



Detroit Housing Board of Commissioners

RE: DETROIT HOUSING COMMISSION BOARD MEETING

The March Regular Board Meeting of the Detroit Housing Commission is rescheduled for Thursday, April 4, 2024, 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

Our Mission: To enhance a safe living environment to maintain and preserve quality affordable housing for low-income families.

**Board of Commissioners Rescheduled Meeting
Thursday, April 4, 2024
10:00 AM**

Item	Presenter	Action	Time	Page
I. Call to Order: Roll Call	President Hosey	None	10:00 AM	-
II. Approval of Agenda	President Hosey	Approval	10:05 – 10:10	2-3
III. Approval of Minutes – Regular Meeting for February 22, 2024.	President Hosey	Approval	10:10 – 10:15	4-9
IV. Public Comments on Agenda Action Items	President Hosey	Update	10:15 – 10:20	-
V. DHC Action Items:		Approval	10:20 – 10:30	10-12
1. Approval to Detroit Housing Commission's FY 2024 Annual PHA and 5 Year Capital Plan – Resolution No. 3226				
2. Approval to Executive a Contract with DMC Consultants, Inc. for Renovations of Twenty -Two (22) Vacant Unit Rehabs at Diggs Homes DHC File No. H782– Resolution No. 3227			10:30 – 10:40	13-29
3. Approval to Enter into a Contract with Two (2) Architectural and Engineering Companies for Architectural and Engineering Services with CLM Architects, LLC and Intoto Studios, LLC DHC File No. H778 – Resolution No. 3228			10:40 – 10:50	30-32
VI. DHC Informational Item: <i>Follow up on action items.</i>	n/a	n/a	-	-
Departmental Monthly Reports:	DHC Staff	Updates	10:50 – 11:20	33-120
1) Executive Office				
2) Finance				
3) Rental Assistance				
4) Real Estate Management				
5) Capital Improvements				
6) Office of General Counsel				
7) Human Resources				
8) Information Technology				
9) Procurement				
10) Resident Services				
VII. General Public Comments	Public	Update	11:20 – 11:30	-
VIII. Commissioners Comments	Board	Update	11:30 – 11:35	-
IX. Staff Comments	Staff	Update	11:35 – 11:40	-
X. Adjournment	President Hosey	End	11:40 am	- 2

Board of Directors Members
Board President: Richard Hosey Vice-President: Keona Cowan Commissioner: Achsah Williams Commissioner: Penny Bailer Commissioner: Aaron Seybert

Zoom Webinar Path: <https://us02web.zoom.us/j/81275835708?pwd=UDFvUWwzUFFicjNxU0QzOUM3YWNYdz09>

Webinar ID: 812 7583 5708 | **Pass Code:** 183731 | **Zoom Phone #:** 1 301 715 8592, 1 312 626 6799



Meeting No. 635

A Regular Board Meeting (No. 635) of the Detroit Housing Commission was held on Thursday, **February 22, 2024**, at 10:00 a.m. The meeting was conducted in person, but members of the public also were invited to attend 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: Kea Mathis, Latesa Arnold, Elizabeth Cornell & Joyletha Goodwin

Guest Present In-Person: Marnisha Lyons

DHC Staff:

Sandra B. Henriquez, Irene Tucker, Angela Williams, Denise Jones, Matthew Lents, Luke Joseph, Anthony Watson, 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 10:11 a.m.

II. Board of Commissioners Roll Call

Keona Cowan – Present
Achsah Williams – Present
Penny Bailer – Present
Richard Hosey – Present
Aaron Seybert – Absent

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

III. Approval of Agenda

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

Comments: *None*

The agenda was unanimously approved as submitted.

IV. Approval of Minutes – Regular Board Meeting January 25, 2024.

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

Comments: *None*

The minutes were unanimously approved as submitted.

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. Approval to Executive a Contract with DMC Consultants, Inc. for Renovations of Ten (10) Vacant Unit Rehabs at Diggs Homes File No. H765 – **Resolution No. 3224**

Matthew Lents presented this resolution to the Board.

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

Comments: *Vice President Cowan inquired about the bidders for this contract. Mr. Lents explained that the lowest bid was deemed unresponsive and incomplete by Procurement before it reached the Capital Improvement Department. President Hosey asked if the agency speaks to the contractors to ensure their scope is correct. Mr. Lents said, 'yes,' they can speak with the bidders, but in this case, they were 50% under the reasonable cost and were sent the notice to quit for failure to complete the paperwork. Commissioner Williams asked if this was the same company working at Sheridan. Mr. Lents said, 'yes,' the contractor completed 11 units. Vice President Cowan asked if there*

was a requirement that the contractors or vendors be city-based businesses. Mr. Lents said this is not a requirement, but DHC does look for Section 3 and other companies that are based within the city. Vice President Cowan asked about the 10% contingency and the estimating process. Mr. Lents explained that CLM Architects were hired to compile the scope, estimates, and drawings. CLM uses historical reference in what the company has seen at Diggs and usage of the current market. For internal estimates, previous contracts were reviewed to see what was done, and the department looked at the 10–20% increase based on current pricing. President Hosey asked if the issue was due to break-ins and vandalism. Mr. Lents explained that these are long-term vacant units that were heavily damaged and vandalized. Vice President Cowan asked what steps are being taken to mitigate some of the vandalism risk. Ms. Henriquez explained the current maintenance plan for vacancy reduction. Mr. Watson went on to explain additional steps the site managers and maintenance are taking to better secure the units.

This resolution was unanimously approved as submitted.

2. Approval of Tenant Accounts Receivable Write-offs – **Resolution No. 3225**

Luke Joseph presented this resolution to the Board. Mr. Watson discussed the current process that is being utilized to increase rent collections.

Commissioner Bailer moved for approval of this resolution.
Commissioner Williams seconded the motion.

Comments: *Ms. Henriquez asked that part of the recording based on this conversation be held for the managers to review. President Hosey inquired about the write-off process. Ms. Tucker explained how the tenant receivable process works. Mr. Watson said the managers are taking more aggressive actions and efforts to collect rents. Ms. Henriquez said the problem wasn't the process but instead execution, and now the managers are collecting back rent and catching people before they get too far in arrears. President Hosey inquired about resources to assist the tenant with rental payments. Ms. Jones stated that the Resident Services Department can help provide resources for food and other assistance that will allow tenants to save money. Mr. Watson said the Rental Assistance Department is having private conferences with the residents to get a better understanding of the need.*

This resolution was unanimously approved as submitted.

VII. DHC Information Items: *None*

DHC Departmental Monthly Reports

- 1) Executive Office Summary - *Ms. Tucker gave an update on current developments: 2900 Tyler, Gardenview Estates, and the Villages at Parkside. Ms. Henriquez talked about the development agreement that is currently being worked on. Ms. Tucker continued with updates for the Housing Choice Voucher Program and Real Estate Management.*
- 2) Finance – *Mr. Joseph informed the board that DHC is currently working on the budget for 2025.*
- 3) Rental Assistance
- 4) Real Estate Management
- 5) Capital Assets and Construction
- 6) General Counsel
- 7) Human Resources
- 8) Information Technology
- 9) Procurement
- 10) Resident Services

Comments: *Ms. Henriquez addressed the guest question from Kea Mathis regarding Rental Assistance Demonstration (RAD). This means the Housing Commission can take on debt. There are requirements, such as a participatory process by the residents. Information must be shared on how important it is and what it means in terms of upgrading residents' living conditions. Throughout the process, the agency will report back to HUD, and board approval is needed on all deals. Ms. Henriquez informed Ms. Mathis that she is welcome to ask additional questions.*

VIII. General Public Comments:

Kea Mathis asked if DHC has thought about the "Housing Trust Fund" to support low-income residents. Ms. Mathis offered to give a presentation on the program. President Hosey explained that the agency has resources, but not enough, and wants to make sure DHC has full knowledge of those funds for that program.

Latesa Arnold addressed a concern on behalf of the Villages at Parkside residents that once the six (6)

development meetings between the residents and Ginosko have been completed, the residents will be left out of the planning stages. The residents are asking that the meetings be spread out and readjusted based on the information given and received to effectively feel a part of the process. Ms. Henriquez said the issue has not been raised with DHC, but there will be a conversation with Ginosko.

Elizabeth Cornell, on behalf of Zachary Rowe, Friends of Parkside (FOP) shared the following updates:

- *Continue to host the weekly bingo games for seniors.*
- *Held the Parkside monthly food distribution and provided boxes for over 141 families, including 18 boxes for seniors.*
- *Provided seniors with Valentines Day celebrations.*
- *Started the 'Bright Future' after school homework program in the computer lab.*
- *Held the monthly Parkside community meeting to discuss mailbox relocation due to vandalism.*
- *Continue with the Community Tech Workers Training Project and the Parkside Energy Study Research Project in partnership with the University of Michigan School.*

Marnisha Lyons discussed her concerns with the Rental Assistance Department located at 2211 Orleans office (HCV Program) and why the office isn't open to the public. Paperwork has been dropped off to the office. Emails and phone calls have gone unanswered. There have been abatement issues with some of the homes where the family had to move and relocate the children to different schools. The inspectors are passing inspections where there are still issues with the property. The City of Detroit inspectors failed the house, and the housing inspector then came back and failed the property. Also, Ms. Lyons stated she received a 7-day notice due to a change of income. There is also a question about the FSS program that needs to be addressed. Mr. Hosey stated that Ms. Henriquez will have staff sit and discuss the issues with Ms. Lyons. Ms. Henriquez asked Ms. Lyons if she would stay after the meeting to address her concerns.

Joyletha Goodwin inquired about the process for someone to speak to the residents about the RAD for a clearer understanding of the program. Also, just to make clear, Ginosko is in the third meeting with the residents. So, maybe there needs to be clarity on the scheduled meetings. President Hosey stated that there will be better communication on the issue with the meetings and more information is forthcoming on the RAD process.

IX. Commissioner Comments: *None.*

X. DHC Staff Comments: *None.*

XI. Adjournment:

Commissioner Williams moved for adjournment.
Commissioner Bailer seconded the motion.

The meeting was adjourned at 12:14 p.m.

Approved: _____
Presiding Officer

Board Secretary or Designee

April 4, 2024
Date



1301 East Jefferson
Avenue Detroit, Michigan
48207 313.877.8000

April 4, 2024

**Detroit Housing Commission
Detroit, Michigan 48207**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

**DETROIT HOUSING COMMISSION'S FY2024 ANNUAL PHA AND 5-YEAR
CAPITAL PLAN- RESOLUTION NO. 3226**

RECOMMENDATIONS

Staff recommends adoption of Resolution No. 3226, which authorizes Sandra B. Henriquez, Chief Executive Officer, or her designee, to submit the Detroit Housing Commission's ("DHC") Fiscal Year (FY) 2024 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 FY2024 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 25, 2024.



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. FY24 PHA Plan represents FY2024 PHA Annual Plan and a Capital 5-Year Plan. In November of 2023, DHC staff began developing the FY2024 PHA Annual Plan and Capital Plan and, in January 2024, DHC continued the planning process with input from the Resident Advisory Board ("RAB"). The DHC RAB meeting was held on January 30, 2024. 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, 2024, 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 9, 2023, DHC released the draft Plan for a 45-day comment period. The comment period ended at 5:00 pm on March 24, 2024.

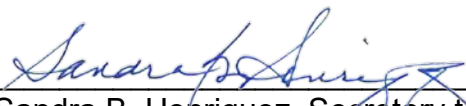
A public hearing was scheduled and conducted remotely via Zoom videoconference from 10:00 a.m. to 11 :00 a.m. on March 25, 2024, to hear any input on the Plan from the public.

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. 3226

ADOPTED BY THE DETROIT HOUSING COMMISSION

April 4, 2024

BE IT RESOLVED BY THE DETROIT HOUSING COMMISSION:

After reviewing the proposed FY2024 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 FY2024 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. 3226

DATE ADOPTED: _____

April 4, 2024

**Detroit Housing Commission
Detroit, Michigan 48207**

HONORABLE MEMBERS IN SESSION

SUBJECT:

APPROVAL TO EXECUTE A CONTRACT WITH DMC CONSULTANTS, INC. FOR RENOVATIONS OF TWENTY-TWO (22) VACANT UNIT REHABS AT DIGGS HOMES DHC FILE NO. H782 RESOLUTION NO. 3227

CONTACT PERSON:

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

Recommendations:

Staff recommends the adoption of Resolution No 3227, which authorizes Sandra Henriquez, Chief Executive Officer, or her designee, to enter into a contract with DMC Consultants, Inc. to complete renovations at twenty-two (22) Diggs Homes units.

Summary

Approval of this contract will enable the Detroit Housing Commission (DHC) to complete renovations at twenty-two (22) units at Diggs Homes with extensive interior and exterior damage to alleviate all NSPIRE violations.

Background

The Detroit Housing Commission identified the need to renovate twenty-two (22) vacant units at Diggs Homes units due to extensive damage. The work had been identified through the NSPIRE unit inspection process.



April 4, 2024

Capital Improvement Program (CIP) staff met with Real Estate Management (REM) staff to determine the required renovations at all twenty-two (22) units at Diggs Homes to ensure all NSPIRE violations are remedied. CIP hired CLM Architects to complete drawings, scopes of work, and specifications for the agreed upon renovations. The Diggs Homes vacant unit renovations were estimated to cost \$3,838,266.00 and can feasibly be completed in 240 Calendar Days.

DHC advertised an Invitation for Bids on December 20, 2023 online in the Michigan Inter-governmental Trade Network (MITN). Sixty-four (64) vendors downloaded the bid package information. A Pre-Bid Conference was held on January 11, 2024 at which time contractors were escorted to view the conditions at all twenty-two (22) units. A Second walkthrough of all twenty-two (22) units was conducted on January 24, 2024. The bids for this project, DHC File No. H782, were due on February 07, 2024. Four (4) bidders responded to the Invitation to Bid. DMC Consultants submitted a bid in the amount of \$3,095,590.00 for the renovations. DHC staff has determined DMC Consultants, Inc. to be the lowest responsible bidder. DHC recommends awarding a contract for the work included in DHC File # No. H782 to DMC Consultants, Inc. The contract completion time for this contract will be 240 calendar days. This contract will be funded by CFP 22 and insurance proceeds.


FINANCIAL CONSIDERATIONS:

Contractor Name:	DMC Consultants, Inc.
Base Contract	\$3,095,590.00
Construction Completion Duration	240 Calendar Days

This Contract will be funded by the Capital Fund Program, i.e., CFP 22 & Insurance Proceeds

POLICY CONSIDERATIONS

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

Respectfully Submitted, 
Sandra B. Henriquez, Chief Executive Officer
Detroit Housing Commission

RESOLUTION NO. 3227

ADOPTED BY THE DETROIT HOUSING COMMISSION

April 4, 2024

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 DMC Consultants, Inc. to complete unit renovations at twenty-two (22) units at Diggs Homes in the amount of \$3,095,590.00. The contract will be completed within 240 calendar days of issuance of the Notice to Proceed. The Contract will be funded by CFP 22 and insurance proceeds.

Richard Hosey, CHAIR

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 3227

DATE ADOPTED _____

File H782 - Diggs Homes Phase II 22 Unit Renovation Bid Tabulation

Feb-24

Description	DHC Cost Estimate	Decima	DMC Consultants, Inc.	Qualified Construction Corp.	Superior Contracting Group, LLC.
1017 Canfield - 5bd - Site		\$ 4,500.00	\$ 9,000.00		
1017 Canfield - 5bd - Exterior		\$ 19,700.00	\$ 23,850.00		\$ 2,465.00
1017 Canfield - 5bd - Interior		\$ 58,760.00	\$ 98,480.00		\$ 173,131.58
Unit Total	\$ 171,706.00	\$ 82,960.00	\$ 131,330.00	\$ 140,943.00	\$ 175,596.58
4446 Chrysler - 3bd - Site		\$ 4,500.00	\$ 9,000.00		
4446 Chrysler - 3bd - Exterior		\$ 14,000.00	\$ 15,850.00		\$ 2,465.00
4446 Chrysler - 3bd - Interior		\$ 55,360.00	\$ 91,480.00		\$ 146,298.48
Unit Total	\$ 148,072.00	\$ 73,860.00	\$ 116,330.00	\$ 111,979.00	
4456 Chrysler - 3bd - Site		\$ 4,500.00	\$ 9,000.00		
4456 Chrysler - 3bd - Exterior		\$ 19,700.00	\$ 22,500.00		\$ 2,465.00
4456 Chrysler - 3bd - Interior		\$ 67,150.00	\$ 99,700.00		\$ 170,855.40
Unit Total	\$ 148,072.00	\$ 91,350.00	\$ 128,950.00	\$ 135,635.00	\$ 173,320.40
1016 Forest - 5bd - Site		\$ 4,500.00	\$ 9,000.00		
1016 Forest - 5bd - Exterior		\$ 17,000.00	\$ 20,480.00		\$ 2,465.00
1016 Forest - 5bd - Interior		\$ 60,580.00	\$ 98,480.00		\$ 171,756.38
Unit Total	\$ 171,706.00	\$ 82,080.00	\$ 127,930.00	\$ 148,739.00	\$ 174,221.38
1018 Forest - 4bd - Site		\$ 4,500.00	\$ 9,000.00		
1018 Forest - 4bd - Exterior		\$ 17,300.00	\$ 12,500.00		\$ 2,465.00
1018 Forest - 4bd - Interior		\$ 72,670.00	\$ 97,855.00		\$ 163,964.52
Unit Total	\$ 162,876.00	\$ 94,470.00	\$ 119,355.00	\$ 150,917.00	\$ 166,429.52

1020 Forest - 4bd - Site		\$ 4,500.00	\$ 9,000.00		
1020 Forest - 4bd - Exterior		\$ 16,700.00	\$ 13,650.00		\$ 2,465.00
1020 Forest - 4bd - Interior		\$ 68,120.00	\$ 97,855.00		\$ 164,105.88
Unit Total	\$ 162,876.00	\$ 89,320.00	\$ 120,505.00	\$ 152,572.00	\$ 166,570.88
1024 Forest - 3 bd - Site		\$ 4,500.00	\$ 9,000.00		
1024 Forest - 3 bd - Exterior		\$ 14,000.00	\$ 15,850.00		\$ 2,465.00
1024 Forest - 3 bd - Interior		\$ 57,885.00	\$ 89,480.00		\$ 145,888.79
Unit Total	\$ 148,072.00	\$ 76,385.00	\$ 114,330.00	\$ 111,982.00	\$ 148,353.79
1030 Forest - 6bd - Site		\$ 4,500.00	\$ 9,000.00		
1030 Forest - 6bd - Exterior		\$ 19,700.00	\$ 20,450.00		\$ 2,465.00
1030 Forest - 6bd - Interior		\$ 74,880.00	\$ 102,835.00		\$ 180,849.98
Unit Total	\$ 189,150.00	\$ 99,080.00	\$ 132,285.00	\$ 166,819.00	\$ 183,314.98
1034 Forest - 4bd - Site		\$ 4,500.00	\$ 9,000.00		
1034 Forest - 4bd - Exterior		\$ 14,000.00	\$ 17,000.00		\$ 2,465.00
1034 Forest - 4bd - Interior		\$ 111,710.00	\$ 94,855.00		\$ 164,567.97
Unit Total	\$ 162,876.00	\$ 130,210.00	\$ 120,855.00	\$ 139,145.00	\$ 167,032.97
1042 Forest - 5bd - Site		\$ 4,500.00	\$ 9,000.00		
1042 Forest - 5bd - Exterior		\$ 19,700.00	\$ 20,450.00		\$ 2,465.00
1042 Forest - 5bd - Interior		\$ 70,720.00	\$ 97,480.00		\$ 174,663.81
Unit Total	\$ 145,290.00	\$ 94,920.00	\$ 126,930.00	\$ 143,301.00	\$ 177,128.81
1044 Forest - 4bd - Site		\$ 4,500.00	\$ 9,000.00		
1044 Forest - 4bd - Exterior		\$ 19,700.00	\$ 17,000.00		\$ 10,231.60
1044 Forest - 4bd - Interior		\$ 74,490.00	\$ 96,855.00		\$ 165,065.53
Unit Total	\$ 162,876.00	\$ 98,690.00	\$ 122,855.00	\$ 133,754.00	\$ 175,297.13
1048 Forest - 5bd - Site		\$ 4,500.00	\$ 9,000.00		
1048 Forest - 5bd - Exterior		\$ 19,700.00	\$ 20,450.00		\$ 2,465.00
1048 Forest - 5bd - Interior		\$ 61,230.00	\$ 97,850.00		\$ 171,676.81
Unit Total	\$ 171,706.00	\$ 85,430.00	\$ 126,930.00	\$ 145,884.00	\$ 174,141.81
1050 Forest - 4bd - Site		\$ 4,500.00	\$ 9,000.00		
1050 Forest - 4bd - Exterior		\$ 19,700.00	\$ 17,000.00		\$ 2,465.00
1050 Forest - 4bd - Interior		\$ 204,480.00	\$ 94,855.00		\$ 177,154.32

Unit Total	\$ 162,876.00	\$ 228,680.00	\$ 120,855.00	\$ 150,620.00	\$ 179,619.32
1052 Forest - 4bd- Site		\$ 4,500.00	\$ 9,000.00		
1052 Forest - 4bd - Exterior		\$ 19,700.00	\$ 17,000.00		\$ 2,465.00
1052 Forest - 4bd - Interior		\$ 66,300.00	\$ 94,855.00		\$ 163,438.85
Unit Total	\$ 162,876.00	\$ 90,500.00	\$ 120,855.00	\$ 134,737.00	\$ 165,903.85
1064 Forest - 4bd- Site		\$ 4,500.00	\$ 9,000.00		
1064 Forest - 4bd - Exterior		\$ 19,700.00	\$ 17,000.00		\$ 2,465.62
1064 Forest - 4bd - Interior		\$ 87,950.00	\$ 94,855.00		\$ 164,422.62
Unit Total	\$ 162,876.00	\$ 112,150.00	\$ 120,855.00	\$ 144,090.00	\$ 166,887.62
1066 Forest - 3bd- Site		\$ 4,500.00	\$ 9,000.00		
1066 Forest - 3bd - Exterior		\$ 14,000.00	\$ 15,850.00		\$ 2,465.00
1066 Forest - 3bd - Interior		\$ 54,175.00	\$ 87,980.00		\$ 146,206.40
Unit Total	\$ 148,072.00	\$ 72,675.00	\$ 112,830.00	\$ 114,444.00	\$ 148,671.40
1072 Forest - 4bd- Site		\$ 4,500.00	\$ 9,000.00		
1072 Forest - 4bd - Exterior		\$ 19,700.00	\$ 17,000.00		\$ 2,465.00
1072 Forest - 4bd - Interior		\$ 66,430.00	\$ 94,855.00		\$ 164,978.76
Unit Total	\$ 162,876.00	\$ 90,630.00	\$ 120,855.00	\$ 134,962.00	\$ 167,443.76
1074 Forest - 5bd Site		\$ 4,500.00	\$ 9,000.00		
1074 Forest - 5bd - Exterior		\$ 69,700.00	\$ 20,450.00		\$ 2,465.00
1074 Forest - 5bd - Interior		\$ 127,260.00	\$ 141,200.00		\$ 192,508.19
Unit Total	\$ 171,706.00	\$ 201,460.00	\$ 170,650.00	\$ 173,432.00	\$ 194,973.19
1011 Canfield - 3bd/ADA - Site		\$ 4,500.00	\$ 9,000.00		
1011 Canfieldr - 3bd/ADA - Exterior		\$ 21,700.00	\$ 13,650.00		\$ 52,447.40
1011 Canfield - 3bd/ADA - Interior		\$ 231,208.00	\$ 92,855.00		\$ 234,976.10
Unit Total	\$ 250,000.00	\$ 257,408.00	\$ 115,505.00	\$ 245,219.00	\$ 287,423.50
4442 Chrysler - 5bd - Site		\$ 4,500.00	\$ 9,000.00		
4442 Chrysler - 5bd - Exterior		\$ 17,000.00	\$ 63,100.00		\$ 2,465.00
4442 Chrysler - 5bd - Interior		\$ 53,960.00	\$ 169,150.00		\$ 180,426.99
Unit Total	\$ 171,706.00	\$ 75,460.00	\$ 242,250.00	\$ 157,872.00	\$ 182,891.99
4410 Chrysler - 5bd - Site		\$ 4,500.00	\$ 10,000.00		
4410 Chrysler - 5bd - Exterior		\$ 22,700.00	\$ 63,100.00		\$ 57,978.76

4410 Chrysler - 5bd - Interior		\$ 187,905.00	\$ 167,000.00		\$ 239,520.40
Unit Total	\$ 250,000.00	\$ 215,105.00	\$ 240,100.00	\$ 283,780.00	\$ 297,499.16
4428 Chrysler - 5bd - Site		\$ 4,500.00	\$ 10,000.00		
4428 Chrysler - 5bd - Exterior		\$ 22,700.00	\$ 63,100.00		\$ 51,168.20
4428 Chrysler - 5bd - Interior		\$ 212,690.00	\$ 169,150.00		\$ 238,105.70
Unit Total	\$ 250,000.00	\$ 239,890.00	\$ 242,250.00	\$ 249,481.00	\$ 289,273.90
Total	\$ 3,838,266.00	\$ 2,682,713.00	\$ 3,095,590.00	\$ 3,470,307.00	\$ 4,110,759.42

DETROIT HOUSING COMMISSION
PROCUREMENT DIVISION
1301 E. JEFFERSON
313-877-8643

THIS FORM IS TO REMAIN ATTACHED TO THE BIDS/REQUISITION
AND RETURNED WITH YOUR RESPONSE

DATE: February 13, 2024
TO: Matthew Lents-Capital Asset Manager
FROM: Procurement Department: Dorice Liggons-Blackshear, Procurement Manager
BY: Erika Blocker, Senior Buyer

The attached documents are being referred for the following reason(s):

Incomplete Requisition Canceled Other

Once a requisition is canceled, it cannot be re-activated. A new one must be prepared.

BID ANALYSIS AND RECOMMENDATION FOR:

File H782 - Diggs Homes Phase II 22 Unit Renovation

Tab sheet(s), and the following number of bids are attached:

- Decima, LLC.
- DMC Consultants, LLC.
- Qualified Construction Corporation
- Superior Contracting Group, LLC.


REMARKS:

Include all recommendations and remarks below. Include a completed Pre-Award Evaluation Form for the selected contractor. (attached). Attach other additional sheets if necessary.

Your recommendation is to be based on the bid specifications/requirements and contents of the bid. If the lowest bidder or bidders does not meet the specifications/requirements, list the major deviations for each. **Rejections must be based on actual exceptions, or on details submitted in the bid.**

Legal questions or concerns should be included in the analysis. If necessary, the Procurement Division may request a legal opinion.

-
- Decima failed to complete DHC unit renovation contract 3074 and was issued a Notice to Quit for poor performance. Capital recommends not awarding to Decima due to Notice to Quit.
 - DMC Consultants has been determined to be the lowest responsible bidder. Capital recommends awarding DHC File H782 to DMC Consultants in the amount of \$3,095,590.00.
-
-
-
-
-
-
-
-
-
-

Approved By: Matthew Lents  Dir. Of Capital Assets & Construction 313-877-8612
Name Title Phone

Date: 03/15/2024

PRE-AWARD EVALUATION FORM

Contractor Name:

1.) REFERENCES

How you checked reference

Yes No

If yes, please list the reference checks made and describe responses:

2.) PRE-AWARD MEETING

Have you met with and/or talked to prospective contractor about the contract?
(Note: A meeting or telephone conference is **required** for service contracts.)

Yes No

If yes, please describe the results of the meeting/conference, noting if a visit to the work site was included. Also, include a copy of the sign in sheet from the meeting:

PRE-AWARD EVALUATION FORM (cont.)

Contractor Name:

3.) TECHNICAL UNDERSTANDING

Firm has and/or understands (Give explanation for any items marked "NO" in Narrative)

a. Specifications/ Drawings <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	b. Exhibits <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
c. Licenses (Attach copies) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	d. Technical Data Requirements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

4.) NARRATIVE

Include the following information concerning key personnel who will be involved with the prospective contract: (1) Names, qualifications/experiences and length of affiliation with prospective contractor; (2) Evaluate technical capabilities with respect to the requirements of the proposed contract; (3) Description of any technical capabilities which the prospective contractor lacks. Comment on the prospective contractor's efforts to obtain the needed technical capabilities. Add additional sheets if necessary.

Mike Chaudhary 31 Years

Logesh Rajendran 6 Years

Prepared By: Matthew Lents

Dir. Of Capital Assets & Construction

Name (printed)

Title


Signature

07/15/2024
Date

File H782 Reference Check – 03/15/2024

Reference # 1 – City of Wyandotte – Left a Voicemail

Reference # 2 – Develop Detroit, Inc.

What type of work was completed?

- Renovation work on 3 townhomes

Were there any performance issues?

- Timing could have been better. Finished off schedule. Ordering of the materials were not ordered early enough and out of stock. Finished product was good.

Were there any issues with non-payment in either Sub-Contractors or Employees?

- No.

Would you use DMC Consultants again on another job?

- Yes.

Reference # 3 – Wayne Metropolitan Community Action Agency – John Carmody - Left Voicemail

Pre-Award Meeting Notes

Matthew Lents with DHC's conversation with Mike Chaudhary of DMC Consultants, Inc. {03-15-2024}

- 1) The Diggs Homes 22 vacant unit rehab has a duration of 225 calendar days for substantial completion. Do you have any concerns about completing the work within the contract duration?
 - a) No.
- 2) How long do you think after contract signing until Mobilization can begin?
 - a) Will be able to mobilize immediately. We are ready to begin.
- 3) This contract is a Davis Bacon Wage Rate contract. Do you have any concerns about paying this wage scale?
 - a) No
- 4) Do you have any questions or concerns about the Scope of Work as written?
 - a) No
- 5) Any additional questions or concerns about the contract at this time?
 - a) Do not have any concerns about the contract

**DETROIT HOUSING COMMISSION
REFERRAL / RECOMMENDATION:
CONFLICT OF INTEREST DISCLOSURE FORM
AND DHC ADMINISTRATIVE POLICY NO 2005-03**

For the benefit of the Detroit Housing Commission (“DHC”) and the public it serves, this form must be completed by all members of the Referral / Recommendation department assigned to review bids.

REQUIREMENT FOR NON-DISCLOSURE RELATED TO PROPOSALS:

As a member of this Referral / Recommendation department, I agree not to disclose **any** information in the solicitation, including but not limited to, the names of the offerors and the number of offers received without the prior, written approval of the Contracting Officer.

CONFLICT OF INTEREST DISCLOSURES:

Within the last twelve (12) months, have you, an Immediate Family member, or a company in which you or an Immediate Family member have/had an interest, been a party to, or have/had an interest in, any contracts or projects with any of the Respondents or any of the Respondents’ principals, or proposed consultants, subcontractors, suppliers or team members?

Yes _____ No _____

If you answered “Yes”, disclose the following:

Specify: Yourself _____ Immediate Family Member _____ Company _____

If it is/was an Immediate Family member, state the name(s) and familial relationship of the Immediate Family member(s).

Identify the contract(s) or project(s) in which there is/was a contract or an interest.

What was the name of the company(ies) with which you or your Immediate Family member(s) is/was associated, the nature of the association and the nature of the interest the company has/had in any contracts or projects with any of the Respondents or any of the Respondents’ principals, or proposed consultants, suppliers, or team members?

If there is/was not a company with which you or your Immediate Family member(s) is/was associated, state the nature of your or your Immediate Family member(s) individual association with the contract(s) or project(s) with any of the Respondents or any of the Respondents’ principals, or proposed consultants, suppliers, or team members.

Do you know or have personal or professional knowledge of or interactions with any of the Respondents' principals, or proposed consultants, subcontractors, suppliers, or team members?

Yes _____ No X

If you answered "Yes", disclose the following:

How do you know and/or what is the nature of the personal or professional relationship or interactions between you and any of the Respondents' principals, or proposed consultants, subcontractors, suppliers, or team members?

Does anyone in your Immediate Family know or have personal or professional knowledge of or interactions with any of the Respondents' principals, or proposed consultants, subcontractors, suppliers or team members?

Yes _____ No X Don't Know _____

If you answered "Yes", disclose the following:

State the name(s) and familial relationship of each Immediate Family member.

How does your Immediate Family member(s) know and/or what is the nature of the personal or professional relationship or interactions between your Immediate Family member(s) and any of the Respondents' principals, or proposed consultants, subcontractors, suppliers, or team members?

Use the following definitions in your response to the questions listed above.

Immediate Family

Means spouse, children, stepchildren, parents, siblings, half-siblings or stepsiblings.

Respondent

Means any person or business which has submitted a proposal in response to the RFP which is the subject of this evaluation.

I HAVE TRUTHFULLY ANSWERED THE QUESTIONS ON THIS FORM BASED UPON THE KNOWLEDGE AVAILABLE TO ME AT THE TIME OF THE COMPLETION OF THE FORM.

Name: Matthew Lewis

Name: (Print) First Name Last Name
(Signature)

Date: 03/15/2024

Job Title/Department Dir. Capital Assets & Construction

Phone: 313-877-8612



ADMINISTRATIVE POLICY NO. 2005-03
GIFTS AND GRATUITIES

Policy Regarding Gifts and Gratuities

Members of the Board of Commissioners ("Commissioners") and employees of the Detroit Housing Commission ("DHC") shall not, under any circumstances, accept or solicit any gift, gratuity, loan, or fee where there is any relationship between the solicitation and the Commissioners service on the Board of Commissioners or the employee's employment with DHC. A gift is defined as any item having monetary value, including, but not limited to, food, drinks, gratuities, favors, hospitality discounts, entertainment, and event tickets.

Commissioners and employees shall not accept, either directly or indirectly, any gift, gratuity, loan, fee or any other thing of value, the acceptance of which may tend to influence, directly or indirectly, the actions of a Commissioner or employee in any manner of DHC business.

Items with a value of \$20.00 or less distributed in a general manner by businesses, vendors, and/or consultants as their routine policy of conducting business and advertising shall be considered social amenities and not subject to this policy.

Commissioners and employees may not directly or indirectly solicit or accept a gift given by a prohibited source because of the Commissioner's or employee's position. A prohibited source includes persons doing or seeking to do business with DHC as well as anyone substantially affected by the performance or non-performance of a

Commissioner's or an employee's official duties. An exception to the prohibition against acceptance of gifts from prohibited sources includes gifts from relatives or friends (who may be prohibited sources) if the gift is motivated by a family relationship or personal friendship rather than the position of the Commissioner or employee provided the gift has a value of \$20.00 or less.

ADMINISTRATIVE POLICY NO. 2005-03
GIFTS AND GRATUITIES

Commissioners and employees may attend and accept food or refreshments valued at \$50.00 or less if the event is a widely attended gathering. A widely attended gathering includes, but is not limited to, a holiday party, conference, panel discussion, training event or an awards ceremony.

Commissioners and employees may share the following items during the holiday season and any other time when gifts are traditionally given or exchanged:

1. Items, other than cash, having a market value of \$10 or less per occasion, provided, however, this limitation does not apply to a Secret Santa event which shall have a limit of \$25.
2. Peer-to-peer gifts, i.e., department head to department head, supervisor to supervisor, Commissioner to Commissioner, etc. may not exceed \$175.00.
3. Items such as food and refreshments that are shared in the office among several Commissioners and/or employees; and
4. Personal hospitality provided at a residence of a type customarily provided to friends.

Commissioners and employees may not, directly or indirectly, give a gift to or make a donation toward a gift for an official supervisor or Commissioner if the value of the gift exceeds \$10.00. In addition, gifts to co-workers who earn a higher salary are also limited to \$10 in value. Gifts that exceed \$10.00 must be based on a personal relationship and the co-worker cannot be a supervisor in the employee's chain of authority.

April 4, 2024

**Detroit Housing Commission
Detroit, Michigan 48207**

HONORABLE MEMBERS IN SESSION

SUBJECT:

APPROVAL TO ENTER INTO A CONTRACT WITH TWO (2) ARCHITECTURAL AND ENGINEERING COMPANIES FOR ARCHITECTURAL AND ENGINEERING SERVICES WITH CLM ARCHITECTS, LLC AND INTOTO STUDIO, LLC DHC FILE NO. H778 RESOLUTION NO. 3228

CONTACT PERSON:

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

Recommendations:

Staff recommends the adoption of Resolution No. 3228, which authorizes Sandra Henriquez, Chief Executive Officer, or her designee, to enter into a contract with CLM Architects, LLC and InToto Studio, LLC for Architectural and Engineering Services as needed throughout the entire Detroit Housing Commission (DHC) portfolio.

Summary

Approval of this contract will enable the Detroit Housing Commission (DHC) to complete Architectural and Engineering services as needed throughout the entire DHC portfolio of properties.



April 4, 2024

Background

The Detroit Housing Commission (DHC) identified the need to enter into two (2) architectural and engineering contracts for services on an as needed basis. DHC issued a Request for Proposal (RFP) on December 6, 2023. Three (3) companies submitted proposals on January 3, 2024. DHC conducted a proposal review meeting on January 26, 2024. CLM Architects, LLC (CLM) and InToto Studio, LLC (InToto) were determined to be the most responsible proposals. DHC staff recommends awarding a contract to both CLM & InToto in the amounts of \$250,000.00 for 3-year terms with (2) 1-year \$150,000 options, respectively. This contract will be funded by CFP 20, 21, & 22.

FINANCIAL CONSIDERATIONS:


Contractor Names: CLM Architects (CLM) and InToto Studio, LLC (InToto)

Base Contract	3 Calendar Years	\$250,000.00
Option Year 1	1 Calendar Year	\$150,000.00
Option Year 2	1 Calendar Year	\$150,000.00

This Contract will be funded by CFP 20, 21, & 22

POLICY CONSIDERATIONS

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

Respectfully Submitted, 
Sandra B. Henriquez, Chief Executive Officer
Detroit Housing Commission

RESOLUTION NO. 3228

ADOPTED BY THE DETROIT HOUSING COMMISSION

April 4, 2024

BE IT RESOLVED BY THE DETROIT HOUSING COMMISSION:

Sandra B. Henriquez, as Chief Executive Officer, or her designee, is authorized to enter into two (2) contracts for architectural and engineering services as needed with CLM Architects, LLC and InToto Studio, LLC. The contracts will include a base contract of \$250,000.00 for a 3-year term and two (2) additional \$150,000.00 1-year options. The Contract will be funded by CFP 20, 21, & 22.

Richard Hosey, CHAIR

ATTEST:

SECRETARY

FOR CLERK USE ONLY

RESOLUTION NO. 3228

DATE ADOPTED _____



INTEROFFICE MEMORANDUM

Date: 4/18/2024

To: Sandra Henriquez, Chief Executive Officer

From: Dorice Liggins-Blackshear, Procurement Manager

RE: Architectural Engineering Services Services, RFP File No. H778
Recommendation for Award(s)

The Evaluation Committee (“Committee”) for the review of the four proposals received in response to the Request for Proposal (“RFQ”) for Architectural Engineering Services, File No. H778, met on January 26, 2024, to review the proposals. The Committee consisted of voting members Matt Lents, Capital Assets & Construction (*Committee Chair & Non-Voting Member*); Tabatha Little, Capital Asset Specialist and Skilled Labor Supervisor; Erika Blocker, Buyer (*Committee Facilitator and Non-Voting Member*); and Ehab Farhat, GL Accountant.

The Committee reviewed the three proposals received. Each Committee member gave their score for each proposal based upon the evaluation criteria established within the RFQ. After each Committee member gave their score on each criterion, a consensus score was developed for each criterion. The consensus score of each A & E firm that submitted a proposal is shown below:

Firm Name	Consensus Score
CLM Architects, LLC	97.3
Intoto Studio, LLC	84.3
Metro Consulting Associates, LLC	74.7

The top three firms that submitted proposals were determined to be well qualified to perform the desired services.

The committee determined that all firms possessed the ability to perform the services within the RFQ and all firms had solid backgrounds.

Dorice Liggons-Blackshear
Recommendation for Award of RFP H778
April 18, 2024
Page 2 of 2

The recommendation is to award a contract to CLM Architects, LLC and Intoto Studios for Achitectural Engineering services.

Thank you,

Dorice Liggons-Blackshear
Dorice Liggons-Blackshear
Procurement Manager

Cc: Irene Tucker, Chief Operating Officer
Luke Joseph, Chief Financial Officer



1301 East Jefferson Avenue
Detroit, Michigan 48207
313.877.8000

Executive Summary

April 4, 2024

Dear Commissioners,

Below, please find a few highlights during Q1 of the calendar year with HUD, the City of Detroit (“the City”), and the continuous execution strides in DHC’s Comprehensive Portfolio Upgrade Plan.

Status on the March 2024 HUD Comprehensive Audit

During the month HUD performed a Comprehensive Audit on the LIPH and HCV FY23 Programs that included back-office functions for procurement, capital, and finance. Although the audit report has not been received, a discussion of the preliminary findings indicated the need for improvements in corporate governance on file documentation, unit turnaround, and timely completion of recertification. Incremental process improvements are being implemented to achieve 90% or higher scores for the PHAS, SEMAP, and occupancy.

City Driven Partnerships

We are excited to announce that in partnering and collaborating with the City, we are pursuing a Choice Neighborhood Grant for Diggs and Forest Park. We are planning to apply in June 2024. In addition, we are ecstatic to be partnering with the City and Rocket Community to improve digital inclusion opportunities for our residents. In June 2024 a joint plan is expected to be available.

DHC’s Comprehensive Portfolio Upgrade Plan – Key Phase 1 Projects Status Updates

SMALL BUILDING – 2900 TYLER

- Phase 2 environmental testing is in process and scheduled to be completed in April 2024

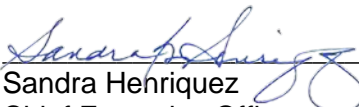
GARDENVIEW 200

- Q4 2024 DHC plans to work concurrently while KIPP School is doing its environmental remediation

GINOSKO – PARKSIDE (WARREN/CONNER) REDEVELOPMENT

- General and Resident Information Bulletins for the RAD process were distributed in March announcing the April 3rd and 17th RAD meetings

Please find the monthly Organizational Key Performance Indicators and the key action items captured from previous Board Meetings on the following two pages. These are being tracked starting from 6/30/23 to date. As always, thank you for your continued support and guidance!


Sandra Henriquez
Chief Executive Officer


Irene Tucker
Chief Operating Officer



KEY PERFORMANCE INDICATORS

KPI Name	Status	2/29/24	1/31/24	12/31/23	11/30/23	10/30/23	9/30/23	8/30/23	7/31/23	6/30/23	Target	Variance	Calculation Definition
PHAS: Occupancy	●	80.46%	81.55%	82.11%	82.69%	83.19%	84.06%	83.70%	84.52%	84.66%	100%	-19.54%	$\frac{((\text{Total HUD Approved Units} - \text{Total Vacant HUD Approved}) - \text{Vacant})}{\text{Total HUD Approved Units} - \text{Total Vacant HUD Approved}}$
PHAS: Rent Collection	●	62.29%	62.76%	59.64%	60.34%	59.00%	60.00%	61.41%	61.00%	67.00%	100%	-37.71%	$\frac{\text{Total Leased Household Payments Received}}{\text{Total Leased Households}}$
SEMAP: Project-Based Vouchers Committed/Contracted	●	1,183	1,183	1,165	1,124	1,027	1,027	1,102	1,102	1,093	1,165	0.00%	Current vouchers committed/contracted
SEMAP: Voucher Annual Recertification	●	83.93%	80.57%	77.43%	75.73%	73.40%	72.72%	73.78%	77.00%	76.36%	100%	-16.07%	Overdue Annual Recertifications that are =>14 months
PHAS: Public Housing Annual Recertification	●	88.53%	88.45%	89.31%	91.01%	89.76%	88.57%	87.07%	88.66%	88.22%	100%	-11.47%	Overdue Annual Recertifications that are =>14 months

NOTE: Vacant HUD Approved are units that HUD has approved to be vacant and they do not count against the PHAS score.

Vacant HUD Approved includes units approved due to Natural Disasters, Undergoing Modernization, Vacant Demo/Dispo Approved, or Administrative Uses.

●	greater than 15% variance
●	Between 10.01% - 15% variance
●	equal to or less than 10% variance

DHC BOARD FOLLOW-UP ITEMS

As of 03/08/2024

#	Item	Inquiry Date	Due Date	Status	Departments	Lead(s)	Resources
1.	Organizational Full Rollout of FY24 Performance Management Process	9/28/2023	6/30/2024	In Process	HR	David B.	
2.	Harriet Tubman Screen Cleaning (Quote of \$40k/building)	9/28/2023	5/30/2024	In Process	REM	Continental - AME	Vendor
3.	REM to discuss rent collections with Ginosko for best practices	11/16/2023	3/31/2024 1/25/2024	In Process	REM	Anthony W.	
4.	Procurement – Outreach plan to increase bid responses (benchmarking of other housing authorities' spend by service or good)	11/16/2023	6/30/2024 1/15/2024	In Process	Finance (Procurement)	Luke J.	Dorice L.
5.	HAP Resident Complaint - Provide the Board with details about her issue and the steps DHC is taking to resolve the current issue and to prevent it from taking place in the future.	2/22/2024	3/21/2024	In Process	Executive Office & HA	Sandra H., Felicia B.	
6.	Include Commissioners Cowan and Seybert on the Parkside meeting updates	2/22/2024	End of project	Ongoing	Executive Office		



April 4, 2024

**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 **February 2024** 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 the 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 loss of \$48K for the month; and has a net loss of \$372K year-to-date (YTD). This is largely due to lower fee received due to timing difference. The current trend for salaries/benefits is close to monthly



budget. Increased revenue is due to the increase in interest income for the year as well as the fees revenue are in an increasing trend.

- Rental Assistance programs show an overall net LOSS of \$379k for the month; it has a net loss of \$1.8M YTD. As required by HUD, DHC tracks Housing Assistance Payment (HAP) operations separately from the cost of administering the Assisted Housing Program. DHC expects to ask for funding from our reserves.

Administrative Operations had a net LOSS of \$3K in February; and it had a net gain of \$609K YTD. Total HAP outlays in February were \$4,161,996 against \$3,783,887 in funding provided. YTD HAP expenses have exceeded revenues by \$2.4M.

- 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 \$615k was spent for the year. This also includes YouthBuild and 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 gain of \$1.1m in the month of February, YTD net gain is \$1,247m. Once the reconciliation of subsidy for component unit is completed, the expenses will offset this gain for this fiscal year.
- Also included is a report showing LIPH properties by type. This report shows year-to-date budget to actual amounts and variances.
- Accounts Receivable Tenants YTD is \$567K (net). The Allowance for Bad Debt YTD is \$1.55M (Accumulated) which is due to recertifications.
- PHAS Scoring – included is a report on the calculation for PHAS Financial Indicators for FY 2024, which shows an estimated score of 19.79. Any audit flag could reduce this score. PHAS Management Indicators report is also included, which shows an estimated score of 8.22 out of 25 points.

Respectfully submitted, *Luke Joseph*
Luke Joseph, Chief Financial Officer

CONSOLIDATED INCOME STATEMENT

Property Type Comparison

Period = FEBRUARY 2024

	Central Office	Assisted Housing	ROSS	Low Income Operating	Total
	Actual	Actual	Actual	Actual	Actual
Revenue & Expenses					
INCOME					
Tenant Income	-	-	-	3,716,824	3,716,824
GRANT INCOME					
Operating Subsidy	-	-	-	12,619,858	12,619,858
Section 8 HAP Earned	-	29,748,403	-	-	29,748,403
Section 8 Admin. Fee Income	-	2,996,966	-	(25)	2,996,941
FSS Non-recurring Grant	-	-	106,470	-	106,470
Section 8 Port-In Admin Fees	-	-	-	(71)	(71)
Other Government Grants	-	-	508,472	-	508,472
HUD Income	-	32,745,369	614,942	12,619,762	45,980,073
OTHER INCOME					
Investment Income - Unrestricted	57,343	147,396	-	1,268,238	1,472,977
Dividend Income - Unrestricted	-	39,398	-	115,557	154,955
Investment Income - Restricted	-	4,607	-	-	4,607
Property Management Fee Income	985,455	-	-	-	985,455
Asset Management Fee Income	272,240	-	-	-	272,240
Bookkeeping Fee Income	170,627	-	-	-	170,627
Program Management Fees	782,204	-	-	-	782,204
Service Fee Income	32,038	-	-	-	32,038
CFP Management Fee Income	833,194	-	-	-	833,194
Fraud Recovery	-	2,344	-	-	2,344
Miscellaneous Income - donations	35,000	-	-	-	35,000
Miscellaneous Other Income	79,265	-	-	859,969	939,235
Operating Transfers IN	62,054	268,875	-	2,082,247	2,413,176
TOTAL INCOME	3,309,419	33,207,989	614,942	20,662,597	57,794,947
EXPENSES					
ADMINISTRATIVE					
Administrative Salaries	2,230,112	998,981	422,595	1,474,057	5,125,744
Legal Expense	37,962	2,394	-	72,156	112,512
Staff Training	36,598	10,975	3,400	11,260	62,234
Travel	17,565	-	20,669	660	38,895
Auditing Fees	19,395	5,848	-	62,657	87,900
Port Out Admin Fee Paid	-	1,114	-	-	1,114
Management Fee to AME	206,234	-	-	4,380	210,614

Marketing	-	-	-	1,409	1,409
Office Rent	-	60,000	-	-	60,000
Professional Services	225,752	551,467	-	18,809	796,027
Miscellaneous Admin Expenses	469,087	379,814	27,783	458,500	1,335,184
Management Fee	-	782,204	-	989,955	1,772,159
Asset Management Fee	-	-	-	272,240	272,240
Bookkeeping Fee	-	-	-	170,627	170,627
TOTAL ADMINISTRATIVE EXPENSE	3,242,706	2,792,796	474,447	3,536,710	10,046,658
Tenant Services	56,777	-	135,583	81,971	274,331
Utilities	116,956	-	-	2,894,074	3,011,030
MAINTENANCE AND OPERATIONS					
General Maint Expense	134,253	32	856	2,239,598	2,374,739
Materials	13,920	-	-	634,802	648,722
Contract Costs	77,949	-	947	4,061,487	4,140,383
TOTAL MAINTENANCE EXPENSES	226,122	32	1,803	6,935,887	7,163,844
GENERAL EXPENSES					
Property Insurance	19,692	-	-	588,210	607,902
Auto Insurance	8,775	3,632	-	77,139	89,545
Workers Comp Insurance	10,255	3,110	3,109	64,429	80,903
Insurance Other	525	46,226	-	135,583	182,334
Misc. Taxes/Liscenses/Insurance	75	-	-	37,034	37,109
Bad Debt-Tenant Rents	-	-	-	412,019	412,019
Security/Law Enforcement	-	-	-	736,410	736,410
Other General Expense	-	-	-	3,511,838	3,511,838
TOTAL GENERAL EXPENSES	39,321	52,968	3,109	5,562,662	5,658,060
HOUSING ASSISTANCE PAYMENTS					
Housing Assistance Payments	-	31,075,341	-	781	31,076,122
Tenant Utility Payments	-	954,722	-	1,814	956,536
Portable Out HAP Payments	-	27,118	-	-	27,118
FSS Escrow Payments	-	111,546	-	13,100	124,646
TOTAL HOUSING ASSISTANCE PAYI	-	32,168,727	-	15,695	32,184,422
NON-OPERATING ITEMS					
Operating Transfers OUT	-	-	-	388,499	388,499
TOTAL NON-OPERATING ITEMS	-	-	-	388,499	388,499
TOTAL EXPENSES	3,681,881	35,014,524	614,942	19,415,498	58,726,845
NET INCOME	(372,462)	(1,806,535)	-	1,247,100	(931,898)
	(372,462)	(1,806,535)	-	1,247,100	(931,898)
	(0)	0	-	(0)	(931,898)

CENTRAL OFFICE COST CENTER

Budget Comparison

Period = FEBRUARY 2024

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses									
INCOME									
OTHER INCOME									
Investment Income - Unrestricted	2,255	4,459	(2,204)	(49)	57,343	35,672	21,671	61	53,500
Dividend Income - Unrestricted	-	1,671	(1,671)	(100)	-	13,368	(13,368)	(100)	20,050
Property Management Fee Income	123,883	135,600	(11,717)	(9)	985,455	1,084,800	(99,345)	(9)	1,627,200
Asset Management Fee Income	34,030	37,500	(3,470)	(9)	272,240	300,000	(27,760)	(9)	450,000
Bookkeeping Fee Income	20,759	32,009	(11,250)	(35)	170,627	256,072	(85,445)	(33)	384,105
Program Management Fees	97,929	108,333	(10,404)	(10)	782,204	866,664	(84,460)	(10)	1,300,000
Service Fee Income	4,415	26,584	(22,169)	(83)	32,038	212,672	(180,634)	(85)	319,002
CFP Management Fee Income	103,481	133,150	(29,669)	(22)	833,194	1,065,200	(232,006)	(22)	1,597,800
Miscellaneous Income - donations	-	9,525	(9,525)	(100)	35,000	76,200	(41,200)	(54)	114,300
Miscellaneous Other Income	7,532	21,521	(13,989)	(65)	79,265	172,168	(92,903)	(54)	258,247
Operating Transfers IN	-	-	-	N/A	62,054	-	62,054	N/A	-
TOTAL INCOME	394,285	510,352	(116,067)	(23)	3,309,419	4,082,816	(773,397)	(19)	6,124,204
EXPENSES									
ADMINISTRATIVE									
Administrative Salaries	235,994	317,193	81,199	26	2,230,112	2,537,544	307,432	12	3,806,298
Legal Expense	9,845	1,583	(8,262)	(522)	37,962	12,664	(25,298)	(200)	19,000
Staff Training	12,600	3,874	(8,726)	(225)	36,598	30,995	(5,604)	(18)	46,500
Travel	-	742	742	100	17,565	5,936	(11,629)	(196)	8,900
Auditing Fees	10,094	875	(9,219)	(1,054)	19,395	7,000	(12,395)	(177)	10,500
Management Fee to AME	23,427	36,833	13,406	36	206,234	294,664	88,430	30	442,000
Professional Services	16,959	22,709	5,750	25	225,752	181,672	(44,080)	(24)	272,518
Miscellaneous Admin Expenses	70,054	56,185	(13,869)	(25)	469,087	449,480	(19,607)	(4)	674,243
TOTAL ADMINISTRATIVE EXPENSES	378,974	439,994	61,021	14	3,242,706	3,519,955	277,249	8	5,279,959
Tenant Services	5,000	17,937	12,937	72	56,777	143,496	86,719	60	215,245
Utilities	25,604	17,726	(7,878)	(44)	116,956	141,808	24,852	18	212,700
MAINTENANCE AND OPERATIONS									
General Maint Expense	12,768	19,775	7,007	35	134,253	158,200	23,947	15	237,300
Materials	1,656	1,171	(485)	(41)	13,920	9,368	(4,552)	(49)	14,050
Contract Costs	13,732	7,051	(6,681)	(95)	77,949	56,408	(21,541)	(38)	84,600
TOTAL MAINTENANCE EXPENSES	28,156	27,997	(159)	(1)	226,122	223,976	(2,146)	(1)	335,950
GENERAL EXPENSES									
Property Insurance	3,369	2,217	(1,152)	(52)	19,692	17,736	(1,956)	(11)	26,600
Auto Insurance	1,183	2,029	846	42	8,775	16,232	7,457	46	24,350
Workers Comp Insurance	-	2,383	2,383	100	10,255	19,064	8,809	46	28,600
Insurance Other	-	67	67	100	525	536	11	2	800
Misc. Taxes/Liscenses/Insurance	-	-	-	N/A	75	-	(75)	N/A	-
TOTAL GENERAL EXPENSES	4,552	6,696	2,144	32	39,321	53,568	14,247	27	80,350
TOTAL EXPENSES	442,286	510,350	68,064	13	3,681,881	4,082,803	400,921	10	6,124,204
NET INCOME	(48,001)	2	(48,003)	(2,874,441)	(372,462)	13	(372,476)	(2,787,991)	-

RENTAL ASSISTANCE
Budget Comparison
 Period = FEBRUARY 2024

	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	373,077	300,246	72,831	24	2,996,966	2,401,968	594,998	25	-
Total Grant Revenue	373,077	300,246	72,831	24	2,996,966	2,401,968	594,998	25	-
Other Revenue									
Investment Income - Unrestricted	13,294	1,618	11,676	722	147,396	12,944	134,452	1,039	-
Dividend Income - Unrestricted	-	569	(569)	(100)	39,398	4,552	34,846	766	-
Fraud Recovery	-	219	(219)	(100)	2,344	1,752	592	34	-
ACCOUNT	-	(10,000)	(10,000)	(100)	(268,875)	(80,000)	188,875	236	-
Total Other Revenue	13,294	12,406	888	7	458,013	99,248	358,765	361	-
Total Administrative Revenue	386,371	312,652	73,719	24	3,454,979	2,501,216	953,763	38	-
Administration Expenses									
Administrative Salaries and Benefits	111,217	162,213	50,996	31	998,981	1,297,704	298,723	23	-
Tenant Screening	282	125	(157)	(125)	2,394	1,000	(1,394)	(139)	-
General Legal Expense	-	525	525	100	-	4,200	4,200	100	-
Staff Training	3,600	875	(2,725)	(311)	10,975	7,000	(3,975)	(57)	-
Travel	-	131	131	100	-	1,048	1,048	100	-
Auditing Fees	731	802	71	9	5,848	6,416	568	9	-
Port Out Admin Fee Paid	152	-	(152)	N/A	1,114	-	(1,114)	N/A	-
Management Fee	97,929	96,232	(1,697)	(2)	782,204	769,856	(12,348)	(2)	-
Office Rent	7,500	7,875	375	5	60,000	63,000	3,000	5	-
Professional Services	108,597	23,594	(85,003)	(360)	551,466	188,752	(362,714)	(192)	-
Membership and Fees	-	417	417	100	791	3,336	2,545	76	-
Publications	-	-	-	N/A	956	-	(956)	N/A	-
Advertising	-	92	92	100	-	736	736	100	-
Office Supplies	3,581	3,333	(248)	(7)	29,632	26,664	(2,968)	(11)	-
Mileage/Parking/Fuel-Administrative	-	-	-	N/A	660	-	(660)	N/A	-
Telephone	328	833	505	61	2,857	6,664	3,807	57	-
Postage	2,869	2,083	(786)	(38)	15,515	16,664	1,149	7	-
Management Information Systems	12,342	19,917	7,575	38	73,840	159,336	85,496	54	-
Printing Costs	-	-	-	N/A	8,700	-	(8,700)	N/A	-
Temporary Administrative Labor	31,381	7,476	(23,905)	(320)	215,607	59,808	(155,799)	(260)	-
Small Office Equipment	2,522	1,833	(689)	(38)	10,993	14,664	3,671	25	-
Bank Fees	-	-	-	N/A	15,492	-	(15,492)	N/A	-
Other Misc Admin Expenses	530	-	(530)	N/A	4,771	-	(4,771)	N/A	-
Total Administration Expenses	383,560	328,356	(55,204)	(17)	2,792,796	2,626,848	(165,948)	(6)	-
Maintenance and Operations									
Maintenance Salaries and Benefits	-	-	-	N/A	32	-	(32)	N/A	-
Contract Costs	-	44	44	100	-	352	352	100	-
Total Maintenance and Operations	-	44	44	100	32	352	320	91	-
General Expenses									
Auto Insurance	483	289	(194)	(67)	3,632	2,312	(1,320)	(57)	-
Workers Comp Insurance	-	2,482	2,482	100	3,110	19,856	16,746	84	-
Insurance Other	5,801	3,137	(2,664)	(85)	46,226	25,096	(21,130)	(84)	-
Bad Debt-Other	-	3,062	3,062	100	-	24,496	24,496	100	-
Total General Expenses	6,284	8,970	2,686	30	52,968	71,760	18,792	26	-
NET ADMINISTRATIVE GAIN (LOSS)	(3,473)	(24,718)	21,245	86	609,183	(197,744)	806,927	408	-

RENTAL ASSISTANCE
Budget Comparison
 Period = FEBRUARY 2024

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
HAP REVENUE AND EXPENSES									
HAP Revenue	3,783,887	3,085,130	698,757	23	29,748,403	24,681,040	5,067,363	21	-
Investment Income Restricted	2,132	-	2,132	N/A	4,607	-	4,607	N/A	-
Housing Assistance Payments									
Housing Assistance Payments	4,019,772	3,020,373	(999,399)	(33)	31,075,341	24,162,984	(6,912,357)	(29)	-
Tenant Utility Payments	123,582	53,500	(70,082)	(131)	954,722	428,000	(526,722)	(123)	-
Portable Out HAP Payments	3,860	2,417	(1,443)	(60)	27,118	19,336	(7,782)	(40)	-
FSS Escrow Payments	14,782	8,841	(5,941)	(67)	111,546	70,728	(40,818)	(58)	-
Total Housing Assistance Payments	4,161,996	3,085,131	(1,076,865)	(35)	32,168,727	24,681,048	(7,487,679)	(30)	-
NET HAP INCREASE (DECREASE) TO NRA	(375,977)	(1)	(375,976)	(37,597,575)	(2,415,718)	(8)	(2,415,710)	(30,196,370)	-
NET ADMIN AND HAP	(379,450)	(24,719)	(354,731)	(1,435)	(1,806,535)	(197,752)	(1,608,783)	(814)	-

ROSS PROGRAM
Budget Comparison
 Period = FEBRUARY 2023

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
Revenue & Expenses									
INCOME									
GRANT INCOME									
FSS Non-recurring Grant	17,734	31,421	13,687	44	106,470	251,368	144,898	58	377,052
Other Government Grants	60,716	102,783	42,067	41	508,472	822,264	313,792	38	1,233,400
HUD Income	78,450	134,204	55,754	42	614,942	1,073,632	458,690	43	1,610,452
OTHER INCOME									
TOTAL INCOME	78,450	134,204	55,754	42	614,942	1,073,632	458,690	43	1,610,452
EXPENSES									
ADMINISTRATIVE									
Administrative Salaries	43,646	85,087	41,441	49	422,595	680,696	258,101	38	1,021,035
Staff Training	-	1,417	1,417	100	3,400	11,336	7,936	70	17,000
Travel	-	786	786	100	20,669	6,288	(14,381)	(229)	9,437
Miscellaneous Admin Expenses	6,437	21,861	15,424	71	27,783	174,888	147,105	84	262,323
TOTAL ADMINISTRATIVE EXPENSES	50,083	109,151	59,068	54	474,447	873,208	398,761	46	1,309,795
Tenant Services	27,892	17,384	(10,508)	(60)	135,583	139,072	3,489	3	208,607
MAINTENANCE AND OPERATIONS									
General Maint Expense	-	-	-	N/A	856	-	(856)	N/A	-
Contract Costs	474	3,208	2,734	100	947	25,664	24,717	96	38,500
TOTAL MAINTENANCE EXPENSES	474	3,208	2,734	100	1,803	25,664	23,861	93	38,500
GENERAL EXPENSES									
Workers Comp Insurance	-	-	-	N/A	3,109	-	(3,109)	N/A	-
Other General Expense	-	4,463	4,463	100	-	35,704	35,704	100	53,550
TOTAL GENERAL EXPENSES	-	4,463	4,463	100	3,109	35,704	32,595	91	53,550
TOTAL EXPENSES	78,449	134,206	55,757	42	614,942	1,073,648	458,706	43	1,610,452
NET INCOME	1	(2)	(3)		-	(16)	(16)		-

Low Income Properties (.liph)

Budget Comparison

Period =FEBRUARY 2024

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME									
Tenant Income	446,908	557,041	(110,133)	(20)	3,716,824	4,456,327	(739,503)	(17)	6,684,526
Operating Subsidy	2,609,325	1,582,411	1,026,914	65	12,619,858	12,659,289	(39,431)	(0)	18,988,947
Section 8 Admin. Fee Income	-	-	-	N/A	(25)	-	(25)	N/A	-
Section 8 Port-In Admin Fees	-	-	-	N/A	(71)	-	(71)	N/A	-
Investment Income - Unrestricted	160,997	22,668	138,329	610	1,268,238	181,341	1,086,897	599	280,020
Dividend Income - Unrestricted	-	6,041	(6,041)	(100)	115,557	48,325	67,231	139	72,500
Fraud Recovery	-	3,150	(3,150)	(100)	-	25,200	(25,200)	(100)	37,800
Miscellaneous Other Income	295,917	4,500	291,417	6,476	859,969	36,000	823,969	2,289	54,000
Operating Transfers IN	258,888	257,056	1,832	1	2,082,247	2,056,447	25,800	1	3,084,671
TOTAL INCOME	3,772,035	2,432,867	1,339,168	55	20,662,597	19,462,929	1,199,667	6	29,202,464
EXPENSES									
ADMINISTRATIVE									
Administrative Salaries	168,580	207,222	38,642	19	1,474,057	1,657,774	183,718	11	2,486,652
Legal Expense	7,464	6,466	997	(15)	72,156	51,731	20,425	(39)	77,600
Staff Training	1,274	6,690	5,416	81	11,260	53,520	42,260	79	80,300
Travel	-	-	-	N/A	660	-	(660)	N/A	-
Auditing Fees	22,344	4,492	(17,852)	(397)	62,657	35,933	(26,724)	(74)	53,900
Management Fee to AME	4,380	-	(4,380)	N/A	4,380	-	(4,380)	N/A	-
Marketing	-	417	417	100	1,409	3,333	1,925	58	5,000
Professional Services	3,245	12,375	9,130	74	18,809	98,997	80,189	81	148,500
Miscellaneous Admin Expenses	71,861	92,375	20,514	22	458,500	738,998	280,498	38	1,108,505
Management Fee	123,883	133,146	9,263	7	989,955	1,065,171	75,216	7	1,597,800
Asset Management Fee	34,030	40,926	6,896	17	272,240	327,408	55,168	17	491,140
Bookkeeping Fee	20,759	27,011	6,252	23	170,627	216,088	45,461	21	324,150
TOTAL ADMINISTRATIVE EXPENSES	457,820	531,119	73,300	14	3,536,710	4,248,954	712,244	17	6,373,547
Tenant Services	2,475	14,514	12,039	83	81,971	116,112	34,141	29	174,131
Utilities	425,821	393,760	(32,060)	(8)	2,894,074	3,150,083	256,009	8	4,725,126
MAINTENANCE AND OPERATIONS									
General Maint Expense	300,822	318,080	17,258	5	2,239,598	2,544,641	305,042	12	3,816,983
Materials	135,669	59,970	(75,699)	(126)	634,802	479,761	(155,041)	(32)	719,650
Contract Costs	553,952	324,373	(229,579)	(71)	4,061,487	2,594,983	(1,466,503)	(57)	3,892,491
TOTAL MAINTENANCE EXPENSES	990,443	702,423	(288,020)	(41)	6,935,887	5,619,385	(1,316,502)	(23)	8,429,124
GENERAL EXPENSES									
Property Insurance	99,013	57,241	(41,772)	(73)	588,210	457,931	(130,280)	(28)	686,900
Auto Insurance	10,260	7,651	(2,608)	(34)	77,139	61,211	(15,928)	(26)	91,800
Workers Comp Insurance	4,104	14,791	10,687	72	64,429	118,330	53,901	46	177,491
Insurance Other	17,014	18,742	1,728	9	135,583	149,933	14,350	10	224,900
Payments in Lieu of Taxes	-	17,785	17,785	100	-	142,281	142,281	100	213,421
Misc. Taxes/Licenses/Insurance	9,179	2,811	(6,367)	(226)	37,034	22,491	(14,543)	(65)	33,731
Bad Debt-Tenant Rents	(315)	40,156	40,471	101	412,019	321,245	(90,774)	(28)	481,854
Security/Law Enforcement	168,753	158,890	(9,863)	(6)	736,410	1,271,121	534,711	42	1,906,675
Other General Expense	499,955	446,150	(53,805)	(12)	3,511,838	3,569,197	57,359	2	5,353,792
TOTAL GENERAL EXPENSES	807,961	764,217	(43,744)	(6)	5,562,662	6,113,739	551,076	9	9,170,565
HOUSING ASSISTANCE PAYMENTS									
Housing Assistance Payments	-	-	-	N/A	781	-	(781)	N/A	-
Tenant Utility Payments	-	-	-	N/A	1,814	-	(1,814)	N/A	-
FSS Escrow Payments	(2,556)	-	2,556	N/A	13,100	-	(13,100)	N/A	-
TOTAL HOUSING ASSISTANCE PA	(2,556)	-	2,556	N/A	15,695	-	(15,695)	N/A	-
NON-OPERATING ITEMS									
Operating Transfers OUT	-	-	-	N/A	388,499	-	(388,499)	N/A	-
TOTAL NON-OPERATING ITEMS	-	-	-	N/A	388,499	-	(388,499)	N/A	-
TOTAL EXPENSES	2,681,964	2,406,033	(275,929)	(11)	19,415,498	19,248,273	(167,226)	(1)	28,872,492
NET INCOME	1,090,072	26,832	1,063,240	3,963	1,247,100	214,658	1,032,442	481	329,972

LOW INCOME PUBLIC HOUSING

LIPH Type Comparison

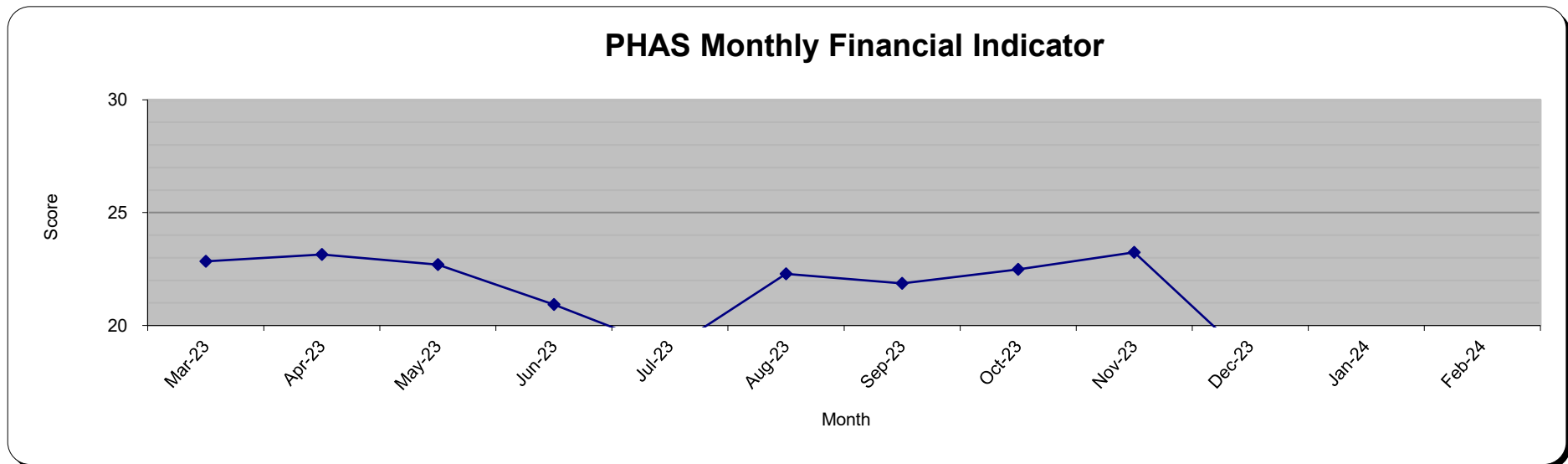
Period = FEBRUARY 2024

	DHC Managed	DHC Managed	DHC Managed	DHC Managed	AME Managed	AME Managed	AME Managed	AME Managed	Demo/Dispo	Demo/Dispo	Demo/Dispo	Demo/Dispo
	Actual	Budget	Variance	Variance%	Actual	Budget	Variance	Variance%	Actual	Budget	Variance	Variance%
3000-00-000 INCOME												
3199-00-000 Tenant Income	2,283,541	2,668,410	(384,869)	(14)	1,433,283	1,787,917	(354,634)	(20)	-	-	-	N/A
3401-00-000 Operating Subsidy	5,312,762	5,507,525	(194,762)	(4)	3,228,887	3,050,055	178,833	6	-	-	-	N/A
3410-02-000 Section 8 Admin. Fee Income	-	-	-	N/A	(25)	-	(25)	N/A	-	-	-	N/A
3410-04-000 Section 8 Port-In Admin Fees	-	-	-	N/A	(71)	-	(71)	N/A	-	-	-	N/A
3610-00-000 Investment Income - Unrestricted	505,463	67,661	437,801	647	176,207	23,997	152,209	634	44,312	-	44,312	N/A
3610-00-200 Dividend Income - Unrestricted	73,638	32,325	41,312	128	41,919	16,000	25,919	162	-	-	-	N/A
3640-00-000 Fraud Recovery	-	13,333	(13,333)	(100)	-	11,867	(11,867)	(100)	-	-	-	N/A
3650-00-000 Miscellaneous Other Income	774,494	-	774,494	N/A	85,475	-	85,475	N/A	-	-	-	N/A
3660-00-000 Operating Transfers IN	1,757,573	1,735,178	22,395	1	324,674	321,269	3,405	1	-	-	-	N/A
3999-00-000 TOTAL INCOME	10,707,471	10,024,433	683,038	7	5,290,350	5,211,105	79,244	2	44,312	-	44,312	N/A
4000-00-000 EXPENSES												
4100-00-000 ADMINISTRATIVE												
4110-99-000 Administrative Salaries	1,055,012	1,088,671	33,659	3	419,045	569,103	150,059	26	-	-	-	N/A
4131-00-000 Legal Expense	38,015	6,733	(31,282)	(465)	34,140	44,997	10,857	24	-	-	-	N/A
4140-00-000 Staff Training	2,646	34,992	32,346	92	8,614	18,528	9,914	54	-	-	-	N/A
4150-00-000 Travel	415	-	(415)	N/A	246	-	(246)	N/A	-	-	-	N/A
4171-00-000 Auditing Fees	29,040	19,939	(9,101)	(46)	17,032	15,995	(1,037)	(6)	-	-	-	N/A
4173-10-100 Management Fee to AME	-	-	-	N/A	4,380	-	(4,380)	N/A	-	-	-	N/A
4174-00-000 Marketing	-	-	-	N/A	1,409	3,333	1,925	58	-	-	-	N/A
4182-00-000 Professional Services	11,843	56,333	44,491	79	-	32,664	32,664	100	-	-	-	N/A
4191-00-000 Miscellaneous Admin Expenses	310,716	551,773	241,057	44	147,784	187,225	39,440	21	-	-	-	N/A
4173-10-000 Management Fee	546,106	586,267	40,161	7	283,212	335,331	52,119	16	-	-	-	N/A
4173-20-000 Asset Management Fee	120,400	131,133	10,733	8	70,560	80,344	9,784	12	-	-	-	N/A
4173-30-000 Bookkeeping Fee	74,853	84,997	10,144	12	38,822	50,533	11,711	23	-	-	-	N/A
4199-00-000 TOTAL ADMINISTRATIVE EXPENSES	2,189,046	2,560,839	371,793	15	1,025,244	1,338,053	312,809	23	-	-	-	N/A
4299-00-000 Tenant Services	53,698	83,373	29,674	36	28,272	29,403	1,130	4	-	-	-	N/A
4399-00-000 Utilities	1,792,304	1,957,077	164,774	8	983,685	1,193,005	209,320	18	-	-	-	N/A
4400-00-000 MAINTENANCE AND OPERATIONS												
4419-00-000 General Maint Expense	1,687,386	1,992,523	305,137	15	552,212	552,117	(94)	(0)	-	-	-	N/A
4429-00-000 Materials	486,131	400,367	(85,764)	(21)	148,672	79,395	(69,277)	(87)	-	-	-	N/A
4439-00-000 Contract Costs	2,799,103	1,609,035	(1,190,068)	(74)	1,185,081	869,949	(315,132)	(36)	-	-	-	N/A
4499-00-000 TOTAL MAINTENANCE EXPENSES	4,972,620	4,001,925	(970,695)	(24)	1,885,964	1,501,461	(384,504)	(26)	-	-	-	N/A
4500-00-000 GENERAL EXPENSES												
4510-01-000 Property Insurance	390,425	303,597	(86,828)	(29)	197,785	154,333	(43,452)	(28)	-	-	-	N/A
4510-02-000 Auto Insurance	75,357	61,211	(14,147)	(23)	1,781	-	(1,781)	N/A	-	-	-	N/A
4510-03-000 Workers Comp Insurance	52,996	87,185	34,189	39	11,433	31,145	19,712	63	-	-	-	N/A
4510-09-000 Insurance Other	86,399	86,600	201	0	49,184	63,333	14,149	22	-	-	-	N/A
4520-00-000 Payments in Lieu of Taxes	-	90,279	90,279	100	-	52,003	52,003	100	-	-	-	N/A
4521-00-000 Misc. Taxes/Licenses/Insurance	5,891	667	(5,224)	(784)	31,143	21,824	(9,319)	(43)	-	-	-	N/A
4570-00-000 Bad Debt-Tenant Rents	271,480	223,962	(47,518)	(21)	140,539	97,263	(43,256)	(44)	-	-	-	N/A
4580-00-000 Security/Law Enforcement	495,432	541,883	46,450	9	240,978	729,238	488,260	67	-	-	-	N/A
4590-00-000 Other General Expense	63,579	667	(62,912)	(9,437)	-	-	-	N/A	-	-	-	N/A
4599-00-000 TOTAL GENERAL EXPENSES	1,441,559	1,396,049	(45,509)	(3)	672,844	1,149,159	476,315	41	-	-	-	N/A
4700-00-000 HOUSING ASSISTANCE PAYMENTS												
4715-00-000 Housing Assistance Payments	-	-	-	N/A	781	-	(781)	N/A	-	-	-	N/A
4715-01-000 Tenant Utility Payments	1,814	-	(1,814)	N/A	-	-	-	N/A	-	-	-	N/A
4715-03-000 FSS Escrow Payments	11,335	-	(11,335)	N/A	1,765	-	(1,765)	N/A	-	-	-	N/A
4799-00-000 TOTAL HOUSING ASSISTANCE PAYMENTS	13,149	-	(13,149)	N/A	2,546	-	(2,546)	N/A	-	-	-	N/A
5000-00-000 NON-OPERATING ITEMS												
5210-00-000 Operating Transfers OUT	-	-	-	N/A	-	-	-	N/A	-	-	-	N/A
5999-00-000 TOTAL NON-OPERATING ITEMS	-	-	-	N/A	-	-	-	N/A	-	-	-	N/A
8000-00-000 TOTAL EXPENSES	10,462,376	9,999,264	(463,112)	(5)	4,598,556	5,211,081	612,526	12	-	-	-	N/A
9000-00-000 NET INCOME	245,095	25,169	219,926	874	691,794	24	691,770	2,882,374	44,312	-	44,312	N/A

Component Unit	Component Unit	Component Unit	Component Unit	Other Project	Other Project	Other Project	Other Project	Total	Total	Total	Total
Actual	Budget	Variance	Variance%	Actual	Budget	Variance	Variance%	Actual	Budget	Variance	Variance%
-	-	-	N/A	-	-	-	N/A	3,716,824	4,456,327	(739,503)	(17)
4,078,208	4,101,709	(23,501)	(1)	-	-	-	N/A	12,619,858	12,659,289	(39,431)	(0)
-	-	-	N/A	-	-	-	N/A	(25)	-	(25)	N/A
-	-	-	N/A	-	-	-	N/A	(71)	-	(71)	N/A
427,129	89,683	337,446	376	115,128	-	115,128	N/A	1,268,238	181,341	1,086,897	599
-	-	-	N/A	-	-	-	N/A	115,557	48,325	67,231	139
-	-	-	N/A	-	-	-	N/A	-	25,200	(25,200)	(100)
-	36,000	(36,000)	(100)	-	-	-	N/A	859,969	36,000	823,969	2,289
-	-	-	N/A	-	-	-	N/A	2,082,247	2,056,447	25,800	1
4,505,337	4,227,392	277,945	7	115,128	-	115,128	N/A	20,662,597	19,462,930	1,199,667	6
-	-	-	N/A	-	-	-	N/A	1,474,057	1,657,774	183,718	11
-	-	-	N/A	-	-	-	N/A	72,156	51,731	(20,425)	(39)
-	-	-	N/A	-	-	-	N/A	11,260	53,520	42,260	79
-	-	-	N/A	-	-	-	N/A	660	-	(660)	N/A
-	-	-	N/A	16,585	-	(16,585)	N/A	62,657	35,933	(26,724)	(74)
-	-	-	N/A	-	-	-	N/A	4,380	-	(4,380)	N/A
-	-	-	N/A	-	-	-	N/A	1,409	3,333	1,925	58
6,966	10,000	3,034	30	-	-	-	N/A	18,809	98,997	80,189	81
-	-	-	N/A	-	-	-	N/A	458,500	738,998	280,498	38
160,637	143,573	(17,064)	(12)	-	-	-	N/A	989,955	1,065,171	75,216	7
81,280	115,931	34,651	30	-	-	-	N/A	272,240	327,408	55,168	17
56,952	80,557	23,605	29	-	-	-	N/A	170,627	216,088	45,461	21
305,835	350,061	44,226	13	16,585	-	(16,585)	N/A	3,536,710	4,248,954	712,244	17
-	3,336	3,336	100	-	-	-	N/A	81,971	116,112	34,141	29
118,085	-	(118,085)	N/A	-	-	-	N/A	2,894,074	3,150,083	256,009	8
-	-	-	N/A	-	-	-	N/A	2,239,598	2,544,641	305,042	12
-	-	-	N/A	-	-	-	N/A	634,802	479,761	(155,041)	(32)
77,303	116,000	38,697	33	-	-	-	N/A	4,061,487	2,594,983	(1,466,503)	(57)
77,303	116,000	38,697	33	-	-	-	N/A	6,935,887	5,619,385	(1,316,502)	(23)
-	-	-	N/A	-	-	-	N/A	588,210	457,931	(130,280)	(28)
-	-	-	N/A	-	-	-	N/A	77,139	61,211	(15,928)	(26)
-	-	-	N/A	-	-	-	N/A	64,429	118,330	53,901	46
-	-	-	N/A	-	-	-	N/A	135,583	149,933	14,350	10
-	-	-	N/A	-	-	-	N/A	-	142,281	142,281	100
-	-	-	N/A	-	-	-	N/A	37,034	22,491	(14,543)	(65)
-	-	-	N/A	-	-	-	N/A	412,019	321,245	(90,774)	(28)
-	-	-	N/A	-	-	-	N/A	736,410	1,271,121	534,711	42
3,448,259	3,568,530	120,271	3	-	-	-	N/A	3,511,838	3,569,197	57,359	2
3,448,259	3,568,530	120,271	3	-	-	-	N/A	5,562,662	6,113,739	551,076	9
-	-	-	N/A	-	-	-	N/A	781	-	(781)	N/A
-	-	-	N/A	-	-	-	N/A	1,814	-	(1,814)	N/A
-	-	-	N/A	-	-	-	N/A	13,100	-	(13,100)	N/A
-	-	-	N/A	-	-	-	N/A	15,695	-	(15,695)	N/A
119,624	-	(119,624)	N/A	268,875	-	(268,875)	N/A	388,499	-	(388,499)	N/A
119,624	-	(119,624)	N/A	268,875	-	(268,875)	N/A	388,499	-	(388,499)	N/A
4,069,106	4,037,927	(31,179)	(1)	285,460	-	(285,460)	N/A	19,415,498	19,248,272	(167,226)	(101)
436,231	189,465	246,766	130	(170,332)	-	(170,332)	N/A	1,247,100	214,658	1,032,442	481

**Detroit Housing Commission
PHAS Financial Indicators
For the period 7/1/2023 through 02/29/2024**

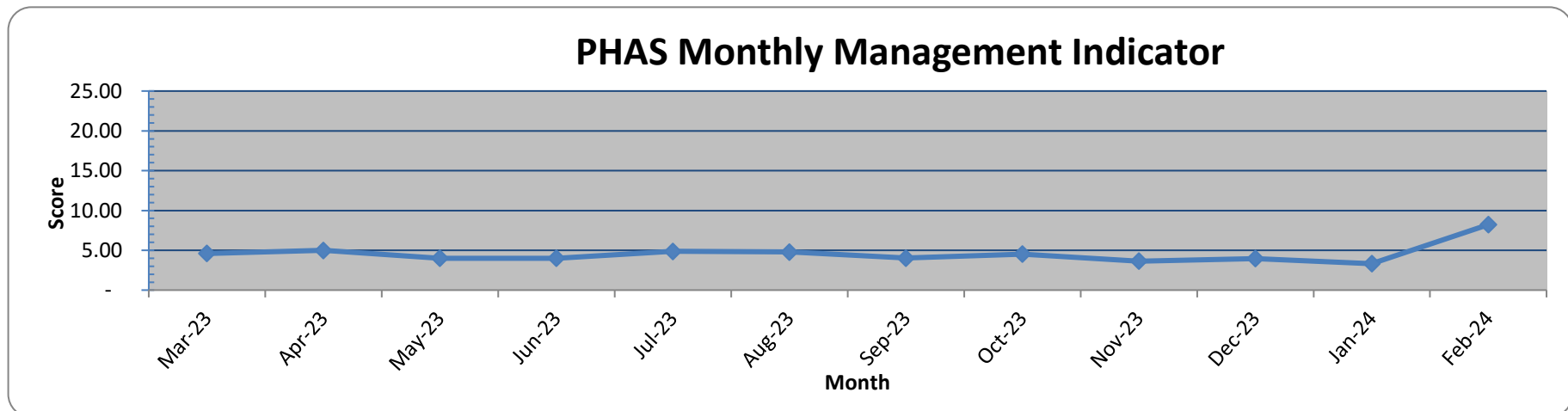
AMP		<u>Quick Ratio</u>		<u>MENAR</u>		<u>Debt Service Coverage</u>		Total Score	Total Units	Unit Weighted Score
		Calculation	Score	Calculation	Score	Calculation	Score			
AMP01	Brewster	11.09	12.00	8.62	11.00	N/A	2.00	25.00	1,992	49,800.00
AMP02	Charles/Sojourner	6.70	12.00	10.06	11.00	N/A	2.00	25.00	1,480	37,000.00
AMP03	Forest Park/Diggs	39.51	12.00	62.48	11.00	N/A	2.00	25.00	1,600	40,000.00
AMP07	Harriet Tubman	2.18	12.00	3.72	10.58	N/A	2.00	24.58	1,592	39,138.59
AMP09	Parkside IV	2.59	12.00	1.77	7.73	N/A	3.00	22.73	1,112	25,279.62
AMP11	Riverbend	4.33	12.00	6.04	11.00	N/A	2.00	25.00	752	18,800.00
AMP12	Scattered West	10.97	12.00	12.72	11.00	N/A	2.00	25.00	616	15,400.00
AMP13	Scattered East	9.61	12.00	10.62	11.00	N/A	2.00	25.00	648	16,200.00
AMP14	Scattered Central	7.41	12.00	10.89	11.00	N/A	2.00	25.00	392	9,800.00
AMP15	Sheridan	(0.48)	-	(1.78)	-	N/A	2.00	2.00	3,256	6,512.00
AMP16	Smith	13.13	12.00	11.47	11.00	N/A	2.00	25.00	1,240	31,000.00
AMP17	State Fair	4.77	12.00	4.40	11.00	N/A	2.00	25.00	1,592	39,800.00
AMP18	Warren West	0.50	-	(0.29)	-	N/A	2.00	2.00	1,136	2,272.00
AMP19	Woodbridge Sr. Village	2.11	12.00	1.87	7.88	N/A	2.00	21.88	2,368	51,805.30
AMP28	Algonquin	62.42	12.00	29.69	11.00	N/A	2.00	25.00	96	2,400.00
AMP29	Greenbrook	11.60	12.00	16.28	11.00	N/A	2.00	25.00	256	6,400.00
AMP65	Parkside II	11.62	12.00	4.82	11.00	N/A	3.00	26.00	1,096	28,496.00
									21,224	420,104
	FULL SCORE	2.00	12.00	4.00	11.00		2.00	25.00		19.79



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 7/1/2023 through 02/29/2024**

AMP		<u>Accounts Receivable</u>		<u>Accounts Payable</u>		<u>Occupancy</u>		Total Score	Total Units	Unit Weighted Score
		Calculation	Score	Calculation	Score	Calculation	Score			
AMP01	Brewster	(0.427)	5.00	0.37	4.00	0.887	-	9.00	1,992	17,928.00
AMP02	Charles/Sojourner	(0.481)	5.00	1.43	2.00	0.766	-	7.00	1,480	10,360.00
AMP03	Forest Park/Diggs	(1.200)	5.00	0.75	2.00	0.778	-	7.00	1,600	11,200.00
AMP07	Harriet Tubman	(0.274)	5.00	2.79	-	0.687	-	5.00	1,592	7,960.00
AMP09	Parkside IV	-	5.00	-	4.00	0.937	4.00	13.00	1,112	14,456.00
AMP11	Riverbend	(0.466)	5.00	1.46	2.00	0.862	-	7.00	752	5,264.00
AMP12	Scattered West	(0.706)	5.00	0.42	4.00	0.977	12.00	21.00	616	12,936.00
AMP13	Scattered East	(0.506)	5.00	0.47	4.00	0.856	-	9.00	648	5,832.00
AMP14	Scattered Central	(1.689)	5.00	0.70	4.00	0.763	-	9.00	392	3,528.00
AMP15	Sheridan	(0.392)	5.00	0.96	2.00	0.819	-	7.00	3,256	22,792.00
AMP16	Smith	(0.624)	5.00	0.28	4.00	0.831	-	9.00	1,240	11,160.00
AMP17	State Fair	(0.211)	5.00	0.80	2.00	0.717	-	7.00	1,592	11,144.00
AMP18	Warren West	(0.530)	5.00	0.30	4.00	0.756	-	9.00	1,136	10,224.00
AMP19	Woodbridge Sr. Village	(0.177)	5.00	1.35	2.00	0.764	-	7.00	2,368	16,576.00
AMP28	Algonquin	(0.645)	5.00	0.08	4.00	0.896	-	9.00	96	864.00
AMP29	Greenbrook	(0.238)	5.00	0.69	4.00	0.871	-	9.00	256	2,304.00
AMP65	Parkside II	-	5.00	-	4.00	0.870	-	9.00	1,096	9,864.00
									21,224	174,392.00
									25.00	8.22
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	-			

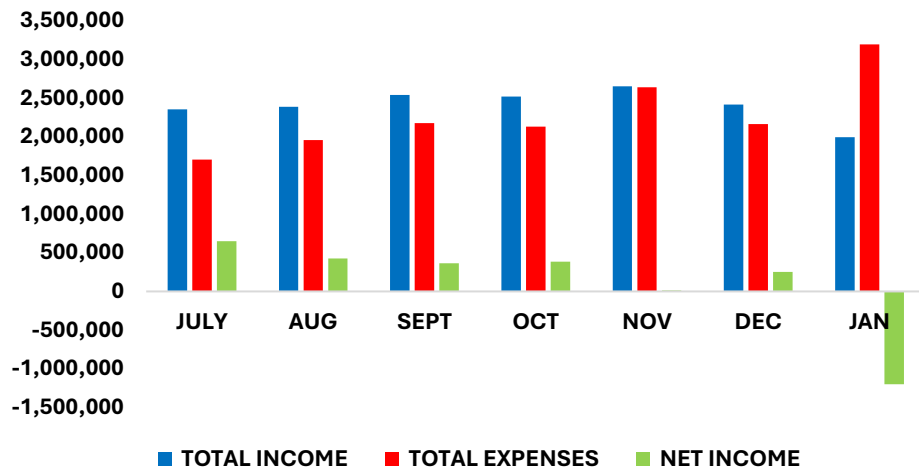


Finance

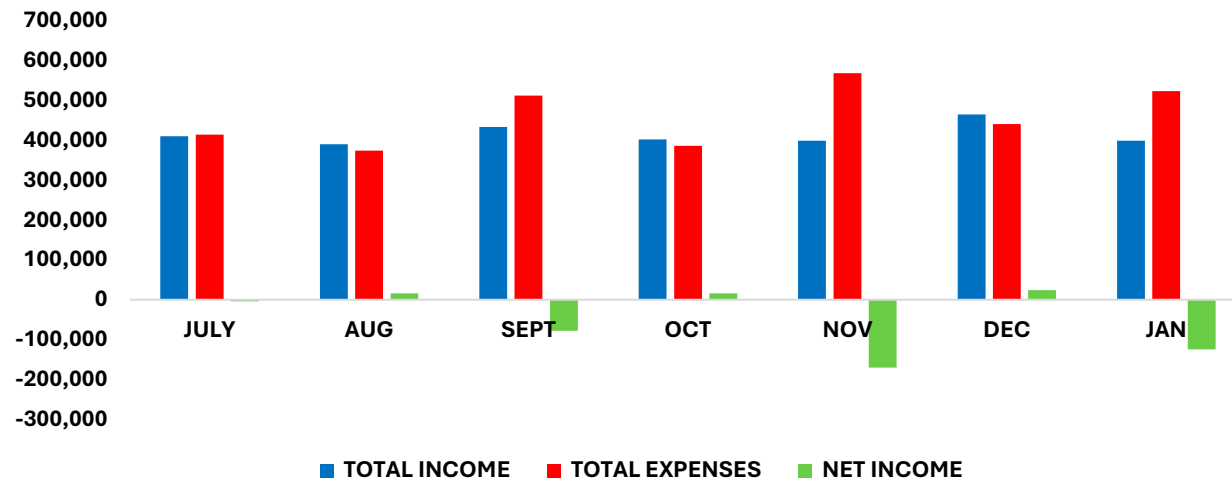
*Start of new Fiscal Year 24



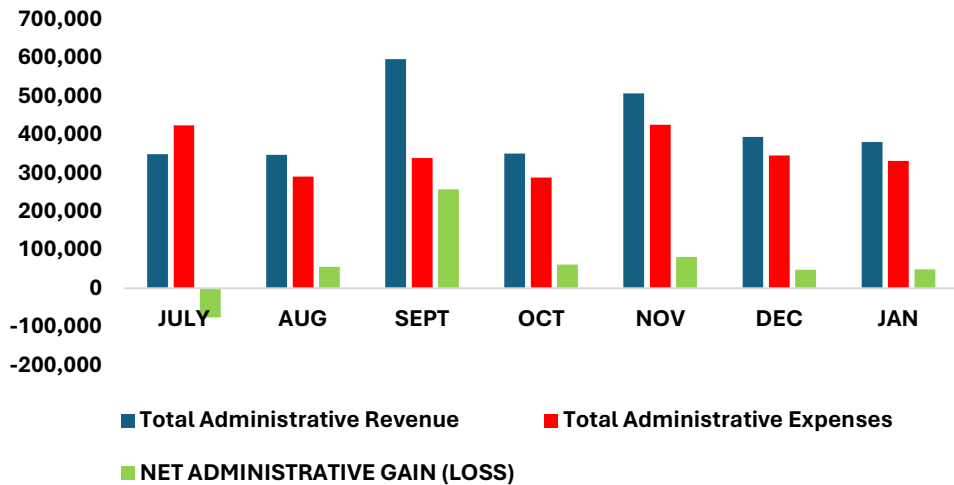
Public Housing



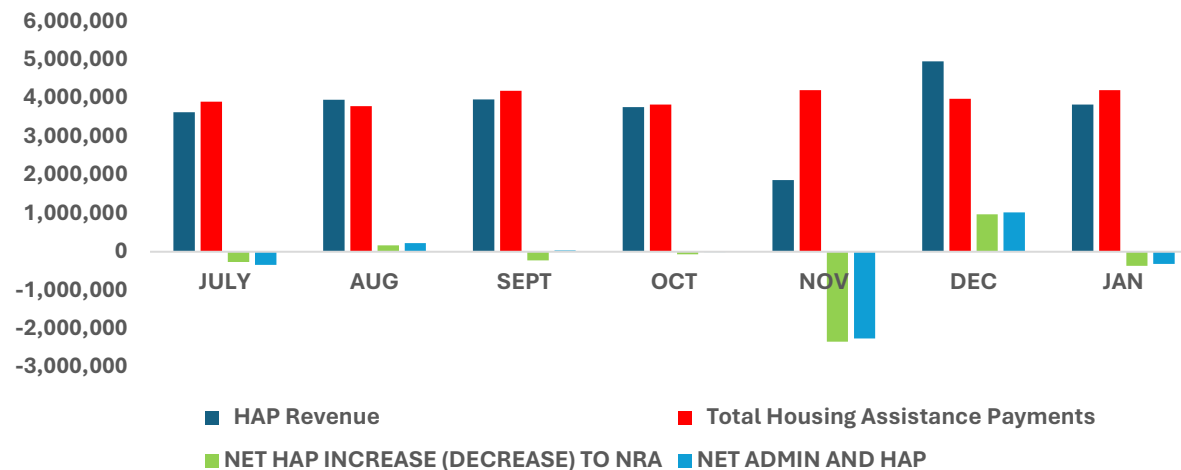
Central Office



Rental Assistance



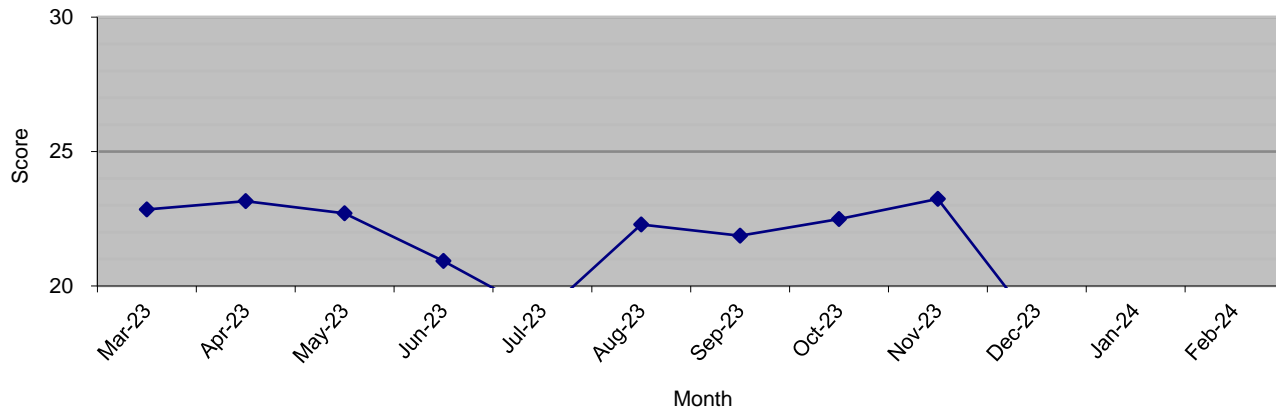
HAP Revenue



Finance



PHAS Monthly Financial Indicator

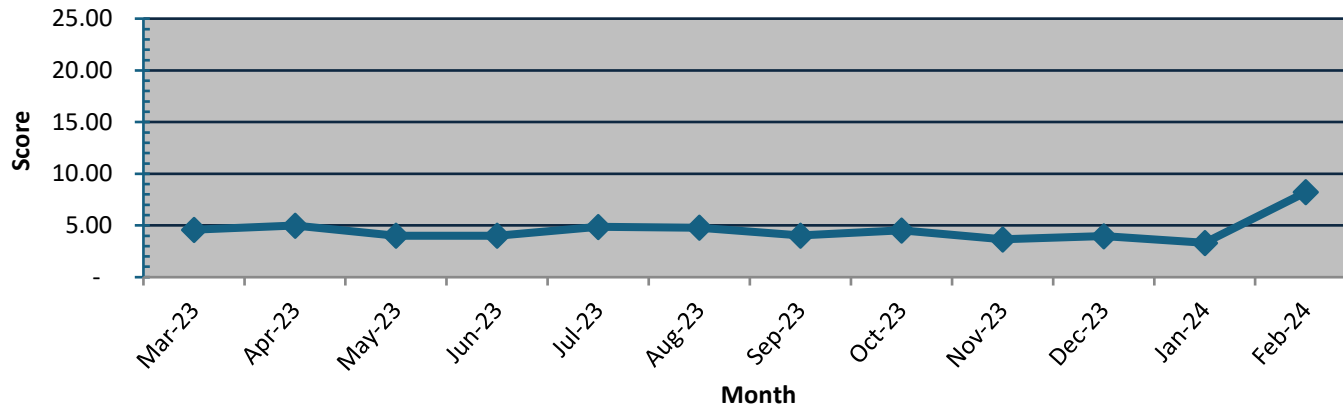


19.79
out of 25

This is a HUD composite score (weighted) that assesses and scores performance based on the following indicators:

- Quick Ratio: ability to pay current liabilities
- MENAR: Months Expendable Net Assets ratio
- Debt Service Coverage

PHAS Monthly Management Indicator



8.22
out of 25

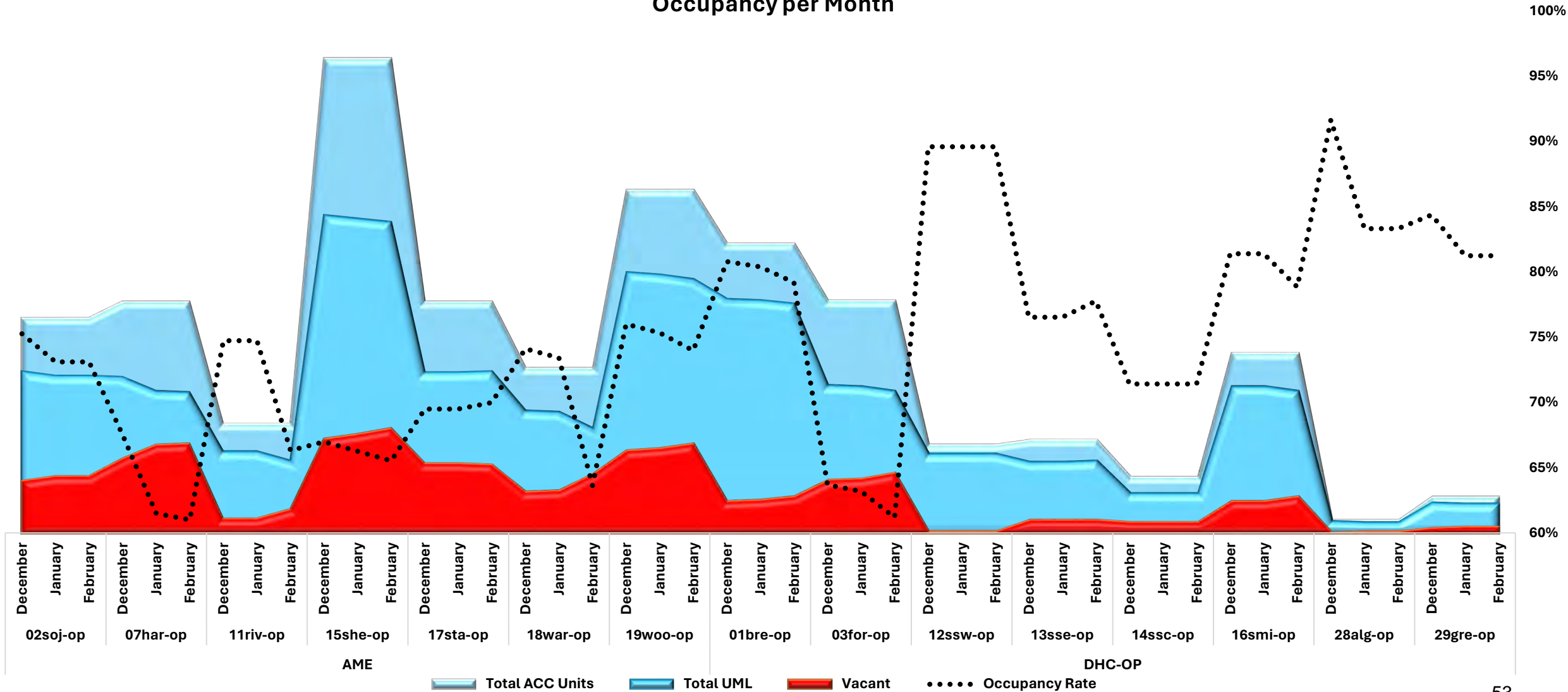
This is a HUD composite score (weighted) that assesses and scores performance based on the following indicators:

- Accounts Receivable
- Accounts Payable
- Occupancy

Finance



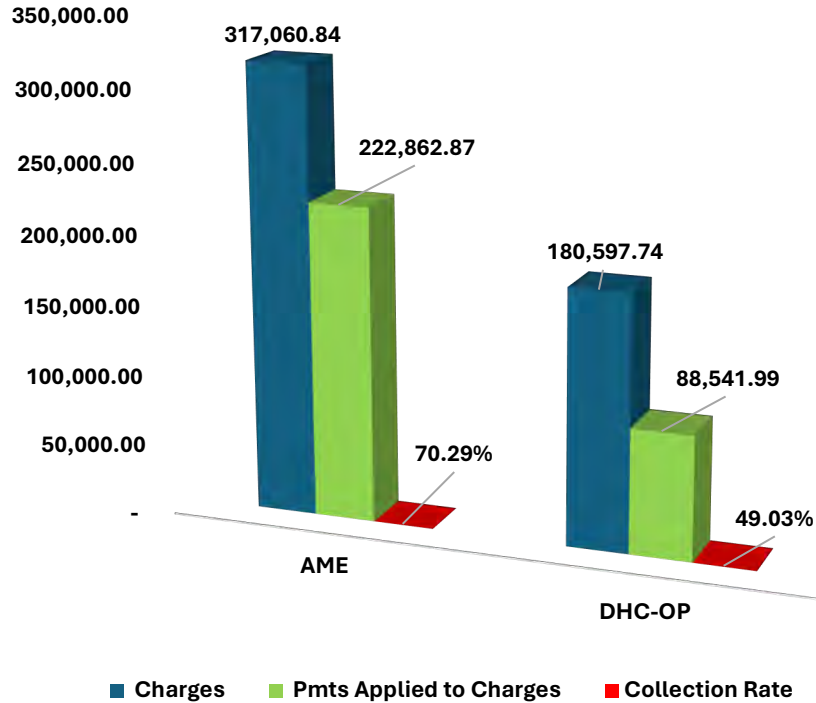
Occupancy per Month



ACC: Contracted with HUD / UML: Unit Month Lease

Source: Finance

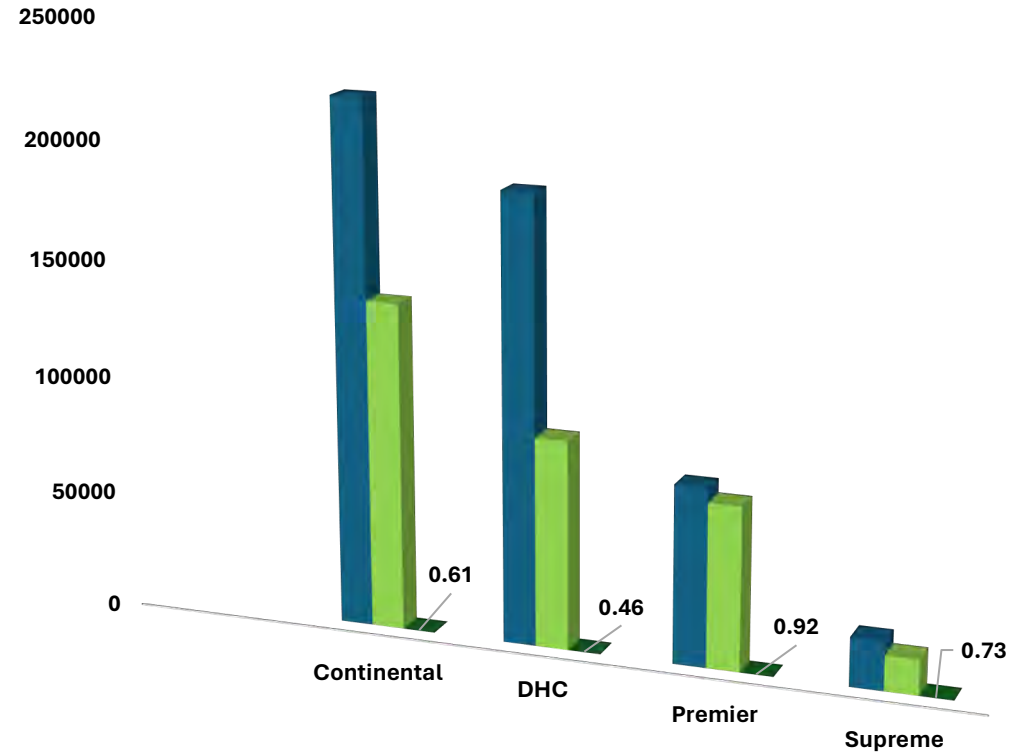
DHC vs AME Collections Performance | FEB



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.

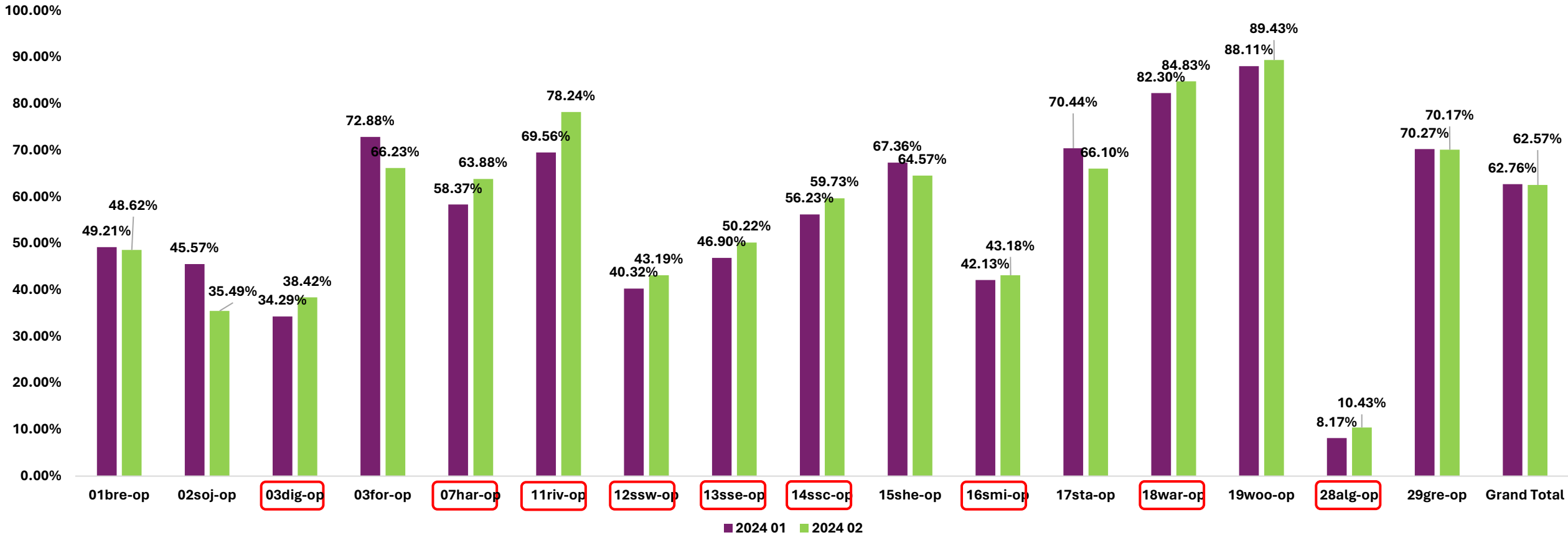
Rent Collections Performance by Managing Entity



	Continental	DHC	Premier	Supreme
■ Rent Roll	221400	188000	75300	20800
■ Rents Collected	138365	88542	69386	15112
■ % Collected	0.61	0.46	0.92	0.73

■ Rent Roll ■ Rents Collected ■ % Collected

LIPH MoM Collections Performance by Property



Improvement in Collections

Finance

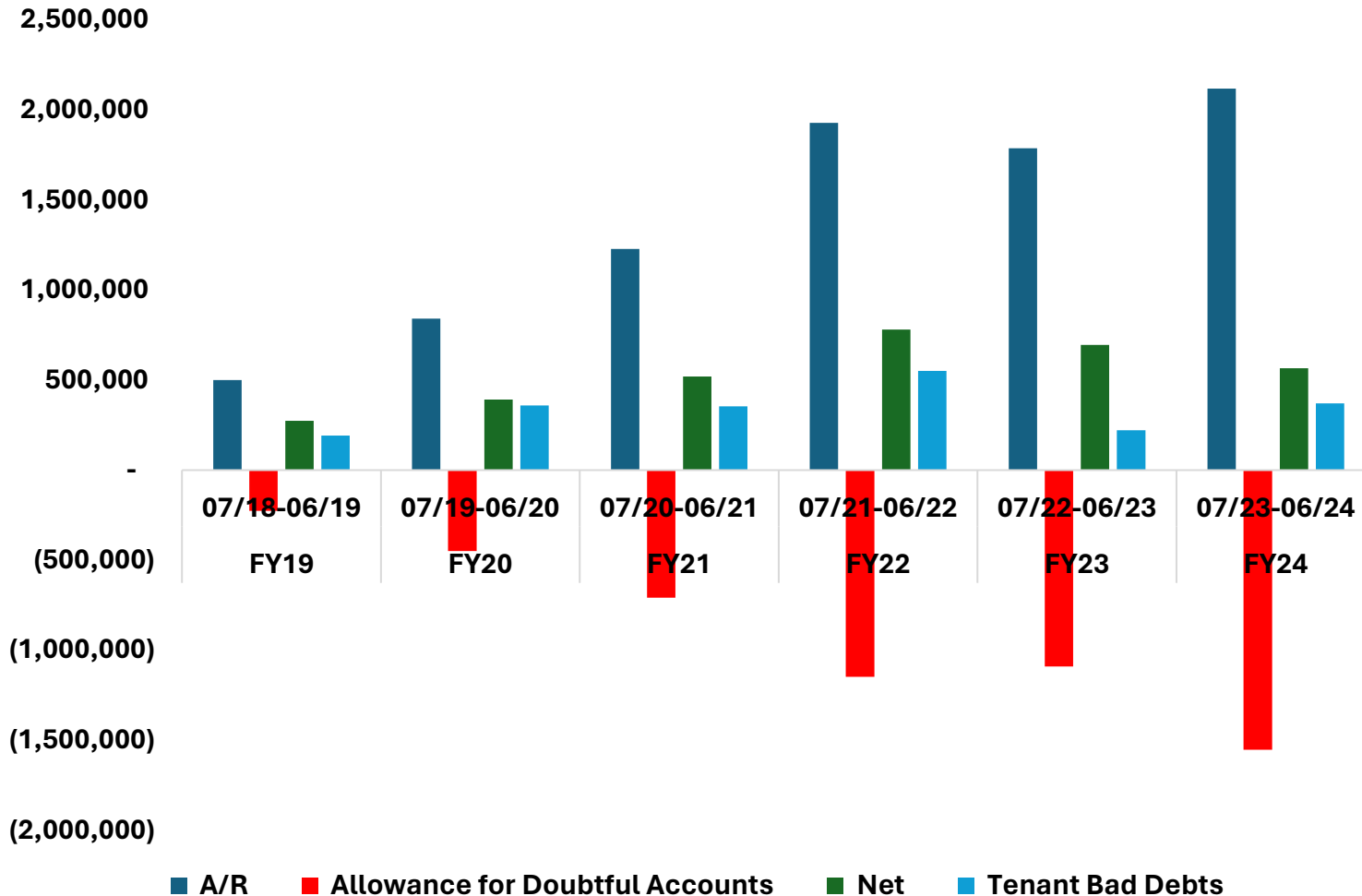


Property	Average	Rent Roll - TIP		Total	0-30	31-60	61-90	Over 90	Prepays	Balance
Name	Rent Roll	Paid Current		Unpaid	days	days	days	days		
	(actual)		%%	Rent						
Brewster-Operating	53,600	25,434.00	0.47	208,872.12	21,983.96	20,059.23	15,055.57	151,773.36	-7,291.29	201,580.83
Sojo Truth-Operating	29,400	11,420.00	0.39	139,870.11	19,027.97	14,299.34	12,735.04	93,807.76	-9,485.57	130,384.54
Diggs Home--Operating	19,900	6,732.00	0.34	147,555.22	12,691.16	11,740.00	9,667.10	113,456.96	-11,873.02	135,682.20
Forest Park--Operating	17,800	11,286.00	0.63	81,715.51	6,632.08	3,027.00	3,495.83	68,560.60	-3,171.53	78,543.98
Harriet Tubman	38,800	22,799.00	0.59	122,407.07	13,967.43	10,307.19	9,292.62	88,839.83	-12,053.20	110,353.87
Riverbend - Operating	20,800	15,112.00	0.73	121,257.23	5,630.00	5,596.00	4,069.35	105,961.88	-6,220.78	115,036.45
Scattered Sites West-Operating	23,500	9,519.00	0.41	151,393.54	24,751.00	17,345.00	10,951.00	98,346.54	-6,477.05	144,916.49
Scattered Sites East-Operating	20,100	10,504.00	0.52	92,141.20	13,411.40	14,803.00	6,981.40	56,945.40	-5,826.20	86,315.00
Scattered Sites Central-Operating	15,600	8,373.00	0.54	81,983.48	5,854.00	4,883.80	4,843.00	66,402.68	-10,464.36	71,519.12
Sheridan I & II-Operating	83,400	54,083.00	0.65	390,350.84	31,367.51	19,512.75	15,078.55	324,392.03	-20,432.99	369,917.85
Smith Homes	27,700	11,659.00	0.42	165,983.42	19,872.74	25,182.55	13,175.33	107,752.80	-21,236.57	144,746.85
State Fair- Operating	40,300	28,490.00	0.71	101,105.70	14,900.77	10,795.95	8,584.68	66,824.30	-10,451.76	90,653.94
Warren West- Operating	29,500	21,573.00	0.73	190,660.31	10,744.49	15,721.85	5,869.00	158,324.97	-5,308.16	185,352.15
Woodbridge Senior Village	75,300	69,386.00	0.92	149,624.52	7,441.96	5,741.80	4,253.00	132,187.76	-13,862.59	135,761.93
Algonquin-Operating	3,000	314.00	0.10	19,357.50	1,779.00	2,844.00	2,372.50	12,362.00	-451.00	18,906.50
Greenbrook-Operating	6,800	4,721.00	0.69	19,852.95	1,961.00	2,707.00	1,544.00	13,640.95	-4,875.00	14,977.95
	505,500	311,405	62%	2,184,130.72	212,016.47	184,566.46	127,967.97	1,659,579.82	-149,481.07	2,034,649.65

Finance



A/R Tenants



A/R Tenants Already Completed

This chart depicts an updated schedule for Tenant Receivables.

The *net* YTD balance is \$566,551.00

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

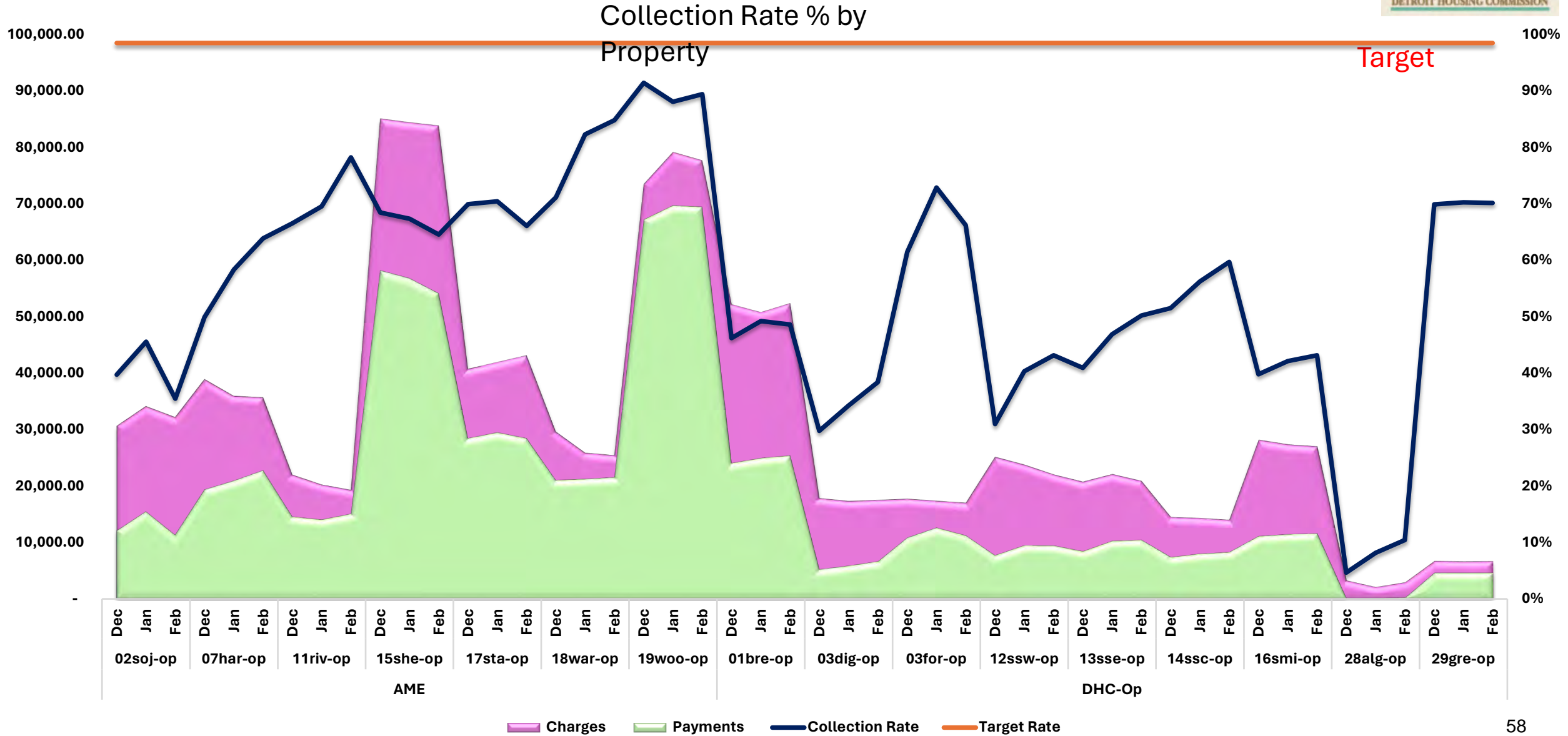
Through the re-certification process, evaluations are occurring to right size the balances.

Allowance of Doubtful Accounts

Increases due to:

- Deceased Tenants
- In Legal Pipeline
- Terminated from Program (EoP)

Finance



April 4, 2024

**Detroit Housing Commission
Detroit, Michigan 48207**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

INFORMATIONAL REPORT FOR RENTAL ASSISTANCE DEPARTMENT MONTHLY REPORT

CONTACT PERSON:

Felicia Burris
HCV Interim Director Rental Assistance Department
(313) 877-8660

DEPARTMENT OVERVIEW

Current Risk – Delinquent Program Operations due to staffing levels

The Mape bargaining unit ratified the contract December of 2023 increasing staff salaries to industry competitive wages. The hiring process started in January of 2024, and we have begun the process of hiring and staffing the department to return to normal operational functions.

Year	Staff count	Delinquent AR's	New Vouchers issued	Mod Rehab	PBV	Special Programs	SEMAP SCORE
2016	27	76	396	4	1	2	88
2017	25	128	394	3	1	2	97
2018	23	120	197	3	1	2	97
2019	18	86	710	3	4	3	93
2020	15	232	675	3	9	4	Hud Waiver
2021	15	909	411	3	15	7	Hud Waiver
2022	14	1128	845	2	24	7	Hud Waiver
2023	12	2,047	79	1	7	3	Standard
2024	19	1747	21	1	5	3	Standard



The Rental Assistance Department is rebuilding structures and processes that will strengthen and increase productivity 2023-2024. Including but not limited to professional development, updated processes, and comprehensive goal measurements. In July, DHC partnered with Hummingbird to reduce the delinquent annual recertifications. The project is scheduled to expire February 29, 2024. An additional extension has been implemented until April 19th of 2024. This extension is due to a large volume of households who have failed to respond to 2nd notices as well as many households in the termination window for failure to respond. DHC would like to give these households every opportunity to comply before going to terminations. Please see Hummingbird current activity outlined below.

Reported per Hummingbird:

HUM NEW 2023-08-17	(All)
Per HUM 02/12/2023	
Row Labels	Count of Tenant ID - YARDI
Completed	1156
Completed - DHC	268
End of Participation	60
First Notice	1
FSS Issues	4
HQS Issues	15
In Process - Ready for Data Entry	141
Other	8
Question for DHC	4
Requested Docs	371
Termination	421
TOTAL IN PROCESS	2450

Hummingbird has 5 personnel on site 4 days a week starting March 1st for AR appointments until March 31st, 2024. Staying on board until April 19th to final file/scanning reconciling to complete delinquent annual recertifications and start the process of contract finalization.

Current Delinquent Annual Recertification Process Updates

- 2018- (3) delinquent annuals
- 2019- (0) delinquent annuals
- 2020- (14) delinquent annuals
- 2021- (64) delinquent annuals
- 2022- (314) delinquent annuals
- 2023 -(848) delinquent annuals
- 2024 -(494) **Total: 1747**

These numbers will change daily as DHC staff continue to get current and uploaded into the HUD Voucher Management System. Each subsequent month's report will show a continued decrease in delinquent annual recertification activity.

Other Housing Choice Voucher Activity

DHC serves approximately 5,500 clients through the voucher program and approximately 1,200 Landlords/Owners. Staff continue 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 EHV and Mainstream. We have increased our HUD/FUP utilization to 80% putting us in 3rd place for highest FUP utilization for The State of Michigan.

Ongoing Professional Development Training will be scheduled for 2024. Continued training and review to be compliant with all HOTMA regulatory requirements and continuing training on HCV rent calculations and program knowledge. Yardi training has been scheduled for May 21-24th, 2024.

Tenant Based Waiting List

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.

- One (1) is expected to move to the HAP stage in the next 30 days.
- One (1) New project is now open on the website.
- One (1) development awarded in the Fall LIHTC.
- One (3) project are moving into AHAP Phase.
- One (1) PBV has been approved for a 15 -year HAP renewal.
- Three (3) New Commitments have been awarded in the spring LIHTC round.
- Ninety-Seven (97) New Commitments Awarded in Fall of 2023.

The PBV activity changes based on the developers and project activity. The Development(s) with PBV commitments are required to adhere to program requirements.

Operations Service Contract/New Activity

The current HCV Inspections contract has expired. DHC has issued a new RFP H770 for HCV Program Inspection activity. The inspections contract review has been finalized and a new inspections contract will be awarded to Gilson Inspections Services. More updates upon final approval and execution.

Utility Allowance/review RFP has been awarded to **Nelrod** for analysis regarding updated utility allowances that will go into effect immediately upon Board approval once completed.

We have begun the process of our 2024 budget reconciliation and review with finance.

DHC HCV Program has been mandated to utilize small market fair market rates within the next 12 months. The process of analysis and review will begin to ensure compliance with HUD guidelines.

If HUD makes additional program waivers based on operational levels DHC will request those it deems helpful.

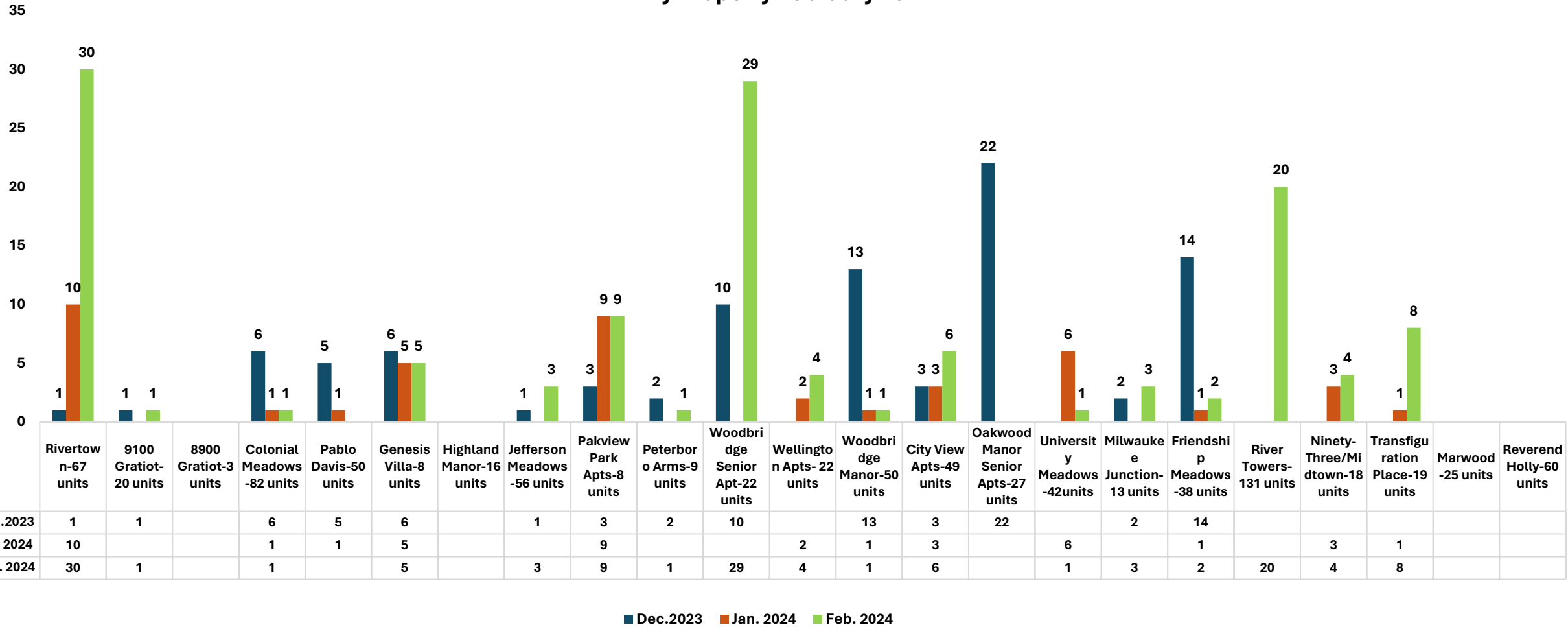
Currently DHC based on current leased and committed voucher allocation we are looking to be completely utilized while using our maximum budget authority.

Respectfully Submitted, *Felicia Burris*
Felicia Burris, HCV Manager-Rental Assistance

Project Based Voucher



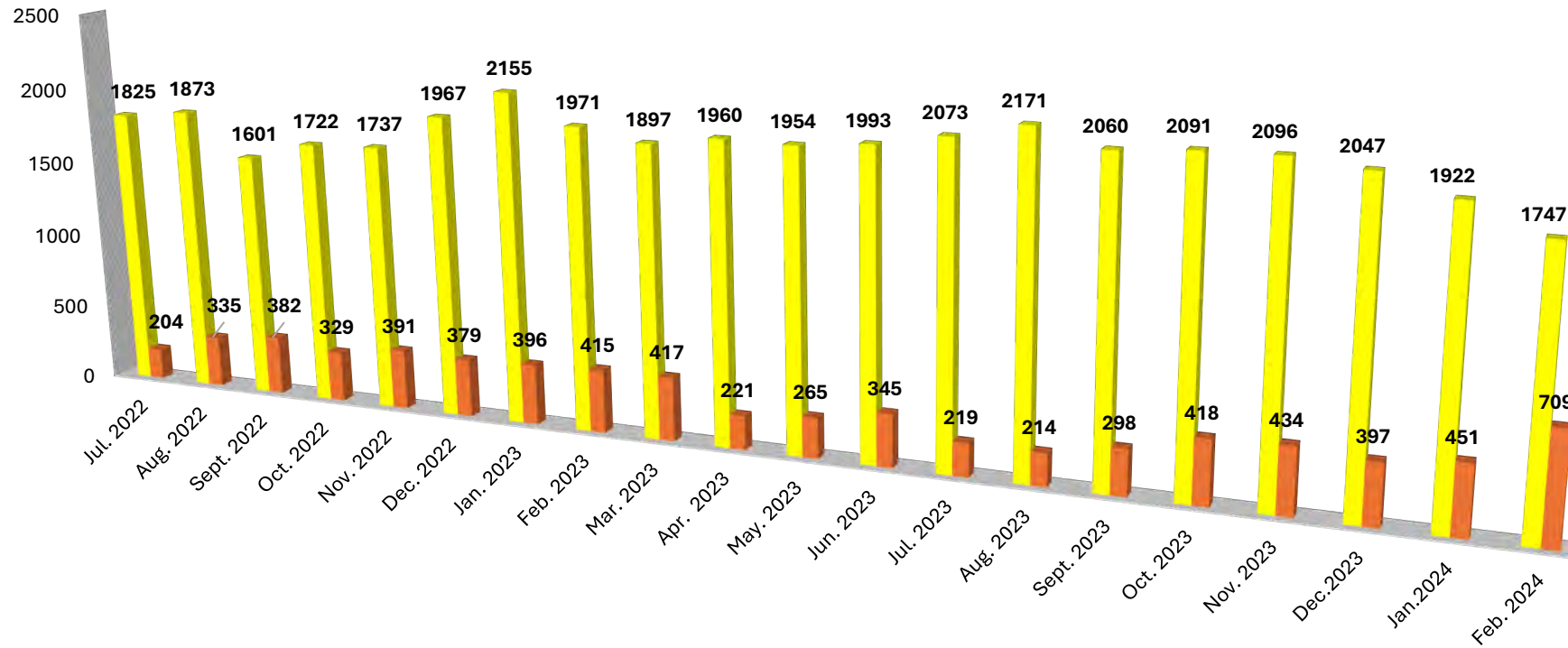
Project Based Voucher Monthly Recertification Activity Report By Property February 2024



Voucher Recertification



Housing Choice Voucher Monthly Annual Recertification Report February 2024



	Jul. 2022	Aug. 2022	Sept. 2022	Oct. 2022	Nov. 2022	Dec. 2022	Jan. 2023	Feb. 2023	Mar. 2023	Apr. 2023	May. 2023	Jun. 2023	Jul. 2023	Aug. 2023	Sept. 2023	Oct. 2023	Nov. 2023	Dec. 2023	Jan. 2024	Feb. 2024
Annual Recertifications Due	1825	1873	1601	1722	1737	1967	2155	1971	1897	1960	1954	1993	2073	2171	2060	2091	2096	2047	1922	1747
Annual Recertifications Completed	204	335	382	329	391	379	396	415	417	221	265	345	219	214	298	418	434	397	451	709

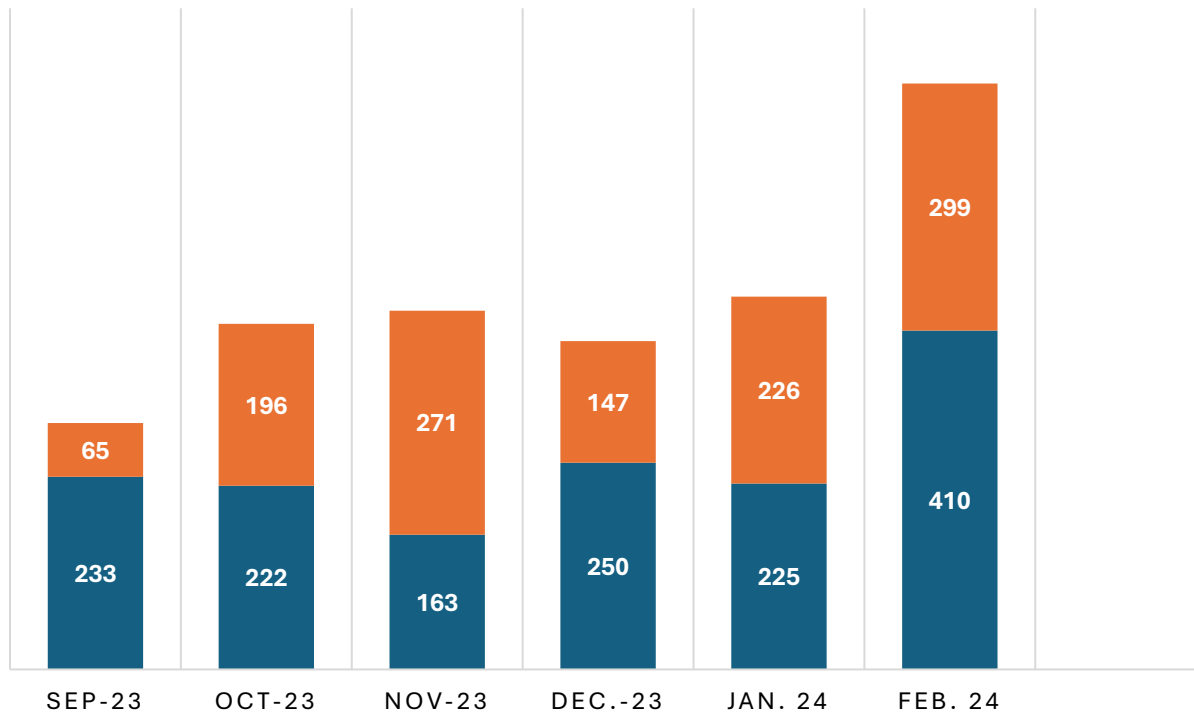
■ Annual Recertifications Due ■ Annual Recertifications Completed

Voucher Recertification

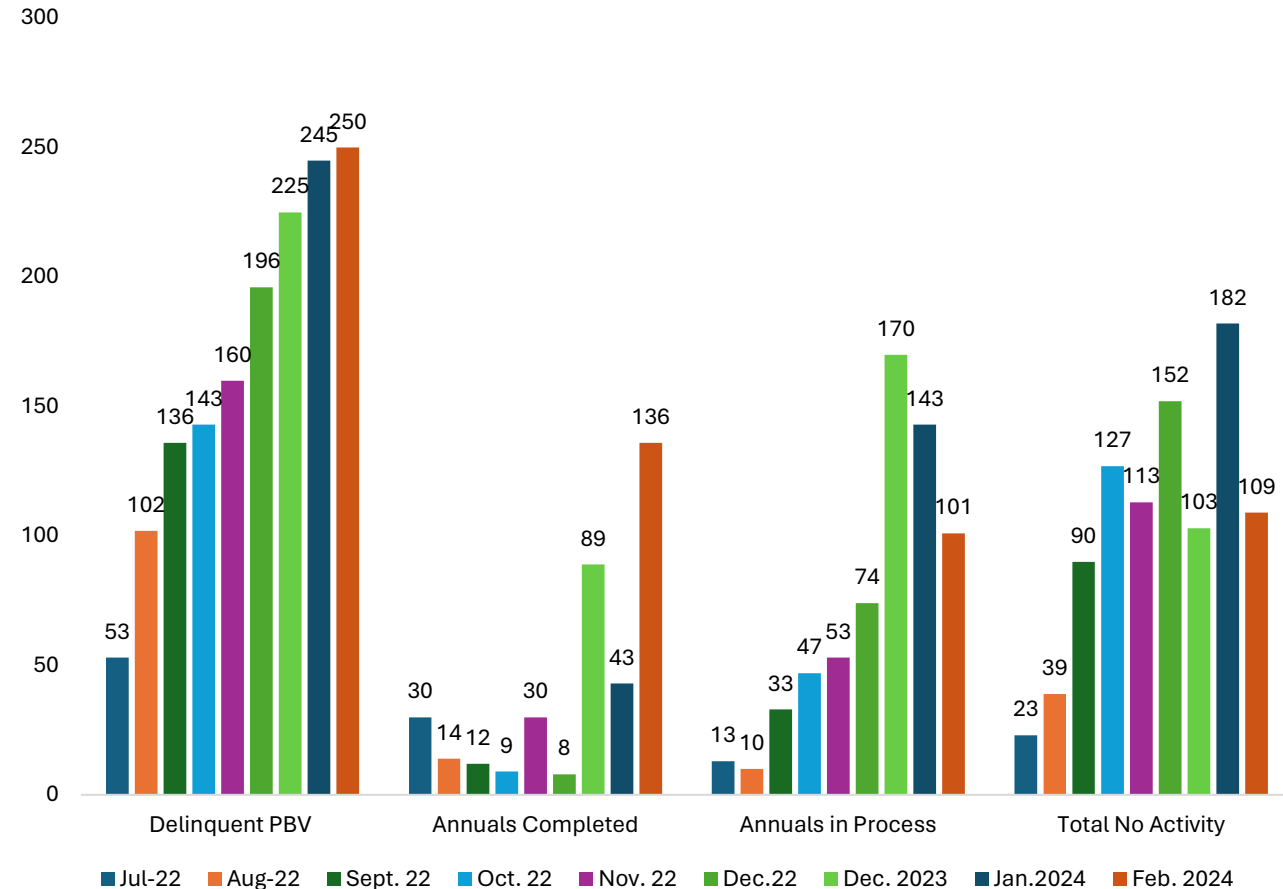


DHC AND HUMMINGBIRD, LLC ANNUAL RECERTIFICATIONS COMPLETED FEBRUARY 2024

■ DHC ■ Hummingbird, LLC



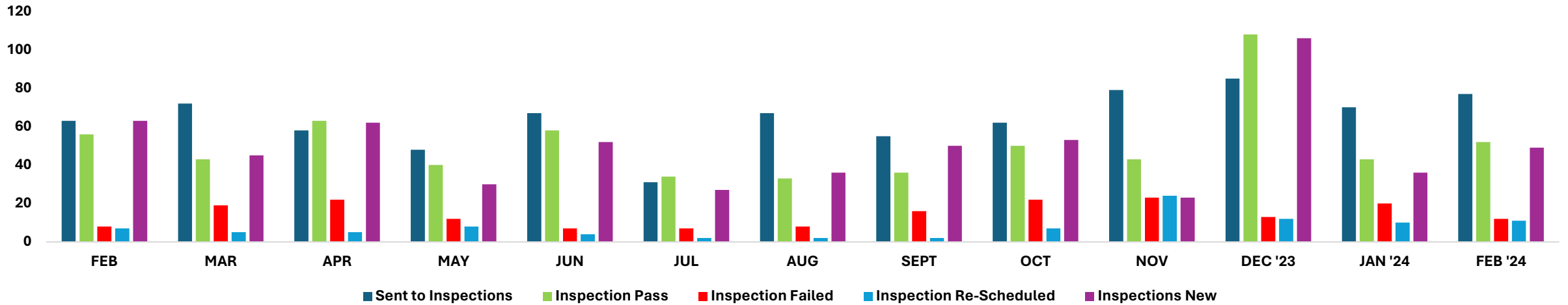
Project Based Voucher Recertification Activity Chart February 2024



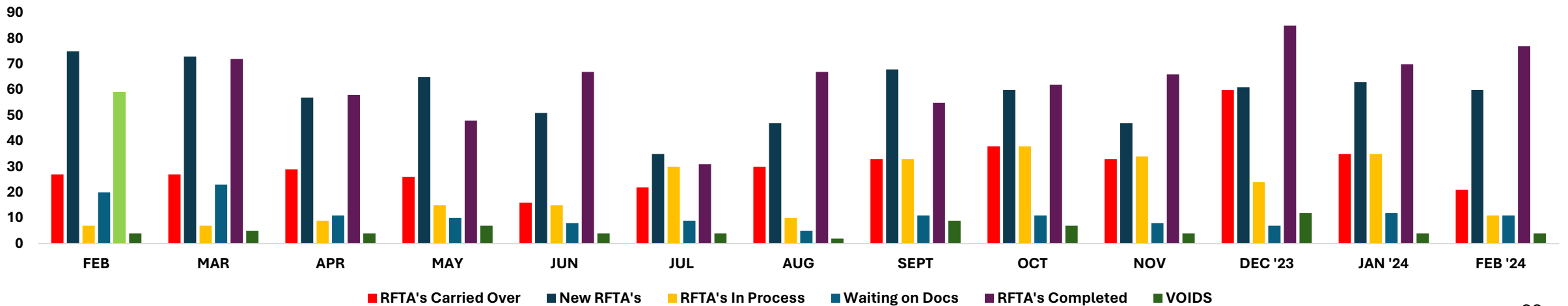
RFTA Activity



RFTA Inspections Performance



RFTA Performance



Section 8 Management Assessment Program

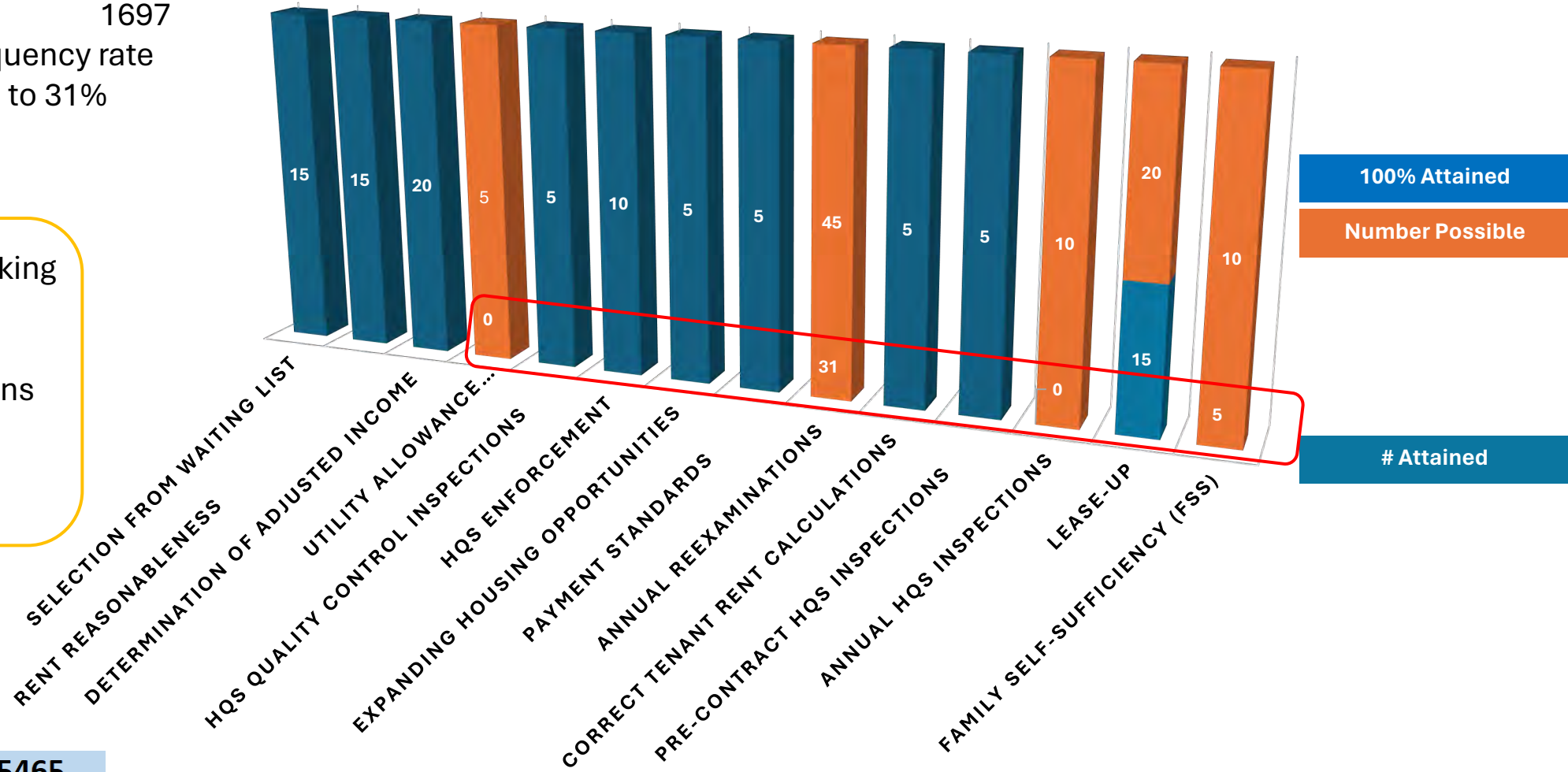


Families in Database 5452
 Late Re examinations 1697
 Rental Assistance delinquency rate
 Decreased 5% from 36% to 31%

Rental Assistance is working to improve:

- Annual Reexaminations
- Inspections
- Lease Ups
- FSS Performance

SEMAP INDICATORS



Families in Database	5465
Late Re examinations	1952

April 4, 2024

**Detroit Housing Commission
Detroit, Michigan 48207**

HONORABLE MEMBERS IN SESSION:

SUBJECT:

REAL ESTATE MANAGEMENT MONTHLY REPORT

CONTACT PERSON:

H. Anthony Watson
Director of Real Estate Management
(313) 877-8874

OVERVIEW:

NSPIRE inspections have begun at DHC developments. As NSPIRE remains a relatively new concept from an implementation perspective, DHC is taking the lessons learned through NSIRE to improve our efforts to provide that is safe, habitable, functionally adequate, operable, and free of health and safety hazards for eligible low-income families.

The Michigan HUD Field Office has renewed their focus on assisting DHC improve its utilization of public housing. HUD now requires DHC to submit monthly leasing plans, which note what we are doing to leasing housing. The first round of leasing plans was sent in February 2024. It is expected that this initiative will also help DHC maintain its focus on improving our public housing occupancy rate.

The collection rate for February 2024 was 62.29%, a slight decrease from the 62.46% collection rate for January 2024. REM believes that it is about to turn the corner relative to collections. Increased collections activity continues to reap positive benefits, and DHC remains optimistic that continued and consistent activity will eventually lead to an improved collection rate.

DHC's PIC Score as of February 29, 2024, was 88.53%, a slight increase from the 88.45% reported in PIC as of January 31, 2024. The Director of Real Estate



Management is working more closely with sites to ensure that DHC is timelier with completing recertifications. DHC recognizes the need to keep recertifications current and continues to work toward reducing the number of delinquent recertifications, which in turn will lead to an improved PIC score.

REMD's Director and Deputy Director continue to review and assess the needs of the Department, and expectations remain high for improvement. REM continues to promote continued education of residents and staff. It is expected that continued education and increased accountability will lead to more efficient and effective property management and administration of the Low-Income Public Housing Program.

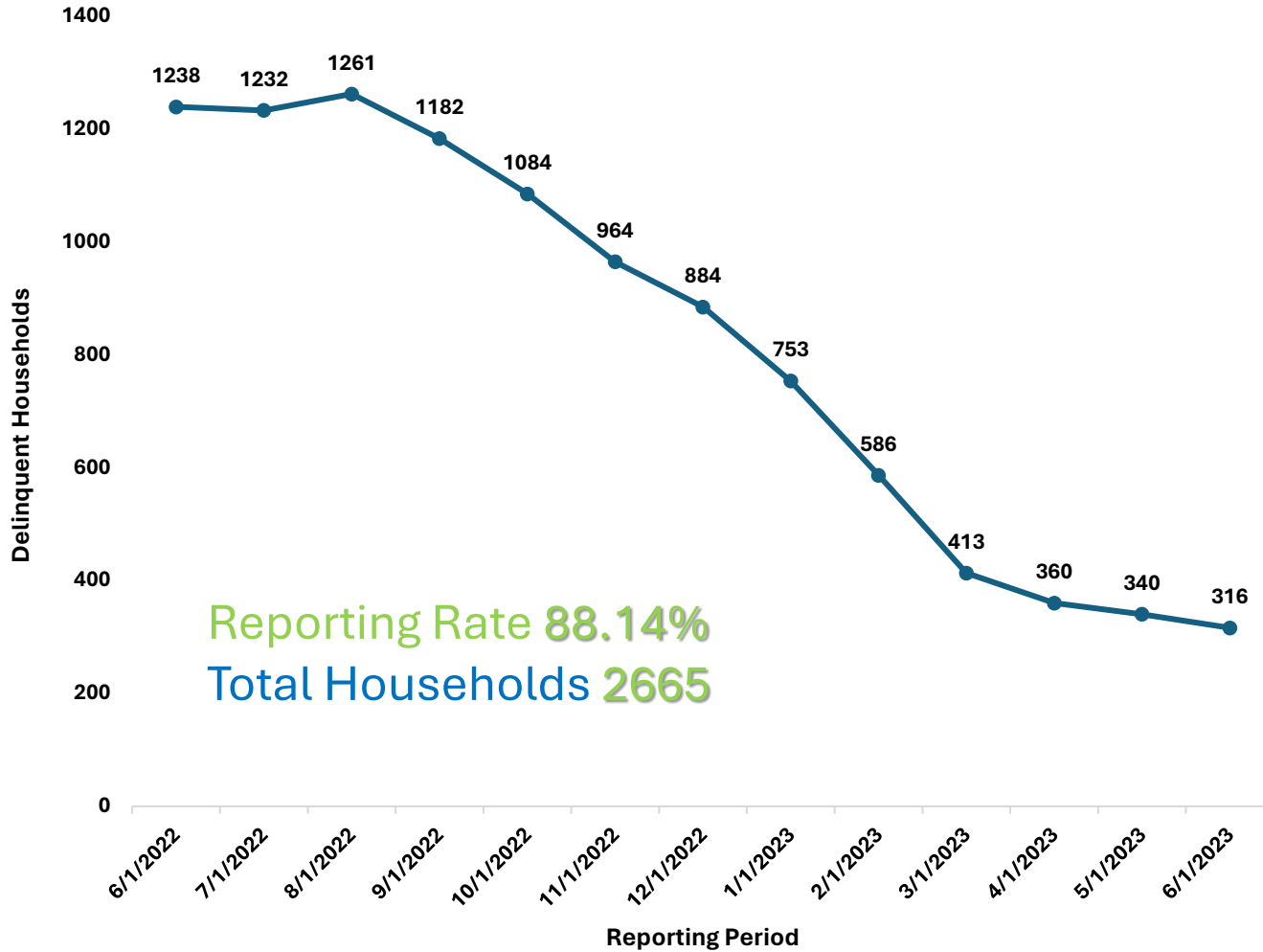
DHC remains committed to improving our relationships with our stakeholders. DHC also remains committed to improving its overall performance in the administration of the Low-Income Public Housing Program.

Respectfully submitted, *H. Anthony Watson*
H. Anthony Watson, Director of Real Estate Management

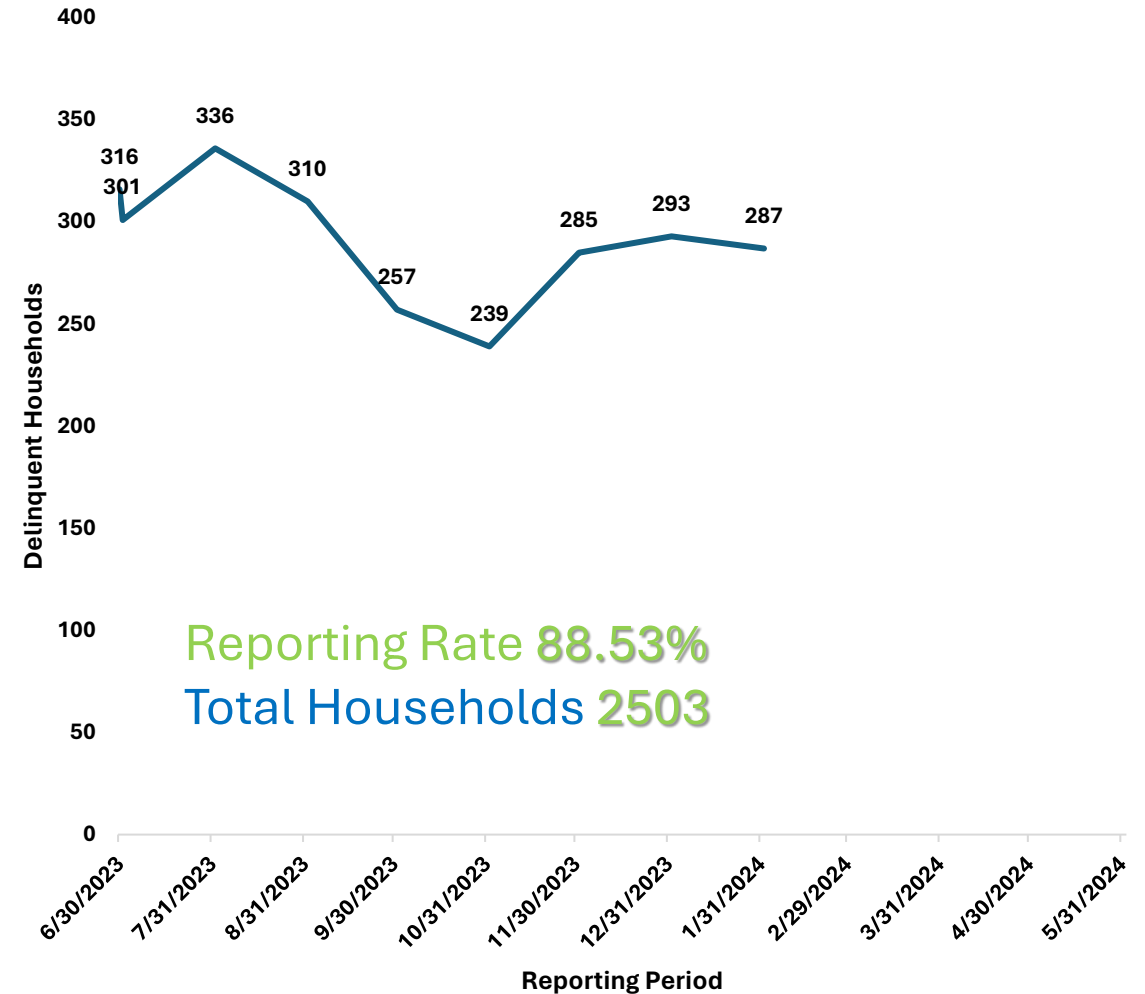
Real Estate Management | Recertification Activity



REM Delinquency Initiative 06/2022-06/2023



REM Delinquency Initiative 06/2023-06/2024

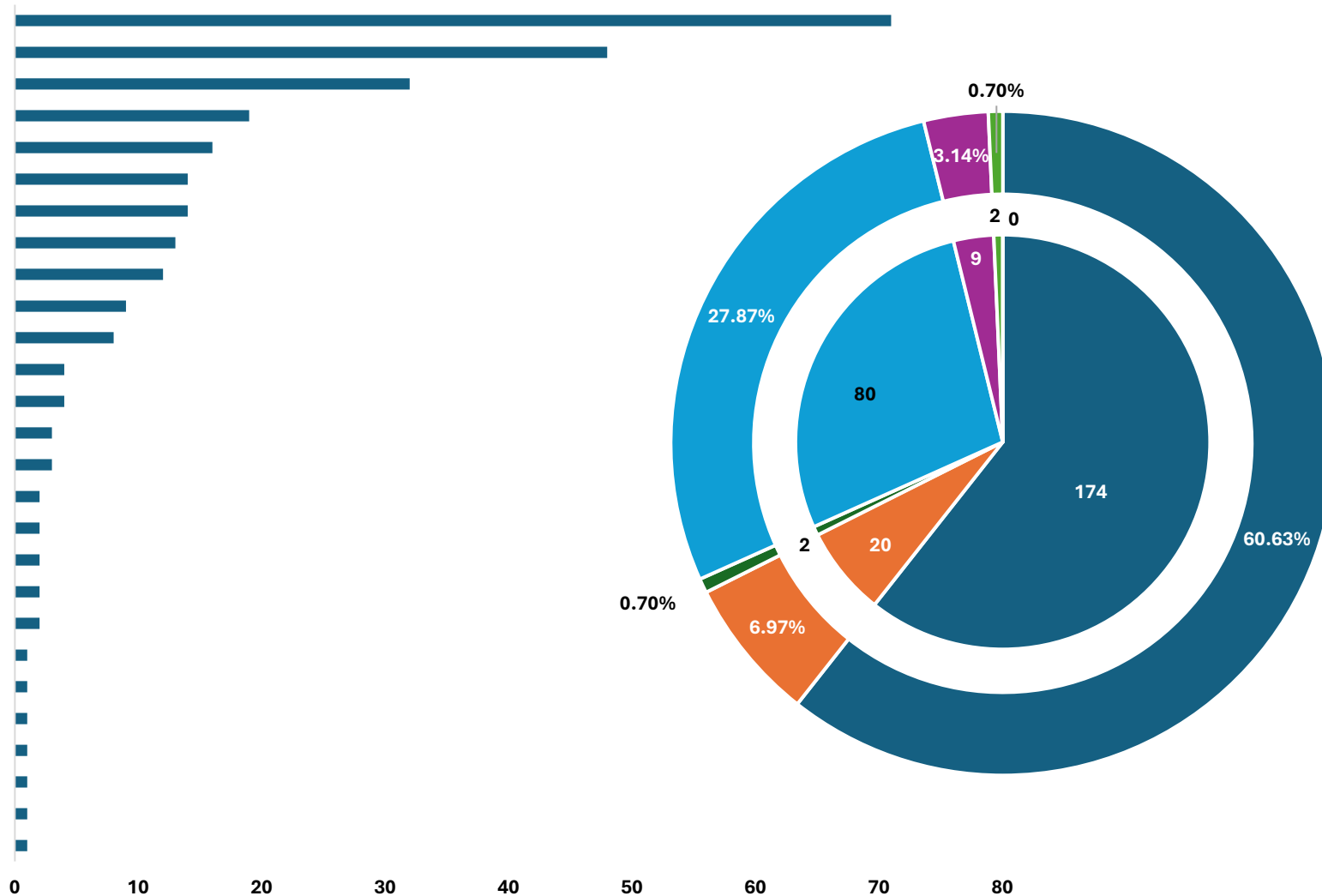


Real Estate Management | Recertification Activity



Households Delinquent | Counts and Percentages

- Smith Homes
- Sojourner Truth Homes
- Brewster Homes
- Greenbrooke Manor
- Scattered Sites West
- State Fair Apartments
- Forest Park/Diggs Homes
- Harriet Tubman
- Scattered Sites East
- Riverbend
- Scattered Sites Central
- Gardenview Estates
- Warren West
- Gardenview Estates Rental Phase V
- Gardenview Estates III A
- Woodbridge IV
- Woodbridge - Senior Enhanced
- Woodbridge Estates Phase X
- Emerald Springs 1A
- Algonquin
- Gardenview Estates Phase III D
- Gardenview Estates III B
- Woodbridge V
- Woodbridge Estates Phase IX
- Cornerstone Estates VII C
- Woodbridge Senior Village
- Sheridan Place I & II Apartments



- DHC
- Premier
- Presbyterian Villages of Michigan
- Continental Management
- Supreme Management
- Legacy



1301 East Jefferson Avenue
Detroit, Michigan 48207
313.877.8000

April 4, 2024

Detroit Housing Commission

Detroit, Michigan 48207

HONORABLE MEMBERS IN SESSION

SUBJECT:

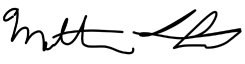
MONTHLY REPORT ON CAPITAL IMPROVEMENT PROGRAM’S ACTIVITIES FOR THE MONTH OF FEBRUARY 2024

CONTACT PERSON:

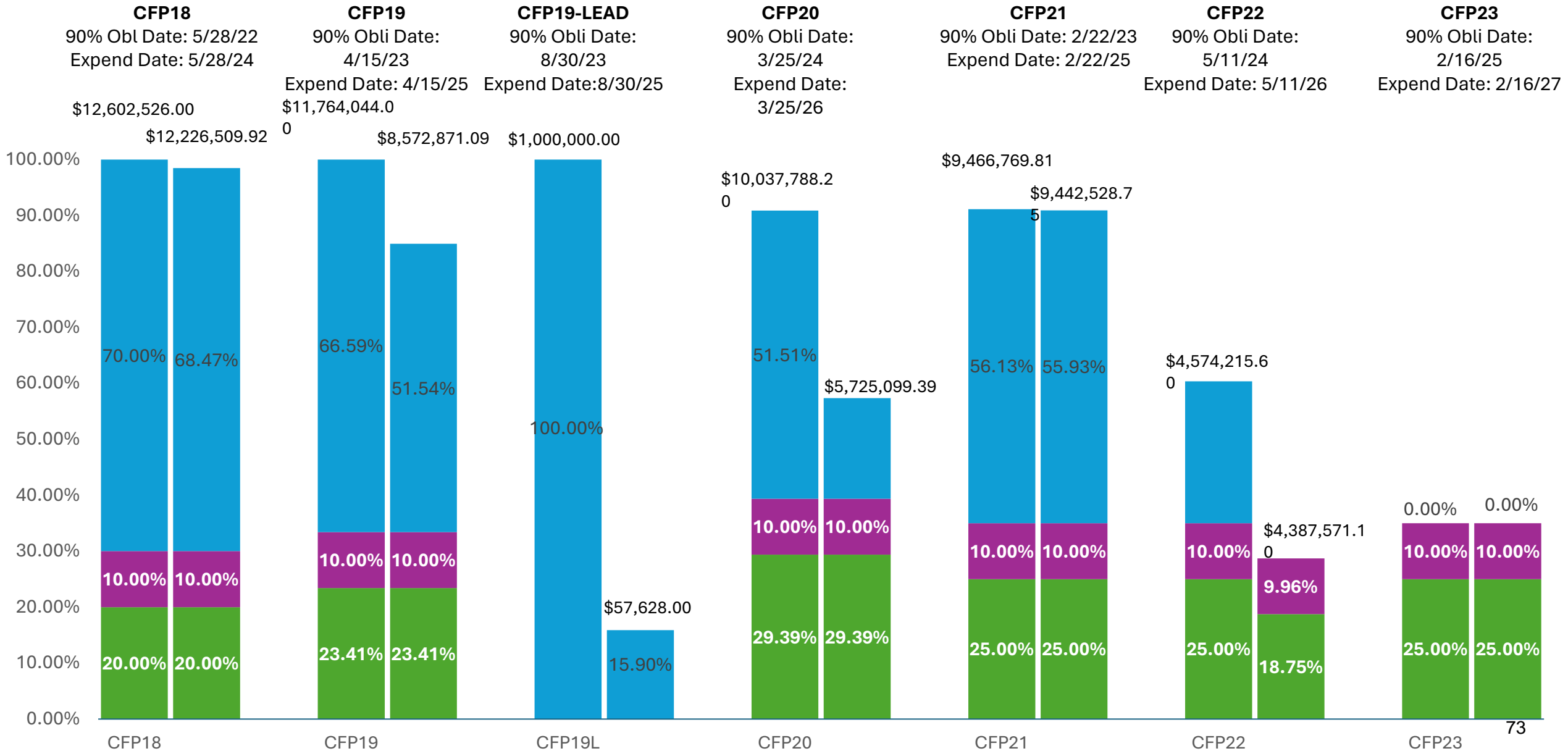
Matthew Lents
Director of Capital Assets and Construction
(313) 877-8612

OVERVIEW:

The Capital Improvement Program’s Activities Report for the Month of February 2024 is submitted as an informational report to the Board updating current and ongoing activities. The Key Performance Indicators below 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

Grant Oversight | Obligation & Expenditure Breakdown





1301 East Jefferson
Avenue Detroit, Michigan
48207 313.877.8000

April 4, 2024

**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 22, 2024 TO MARCH 28, 2024.

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
Gwendolyn A. de Jongh, General Counsel





April 4, 2024

**Detroit Housing Commission
Detroit, Michigan 48207**

HONORABLE MEMBERS IN SESSION

SUBJECT:

MONTHLY REPORT ON HUMAN RESOURCES DIVISION ACTIVITIES FOR THE MONTH OF FEBRUARY 2024 INCLUDING PART OF Q1 PERFORMANCE.

CONTACT PERSON:

David Brukoff
Human Resources Manager
(313) 877-8626

OVERVIEW:

The Human Resources Division Activities Report for the month of February 2024 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 2024.

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/Retirements: (3). (1) Deputy Procurement Manager, (1) Service Coordinator, (1) Senior Service Coordinator.

Employee and Labor Relations: No new issues in February.

Leaves of Absence: HR received (1) new requests for Family and Medical Leave. (0) Approval (1) Never Returned.

Workers' Compensation: (1) New case(s), with (0) having Time Loss.

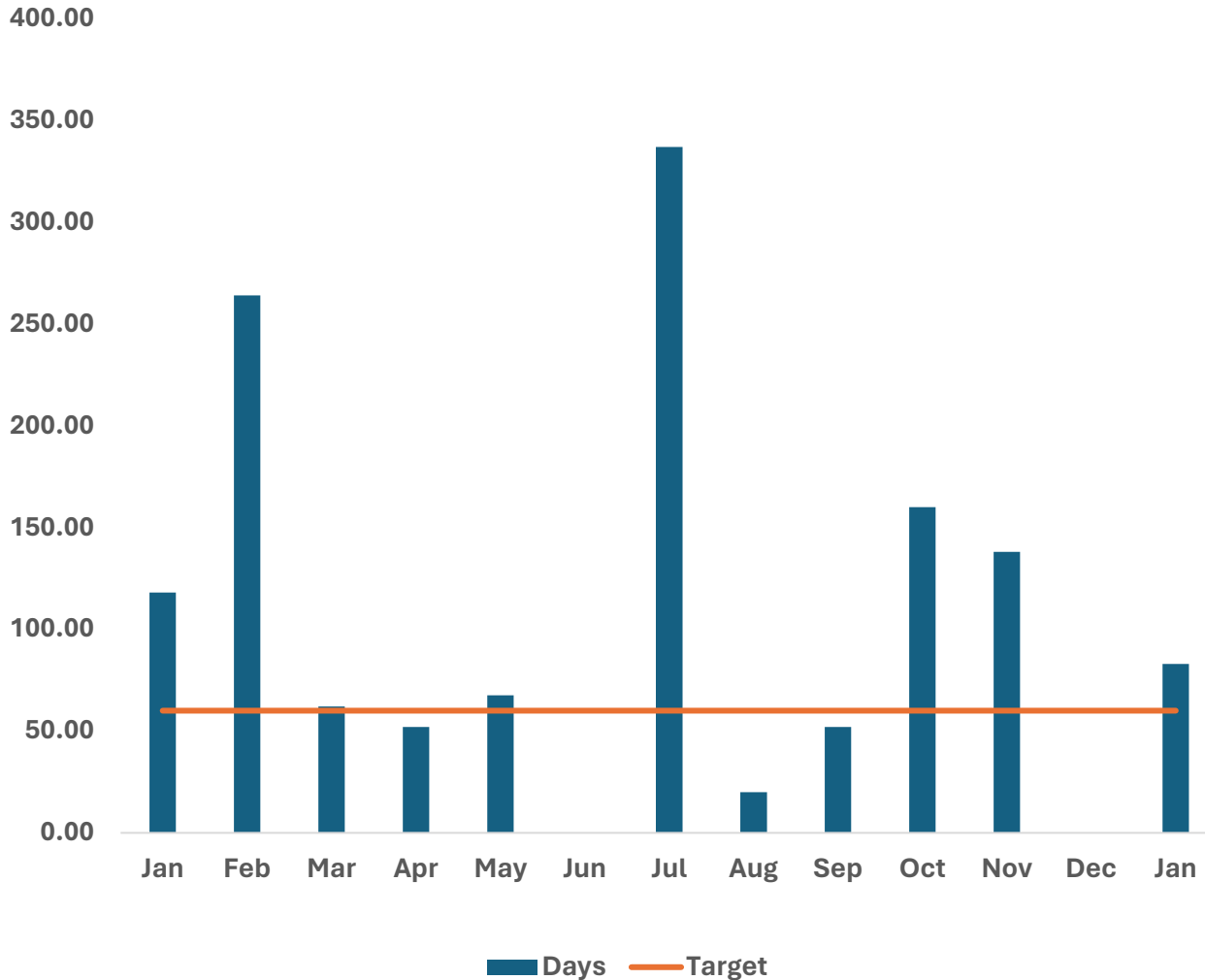
Respectfully Submitted, _____
David Brukoff, Human Resources Manager



Human Resources



Days to Fill Position (Avg.)



HR Position Activity

Position	Status	Funding Source
Buyer	Scheduling Interviews	CFP/COCC
Deputy Procurement Mgr.	Reviewing Resumes - Scheduling Interviews	COCC
Director of Human Resources	Reviewing Resumes - Scheduling Interviews	COCC
Director of Rental Assistance	Reviewing Resumes - Scheduling Interviews	COCC
Network Engineer (Administrator)	Reviewing Resumes - Scheduling Interviews	COCC
Property Manager I	Extending offer wk of 3/11/2024	LIPH
Senior Housing Specialist	03/18/2024	Rental Assistance
Senior Service Coordinator	Position not currently posted	Grant funded
Service Coordinator	Reviewing Resumes - Scheduling Interviews	Grant funded
Workforce Enterp Case Manager (2 openings)	Not actively searching.	Grant funded
Workforce Enterp Program Manager	Not actively searching.	Grant funded
Youth Build Case Manager	Not actively searching.	Grant funded

April 4, 2024

**Detroit Housing Commission
Detroit, MI 48207**

HONOURABLE MEMBERS IN SESSION:

SUBJECT:

INFORMATION TECHNOLOGY REPORT – FEBRUARY 2024

CONTACT PERSON:

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

OVERVIEW

In this dynamic era of technological advancements, Detroit Housing Commission continues to make significant strides in leveraging information technology to drive innovation, enhance efficiency, and ensure a secure digital environment.

The monthly IT report aims to provide a brief overview of the key developments, and achievements in the realm of IT. As we navigate through this report, we will delve into critical aspects, including:

- **Strategic IT Initiatives:** An update on the progress of ongoing IT projects aligned with our organizational goals and objectives.
- **Cybersecurity:** Insights into the current threat landscape and our efforts to bolster cybersecurity measures to safeguard sensitive information.
- **Infrastructure and Technology Updates:** A review of our IT infrastructure, highlighting any upgrades, expansions, or optimizations undertaken during the month.



RISK MITIGATION FRAMEWORK

We are implementing a risk mitigation framework which will serve as a structured approach to anticipate, evaluate, and address potential risks, ranging from operational disruptions to emerging market dynamics. By integrating risk management into our organizational DNA, we aim to fortify DHC’s ability to navigate uncertainties effectively, ensuring the protection of the agency assets, reputation, and, most importantly, our stakeholders’ interests.

The following risks have been identified and we will implement mitigating controls for each risk.

Risk	Mitigating Control	Status
Cyber Attacks	External Risk Assessments Cybersecurity Tools Implemented: Advanced Threat Intelligence, Protection & Analytics Identity & Data Protection Security Information and Event Management (SIEM) Endpoint Security	Ongoing
Security (User Administration/IT General Controls)	Employee Training	In process
Maintaining Qualified Staff	Partnering with IT Niche Support Firms	In process
Keeping IT Controls Current	Training and Budget Appropriation	In process
Business Continuity	Update & document Disaster Recovery Plan	Ongoing

IT GOALS

Goal 1 - IT Governance, Compliance and Collaboration



A strong IT governance structure that promotes smart decision-making for IT investments; and an effective performance management framework that identifies where organizational improvements can be made to better support our customers and internal operations. IT governance will assure that the use of information and technology generate business value, mitigate the risks associated with using information and technology and provide a secure and reliable IT Infrastructure.

Goal 2 - Responsive, Accessible & Mobile Organization



As technology advances, people can now interact in different ways due to the ubiquity of network connectivity and the proliferation of smart devices. IT goal is to make technologies available to provide the right information, to the right people, at the right time, to help DHC staff perform with greater efficiency, productivity, and safety.

Goal 3 - Smart, Efficient and Reliable Infrastructure & IT Services



IT is focusing on how to leverage resources efficiently across the agency’s IT portfolio. Cost savings are always a key consideration. IT is also focusing on avoiding costs and finding ways to automate the agency’s business operations and services.

IT HELPDESK TICKETS

From Feb 1st till Feb 29th, a total of 164 tickets were opened in the Helpdesk system.

- Closed - 161
- Onhold - 2
- Canceled - 1




ACTIVITY UPDATES

Goals/Objectives	Activity Updates	Status
Objective 1.1 IT Governance and Structure	<p><i>DHC is conducting IT Discovery & Assessment with the Plante Moran. They will complete the following activities:</i></p> <ol style="list-style-type: none"> <i>1. Collect, review, and validate existing system documentation for the areas in scope</i> <i>2. Conduct IT staff and departmental interviews</i> <i>3. Analysis and reporting</i> <p><i>Plante Moran assessment was completed in February 2024. The assessment report is expected to be received in March 2024.</i></p>	In Process
Objective 1.3 - Develop a DHC enterprise IT training plan to enhance employees' skill sets and overall performance.	<p><i>We have scheduled Yardi Voyager Onsite training for the Rental Assistance Department, Real Estate Management Department and Finance Department, starting from 05/21/2024.</i></p>	In Process
Objective 2.3 - Increase online service and information offerings and make them more accessible through mobile devices.	<p><i>We are implementing enterprise eSignature platform DocuSign for online document signing. DocuSign is a leading electronic signature solution that streamlines document signing processes, enhances security, and improves overall efficiency.</i></p> <p><i>Contract has been processed, and implementation is in process.</i></p>	In Process

IT Department Monthly Report
 April 4, 2024

Objective 3.1 Streamline data center operations and infrastructure to eliminate costly and unnecessary duplication, increase efficiency, reduce costs, and reduce energy consumption.	<p><i>Upgrading the Camera Surveillance System of the two DHC sites Sherridan I and II. We will be replacing the old aging system with new NVR solution to improve video surveillance, building security and safety.</i></p> <p><i>We are implementing a new Camera Surveillance system at Sherridan I and II sites. The installation is expected to be completed in April 2024.</i></p>	In Process
	<p><i>We are replacing the State Fair and Harriet Tubman sites Camera Surveillance System. We will replace the old aging system with a new NVR solution to improve video surveillance, building security and safety.</i></p> <p><i>Requisition has been approved. Expecting PO and contract will be processed in March 2024.</i></p>	In Process
	<p><i>Implementing network and application monitoring service for monitoring the performance and availability of network equipment and application servers. We have setup new dashboards, triggers and security events daily reports for the application servers and network equipment.</i></p>	Ongoing

Respectfully Submitted, 

 Shariq S. Sajjad, Director of Information Technology

April 4, 2024

**Detroit Housing Commission
Detroit, Michigan 48207**

HONORABLE MEMBERS IN SESSION

SUBJECT:

**INFORMATIONAL REPORT – PROCUREMENT DIVISION
February 2024.**

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 29, 2024.

CURRENT SOLICITATIONS OVER 250K

The solicitation for CPVC In-Unit Replacement for Riverbend Apartments (H791-IFB) was posted on BidNet February 23, 2024. Of the 1368 vendors notified of the posting, 102 of the solicitation documents were downloaded by vendors. The solicitation is set to close on March 29, 2024.

The solicitation for Development Partner for Gardenview Estates (H781-RFQ) was posted on BidNet December 22, 2023. Of the 626 vendors notified of the posting, 16 of the solicitation documents were downloaded by vendors. The solicitation is set to close on March 29, 2024.

The solicitation for Diggs Home Renovations 18 Units (H782-IFB) was posted on BidNet December 20, 2023. Of the 1077 vendors notified of the posting, 1136 of the solicitation documents were downloaded by vendors. The solicitation is set to close on January 31, 2024. This solicitation is currently under evaluation.

The solicitation for Architectural Engineering Services (H778-RFQ) was posted on BidNet December 6, 2023. Of the 512 vendors notified of the posting, 150 of the solicitation documents

were downloaded by vendors. The solicitation closed on January 3, 2024. Three proposals were received. Proposals are currently under evaluation.

The solicitation for Building Facades and Repair Services (H757-RFP) was posted on BidNet December 1, 2023. Of the 624 vendors notified of the posting, 77 solicitation documents were downloaded by vendors. The solicitation closed on January 12, 2024. One proposal was submitted. A vendor has been chosen, entering the contract phase.

The solicitation for Design-Build, Special Projects (H752-RFP) was reposted on BidNet July 18, 2023. Of the 279 firms notified, 66 solicitation documents were downloaded by vendors. The solicitation closed on September 29, 2023. Notification of the solicitation was also posted on NAHRO and PHADA websites. The awardees have been chosen by the evaluation committee. A contract is to be issued pending the Board's approval of the Environmental & Geophysical contracts. The contract to be issued after the environmental report are completed for 2900 Tyler.

The solicitation for Real Estate Development and General Legal Services (H761-RFP) was posted on BidNet October 20, 2023. Of the 308 vendors notified of the posting, 48 solicitations documents were downloaded by vendors. The solicitation closed on November 21, 2023. Evaluations are set to begin March 2024.

Upcoming Solicitations

Trash Removal Services (RFB) solicitation is expected to be posted to BidNet March 2024.

Private Security Services (RFB) solicitation is expected to be posted to BidNet March 2024.

POLICY CONSIDERATIONS:

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

Respectfully submitted, *Dorice Liggons-Blackshear*
Dorice Blackshear, Procurement Manager

Procurement Board Report

Ordered Date=02/01/2024-02/29/2024

Vendor					
PO#	Vendor#	Name	Description	Amount	Date
18101	v0000433	Personal Transportation Service, LLC	Add'l Res Serv Grant Exp	1050.00	2/1/2024
18102	v0005838	Lune Rose, LLC	Add'l Res Serv Grant Exp	2950.00	2/1/2024
18103	v0000060	PLANTE & MORAN, PLLC	Auditing Fees	1000.00	2/1/2024
18104	v0002101	J. Hale Electrical, LLC	Contract Costs-Maint Other	1871.40	2/2/2024
18105	v0002101	J. Hale Electrical, LLC	Contract Costs-Maint Other	1592.00	2/2/2024
18106	v0000474	Grainger	Maintenance Supplies/Materials	3824.50	2/2/2024
18107	v0000474	Grainger	Maintenance Supplies/Materials	3824.50	2/2/2024
18108	v0000474	Grainger	Maintenance Supplies/Materials	3824.50	2/2/2024
18109	v0000671	Cintas Fire Protection Service	Contract Costs-Maint Other	194.25	2/2/2024
18110	v0005429	Knowledgeable Pest Control	Contract-Extermination	3250.00	2/2/2024
18111	v0001906	Doors and Window Guard Systems, Inc.	Contract-Unit Turn	791.00	2/2/2024
18112	v0003399	Arrow Office Supply	Office Supplies	126.12	2/2/2024
18113	v0001906	Doors and Window Guard Systems, Inc.	Contract Costs-Maint Other	920.00	2/2/2024
18114	v0001906	Doors and Window Guard Systems, Inc.	Contract Costs-Maint Other	1840.00	2/2/2024
18115	v0001906	Doors and Window Guard Systems, Inc.	Contract Costs-Maint Other	920.00	2/2/2024
18116	v0001906	Doors and Window Guard Systems, Inc.	Contract Costs-Maint Other	920.00	2/2/2024
18117	v0001906	Doors and Window Guard Systems, Inc.	Contract Costs-Maint Other	920.00	2/2/2024
18118	v0001906	Doors and Window Guard Systems, Inc.	Contract Costs-Maint Other	1810.00	2/2/2024
18119	v0001906	Doors and Window Guard Systems, Inc.	Contract Costs-Maint Other	1009.00	2/2/2024
18120	v0001906	Doors and Window Guard Systems, Inc.	Contract Costs-Maint Other	920.00	2/2/2024
18121	v0001906	Doors and Window Guard Systems, Inc.	Contract Costs-Maint Other	1543.00	2/2/2024
18122	v0004462	Two Men and a Truck	Contract Costs-Maint Other	836.16	2/2/2024
18123	v0004462	Two Men and a Truck	Contract Costs-Maint Other	1872.86	2/2/2024
18124	v0005307	Grind Time Fitness	Add'l Res Serv Grant Exp	2000.00	2/2/2024
18125	v0002722	Lowe's Pro Supply/MSH	Maintenance Supplies/Materials	55.05	2/5/2024
18126	v0001906	Doors and Window Guard Systems, Inc.	Contract Costs-Maint Other	2413.00	2/5/2024
18127	v0000317	NATIONAL HEATING CO., INC.	Contract-HVAC	90.00	2/5/2024
18128	v0000433	Personal Transportation Service, LLC	Add'l Res Serv Grant Exp	1150.00	2/6/2024
18129	v0003929	AnyPromo Inc.	Office Supplies	254.00	2/6/2024
18130	v0000988	Chemsearch	Contract-Janitorial/Cleaning	1684.95	2/6/2024
18131	v0001934	Door and Window Guard Systems, Inc.	Contract Costs-Maint Other	2591.00	2/6/2024
18132	v0000734	Cintas Corporation	A/P Vendors and Contractors	132.63	2/6/2024
18133	v0002722	Lowe's Pro Supply/MSH	Maintenance Supplies/Materials	367.99	2/6/2024
18134	v0002722	Lowe's Pro Supply/MSH	Supplies-Appliance	623.33	2/6/2024
18135	v0002722	Lowe's Pro Supply/MSH	Supplies-Appliance	522.61	2/6/2024
18136	v0002722	Lowe's Pro Supply/MSH	Supplies-Appliance	522.61	2/6/2024
18137	v0002722	Lowe's Pro Supply/MSH	Maintenance Supplies/Materials	1766.58	2/6/2024

18138	v0002722	Lowe's Pro Supply/MSH	Maintenance Supplies/Materials	61.33	2/6/2024
18139	v0002722	Lowe's Pro Supply/MSH	Maintenance Supplies/Materials	72.33	2/6/2024
18140	v0002722	Lowe's Pro Supply/MSH	Maintenance Supplies/Materials	1463.56	2/6/2024
18141	v0002722	Lowe's Pro Supply/MSH	Maintenance Supplies/Materials	129.90	2/6/2024
18142	v0002722	Lowe's Pro Supply/MSH	Maintenance Supplies/Materials	2959.23	2/6/2024
18143	v0002722	Lowe's Pro Supply/MSH	Supplies-Janitorial/Cleaning	137.34	2/6/2024
18144	v0002722	Lowe's Pro Supply/MSH	Maintenance Supplies/Materials	621.97	2/6/2024
18145	v0002722	Lowe's Pro Supply/MSH	Maintenance Supplies/Materials	90.52	2/6/2024
18146	v0002722	Lowe's Pro Supply/MSH	Maintenance Supplies/Materials	95.94	2/6/2024
18147	v0002722	Lowe's Pro Supply/MSH	Maintenance Supplies/Materials	124.87	2/6/2024
18148	v0002722	Lowe's Pro Supply/MSH	Maintenance Supplies/Materials	601.26	2/6/2024
18149	v0002722	Lowe's Pro Supply/MSH	Maintenance Supplies/Materials	257.32	2/6/2024
18150	v0002722	Lowe's Pro Supply/MSH	Maintenance Supplies/Materials	100.39	2/6/2024
18151	v0002722	Lowe's Pro Supply/MSH	Supplies-Appliance	522.61	2/6/2024
18152	v0001550	Like New Tub Reglazing LLC	Contract-Routine Maintenance	1200.00	2/7/2024
18153	v0000317	NATIONAL HEATING CO., INC.	Contract-HVAC	3608.00	2/7/2024
18154	v0000317	NATIONAL HEATING CO., INC.	Contract-HVAC	4184.00	2/7/2024
18155	v0000313	FRED'S KEY SHOP	Maintenance Supplies/Materials	119.90	2/7/2024
18156	v0000313	FRED'S KEY SHOP	Maintenance Supplies/Materials	12.50	2/7/2024
18157	156969	Premier Property Management, LLC	CIP Buildings	100000.00	2/7/2024
18158	156969	Premier Property Management, LLC	CIP Buildings	100000.00	2/7/2024
18159	156969	Premier Property Management, LLC	CIP Buildings	100000.00	2/7/2024
18160	v0000311	PORT CITY COMMUNICATIONS	Service Fees -- Other	2162.92	2/7/2024
18161	v0000311	PORT CITY COMMUNICATIONS	Service Fees -- Other	3681.16	2/7/2024
18162	v0000035	Detroit Boiler Company	Contract Costs-Maint Other	1128.44	2/7/2024
18163	v0004425	A & E Anytime Plumbing, Inc.	Contract-Plumbing	10890.00	2/7/2024
18164	v0001971	Detroit Chemical & Paper Supply Company	Supplies-Janitorial/Cleaning	846.46	2/8/2024
18165	v0002722	Lowe's Pro Supply/MSH	Supplies-Appliance	522.61	2/8/2024
18166	v0002722	Lowe's Pro Supply/MSH	Maintenance Supplies/Materials	1891.10	2/8/2024
18167	v0002722	Lowe's Pro Supply/MSH	Supplies-Janitorial/Cleaning	166.97	2/8/2024
18168	v0002722	Lowe's Pro Supply/MSH	Maintenance Supplies/Materials	1582.79	2/8/2024
18169	v0002722	Lowe's Pro Supply/MSH	Maintenance Supplies/Materials	706.38	2/8/2024
18170	v0002722	Lowe's Pro Supply/MSH	Supplies-Appliance	1911.01	2/8/2024
18171	v0002722	Lowe's Pro Supply/MSH	Maintenance Supplies/Materials	2683.44	2/8/2024
18172	v0005429	Knowledgeable Pest Control	Contract-Extermination	3135.00	2/8/2024
18173	v0002722	Lowe's Pro Supply/MSH	Supplies-Appliance	522.61	2/8/2024
18174	v0001550	Like New Tub Reglazing LLC	Contract-Unit Turn	900.00	2/9/2024
18175	v0000060	PLANTE & MORAN, PLLC	Auditing Fees	9051.25	2/9/2024
18176	v0005638	BluSky Restoration Contractors LLC	CIP Buildings	23794.07	2/9/2024
18177	v0005638	BluSky Restoration Contractors LLC	CIP Buildings	37250.38	2/12/2024
18178	v0006054	V1 Title Agency, LLC	Professional Services	1350.00	2/12/2024
18179	v0002101	J. Hale Electrical, LLC	Contract Costs-Maint Other	1800.00	2/12/2024
18180	v0002310	HD Supply Facilities Maintenance, Ltd.	Maintenance Supplies/Materials	59.84	2/13/2024

18181	v0000038	ENVIRONMENTAL TESTING & CONSULTING, INC.	Contract Costs-Maint Other	975.00	2/13/2024
18182	v0002360	GFL Environmental USA Inc.	Contract Costs-Maint Other	325.00	2/13/2024
18183	v0000433	Personal Transportation Service, LLC	Add'l Res Serv Grant Exp	990.00	2/13/2024
18184	v0000623	ANDERSON OVERHEAD DOOR COMPANY	Contract Costs-Maint Other	4222.00	2/13/2024
18185	v0000465	CDW Government	Management Information Systems	8547.15	2/13/2024
18186	v0004425	A & E Anytime Plumbing, Inc.	Contract-Plumbing	8000.00	2/13/2024
18187	v0000433	Personal Transportation Service, LLC	Add'l Res Serv Grant Exp	525.00	2/13/2024
18188	v0000035	Detroit Boiler Company	CIP Buildings	46746.72	2/14/2024
18189	v0000374	Atlas Plumbing Supply Co	Supplies-Appliance	2076.00	2/14/2024
18190	v0005251	Detroit Community Care Network, LLC	Add'l Res Serv Grant Exp	7650.00	2/14/2024
18191	v0005251	Detroit Community Care Network, LLC	Add'l Res Serv Grant Exp	3400.00	2/14/2024
18192	v0002722	Lowe's Pro Supply/MSH	Maintenance Supplies/Materials	2696.74	2/14/2024
18193	v0002722	Lowe's Pro Supply/MSH	Maintenance Supplies/Materials	934.97	2/14/2024
18194	v0002722	Lowe's Pro Supply/MSH	Maintenance Supplies/Materials	99.49	2/14/2024
18195	v0002722	Lowe's Pro Supply/MSH	Maintenance Supplies/Materials	2311.40	2/14/2024
18196	v0002722	Lowe's Pro Supply/MSH	Maintenance Supplies/Materials	1569.84	2/14/2024
18197	v0002722	Lowe's Pro Supply/MSH	Maintenance Supplies/Materials	632.09	2/14/2024
18198	v0002722	Lowe's Pro Supply/MSH	Maintenance Supplies/Materials	432.82	2/15/2024
18199	v0001906	Doors and Window Guard Systems, Inc.	Contract Costs-Maint Other	1300.00	2/15/2024
18200	v0002360	GFL Environmental USA Inc.	Contract-Garbage & Trash Removal	716.47	2/15/2024
18201	v0000317	NATIONAL HEATING CO., INC.	Contract Costs-Maint Other	3564.00	2/15/2024
18202	v0000317	NATIONAL HEATING CO., INC.	Contract-HVAC	3564.00	2/15/2024
18203	v0005493	Midwest Glass and Screen	Contract Costs-Maint Other	615.05	2/15/2024
18204	v0000318	National Glass and Shower	Contract-Routine Maintenance	3455.00	2/16/2024
18205	v0001971	Detroit Chemical & Paper Supply Company	Supplies-Janitorial/Cleaning	1073.85	2/16/2024
18206	v0000318	National Glass and Shower	Contract-Routine Maintenance	813.00	2/16/2024
18207	v0004425	A & E Anytime Plumbing, Inc.	Contract-Plumbing	204.95	2/16/2024
18208	v0002555	ATLAS Fuel Services	Vehicle Gas, Oil, Grease	3491.13	2/16/2024
18209	v0000374	Atlas Plumbing Supply Co	Contract Costs-Maint Other	1804.20	2/16/2024
18210	v0000374	Atlas Plumbing Supply Co	Supplies-Appliance	2076.00	2/16/2024
18211	v0000313	FRED'S KEY SHOP	Tools and Equipment	2950.00	2/16/2024
18212	v0000313	FRED'S KEY SHOP	Maintenance Supplies/Materials	125.80	2/16/2024
18213	v0001906	Doors and Window Guard Systems, Inc.	Contract Costs-Maint Other	2057.00	2/19/2024
18214	v0002360	GFL Environmental USA Inc.	Contract-Garbage & Trash Removal	350.00	2/19/2024
18215	v0006077	Superior Lawn and Snow Removal, LLC.	Contract Costs-Maint Other	500.00	2/19/2024
18216	v0000374	Atlas Plumbing Supply Co	Supplies-Appliance	2493.50	2/19/2024
18217	v0000374	Atlas Plumbing Supply Co	Supplies-Decorating	5626.20	2/19/2024
18218	v0005429	Knowledgeable Pest Control	Supplies-Exterminating	2850.00	2/19/2024
18219	v0004425	A & E Anytime Plumbing, Inc.	Contract-Plumbing	3495.00	2/20/2024
18220	v0001906	Doors and Window Guard Systems, Inc.	Contract-Unit Turn	6172.63	2/20/2024
18221	v0002101	J. Hale Electrical, LLC	Contract-Electrical	7460.00	2/20/2024
18222	v0005152	Kingsway Landscaping	Contract-Snow Removal	268.00	2/20/2024
18223	v0005152	Kingsway Landscaping	Contract-Snow Removal	198.00	2/20/2024

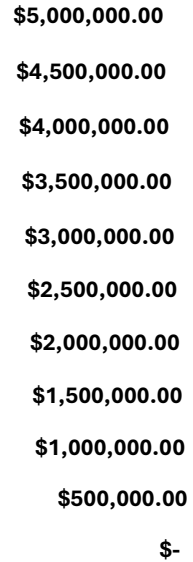
18224	v0000374	Atlas Plumbing Supply Co	Maintenance Supplies/Materials	22.90	2/20/2024
18225	v0001906	Doors and Window Guard Systems, Inc.	Contract-Unit Turn	554.00	2/20/2024
18226	v0001934	Door and Window Guard Systems, Inc.	Contract-Unit Turn	910.00	2/20/2024
18227	v0001934	Door and Window Guard Systems, Inc.	Contract-Unit Turn	643.00	2/20/2024
18228	v0005707	Global Holdings & Investment, Inc.	Contract-Routine Maintenance	3920.00	2/20/2024
18229	v0005707	Global Holdings & Investment, Inc.	Contract Costs-Maint Other	8260.00	2/20/2024
18230	v0000622	Engineering Reproduction, Inc.	Office Supplies	687.50	2/21/2024
18231	v0005707	Global Holdings & Investment, Inc.	Contract Costs-Maint Other	4500.00	2/21/2024
18232	v0004085	Vertiv Corporation	Management Information Systems	18013.80	2/21/2024
18233	v0005429	Knowledgeable Pest Control	Contract-Extermination	2850.00	2/21/2024
18234	v0004462	Two Men and a Truck	Contract Costs-Maint Other	1424.76	2/22/2024
18235	v0000433	Personal Transportation Service, LLC	Add'l Res Serv Grant Exp	1090.00	2/22/2024
18236	v0000036	DMC CONSULTANTS, INC.	Contract-Unit Turn	1621210.00	2/22/2024
18237	v0004425	A & E Anytime Plumbing, Inc.	Contract Costs-Maint Other	2000.00	2/22/2024
18238	v0000334	Yardi Systems, Inc.	Management Information Systems	23700.00	2/23/2024
18239	v0004299	PHD Total Grounds, LLC	Contract-Grounds	975.00	2/23/2024
18240	v0004299	PHD Total Grounds, LLC	Contract-Grounds	4600.00	2/23/2024
18241	v0005264	Hearts of Humanity	Add'l Res Serv Grant Exp	3000.00	2/26/2024
18242	v0001906	Doors and Window Guard Systems, Inc.	Contract-Unit Turn	1533.00	2/26/2024
18243	v0006077	Superior Lawn and Snow Removal, LLC.	Contract Costs-Maint Other	5360.00	2/26/2024
18244	v0006077	Superior Lawn and Snow Removal, LLC.	Contract Costs-Maint Other	7300.00	2/27/2024
18245	v0000484	Comerica Commercial Card Service	Supplies-Appliance	566.06	2/27/2024
18246	v0002722	Lowe's Pro Supply/MSH	Maintenance Supplies/Materials	1335.74	2/27/2024
18247	v0002722	Lowe's Pro Supply/MSH	Maintenance Supplies/Materials	313.96	2/27/2024
18248	v0002722	Lowe's Pro Supply/MSH	Maintenance Supplies/Materials	26.56	2/27/2024
18249	v0002722	Lowe's Pro Supply/MSH	Maintenance Supplies/Materials	-17.77	2/27/2024
18250	v0002722	Lowe's Pro Supply/MSH	Supplies-Appliance	683.05	2/27/2024
18251	v0003399	Arrow Office Supply	Office Supplies	273.63	2/27/2024
18252	v0000558	GE Appliances, a Haier Company	Supplies-Appliance	5456.00	2/28/2024
18253	v0002310	HD Supply Facilities Maintenance, Ltd.	Supplies-Appliance	485.36	2/28/2024
18254	v0003399	Arrow Office Supply	Office Supplies	93.64	2/28/2024
18255	v0000363	Staples Business Credit	Office Supplies	3417.82	2/28/2024
18256	v0005205	Kayla Womack	Professional Services	2562.50	2/28/2024
18257	v0004425	A & E Anytime Plumbing, Inc.	Contract-Plumbing	2000.00	2/28/2024
18258	v0002936	Qualified Construction Corp	Contract Costs-Maint Other	6125.00	2/28/2024
18259	v0000465	CDW Government	Management Information Systems	3505.00	2/28/2024
18260	v0000905	Integrity Business Solutions	Add'l Res Serv Grant Exp	7502.10	2/28/2024
18261	v0000905	Integrity Business Solutions	Add'l Res Serv Grant Exp	670.75	2/28/2024
18262	v0000905	Integrity Business Solutions	Add'l Res Serv Grant Exp	679.68	2/28/2024
18263	v0000905	Integrity Business Solutions	Add'l Res Serv Grant Exp	1828.10	2/28/2024
18264	v0000905	Integrity Business Solutions	Add'l Res Serv Grant Exp	1901.77	2/28/2024
18265	v0000905	Integrity Business Solutions	Add'l Res Serv Grant Exp	2104.57	2/28/2024
18266	v0000905	Integrity Business Solutions	Add'l Res Serv Grant Exp	1901.77	2/28/2024

18267	v0000905	Integrity Business Solutions	Add'l Res Serv Grant Exp	4416.39	2/28/2024
18268	v0005307	Grind Time Fitness	Add'l Res Serv Grant Exp	2000.00	2/28/2024
18269	v0000374	Atlas Plumbing Supply Co	Maintenance Supplies/Materials	535.86	2/28/2024
18270	v0006077	Superior Lawn and Snow Removal, LLC.	Contract Costs-Maint Other	2500.00	2/28/2024
18271	v0005707	Global Holdings & Investment, Inc.	Contract Costs-Maint Other	1000.00	2/28/2024
18272	v0000363	Staples Business Credit	Office Supplies	217.43	2/29/2024
18273	v0000905	Integrity Business Solutions	Add'l Res Serv Grant Exp	223.80	2/29/2024
18274	v0006077	Superior Lawn and Snow Removal, LLC.	Contract Costs-Maint Other	2000.00	2/29/2024
18275	v0000038	ENVIRONMENTAL TESTING & CONSULTING, INC.	Contract Costs-Maint Other	975.00	2/29/2024
18276	v0001906	Doors and Window Guard Systems, Inc.	Contract Costs-Maint Other	2146.00	2/29/2024
18277	v0001395	Red Guard Fire & Security, Inc.	Contract-Routine Maintenance	1920.00	2/29/2024
18278	v0001395	Red Guard Fire & Security, Inc.	Contract-Routine Maintenance	374.00	2/29/2024
18279	v0001395	Red Guard Fire & Security, Inc.	Contract-Routine Maintenance	1528.00	2/29/2024
				2399546.17	

Procurement

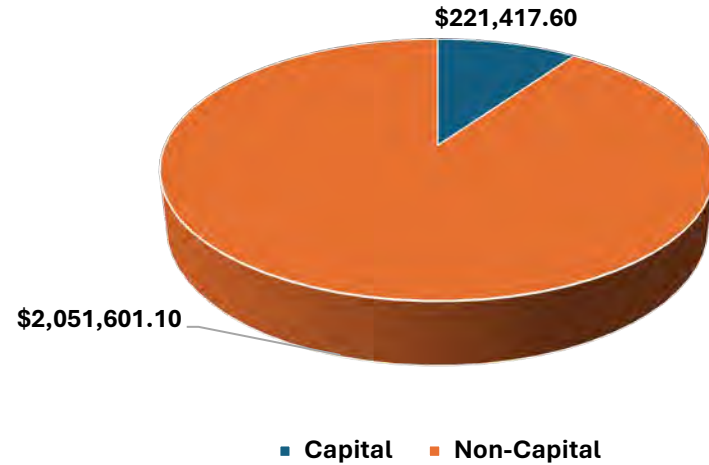


Total Funding Issued

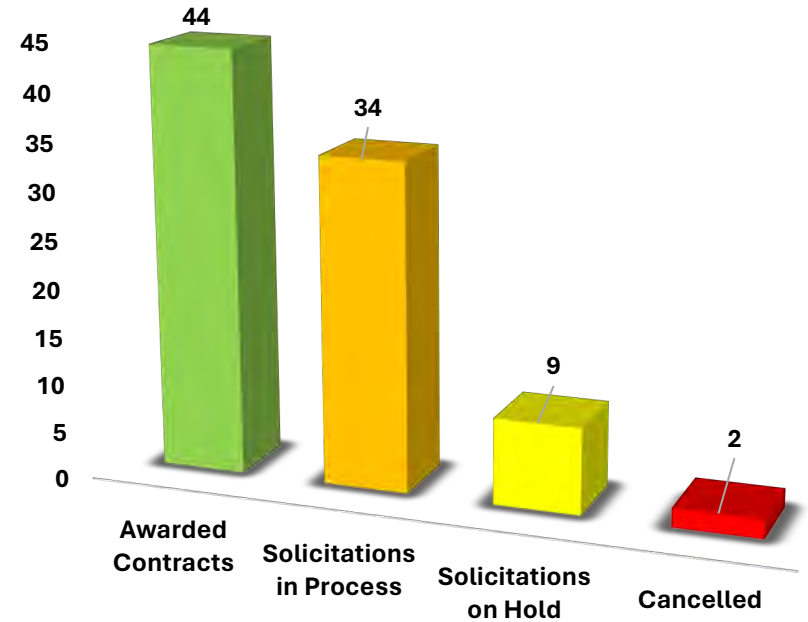


Jan - 172 PO's Issued
Feb - 179 PO's Issued

Capital vs Non Capital Expenses



Solicitation Activity | Fiscal Year





1301 East Jefferson Avenue
Detroit, Michigan 48207
313.877.8000

April 4, 2024

**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 our grants' goals aligns with the Resident Services Department's mission: to provide personal/professional development, economic self-sufficiency and sustainability, and resident advocacy. This report details up to date grant expenditures, goals, metrics achieved, and programming activities provided for the month of February 2024.



1. FY21 JOBS PLUS GRANT – (3) Workforce Enterprise Centers: \$2,300,000

STATE FAIR APTS * HARRIET TUBMAN * DHC ENVISION CENTER (DIGGS HOMES)

Work-able Adults- For the purposes of measuring outcomes of this grant program, **a work-able adult generally is an individual between the ages of 18-64 who is mentally and physically able to become employed.** The term does not define resident eligibility for the program. Eligibility for resident participation is determined individually by each location.

HUD Required Goals June 2021 – June 2025					
HUD Mandatory Minimum Outcomes	Minimum goal required by HUD by end of Year 4 (2025)	Accumulative Target – end of Year 1 (2022)	Accumulative Target – end of Year 2 (2023)	Accumulative Target – end of Year 3 (2024)	Accumulative Target – end of Year 4 (2025)
# of individuals enrolled in JPEID (80% of work-able adults)	End of grant term goal: 272	Goal 20% = 54 Actual = 92	Goal 40% = 109 Actual = 249	Goal 60% = 163 Actual = 249	Goal 80% = 272 Actual =
# of individuals assessed (65% of work-able adults)	End of grant term goal: 221	Goal 15% = 33 Actual = 105	Goal 45% = 99 Actual = 370	Goal 50% = 111 Actual = 387	Goal 65% = 221 Actual =
# of individuals provided with one or more Post- Assessment Services (60% of work-able adults)	End of grant term goal: 204	Goal 15% = 31 Actual = 15	Goal 45% = 92 Actual = 350	Goal 50% = 102 Actual = 707	Goal 60% = 204 Actual =
Employment rate of work- able adults (Number of work-able adults in the development that are employed divided by the number of work-able adults in the development) (110% of baseline employment rate)	Baseline employment rate: 19% End of grant term goal: 20%	Goal 19% = 63 Actual = 63	Goal 19.5% = 66 Actual = 67	Goal 19.75% = 67 Actual = 67	Goal 20% = 68 Actual =

Resident Services Informational Report (February 2024)

April 4, 2024

Average yearly earnings of work-able adults (115% of baseline <u>average earnings</u>)	End of grant term goal: \$70,726 (115% of baseline, 21,941)	Goal 111% = \$68,226 Actual = \$68,226	Goal 112% = \$68,881 Actual = \$78,569	Goal 114% = \$70,111 Actual = \$78,569	Goal 115% = \$70,726 Actual =
Share of assessed residents continuously employed for at least 180 days. (25% of 221)	End of grant term goal: 55	Goal 10% = 6 Actual = 6	Goal 15% = 8 Actual = 38	Goal 20% = 11 Actual = 38	Goal 25% = 55 Actual =
Optional Goals/Outcomes	Recommended - Optional Goals	Target for end of Year 1	Target for end of Year 2	Target for end of Year 3	Target for end of Year 4
# of assessed participants with resume (90% of 221 assessed)	Minimum goal: 143 participants	Goal 10% = 14 Actual = 75	Goal 25% = 36 Actual = 232	Goal 50% = 72 Actual = 278	Goal 90% = 143 Actual =
# of resumes submitted online to apply for at least one job (65% of persons creating resume, 143)	Goal: 93 participants with resumes submitted online	Goal 15% = 14 Actual = 10	Goal 35% = 33 Actual = 270	Goal 45% = 42 Actual = 316	Goal 65% = 93 Actual =
# of participants receiving financial education or coaching	Goal: 221 individuals	Goal 10% = 22 Actual = 75	Goal 25% = 55 Actual = 143	Goal 50% = 111 Actual = 143	Goal 100% = 221 Actual =

Resident Services Informational Report (March 2024)
April 4, 2024

YouthBuild Program partners with Community Business and Education partners to provide opportunity for youth to build the skillsets and mindsets that lead to lifelong learning, livelihood, and leadership. The DHC YB youth population — young adults between the ages of 18 and 24 who are neither in school nor employed — the YouthBuild movement primarily serves young people who lack a high school diploma and financial resources. The DHC YB program seeks participants from PH & HCV.



April 4, 2024



2. FY22 YOUTHBUILD GRANT: \$1,500,000

DHC YouthBuild “I CAN & I WILL” PROGRAM provides young adults with technical assistance, leadership development, innovative program enhancements, and advocacy.

DOL Required Goals				
DOL Mandatory Minimum Outcomes	Minimum goal required by DOL by end of Year 3	Accumulative Target for Year 1	Accumulative Target for Year 2	Accumulative Target for Year 3
# of individuals enrolled in YouthBuild Baseline 18–24-year-old adults	End of grant term target: 84	Goal = 28 Actual = 26	Goal = 56 Actual = 52	Goal = 84 Actual =
# of individuals <u>assessed</u>	End of grant term target: 84	Goal = 28 Actual = 15	Goal = 56 Actual = 47	Goal = 84 Actual =
# of individuals enrolled in <u>Mental Toughness</u> <ul style="list-style-type: none"> • Low Income-28 • Adjudicated- • Homeless- 	End of grant term target: 84	Goal = 28 Actual = 16	Goal = 56 Actual = 48	Goal = 84 Actual =
# of individuals provided with one or more Post- Assessment Services <ul style="list-style-type: none"> • DOL - 50/40/10 RULE (50% education, 40% skill trade, 10% personal development) 	End of grant term target: 84	Goal = 28 Actual = 16	Goal = 56 Actual = 46	Goal = 84 Actual =

Resident Services Informational Report (February 2024)

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50% EDUCATION: <ul style="list-style-type: none"> # OF INDIVIDUALS ENROLLED IN GED PREP (23% OF PROGRAM PARTICIPANTS) 	End of grant term target: 19	Goal = 7 Actual = 5	Goal = 10 Actual = 22	Goal = 19 Actual =
# OF INDIVIDUALS COMPLETED GED READING PREP	End of grant term target: 19	Goal = 7 Actual = 1	Goal = 10 Actual = 3	Goal = 19 Actual =
# OF INDIVIDUALS COMPLETED GED MATH PREP	End of grant term target: 19	Goal = 7 Actual = 2	Goal = 10 Actual = 8	Goal = 19 Actual =
# OF INDIVIDUALS COMPLETED SOCIAL STUDIES PREP	End of grant term target: 19	Goal = 7 Actual = 1	Goal = 10 Actual = 4	Goal = 19 Actual =
# OF INDIVIDUALS COMPLETED SCIENCE PREP	End of grant term target: 19	Goal = 7 Actual = 2	Goal = 10 Actual = 4	Goal = 19 Actual =
# OF INDIVIDUALS COMPLETED GED & EARNED CERTIFICATE	End of grant term target: 19	Goal = 7 Actual = 0	Goal = 10 Actual = 1	Goal = 63 Actual =
# of individuals <u>enrolled in skilled trade industry:</u> <ul style="list-style-type: none"> Construction Pharmacy Tech Retail 	End of grant term target: 84	Goal = 28 Actual = 2	Goal = 56 Actual = 43	Goal = 84 Actual =
# OF INDIVIDUALS PROVIDED WITH SKILL TRADE CERTIFICATE	End of grant term goal: 84	Goal = 28 Actual = 0	Goal = 56 Actual = 6	Goal = 84 Actual =
# OF INDIVIDUALS PROVIDED WITH CPR/FIRST AID CERTIFICATE	End of grant term goal: 84	Goal = 28 Actual = 2	Goal = 56 Actual = 6	Goal = 84 Actual =
# OF INDIVIDUALS PROVIDED WITH OSHA 30 CERTIFICATE	End of grant term goal: 84	Goal = 28 Actual = 2	Goal = 56 Actual = 6	Goal = 84 Actual =

Resident Services Informational Report (February 2024)
 April 4, 2024

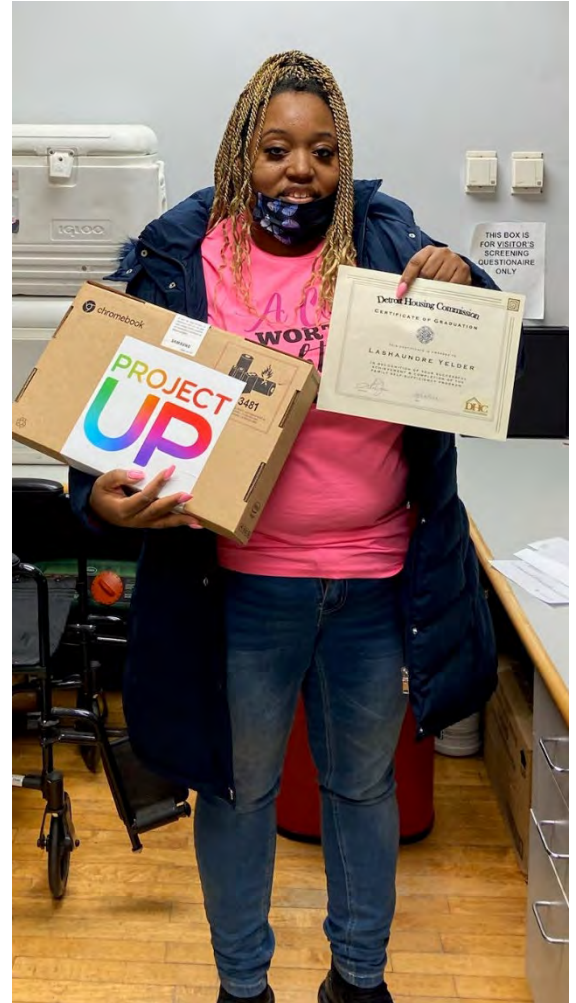
Employment rate of 18-24 yr. old adults (Number of employed as of December 2023, divided by the number of adults in the program) (110% of baseline employment rate)	End of grant term employment rate: 1.1%	Goal 50%= .55 Actual = 0	Goal 75% = .825 Actual = 0.21	Goal 110% = 1.1% Actual =
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Resident Services Informational Report (March 2024)
April 4, 2024

HUD provides grants to Public Housing Authorities (PHAs) to support the salaries and training needs of FSS Program Coordinators who assist participating families receiving housing assistance through the Housing Choice Voucher (HCV/PBV) and Public Housing (PH) programs. FSS Program Coordinators develop local strategies to connect participating families to public and private resources to increase their earned income and financial empowerment, reduce or eliminate the need for welfare assistance, and make progress toward economic independence and self-sufficiency.

PHAs and each individual participating family execute a five-year Contract of Participation that incorporates the responsibilities of each party, as well as a training and services plan to help the family become more self-sufficient. PHAs are not permitted to limit FSS participation to those families most likely to succeed.





#3 - FY24 FSS (FAMILY SELF-SUFFICIENCY) GRANT: \$395,904.00

The Family Self-Sufficiency (FSS) program supports the Resident Services departmental strategic goal of increasing economic opportunity for HUD-assisted families.

HUD FSS REQUIRE GOALS- 1 Year Grant January 2024 – December 2024		
HUD Mandatory Minimum Outcomes	Minimum goal required by HUD by end of Year 1 (2024)	End of Grant Total
# of individuals assessed & enrolled (Funded for 5 Service Coordinators) (25 per Service Coordinator)	Goal: 125 Actual: 158	
Escrow disbursed	Actual disbursement as of 1/2024: \$872,421.52	Actual February 2024: \$ 872,421.52
# of individuals <u>employed</u>	Goal: 125 Actual: 96	
# of individuals <u>escrowing</u>	Goal: 125 Actual: 77	
# of individuals <u>graduated with escrow</u>	Actual: 98	

A ROSS Service Coordinator (ROSS-SC) grant program is a place-based program designed to assist residents achieve self-sufficiency by moving along a continuum towards economic independence and housing stability.

This place-based program targets the entire resident community within the public housing site(s) and aims to address the areas of need at both the community and individual level. Resident participation with supportive services is voluntary and cannot be a condition of housing. The Service Coordinator must work with residents, PHA staff, local partners, and other stakeholders to develop local strategies to address the needs of residents and remove barriers so that residents make progress towards achieving economic and housing self-sufficiency.



The following activities report, and pictures provide the metrics met this month for the self-sufficiency required services:

- Digital Inclusion
- Youth Programming
- Health & Wellness
- Life Skills



4. FY 2022 ROSS (Resident Opportunity and Self-Sufficiency) Grant: \$491,700

ROSS is a place-based program designed to assist residents of Public Housing make progress towards economic and housing self-sufficiency by removing the educational, professional and health barriers.

HUD's Required Goals of ROSS Program – 3 Year Grant June 2022 – June 2025				
HUD Mandatory Minimum Outcomes	Minimum goal required by HUD by end of Year 3 (2025)	Accumulative # Serviced by June 2023	Accumulative # Serviced by June 2024	Total # Serviced by June 2025
# of individuals assessed & enrolled (Goals are per LIPH Households)	Goal: 2663	Actual: 1,197	Actual: 3,043	
Case Management/Coaching	Goal: 2663	Actual: 1,197	Actual: 3,043	
Resident Engagement	Goal: 2663	Actual: 2,151	Actual: 5,867	
Evaluation	Programming Services	32	59	
Reporting (annual reports due October 30 th) HUD extended Year 2 submission date to December 31st	Submitted			



5. UHCC (United Healthcare Community Catalyst) Grant: \$111,500

UHCC is a grant program designed to assist single female head of household residents for DHC Public Housing to combat health disparities and increase utilization of preventive medical services.

UHCC Required Goals of Community Catalyst Program – 1 Year Grant			
UHCC Mandatory Minimum Outcomes	Minimum goal required by HUD by end of Year 3 (2025)	Actual # Serviced	Total # Serviced by end of grant
# of individuals assessed (Goals are per single female LIPH Households)	Goal: 800	Actual: 793	Actual: 793
# of individuals received healthcare resources/services	Goal: 800	Actual: 1,346	Actual: 1,346
# of individuals received supportive services	Goal: 800	Actual: 2,636	Actual: 2,668

6. Affordable Connectivity Program (ACP) Efforts

DHC Resident Services Department is assisting to decrease the digital divide by outreach and enrolling DHC residents in the Affordable Connectivity Program (ACP) and low-cost internet services.

Affordable Connectivity Program ACP			
ACP Outcomes	Minimum Goal	Actual # Serviced	Total # Serviced by 1/31/2024
# of individuals outreached (Goals are per LIPH and HCV Households)	Goal: 8963	Actual: 17,021	Actual: 17,021
# of individuals enrolled in ACP (Goal: no definitive number given)	Goal: 250	Actual: 197	Actual: 197
# of individuals received Laptop computers	Goal: 500	Actual: 537	Actual: 553

DIGITAL INCLUSION -46 Participants

- This month, **40** residents have utilized the Workforce Enterprise (W.E.) Center computer lab to update resumes, job searches, apply for various employment opportunities, learn additional basic computer skills, and participate in a series of virtual workforce development workshops held by Detroit at Work.
- DHC RSD Service Coordinator held Internet and Cell Phone Training provided by Detroit Public Library for Sheridan I & II residents. The free training provided seniors with skills and confidence needed to navigate the online world and make the most of their cell phones. Through patient and personalized instruction, the Detroit Public Library covered topics ranging from basic internet browsing to social media and app usage, ensuring our senior learners can harness the full potential of modern technology while fostering a sense of connection and independence. **6** Sheridan I & II participated.

YOUTH PROGRAMMING –63 Participants

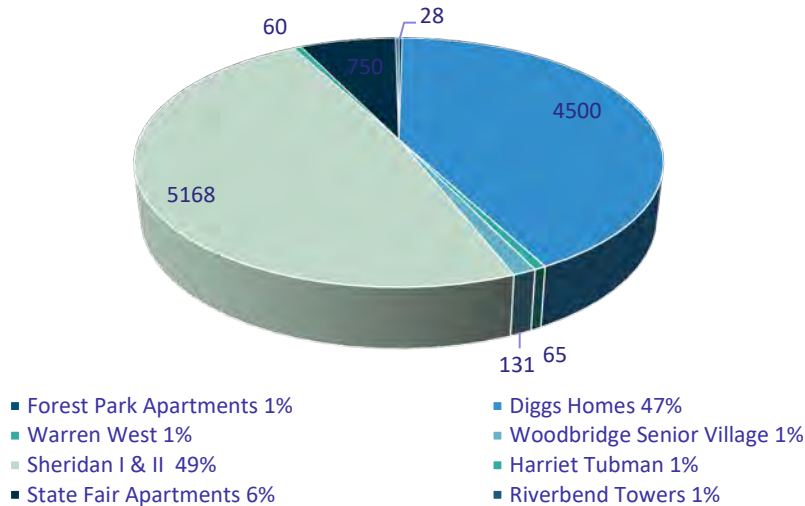
Provided YouthBuild Programming services including academic and economic development, self-esteem classes, health & well-being.

- In the month of February, the Youth Build team organized a comprehensive series of workshops aimed at educational advancement, professional development, and workforce preparation. The workshops covered a diverse range of topics to equip participants with essential skills and knowledge for personal and professional growth.
 - GED preparation (Monday -Thursday): **12** participants.
 - Career Readiness: **11** Participants.
 - Public Speaking: **12** participants.
 - Budgeting & Money Management: **6** Participants.
- In response to concerns regarding food insecurity, the Youth Build team established a food hub to support all active participants. This initiative benefited **12** participants, ensuring access to essential food resources.
- The Youth Build team, alongside **10** participants, engaged in community service at Cass Community Social Services, actively contributing by assisting in food preparations.

HEALTH & WELLNESS –125 Participants

DHC FOOD PROVISIONS – 10,727 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.

- 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 at Harriet Tubman and State Fair. The GEMs Program has resulted in participants weight loss and created a healthier lifestyle **32** Harriet Tubman residents participated, and **18** State Fair residents participated.
- DHC RSD partnered with Metro Detroit Diaper bank to provide free diapers and or pullups for Brewster Homes & State Fair Apartments. **21** residents participated in sign up event.
- The Service Coordinator at DHC partnered with Corecare Medical Service to conduct a health and wellness informational workshop for residents of Sheridan I & II. This workshop aimed to educate participants on various aspects of health and

April 4, 2024

wellness. A total of 7 residents from Sheridan I & II actively participated, engaging in discussions, and learning sessions to promote their well-being.

- DHC RSD Service Coordinator collaborated with CNS to organize a mental health awareness event for Sheridan I & II residents. The event aimed to educate participants about mental health and promote awareness within the community. Four residents actively participated, engaging in discussions and activities focused on mental well-being. 4 Sheridan I& II residents participated.
- DHC RSD Service Coordinator performed wellness checks for six residents residing in Sheridan I & II. These checks were conducted to ensure the well-being and safety of the residents, providing support and assistance as needed. for 6 Sheridan I & II residents.
- DHC RSD Service Coordinator partnered with Genesis Hope to provide a free cooking class for Sheridan I & II residents. This endeavor aims to enhance culinary skills, foster community engagement, and promote healthy eating habits among our residents." 37 residents participated.

LIFE SKILLS – 240 Participants

- DHC RSD partnered Detroit Community Care Network (DCCN) with sent (5) Job plus Community Coaches to receive Transition to Success certification training. This training provided an understanding of what poverty is and how to help those in need. 5 State Fair & Harriet Tubman resident Community Coaches received certification.

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- DHC RSD Case Manager collaborated with Disability Network to organize a Black History Month Event. This event celebrated community and global heroes while also providing an informational session on disability supportive services and resources. A total of **18** State Fair residents participated, enjoying the festivities, and gaining valuable insights.



- DHC RSD Case Manager partnered with PACE to host an informational session of service provision for Senior services. **12** State Fair residents participated.
- DHC RSD collaborated with Wayne Metro Community Action Agency to offer Homebuyer Education sessions. These sessions guided participants through the entire home buying process, from initial considerations to the closing table. Participants gained insight into the closing process and had the opportunity to connect with industry experts. As a result, **8** FSS HCV participants successfully completed the first step in the DHC Homeownership program.

Resident Services Informational Report (February 2024)

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- DHC RSD Service Coordinator collaborated with the Accounting Aid Society to offer complimentary on-site tax preparation services tailored to senior residents. This initiative aimed to ease the tax filing process for seniors and provide them with valuable financial assistance and guidance. **52** Sheridan I & II residents received services.
- DHC RSD The Service Coordinator coordinated the distribution of essential items such as furniture and clothing to a Sheridan I & Harriet Tubman resident in need. **2** residents.
- DHC RSD Service Coordinator teamed up with Oak Street Health to organize a physical fitness program aimed at promoting health and wellness among community members. This collaboration provided participants with opportunities to engage in structured exercise routines and adopt healthier lifestyle habits. Sheridan I & II **6** residents participated.
- Service Coordinator held daily sewing classes that provides residents with the many techniques creating anew marketable skill will prepare them for employment opportunities in industrial sewing. **80** residents Sheridan I & II participated.
- Service Coordinator assisted residents with resources to help them with rent, annual recertifications completions, and legal services. **40** residents.
- Service Coordinator assisted non DHC residents calling for assistance with shelters, fair housing complaints, rental assistance, and legal services. **16** non-residents.

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DHC Partners in the Community – 69

- ABC Vision
- Accounting Aid Society
- Aetna
- American Cancer Society
- Blue Cross Complete
- CARN
- City of Detroit
- Housing Revitalization Dept
- Planning and Development
- BSEED
- GSD
- DPW
- DLBA
- Comcast-Xfinity
- Connect Homes USA
- CNS Healthcare
- CWA Local 4100
- DAAA
- Department of Labor (DOL)
- Detroit at Work
- Detroit Change Initiative
- Detroit Champions for Hope
- Detroit Metropolitan Diaper Bank
- Detroit Health Department
- Detroit Public Library
- Detroit Public School Community District (DPSCD)
- DSO
- Detroit Police Department
- DTE
- Detroit Training Center
- Emerging Industries Training Institute (EITI)
- Express Employment Professionals
- Focus Hope
- Frog Tutoring
- Genesis House



Resident Services Informational Report (February 2024)

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- Gleaners
- Gilda's Club
- Goodwill Industries
- Greening of Detroit
- GrindTime Fitness
- Housing and Urban Development (HUD)
- Humana
- Human IT
- Karmanos Cancer Institute
- Lakeshore Legal
- Lincoln Heritage
- Michigan Rehabilitation Services (MRS)
- Michigan State University Extension
- Microsoft
- Mosaic Youth Theatre
- MSHDA
- NACA – Homeownership Training Agency
- National Book Foundation
- North American Senior Benefits
- PACE
- Oak Street Health
- Purpose 4 Life
- Salvation Army Bed and Bread Truck
- Santa For A Day
- SER-Metro
- Street Court Democracy
- St Patrick Senior Center
- Team Wellness Center
- The Youth Connection
- United Healthcare
- Wayne County Community College District
- Wayne Metro Community Action Agency Tax Prep/Fin Literacy



February 2024- Needs/Services Provided/Outcomes

To date Resident Services has generated over \$4M, which allows us to make a direct impact on 2663 DHC public housing resident households.

Needs	# Of Households Needing Services	Services Provided	# Of Residents Impacted	Outcomes
Digital Inclusion	2663	Enrollment in Affordable Internet Services	46	Increase the number of low-income households connected to the internet. Decrease the digital divide. Increase the number of digital literacy individuals at the DHC.
Youth Programming	2663	Pre-Apprenticeship in skill trades. Leadership and Personal Development	63	Increase workforce ready employees. Increase skill trade certifications. Increase earned income and household income. Increase DHC rent revenue.
Health & Wellness	2663	DHC RSD Health & Wellness/ health prevention services and daily living activities to improve both social and physical well-being.	11,092	Increase numbers of healthy DHC residents. Decrease unit turnovers costs. Increase numbers of residents that can age well in place.
DHC Partners	2663	Supportive Services Provision.	11,201	Ensuring Resources and Needs are met for all DHC community residents.

April 4, 2024

February 2024 OUTREACH 3,119 Coordinated Outreach to Participants

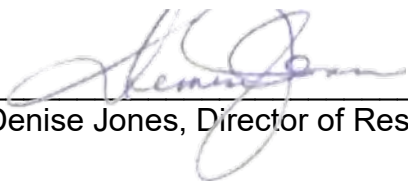
RSD continues to outreach monthly with newsletter, program flyers, telephone calls, and social media posts to engage DHC residents in social services programming, self-sufficiency opportunities, and special events.

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,

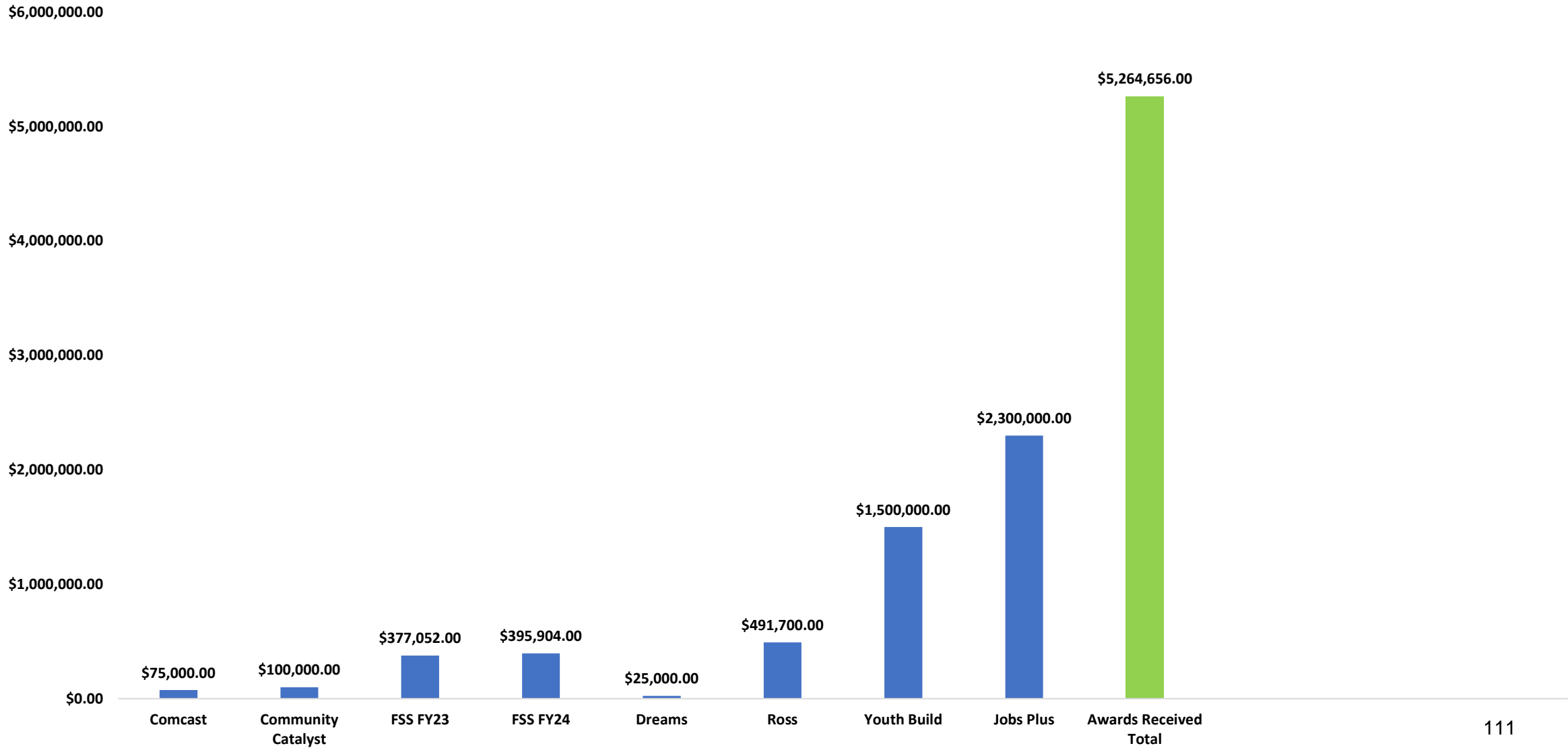


Denise Jones, Director of Resident Services

Grant Oversight – Resident Services



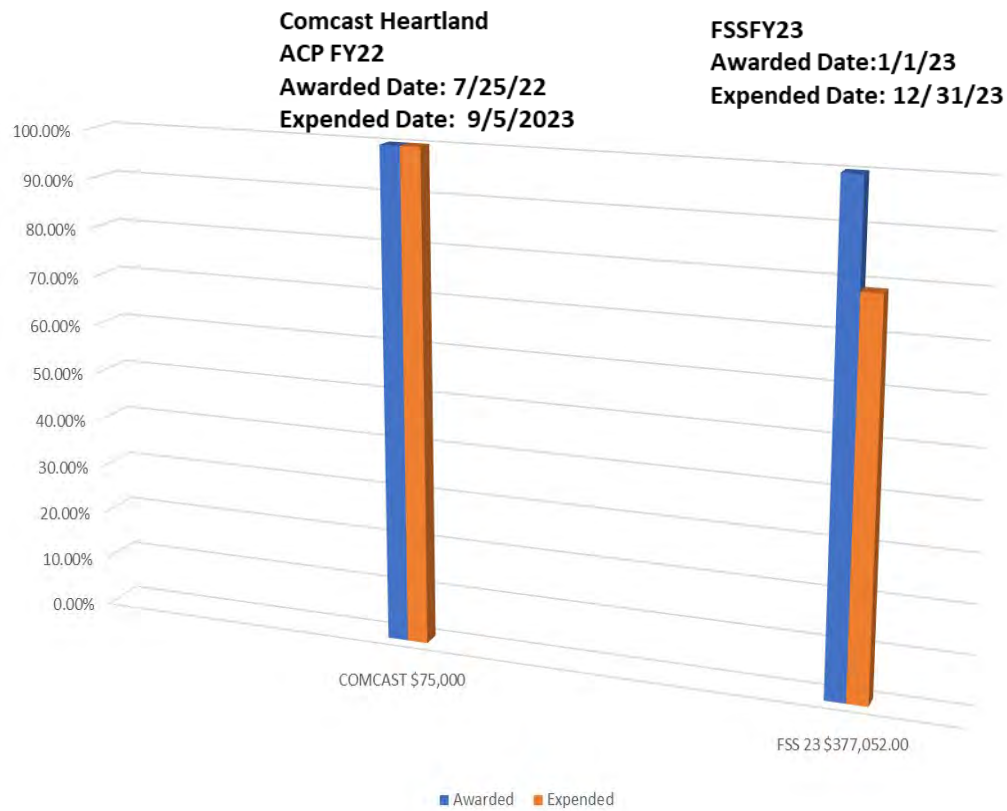
Grant Awards Fiscal Year 7/22 - 2/24



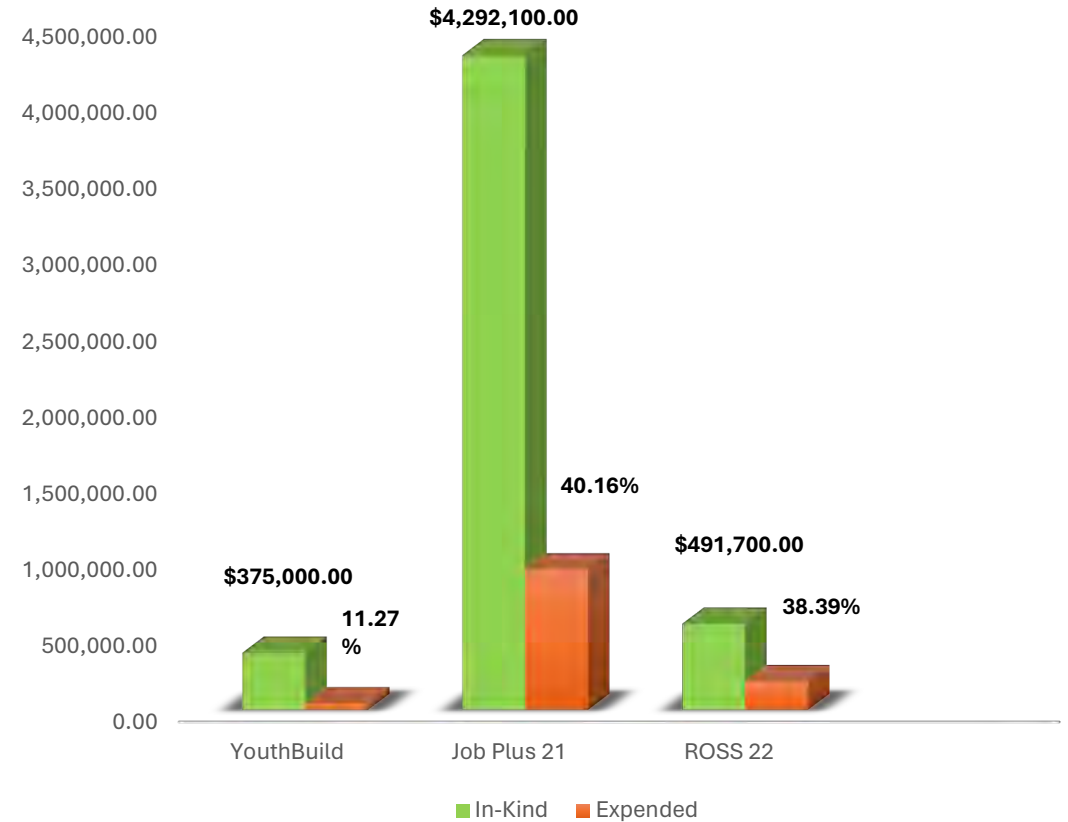
Grant Oversight – Resident Services



Grants Expended & Closed out



In-Kind Awards



Grant Oversight – Resident Services | Grant Expenditures



■ Awarded ■ Expended

JPFY22
Awarded
Date: 4/27/21
Expended

YBFY22
Awarded
Date: 4/26/22
Expended
Date: 9/1/25

UHHCFY23
Awarded Date:
1/1/ 23
Expended Date:
12/31/23

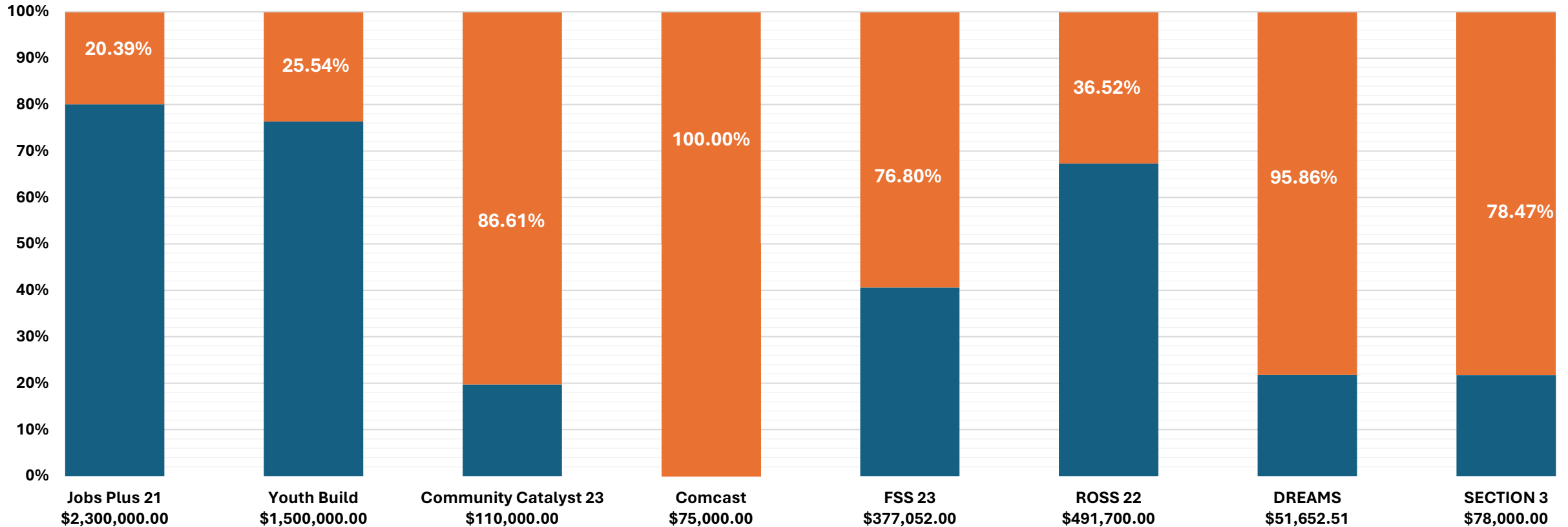
**Comcast Heartland
ACP FY22**
Awarded Date:
7/25/22
Expended Date:
9/5/2023

FSSFY23
Awarded
Date:1/1/23
Expended
Date: 12/
31/23

ROSSFY22
Awarded Date:
6/1/22
Expended Date:
5/31/25

DREAMS
Awarded
Date: N/A
Expended
Date: N/A

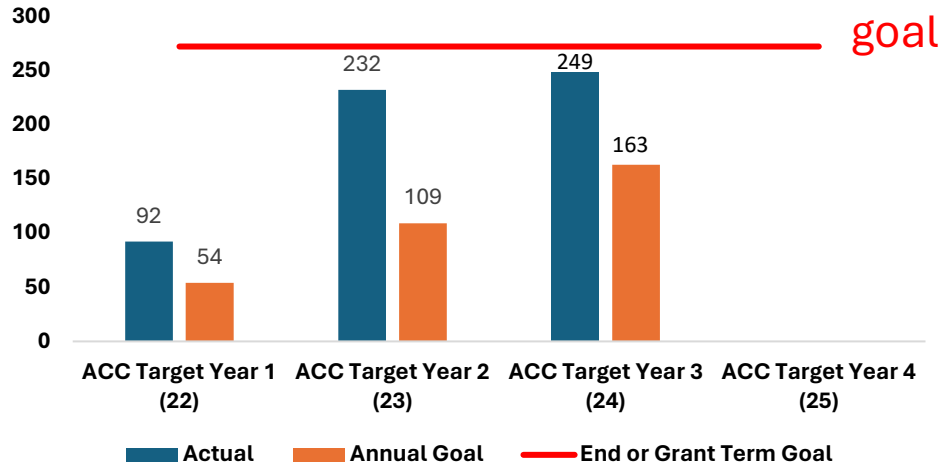
Section (3)
Awarded Date:
N/A
Expended Date:
N/A



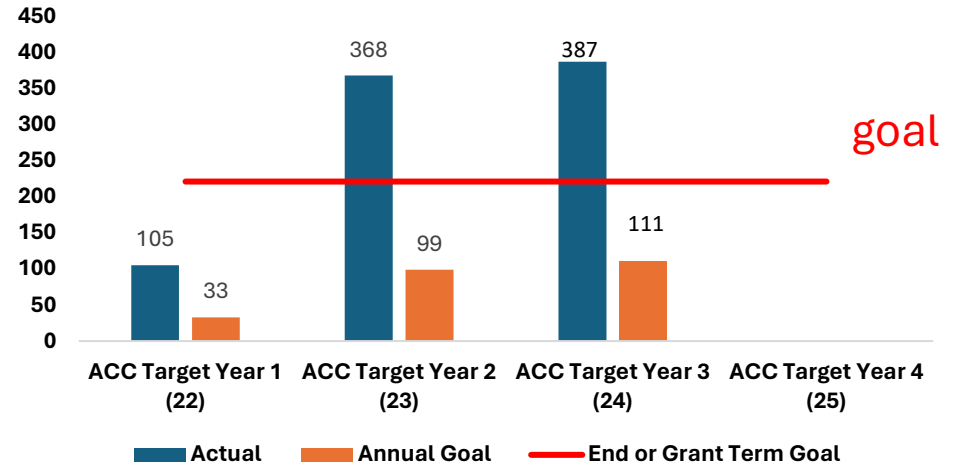
Resident Services | Jobs Plus Grant HUD Req'd Goals



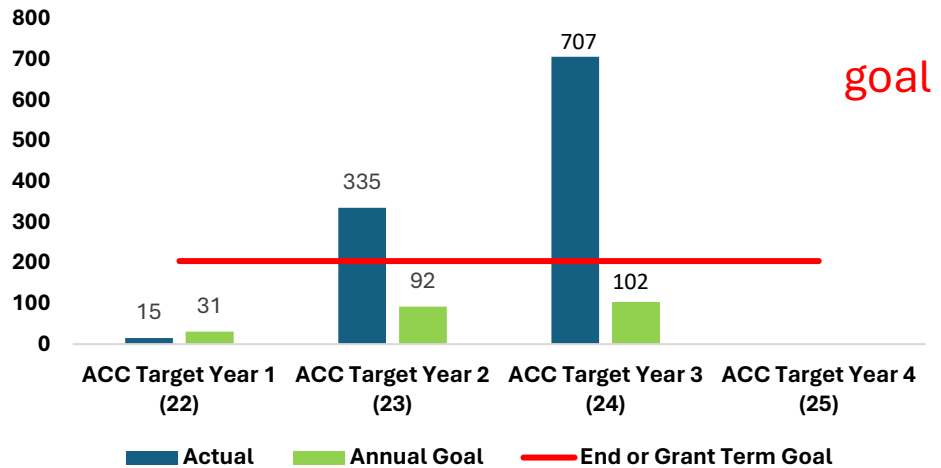
JPEID Enrollment



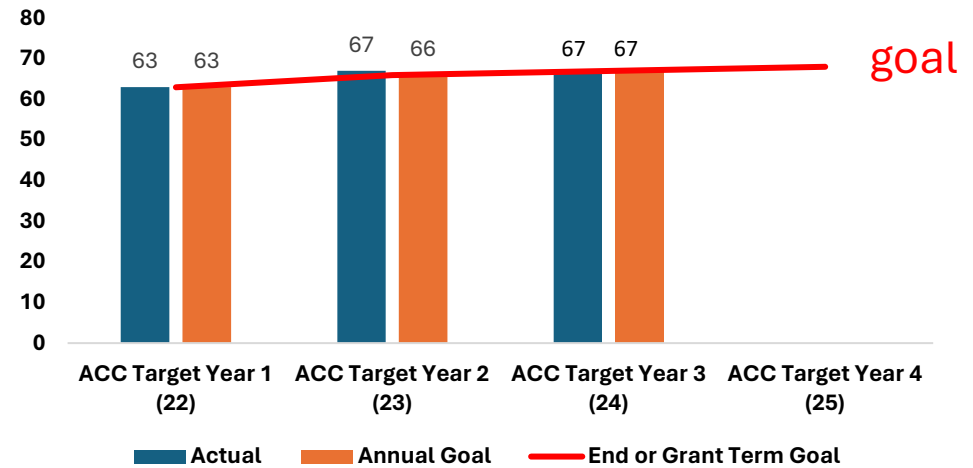
Individuals Assessed



Post Assessment Services



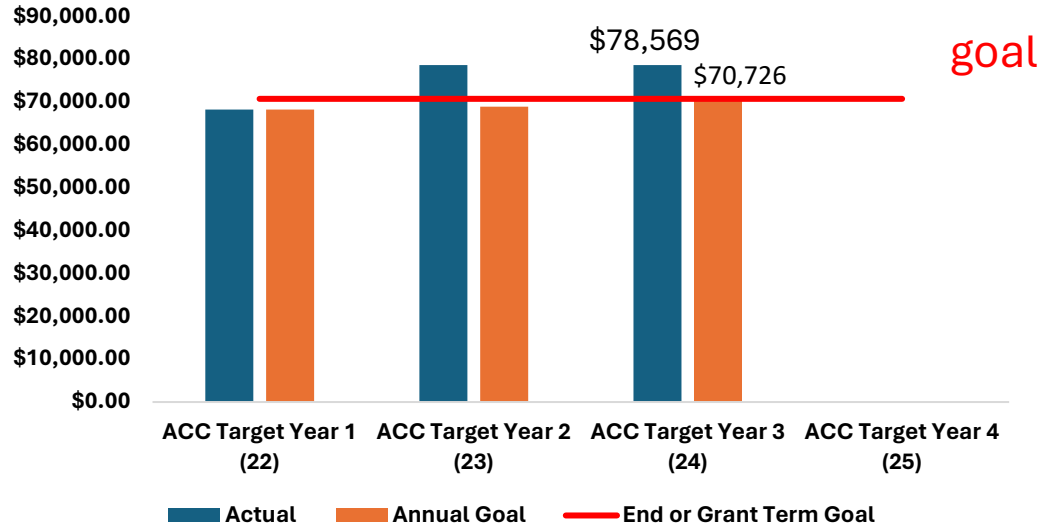
Work - Able Employment



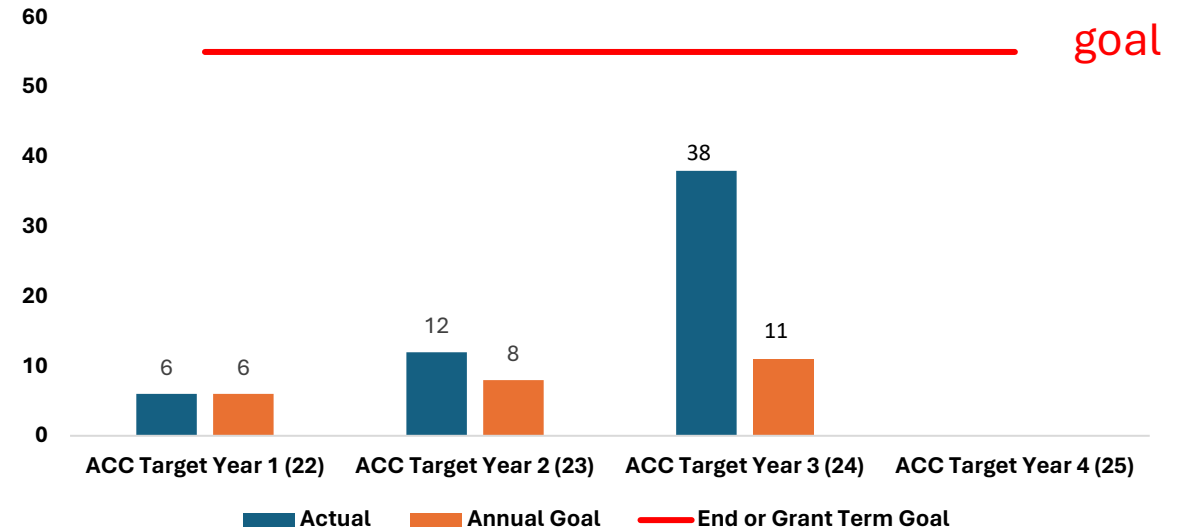
Resident Services | Jobs Plus Grant HUD Req'd Goals



Work-Able Adults Avg Yearly Workings



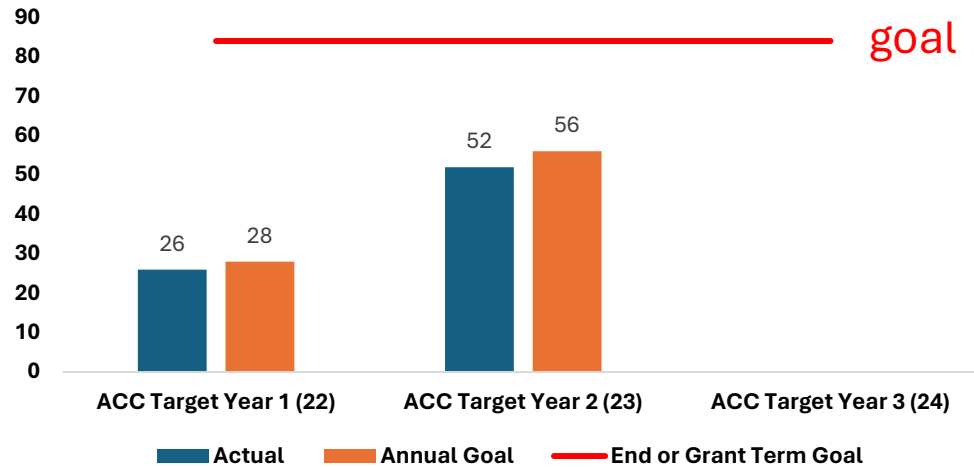
Share of Assessed Residents C.E. for 180 Days



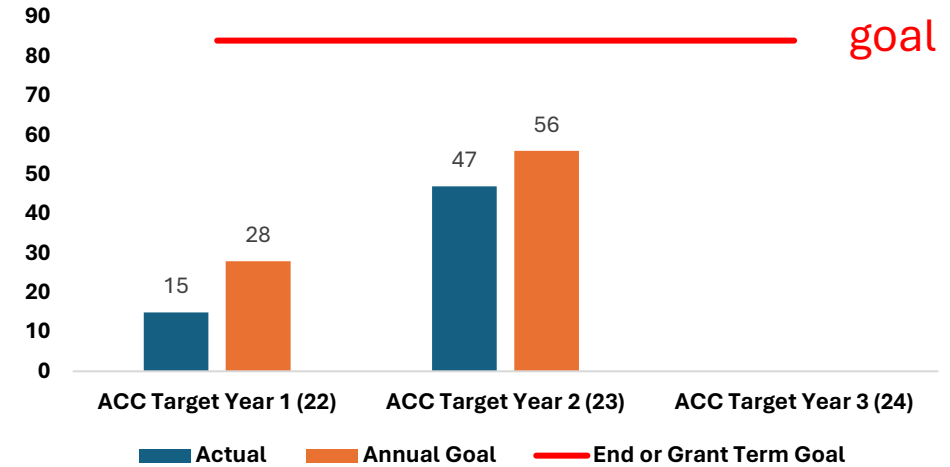
Resident Services | FY22 Youthbuild Grant



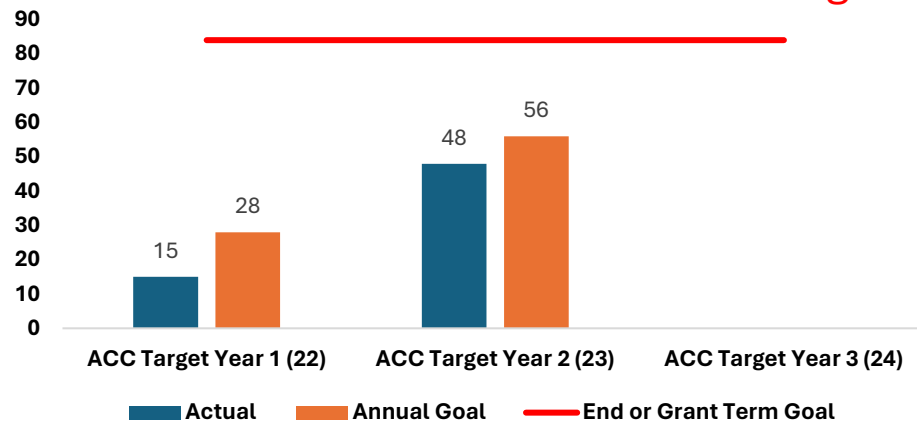
Individuals Enrolled in Youthbuild



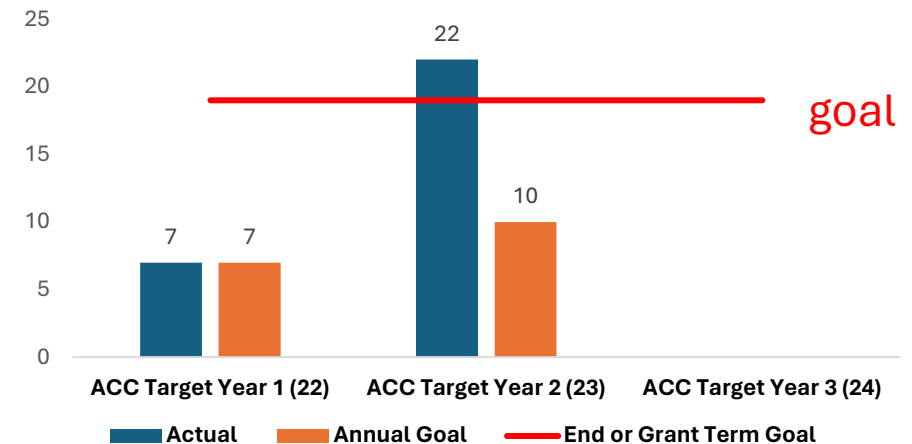
of Individuals Assessed



of Individuals Enrolled in Mental Toughness



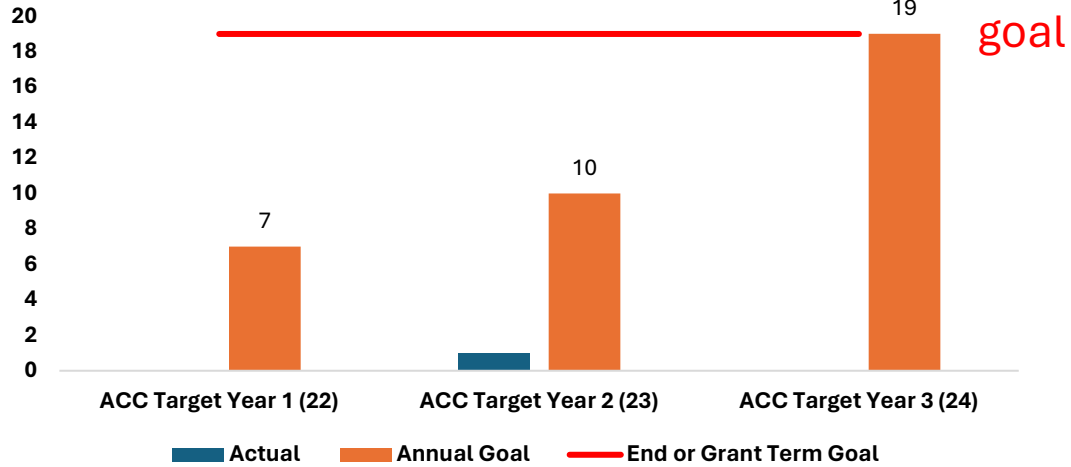
of Individuals Enrolled in GED



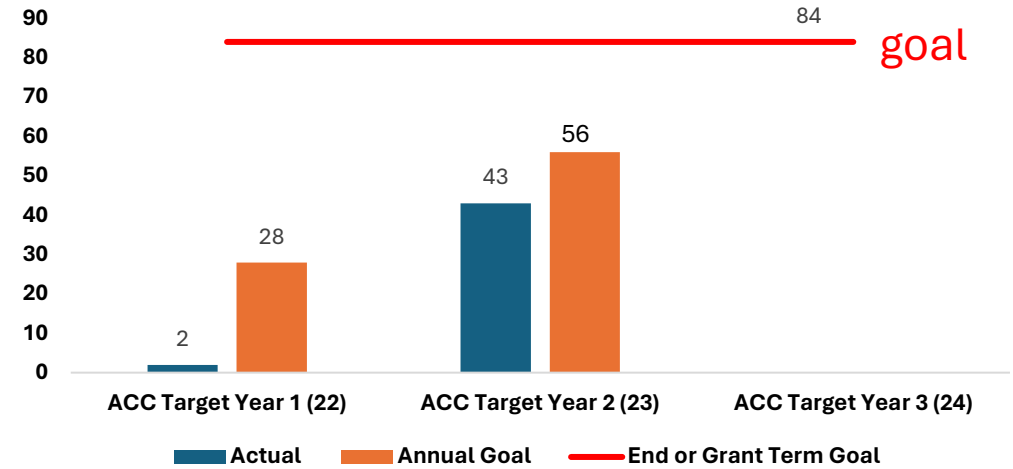
Resident Services | FY22 Youthbuild Grant



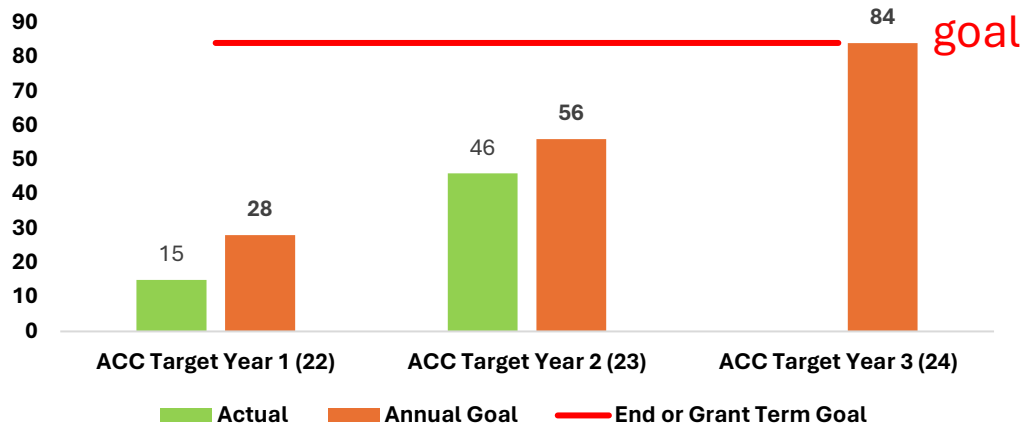
of Individuals Completed in GED



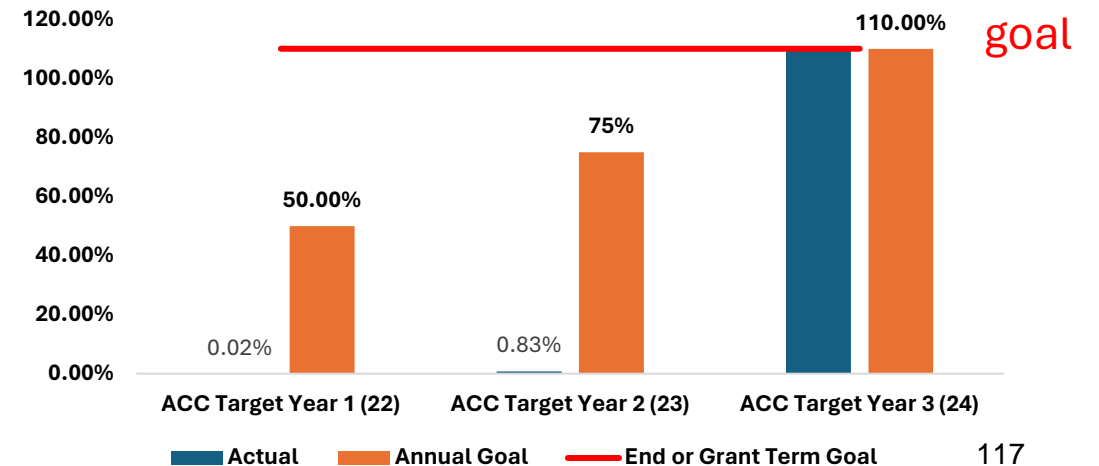
of Individuals Enrolled in Skilled Trades



of Individuals Provided w 1+ Post Assessment Svcs.



Employment Rate 18 - 24 yrs. Adults



Resident Services | FY23 FSS Grant

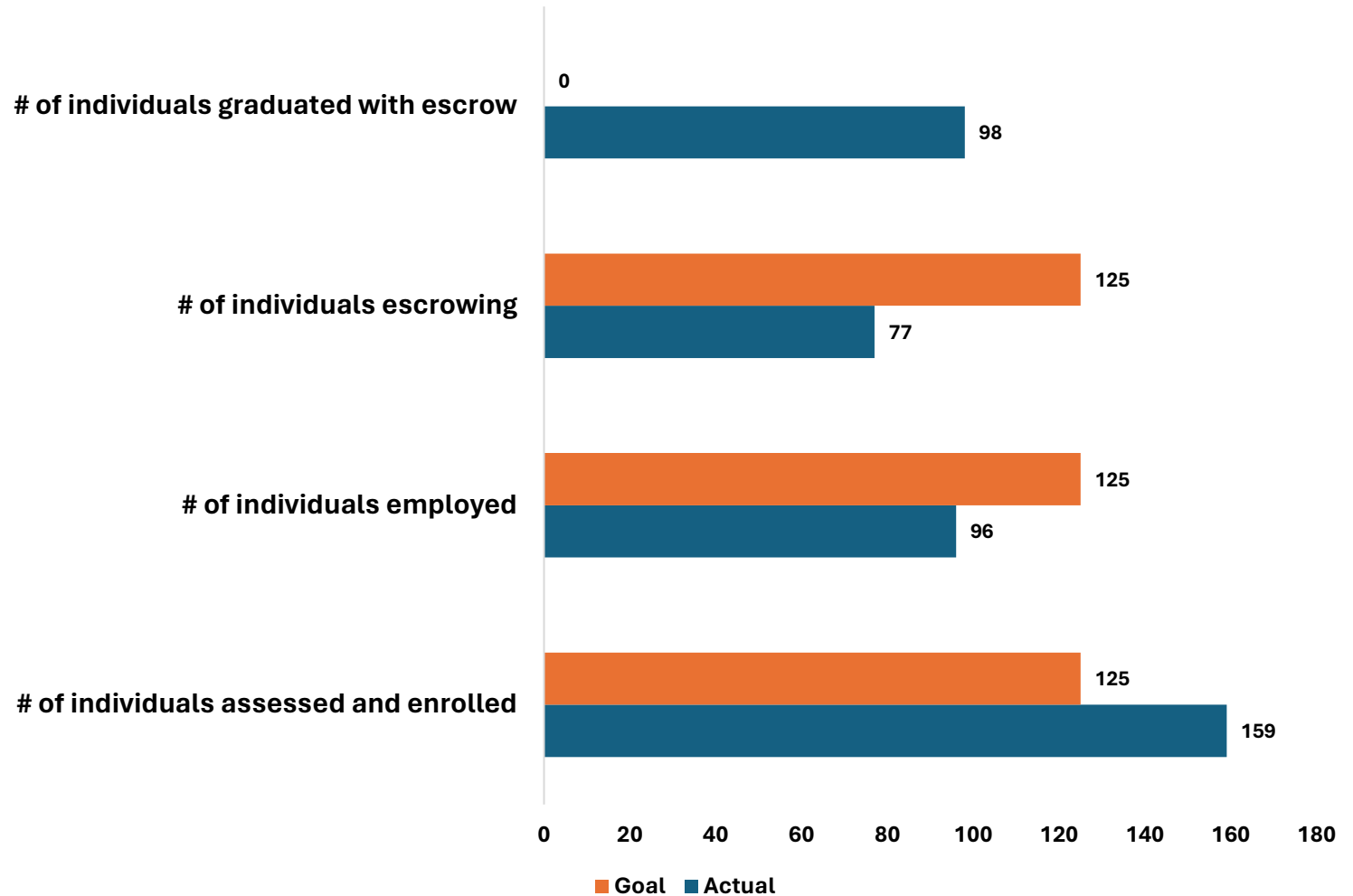


\$872,421.52

Actual Disbursement (2/31/24)

The Family Self-Sufficiency (FSS) program supports the Resident Services departmental strategic goal of increasing economic opportunity for HUD-assisted families.

HUD FSS REQUIRE GOALS

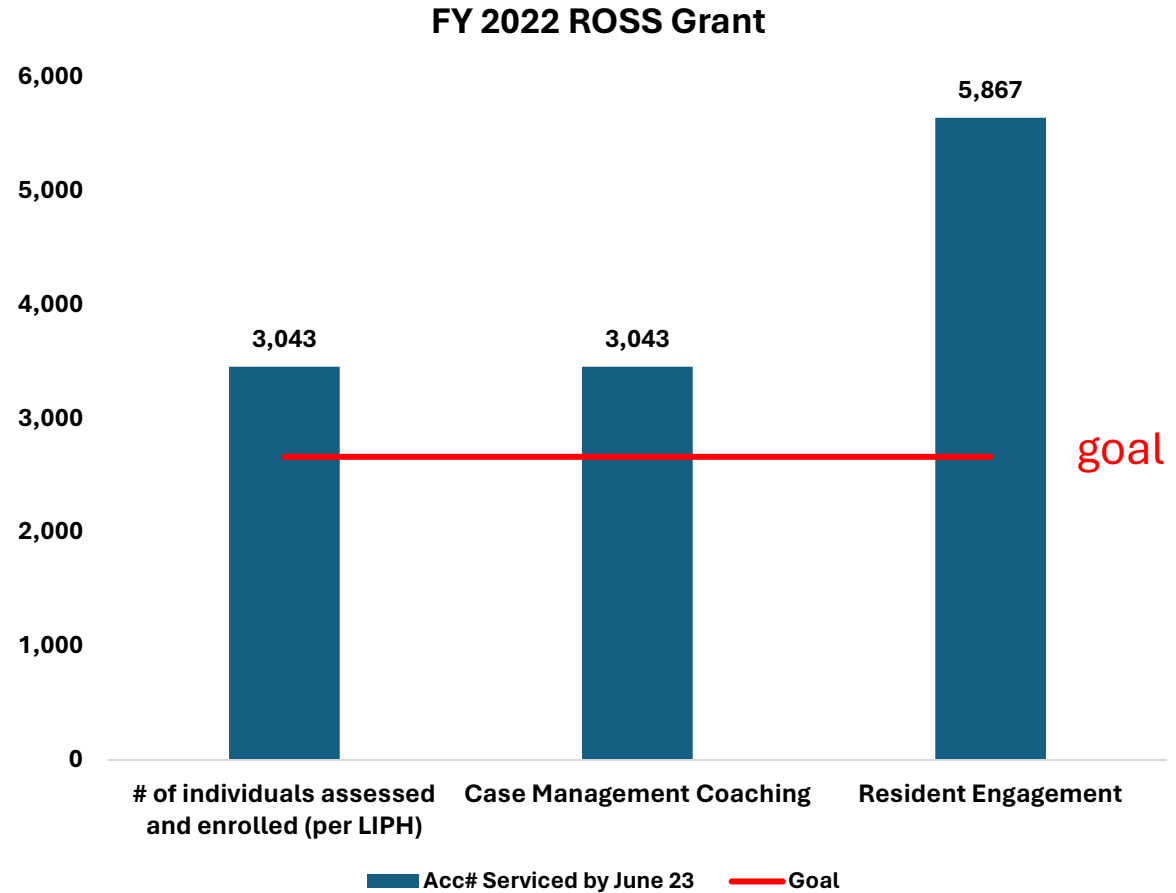


Resident Services | FY22 ROSS Grant



\$491,700.00

ROSS is a place-based program designed to assist residents of Public Housing make progress towards economic and housing self-sufficiency by removing the educational, professional and health barriers



Resident Services | United Healthcare Community Catalyst



\$110,000.00

UHCC is a grant program designed to assist single female head of household residents for DHC Public Housing to combat health disparities and increase utilization of preventive medical services.

UHCC Mandatory Goals

