



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

Agenda
Lansing Housing Commission
December 21, 2020

1. Call to Order

- a. Roll Call
- b. Approval of Minutes of November 23, 2020

2. Action Items:

3. Informational Items:

- a. Finance Report November 2020 Steven Raiche
- b. Housing Choice Voucher November 2020
- c. Asset Management Report November 2020
 - Mt. Vernon (MVP) & Scattered Sites AMP 102
 - Hildebrandt (HP), Forrest, Hoyt AMP 103
 - LaRoy Froh (LRF) & Scattered Sites AMP 111
 - South Washington (SWP) & Scattered Sites AMP 112

4. Discussion Items:





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- a. RAD Update
- b. Resident Services Update
- 5. Other Items:
- 6. Executive Director's Comments.
- 7. President's Comments
- 8. Public Comment – limit 3 minutes per person.
- 9. Adjournment.





Notice

Lansing Housing Commission Regular Meetings 2020

Due to the current situation around COVID, the Lansing Housing Commission will continue to conduct its Regular Board Meetings virtually. Regular Board Meetings are held on the fourth Wednesday of each month at 5:30PM ET.

Join Us For Virtual Regular Board Meetings On the Fourth Wednesday of the month @ 5:30pm ET

To support safety, health, and wellness, the meeting will be conducted virtually via Zoom meeting link and phone number provided below:

Virtual Meeting Link:

<https://us02web.zoom.us/j/82165757256>

Telephone Dial in Option:

+1 312 6266799

OR

+1 929 2056099

Required Meeting ID:

821 6575 7256

To assist you, please note the following instructions for joining a Zoom meeting. Note that this option requires downloading Zoom software or an app to your computer or phone, so please allow a few extra minutes before the meeting to complete this step.

If you are joining from a mobile device (Android smartphone/tablet, Apple iPhone/iPad) then it will simply prompt you to download the Zoom Cloud Meetings app from the App/Play Store.

If joining from a computer for the first time you will need to download a small application file before entering the meeting. This process is easy to complete on all commonly used browsers by following the prompts.

It is possible to use a combination of computer for video and phone for audio. If using this option, enter by computer first and select the *Join By Phone* tab when the audio pop-up window appears, which will display the dial in number for you, as well as the prompt for your Meeting and Participant ID. Entering the numbers allows your video and audio to be synchronized.

The mission of LHC is to compassionately deliver healthy, affordable, safe, quality housing options without discrimination, with exceptional customer service while meeting high performance standards.

During the meeting, non-speakers who wish to ask a question can use the *Raise Hand* option to make it known to the Host that you would like to speak. To raise your hand during the meeting for MAC use Option Y and for windows use ALT Y. If you join by phone to raise your hand during the meeting dial *9.

Alternately, you can use the *Chat* option to send a question to all participants or privately to specific participants.

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Minutes of the November 23, 2020

Commissioner Robinson called the meeting to order at 5:30 p.m. Mr. Fleming, called the roll.

PRESENT AT ROLL CALL: Commissioners Ryan Robinson, Emma Henry absent, Don Sober. Loria Hall and Michael McKissic.

STAFF:

Marcel Jackson	Marcus Hardy
Kim Shirey	Andrea Bailey
Douglas Fleming	Steven Raiche – Contractor
Sam Spadafore – Contractor	Vic Verchereau – Contractor
Kristine Ranger - Contractor	

Guests:

None

Commissioner Hall moved and Commissioner Sober seconded a motion to approve the minutes of the October 28, 2020 commission meeting. **The Motion was approved by all members present.**

Action Items:

Change order for Tuckpointing at SWP – Doug Fleming

Contract for tuckpointing was approved but this was not for the whole building. SWP closing date was pushed back 30 days. LHC now has the opportunity to complete another wall. By approving this now, this will free up \$50,000 to be used for other things under RAD

Commissioner McKissic moved and Commissioner Sober seconded a motion to approve the change for additional tuckpointing at SWP. **The Motion was approved by all members present.**





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Co-Development Project with MVAH Partners – Doug Fleming

This is how LHC will move forward as an organization. RAD is just the beginning of what LHC plans to do. LHC wants to have a foot in all affordable housing in Lansing. Lansing does not have enough affordable housing, the quality of affordable housing that is out there is not the best. LHC's goal is that when residents have vouchers, they have choices.

MVAH just completed a deal with Jackson Housing Commission. They approached LHC about an area north of the stadium (on Cedar and Larch) where they received a zoning allowance where senior and affordable housing can be built. They would like to partner with LHC. The terms LHC presented were tentatively accepted. If all goes as planned, applications for tax credit will be submitted in February 2021. LHC is seeking approval from the Board to negotiate final terms. This role is similar to what LHC is doing with CCA. We will be a collaborator and will only own a portion of the asset. This is little risk for LHC. Most fees and costs will be put up by MVAH.

See attached slideshow for structure breakdown (Sam Spadafore).

LHC will have a leader roll. LHC will have 51% ownership, LHC will get 25% operating cash flow and 25% developer fee (between \$250,000-\$500,000).

Commissioner Sober moved and Commissioner McKissic seconded the motion. **The Motion was approved by all members present.**

Informational Items:

Finance Report October 2020

Steven Raiche

- Plante Moran joined the finance meeting to update where LHC stood on the audit. Plante Moran shared that LCH will get an Unqualified Opinion on the financial audit. OBEP liability continues to decrease. This Liability is funded at 73%. This will leave more money in the commission to be given to tenant services as well as other areas. LHC is 2% above the projected revenue, expenses are only at 84% of what was budgeted. LHC is doing a great job at controlling expenses,





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- Doug Fleming – Plante Moran complimented LHC for how organized and responsive the staff were during the audit. This credit goes to Steve and the staff, HCV in particular. LHC is really pleased by the work Kim and Steve does.

Housing Choice Voucher October 2020

Kim Shirey provided a brief overview of the October 2020 HCV Reports.

- Due to the new Executive Order, HCV is back working at home. This means orientations are not being held due to the limit of no more than 2 households in the same vicinity. HCV is looking for creative ways to issue vouchers. HCV has around 24 people that were approved. Orientation was scheduled to be held this week, but this had to be rescheduled. LHC is trying to continue with issuing vouchers, but this is difficult during the pandemic.

Asset Management Report – October 2020

Mt. Vernon (MVP) & Scattered Sites, AMP 102 – Marcel Jackson, MVP had an occupancy rate of 89% at the end of October. There was zero (0) move-in, one (1) move outs and zero (0) transfer.

The current occupancy rate is 89%. There are 21 vacancies, 2 are scattered. There are 23 open work orders. Average open work orders are 29 days old.

Positive Note: First round of notices sent out for tenants to move December 7th; this will get the ball rolling on construction for RAD.

Hildebrandt (HP) & Scattered Sites, AMP 103 – Andrea Baily, HP had an occupancy rate of 98% at the end of October. There were zero (0) move-ins, one (1) move-outs and one (1) transfer.

The current occupancy rate is 98%. There are 4 vacancies. There are 42 open work orders. Average open work orders are 30 days old.

Positive Note: 64 units are getting new water heaters and furnaces.





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LaRoy Froh (LRF) & Scattered Sites, AMP 111 – Marcus Hardy, LRF had an occupancy rate of 96% at the end of October. There was zero (0) move-in, two (2) move-outs and one (1) transfer.

The current occupancy rate is 96%. There are 7 vacancies. 1 was leased up today. There are 43 open work orders.

Positive Note: 50 turkey bags were dropped off to give to residents that need them.

So. Washington (SWP) & Scattered Sites, AMP 112 – Marcus Hardy, SWP had an occupancy rate of 89% at the end of October. There were zero (0) move-ins, five (5) move-out and zero (0) transfer.

The current occupancy rate is 89%. There were 21 vacant units, one is a scattered site and will be leased up tomorrow. There are 8 open work orders.

Discussion Items:

RAD Presentation – Sam Spadafore

(a) PowerPoint will be provided to the Board

- See attached presentation

Resident Services Update – Kristine Ranger

Other Items: None

Executive Director's Comments:

Activities

Capital Projects

- Tuck pointing at SWP
- Valve installation at SWP
- Almost done adding thermometers to each unit at SWP





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Staff Changes

- Maintenance – Hired Darrin Taylor on 11-9, he is working at Hildebrandt now, he will float to all sites eventually

RAD Activities

- Disposal of Scattered Sites (Section 18)
 - Weekly development and architect/General Contractors meetings
 - Management committee activities with MAG
 - BWL/LPD meeting on cooperation – LHC is working on getting this completed, when LPD received a call, LPD will now have access to cameras at the location of the crime. This will improve the effectiveness of the response.
 - PR plans for groundbreaking – once the closing is complete, there will be a groundbreaking activity. There will be one that encompass both MVP and SWP. This will be the public announcement to Lansing of the new construction.

Other Activities

- Site visits to LHC properties
- Revised COVID office hours Monday, Tuesday, Thursday, Friday 8:30 am – Noon. Wednesday 1 pm-5pm Offices are open by appointment only due to recent restrictions, maintenance is doing emergencies only.
- Oliver Gardens re-syndication through LIHTC
- Real Estate classes – Managers completed real estate classes.
- PBV rent calc training – managers and assistants completed PBV Rent Calculation training, this will be used once the properties are under RAD.
- Doug – see attached slide for a breakdown of projects since 2018

President's Comments: None

Public Comment: limit 3 minutes per person

Jason Lyons – Sherwin Williams sales representative. Jason states that Sherwin Williams has worked with LHC for almost 20 years. Sherwin Williams offers free delivery, online services, discounted prices at almost 50%. Jason also sent information to Doug to review.





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Other Business: None

Adjournment: The meeting was adjourned at 6:57 p.m.

Ryan Robinson, Chair

Date 1-14-2021

Doug Fleming, Acting Secretary

Date 1-15-2021





Lansing Housing Commission (LHC)

November Board Meeting

November 23, 2020

Agenda

1

Provide brief update on strategic initiatives

2

Discuss the different deal structures that LHC is implementing and exploring to further expand and improve affordable housing in Lansing

3

Introduce new partner and development opportunity

Despite delays on Phase 1 projects, LHC continues to make progress and expects to achieve significant milestones in the next 2 months

<u>HUD Initiative</u>	<u>Site</u>	Develop Strategy	Conduct RIN	Portfolio Award / CHAP	Submit LIHTC App.	Conduct GIN	Receive LIHTC Decision	Close Financing	Start Construction
RAD Phase 1	1 Mount Vernon (4%)	✓	✓	✓	✓	✓	✓	Dec 2020	Dec 2020
	2 South Washington (9%)	✓	✓	✓	✓	✓	✓	Jan 2021	Jan 2021
RAD Phase 2	3 Hildebrandt (4%)	✓	✓	✓	✓	✓	Jan 2021	Fall 2021	Fall 2021
	4 LaRoy Froh (4%)	✓	✓	✓	✓	✓	Jan 2021	Fall 2021	Fall 2021

Waverly Place



As LHC continues to build developer capabilities, it is taking on a variety of roles in different deal structures


<u>LHC Role</u>	<u>Deal Structure</u>
1 Leader	<ul style="list-style-type: none"> • Lead deal including partner selection, application, closing, and construction processes • Own and/or purchases assets • Leverage co-developer or complete deal independently (future) • Own development and operational decisions • Create new entities to execute project • Receive future cash flows • Includes RAD projects: Hildebrandt Park, LaRoy Froh, Mount Vernon Park, and South Washington Park
2 Collaborator	<ul style="list-style-type: none"> • Collaborate on deal as co-developer including partner selection, application, closing, and construction processes • Own portion of asset • Communicate and attend meetings with lead developer • Contribute to development and operational decisions • Supply vouchers to deal • Receive portion of development fee, future cash flows, and administrative fees for vouchers • Includes no active projects at this time <div>LHC has been approached by potential partner for this deal type</div>
3 Provider	<ul style="list-style-type: none"> • Provide vouchers to developers • Receive upfront payment per voucher and administrative fees • Does not include ownership or assets • Includes: Woda Cooper Companies (8 vouchers) and Capital Area Housing Partnerships (20)

Each deal structure has different attributes that should be considered

<u>LHC Role</u>	<u>Ownership</u>	<u>Developer Fee</u>	<u>Future Cash Flows</u>	<u>Level of Effort</u>	<u>Complexity</u>	<u>Risk</u>
1 Leader	>50%	>40%	>50%	High	High	Low
2 Collaborator	40% - 60%	<40%	<50% + Admin Fees	Low	Medium	Medium
3 Provider	0%	0%	Upfront and Admin Fees	Low	Low	Low

LHC has been approached by MVAH partners to play a collaborator role in a project

MVAH



 EMPOWER PEOPLE. ENHANCE COMMUNITIES.

 MVAH is solution & mission driven.

 We find solutions for families being financially burdened by housing costs, so they can succeed.

 · DEVELOPMENT ·

 · PROPERTY MANAGEMENT ·

 · CONSTRUCTION MANAGEMENT ·

Office Locations	<ul style="list-style-type: none"> Charlotte, NC West Chester, OH
Founded	<ul style="list-style-type: none"> 1993
Scope	<ul style="list-style-type: none"> +6000 units, 99 sites in 15 states LIHTC, HUD/FHA, Conventional Opportunity Zones, etc.
Other	<ul style="list-style-type: none"> Ranked 3rd affordable developer and 34th affordable owners in 2016 by Affordable Housing Magazine



Stadium North Project Overview





Address	<ul style="list-style-type: none"> 500 N. Cedar
Unit Detail	<ul style="list-style-type: none"> Stadium North Lofts <ul style="list-style-type: none"> 77 units 1-2-3 bedroom units Stadium North Senior Lofts <ul style="list-style-type: none"> 82 units 1-2 bedroom units
Request	<ul style="list-style-type: none"> 15% of units to be PBV through LHC

In the event LHC partners with MVAH the deal structure would be as a collaborator

Roles			Impact to LHC	
	Collaborator 	Leader 		
Ownership	51%	49%	Financial	<ul style="list-style-type: none"> Developer Fee: \$250K - \$500K Annual Cash Flow: \$15K - \$30K
Developer Fee	25%	75%	Function	<ul style="list-style-type: none"> Working with City of Lansing officials to gain support Participating in MVAH meetings Connecting resident services with site Monitoring property performance
Future Cash Flow	25%	75%	Risks	<ul style="list-style-type: none"> MSHDA compliance Property management Resident relations
Level of Effort	Low	High		
Complexity	Medium	High		
Risk	Medium	Low		

With Board support LHC would like to move forward with MVAH to pursue the project

1

Approve the action for LHC to enter into an agreement with MVAH if terms generally reflect the considerations previously mentioned

2

Finalize management decision making terms

3

Sign formal agreement

4

Begin working with the City of Lansing and participating in MVAH meetings in support of this project

Lansing Housing Commission
Summary Results for NOVEMBER FY2021

Description	MT Vernon	Hildebrandt	LaRoy Froh	So Washington	LIPH Total	COCC	HCV Admin	HCV
REVENUE:								
Total Revenue Variance - Fav (Unfav)	28,942	26,447	21,456	27,528	104,374	(2,662)	54,177	(16,340)
Tenant Revenue Variance	2,133	(3,197)	(7,537)	(1,173)	(9,774)	-	-	-
HUD Revenue Variance	20,654	20,442	26,131	21,272	88,499	(732)	53,404	(16,024)
Capital Fund Income	6,581	6,581	6,581	6,581	26,325	-	-	-
Other Income	(426)	2,621	(3,719)	848	(676)	(1,930)	774	(316)
Other	(0)	-	-	-	0	-	-	-
Budgeted Revenue	107,681	121,288	109,400	83,919	422,288	67,899	81,131	958,471
% Variance fav (unfav)	27%	22%	20%	33%	25%	-4%	67%	-2%
EXPENSES:								
Total Expense Variance Unfav (Fav)	(10,250)	11,052	(2,901)	7,250	5,152	9,022	29,700	(33,489)
Salary Expenses	8,619	11,445	14,332	12,700	47,096	11,417	27,464	-
Employee Benefit Expenses	(1,041)	655	(304)	3,359	2,669	200	(2,032)	-
Utilities	(2,932)	1,072	(4,857)	(5,014)	(11,731)	(986)	46	-
Write-offs	(2,500)	(800)	(2,533)	(750)	(6,583)	-	-	-
Legal	176	(1,627)	(2,264)	421	(3,294)	(2,295)	-	-
Professional Services	6,444	6,578	6,162	6,408	25,593	1,854	(1,783)	-
Admin Services	(1,000)	(1,000)	(1,000)	-	(3,000)	7,513	(2,074)	-
Recreation/Other Services	(333)	(283)	(133)	-	(749)	-	-	-
Insurance	371	694	(433)	(2,258)	(1,626)	(453)	(1,041)	-
Sundry/Postage/Office Supplies	711	(843)	(550)	669	(13)	83	(3,073)	-
Management Fee	(583)	408	198	(740)	(718)	-	142	-
HAP Expense	-	-	-	-	-	-	-	(33,489)
Inspections	-	-	(500)	150	(350)	-	4,224	-
Interest Expense	10,602	17,670	10,438	2,383	41,093	-	-	-
Maintenance Costs	(14,261)	(7,802)	(9,282)	(2,364)	(33,709)	568	399	-
Maintenance Contract - Unit Turns	(10,380)	(8,712)	(6,275)	(850)	(26,217)	-	-	-
Other	(4,143)	(6,404)	(5,898)	(6,865)	(23,309)	(8,879)	7,429	-
Budgeted Expense	121,503	118,748	120,173	103,582	464,006	61,478	79,121	957,456
% Variance fav (unfav)	8%	-9%	2%	-7%	-1%	-15%	-38%	3%
Cumulative Actuals:								
Curr Mo. Actual Net Income (Loss)	\$ 25,370	\$ 17,935	\$ 13,584	\$ 615	\$ 57,504	\$ (5,263)	\$ 26,487	\$ 18,164
YTD Actual Net Income (Loss) Net of CWIP	\$ 173,748	\$ 103,581	\$ 107,931	\$ (19,571)	\$ 365,688	\$ 456,390	\$ 90,090	\$ (35,073)
Prior YR YTD Net Income (Loss)	\$ 79,754	\$ 113,473	\$ (64,453)	\$ 8,952	\$ 137,726	\$ 270,424	\$ 23,541	\$ 199,225
Cash Balance - November	\$ 406,910	\$ 108,968	\$ 382,192	\$ 489,835	\$ 1,387,905	\$ 820,027	\$ 1,096,917	\$ 376,528
Cash Balance - October	\$ 673,181	\$ 698,634	\$ 716,907	\$ 584,716	\$ 2,673,438	\$ 834,820	\$ 1,115,068	\$ 354,252
Cash Balance - September	\$ 732,962	\$ 627,948	\$ 938,815	\$ 592,266	\$ 2,591,991	\$ 617,301	\$ 1,085,503	\$ 448,980

Lansing Housing Commission
Summary Results YTD for NOVEMBER FY2021

Description	MT Vernon	Hildebrandt	LaRoy Froh	So Washington	LIPH Total
REVENUE:					
Total Revenue Variance - Fav (Unfav)	63,187	22,535	4,091	55,079	144,892
Tenant Revenue Variance	(4,851)	(37,597)	(44,828)	(11,541)	(98,817)
HUD Revenue Variance	49,260	43,402	54,075	48,006	194,743
Capital Fund Income	15,439	15,439	15,439	15,439	61,755
Other Income	3,339	1,292	(20,595)	3,175	(12,788)
Other	-	(0)	-	-	-
Budgeted Revenue	630,897	699,530	639,692	512,187	2,482,305
% Variance fav (unfav)	10%	3%	1%	11%	6%
EXPENSES:					
Total Expense Variance Unfav (Fav)	(153,820)	(72,866)	(133,533)	12,481	(347,738)
Salary Expenses	3,183	1,376	7,141	13,824	25,523
Employee Benefit Expenses	(4,252)	545	(2,137)	20,212	14,368
Utilities	(13,307)	698	(2,780)	(7,343)	(22,732)
Write-offs	(9,030)	(1,639)	(10,184)	1,304	(19,549)
Legal	(3,714)	(5,462)	(9,263)	882	(17,558)
Professional Services	13,071	12,304	10,715	11,639	47,730
Admin Services	(1,630)	(1,630)	(1,630)	40	(4,850)
Insurance	(250)	1,287	(2,564)	(3,039)	(4,565)
Sundry/Postage/Office Supplies	3,770	(4,711)	496	(958)	(1,403)
Management Fee	(2,140)	1,936	1,040	(2,149)	(1,313)
HAP Expense	-	-	-	-	-
Pilot	2,790	(3,091)	(2,886)	(877)	(4,063)
Inspections	150	-	(1,000)	150	(700)
Maintenance Costs	(79,434)	(45,278)	(68,063)	(6,988)	(199,763)
Maintenance Contract - Unit Turns	(65,640)	(37,612)	(53,700)	(9,490)	(166,442)
Other	2,613	8,410	1,282	(4,726)	7,579
Budgeted Expense	674,156	691,351	669,385	574,355	2,609,246
% Variance fav (unfav)	23%	11%	20%	-2%	13%
YTD Actual Net Income (Loss) Net of CWIP	\$ 173,748	\$ 103,581	\$ 107,931	\$ (19,571)	\$ 365,688
YTD Budgeted Net Income (Loss)	\$ (43,259)	\$ 8,179	\$ (29,693)	\$ (62,169)	\$ (126,942)
Prior YR YTD Net Income (Loss)	\$ 79,754	\$ 113,473	\$ (64,453)	\$ 8,952	\$ 137,726

COCC	HCV Admin	HCV
126,648	86,070	(88,472)
-	-	-
119,788	83,329	(86,048)
-	-	-
6,861	2,740	(2,424)
-	(0)	0
593,546	405,655	4,792,355
21%	21%	-2%
(25,966)	945	(48,324)
11,239	17,742	-
(3,247)	(4,914)	-
(1,631)	315	-
-	-	-
(5,981)	-	-
(7,060)	(7,176)	-
(9,799)	-	-
6,827	(4,522)	-
(2,645)	(3,231)	-
-	2,264	-
-	-	(48,324)
-	-	-
774	(14,718)	-
(818)	12,109	-
-	-	-
(13,625)	3,075	-
289,771	400,690	4,787,280
9%	0%	1%
\$ 456,390	\$ 90,090	\$ (35,073)
\$ 303,776	\$ 4,965	\$ 5,075
\$ 270,424	\$ 23,541	\$ 199,225

NOVEMBER Ratios

HCV Ratios			Prior Months	
Number of Vouchers Used	1,721		10/20	\$ 538.63
HCV 8002 Expenses	\$ 922,214.92		09/20	\$ 541.87
Average Cost Per Voucher	<u>\$ 535.86</u>		08/20	\$ 552.72

LIPH Ratios							Prior Months	
	Mt. Vernon	Hildebrandt	LaRoy Froh	S. Washington	Total	PY NOV Total		
Year-to-Date Occupancy Rate								
YTD Average Number of Units Leased	184	217	206	180	787	793	10/20	94.8%
Number of Possible Units	202	220	213	198	833	832	09/20	94.8%
Year-to-Date Occupancy Rate	<u>91.1%</u>	<u>98.6%</u>	<u>96.7%</u>	<u>90.9%</u>	<u>94.5%</u>	<u>95.3%</u>	08/20	94.8%
Average Revenue Per Occupied Unit							10/20	\$ 579.50
Total LIPH Revenue	\$ 136,623.37	\$ 147,735.33	\$ 130,856.14	\$ 111,447.33	\$ 526,662.17	\$ 481,820.69	09/20	\$ 547.18
Average Revenue Per Occupied Unit	<u>\$ 742.52</u>	<u>\$ 680.81</u>	<u>\$ 635.22</u>	<u>\$ 619.15</u>	<u>\$ 669.20</u>	<u>\$ 607.59</u>	08/20	\$ 582.68
Average Tenant Revenue Per Occupied Unit							10/20	\$ 121.97
Total Tenant Revenue	\$ 31,851.00	\$ 27,683.00	\$ 17,723.00	\$ 25,127.00	\$ 102,384.00	\$ 104,137.00	09/20	\$ 117.01
Average Tenant Revenue Per Occupied Unit	<u>\$ 173.10</u>	<u>\$ 127.57</u>	<u>\$ 86.03</u>	<u>\$ 139.59</u>	<u>\$ 130.09</u>	<u>\$ 131.32</u>	08/20	\$ 160.61
Average Cost Per Occupied Unit							10/20	\$ 567.20
YTD Average Monthly Expenses	\$ 104,067.18	\$ 123,696.96	\$ 107,170.33	\$ 117,367.18	\$ 452,301.64	\$ 501,629.19	09/20	\$ 426.24
Average Cost Per Occupied Unit	<u>\$ 565.58</u>	<u>\$ 570.03</u>	<u>\$ 520.24</u>	<u>\$ 652.04</u>	<u>\$ 574.72</u>	<u>\$ 632.57</u>	08/20	\$ 527.76

Company Ratios						
	Mt. Vernon	Hildebrandt	LaRoy Froh	S. Washington	COCC	HCV Admin
Operating Reserves						
Bank Account Balance	\$ 406,910.37	\$ 108,967.98	\$ 382,191.74	\$ 489,835.12	\$ 820,027.17	\$ 1,096,917.48
YTD Expenses	\$ 520,335.88	\$ 618,484.80	\$ 535,851.63	\$ 586,835.89	\$ 263,804.30	\$ 401,634.45
Number of Months	5	5	5	5	5	5
Average Monthly Expenses	<u>\$ 104,067.18</u>	<u>\$ 123,696.96</u>	<u>\$ 107,170.33</u>	<u>\$ 117,367.18</u>	<u>\$ 52,760.86</u>	<u>\$ 80,326.89</u>
Number of Months of Operating Reserves (would like to have 4 months of operating reserves)	<u>3.91</u>	<u>0.88</u>	<u>3.57</u>	<u>4.17</u>	<u>15.54</u>	<u>13.66</u>
Prior Months						
10/20	6.58	5.72	6.85	4.91	17.27	15.23
09/20	9.91	6.56	8.10	6.71	13.33	14.64
08/20	9.42	7.27	9.60	7.33	13.60	14.68
06/20	5.16	5.73	5.66	5.95	14.23	11.20
06/19	<u>3.58</u>	<u>3.90</u>	<u>4.78</u>	<u>4.51</u>	<u>17.81</u>	<u>7.12</u>

Lansing Housing Commission
Budget vs. Actual
Mt. Vernon
For the Period Ending November 30, 2020

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 143,739	\$ 148,590	\$ (4,851)	\$ 171,408	\$ 356,616	\$ 208,026
Tenant Revenue - Other	7,589	12,625	(5,036)	23,714	30,300	17,675
Total Tenant Revenue	<u>\$ 151,328</u>	<u>\$ 161,215</u>	<u>\$ (9,887)</u>	<u>\$ 195,122</u>	<u>\$ 386,916</u>	<u>\$ 225,701</u>
HUD PHA Operating Grants	425,950	376,615	49,335	414,880	903,876	527,261
CFP Operational Income	105,649	150,000	(44,351)	70,255	150,000	-
Fraud Recovery and Other	10,357	1,982	8,375	2,518	7,106	5,125
Total Operating Revenue	<u>\$ 693,284</u>	<u>\$ 689,812</u>	<u>\$ 3,472</u>	<u>\$ 682,776</u>	<u>\$ 1,447,898</u>	<u>\$ 758,087</u>
Administrative Salaries	\$ 46,323	\$ 39,057	\$ 7,266	\$ 37,286	\$ 93,485	\$ 54,428
Auditing Fees	-	5,665	(5,665)	5,150	5,665	-
Management Fees	138,697	49,751	88,945	104,435	119,403	69,652
Bookkeeping Fees	6,901	7,275	(374)	7,269	17,460	10,185
Employee Benefits Contributions - Admin	15,384	15,968	(584)	10,430	38,203	22,235
Office Expenses	20,916	20,555	361	15,460	45,338	24,783
Legal	5,086	8,800	(3,714)	6,000	18,700	9,900
Travel	-	500	(500)	328	1,200	700
Other	5,020	-	5,020	1,921	-	-
Tenant Services - Other	1,256	7,665	(6,409)	20	18,396	10,731
Water	37,318	44,700	(7,382)	32,894	109,600	64,900
Electricity	19,913	18,100	1,813	14,594	44,100	26,000
Gas	8,679	16,500	(7,821)	11,239	57,900	41,400
Other Utilities Expense	84	-	84	102	7,200	7,200
Ordinary Maintenance and Operations - Labor	31,432	35,515	(4,083)	24,850	85,040	49,525
Ordinary Maintenance and Operations - Materials	6,651	34,625	(27,974)	51,090	80,000	45,375
Ordinary Maintenance and Operations - Contract	77,071	192,120	(115,049)	148,414	435,240	243,120
Employee Benefits Contributions - Ordinary	17,503	21,171	(3,668)	21,101	50,097	28,926
Protective Services - Other Contract Costs	1,268	1,450	(182)	968	3,200	1,750
Property Insurance	20,238	19,128	1,110	19,252	46,917	27,789
Liability Insurance	7,718	7,383	335	7,323	18,109	10,726
Workers Compensation	-	745	(745)	27	1,788	1,043
All Other Insurance	4,400	850	3,550	1,312	1,700	850
Other General Expenses	18,886	11,190	7,696	36,732	20,486	9,296
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	8,469	5,679	2,790	8,419	11,502	5,823
Bad debt - Tenant Rents	3,470	12,500	(9,030)	29,606	30,000	17,500
Interest Expense	16,781	6,179	10,602	6,799	14,389	8,210
Total Operating Expenses	<u>\$ 519,461</u>	<u>\$ 583,071</u>	<u>\$ (63,610)</u>	<u>\$ 603,021</u>	<u>\$ 1,375,116</u>	<u>\$ 792,046</u>
Net Income (Loss)	<u>\$ 173,823</u>	<u>\$ 106,741</u>	<u>\$ 67,082</u>	<u>\$ 79,755</u>	<u>\$ 72,782</u>	<u>\$ (33,959)</u>

Lansing Housing Commission
Budget vs. Actual
Hildebrandt
For the Period Ending November 30, 2020

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 116,803	\$ 154,400	\$ (37,597)	\$ 168,841	\$ 370,560	\$ 216,160
Tenant Revenue - Other	12,066	10,950	1,116	18,908	27,000	16,050
Total Tenant Revenue	<u>\$ 128,869</u>	<u>\$ 165,350</u>	<u>\$ (36,481)</u>	<u>\$ 187,749</u>	<u>\$ 397,560</u>	<u>\$ 232,210</u>
HUD PHA Operating Grants	484,673	441,215	43,458	475,406	1,058,916	617,701
CFP Operational Income	105,649	80,000	25,649	75,601	80,000	-
Fraud Recovery and Other	2,056	1,880	176	2,387	7,090	5,210
Total Operating Revenue	<u>\$ 721,247</u>	<u>\$ 688,445</u>	<u>\$ 32,802</u>	<u>\$ 741,143</u>	<u>\$ 1,543,566</u>	<u>\$ 855,121</u>
Administrative Salaries	\$ 48,042	\$ 40,087	\$ 7,955	\$ 38,245	\$ 95,744	\$ 55,657
Auditing Fees	-	5,665	(5,665)	5,150	5,665	-
Management Fees	147,132	54,111	93,021	115,058	129,866	75,755
Bookkeeping Fees	8,123	7,913	211	8,109	18,990	11,078
Employee Benefits Contributions - Admin	13,058	14,849	(1,791)	16,766	35,508	20,660
Office Expenses	17,187	23,005	(5,818)	20,245	48,660	25,655
Legal	5,803	11,265	(5,462)	6,186	27,215	15,950
Travel	-	400	(400)	436	960	560
Other	1,579	-	1,579	254	300	300
Tenant Services - Other	2,862	9,665	(6,803)	2,572	23,196	13,531
Water	44,489	43,050	1,439	34,324	110,550	67,500
Electricity	14,312	12,800	1,512	10,239	32,720	19,920
Gas	6,094	6,420	(326)	4,829	57,520	51,100
Other Utilities Expense	-	-	-	-	8,050	8,050
Ordinary Maintenance and Operations - Labor	31,504	38,084	(6,580)	44,245	91,473	53,389
Ordinary Maintenance and Operations - Material	23,311	34,610	(11,299)	26,844	81,710	47,100
Ordinary Maintenance and Operations - Contrac	132,242	205,100	(72,858)	181,828	485,750	280,650
Employee Benefits Contributions - Ordinary	29,510	27,174	2,336	23,927	64,887	37,712
Protective Services - Other Contract Costs	2,211	1,575	636	1,556	3,780	2,205
Property Insurance	20,940	19,260	1,680	18,544	47,242	27,982
Liability Insurance	8,087	7,197	890	6,620	17,654	10,457
Workers Compensation	-	810	(810)	29	1,944	1,134
All Other Insurance	4,878	850	4,028	344	1,700	850
Other General Expenses	20,194	13,265	6,929	34,663	26,439	13,174
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	5,722	8,813	(3,091)	11,602	16,017	7,204
Bad debt - Tenant Rents	2,361	4,000	(1,639)	3,722	9,600	5,600
Interest Expense	27,968	10,298	17,670	11,332	23,981	13,683
Total Operating Expenses	<u>\$ 617,610</u>	<u>\$ 600,266</u>	<u>\$ 17,344</u>	<u>\$ 627,669</u>	<u>\$ 1,467,121</u>	<u>\$ 866,855</u>
Net Income (Loss)	<u>\$ 103,637</u>	<u>\$ 88,179</u>	<u>\$ 15,458</u>	<u>\$ 113,474</u>	<u>\$ 76,445</u>	<u>\$ (11,734)</u>

Lansing Housing Commission
Budget vs. Actual
LaRoy Froh
For the Period Ending November 30, 2020

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 81,472	\$ 126,300	\$ (44,828)	\$ 123,393	\$ 303,120	\$ 176,820
Tenant Revenue - Other	2,405	22,600	(20,195)	33,914	54,240	31,640
Total Tenant Revenue	<u>\$ 83,877</u>	<u>\$ 148,900</u>	<u>\$ (65,023)</u>	<u>\$ 157,307</u>	<u>\$ 357,360</u>	<u>\$ 208,460</u>
HUD PHA Operating Grants	451,656	397,525	54,131	429,736	954,060	556,535
CFP Operational Income	105,649	155,000	(49,351)	73,522	155,000	-
Fraud Recovery and Other	1,782	2,182	(400)	6,787	7,806	5,625
Total Operating Revenue	<u>\$ 642,964</u>	<u>\$ 703,607</u>	<u>\$ (60,643)</u>	<u>\$ 667,351</u>	<u>\$ 1,474,226</u>	<u>\$ 770,620</u>
Administrative Salaries	\$ 57,695	\$ 38,948	\$ 18,748	\$ 31,256	\$ 92,679	\$ 53,732
Auditing Fees	-	5,665	(5,665)	5,150	5,665	-
Management Fees	144,441	52,316	92,125	110,033	125,558	73,242
Bookkeeping Fees	7,734	7,650	84	7,651	18,360	10,710
Employee Benefits Contributions - Admin	15,374	19,550	(4,177)	8,472	46,681	27,131
Office Expenses	14,143	18,370	(4,227)	13,499	39,241	20,871
Legal	3,237	12,500	(9,263)	8,790	30,000	17,500
Travel	-	-	-	-	-	-
Other	3,597	2,500	1,097	100	6,000	3,500
Tenant Services - Other	2,169	7,665	(5,496)	1,720	18,396	10,731
Water	32,153	30,500	1,653	28,953	73,500	43,000
Electricity	17,654	19,000	(1,346)	16,008	47,600	28,600
Gas	8,655	11,700	(3,045)	7,412	40,700	29,000
Other Utilities Expense	207	250	(43)	149	13,500	13,250
Ordinary Maintenance and Operations - Labor	29,038	40,644	(11,606)	40,977	97,648	57,004
Ordinary Maintenance and Operations - Material	19,392	39,400	(20,008)	72,983	94,400	55,000
Ordinary Maintenance and Operations - Contrac	75,611	175,000	(99,389)	252,408	417,200	242,200
Employee Benefits Contributions - Ordinary	26,332	24,292	2,040	20,202	58,195	33,903
Protective Services - Other Contract Costs	2,052	1,500	552	1,475	3,600	2,100
Property Insurance	24,537	24,984	(447)	24,968	61,282	36,298
Liability Insurance	8,581	8,962	(381)	10,081	21,983	13,021
Workers Compensation	-	785	(785)	28	1,884	1,099
All Other Insurance	4,400	850	3,550	344	1,700	850
Other General Expenses	18,115	12,775	5,340	34,548	24,360	11,585
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	2,524	5,410	(2,886)	5,064	11,492	6,082
Bad debt - Tenant Rents	816	11,000	(10,184)	22,840	26,400	15,400
Interest Expense	16,521	6,083	10,438	6,694	14,166	8,083
Total Operating Expenses	<u>\$ 534,977</u>	<u>\$ 578,300</u>	<u>\$ (43,323)</u>	<u>\$ 731,805</u>	<u>\$ 1,392,191</u>	<u>\$ 813,891</u>
Net Income (Loss)	<u>\$ 107,987</u>	<u>\$ 125,307</u>	<u>\$ (17,320)</u>	<u>\$ (64,454)</u>	<u>\$ 82,035</u>	<u>\$ (43,271)</u>

**Lansing Housing Commission
Budget vs. Actual
South Washington Park
For the Period Ending November 30, 2020**

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 119,959	\$ 131,500	\$ (11,541)	\$ 146,045	\$ 315,600	\$ 184,100
Tenant Revenue - Other	11,903	10,200	1,703	7,375	24,480	14,280
Total Tenant Revenue	<u>\$ 131,862</u>	<u>\$ 141,700</u>	<u>\$ (9,838)</u>	<u>\$ 153,420</u>	<u>\$ 340,080</u>	<u>\$ 198,380</u>
HUD PHA Operating Grants	323,936	275,855	48,081	308,666	662,052	386,197
CFP Operational Income	105,649	227,623	(121,974)	69,067	227,623	-
Fraud Recovery and Other	5,019	3,547	1,473	23,450	11,022	7,476
Total Operating Revenue	<u>\$ 566,465</u>	<u>\$ 648,724</u>	<u>\$ (82,259)</u>	<u>\$ 554,603</u>	<u>\$ 1,240,777</u>	<u>\$ 592,053</u>
Administrative Salaries	\$ 33,468	\$ 30,704	\$ 2,765	\$ 36,727	\$ 73,230	\$ 42,527
Auditing Fees	-	5,665	(5,665)	5,150	5,665	-
Management Fees	137,662	48,726	88,936	102,276	116,941	68,216
Bookkeeping Fees	6,751	7,125	(374)	7,112	17,100	9,975
Employee Benefits Contributions - Admin	20,502	17,435	3,067	16,547	41,741	24,306
Office Expenses	18,806	19,715	(909)	17,840	41,249	21,534
Legal	7,757	6,875	882	5,330	16,500	9,625
Travel	-	-	-	277	-	-
Other	267	-	267	247	-	-
Tenant Services - Other	3,900	5,000	(1,100)	4,015	12,000	7,000
Water	80,346	84,000	(3,654)	77,393	204,200	120,200
Electricity	50,937	50,200	737	49,688	118,500	68,300
Gas	7,512	11,900	(4,388)	8,600	47,000	35,100
Other Utilities Expense	142	180	(38)	181	1,515	1,335
Ordinary Maintenance and Operations - Labor	55,741	44,682	11,059	41,426	106,684	62,002
Ordinary Maintenance and Operations - Material	16,606	27,880	(11,274)	29,518	66,752	38,872
Ordinary Maintenance and Operations - Contract	43,204	48,450	(5,246)	58,419	117,225	68,775
Employee Benefits Contributions - Ordinary	41,968	24,823	17,145	22,491	59,225	34,402
Protective Services - Other Contract Costs	795	850	(55)	795	2,040	1,190
Property Insurance	20,659	24,677	(4,018)	18,425	60,528	35,851
Liability Insurance	9,172	11,490	(2,318)	9,799	28,184	16,694
Workers Compensation	-	730	(730)	26	1,752	1,022
All Other Insurance	4,877	850	4,027	1,312	1,700	850
Other General Expenses	18,774	8,010	10,764	25,883	19,104	11,094
Compensated Absences	-	-	-	-	-	-
Payment in Lieu of Taxes	(2,712)	(1,835)	(877)	1,157	(6,310)	(4,475)
Bad debt - Tenant Rents	5,054	3,750	1,304	3,489	9,000	5,250
Interest Expense	3,772	1,389	2,383	1,528	3,235	1,846
Total Operating Expenses	<u>\$ 585,961</u>	<u>\$ 483,270</u>	<u>\$ 102,691</u>	<u>\$ 545,651</u>	<u>\$ 1,164,761</u>	<u>\$ 681,490</u>
Net Income (Loss)	<u>\$ (19,496)</u>	<u>\$ 165,454</u>	<u>\$ (184,949)</u>	<u>\$ 8,952</u>	<u>\$ 76,016</u>	<u>\$ (89,438)</u>

Lansing Housing Commission
Budget vs. Actual
AMP Consolidated
For the Period Ending November 30, 2020

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Tenant Rental Revenue	\$ 461,973	\$ 560,790	\$ (98,817)	\$ 609,687	\$ 1,345,896	\$ 785,106
Tenant Revenue - Other	33,963	56,375	(22,412)	83,911	136,020	79,645
Total Tenant Revenue	<u>\$ 495,936</u>	<u>\$ 617,165</u>	<u>\$ (121,229)</u>	<u>\$ 693,598</u>	<u>\$ 1,481,916</u>	<u>\$ 864,751</u>
HUD PHA Operating Grants	1,686,215	1,491,210	195,005	1,628,688	3,578,904	2,087,694
CFP Operational Income	422,595	612,623	(190,028)	288,445	612,623	-
Fraud Recovery and Other	19,213	9,590	9,624	35,142	33,024	23,435
Total Operating Revenue	<u>\$ 2,623,959</u>	<u>\$ 2,730,587</u>	<u>\$ (106,628)</u>	<u>\$ 2,645,873</u>	<u>\$ 5,706,467</u>	<u>\$ 2,975,880</u>
Administrative Salaries	\$ 185,529	\$ 148,795	\$ 36,733	\$ 143,514	\$ 355,139	\$ 206,343
Auditing Fees	-	22,660	(22,660)	20,600	22,660	-
Management Fees	567,930	204,904	363,027	431,802	491,769	286,865
Bookkeeping Fees	29,509	29,963	(454)	30,141	71,910	41,948
Employee Benefits Contributions - Administrative	64,318	67,802	(3,484)	52,215	162,133	94,332
Office Expenses	71,052	81,645	(10,593)	67,044	174,488	92,843
Legal Expense	21,882	39,440	(17,558)	26,306	92,415	52,975
Travel	-	900	(900)	1,041	2,160	1,260
Other	10,463	2,500	7,963	2,522	6,300	3,800
Tenant Services - Other	10,186	29,995	(19,809)	8,327	71,988	41,993
Water	194,305	202,250	(7,945)	173,564	497,850	295,600
Electricity	102,817	100,100	2,717	90,529	242,920	142,820
Gas	30,940	46,520	(15,580)	32,080	203,120	156,600
Other Utilities Expense	434	430	4	432	30,265	29,835
Ordinary Maintenance and Operations - Labor	147,715	158,925	(11,210)	151,498	380,845	221,920
Ordinary Maintenance and Operations - Material	65,959	136,515	(70,556)	180,435	322,862	186,347
Ordinary Maintenance and Operations - Contract	328,128	620,670	(292,542)	641,069	1,455,415	834,745
Employee Benefits Contributions - Ordinary	115,313	97,461	17,852	87,721	232,404	134,943
Protective Services - Other Contract Costs	6,326	5,375	951	4,794	12,620	7,245
Property Insurance	86,373	88,049	(1,676)	81,189	215,969	127,920
Liability Insurance	33,559	35,033	(1,474)	33,823	85,930	50,897
Workers Compensation	-	3,070	(3,070)	110	7,368	4,298
All Other Insurance	18,555	3,400	15,155	3,312	6,800	3,400
Other General Expenses	75,970	45,240	30,730	131,826	90,389	45,149
Compensated Absences	-	-	-	-	-	-
Payments in Lieu of Taxes	14,004	18,067	(4,063)	26,242	32,701	14,634
Bad debt - Tenant Rents	11,701	31,250	(19,549)	59,657	75,000	43,750
Interest Expense	65,042	23,949	41,093	26,353	55,770	31,821
Total Operating Expenses	<u>\$ 2,258,008</u>	<u>\$ 2,244,906</u>	<u>\$ 13,102</u>	<u>\$ 2,508,146</u>	<u>\$ 5,399,189</u>	<u>\$ 3,154,282</u>
Net Income (Loss)	<u>\$ 365,951</u>	<u>\$ 485,681</u>	<u>\$ (119,730)</u>	<u>\$ 137,727</u>	<u>\$ 307,278</u>	<u>\$ (178,403)</u>

Lansing Housing Commission
Budget vs. Actual
COCC
For the Period Ending November 30, 2020

	YTD Amount	YTD Budget	YTD Variance	Prior YTD Actual	Annual Budget	Remaining Budget
Management Fees Income	\$ 651,325	\$ 531,084	\$ 120,242	\$ 515,296	\$ 931,532	\$ 400,448
Bookkeeping Fees Income	29,509	29,963	(454)	30,075	71,910	41,948
Fraud Recovery and Other	39,361	32,500	6,861	35,565	79,530	47,030
Total Operating Revenue	\$ 720,195	\$ 593,546	\$ 126,649	\$ 580,937	\$ 1,082,972	\$ 489,426
Administrative Salaries	\$ 71,112	\$ 59,873	\$ 11,239	\$ 58,295	\$ 143,359	\$ 83,486
Auditing Fees	-	5,665	(5,665)	5,150	5,665	-
Employee Benefits Contributions - Admin	20,146	18,814	1,332	24,415	45,022	26,208
Office Expenses	25,291	35,275	(9,984)	40,874	77,419	42,144
Legal	2,519	8,500	(5,981)	9,989	17,600	9,100
Travel	-	4,860	(4,860)	750	8,100	3,240
Other	6,999	11,426	(4,427)	21,290	30,704	19,278
Tenant Services - Other	-	-	-	4,006	-	-
Water	549	725	(176)	707	1,740	1,015
Electricity	5,285	6,200	(915)	5,196	14,400	8,200
Gas	291	930	(639)	1,033	2,815	1,885
Other Utilities Expense	299	200	99	204	500	300
Ordinary Maintenance and Operations - Materia	200	-	200	-	-	-
Ordinary Maintenance and Operations - Contrac	2,651	2,695	(44)	24,859	6,708	4,013
Protective Services - Other Contract Costs	878	490	388	313	665	175
Property Insurance	925	1,012	(87)	891	2,483	1,471
Liability Insurance	113	599	(486)	452	1,469	870
Workers Compensation	-	1,500	(1,500)	17	3,600	2,100
All Other Insurance	4,400	-	4,400	2,388	-	-
Other General Expenses	121,571	130,430	(8,859)	108,530	313,032	182,602
Compensated Absences	-	-	-	-	-	-
Interest Expense	576	576	-	1,155	970	394
Total Operating Expenses	\$ 263,804	\$ 289,771	\$ (25,966)	\$ 310,514	\$ 676,251	\$ 386,480
Net Income (Loss)	\$ 456,390	\$ 303,776	\$ 152,615	\$ 270,423	\$ 406,721	\$ 102,945

Lansing Housing Commission
Budget vs. Actual
Housing Choice Voucher
For the Period Ending November 30, 2020

	<u>YTD Amount</u>	<u>YTD Budget</u>	<u>YTD Variance</u>	<u>Prior YTD Actual</u>	<u>Annual Budget</u>	<u>Remaining Budget</u>
HUD PHA Operating Grants	\$ 5,190,216	\$ 5,192,935	\$ (2,719)	\$ 5,387,909	\$ 12,463,044	\$ 7,270,109
Other Revenue	43	-	43	154	-	-
Fraud Recovery and Other	5,348	5,075	273	11,086	12,180	7,105
Total Operating Revenue	<u>\$ 5,195,607</u>	<u>\$ 5,198,010</u>	<u>\$ (2,403)</u>	<u>\$ 5,399,149</u>	<u>\$ 12,475,224</u>	<u>\$ 7,277,214</u>
Administrative Salaries	\$ 156,707	\$ 138,965	\$ 17,742	\$ 128,665	\$ 330,281	\$ 191,316
Auditing Fees	-	28,325	(28,325)	25,750	28,325	-
Management Fees	83,395	81,131	2,264	83,494	194,714	113,583
Bookkeeping Fees	-	-	-	-	-	-
Employee Benefits Contributions - Admin	36,124	43,846	(7,721)	30,926	104,548	60,702
Office Expenses	82,044	79,461	2,583	80,443	146,630	67,169
Legal Expense	-	-	-	-	-	-
Travel	-	-	-	1,066	-	-
Other	-	27,200	(27,200)	200	60,200	33,000
Tenant Services - Other	-	-	-	-	-	-
Water	-	-	-	-	-	-
Electricity	-	-	-	-	-	-
Gas	-	-	-	-	-	-
Other Utilities Expense	515	200	315	241	400	200
Ordinary Maintenance and Operations - Materials	-	-	-	-	-	-
Ordinary Maintenance and Operations - Contract	26,281	1,690	24,591	19,979	4,056	-
Protective services - Other Contract Costs	269	200	69	209	200	-
Property Insurance	-	-	-	1,657	-	-
Liability Insurance	7,760	8,782	(1,022)	5,858	21,541	12,759
Workers Compensation	-	3,500	(3,500)	212	8,400	4,900
All Other Insurance	-	-	-	-	-	-
Other General Expenses	8,539	15,715	(7,176)	20,853	27,020	11,305
Compensated Absences	-	-	-	-	-	-
Housing Assistance Payments	4,738,956	4,787,280	(48,324)	4,776,831	11,489,472	6,702,192
Bad Debt - Tenant Rents	-	-	-	-	-	-
Interest Expense	-	-	-	-	-	-
Total Operating Expenses	<u>\$ 5,140,590</u>	<u>\$ 5,216,295</u>	<u>\$ (75,704)</u>	<u>\$ 5,176,384</u>	<u>\$ 12,415,787</u>	<u>\$ 7,199,493</u>
Net Income (Loss)	<u>\$ 55,017</u>	<u>\$ (18,285)</u>	<u>\$ 73,302</u>	<u>\$ 222,765</u>	<u>\$ 59,437</u>	<u>\$ 77,721</u>

**Lansing Housing Commission
1010 Mt. Vernon Park
Balance Sheet for November 2020**

	Period Amount	Balance
ASSETS		
1010-0000-111102 Cash-Security Deposits	-	33,296.60
1010-0000-111111 Chase Checking	(266,270.80)	406,828.79
1010-0000-112200 Accounts Receivable	5,146.50	32,287.30
1010-0000-112201 Allowance for Doubtful Accounts	-	(4,060.40)
1010-0000-112220 A/R Repayment Agreement	261.00	649.00
1010-0000-112500 Accounts Receivable HUD	(875.00)	-
1010-2010-112500 Accounts Receivable HUD	75.00	19,649.63
1010-0000-114500 Accrued Interest Receivable	-	128.21
1010-5005-115700 Intercompany	(58,719.40)	(143,825.72)
1010-0000-116201 Investments Savings	-	133,568.06
1010-0000-121100 Prepaid Insurance	(6,021.91)	56,498.53
1010-0000-140000 Land	-	245,012.00
1010-0000-144000 Construction in Progress	-	17,430.83
1010-3000-144000 Construction in Progress	-	127,799.85
1010-0000-146000 Dwelling Structures	-	12,740,148.01
1010-1010-146000 Dwelling Structures	-	501,502.00
1010-0000-146500 Dwelling Equipment - Ranges &	2,559.00	362,112.85
1010-1010-146500 Dwelling Equipment - Ranges &	-	27,589.00
1010-3000-146500 Dwelling Equipment - Ranges &	-	8,823.96
1010-0000-148100 Accumulated Depreciation-Build	-	(10,952,953.10)
1010-1010-148100 Accumulated Depreciation-Build	-	(192,812.00)
1010-1010-148300 Accumulated Depreciation-Equip	-	(10,606.00)
1010-0000-150300 Deferred Outflow - MERS	-	55,851.00
1010-0000-150301 Deferred Outflows-OPEB	-	19,155.00
TOTAL ASSETS	(323,845.61)	3,484,073.40
LIABILITIES		
1010-0000-200000 OPEB Liability	-	31,309.00
1010-0000-200300 Pension Liability	-	232,910.00
1010-0000-210000 Construction Costs Payable	-	-
1010-0000-211100 Accounts Payable	6,809.34	6,809.34
1010-0000-211343 Accounts Payable Misc	(875.00)	-
1010-0000-211400 Tenant Security Deposits	(517.00)	31,053.60
1010-0000-211999 Tenant Refunds	-	6,514.67
1010-0000-212000 Accrued Payroll	-	8,381.35
1010-0000-213400 Utility Accrual	-	18,932.37
1010-0000-213500 Accrued Comp Absences - Curr	-	1,373.98
1010-0000-213700 Payment in Lieu of Taxes	1,764.61	21,894.83
1010-0000-214000 Accrued Comp Absences - non curr	-	7,785.84
1010-0000-260600 Note Payable Non Curr - PNC	(319,420.46)	-
1010-0000-260601 Note Payable - Curr - PNC	(37,051.98)	-
1010-0000-210000 Deferred Inflow - MERS	-	7,979.00
1010-0000-270000 Deferred Inflows	-	61,492.00
TOTAL LIABILITIES	(349,290.49)	436,435.98
EQUITY		
1010-0000-280100 Invest C	-	2,433,904.00
1010-0000-280500 Unrestricted Net Assets	25,444.88	975,514.77
1010-0000-282000 Income and Expense Clearing	-	(2,279,437.85)
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	-	(54,628.80)
1010-2010-282000 Income and Expense Clearing	-	(75.00)
1010-3000-282000 Income and Expense Clearing	-	1,972,758.43
TOTAL EQUITY	25,444.88	3,047,637.42
TOTAL LIABILITIES & EQUITY	(323,845.61)	3,484,073.40

**Lansing Housing Commission
1020 Hildebrandt Park
Balance Sheet for November 2020**

	Period Amount	Balance
ASSETS		
1020-0000-111102 Cash-Security Deposits	-	38,207.00
1020-0000-111111 Chase Checking	(589,665.56)	108,967.98
1020-0000-112200 Accounts Receivable	9,269.75	34,840.79
1020-0000-112201 Allowance for Doubtful Accounts	3,600.00	(608.50)
1020-0000-112220 A/R Repayment Agreement	(99.00)	401.00
1020-0000-112500 Accounts Receivable HUD	(875.00)	-
1020-2010-112500 Accounts Receivable HUD	56.25	22,526.63
1020-0000-114500 Accrued Interest Receivable	-	128.21
1020-5005-115700 Intercompany	7,373.28	(85,348.08)
1020-0000-116201 Investments Savings	-	133,568.06
1020-0000-121100 Prepaid Insurance	(6,347.49)	59,836.90
1020-0000-140000 Land	-	440,132.00
1020-0000-144000 Construction in Progress	2,796.00	69,703.98
1020-3000-144000 Construction in Progress	25,036.00	211,130.56
1020-0000-146000 Dwelling Structures	-	14,809,206.91
1020-1020-146000 Dwelling Structures	-	640,279.00
1020-0000-146500 Dwelling Equipment - Ranges &	2,559.00	88,404.42
1020-1020-146500 Dwelling Equipment - Ranges &	-	242,488.00
1020-0000-148100 Accumulated Depreciation-Build	-	(11,912,574.25)
1020-1020-148100 Accumulated Depreciation-Build	-	(246,176.00)
1020-1020-148300 Accumulated Depreciation-Equip	-	(93,232.00)
1020-0000-150300 Deferred Outflow - MERS	-	46,771.00
1020-0000-150301 Deferred Outflows-OPEB	-	10,027.00
TOTAL ASSETS	(546,296.77)	4,618,680.61
LIABILITIES		
1020-0000-200000 OPEB Liability	-	16,389.00
1020-0000-200300 Pension Liability	-	195,048.00
1020-0000-210000 Construction Costs Payable	-	-
1020-0000-211100 Accounts Payable	4,108.90	4,108.90
1020-0000-211343 Accounts Payable Misc	(875.00)	-
1020-0000-211400 Tenant Security Deposits	-	38,291.00
1020-0000-211999 Tenant Refunds	(302.00)	9,875.53
1020-0000-212000 Accrued Payroll	-	9,024.74
1020-0000-213400 Utility Accrual	-	21,455.02
1020-0000-213500 Accrued Comp Absences - Curr	-	3,100.67
1020-0000-213700 Payment in Lieu of Taxes	1,464.89	25,586.56
1020-0000-214000 Accrued Comp Absences - non curr	-	17,570.47
1020-0000-260600 Note Payable Non Curr - PNC	(532,367.44)	-
1020-0000-260601 Note Payable - Curr - PNC	(61,753.30)	-
1020-0000-210000 Deferred Inflow - MERS	-	6,682.00
1020-0000-270000 Deferred Inflows	-	32,189.00
TOTAL LIABILITIES	(589,723.95)	379,320.89
EQUITY		
1020-0000-280100 Invest C	-	3,764,889.00
1020-0000-280500 Unrestricted Net Assets	43,427.18	129,899.82
1020-0000-282000 Income and Expense Clearing	-	(1,719,015.62)
1020-1020-282000 Income and Expense Clearing	-	(103,998.00)
1020-2010-282000 Income and Expense Clearing	-	(56.25)
1020-3000-282000 Income and Expense Clearing	-	2,167,640.77
TOTAL EQUITY	43,427.18	4,239,359.72
TOTAL LIABILITIES & EQUITY	(546,296.77)	4,618,680.61

**Lansing Housing Commission
1080 LaRoy Froh Townhomes
Balance Sheet for November 2020**

	Period Amount	Balance
ASSETS		
1080-0000-111102 Cash-Security Deposits	-	40,322.00
1080-0000-111111 Chase Checking	(334,715.34)	381,788.74
1080-0000-112200 Accounts Receivable	1,788.31	9,802.08
1080-0000-112201 Allowance for Doubtful Accounts	(229.99)	6,352.88
1080-0000-112220 A/R Repayment Agreement	(296.00)	62.55
1080-0000-112500 Accounts Receivable HUD	(875.00)	-
1080-2010-112500 Accounts Receivable HUD	56.25	21,384.75
1080-0000-112954 Accounts Receivables-Misc	-	-
1080-0000-114500 Accrued Interest Receivable	-	128.21
1080-5005-115700 Intercompany	(1,315.60)	(64,809.56)
1080-0000-116201 Investments Savings	-	133,568.05
1080-0000-121100 Prepaid Insurance	(6,769.34)	63,556.41
1080-0000-140000 Land	-	499,084.00
1080-0000-144000 Construction in Progress	2,796.00	111,737.04
1080-3000-144000 Construction in Progress	(2,796.00)	179,112.30
1080-0000-146000 Dwelling Structures	-	12,792,393.80
1080-1080-146000 Dwelling Structures	-	520,795.00
1080-0000-146500 Dwelling Equipment - Ranges &	2,559.00	51,291.24
1080-0000-148100 Accumulated Depreciation-Build	-	(10,248,718.71)
1080-1080-148100 Accumulated Depreciation-Build	-	(200,235.00)
1080-0000-150300 Deferred Outflow - MERS	-	60,470.00
1080-0000-150301 Deferred Outflows-OPEB	-	16,146.00
TOTAL ASSETS	(339,797.71)	4,374,231.78
LIABILITIES		
1080-0000-200000 OPEB Liability	-	26,390.00
1080-0000-200300 Pension Liability	-	252,179.00
1080-0000-210000 Construction Costs Payable	-	-
1080-0000-211100 Accounts Payable	286.08	286.08
1080-0000-211343 Accounts Payable Misc	(875.00)	-
1080-0000-211400 Tenant Security Deposits	(204.00)	40,575.00
1080-0000-211999 Tenant Refunds	-	6,814.75
1080-0000-212000 Accrued Payroll	-	7,179.25
1080-0000-213400 Utility Accrual	-	22,611.39
1080-0000-213500 Accrued Comp Absences - Curr	-	772.69
1080-0000-213700 Payment in Lieu of Taxes	696.77	12,293.38
1080-0000-214000 Accrued Comp Absences - non curr	-	4,378.57
1080-0000-260600 Note Payable Non Curr - PNC	(314,468.21)	-
1080-0000-260601 Note Payable - Curr - PNC	(36,477.53)	-
1080-0000-210000 Deferred Inflow - MERS	-	8,639.00
1080-0000-270000 Deferred Inflows	-	51,831.00
TOTAL LIABILITIES	(351,041.89)	433,950.11
EQUITY		
1080-0000-280100 Invest C	-	4,031,104.00
1080-0000-280500 Unrestricted Net Assets	11,244.18	275,665.55
1080-0000-282000 Income and Expense Clearing	-	(1,928,179.66)
1080-1080-282000 Income and Expense Clearing	-	(61,355.00)
1080-2010-282000 Income and Expense Clearing	-	(56.25)
1080-3000-282000 Income and Expense Clearing	-	1,623,103.03
TOTAL EQUITY	11,244.18	3,940,281.67
TOTAL LIABILITIES & EQUITY	(339,797.71)	4,374,231.78

Lansing Housing Commission
1090 South Washington Park
Balance Sheet for November 2020

	Period Amount	Balance
ASSETS		
1090-0000-111102 Cash-Security Deposits	-	23,084.00
1090-0000-111111 Chase Checking	(94,881.07)	488,103.12
1090-0000-112200 Accounts Receivable	11,067.00	35,957.01
1090-0000-112201 Allowance for Doubtful Accounts	(20.00)	(1,930.43)
1090-0000-112220 A/R Repayment Agreement	-	-
1090-0000-112500 Accounts Receivable HUD	(875.00)	-
1090-2010-112500 Accounts Receivable HUD	75.00	19,382.25
1090-0000-114500 Accrued Interest Receivable	-	128.21
1090-5005-115700 Intercompany	7,688.83	(71,956.03)
1090-0000-116201 Investments Savings	-	133,568.05
1090-0000-121100 Prepaid Insurance	(5,394.27)	51,138.16
1090-0000-140000 Land	-	180,543.00
1090-0000-144000 Construction in Progress	-	(6,500.00)
1090-3000-144000 Construction in Progress	488,959.50	1,283,526.95
1090-0000-146000 Dwelling Structures	-	9,765,294.25
1090-1090-146000 Dwelling Structures	-	118,722.00
1090-0000-146500 Dwelling Equipment - Ranges &	2,559.00	136,804.45
1090-0000-147000 Nondwellin Structures	-	58,981.26
1090-0000-148100 Accumulated Depreciation-Build	-	(7,702,207.44)
1090-1090-148100 Accumulated Depreciation-Build	-	(45,647.00)
1090-0000-150300 Deferred Outflow - MERS	-	55,736.00
1090-0000-150301 Deferred Outflows-OPEB	-	9,975.00
TOTAL ASSETS	409,178.99	4,532,702.81
LIABILITIES		
1090-0000-200000 OPEB Liability	-	16,304.00
1090-0000-200300 Pension Liability	-	232,434.00
1090-0000-210000 Construction Costs Payabe	-	-
1090-0000-211100 Accounts Payable	1,738.90	1,905.90
1090-0000-211343 Accounts Payable Misc	(875.00)	-
1090-0000-211400 Tenant Security Deposits	(160.00)	22,429.00
1090-0000-211999 Tenant Refunds	2.00	9,266.92
1090-0000-212000 Accrued Payroll	-	12,098.57
1090-0000-213400 Utility Accrual	-	47,123.47
1090-0000-213500 Accrued Comp Absences - Curr	-	2,860.96
1090-0000-213700 Payment in Lieu of Taxes	(1,039.67)	(10,301.20)
1090-0000-214000 Accrued Comp Absences - non curr	-	16,212.05
1090-0000-260600 Note Payable Non Curr - PNC	(71,807.70)	-
1090-0000-260601 Note Payable - Curr - PNC	(8,329.51)	-
1090-0000-210000 Deferred Inflow - MERS	-	7,962.00
1090-0000-270000 Deferred Inflows	-	32,021.00
TOTAL LIABILITIES	(80,470.98)	390,316.67
EQUITY		
1090-0000-280100 Invest C	-	3,083,846.00
1090-0000-280500 Unrestricted Net Assets	489,649.97	981,623.14
1090-0000-282000 Income and Expense Clearing	-	-1,699,985.60
1090-1090-282000 Income and Expense Clearing	-	-13,987.00
1090-2010-282000 Income and Expense Clearing	-	-75.00
1090-3000-282000 Income and Expense Clearing	-	1,790,964.60
TOTAL EQUITY	489,649.97	4,142,386.14
TOTAL LIABILITES & EQUITY	409,178.99	4,532,702.81

**Lansing Housing Commission
5005 Central Office Cost Center
Balance Sheet for November 2020**

	<u>Period Amount</u>	<u>Balance</u>
ASSETS		
5005-0000-111101 General Fund Checking	-	-
5005-0000-111105 LHC-Payroll Account	(97,856.19)	68,344.64
5005-0000-111111 Chase Checking	(14,793.32)	820,027.17
5005-0000-112500 Accounts Receivable HUD	30,828.00	748,764.24
5005-0000-112954 Accounts Receivables-Misc	(29,912.50)	(4,000.00)
5005-1010-115700 Intercompany	58,719.40	143,825.72
5005-1020-115700 Intercompany	(7,373.28)	85,348.08
5005-1080-115700 Intercompany	1,315.60	64,809.56
5005-1090-115700 Intercompany	(7,688.83)	71,956.03
5005-4001-115700 Intercompany	-	879,491.00
5005-8001-115700 Intercompany	22,781.48	108,448.10
5005-8002-115700 Intercompany	4,039.37	6,019.57
5005-8005-115700 Intercompany	(5,255.13)	(7,004.14)
5005-8010-115700 Intercompany	(33.41)	4,536.98
5005-8021-115700 Intercompany	-	-
5005-9101-115700 Intercompany	-	-
5005-0000-121100 Prepaid Insurance	(181.14)	2,959.58
5005-0000-121200 Prepaid - Other	-	10,896.00
5005-0000-140000 Land	-	190,000.00
5005-0000-144000 Construction in Progress	-	-
5005-0000-146000 Dwelling Structures	-	775,620.74
5005-0000-146500 Dwelling Equipment - Ranges &	5,854.75	335,281.25
5005-0000-148100 Accumulated Depreciation-Build	-	(1,050,121.93)
5005-0000-150102 Investment in OG	-	411,617.62
5005-0000-150300 Deferred Outflow - MERS	-	39,101.00
5005-0000-150301 Deferred Outflows-OPEB	-	9,452.00
TOTAL ASSETS	<u>(39,555.20)</u>	<u>3,715,373.21</u>
LIABILITIES		
5005-0000-200000 OPEB Liability	-	15,449.00
5005-0000-200300 Pension Liability	-	163,067.00
5005-0000-210000 Construction Costs Payable	-	-
5005-0000-211100 Accounts Payable	737.38	737.38
5005-0000-211343 Accounts Payable Misc	(29,912.50)	-
5005-0000-211703 Union Dues Payable	(212.50)	(892.50)
5005-0000-211704 Health Insurance W/H	-	-
5005-0000-212000 Accrued Payroll	-	6,703.04
5005-0000-213400 Utility Accrual	-	1,474.63
5005-0000-213500 Accrued Comp Absences - Curr	-	1,524.24
5005-0000-214000 Accrued Comp Absences - non curr	-	8,637.38
5005-0000-224000 Tenant Prepaid Rent	-	2,775.00
5005-0000-260700 Note Payable Non Curr - Davenport	(4,904.33)	(16,100.40)
5005-0000-260701 Note Payable - Curr - Davenport	-	59,030.02
5005-0000-210000 Deferred Inflow - MERS	-	5,586.00
5005-0000-270000 Deferred Inflows	-	30,342.00
TOTAL LIABILITIES	<u>(34,291.95)</u>	<u>278,332.79</u>
EQUITY		
5005-0000-280100 Invest C	-	262,455.00
5005-0000-280500 Unrestricted Net Assets	(5,263.25)	783,965.48
5005-0000-282000 Income and Expense Clearing	-	2,624,526.65
5005-3000-282000 Income and Expense Clearing	-	-233,906.71
TOTAL EQUITY	<u>(5,263.25)</u>	<u>3,437,040.42</u>
TOTAL LIABILITIES & EQUITY	<u>(39,555.20)</u>	<u>3,715,373.21</u>

**Lansing Housing Commission
Housing Choice Voucher
Balance Sheet for November 2020**

	Period Amount	Balance
ASSETS		
8001-0000-111111 Chase Checking	(18,150.33)	945,603.38
8001-2010-111111 Chase Checking	-	151,314.10
8002-0000-111111 Chase Checking	22,275.72	376,527.78
8002-0000-112200 Accounts Receivable	(72.13)	(228.33)
8002-0000-112954 Accounts Receivables-Misc	-	-
8001-5005-115700 Intercompany	(22,781.48)	(108,448.10)
8002-5005-115700 Intercompany	(4,039.37)	(6,019.57)
8001-0000-121100 Prepaid Insurance	(1,482.19)	13,336.44
8001-0000-146500 Dwelling Equipment - Ranges &	16,827.50	44,423.50
8001-0000-148100 Accumulated Depreciation-Build	-	(27,596.00)
8002-0000-148100 Accumulated Depreciation-Build	-	-
8001-0000-150300 Deferred Outflow - MERS	-	57,573.00
8001-0000-150301 Deferred Outflows-OPEB	-	27,406.00
TOTAL ASSETS	(7,422.28)	1,473,892.20
LIABILITIES		
8001-0000-200000 OPEB Liability	-	44,794.00
8001-0000-200300 Pension Liability	-	240,096.00
8001-0000-210000 Construction Costs Payabe	-	-
8001-0000-211100 Accounts Payable	619.47	619.47
8002-0000-211100 Accounts Payable	-	-
8002-8002-211100 Accounts Payable	-	-
8001-0000-211343 Accounts Payable Misc	-	-
8001-2010-211998 Deferred Income	(52,692.52)	323,681.74
8001-0000-212000 Accrued Payroll	-	16,924.22
8001-0000-213400 Utility Accrual	-	-
8001-0000-213500 Accrued Comp Absences - Curr	-	3,728.23
8001-0000-214000 Accrued Comp Absences - non curr	-	21,126.63
8001-0000-210000 Deferred Inflow - MERS	-	8,225.00
8001-0000-270000 Deferred Inflows	-	87,978.00
TOTAL LIABILITIES	(52,073.05)	747,173.29
EQUITY		
8001-0000-280500 Unrestricted Net Assets	-	(311,896.99)
8001-0000-282000 Income and Expense Clearing	26,486.55	671,504.94
8001-0003-282000 Income and Expense Clearing	-	(1,038.20)
8001-3000-282000 Income and Expense Clearing	-	(2,130.72)
8002-0000-280100 Invest C	-	3,047.00
8002-0000-280400 Restricted Net Assets	-	152,357.00
8002-0000-280500 Unrestricted Net Assets	18,164.22	418,879.77
8002-0000-282000 Income and Expense Clearing	-	57,031,957.83
8002-8002-282000 Income and Expense Clearing	-	(57,235,961.72)
TOTAL EQUITY	44,650.77	726,718.91
TOTAL LIABILITES & EQUITY	(7,422.28)	1,473,892.20



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December 21, 2020

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

November Housing Choice Voucher (HCV) Monthly Report

CONTACT PERSON:

Kim Shirey
HCV Supervisor

Family Self Sufficiency (FSS):

The FSS Coordinator conducted several orientations in the month of November via Zoom. Interested participants were sent paperwork to complete.

HCV Orientations:

LHC had zero (0) orientations during the month of November 2020 and zero (0) vouchers were issued.

Zero (0) VASH orientation was held for the month of November 2020, and two (2) vouchers were issued with the assistance of community partners.

Waiting List:

Staff has worked to process the responses for applicants 1-50. Once these are processed, the next steps will be determined based on the current COVID guidelines.

Department Initiatives:

In the HCV Program there are currently 1,721 vouchers housed in all its programs. Forty-seven participants are with the Shelter Plus Care Program (S+C), 72 are housed under the Permanent Supportive Housing Program (PSH), and 137 are housed under the HUD Veterans Affairs Supportive Housing (VASH) 1,465 are housed under the Housing Choice Voucher Program.





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Voucher Utilization

October Voucher Program Total Units	1,863
October Traditional HCV Utilization	1625
October % Utilized Units	87%

November Voucher Program Total Units	1,863
November Traditional HCV Utilization	1602
November % Utilized Units	86%

Voucher Disbursement

HUD October HAP Disbursement	\$956,685
LHC October HAP/UAP Disbursement	\$896,072
% Voucher Funding Utilization	93%

HUD November HAP Disbursement	\$956,682
LHC November HAP/UAP Disbursement	\$872,356
% Voucher Funding Utilization	91%
HUD Held Reserves as of October 2020	\$2,678,131

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 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 15 rent reasonable for the fiscal year 2020. 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.





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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 12 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 2021.

Adjusted Income

PIC Scoring	Internal Scoring
N/A	20

Indicator 4- Utility Allowance

The new Utility Allowances were approved and are effective 12/01/2020. 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 28. 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





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indicates there were zero (0) 24-hour deficiencies and twenty-five (25) 30-day deficiencies. All 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%. 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 October 31, 2020, the reporting rate is 94%. 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





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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 100%. 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 100%. 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 91%. In an effort to maximize the number of participants that are housed, the program's utilization rate will continue to be closely monitored without exceeding funding capacity. SEMAP certification requires LHC to report the status of efforts in providing Housing Choice Vouchers and leasing units based on funds awarded by HUD.

Program Utilization

PIC Scoring	Internal Scoring
N/A	20

Indicator 14-Family Self Sufficiency

As of this reporting period, the Family Self Sufficiency (FSS) Program has 37 mandatory slots, 19 slots/households or (51%) are enrolled. SEMAP certification requires the LHC to report the status of enrollment for the FSS program.





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

FSS Enrollment

PIC Scoring	Internal Scoring
N/A	5

Currently 54% of the FSS participants enrolled in the program have escrow accounts. The maximum allowable points are five of (10) points. LHC is currently doing an internal rating of five (5) points.

Participants w/ Escrows

PIC Scoring	Internal Scoring
N/A	5

*Please note all PIC data is of 11/30/2020





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December 21, 2020

HONORABLE MEMBERS IN SESSION

Lansing Housing Commission
419 Cherry St.
Lansing Michigan 48933

SUBJECT:

November 2020 Asset Management Monthly Report

CONTACT PERSON:

Doug Fleming
Executive Director
517-487-6550 Ext. 111

OVERVIEW:

Lansing Housing Commission ("LHC") communities had an overall occupancy rating of 93% (not including the modernization units) at the end of November. LHC Unit Months Leased (UML) was 777 (with units in MOD) or 93% occupancy rate. LHC maintained a 93% occupancy level, which does not meet the 96% recovery plan occupancy goal.

Mt. Vernon Park occupancy was 89% at the end of November. There were zero (0) households moved in, one (1) resident moved out, and one (1) unit transfers. The UML was 180 which equals 89%. At the end of November, Mt. Vernon had a total of 15 open work orders.

Hildebrandt Park occupancy was 99% at the end of November. There were zero (0) households moved in, one (1) resident moved out, and zero (0) unit transfers. The UML was 217 which equals 99%. At the end of November, Hildebrandt had a total of 73 open work orders.

LaRoy Froh occupancy was 96% at the end of November. There was zero (0) household moved in, one (1) resident moved out, one (1) unit transfers. The UML was 205 which equals 96%. At the end of November, LaRoy Froh had a total of 45 open work orders.





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South Washington Park occupancy was 89% at the end of November. There were zero (0) household moved in, one (1) resident moved out, and zero (0) unit transfer. The UML was 175 which equals 89%. At the end of November, South Washington had a total of 28 open work orders.

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
Mt Vernon	202	180	89%	0	1	1	0
Hildebrandt	220	217	99%	0	1	0	0
LaRoy Froh	213	205	96%	0	1	1	0
S. Washington	197	175	89%	0	1	0	0
Totals	832	777	93%	0	4	2	0

RENT COLLECTION:

Site	Rent Charged	Receivables	Total Uncollected	Collection Rate
Mt Vernon	\$ 27,418	\$ 32,722	\$ 0	119%
Hildebrandt	\$ 27,769	\$ 26,857.25	\$ 0	97%
LaRoy Froh	\$ 21,731	\$ 27,955.68	\$ 0	129%
S. Washington	\$ 26,341	\$ 17,107	\$ 9,234	65%
Totals	\$ 103,259	\$104,641.93	\$ 9,234	101%





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Mt. Vernon Vacant Unit Status:

Address	BR	Vacate Date	Total Days Vacant	Projected Ready Date	Unit turn Cost	Comments*Details needed for Vacancies over 20 days
3228 N Waverly	3	1-13-20	278	TBD	\$1,900	Ready for occupancy
3426 N Waverly	3	10-17-19	286	TBD	N/A	Vacant due to RAD
3844 Wilson	1	3-2-20	246	TBD	N/A	Ready for occupancy
3400 N Waverly	4	10-29-19	87	11-30-20	\$1,600	AbrahamPro completing rehab
3304 N Waverly	3	5-18-20	145	TBD	N/A	Vacant due to RAD
3336 N Waverly	4	2-10-20	264	TBD	N/A	Ready for occupancy
3356 N Waverly	4	1-6-20	201	TBD	N/A	Vacant due to RAD
3852 Wilson	1	3-16-20	241	TBD	N/A	Ready for occupancy
3822 Wilson	1	3-16-20	241	TBD	N/A	Ready for occupancy
3808 Wilson	1	3-23-20	248	TBD	N/A	Vacant due to RAD
3258 N Waverly	2	3-23-20	248	TBD	N/A	Vacant due to RAD
3326 N Waverly	2	4-13-20	222	TBD	N/A	Ready for occupancy
3260 N Waverly	2	4-21-20	222	TBD	N/A	Vacant due to RAD
3878 Wilson	1	8-3-20	187	TBD	N/A	Ready for occupancy
3858 Wilson	1	8-3-20	139	TBD	N/A	Ready for occupancy
3340 N Waverly	3	8-3-20	119	11-30-20	\$1,600	AbrahamPro completing rehab
3868 Wilson	1	6-4-20	119	TBD	N/A	Vacant due to RAD
3848 Wilson	1	7-1-20	112	TBD	N/A	Ready for occupancy
3850 Wilson	1	11-30-20	15	TBD	N/A	Vacant due to RAD
3508 N Waverly	4	9-16-20	75	TBD	N/A	Vacant due to RAD – Resident evicted due to poor housekeeping
4151 Glenburne	2	9-9-20	73	TBD	TBD	Resident transferred to Hildebrandt
506 N. Chestnut	2	10-21-20	53	12-16-20	\$1,900	AbrahamPro completing rehab





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Hildebrandt Park Vacant Unit Status:

Address	BR	Vacate Date	Total Days Vacate	Projected Ready Date	Unit turn Cost	Comments*Details needed for Vacancies over 20 days
103-1135 Leslie	3	10-7-20	41	11-20-20	\$1420	Completed, move in scheduled before EOY
103-1944 Hoyt	2	10-5-20	43	11-20-20	\$1750	Extensive dry wall repair, will be completed in house
103-1118 Leslie	3	11-2-20	16	12-28-20	\$1600	Being completed in house





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LaRoy Froh Vacant Unit Status:

Address	BR	Vacate Date	Total Days Vacate	Projected Ready Date	Unit turn Cost	Comments*Details needed for Vacancies over 20 days
111-6044 Haag	3	5-3-20	203			Completing rehab.
111-6065 Southbrook	2	12-20-19	335			Needs touch up work for painting and needs applicant.
111-2424 Reo Rd	3	2-5-20	289			Completing Rehab
111-6215 Grovenburg	3	3-2-20	271			Completing Rehab
11-2370 Reo Rd	1	4-1-20	270			Completing Rehab
111-6519 Somerset	3	10-22-20	69			
111-2212 Reo	3	10-22-20	69			
111-2440 Reo	3	11-19-20	41			





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South Washington Park Vacant Unit Status:

Address	Br	Vacate Date	Total Days Vacate	Projected Ready Date	Unit turn Cost	Comments*Details needed for Vacancies over 20 days
112-3200 S Washington 211	1	3-31-20	243			
112-3200 S Washington 226	1	3-10-20	264			
112-3200 S Washington 301	1	3-15-20	234			
112-3200 S Washington 320	1	6-1-20	181			
112-2716 Fireside	4	6-1-20	181			
112-3200 S Washington 402	1	4-30-20	213			
112-3200 S Washington 409	1	4-6-20	237			
112-3200 S Washington 115	1	8-5-20	116			
112-3200 S Washington 514	1	11-7-19	388			
112-3200 S Washington 515	1	1-30-20	304			
112-3200 S Washington 524	1	5-18-20	195			
112-3200 S Washington 310	1	9-30-20	60			
112-3200 S Washington 533	1	7-20-20	132			
112-3200 S Washington 509	1	8-13-20	108			
112-3200 S Washington 527	1	8-18-20	78			
112-3200 S Washington 333	1	8-21-20	100			
112-3200 S Washington 406	1	10-22-20	39			
112-3200 S Washington 519	1	10-22-20	39			
112-3200 S Washington 501	1	10-22-20	39			
112-3200 S Washington 434	1	10-22-20	39			
112-3200 S Washington 104	1	10-26-20	35			
112-3200 S Washington 100	1	11-6-20	24			

