

## Agenda

### Lansing Housing Commission

March 26, 2025

1. Call to Order
  - a. Roll Call
  - b. Approval of Minutes of January 22, 2025
2. Public Comment – limit 3 minutes per person
3. Action Items:
  - a. Resolution to approve the purchase of Summer Place Townhomes.
4. Informational Items:
  - a. Finance Report February 2025 Steven Raiche
  - b. Housing Choice Voucher February 2025 Jennifer Burnette
  - c. LIPH Asset Management Report February 2025 Karen Chase
  - d. Long Range Planning Vic Verchereau
5. Deputy Director Comments
6. Executive Director's Comments
7. President's Comments
8. Adjournment.



## Minutes of January 22, 2025

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

**PRESENT AT ROLL CALL:** Commissioners Emma Henry, Heather Taylor, Bryan Jones, Ashlee Barker, Loria Hall is absent.

### STAFF:

Doug Fleming	Kim Shirey
Steve Raiche	Jennifer Burnette
Karen Chase	Victor Verchereau

### Guests: None

Commissioner Barker motioned and Commissioner Taylor seconded a motion to approve the minutes of the November 25, 2024, commission meeting with one adjustment. Bryan Jones and Ashlee Barker were present. **The Motion was approved by all members present.**

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

LaQuecia Gibson works for the Lansing Housing Commission as an HCV Specialist with MSHDA. She just wanted to observe the board meeting and to see how things run.

### Action Items:

- Amend the agenda to include the final closing document for LaRoy Froh. The document states that Doug has the authority to sign all documents relating to the closing of LaRoy Froh.

Commissioner Barker motioned and Commissioner Hall seconded to add amended agenda as item C. **The motion was approved by all present.**

- Executive Director Bonus 2024 – the standard is 30% bonus for Doug as stated in his contract.

Commissioner Henry motioned and Commissioner Barker seconded to approve Doug's bonus. **The motion was approved by all present.**

- Building upgrade/garage proposal – we purchased the lot just out front of the building. There are three stages to the proposal. We want to upgrade the outside of the building; we also want to reconfigure the parking lot so the flow of the traffic. The drain has sunk considerably. This will be fixed. As well as ADA parking will be more accessible. We also want to build a garage for the maintenance vehicles. We have had issues with the past with vehicles being vandalized. We need to do a storm drain separation as mandated by the City and it will be easier with the parking lot already torn out. That way we will not have a patched parking lot when the storm drain separation is done. We will be able to use the t
- Commissioner Henry asked if we have considered using BWL to upgrade the lighting. The BWL has funds to use for upgrading lighting in buildings. We upgraded all the lighting in the building when the remodel happened after the fire.
- There is possibly going to be an EV hook up in the parking lot. We are looking into that possibility. We are looking into funding and tax credits.

Commissioner Taylor motioned and Commissioner Barker seconded to approve the building upgrade and garage proposal. **The motion was approved by all present.**

- LaRoy Froh has gone from a construction loan to a permanent loan as part of that we have to do a second closing. This is a final closing and gives Doug the right to sign for the final closing and any other documents related to the closing. MSHDA requires this resolution to Doug authority to sign the documents.

Commissioner Barker motioned and Commission Taylor seconded to approve this resolution. **The motion was approved by all present.**

### Finance Report December 2024

- I met with the finance committee yesterday and we are past the halfway mark of the fiscal year. A couple of things we are seeing is a reduction in our operating subsidies. We did budget for this. We are on a temporary short fall so we can't increase the vouchers we distribute.
- We will wait until the new administration settles in to see where we are in the budget shortfall.
- Commissioner Henry wants to know when we will start the budgeting process. Steve – we will start in April. We will have a good idea in June where we are at. At this time, it



will not affect staffing. We are looking at utilizing our staff in different areas, so we don't have to lose any staffing.

## **Housing Choice Voucher December 2024**

Jennifer Burnette provided a brief overview of the December 2024 Housing Choice Voucher Reports

- Our FSS or our Housing Choice Voucher Advantage Program, we are currently up to 51 participants. Our most recent Grant application was approved. We did get funded for the renewal for the coordinator position that we currently have.
- I met with CAHP this week that manages the case management of the FSS to where we want to grow that program. We want to grow it to 75. That will give us the opportunity to apply for an additional coordinator position. We will reevaluate once we achieve the 75-participant goal to see if we want to grow beyond that number.
- We issued zero vouchers in the month of December. We are still on a hold with funding, so we have not pulled from the waiting list.
- We have had two VASH orientations that were held in the months of November and December and 6 vouchers were issued with the assistance of community partners for the veteran's program.
- Question – how many different vouchers do we manage all together? We manage 1995. We manage an additional 700 for MSHDA and another 200 through grants.

## **Asset Management Report December 2024**

### **Public Housing (PH), Scattered**

- Public Housing currently has 65 units left in public housing. 7 more units will be sold at the end of January. Sixty-three of them are occupied, which is an occupancy rate of 97% at the end of December. There were five (5) move in, two (2) move outs, and zero (0) transfer.
- There are seven open work orders at the end of December.



## **Resident Services – Vic Verchereau**

- The resident services have had a bit of a journey for a while, and I am excited where we are on our way to building them back up. Prior to RAD and the pandemic our resident services were a bit more robust.
- Hitting the broad spectrum – we are all aware of the Dolly Parton Imagination Library that offers books to children to newborns up to 5 years old. They get a new book once a month in the 3 zip codes we service which is about 300+ families.
- Zoo Passes available in 4 locations
- BAD – Backpack give away
- Fall Festivals – 2 locations Waverly place and Hildebrandt. We had 300+ at each event and we also had community partners included in the event.
- Santa Event – Dec 23<sup>rd</sup> at the Boys and Girls Club.
- Food Bank – Distribution and Garden Project. Capital City food distribution. 3 garden projects plus Risdale park support.
- Gaps – monthly programing at LaRoy Froh, the Free Store, and expanding operations.
- PAE Adult Education with GED
- Head Start – Waverly place, agreement in place but not activity.
- Newsletter Distribution – All multi-family housing complexes receiving quarterly.
- Website and Social Media – regular updates and support of website information, Social media, weekly posts to Facebook and engagement of issues through Facebook.
- New programs under consideration or development – Project 100 – family support, new to Lansing, Closing the digital GAPS – Proposal under review, Boys and Girls Club of Lansing – proposal under development, expand to north, spring programing to support full summer programming and fall after school programming.

## **Long Range Planning:**

- Everyone was interviewed for the long-range planning, and CSG sent a preliminary report of where we are at. The next phase is to figure out where we will go. We could have engaged them to do that at a considerable amount. We had financial conversations to see if there was a different way to the same place. Doug asked Vic to lead the board to give us the guidance we need. We are now looking at different areas that have potential of where we go. We hope in the next 90 days we will have a 5-year plan in place.



- With Vic's past experience he has the knowledge to help with long-range corporate plans. Vic will be working with LHC trying to facilitate based on his experience. Vic thinks his approach will be practical.
- I believe there are two key principles for effective organizations. Board leadership vs Management Duties understanding roles. The Board guides the organization, and management is responsible for day-to-day operations and execution of strategy.
- Long Range planning anticipates future trends, manages challenges, and anticipates opportunities.
- Enabling organizations to make informed strategic decisions, allocate finite resources effectively, and navigate market and regulatory changes.
- We will talk about the Mission statement and the Vision statement. The Mission statement defines what the company is doing right now, and the Vision statement is what the organization hopes to achieve in the future.
- Lansing Housing Commission cornerstones are property management, development projects, resident & community services, voucher programs, and foundation – grants. These cornerstones are not limited. It is just talking about what we do today.
- I am proposing that the staff creates a proposed vision statement for the Boards discussion. I believe the timeline we can talk about is that we create an overall vision statement that would be suitable to discuss at the next board meeting. The board would get the proposed vision statement; in advance you can think it over and give it some thought, and you can come in ready with your own thoughts on ideas. It allows the staff to do most of the work on the vision statement to get the bones of the vision statement.
- After the approval of the long-range plan vision statement for the overall arch of the organization. Then I would assist the leadership team in developing objective statements.
- Vic is looking for approval to move forward with the development of the long-range plan vision statement.

#### Deputy Director Comments:

- December was super busy. We did Santa's workshop with 49 seniors, 13 families which had 39 kids. The staff recommended we mix it up this year they wanted to provide to the seniors. They were the easiest to shop for but the hardest to deliver to.
- We had reading with Santa and Mrs. Claus. We did a donation to the Greater Lansing Food Bank of \$250.00 for Santa.



- We did a lot of staff volunteering in December. Staff went to the Siren Domestic shelter in Charlotte. They helped stock the pantry folded and sorted clothes.
- Gift wrapping with resident services GAPs. Staff helped parents and kids pick out gifts for their family and then helped them wrap them.
- We recently applied for a Grant through MDHHS asking for supportive service dollars for about \$200,000. We should hear by the end of the month if we are awarded any or part of the requested dollars.
- Today we received an award letter for 23 more veteran VASH Vouchers on March 1<sup>st</sup>.
- I attended the conference in Miami and my one take away from the many secessions I sat in on is the unknown about the new administration, the budget, the challenges with not having a balanced budget. It is a big challenge for us because our fiscal year ends June 30<sup>th</sup> so if the stay goes through the end of March we are already through the end of the fiscal year. It makes it a challenge for us to project planning for next year.
- We received a couple of thank you cards from our Santa's workshop. I just wanted to share. Staff also received some emails from residents thanking us for their gifts. We also received pictures of kids opening their gifts.

#### **Executive Directors Comments:** Development Activities

- Riverview 220 is going to close next week. Construction will begin on February 3<sup>rd</sup>. You will see the building start getting knocked down on that date or soon after.
- Grand Vista down the street will close the week of February 10<sup>th</sup>. We have had several things happen that delayed the project a day here and a day there.
- The single-family home closing the last 7 units we are selling to SK Investments. It will generate roughly \$600,000 for the agency. We are closing on the 31<sup>st</sup> of January. So, I will have three closings in 3 weeks. We development fee will be in excess of one million dollars in the next month or so.
- I am looking for the next property for the April round. We have Hoyt, which is our last property we can use for the transfer of assistance on in this QAP. We are not sure of the transfer of assistance points that we got.
- We talked about doing a senior building as we could really use senior housing in the city. It should be near amenities.
- Talking to McLaren about purchasing lots out there for single family homes.
- The mayor has asked us to do a shovel turn event for the two new properties.





- PHADA conference in Miami, the big thing for us was the funding. The reason we did RAD was to get away from the budget process. There is some new financing for RAD deals.
- Meridian township home they have a single-family home they want to get rid of. We might purchase the home and renovate and possibly sell the house to the family that is living there.
- Holiday party training went really well. The training was outstanding.
- I am gone quite a bit. I have been on the HAI board of directors for two years now. Our insurance is through HAI. HAI is an insurance company that was founded by housing authorities.
- I am also an at large board member of the Michigan NAHRO which I attended a couple of board meetings a year. There is also a spring and fall conference with MI NAHRO.
- Also, through NAHRO I have been appointed to the national legislative committee and the CRD committee which is the community redevelopment committee on the national level. These are all the people doing some innovative things that I like to be a part of.
- We got our final bids in, and we will be redoing the Hoyt roofs.

### **President's Comments:**

Part of the policy for going to conferences is to share a short report. Heather shared that board members need to be more visual and need to stop by the sites to see the improvements. We need to drop by the main office so the staff will know who we are and become more involved. As a board member I am seeking to become a certified board member and talking to other board members was told there was not a benefit to becoming certified. It is important for you to understand all lines in the budget. Bryan's experience was to soak up as much as he could. He attended as many sessions as he could. Just trying to figure out my role as a board member and be more involved. Emma, what I learned is we are progressive and have made a huge investment in our properties. We are already doing things that everyone was talking about at the conference. We have one of the youngest boards which is not a bad thing. It makes LHC strong with the diversity of our board.

**Other Items:** None

**Other Activities:**

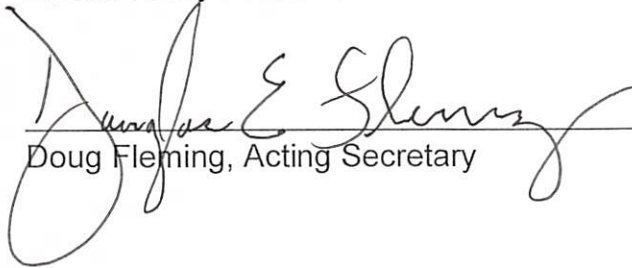
**Other Business:**





**Adjournment:** The meeting was adjourned at 7:45 p.m.

 Date 3/26/2025  
Emma Henry Board Chair

 Date 3/26/2025  
Doug Fleming, Acting Secretary



**UNANIMOUS CONSENT RESOLUTION OF  
COMMISSIONERS OF LANSING HOUSING COMMISSION REGARDING  
The purchase of Summer Place Townhomes**

We, being all of the Commissioners, of LANSING HOUSING COMMISSION, a Michigan public housing agency (the "Company"), pursuant to a Meeting of Commissioners of the Company held, pursuant to the Bylaws, on March 26, 2025 (the "Consent Effective Date"), consent to the following resolutions and actions ("Consent"), with such Consent to have the same force and effect as a unanimous vote, to be effective as of the Consent Effective Date.

**RESIDENTIAL PURCHASE AGREEMENT RESOLUTION**

RESOLVED, the Company is authorized, empowered, and directed to purchase Summer Place Townhomes at 4901 S. Waverly RD, Lansing MI 48911, as contemplated by the Letter of Intent (LOI) agreement by and between the **Lansing Housing Commission (LHC)** as buyer, and Waverly Lansing LDHA LP, as Seller.

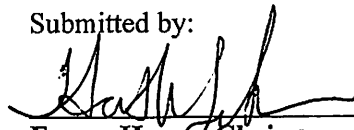
RESOLVED FURTHER, **Douglas E. Fleming** (the "Authorized Officer"), is authorized, directed, and empowered to do the following:

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

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

Dated:

Submitted by:

  
\_\_\_\_\_  
~~Emma Henry, Chair~~

Heather Taylor, Vice Chair



Lansing Housing Commission  
Summary Results for February FY2025

Description	LIPH Total	COCC	HCV Admin	HCV	MSHDA	BA	CCPM
<b>REVENUE:</b>							
Total Revenue Variance - Fav (Unfav)	4,486	9,424	28,602	(66,782)	(1,320)	535,232	(6,621)
Tenant Revenue Variance	(1,743)	-	-	-	-	1,675	-
HUD Revenue Variance	13,934	9,424	29,596	(67,104)	-	-	-
Capital Fund Income	(950)	-	-	-	-	-	-
Other Income	(6,754)	-	(994)	322	(1,320)	533,557	(6,621)
Other	-	-	-	-	-	-	-
Budgeted Revenue	92,404	33,229	130,228	1,550,330	19,500	55,000	590,232
% Variance fav (unfav)	5%	28%	22%	-4%	-7%	973%	-1%
<b>EXPENSES:</b>							
Total Expense Variance Unfav (Fav)	7,658	47,057	16,934	41,132	137	17,198	14,139
Salary Expenses	5,311	(186)	(3,161)	-	(262)	-	(980)
Employee Benefit Expenses	6,810	50	19,556	-	399	-	4,732
Utilities	1,396	3,261	-	-	-	-	-
Write-offs	602	-	-	-	-	-	-
Legal	467	(497)	-	-	-	-	-
Professional Services	(899)	3,796	(663)	-	-	498	2,068
Admin Services	-	3,627	-	-	-	2,349	711
Insurance	925	40	248	-	-	(7)	-
Sundry/Postage/Office Supplies	3,857	11,358	660	99	-	-	-
Management Fee	536	-	5,919	-	-	-	-
HAP Expense	-	-	-	41,033	-	-	-
Inspections/Pilot	(284)	-	(750)	-	-	15,969	-
Travel and training	-	22,413	-	-	-	-	5,947
Maintenance Costs	(10,754)	3,907	113	-	-	-	(100)
Technology/Software/Hardware	(460)	133	(2,140)	-	-	(368)	59
Other	151	(845)	(2,849)	(0)	-	(1,243)	1,702
Budgeted Expense	75,773	48,427	123,840	1,550,000	14,353	73,245	35,855
% Variance fav (unfav)	-10%	-97%	-14%	-3%	0%	-23%	-39%
Gain(Loss) on Sale of Assets	384,373	-	-	-	-	-	-
Curr Mo. Actual Net Income (Loss)	\$ 13,460	\$ (52,830)	\$ 18,057	\$ (107,584)	\$ 3,690	\$ 499,789	\$ (20,366)
YTD Actual Net Income (Loss) Net of CWIP	\$ 427,402	\$ (31,607)	\$ (3,349)	\$ (131,569)	\$ 26,762	\$ 939,470	\$ (45,005)
Prior YR YTD Net Income (Loss)	\$ 108,049	\$ (162,357)	\$ (121,069)	\$ (16,740)	\$ -	\$ 1,137,448	\$ (162,357)
Cash Balance - February 2025	\$ 1,626,721	\$ 1,561,402	\$ 67,545	\$ 370,223		\$ 3,377,650	
Cash Balance - June 2024	\$ 2,120,902	\$ 1,009,587	\$ 632,336	\$ 191,482		\$ 3,003,976	
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 February FY2025

Description	LIPH Total	COCC	HCV Admin	HCV	MSHDA	BA	CCPM
<b>REVENUE:</b>							
Total Revenue Variance - Fav (Unfav)	(85,820)	88,178	160,261	(90,865)	1,333	192,846	(10,341)
Tenant Revenue Variance	(21,886)	-	-	-	-	9,262	-
HUD Revenue Variance	10,185	59,241	165,144	(94,692)	-	-	-
Capital Fund Income	(75,881)	-	-	-	-	-	-
Other Income	1,762	28,937	(4,883)	3,827	1,333	183,584	(10,341)
Other	-	-	-	-	-	-	-
Budgeted Revenue	1,709,378	498,232	1,041,825	12,402,640	156,000	1,094,000	290,000
% Variance fav (unfav)	-5%	18%	15%	-1%	1%	18%	-4%
<b>EXPENSES:</b>							
Total Expense Variance Unfav (Fav)	397,287	205,815	110,176	43,245	11,606	3,499	9,594
Salary Expenses	68,505	13,307	40,718	-	11,909	-	(34,903)
Employee Benefit Expenses	378,763	5,694	51,478	-	(302)	-	23,320
Utilities	4,791	17,115	-	-	-	(2,190)	77
Write-offs	24,422	-	-	-	-	-	-
Legal	1,601	(9,178)	-	-	-	-	3,851
Professional Services	(52,562)	7,401	18,890	-	-	34,516	(3,957)
Admin Services	-	66,345	-	-	-	(52,756)	2,500
Insurance	6,151	(436)	6,601	-	-	(219)	(4,235)
Sundry/Postage/Office Supplies	(7,837)	31,416	(14,002)	-	-	25	7,075
Management Fee	2,589	-	33,028	-	-	15,440	-
HAP Expense	-	-	-	43,245	-	-	-
Staff Training and Travel	(3,386)	41,749	(2,581)	-	-	-	-
Inspections/Pilot	(6,873)	1,920	(6,000)	-	-	15,969	-
Maintenance Costs	(31,661)	32,433	5,227	-	-	-	12,230
Technology/Software/Hardware	9,553	806	(21,659)	-	-	(5,376)	4,619
Other	3,231	(2,757)	(1,523)	-	-	(1,909)	(983)
Budgeted Expense	798,869	412,202	1,095,259	12,400,000	118,965	343,876	315,070
% Variance fav (unfav)	-50%	-50%	-10%	0%	-10%	-1%	-3%
Gain(Loss) on Sale of Assets	452,727	-	-	-	-	-	-
YTD Actual Net Income (Loss) Net of CWIP	\$ 427,402	\$ (31,607)	\$ (3,349)	\$ (131,470)	\$ 26,762	\$ 939,470	\$ (45,005)
YTD Budgeted Net Income (Loss)	\$ 910,509	\$ 86,030	\$ (53,434)	\$ 2,640	\$ 37,035	\$ 750,124	\$ (25,070)
Prior YR YTD Net Income (Loss)	\$ 108,049	\$ (162,357)	\$ (121,069)	\$ (16,740)	\$ -	\$ 1,137,448	\$ (162,357)



**February Ratios**

HCV Ratios			Prior Months	
Number of Vouchers Used	1,939		1/25	\$ 799.36
HCV 8002 Expenses	\$ 1,587,705.89		11/24	\$ 771.37
Average Cost Per Voucher	<u>\$ 818.83</u>		10/24	\$ 831.89

LIPH Ratios			Prior Months	
	Feb 2025 Total	PY Feb Total		
Year-to-Date Occupancy Rate			1/25	100.0%
YTD Average Number of Units Leased	59	60	12/24	93.8%
Number of Possible Units	60	67	11/24	95.4%
Year-to-Date Occupancy Rate	<u>98.3%</u>	<u>91.0%</u>		
Average Revenue Per Occupied Unit			1/25	\$ 1,503.79
Total LIPH Revenue	\$ 96,890.60	\$ 228,310.44	12/24	\$ 8,075.53
Average Revenue Per Occupied Unit	<u>\$ 1,642.21</u>	<u>\$ 3,805.17</u>	11/24	\$ 5,287.47
Average Tenant Revenue Per Occupied Unit			1/25	\$ 154.55
Total Tenant Revenue	\$ 11,462.96	\$ 15,205.00	12/24	\$ 162.70
Average Tenant Revenue Per Occupied Unit	<u>\$ 194.29</u>	<u>\$ 253.42</u>	11/24	\$ 193.54
Average Cost Per Occupied Unit			1/25	\$ 2,443.48
YTD Average Monthly Expenses	\$ 149,519.49	\$ 111,144.50	12/24	\$ 3,045.02
Average Cost Per Occupied Unit	<u>\$ 2,534.23</u>	<u>\$ 1,852.41</u>	11/24	\$ 2,143.49

Company Ratios			
	LIPH	COCC	HCV Admin
Operating Reserves			
Bank Account Balance	\$ 1,626,720.99	\$ 1,561,401.59	\$ 67,545.00
YTD Expenses	\$ 1,196,155.90	\$ 618,017.34	\$ 1,205,435.14
Number of Months	8	8	8
Average Monthly Expenses	<u>\$ 149,519.49</u>	<u>\$ 77,252.17</u>	<u>\$ 150,679.39</u>
Number of Months of Operating Reserves (would like to have 4 months of operating reserves)	<u>10.88</u>	<u>20.21</u>	<u>0.45</u>
Prior Months			
06/24	30.63	15.63	3.50
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 February 28, 2025

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 10,173	\$ -	\$ 10,173	\$ 29,033	\$ -	\$ -
Tenant Revenue - Other	150	-	150	305	-	-
Total Tenant Revenue	<u>\$ 10,323</u>	<u>\$ -</u>	<u>\$ 10,323</u>	<u>\$ 29,338</u>	<u>\$ -</u>	<u>\$ -</u>
HUD PHA Operating Grants	186,983	-	186,983	128,511	-	-
CFP Operational Income	115,388	-	115,388	167,780	-	-
Administrative Fees	-	-	-	-	-	-
Fraud Recovery and Other	9,263	-	9,263	613,381	-	-
Total Operating Revenue	<u>\$ 321,958</u>	<u>\$ -</u>	<u>\$ 321,958</u>	<u>\$ 939,010</u>	<u>\$ -</u>	<u>\$ -</u>
Administrative Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Auditing Fees	-	-	-	-	-	-
Management Fees	39,257	-	39,257	48,713	-	-
Bookkeeping Fees	120	-	120	602	-	-
Employee Benefits Contributions - Admin	64,868	-	64,868	200,000	-	-
Office Expenses	358	-	358	18,077	-	-
Legal	1,679	-	1,679	162	-	-
Travel	-	-	-	648	-	-
Other	-	-	-	-	-	-
Tenant Services - Other	-	-	-	-	-	-
Water	-	-	-	-	-	-
Electricity	-	-	-	-	-	-
Gas	-	-	-	87	-	-
Other Utilities Expense	-	-	-	244	-	-
Ordinary Maintenance and Operations - Labor	-	-	-	-	-	-
Ordinary Maintenance and Operations - Material	335	-	335	32,502	-	-
Ordinary Maintenance and Operations - Contracts	3,512	-	3,512	16,676	-	-
Employee Benefits Contributions - Ordinary	2,928	-	2,928	8,952	-	-
Protective Services - Other Contract Costs	-	-	-	-	-	-
Property Insurance	(330)	-	(330)	4,220	-	-
Liability Insurance	286	-	286	1,127	-	-
Workers Compensation	-	-	-	-	-	-
All Other Insurance	-	-	-	143	-	-
Other General Expenses	12,238	-	12,238	21,776	-	-
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-
Payment in Lieu of Taxes	1,010	-	1,010	3,190	-	-
Bad debt - Tenant Rents	75	-	75	(2,957)	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 126,334</u>	<u>\$ -</u>	<u>\$ 126,334</u>	<u>\$ 354,163</u>	<u>\$ -</u>	<u>\$ -</u>
Net Income (Loss)	<u>\$ 195,624</u>	<u>\$ -</u>	<u>\$ 195,624</u>	<u>\$ 584,847</u>	<u>\$ -</u>	<u>\$ -</u>



Lansing Housing Commission  
Budget vs. Actual  
Hildebrandt  
For the Period Ending February 28, 2025

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 61,379	\$ 105,648	\$ (44,269)	\$ 70,841	\$ 158,472	\$ 52,824
Tenant Revenue - Other	2,368	1,760	608	959	2,640	880
Total Tenant Revenue	<u>\$ 63,747</u>	<u>\$ 107,408</u>	<u>\$ (43,661)</u>	<u>\$ 71,800</u>	<u>\$ 161,112</u>	<u>\$ 53,704</u>
HUD PHA Operating Grants	410,544	903,178	(492,634)	361,389	1,165,891	262,713
CFP Operational Income	195,915	630,792	(434,877)	167,780	684,991	54,199
Administrative Fees	-	-	-	-	-	-
Fraud Recovery and Other	113,293	68,000	45,293	442,293	102,000	34,000
Total Operating Revenue	<u>\$ 783,499</u>	<u>\$ 1,709,378</u>	<u>\$ (925,879)</u>	<u>\$ 1,043,262</u>	<u>\$ 2,113,994</u>	<u>\$ 404,616</u>
Administrative Salaries	\$ 86,725	\$ 75,586	\$ 11,139	\$ 10,000	\$ 116,430	\$ 40,844
Auditing Fees	16,449	20,000	(3,551)	-	20,000	-
Management Fees	64,291	180,678	(116,387)	70,588	194,818	14,140
Bookkeeping Fees	3,205	3,760	(555)	3,511	5,640	1,880
Employee Benefits Contributions - Admin	165,686	19,012	146,674	200,547	28,752	9,740
Office Expenses	22,190	18,375	3,815	10,756	23,235	4,860
Legal	(2,716)	400	(3,116)	(495)	500	100
Travel	1,014	1,900	(886)	1,083	1,900	-
Other	(498)	2,400	(2,898)	(1,656)	6,250	3,850
Tenant Services - Other	-	1,104	(1,104)	1,089	1,654	550
Water	33,505	28,896	4,609	32,724	42,560	13,664
Electricity	8,424	5,200	3,224	6,678	7,800	2,600
Gas	12,166	13,500	(1,334)	13,202	21,600	8,100
Other Utilities Expense	-	1,708	(1,708)	-	1,708	-
Ordinary Maintenance and Operations - Labor	94,427	62,664	31,763	37,356	95,120	32,456
Ordinary Maintenance and Operations - Materia	25,104	68,800	(43,696)	30,063	104,000	35,200
Ordinary Maintenance and Operations - Contrac	119,813	118,916	897	177,934	173,374	54,458
Employee Benefits Contributions - Ordinary	69,522	58,378	11,144	22,835	87,654	29,276
Protective Services - Other Contract Costs	-	-	-	-	-	-
Property Insurance	15,599	19,138	(3,539)	15,035	28,930	9,792
Liability Insurance	8,308	3,738	4,570	4,611	5,649	1,911
Workers Compensation	-	-	-	-	-	-
All Other Insurance	6,051	3,088	2,963	1,023	4,631	1,543
Other General Expenses	17,478	104,599	(87,120)	49,238	161,266	56,667
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-
Payment in Lieu of Taxes	(1,296)	4,749	(6,045)	1,859	7,066	2,317
Bad debt - Tenant Rents	21,747	10,563	11,184	261	15,847	5,284
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 787,196</u>	<u>\$ 827,152</u>	<u>\$ (39,955)</u>	<u>\$ 688,242</u>	<u>\$ 1,156,384</u>	<u>\$ 329,232</u>
Net Income (Loss)	<u>\$ (3,697)</u>	<u>\$ 882,226</u>	<u>\$ (885,924)</u>	<u>\$ 355,020</u>	<u>\$ 957,610</u>	<u>\$ 75,384</u>

Lansing Housing Commission  
Budget vs. Actual  
LaRoy Froh  
For the Period Ending February 28, 2025

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 17,502	\$ -	\$ 17,502	\$ 49,721	\$ -	\$ -
Tenant Revenue - Other	879	-	879	750	-	-
Total Tenant Revenue	<u>\$ 18,381</u>	<u>\$ -</u>	<u>\$ 18,381</u>	<u>\$ 50,471</u>	<u>\$ -</u>	<u>\$ -</u>
HUD PHA Operating Grants	285,249	-	285,249	389,216	-	-
CFP Operational Income	193,086	-	193,086	167,780	-	-
Administrative Fees	-	-	-	-	-	-
Fraud Recovery and Other	238,048	-	238,048	800,712	-	-
Total Operating Revenue	<u>\$ 734,764</u>	<u>\$ -</u>	<u>\$ 734,764</u>	<u>\$ 1,408,179</u>	<u>\$ -</u>	<u>\$ -</u>
Administrative Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Auditing Fees	-	-	-	-	-	-
Management Fees	40,462	-	40,462	50,345	-	-
Bookkeeping Fees	272	-	272	820	-	-
Employee Benefits Contributions - Admin	142,566	-	142,566	200,000	-	-
Office Expenses	262	-	262	781	-	-
Legal	3,038	-	3,038	-	-	-
Travel	-	-	-	-	-	-
Other	(329)	-	(329)	(1,272)	-	-
Tenant Services - Other	-	-	-	-	-	-
Water	-	-	-	100	-	-
Electricity	-	-	-	181	-	-
Gas	-	-	-	310	-	-
Other Utilities Expense	-	-	-	2,151	-	-
Ordinary Maintenance and Operations - Labor	-	-	-	-	-	-
Ordinary Maintenance and Operations - Materia	722	-	722	19,337	-	-
Ordinary Maintenance and Operations - Contrac	2,668	-	2,668	57,244	-	-
Employee Benefits Contributions - Ordinary	5,162	-	5,162	15,888	-	-
Protective Services - Other Contract Costs	-	-	-	-	-	-
Property Insurance	1,314	-	1,314	4,599	-	-
Liability Insurance	357	-	357	1,228	-	-
Workers Compensation	-	-	-	-	-	-
All Other Insurance	-	-	-	200	-	-
Other General Expenses	12,238	-	12,238	22,498	-	-
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-
Payment in Lieu of Taxes	389	-	389	4,998	-	-
Bad debt - Tenant Rents	13,614	-	13,614	(854)	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 222,734</u>	<u>\$ -</u>	<u>\$ 222,734</u>	<u>\$ 378,554</u>	<u>\$ -</u>	<u>\$ -</u>
Net Income (Loss)	<u>\$ 512,030</u>	<u>\$ -</u>	<u>\$ 512,030</u>	<u>\$ 1,029,625</u>	<u>\$ -</u>	<u>\$ -</u>

Lansing Housing Commission  
Budget vs. Actual  
South Washington Park  
For the Period Ending February 28, 2025

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ (5,292)	\$ -	\$ (5,292)	\$ (1,454)	\$ -	\$ -
Tenant Revenue - Other	-	-	-	225	-	-
Total Tenant Revenue	<u>\$ (5,292)</u>	<u>\$ -</u>	<u>\$ (5,292)</u>	<u>\$ (1,229)</u>	<u>\$ -</u>	<u>\$ -</u>
HUD PHA Operating Grants	30,587	-	30,587	34,644	-	-
CFP Operational Income	50,520	-	50,520	167,780	-	-
Administrative Fees	-	-	-	-	-	-
Fraud Recovery and Other	160,248	-	160,248	171,209	-	-
Total Operating Revenue	<u>\$ 236,064</u>	<u>\$ -</u>	<u>\$ 236,064</u>	<u>\$ 372,403</u>	<u>\$ -</u>	<u>\$ -</u>
Administrative Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Auditing Fees	-	-	-	-	-	-
Management Fees	39,257	-	39,257	45,669	-	-
Bookkeeping Fees	120	-	120	196	-	-
Employee Benefits Contributions - Admin	13	-	13	200,011	-	-
Office Expenses	47	-	47	930	-	-
Legal	-	-	-	38	-	-
Travel	-	-	-	-	-	-
Other	(63)	-	(63)	-	-	-
Tenant Services - Other	-	-	-	-	-	-
Water	-	-	-	124	-	-
Electricity	-	-	-	124	-	-
Gas	-	-	-	-	-	-
Other Utilities Expense	-	-	-	244	-	-
Ordinary Maintenance and Operations - Labor	-	-	-	-	-	-
Ordinary Maintenance and Operations - Materia	1,328	-	1,328	1,272	-	-
Ordinary Maintenance and Operations - Contrac	3,230	-	3,230	1,826	-	-
Employee Benefits Contributions - Ordinary	3,451	-	3,451	1,705	-	-
Protective Services - Other Contract Costs	-	-	-	-	-	-
Property Insurance	449	-	449	-	-	-
Liability Insurance	79	-	79	11	-	-
Workers Compensation	-	-	-	-	-	-
All Other Insurance	-	-	-	26	-	-
Other General Expenses	12,238	-	12,238	15,949	-	-
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-
Payment in Lieu of Taxes	(484)	-	(484)	177	-	-
Bad debt - Tenant Rents	(449)	-	(449)	(105)	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 59,217</u>	<u>\$ -</u>	<u>\$ 59,217</u>	<u>\$ 268,197</u>	<u>\$ -</u>	<u>\$ -</u>
Net Income (Loss)	<u>\$ 176,848</u>	<u>\$ -</u>	<u>\$ 176,848</u>	<u>\$ 104,206</u>	<u>\$ -</u>	<u>\$ -</u>



**Lansing Housing Commission**  
**Budget vs. Actual**  
**AMP Consolidated**  
**For the Period Ending February 28, 2025**

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 83,762	\$ 105,648	\$ (21,886)	\$ 148,141	\$ 158,472	\$ 52,824
Tenant Revenue - Other	3,397	1,760	1,637	2,239	2,640	880
Total Tenant Revenue	<u>\$ 87,159</u>	<u>\$ 107,408</u>	<u>\$ (20,249)</u>	<u>\$ 150,380</u>	<u>\$ 161,112</u>	<u>\$ 53,704</u>
HUD PHA Operating Grants	913,363	903,178	10,185	913,760	1,165,891	262,713
CFP Operational Income	554,911	630,792	(75,881)	671,120	684,991	54,199
Fraud Recovery and Other	520,852	68,000	452,852	2,027,595	102,000	34,000
Total Operating Revenue	<u>\$ 2,076,285</u>	<u>\$ 1,709,378</u>	<u>\$ 366,907</u>	<u>\$ 3,762,854</u>	<u>\$ 2,113,994</u>	<u>\$ 404,616</u>
Administrative Salaries	\$ 86,725	\$ 75,586	\$ 11,139	\$ 10,000	\$ 116,430	\$ 40,844
Auditing Fees	16,449	20,000	(3,551)	-	20,000	-
Management Fees	183,267	180,678	2,589	215,315	194,818	14,140
Bookkeeping Fees	3,717	3,760	(43)	5,129	5,640	1,880
Employee Benefits Contributions - Administrative	373,133	19,012	354,121	800,558	28,752	9,740
Office Expenses	22,857	18,375	4,482	30,544	23,235	4,860
Legal Expense	2,001	400	1,601	(295)	500	100
Travel	1,014	1,900	(886)	1,731	1,900	-
Other	(890)	2,400	(3,290)	(2,928)	6,250	3,850
Tenant Services - Other	-	1,104	(1,104)	1,089	1,654	550
Water	33,505	28,896	4,609	32,948	42,560	13,664
Electricity	8,424	5,200	3,224	6,983	7,800	2,600
Gas	12,166	13,500	(1,334)	13,599	21,600	8,100
Other Utilities Expense	-	1,708	(1,708)	2,639	1,708	-
Ordinary Maintenance and Operations - Labor	94,427	62,664	31,763	37,356	95,120	32,456
Ordinary Maintenance and Operations - Material	27,490	68,800	(41,310)	83,174	104,000	35,200
Ordinary Maintenance and Operations - Contract	129,223	118,916	10,307	253,680	173,374	54,458
Employee Benefits Contributions - Ordinary	81,063	58,378	22,685	49,380	87,654	29,276
Protective Services - Other Contract Costs	-	-	-	-	-	-
Property Insurance	17,032	19,138	(2,106)	23,854	28,930	9,792
Liability Insurance	9,030	3,738	5,292	6,977	5,649	1,911
Workers Compensation	-	-	-	-	-	-
All Other Insurance	6,051	3,088	2,963	1,392	4,631	1,543
Other General Expenses	54,191	104,599	(50,408)	109,461	161,266	56,667
Compensated Absences	-	-	-	-	-	-
Payments in Lieu of Taxes	(382)	4,749	(5,131)	10,224	7,066	2,317
Bad debt - Tenant Rents	34,987	10,563	24,424	(3,655)	15,847	5,284
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 1,195,481</u>	<u>\$ 827,152</u>	<u>\$ 368,329</u>	<u>\$ 1,689,155</u>	<u>\$ 1,156,384</u>	<u>\$ 329,232</u>
Net Income (Loss)	<u>\$ 880,804</u>	<u>\$ 882,226</u>	<u>\$ (1,422)</u>	<u>\$ 2,073,699</u>	<u>\$ 957,610</u>	<u>\$ 75,384</u>

Lansing Housing Commission  
Budget vs. Actual  
COCC  
For the Period Ending February 28, 2025

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Management Fees Income	\$ 422,980	\$ 387,366	\$ 428,458	\$ 395,324	\$ 504,845	\$ 117,479
Bookkeeping Fees Income	3,717	3,760	5,129	4,670	5,643	1,883
Administrative Fees	-	-	-	-	-	-
Fraud Recovery and Other	159,713	130,776	154,047	146,542	236,164	105,388
Total Operating Revenue	<u>\$ 586,410</u>	<u>\$ 521,902</u>	<u>\$ 587,634</u>	<u>\$ 546,536</u>	<u>\$ 746,652</u>	<u>\$ 224,750</u>
Administrative Salaries	\$ 100,736	\$ 177,425	\$ 76,496	\$ 73,693	\$ 225,339	\$ 47,914
Auditing Fees	8,562	5,000	-	-	5,000	-
Employee Benefits Contributions - Admin	18,534	19,727	29,488	25,736	26,466	6,739
Office Expenses	97,720	147,585	85,490	75,728	221,969	74,384
Legal	10,823	20,000	15,118	11,963	30,000	10,000
Travel	29,193	14,700	14,752	14,752	19,200	4,500
Other	51,576	31,600	33,366	32,954	32,400	800
Tenant Services - Other	-	-	1,015	1,015	-	-
Water	3,520	1,600	1,458	1,294	2,400	800
Electricity	15,960	8,400	8,569	7,584	13,100	4,700
Gas	4,413	2,270	1,967	1,175	4,395	2,125
Other Utilities Expense	5,972	480	220	164	720	240
Ordinary Maintenance and Operations - Labor	-	-	-	-	-	-
Ordinary Maintenance and Operations - Material	5,192	1,200	607	537	1,800	600
Ordinary Maintenance and Operations - Contracts	80,851	44,690	38,119	36,527	63,750	19,060
Employee Benefits Contributions - Ordinary	-	-	2,487	2,487	-	-
Protective Services - Other Contract Costs	550	450	900	900	750	300
Property Insurance	3,064	4,206	3,957	3,564	6,412	2,206
Liability Insurance	1,350	724	1,818	1,740	1,105	381
Workers Compensation	-	-	-	-	-	-
All Other Insurance	227	-	-	-	-	-
Other General Expenses	179,775	31,419	176,830	126,335	42,669	11,250
Compensated Absences	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 618,017</u>	<u>\$ 511,476</u>	<u>\$ 492,656</u>	<u>\$ 418,148</u>	<u>\$ 697,475</u>	<u>\$ 185,999</u>
Net Income (Loss)	<u>\$ (31,607)</u>	<u>\$ 10,426</u>	<u>\$ 94,978</u>	<u>\$ 128,388</u>	<u>\$ 49,177</u>	<u>\$ 38,751</u>

**Lansing Housing Commission  
Budget vs. Actual  
Housing Choice Voucher  
For the Period Ending February 28, 2025**

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
HUD PHA Operating Grants	\$ 13,503,877	\$ 1,033,425	\$ 12,470,452	\$ 12,476,651	\$ 1,550,137	\$ 516,712
Other Revenue	3,432	-	3,432	150,405	-	-
Fraud Recovery and Other	6,552	164,400	(157,848)	7,925	246,600	82,200
Total Operating Revenue	<u>\$ 13,513,861</u>	<u>\$ 1,197,825</u>	<u>\$ 12,316,036</u>	<u>\$ 12,634,981</u>	<u>\$ 1,796,737</u>	<u>\$ 598,912</u>
Administrative Salaries	\$ 475,059	\$ 534,108	\$ (59,049)	\$ 555,981	\$ 821,934	\$ 287,826
Auditing Fees	24,008	29,000	(4,992)	-	29,000	-
Management Fees	239,713	206,683	33,030	213,144	310,027	103,344
Bookkeeping Fees	-	-	-	-	-	-
Employee Benefits Contributions - Admin	193,246	160,497	32,749	154,052	241,854	81,357
Office Expenses	159,419	194,967	(35,548)	184,841	263,318	68,351
Legal Expense	-	-	-	-	-	-
Travel	5,067	2,950	2,117	2,611	2,950	-
Other	83	6,000	(5,917)	90,116	9,000	3,000
Tenant Services - Other	-	500	(500)	-	500	-
Water	-	-	-	-	-	-
Electricity	-	-	-	-	-	-
Gas	-	-	-	-	-	-
Other Utilities Expense	808	1,280	(472)	615	1,920	640
Ordinary Maintenance and Operations - Material	579	3,280	(2,701)	2,137	4,420	1,140
Ordinary Maintenance and Operations - Contract	8,752	1,120	7,632	33,120	1,680	-
Protective services - Other Contract Costs	-	-	-	-	-	-
Property Insurance	-	-	-	-	-	-
Liability Insurance	21,015	21,414	(399)	19,983	32,370	10,956
Workers Compensation	-	-	-	-	-	-
All Other Insurance	7,850	705	7,145	494	1,071	366
Other General Expenses	70,610	51,720	18,890	85,918	75,580	23,860
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	12,443,245	-	12,443,245	11,429,777	-	-
Bad Debt - Tenant Rents	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 13,649,454</u>	<u>\$ 1,214,224</u>	<u>\$ 12,435,230</u>	<u>\$ 12,772,790</u>	<u>\$ 1,795,624</u>	<u>\$ 581,400</u>
Net Income (Loss)	<u>\$ (135,593)</u>	<u>\$ (16,399)</u>	<u>\$ (119,194)</u>	<u>\$ (137,809)</u>	<u>\$ 1,113</u>	<u>\$ 17,512</u>



**Lansing Housing Commission**  
**1010 Mt. Vernon Park**  
**Balance Sheet for February 2025**

	Period Amount	Balance
<b>ASSETS</b>		
1010-0000-111102 Cash-Security Deposits	-	45.00
1010-0000-111111 Chase Checking	190,507.44	550,672.17
1010-0000-112200 Accounts Receivable	847.00	1,648.00
1010-0000-112201 Allowance for Doubtful Accounts	(165.00)	(165.00)
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	(175,350.67)	(360,862.84)
1010-0000-116201 Investments Savings	-	-
1010-0000-116202 Investments Savings - Unrestricted	-	-
1010-0000-121100 Prepaid Insurance	(97.58)	683.09
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	-	(106,876.18)
1010-1010-148100 Accumulated Depreciation-Build	-	-
1010-1010-148300 Accumulated Depreciation-Equip	-	-
1010-0000-150300 Deferred Outflow - MERS	-	4,616.00
1010-0000-150301 Deferred Outflows-OPEB	-	2,545.00
<b>TOTAL ASSETS</b>	<b>15,741.19</b>	<b>228,515.16</b>
<b>LIABILITIES</b>		
1010-0000-200000 OPEB Liability	-	(23,439.00)
1010-0000-200300 Pension Liability	-	90,091.00
1010-0000-210000 Construction Costs Payabe	-	-
1010-0000-211100 Accounts Payable	-	-
1010-0000-211343 Accounts Payable Misc	-	-
1010-0000-211400 Tenant Security Deposits	-	45.00
1010-0000-211999 Tenant Refunds	-	-
1010-0000-212000 Accrued Payroll	-	-
1010-0000-213400 Utility Accrual	-	-
1010-0000-213500 Accrued Comp Absences - Curr	-	-
1010-0000-213700 Payment in Lieu of Taxes	123.40	4,382.04
1010-0000-214000 Accrued Comp Absences - non curr	-	-
1010-0000-260600 Note Payable Non Curr - PNC	-	-
1010-0000-260601 Note Payable - Curr - PNC	-	-
1010-0000-210000 Deferred Inflow - MERS	-	(75,355.00)
1010-0000-210001 Deferred Inflows - OPEB	-	6,140.00
1010-0000-270000 Deferred Inflows	-	-
<b>TOTAL LIABILITIES</b>	<b>123.40</b>	<b>1,864.04</b>
<b>EQUITY</b>		
1010-0000-280100 Invest C	-	2,433,904.00
1010-0000-280500 Unrestricted Net Assets	-	801,692.03
1010-0000-282000 Income and Expense Clearing	15,617.79	(5,026,445.80)
1010-0003-282000 Income and Expense Clearing	-	(77.99)
1010-1010-282000 Income and Expense Clearing	-	(320.14)
1010-1010-282000 Income and Expense Clearing	-	(72,265.80)
1010-2010-282000 Income and Expense Clearing	-	(75.00)
1010-3000-282000 Income and Expense Clearing	-	2,090,239.82
<b>TOTAL EQUITY</b>	<b>15,617.79</b>	<b>226,651.12</b>
<b>TOTAL LIABILITES &amp; EQUITY</b>	<b>15,741.19</b>	<b>228,515.16</b>

**Lansing Housing Commission**  
**1020 Hildebrandt Park**  
**Balance Sheet for February 2025**

	Period Amount	Balance
<b>ASSETS</b>		
1020-0000-111102 Cash-Security Deposits	-	7,641.00
1020-0000-111111 Chase Checking	2,566.01	322,093.48
1020-0000-112200 Accounts Receivable	2,956.00	6,490.32
1020-0000-112201 Allowance for Doubtful Accounts	(2,909.00)	(649.39)
1020-0000-112220 A/R Repayment Agreement	(292.50)	1,177.00
1020-0000-112500 Accounts Receivable HUD	-	-
1020-2010-112500 Accounts Receivable HUD	-	-
1020-0000-112954 Accounts Receivables-Misc	-	-
1020-0000-114500 Accrued Interest Receivable	-	-
1020-5005-115700 Intercompany	41,172.58	55,391.40
1020-0000-116201 Investments Savings	-	-
1020-0000-116202 Investments Savings - Unrestricted	-	-
1020-0000-121100 Prepaid Insurance	(3,780.69)	19,566.87
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 &	-	169,890.90
1020-1020-146500 Dwelling Equipment - Ranges &	-	21,635.00
1020-0000-148100 Accumulated Depreciation-Build	-	(1,168,393.70)
1020-1020-148100 Accumulated Depreciation-Build	-	(74,903.01)
1020-1020-148300 Accumulated Depreciation-Equip	-	(14,084.99)
1020-0000-150300 Deferred Outflow - MERS	-	10,144.00
1020-0000-150301 Deferred Outflows-OPEB	-	4,553.00
<b>TOTAL ASSETS</b>	<b>39,712.40</b>	<b>2,187,178.64</b>
<b>LIABILITIES</b>		
1020-0000-200000 OPEB Liability	-	(41,943.00)
1020-0000-200300 Pension Liability	-	198,003.00
1020-0000-210000 Construction Costs Payable	-	-
1020-0000-211100 Accounts Payable	-	-
1020-0000-211343 Accounts Payable Misc	-	-
1020-0000-211400 Tenant Security Deposits	(160.00)	8,620.00
1020-0000-211999 Tenant Refunds	(808.50)	1,615.61
1020-0000-211998 Deferred Income	-	-
1020-0000-212000 Accrued Payroll	-	2,517.64
1020-0000-213400 Utility Accrual	-	10,237.00
1020-0000-213500 Accrued Comp Absences - Curr	-	2,308.05
1020-0000-213700 Payment in Lieu of Taxes	86.53	(113.65)
1020-0000-214000 Accrued Comp Absences - non curr	-	13,078.95
1020-0000-260600 Note Payable Non Curr - PNC	-	-
1020-0000-260601 Note Payable - Curr - PNC	-	-
1020-0000-210000 Deferred Inflow - MERS	-	(165,614.00)
1020-0000-210001 Deferred Inflows - OPEB	-	10,987.00
1020-0000-270000 Deferred Inflows	-	-
<b>TOTAL LIABILITIES</b>	<b>(881.97)</b>	<b>39,696.60</b>
<b>EQUITY</b>		
1020-0000-280100 Invest C	-	3,764,889.00
1020-0000-280500 Unrestricted Net Assets	-	(5,535,006.10)
1020-0000-282000 Income and Expense Clearing	40,594.37	4,425,663.31
1020-1020-282000 Income and Expense Clearing	-	(4,450,027.51)
1020-2010-282000 Income and Expense Clearing	-	(56.25)
1020-3000-282000 Income and Expense Clearing	-	3,942,019.59
<b>TOTAL EQUITY</b>	<b>40,594.37</b>	<b>2,147,482.04</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>39,712.40</b>	<b>2,187,178.64</b>

**Lansing Housing Commission**  
**1080 LaRoy Froh Townhomes**  
**Balance Sheet for February 2025**

	Period Amount	Balance
<b>ASSETS</b>		
1080-0000-111102 Cash-Security Deposits	-	516.00
1080-0000-111111 Chase Checking	(422.62)	402,042.53
1080-0000-112200 Accounts Receivable	1,007.00	2,944.00
1080-0000-112201 Allowance for Doubtful Accounts	(26.00)	(294.40)
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	180,777.92	191,784.17
1080-0000-116201 Investments Savings	-	-
1080-0000-116202 Investments Savings - Unrestricted	-	-
1080-0000-121100 Prepaid Insurance	(253.33)	1,773.34
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 &	-	53,362.24
1080-0000-148100 Accumulated Depreciation-Build	-	(121,956.10)
1080-1080-148100 Accumulated Depreciation-Build	-	-
1080-0000-150300 Deferred Outflow - MERS	-	10,144.00
1080-0000-150301 Deferred Outflows-OPEB	-	2,545.00
<b>TOTAL ASSETS</b>	<b>181,082.97</b>	<b>794,713.12</b>
<b>LIABILITIES</b>		
1080-0000-200000 OPEB Liability	-	(23,439.00)
1080-0000-200300 Pension Liability	-	198,003.00
1080-0000-210000 Construction Costs Payabe	-	-
1080-0000-211100 Accounts Payable	-	-
1080-0000-211343 Accounts Payable Misc	-	-
1080-0000-211400 Tenant Security Deposits	(348.00)	74.00
1080-0000-211999 Tenant Refunds	(50.96)	-
1080-0000-211998 Deferred Income	-	-
1080-0000-212000 Accrued Payroll	-	-
1080-0000-213400 Utility Accrual	-	-
1080-0000-213500 Accrued Comp Absences - Curr	-	-
1080-0000-213700 Payment in Lieu of Taxes	140.80	6,381.18
1080-0000-214000 Accrued Comp Absences - non curr	-	-
1080-0000-260600 Note Payable Non Curr - PNC	-	-
1080-0000-260601 Note Payable - Curr - PNC	-	-
1080-0000-210000 Deferred Inflow - MERS	-	(165,615.00)
1080-0000-210001 Deferred Inflows - OPEB	-	6,140.00
<b>TOTAL LIABILITIES</b>	<b>(258.16)</b>	<b>21,544.18</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	181,341.13	6,291,919.10
1080-1080-282000 Income and Expense Clearing	-	(6,271,906.84)
1080-2010-282000 Income and Expense Clearing	-	(56.25)
1080-3000-282000 Income and Expense Clearing	-	1,923,165.97
<b>TOTAL EQUITY</b>	<b>181,341.13</b>	<b>773,168.94</b>
<b>TOTAL LIABILITES &amp; EQUITY</b>	<b>181,082.97</b>	<b>794,713.12</b>



**Lansing Housing Commission  
1090 South Washington Park  
Balance Sheet for February 2025**

	<b>Period Amount</b>	<b>Balance</b>
<b>ASSETS</b>		
1090-0000-111102 Cash-Security Deposits	-	208.00
1090-0000-111111 Chase Checking	364.22	351,912.81
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	159,831.30	151,824.80
1090-0000-116201 Investments Savings	-	-
1090-0000-116202 Investments Savings - Unrestricted	-	-
1090-0000-121100 Prepaid Insurance	(105.66)	739.70
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	-	(69,772.07)
1090-1090-148100 Accumulated Depreciation-Build	-	-
1090-0000-150300 Deferred Outflow - MERS	-	-
1090-0000-150301 Deferred Outflows-OPEB	-	4,286.00
<b>TOTAL ASSETS</b>	<b>160,089.86</b>	<b>553,451.86</b>
<b>LIABILITIES</b>		
1090-0000-200000 OPEB Liability	-	(39,477.00)
1090-0000-200300 Pension Liability	-	-
1090-0000-210000 Construction Costs Payabe	-	-
1090-0000-211100 Accounts Payable	-	-
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	-	-
1090-0000-213500 Accrued Comp Absences - Curr	-	-
1090-0000-213700 Payment in Lieu of Taxes	24.82	(1,352.55)
1090-0000-214000 Accrued Comp Absences - non curr	-	-
1090-0000-260600 Note Payable Non Curr - PNC	-	-
1090-0000-260601 Note Payable - Curr - PNC	-	-
1090-0000-210000 Deferred Inflow - MERS	-	-
1090-0000-210001 Deferred Inflow - OPEB	-	-
1090-0000-210001 Deferred Inflows - OPEB	-	10,341.00
<b>TOTAL LIABILITIES</b>	<b>(189.18)</b>	<b>(30,488.55)</b>
<b>EQUITY</b>		
1090-0000-280100 Invest C	-	3,083,846.00
1090-0000-280500 Unrestricted Net Assets	-	52,038.44
1090-0000-282000 Income and Expense Clearing	160,279.04	(393,337.49)
1090-1090-282000 Income and Expense Clearing	-	(6,199,218.68)
1090-2010-282000 Income and Expense Clearing	-	(75.00)
1090-3000-282000 Income and Expense Clearing	-	4,040,687.14
<b>TOTAL EQUITY</b>	<b>160,279.04</b>	<b>583,940.41</b>
<b>TOTAL LIABILITES &amp; EQUITY</b>	<b>160,089.86</b>	<b>553,451.86</b>

**Lansing Housing Commission  
5005 Central Office Cost Center  
Balance Sheet for February 2025**

	Period Amount	Balance
<b>ASSETS</b>		
5005-0000-111101 General Fund Checking	-	-
5005-0000-111105 LHC-Payroll Account	-	59,949.83
5005-0000-111111 Chase Checking	522,849.23	1,561,401.59
5005-0000-112200 Accounts Receivable	-	-
5005-0000-112500 Accounts Receivable HUD	450.00	450.00
5005-0000-112954 Accounts Receivables-Misc	-	-
5005-1010-115700 Intercompany	175,350.67	360,862.84
5005-1020-115700 Intercompany	(41,172.58)	(55,391.40)
5005-1080-115700 Intercompany	(180,777.92)	(191,784.17)
5005-1090-115700 Intercompany	(159,831.30)	(151,824.80)
5005-4001-115700 Intercompany	(575,549.67)	(469,222.63)
5005-4002-115700 Intercompany	49,676.58	263,828.37
5005-4003-115700 Intercompany	(3,690.09)	(26,761.61)
5005-8001-115700 Intercompany	(2,921.58)	145,828.61
5005-8002-115700 Intercompany	161,665.56	293,404.38
5005-8005-115700 Intercompany	10,564.66	13,468.43
5005-8010-115700 Intercompany	(5,865.86)	164,797.61
5005-8020-115700 Intercompany	-	-
5005-8021-115700 Intercompany	2,219.00	7,049.00
5005-9101-115700 Intercompany	-	-
5005-0000-121100 Prepaid Insurance	(328.25)	4,790.33
5005-0000-121200 Prepaid - Other	-	-
5005-0000-140000 Land	-	218,731.39
5005-0000-144000 Construction in Progress	14,500.00	19,400.00
5005-0000-146000 Dwelling Structures	-	1,045,806.20
5005-0000-146500 Dwelling Equipment - Ranges &	-	214,542.19
5005-0000-148100 Accumulated Depreciation-Build	-	(958,425.36)
5005-0000-150102 Investment in OG	-	411,617.62
5005-0000-150300 Deferred Outflow - MERS	-	5,072.00
5005-0000-150301 Deferred Outflows-OPEB	-	-
<b>TOTAL ASSETS</b>	<u>(32,861.55)</u>	<u>2,937,590.42</u>
<b>LIABILITIES</b>		
5005-0000-200000 OPEB Liability	-	-
5005-0000-200300 Pension Liability	-	99,003.00
5005-0000-210000 Construction Costs Payable	-	-
5005-0000-211100 Accounts Payable	-	-
5005-0000-211343 Accounts Payable Misc	-	-
5005-0000-211703 Union Dues Payable	-	(220.75)
5005-0000-211704 Health Insurance W/H	-	-
5005-0000-211998 Deferred Income	-	-
5005-0000-212000 Accrued Payroll	19,968.85	22,707.65
5005-0000-213400 Utility Accrual	-	2,363.00
5005-0000-213500 Accrued Comp Absences - Curr	-	1,973.09
5005-0000-214000 Accrued Comp Absences - non curr	-	11,180.83
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	-	(82,807.00)
5005-0000-210001 Deferred Inflows - OPEB	-	-
5005-0000-270000 Deferred Inflows	-	-
<b>TOTAL LIABILITIES</b>	<u>19,968.85</u>	<u>54,199.82</u>
<b>EQUITY</b>		
5005-0000-280100 Invest C	-	262,455.00
5005-0000-280500 Unrestricted Net Assets	-	327,576.00
5005-0000-282000 Income and Expense Clearing	(52,830.40)	2,751,624.20
5005-1010-282000 Income and Expense Clearing	-	(204,493.36)
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>(52,830.40)</u>	<u>2,883,390.60</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u>(32,861.55)</u>	<u>2,937,590.42</u>

**Lansing Housing Commission  
Housing Choice Voucher  
Balance Sheet for February 2025**

	<b>Period Amount</b>	<b>Balance</b>
<b>ASSETS</b>		
8001-0000-111111 Chase Checking	18,236.43	67,545.00
8001-2010-111111 Chase Checking	-	-
8002-0000-111111 Chase Checking	54,236.89	370,222.88
8001-0000-112200 Accounts Receivable	-	-
8002-0000-112200 Accounts Receivable	(56.00)	(38.00)
8002-8002-112200 Accounts Receivable	-	-
8001-0000-112954 Accounts Receivables-Misc	-	-
8002-0000-112954 Accounts Receivables-Misc	(99.00)	-
8001-5005-115700 Intercompany	2,921.58	(145,828.61)
8002-5005-115700 Intercompany	(161,665.56)	(293,404.38)
8001-0000-121100 Prepaid Insurance	(3,101.35)	13,495.56
8001-2010-144000 Construction in Progress	-	-
8001-0000-146500 Dwelling Equipment - Ranges &	-	79,412.57
8001-0000-148100 Accumulated Depreciation-Build	-	(50,408.47)
8002-0000-148100 Accumulated Depreciation-Build	-	-
8001-0000-150300 Deferred Outflow - MERS	-	3,804.00
8001-0000-150301 Deferred Outflows-OPEB	-	4,018.00
<b>TOTAL ASSETS</b>	<b>(89,527.01)</b>	<b>48,818.55</b>
<b>LIABILITIES</b>		
8001-0000-200000 OPEB Liability	-	(37,009.00)
8001-0000-200300 Pension Liability	-	74,251.00
8001-0000-210000 Construction Costs Payabe	-	-
8001-0000-211100 Accounts Payable	-	-
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	-	18,332.15
8001-0000-213400 Utility Accrual	-	-
8001-0000-213500 Accrued Comp Absences - Curr	-	6,752.15
8001-0000-214000 Accrued Comp Absences - non curr	-	38,262.15
8001-0000-210000 Deferred Inflow - MERS	-	(62,106.00)
8001-0000-210001 Deferred Inflows - OPEB	-	9,695.00
8001-0000-270000 Deferred Inflows	-	-
<b>TOTAL LIABILITIES</b>	<b>-</b>	<b>48,177.45</b>
<b>EQUITY</b>		
8001-0000-280500 Unrestricted Net Assets	-	(348,938.86)
8001-0000-282000 Income and Expense Clearing	18,056.66	242,983.33
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	-	453,875.00
8002-0000-282000 Income and Expense Clearing	(107,583.67)	100,745,519.46
8002-8002-282000 Income and Expense Clearing	-	(101,245,032.91)
<b>TOTAL EQUITY</b>	<b>(89,527.01)</b>	<b>641.10</b>
<b>TOTAL LIABILITES &amp; EQUITY</b>	<b>(89,527.01)</b>	<b>48,818.55</b>



**March 26, 2025**

**HONORABLE MEMBERS IN SESSION**

Lansing Housing Commission  
419 Cherry St.  
Lansing Michigan 48933

**SUBJECT:**

**February 2025 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. We now have a total of 55 participants.

**HCV Orientations:**

LHC issued zero (0) vouchers in the month of February.

One (1) VASH orientation was held in the month of February 2025, and five (5) vouchers were issued with the assistance of community partners. There are currently an additional eight (8) vouchers issued and out searching or pending inspection and three (3) applications in process.

**Waiting List:**

Zero (0) applications were mailed out in the month of February. Zero (0) households are out searching for units in the regular HCV Program, zero (0) applicants are pending documentation or final approval, zero (0) units are approved pending inspection and/or pending lease-up.

**Department Initiatives:**

In the HCV Program, there are currently 2,018 vouchers housed in all its programs. 53 participants are with the Shelter Plus Care Program (S+C), 65 are housed under the Permanent Supportive Housing Program (PSH), 16 are housed under the Emergency Housing Voucher Program (EHV), 142 are housed under the HUD-Veterans Affairs



Supportive Housing (VASH), 32 at Waverly Place, 37 are housed at Hildebrandt Park, 30 at LaRoy Froh, 7 are housed at Woodward Way, 9 are housed under the Holy Cross Permanent Supportive Housing (HCPH), 201 housed under Section 18, 26 housed at Oliver Gardens (OG), 24 are housed at Stadium North (SN), 20 are housed at Walter French and 1,356 are housed under the Housing Choice Voucher Program.

### Voucher Utilization

January Voucher Program Total Units	2229
January Traditional HCV Utilization	1862
January % Utilized Units	84%

February Voucher Program Total Units	2229
February Traditional HCV Utilization	1891
February % Utilized Units	85%

### Voucher Disbursement

HUD January HAP Disbursement	\$1,482,896
LHC January HAP/UAP Disbursement	\$1,440,823
% Voucher Funding Utilization	97%

HUD February HAP Disbursement	\$1,482,896
LHC February HAP/UAP Disbursement	\$1,458,640
% Voucher Funding Utilization	98%
HUD Held Reserves as of May 2024	\$1,386,872

### 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 2025. 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 2025.

#### Adjusted Income

PIC Scoring	Internal Scoring
N/A	20

#### Indicator 4- Utility Allowance

The new Utility Allowances were approved and are effective 01/01/2025. 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 40<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 February 28, 2025, the reporting rate is 98%. 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 97%. 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 85%. 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, 55 slots/households or (148%) are enrolled, 88% of the FSS participants enrolled in the program have progress report/escrow accounts. The maximum allowable points are ten (10) points. 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 ten (10) of 10 points.

#### FSS Enrollment

PIC Scoring	Internal Scoring
N/A	5

#### Participants w/ Escrows

PIC Scoring	Internal Scoring
N/A	5

\*Please note all PIC data is as of 2/28/2025.



March 26, 2025

**HONORABLE MEMBERS IN SESSION**

Lansing Housing Commission  
419 Cherry St.  
Lansing Michigan 48933

**SUBJECT:**  
**February 2025 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 97% at the end of February. LHC Unit Months Leased (UML) was 58 in February. There were zero (0) households moving in, two (2) residents moved out, and one (1) unit transferred.

There are a total of 7 open work orders at the end of December.

**OCCUPANCY:**

Site	Total Number of Units	UML Occupied 1st day of month including MOD units	Gross (including MOD Occupancy rate)	Move Ins	Move Outs	Transfer Units	Total MOD Units
Public Housing	60	58	97%	0	2	0	0
<b>Totals</b>	<b>60</b>	<b>58</b>	<b>97%</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>





**RENT COLLECTION:**

Site	Rent Charged	Receivables
Public Housing	\$ 13,204.50	\$ 9,466.71
<b>Totals</b>	<b>\$ 13,204.50</b>	<b>\$ 9,466.71</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
2157 Forest	2	12-30-24				Have applicant in approval process
2149 Forest	2	2-19-25				Have applicant in approval process

