



Detroit Housing Board of Commissioners

RE: DETROIT HOUSING COMMISSION REGULAR BOARD MEETING

The Regular Board Meeting of the Detroit Housing Commission is scheduled for Thursday, March 23, 2023, at 10:00 a.m. All Commissioners are required to attend in person. However, if you are unable to attend and participate without a reasonable accommodation because of a disability, upon notice and request, one may be provided to you. In light of the requirement to maintain social distancing to mitigate the spread of the Coronavirus, the public may attend and actively participate remotely in the meeting via ZOOM video conference.

Enclosed, please find background materials to support items, which will appear on the agenda.

Richard Hosey
President

Enclosure



DETROIT HOUSING COMMISSION
Regular Board Meeting
Thursday, March 23, 2023
10:00 A.M.

AGENDA

CALL MEETING TO ORDER

- I. Roll Call**
- II. Approval of Agenda**
- III. Approval of Minutes** – Board Meeting held on March 2, 2023 (rescheduled February meeting).
- IV. Public Comments on Agenda Action Items** – (Limited to 3 minutes for individuals and 5 minutes for group representatives)
- V. DHC Action Items:**
 1. Approval of the Detroit Housing Commission's FY 2023 Annual and 5 Year Capital Plan - **Resolution No. 3186**
 2. Approval to Execute a Contract with Decima LLC for Renovations of Eighteen (18) Units at Sheridan I & II DHC File No. H734 - **Resolution No. 3187**
 3. Approval to Execute a Contract with Vestco Management LLC for Renovations of Fifteen (15) Units at State Fair Apartments DHC File No. H736 – **Resolution No. 3188**
- VI. DHC Informational Item** – None

DHC Departmental Monthly Reports

- 1) Executive Office
- 2) Finance

- 3) Rental Assistance
- 4) Real Estate Management
- 5) Capital Improvements
- 6) Real Estate Development
- 7) Office of General Counsel
- 8) Human Resources
- 9) Information Technology
- 10) Procurement
- 11) Resident Services

VII. General Public Comments (3 Minutes for individuals & 5 Minutes for representation from a group)

VIII. Commissioners Comments

IX. Staff Comments

X. Adjournment



Meeting No. 621

A Rescheduled Board Meeting (No. 621) of the Detroit Housing Commission was held on Thursday, **March 2, 2023**, at 10:00 a.m. The meeting was conducted in person, but members of the public also were invited to attend as well as by via a Zoom Video Conference considering the requirement to maintain social distancing to mitigate the spread of the Coronavirus and the lack of sufficient space to comply with those requirements.

Guests Present via Zoom:

Zachary Rowe, Friends of Parkside
Gregg Schultz, Keller Thoma

DHC Staff Present:

Sandra B. Henriquez, Irene Tucker, Gwendolyn de Jongh, Fatima Garland, Denise Jones, Felicia Burris, Matthew Lents, Luke Joseph, Angela Williams, David Bruhoff, Shariq Sajjad, Dorice Liggons-Blackshear, and Tamela Jackson

At this meeting, the following business was conducted:

I. Call to Order

The meeting was called to order at 10:21 a.m.

II. Board of Commissioners Roll Call

Achsah Williams – Present

Keona Cowan – Present

Richard Hosey – Present

Aaron Seybert – Absent

Penny Bailer – Absent

Board Secretary Sandra B. Henriquez declared a quorum was present.

I. BIENNIAL MEETING

A. Nomination of President of the Board of Commissioners for a 2-Year Term

Commissioner Williams nominated Richard Hosey for President of the Board of Commissioners. There were no other nominations.

B. Voting for President of the Board of Commissioners for a 2-Year Term

Richard Hosey was unanimously approved as Board President.

C. Nomination of Vice President of the Board of Commissioners for a 2-Year Term

Commissioner Williams nominated Keona Cowan for Vice-President of the Board of Commissioners. There were no other nominations.

D. Voting for Vice President of the Board of Commissioners for a 2-Year Term

Keona Cowan was unanimously approved as Board Vice President.

The Board did not go into recess.

II. Approval of Agenda

Commissioner Williams moved for approval of the agenda.
Vice President Cowan seconded the motion.

Comments: *None*

The agenda was unanimously approved as submitted.

III. Approval of Minutes – Regular Board Minutes for January 26, 2023.

Commissioner Williams moved for approval of the minutes.
Vice President Cowan seconded the motion.

Comments: *Ms. Henriquez made a correction in the minutes to the motion to approve resolution 3179, not table.*

The Minutes were unanimously approved as submitted.

IV. Closed Session – Discuss strategy connected with the negotiation of collective bargaining agreements (No Action Item).

Vice President Cowan moved for the board to go into closed session pursuant to Section 8(c) and Section 8(d) of the Michigan Open Meetings Act.

Commissioner Williams seconded the motion.

All members voted in favor of going into closed session with at least a 2/3 vote, the board went into closed session at 10:28 am

Vice President Cowan moved that the board return from closed session.
Commissioner Williams seconded the motion.

The motion was unanimously approved.

The board returned from Closed Session at 11:18 am

V. Public Comments on Agenda Action Items (3 Minutes for individuals & 5 Minutes for representation from a group or organization): None

VI. DHC Action Items:

NOTE: All votes were taken by roll call votes.

1. Amendment of Personnel Policy No. 5.02 as Amended Related to Vacation Time - **Resolution No. 3180**

David Brukoff presented this resolution to the Board.

Vice President Cowan moved for approval of this resolution.
Commissioner Williams seconded the motion.

Comments: *Vice President Cowan and Commissioner Williams asked for clarification on the number of accrued vacation days for new employees.*

This resolution was unanimously approved as submitted.

2. Authorization to Submit a Disposition Application for Two (2) Vacant Lots (18424 Washburn and 9117 Appoline) - **Resolution No. 3181**

Fatima Garland presented this resolution to the Board.

Vice President Cowan moved for approval of this resolution.
Commissioner Williams seconded the motion.

Comments: *Vice President Cowan asked how DHC gained ownership over the vacant lots. Ms. Garland explained that these were vacant properties before they were torn down by the city. Vice President Cowan asked if there were other vacant lots in DHC's portfolio. Ms. Garland said, 'yes,' DHC is currently in discussions with the Land Bank for transfer of the properties.*

This resolution was unanimously approved as submitted.

3. Approval of Tenant Accounts Receivable Write-Off – **Resolution No.**

3182

Luke Joseph presented this resolution to the Board.

Vice President Cowan moved to table this resolution.

Commissioner Williams seconded the motion.

Comments: *The Board expressed concerns about the write-offs. Ms. Henriquez explained that there is a team currently working on delinquent recertification and the expectation is that there should be a turnaround in by September 2023.*

This resolution was unanimously approved as submitted.

4. Approval to Executive Change Order No. 2 for Time Only to Contract 3059 with Visions Consultants, LLC for Four (4) Scattered Site Unit Renovations – **Resolution No. 3183**

Matthew Lents presented this resolution to the Board.

Vice President Cowan moved to table this resolution.

Commissioner Williams seconded the motion.

Comments: *President Hosey requested additional information (breakdown) going forward. Vice President Cowan asked if we were sure the contractor would not be asking for more money. Mr. Lents said 'yes,' and explained that the cost was covered in change order one. Vice President Cowan asked if there are tenants lined up for these units once they are ready. Mr. Lents said, 'yes,' the manager is aware and will be notified once the work is nearing completion. Vice President Cowan asked if there are reserves set aside considering the unit and family size. Mr. Lents explained that the Scattered Sites units all feature the same standard appliances, such as ranges and refrigerators.*

This resolution was unanimously approved as submitted.

5. Approval to Enter into a Contract with Superior Contracting Group, LLC for EIFS Restoration at Riverbend Towers, DHC File No. H731 – **Resolution No. 3184**

Matthew Lents presented this resolution to the Board.

Vice President Cowan moved to table this resolution.

Commissioner Williams seconded the motion.

Comments: *President Hosey requested additional information going forward based on the actual work being completed. Vice President Cowan inquired about window replacement in the units. Mr. Lents explained the scope of work in the contract for each unit.*

This resolution was unanimously approved as submitted.

6. Approval to Enter into a Contract with Great Lakes Custom Builder for Electrical Panel Replacement at Sheridan Place II, DHC File No. H735 – **Resolution No. 3185**

Matthew Lents presented this resolution to the Board.

Vice President Cowan moved to table this resolution.

Commissioner Williams seconded the motion.

Comments: *Vice President Cowan inquired about the last renovation for Sheridan II. Mr. Lents explained that work has been done at the site a couple times a year. The windows were recently replaced, and other work was completed at the site. The Board had some concern about the calculations in the spreadsheet. Mr. Lents will resubmit a corrected copy to the board for this resolution.*

This resolution was unanimously approved as submitted.

VII. DHC Information Items: None

DHC Departmental Monthly Reports

- 1) Finance

Comments: *Mr. Joseph shared with the Board that the \$3 million was received from HUD for reserves, on the voucher side.*

- 2) Rental Assistance
- 3) Real Estate Management
- 4) Capital Assets and Construction

Comments: *Mr. Lents informed the Board that DHC has reached CFP-19 and will receive \$12,359,097 for CFP-23. Vice President Cowan inquired about the floors that were impacted at the Sheridan Apts. Mr. Lents informed the Board that none of the residents had to be relocated.*

- 5) Real Estate Development
- 6) General Counsel
- 7) Human Resources
- 8) Information Technology
- 9) Procurement
- 10) Resident Services

VIII. General Public Comments:

Zachary Rowe, Friends of Parkside (FOP) shared the following updates:

- *FOP continues to publish its bi-weekly newsletter the 'Community Connector.'*
- *Provide food, household items, and other assistance to residents.*
- *Continued the bi-weekly bingo games, provided weekly computer classes and partnered with Gleaners Food Bank to provide supplemental food for the seniors.*
- *Partnered with Accounting Aid Society to provide tax preparation assistance for the residents, and after school training for the children.*
- *Continue to partnership with UofM on several projects; the Parkside Energy Burden Project and the Community Tech Worker and Video Voice.*

IV. Commissioner Comments: None

IX. DHC Staff Comments: None

X. Adjournment

Commissioner Williams moved for adjournment.
Vice President Cowan seconded the motion.

The meeting was adjourned at 12:45 p.m.

Approved: _____
Presiding Officer

Board Secretary or Designee

March 23, 2023



Executive Office
1301 East Jefferson Avenue
Detroit, Michigan 48207
313.877.8608
313.877.8769 Fax

March 23, 2023

**Detroit Housing Commission
Detroit, Michigan 48207**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

DETROIT HOUSING COMMISSION'S FY2023 ANNUAL PHA AND 5 YEAR CAPITAL PLAN- RESOLUTION NO. 3186

RECOMMENDATIONS

Staff recommends adoption of Resolution No. 3186, which authorizes Sandra B. Henriquez, Chief Executive Officer, or her designee, to submit the Detroit Housing Commission's ("DHC") Fiscal Year (FY) 2023 Annual Plan and Capital Plan ("Plan") to the United States Department of Housing & Urban Development ("HUD").

CONTACT PERSON

Denise Jones
Director of Resident Services
(313) 877-8114

SUMMARY

DHC's FY2023 Annual PHA and 5 Year Capital Plan describes any proposed changes to the Low-Income Public Housing Program (LIPH) and the Rental Assistance Housing Choice Voucher Program, a five-year Capital Improvement Plan and Administrative Plan changes. The specific proposed changes are being presented for your consideration because they include changes which fall within DHC's definition of standard deviation and were presented during the public hearing held on March 22, 2023.

BACKGROUND

Pursuant to 24 CFR 903.7, HUD requires PHAs to submit a PHA Plan which consists of a 5-Year Plan every five years, an Annual Plan, and a Capital 5-year Plan. FY23 PHA Plan represents FY2023 PHA Annual Plan and a Capital 5-year Plan. In November of 2022, DHC staff began developing the FY2023 PHA Annual Plan and Capital Plan and, in January 2023, DHC continued the planning process with input from the Resident



Advisory Board ("RAB"). The DHC RAB meeting was held on January 30, 2023. During the RAB meeting, staff made formal presentations to the RAB in the areas of Real Estate Management, Capital, Rental Assistance, Real Estate Development, and Resident Services. Proposed changes to the current LIPH Program and Administrative Plan with an effective date of July 1, 2023, were discussed.

The Capital Fund budgets were developed with input from all DHC departments and took into account the physical needs assessment of each property and the need to comply with 24 CFR 990, the Public Housing Operating Fund Program rule. The Plan is supported by the RAB and on or about February 3, 2023, DHC released the draft Plan for a 45-day comment period. The comment period ended at 5:00 pm on March 21, 2023.

A public hearing was scheduled and conducted remotely via Zoom videoconference from 10:00 a.m. to 11:00 a.m. on March 22, 2023, to hear any input on the Plan from the public.

FINANCIAL CONSIDERATIONS

None.

POLICY CONSIDERATIONS

The Plan was developed in accordance with 24 CFR 903.7 and adoption of the Plan is within the Board's purview to establish policy.

Respectfully Submitted by:


Sandra B. Henriquez, Secretary to the Board
Detroit Housing Commission

RESOLUTION NO. 3186

ADOPTED BY THE DETROIT HOUSING COMMISSION

March 23, 2023

BE IT RESOLVED BY THE DETROIT HOUSING COMMISSION

After reviewing the proposed FY2023 Annual Plan and Capital 5-Year Plan, and with due consideration of the comments from and approval from the RAB members, Sandra B. Henriquez, as Chief Executive Officer , or her designee, is authorized to submit the Detroit Housing Commission's proposed FY2023 Annual Plan and Capital 5-Year Plan to the U.S. Department of Housing and Urban Development.

Richard Hosey, PRESIDENT

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 3186

DATE ADOPTED: _____



Executive Office
1301 East Jefferson Avenue
Detroit, Michigan 48207
313.877.8608
313.877.8769 Fax

March 23, 2023

**Detroit Housing Commission
Detroit, Michigan 48207**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**APPROVAL TO EXECUTE A CONTRACT WITH DECIMA LLC FOR
RENOVATIONS OF EIGHTEEN (18) UNITS AT SHERIDAN I & II DHC FILE NO.
H734 – RESOLUTION NO. 3187**

RECOMMENDATIONS:

Staff recommends the adoption of Resolution No. 3187, which authorizes Sandra B. Henriquez, Chief Executive Officer, or her designee, to enter into a contract with Decima LLC to complete renovations at eighteen (18) units at Sheridan I & II.

CONTACT PERSON:

Matthew Lents
Capital Asset Manager
(313) 877-8612

SUMMARY:

Approval of this contract will enable the Detroit Housing Commission (DHC) to complete renovations at eighteen (18) units at Sheridan I & II with extensive exterior and interior damage to renovate INSPIRE violations.

BACKGROUND:

The Detroit Housing Commission identified the need to renovate eighteen (18) vacant units at Sheridan I & II due to extensive damage. The work had been identified through the INSPIRE unit inspection process.

Capital Improvement Program (CIP) staff met with Real Estate Management (REM) staff to determine the required renovations in all eighteen (18) units at Sheridan I & II to ensure all INSPIRE violations are remedied. The Sheridan unit renovations were estimated to cost \$392,683.00 and can feasibly be completed in 365 calendar days.

The work was requested to be bid and awarded to a contractor to be completed through a renovation contract funded by CFP19.

DHC advertised an Invitation for Bids on December 29, 2022 online in the Michigan Inter-governmental Trade Network (MITN). Thirty-three (33) Contractors downloaded the bid package. A Pre-Bid Conference was held on January 10, 2023 at which time contractors were escorted to view the conditions at all eighteen (18) units at Sheridan I & II. The bids for this project, DHC File No. H734, were due on January 18, 2023. One (1) bidder responded to the Invitation to Bid. Decima LLC submitted a bid in the amount of \$429,630.00 for the renovations. DHC staff has determined Decima LLC to be the lowest responsible bidder. DHC recommends awarding a contract for the work included in DHC File #H734 to Decima LLC. The contract completion time for this contract will be 365 calendar days. This contract will be funded by CFP 19.

FINANCIAL CONSIDERATIONS:

Contractor Name:	Decima LLC
Base Contract	\$429,630.00
Construction Completion Duration	365 Calendar Days

This Contract will be funded by the Capital Fund Program, i.e., CFP 19

POLICY CONSIDERATIONS:

The recommended action is in compliance with applicable HUD procurement regulations and DHC Procurement Policy.

Respectfully Submitted by: 
Sandra Henriquez, Secretary to the Board
Detroit Housing Commission

RESOLUTION NO. 3187

ADOPTED BY THE DETROIT HOUSING COMMISSION

March 23, 2023

BE IT RESOLVED BY THE DETROIT HOUSING COMMISSION:

Sandra B. Henriquez, as Chief Executive Officer, or her designee, is authorized to enter into a contract with Decima LLC to complete renovations at eighteen (18) units at Sheridan I & II in the amount of \$429,630.00. The contract will be completed within 365 calendar days of issuance of the Notice to Proceed. The Contract will be funded by CFP 19.

Richard Hosey, CHAIR

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 3187

DATE ADOPTED: _____



Executive Office
1301 East Jefferson Avenue
Detroit, Michigan 48207
313.877.8608
313.877.8769 Fax

March 23, 2023

**Detroit Housing Commission
Detroit, Michigan 48207**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**APPROVAL TO EXECUTE A CONTRACT WITH VESTCO MANAGEMENT LLC
FOR RENOVATIONS OF FIFTEEN (15) UNITS AT STATE FAIR APARTMENTS
DHC FILE NO. H736 – RESOLUTION NO. 3188**

RECOMMENDATIONS:

Staff recommends the adoption of Resolution No. 3188, which authorizes Sandra B. Henriquez, Chief Executive Officer, or her designee, to enter into a contract with Vestco Management to complete renovations at fifteen (15) units at State Fair Apartments.

CONTACT PERSON:

Matthew Lents
Capital Asset Manager
(313) 877-8612

SUMMARY:

Approval of this contract will enable the Detroit Housing Commission (DHC) to complete renovations of fifteen (15) units at State Fair Apartments with extensive interior water damage.

BACKGROUND:

The Detroit Housing Commission identified the need to renovate fifteen (15) vacant units at State Fair Apartments due to extensive water damage. DHC filed an insurance claim that identified all damaged areas including units.

The work had been identified through Insurance Claim #A8HZ4.

Capital Improvement Program (CIP) staff met with Real Estate Management (REM) staff to determine the required renovations in all fifteen (15) vacant units at State Fair

Apartments with extensive water damage to ensure all insurance work is remedied. The State Fair unit renovations were estimated to cost \$172,083.00. and can feasibly be completed in 90 calendar days. This work was requested to be bid and awarded to a contractor to be completed through a contract funded by insurance claim #A8HZ4 and CFP 19.

DHC advertised an Invitation for Bids on November 17, 2022 online in the Michigan Inter-governmental Trade Network (MITN). A Pre-Bid Conference was held on November 22, 2023, at which time contractors were escorted to view the conditions at all fifteen (15) Renovation Units. The bids for this project, DHC File No. H736, were due on December 2, 2022. Four (4) bidders responded to the Invitation to Bid. Vestco Management LLC submitted a bid in the amount of \$304,000.00 for the renovations. DHC staff has determined Vestco Management LLC to be the lowest responsible bidder. DHC recommends awarding a contract for the work included in DHC File #H736 to Vestco Management LLC. The contract completion time for this contract will be 90 calendar days. This contract will be funded by insurance claim #A8HZ4 and CFP 19.

FINANCIAL CONSIDERATIONS:

Contractor Name:	Vestco Management LLC
Base Contract	\$304,000.00
Construction Completion Duration	90 Calendar Days

This Contract will be funded by Insurance Claim #A8HZ4 and the Capital Fund Program, i.e., CFP 19

POLICY CONSIDERATIONS:

The recommended action is in compliance with applicable HUD procurement regulations and DHC Procurement Policy.

Respectfully Submitted by: 
Sandra B. Henriquez, Secretary to the Board
Detroit Housing Commission

RESOLUTION NO. 3188

ADOPTED BY THE DETROIT HOUSING COMMISSION

March 23, 2023

BE IT RESOLVED BY THE DETROIT HOUSING COMMISSION:

Sandra B. Henriquez, as Chief Executive Officer, or her designee, is authorized to enter into a contract with Vestco Management LLC to complete the fifteen (15) vacant unit renovations at State Fair Apartments in the amount of \$304,000.00. The contract will be completed within 90 calendar days of issuance of the Notice to Proceed. The Contract will be funded by insurance claim #A8HZ4 and CFP 19.

Richard Hosey, CHAIR

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 3188

DATE ADOPTED _____



Chenard & Osborn, Inc.

971 Spaulding Ave SE, Suite B
Grand Rapids, MI 49301
PH: (616) 956-9345
FX: (616) 956-1106
newclaims@c-and-o.com

Insured: Detroit Housing Commision
Property: 1231 W. State Fair
Detroit, MI 48207

Claim Rep.: Scott Whaley
Business: 2432 Camelot Ct
Grand Rapids, MI 49546

Business: (616) 956-9345
E-mail: swhaley@c-and-o.com

Estimator: Scott Whaley
Business: 2432 Camelot Ct
Grand Rapids, MI 49546

Business: (616) 956-9345
E-mail: swhaley@c-and-o.com

Claim Number:**Policy Number:****Type of Loss:**

Date of Loss:
Date Inspected:

Date Received:
Date Entered: 5/31/2022 2:19 PM

Price List: MIDE8X_MAY22
Restoration/Service/Remodel
Estimate: DHC#715_AND_DOWN

This estimate has been based upon a physical inspection of the property. Should any further or hidden damage be found, you must call for a reinspection or approval prior to continuing. All estimates are subject to review and final approval by the insurance carrier. This is not an authorization to repair or guarantee of payment. Authorization for repair must come from the owner or approved representative. The insurance company and/or Chenard & Osborn, Inc. assume no responsibility for any repair performance.

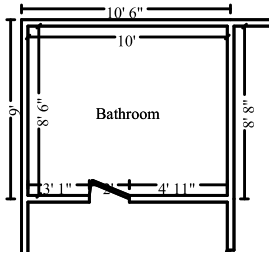


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DHC#715_AND_DOWN

7th Floor



Bathroom

Height: 8'

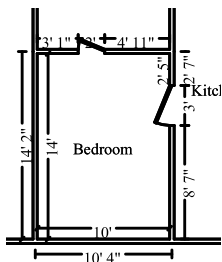
296.00 SF Walls	85.00 SF Ceiling
381.00 SF Walls & Ceiling	85.00 SF Floor
9.44 SY Flooring	37.00 LF Floor Perimeter
37.00 LF Ceil. Perimeter	

DESCRIPTION

QTY

1. R&R 1/2" - drywall per LF - up to 4' tall	37.00 LF
3. Paint the walls and ceiling - two coats	381.00 SF
5. R&R Cove base molding - rubber or vinyl, 4" high	37.00 LF
7. Clean toilet	1.00 EA
9. Toilet - Detach & reset	1.00 EA
11. Sink - single - Detach & reset	1.00 EA
12. Clean floor	85.00 SF

NOTES:



Bedroom

Height: 8'

384.00 SF Walls	140.00 SF Ceiling
524.00 SF Walls & Ceiling	140.00 SF Floor
15.56 SY Flooring	48.00 LF Floor Perimeter
48.00 LF Ceil. Perimeter	

DESCRIPTION

QTY

95. R&R 1/2" - drywall per LF - up to 4' tall	48.00 LF
96. Paint the walls and ceiling - two coats	524.00 SF



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 newclaims@c-and-o.com

CONTINUED - Bedroom

DESCRIPTION	QTY
97. R&R Cove base molding - rubber or vinyl, 4" high	48.00 LF
98. Clean floor	140.00 SF

NOTES:



Kitchen/Living

Height: 8'

525.33 SF Walls	228.33 SF Ceiling
753.67 SF Walls & Ceiling	228.33 SF Floor
25.37 SY Flooring	65.67 LF Floor Perimeter
65.67 LF Ceil. Perimeter	

DESCRIPTION	QTY
99. R&R 1/2" - drywall per LF - up to 4' tall	65.67 LF
100. Paint the walls and ceiling - two coats	753.67 SF
101. R&R Cove base molding - rubber or vinyl, 4" high	65.67 LF
102. Clean floor	228.33 SF
213. R&R Cabinetry - lower (base) units	8.00 LF
216. R&R Countertop - flat laid plastic laminate	8.00 LF
218. Range - gas - Remove & reset	1.00 EA
219. Refrigerator - Remove & reset	1.00 EA
221. Sink - single - Detach & reset	1.00 EA

NOTES:

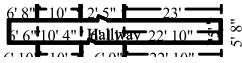


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 newclaims@c-and-o.com

Hallway

Height: 8'



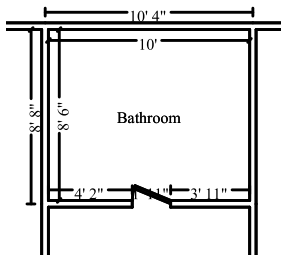
880.00 SF Walls	250.00 SF Ceiling
1130.00 SF Walls & Ceiling	250.00 SF Floor
27.78 SY Flooring	110.00 LF Floor Perimeter
110.00 LF Ceil. Perimeter	

DESCRIPTION

QTY

91. R&R 1/2" - drywall per LF - up to 4' tall	110.00 LF
92. Paint the walls and ceiling - two coats	1130.00 SF
93. R&R Cove base molding - rubber or vinyl, 4" high	110.00 LF
94. Clean floor	250.00 SF

NOTES:



Bathroom

Height: 8'

296.00 SF Walls	85.00 SF Ceiling
381.00 SF Walls & Ceiling	85.00 SF Floor
9.44 SY Flooring	37.00 LF Floor Perimeter
37.00 LF Ceil. Perimeter	

DESCRIPTION

QTY

14. R&R 1/2" - drywall per LF - up to 4' tall	37.00 LF
15. Paint the walls and ceiling - two coats	381.00 SF
16. R&R Cove base molding - rubber or vinyl, 4" high	37.00 LF
17. Clean toilet	1.00 EA
18. Toilet - Detach & reset	1.00 EA
19. Sink - single - Detach & reset	1.00 EA
20. Clean floor	85.00 SF



Chenard & Osborn, Inc.

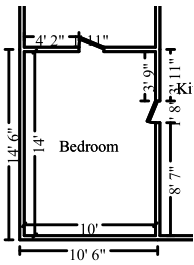
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 FX: (616) 956-1106
 newclaims@c-and-o.com

CONTINUED - Bathroom

DESCRIPTION

QTY

NOTES:



Bedroom

Height: 8'

384.00 SF Walls	140.00 SF Ceiling
524.00 SF Walls & Ceiling	140.00 SF Floor
15.56 SY Flooring	48.00 LF Floor Perimeter
48.00 LF Ceil. Perimeter	

DESCRIPTION

QTY

103. R&R 1/2" - drywall per LF - up to 4' tall	48.00 LF
104. Paint the walls and ceiling - two coats	524.00 SF
105. R&R Cove base molding - rubber or vinyl, 4" high	48.00 LF
106. Clean floor	140.00 SF

NOTES:



Chenard & Osborn, Inc.

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Kitchen/Living

Height: 8'

525.33 SF Walls	228.33 SF Ceiling
753.67 SF Walls & Ceiling	228.33 SF Floor
25.37 SY Flooring	65.67 LF Floor Perimeter
65.67 LF Ceil. Perimeter	

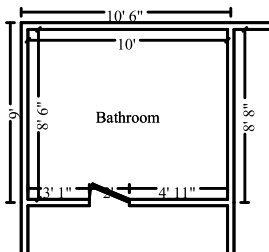
DESCRIPTION

QTY

107. R&R 1/2" - drywall per LF - up to 4' tall	65.67 LF
108. Paint the walls and ceiling - two coats	753.67 SF
109. R&R Cove base molding - rubber or vinyl, 4" high	65.67 LF
110. Clean floor	228.33 SF
222. R&R Cabinetry - lower (base) units	8.00 LF
223. R&R Countertop - flat laid plastic laminate	8.00 LF
224. Range - gas - Remove & reset	1.00 EA
225. Refrigerator - Remove & reset	1.00 EA
226. Sink - single - Detach & reset	1.00 EA

NOTES:

6th



Bathroom

Height: 8'

296.00 SF Walls	85.00 SF Ceiling
381.00 SF Walls & Ceiling	85.00 SF Floor
9.44 SY Flooring	37.00 LF Floor Perimeter
37.00 LF Ceil. Perimeter	

DESCRIPTION

QTY

21. R&R 1/2" - drywall per LF - up to 4' tall	37.00 LF
22. Paint the walls and ceiling - two coats	381.00 SF
23. R&R Cove base molding - rubber or vinyl, 4" high	37.00 LF



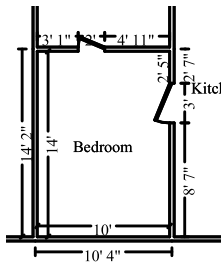
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CONTINUED - Bathroom

DESCRIPTION	QTY
24. Clean toilet	1.00 EA
25. Toilet - Detach & reset	1.00 EA
26. Sink - single - Detach & reset	1.00 EA
27. Clean floor	85.00 SF

NOTES:



Bedroom	Height: 8'
384.00 SF Walls	140.00 SF Ceiling
524.00 SF Walls & Ceiling	140.00 SF Floor
15.56 SY Flooring	48.00 LF Floor Perimeter
48.00 LF Ceil. Perimeter	

DESCRIPTION	QTY
111. R&R 1/2" - drywall per LF - up to 4' tall	48.00 LF
112. Paint the walls and ceiling - two coats	524.00 SF
113. R&R Cove base molding - rubber or vinyl, 4" high	48.00 LF
114. Clean floor	140.00 SF

NOTES:



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Kitchen/Living

Height: 8'

525.33 SF Walls	228.33 SF Ceiling
753.67 SF Walls & Ceiling	228.33 SF Floor
25.37 SY Flooring	65.67 LF Floor Perimeter
65.67 LF Ceil. Perimeter	

DESCRIPTION

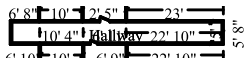
QTY

115. R&R 1/2" - drywall per LF - up to 4' tall	65.67 LF
116. Paint the walls and ceiling - two coats	753.67 SF
117. R&R Cove base molding - rubber or vinyl, 4" high	65.67 LF
118. Clean floor	228.33 SF
227. R&R Cabinetry - lower (base) units	8.00 LF
228. R&R Countertop - flat laid plastic laminate	8.00 LF
229. Range - gas - Remove & reset	1.00 EA
230. Refrigerator - Remove & reset	1.00 EA
231. Sink - single - Detach & reset	1.00 EA

NOTES:

Hallway

Height: 8'



880.00 SF Walls	250.00 SF Ceiling
1130.00 SF Walls & Ceiling	250.00 SF Floor
27.78 SY Flooring	110.00 LF Floor Perimeter
110.00 LF Ceil. Perimeter	

DESCRIPTION

QTY

119. R&R 1/2" - drywall per LF - up to 4' tall	110.00 LF
120. Paint the walls and ceiling - two coats	1130.00 SF
121. R&R Cove base molding - rubber or vinyl, 4" high	110.00 LF
122. Clean floor	250.00 SF



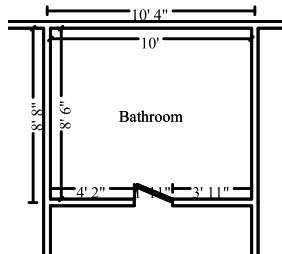
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CONTINUED - Hallway

DESCRIPTION	QTY
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NOTES:



Bathroom

Height: 8'

296.00 SF Walls	85.00 SF Ceiling
381.00 SF Walls & Ceiling	85.00 SF Floor
9.44 SY Flooring	37.00 LF Floor Perimeter
37.00 LF Ceil. Perimeter	

DESCRIPTION	QTY
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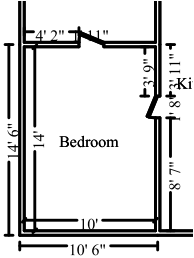
28. R&R 1/2" - drywall per LF - up to 4' tall	37.00 LF
29. Paint the walls and ceiling - two coats	381.00 SF
30. R&R Cove base molding - rubber or vinyl, 4" high	37.00 LF
31. Clean toilet	1.00 EA
32. Toilet - Detach & reset	1.00 EA
33. Sink - single - Detach & reset	1.00 EA
34. Clean floor	85.00 SF

NOTES:



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Bedroom

Height: 8'

384.00 SF Walls	140.00 SF Ceiling
524.00 SF Walls & Ceiling	140.00 SF Floor
15.56 SY Flooring	48.00 LF Floor Perimeter
48.00 LF Ceil. Perimeter	

DESCRIPTION

QTY

123. R&R 1/2" - drywall per LF - up to 4' tall	48.00 LF
124. Paint the walls and ceiling - two coats	524.00 SF
125. R&R Cove base molding - rubber or vinyl, 4" high	48.00 LF
126. Clean floor	140.00 SF

NOTES:



Kitchen/Living

Height: 8'

525.33 SF Walls	228.33 SF Ceiling
753.67 SF Walls & Ceiling	228.33 SF Floor
25.37 SY Flooring	65.67 LF Floor Perimeter
65.67 LF Ceil. Perimeter	

DESCRIPTION

QTY

127. R&R 1/2" - drywall per LF - up to 4' tall	65.67 LF
128. Paint the walls and ceiling - two coats	753.67 SF
129. R&R Cove base molding - rubber or vinyl, 4" high	65.67 LF
130. Clean floor	228.33 SF
232. R&R Cabinetry - lower (base) units	8.00 LF
233. R&R Countertop - flat laid plastic laminate	8.00 LF
234. Range - gas - Remove & reset	1.00 EA
235. Refrigerator - Remove & reset	1.00 EA
236. Sink - single - Detach & reset	1.00 EA



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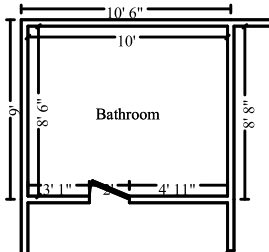
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CONTINUED - Kitchen/Living

DESCRIPTION **QTY**

NOTES:

5th Floor



Bathroom

Height: 8'

296.00 SF Walls	85.00 SF Ceiling
381.00 SF Walls & Ceiling	85.00 SF Floor
9.44 SY Flooring	37.00 LF Floor Perimeter
37.00 LF Ceil. Perimeter	

DESCRIPTION **QTY**

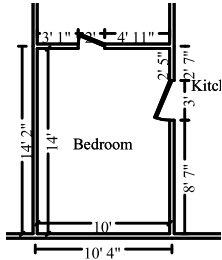
35. R&R 1/2" - drywall per LF - up to 4' tall	37.00 LF
36. Paint the walls and ceiling - two coats	381.00 SF
37. R&R Cove base molding - rubber or vinyl, 4" high	37.00 LF
38. Clean toilet	1.00 EA
39. Toilet - Detach & reset	1.00 EA
40. Sink - single - Detach & reset	1.00 EA
41. Clean floor	85.00 SF

NOTES:



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Bedroom

Height: 8'

384.00 SF Walls	140.00 SF Ceiling
524.00 SF Walls & Ceiling	140.00 SF Floor
15.56 SY Flooring	48.00 LF Floor Perimeter
48.00 LF Ceil. Perimeter	

DESCRIPTION

QTY

131. R&R 1/2" - drywall per LF - up to 4' tall	48.00 LF
132. Paint the walls and ceiling - two coats	524.00 SF
133. R&R Cove base molding - rubber or vinyl, 4" high	48.00 LF
134. Clean floor	140.00 SF

NOTES:



Kitchen/Living

Height: 8'

525.33 SF Walls	228.33 SF Ceiling
753.67 SF Walls & Ceiling	228.33 SF Floor
25.37 SY Flooring	65.67 LF Floor Perimeter
65.67 LF Ceil. Perimeter	

DESCRIPTION

QTY

135. R&R 1/2" - drywall per LF - up to 4' tall	65.67 LF
136. Paint the walls and ceiling - two coats	753.67 SF
137. R&R Cove base molding - rubber or vinyl, 4" high	65.67 LF
138. Clean floor	228.33 SF
237. R&R Cabinetry - lower (base) units	8.00 LF
238. R&R Countertop - flat laid plastic laminate	8.00 LF
239. Range - gas - Remove & reset	1.00 EA
240. Refrigerator - Remove & reset	1.00 EA
241. Sink - single - Detach & reset	1.00 EA



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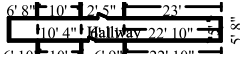
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CONTINUED - Kitchen/Living

DESCRIPTION **QTY**

NOTES:

Hallway **Height: 8'**



880.00 SF Walls	250.00 SF Ceiling
1130.00 SF Walls & Ceiling	250.00 SF Floor
27.78 SY Flooring	110.00 LF Floor Perimeter
110.00 LF Ceil. Perimeter	

DESCRIPTION **QTY**

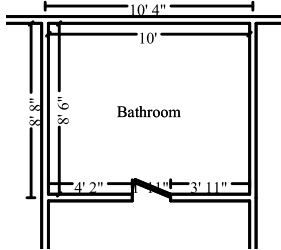
139. R&R 1/2" - drywall per LF - up to 4' tall	110.00 LF
140. Paint the walls and ceiling - two coats	1130.00 SF
141. R&R Cove base molding - rubber or vinyl, 4" high	110.00 LF
142. Clean floor	250.00 SF

NOTES:



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Bathroom

Height: 8'

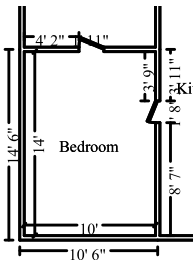
296.00 SF Walls	85.00 SF Ceiling
381.00 SF Walls & Ceiling	85.00 SF Floor
9.44 SY Flooring	37.00 LF Floor Perimeter
37.00 LF Ceil. Perimeter	

DESCRIPTION

QTY

42. R&R 1/2" - drywall per LF - up to 4' tall	37.00 LF
43. Paint the walls and ceiling - two coats	381.00 SF
44. R&R Cove base molding - rubber or vinyl, 4" high	37.00 LF
45. Clean toilet	1.00 EA
46. Toilet - Detach & reset	1.00 EA
47. Sink - single - Detach & reset	1.00 EA
48. Clean floor	85.00 SF

NOTES:



Bedroom

Height: 8'

384.00 SF Walls	140.00 SF Ceiling
524.00 SF Walls & Ceiling	140.00 SF Floor
15.56 SY Flooring	48.00 LF Floor Perimeter
48.00 LF Ceil. Perimeter	

DESCRIPTION

QTY

143. R&R 1/2" - drywall per LF - up to 4' tall	48.00 LF
144. Paint the walls and ceiling - two coats	524.00 SF
145. R&R Cove base molding - rubber or vinyl, 4" high	48.00 LF
146. Clean floor	140.00 SF



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CONTINUED - Bedroom

DESCRIPTION	QTY
-------------	-----

NOTES:



Kitchen/Living

Height: 8'

525.33 SF Walls	228.33 SF Ceiling
753.67 SF Walls & Ceiling	228.33 SF Floor
25.37 SY Flooring	65.67 LF Floor Perimeter
65.67 LF Ceil. Perimeter	

DESCRIPTION	QTY
-------------	-----

147. R&R 1/2" - drywall per LF - up to 4' tall	65.67 LF
148. Paint the walls and ceiling - two coats	753.67 SF
149. R&R Cove base molding - rubber or vinyl, 4" high	65.67 LF
150. Clean floor	228.33 SF
242. R&R Cabinetry - lower (base) units	8.00 LF
243. R&R Countertop - flat laid plastic laminate	8.00 LF
244. Range - gas - Remove & reset	1.00 EA
245. Refrigerator - Remove & reset	1.00 EA
246. Sink - single - Detach & reset	1.00 EA

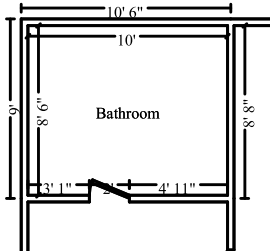
NOTES:

4th Floor



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Bathroom

Height: 8'

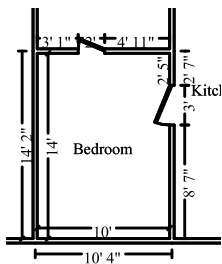
296.00 SF Walls	85.00 SF Ceiling
381.00 SF Walls & Ceiling	85.00 SF Floor
9.44 SY Flooring	37.00 LF Floor Perimeter
37.00 LF Ceil. Perimeter	

DESCRIPTION

QTY

49. R&R 1/2" - drywall per LF - up to 4' tall	37.00 LF
50. Paint the walls and ceiling - two coats	381.00 SF
51. R&R Cove base molding - rubber or vinyl, 4" high	37.00 LF
52. Clean toilet	1.00 EA
53. Toilet - Detach & reset	1.00 EA
54. Sink - single - Detach & reset	1.00 EA
55. Clean floor	85.00 SF

NOTES:



Bedroom

Height: 8'

384.00 SF Walls	140.00 SF Ceiling
524.00 SF Walls & Ceiling	140.00 SF Floor
15.56 SY Flooring	48.00 LF Floor Perimeter
48.00 LF Ceil. Perimeter	

DESCRIPTION

QTY

151. R&R 1/2" - drywall per LF - up to 4' tall	48.00 LF
152. Paint the walls and ceiling - two coats	524.00 SF
153. R&R Cove base molding - rubber or vinyl, 4" high	48.00 LF
154. Clean floor	140.00 SF



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CONTINUED - Bedroom

DESCRIPTION	QTY
-------------	-----

NOTES:



Kitchen/Living

Height: 8'

525.33 SF Walls	228.33 SF Ceiling
753.67 SF Walls & Ceiling	228.33 SF Floor
25.37 SY Flooring	65.67 LF Floor Perimeter
65.67 LF Ceil. Perimeter	

DESCRIPTION	QTY
-------------	-----

155. R&R 1/2" - drywall per LF - up to 4' tall	65.67 LF
156. Paint the walls and ceiling - two coats	753.67 SF
157. R&R Cove base molding - rubber or vinyl, 4" high	65.67 LF
158. Clean floor	228.33 SF
247. R&R Cabinetry - lower (base) units	8.00 LF
248. R&R Countertop - flat laid plastic laminate	8.00 LF
249. Range - gas - Remove & reset	1.00 EA
250. Refrigerator - Remove & reset	1.00 EA
251. Sink - single - Detach & reset	1.00 EA

NOTES:

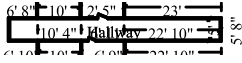


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Hallway

Height: 8'



880.00 SF Walls	250.00 SF Ceiling
1130.00 SF Walls & Ceiling	250.00 SF Floor
27.78 SY Flooring	110.00 LF Floor Perimeter
110.00 LF Ceil. Perimeter	

DESCRIPTION

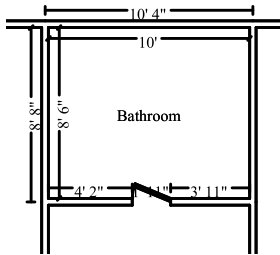
QTY

159. R&R 1/2" - drywall per LF - up to 4' tall	110.00 LF
160. Paint the walls and ceiling - two coats	1130.00 SF
161. R&R Cove base molding - rubber or vinyl, 4" high	110.00 LF
162. Clean floor	250.00 SF

NOTES:

Bathroom

Height: 8'



296.00 SF Walls	85.00 SF Ceiling
381.00 SF Walls & Ceiling	85.00 SF Floor
9.44 SY Flooring	37.00 LF Floor Perimeter
37.00 LF Ceil. Perimeter	

DESCRIPTION

QTY

56. R&R 1/2" - drywall per LF - up to 4' tall	37.00 LF
57. Paint the walls and ceiling - two coats	381.00 SF
58. R&R Cove base molding - rubber or vinyl, 4" high	37.00 LF
59. Clean toilet	1.00 EA
60. Toilet - Detach & reset	1.00 EA
61. Sink - single - Detach & reset	1.00 EA
62. Clean floor	85.00 SF



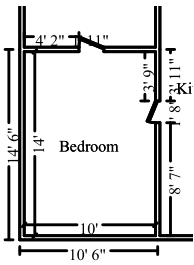
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CONTINUED - Bathroom

DESCRIPTION **QTY**

NOTES:



Bedroom

Height: 8'

384.00 SF Walls	140.00 SF Ceiling
524.00 SF Walls & Ceiling	140.00 SF Floor
15.56 SY Flooring	48.00 LF Floor Perimeter
48.00 LF Ceil. Perimeter	

DESCRIPTION **QTY**

163. R&R 1/2" - drywall per LF - up to 4' tall	48.00 LF
164. Paint the walls and ceiling - two coats	524.00 SF
165. R&R Cove base molding - rubber or vinyl, 4" high	48.00 LF
166. Clean floor	140.00 SF

NOTES:



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Kitchen/Living

Height: 8'

525.33 SF Walls	228.33 SF Ceiling
753.67 SF Walls & Ceiling	228.33 SF Floor
25.37 SY Flooring	65.67 LF Floor Perimeter
65.67 LF Ceil. Perimeter	

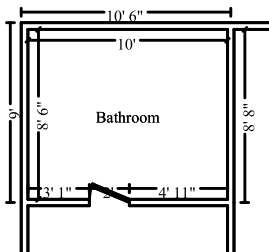
DESCRIPTION

QTY

167. R&R 1/2" - drywall per LF - up to 4' tall	65.67 LF
168. Paint the walls and ceiling - two coats	753.67 SF
169. R&R Cove base molding - rubber or vinyl, 4" high	65.67 LF
170. Clean floor	228.33 SF
252. R&R Cabinetry - lower (base) units	8.00 LF
253. R&R Countertop - flat laid plastic laminate	8.00 LF
254. Range - gas - Remove & reset	1.00 EA
255. Refrigerator - Remove & reset	1.00 EA
256. Sink - single - Detach & reset	1.00 EA

NOTES:

3rd Floor



Bathroom

Height: 8'

296.00 SF Walls	85.00 SF Ceiling
381.00 SF Walls & Ceiling	85.00 SF Floor
9.44 SY Flooring	37.00 LF Floor Perimeter
37.00 LF Ceil. Perimeter	

DESCRIPTION

QTY

63. R&R 1/2" - drywall per LF - up to 4' tall	37.00 LF
64. Paint the walls and ceiling - two coats	381.00 SF
65. R&R Cove base molding - rubber or vinyl, 4" high	37.00 LF



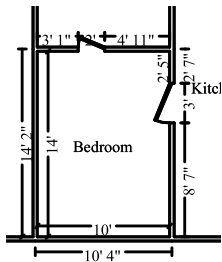
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CONTINUED - Bathroom

DESCRIPTION	QTY
66. Clean toilet	1.00 EA
67. Toilet - Detach & reset	1.00 EA
68. Sink - single - Detach & reset	1.00 EA
69. Clean floor	85.00 SF

NOTES:



Bedroom	Height: 8'
384.00 SF Walls	140.00 SF Ceiling
524.00 SF Walls & Ceiling	140.00 SF Floor
15.56 SY Flooring	48.00 LF Floor Perimeter
48.00 LF Ceil. Perimeter	

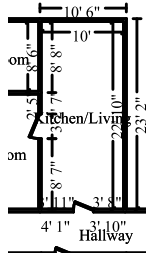
DESCRIPTION	QTY
171. R&R 1/2" - drywall per LF - up to 4' tall	48.00 LF
172. Paint the walls and ceiling - two coats	524.00 SF
173. R&R Cove base molding - rubber or vinyl, 4" high	48.00 LF
174. Clean floor	140.00 SF

NOTES:



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Kitchen/Living

Height: 8'

525.33 SF Walls	228.33 SF Ceiling
753.67 SF Walls & Ceiling	228.33 SF Floor
25.37 SY Flooring	65.67 LF Floor Perimeter
65.67 LF Ceil. Perimeter	

DESCRIPTION

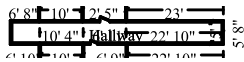
QTY

175. R&R 1/2" - drywall per LF - up to 4' tall	65.67 LF
176. Paint the walls and ceiling - two coats	753.67 SF
177. R&R Cove base molding - rubber or vinyl, 4" high	65.67 LF
178. Clean floor	228.33 SF
257. R&R Cabinetry - lower (base) units	8.00 LF
258. R&R Countertop - flat laid plastic laminate	8.00 LF
259. Range - gas - Remove & reset	1.00 EA
260. Refrigerator - Remove & reset	1.00 EA
261. Sink - single - Detach & reset	1.00 EA

NOTES:

Hallway

Height: 8'



880.00 SF Walls	250.00 SF Ceiling
1130.00 SF Walls & Ceiling	250.00 SF Floor
27.78 SY Flooring	110.00 LF Floor Perimeter
110.00 LF Ceil. Perimeter	

DESCRIPTION

QTY

179. R&R 1/2" - drywall per LF - up to 4' tall	110.00 LF
180. Paint the walls and ceiling - two coats	1130.00 SF
181. R&R Cove base molding - rubber or vinyl, 4" high	110.00 LF
182. Clean floor	250.00 SF



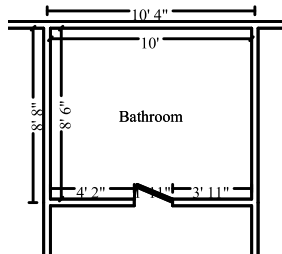
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CONTINUED - Hallway

DESCRIPTION	QTY
-------------	-----

NOTES:



Bathroom

Height: 8'

296.00 SF Walls	85.00 SF Ceiling
381.00 SF Walls & Ceiling	85.00 SF Floor
9.44 SY Flooring	37.00 LF Floor Perimeter
37.00 LF Ceil. Perimeter	

DESCRIPTION	QTY
-------------	-----

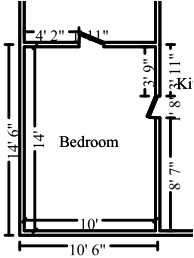
70. R&R 1/2" - drywall per LF - up to 4' tall	37.00 LF
71. Paint the walls and ceiling - two coats	381.00 SF
72. R&R Cove base molding - rubber or vinyl, 4" high	37.00 LF
73. Clean toilet	1.00 EA
74. Toilet - Detach & reset	1.00 EA
75. Sink - single - Detach & reset	1.00 EA
76. Clean floor	85.00 SF

NOTES:



Chenard & Osborn, Inc.

971 Spaulding Ave SE, Suite B
 Grand Rapids, MI 49301
 PH: (616) 956-9345
 FX: (616) 956-1106
 newclaims@c-and-o.com



Bedroom

Height: 8'

384.00 SF Walls	140.00 SF Ceiling
524.00 SF Walls & Ceiling	140.00 SF Floor
15.56 SY Flooring	48.00 LF Floor Perimeter
48.00 LF Ceil. Perimeter	

DESCRIPTION

QTY

183. R&R 1/2" - drywall per LF - up to 4' tall	48.00 LF
184. Paint the walls and ceiling - two coats	524.00 SF
185. R&R Cove base molding - rubber or vinyl, 4" high	48.00 LF
186. Clean floor	140.00 SF

NOTES:



Kitchen/Living

Height: 8'

525.33 SF Walls	228.33 SF Ceiling
753.67 SF Walls & Ceiling	228.33 SF Floor
25.37 SY Flooring	65.67 LF Floor Perimeter
65.67 LF Ceil. Perimeter	

DESCRIPTION

QTY

187. R&R 1/2" - drywall per LF - up to 4' tall	65.67 LF
188. Paint the walls and ceiling - two coats	753.67 SF
189. R&R Cove base molding - rubber or vinyl, 4" high	65.67 LF
190. Clean floor	228.33 SF
262. R&R Cabinetry - lower (base) units	8.00 LF
263. R&R Countertop - flat laid plastic laminate	8.00 LF
264. Range - gas - Remove & reset	1.00 EA
265. Refrigerator - Remove & reset	1.00 EA
266. Sink - single - Detach & reset	1.00 EA



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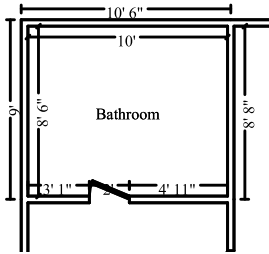
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CONTINUED - Kitchen/Living

DESCRIPTION	QTY
-------------	-----

NOTES:

2 Floor



Bathroom

Height: 8'

296.00 SF Walls	85.00 SF Ceiling
381.00 SF Walls & Ceiling	85.00 SF Floor
9.44 SY Flooring	37.00 LF Floor Perimeter
37.00 LF Ceil. Perimeter	

DESCRIPTION	QTY
-------------	-----

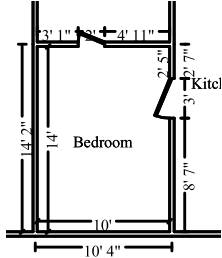
77. R&R 1/2" - drywall per LF - up to 4' tall	37.00 LF
78. Paint the walls and ceiling - two coats	381.00 SF
79. R&R Cove base molding - rubber or vinyl, 4" high	37.00 LF
80. Clean toilet	1.00 EA
81. Toilet - Detach & reset	1.00 EA
82. Sink - single - Detach & reset	1.00 EA
83. Clean floor	85.00 SF

NOTES:



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Bedroom

Height: 8'

384.00 SF Walls	140.00 SF Ceiling
524.00 SF Walls & Ceiling	140.00 SF Floor
15.56 SY Flooring	48.00 LF Floor Perimeter
48.00 LF Ceil. Perimeter	

DESCRIPTION

QTY

191. R&R 1/2" - drywall per LF - up to 4' tall	48.00 LF
192. Paint the walls and ceiling - two coats	524.00 SF
193. R&R Cove base molding - rubber or vinyl, 4" high	48.00 LF
194. Clean floor	140.00 SF

NOTES:



Kitchen/Living

Height: 8'

525.33 SF Walls	228.33 SF Ceiling
753.67 SF Walls & Ceiling	228.33 SF Floor
25.37 SY Flooring	65.67 LF Floor Perimeter
65.67 LF Ceil. Perimeter	

DESCRIPTION

QTY

195. R&R 1/2" - drywall per LF - up to 4' tall	65.67 LF
196. Paint the walls and ceiling - two coats	753.67 SF
197. R&R Cove base molding - rubber or vinyl, 4" high	65.67 LF
198. Clean floor	228.33 SF
267. R&R Cabinetry - lower (base) units	8.00 LF
268. R&R Countertop - flat laid plastic laminate	8.00 LF
269. Range - gas - Remove & reset	1.00 EA
270. Refrigerator - Remove & reset	1.00 EA
271. Sink - single - Detach & reset	1.00 EA



Chenard & Osborn, Inc.

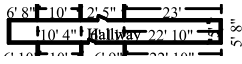
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CONTINUED - Kitchen/Living

DESCRIPTION	QTY
-------------	-----

NOTES:

Hallway	Height: 8'
---------	------------



880.00 SF Walls	250.00 SF Ceiling
1130.00 SF Walls & Ceiling	250.00 SF Floor
27.78 SY Flooring	110.00 LF Floor Perimeter
110.00 LF Ceil. Perimeter	

DESCRIPTION	QTY
-------------	-----

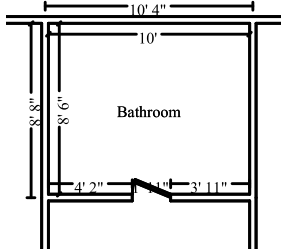
199. R&R 1/2" - drywall per LF - up to 4' tall	110.00 LF
200. Paint the walls and ceiling - two coats	1130.00 SF
201. R&R Cove base molding - rubber or vinyl, 4" high	110.00 LF
202. Clean floor	250.00 SF

NOTES:



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Bathroom

Height: 8'

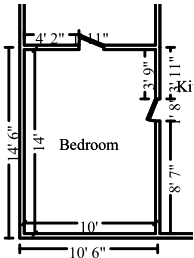
296.00 SF Walls	85.00 SF Ceiling
381.00 SF Walls & Ceiling	85.00 SF Floor
9.44 SY Flooring	37.00 LF Floor Perimeter
37.00 LF Ceil. Perimeter	

DESCRIPTION

QTY

84. R&R 1/2" - drywall per LF - up to 4' tall	37.00 LF
85. Paint the walls and ceiling - two coats	381.00 SF
86. R&R Cove base molding - rubber or vinyl, 4" high	37.00 LF
87. Clean toilet	1.00 EA
88. Toilet - Detach & reset	1.00 EA
89. Sink - single - Detach & reset	1.00 EA
90. Clean floor	85.00 SF

NOTES:



Bedroom

Height: 8'

384.00 SF Walls	140.00 SF Ceiling
524.00 SF Walls & Ceiling	140.00 SF Floor
15.56 SY Flooring	48.00 LF Floor Perimeter
48.00 LF Ceil. Perimeter	

DESCRIPTION

QTY

203. R&R 1/2" - drywall per LF - up to 4' tall	48.00 LF
204. Paint the walls and ceiling - two coats	524.00 SF
205. R&R Cove base molding - rubber or vinyl, 4" high	48.00 LF
206. Clean floor	140.00 SF



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CONTINUED - Bedroom

DESCRIPTION	QTY
-------------	-----

NOTES:



Kitchen/Living

Height: 8'

525.33 SF Walls	228.33 SF Ceiling
753.67 SF Walls & Ceiling	228.33 SF Floor
25.37 SY Flooring	65.67 LF Floor Perimeter
65.67 LF Ceil. Perimeter	

DESCRIPTION	QTY
-------------	-----

207. R&R 1/2" - drywall per LF - up to 4' tall	65.67 LF
208. Paint the walls and ceiling - two coats	753.67 SF
209. R&R Cove base molding - rubber or vinyl, 4" high	65.67 LF
210. Clean floor	228.33 SF
272. R&R Cabinetry - lower (base) units	8.00 LF
273. R&R Countertop - flat laid plastic laminate	8.00 LF
274. Range - gas - Remove & reset	1.00 EA
275. Refrigerator - Remove & reset	1.00 EA
276. Sink - single - Detach & reset	1.00 EA

NOTES:

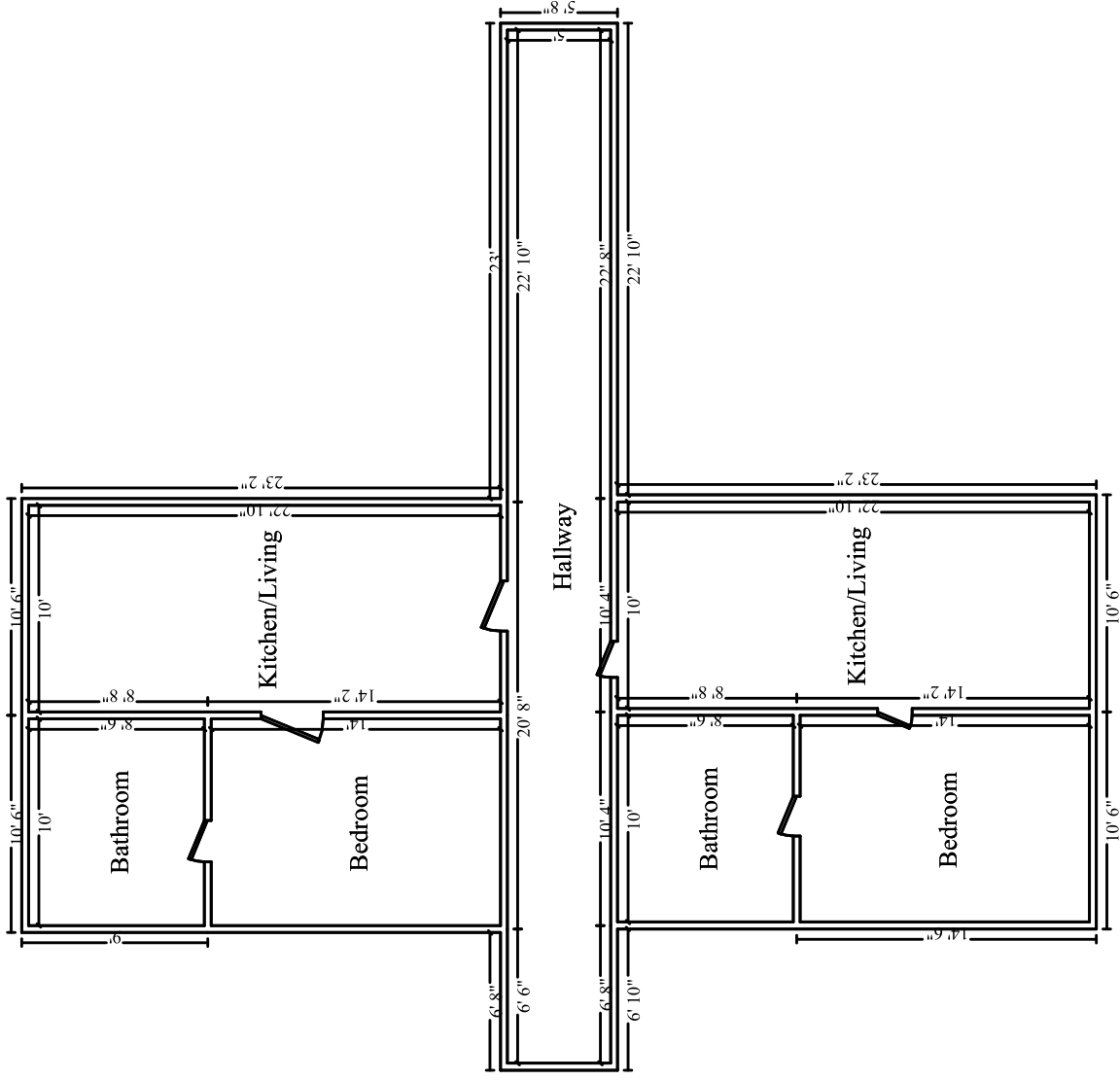


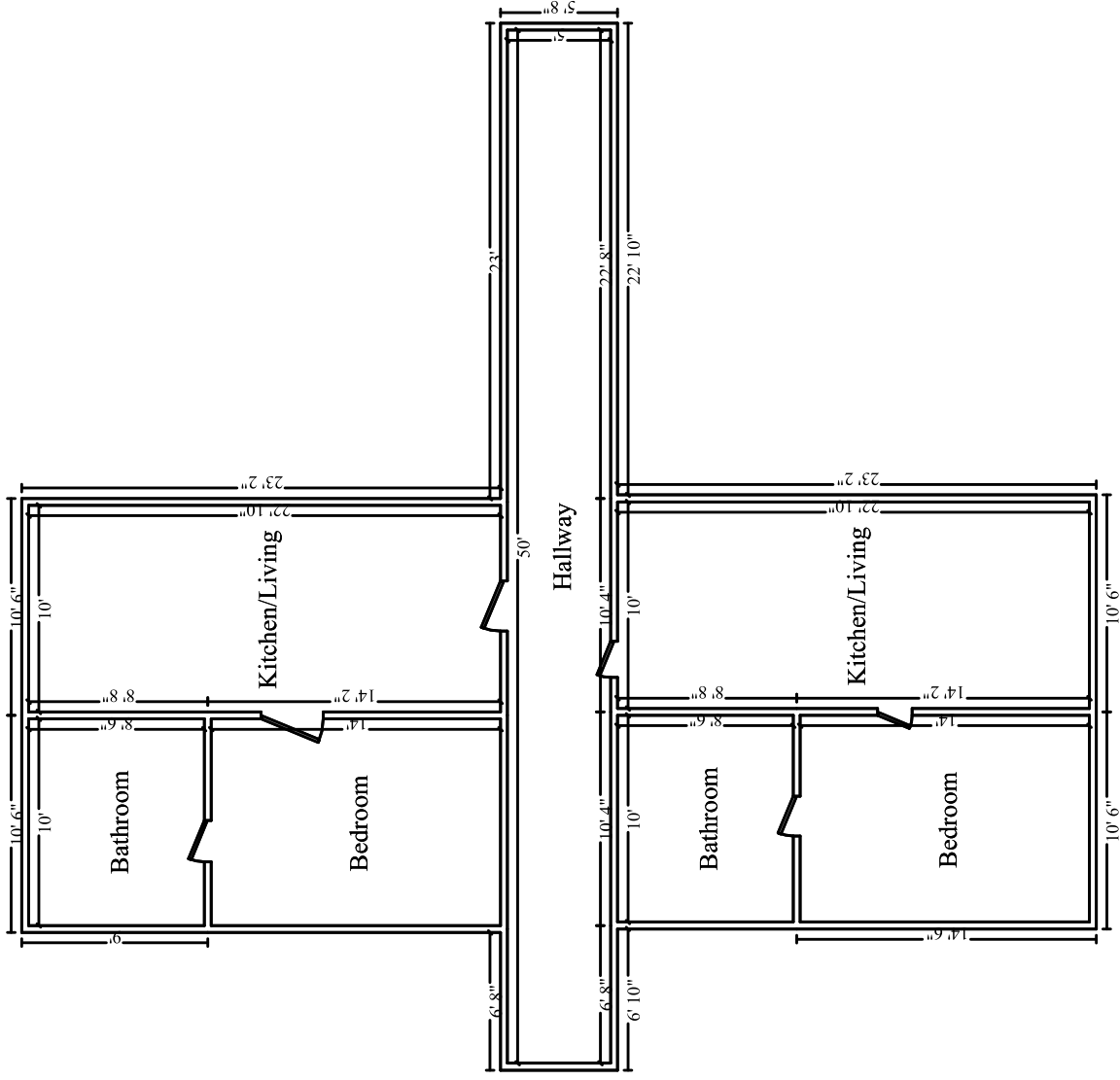
Chenard & Osborn, Inc.

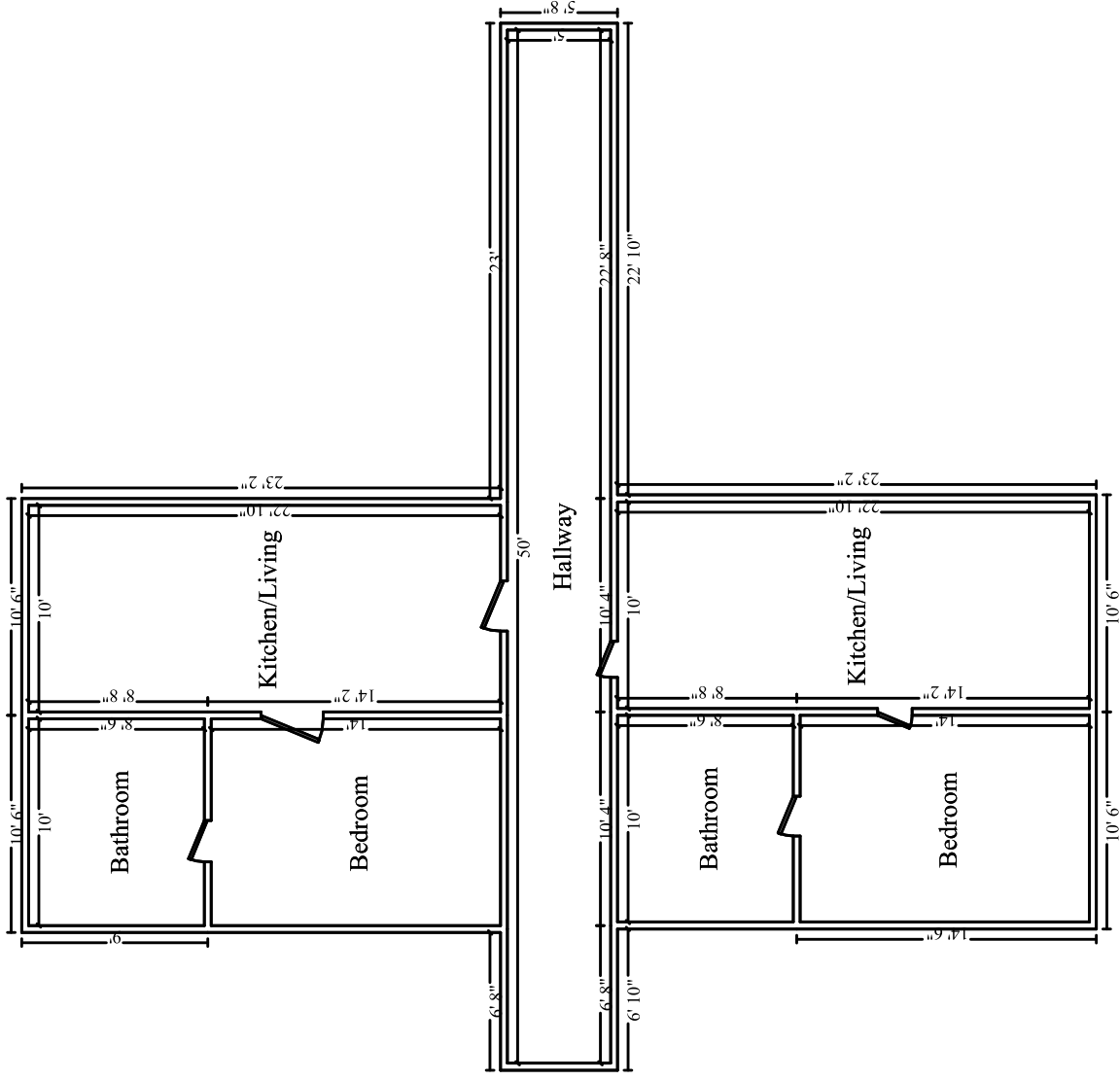
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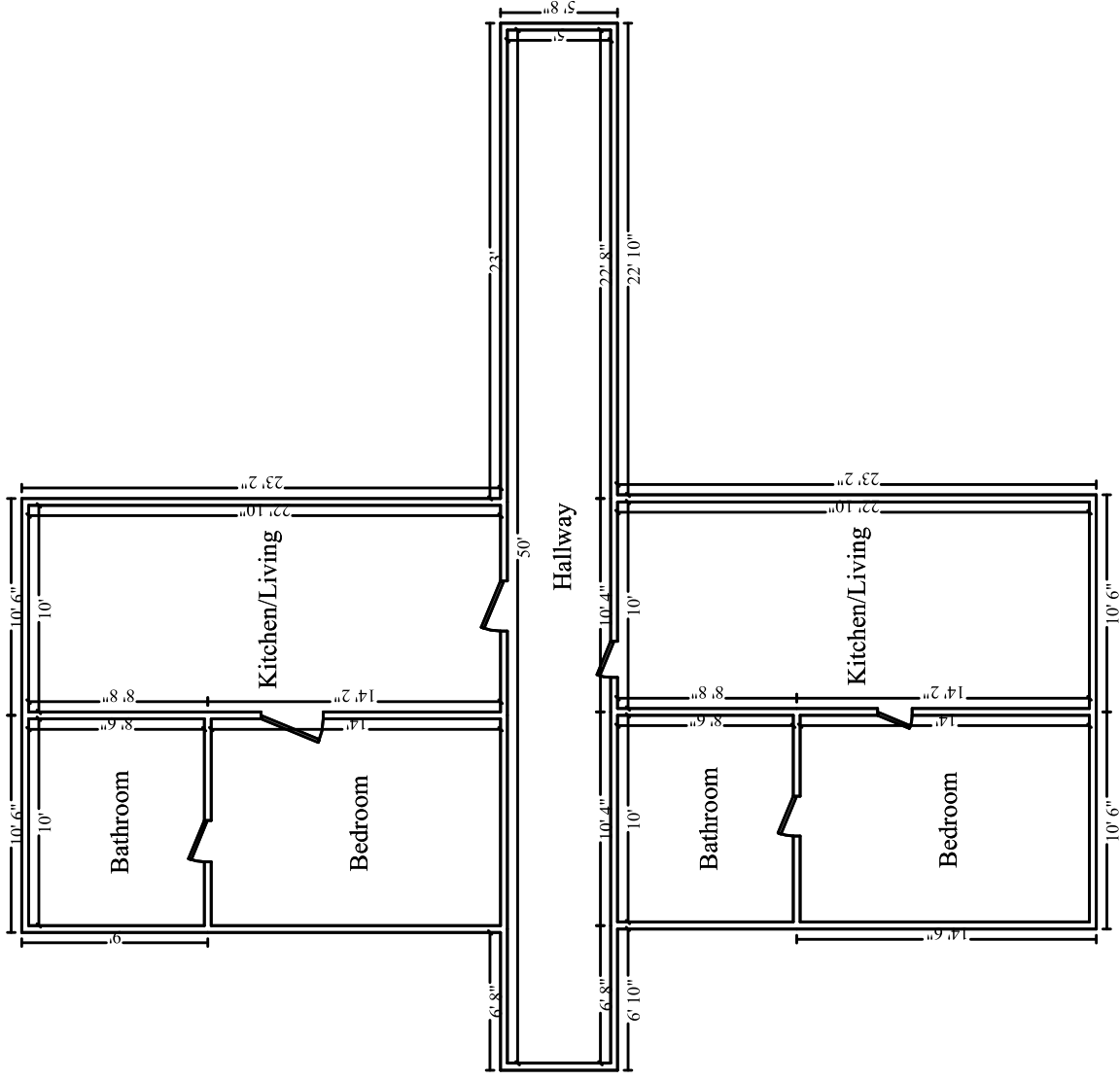
Grand Total Areas:

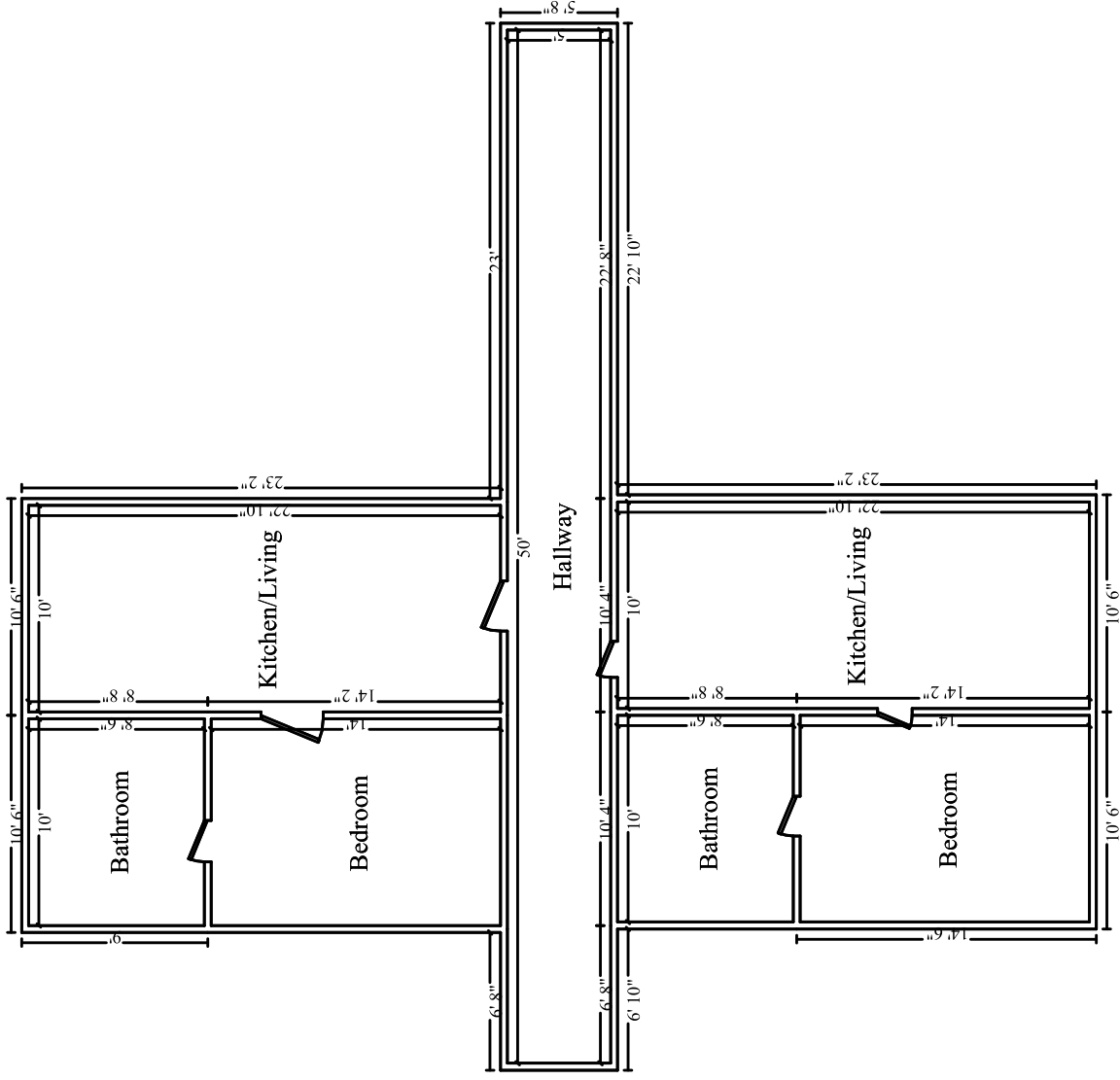
19,744.00	SF Walls	6,940.00	SF Ceiling	26,684.00	SF Walls and Ceiling
6,940.00	SF Floor	771.11	SY Flooring	2,468.00	LF Floor Perimeter
0.00	SF Long Wall	0.00	SF Short Wall	2,468.00	LF Ceil. Perimeter
6,940.00	Floor Area	7,560.67	Total Area	19,744.00	Interior Wall Area
11,088.00	Exterior Wall Area	1,232.00	Exterior Perimeter of Walls		
0.00	Surface Area	0.00	Number of Squares	0.00	Total Perimeter Length
0.00	Total Ridge Length	0.00	Total Hip Length		

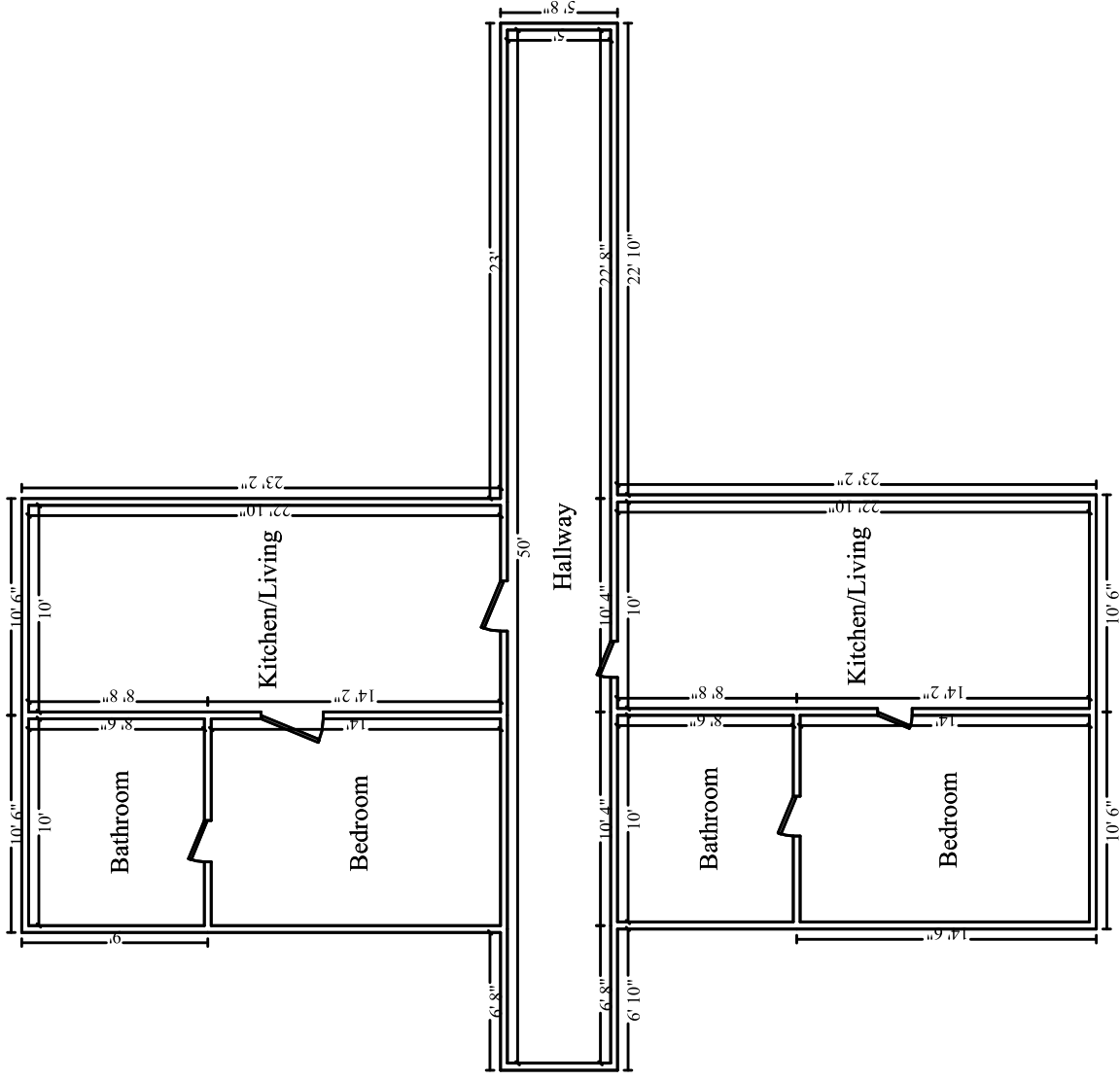












ESTIMATE SUMMARY REPORT



Vestco Management

Estimate Date: 12/02/2022

State Fair Apartments Rehab/Renovation - 15 Units

Detroit, Michigan
BUDGET Bid EstimateConstruction Start: 01/01/2023
Construction Finish: 04/01/2023

Description	Building	Gross Area	Cost / GSF	Total Cost	% Of Total
PROJECT DIRECT COST					
Unit #206	1	LSUM	\$19,200.00	\$19,200	6.30%
Unit #215	1	LSUM	\$19,200.00	\$19,200	6.30%
Unit #218	1	LSUM	\$19,200.00	\$19,200	6.30%
Unit #315	1	LSUM	\$19,200.00	\$19,200	6.30%
Unit #318	1	LSUM	\$19,200.00	\$19,200	6.30%
Unit #415	1	LSUM	\$19,200.00	\$19,200	6.30%
Unit #418	1	LSUM	\$19,200.00	\$19,200	6.30%
Unit #515	1	LSUM	\$19,200.00	\$19,200	6.30%
Unit #518	1	LSUM	\$19,200.00	\$19,200	6.30%
Unit #615	1	LSUM	\$19,200.00	\$19,200	6.30%
Unit #618	1	LSUM	\$19,200.00	\$19,200	6.30%
Unit #715	1	LSUM	\$19,200.00	\$19,200	6.30%
Unit #718	1	LSUM	\$19,200.00	\$19,200	6.30%
Unit #G2	1	LSUM	\$19,200.00	\$19,200	6.30%
Unit #G1	1	LSUM	\$0.00	\$0	0.00%
TOTAL PROJECT DIRECT COST	1	LSUM	\$268,800.00	\$268,800	88.19%
CONTINGENCIES & ESCALATION					
Design Contingency	0.00%	OF	\$268,800	\$0	0.00%
Construction Contingency	0.00%	OF	\$268,800	\$0	0.00%
Material & Labor Escalation	0.00%	OF	\$268,800	\$0	0.00%
TOTAL CONTINGENCIES & ESCALATION	1	LSUM	\$0.00	\$0	0.00%
VESTCO MANAGEMENT INDIRECT COST					
General Conditions	12	WEEK	\$165	\$2,000	0.66%
Supervision Labor Cost	12	WEEK	\$1,000	\$12,000	3.94%
General Liability Insurance	1	LSUM	\$1,600.00	\$1,600	0.52%
Builder's Risk Insurance	0.00%	OF	\$268,800	\$0	0.00%
Bond	1	LSUM	\$5,900.00	\$5,900	1.94%
Construction Services Fee	1	LSUM	\$14,500.00	\$14,500	4.76%
TOTAL CONSTRUCTION MANAGER INDIRECT COST	1	LSUM	\$36,000.00	\$36,000	11.81%
TOTAL CONSTRUCTION COST	1	LSUM	\$304,800.00	\$304,800	100.00%
OWNER PROJECT COST					
A/E Professional Fees	1	LSUM	\$0.00	\$0	0.00%
FF&E	1	LSUM	\$0.00	\$0	0.00%
Project / Legal Expenses	1	LSUM	\$0.00	\$0	0.00%
Land Acquisition	1	LSUM	\$0.00	\$0	0.00%
IT / Technology Expenses	1	LSUM	\$0.00	\$0	0.00%
Owner Contingency	1	LSUM	\$0.00	\$0	0.00%
TOTAL OWNER PROJECT COST	1	LSUM	\$0.00	\$0	0.00%
TOTAL CONSTRUCTION COST	1	LSUM	\$304,800.00	\$304,800	100.00%

DHC Estimate Revision

Prepared by: Matthew Lents

14-Mar-23

Job Title: State Fair Water Damage Rehab Units (15)

Description	Cost
Unit 715	\$21,756.00
Unit 718	\$21,756.00
Unit 615	\$21,756.00
Unit 618	\$21,406.00
Unit 515	\$21,231.00
Unit 518	\$21,406.00
Unit 415	\$21,756.00
Unit 418	\$21,056.00
Unit 315	\$21,406.00
Unit 318	\$21,756.00
Unit 215	\$21,581.00
Unit 218	\$21,458.50
Unit 206	\$21,169.75
Unit G 2	\$21,651.00
Total	\$301,145.25

Notes

EXECUTIVE SUMMARY TO THE BOARD

Dear Commissioners:

Emerging from the effects the pandemic and these unprecedented times, DHC continues to align its processes, technology, and talent to improve the delivery of its mission, to provide a safe living environment and maintain and preserve quality affordable housing for low-income individuals and families. Below is a summary of the critical opportunities/success factors and expected outcomes the Organization **must** accomplish by the end of this calendar year. We are confident, with your support, we will 'be amazing', operating as a Center of Excellence, despite looming threats.

Critical Opportunities

- Ratify Union Contracts
- Relocate over 100 families (TPV)
- Completion of significant repairs funded by insurance claims
- Complete renewals in Low-Income Public Housing Programs (LIPH)
- Complete renewals under Rental Assistance Program (HCV)
- Legally remove Negative Actors from the Low-Income Public Housing Program (currently 87)
- Refill vacancies through the waitlist process

Expected Outcomes

- Increase the Low-Income Public Housing - PHAS Score (improvement in the recertification rate (June 2022 – 56%; January 2023 – 79%))
- Increase the Housing Rental Assistance - SEMAP Score
- Increase rent collections
- Decrease vacancies and waitlist
- Increase time to further grow through RAD and special projects



Critical Success Factors

- Aligning talent with tasks
- Redeploying an effective performance management plan to retain and recognize the most valuable DHC assets – its *Employees*
- Improving reporting down to the unit/property level
- Soliciting for external management partners
- Enacting rules of engagement: implore urgency, communicate, collaborate, coordinate, and most importantly – follow through and accountability

Looming Threats

- Aligning talent with tasks
- Increasing bid responses
- External Market impacts – inflation, job market, regulatory changes at the Federal/State/Local Levels delaying the removal of Negative Actors in DHC's programs

As we weather the looming threats and continuously align the Organization, we appreciate the Board's timely advice and patience.

Respectfully Submitted,


Sandra B. Henriquez, Secretary to the Board



Executive Office
1301 East Jefferson Avenue
Detroit, Michigan 48207
313.877.8608
313.877.8769 Fax

March 23, 2023

**Detroit Housing Commission
Detroit, Michigan 48207**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

THIS MONTHLY INFORMATIONAL REPORT PROVIDES INCOME AND EXPENSE RESULTS FOR DHC'S THREE MAJOR PROGRAMS

CONTACT PERSON:

Luke Joseph
Chief Financial Officer
313-877-8557

OVERVIEW:

Financial reports for the month of **January 2023** are presented for your review and approval. These reports allow the Board to stay informed of our financial results throughout the fiscal year. Please review and bring your feedback and questions to the next Board Meeting.

MAJOR HIGHLIGHTS:

Consolidated Income Statement – This statement is a snapshot of the major program areas and is a cumulative total of our operating activities at the reporting date.

Program-Specific Income Statements with Budget Comparison – These statements are presented with more detail on each program's activities and comparisons to budget. The statements will show current month and cumulative totals for both budget and actual. We will discuss these further at the Board Meeting.

- **Central Office** – this report shows the revenue and expenses for this fiscal year. The Central Office shows a net gain of \$63k for the month; and has a net gain of \$568k year-to-date (YTD). This is largely due to administrative salaries and related benefit costs continuing to trend below budget.

- Rental Assistance programs show an overall net gain of \$1.58M for the month; it has a net loss of \$1.6M YTD. As required by HUD, DHC tracks Housing Assistance Payment (HAP) operations separately from the cost of administering the Assisted Housing Program.

Administrative Operations had a net gain of \$34k in January; and it has a net gain of \$365k YTD. Total HAP outlays in January were \$4,094,722 against \$5,643,679 in funding provided. YTD HAP expenses have exceeded revenues by \$1.96M. We were reimbursed by HUD Held Reserves in the amount of \$3,156,200.

- For the Resident Opportunity and Supportive Services (ROSS) program, each month we show the revenues and expenses of this program, which is a group of reimbursement-only grants that fund most of the activities in the Resident Services. This report shows that \$306k was spent for the year. This also includes Job PLUS grant expense amount.
- Low Income Public Housing (LIPH) – includes an overall budget comparison, as well as year-to-date information by type. LIPH had a net loss of \$545k in the month of January, YTD net loss is \$123k.
- Also included is a report showing LIPH properties by type. This report shows year-to-date budget to actual amounts and variances.
- Net Accounts Receivable Tenants YTD is \$747K due to COVID-19 and recertifications in process are the two biggest reasons for that.
- PHAS Scoring – included is a report on the calculation for PHAS Financial Indicators for FY 2023, which shows an estimated score of 17.53. Any audit flags could reduce this score. PHAS Management Indicators report is also included, which shows an estimated score of 4.28 out of 25 points.

Respectfully submitted, *Luke Joseph*

Luke Joseph, Chief Financial Officer

Sandra B Henriquez

Sandra B Henriquez, Secretary to the Board
Detroit Housing Commission

CONSOLIDATED INCOME STATEMENT

Property Type Comparison

Period = Jul 2022-Jan 2023

	Central Office	Rental Assistance	ROSS	Low Income	Total
	Actual	Actual	Actual	Actual	Actual
Revenue & Expenses					
INCOME					
Tenant Income	0	0	0	3,390,604	3,390,604
GRANT INCOME					
Operating Subsidy	0	0	0	10,522,910	10,522,910
Section 8 HAP Earned	0	23,763,359	0	0	23,763,359
Section 8 Admin. Fee Income	0	2,245,766	0	0	2,245,766
Section 8 Admin. Fee Special	0	200	0	0	200
FSS Non-recurring Grant	0	0	165,128	0	165,128
Section 8 Hard to House Fee Earn	0	7,212	0	0	7,212
Other Government Grants	0	0	141,109	0	141,109
HUD Income	0	26,016,537	306,237	10,522,910	36,845,684
OTHER INCOME					
Investment Income - Unrestricted	29,065	23,789	0	623,063	675,917
Dividend Income - Unrestricted	6,754	0	0	143,224	149,978
Investment Income - Restricted	0	7,148	0	0	7,148
Property Management Fee Income	935,059	0	0	0	935,059
Asset Management Fee Income	238,210	0	0	0	238,210
Bookkeeping Fee Income	160,487	0	0	0	160,487
Program Management Fees	660,816	0	0	0	660,816
Service Fee Income	37,666	0	0	0	37,666
CFP Management Fee Income	717,969	0	0	0	717,969
Fraud Recovery	0	8,240	0	262	8,502
Miscellaneous Income - donations	964	0	0	0	964
Miscellaneous Other Income	143,859	732	0	172,517	317,108
Operating Transfers IN	85,585	61,398	0	1,794,918	1,941,901
TOTAL INCOME	3,016,434	26,117,844	306,237	16,647,498	46,088,013
EXPENSES					
ADMINISTRATIVE					
Administrative Salaries	1,307,806	677,926	233,305	1,515,917	3,734,954
Legal Expense	7,457	838	0	41,566	49,861
Staff Training	8,847	956	6,998	47,313	64,114
Travel	2,468	0	6,010	0	8,478
Auditing Fees	4,771	3,344	0	26,341	34,456
Port Out Admin Fee Paid	0	1,765	0	0	1,765
Management Fee to AME	224,811	0	0	0	224,811
Marketing	0	0	0	3,190	3,190
Office Rent	0	52,500	0	0	52,500
Professional Services	126,619	242,397	0	76,949	445,965
Miscellaneous Admin Expenses	321,796	288,115	9,802	542,289	1,162,002
Management Fee	4,960	660,816	0	935,059	1,600,835
Asset Management Fee	0	0	0	238,210	238,210
Bookkeeping Fee	0	0	0	160,487	160,487
TOTAL ADMINISTRATIVE EXPENSE	2,009,535	1,928,657	256,114	3,587,321	7,781,627
Tenant Services	101,083	7,212	44,759	38,133	191,187
Utilities	107,208	0	0	2,387,414	2,494,622
MAINTENANCE AND OPERATIONS					
General Maint Expense	121,470	0	0	2,063,180	2,184,650
Materials	8,348	0	0	367,161	375,509
Contract Costs	58,976	255	0	2,901,620	2,960,851
TOTAL MAINTENANCE EXPENSES	188,794	255	0	5,331,961	5,521,010

CONSOLIDATED INCOME STATEMENT

Property Type Comparison

Period = Jul 2022-Jan 2023

	Central Office	Rental Assistance	ROSS	Low Income	Total
	Actual	Actual	Actual	Actual	Actual
GENERAL EXPENSES					
Property Insurance	16,135	0	0	424,095	440,230
Auto Insurance	8,487	3,466	0	59,089	71,042
Workers Comp Insurance	16,366	4,413	5,363	113,371	139,513
Insurance Other	525	37,579	0	91,014	129,118
Misc. Taxes/Liscenses/Insurance	40	0	0	2,322	2,362
Bad Debt-Tenant Rents	0	-60	0	419,745	419,685
Security/Law Enforcement	0	0	0	1,223,428	1,223,428
Other General Expense	0	0	0	2,938,686	2,938,686
TOTAL GENERAL EXPENSES	41,554	45,398	5,363	5,271,749	5,364,065
HOUSING ASSISTANCE PAYMENTS					
Housing Assistance Payments	0	24,826,764	0	0	24,826,764
Tenant Utility Payments	0	776,805	0	0	776,805
Portable Out HAP Payments	0	34,142	0	0	34,142
FSS Escrow Payments	0	93,119	0	17,027	110,146
TOTAL HOUSING ASSISTANCE PA	0	25,730,830	0	17,027	25,747,857
NON-OPERATING ITEMS					
Operating Transfers OUT	0	85,585	0	136,550	222,135
TOTAL NON-OPERATING ITEMS	0	85,585	0	136,550	222,135
TOTAL EXPENSES	2,448,174	27,797,937	306,237	16,770,155	47,322,504
NET INCOME	568,260	-1,680,093	0	-122,657	-1,234,491

CENTRAL OFFICE COST CENTER

Budget Comparison

Period = Jan 2023

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses									
INCOME									
OTHER INCOME									
Investment Income - Unrestricted	5,116	1,000	4,116	412	29,065	7,000	22,065	315	12,000
Dividend Income - Unrestricted	-	42	(42)	(100)	6,754	294	6,460	2,197	515
Property Management Fee Income	129,925	126,491	3,434	3	935,059	885,437	49,622	6	1,517,889
Asset Management Fee Income	34,030	34,030	-	-	238,210	238,210	-	-	408,360
Bookkeeping Fee Income	22,388	25,522	(3,134)	(12)	160,487	178,654	(18,167)	(10)	306,270
Program Management Fees	97,266	91,650	5,616	6	660,817	641,550	19,267	3	1,099,800
Service Fee Income	3,180	35,529	(32,349)	(91)	37,666	248,703	(211,037)	(85)	426,350
CFP Management Fee Income	102,567	102,567	-	-	717,969	717,969	-	-	1,230,801
Miscellaneous Income - donations	-	471	(471)	(100)	965	3,297	(2,333)	(71)	5,651
Miscellaneous Other Income	7,500	7,550	(50)	(1)	143,859	52,850	91,009	172	90,600
Operating Transfers IN	-	-	-	N/A	85,585	-	85,585	N/A	-
TOTAL INCOME	401,972	424,852	(22,880)	(5)	3,016,436	2,973,964	42,472	1	5,098,236
EXPENSES									
ADMINISTRATIVE									
Administrative Salaries	196,074	256,628	60,555	24	1,307,806	1,796,398	488,593	27	3,079,544
Legal Expense	2,834	56	(2,778)	(4,961)	7,457	392	(7,065)	(1,802)	673
Staff Training	1,300	4,147	2,847	69	8,847	29,029	20,182	70	49,750
Travel	-	896	896	100	2,468	6,272	3,804	61	10,750
Auditing Fees	1,043	1,043	-	-	4,771	7,301	2,530	35	12,518
Management Fee to AME	25,569	35,850	10,281	29	224,811	250,950	26,139	10	430,200
Professional Services	11,759	18,714	6,955	37	126,619	130,998	4,379	3	224,581
Miscellaneous Admin Expenses	53,142	38,108	(15,034)	(39)	321,796	266,756	(55,040)	(21)	457,361
Management Fee	4,960	-	(4,960)	N/A	4,960	-	(4,960)	N/A	-
TOTAL ADMINISTRATIVE EXPENSE	296,681	355,442	58,762	17	2,009,535	2,488,096	478,561	19	4,265,377
Tenant Services	-	-	-	N/A	101,083	-	(101,083)	N/A	-
Utilities	18,949	14,307	(4,642)	(32)	107,208	100,149	(7,059)	(7)	171,698

CENTRAL OFFICE COST CENTER

Budget Comparison

Period = Jan 2023

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
MAINTENANCE AND OPERATIONS									
General Maint Expense	11,576	26,883	15,308	57	121,470	188,184	66,714	35	322,587
Materials	737	9,248	8,511	92	8,348	64,736	56,388	87	110,964
Contract Costs	6,445	11,913	5,468	46	58,976	83,391	24,415	29	142,958
TOTAL MAINTENANCE EXPENSES	18,758	48,044	29,287	61	188,794	336,311	147,517	44	576,509
GENERAL EXPENSES									
Property Insurance	2,072	1,847	(225)	(12)	16,135	12,929	(3,206)	(25)	22,164
Auto Insurance	-	2,974	2,974	100	8,487	20,818	12,331	59	35,669
Workers Comp Insurance	2,352	2,235	(117)	(5)	16,366	15,645	(721)	(5)	26,820
Insurance Other	-	-	-	N/A	525	-	(525)	N/A	-
Misc. Taxes/Liscenses/Insurance	-	-	-	N/A	40	-	(40)	N/A	-
TOTAL GENERAL EXPENSES	4,424	7,056	2,632	37	41,554	49,392	7,838	16	84,653
TOTAL EXPENSES	338,811	424,850	86,039	20	2,448,173	2,973,948	525,775	18	5,098,237
NET INCOME	63,161	2	63,159	2,807,074	568,262	16	568,246	3,607,914	(1)

RENTAL ASSISTANCE
Budget Comparison
Period = Jan 2023

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
ADMINISTRATIVE REVENUE AND EXPENSES									
Administrative Revenue									
Grant Revenue									
Section 8 Admin. Fee Income	306,345	285,949	20,396		2,245,766	2,001,643	244,123	12	-
Section 8 Admin. Fee Special	-	-	-	N/A	200	-	200	N/A	-
Section 8 Hard to House Fee Earn	-	-	-	N/A	7,212	-	7,212	N/A	-
Total Grant Revenue	306,345	285,949	20,396	7	2,253,178	2,001,643	251,535	13	-
Other Revenue									
Investment Income - Unrestricted	3,571	42	3,529	8,403	23,789	294	23,495	7,981	-
Dividend Income - Unrestricted	-	2,083	(2,083)	(100)	-	14,581	(14,581)	(100)	-
Fraud Recovery	-	208	(208)	(100)	8,240	1,456	6,784	466	-
Miscellaneous Other Income	732	-	732	N/A	732	-	732	N/A	-
ACCOUNT	(15,301)	-	15,301	N/A	(81,398)	-	61,398	N/A	-
Total Other Revenue	19,604	2,333	17,271	740	94,158	16,331	77,827	477	-
Total Administrative Revenue	325,949	288,282	37,667	13	2,347,336	2,017,974	329,362	16	-
Administration Expenses									
Administrative Salaries and Benefit	93,074	154,202	61,128	40	677,926	1,079,414	401,488	37	-
Tenant Screening	149	-	(149)	N/A	838	-	(838)	N/A	-
General Legal Expense	-	500	500	100	-	3,500	3,500	100	-
Staff Training	-	833	833	100	956	5,831	4,875	84	-
Travel	-	125	125	100	-	875	875	100	-
Auditing Fees	731	764	33	4	3,344	5,348	2,004	37	-
Port Out Admin Fee Paid	293	-	(293)	N/A	1,765	-	(1,765)	N/A	-
Management Fee	97,286	91,650	(5,616)	(6)	660,817	641,550	(19,267)	(3)	-
Office Rent	7,500	7,500	-	-	52,500	52,500	-	-	-
Professional Services	41,992	19,959	(22,033)	(110)	242,397	139,713	(102,684)	(74)	-
Membership and Fees	-	417	417	100	-	2,919	2,919	100	-
Advertising	-	92	92	100	-	644	644	100	-
Office Supplies	7,342	6,083	(1,259)	(21)	24,000	42,581	18,581	44	-
Telephone	-	1,438	1,438	100	4,116	10,066	5,950	59	-
Postage	612	3,167	2,555	81	13,992	22,169	8,177	37	-
Management Information Systems	7,349	15,664	8,315	53	44,010	109,648	65,638	60	-
Temporary Administrative Labor	23,385	-	(23,385)	N/A	171,024	-	(171,024)	N/A	-
Small Office Equipment	3,135	1,872	(1,263)	(67)	14,519	13,104	(1,415)	(11)	-
Bank Fees	1,741	-	(1,741)	N/A	11,553	-	(11,553)	N/A	-
Other Misc Admin Expenses	1,126	-	(1,126)	N/A	4,901	-	(4,901)	N/A	-
Total Administration Expenses	285,696	304,266	18,570	6	1,928,657	2,129,862	201,205	9	-

RENTAL ASSISTANCE
Budget Comparison
Period = Jan 2023

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
Tenant Services	-	-	-	N/A	7,212	-	(7,212)	N/A	-
Maintenance and Operations	-	42	42	100	-	294	294	100	-
Materials	-	-	-	N/A	255	-	(255)	N/A	-
Contract Costs	-	42	42	100	255	294	39	13	-
Total Maintenance and Operations	-	42	42	100	255	294	39	13	-
General Expenses	-	-	-	N/A	3,466	-	(3,466)	N/A	-
Auto Insurance	685	-	(685)	N/A	4,413	-	(4,413)	N/A	-
Workers Comp Insurance	5,390	8,644	3,254	38	37,579	60,508	22,929	38	-
Insurance Other	-	2,750	2,750	100	-	19,250	19,250	100	-
Bed Debt-Other	6,076	11,394	5,318	47	45,458	79,758	34,300	43	-
Total General Expenses	6,076	11,394	5,318	47	45,458	79,758	34,300	43	-
NET ADMINISTRATIVE GAIN (LOSS)	34,177	(27,420)	61,597	225	365,753	(191,940)	557,693	291	-
HAP REVENUE AND EXPENSES									
HAP Revenue	5,643,679	2,962,995	2,680,684	90	23,763,359	20,740,965	3,022,394	15	-
Investment Income Restricted	56	-	56	N/A	7,148	-	7,148	N/A	-
Housing Assistance Payments	3,946,144	2,962,995	(983,149)	(33)	24,826,764	20,740,965	(4,085,799)	(20)	-
Tenant Utility Payments	135,588	-	(135,588)	N/A	776,805	-	(776,805)	N/A	-
Portable Out HAP Payments	5,142	-	(5,142)	N/A	34,142	-	(34,142)	N/A	-
FSS Escrow Payments	7,848	-	(7,848)	N/A	93,119	-	(93,119)	N/A	-
Total Housing Assistance Payments	4,094,722	2,962,995	(1,131,727)	(38)	25,730,830	20,740,965	(4,989,865)	(24)	-
NET HAP INCREASE (DECREASE) 1	1,549,013	-	1,549,013	N/A	(1,960,323)	-	(1,960,323)	N/A	-
NET ADMIN AND HAP	1,583,190	(27,420)	1,610,610	5,874	(1,594,569)	(191,940)	(1,402,629)	(731)	-

ROSS PROGRAM
Budget Comparison
 Period = Jan 2023

Revenue & Expenses	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME									
GRANT INCOME									
FSS Non-recurring Grant	23,974	25,648	1,674	7	165,128	179,536	14,408	8	-
Other Government Grants	30,586	16,194	-14,392	-89	141,109	113,358	-27,751	-24	-
HUD Income	54,560	41,842	(12,718)	78	306,237	292,894	(13,343)	(16)	-
OTHER INCOME									
TOTAL INCOME	54,560	41,842	(12,718)	-30	306,237	292,894	(13,343)	(16)	-
EXPENSES									
ADMINISTRATIVE									
Administrative Salaries	44,104	39,744	-4,360	-11	233,305	278,208	44,903	16	-
Staff Training	-	625	625	100	6,998	4,375	-2,623	-60	-
Travel	3,522	-	-3,522	N/A	6,010	-	-6,010	N/A	-
Miscellaneous Admin Expenses	1,044	1,472	428	29	9,802	10,304	502	5	-
TOTAL ADMINISTRATIVE EXPENSES	48,669	41,841	(6,828)	(16)	256,114	292,887	36,773	13	-
Tenant Services	5,083	-	-5,083	N/A	44,759	-	-44,759	N/A	-
GENERAL EXPENSES									
Workers Comp Insurance	807	-	-807	N/A	5,363	-	(5,363)	N/A	-
TOTAL GENERAL EXPENSES	807	-	(807)	N/A	5,363	-	(5,363)	N/A	-
TOTAL EXPENSES	54,560	41,841	-12,719	-30	306,237	292,887	-13,350	-5	-
NET INCOME	(0)	1	1	7	0	7	7	7	-

LOW INCOME PUBLIC HOUSING
Budget Comparison
Period = Jan 2023

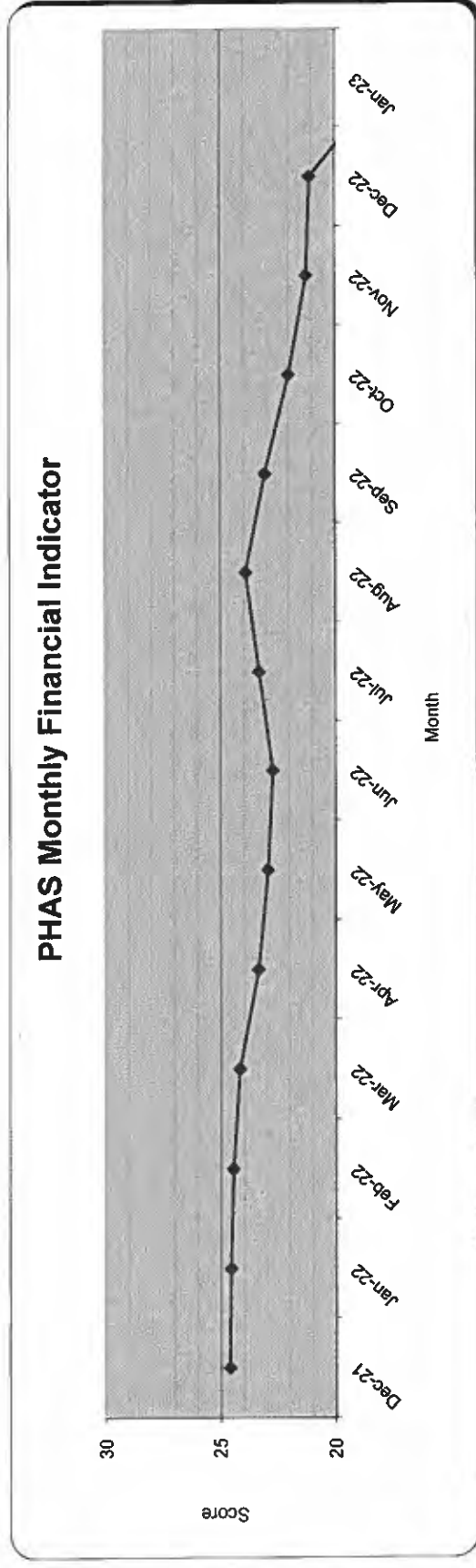
	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME									
Tenant Income	464,928	522,279	(57,350)	(11)	3,390,604	3,655,952	(265,348)	(7)	6,267,352
Operating Subsidy	1,434,820	1,364,195	70,624	5	10,522,910	9,549,367	973,543	10	16,370,348
Investment Income - Unrestricted	129,917	18,132	111,785	617	623,063	126,923	496,139	391	217,583
Dividend Income - Unrestricted	-	5,225	(5,225)	(100)	143,224	36,577	106,646	292	62,704
Fraud Recovery	61	-	61	N/A	262	-	262	N/A	-
Miscellaneous Other Income	1,325	-	1,325	N/A	172,517	-	172,517	N/A	-
Operating Transfers IN	256,416	256,417	(1)	-	1,794,918	1,794,917	1	-	3,077,001
TOTAL INCOME	2,287,467	2,166,248	121,219	6	16,647,497	15,163,737	1,483,759	10	25,994,888
EXPENSES									
ADMINISTRATIVE									
Administrative Salaries	188,598	194,676	6,079	3	1,515,917	1,362,735	(153,181)	(11)	2,336,118
Legal Expense	6,284	3,725	(2,569)	(68)	41,566	26,074	(15,492)	(59)	44,898
Staff Training	216	1,389	1,173	84	47,313	9,726	(37,588)	(386)	16,673
Auditing Fees	5,759	5,759	-	-	26,341	40,313	13,972	35	69,108
Marketing	349	782	433	55	3,190	5,472	2,282	42	9,381
Professional Services	7,500	5,176	(2,324)	(45)	76,849	36,235	(40,714)	(112)	62,120
Miscellaneous Admin Expenses	86,226	63,603	(22,623)	(36)	542,289	445,220	(97,069)	(22)	763,243
Management Fee	129,925	126,491	(3,434)	(3)	935,059	885,438	(49,621)	(6)	1,517,888
Asset Management Fee	34,030	34,030	-	-	238,210	238,210	-	-	408,360
Bookkeeping Fee	22,388	25,523	3,135	12	160,487	178,658	18,171	10	306,270
TOTAL ADMINISTRATIVE EXPENSES	481,285	481,154	(20,131)	(4)	3,587,321	3,228,080	(359,241)	(11)	5,533,859
Tenant Services	4,653	25,507	20,854	82	38,133	178,548	140,415	79	308,086
Utilities	172,780	371,293	198,512	53	2,387,414	2,599,048	211,634	8	4,455,510
MAINTENANCE AND OPERATIONS									
General Maint Expense	261,859	286,314	24,455	9	2,063,180	2,004,198	(58,982)	(3)	3,435,767
Materials	50,114	60,414	10,300	17	367,161	422,886	55,734	13	724,964
Contract Costs	1,148,657	262,033	(886,623)	(338)	2,901,620	1,834,233	(1,067,387)	(58)	3,144,403
TOTAL MAINTENANCE EXPENSES	1,460,629	608,761	(851,869)	(140)	5,331,961	4,261,326	(1,070,635)	(25)	7,305,134
GENERAL EXPENSES									
Property Insurance	61,759	46,701	(15,058)	(32)	424,095	326,908	(97,187)	(30)	560,411
Auto Insurance	-	2,846	2,846	100	59,099	19,922	(39,166)	(197)	34,155
Workers Comp Insurance	15,377	10,622	(4,756)	(45)	113,371	74,351	(39,021)	(52)	127,461
Insurance Other	17,410	16,173	(1,237)	(8)	91,014	113,208	22,194	20	194,069
Payments in Lieu of Taxes	-	15,649	15,649	100	-	109,544	109,544	100	187,786

LOW INCOME PUBLIC HOUSING
Budget Comparison
Period = Jan 2023

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
Misc. Taxes/Licenses/Insurance	1,393	-	(1,393)	N/A	2,322	-	(2,322)	N/A	-
Bad Debt-Tenant Rents	71,039	24,686	(46,352)	(166)	419,745	172,804	(246,941)	(143)	296,235
Security/Law Enforcement	172,144	136,520	(35,623)	(26)	1,223,428	955,641	(267,787)	(28)	1,638,241
Other General Expense	353,825	424,018	70,192	17	2,938,686	2,968,123	29,436	1	5,086,215
TOTAL GENERAL EXPENSES	692,946	677,214	(15,732)	(2)	5,271,749	4,740,500	(531,249)	(11)	8,126,573
HOUSING ASSISTANCE PAYMENTS									
FSS Escrow Payments	4,566	-	(4,566)	N/A	17,027	-	(17,027)	N/A	-
TOTAL HOUSING ASSISTANCE PAYMENTS	4,566	-	(4,566)	N/A	17,027	-	(17,027)	N/A	-
NON-OPERATING ITEMS									
Operating Transfers OUT	15,301	-	(15,301)	N/A	136,550	-	(136,550)	N/A	-
TOTAL NON-OPERATING ITEMS	15,301	-	(15,301)	N/A	136,550	-	(136,550)	N/A	-
TOTAL EXPENSES	2,832,161	2,143,929	(688,232)	(32)	16,770,155	15,007,502	(1,762,653)	(12)	25,727,162
NET INCOME	(544,684)	22,318	(567,013)	(2,540)	(122,859)	156,235	(278,894)	(179)	287,826

**Detroit Housing Commission
PHAS Financial Indicators
For the period 7/1/2022 through 01/31/2023**

AMP		Quick Ratio		MIENAR		Debt Service Coverage		Total Score	Total Units	Unit Weighted Score
		Calculation	Score	Calculation	Score	Calculation	Score			
AMP01	Brewster	4.69	12.00	6.76	11.00	N/A	2.00	25.00	1,743	43,575.00
AMP02	Charles/Sojourner	6.50	12.00	10.35	11.00	N/A	2.00	25.00	1,295	32,375.00
AMP03	Forest Park/Diggs	(0.70)	-	(2.72)	-	N/A	2.00	2.00	1,400	2,800.00
AMP07	Harriet Tubman	1.37	8.99	0.95	-	N/A	2.00	10.99	1,393	15,303.29
AMP11	Riverbend	6.45	12.00	4.84	11.00	N/A	2.00	25.00	658	16,450.00
AMP12	Scattered West	6.77	12.00	9.57	11.00	N/A	2.00	25.00	539	13,475.00
AMP13	Scattered East	6.20	12.00	9.42	11.00	N/A	2.00	25.00	567	14,175.00
AMP14	Scattered Central	6.08	12.00	8.74	11.00	N/A	2.00	25.00	343	8,575.00
AMP15	Sheridan	0.88	-	(0.31)	-	N/A	2.00	2.00	2,849	5,698.00
AMP16	Smith	5.17	12.00	7.66	11.00	N/A	2.00	25.00	1,085	27,125.00
AMP17	State Fair	3.21	12.00	3.77	10.66	N/A	2.00	24.66	1,393	34,350.98
AMP18	Warren West	3.69	12.00	2.32	8.54	N/A	2.00	22.54	994	22,406.86
AMP19	Woodbridge Sr. Village	2.50	12.00	2.65	9.02	N/A	2.00	23.02	2,072	47,698.57
AMP28	Algonquin	16.46	12.00	26.95	11.00	N/A	2.00	25.00	84	2,100.00
AMP29	Greenbrook	8.95	12.00	17.17	11.00	N/A	2.00	25.00	224	5,600.00
	FULL SCORE	2.00	12.00	4.00	11.00		2.00	25.00	16,639	291,708
										17.53

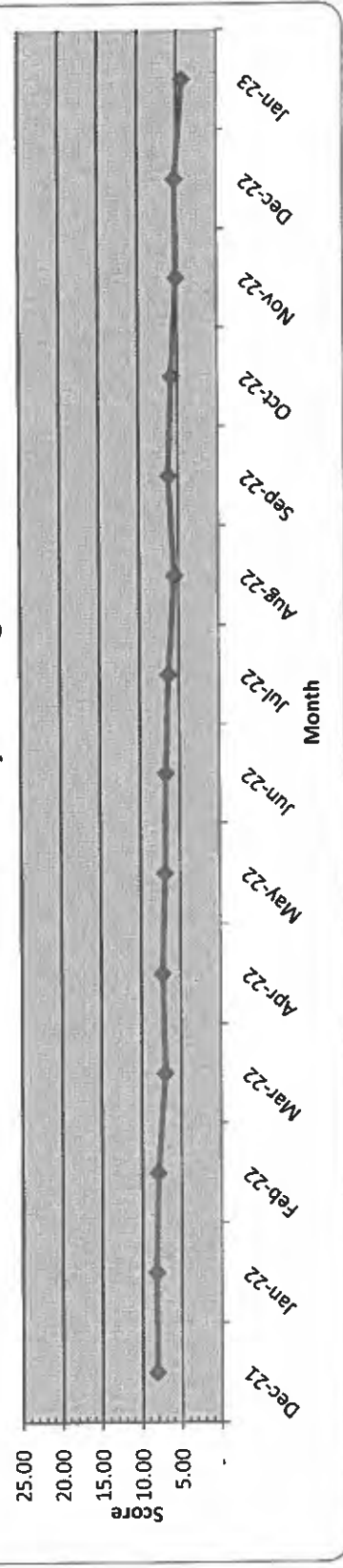


Calculated scores are estimates based on year to date activity, year end adjustments may have an effect on such estimates. Audited compliance findings within the low income and/or capital fund program may reduce or nullify the financial score.

**Detroit Housing Commission
PHAS Management Indicators
For the period 7/1/2022 through 01/31/2023**

AMP	Accounts Receivable		Accounts Payable		Occupancy		Total Score	Total Units	Unit Weighted Score	
	Calculation	Score	Calculation	Score	Calculation	Score				
AMP01	0.526	-	0.86	2.00	0.954	8.00	10.00	1,743	17,430.00	
AMP02	0.322	-	1.26	2.00	0.884	-	2.00	1,295	2,590.00	
AMP03	0.598	-	0.60	4.00	0.897	-	4.00	1,400	5,600.00	
AMP07	0.315	-	2.18	-	0.866	-	-	1,393	-	
AMP11	0.383	-	0.49	4.00	0.976	12.00	16.00	658	10,528.00	
AMP12	0.707	-	0.47	4.00	0.987	16.00	20.00	539	10,780.00	
AMP13	0.502	-	0.34	4.00	0.878	-	4.00	567	2,268.00	
AMP14	0.543	-	0.42	4.00	0.816	-	4.00	343	1,372.00	
AMP15	0.416	-	2.09	-	0.832	-	-	2,849	-	
AMP16	0.786	-	0.51	4.00	0.907	1.00	5.00	1,085	5,425.00	
AMP17	0.132	-	1.29	2.00	0.853	-	2.00	1,393	2,786.00	
AMP18	0.409	-	0.36	4.00	0.870	-	4.00	994	3,976.00	
AMP19	0.160	-	1.36	2.00	0.849	-	2.00	2,072	4,144.00	
AMP28	0.445	-	0.46	4.00	1.000	16.00	20.00	84	1,680.00	
AMP29	0.314	-	0.39	4.00	0.955	8.00	12.00	224	2,688.00	
							25.00	16,639	71,267.00	4.28
Possible Points:		<0.015	5.00	<0.75	4.00	>0.98	16.00			
		<0.025	2.00	<1.50	2.00	0.961 - 0.98	12.00			
						0.941 - 0.96	8.00			
						0.921 - 0.94	4.00			
						0.901 - 0.92	1.00			
						<0.90	-			

PHAS Monthly Management Indicator

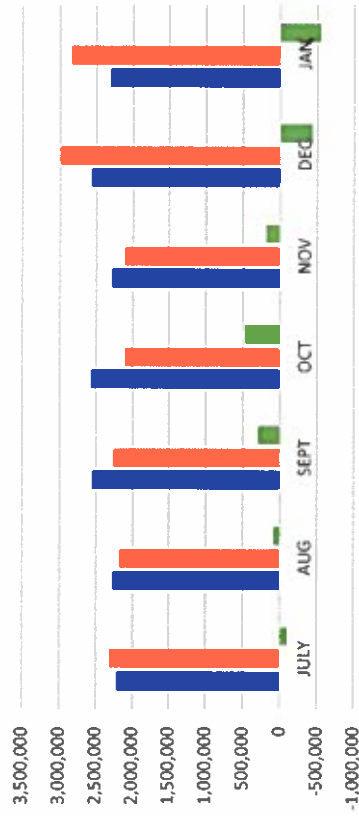


Calculated scores are estimates based on year to date activity year end adjustments may have an effect on such estimates. At this time the Accounts Payable score does not include CFP payables. Including those payables will reduce the estimated score

Finance

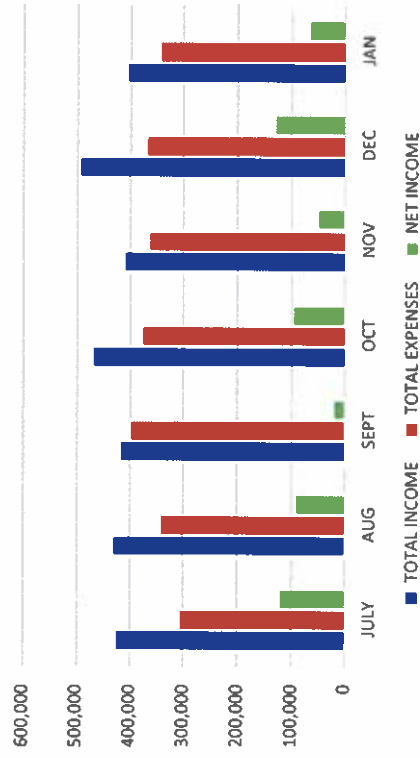


LIPH



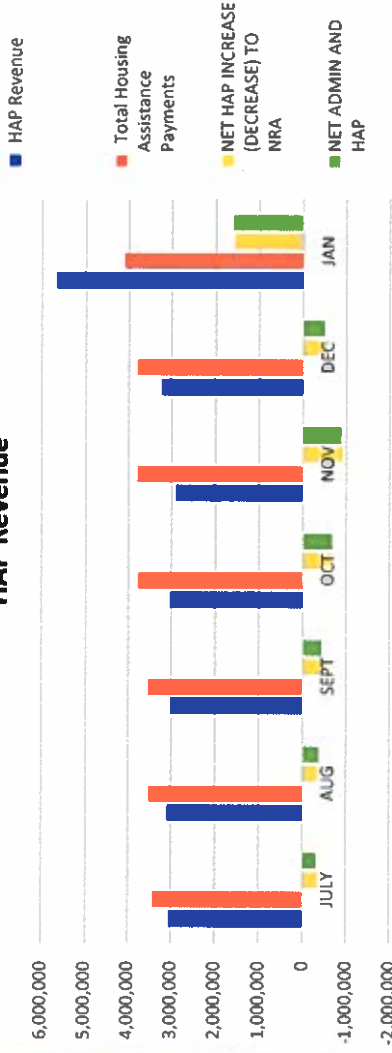
■ TOTAL INCOME ■ TOTAL EXPENSES ■ NET INCOME

Central Office



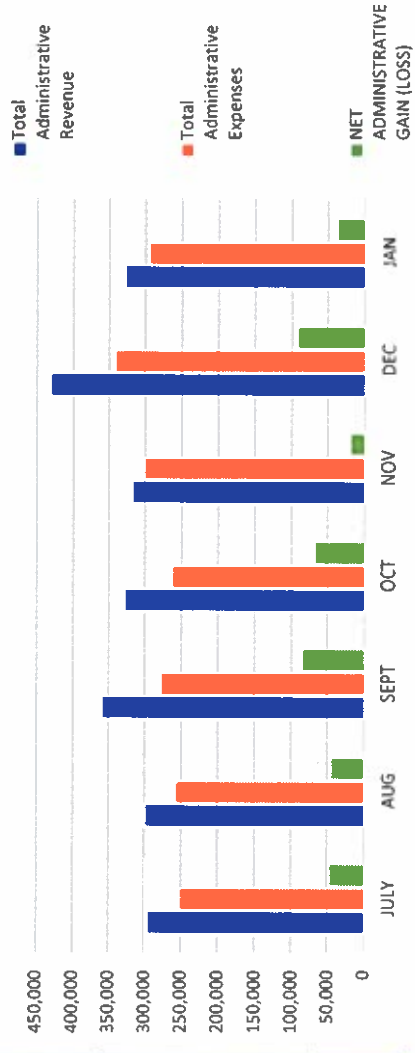
■ TOTAL INCOME ■ TOTAL EXPENSES ■ NET INCOME

HAP Revenue



■ HAP Revenue ■ Total Housing Assistance Payments ■ NET HAP INCREASE (DECREASE) TO NRA ■ NET ADMIN AND HAP

Assisted Housing



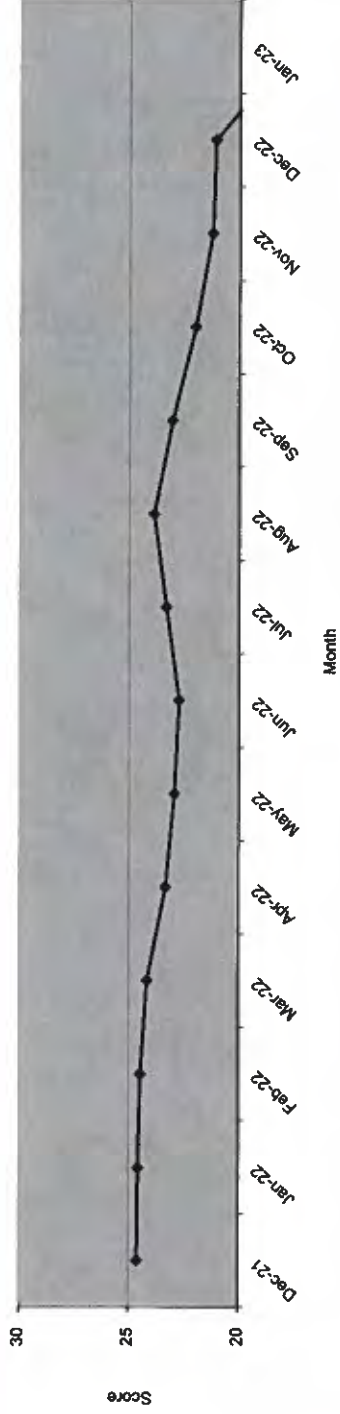
■ Total Administrative Revenue ■ Total Administrative Expenses ■ NET ADMINISTRATIVE GAIN (LOSS)

Source: Finance

Finance

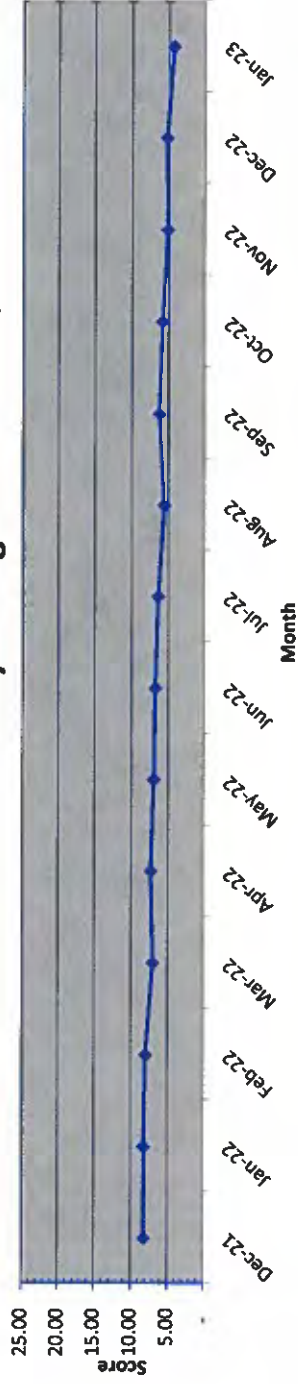


PHAS Monthly Financial Indicator



17.53
out of 25

PHAS Monthly Management Indicator



4.28
out of 25

Source: Finance

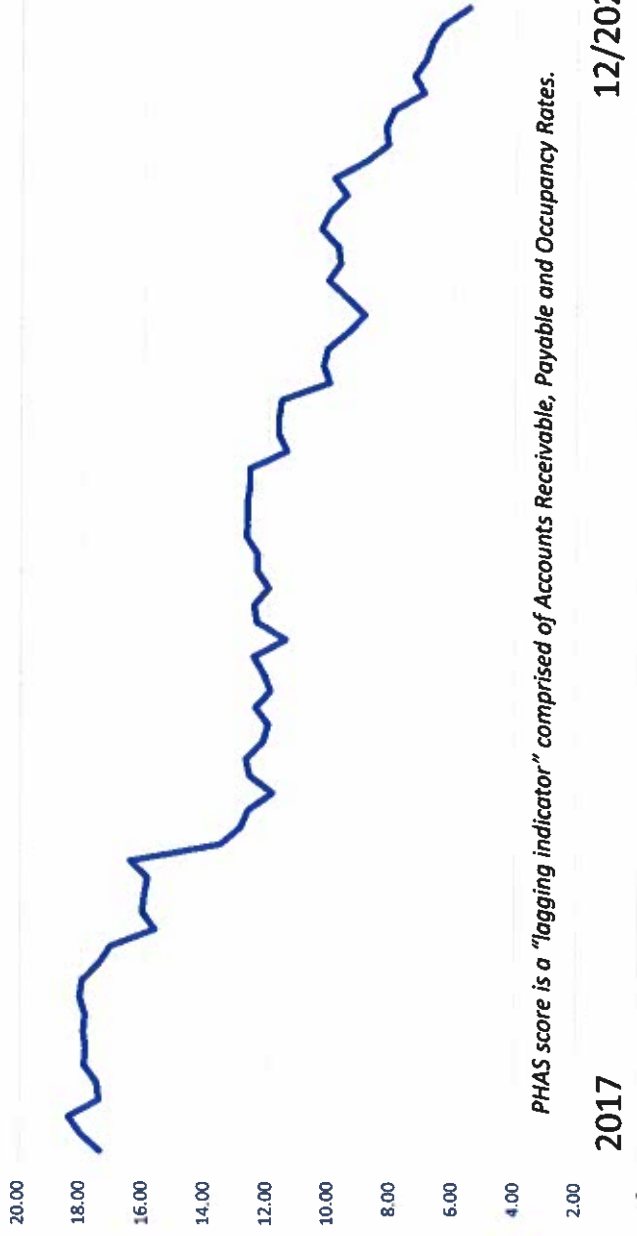
PHAS Management Score

PHAS scores have been in a steady decline since 2017.

Greatest impact on score decline is lack of Rent Collections influenced by Delinquent Recertifications.



PHAS Score (25 pts Maximum)

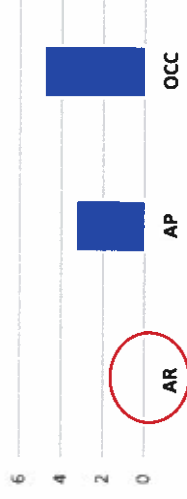


PHAS score is a "lagging indicator" comprised of Accounts Receivable, Payable and Occupancy Rates.

2017

12/2022

PHAS MGT CATEGORIES
(Current)



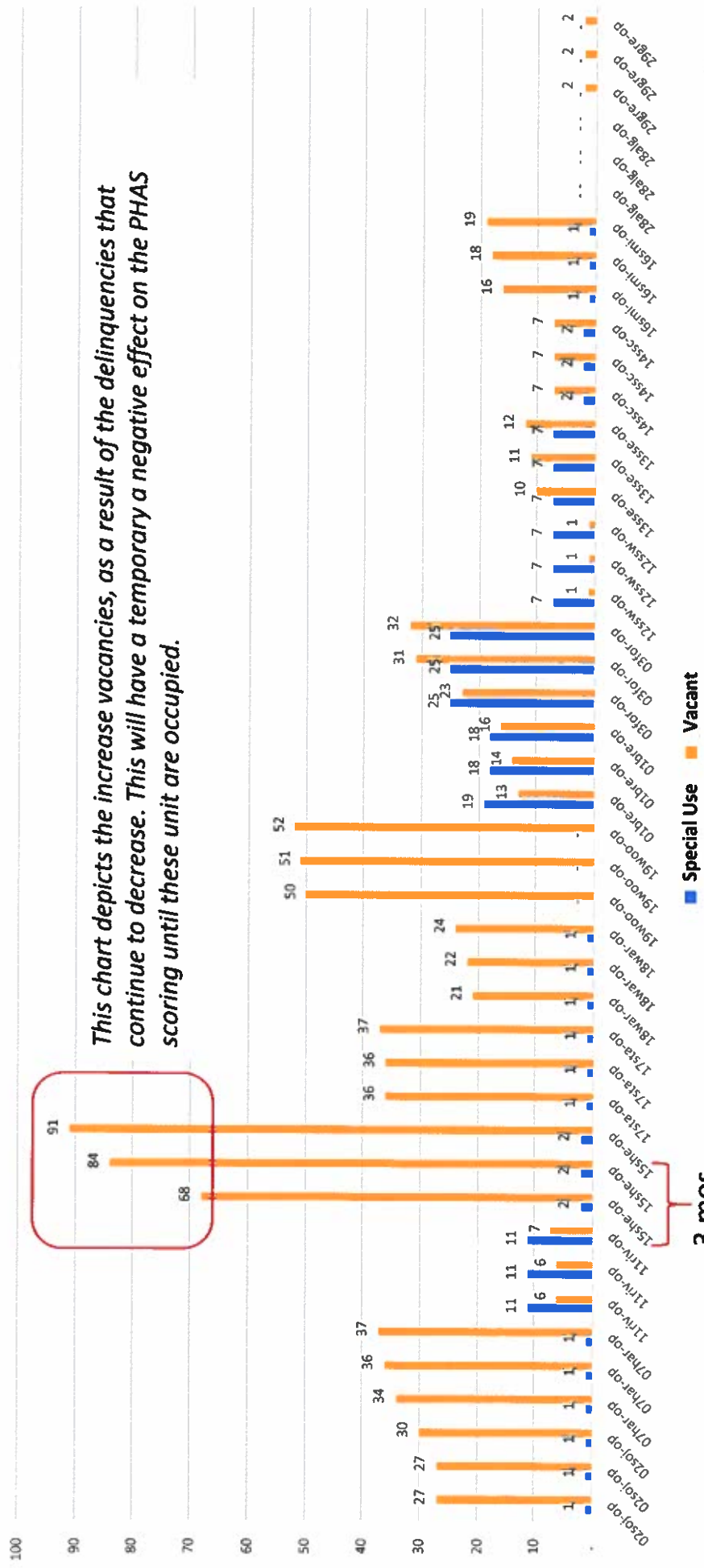
- PHAS score is comprised of:
 - Accounts Receivable
 - Accounts Payable
 - Occupancy
- The current Accounts Receivable portion of composite score is **zero**
- Delinquents are in the process of being brought current. This will increase the composite score, thus increasing PHAS Management Score

Finance



Occupancy Opportunity | All Sites

This chart depicts the increase vacancies, as a result of the delinquencies that continue to decrease. This will have a temporary a negative effect on the PHAS scoring until these unit are occupied.

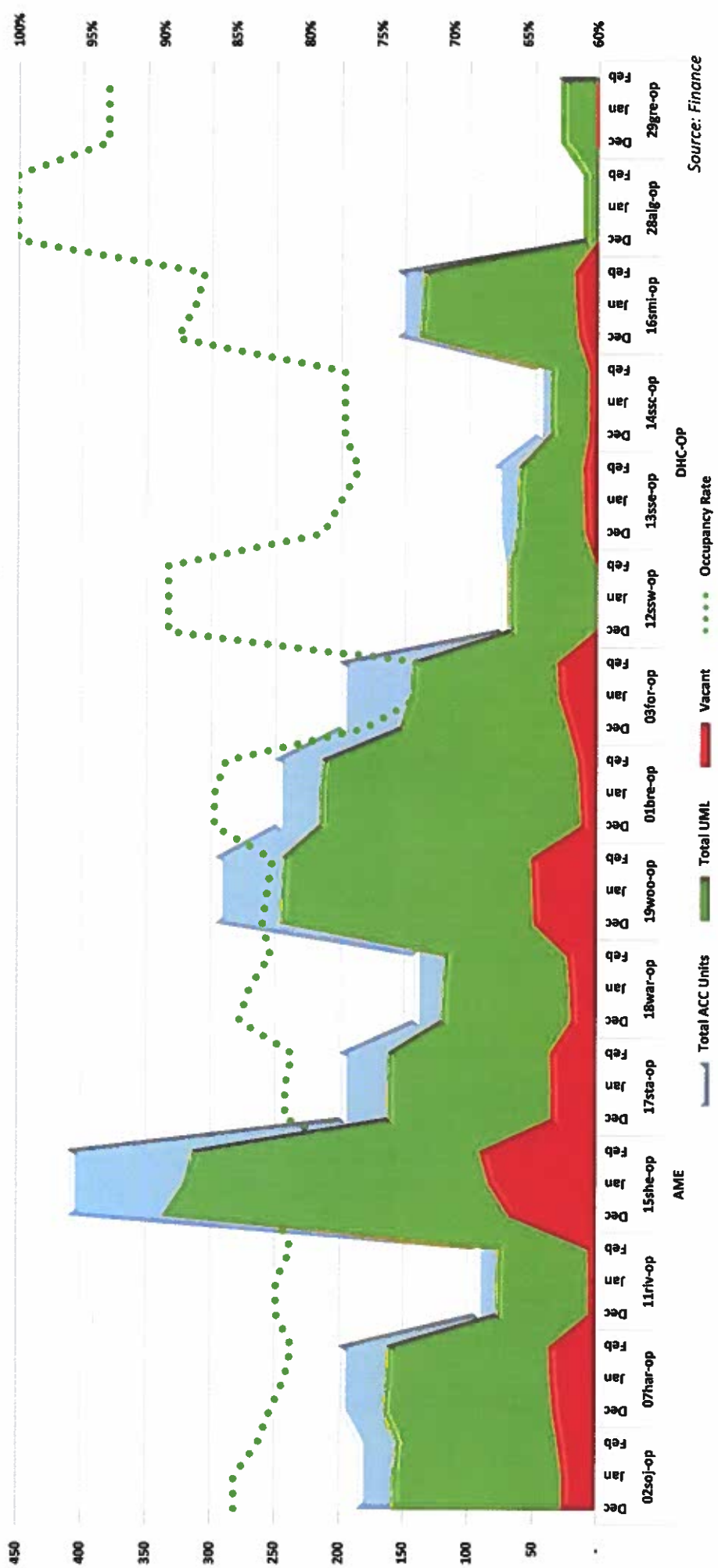


Source: Finance

Finance



Occupancy per Month | Maintains 84% Average

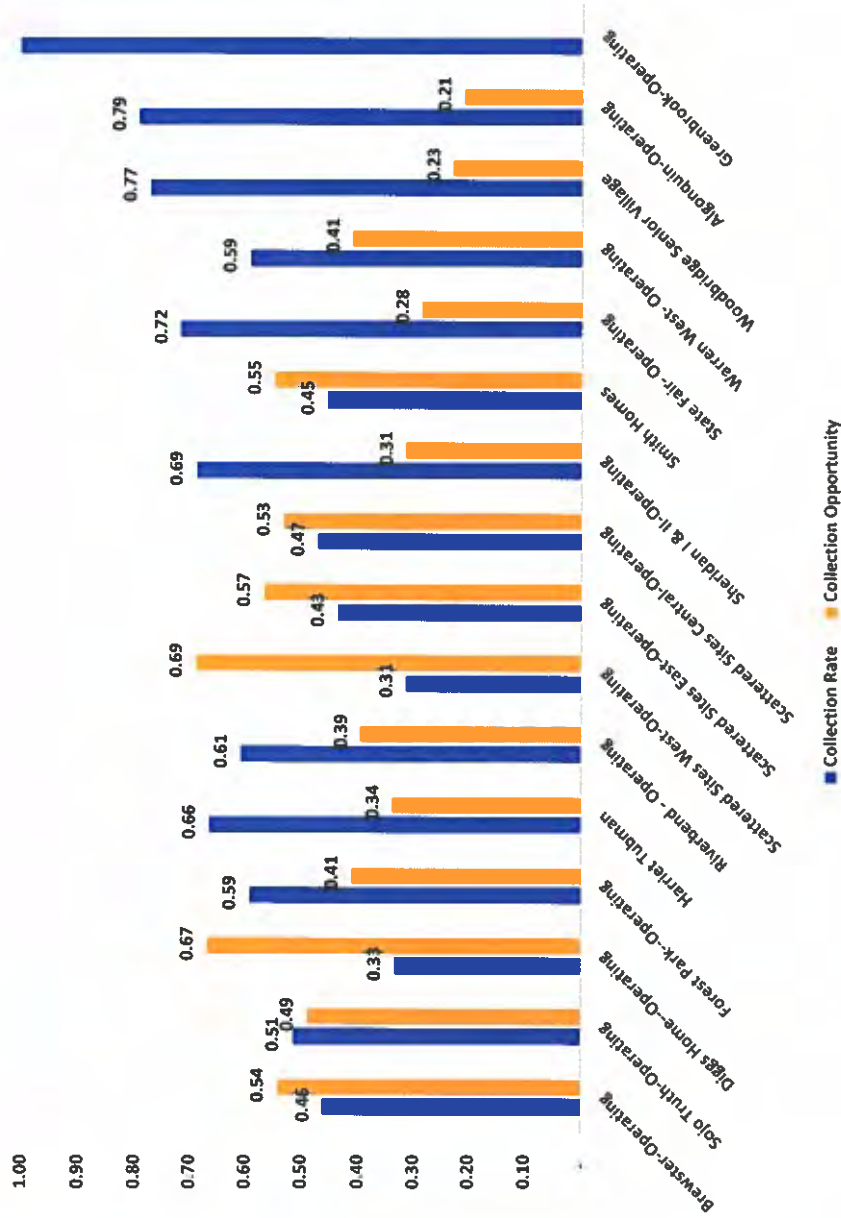


Source: Finance

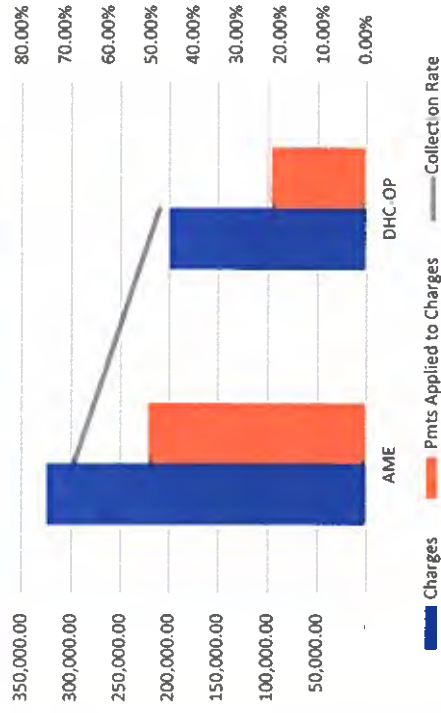
Finance



February Collection Rate by Property



AME vs DHC February Rent Collections



Collection Percentages and Rents Received performance by AMEs vs DHC Managed Properties.

Delinquent Recertifications continue to decrease which will *Increase* Rent Charges, Revenues and Collection percentages in Q1.

Source: Finance

Finance



Property Name	Average Rent Roll	Rent Roll - TIP Paid Current (actual)	Total Unpaid Rent %	0-30 days		31-60 days		61-90 days		Over 90 days	Prepays	Balance
				days	days	days	days	days				
Brewster-Operating	42,300	19,443.00	0.46	19,491.00	19,404.18	19,130.85	247,418.98	-19,788.83	285,656.18			
Sojo Truth-Operating	27,300	13,989.00	0.51	17,627.36	14,371.73	11,940.44	64,832.16	-8,278.71	100,492.98			
Diggs Home-Operating	12,200	4,063.00	0.33	9,030.20	8,791.00	7,805.10	110,537.35	-15,775.56	120,388.09			
Forest Park-Operating	19,000	11,219.00	0.59	9,497.00	9,179.23	7,508.00	129,863.10	-2,470.04	153,577.29			
Harriet Tubman	41,800	27,729.00	0.66	13,471.84	9,704.86	7,150.06	116,249.02	-8,367.59	138,208.19			
Riverbend - Operating	22,100	13,403.00	0.61	6,630.71	9,710.11	6,213.56	77,625.88	-6,283.14	93,897.12			
Scattered Sites West-Operating	19,500	6,092.00	0.31	14,187.00	14,728.00	13,581.00	116,738.54	-8,962.51	150,272.03			
Scattered Sites East-Operating	14,400	6,261.00	0.43	8,474.80	7,893.00	6,802.00	62,658.35	-15,967.60	69,860.55			
Scattered Sites Central-Operating	11,400	5,352.00	0.47	7,842.75	6,797.00	7,733.00	62,108.79	-8,490.20	75,991.34			
Sheridan I & II-Operating	83,700	57,506.00	0.69	35,379.70	29,455.49	21,798.20	350,776.87	-27,536.15	409,874.11			
Smith Homes	26,300	11,918.00	0.45	13,074.56	11,102.00	9,779.46	102,804.58	-22,520.07	114,240.53			
State Fair- Operating	43,700	31,273.00	0.72	12,716.08	8,730.21	7,285.01	44,082.67	-7,740.78	65,073.19			
Warren West- Operating	31,100	18,389.00	0.59	14,053.92	11,056.00	8,876.00	113,428.18	-5,722.16	141,691.94			
Woodbridge Senior Village	76,000	58,681.00	0.77	17,978.19	12,521.40	12,155.00	114,433.26	-17,843.21	139,244.64			
Algonquin-Operating	3,800	3,010.00	0.79	997.50	838.30	647.00	3,901.00	-514.00	5,869.80			
Greenbrook-Operating	28,200	28,281.00	1.00	1,292.00	1,117.00	1,491.00	22,211.95	-5,416.00	20,695.95			
502,800	316,609	2,266,710.48	63%	201,744.61	175,399.51	149,895.68	1,739,670.68	-181,676.55	2,085,033.93			

DHC Managed

Delinquent recertifications are having positive effects sooner than expected

2% increase in rent collections over last month
6% increase since utilizing KPIs Q2 of 2022

Source: Finance

Finance



A/R & TENANTS Already Completed

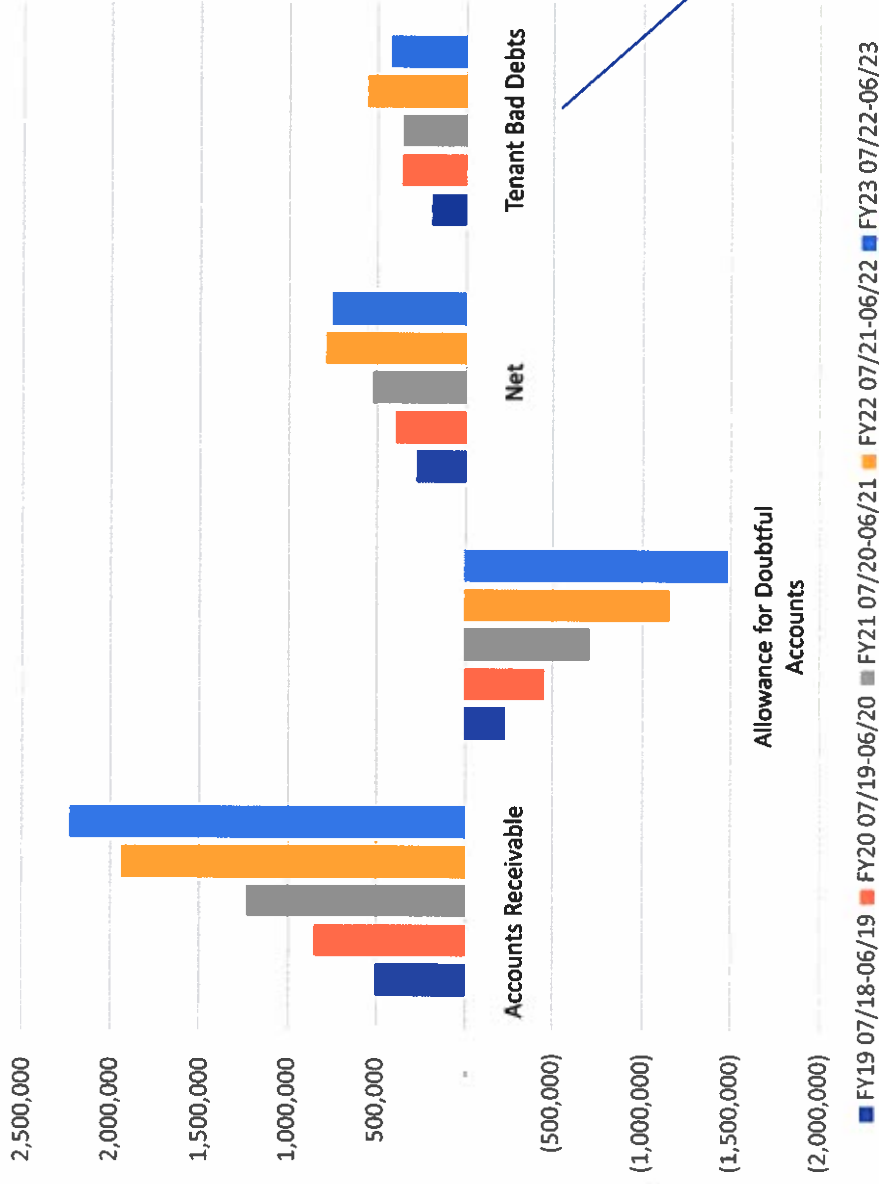
This chart depicts an updated schedule for Tenant Receivables.

The net YTD balance is \$747,900.00

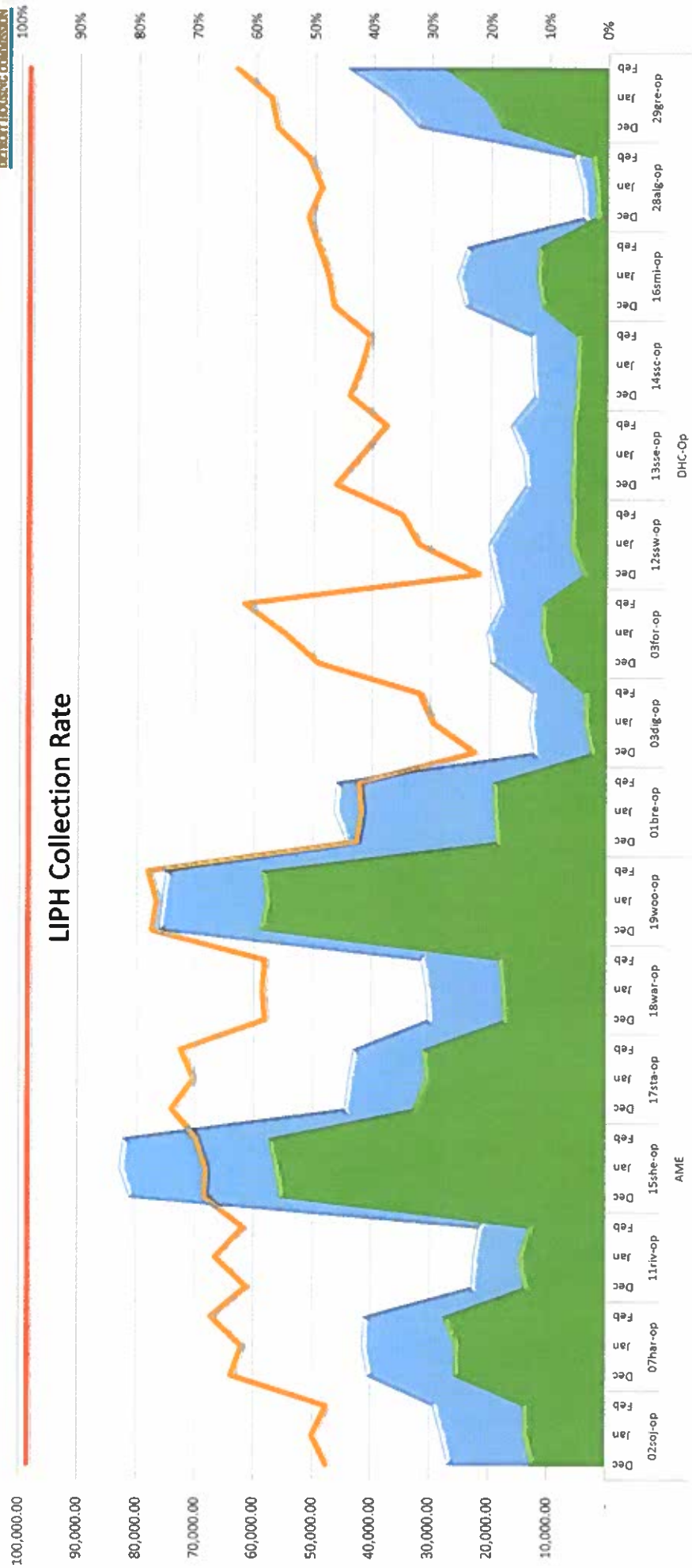
Due to the Impact of COVID-19 which resulted in the Federal, State & Local regulations (evictions), The surge of Tenant A/R occurred.

Through the Re-Certification process, evaluations are occurring to right size the balances.

- Tenant Bad Debts
- Deceased tenants
- In Legal Pipeline
- Terminated from Program (EoP)



Finance



Source: Finance



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March 23, 2023

**Detroit Housing Commission
Detroit, Michigan 48207**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

INFORMATIONAL REPORT FOR RENTAL ASSISTANCE DEPARTMENT MONTHLY REPORT

CONTACT PERSON:

Felicia Burris
HCV Program Director
(313) 877-8660

OVERVIEW

The Rental Assistance Department continues to focus on improving the management of the program with an emphasis on increasing utilization, reducing the process time for contracting with Owners/Landlords and improving timeliness and customer service.

The 2023 FMR's (Fair Market Rents) were released by HUD with an effective date of October 1, 2022. Rental Assistance implemented the new FMR's effective that date. HUD approved waivers for 2023 to maintain the increased Payment Standard during the HAP Contract Term. Based on HUD, Housing Authorities may establish payment standards above the standard 110% up to 120% of the applicable FMR through December 31, 2023.

DHC serves approximately 5,500 clients through the voucher program and approximately 1,200 Landlords/Owners. Staff continues to address participant needs through a remote model. Office is handling door traffic and seeing participants by appointment. All Project Based Voucher Waiting Lists are on-line through the DHC Applicant portal. The Resident Portal, Rent Café, is on-line, and staff continue to work with program participants to register and fully utilize the system.

The department continues its activity with HUD EHV, Mainstream and FUP Vouchers.

Tenant Based Waiting List

As you are aware, DHC opened the Tenant Based Voucher Waiting list to the public from February 3-5, 2020, when approximately 22,000 households applied. A computerized lottery was run, resulting in a final waiting list of 7,000 applicants. Based

on program utilization, funding and attrition, the list remains viable and active. Names are continuously selected from the waiting list and currently there are 4,744 applicants on that list.

Eligibility determination begins when an applicant responds to written communication sent from the Department.

Project Based Vouchers

Between 2016 through 2022, DHC awarded 37 separate PBV commitments; twenty-five which are under a HAP (Housing Assistance Payment) contract for a total of 694 units. Signed AHAPs (Agreement to Enter a HAP Contract) for an additional 254 units. There are 11 additional commitments equaling 145 units at various stages of the process:

- Two (2) are expected to move to the HAP stage in the next 30 days.
- One (1) project is moving to waitlist set up.
- One (1) PBV extension request is under review.
- One (1) development awarded LIHTC credits.
- Two (2) projects are moving into AHAP Phase.
- One (1) PBV is in process for a 15 -year HAP renewal.

The PBV activity changes based on the developers and project activity. The developments with PBV commitments are required to adhere to program requirements. DHC is addressing the following:

On August 8, 2022, DHC issued an RFP to award up to 125 project-based vouchers for new PBV commitments, at the City's request. The Selection Committee reviewed 15 proposals and conducted site visits. Twelve (12) projects, for a total of 116 PBVs, were given commitments go for both the Fall 2022 and Spring 2023 LIHTC rounds at MSHDA. From this RFP round One (1) commitment was approved in the Fall LIHTC round.

Operations Service Contract/Activity

Staff is working with CVR Associates on program activity associated with delinquent participant recertifications and new applicant eligibility determinations. The CVR contract was extended to February 2023, by agreement between DHC and the contractor.

Current Delinquent Annual Recertification Process Updates:

- 2018- zero delinquent annuals
- 2019- 5 delinquent annuals
- 2020- 46 delinquent annuals
- 2021 182 delinquent annuals.
- 2022 1588 delinquent annuals
- 2023 1556 delinquent annuals

- Total – 1971 delinquent annuals.

These numbers change daily as CVR and DHC staff continue to get current and uploaded into the HUD Voucher Management System. Next month's report will show continued decrease in delinquencies. Note – The Team is working with Human Resources to limit the employee turnover rate and vacancies.

If HUD makes additional program waivers based on operational levels associated with the pandemic available, DHC will request those it deems helpful.

Respectfully Submitted, *Felicia Burris*

Felicia Burris HCV Manager-Rental Assistance

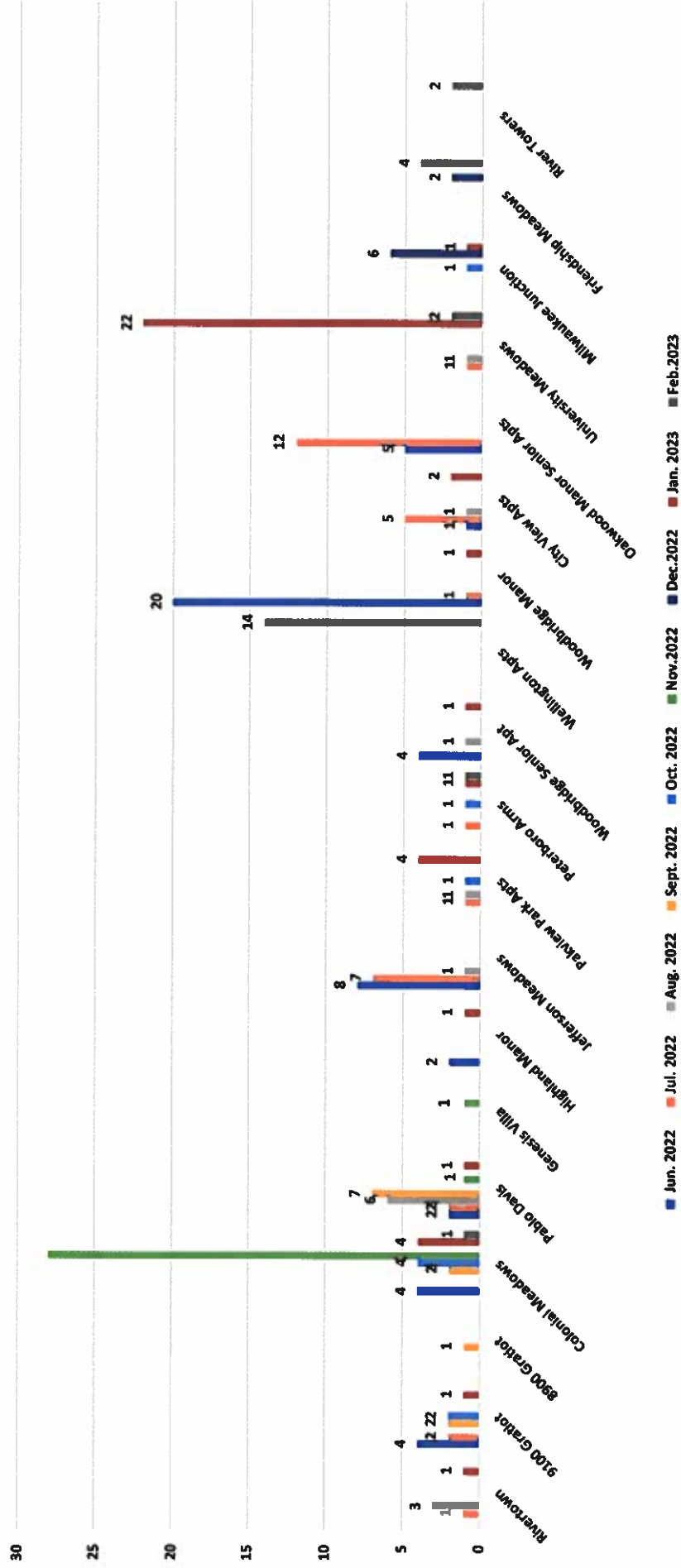
Sandra B. Henriquez

Sandra B. Henriquez, Secretary to the Board
Detroit Housing Commission

Project Based Voucher



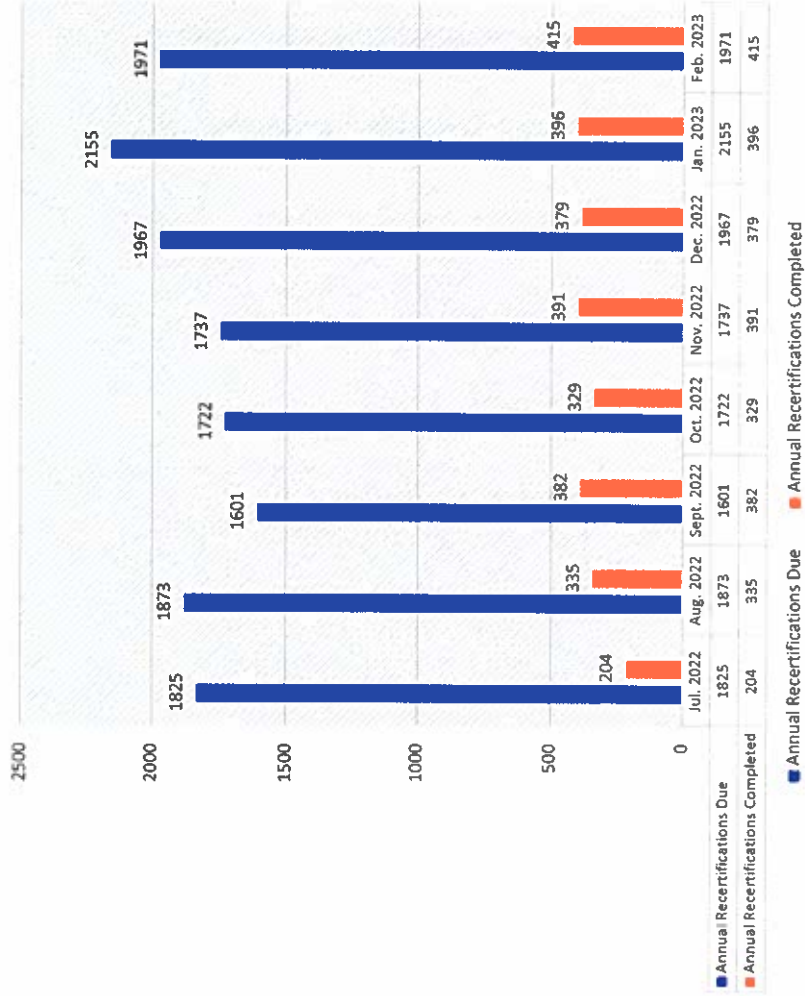
Project Based Voucher Monthly Recertification Activity Report
By Property February 2023



Source: PBV

Voucher Recertification

Housing Choice Voucher Monthly Annual Recertification Report February 2023



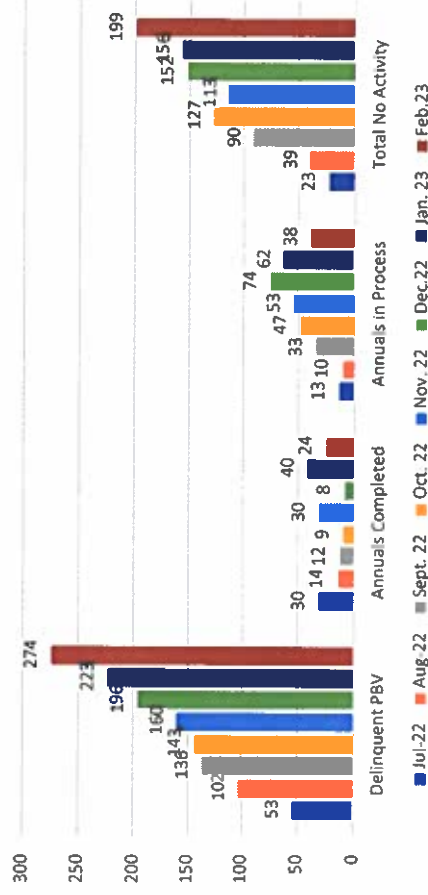
Source: PBV



HCV ANNUAL RECERTIFICATIONS DHC VS CVR FEBRUARY 2023



Project Based Voucher Recertification Activity Chart February 2023



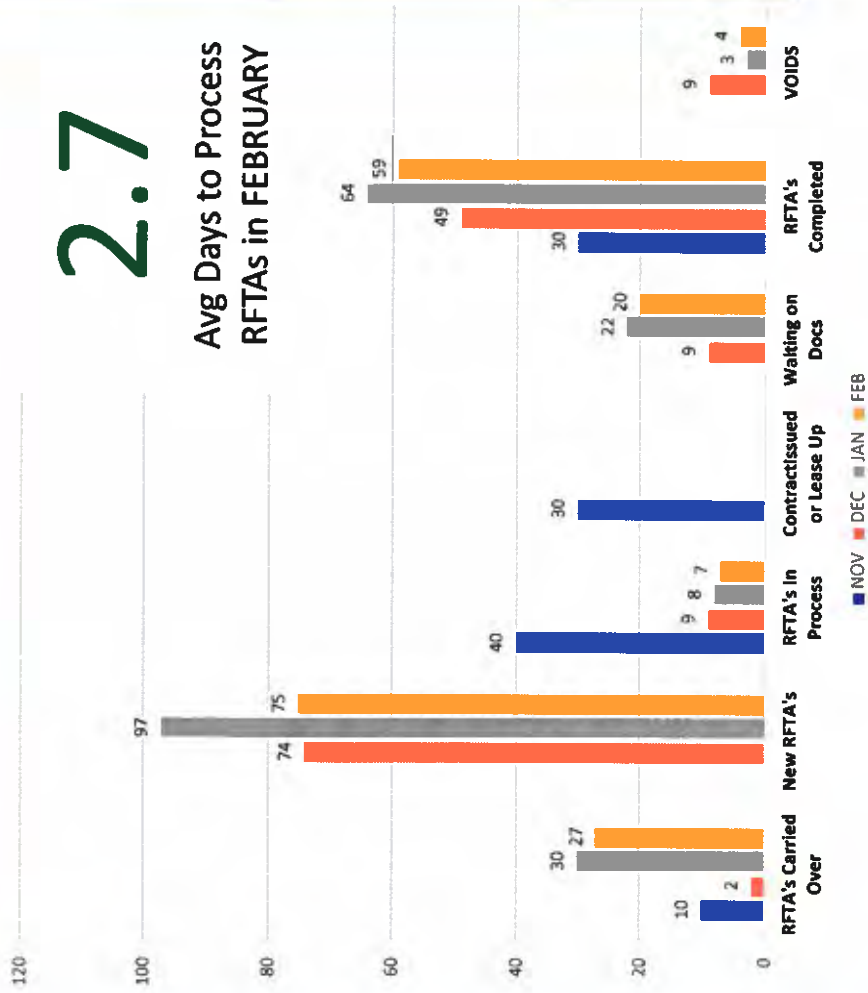
RFTA Activity



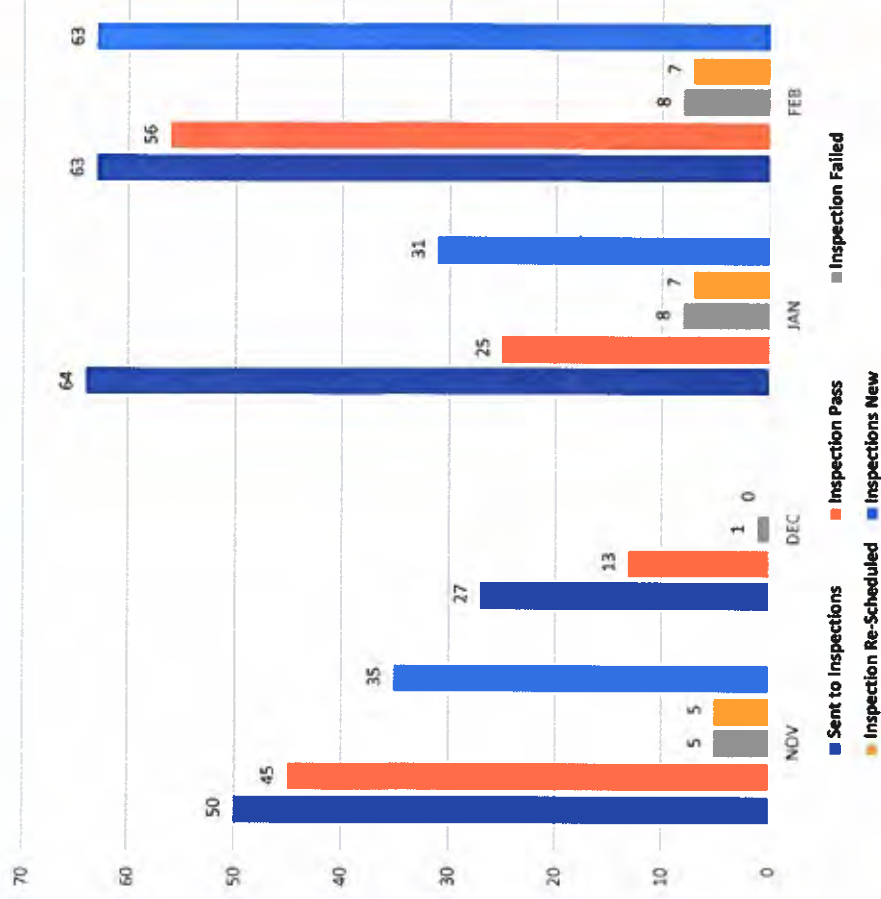
RFTA Processing Performance

2.7

Avg Days to Process RFTAs in FEBRUARY



Inspection Performance



Source: PBV

Section 8 Management Assessment Program



SEMAP INDICATORS



Attained

Source: PBV



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March 23, 2023

**Detroit Housing Commission
Detroit, Michigan 48207**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

REAL ESTATE MANAGEMENT MONTHLY REPORT

CONTACT PERSON:

Sandra B. Henriquez
Acting COO of Real Estate Management
(313) 877-8867

OVERVIEW:

DHC continues to decrease the number of delinquent recertifications in its public housing program (LIPH).

The accompanying chart illustrates the number of annual recertifications done since the start of this initiative. With the upcoming deadline of March 31, 2023, there remain 432 households to be recertified. An additional 87 households are entering the legal/court process for repeated failure to comply with requests to recertify. DHC prefers the court to compel compliance, rather than evict the household.

DHC is current in the process to select third party property management companies in April. The Pre-Proposal Conference/Site Tour took place on March 1; questions from interested parties and DHC responses were posted on Friday, March 17. The sealed bid proposals are due on March 27, 2023, by 2:30 PM, ET.

Once decisions have been made regarding these contracts with recommendations taken to the Board requesting approval to enter into contracts, REMD will finalize the reorganization of the Real Estate Management Department.



REMD Monthly Report
March 23, 2023
Page 2

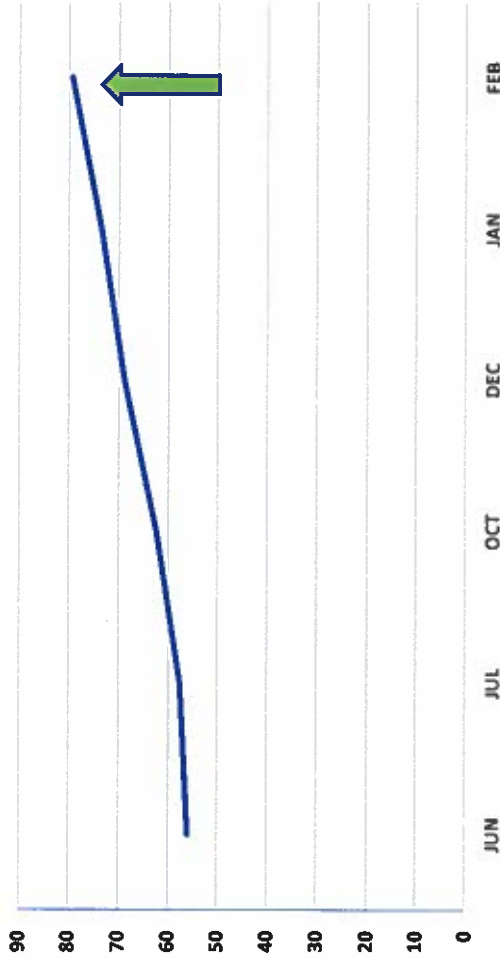
As reported earlier, Sheridan Place experienced significant water damage. DHC continues to work with its insurer and others to restore the property.

Respectfully submitted, 
Sandra B. Henriquez, Acting COO of Real Estate Mgmt.

Real Estate Management | Recertification Activity



Recertification Completion Rate



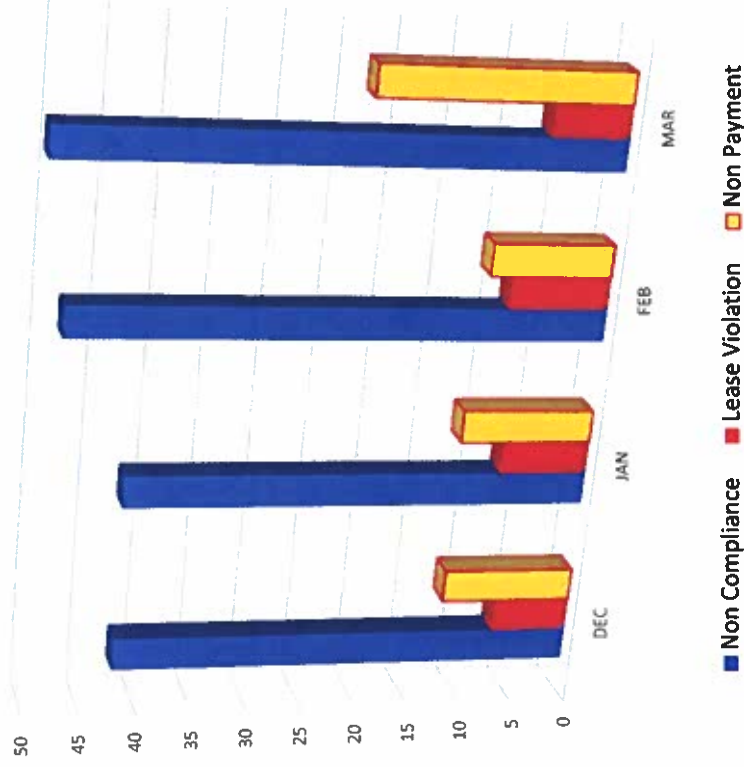
23%

Delinquent Household Recertification Completion % increase since June 2022

148

Delinquent Household Recertifications Processed since last report

Legal Actions increase as Delinquencies Decrease



Source: REM

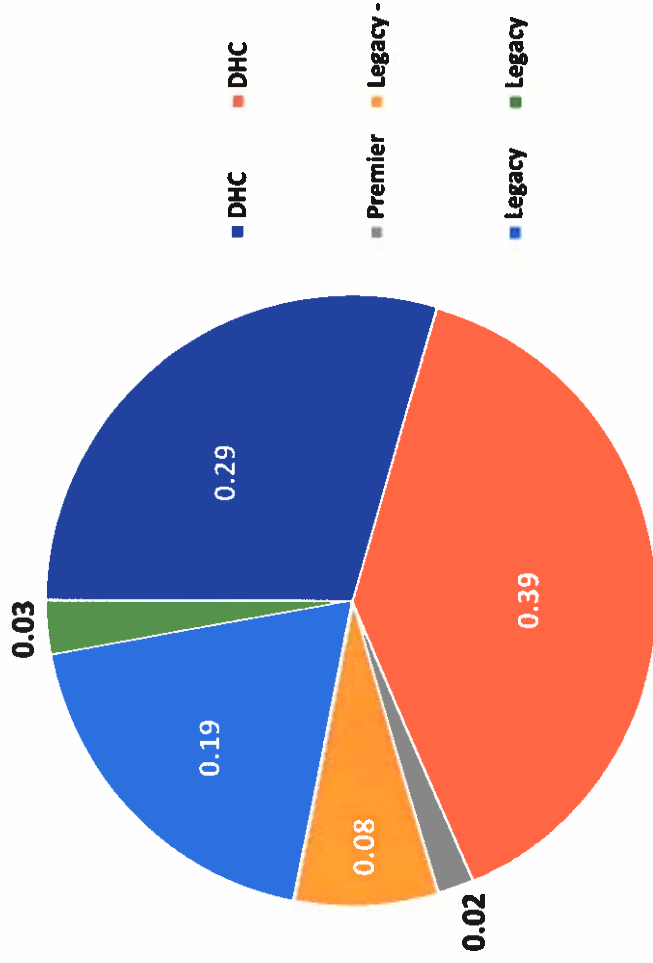
Real Estate Management | Recertification Activity



Households in Delinquent Recertification Status
2022 - 2023



Delinquency % by Managing Entity



Included in the data sets are 87 households in legal pipeline

Total Annuals Recertifications Due (Does Not Include IR's when Necessary)

DHC - 1	992
Premier	15
Legacy	255
total	1262

Source: REM



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March 23, 2023

**Detroit Housing Commission
Detroit, Michigan 48207**

HONORABLE MEMBERS IN SESSION

SUBJECT:

**MONTHLY REPORT ON CAPITAL IMPROVEMENT PROGRAM'S ACTIVITIES FOR
THE MONTH OF FEBRUARY 2023**

CONTACT PERSON:

Matthew Lents
Director of Capital Assets and Construction
(313) 877-8612

OVERVIEW:

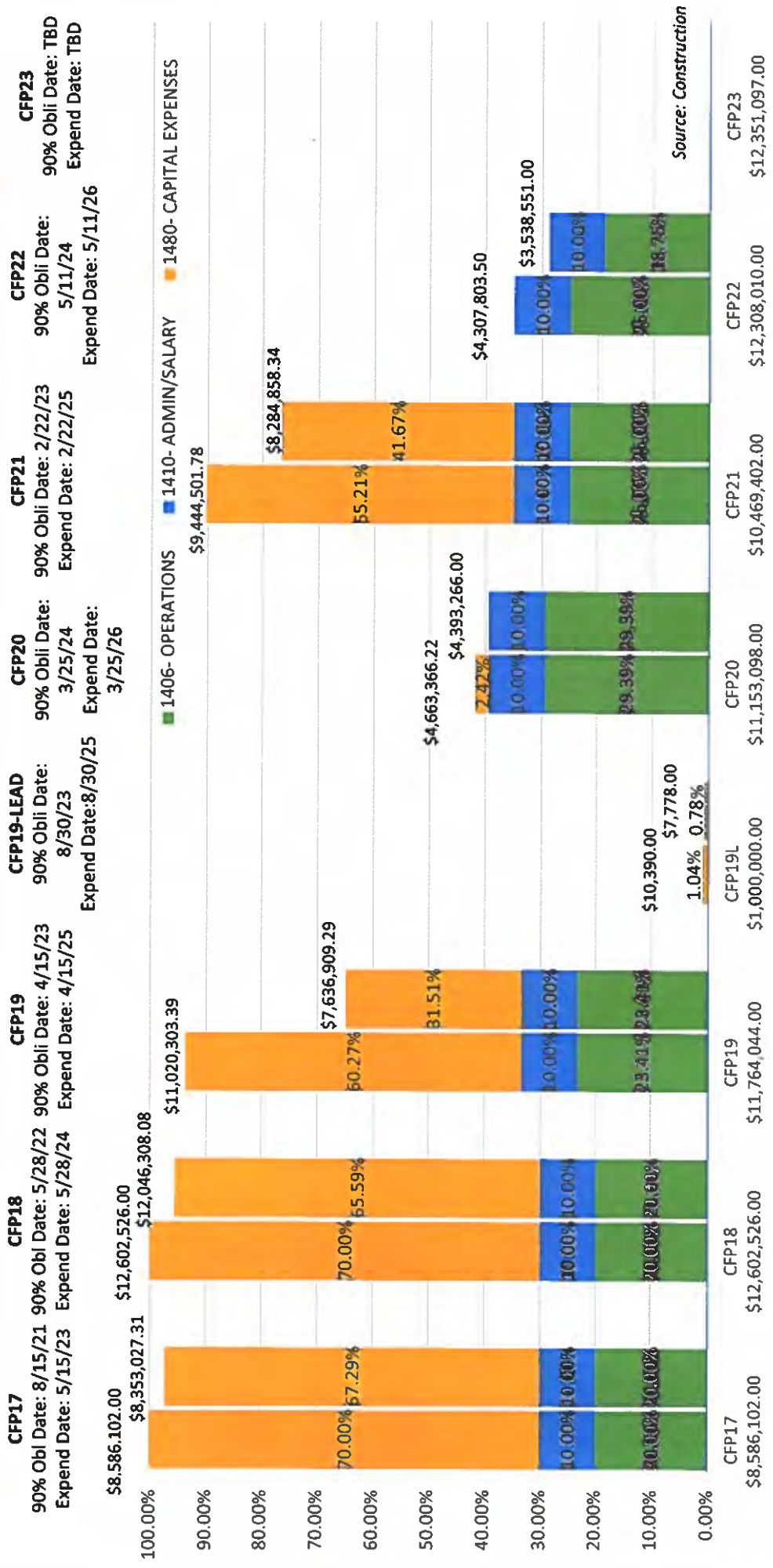
The Capital Improvement Program's Activities Report for the Month of February 2023 is submitted as an informational report to the Board updating current and ongoing activities. The Key Performance Indicators on the next page depict the Obligation and Expenditure status by awarded grant including dates, current percentage completed, and allocations of each grant.

Respectfully Submitted,


Matthew Lents, Director of Capital Assets and Construction


Sandra B. Henriquez, Secretary to the Board
Detroit Housing Commission

Grant Oversight | Obligation & Expenditure Breakdown





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March 23, 2023

**Detroit Housing Commission
Detroit, Michigan 48207**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**MONTHLY REPORT ON REAL ESTATE DEVELOPMENT DEPARTMENT
ACTIVITIES FOR THE MONTH OF FEBRUARY 2023.**

CONTACT PERSON:

Fatima Garland
Director of Real Estate Development
313.877.8565

OVERVIEW:

This report provides an update of current and ongoing major programs and project activities and identifies top priorities.

Acquisitions:

- 11424 Nardin Park (Multi-family): Property owned by City of Detroit Housing and Revitalization Department. Confirmed interest in property and advised that property will go before City Council on February 28, 2023.
- DLBA Transfer Agreement-DHC staff initiated environmental Phase I on properties from the DLBA to meet HUD requirements.
- DHC submitted NOFA applications to the City Of Detroit Housing and Revitalization Department for predevelopment funds to assist DHC in its small building acquisitions. Applications were submitted for 2900 Tyler and 11424 Nardin Park.

Asset Repositioning:

- Gardenvue Estates: RAD applications were submitted on January 26, 2023, for 10 phases at Gardenvue Estates (non-leveraged / no debt RAD conversions).


DHC and AH Forward are in discussions for finalizing contractual requirements for RAD deals.

- Woodbridge Estates financial review by AH Forward for RAD application preparation is complete.
- DHC portfolio review ongoing with AH Forward to assist in determining the best strategy for DHC to move forward with the existing portfolio.

Villages at Parkside:

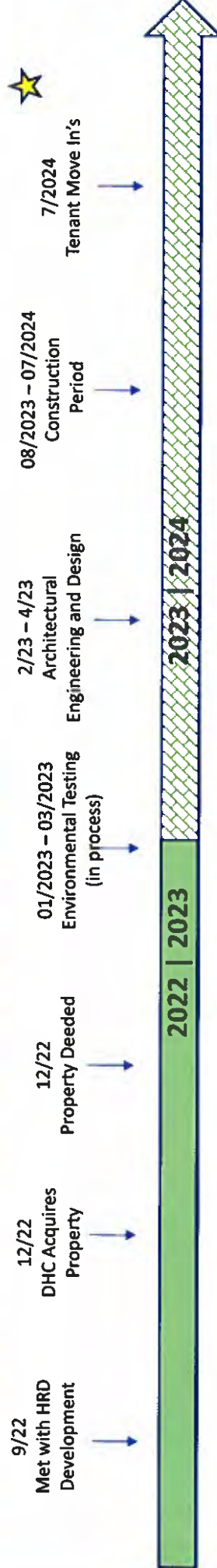
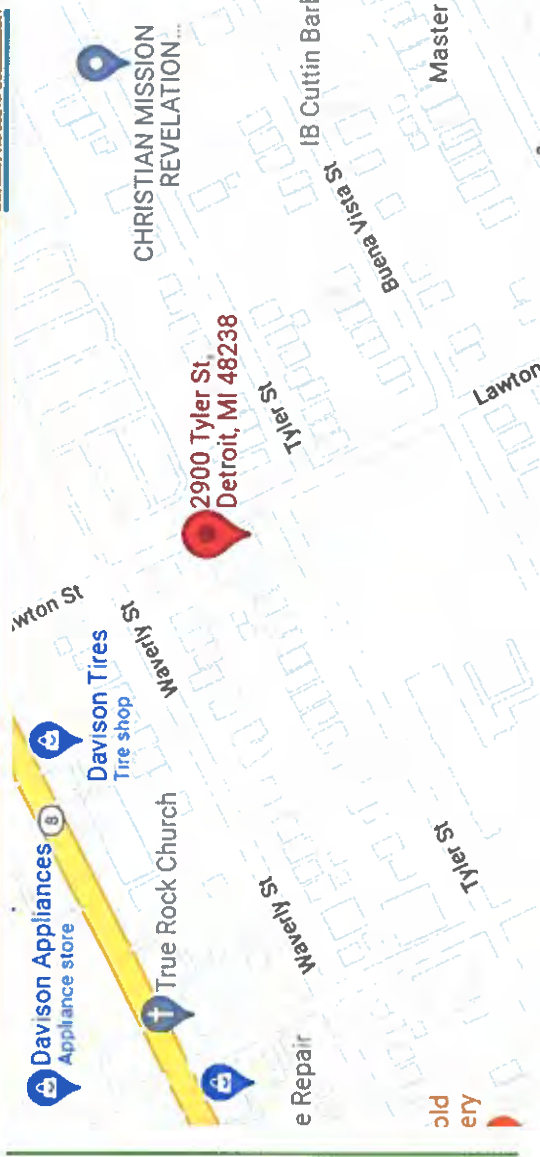
- DHC staff had an introductory meeting with members of The Habitat Company and Duvernay & Brooks LLC to initiate negotiations.
- Met with City of Detroit Public-Private Partnerships (P3) East Side development team to share an update on DHC's intentions with the Villages at Parkside development.

Respectfully Submitted,


Fatima Garland, Director of Development


Sandra B. Henriquez, Secretary to the Board
Detroit Housing Commission

The KAY (2900 Tyler) – Timeline



Source: RED

Real Estate Development | Strategy & Timing



10 Garden View AMPs

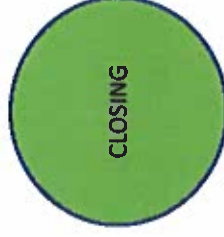
Garden View Milestones

2022 - 2023 APR MAY JUN JUL AUG SEP OCT NOV DEC



- 1. Resident Notifications, Pre-RAD Application
 - ✓ Notice to resident association
 - ✓ Resident Information Notice (RIN) to tenants
 - ✓ Two (2) resident meetings prior to RAD Application
 - ✓ Summarize resident comments and PHA responses
 - 1A - AHF to provide Proforma Financial Scenarios to DHC
 - ✓ 2. RAD Application (in process)
- Board Approval (Board provides a signed PDF of each RAD Application)
Mixed-finance Affidavit
Summary of resident comments and PHA responses
- 3. HUD Review/CHAP Award
- 4. HUD Review/CHAP Award (Kick-Off Call)

- 5. Kick-Off Call
 - 1. HUD Concept Call
 - a. Tenant Meeting
 - b. PNA
 - c. Declaration of Trust research Environmental Review
 - d. FHEO Desk Reviews (should be not applicable!)
 - e. Conversion Overview
 - 6. Initial Pro-forma and Development Budget
 - 7. Financing Plan Submission
 - Complete set of submissions
 - Tenant meeting
 - 8. Issuance of RAD Conversion Commitment
 - Final tenant notification



Source: RED



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March 23, 2023

Detroit Housing Commission
Detroit, Michigan 48207

HONORABLE MEMBERS IN SESSION:

SUBJECT:

MONTHLY INFORMATIONAL REPORT ON THE PAYMENT OF CLAIMS AND/OR SETTLEMENTS UNDER \$100,000.00 FOR THE PERIOD FEBRUARY 23, 2023 TO MARCH 23, 2023.

CONTACT PERSON:

Gwendolyn A. de Jongh
General Counsel
313-877-8840

SUMMARY OF PAYMENTS:

None.

POLICY CONSIDERATIONS:

This report is presented pursuant to Resolution No. 2690 which requires a monthly report to the Board of all claims and/or litigation matters settled by the Executive Director for under One Hundred Thousand Dollars (\$100,000.00).

Respectfully submitted by:


Gwendolyn A. de Jongh, General Counsel


Sandra B. Henriquez, Secretary to the Board
Detroit Housing Commission



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Detroit, Michigan 48207
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March 23, 2023

**Detroit Housing Commission
Detroit, Michigan 48207**

HONORABLE MEMBERS IN SESSION

SUBJECT:

MONTHLY REPORT ON HUMAN RESOURCES DIVISION ACTIVITIES FOR THE MONTH OF FEBRUARY 2023 INCLUDING PARTIAL Q1 PERFORMANCE.

CONTACT PERSON:

David Brukoff
Human Resources Manager
(313) 877-8626

OVERVIEW:

The Human Resources Division Activities Report for the month of February 2023 is submitted as an informational report to the Board updating current and ongoing activities. The Key Performance Indicators below depict hiring performance for part of Q1 of 2023.

Recruiting Detail: The chart above depicts current open positions. Applicants have been sourced, resumes reviewed, interviews conducted, offers of employment extended and/or hiring of selected candidates, as indicated in the KPI charts.

Separations/Resignations: (1). – (1) Housing Specialist with the Rental Assistance Department.

Employee and Labor Relations: No new issues in February.

Leaves of Absence: HR received (3) new requests for Family and Medical Leave. (2) Approval (1) Pending certification.

Workers' Compensation: (2) Ongoing case(s), with (1) having Time Loss

Respectfully Submitted,

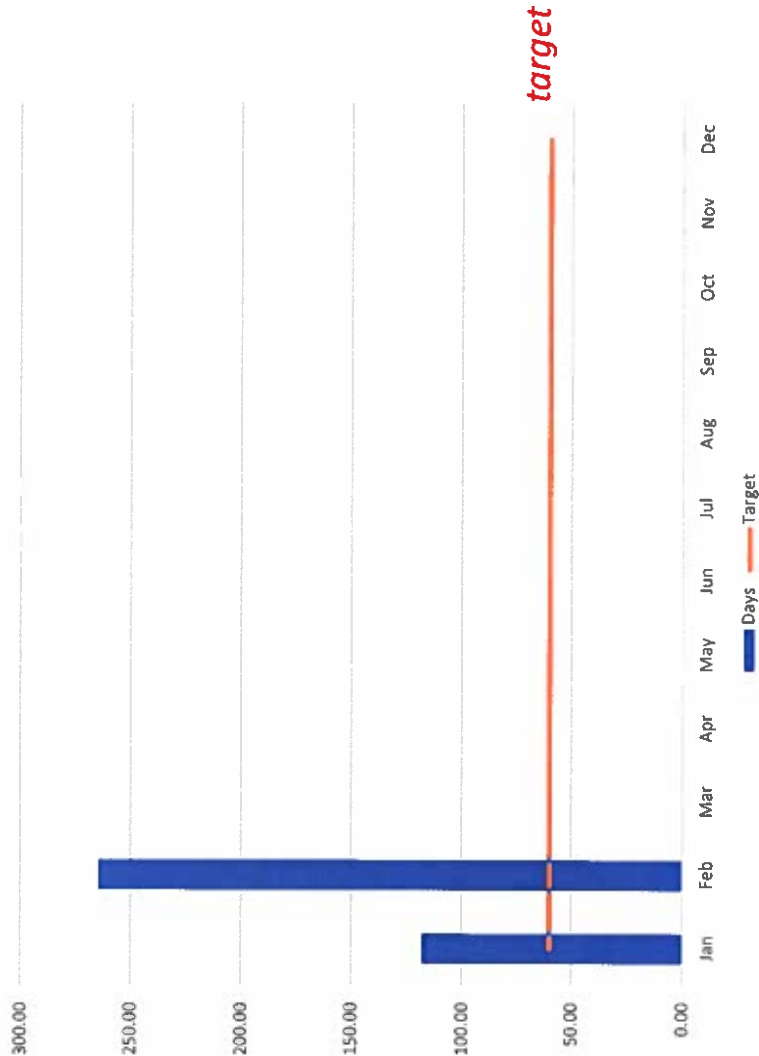
David Brukoff, Human Resources Manager

Sandra B. Henriquez, Secretary to the Board
Detroit Housing Commission

Human Resources



Days to Fill Position



Open Positions 2023	
Position	Date
Administrative Assistant	On - Going
Buyer	On - Going
Housing Clerk	On - Going
Deputy Procurement Mgr.	On - Going
Housing Specialist	On - Going
Housing Clerk	On - Going
Lead Performance Officer	On - Going
Gen Manager of Maint.	On - Going
Maint. Tech (1 Opening)	On - Going
Network Administrator	On - Going
Program Ops Coordinator	On - Going
Project Manager	On - Going
Property Manager II	On - Going
Senior Housing Specialist	On - Going
Workforce Enterp Case Manager (1 opening)	On - Going
Youth Build Case Manager	On - Going

Source: HR



Executive Office
1301 East Jefferson Avenue
Detroit, Michigan 48207
313.877.8608
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March 23, 2023

**Detroit Housing Commission
Detroit, MI 48207**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

INFORMATION TECHNOLOGY REPORT – FEBRUARY 2023 CONTACT

PERSON:

Shariq S. Sajjad, IT Director
Information Technology Department
(313) 877-8834

OVERVIEW

The Information Technology Department is focusing on to leverage resources efficiently to support DHC business goals and objectives, adopt and promote the design and implementation of digital services that is responsive and help to improve DHC applicants, residents, and participants engagement experience by supporting more online services.

Azure Cloud Environment

DHC Strategic Goal: *Smart, Efficient and Reliable Infrastructure and IT Services*

Action Item:

We have started the implementation of security analytics service on the Azure Cloud environment. The solution provides security log information, event management, and automation. We will continue working on integrating additional applications with Azure cloud security services.

Starting April 3rd, 2023, a dedicated, full-time Network Systems Administrator will be charged with continuous improvement efforts to mitigate ongoing security and network risks for DHC.

DHC Connected Communities Wireless Broadband Service

DHC Strategic Goal: *Smart, Efficient and Reliable Infrastructure and IT Services*

Action Item:

We have submitted Request for Proposal (RFP) for the DHC connected community Wireless broadband service to the City of Detroit.

The purpose of this project is to build a community wireless broadband network at eleven (11) Detroit Housing Commission properties to reduce the digital divide and provide access to modern information and communication technology. This project will benefit communities disproportionately affected by the digital divide, especially school-age children, residents, workforce and employers, and health care patients supporting them in accessing publicly available information regarding schooling, jobs, and services, as well as possibilities to develop new skills and gain upward economic mobility.

Yardi Rent Café Online Certification Portal

DHC Strategic Goal: *Responsive, Accessible and Mobile Organization*

Action Item:

Yardi Rent Café Online Certification portal work is in process. We are engaging residents for the online activity and encouraging them to start using the Rent Café Online Certification Portal.

Respectfully Submitted, _____



Shariq S. Sajjad, IT Director



Sandra B. Henriquez, Secretary to the Board
Detroit Housing Commission



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March 23, 2023

**Detroit Housing Commission
Detroit, Michigan 48207**

HONORABLE MEMBERS IN SESSION

SUBJECT:

**INFORMATIONAL REPORT – PROCUREMENT DIVISION
February 2023**

CONTACT PERSON:

Dorice Liggons-Blackshear
Procurement Manager
(313) 877- 8591

OVERVIEW:

The following is a summary of noteworthy events for the Detroit Housing Commission, Procurement Division during the month of February 2023

CURRENT SOLICITATIONS OVER 250K

Solicitation for EIFS Riverbend Tower (File No. H731) closed on 11/09/2022. Bids have been evaluated and the Superior Contracting Group has been awarded a contract.

Solicitation for 18-unit Rehab/Renovations for Sheridan Place I & II (File No. H734) closed January 18, 2023. Bids are currently undergoing the evaluation/referral process.

Solicitation for electrical panel replacement at Sheridan Place II (File No. H735) closed on January 6, 2023. Bids have been evaluated and Great Lakes Custom Builders has been awarded a contract.

Solicitation for State Fair 15-unit Rehab/Renovations (File No. H736) closed on December 7, 2022. The successful bid has been evaluated and is awaiting Board approval.

Solicitation for Architectural Engineering Services (File No. H738) was posted on BidNet January 24, 2023. closed on February 28, 2023. Of the 654 vendors notified of the posting, 179 vendors downloaded the solicitation documents. The solicitation closed on

There were two respondents: Spicer Group and InToTo Studio. These responses are currently undergoing the evaluation process.

Upcoming Solicitations

Electrical Services is expected to be posted on MITN/BidNet March 2023.

Fire Prevention Services is expected to be posted on MITN/BidNet March 2023

POLICY CONSIDERATIONS:

This report is presented pursuant to the Procurement Policy requirement to provide monthly reports on Contract activity.

Respectfully submitted,


Dorice Blackshear, Procurement Manager


Sandra B. Henriquez, Secretary to the Board
Detroit Housing Commission

Procurement Board Report

Ordered Date=02/01/2023-02/28/2023

Vendor					
PO#	Vendor#	Name	Description	Amount	Date
16875	v0000035	Detroit Boiler Co.	Contract-HVAC	1500.00	2/1/2023
16876	v0001971	Detroit Chemical & Paper Supply Company	Supplies-Janitorial/Cleaning	1314.13	2/1/2023
16877	v0002360	GFL Environmental USA Inc.	Contract-Garbage & Trash Removal	1207.50	2/1/2023
16878	v0000317	NATIONAL HEATING CO., INC.	Contract-HVAC	90.00	2/1/2023
16879	v0000433	Personal Transportation Service, LLC	Add'l Res Serv Grant Exp	400.00	2/2/2023
16880	v0005479	Nikia Banks	Professional Services	880.00	2/2/2023
16881	v0000317	NATIONAL HEATING CO., INC.	Contract Costs-Maint Other	940.00	2/2/2023
16882	v0000626	T-Mobile	Management Information Systems	899.39	2/3/2023
16883	v0000038	ENVIRONMENTAL TESTING & CONSULTING, INC.	Staff Training	1300.00	2/3/2023
16884	v0000317	NATIONAL HEATING CO., INC.	Contract-HVAC	90.00	2/3/2023
16885	v0002722	Lowe's Pro Supply/MSH	Supplies-Decorating	358.00	2/3/2023
16886	v0005515	Detroit Supercenter, In.c	Service Fees Vehicle	389.16	2/3/2023
16887	v0000988	Chemsearch	Maintenance Supplies/Materials	1245.95	2/3/2023
16888	v0000374	Atlas Plumbing Supply Co	Maintenance Supplies/Materials	2655.00	2/3/2023
16889	v0003163	T. Harvey Construction & Management, Inc	Contract Costs-Maint Other	2475.00	2/3/2023
16890	v0003163	T. Harvey Construction & Management, Inc	Contract Costs-Maint Other	1800.00	2/3/2023
16891	v0002837	Image Printing, Inc.	Office Supplies	750.00	2/6/2023
16892	v0000433	Personal Transportation Service, LLC	Add'l Res Serv Grant Exp	400.00	2/6/2023
16893	v0000363	Staples Business Credit	Office Supplies	279.09	2/6/2023
16894	v0002837	Image Printing, Inc.	Office Supplies	987.00	2/6/2023
16895	v0005350	Fort Pontchartrain Detroit, A Wyndham Hotel	Cash DREAMS	1946.25	2/6/2023
16896	v0004425	A & E Anytime Plumbing, Inc.	Contract Costs-Maint Other	190.00	2/6/2023
16897	v0000317	NATIONAL HEATING CO., INC.	Contract Costs-Maint Other	90.00	2/6/2023
16898	v0005264	Hearts of Humanity	Cash DREAMS	740.00	2/6/2023
16899	v0003163	T. Harvey Construction & Management, Inc	Contract Costs-Maint Other	2450.00	2/8/2023
16900	v0003163	T. Harvey Construction & Management, Inc	Contract Costs-Maint Other	3330.00	2/8/2023
16901	v0003163	T. Harvey Construction & Management, Inc	Contract Costs-Maint Other	9450.00	2/8/2023
16902	v0001906	Doors and Window Guard Systems, Inc.	Contract Costs-Maint Other	1476.00	2/8/2023
16903	v0001454	International Controls and Equipment	Contract Costs-Maint Other	325.00	2/8/2023
16904	v0002157	DiHydro Services, Inc	Contract Costs-Maint Other	363.00	2/8/2023
16905	v0000043	Home Depot Credit Services	Maintenance Supplies/Materials	129.00	2/8/2023
16906	v0000311	PORT CITY COMMUNICATIONS	Service Fees -- Other	3004.91	2/8/2023
16907	v0000317	NATIONAL HEATING CO., INC.	Contract-HVAC	735.00	2/8/2023
16908	v0005620	Community Housing Network, Inc.	Professional Services	13850.82	2/8/2023
16909	v0000317	NATIONAL HEATING CO., INC.	Contract-HVAC	90.00	2/8/2023
16910	v0000316	EXPRESS SERVICES, INC.	Temporary Administrative Labor	10000.00	2/8/2023
16911	v0000363	Staples Business Credit	Office Supplies	3636.39	2/8/2023

16912	v0003163	T. Harvey Construction & Management, Inc	Contract Costs-Maint Other	2800.00	2/8/2023
16913	v0000474	Grainger	Maintenance Supplies/Materials	158.50	2/8/2023
16914	v0001906	Doors and Window Guard Systems, Inc.	Contract-Unit Turn	542.00	2/8/2023
16915	v0000363	Staples Business Credit	Office Supplies	90.61	2/9/2023
16916	v0000465	CDW Government	Management Information Systems	743.85	2/9/2023
16917	v0001906	Doors and Window Guard Systems, Inc.	Contract-Unit Turn	542.00	2/9/2023
16918	v0003163	T. Harvey Construction & Management, Inc	Contract Costs-Maint Other	4310.00	2/9/2023
16919	v0003163	T. Harvey Construction & Management, Inc	Contract Costs-Maint Other	6200.00	2/9/2023
16920	v0000656	Michigan.com	Advertising	1810.90	2/10/2023
16921	v0000038	ENVIRONMENTAL TESTING & CONSULTING, INC.	Contract-Janitorial/Cleaning	975.00	2/13/2023
16922	v0000311	PORT CITY COMMUNICATIONS	Service Fees -- Other	1105.91	2/13/2023
16923	v0003246	Sherwin Williams	Supplies-Decorating	1374.70	2/13/2023
16924	v0003246	Sherwin Williams	Supplies-Decorating	1890.32	2/13/2023
16925	v0000433	Personal Transportation Service, LLC	Add'l Res Serv Grant Exp	400.00	2/13/2023
16926	v0000363	Staples Business Credit	Office Supplies	708.15	2/14/2023
16927	v0000043	Home Depot Credit Services	Maintenance Supplies/Materials	1031.72	2/14/2023
16928	v0000043	Home Depot Credit Services	Maintenance Supplies/Materials	386.52	2/14/2023
16929	v0000988	Chemsearch	Supplies-Janitorial/Cleaning	1584.95	2/14/2023
16930	v0000313	FRED'S KEY SHOP	Maintenance Supplies/Materials	248.00	2/14/2023
16931	v0000043	Home Depot Credit Services	Maintenance Supplies/Materials	400.20	2/14/2023
16932	v0000374	Atlas Plumbing Supply Co	Maintenance Supplies/Materials	1062.00	2/14/2023
16933	v0000374	Atlas Plumbing Supply Co	Maintenance Supplies/Materials	339.90	2/14/2023
16934	v0000374	Atlas Plumbing Supply Co	Maintenance Supplies/Materials	495.00	2/14/2023
16935	v0001971	Detroit Chemical & Paper Supply Company	Supplies-Janitorial/Cleaning	2720.58	2/14/2023
16936	v0001395	Red Guard Fire & Security, Inc.	Contract Costs-Maint Other	309.00	2/14/2023
16937	v0000317	NATIONAL HEATING CO., INC.	Contract Costs-Maint Other	878.00	2/14/2023
16938	v0000474	Grainger	Maintenance Supplies/Materials	63.00	2/14/2023
16939	v0004910	United Facility Supplies Inc.	Supplies-Janitorial/Cleaning	1623.81	2/14/2023
16940	v0003602	Belfor Property Restoration	Contract-Janitorial/Cleaning	1509.30	2/15/2023
16941	v0004901	Lowe's Companies, Inc.	Maintenance Supplies/Materials	835.28	2/15/2023
16942	v0000317	NATIONAL HEATING CO., INC.	Contract Costs-Maint Other	656.00	2/15/2023
16943	v0001787	Service Wear Apparel, Inc.	Maintenance Uniforms	809.77	2/15/2023
16944	v0002722	Lowe's Pro Supply/MSH	Maintenance Supplies/Materials	533.98	2/15/2023
16945	v0004668	County Tree II LLC	Contract-Grounds	800.00	2/16/2023
16946	v0003399	Arrow Office Supply	Office Supplies	202.23	2/16/2023
16947	v0000317	NATIONAL HEATING CO., INC.	Contract-HVAC	90.00	2/16/2023
16948	v0005264	Hearts of Humanity	Add'l Res Serv Grant Exp	900.00	2/16/2023
16949	v0002722	Lowe's Pro Supply/MSH	Maintenance Supplies/Materials	1874.10	2/16/2023
16950	v0000465	CDW Government	Management Information Systems	21521.16	2/16/2023
16951	v0001872	Complete Appraisal Company LLC	Professional Services	6800.00	2/16/2023
16952	v0000317	NATIONAL HEATING CO., INC.	Contract-HVAC	90.00	2/20/2023
16953	v0000433	Personal Transportation Service, LLC	Add'l Res Serv Grant Exp	400.00	2/20/2023
16954	v0000317	NATIONAL HEATING CO., INC.	Contract-Routine Maintenance	315.00	2/20/2023

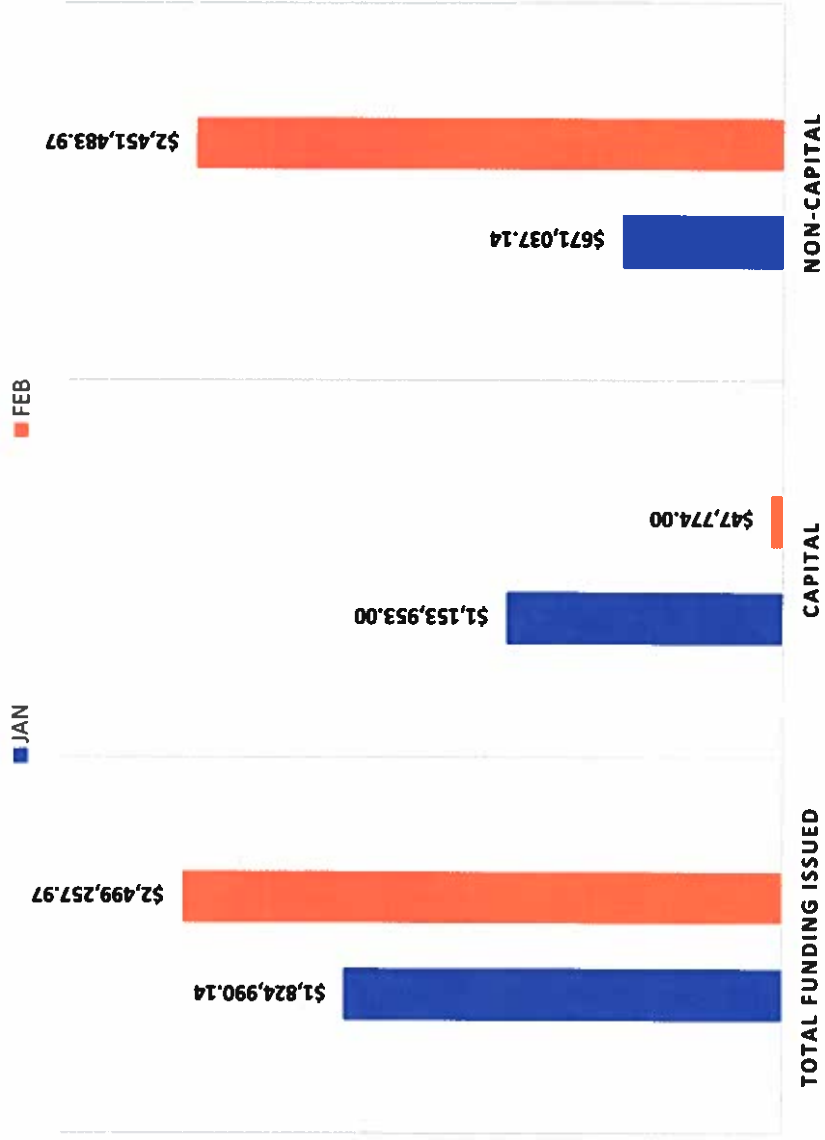
16955	v0000348	Testing Engineers & Consultants, Inc.	Professional Services	8450.00	2/21/2023
16956	v0000317	NATIONAL HEATING CO., INC.	Contract-HVAC	90.00	2/21/2023
16957	v0003345	Stonewall Enterprises LLC	Contract Costs-Maint Other	1500.00	2/22/2023
16958	v0000374	Atlas Plumbing Supply Co	Maintenance Supplies/Materials	1131.00	2/22/2023
16959	v0005638	BluSky Restoration Contractors LLC	Contract Costs-Maint Other	2202202.70	2/22/2023
16960	v0004668	County Tree II LLC	A/P Vendors and Contractors	1150.00	2/23/2023
16961	v0003163	T. Harvey Construction & Management, Inc	Contract-Routine Maintenance	1975.00	2/23/2023
16962	v0000474	Grainger	Maintenance Supplies/Materials	1244.50	2/23/2023
16963	v0000472	Giant Plumbing & Heating Supply Co.	Maintenance Supplies/Materials	698.93	2/23/2023
16964	v0000474	Grainger	Maintenance Supplies/Materials	1244.50	2/23/2023
16965	v0002301	4imprint, Inc.	Maintenance Uniforms	597.28	2/23/2023
16966	v0005644	Alpha Mechanical Service Group, LLC	Contract-Plumbing	43290.00	2/23/2023
16967	v0000465	CDW Government	Management Information Systems	2966.05	2/24/2023
16968	v0005646	Premium Services, Inc	Contract-Unit Turn	4484.00	2/24/2023
16969	v0004981	360 Fire & Flood, LLC	Contract Costs-Maint Other	31758.80	2/24/2023
16970	v0005633	Fairlane Furniture Restorers	Contract Costs-Maint Other	23034.66	2/24/2023
16971	v0004085	Vertiv Corporation	Management Information Systems	16757.02	2/24/2023
16972	v0001454	International Controls and Equipment	Contract Costs-Maint Other	6762.20	2/24/2023
16973	v0005307	Grind Time Fitness	Add'l Res Serv Grant Exp	5000.00	2/27/2023
16974	v0000734	Cintas Corporation	Contract Costs-Maint Other	1023.30	2/28/2023

2499257.97

Procurement



PURCHASES & EXPENDITURES | YTD



CAPITAL V NON CAPITAL EXPENSE



Capital Expenses \$ 1,201,727.00
Non-Capital Expenses \$ 3,122,521.11

Source: Procurement



Executive Office
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Detroit, Michigan 48207
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March 23, 2023

**Detroit Housing Commission
Detroit, Michigan 48207**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

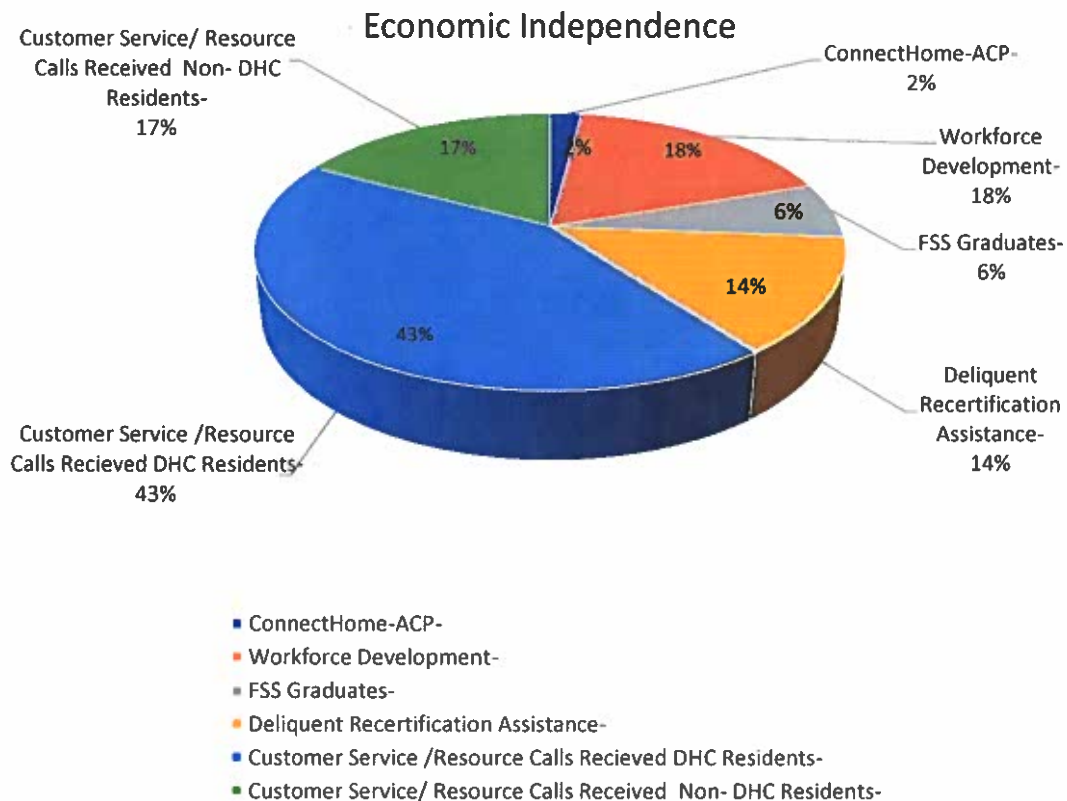
INFORMATIONAL REPORT ON MONTHLY ACTIVITIES FOR THE RESIDENT SERVICES DEPARTMENT.

CONTACT PERSON: Denise Jones, Director of Resident Services (313) 877-8114

SUMMARY:

The foreground of the Resident Services Department's mission is resident advocacy, self-sufficiency, and sustainability. This report details up to date activities for the month of February 2023.

ECONOMIC INDEPENDENCE - 294 Participants in Workforce Development & Digital Device & Literacy Activities



CONNECTHOME USA:

- Planning on-site Affordable Connectivity Program (ACP) enrollment events.
- DHC RSD provided each FSS graduate with Affordable Connectivity Program (ACP) information in addition to having them receive a new laptop computer donated by Comcast. 4 FSS Graduates received a free Laptop Computer this month.
- This month, 29 residents have utilized the Workforce Enterprise (W.E.) Center computer lab to update resumes, job searches, apply for various employment opportunities, and participate in a series of virtual workforce development workshops held by Detroit at Work.
- DHC RSD and HUD - ConnectHome Monthly Meetings.



DHC Jobs Plus Program



- Held weekly workforce development workshops for job plus participants to enhance their resume and cover letter. **6** Job Plus participants participated.
- Held an expungement event at both State Fair and Harriet Tubman with Street Court Democracy for Job Plus participants to receive assistance with expunging any traffic violations they have. **13** participants received expungement services that resolved their traffic violations.
- Held resident recruitment events with property management team Legacy, LLC to have residents who are currently delinquent in their rent, to enroll into the Job Plus program receiving workforce development and employment assistance. **10** Harriet Tubman residents attended and **5** enrolled into the Job Plus Program.
- Held Jumpstart program recruitment event for Job plus participants at Harriet Tubman **5** participants enrolled into program.
- Held Michigan Rehabilitation Services (MRS) recruitment event for Job plus participants at State Fair. **5** Job Plus participants successfully enrolled into their workforce support program that helps with transportation, training supplies, employment opportunities, counseling, supportive services and more.
- Workforce Enterprise Jobs Plus and HUD Jobs Plus Monthly meetings.

DHC Section 3

- Section 3 coordinating hiring strategies with FSS and Jobs Plus Program.
- Coordinating with Contractor, Bureau Veritas and Prudential Security to hire DHC residents for the PNA contract.

Family Self-Sufficiency (FSS)

- Assessed **17** Housing Choice Voucher (HCV) FSS Participants.
- Graduated **16** Housing Choice Voucher (HCV) FSS Participants. The total escrow balance of the graduations equals **\$99,144.70.**

- Developing hiring strategies between the FSS, Section 3, and Jobs Plus programs.

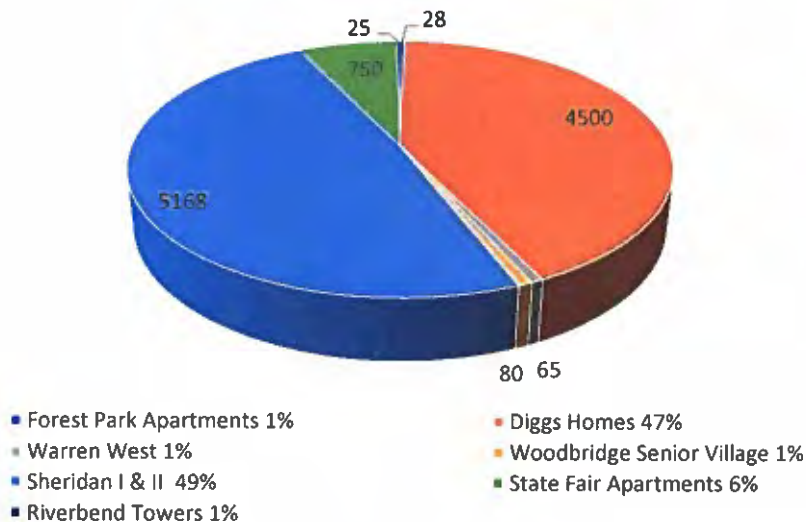
Resident Opportunity Self-Sufficiency (ROSS)

- DHC RSD Service Coordinators assisted **34** residents who had delinquent recertifications.
- DHC RSD Service Coordinators outreached to all LIPH of Accounting Aid Society Free tax preparation services **2,000** LIPH residents were outreached.
- DHC RSD Service Coordinators assisted **107** residents with resources to provide rental assistance and legal services.
- DHC RSD Service Coordinators received **43** Non DHC residents calls and assisted in providing resources to shelters, city complaints, fair housing complaints, rental assistance, and legal issues.



DHC FOOD PROVISIONS – 10,563 RESIDENTS

DHC Food Distribution Totals | Sites



RSD continues to make food delivery to residents one of our main objectives for seniors and families, and with our partnerships with Gleaners, Focus Hope, and the Salvation Army Bed and Bread Food Services.

HEALTH & WELLNESS – 147 Participants



Health and Wellness includes health prevention services and daily living activities to improve both social and physical well-being.

- DHC RSD partnered with Grind time Fitness funded by United Healthcare Community Catalyst (UHCC) grant, GEMs Program that provided weekly exercise sessions and health eating habits workshops for the Detroit FLY Girls at Harriet Tubman, State Fair and Riverbend. The GEMs Program has resulted in participants weight loss and created a healthier lifestyle. The **60** Harriet Tubman residents participated, **20**

State Fair participated, and **67** Riverbend residents participated.

YOUTH PROGRAMMING – 193 Participants

Provided YouthBuild Programming services including academic and economic development, self-esteem classes, health & well-being.

- Held a series of professional development and workforce preparation workshops that included the following: GED preparation, Career readiness, Building Healthy relationships, and Understanding Mental Wellness in addition to providing nutritional breakfast and lunch for Youth Build participants **193** youth participated for the month of February.
- DHC RSD has partnered with the National Book Foundation to become a Book Enrichment Environment. Book Rich Environments is a tri-



sector collaboration among nonprofit organizations, national government agencies, and corporate publishers that aims to infuse public housing communities across the country with a vibrant and accessible culture of books and connect families living in public housing communities with reading-related resources, in service of working to improve opportunities and outcomes for children living in public housing. DHC RSD will begin to receive a total of 2,000 new and diverse books to disperse to our youth residents.

DHC Partners in the Community – 10

- DHCRSD partnered with Grindtime Fitness to provide weekly exercise session and healthy eating habits workshops.
- DHC RSD partnered with The Youth Connection for parents and youth programs.
- DHC RSD partnered with Michigan Youth Opportunities Initiatives (MYOI) for Family Unification Program.
- DHC RSD partnered with Focus Hope to continue to provide food boxes for seniors.
- DHC RSD partnered with Salvation Army Bed and Bread Truck to provide nutritious meals to seniors.
- DHC RSD partnered with Blast Detroit -to recruit Job Plus residents into the Jumpstart Program.
- DHC RSD partnered with Street Court Democracy to provide expungement services for residents.
- DHC RSD partnered with Frog Tutoring to provide GED preparation classes for YouthBuild participants.
- DHC RSD partnered with Accounting Aid Society to provide tax preparation services for residents.
- DHC partnered with Michigan Rehabilitation Services (MRS) to provide supportive services for Job Plus participants.

February 2023- Needs/Services Provided/Outcomes

Needs	# Of Residents	Services Provided	Of Residents	Outcomes
DHC Food Provision	10,563	Fresh produce, Provision of on-site food delivery, food service provision at RSD events, Coordinated food services.	10,563	Ensuring youth have meals during recess when planned school meals cease. All residents have access to direct food provision. Improved overall health including better sleep and eating habits, improved cognitive, critical thinking, memory, and increased resilience to change.
Economic Independence	294	DHC RSD Workforce Development/ Digital Device & Literacy.	294	Increased opportunities for employment, increase earned income for DHC work age residents. Maintain a ready a pool of employees that are Section 3 certified and ready for. Increased Digital Literacy and improvement to bridging the digital divide.
Health & Wellness	147	DHC RSD Health & Wellness/ health prevention services and daily living activities to improve both social and physical well-being.	147	Increased program and services opportunities for improvement of health and wellness for DHC residents.
Youth Programming	193 Participants	Youth Build programs. School Preparedness.	193 Participants	Students have necessary clothing and tools for daily living and educational purposes. Students to have workforce development opportunities.
DHC Partners	10	Supportive Services Provision.	10	Ensuring Resources and Needs are met for all DHC community residents.

February 2023 OUTREACH – 7,005 Coordinated Outreach to Participants

RSD continues to outreach monthly with newsletter, program flyers, telephone calls, and social media posts to engage DHC residents in social services programming, self-sufficiency opportunities, and special events.

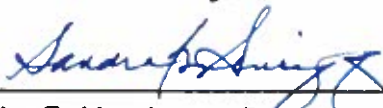
The DHC Resident Services Department will continue to operate where the challenges and concerns raised by DHC residents are addressed with four consistent elements: innovative coordinated services, improved customer service, communication of accurate information and processes, and problem resolution, which encompasses the four pillars of the DHC Envision Center:

- Economic Empowerment
- Character Leadership
- Health & Wellness
- Educational Advancement

Consistent and practical use of these four elements, in addition to implementing self-sufficiency programming, addressing the needs and progress of resident councils, increasing community partnerships, and successfully securing additional grant funding the resident services department will be on the right track to successfully servicing residents, and further fostering the mission statement of the Detroit Housing Commission.

Respectfully Submitted,

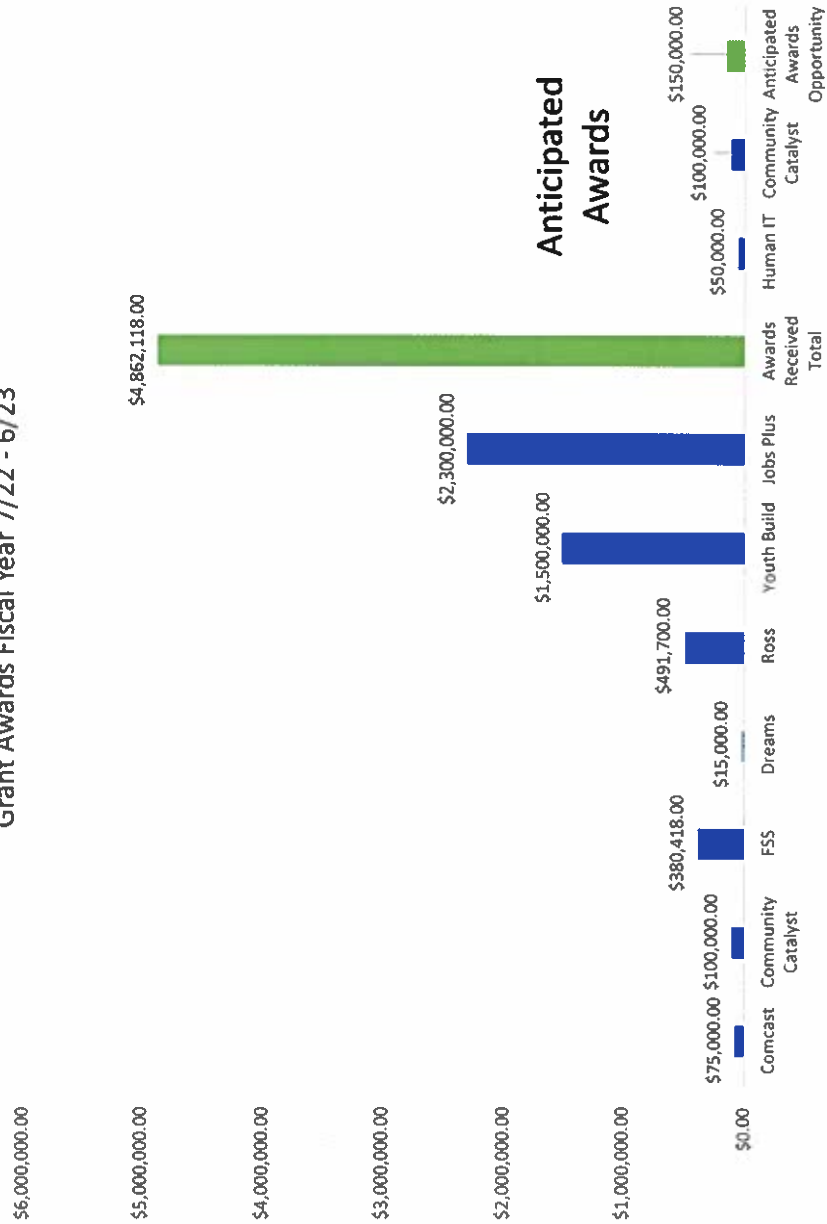

Denise Jones, Director of Resident Services


Sandra B. Henriquez, Secretary to the Board
Detroit Housing Commission

Grant Oversight – Resident Services

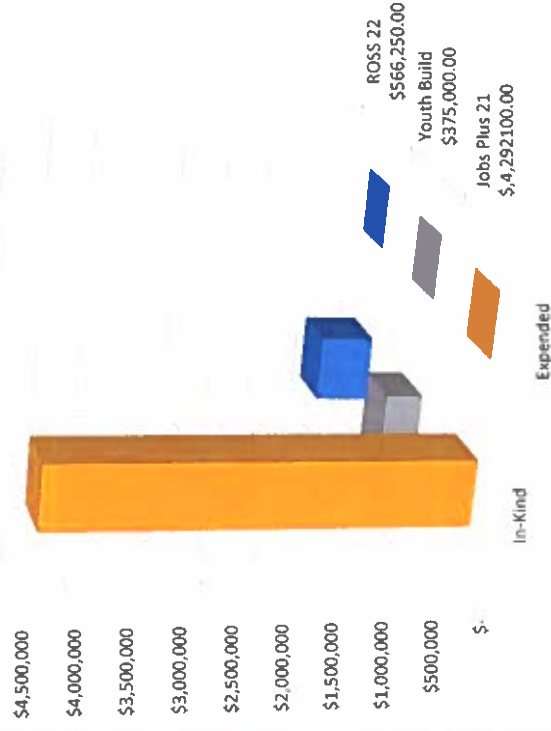


Grant Awards Fiscal Year 7/22 - 6/23



In Kind Awards

Jobs Plus 21 \$4,292,100.00
 Youth Build \$375,000.00
 ROSS 22 \$566,250.00

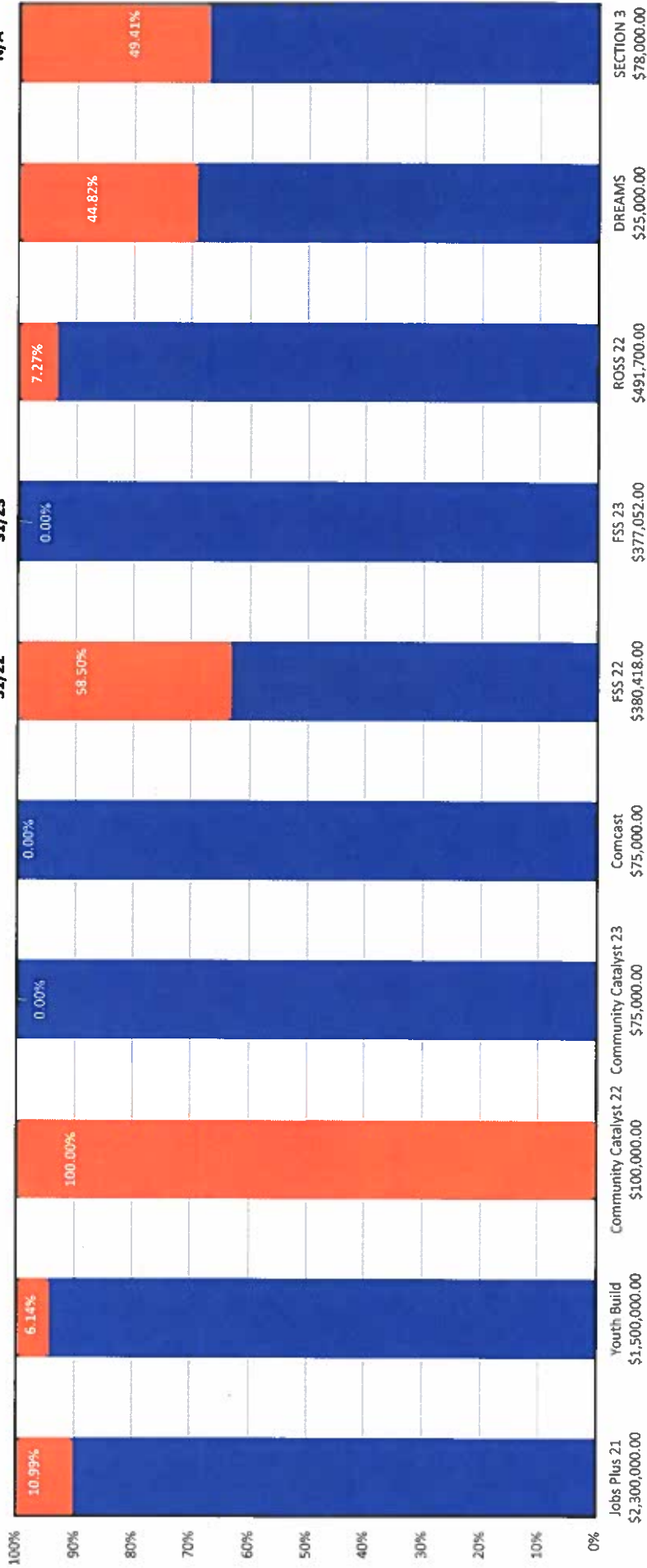


Source: Resident Services



Grant Oversight – Resident Services

JP FY22	Y8 FY22	UHHCFY21	UHHCFY23	Comcast Heartland ACP FY22	FSSFY22	FSSFY23	ROSSFY22	DREAMS
Awarded Date: 4/27/21 Expended Date: 12/1/25	Awarded Date: 7/11/21 Expended Date: 12/31/22	Awarded Date: 1/1/23 Expended Date: 12/31/23	Awarded Date: 7/25/22 Expended Date: N/A	Awarded Date: 1/1/23 Expended Date: 12/31/22	Awarded Date: 1/1/23 Expended Date: 12/31/23	Awarded Date: 6/1/22 Expended Date: 5/31/25	Awarded Date: N/A Expended Date: N/A	Awarded Date: N/A Expended Date: N/A



Source: Resident Services