

Providence Housing Authority

Board of Commissioners - Finance Sub-Committee
Linda R Poole, Director of Finance
Lee Lamothe, Associate Director of Finance
May 28, 2020

Financial Overview

- AMPS: @ April 30 bottom line reflects a YTD *operating* surplus of \$3,046,916
- COCC: showing an operating surplus of \$ 193,477
- Section 8 Admin: showing an operating surplus of approximately \$ 551,957
- Section 8 HAP: has booked \$ 73,640 as unspent for the 2020 YTD.

New Funding Sources Related to COVID 19

- \$75,000 Grant through Strategy and Development to fund food distribution during the crisis
- \$2.54 M CARES Act for Operating Funds
- \$513,800 CARES Act for Section 8 Administrative Fees
- **\$34,000 CDBG for food distribution (potential funding)**

Contracts for Board Approval

UPDATES

- Delta Mechanical – Fire Protection System @ Hartford Tower – 335 Hartford Ave - \$1,653,900. Funding Source is the 2017 Bond Proceeds. **Payments processed: \$1,537,289.99 to date**
- Otis Elevator – Elevator Modernization @ Kilmartin Plaza. Funding Source is Bond. Contract total: \$485,000 plus Change Order \$120,025.25 = \$605025.25. **Payments processed: \$00.00 total to date**
- Otis Elevator – Elevator Modernization @ Dexter Manor. Funding Source is Bond. Contract total: \$831,000 **Payments processed: \$00.00 total to date**
- Ahlborg Construction- HP Exterior Renovations - Funding Source CFP 50118. Contract total is \$339,000. **Payments processed: \$00.00 total to date**
- Martone Construction – Scattered Sites Exterior Renovations – Funding Source CFP 50118. Contract total is \$364570. **Payments processed: \$00.00 total to date**
- Focus Technology – Managed IT Services – Funding Source is OPS/COCC. Contract total is \$143,964. **Payments processed: \$00.00 total to date**
- Sole Source Construction – Scattered Sites Porch Rebuilt @ 3 Duplexes. Funding source is CFP 50118. Contract total is \$144,400. **Payments processed: \$00.00 total to date**
- NES Solutions Security- Additional Security for High Rises due to COVID. Contract total is for \$111,540. Funding source is Ops. Payments processed: **Payments processed: \$72522.38 total to date**
- PuroClean – COVID related cleaning of high touch common areas in high rises. Funding Source is Ops. Contract total is for \$202,800. **Payments processed: \$76,800.00 total to date**

- Commercial Roofing - Remove and Replace Roof Hartford Park Tower. Funding Source is CFP 50118. Contract total is \$523,000. **Payments processed: \$00.00 total to date**

UPCOMING – RFPs In Process

- Lead Abatement Project – Special Lead Abatement Grant from HUD

COVID 19 Activities

Due to the COVID Crisis the following actions have taken place in Finance:

- 11 of 11 staff members set up to telecommute.
- Schedule set up for staff (except high risk) to go to the office at either 100 Broad St or 40 Laurel Hill to perform in person duties such as document scanning, mail processing, warehouse receiving, etc.
- Vendor hired to fold stuff and mail monthly statements to tenants after printing is performed.
- AP vendors are being paid by direct deposit and check weekly
- Section 8 landlords are being paid at the beginning of the month. One additional check run is being done monthly to process adjustments for landlords and tenants.

Some of the challenges faced:

We have most of the kinks in the day to day "working from home" functions worked out. Now as we try to wrap up year end, the lack of onsite discussion and limited communication will become our biggest challenge.