	100	50	-	-
Total Tenant Revenue	\$ (2,794)	\$ -	\$ (2,794)	\$ 6,786	\$ -	\$ -
HUD PHA Operating Grants	44,552	-	44,552	82,137	-	-
CFP Operational Income	171,786	-	171,786	150,146	-	-
Administrative Fees	-	-	-	-	-	-
Fraud Recovery and Other	172,723	-	172,723	472,698	-	-
Total Operating Revenue	\$ 386,267	\$ -	\$ 386,267	\$ 704,981	\$ -	\$ -
Administrative Salaries	\$ -	\$ -	\$ -	\$ 4,313	\$ -	\$ -
Auditing Fees	5,730	-	5,730	6,600	-	-
Management Fees	45,895	-	45,895	63,588	-	-
Bookkeeping Fees	226	-	226	684	-	-
Employee Benefits Contributions - Admin	200,015	-	200,015	7,853	-	-
Office Expenses	912	-	912	9,120	-	-
Legal	38	-	38	476	-	-
Travel	-	-	-	9	-	-
Other	(54)	-	(54)	320	-	-
Tenant Services - Other	-	-	-	789	-	-
Water	124	-	124	2,716	-	-
Electricity	124	-	124	1,498	-	-
Gas	-	-	-	2,523	-	-
Other Utilities Expense	244	-	244	1,221	-	-
Ordinary Maintenance and Operations - Labor	-	-	-	5,203	-	-
Ordinary Maintenance and Operations - Materia	1,350	-	1,350	16,378	-	-
Ordinary Maintenance and Operations - Contrac	2,036	-	2,036	34,783	-	-
Employee Benefits Contributions - Ordinary	2,191	-	2,191	13,697	-	-
Protective Services - Other Contract Costs	-	-	-	-	-	-
Property Insurance	-	-	-	3,971	-	-
Liability Insurance	11	-	11	859	-	-
Workers Compensation	-	-	-	-	-	-
All Other Insurance	26	-	26	4,295	-	-
Other General Expenses	18,084	-	18,084	24,337	-	-
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-
Payment in Lieu of Taxes	(181)	-	(181)	(244)	-	-
Bad debt - Tenant Rents	(1,336)	-	(1,336)	(2,542)	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	\$ 275,434	\$ -	\$ 275,434	\$ 202,447	\$ -	\$ -
Net Income (Loss)	\$ 110,833	\$ -	\$ 110,833	\$ 502,534	\$ -	\$ -

**Lansing Housing Commission  
Budget vs. Actual  
AMP Consolidated  
For the Period Ending April 30, 2024**

	<u>YTD Amount</u>	<u>YTD Budget</u>	<u>YTD Variance</u>	<u>Prior YTD Actual</u>	<u>Annual Budget</u>	<u>Remaining Budget</u>
Tenant Rental Revenue	\$ 170,670	\$ 61,856	\$ 108,814	\$ 262,824	\$ 67,280	\$ 5,424
Tenant Revenue - Other	2,934	-	2,934	8,436	-	-
Total Tenant Revenue	<u>\$ 173,604</u>	<u>\$ 61,856</u>	<u>\$ 111,748</u>	<u>\$ 271,260</u>	<u>\$ 67,280</u>	<u>\$ 5,424</u>
HUD PHA Operating Grants	1,170,951	668,644	502,307	2,177,076	707,592	38,948
CFP Operational Income	726,910	129,000	597,910	915,094	160,800	31,800
Fraud Recovery and Other	2,143,746	2,994,000	(850,254)	11,683,138	2,998,000	4,000
Total Operating Revenue	<u>\$ 4,215,212</u>	<u>\$ 3,853,500</u>	<u>\$ 361,711</u>	<u>\$ 14,775,308</u>	<u>\$ 3,933,672</u>	<u>\$ 80,172</u>
Administrative Salaries	\$ 22,503	\$ -	\$ 22,503	\$ 114,090	\$ -	\$ -
Auditing Fees	22,920	26,400	(3,480)	26,400	26,400	-
Management Fees	222,193	36,309	185,884	374,637	42,398	6,089
Bookkeeping Fees	6,052	4,830	1,222	19,147	5,640	810
Employee Benefits Contributions - Administrative	803,353	40	803,313	41,018	48	8
Office Expenses	33,317	32,377	940	66,361	35,850	3,473
Legal Expense	(295)	3,000	(3,295)	2,948	3,600	600
Travel	2,075	400	1,675	1,510	400	-
Other	(2,399)	2,500	(4,899)	5,709	2,500	-
Tenant Services - Other	1,089	1,750	(661)	2,792	2,100	350
Water	39,896	32,830	7,066	54,843	38,160	5,330
Electricity	8,537	6,775	1,762	17,669	7,725	950
Gas	19,404	32,606	(13,202)	50,560	37,806	5,200
Other Utilities Expense	2,639	6,783	(4,144)	20,753	6,783	-
Ordinary Maintenance and Operations - Labor	45,681	40,260	5,421	142,834	49,720	9,460
Ordinary Maintenance and Operations - Material	88,589	91,240	(2,651)	331,691	106,880	15,640
Ordinary Maintenance and Operations - Contract	276,209	223,218	52,991	774,674	261,812	38,594
Employee Benefits Contributions - Ordinary	61,676	72,400	(10,724)	238,486	86,988	14,588
Protective Services - Other Contract Costs	-	-	-	1,937	-	-
Property Insurance	28,238	23,030	5,208	90,196	27,052	4,023
Liability Insurance	9,502	5,338	4,164	21,647	6,236	898
Workers Compensation	-	-	-	-	-	-
All Other Insurance	1,563	1,000	563	18,782	1,200	200
Other General Expenses	119,609	132,784	(13,174)	132,062	165,268	32,484
Compensated Absences	-	-	-	-	-	-
Payments in Lieu of Taxes	10,177	(1,036)	11,213	14,339	(1,641)	(606)
Bad debt - Tenant Rents	1,670	-	1,670	(1,176)	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 1,824,198</u>	<u>\$ 774,834</u>	<u>\$ 1,049,365</u>	<u>\$ 2,563,909</u>	<u>\$ 912,924</u>	<u>\$ 138,090</u>
Net Income (Loss)	<u>\$ 2,391,013</u>	<u>\$ 3,078,667</u>	<u>\$ (687,654)</u>	<u>\$ 12,211,399</u>	<u>\$ 3,020,749</u>	<u>\$ (57,918)</u>

**Lansing Housing Commission**  
**Budget vs. Actual**  
**COCC**  
**For the Period Ending April 30, 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>
Management Fees Income	\$ 480,919	\$ 462,786	\$ 18,133	\$ 615,780	\$ 519,202	\$ 56,416
Bookkeeping Fees Income	6,052	4,830	1,222	19,147	5,640	810
Administrative Fees	-	-	-	-	-	-
Fraud Recovery and Other	211,669	75,470	136,199	84,445	88,164	12,694
<b>Total Operating Revenue</b>	<b>\$ 698,640</b>	<b>\$ 543,086</b>	<b>\$ 155,554</b>	<b>\$ 719,372</b>	<b>\$ 613,006</b>	<b>\$ 69,920</b>
Administrative Salaries	\$ 139,773	\$ 189,579	\$ (49,806)	\$ 133,472	\$ 235,586	\$ 46,007
Auditing Fees	6,600	7,000	(400)	6,600	7,000	-
Employee Benefits Contributions - Admin	36,244	39,431	(3,187)	36,039	47,936	8,505
Office Expenses	108,903	186,285	(77,382)	104,304	218,021	31,736
Legal	27,004	20,000	7,004	38,462	24,000	4,000
Travel	15,002	3,000	12,002	6,712	3,600	600
Other	35,028	528	34,500	27,433	528	-
Tenant Services - Other	1,015	-	1,015	4,040	-	-
Water	1,841	1,720	121	1,717	2,064	344
Electricity	10,723	9,000	1,723	9,093	10,800	1,800
Gas	3,741	3,165	576	3,081	3,615	450
Other Utilities Expense	270	750	(480)	600	900	150
Ordinary Maintenance and Operations - Labor	-	-	-	-	-	-
Ordinary Maintenance and Operations - Material	607	-	607	-	-	-
Ordinary Maintenance and Operations - Contracts	42,666	29,880	12,786	31,896	34,962	5,082
Employee Benefits Contributions - Ordinary	2,487	-	2,487	(5,105)	-	-
Protective Services - Other Contract Costs	1,050	5,000	(3,950)	272,435	6,000	1,000
Property Insurance	5,104	4,277	827	5,055	5,148	871
Liability Insurance	1,975	2,700	(725)	2,953	3,250	550
Workers Compensation	-	-	-	-	-	-
All Other Insurance	-	-	-	245	-	-
Other General Expenses	143,883	6,372	137,512	283,997	7,292	920
Compensated Absences	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-
<b>Total Operating Expenses</b>	<b>\$ 583,917</b>	<b>\$ 508,687</b>	<b>\$ 75,230</b>	<b>\$ 963,029</b>	<b>\$ 610,702</b>	<b>\$ 102,015</b>
<b>Net Income (Loss)</b>	<b>\$ 114,723</b>	<b>\$ 34,399</b>	<b>\$ 80,324</b>	<b>\$ (243,657)</b>	<b>\$ 2,304</b>	<b>\$ (32,095)</b>

Lansing Housing Commission  
Budget vs. Actual  
Housing Choice Voucher  
For the Period Ending April 30, 2024

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
HUD PHA Operating Grants	\$ 15,786,965	\$ 11,448,376	\$ 4,338,589	\$ 11,527,299	\$ 13,740,012	\$ 2,291,636
Other Revenue	191,902	-	191,902	182,014	-	-
Fraud Recovery and Other	9,577	195,300	(185,723)	9,818	234,260	38,960
<b>Total Operating Revenue</b>	<b>\$ 15,988,445</b>	<b>\$ 11,643,676</b>	<b>\$ 4,344,769</b>	<b>\$ 11,719,131</b>	<b>\$ 13,974,272</b>	<b>\$ 2,330,596</b>
Administrative Salaries	\$ 619,139	\$ 694,496	\$ (75,357)	\$ 575,106	\$ 820,768	\$ 126,272
Auditing Fees	28,000	36,300	(8,300)	33,000	36,300	-
Management Fees	258,726	249,675	9,051	241,143	300,002	50,327
Bookkeeping Fees	-	-	-	-	-	-
Employee Benefits Contributions - Admin	191,289	183,810	7,479	163,554	219,561	35,752
Office Expenses	228,348	191,365	36,983	211,523	216,128	24,763
Legal Expense	-	-	-	-	-	-
Travel	4,418	5,350	(932)	4,473	6,420	1,070
Other	95,575	10,000	85,575	12,822	12,000	2,000
Tenant Services - Other	-	-	-	-	-	-
Water	-	-	-	(1,772)	-	-
Electricity	-	-	-	-	-	-
Gas	-	-	-	-	-	-
Other Utilities Expense	756	1,200	(444)	1,244	1,440	240
Ordinary Maintenance and Operations - Materie	2,137	-	2,137	157	-	-
Ordinary Maintenance and Operations - Contra-	39,438	14,500	24,938	131,599	16,900	-
Protective services - Other Contract Costs	-	-	-	-	-	-
Property Insurance	-	-	-	-	-	-
Liability Insurance	24,963	27,227	(2,264)	28,016	32,773	5,546
Workers Compensation	-	-	-	-	-	-
All Other Insurance	657	-	657	-	-	-
Other General Expenses	92,011	57,500	34,511	65,650	69,400	11,900
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	14,692,647	10,200,000	4,492,647	10,956,856	12,240,000	2,040,000
Bad Debt - Tenant Rents	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-
<b>Total Operating Expenses</b>	<b>\$ 16,278,104</b>	<b>\$ 11,671,423</b>	<b>\$ 4,606,681</b>	<b>\$ 12,423,371</b>	<b>\$ 13,971,693</b>	<b>\$ 2,300,270</b>
<b>Net Income (Loss)</b>	<b>\$ (289,659)</b>	<b>\$ (27,747)</b>	<b>\$ (261,912)</b>	<b>\$ (704,240)</b>	<b>\$ 2,579</b>	<b>\$ 30,326</b>

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

	<u>Period Amount</u>	<u>Balance</u>
<b>ASSETS</b>		
1010-0000-111102 Cash-Security Deposits	-	114.90
1010-0000-111111 Chase Checking	237,882.73	1,377,339.13
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	(215,415.78)	(522,747.41)
1010-0000-116201 Investments Savings	-	250,000.00
1010-0000-121100 Prepaid Insurance	(363.19)	1,452.70
1010-0000-140000 Land	-	0.08
1010-0000-144000 Construction in Progress	-	3,150.00
1010-3000-144000 Construction in Progress	-	-
1010-0000-146000 Dwelling Structures	-	72,756.57
1010-1010-146000 Dwelling Structures	-	-
1010-0000-146500 Dwelling Equipment - Ranges &	-	63,453.27
1010-1010-146500 Dwelling Equipment - Ranges &	-	-
1010-3000-146500 Dwelling Equipment - Ranges &	-	-
1010-0000-148100 Accumulated Depreciation-Build	-	(94,895.57)
1010-1010-148100 Accumulated Depreciation-Build	-	-
1010-1010-148300 Accumulated Depreciation-Equip	-	-
1010-0000-150300 Deferred Outflow - MERS	-	96,911.50
1010-0000-150301 Deferred Outflows-OPEB	-	3,557.93
<b>TOTAL ASSETS</b>	<u><b>22,103.76</b></u>	<u><b>1,251,093.10</b></u>
<b>LIABILITIES</b>		
1010-0000-200000 OPEB Liability	-	(35,123.00)
1010-0000-200300 Pension Liability	-	224,943.00
1010-0000-210000 Construction Costs Payabe	-	-
1010-0000-211100 Accounts Payable	(981.00)	-
1010-0000-211343 Accounts Payable Misc	-	-
1010-0000-211400 Tenant Security Deposits	-	(584.10)
1010-0000-211999 Tenant Refunds	(75.00)	-
1010-0000-212000 Accrued Payroll	-	1,067.55
1010-0000-213400 Utility Accrual	-	87.00
1010-0000-213500 Accrued Comp Absences - Curr	-	568.22
1010-0000-213700 Payment in Lieu of Taxes	182.20	7,872.95
1010-0000-214000 Accrued Comp Absences - non curr	-	3,219.91
1010-0000-260600 Note Payable Non Curr - PNC	-	-
1010-0000-260601 Note Payable - Curr - PNC	-	-
1010-0000-210000 Deferred Inflow - MERS	-	(94,150.00)
1010-0000-210001 Deferred Inflows - OPEB	-	12,661.57
1010-0000-270000 Deferred Inflows	-	-
<b>TOTAL LIABILITIES</b>	<u><b>(873.80)</b></u>	<u><b>120,563.10</b></u>
<b>EQUITY</b>		
1010-0000-280100 Invest C	-	2,433,904.00
1010-0000-280500 Unrestricted Net Assets	-	801,692.03
1010-0000-282000 Income and Expense Clearing	22,977.56	(4,122,566.92)
1010-0003-282000 Income and Expense Clearing	-	(77.99)
1010-1010-282000 Income and Expense Clearing	-	(320.14)
1010-1010-282000 Income and Expense Clearing	-	(72,265.80)
1010-2010-282000 Income and Expense Clearing	-	(75.00)
1010-3000-282000 Income and Expense Clearing	-	2,090,239.82
<b>TOTAL EQUITY</b>	<u><b>22,977.56</b></u>	<u><b>1,130,530.00</b></u>
<b>TOTAL LIABILITES &amp; EQUITY</b>	<u><b>22,103.76</b></u>	<u><b>1,251,093.10</b></u>

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

	<u>Period Amount</u>	<u>Balance</u>
<b>ASSETS</b>		
1020-0000-111102 Cash-Security Deposits	-	10,056.00
1020-0000-111111 Chase Checking	10,595.59	585,388.90
1020-0000-112200 Accounts Receivable	(15,333.33)	20,983.66
1020-0000-112201 Allowance for Doubtful Accounts	1,533.33	(2,098.37)
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	29,066.44	48,857.37
1020-0000-116201 Investments Savings	-	250,000.00
1020-0000-116202 Investments Savings - Unrestricted	3,884.68	20,421.06
1020-0000-121100 Prepaid Insurance	(2,499.54)	9,997.96
1020-0000-140000 Land	-	51,041.11
1020-0000-144000 Construction in Progress	(10,901.66)	430,754.96
1020-3000-144000 Construction in Progress	-	1,259,517.18
1020-0000-146000 Dwelling Structures	-	1,107,257.85
1020-1020-146000 Dwelling Structures	-	115,030.00
1020-0000-146500 Dwelling Equipment - Ranges &	-	96,576.00
1020-1020-146500 Dwelling Equipment - Ranges &	-	21,635.00
1020-0000-148100 Accumulated Depreciation-Build	-	(1,111,507.92)
1020-1020-148100 Accumulated Depreciation-Build	-	(67,234.34)
1020-1020-148300 Accumulated Depreciation-Equip	-	(12,642.66)
1020-0000-150300 Deferred Outflow - MERS	-	67,151.50
1020-0000-150301 Deferred Outflows-OPEB	-	6,360.56
<b>TOTAL ASSETS</b>	<u><b>16,345.51</b></u>	<u><b>2,907,545.82</b></u>
<b>LIABILITIES</b>		
1020-0000-200000 OPEB Liability	-	(44,100.00)
1020-0000-200300 Pension Liability	-	409,726.00
1020-0000-210000 Construction Costs Payabe	-	-
1020-0000-211100 Accounts Payable	(1,755.00)	-
1020-0000-211343 Accounts Payable Misc	-	-
1020-0000-211400 Tenant Security Deposits	(278.00)	7,638.00
1020-0000-211999 Tenant Refunds	(323.99)	2,217.70
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	(682.96)	5,419.36
1020-0000-214000 Accrued Comp Absences - non curr	-	15,108.80
1020-0000-260600 Note Payable Non Curr - PNC	-	-
1020-0000-260601 Note Payable - Curr - PNC	-	-
1020-0000-210000 Deferred Inflow - MERS	-	(290,285.00)
1020-0000-210001 Deferred Inflows - OPEB	-	22,639.09
1020-0000-270000 Deferred Inflows	-	-
<b>TOTAL LIABILITIES</b>	<u><b>(3,039.95)</b></u>	<u><b>139,357.21</b></u>
<b>EQUITY</b>		
1020-0000-280100 Invest C	-	3,764,889.00
1020-0000-280500 Unrestricted Net Assets	-	(5,535,006.10)
1020-0000-282000 Income and Expense Clearing	19,385.46	1,640,202.51
1020-1020-282000 Income and Expense Clearing	-	(171,961.00)
1020-2010-282000 Income and Expense Clearing	-	(56.25)
1020-3000-282000 Income and Expense Clearing	-	3,070,120.45
<b>TOTAL EQUITY</b>	<u><b>19,385.46</b></u>	<u><b>2,768,188.61</b></u>
<b>TOTAL LIABILITES &amp; EQUITY</b>	<u><b>16,345.51</b></u>	<u><b>2,907,545.82</b></u>

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

	<u>Period Amount</u>	<u>Balance</u>
<b>ASSETS</b>		
1080-0000-111102 Cash-Security Deposits	-	3,663.00
1080-0000-111111 Chase Checking	14,041.91	1,360,272.91
1080-0000-112200 Accounts Receivable	2,025.05	17,157.05
1080-0000-112201 Allowance for Doubtful Accounts	(6.50)	(1,519.70)
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	32,752.68	71,999.97
1080-0000-116201 Investments Savings	-	250,000.00
1080-0000-121100 Prepaid Insurance	(201.96)	807.82
1080-0000-140000 Land	-	-
1080-0000-144000 Construction in Progress	-	10,450.00
1080-3000-144000 Construction in Progress	-	62,835.62
1080-0000-146000 Dwelling Structures	-	130,127.69
1080-1080-146000 Dwelling Structures	-	-
1080-0000-146500 Dwelling Equipment - Ranges &	-	53,362.62
1080-0000-148100 Accumulated Depreciation-Build	-	(143,886.01)
1080-1080-148100 Accumulated Depreciation-Build	-	-
1080-0000-150300 Deferred Outflow - MERS	-	115,494.50
1080-0000-150301 Deferred Outflows-OPEB	-	3,557.93
<b>TOTAL ASSETS</b>	<b><u>48,611.18</u></b>	<b><u>2,097,759.40</u></b>
<b>LIABILITIES</b>		
1080-0000-200000 OPEB Liability	-	(24,644.00)
1080-0000-200300 Pension Liability	-	435,064.00
1080-0000-210000 Construction Costs Payabe	-	-
1080-0000-211100 Accounts Payable	(3,071.00)	-
1080-0000-211343 Accounts Payable Misc	-	-
1080-0000-211400 Tenant Security Deposits	-	516.00
1080-0000-211999 Tenant Refunds	142.00	148.00
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	430.95	12,166.10
1080-0000-214000 Accrued Comp Absences - non curr	-	4,458.34
1080-0000-260600 Note Payable Non Curr - PNC	-	-
1080-0000-260601 Note Payable - Curr - PNC	-	-
1080-0000-210000 Deferred Inflow - MERS	-	(284,876.00)
1080-0000-210001 Deferred Inflows - OPEB	-	12,661.57
<b>TOTAL LIABILITIES</b>	<b><u>(2,498.05)</u></b>	<b><u>157,115.78</u></b>
<b>EQUITY</b>		
1080-0000-280100 Invest C	-	4,031,104.00
1080-0000-280500 Unrestricted Net Assets	-	(5,201,057.04)
1080-0000-282000 Income and Expense Clearing	51,109.23	1,324,901.94
1080-1080-282000 Income and Expense Clearing	-	(96,075.00)
1080-2010-282000 Income and Expense Clearing	-	(56.25)
1080-3000-282000 Income and Expense Clearing	-	1,881,825.97
<b>TOTAL EQUITY</b>	<b><u>51,109.23</u></b>	<b><u>1,940,643.62</u></b>
<b>TOTAL LIABILITES &amp; EQUITY</b>	<b><u>48,611.18</u></b>	<b><u>2,097,759.40</u></b>



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

	<u>Period Amount</u>	<u>Balance</u>
<b>ASSETS</b>		
1090-0000-111102 Cash-Security Deposits	-	528.00
1090-0000-111111 Chase Checking	1,088.32	520,218.58
1090-0000-112000 Accounts Receivable - Operations	-	-
1090-0000-112200 Accounts Receivable	(705.78)	-
1090-0000-112201 Allowance for Doubtful Accounts	70.58	-
1090-0108-112201 Allowance for Doubtful Accounts	-	-
1090-0000-112220 A/R Repayment Agreement	-	-
1090-0000-112500 Accounts Receivable HUD	-	-
1090-2010-112500 Accounts Receivable HUD	-	-
1090-0000-114500 Accrued Interest Receivable	-	-
1090-5005-115700 Intercompany	4,000.29	2,055.51
1090-0000-116201 Investments Savings	-	250,000.00
1090-0000-121100 Prepaid Insurance	-	-
1090-0000-140000 Land	-	-
1090-0000-144000 Construction in Progress	-	-
1090-3000-144000 Construction in Progress	-	32,429.00
1090-0000-146000 Dwelling Structures	-	22,077.51
1090-1090-146000 Dwelling Structures	-	-
1090-0000-146500 Dwelling Equipment - Ranges &	-	72,259.90
1090-0000-147000 Nondwellin Structures	-	-
1090-0000-148100 Accumulated Depreciation-Build	-	(35,967.96)
1090-1090-148100 Accumulated Depreciation-Build	-	-
1090-0000-150300 Deferred Outflow - MERS	-	80,852.50
1090-0000-150301 Deferred Outflows-OPEB	-	5,921.33
<b>TOTAL ASSETS</b>	<u><u>4,453.41</u></u>	<u><u>950,374.37</u></u>
<b>LIABILITIES</b>		
1090-0000-200000 OPEB Liability	-	(39,894.00)
1090-0000-200300 Pension Liability	-	43,258.00
1090-0000-210000 Construction Costs Payabe	-	-
1090-0000-211100 Accounts Payable	(160.00)	-
1090-0000-211343 Accounts Payable Misc	-	-
1090-0000-211400 Tenant Security Deposits	(160.00)	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	(480.72)	(669.53)
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
<b>TOTAL LIABILITIES</b>	<u><u>(800.72)</u></u>	<u><u>105,091.77</u></u>
<b>EQUITY</b>		
1090-0000-280100 Invest C	-	3,083,846.00
1090-0000-280500 Unrestricted Net Assets	-	52,038.44
1090-0000-282000 Income and Expense Clearing	5,254.13	(6,311,290.98)
1090-1090-282000 Income and Expense Clearing	-	(19,923.00)
1090-2010-282000 Income and Expense Clearing	-	(75.00)
1090-3000-282000 Income and Expense Clearing	-	4,040,687.14
<b>TOTAL EQUITY</b>	<u><u>5,254.13</u></u>	<u><u>845,282.60</u></u>
<b>TOTAL LIABILITES &amp; EQUITY</b>	<u><u>4,453.41</u></u>	<u><u>950,374.37</u></u>

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

	<u>Period Amount</u>	<u>Balance</u>
<b>ASSETS</b>		
5005-0000-111101 General Fund Checking	-	-
5005-0000-111105 LHC-Payroll Account	114,385.00	60,000.00
5005-0000-111111 Chase Checking	(423,484.20)	692,055.42
5005-0000-112200 Accounts Receivable	-	-
5005-0000-112500 Accounts Receivable HUD	-	-
5005-0000-112954 Accounts Receivables-Misc	25,510.00	50,407.51
5005-1010-115700 Intercompany	215,415.78	522,747.41
5005-1020-115700 Intercompany	(29,066.44)	(48,857.37)
5005-1080-115700 Intercompany	(32,752.68)	(71,999.97)
5005-1090-115700 Intercompany	(4,000.29)	(2,055.51)
5005-4001-115700 Intercompany	(632.06)	139,598.28
5005-4002-115700 Intercompany	45,431.51	258,973.82
5005-8001-115700 Intercompany	28,181.59	34,067.48
5005-8002-115700 Intercompany	(1,384,097.31)	212,256.70
5005-8005-115700 Intercompany	2,246.02	1,299.01
5005-8010-115700 Intercompany	24,224.91	311,421.00
5005-8020-115700 Intercompany	2,045.00	-
5005-8021-115700 Intercompany	16,597.57	46,200.40
5005-9101-115700 Intercompany	-	-
5005-0000-121100 Prepaid Insurance	(831.31)	1,889.22
5005-0000-121200 Prepaid - Other	-	-
5005-0000-140000 Land	28,731.39	218,731.39
5005-0000-144000 Construction in Progress	-	233,837.96
5005-0000-146000 Dwelling Structures	-	813,605.74
5005-0000-146500 Dwelling Equipment - Ranges &	-	214,542.19
5005-0000-148100 Accumulated Depreciation-Build	-	(947,688.29)
5005-0000-150102 Investment in OG	-	411,617.62
5005-0000-150300 Deferred Outflow - MERS	-	(91,836.00)
5005-0000-150301 Deferred Outflows-OPEB	-	-
<b>TOTAL ASSETS</b>	<u><b>(1,372,095.52)</b></u>	<u><b>3,060,814.01</b></u>
<b>LIABILITIES</b>		
5005-0000-200000 OPEB Liability	-	-
5005-0000-200300 Pension Liability	-	370,794.00
5005-0000-210000 Construction Costs Payabe	-	-
5005-0000-211100 Accounts Payable	(59.20)	-
5005-0000-211343 Accounts Payable Misc	-	-
5005-0000-211703 Union Dues Payable	(44.15)	(441.50)
5005-0000-211704 Health Insurance W/H	-	-
5005-0000-211998 Deferred Income	(1,364,733.00)	-
5005-0000-212000 Accrued Payroll	-	3,333.87
5005-0000-213400 Utility Accrual	-	2,252.00
5005-0000-213500 Accrued Comp Absences - Curr	-	1,991.51
5005-0000-214000 Accrued Comp Absences - non curr	-	11,285.22
5005-0000-224000 Tenant Prepaid Rent	-	-
5005-0000-260700 Note Payable Non Curr - Davenport	-	-
5005-0000-260701 Note Payable - Curr - Davenport	-	-
5005-0000-210000 Deferred Inflow - MERS	-	(269,673.00)
5005-0000-210001 Deferred Inflows - OPEB	-	-
5005-0000-270000 Deferred Inflows	-	-
<b>TOTAL LIABILITIES</b>	<u><b>(1,364,836.35)</b></u>	<u><b>119,542.10</b></u>
<b>EQUITY</b>		
5005-0000-280100 Invest C	-	262,455.00
5005-0000-280500 Unrestricted Net Assets	-	327,576.00
5005-0000-282000 Income and Expense Clearing	(7,259.17)	2,613,863.50
5005-1010-282000 Income and Expense Clearing	-	(8,851.35)
5005-1020-282000 Income and Expense Clearing	-	(346.39)
5005-1080-282000 Income and Expense Clearing	-	(11,978.91)
5005-1090-282000 Income and Expense Clearing	-	(7,539.23)
5005-3000-282000 Income and Expense Clearing	-	(233,906.71)
<b>TOTAL EQUITY</b>	<u><b>(7,259.17)</b></u>	<u><b>2,941,271.91</b></u>
<b>TOTAL LIABILITES &amp; EQUITY</b>	<u><b>(1,372,095.52)</b></u>	<u><b>3,060,814.01</b></u>

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

		Period Amount	Balance
<b>ASSETS</b>			
8001-0000-111111	Chase Checking	20,799.69	585,416.61
8001-2010-111111	Chase Checking	-	-
8002-0000-111111	Chase Checking	(1,546,077.82)	93,180.39
8002-0000-112200	Accounts Receivable	-	-
8002-8002-112200	Accounts Receivable	-	-
8001-0000-112954	Accounts Receivables-Misc	-	-
8002-0000-112954	Accounts Receivables-Misc	-	-
8001-5005-115700	Intercompany	(28,181.59)	(34,067.48)
8002-5005-115700	Intercompany	1,384,097.31	(212,256.70)
8001-0000-121100	Prepaid Insurance	(2,571.23)	10,288.99
8001-2010-144000	Construction in Progress	-	-
8001-0000-146500	Dwelling Equipment - Ranges &	-	79,412.57
8001-0000-148100	Accumulated Depreciation-Build	-	(41,784.38)
8002-0000-148100	Accumulated Depreciation-Build	-	-
8001-0000-150300	Deferred Outflow - MERS	-	(167,104.00)
8001-0000-150301	Deferred Outflows-OPEB	-	5,605.25
<b>TOTAL ASSETS</b>		<b>(171,933.64)</b>	<b>318,691.25</b>
<b>LIABILITIES</b>			
8001-0000-200000	OPEB Liability	-	(30,046.00)
8001-0000-200300	Pension Liability	-	185,396.00
8001-0000-210000	Construction Costs Payabe	-	-
8001-0000-211100	Accounts Payable	-	-
8002-0000-211100	Accounts Payable	-	-
8002-8002-211100	Accounts Payable	121.00	-
8001-0000-211343	Accounts Payable Misc	-	-
8001-2010-211998	Deferred Income	-	-
8001-0000-212000	Accrued Payroll	-	18,425.63
8001-0000-213400	Utility Accrual	-	-
8001-0000-213500	Accrued Comp Absences - Curr	-	10,069.99
8001-0000-214000	Accrued Comp Absences - non curr	-	57,063.34
8001-0000-210000	Deferred Inflow - MERS	-	(52,645.00)
8001-0000-210001	Deferred Inflows - OPEB	-	19,954.04
8001-0000-270000	Deferred Inflows	-	-
<b>TOTAL LIABILITIES</b>		<b>121.00</b>	<b>208,218.00</b>
<b>EQUITY</b>			
8001-0000-280500	Unrestricted Net Assets	-	(311,896.99)
8001-0000-282000	Income and Expense Clearing	(9,953.13)	544,615.47
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	(162,101.51)	87,090,568.85
8002-8002-282000	Income and Expense Clearing	-	(87,819,002.16)
<b>TOTAL EQUITY</b>		<b>(172,054.64)</b>	<b>110,473.25</b>
<b>TOTAL LIABILITES &amp; EQUITY</b>		<b>(171,933.64)</b>	<b>318,691.25</b>



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

**May 22, 2024**

**HONORABLE MEMBERS IN SESSION**

Lansing Housing Commission  
419 Cherry St.  
Lansing Michigan 48933

**SUBJECT:**

**April 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 1 new COP's signed during the month of April.

**HCV Orientations:**

LHC issued zero (0) vouchers in the month of April. We are currently on track to distribute over 50 in the month of May.

One (1) VASH orientation was held for the month of April 2024, and four (4) vouchers were issued with the assistance of community partners. There are currently an additional ten(10) vouchers issued and out searching or pending inspection and two (2) applications in process.

**Waiting List:**

Two Hundred (200) applications were mailed out in the month of April. Twenty-two (22) 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 2,070 vouchers housed in all its programs. 58 participants are with the Shelter Plus Care Program (S+C), 58 are housed under the Permanent Supportive Housing Program (PSH), 21 are housed under the Emergency Housing Voucher Program (EHV), 142 are housed under the HUD-Veterans Affairs

Supportive Housing (VASH), 31 at Waverly Place, 39 are housed at Hildebrandt Park, 37 at LaRoy Froh, 8 are housed at Woodward Way, 32 are housed under the Holy Cross Permanent Supportive Housing (HCPSH), 218 housed under Section 18, 27 housed at Oliver Gardens (OG) and 1,399 are housed under the Housing Choice Voucher Program.

**Voucher Utilization**

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

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

**Voucher Disbursement**

HUD March HAP Disbursement	\$1,364,733
LHC March HAP/UAP Disbursement	\$1,350,901
% Voucher Funding Utilization	99%

HUD April HAP Disbursement	\$1,364,733
LHC April HAP/UAP Disbursement	\$1,421,740
% Voucher Funding Utilization	104%
HUD Held Reserves as of December 2023	\$2,326,838

**SEMAP Indicators**

**Indicator 1- Selection from the Waiting List**

This indicator measures whether LHC has written policies in its administrative plan for selecting applicants from the waiting list. This indicator is not scored by PIC but is based on an internal review. LHC is on track to receive all points for this indicator out of a possible 15 as it does have a written policy.

Waiting List

PIC Scoring	Internal Scoring
N/A	15

**Indicator 2- Rent Reasonableness**

LHC has a method for determining the rent (for each unit leased) is reasonable based on current rents charged for comparable unassisted units. LHC reviewed rent reasonable for the fiscal year 2024. This indicator is not scored by PIC but based on an internal review. LHC will self-score 20 points for this indicator out of a possible 20.

Rent Reasonableness

PIC Scoring	Internal Scoring
N/A	20

**Indicator 3- Determination of Adjusted Income**

This indicator measures if, at the time of admission and reexamination, LHC verifies and correctly determines adjusted annual income for each assisted family, and if LHC uses the appropriate utility allowance(s). This indicator is not scored in PIC but is based on an internal review and scoring. LHC completed 8 file audits with a requirement of 26 to be reviewed for scoring purposes. Therefore, LHC will self-score 20 points out of 20 for the fiscal year ending June 2024.

Adjusted Income

PIC Scoring	Internal Scoring
N/A	20

**Indicator 4- Utility Allowance**

The new Utility Allowances were approved and are effective 12/01/2023. This indicator is not scored through PIC but is based on an internal review. Based on the internal review, LHC would receive five (5) of the possible five (5) points for this indicator by the end of the fiscal year.

Utility Allowance

PIC Scoring	Internal Scoring
N/A	5

**Indicator 5- HQS Quality Control Inspections**

The number of Quality Control Inspections needed for the year is 32. During this reporting period zero (0) quality control inspections were conducted. This indicator is not scored by PIC but is based on an internal review. Based on the internal review LHC will self-score a five (5) out of the five (5) possible points.

Quality Control Inspections

PIC Scoring	Internal Scoring
N/A	5

**Indicator 6- HQS Enforcement**

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

HQS Enforcement

PIC Scoring	Internal Scoring
N/A	10

**Indicator 7- Expanding Housing Opportunities**

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

Housing Opportunities

PIC Scoring	Internal Scoring
N/A	5

**Indicator 8- Payment Standards**

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

PIC Scoring	Internal Scoring
N/A	5

**Indicator 9- Annual Reexamination**

This indicator is used to determine if LHC has completed a reexamination for each participating family at least every 12 months. As of April 30, 2024, the reporting rate is 96%. Based on PIC, LHC records this indicator as 10 of a possible 10 points.

Annual Reexaminations

PIC Scoring	Internal Scoring
10	10

**Indicator 10- Correct Tenant Rent Calculation**

This indicator shows if LHC correctly calculates tenants' rent and the family share of the rent to the owner in the voucher program. As of this reporting period, PIC records indicate LHC will receive 100%. According to PIC records, there are no tenant rent calculation discrepancies to report. Based on PIC, LHC records this indicator as receiving five (5) of a possible five (5) points.

Correct Tenant Rent

PIC Scoring	Internal Scoring
5	5

**Indicator 11- Pre-Contract HQS Inspections**

This indicator shows if newly leased units pass HQS inspection on or before the beginning date of the assisted lease and HAP contract. As of this reporting period, PIC recorded this indicator as receiving 98%. Based on PIC LHC would receive five (5) of a possible five (5) points.

Pre-Contract HQS

PIC Scoring	Internal Scoring
5	5

**Indicator 12-Inspections**

This indicator shows if LHC has inspected each unit under contract at least bi-annually. As of this reporting period, PIC recorded this indicator as receiving 99%. Based on PIC LHC would receive 10 of the possible 10 points.



**Inspections**

PIC Scoring	Internal Scoring
10	10

**Indicator 13- Program Utilization**

The department utilization rate during this reporting period is 93%. In an effort to maximize the number of participants that are housed, the program’s utilization rate will continue to be closely monitored without exceeding funding capacity. SEMAP certification requires LHC to report the status of efforts in providing Housing Choice Vouchers and leasing units based on funds awarded by HUD.

**Program Utilization**

PIC Scoring	Internal Scoring
N/A	20

**Indicator 14-Family Self Sufficiency**

As of this reporting period, the Family Self Sufficiency (FSS) Program has 37 mandatory slots, 10 slots/households or (27%) are enrolled. SEMAP certification requires the LHC to report the status of enrollment for the FSS program.

Enrollment and Escrow Accounts are documented by Indicator 14. As of this reporting period, LHC would receive five (5) of 10 points.

**FSS Enrollment**

PIC Scoring	Internal Scoring
N/A	5

Currently, 100% of the FSS participants enrolled in the program have progress reports/escrow accounts. The maximum allowable points are five of (10) points. LHC is currently doing an internal rating of five (5) points.

**Participants w/ Escrows**

PIC Scoring	Internal Scoring
N/A	5

\*Please note all PIC data is as of 4/30/2024.



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**May 22, 2024**

**HONORABLE MEMBERS IN SESSION**

Lansing Housing Commission  
419 Cherry St.  
Lansing Michigan 48933

**SUBJECT:**

**April 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 April. LHC Unit Months Leased (UML) was 59 in April. There were zero (0) households moved in, zero (0) residents moved out, and one (1) unit transferred.

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

**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	1	0
<b>Totals</b>	<b>66</b>	<b>59</b>	<b>89%</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>



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**RENT COLLECTION:**

Site	Rent Charged	Receivables
Public Housing	\$ 10,683.05	\$ 38,140.71
<b>Totals</b>	<b>\$ 10,683.05</b>	<b>\$ 38,140.71</b>

**PH Scattered Sites Vacant Unit Status:**

Address	BR	Vacate Date	Total Days Vacant	Projected Ready Date	Unit turn Cost	Comments*Details needed for Vacancies over 30 days
1904 Hoyt Ave	2	8-25-23	249	TBD		applications sent out
1926 Hoyt	2	3-13-24	48			applications sent out
1932 Hoyt	2	4-12-24				applications sent out
2117 Forest	2	4-15-24				applications sent out
2125 Forest	2	12-8-23	144			Applications sent out
2147 Forest	2	2-21-24	69			applications sent out
124 Howe	4	7-1-21				applications sent out