



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

## Agenda

### Lansing Housing Commission

September 24, 2025

1. Call to Order
  - a. Roll Call
  - b. Approval of Minutes of August 27, 2025
2. Public Comment – limit 3 minutes per person
3. Action Items:
  - a. Resolution 1377 – Payment Standards
  - b. Resolution 1378 – Utility Allowance
  - c. Resolution 1379 – SEMAP Submission
4. Informational Items:
  - a. Finance Report August 2025 Steven Raiche
  - b. Housing Choice Voucher August 2025 Jennifer Burnette
  - c. LIPH Asset Management Report August 2025 Karen Chase
5. Deputy Director Comments
6. Executive Director's Comments
7. President's Comments
8. Adjournment.



## Minutes of August 27, 2025

Commissioner Henry called the meeting to order at 5:41 p.m. Mr. Fleming called the roll.

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

**STAFF:**

Doug Fleming	Kim Shirey
Steve Raiche	Jennifer Burnette
Karen Chase	

**Guests: None**

Commissioner Hall motioned and Commissioner Taylor seconded a motion to approve the minutes of June 30, 2025. **The Motion was approved by all members present.**

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

- Angela Pruitt (Hildebrandt) talked about Choice Mobility; Resident Council needs to have elections again. Office space for council to operate out of. I have not received my reasonable accommodation. Excessive notices being placed on the doors.

**Action Items:**

**Informational items:**

**Finance Report July 2025**

- Steve gave an overview for the month of July. No surprises for the budget. Our external auditors (Smith Marion) will be here in the month of September. We are doing some prep work for the auditors. Our pension program is in good shape.



## **Housing Choice Voucher July 2025**

Jennifer Burnette provided a brief overview of the July 2025 Housing Choice Voucher Reports

- We are at capacity with 76 participants in our FSS program. We are creating a waiting list for those who have continued interest.
- We had one VASH orientation. Three vouchers were issued. There are an additional 19 vouchers issued and out searching for the veteran's program or pending inspection and 7 applications in process.
- We had 63 applications that went out in July. We issued 28 vouchers in the month of July for regular HCV program. 37 households are out searching for units in the regular HCV program. 65 applicants are pending documentation or final approval, and we have 6 units that are pending inspection. We are also getting ready to mail out another 100 next week.
- The opening of the MSHDA waiting list was discussed.

## **Asset Management Report July 2025**

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

- Public Housing currently has 60 units left in public housing. Fifty-five of them are occupied, which is an occupancy rate of 92% at the end of July. There were zero move in, zero (0) move outs, and zero (0) transfer.
- Receivables are in really good shape.
- There are four open work orders at the end of July.

### **Deputy Director Comments:**

- LHC staff participated in a backpack event here in Lansing. School supplies were passed out.
- A raffle was held. The kids attending could sign up for not only themselves but their schools as well. We drew a winner from an elementary school, middle school, and high school. Each child who submitted their winning ticket got a \$50 gift card and then their school received a \$500 gift card.





- Staff are in the process of creating a fall festival which will be held on our next board meeting night at LaRoy Froh.
- Jennifer and I attended the City of Lansing conversation on the MOD PODS. The city purchased 50 PODS. All the questions asked about the PODS like where, how will it be funded and the city's answer is they are still working it out.

#### **Executive Directors Comments:**

- Mr. Fleming gave a quick update on Riverview 220; there are 57 two bedrooms, 6 three bedrooms and we also have retail space. We are working with the Gillespie group to fill the retail space at the old Baryames building as well as the retail space in Riverview 220.
- Grand Vista: there are 11 one bedrooms, 36 two bedrooms and 8 three bedrooms. They are a little ahead of Riverview 220.
- LHC office renovation is also continuing. We got variance for the garage. The façade is coming off so they can start painting. We have separated the two addresses. 405 and 419 Cherry Street.
- We are the proud owners of 927 S. Washington.
- We also bought the house across the street.
- We are submitting Oliver Gardens for October 1<sup>st</sup> submission.
- We are going to partner with PK Housing and Family Charities in a property called Emeral Point in East Lansing for affordable housing project.
- I attended the NAHRO conference in New York, a 5-year voucher program was brought up and discussed.
- All our community partners will be at the fall festival.
- The FSS program I want to expand it. I have asked staff to put together the LHC sort of FSS program and take the things we like about the FSS program so we can add more people to the program.
- Jennifer and I did a tour of the new City Rescue Mission, that building is phenomenal. They are going to double the men's beds as well as the women. Brand new kitchen individual showers.

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

**Other Items:** None




**Other Activities:**

**Other Business:**

**Adjournment:** The meeting was adjourned at 7:06 p.m.

 Date 9/24/25  
Emma Henry Board Chair

 Date 9-24-25  
Doug Fleming, Acting Secretary



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

**September 24, 2025**

**Lansing Housing Commission  
419 Cherry St.  
Lansing, Michigan 48933**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Approval to use a higher payment standard than the HUD Published 2026 Fair Market Rent - Resolution No. 1377.**

**RECOMMENDATION:**

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

**CONTACT PERSON:**

Jennifer Burnette  
Director of Housing Programs

**SUMMARY**

This resolution authorizes LHC to use payment standards which are 10% higher than the published fair market rents as established by the U.S. Department of Housing & Urban Development ("HUD") in compliance with 24 CFR sec. 982.503

**BACKGROUND:**

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

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

The 2026 HUD approved Fair Market rents are as follows:



Final FY 2026 FMRs By Unit Bedrooms				
<u>Efficiency</u>	<u>One-Bedroom</u>	<u>Two-Bedroom</u>	<u>Three-Bedroom</u>	<u>Four-Bedroom</u>
\$973	\$1,012	\$1,268	\$1,627	\$1,679

The Lansing Housing Commission proposed payment standards are as follows:

LHC Payment Standards By Unit Bedroom				
<u>Efficiency</u>	<u>One-Bedroom</u>	<u>Two-Bedroom</u>	<u>Three-Bedroom</u>	<u>Four-Bedroom</u>
\$1,070	\$1,113	\$1,394	\$1,789	\$1,846


#### **FINANCIAL CONSIDERATIONS**

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

#### **POLICY CONSIDERATIONS:**

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

Respectfully Submitted,

  
Doug Fleming, Secretary to the Board  
Lansing Housing Commission



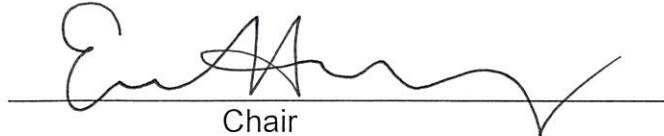
**Resolution No. 1377**

Adopted By the Lansing Housing Commission

September 24, 2025

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

Doug Fleming, acting in the capacity of Executive Director, is authorized to approve the payment stands for the Housing Choice Voucher Program as stated.




Chair

Yeas 3

Nays 0

Abstentions 0

Attest:



Secretary

For Clerk Use Only

Resolution No. 1377

Date Adopted 09/24/2025



**August 24, 2025**

**Lansing Housing Commission  
419 Cherry St.  
Lansing, Michigan 48933**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Approval to use the updated utility allowance per the May 2025 Nelrod Utility Study. - Resolution No. 1378.**

**RECOMMENDATION:**

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

**CONTACT PERSON:**

Jennifer Burnette  
Director of Housing Programs

**SUMMARY**

This resolution authorizes LHC to use utility allowances established by the 2025 Nelrod utility study for all Housing Choice Voucher rental calculations.

**BACKGROUND:**

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

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

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

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

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

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

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

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

**See attached 2024 Utility Sheets to become effective January 1, 2026.**


#### **FINANCIAL CONSIDERATIONS**

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

#### **POLICY CONSIDERATIONS:**

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

Respectfully Submitted,



Doug Fleming, Secretary to the Board  
Lansing Housing Commission

# Utility Allowance Schedule

See Public Reporting and Instructions on back.

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

OMB Approval No. 2577-0169  
(exp. 04/30/2026)

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Locality/PHA <b>Lansing Housing Commission</b>		Unit Type: <b>High-Rise/Apartment</b>					Date (mm/dd/yyyy) 01/01/2026	
Utility of Service	Fuel Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
Heating	Natural Gas	\$26.00	\$32.00	\$37.00	\$43.00	\$48.00	\$53.00	\$57.00
	Bottle Gas	\$55.00	\$66.00	\$76.00	\$90.00	\$99.00	\$111.00	\$119.00
	Electric (avg)	\$36.00	\$42.00	\$57.00	\$72.00	\$87.00	\$102.00	\$111.00
	Electric Heat Pump (avg)	\$32.00	\$37.00	\$44.00	\$49.00	\$55.00	\$60.00	\$65.00
	Fuel Oil							
Cooking	Natural Gas	\$3.00	\$3.00	\$5.00	\$6.00	\$8.00	\$9.00	\$10.00
	Bottle Gas	\$6.00	\$6.00	\$10.00	\$14.00	\$18.00	\$20.00	\$21.00
	Electric (avg)	\$8.00	\$10.00	\$14.00	\$18.00	\$23.00	\$27.00	\$29.00
Other Electric	(avg)	\$31.00	\$36.00	\$50.00	\$65.00	\$79.00	\$93.00	\$100.00
Air Conditioning	(avg)	\$6.00	\$7.00	\$9.00	\$12.00	\$14.00	\$17.00	\$18.00
Water Heating	Natural Gas	\$7.00	\$8.00	\$12.00	\$15.00	\$19.00	\$23.00	\$25.00
	Bottle Gas	\$16.00	\$18.00	\$25.00	\$31.00	\$41.00	\$49.00	\$53.00
	Electric (avg)	\$22.00	\$25.00	\$32.00	\$39.00	\$46.00	\$53.00	\$58.00
	Fuel Oil							
Water	(Board of Water & Light)	\$43.00	\$44.00	\$57.00	\$69.00	\$82.00	\$94.00	\$103.00
Sewer	(City of Lansing)	\$54.00	\$56.00	\$73.00	\$89.00	\$106.00	\$123.00	\$134.00
Trash Collection	(CART)	\$19.00	\$19.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
Other specify: Electric Charge \$15.92 (avg)		\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00
Other specify: Natural Gas Charge \$15.60		\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00
Range/Microwave		\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Actual Family Allowances-May be used by the family to compute allowance while searching for a unit.					Utility/Service/Appliance		Allowance	
Head of Household Name					Heating			
					Cooking			
					Other Electric			
					Air Conditioning			
Unit Address					Water Heating			
					Water			
					Sewer			
					Trash Collection			
					Other			
Number of Bedrooms					Range/Microwave			
					Refrigerator			
					Total			



adapted from form HUD-52667  
(04/2023)

# Utility Allowance Schedule

See Public Reporting and Instructions on back.

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

OMB Approval No. 2577-0169  
(exp. 04/30/2026)

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Locality/PHA: <b>Lansing Housing Commission</b>		Unit Type: <b>Row House/Townhouse/ Semi-Detached/Duplex</b>					Date: (mm/dd/yyyy) 01/01/2026	
Utility of Service	Fuel Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
Heating	Natural Gas	\$35.00	\$40.00	\$47.00	\$53.00	\$59.00	\$66.00	\$71.00
	Bottle Gas	\$72.00	\$84.00	\$98.00	\$111.00	\$123.00	\$138.00	\$148.00
	Electric (avg)	\$51.00	\$60.00	\$79.00	\$98.00	\$116.00	\$135.00	\$146.00
	Electric Heat Pump (avg)	\$38.00	\$45.00	\$53.00	\$60.00	\$67.00	\$73.00	\$79.00
	Fuel Oil							
Cooking	Natural Gas	\$3.00	\$3.00	\$5.00	\$6.00	\$8.00	\$9.00	\$10.00
	Bottle Gas	\$6.00	\$6.00	\$10.00	\$14.00	\$18.00	\$20.00	\$21.00
	Electric (avg)	\$8.00	\$10.00	\$14.00	\$18.00	\$23.00	\$27.00	\$29.00
Other Electric	(avg)	\$39.00	\$46.00	\$64.00	\$81.00	\$99.00	\$117.00	\$127.00
Air Conditioning	(avg)	\$6.00	\$7.00	\$11.00	\$16.00	\$21.00	\$25.00	\$27.00
Water Heating	Natural Gas	\$9.00	\$10.00	\$15.00	\$19.00	\$24.00	\$28.00	\$30.00
	Bottle Gas	\$20.00	\$21.00	\$31.00	\$41.00	\$51.00	\$60.00	\$64.00
	Electric (avg)	\$27.00	\$32.00	\$40.00	\$49.00	\$58.00	\$67.00	\$72.00
	Fuel Oil							
Water	(Board of Water & Light)	\$43.00	\$44.00	\$57.00	\$69.00	\$82.00	\$94.00	\$103.00
Sewer	(City of Lansing)	\$54.00	\$56.00	\$73.00	\$89.00	\$106.00	\$123.00	\$134.00
Trash Collection	(CART)	\$19.00	\$19.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
Other specify: Electric Charge \$15.92 (avg)		\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00
Other specify: Natural Gas Charge \$15.60		\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00
Range/Microwave		\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
Actual Family Allowances—May be used by the family to compute allowance while searching for a unit.					Utility/Service/Appliance		Allowance	
					Heating			
Head of Household Name					Cooking			
					Other Electric			
					Air Conditioning			
					Water Heating			
Unit Address					Water			
					Sewer			
					Trash Collection			
					Other			
					Range/Microwave			
					Refrigerator			
Number of Bedrooms					Total			



adapted from form HUD-52667  
(04/2023)

The Nelrod Company 5/2025 Update



# Utility Allowance Schedule

See Public Reporting and Instructions on back.

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

OMB Approval No. 2577-0169  
(exp. 04/30/2026)

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Locality/PHA <b>Lansing Housing Commission</b>		Unit Type <b>Detached House/Mobile Home</b>						Date (mm/dd/yyyy) 01/01/2026	
Utility of Service	Fuel Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR	
Heating	Natural Gas	\$39.00	\$45.00	\$53.00	\$61.00	\$68.00	\$76.00	\$82.00	
	Bottle Gas	\$80.00	\$94.00	\$111.00	\$129.00	\$142.00	\$160.00	\$172.00	
	Electric (avg)	\$84.00	\$99.00	\$116.00	\$133.00	\$150.00	\$167.00	\$181.00	
	Electric Heat Pump (avg)	\$45.00	\$53.00	\$63.00	\$71.00	\$78.00	\$86.00	\$93.00	
	Fuel Oil								
Cooking	Natural Gas	\$3.00	\$3.00	\$5.00	\$6.00	\$8.00	\$9.00	\$10.00	
	Bottle Gas	\$6.00	\$6.00	\$10.00	\$14.00	\$18.00	\$20.00	\$21.00	
	Electric (avg)	\$8.00	\$10.00	\$14.00	\$18.00	\$23.00	\$27.00	\$29.00	
Other Electric	(avg)	\$45.00	\$53.00	\$74.00	\$95.00	\$116.00	\$136.00	\$147.00	
Air Conditioning	(avg)	\$4.00	\$5.00	\$12.00	\$18.00	\$24.00	\$31.00	\$33.00	
Water Heating	Natural Gas	\$9.00	\$10.00	\$15.00	\$19.00	\$24.00	\$28.00	\$30.00	
	Bottle Gas	\$20.00	\$21.00	\$31.00	\$41.00	\$51.00	\$60.00	\$64.00	
	Electric (avg)	\$27.00	\$32.00	\$40.00	\$49.00	\$58.00	\$67.00	\$72.00	
	Fuel Oil								
Water	(Board of Water & Light)	\$43.00	\$44.00	\$57.00	\$69.00	\$82.00	\$94.00	\$103.00	
Sewer	(City of Lansing)	\$54.00	\$56.00	\$73.00	\$89.00	\$106.00	\$123.00	\$134.00	
Trash Collection	(CART)	\$19.00	\$19.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	
Other specify: Electric Charge \$15.92 (avg)		\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	
Other specify: Natural Gas Charge \$15.60		\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	\$16.00	
Range/Microwave		\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	
Refrigerator		\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	
Actual Family Allowances-May be used by the family to compute allowance while searching for a unit.						Utility/Service/Appliance		Allowance	
						Heating			
Head of Household Name						Cooking			
						Other Electric			
						Air Conditioning			
						Water Heating			
Unit Address						Water			
						Sewer			
						Trash Collection			
						Other			
Number of Bedrooms						Range / Microwave			
						Refrigerator			
						Total			



adapted from form HUD-52667  
(04/2023)

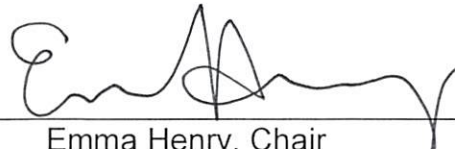
**Resolution No. 1378**

Adopted By the Lansing Housing Commission

September 24, 2025

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

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


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

Yeas 3

Nays 0

Abstentions 0

Attest:

  
\_\_\_\_\_  
Secretary

For Clerk Use Only

Resolution No. 1378  
Date Adopted 09/24/2025

**August 28, 2024**

**Lansing Housing Commission  
419 Cherry St.  
Lansing, Michigan 48933**

**HONORABLE MEMBERS IN SESSION:**

**SUBJECT:**

**Approval to Submit the Lansing Housing Commission's 2025 Housing Choice Voucher Management Assessment Program ("SEMAP") Certification to HUD-Resolution No. 1379.**

**RECOMMENDATION:**

Staff recommends the Board authorize Douglas Fleming, acting in his capacity as Executive Director or his designee, to submit LHC's 2024 SEMAP scores to HUD.

**CONTACT PERSON:**

Jennifer Burnette  
Director of Housing Programs

**SUMMARY:**

This resolution authorizes LHC to submit its SEMAP self-certified score of 140, to the U.S. Department of Housing & Urban Development ("HUD") in compliance with 24 CFR sec. 985.101.

**BACKGROUND:**

24 CFR sec 985.101 requires PHAs that administer a Housing Choice Voucher tenant- based rental assistance program to submit an annual SEMAP Self Certification to HUD within 60 days after the end of the fiscal year. PHA's must obtain Board approval prior to submission of the SEMAP Certification.

PHAs, which do not submit their SEMAP score within the 60-day timeframe, will be designated as a "troubled agency" which leads to corrective actions taken by HUD. These corrective actions could be but are not limited to onsite HUD audits, sanctions, and /or, various other additional requirements as set forth by the HUD field office.

In order to complete the self-certification for SEMAP, the PHA must evaluate its performance against 14 benchmarks:

- Proper selection of applicants from the housing choice voucher waiting list
- Sound determination of reasonable rent for each unit leased
- Establishment of payment standards within the required range of the HUD Fair market rent
- Accurate verification of family income
- Timely annual reexaminations of family income
- Correct calculation of the tenant share of the rent and the housing assistance payment
- Maintenance of a current schedule of allowances for tenant utility costs
- Ensure units comply with the housing quality standards before families enter into leases and PHAs enter into housing assistance contracts
- Timely annual housing quality inspections
- Performing of quality control inspections to ensure housing quality
- Ensure that landlords and tenants promptly correct housing quality deficiencies
- Ensure that all available housing choice vouchers are used
- Expand housing choice outside areas of poverty or minority concentration
- Enroll families in the family self-sufficiency (FSS) program as required and help
- FSS families achieve increases in employment income

After evaluating our performance against these 14 benchmarks, we have determined we are a high performer with a score of 140.

#### **FINANCIAL CONSIDERATIONS**

If LHC fails to submit the SEMAP score there is no financial consideration.

#### **POLICY CONSIDERATIONS:**

LHC has no specific policy regarding this action. However, 24 CFR sec 985.101 requires governing body approval of LHC's submission to HUD.

Respectfully Submitted,



Douglas Fleming, Secretary to the Board



**RESOLUTION NO. 1379**

**ADOPTED BY THE LANSING HOUSING COMMISSION**

**SEPTEMBER 24, 2025**

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

Douglas Fleming, acting in the capacity of Executive Director, is authorized to submit the attached SEMAP Certification, with a score of 140, to the U.S. Department of Housing & Urban Development.

Moved: Commissioner Hall Seconded: Commissioner Jones

Ayes: 3 Nays: 0

Absent: 0



Emma Henry, BOARD CHAIR

ATTEST:



SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 1379

DATE ADOPTED 09/24/2025

Lansing Housing Commission  
Summary Results for August FY2026

Description	LIPH Total	COCC	HCV Admin	HCV	MSHDA	BA	CCPM
<b>REVENUE:</b>							
Total Revenue Variance - Fav (Unfav)	(23,306)	2,589	(7,488)	59,016	(21,700)	33,505	(5,858)
Tenant Revenue Variance	(501)	-	-	-	-	770	-
HUD Revenue Variance	4,928	9,077	(24,330)	58,040	-	-	-
Capital Fund Income	(28,850)	-	-	-	-	-	-
Other Income	1,117	(6,489)	16,842	976	(21,700)	32,735	(5,858)
Other	-	-	-	-	-	-	-
Budgeted Revenue	120,575	44,402	150,675	1,550,330	21,700	39,075	72,580
% Variance fav (unfav)	-19%	6%	-5%	4%	-100%	86%	-8%
<b>EXPENSES:</b>							
Total Expense Variance Unfav (Fav)	(38,084)	(20,024)	10,112	730	(1,085)	(5,873)	103
Salary Expenses	368	454	6,695	-	142	-	1,545
Employee Benefit Expenses	3,260	(85)	(2,537)	-	226	-	2,961
Utilities	(619)	822	-	-	-	-	-
Write-offs	(1,738)	-	-	-	-	-	-
Legal	(1,229)	(1,343)	591	-	-	-	-
Professional Services	(29,703)	(36,505)	(8,041)	-	-	(2,338)	(990)
Admin Services	-	880	-	-	-	(554)	(1,802)
Insurance	(1,247)	482	(13)	-	-	(2)	-
Sundry/Postage/Office Supplies	(470)	6,640	(1,029)	-	-	-	-
Management Fee	(127)	-	9,219	-	-	-	-
HAP Expense	-	-	-	730	-	-	-
Inspections/Pilot	186	-	1,617	-	-	-	(2,400)
Travel and training	-	3,760	-	-	-	-	180
Maintenance Costs	(5,318)	(2,157)	(35)	-	-	(300)	-
Technology/Software/Hardware	433	3,482	5,893	-	-	-	(1,803)
Other	(1,879)	3,545	(2,250)	0	-	(2,679)	2,412
Budgeted Expense	83,917	67,526	125,121	1,550,000	17,803	43,095	41,555
% Variance fav (unfav)	45%	30%	-8%	0%	0%	14%	0%
Gain(Loss) on Sale of Assets	-	-	-	-	-	-	-
Curr Mo. Actual Net Income (Loss)	\$ 51,436	\$ (512)	\$ 7,954	\$ 58,615	\$ (16,718)	\$ 35,358	\$ (14,116)
YTD Actual Net Income (Loss) Net of CWIP	\$ 505,737	\$ 171,818	\$ (7,741)	\$ 147,374	\$ (18,931)	\$ 28,679	\$ (58,991)
Prior YR YTD Net Income (Loss)	\$ 169,175	\$ 17,549	\$ 173,283	\$ (56,468)	\$ -	\$ 104,135	\$ (80,075)
Cash Balance - August 2025	\$ 1,939,007	\$ 299,146	\$ 74,850	\$ 775,387		\$ (608)	
Cash Balance - June 2025	\$ 1,981,531	\$ 807,202	\$ 28,769	\$ 671,532		\$ 3,960,392	
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	

Lansing Housing Commission  
Summary Results YTD for August FY2026

Description	LIPH Total	COCC	HCV Admin	HCV	MSHDA	BA	CCPM
<b>REVENUE:</b>							
Total Revenue Variance - Fav (Unfav)	(20,306)	1,542	(31,954)	100,253	(26,420)	(3,125)	(378)
Tenant Revenue Variance	(617)	-	-	-	-	1,540	-
HUD Revenue Variance	9,853	18,224	(48,660)	98,488	-	-	-
Capital Fund Income	(32,700)	-	-	-	-	-	-
Other Income	3,158	(16,683)	16,706	1,765	(26,420)	(4,665)	(378)
Other	-	-	-	-	-	-	-
Budgeted Revenue	773,150	247,804	301,350	3,100,660	43,400	78,150	33,400
% Variance fav (unfav)	-3%	1%	-11%	3%	-61%	-4%	-1%
<b>EXPENSES:</b>							
Total Expense Variance Unfav (Fav)	(53,617)	(27,206)	18,346	(46,461)	305	(39,945)	8,741
Salary Expenses	560	1,048	14,353	-	262	(6,819)	855
Employee Benefit Expenses	4,623	204	3,124	-	2,296	1,930	12,150
Utilities	2,329	1,770	-	-	-	(18)	-
Write-offs	(3,195)	-	-	-	-	-	-
Legal	(1,563)	(2,843)	591	-	-	-	180
Professional Services	(34,406)	(39,905)	(25,620)	-	-	(5,675)	(1,980)
Admin Services	-	880	-	-	-	(28,412)	-
Insurance	433	1,257	5,172	-	-	(67)	2,228
Sundry/Postage/Office Supplies	(958)	13,823	(1,103)	-	-	143	(2,123)
Management Fee	(192)	-	18,438	-	-	-	-
HAP Expense	-	-	-	(46,461)	-	-	-
Staff Training and Travel	370	(4,519)	2,873	-	-	-	-
Inspections/Pilot	25	-	2,263	-	-	-	-
Maintenance Costs	(18,056)	(3,197)	158	-	-	-	3,906
Technology/Software/Hardware	116	2,327	7,064	-	-	-	(1,626)
Other	(3,704)	1,948	(8,968)	-	(2,253)	(1,027)	(4,850)
Budgeted Expense	300,724	104,733	258,792	3,100,000	35,606	86,291	83,272
% Variance fav (unfav)	18%	26%	-7%	1%	-1%	46%	-10%
Gain(Loss) on Sale of Assets	-	-	-	-	-	-	-
YTD Actual Net Income (Loss) Net of CWIP	\$ 505,737	\$ 171,818	\$ (7,741)	\$ 147,374	\$ (18,931)	\$ 28,679	\$ (58,991)
YTD Budgeted Net Income (Loss)	\$ 472,426	\$ 143,071	\$ 42,558	\$ 660	\$ 7,794	\$ (8,141)	\$ (49,872)
Prior YR YTD Net Income (Loss)	\$ 169,175	\$ 17,549	\$ 173,283	\$ (56,468)	\$ -	\$ 104,135	\$ (80,075)

**August Ratios**

HCV Ratios		Prior Months	
Number of Vouchers Used	1,900	7/25	\$ 785.36
HCV 8002 Expenses	\$ 1,544,955.47	6/25	\$ 832.17
Average Cost Per Voucher	<u>\$ 813.13</u>	5/25	\$ 826.45

LIPH Ratios			Prior Months	
	August 2025 Total	PY August Total		
Year-to-Date Occupancy Rate				
YTD Average Number of Units Leased	55	59	7/25	93.3%
Number of Possible Units	60	66	6/25	95.0%
Year-to-Date Occupancy Rate	<u>91.7%</u>	<u>89.4%</u>	5/25	95.0%
Average Revenue Per Occupied Unit			7/25	\$ 1,760.27
Total LIPH Revenue	\$ 97,268.59	\$ 120,620.98	6/25	\$ 3,380.98
Average Revenue Per Occupied Unit	<u>\$ 1,768.52</u>	<u>\$ 2,044.42</u>	5/25	\$ 1,795.07
Average Tenant Revenue Per Occupied Unit			7/25	\$ 187.46
Total Tenant Revenue	\$ 10,113.00	\$ 10,050.00	6/25	\$ 179.82
Average Tenant Revenue Per Occupied Unit	<u>\$ 183.87</u>	<u>\$ 170.34</u>	5/25	\$ 215.25
Average Cost Per Occupied Unit			7/25	\$ 3,594.18
YTD Average Monthly Expenses	\$ 123,553.24	\$ 102,226.62	6/25	\$ 2,663.49
Average Cost Per Occupied Unit	<u>\$ 2,246.42</u>	<u>\$ 1,732.65</u>	5/25	\$ 2,763.41

Company Ratios				
Operating Reserves	LIPH	COCC	HCV Admin	
Bank Account Balance	\$ 1,939,006.79	\$ 299,145.51	\$ 74,849.59	
YTD Expenses	\$ 247,106.48	\$ 77,527.39	\$ 277,137.71	
Number of Months	2	2	2	
Average Monthly Expenses	<u>\$ 123,553.24</u>	<u>\$ 38,763.70</u>	<u>\$ 138,568.86</u>	
Number of Months of Operating Reserves (would like to have 4 months of operating reserves)	<u>15.69</u>	<u>7.72</u>	<u>0.54</u>	
Prior Months				
06/25	13.05	11.52	0.18	
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	



Lansing Housing Commission  
Budget vs. Actual  
Mt. Vernon  
For the Period Ending August 31, 2025

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 2,798	\$ -	\$ 2,798	\$ 2,134	\$ -	\$ -
Tenant Revenue - Other	25	-	25	-	-	-
Total Tenant Revenue	<u>\$ 2,823</u>	<u>\$ -</u>	<u>\$ 2,823</u>	<u>\$ 2,134</u>	<u>\$ -</u>	<u>\$ -</u>
HUD PHA Operating Grants	39,320	-	39,320	53,488	-	-
CFP Operational Income	5,000	-	5,000	963	-	-
Administrative Fees	-	-	-	-	-	-
Fraud Recovery and Other	1,456	-	1,456	2,262	-	-
Total Operating Revenue	<u>\$ 48,599</u>	<u>\$ -</u>	<u>\$ 48,599</u>	<u>\$ 58,846</u>	<u>\$ -</u>	<u>\$ -</u>
Administrative Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Auditing Fees	-	-	-	-	-	-
Management Fees	5,254	-	5,254	226	-	-
Bookkeeping Fees	30	-	30	30	-	-
Employee Benefits Contributions - Admin	-	-	-	-	-	-
Office Expenses	21	-	21	47	-	-
Legal	-	-	-	-	-	-
Travel	-	-	-	-	-	-
Other	-	-	-	-	-	-
Tenant Services - Other	-	-	-	-	-	-
Water	-	-	-	-	-	-
Electricity	-	-	-	-	-	-
Gas	-	-	-	-	-	-
Other Utilities Expense	-	-	-	-	-	-
Ordinary Maintenance and Operations - Labor	-	-	-	-	-	-
Ordinary Maintenance and Operations - Material	181	-	181	224	-	-
Ordinary Maintenance and Operations - Contracts	71	-	71	351	-	-
Employee Benefits Contributions - Ordinary	167	-	167	282	-	-
Protective Services - Other Contract Costs	-	-	-	-	-	-
Property Insurance	164	-	164	520	-	-
Liability Insurance	32	-	32	206	-	-
Workers Compensation	-	-	-	-	-	-
All Other Insurance	-	-	-	-	-	-
Other General Expenses	-	-	-	963	-	-
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-
Payment in Lieu of Taxes	280	-	280	213	-	-
Bad debt - Tenant Rents	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 6,199</u>	<u>\$ -</u>	<u>\$ 6,199</u>	<u>\$ 3,062</u>	<u>\$ -</u>	<u>\$ -</u>
Net Income (Loss)	<u>\$ 42,400</u>	<u>\$ -</u>	<u>\$ 42,400</u>	<u>\$ 55,785</u>	<u>\$ -</u>	<u>\$ -</u>

**Lansing Housing Commission**  
**Budget vs. Actual**  
**Hildebrandt**  
**For the Period Ending August 31, 2025**

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 14,409	\$ 21,228	\$ (6,819)	\$ 13,519	\$ 127,368	\$ 106,140
Tenant Revenue - Other	941	500	441	704	3,720	3,220
Total Tenant Revenue	<u>\$ 15,350</u>	<u>\$ 21,728</u>	<u>\$ (6,378)</u>	<u>\$ 14,223</u>	<u>\$ 131,088</u>	<u>\$ 109,360</u>
HUD PHA Operating Grants	87,227	159,222	(71,995)	93,488	729,510	570,288
CFP Operational Income	544,000	32,700	511,300	963	708,200	675,500
Administrative Fees	-	-	-	-	-	-
Fraud Recovery and Other	1,093	2,500	(1,407)	16,725	15,000	12,500
Total Operating Revenue	<u>\$ 647,670</u>	<u>\$ 216,150</u>	<u>\$ 431,520</u>	<u>\$ 125,398</u>	<u>\$ 1,583,798</u>	<u>\$ 1,367,648</u>
Administrative Salaries	\$ 20,677	\$ 18,117	\$ 2,560	\$ 17,418	\$ 132,552	\$ 114,435
Auditing Fees	-	-	-	-	22,909	22,909
Management Fees	152,553	7,253	145,300	5,638	202,516	195,263
Bookkeeping Fees	773	7,253	(6,480)	750	202,516	195,263
Employee Benefits Contributions - Admin	9,592	5,012	4,580	4,441	32,814	27,802
Office Expenses	3,019	7,450	(4,431)	1,802	70,950	63,500
Legal	437	2,000	(1,563)	(7,018)	8,000	6,000
Travel	340	-	340	-	4,690	4,690
Other	95	-	95	(500)	2,650	2,650
Tenant Services - Other	-	250	(250)	-	1,500	1,250
Water	10,007	8,400	1,607	8,169	43,650	35,250
Electricity	1,987	2,000	(13)	1,956	9,500	7,500
Gas	2,235	1,500	735	1,516	26,100	24,600
Other Utilities Expense	-	-	-	-	1,000	1,000
Ordinary Maintenance and Operations - Labor	7,859	9,859	(2,000)	8,378	70,163	60,304
Ordinary Maintenance and Operations - Materia	793	6,850	(6,057)	8,997	42,150	35,300
Ordinary Maintenance and Operations - Contrac	9,946	22,230	(12,284)	18,343	139,580	117,350
Employee Benefits Contributions - Ordinary	5,055	5,357	(302)	9,025	34,405	29,048
Protective Services - Other Contract Costs	-	-	-	-	-	-
Property Insurance	2,360	4,332	(1,971)	3,620	28,156	23,824
Liability Insurance	2,533	2,050	483	1,209	13,326	11,276
Workers Compensation	1,114	-	1,114	-	-	-
All Other Insurance	960	960	0	170	9,242	8,282
Other General Expenses	-	34,406	(34,406)	1,797	162,788	128,382
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-
Payment in Lieu of Taxes	13	721	(708)	(664)	3,538	2,818
Bad debt - Tenant Rents	50	2,123	(2,073)	8,519	12,737	10,614
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 232,399</u>	<u>\$ 148,121</u>	<u>\$ 84,277</u>	<u>\$ 93,565</u>	<u>\$ 1,277,431</u>	<u>\$ 1,129,310</u>
Net Income (Loss)	<u>\$ 415,271</u>	<u>\$ 68,029</u>	<u>\$ 347,243</u>	<u>\$ 31,833</u>	<u>\$ 306,367</u>	<u>\$ 238,338</u>

**Lansing Housing Commission**  
**Budget vs. Actual**  
**LaRoy Froh**  
**For the Period Ending August 31, 2025**

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 3,404	\$ -	\$ 3,404	\$ 4,648	\$ -	\$ -
Tenant Revenue - Other	100	-	100	327	-	-
Total Tenant Revenue	<u>\$ 3,504</u>	<u>\$ -</u>	<u>\$ 3,504</u>	<u>\$ 4,975</u>	<u>\$ -</u>	<u>\$ -</u>
HUD PHA Operating Grants	39,319	-	39,319	73,533	-	-
CFP Operational Income	8,000	-	8,000	963	-	-
Administrative Fees	-	-	-	-	-	-
Fraud Recovery and Other	1,362	-	1,362	3,292	-	-
Total Operating Revenue	<u>\$ 52,185</u>	<u>\$ -</u>	<u>\$ 52,185</u>	<u>\$ 82,763</u>	<u>\$ -</u>	<u>\$ -</u>
Administrative Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Auditing Fees	-	-	-	-	-	-
Management Fees	8,254	-	8,254	564	-	-
Bookkeeping Fees	30	-	30	76	-	-
Employee Benefits Contributions - Admin	-	-	-	-	-	-
Office Expenses	71	-	71	-	-	-
Legal	-	-	-	424	-	-
Travel	-	-	-	-	-	-
Other	-	-	-	45	-	-
Tenant Services - Other	-	-	-	-	-	-
Water	-	-	-	-	-	-
Electricity	-	-	-	-	-	-
Gas	-	-	-	-	-	-
Other Utilities Expense	-	-	-	-	-	-
Ordinary Maintenance and Operations - Labor	-	-	-	-	-	-
Ordinary Maintenance and Operations - Materia	33	-	33	300	-	-
Ordinary Maintenance and Operations - Contrac	-	-	-	770	-	-
Employee Benefits Contributions - Ordinary	166	-	166	692	-	-
Protective Services - Other Contract Costs	-	-	-	-	-	-
Property Insurance	428	-	428	245	-	-
Liability Insurance	79	-	79	159	-	-
Workers Compensation	-	-	-	-	-	-
All Other Insurance	-	-	-	-	-	-
Other General Expenses	-	-	-	963	-	-
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-
Payment in Lieu of Taxes	393	-	393	445	-	-
Bad debt - Tenant Rents	(522)	-	(522)	202	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 8,931</u>	<u>\$ -</u>	<u>\$ 8,931</u>	<u>\$ 4,883</u>	<u>\$ -</u>	<u>\$ -</u>
Net Income (Loss)	<u>\$ 43,254</u>	<u>\$ -</u>	<u>\$ 43,254</u>	<u>\$ 77,880</u>	<u>\$ -</u>	<u>\$ -</u>

**Lansing Housing Commission**  
**Budget vs. Actual**  
**South Washington Park**  
**For the Period Ending August 31, 2025**

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ -	\$ -	\$ -	\$ (1,392)	\$ -	\$ -
Tenant Revenue - Other	-	-	-	-	-	-
Total Tenant Revenue	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (1,392)</u>	<u>\$ -</u>	<u>\$ -</u>
HUD PHA Operating Grants	3,209	-	3,209	6,539	-	-
CFP Operational Income	-	-	-	963	-	-
Administrative Fees	-	-	-	-	-	-
Fraud Recovery and Other	1,182	-	1,182	471	-	-
Total Operating Revenue	<u>\$ 4,391</u>	<u>\$ -</u>	<u>\$ 4,391</u>	<u>\$ 6,581</u>	<u>\$ -</u>	<u>\$ -</u>
Administrative Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Auditing Fees	-	-	-	-	-	-
Management Fees	-	-	-	226	-	-
Bookkeeping Fees	-	-	-	30	-	-
Employee Benefits Contributions - Admin	4	-	4	2	-	-
Office Expenses	-	-	-	47	-	-
Legal	-	-	-	-	-	-
Travel	-	-	-	-	-	-
Other	-	-	-	-	-	-
Tenant Services - Other	-	-	-	-	-	-
Water	-	-	-	-	-	-
Electricity	-	-	-	-	-	-
Gas	-	-	-	-	-	-
Other Utilities Expense	-	-	-	-	-	-
Ordinary Maintenance and Operations - Labor	-	-	-	-	-	-
Ordinary Maintenance and Operations - Materia	-	-	-	1,297	-	-
Ordinary Maintenance and Operations - Contrac	-	-	-	283	-	-
Employee Benefits Contributions - Ordinary	8	-	8	278	-	-
Protective Services - Other Contract Costs	-	-	-	-	-	-
Property Insurance	90	-	90	-	-	-
Liability Insurance	16	-	16	-	-	-
Workers Compensation	-	-	-	-	-	-
All Other Insurance	-	-	-	-	-	-
Other General Expenses	-	-	-	963	-	-
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	-	-	-	-	-	-
Payment in Lieu of Taxes	60	-	60	(130)	-	-
Bad debt - Tenant Rents	(600)	-	(600)	(92)	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ (422)</u>	<u>\$ -</u>	<u>\$ (422)</u>	<u>\$ 2,904</u>	<u>\$ -</u>	<u>\$ -</u>
Net Income (Loss)	<u>\$ 4,812</u>	<u>\$ -</u>	<u>\$ 4,812</u>	<u>\$ 3,677</u>	<u>\$ -</u>	<u>\$ -</u>



**Lansing Housing Commission**  
**Budget vs. Actual**  
**AMP Consolidated**  
**For the Period Ending August 31, 2025**

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 20,611	\$ 21,228	\$ (617)	\$ 18,909	\$ 127,368	\$ 106,140
Tenant Revenue - Other	1,066	500	566	1,031	3,720	3,220
Total Tenant Revenue	<u>\$ 21,677</u>	<u>\$ 21,728</u>	<u>\$ (51)</u>	<u>\$ 19,940</u>	<u>\$ 131,088</u>	<u>\$ 109,360</u>
HUD PHA Operating Grants	169,075	159,222	9,853	227,048	729,510	570,288
CFP Operational Income	557,000	32,700	524,300	3,852	708,200	675,500
Fraud Recovery and Other	5,092	2,500	2,592	22,750	15,000	12,500
Total Operating Revenue	<u>\$ 752,844</u>	<u>\$ 216,150</u>	<u>\$ 536,694</u>	<u>\$ 273,588</u>	<u>\$ 1,583,798</u>	<u>\$ 1,367,648</u>
Administrative Salaries	\$ 20,677	\$ 18,117	\$ 2,560	\$ 17,418	\$ 132,552	\$ 114,435
Auditing Fees	-	-	-	-	22,909	22,909
Management Fees	166,061	7,253	158,808	6,654	202,516	195,263
Bookkeeping Fees	833	7,253	(6,420)	886	202,516	195,263
Employee Benefits Contributions - Administrative	9,596	5,012	4,584	4,443	32,814	27,802
Office Expenses	3,111	7,450	(4,339)	1,896	70,950	63,500
Legal Expense	437	2,000	(1,563)	(6,594)	8,000	6,000
Travel	340	-	340	-	4,690	4,690
Other	95	-	95	(455)	2,650	2,650
Tenant Services - Other	-	250	(250)	-	1,500	1,250
Water	10,007	8,400	1,607	8,169	43,650	35,250
Electricity	1,987	2,000	(13)	1,956	9,500	7,500
Gas	2,235	1,500	735	1,516	26,100	24,600
Other Utilities Expense	-	-	-	-	1,000	1,000
Ordinary Maintenance and Operations - Labor	7,859	9,859	(2,000)	8,378	70,163	60,304
Ordinary Maintenance and Operations - Material	1,007	6,850	(5,843)	10,818	42,150	35,300
Ordinary Maintenance and Operations - Contract	10,017	22,230	(12,213)	19,747	139,580	117,350
Employee Benefits Contributions - Ordinary	5,396	5,357	39	10,277	34,405	29,048
Protective Services - Other Contract Costs	-	-	-	-	-	-
Property Insurance	3,041	4,332	(1,290)	4,385	28,156	23,824
Liability Insurance	2,660	2,050	610	1,574	13,326	11,276
Workers Compensation	1,114	-	1,114	-	-	-
All Other Insurance	960	960	0	170	9,242	8,282
Other General Expenses	-	34,406	(34,406)	4,686	162,788	128,382
Compensated Absences	-	-	-	-	-	-
Payments in Lieu of Taxes	745	721	25	(136)	3,538	2,818
Bad debt - Tenant Rents	(1,072)	2,123	(3,195)	8,629	12,737	10,614
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 247,106</u>	<u>\$ 148,121</u>	<u>\$ 98,985</u>	<u>\$ 104,417</u>	<u>\$ 1,277,431</u>	<u>\$ 1,129,310</u>
Net Income (Loss)	<u>\$ 505,737</u>	<u>\$ 68,029</u>	<u>\$ 437,709</u>	<u>\$ 169,171</u>	<u>\$ 306,367</u>	<u>\$ 238,338</u>

**Lansing Housing Commission**  
**Budget vs. Actual**  
**COCC**  
**For the Period Ending August 31, 2025**

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Management Fees Income	\$ 216,529	\$ 67,453	\$ 149,076	\$ 89,618	\$ 563,716	\$ 496,263
Bookkeeping Fees Income	29,003	855	28,148	886	5,130	4,275
Administrative Fees	-	-	-	-	-	-
Fraud Recovery and Other	3,813	20,496	(16,683)	452	232,976	212,480
<b>Total Operating Revenue</b>	<b>\$ 249,345</b>	<b>\$ 88,804</b>	<b>\$ 160,542</b>	<b>\$ 90,956</b>	<b>\$ 801,822</b>	<b>\$ 713,018</b>
Administrative Salaries	\$ 23,041	\$ 21,993	\$ 1,048	\$ 20,312	\$ 160,376	\$ 138,382
Auditing Fees	-	-	-	-	8,727	8,727
Employee Benefits Contributions - Admin	4,303	4,099	204	6,126	28,408	24,309
Office Expenses	17,165	12,425	4,741	10,702	137,569	125,144
Legal	158	3,000	(2,843)	1,397	18,000	15,000
Travel	1,906	1,000	906	971	38,700	37,700
Other	8,333	400	7,933	4,319	32,750	32,350
Tenant Services - Other	-	-	-	-	-	-
Water	1,190	400	790	379	4,850	4,450
Electricity	2,971	2,200	771	2,384	14,000	11,800
Gas	335	60	275	152	5,085	5,025
Other Utilities Expense	85	150	(65)	-	8,400	8,250
Ordinary Maintenance and Operations - Labor	-	-	-	-	-	-
Ordinary Maintenance and Operations - Material	338	380	(42)	2,313	2,437	2,057
Ordinary Maintenance and Operations - Contracts	8,395	11,550	(3,155)	5,116	78,360	66,810
Employee Benefits Contributions - Ordinary	-	-	-	-	-	-
Protective Services - Other Contract Costs	-	150	(150)	-	750	600
Property Insurance	1,275	828	447	668	5,380	4,552
Liability Insurance	459	392	67	157	2,549	2,157
Workers Compensation	743	-	743	-	-	-
All Other Insurance	91	90	1	-	540	450
Other General Expenses	6,548	45,616	(39,067)	30,706	103,472	57,857
Compensated Absences	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-
<b>Total Operating Expenses</b>	<b>\$ 77,335</b>	<b>\$ 104,733</b>	<b>\$ (27,398)</b>	<b>\$ 85,701</b>	<b>\$ 650,353</b>	<b>\$ 545,620</b>
<b>Net Income (Loss)</b>	<b>\$ 172,010</b>	<b>\$ (15,929)</b>	<b>\$ 187,940</b>	<b>\$ 5,255</b>	<b>\$ 151,469</b>	<b>\$ 167,398</b>

**Lansing Housing Commission**  
**Budget vs. Actual**  
**Housing Choice Voucher**  
**For the Period Ending August 31, 2025**

	<b>YTD Amount</b>	<b>YTD Budget</b>	<b>YTD Variance</b>	<b>Prior YTD Actual</b>	<b>Annual Budget</b>	<b>Remaining Budget</b>
HUD PHA Operating Grants	\$ 3,450,828	\$ 301,000	\$ 3,149,828	\$ 3,557,903	\$ 1,806,000	\$ 1,505,000
Other Revenue	17,056	-	17,056	60,041	-	-
Fraud Recovery and Other	2,425	350	2,075	2,033	2,100	1,750
<b>Total Operating Revenue</b>	<b>\$ 3,470,309</b>	<b>\$ 301,350</b>	<b>\$ 3,168,959</b>	<b>\$ 3,619,977</b>	<b>\$ 1,808,100</b>	<b>\$ 1,506,750</b>
Administrative Salaries	\$ 106,381	\$ 92,287	\$ 14,094	\$ 118,253	\$ 665,497	\$ 573,210
Auditing Fees	-	-	-	-	24,909	24,909
Management Fees	50,468	60,200	(9,732)	82,964	361,200	301,000
Bookkeeping Fees	28,170	-	28,170	-	-	-
Employee Benefits Contributions - Admin	44,368	41,244	3,124	42,898	264,269	223,026
Office Expenses	29,125	30,381	(1,256)	20,018	315,215	284,834
Legal Expense	-	-	-	-	-	-
Travel	2,033	-	2,033	-	9,550	9,550
Other	-	-	-	-	-	-
Tenant Services - Other	-	-	-	-	-	-
Water	-	-	-	-	-	-
Electricity	-	-	-	-	-	-
Gas	-	-	-	-	-	-
Other Utilities Expense	259	400	(141)	-	2,400	2,000
Ordinary Maintenance and Operations - Materials	241	500	(259)	164	4,250	3,750
Ordinary Maintenance and Operations - Contract	2,762	-	2,762	3,091	-	-
Protective services - Other Contract Costs	-	-	-	-	-	-
Property Insurance	-	-	-	-	-	-
Liability Insurance	5,974	6,000	(26)	4,980	39,000	33,000
Workers Compensation	5,198	-	5,198	-	-	-
All Other Insurance	229	230	(2)	165	8,484	8,254
Other General Expenses	1,931	27,551	(25,620)	19,761	113,206	85,655
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	3,053,539	-	3,053,539	3,201,510	-	-
Bad Debt - Tenant Rents	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-
<b>Total Operating Expenses</b>	<b>\$ 3,330,676</b>	<b>\$ 258,792</b>	<b>\$ 3,071,884</b>	<b>\$ 3,493,804</b>	<b>\$ 1,807,979</b>	<b>\$ 1,549,187</b>
<b>Net Income (Loss)</b>	<b>\$ 139,633</b>	<b>\$ 42,558</b>	<b>\$ 97,075</b>	<b>\$ 126,173</b>	<b>\$ 121</b>	<b>\$ (42,437)</b>

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

	Period Amount	Balance
<b>ASSETS</b>		
1010-0000-111102 Cash-Security Deposits	-	45.00
1010-0000-111111 Chase Checking	(396,830.78)	402,236.75
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	420,768.22	(167,059.50)
1010-0000-116201 Investments Savings	-	-
1010-0000-116202 Investments Savings - Unrestricted	-	-
1010-0000-121100 Prepaid Insurance	(97.57)	-
1010-0000-140000 Land	-	-
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	-	(116,245.85)
1010-1010-148100 Accumulated Depreciation-Build	-	-
1010-1010-148300 Accumulated Depreciation-Equip	-	-
1010-0000-150300 Deferred Outflow - MERS	-	7,461.00
1010-0000-150301 Deferred Outflows-OPEB	-	970.00
<b>TOTAL ASSETS</b>	<b>23,839.87</b>	<b>263,617.24</b>
<b>LIABILITIES</b>		
1010-0000-200000 OPEB Liability	-	(27,851.00)
1010-0000-200300 Pension Liability	-	62,707.00
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	139.85	1,865.55
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	-	(55,924.00)
1010-0000-210001 Deferred Inflows - OPEB	-	4,593.00
1010-0000-270000 Deferred Inflows	-	-
<b>TOTAL LIABILITIES</b>	<b>139.85</b>	<b>(14,564.45)</b>
<b>EQUITY</b>		
1010-0000-280100 Invest C	-	2,433,904.00
1010-0000-280400 Restricted Net Assets	-	23,439.00
1010-0000-280500 Unrestricted Net Assets	-	(2,917,926.56)
1010-0000-282000 Income and Expense Clearing	23,700.02	(1,278,735.64)
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>23,700.02</b>	<b>278,181.69</b>
<b>TOTAL LIABILITES &amp; EQUITY</b>	<b>23,839.87</b>	<b>263,617.24</b>

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

	Period Amount	Balance
<b>ASSETS</b>		
1020-0000-111102 Cash-Security Deposits	-	8,446.00
1020-0000-111111 Chase Checking	450,756.83	781,469.57
1020-0000-112200 Accounts Receivable	(65.00)	3,932.79
1020-0000-112201 Allowance for Doubtful Accounts	7.00	(393.00)
1020-0000-112220 A/R Repayment Agreement	(75.00)	74.00
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	(439,194.84)	1,849.05
1020-0000-116201 Investments Savings	-	-
1020-0000-116202 Investments Savings - Unrestricted	-	-
1020-0000-121100 Prepaid Insurance	(3,780.68)	-
1020-0000-140000 Land	-	51,041.11
1020-0000-144000 Construction in Progress	-	-
1020-3000-144000 Construction in Progress	-	-
1020-0000-146000 Dwelling Structures	-	2,856,703.87
1020-1020-146000 Dwelling Structures	-	-
1020-0000-146500 Dwelling Equipment - Ranges &	-	261,226.80
1020-1020-146500 Dwelling Equipment - Ranges &	-	-
1020-0000-148100 Accumulated Depreciation-Build	-	(1,373,732.34)
1020-1020-148100 Accumulated Depreciation-Build	-	-
1020-1020-148300 Accumulated Depreciation-Equip	-	-
1020-0000-150300 Deferred Outflow - MERS	-	15,835.00
1020-0000-150301 Deferred Outflows-OPEB	-	1,735.00
<b>TOTAL ASSETS</b>	<b>7,648.31</b>	<b>2,608,187.85</b>
<b>LIABILITIES</b>		
1020-0000-200000 OPEB Liability	-	(49,837.00)
1020-0000-200300 Pension Liability	-	143,234.00
1020-0000-210000 Construction Costs Payabe	-	-
1020-0000-211100 Accounts Payable	-	-
1020-0000-211343 Accounts Payable Misc	-	-
1020-0000-211400 Tenant Security Deposits	(132.00)	8,314.00
1020-0000-211999 Tenant Refunds	899.00	2,245.13
1020-0000-211998 Deferred Income	-	-
1020-0000-212000 Accrued Payroll	-	4,624.20
1020-0000-213400 Utility Accrual	-	16,121.00
1020-0000-213500 Accrued Comp Absences - Curr	-	1,987.51
1020-0000-213700 Payment in Lieu of Taxes	273.85	(312.13)
1020-0000-214000 Accrued Comp Absences - non curr	-	24,341.48
1020-0000-260600 Note Payable Non Curr - PNC	-	-
1020-0000-260601 Note Payable - Curr - PNC	-	-
1020-0000-210000 Deferred Inflow - MERS	-	(126,753.00)
1020-0000-210001 Deferred Inflows - OPEB	-	8,219.00
1020-0000-270000 Deferred Inflows	-	-
<b>TOTAL LIABILITIES</b>	<b>1,040.85</b>	<b>32,184.19</b>
<b>EQUITY</b>		
1020-0000-280100 Invest C	-	3,764,889.00
1020-0000-280400 Restricted Net Assets	-	41,943.00
1020-0000-280500 Unrestricted Net Assets	-	(9,855,017.61)
1020-0000-282000 Income and Expense Clearing	6,607.46	1,942,566.79
1020-1020-282000 Income and Expense Clearing	-	(181,072.00)
1020-2010-282000 Income and Expense Clearing	-	(56.25)
1020-3000-282000 Income and Expense Clearing	-	6,862,750.73
<b>TOTAL EQUITY</b>	<b>6,607.46</b>	<b>2,576,003.66</b>
<b>TOTAL LIABILITES &amp; EQUITY</b>	<b>7,648.31</b>	<b>2,608,187.85</b>

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

	Period Amount	Balance
<b>ASSETS</b>		
1080-0000-111102 Cash-Security Deposits	-	74.00
1080-0000-111111 Chase Checking	(348,566.09)	351,184.53
1080-0000-112200 Accounts Receivable	289.00	4,008.00
1080-0000-112201 Allowance for Doubtful Accounts	(30.00)	(401.00)
1080-0000-112220 A/R Repayment Agreement	-	-
1080-0000-112500 Accounts Receivable HUD	-	-
1080-2010-112500 Accounts Receivable HUD	-	-
1080-0000-112954 Accounts Receivables-Misc	-	-
1080-0000-114500 Accrued Interest Receivable	-	-
1080-5005-115700 Intercompany	367,793.02	16,062.25
1080-0000-116201 Investments Savings	-	-
1080-0000-116202 Investments Savings - Unrestricted	-	-
1080-0000-121100 Prepaid Insurance	(253.32)	-
1080-0000-140000 Land	-	-
1080-0000-144000 Construction in Progress	-	-
1080-3000-144000 Construction in Progress	-	-
1080-0000-146000 Dwelling Structures	-	40,122.78
1080-1080-146000 Dwelling Structures	-	-
1080-0000-146500 Dwelling Equipment - Ranges &	-	50,803.24
1080-0000-148100 Accumulated Depreciation-Build	-	(77,710.94)
1080-1080-148100 Accumulated Depreciation-Build	-	-
1080-0000-150300 Deferred Outflow - MERS	-	15,835.00
1080-0000-150301 Deferred Outflows-OPEB	-	970.00
<b>TOTAL ASSETS</b>	<b>19,232.61</b>	<b>400,947.86</b>
<b>LIABILITIES</b>		
1080-0000-200000 OPEB Liability	-	(27,851.00)
1080-0000-200300 Pension Liability	-	143,234.00
1080-0000-210000 Construction Costs Payable	-	-
1080-0000-211100 Accounts Payable	-	-
1080-0000-211343 Accounts Payable Misc	-	-
1080-0000-211400 Tenant Security Deposits	-	74.00
1080-0000-211999 Tenant Refunds	-	-
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	237.20	1,469.39
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	-	(126,754.00)
1080-0000-210001 Deferred Inflows - OPEB	-	4,593.00
<b>TOTAL LIABILITIES</b>	<b>237.20</b>	<b>(5,234.61)</b>
<b>EQUITY</b>		
1080-0000-280100 Invest C	-	4,031,104.00
1080-0000-280400 Restricted Net Assets	-	23,439.00
1080-0000-280500 Unrestricted Net Assets	-	(11,400,325.88)
1080-0000-282000 Income and Expense Clearing	18,995.41	5,924,930.63
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	-	1,923,165.97
<b>TOTAL EQUITY</b>	<b>18,995.41</b>	<b>406,182.47</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>19,232.61</b>	<b>400,947.86</b>



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

	<u>Period Amount</u>	<u>Balance</u>
<b>ASSETS</b>		
1090-0000-111102 Cash-Security Deposits	-	-
1090-0000-111111 Chase Checking	(161,105.50)	404,115.94
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	163,344.18	1,704.29
1090-0000-116201 Investments Savings	-	-
1090-0000-116202 Investments Savings - Unrestricted	-	-
1090-0000-121100 Prepaid Insurance	(105.62)	-
1090-0000-140000 Land	-	-
1090-0000-144000 Construction in Progress	-	-
1090-3000-144000 Construction in Progress	-	-
1090-0000-146000 Dwelling Structures	-	-
1090-1090-146000 Dwelling Structures	-	-
1090-0000-146500 Dwelling Equipment - Ranges &	-	-
1090-0000-147000 Nondwellin Structures	-	-
1090-0000-148100 Accumulated Depreciation-Build	-	-
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>	<u><u>2,133.06</u></u>	<u><u>410,106.23</u></u>
<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	-	-
1090-0000-211999 Tenant Refunds	-	-
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	-	(942.52)
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>	<u><u>-</u></u>	<u><u>(30,078.52)</u></u>
<b>EQUITY</b>		
1090-0000-280100 Invest C	-	3,083,846.00
1090-0000-280400 Restricted Net Assets	-	39,477.00
1090-0000-280500 Unrestricted Net Assets	-	(661,823.62)
1090-0000-282000 Income and Expense Clearing	2,133.06	(6,042,003.77)
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>2,133.06</u></u>	<u><u>440,184.75</u></u>
<b>TOTAL LIABILITES &amp; EQUITY</b>	<u><u>2,133.06</u></u>	<u><u>410,106.23</u></u>

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

	Period Amount	Balance
<b>ASSETS</b>		
5005-0000-111101 General Fund Checking	-	-
5005-0000-111105 LHC-Payroll Account	(586.51)	56,436.97
5005-0000-111111 Chase Checking	175,973.04	299,145.51
5005-0000-112200 Accounts Receivable	-	-
5005-0000-112500 Accounts Receivable HUD	-	-
5005-0000-112954 Accounts Receivables-Misc	750.00	750.00
5005-1010-115700 Intercompany	(420,768.22)	167,059.50
5005-1020-115700 Intercompany	439,194.84	(1,849.05)
5005-1080-115700 Intercompany	(367,793.02)	(16,062.25)
5005-1090-115700 Intercompany	(163,344.18)	(1,704.29)
5005-4001-115700 Intercompany	133,850.08	(226,735.03)
5005-4002-115700 Intercompany	13,798.46	336,970.99
5005-4003-115700 Intercompany	16,717.93	(15,124.77)
5005-8001-115700 Intercompany	18,006.60	45,281.00
5005-8002-115700 Intercompany	145,981.07	128,411.57
5005-8003-115700 Intercompany	-	-
5005-8005-115700 Intercompany	28,531.61	21,508.81
5005-8010-115700 Intercompany	(16,473.59)	160,166.94
5005-8020-115700 Intercompany	-	-
5005-8021-115700 Intercompany	(6,994.45)	3,529.00
5005-9101-115700 Intercompany	-	-
5005-0000-116202 Investments Savings - Unrestricted	3,524.39	1,042,524.39
5005-0000-121100 Prepaid Insurance	(687.25)	-
5005-0000-121200 Prepaid - Other	-	-
5005-0000-140000 Land	-	218,731.39
5005-0000-144000 Construction in Progress	-	24,400.00
5005-0000-146000 Dwelling Structures	-	1,045,806.20
5005-0000-146500 Dwelling Equipment - Ranges &	-	214,542.19
5005-0000-148100 Accumulated Depreciation-Build	-	(972,457.64)
5005-0000-150102 Investment in OG	-	411,617.62
5005-0000-150300 Deferred Outflow - MERS	-	7,917.00
5005-0000-150301 Deferred Outflows-OPEB	-	-
<b>TOTAL ASSETS</b>	<b>(319.20)</b>	<b>2,950,866.05</b>
<b>LIABILITIES</b>		
5005-0000-200000 OPEB Liability	-	-
5005-0000-200300 Pension Liability	-	71,619.00
5005-0000-210000 Construction Costs Payable	-	-
5005-0000-211100 Accounts Payable	-	-
5005-0000-211711 Aetna 457 Payable	-	-
5005-0000-211343 Accounts Payable Misc	-	-
5005-0000-211703 Union Dues Payable	-	-
5005-0000-211704 Health Insurance W/H	-	-
5005-0000-211998 Deferred Income	-	-
5005-0000-212000 Accrued Payroll	-	3,795.22
5005-0000-213400 Utility Accrual	-	3,928.00
5005-0000-213500 Accrued Comp Absences - Curr	-	1,478.27
5005-0000-214000 Accrued Comp Absences - non curr	-	8,376.87
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	-	(63,376.00)
5005-0000-210001 Deferred Inflows - OPEB	-	-
5005-0000-270000 Deferred Inflows	-	-
<b>TOTAL LIABILITIES</b>	<b>-</b>	<b>25,821.36</b>
<b>EQUITY</b>		
5005-0000-280100 Invest C	-	262,455.00
5005-0000-280500 Unrestricted Net Assets	-	131,933.99
5005-0000-282000 Income and Expense Clearing	(319.20)	2,793,278.29
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>	<b>(319.20)</b>	<b>2,925,044.69</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>(319.20)</b>	<b>2,950,866.05</b>

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

	Period Amount	Balance
<b>ASSETS</b>		
8001-0000-111111 Chase Checking	29,061.82	74,849.59
8001-2010-111111 Chase Checking	-	-
8002-0000-111111 Chase Checking	204,596.33	775,386.60
8001-0000-112200 Accounts Receivable	-	-
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	(18,006.60)	(45,281.00)
8002-5005-115700 Intercompany	(145,981.07)	(128,411.57)
8001-0000-121100 Prepaid Insurance	(3,101.36)	-
8001-2010-144000 Construction in Progress	-	-
8001-0000-146500 Dwelling Equipment - Ranges &	-	79,412.57
8001-0000-148100 Accumulated Depreciation-Build	-	(54,870.65)
8002-0000-148100 Accumulated Depreciation-Build	-	-
8001-0000-150300 Deferred Outflow - MERS	-	5,938.00
8001-0000-150301 Deferred Outflows-OPEB	-	1,532.00
<b>TOTAL ASSETS</b>	<b>66,569.12</b>	<b>708,555.54</b>
<b>LIABILITIES</b>		
8001-0000-200000 OPEB Liability	-	(43,975.00)
8001-0000-200300 Pension Liability	-	53,713.00
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	-	17,891.03
8001-0000-213400 Utility Accrual	-	-
8001-0000-213500 Accrued Comp Absences - Curr	-	5,064.21
8001-0000-214000 Accrued Comp Absences - non curr	-	28,697.19
8001-0000-210000 Deferred Inflow - MERS	-	(47,533.00)
8001-0000-210001 Deferred Inflows - OPEB	-	7,253.00
8001-0000-270000 Deferred Inflows	-	-
<b>TOTAL LIABILITIES</b>	<b>-</b>	<b>21,110.43</b>
<b>EQUITY</b>		
8001-0000-280500 Unrestricted Net Assets	-	(348,938.86)
8001-0000-280400 Restricted Net Assets	-	37,009.00
8001-0000-282000 Income and Expense Clearing	7,953.86	355,568.86
8001-0003-282000 Income and Expense Clearing	-	(1,038.20)
8001-3000-282000 Income and Expense Clearing	-	(2,130.72)
8002-0000-280100 Invest C	-	3,047.00
8002-0000-280400 Restricted Net Assets	-	152,357.00
8002-0000-280500 Unrestricted Net Assets	-	453,875.00
8002-0000-282000 Income and Expense Clearing	58,615.26	115,513,687.29
8002-8002-282000 Income and Expense Clearing	-	(115,475,991.26)
<b>TOTAL EQUITY</b>	<b>66,569.12</b>	<b>687,445.11</b>
<b>TOTAL LIABILITES &amp; EQUITY</b>	<b>66,569.12</b>	<b>708,555.54</b>

**September 24, 2025**

**HONORABLE MEMBERS IN SESSION**

Lansing Housing Commission  
419 Cherry St.  
Lansing Michigan 48933

**SUBJECT:**

**August 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 76 participants.

**HCV Orientations:**

LHC issued thirteen (13) vouchers in the month of August.

One (1) VASH orientation was held in the month of August 2025, and eleven (11) vouchers were issued with the assistance of community partners. There are currently an additional sixteen (16) vouchers issued and out searching or pending inspection and eight (8) applications in process.

**Waiting List:**

Zero (0) applications were mailed out in the month of August. Forty-three (43) households are out searching for units in the regular HCV Program, thirty (30) applicants are pending documentation or final approval, seven (7) units are approved pending inspection and/or pending lease-up.

**Department Initiatives:**

In the HCV Program, there are currently 2032 vouchers housed in all its programs. 46 participants are with the Shelter Plus Care Program (S+C), 62 are housed under the Permanent Supportive Housing Program (PSH), 14 are housed under the Emergency Housing Voucher Program (EHV), 146 are housed under the HUD-Veterans Affairs



Supportive Housing (VASH), 32 at Waverly Place, 33 are housed at Hildebrandt Park, 36 at LaRoy Froh, 7 are housed at Woodward Way, 9 are housed under the Holy Cross Permanent Supportive Housing (HCPSH), 208 housed under Section 18, 24 housed at Oliver Gardens (OG), 31 are housed at Stadium North (SN), 20 are housed at Walter French and 1,364 are housed under the Housing Choice Voucher Program.

### Voucher Utilization

July Voucher Program Total Units	2229
July Traditional HCV Utilization	1908
July % Utilized Units	86%

August Voucher Program Total Units	2229
August Traditional HCV Utilization	1915
August % Utilized Units	86%

### Voucher Disbursement

HUD July HAP Disbursement	\$1,590,448
LHC July HAP/UAP Disbursement	\$1,442,451
% Voucher Funding Utilization	91%

HUD August HAP Disbursement	\$1,608,040
LHC August HAP/UAP Disbursement	\$1,454,925
% Voucher Funding Utilization	90%
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 2026.

#### 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 August 31, 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, 76 slots/households or (205%) are enrolled, 28% 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 8/31/2025.

**September 24, 2025**

**HONORABLE MEMBERS IN SESSION**

Lansing Housing Commission  
419 Cherry St.  
Lansing Michigan 48933

**SUBJECT:**

**August 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 August. LHC Unit Months Leased (UML) was 58 in August. There were three (3) households moving in, zero (0) residents moved out, and zero (0) unit transferred.

There is a total of 5 open work orders at the end of August.

**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%	3	0	0	0
<b>Totals</b>	<b>60</b>	<b>58</b>	<b>97%</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>

**RENT COLLECTION:**

Site	Rent Charged	Receivables
Public Housing	\$ 10,573.00	\$ 9,077.87
<b>Totals</b>	<b>\$ 10,573.00</b>	<b>\$ 9,077.87</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
1948 Hoyt Ave	2	4-29-25				Pulled from waitlist
1932 Hoyt Ave	2	6-28-25				Pulled from waitlist