



# HOUSTON HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING April 20, 2021

Pursuant to the March 16, 2020 notice issued by the Office of the Texas Attorney General and in accordance with applicable portions of the Texas Open Meetings Act, this meeting is being held via Telephone Conference

**DIAL IN:**

US Toll-free 1-888-475-4499  
Local Number 1-346-248-7799  
Meeting ID: 840 0577 7143



**HOUSTON**  
HOUSING AUTHORITY



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**Transforming Lives & Communities**

2640 Fountain View Drive, Houston, Texas 77057 | Phone 713.260.0500 | Mark Thiele, *Interim President & CEO*

Board of Commissioners: LaRence Snowden, *Chair* | Kristy Kirkendoll | Dr. Max A. Miller, Jr. | Guillermo "Will" Hernandez | Stephanie A.G. Ballard | Andrea Hilliard Cooksey | Kris Thomas

**BOARD OF COMMISSIONERS MEETING**

**Tuesday, April 20, 2021**

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**Resolution No. 3270**

**Consideration and/or to take action to authorize the Interim President & CEO or designee facilitate the acquisition of those certain parcels of land located at 813 McKee Street, 850 McKee Street, 805 Hardy Street ("805 Hardy"), 1702 Nance Street ("1702 Nance"), and that certain 0.37 acre parcel with frontage on Old Hardy Road, east of Hardy Street, located between and running perpendicular to Nance St. and Sterrett St., and adjacent to each of 805 Hardy and 1702 Nance, Houston, TX 77020, the construction and development of the 304-unit Warehouse District Apartments, and the execution of all required documents therefor**

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2640 Fountain View Drive, Houston, Texas 77057 | Phone 713.260.0500 | Mark Thiele, *Interim President & CEO*

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**BOARD OF COMMISSIONERS MEETING**  
**TUESDAY, APRIL 20, 2021**

**PURSUANT TO THE MARCH 16, 2020 NOTICE ISSUED BY THE OFFICE OF THE TEXAS ATTORNEY GENERAL AND IN ACCORDANCE WITH APPLICABLE PORTIONS OF THE TEXAS OPEN MEETING ACT, THIS MEETING IS BEING HELD VIA TELEPHONE CONFERENCE**

**US Toll-free 1-888-475-4499; Local Number 1-346-248-7799; Meeting ID: 840 0577 7143**

**AGENDA**

- I. Call to Order
- II. Roll Call
- III. Introduction of the Spanish Interpreter
- IV. Approval of the March 23, 2021, Houston Housing Authority Board Meeting Minutes
- V. Interim President's Report
- VI. Public Comments (To Make Comments during the Public Comments Section - Push \*9 to raise hand for your question/comment)
- VII. New Business

**Resolution No. 3257:** Consideration and/or to take action to authorize the Interim President & CEO or designee to Write-off vacant tenant accounts for January 1, 2021, to March 31, 2021

**Resolution No. 3258:** Consideration and/or to take action to authorize the Interim President & CEO or designee to adopt Payment Standards/High Opportunity Payment Standards for 2021

**Resolution No. 3259:** Consideration and/or to take action to authorize the Interim President & CEO or designee to enter into an Interlocal Cooperation Agreement with Dallas Housing Authority to utilize DHA's procurement of the BoodsKapper Inc. software

**Resolution No. 3260:** Consideration and/or to take action to authorize the Interim President & CEO or designee to enter into a Memorandum of Understanding with Wallace Roberts and Todd for the HHA Choice Neighborhoods Planning Grant for Cuney Homes.

**Resolution No. 3261:** Consideration and/or to take action to authorize the Interim President & CEO or designee to increase contract amount for Adjusters International for the Hurricane Harvey Public Assistance Disaster Recovery

**Resolution No. 3262:** Consideration and/or to take action to authorize the Interim President & CEO or designee to approve a loan to V.J. Memorial Corporation for operating expenses for 2100 Memorial post-Hurricane Harvey

#### VIII. Executive Session

Convene an Executive Session to discuss:

- a. Personnel matters in accordance with Section 551.074 of the Texas Government Code
- b. Legal issues in accordance with Section 551.071 of the Texas Government Code
- c. Real estate matters in accordance with Section 551.072 of the Texas Government Code

**Resolution No. 3263:** Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a contract with WA Development for the development of The Almeda at Fannin Station Phase II, an apartment community located at or about the intersection of Almeda Road and Feldman Street, Houston, TX 77045

**Resolution No. 3264:** Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a contract with Wood Partners for the acquisition of Alta Med Main, an apartment community located at or about 9330 South Main, Houston, TX 77025

**Resolution No. 3265:** Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a contract with The Morgan Group for the acquisition of The Marq on Voss, an apartment community located at or about 2525 S Voss Rd, Houston, TX 77057

**Resolution No. 3266:** Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a contract with Standard Residential, LLC for the acquisition of 2626 Fountain View, an apartment community located at or about 2626 Fountain View Houston, TX 77057

**Resolution No. 3267:** Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a contract with Argosy Real Estate Partners for the acquisition of Kingsland West apartment community located at or about 2101 North Shepherd Houston TX 77008

**Resolution No. 3268:** Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a contract with Wood Partners for the acquisition of Alta West Gray, an apartment community located at or about 299 West Gray Street, Houston, TX 77019

**Resolution No. 3269:** Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a contract with Wood Partners for the acquisition of Alta City West, an apartment community located at or about 9233 Westheimer Road, Houston, TX 77063

**Resolution No. 3270:** Consideration and/or to take action to authorize the Interim President & CEO or designee facilitate the acquisition of those certain parcels of land located at 813 McKee Street, 850 McKee Street, 805 Hardy Street ("805 Hardy"), 1702 Nance Street ("1702 Nance"), and that certain 0.37 acre parcel with frontage on Old Hardy Road, east of Hardy Street, located between and running perpendicular to Nance St. and Sterrett St., and adjacent to each of 805 Hardy and 1702 Nance, Houston, TX 77020, the construction and development of the 304-unit Warehouse District Apartments, and the execution of all required documents therefor

**IX.** Reconvene Public Session to take action on Executive Session agenda items

**X.** Adjournment

**MINUTES OF THE HOUSTON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING**

**Tuesday, March 23, 2021**

A Meeting of the Board of Commissioners (“Board”) of the Houston Housing Authority (“HHA”) was held on Tuesday, March 23, 2021, via telephone conference pursuant to the March 16, 2020 Notice issued by the Office of the Texas Attorney General and in accordance with the applicable portions of the Texas Open Meetings Act. The U.S. toll-free number was 1-877-853-5257, the local number was 1-346-248-7799 and the meeting identification number was 841 0640 0732.

Chair Snowden called the meeting to order at 3:00 p.m. Secretary Thiele called the roll and declared a quorum present. Chair Snowden offered the use of an interpreter, who has been instructed to be on teleconference as well and will be available to Spanish speakers who may need assistance for public comments only. Elizabeth Paris was asked to introduce herself in Spanish and let the attendees know of her service.

Present:       LaRence Snowden, Chair  
                  Kristy Kirkendoll, Vice Chair  
                  Kris Thomas, Commissioner  
                  Andrea Hilliard Cooksey, Commissioner  
                  Stephanie A.G. Ballard, Commissioner  
                  Mark Thiele, Secretary  
                  Dr. Max A. Miller, Jr., Commissioner  
                  Guillermo “Will” Hernandez, Commissioner

**APPROVAL OF MINUTES**

Chair Snowden stated the Board has had an opportunity to review the February 23, 2021, Board of Commissioners meeting minutes. He asked for a motion to adopt the February 23, 2021 meeting minutes.

Commissioner Thomas moved to adopt the February 23, 2021, Board of Commissioners meeting minutes. Commissioner Hernandez seconded the motion.

Chair Snowden asked if there is any discussion or objection to the February 23, 2021 Board of Commissioners meeting minutes. Having none, the minutes passed unanimously and are adopted.

Chair Snowden stated the Board has had an opportunity to review the March 1, 2021, Board of Commissioners meeting minutes. He asked for a motion to adopt the March 1, 2021 meeting minutes.

Commissioner Thomas moved to adopt the March 1, 2021, Board of Commissioners meeting minutes. Commissioner Hernandez seconded the motion.

Chair Snowden asked if there is any discussion or objection to the March 1, 2021 Board of Commissioners meeting minutes. Having none, the minutes passed unanimously and are adopted.

Chair Snowden stated the Board has had an opportunity to review the March 12, 2021, Board of Commissioners meeting minutes. He asked for a motion to adopt the March 12, 2021 meeting minutes.

Commissioner Ballard moved to adopt the March 12, 2021, Board of Commissioners meeting minutes. Commissioner Thomas seconded the motion.

Chair Snowden asked if there is any discussion or objection to the March 12, 2021 Board of Commissioners meeting minutes. Having none, the minutes passed unanimously and are adopted.

### **INTERIM PRESIDENT'S REPORT**

Secretary Thiele stated, thank you Mr. Chairman and commissioners. As of this date in Texas, 278,353 COVID-19 cases 47,616 deaths. Harris County/Houston, 370,459 COVID-19 cases and 5,625 deaths. As we have said and continue to say, now is not the time to let down your guard. Please continue to mask up, social distance, wash your hands and love your family from distance and get vaccinated.

Regarding the winter storm Uri, for some time now utilities have been restored in all public housing and tax credit properties. After review, some of the facts at the Houston Housing Authority pipe leaks reported in 90 units, 13 properties had common area damage and/or leaks in common area. The 12 tenants moved into another HHA unit that's on the public housing tax credit side. On the voucher side, 171 inspection requests. They go through that at this moment results running about 50-50 in terms of emergency fails versus a normal fail. 51 families either issued vouchers or in the process of being issued, of course even one affected family is too many. We continue to work to manage any challenge our families face.

On the national scene the American Rescue Plan, Congress approved the American rescue plan on sign into law on March 11<sup>th</sup>. That \$1.9 trillion package includes over \$30 billion in housing assistance including \$5 billion in emergency vouchers and \$21.5 billion in additional emergency rental assistance. As always, the HHA stands ready to do its part. We are also pleased to welcome HUD secretary Marcia Fudge. On March 10th the full Senate voted to confirm Secretary Fudge as the 18th secretary of the Department of Housing and Urban Development. The final vote was largely bipartisan, 66 senators voting to approve her nomination. Secretary Fudge is the first woman to serve as HUD Secretary since Patricia R. Harris left the position in 1979. Now that Congress has passed the American Rescue Plan, they will move on to other priorities including fiscal year 2022 appropriations. The first step is the President's budget approval. The latest news from the White House is that the budget outline will be available in April with the full budget to follow in May. In the meantime, our advocacy groups are working behind the scenes to advocate for our funding recommendations so we continue to be active.

Finally, in terms of national update, infrastructure is another major priority for this Congress. It is possible that we will see an attempt to pass a large-scale infrastructure bill in the same way as American Rescue Plan using a budget reconciliation process. However, it does seem like the President is looking

for bipartisan support which of course would be less likely so housers are encouraged to continue to work to convince Congress that housing & community development funding should be a part of any and all infrastructure investments and we will continue to do that.

Finally, I want to specifically address the Clayton Homes residents to ensure that everyone understands, regardless of I-45 construction plans our residents will continue to come first. We began meeting with Clayton Homes residents to discuss relocation back in 2017 and will continue meeting with them and collecting their feedback on a monthly basis and that means, me personally, joined by a very significant HHA team. We are and have been working individually with Clayton families to address their specific needs and a majority of the residents continue express their excitement about the opportunity to receive Housing Choice Vouchers. As always, the most important voices throughout the process will be those of our Clayton residents. There has been considerable amount of incorrect information circulating. We do encourage anyone speaking on behalf of our residents to ensure that your information is accurate. Most importantly, the wellbeing and future of our Clayton residents remains our top priority.

Secretary Thiele concluded by stating, Mr. Chairman and commissioners, this is my report respectfully submitted.

Chair Snowed stated, thank you Mr. Thiele. I too appreciate, especially your final comments, of course I too welcome the new secretary of HUD, Marcia Fudge, to the position and looking forward to working with her. On your points of Clayton Homes, I too have made a surprise visit on my own to have conversations with the residents and I am glad you made those statements about truth being said and being spoken on behalf of, as individuals continue to come forward saying they are “advocates of”, oftentimes living in distant shores, but we appreciate all of the support that comes from anyone that is truly looking out for, as we do, for our residents. Thank you for those comments.

## **PUBLIC COMMENTS**

Chair Snowden stated if an individual would like to make public comments at this time to press \*9 to raise your hand for your question or comment. Speakers will be allowed three (3) minutes for public comments. Speakers will only be allowed to speak once. I will inform you when your three minutes have expired. The Board will generally not provide responses to the comments or answer any questions. However, HHA residents making comments are encouraged to clearly state their name and the property where you reside. We will have someone from the property management team or from our staff, to reach out to you directly regarding any issue or concern you may have

Chair Snowden asked if there are any individuals that would like to make public comments at this time.

Charlotte from Houston called in support of Resolution No. 3250.

Ty from Houston called in support of Resolution No. 3250.

Alan Atkinson called in opposition of Resolution No. 3250.

Chair Snowden stated there are no more Public Comments so we will now move to our 2100 Memorial Public Hearing.

## **2100 MEMORIAL PUBLIC HEARING**

Chair Snowden stated the 2100 Memorial Public Hearing is now open for comments. If there is an individual of the public who wishes to comment on the 2100 Memorial Public Hearing, press \*9 to raise your hand for any questions or comments.

Chair Snowden stated hearing none, the Public Hearing will close with no public comments being made regarding 2100 Memorial Public Hearing. We will now move forth with New Business.

## **NEW BUSINESS**

### **Resolution No. 3247 – Consideration and/or to take action to authorize the Interim President & CEO or designee to enter into Insurance contracts with Housing Authority Insurance Group.**

Secretary Thiele stated Resolution No. 3247 will be presented by Michael Rogers, Vice President of Fiscal Operations.

Mr. Rogers stated, Resolution No. 3247 is the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to execute an insurance contract for the 2021/2022 policy year with the Housing Authority Insurance Group (HAIG), including directors and officers general liability, property, building contents, boiler & machinery, umbrella, windstorm, and such other coverage that may be required for a combined premium not to exceed \$1,200,000 for the policy year.

Mr. Rogers continued; this is the second of a of our two major insurance renewals that we do every year. We completed the one that we use, the TML, back in December. This one covers the tax credit properties that also include, as part of their make-up, some public housing units. The unfortunate news this year is that we've had to increase our estimate up to \$1.2 million from the \$1,000,000 that we had used in the previous year. This is a very tough year in the insurance market for real estate in Texas. We are hedging our bet that we will be able to come in under this, not to exceed limit, but we are still receiving quotes daily on these policies so we do not have a final price available for us at this point in time but we do need to be in a position to execute these policies as of March 31st when the existing policies expire. We have been partners with the Housing Authority Insurance Group who also have a HUD bid waiver which facilitates our procurement of these policies. They have been a good partner of ours. We have had no issues with them on claims that we have filed in the past. They responded very quickly to have people moving out to inspect the damage that was done by the recent winter events so we have a number of claims in process with them right now. We have been very pleased with the work and assistance that they have provided. Accordingly, staff recommends the Board adopt Resolution No. 3247.

Chair Snowden stated the Board has heard the resolution presented by Mr. Rogers and asked for a motion to adopt Resolution No. 3247.

Commissioner Thomas moved to approve Resolution No. 3247. Commissioner Miller seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3247. Having none, Resolution No. 3247 is adopted.

**Resolution No. 3248 – Consideration and/or to take action to authorize the Interim President & CEO or designee to award Project-Based Vouchers to New Hope Housing at Dale Carnegie.**

Secretary Thiele stated that Resolution No. 3248 will be presented by Ms. Robin Walls, Vice President of Housing Choice Voucher Program.

Ms. Walls stated the reason for Resolution No. 3248 is that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO to negotiate, execute and make necessary changes and corrections to conditionally award one hundred (100) Project-Based Vouchers to New Hope Housing at Dale Carnegie located at 7025 Regency Square Blvd Houston, TX 77036, pursuant to the memorandum dated March 8, 2021, from myself, Robin Walls, Vice President of HCVP to Mark Thiele, Interim President & CEO.

Ms. Walls continued, New Hope housing is one of the Premier providers of permanent supportive housing in the city of Houston and that housing provides part of services to individuals who were formerly homeless. Dale Carnegie was recently constructed and there were several of us that attended their grand opening and it is a wonderful property and this is our 10th project-based voucher contract with New Hope housing. Accordingly, staff recommends the Board adopt Resolution No. 3248.

Chair Snowden stated the Board has heard the resolution presented by Ms. Walls and asked for a motion to adopt Resolution No. 3248.

Commissioner Ballard moved to approve Resolution No. 3248. Commissioner Thomas seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3248. Having none, Resolution No. 3248 is adopted.

We will now move to Resolution No. 3249.

**Resolution No. 3249 – Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a contract with Premier LogiTech for purchase and services for Premium COVID Response One-Stop Kiosks.**

Secretary Thiele stated that Resolution No. 3249 will also be presented by Ms. Robin Walls, Vice President of Housing Choice Voucher Program.

Ms. Walls stated the reason for Resolution No. 3249 is that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to a contract with Premier LogiTech for the

purchase of kiosk and associated services in an amount of \$432,099.00 pursuant to the memorandum dated March 8, 2021 from Robin Walls, Vice President of HCVP to Mark Thiele, Interim President & CEO.

Ms. Walls continued, the kiosk will allow us to assist with participants in both the Public Housing as well as the Housing Choice Voucher Program to submit documents and maintain confidentiality. They will also allow for the exchange of information and vital information that supports our program operations in a covid safe as well as a confidential manner, both of which are foremost importance in terms of ongoing operations for the HHA. Accordingly, staff recommends the Board adopt Resolution No. 3249.

Chair Snowden stated the Board has heard the resolution presented by Ms. Walls and asked for a motion to adopt Resolution No. 3249.

Commissioner Ballard moved to approve Resolution No. 3249. Commissioner Hernandez seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3249. Having none, Resolution No. 3249 is adopted.

Chair Snowden stated, we will now move to Resolution No. 3250.

**Resolution No. 3250 – Consideration to approve and ratify all action taken by the Authority at the March 12, 2021, Special Board of Commissioners Meeting, including all action taken by the Interim President & CEO or designee in furtherance of transactions contemplated by the following resolutions considered and approved at such meeting relating to the Standard at Jensen development:**

- A. Resolution No. 3244: Consideration and/or possible action authorizing a resolution superseding Board Resolution Nos. 3163 and 3164 and authorizing the Interim President & CEO or designee to create “Jensen PFC,” a public facility corporation for, among other purposes, ownership of property located on or about the southwest corner of Jensen Drive and Clinton Drive, Houston, TX 77020, and to approve and ratify the Certificate of Formation of the Corporation and adopt bylaws.
- B. Resolution No. 3245: Consideration and/or possible action authorizing a resolution superseding Board Resolutions Nos. 3165 and 3166 and authorizing the Interim President & CEO or designee to take all actions necessary or convenient to facilitate the development of the property known as Standard at Jensen located on or about the southwest corner of Jensen Drive and Clinton Drive, Houston, TX 77020, including but not limited to determining the scope of the development (e.g., phasing, number of units, etc.) and to ratify and confirm all prior actions taken by the Interim President & CEO or his designee in connection with the same.

Secretary Thiele stated, Resolution No. 3250 is the consideration to approve and ratify all action taken by the Authority at the March 12, 2021, Special Board of Commissioners Meeting, including all action taken by the Interim President & CEO or designee in furtherance of transactions contemplated by the

following resolutions considered and approved at such meeting relating to the Standard at Jensen development:

- A. Resolution No. 3244: Consideration and/or possible action authorizing a resolution superseding Board Resolution Nos. 3163 and 3164 and authorizing the Interim President & CEO or designee to create "Jensen PFC," a public facility corporation for, among other purposes, ownership of property located on or about the southwest corner of Jensen Drive and Clinton Drive, Houston, TX 77020, and to approve and ratify the Certificate of Formation of the Corporation and adopt bylaws.
- B. Resolution No. 3245: Consideration and/or possible action authorizing a resolution superseding Board Resolutions Nos. 3165 and 3166 and authorizing the Interim President & CEO or designee to take all actions necessary or convenient to facilitate the development of the property known as Standard at Jensen located on or about the southwest corner of Jensen Drive and Clinton Drive, Houston, TX 77020, including but not limited to determining the scope of the development (e.g., phasing, number of units, etc.) and to ratify and confirm all prior actions taken by the Interim President & CEO or his designee in connection with the same.

Accordingly, staff recommends the Board adopt Resolution No. 3250.

Chair Snowden stated the Board has heard the reading of this resolution two times so I will entertain a motion to Resolution No. 3250.

Commissioner Thomas moved to approve Resolution No. 3250. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3250. Having none, Resolution No. 3250 is adopted.

Chair Snowden stated, we will now move to Resolution No. 3251.

**Resolution No. 3251 – Consideration to authorize the Houston Housing Authority’s facilitation of the conveyance and development of 2100 Memorial Apartments, to be located at 2100 Memorial Drive, Houston, Texas 77007, and the execution of all required documents.**

Secretary Thiele stated that Resolution No. 3251 will be presented by Mr. Cody Roskelley, Vice President of Real Estate Investment & Development.

Mr. Roskelley stated the reason for Resolution No. 3251 is that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections and to take such actions necessary or convenient to facilitate the conveyance and development of the 2100 Memorial Apartments pursuant to the memorandum dated March 15, 2021 from Cody Roskelley, Vice President of REID to Mark Thiele, Interim President & CEO. Accordingly, staff recommends the Board adopt Resolution No. 3251.

Chair Snowden stated the Board has heard the resolution presented by Mr. Roskelley and asked for a motion to adopt Resolution No. 3251.

Commissioner Miller moved to approve Resolution No. 3251. Commissioner Thomas seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3251. Having none, Resolution No. 3251 is adopted.

Chair Snowden stated at this time, the Board will move into Executive Session.

#### **EXECUTIVE SESSION**

Chair Snowden suspended the Public Session on 3:35 p.m. to convene into Executive Session to discuss personnel, legal and real estate issues in accordance with Sections 551.074, 551.071 and 551.072 respectively, of the Texas Government Code.

#### **PUBLIC SESSION RECONVENED**

Chair Snowden declared all commissioners were present and reconvened Public Session at 4:35 p.m.

#### **NEW BUSINESS continued after Executive Session**

**Resolution No. 3252 – Consideration to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Civicap Partners for the development of Waterworks Highline Phase II at or about 2101 North Shepherd, Houston TX 77008.**

Chair Snowden stated the Board has heard the resolution and asked for a motion to adopt Resolution No. 3252.

Commissioner Cooksey moved to approve Resolution No. 3252. Commissioner Miller seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3252. Having none, Resolution No. 3252 is adopted.

**Resolution No. 3253 – Consideration to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Greystar Development Central for the development of Greystar Buffalo Speedway at or about the Southwest corner of Buffalo Speedway and Airport Boulevard, Houston TX 77045.**

Chair Snowden stated the Board has heard the resolution and asked for a motion to adopt Resolution No. 3253.

Commissioner Thomas moved to approve Resolution No. 3253. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3253. Having none, Resolution No. 3253 is adopted.

**Resolution No. 3254 – Consideration to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Trammell Crow Residential for the development of Allora Northwest Crossing located at or about 5550 Bingle Road, Houston TX 77092.**

Chair Snowden stated the Board has heard the resolution and asked for a motion to adopt Resolution No. 3254.

Commissioner Thomas moved to approve Resolution No. 3254. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3254. Having none, Resolution No. 3254 is adopted.

**Resolution No. 3255 – Consideration to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding for the acquisition of Ashford Apartments located at or about 1200 N Dairy Ashford Houston, TX 77079.**

Chair Snowden stated the Board has heard the resolution and asked for a motion to adopt Resolution No. 3255.

Commissioner Miller moved to approve Resolution No. 3255. Commissioner Thomas seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3255. Having none, Resolution No. 3255 is adopted.

**Resolution 3256 – Consideration to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding for the acquisition of Eclipse Apartments located at or about 1725 Crescent Plaza Dr. Houston TX 77077.**

Chair Snowden stated the Board has heard the resolution and asked for a motion to adopt Resolution No. 3256.

Commissioner Ballard moved to approve Resolution No. 3256. Commissioner Thomas seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3256. Having none, Resolution No. 3256 is adopted.

## **ADJOURNMENT**

Chair Snowden remarked this concludes the items on today's agenda and asked for a motion to adjourn the meeting.

Commissioner Miller moved to adjourn. Commissioner Ballard seconded. The meeting adjourned at 4:39 p.m.



**HOUSTON**  
HOUSING AUTHORITY

**Transforming Lives & Communities**

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**RESPONSES TO COMMENTS RECEIVED AT THE TUESDAY, MARCH 23, 2021  
BOARD OF COMMISSIONER MEETING**

A Meeting of the Board of Commissioners (“Board”) of the Houston Housing Authority (“HHA”) was held on Tuesday, March 23, 2021, via telephone conference pursuant to the March 16, 2020 Notice issued by the Office of the Texas Attorney General and in accordance with the applicable portions of the Texas Open Meetings Act.

The Board received comments during the public comment period:

**C = Comments Received**

**R= HHA Response**

**PUBLIC COMMENTS**

Public comments are outlined in the March 23, 2021 HHA Board of Commissioners meeting minutes.



Transforming Lives & Communities

**REQUEST FOR BOARD AGENDA ITEM**

**1. Brief Description of Proposed Item**

Consideration and/or to take action to authorize the Interim President & CEO or designee to Write-off vacant tenant accounts for January 1, 2021, to March 31, 2021

**2. Date of Board Meeting:** April 20, 2021

**3. Proposed Board Resolution:**

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to write off vacated tenant accounts in the amount of \$85,955.03 and make necessary changes and corrections pursuant to the memorandum from George D. Griffin III, Vice President of Housing Operations dated April 6, 2021 to Mark Thiele, Interim President & CEO.

**4. Department Head Approval**    Signature 
DocuSigned by:  
George D. Griffin III  
B501C71E4DD949C
    Date: 4/15/2021

**5. Statement regarding availability of funds by VP of Fiscal Operations**

Funds Budgeted and Available  Yes  No    Source property budgets

**VP of FO Approval**    Signature 
DocuSigned by:  
Mike Rogers  
3FC87AD4710742D...
    Date: 4/15/2021

**6. Approval of Interim President & CEO**    Signature 
DocuSigned by:  
Mark Thiele  
6072D2C8367A4C7...
    Date: 4/15/2021

**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives &amp; Communities

**MEMORANDUM**

**TO:** MARK THIELE, INTERIM PRESIDENT & CEO  
**FROM:** GEORGE D. GRIFFIN III, VICE PRESIDENT OF HOUSING OPERATIONS  
**SUBJECT:** CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR  
DESIGNEE TO WRITE-OFF VACANT TENANT ACCOUNTS FOR JANUARY 1, 2021 TO MARCH 31, 2021  
**DATE:** APRIL 6, 2021

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to write-off vacated tenant accounts designated as uncollectible in the amount of \$85,955.03. This amount captures accounts written off for the months of January 1, 2021 through March 31, 2021.

**BACKGROUND:**

The Houston Housing Authority (HHA) reduces public housing accounts receivable balances by writing off outstanding debt that is owed by former tenants, after the debt has been deemed as uncollectible. Write-offs are typically the result of tenants with balances owed to the HHA, as a result of voluntary and involuntary move-outs. HHA writes off vacated tenant accounts considered to be uncollectible. This debt includes rent, additional rent resulting from unreported income, maintenance fees, legal fees, excessive utilities and other fees.

To ensure accuracy, the HHA followed up with the property management contractors (PMCs) to confirm their efforts to notify former tenants of their outstanding balances. Their confirmation of the balances also requires the PMCs to report tenant debt totaling \$50.00 and above to a third-party collection agency (National Recovery Agency). HHA only writes off debt for residents who have left the program and for whom the HHA has no reasonable expectation of being able to collect the debt.

During COVID, the HHA is complying with federal mandates authorizing Housing Authorities/Property Owners to execute eviction moratoriums until June 30, 2021. The goal is to retain housing stability during the pandemic. In addition to suspending evictions, the HHA has directed its' Management Agents to: 1) offer re-payment agreements to assist families in resolving their delinquent balances and 2) register with various local Rental Assistance Programs to receive payments on behalf of tenants.

HHA is taking the following modified steps to collect rent and other charges:

1. Rent statements are provided to all public housing tenants on a monthly basis listing their rent payment and any other financial obligations (i.e. excessive utilities, maintenance, legal fees, unreported income, and other fees). When payments are received and processed by the office, the property manager confirms that accuracy of the payment and records in the system.
2. Tenants who do not submit their payments by the 5<sup>th</sup> business day are sent reminder notices.
3. If payments are not received by the 10<sup>th</sup> day, management conducts courtesy calls to speak with tenants about their plans to pay their tenant charges.
4. In the event the tenant does not submit a payment, management is not pursuing any evictions which prevents the need to file formal evictions with the courts at this time. Uncollected debt is accrued because of tenants who voluntarily vacated their units.
5. Upon ending the household's participation and closure of the tenants' account, management proceeds in filing the debt with National Recovery Agency and to the Public Indian Housing Information Center (PIC) maintained by the Department of Housing & Urban development. The data is reported every month to ensure timely submission with a desire to ratify the reported uncollected data with quarterly resolutions.

The property names and recommended write-off amounts are as follows:

<b>Property Name</b>	<b>Write Off Amount</b>
APV	\$5,479.26
Bellerive	\$11.00
Clayton Homes	\$595.98
Cuney Homes	\$20,884.13
Ewing	\$2,059.06
Forest Green	\$0.00
Fulton Village	\$0.00
Heatherbrook	\$333.00
HOAPV	\$0.00
HRI	\$0.00
Independence Heights	\$0.00
Irvinton Village	\$34,170.20
Kelly Village	\$17,789.89
Kennedy Place	\$773.87
Lincoln Park	\$36.99
Long Drive	\$246.10
Lyerly	\$453.01
Oxford Place	\$298.25
Sweetwater Point	\$2,613.29
Telephone Road	\$211.00
Victory Place	\$0.00
<b>Grand Total</b>	<b>\$85,955.03</b>

The following is a breakdown of write-off amounts per category:

<b>Uncollected Debt Categories</b>	<b>1<sup>st</sup> Quarter Write-off Totals</b>
Rent	\$56,586.71
Retro Rent (Fraud)	\$0.00
Maintenance Charges	\$24,799.23
Legal Charges	\$242.00
Utilities	\$2,327.84
Other Fees	\$1,999.25
<b>Grand Total</b>	<b>\$85,955.03</b>

HHA is writing these debts off consistent with HUD's regulations. Not writing-off these debts negatively impacts the agency's scoring on a critical HUD management performance criteria.

#### **RECOMMENDATION**

Accordingly, I recommend that the Board considers this resolution, which states:

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to write off vacated tenant accounts in the amount of \$85,955.03 and make necessary changes and corrections pursuant to the memorandum from George D. Griffin III, Vice President of Housing Operations dated April 6, 2021 to Mark Thiele, Interim President & CEO.

**PHO WRITE OFFS**

**FIRST QUARTER 2021 WRITE OFF**

Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
APV	Laverigne, Rebecca R.	12/22/2020	\$4,791.00	\$171.25	\$0.00	\$0.00	\$0.00	\$4,962.25
APV	Ramirez, Carmen E.	1/4/2021	\$0.00	\$156.00	\$0.00	\$0.00	\$0.00	\$156.00
APV	Denson, Tamara Y.	2/20/2021	\$243.00	\$118.01	\$0.00	\$0.00	\$0.00	\$361.01
APV								\$0.00
APV								\$0.00
<b>TOTAL</b>			<b>\$5,034.00</b>	<b>\$445.26</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,479.26</b>

Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
BelleRive	Lee, Li Chun	1/7/2021	\$11.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11.00
<b>TOTAL</b>			<b>\$11.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$11.00</b>

Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Clayton Homes	Culpen, Debbie J.	1/28/2021	\$0.00	\$243.00	\$0.00	\$0.00	\$0.00	\$243.00
Clayton Homes	Knight, Saletha L.	12/29/2020	\$0.00	\$316.50	\$0.00	\$36.48	\$0.00	\$352.98
Clayton Homes								\$0.00
Clayton Homes								\$0.00
Clayton Homes								\$0.00
<b>TOTAL</b>			<b>\$0.00</b>	<b>\$559.50</b>	<b>\$0.00</b>	<b>\$36.48</b>	<b>\$0.00</b>	<b>\$595.98</b>

Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Cuney Homes	Harris, Leslie M.	1/25/2021	\$0.00	\$379.06	\$0.00	\$5.04	\$0.00	\$384.10
Cuney Homes	Jimale, Abdirahman	12/21/2020	\$0.00	\$0.00	\$0.00	\$0.00	\$131.25	\$131.25
Cuney Homes	Walker, Jennifer M.	1/13/2021	\$0.00	\$51.27	\$0.00	\$0.00	\$0.00	\$51.27
Cuney Homes	Brown, Dera A.	2/2/2021	\$0.00	\$100.00	\$0.00	\$23.36	\$0.00	\$123.36
Cuney Homes	Martinez, Priscilla R.	2/2/2021	\$134.00	\$1,900.00	\$0.00	\$50.53	\$0.00	\$2,084.53
Cuney Homes	Franciour, Velma K.	2/22/2021	\$1,264.00	\$304.46	\$0.00	\$0.00	\$0.00	\$2,068.46
Cuney Homes	Haynes, Arion	1/12/2021	\$703.00	\$553.30	\$0.00	\$0.00	\$0.00	\$1,256.30
Cuney Homes	Valencia, Esmeralda	2/23/2021	\$0.00	\$328.26	\$0.00	\$0.00	\$651.00	\$979.26
Cuney Homes	Brown, Anita	3/22/2021	\$0.00	\$440.73	\$0.00	\$0.00	\$0.00	\$440.73
Cuney Homes	Collins, Shameka Y.	3/2/2021	\$0.00	\$1,039.50	\$0.00	\$0.42	\$150.00	\$1,189.92
Cuney Homes	Curtis, Edwin B.	3/25/2021	\$409.00	\$366.06	\$0.00	\$68.86	\$0.00	\$843.92
Cuney Homes	Grooms, Aletha D.	3/9/2021	\$116.00	\$1,517.98	\$0.00	\$181.43	\$0.00	\$1,815.41
Cuney Homes	Guy, Shuntrell L.	3/12/2021	\$0.00	\$669.50	\$0.00	\$8.54	\$150.00	\$828.04
Cuney Homes	Jackson, Tariah S.	3/11/2021	\$0.00	\$527.14	\$0.00	\$51.24	\$0.00	\$578.38
Cuney Homes	Simmons, Lillie T.	3/27/2021	\$6,930.00	\$827.53	\$0.00	\$351.67	\$0.00	\$8,109.20
Cuney Homes								\$0.00
Cuney Homes								\$0.00
Cuney Homes								\$0.00
<b>TOTAL</b>			<b>\$9,556.00</b>	<b>\$9,504.79</b>	<b>\$0.00</b>	<b>\$741.09</b>	<b>\$1,082.25</b>	<b>\$20,884.13</b>

Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Ewing	Garcia, Jacqueline	2/3/2021	\$0.00	\$0.00	\$0.00	\$0.00	\$79.00	\$79.00
Ewing	Macklin, Eva R.	2/12/2021	\$0.00	\$676.06	\$0.00	\$0.00	\$150.00	\$826.06
Ewing	Singleton, Cleopatra S.	2/2/2021	\$0.00	\$962.00	\$0.00	\$32.00	\$160.00	\$1,154.00
<b>TOTAL</b>			<b>\$0.00</b>	<b>\$1,638.06</b>	<b>\$0.00</b>	<b>\$32.00</b>	<b>\$389.00</b>	<b>\$2,059.06</b>
<b>Property</b>	<b>Resident</b>	<b>Move Out Date</b>	<b>Rent Owed</b>	<b>Maintenance Fees Owed</b>	<b>Legal Fees Owed</b>	<b>Utilities Owed</b>	<b>Other Fees Owed</b>	<b>Actual Total to be Written Off</b>
Forest Green								\$0.00
<b>TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Property</b>	<b>Resident</b>	<b>Move Out Date</b>	<b>Rent Owed</b>	<b>Maintenance Fees Owed</b>	<b>Legal Fees Owed</b>	<b>Utilities Owed</b>	<b>Other Fees Owed</b>	<b>Actual Total to be Written Off</b>
Fulton Village								\$0.00
<b>TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Property</b>	<b>Resident</b>	<b>Move Out Date</b>	<b>Rent Owed</b>	<b>Maintenance Fees Owed</b>	<b>Legal Fees Owed</b>	<b>Utilities Owed</b>	<b>Other Fees Owed</b>	<b>Actual Total to be Written Off</b>
Heatherbrook	Nolan, Shyesha	3/17/2021	\$0.00	\$155.00	\$0.00	\$9.00	\$169.00	\$333.00
Heatherbrook								\$0.00
<b>TOTAL</b>			<b>\$0.00</b>	<b>\$155.00</b>	<b>\$0.00</b>	<b>\$9.00</b>	<b>\$169.00</b>	<b>\$333.00</b>
<b>Property</b>	<b>Resident</b>	<b>Move Out Date</b>	<b>Rent Owed</b>	<b>Maintenance Fees Owed</b>	<b>Legal Fees Owed</b>	<b>Utilities Owed</b>	<b>Other Fees Owed</b>	<b>Actual Total to be Written Off</b>
HOAPV								\$0.00
HOAPV								\$0.00
HOAPV								\$0.00
<b>TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Property</b>	<b>Resident</b>	<b>Move Out Date</b>	<b>Rent Owed</b>	<b>Maintenance Fees Owed</b>	<b>Legal Fees Owed</b>	<b>Utilities Owed</b>	<b>Other Fees Owed</b>	<b>Actual Total to be Written Off</b>
Independence Heights								\$0.00
<b>TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Property</b>	<b>Resident</b>	<b>Move Out Date</b>	<b>Rent Owed</b>	<b>Maintenance Fees Owed</b>	<b>Legal Fees Owed</b>	<b>Utilities Owed</b>	<b>Other Fees Owed</b>	<b>Actual Total to be Written Off</b>
Irvington Village	Cobb, Carla D.	1/31/2021	\$0.00	\$76.15	\$0.00	\$13.54	\$0.00	\$89.69
Irvington Village	Jones, Heniecesha L.	1/4/2021	\$466.36	\$96.05	\$0.00	\$0.00	\$0.00	\$562.41
Irvington Village	Martin, Laresha R.	12/31/2020	\$0.00	\$70.31	\$0.00	\$6.10	\$0.00	\$76.41
Irvington Village	Russell, Erika	1/4/2021	\$931.00	\$981.14	\$0.00	\$0.00	\$0.00	\$1,912.14
Irvington Village	Telsete, Belinda L.	1/6/2021	\$0.00	\$136.01	\$0.00	\$0.00	\$0.00	\$136.01
Irvington Village	Thomas, Renesha R.	1/4/2021	\$1,327.75	\$1,261.06	\$0.00	\$0.00	\$0.00	\$2,588.81
Irvington Village	Baker, Mia	2/26/2021	\$17,935.25	\$2,072.46	\$121.00	\$0.00	\$30.00	\$20,158.71

Irvinton Village	Vassell, Philllys S.	2/26/2021	\$802.00	\$554.64	\$0.00	\$284.44	\$0.00	\$1,641.08
Irvinton Village	Banks, Joseph	3/19/2021	\$3,884.85	\$1,374.10	\$121.00	\$311.34	\$30.00	\$5,721.29
Irvinton Village	Willoughby, Evelyn R.	3/4/2021	\$558.00	\$725.65	\$0.00	\$0.00	\$0.00	\$1,283.65
Irvinton Village								\$0.00
Irvinton Village								\$0.00
Irvinton Village								\$0.00
<b>TOTAL</b>			<b>\$25,905.21</b>	<b>\$7,347.57</b>	<b>\$242.00</b>	<b>\$615.42</b>	<b>\$60.00</b>	<b>\$34,170.20</b>
<b>Property</b>	<b>Resident</b>	<b>Move Out Date</b>	<b>Rent Owed</b>	<b>Maintenance Fees Owed</b>	<b>Legal Fees Owed</b>	<b>Utilities Owed</b>	<b>Other Fees Owed</b>	<b>Actual Total to be Written Off</b>
Kelly Village	Brooks, Braonna M.	1/19/2021	\$4,869.00	\$414.06	\$0.00	\$358.38	\$0.00	\$5,641.44
Kelly Village	Cottrell, Vanessa A.	1/19/2021	\$630.00	\$0.00	\$0.00	\$0.00	\$299.00	\$929.00
Kelly Village	Filol, Kenya A.	1/29/2021	\$4,852.00	\$364.12	\$0.00	\$0.06	\$0.00	\$5,216.18
Kelly Village	Kapulo, Danielle	1/19/2021	\$2,846.00	\$532.36	\$0.00	\$124.97	\$0.00	\$3,503.33
Kelly Village	Milo, Shonkeithia S.	1/19/2021	\$1,233.00	\$110.00	\$0.00	\$135.78	\$0.00	\$1,478.78
Kelly Village	Senette, Natasha	12/7/2020	\$861.50	\$0.00	\$0.00	\$0.00	\$0.00	\$861.50
Kelly Village	Guilbory, Elesia C.	3/1/2021	\$159.00	\$0.00	\$0.00	\$0.66	\$0.00	\$159.66
<b>TOTAL</b>			<b>\$15,450.50</b>	<b>\$1,420.54</b>	<b>\$0.00</b>	<b>\$619.85</b>	<b>\$299.00</b>	<b>\$17,789.89</b>
<b>Property</b>	<b>Resident</b>	<b>Move Out Date</b>	<b>Rent Owed</b>	<b>Maintenance Fees Owed</b>	<b>Legal Fees Owed</b>	<b>Utilities Owed</b>	<b>Other Fees Owed</b>	<b>Actual Total to be Written Off</b>
Kennedy Place	Henry, Davetra C.	2/2/2021	\$0.00	\$773.87	\$0.00	\$0.00	\$0.00	\$773.87
Kennedy Place								\$0.00
<b>TOTAL</b>			<b>\$0.00</b>	<b>\$773.87</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$773.87</b>
<b>Property</b>	<b>Resident</b>	<b>Move Out Date</b>	<b>Rent Owed</b>	<b>Maintenance Fees Owed</b>	<b>Legal Fees Owed</b>	<b>Utilities Owed</b>	<b>Other Fees Owed</b>	<b>Actual Total to be Written Off</b>
Lincoln Park	Boutte, Tara F.	1/11/2021	\$0.00	\$36.99	\$0.00	\$0.00	\$0.00	\$36.99
Lincoln Park								\$0.00
<b>TOTAL</b>			<b>\$0.00</b>	<b>\$36.99</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$36.99</b>
<b>Property</b>	<b>Resident</b>	<b>Move Out Date</b>	<b>Rent Owed</b>	<b>Maintenance Fees Owed</b>	<b>Legal Fees Owed</b>	<b>Utilities Owed</b>	<b>Other Fees Owed</b>	<b>Actual Total to be Written Off</b>
Long Drive	Sandles, Damesha S.	2/12/2021	\$0.00	\$23.10	\$0.00	\$223.00	\$0.00	\$246.10
<b>TOTAL</b>			<b>\$0.00</b>	<b>\$23.10</b>	<b>\$0.00</b>	<b>\$223.00</b>	<b>\$0.00</b>	<b>\$246.10</b>
<b>Property</b>	<b>Resident</b>	<b>Move Out Date</b>	<b>Rent Owed</b>	<b>Maintenance Fees Owed</b>	<b>Legal Fees Owed</b>	<b>Utilities Owed</b>	<b>Other Fees Owed</b>	<b>Actual Total to be Written Off</b>
Lyerly	Whitley, Graylon	2/28/2021	\$20.00	\$433.01	\$0.00	\$0.00	\$0.00	\$453.01
Lyerly								\$0.00
<b>TOTAL</b>			<b>\$20.00</b>	<b>\$433.01</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$453.01</b>
<b>Property</b>	<b>Resident</b>	<b>Move Out Date</b>	<b>Rent Owed</b>	<b>Maintenance Fees Owed</b>	<b>Legal Fees Owed</b>	<b>Utilities Owed</b>	<b>Other Fees Owed</b>	<b>Actual Total to be Written Off</b>
Oxford Place	Arizpe, Concepcion	12/7/2020	\$0.00	\$247.25	\$0.00	\$51.00	\$0.00	\$298.25
<b>TOTAL</b>			<b>\$0.00</b>	<b>\$247.25</b>	<b>\$0.00</b>	<b>\$51.00</b>	<b>\$0.00</b>	<b>\$298.25</b>
<b>Property</b>	<b>Resident</b>	<b>Move Out Date</b>	<b>Rent Owed</b>	<b>Maintenance Fees Owed</b>	<b>Legal Fees Owed</b>	<b>Utilities Owed</b>	<b>Other Fees Owed</b>	<b>Actual Total to be Written Off</b>
Sweetwater Point	Dugar, Prestina L.	1/28/2021	\$0.00	\$1,614.29	\$0.00	\$0.00	\$0.00	\$1,614.29

Sweetwater Point	McDonald, Shakelira L.	1/27/2021	\$399.00	\$600.00	\$0.00	\$0.00	\$0.00	\$999.00
<b>TOTAL</b>			<b>\$399.00</b>	<b>\$2,214.29</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,613.29</b>
<b>Property</b>	<b>Resident</b>	<b>Move Out Date</b>	<b>Rent Owed</b>	<b>Maintenance Fees Owed</b>	<b>Legal Fees Owed</b>	<b>Utilities Owed</b>	<b>Other Fees Owed</b>	<b>Actual Total to be Written Off</b>
Telephone Road	Calhoun, Carolyn M.	3/27/2021	\$211.00	\$0.00	\$0.00	\$0.00	\$0.00	\$211.00
<b>TOTAL</b>			<b>\$211.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$211.00</b>
<b>Property</b>	<b>Resident</b>	<b>Move Out Date</b>	<b>Rent Owed</b>	<b>Maintenance Fees Owed</b>	<b>Legal Fees Owed</b>	<b>Utilities Owed</b>	<b>Other Fees Owed</b>	<b>Actual Total to be Written Off</b>
Victory Place								\$0.00
Victory Place								\$0.00
<b>TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Grand Total</b>			<b>\$56,586.71</b>	<b>\$24,799.23</b>	<b>\$242.00</b>	<b>\$2,327.84</b>	<b>\$1,999.25</b>	<b>\$85,955.03</b>

<b>Property Name</b>	<b>Write Off Amount</b>	<b>%</b>
APV	\$5,479.26	6%
Bellerive	\$11.00	0%
Clayton Homes	\$595.98	0%
Cuney Homes	\$20,884.13	3%
Ewing	\$2,059.06	3%
Forest Green	\$0.00	0%
Fulton Village	\$0.00	0%
Heatherbrook	\$333.00	0%
HOAPV	\$0.00	0%
HRI	\$0.00	0%
Independence Heights	\$0.00	0%
Irvinton Village	\$34,170.20	4%
Kelly Village	\$17,789.89	2%
Kennedy Place	\$773.87	0%
Lincoln Park	\$36.99	0%
Long Drive	\$246.10	0%
Lyerly	\$453.01	0%
Oxford Place	\$298.25	0%
Sweetwater Point	\$2,613.29	4%
Telephone Road	\$211.00	0%
Victory Place	\$0.00	0%
<b>Grand Total</b>	<b>\$85,955.03</b>	<b>100%</b>

<b>Property Name</b>	<b>Write Off Amount</b>	<b>%</b>
*UNREPORTED INCOME	\$0.00	0%
RENT	\$56,586.71	66%
MAINTENANCE	\$24,799.23	29%
LEGAL	\$242.00	0%
UTILITIES	\$2,327.84	3%
FEES	\$1,999.25	2%
TOTAL	\$85,955.03	100%

	2020				
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Totals
APV	\$ 23,091.55	\$ 4,560.98	\$ 15,374.60	\$ 1,492.51	\$ 44,519.64
Bellerive	\$ 22.00	\$ 661.50	\$ 37.50	\$ -	\$ 721.00
Clayton Homes	\$ 22,555.71	\$ 72.01	\$ 17,584.57	\$ 3,861.52	\$ 44,073.81
Cuney Homes	\$ 34,406.58	\$ 22,849.35	\$ 27,051.26	\$ 7,106.82	\$ 91,414.01
Ewing	\$ -	\$ -	\$ -	\$ 264.00	\$ 264.00
Forest Green	\$ -	\$ -	\$ -	\$ 312.75	\$ 312.75
Fulton Village	\$ 1,039.00	\$ 890.00	\$ 1,063.00	\$ -	\$ 2,992.00
Heatherbrook	\$ 383.00	\$ -	\$ 998.95	\$ 298.00	\$ 1,679.95
HOAPV	\$ 881.26	\$ 1,075.76	\$ 3,055.02	\$ 191.82	\$ 5,203.86
HRI	\$ 2,302.36	\$ -	\$ 3,735.77	\$ -	\$ 6,038.13
Independence	\$ -	\$ 1,771.00	\$ -	\$ -	\$ 1,771.00
Irvinton Village	\$ 6,845.45	\$ 6,245.76	\$ 9,723.98	\$ 3,742.10	\$ 26,557.29
Kelly Village	\$ 8,085.33	\$ 1,099.50	\$ 5,226.68	\$ 356.35	\$ 14,767.86
Kennedy Place	\$ 680.61	\$ -	\$ 507.54	\$ 2,803.36	\$ 3,991.51
Lincoln Park	\$ 9,648.56	\$ 1,036.77	\$ 369.24	\$ -	\$ 11,054.57
Long Drive	\$ 400.00	\$ 475.00	\$ -	\$ -	\$ 875.00
Lyerly	\$ 172.00	\$ -	\$ 1,829.00	\$ 402.00	\$ 2,403.00
Oxford Place	\$ 3,042.09	\$ 87.00	\$ -	\$ 1,389.25	\$ 4,518.34
Sweetwater	\$ 157.00	\$ 1,343.00	\$ -	\$ -	\$ 1,500.00
Telephone	\$ -	\$ 486.00	\$ -	\$ -	\$ 486.00
Victory Place	\$ 13,839.39	\$ -	\$ 5,415.78	\$ -	\$ 19,255.17
<b>Grand Total</b>	<b>\$ 127,551.89</b>	<b>\$ 42,653.63</b>	<b>\$ 91,972.89</b>	<b>\$ 22,220.48</b>	<b>\$ 284,398.89</b>

	2021				
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Totals
APV	\$ 5,479.26				
Bellerive	\$ 11.00				
Clayton Homes	\$ 595.98				
Cuney Homes	\$ 20,884.13				
Ewing	\$ 2,059.06				
Forest Green	\$ -				
Fulton Village	\$ -				
Heatherbrook	\$ 333.00				
HOAPV	\$ -				
HRI	\$ -				
Independence	\$ -				
Irvinton Village	\$ 34,170.20				
Kelly Village	\$ 17,789.89				
Kennedy Place	\$ 773.87				
Lincoln Park	\$ 36.99				
Long Drive	\$ 246.10				
Lyerly	\$ 453.01				
Oxford Place	\$ 298.25				
Telephone Rd	\$ 211.00				

Sweetwater	\$	2,613.29				
Victory Place	\$	-				
<b>Grand Total</b>	<b>\$</b>	<b>85,955.03</b>				



Transforming Lives & Communities

**REQUEST FOR BOARD AGENDA ITEM**

**1. Brief Description of Proposed Item**

Consideration and/or to take action to authorize the Interim President & CEO or designee to adopt Payment Standards for FY 2021

**2. Date of Board Meeting:**

April, 20, 2021

**3. Proposed Board Resolution:**

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to adopt Payment Standards effective June 1, 2021, pursuant to the memorandum from Robin Walls, Vice President of the Housing Choice Voucher Program dated April 15, 2021 to Mark Thiele, Interim President & CEO.

**4. Department Head Approval**    Signature DocuSigned by:  
*Robin Walls*  
532F7E61026640A...    Date: 4/16/2021

**5. Statement regarding availability of funds by VP of Fiscal Operations**

Funds Budgeted and Available     Yes     No    Source Not Applicable

**VP of FO Approval**    Signature DocuSigned by:  
*Mike Rogers*  
3FC87AD4710742D...    Date: 4/16/2021

**6. Approval of President & CEO**    Signature DocuSigned by:  
*Mark Thiele*  
6072D2C8367A4C7...    Date: 4/16/2021



Transforming Lives & Communities

## MEMORANDUM

**TO:** MARK THIELE, INTERIM PRESIDENT & CEO  
**FROM:** ROBIN WALLS, VICE PRESIDENT OF THE HOUSING CHOICE VOUCHER PROGRAM  
**SUBJECT:** CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR DESIGNEE TO ADOPT PAYMENT STANDARDS FOR 2021  
**DATE:** APRIL 15, 2021

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to adopt Payment Standards effective June 1, 2021.

### BACKGROUND

HHA is responsible for adopting a payment standard schedule that establishes voucher payment standard amounts for each Fair Market Rent (FMR) or Small Area Fair Market Rent (SAFMR) in its jurisdiction.

HUD publishes proposed and final FMRs and SAFMRs annually. HHA went through the local rent survey appeal process with HUD in order to improve the Fair Market Rents (FMRs) and Small Area Fair Market Rents (SAFMRs) in its service area. Below is a table showing HUD's final revised 2021 FMRs compared to the final FY 2020 FMRs.

Houston-Baytown-Sugar Land, TX HUD Metro FMR Area	FMR_0BR	FMR_1BR	FMR_2BR	FMR_3BR	FMR_4BR
Proposed FY 2021 FMRs	\$ 826	\$ 908	\$ 1,096	\$ 1,485	\$ 1,878
Revised Final FY 2021 FMRs	\$ 908	\$ 983	\$ 1,176	\$ 1,576	\$ 2,010
Percentage Change	9.9%	8.3%	7.3%	6.1%	7.0%

HUD provides guidance that FMRs for units greater than 4 bedrooms are calculated by adding 15% to the 4BR FMR for each additional bedroom.

### Implementation Time Frame

HUD revised final FY 2021 FMRs/SAFMRs for the Houston-The Woodlands-Sugar Land, TX HUD Metro FMR Area took effect on April 1, 2021. The proposed payment standard changes presented here, are to take effect as of June 1, 2021. This will provide the time necessary for HHA to: 1) inform HUD of the Board's decision on FY 2021 payment standards; 2) train staff, and 3) inform voucher-assisted households, property owners and HHA's community partners.

### HHA's Exception Payment Standards: 2016 vs. 2021

All of HHA's previously HUD-approved exception payment standards (EPS) amounts were exceeded by 110% of HUD's FY 2021 FMRs. Under HUD's conditions on HHA's exception payment standards from 2016 to the present, the previously approved amounts from 2016 will no longer be exception payment standards. As a result, our former exception payment standards along with all other payment standards, must fall within the basic range (90% -110%) of either the FY 2021 FMRs or SAMFRs, whichever set of HUD rents HHA chooses.

### What are SAFMRs?

SAFMRs are Fair Market Rents (FMRs) calculated at the ZIP code level, rather than for the entire metropolitan region. As described in HUD’s SAFMR final rule, “the main benefit of SAFMRs is that, through setting rental subsidy amounts at a more local level, assisted households will be more able to afford homes in areas of high opportunity than under current policy. Such moves are expected to benefit both individual households, for example, through access to better schools or safer neighborhoods, and areas as a whole through reducing concentrated neighborhood poverty.” A PHA going from FMR-based to SAFMR-based payment standards voluntarily, is referred to by HUD as an “Opt-in SAFMR PHA.”

### FMR-Based Payment Standards vs. SAFMR-Based Payment Standards in FY 2021 & Beyond

There are a significant number of HHA’s existing payment standards in the lowest tier that are below 90% of the applicable FY 2021 FMRs and a significant number in the highest tier that exceed 110% of the FMRs. This would result in decreasing payment standard amounts for a significant number of ZIP codes in HHA’s highest tiers in opportunity areas, which would be counter to our efforts to expand access to all voucher-assisted households in all neighborhoods in our efforts to facilitate tenant choice. If HHA adopts FMR-based payment standards citywide in FY 2021, it would have to go through a process of meeting and applying to HUD for exception payment standards (EPS) for its existing highest tier with no guaranteed outcome that HUD will approve them. HUD has been going through a rulemaking process that could change what is allowed or disallowed for EPS. The time HHA has to implement revised payment standards, meet its goals and objectives in accessing rental housing markets for voucher-assisted households and property owners through the rest of this year and beyond, stay between 90% for the lowest payment standards and below 110% for the highest payment standards using the FY 2021 FMRs, all with no guaranteed outcome on securing HUD approval of EPS for its existing highest tier, presents real challenges.

By using FY 2021 SAFMRs as the basis for HHA’s revised payment standards for all tiers and bedroom sizes and staying within the basic range (90-110%) using existing regulatory authority, HHA’s goals are achievable. In fact, using SAFMR-based payment standards allows HHA to raise payment standard amounts in *all tiers* compared to current payment standard amounts, given the recent additional HAP funding available. HHA would still need to request EPS for Tier A-2, which affects 4 zip codes.

### HHA’s Proposed FY 2021 SAFMR-Based Payment Standards

Payment Standard	0 BR	1 BR	2BR	3BR	4BR	5BR	6BR	7BR	8BR
Tier A-1	\$1,218	\$1,316	\$1,576	\$2,113	\$2,694	\$3,421	\$4,345	\$5,518	\$7,008
Tier A-2*	\$1,210	\$1,310	\$1,569	\$2,090	\$2,673	\$3,395	\$4,311	\$5,475	\$6,954
Tier B	\$1,023	\$1,111	\$1,331	\$1,782	\$2,277	\$2,915	\$3,731	\$4,775	\$6,112
Tier C	\$832	\$920	\$1,141	\$1,554	\$1,966	\$2,477	\$3,121	\$3,933	\$4,955
Tier D	\$821	\$900	\$1,090	\$1,469	\$1,878	\$2,404	\$3,077	\$3,938	\$5,041

\*Tier A-2 is a temporary payment standard tier within the 90-110% of the SAFMRs while HHA applies for HUD exception. If approved, D-1 and D-2 will be consolidated into one tier/zone.

**Full Coverage Zip Codes Eligible for Tier A-1**

77002	77005	77006	77007	77008	77010	77019	77024	77027	77030
77041	77046	77052	77056	77070	77077	77079	77084*	77094	77098
77345	77346	77373	77377	77380	77386	77388	77389	77401	77407
77429	77433	77450	77477	77478	77489	77498	77545		

**Full Coverage Zip Codes Eligible for Tier A-2\***

77084

**Full Coverage Zip Codes Eligible for Tier B**

77003	77025	77040	77042	77044	77047	77053	77057	77063	77064
77065	77066	77069	77082	77085	77089	77090	77095	77336	77339
77354	77355	77375	77379	77396	77449	77598			

**Full Coverage Zip Codes Eligible for Tier C**

77033	77034	77037	77038	77043	77045	77049	77068	77072	77073
77075	77078	77086	77338						

**Full Coverage Zip Codes Eligible Tier D**

77004	77009	77011	77012	77013	77014	77015	77016	77017	77018
77020	77021	77022	77023	77026	77028	77029	77031	77032	77035
77036	77039	77048	77050	77051	77055	77060	77061	77067	77071
77074	77076	77080	77081	77087	77088	77091	77092	77093	77096
77099	77530	77547	77587						

**Partial Coverage Zip Codes Eligible for A-1**

77059	77381	77382	77384	77459	77479	77493	77494	77495	77573
77578									

**Partial Coverage Zip Codes Eligible for Tier A-2\***

77385 77546 77565

**Partial Coverage Zip Codes Eligible for Tier B**

77058	77365	77406	77447	77536	77571	77586			
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**Partial Coverage Zip Codes Eligible for Tier C**

77302	77354	77479	77532	77536	77539	77562			
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**Partial Coverage Zip Codes Eligible for Tier D**

77327	77357	77423	77441	77445	77469	77471	77484	77503	77504
77506	77507	77511	77520	77521	77535	77583			

\*Tier A-2 is a temporary payment standard tier within the 90-110% of the SAFMRs while HHA applies for HUD exception. If approved, D-1 and D-2 will be consolidated into one tier/zone.

### **Amount and Percentage Differences Between HHA's Existing Payment Standard Tiers vs. Proposed SAFMR-based Payment Standard Tiers**

An overview of the amount and percentage differences between HHA's existing payment standard tiers and proposed SAFMR-based payment standard tiers is provided below.

	<b>0 BR</b>	<b>1BR</b>	<b>2BR</b>	<b>3BR</b>	<b>4BR</b>
Average Amount of HHA Proposed Payment Standard (PS) Tier A-1 vs. Existing 131% PS Tier	<b>\$174</b>	<b>\$137</b>	<b>\$136</b>	<b>\$151</b>	<b>\$201</b>
Average Amount of HHA Proposed Payment Standard (PS) Tier A-2 vs. Existing 131% PS Tier	<b>\$166</b>	<b>\$130</b>	<b>\$129</b>	<b>\$128</b>	<b>\$180</b>
Average Amount of HHA Proposed Payment Standard (PS) Tier B vs. Existing 111% PS Tier	<b>\$143</b>	<b>\$115</b>	<b>\$110</b>	<b>\$119</b>	<b>\$151</b>
Average Amount of HHA Proposed Payment Standard (PS) Tier C vs. Existing 102% PS Tier	<b>\$25</b>	<b>\$156</b>	<b>\$22</b>	<b>\$30</b>	<b>\$17</b>
Average Amount of HHA Proposed Payment Standard (PS) Tier D vs. Existing 93% PS Tier	<b>\$81</b>	<b>\$75</b>	<b>\$72</b>	<b>\$83</b>	<b>\$106</b>
	<b>0 BR</b>	<b>1BR</b>	<b>2BR</b>	<b>3BR</b>	<b>4BR</b>
Difference in Percent of HHA Proposed Payment Standard (PS) Tier A-1 vs. Existing 131% PS Tier	<b>17%</b>	<b>12%</b>	<b>9%</b>	<b>8%</b>	<b>8%</b>
Difference in Percent of HHA Proposed Payment Standard (PS) Tier A-2 vs. Existing 131% PS Tier	<b>16%</b>	<b>11%</b>	<b>9%</b>	<b>7%</b>	<b>7%</b>
Difference in Percent of HHA Proposed Payment Standard (PS) Tier B vs. Existing 111% PS Tier	<b>16%</b>	<b>12%</b>	<b>9%</b>	<b>7%</b>	<b>7%</b>
Difference in Percent of HHA Proposed Payment Standard (PS) Tier C vs. Existing 102% PS Tier	<b>3%</b>	<b>17%</b>	<b>2%</b>	<b>2%</b>	<b>1%</b>
Difference in Percent of HHA Proposed Payment Standard (PS) Tier D vs. Existing 93% PS Tier	<b>11%</b>	<b>9%</b>	<b>7%</b>	<b>6%</b>	<b>6%</b>

All PHAs are challenged with limited budget-based HAP funding with varying tightness in rental markets to meet multiple program goals, including: leasing as many families as possible, providing and improving decent, safe, sanitary housing, accessing opportunity neighborhoods, minimizing tenants' housing cost burdens while honoring tenant choice.

As part of HHA's commitment to expanding housing opportunities for the families we serve, HHA staff recommends for those areas where voucher holders have had the most difficulty securing housing increasing the payment standard amounts, along with all of its other areas. Fortunately, for the reasons summarized HHA is able to do that for FY 2021 and into the foreseeable future.

Based on HHA's proposed FY 2021 payment standards, we forecast being able to maintain a 100% lease-up rate within the HAP funding available and to maintain a HAP Reserve into next year while

also reducing the reserve to a HUD-approved level by 12/31/2021, in order to avoid having an offset of unspent reserves.

**Pending Process**

An agency that chooses to adopt SAFMRs must submit a written request to its local HUD Office of Public Housing. If HUD approves the request, the HHA must then amend the Administrative Plan, stating in the plan that it will operate according to SAFMRs and also identifying any policies that are adopted with respect to SAFMRs.

Subsequently, HHA will submit an exception payment standard package to HUD both for Tier A-1 which is within 90-110% of the FY 2021 SAFMRs as well as for Tier A-2. If approved, HHA would then consolidate Tier A-1 and Tier A-2 into one tier, leaving HHA with a total of four tiers.

**RECOMMENDATION**

Accordingly, I recommend that the Board considers this resolution, which states:

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to adopt Payment Standards effective June 1, 2021 pursuant to the memorandum from Robin Walls, Vice President of the Housing Choice Voucher Program dated April 15, 2021 to Mark Thiele, Interim President & CEO.



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**REQUEST FOR BOARD AGENDA ITEM**

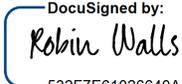
**1. Brief Description of Proposed Item**

Consideration and/or to take action to authorize the Interim President & CEO or designee to enter into an Interlocal Cooperation Agreement with Dallas Housing Authority to utilize DHA's procurement of the BoodsKapper Inc. software.

**2. Date of Board Meeting:** April 20, 2021

**3. Proposed Board Resolution:**

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes or corrections and enter into an Interlocal Cooperation Agreement with Dallas Housing Authority (DHA), for the purpose of utilizing DHA's procurement of the BoodsKapper Inc. software for the amount of \$109,412 with an initial service term of three years, pursuant to the memorandum from Robin Walls, Vice President of HCVP dated April 8, 2021 to Mark Thiele, Interim President & CEO.

**4. Department Head Approval**    Signature     Date: 4/15/2021  
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**5. Statement regarding availability of funds by VP of Fiscal Operations**

Funds Budgeted and Available  Yes  No    Source HCV Operating Budget

**VP of FO Approval**    Signature     Date: 4/15/2021  
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**6. Approval of President & CEO**    Signature     Date: 4/15/2021  
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**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

## MEMORANDUM

**TO:** MARK THIELE, INTERIM PRESIDENT & CEO  
**FROM:** ROBIN WALLS, VICE PRESIDENT OF HOUSING CHOICE VOUCHER PROGRAM  
**SUBJECT:** CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR DESIGNEE TO ENTER INTO AN INTERLOCAL COOPERATION AGREEMENT WITH DALLAS HOUSING AUTHORITY TO UTILIZE DHA'S PROCUREMENT OF THE BOODSKAPPER INC. SOFTWARE.  
**DATE:** APRIL 8, 2021

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections and enter into an Interlocal Cooperation Agreement with Dallas Housing Authority (DHA) to utilize DHA's procurement of the BoodsKapper Inc. software for an initial service term of three years.

### BACKGROUND:

Pursuant to Texas Local Government Code Chapter 392.059, a housing authority can cooperate with a housing authority in another jurisdiction and develop and operate within the cooperating jurisdiction by agreement.

Dallas Housing Authority agrees to allow HHA access to its Artificial Intelligence Service (AI) contract with Boodskapper. The term of this proposed interlocal agreement is for three years. There is a one-time implementation fee of \$17,000, and the cost of service is \$92,412. With this software, it would allow HHA to communicate with owners and participants in real-time. Software service would include:

- Inspection Mate for all inspection services
- Video-based inspections
- Live Chat including website integration
- HomeFinder
- Case Manager dashboard
- Landlord workshops

### RECOMMENDATION

Accordingly, I recommend that the Board considers this resolution, which states:

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes or corrections and enter into an Interlocal Cooperation Agreement with Dallas Housing Authority (DHA), for the purpose of utilizing DHA's procurement of the BoodsKapper Inc. software for the amount of \$109,412 with an initial service term of three years, pursuant to the memorandum from Robin Walls, Vice President of HCVP dated April 8, 2021 to Mark Thiele, Interim President & CEO



Transforming Lives & Communities

**REQUEST FOR BOARD AGENDA ITEM**

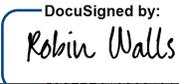
**1. Brief Description of Proposed Item**

Consideration and/or to take action to authorize the Interim President & CEO or designee to enter into a contract with Wallace Roberts and Todd (“WRT”) to provide Planning Coordinator technical assistance services for the HHA Choice Neighborhoods Planning Grant for Cuney Homes.

**2. Date of Board Meeting:** April 20, 2021

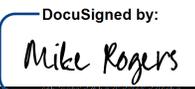
**3. Proposed Board Resolution:**

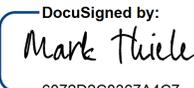
**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to enter into a contract with Wallace Roberts and Todd (“WRT”) for Planning Coordinator technical assistance services for the HHA Choice Neighborhoods Planning Grant for Cuney Homes and to enter into a contract in the amount of \$498,000, pursuant to the memorandum from Robin Walls, Vice President of HCVP dated April 9, 2021 to Mark Thiele, Interim President & CEO.

**4. Department Head Approval**      Signature       Date: 4/15/2021  
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**5. Statement regarding availability of funds by VP of Fiscal Operations**

Funds Budgeted and Available  Yes  No      Source grant funds

**VP of FO Approval**      Signature       Date: 4/15/2021  
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**6. Approval of President & CEO**      Signature       Date: 4/15/2021  
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**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

## MEMORANDUM

**TO:** MARK THIELE, INTERIM PRESIDENT & CEO  
**FROM:** ROBIN WALLS, VICE PRESIDENT OF HOUSING CHOICE VOUCHER PROGRAM  
**SUBJECT:** CHOICE NEIGHBORHOOD PLANNING GRANT COORDINATOR WALLACE ROBERTS AND TODD (“WRT”)  
**DATE:** APRIL 9, 2021

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to enter into a contract with Wallace Roberts and Todd (“WRT”) for Planning Coordinator technical assistance services for the HHA Choice Neighborhoods Planning Grant for Cuney Homes.

### BACKGROUND

On July 14, 2020, HUD issued a Choice Neighborhoods Planning Grants NOFA FR-6400-N-38 with an application due date of September 14, 2020. HHA subsequently submitted a proposal to HUD and was awarded a CNI Planning Grant. Based on consultations with HUD, HHA issued Request For Proposal (RFP) 21-23 (“RFP 21-23”) with the intent to solicit proposals for a Choice Neighborhood Planning Grant Coordinator.

Under HUD guidelines, a Planning Grant Coordinator is a person or entity separate from the Lead Applicant (HHA) or Co-Applicant (the City of Houston) procured to help the grantee coordinate the planning process. The proposed Planning Coordinator will lead the development of a comprehensive neighborhood revitalization plan in accordance with the requirements and terms and conditions of the HUD NOFA and grant agreement. The target community includes HHA’s Cuney Homes in the Third Ward of the City of Houston. The Planning Coordinator will provide technical assistance to HHA in developing the Cuney Homes/Third Ward Transformation Plan and work in partnership with other participating parties (including governmental agencies and key community stakeholders, such as businesses and civic organization representatives, and especially the residents of the target housing and neighborhood) and help to hold these parties accountable for implementation and sustained commitments.

The Choice Neighborhoods program is focused on three core goals:

**Housing-** Replace distressed public and assisted housing with high-quality mixed income housing that is well-managed and responsive to the needs of the surrounding neighborhood.

**People-** Improve outcomes of households living in the target housing related to employment and income, health, and children’s education.

**Neighborhood-** Create the conditions necessary for public and private reinvestment in distressed neighborhoods to offer the kinds of amenities and assets, including safety, good schools, and commercial activity, that are important to families’ choices about their community.

To achieve these core goals, the Planning Coordinator will lead development and implementation of a comprehensive neighborhood revitalization strategy, or Transformation Plan. This Transformation Plan will become the guiding document for the revitalization of the public housing units at Cuney Homes, while simultaneously directing the transformation of the surrounding Third Ward neighborhood and positive outcomes for families.

Experience shows that to successfully develop and implement the Transformation Plan, broad civic engagement will be needed. The Planning Coordinator will work with public and private agencies, organizations (including philanthropic and civic organizations), and individuals to gather and leverage the financial and human capital resources needed to support the sustainability of the plan. These efforts should build community support for and involvement in the development and implementation of the plan.

#### **ADVERTISEMENT**

In March of 2021, HHA’s Procurement Department issued a legal notice advertising (“RFP 21-23”) in the Houston Chronicle newspaper.

In addition to posting “RFP 21-23” on the website of HHA’s Procurement Department, interested parties were also able to access “RFP 21-23” by going to the websites of the City of Houston Office of Business Opportunity (OBO); the Greater Houston Black Chamber of Commerce (GHBCC); the Houston Minority Supplier Development Council (HMSDC); the Houston Chapter of the National Association of Minority Contractors (NAMC); and to the Houston Office of U.S. Small Business Administration (SBA).

HHA’s Procurement Department also sent e-mails announcing the existence of “RFP 21-23” to Firms that specialize in the type of service required.

#### **EVALUATION PROCESS**

All responses to “RFP 21-23” received by the specified due date were scored based on the following published scoring criteria:

<b>Evaluation/Selection Criteria</b>	<b>Maximum Score</b>
Knowledge and Experience in working with Housing Authority and/or similar clients	10
Experience with Choice Program planning or similar and HUD Reporting	10
Experience and Capacity in Redevelopment Planning, and Transformation Planning of “like” or “similar” scale to the CN	35
Service Approach	20
Proposed Fees	10
M/WBE Status	10
Compliance with Section 3 Requirements	5
<b><u>TOTAL</u></b>	<b>100</b>

On April 1, 2021 HHA’s Procurement Department opened the following sealed proposals that were subsequently scored independently by an Evaluation Committee:

Rank	Firm/Company	M/WBE	Evaluation Rating
1	Wallace Roberts & Todd, LLC (“WRT”)	N/A	92
2	APD Urban Planning and Management, LLC	MBE	91
3	EJP Consulting Group, LLC	M/WBE	90
4	Angelou Economics Advisors, Inc.	M/WBE	54

The Evaluation Committee consisted of:

- Robin Walls, Vice President of HCVP
- Rhonda Foster, Director of Asset Management
- Obie Diaz-Lopez, Director REID

To comply with HHA’s M/WBE requirements, “WRT” has agreed to use Moody Nolan, and Geotech Engineering & Testing. For Section 3, “WRT” will provide job training/apprenticeship opportunities to train up to ten (10) Section 3 Participants.

References have been checked and returned positive. There are no conflicts of interest and Wallace Roberts & Todd, LLC (“WRT”) is not on the HUD Debarment List.

#### **DESCRIPTION OF “WRT”**

“WRT” is a team of planners, urban designers, architects, and landscape architects. “WRT” works across scales and professional disciplines to create forward-thinking, actionable solutions that meet the unique needs of the communities served.

“WRT” is a national leader in public housing redevelopment. Their roots stem from the HUD HOPE VI neighborhood revitalization program where the firm is responsible for almost 1/5 of all federal grants (over \$1 billion). Beginning with master plans for Richard Allen Homes in Philadelphia (1993) and Holly Park in Seattle (1994), “WRT” has worked with nearly a third of the housing authorities associated with the HOPE VI program. “WRT” has worked on a wide range of Choice Neighborhoods projects and comprehensively transformed multiple neighborhoods in Philadelphia, Camden, Newport News, and Kansas City. They are thoroughly aware and experienced in working with the HUD Choice Neighborhoods program

#### **“WRT” Responsibilities**

The Choice Planning Coordinator shall be required to provide all the necessary labor, personnel, transportation, materials, supplies, equipment, insurance, subject-matter expertise, and any other item(s) or resource(s) needed to perform the following services in accordance with HHA’s RFP and the submitted proposal, which includes, but is not limited to:

- Coordinating all the necessary research, and manage and complete the HHA Choice Neighborhood planning process. This includes coordinating activities to develop a Choice Neighborhoods Initiative Transformation Plan for HUD’s review and acceptance.

- Working with HHA staff and consultants, as well as other Houston agencies and community stakeholders.
- Be familiar with CNI application, and responsibilities of a planning coordinator included in the HUD Choice Neighborhood Planning Grant Notice of Funding Availability.
- Raising and resolving any issues, concerns or questions with regard to the application and/or the planning approach or program.
- Bringing ideas, suggestions and innovations to improve the approach proposed in the application, based on Coordinator's experience and/or knowledge of national best practices.
- Developing a specific timeline and milestones for the entire Choice planning process, in conformance with the HUD Grant Agreement and other HUD documents.
- Monitoring the progress of the planning process to assure adherence with schedule and milestones.
- Managing the data compilation, analysis and evaluation process.
- Preparing and maintaining agendas, sign in sheets and minutes of meetings with outside groups.
- Organizing a committee structure, involving community resident leadership, anchor institutions, governmental agencies, etc. and oversee work of those committees.
- Participating in monthly HUD calls and/or any other HUD meetings, calls, conferences as requested by HHA.
- Reviewing and monitoring the planning budget.
- Assisting in the preparation of HUD reports and communications such as the HUD Quarterly Report.
- Bringing to the attention of HHA any concerns, questions and/or ideas that arise during the planning process.
- Drafting the Transformation Plan Outline, the Outline with Content, the full Draft Plan and the Final Plan.
- Assuming a leadership role in all aspects of the preparation of the Transformation Plan, bringing together various parties, continuing the work already completed by others and assuring a comprehensive, inclusionary, transparent and effective planning process resulting in a written Transformation Plan that meets HUD requirements, HHA, and community expectations.

### **HHA's Responsibilities**

HHA, in cooperation with and through the support of its co-applicant, shall perform the following actions and assume the following responsibilities:

- Serve as the lead agency, contract administrator, and fiscal agent, and perform such duties as may be necessary to carry out the administrative and financial management of the Choice Neighborhoods Initiative Planning Grant in accordance with applicable laws and regulations;
- Participate in leading the planning process with "WRT", particularly including the needs assessments, resident and community engagement, and educational opportunities planning;
- Share information and data that will enable "WRT" to better conduct planning activities in the Third Ward neighborhood;
- Track outcomes, measure performance, and prepare evaluations;
- Identify funding sources to support long-term transformation of the community;
- Meet regularly with "WRT" to address issues related to the planning process.

**RECOMMENDATION**

Accordingly, I recommend that the Board considers this resolution, which states:

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to enter into a contract with Wallace Roberts and Todd (“WRT”) for Planning Coordinator technical assistance services for the HHA Choice Neighborhoods Planning Grant for Cuney Homes and to enter into a contract in the amount of \$498,000, pursuant to the memorandum from Robin Walls, Vice President of HCVP dated April 9, 2021 to Mark Thiele, Interim President & CEO.



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**REQUEST FOR BOARD AGENDA ITEM**

**1. Brief Description of Proposed Item**

Consideration and/or to take action to authorize the Interim President & CEO or designee to increase contract amount for Adjusters International for the Hurricane Harvey Public Assistance Disaster Recovery

**2. Date of Board Meeting:** April 20, 2021

**3. Proposed Board Resolution:**

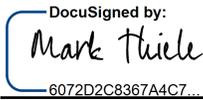
**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to increase Adjusters International's contract amount by \$200,000 to continue FEMA Hurricane Harvey Public Assistance Disaster Recovery Program services, pursuant to the memorandum dated April 6, 2021, from Michael Rogers, Vice President Fiscal & Business Operations to Mark Thiele, Interim President & CEO.

**4. Department Head Approval**    Signature \_\_\_\_\_ Date: \_\_\_\_\_

**5. Statement regarding availability of funds by VP of Fiscal Operations**

Funds Budgeted and Available  Yes  No    Source Business Activity - FEMA

**VP of FO Approval**    Signature  \_\_\_\_\_ Date: 4/15/2021

**6. Approval of President & CEO**    Signature  \_\_\_\_\_ Date: 4/15/2021



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**MEMORANDUM**

**TO:** MARK THIELE, INTERIM PRESIDENT & CEO  
**FROM:** MICHAEL ROGERS, VICE PRESIDENT FISCAL & BUSINESS OPERATIONS  
**SUBJECT:** CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR DESIGNEE TO INCREASE CONTRACT AMOUNT FOR ADJUSTERS INTERNATIONAL FOR THE HURRICANE HARVEY PUBLIC ASSISTANCE DISASTER RECOVERY  
**DATE:** APRIL 6, 2021

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to increase Adjusters International contract by \$200,000 for the Hurricane Harvey Public Assistance Disaster Recovery program.

**BACKGROUND:**

Hurricane Harvey struck the Greater Houston area in late August 2017, causing significant damage to the Houston Housing Authority (HHA) portfolio. To facilitate the recovery effort, HHA contracted with Adjusters International (AI).

Adjusters International (AI) was initially procured through Choice Partners Co-op as Program Manager for the emergency FEMA Category B phase September 21-2017.

The work's initial contract scope was for \$90,000 and addressed FEMA emergency Category B Items oversight and documentation.

This initial scope was expanded via Resolution 2932 at the November 2017 Board meeting. The contract was increased by \$650,000 for the Program Manager to facilitate FEMA Category A-G claims.

At the June 2018 Board meeting, Resolution 2974 increased the contract amount by \$315,000 to cover continuing efforts on the FEMA Category A – G claims.

At the July 2019 Board meeting, Resolution 3066 increased the contract amount by an additional \$275,000.

At the May 2020 Board meeting, Resolution 3168 increased the contract amount by an additional \$150,000.

Subsequent to this most recent resolution, significant progress has been made to close out as many claims as possible and work through the cost verification audits being performed by the Texas Department of Emergency Management (TDEM). The cost verification audits have been a tedious process as we utilized the management companies to assist with procurement and supervision of many of these projects as the REID department did not have adequate staff to handle all of the work in Harvey's aftermath. In addition, the turnover of personnel within REID has compounded this work as many of the personnel involved in the work post-Harvey are no longer at HHA. With Adjusters International's assistance, we have closed out 63 projects for approximately \$20,000,000 in claims.

Of greater significance is the work Adjusters International provided in reviving the FEMA 428 funding.

A decision had been reached to deny our claims under this program, but with the guidance from Adjusters International, we were able to have that decision reversed and are now completing the mitigation planning called for under this FEMA 428 program.

There is work that remains on Mansions, Uvalde, 2100 Memorial, Clayton, Irvinton, and Sweetwater. This additional work will range from \$20 to \$38 million, depending on the final design decisions.

As a result of this additional work, there is a need to expand the contract amount for Adjusters International to continue to process these claims to completion. To date, the authorized amount of the AI contract is \$1,480,000. This resolution requests a \$200,000 increase to continue to close out pending claims under review by FEMA / TDEM and plan to complete the remaining projects.

All Adjuster International fees are eligible for FEMA reimbursement via a direct administrative cost (DAC) process. The DAC is set at 4% of the total obligated project amount. An additional 1% DAC can be added for assisting with the closeout in a timely manner. We intend to receive the additional 1% on every claim.

Based on the total claims in process, the total costs eligible for DAC are estimated to meet or exceed the amended Adjusters International contract's total cost.

## **RECOMMENDATION**

Accordingly, I recommend that the Board considers this resolution, which states:

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to increase Adjusters International's contract amount by \$200,000 to continue FEMA Hurricane Harvey Public Assistance Disaster Recovery Program services, pursuant to the memorandum dated April 6, 2021, from Michael Rogers, Vice President Fiscal & Business Operations to Mark Thiele, Interim President & CEO.



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

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**REQUEST FOR BOARD AGENDA ITEM**

**1. Brief Description of Proposed Item:**

Consideration and/or to take action to authorize the Interim President & CEO or designee to approve a loan to V.J. Memorial Corporation for operating expenses for 2100 Memorial post-Hurricane Harvey

**2. Date of Board Meeting:** April 20, 2021

**3. Proposed Board Resolution:**

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to approve a no-interest loan up to \$175,000 to V.J. Memorial Corporation for operating expenses at 2100 Memorial post-Hurricane Harvey, pursuant to the memorandum dated April 6, 2021, from Michael Rogers, Vice President of Fiscal and Business Operations to Mark Thiele, Interim President & CEO.

**4. Department Head Approval** Signature \_\_\_\_\_ Date: \_\_\_\_\_

**5. Statement regarding availability of funds by V.P. of Fiscal Operations**

Funds Budgeted and Available  Yes  No Source Not Applicable

**VP of FO Approval** Signature  \_\_\_\_\_ Date: 4/15/2021  
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**Approval of President & CEO** Signature  \_\_\_\_\_ Date: 4/15/2021  
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**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**MEMORANDUM**

**TO:** MARK THIELE, INTERIM PRESIDENT & CEO  
**FROM:** MICHAEL ROGERS, VP FISCAL AND BUSINESS OPERATIONS  
**SUBJECT:** CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR DESIGNEE TO APPROVE A LOAN TO V.J. MEMORIAL CORPORATION FOR OPERATING EXPENSES FOR 2100 MEMORIAL POST-HURRICANE HARVEY  
**DATE:** APRIL 6, 2020

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to approve a loan to V.J. Memorial Corporation for operating expenses at 2100 Memorial post-Hurricane Harvey.

**BACKGROUND:**

V.J. Memorial Corporation (VJM) is the general partner in Memorial Drive Elderly, L.P., which is the limited partnership that owns the senior living facility known as 2100 Memorial. As general partner, VJM is responsible for operations at 2100 Memorial. VJM is an affiliate of the Houston Housing Authority (HHA).

During Hurricane Harvey, 2100 Memorial sustained considerable damage from flooding that compromised several of the property's operational systems. At the September 2018 meeting, the Board, via Resolution 2914, authorized HHA to lend up to \$325,000 to V.J. Memorial for relocation costs to assist residents who moved from the building.

At the October 2018 meeting, the Board, via Resolution 2925, also authorized HHA to loan up to \$500,000 to cover operating funds shortages that would be incurred in the following months.

At the November 2018 meeting, the Board, via Resolution 2998, modified the relocation loan so the remaining \$154,000 could be used to cover operating costs. At the same meeting, an additional loan of \$325,000 was authorized to also cover the anticipated operating deficits until April 2019.

At the March 2019 meeting, the Board, via resolution 3026, authorized an additional loan of \$350,000. When this resolution was passed, this additional funding was anticipated to carry the property until July 2019.

At the September 2019 meeting, the Board, via resolution 3099, authorized an additional loan of \$350,000.

At the April 2020 meeting, the Board, via Resolution 3157, authorized an additional loan of \$350,000.

At the October 2020 meeting, the Board, via Resolution 3202, authorized an additional loan of \$350,000.

The property is encumbered by a first mortgage that requires a monthly payment of \$49,042. Inclusive in this payment is \$32,714 for principal and interest and an additional \$16,328 for insurance and replacement reserve escrows. At the end of March 2021, the lender held approximately \$110,206 in insurance reserves and roughly \$155,000 in replacement reserves. The remaining principal balance is approximately \$4,576,000.

The building has been vacated by all previous residents and remains unoccupied as of now. Security measures, including fencing, boarding, and periodic patrols by third-party security service, are in place to protect the asset. Ongoing operating expenses have been reduced from the period before the building was vacated. The cost of the security services is approximately \$600 per week. Periodic other costs are incurred from time to time and are estimated at \$5,000 per month, including the weekly security cost.

Insurance proceeds received to date have helped limit the funds HHA has had to advance on this property. Post Harvey, some \$2,500,000 in insurance proceeds have been received. However, at this time, there are no additional insurance proceeds expected.

Shortly after Hurricane Harvey hit the Houston area, the property has been in a claim status with FEMA. To date, FEMA has funded \$1.278 million. The receipt of these funds from FEMA reduced the balance on funds previously advanced by HHA to approximately \$950,000 as of September 2020. This sum is only for funds advanced post Harvey. Over the life of the property, HHA has loaned this property a significant amount in addition to the funds advanced post Harvey.

At present, significant additional funds are being reviewed by FEMA that hopefully will be made available to assist in the restoration of the property. This process has been ongoing for a long time. The ultimate amount and timing for the receipt of these additional funds are uncertain at present. In addition, an application has been made to the Texas GLO for an advance from the disaster recovery grant to assist in pre-development costs for the planned restoration of the property.

At present, there is approximately \$55,000 remaining in the previously approved loans to be advanced. Based on the above, it is believed that providing an additional \$175,000 in operating funds should allow the property to keep the mortgage current and continue existing operations through July 2021. It is anticipated that the proposed redevelopment activities will have commenced before the end of the period to be covered by this additional loan.

These funds will be advanced from Business Activities or COCC reserves which are non-federal funds.

**RECOMMENDATION**

Accordingly, I recommend that the Board considers this resolution, which states:

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to approve a no-interest loan up to \$175,000 to V.J. Memorial Corporation for operating expenses at 2100 Memorial post-Hurricane Harvey, pursuant to the memorandum dated April 6, 2021, from Michael Rogers, Vice President of Fiscal and Business Operations to Mark Thiele, Interim President & CEO.



Transforming Lives & Communities

**REQUEST FOR BOARD AGENDA ITEM**

**1. Brief Description of Proposed Item**

Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a contract with WA Development for the development of The Almeda at Fannin Station Phase II, an apartment community located at or about the intersection of Almeda Road and Feldman Street, Houston, TX 77045

**2. Date of Board Meeting:** April 20, 2021

**3. Proposed Board Resolution:**

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with WA Development for the development of Almeda at Fannin Station Phase II, an apartment community located at or about Almeda Road and Feldman Street, Houston, TX 77045 for the formation of a partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Cody Roskelley, Vice President of REID dated April 6, 2021, to Mark Thiele, Interim President & CEO

**4. Department Head Approval**    Signature DocuSigned by:  
*Cody Roskelley*  
8FC143A291EE443...    Date: 4/15/2021

**5. Statement regarding availability of funds by VP of Fiscal Operations**

Funds Budgeted and Available     Yes     No    Source Not Applicable

**VP of FO Approval**    Signature DocuSigned by:  
*Mike Rogers*  
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**6. Approval of President & CEO**    Signature DocuSigned by:  
*Mark Thiele*  
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**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**MEMORANDUM**

**TO:** MARK THIELE, INTERIM PRESIDENT & CEO  
**FROM:** CODY ROSKELLEY, VICE PRESIDENT OF REID  
**SUBJECT:** CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR DESIGNEE TO EXECUTE A CONTRACT WITH WA DEVELOPMENT FOR THE DEVELOPMENT OF THE ALMEDA AT FANNIN STATION PHASE II, AN APARTMENT COMMUNITY LOCATED AT OR ABOUT THE INTERSECTION OF ALMEDA ROAD AND FELDMAN STREET, HOUSTON, TX 77045  
**DATE:** APRIL 6, 2021

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with WA Development for the development of Almeda at Fannin Station Phase II an apartment community located at or about Almeda Road and Feldman Street, Houston, TX 77045.

**BACKGROUND:**

The Houston market area has a substantial shortage of affordable housing units. Recent Census data indicates that over 400,000 households in Houston qualify for housing assistance at 80% of the Area Median Income (AMI). In Houston, 155,582 families are currently living in poverty. Over 200,000 families in Houston pay is greater than 30% of their income for housing. The existing housing stock only provides affordable opportunities for 76,725 families in Houston. This sheds light on the need for affordable housing for all families at all income ranges below 80% of AMI.

The Houston Housing Authority wishes to increase the number of affordable housing units available for qualified residents within its jurisdiction. To facilitate this, a Qualification Based Solicitation (QBS 21-08) was issued on January 14, 2021.

This goal of QBS 21-08 is to solicit acquisition, rehabilitation, or construction opportunities involving affordable housing.

**PROPOSED PARTNER & DEVELOPMENT:**

Warehouse Associates and WA Development are a Houston-based real estate investment and development firm that is actively involved in developing new industrial buildings, acquiring existing products, and building-to-suit projects. Operating in the Houston commercial real estate market since 1986, WA Development has developed three specialized business parks in strategic areas throughout Houston while continuing to own and operate over 3 million rentable square feet throughout. This proposal, The Almeda, represents furtherance of WA's investment on a much larger parcel, often referred to as "Corporate Centre," of which the proposed 9-4-acre site is a part. Purchased almost twenty years

ago, WA's investment initially consisted of Class A office-warehouse and industrial buildings, often for firms serving the Texas Medical Center's needs. Most recently, as part of the larger parcel, WA has recognized the need for quality, affordable housing to serve the community. That vision has yielded the recently completed Class A multi-family development, Nantucket at Fannin Station and Orleans at Fannin Station.

The Almeda, a proposed 300-unit Class A multi-family community located proximate to the intersection of Almeda Road and the proposed extension of Reed Road, also known as Feldman Street, immediately west of SH 288 and south of the Texas Medical Center. (referred to as the "Property"). Fannin Street is located immediately west of the proposed site. Although not located in an area designated as a "Complete Community" by the City of Houston, the proposed community is adjacent to the Sunnyside Complete Community.

#### **AFFORDABLE UNITS:**

The Almeda at Fannin Station Phase II includes a total of 300 units. 207 of the units are one-bedroom units. The remaining 93 units are two-bedroom, two-bath units. In the context of the proposed partnership with HHA, the affordable unit break down is 41.67% at 80% AMI and 9.33% at 60% AMI, with 49% being at market rents.

#### **EVALUATION PROCESS:**

The Evaluation Committee for QBS 21-08 consisted of Cody Roskelley, Vice President of REID, Mike Rogers, Vice President of Finance, and David Cukierman, Consultant.

The solicitation was advertised on January 14, 2021, in the Houston Chronicle, The Forward Times, and on the HHA's website. In response, the Houston Housing Authority received eight responses, of which all eight were evaluated.

#### **SCORING:**

The scoring criteria for potential deals were changed in 2020 to help potential partners understand the number of different ways to improve an affordable deal. The new scoring is much more comprehensive and challenging than the old scoring. The terms of QBS 21-08 called for the evaluation committee to evaluate each submittal and to recommend higher-scoring proposals.

The scoring criteria and results are listed below:

<b>Criteria</b>	<b>Max Points</b>	<b>Points Scored</b>
<b>Location</b>	10	8
<b>Depth of Affordability</b>	10	2
<b>Schools</b>	10	1
<b>\$ on the Front End</b>	10	6
<b>\$ During Operations</b>	10	10
<b>Reasonable Developer</b>	10	5
<b>Term of Affordability</b>	5	5
<b>Flood Plain</b>	5	5
<b>\$/Land on the Backend</b>	5	3

<b>Preservation</b>	5	0
<b>HHA Resources</b>	5	5
<b>M/WBE Participation</b>	5	5
<b>Unit Mix</b>	2.5	0
<b>Mix with Market Units</b>	2.5	2.5
<b>Bonus Points</b>	5	0
<b>Total Points</b>	<b>100</b>	57.5

## RECOMMENDATION

Accordingly, I recommend that the Board considers this resolution, which states:

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with WA Development for the development of Almeda at Fannin Station Phase II, an apartment community located at or about Almeda Road and Feldman Street, Houston, TX 77045 for the formation of a partnership (s) to provide additional affordable housing units, pursuant to the memorandum from Cody Roskelley, Vice President of REID dated April 6, 2021, to Mark Thiele, Interim President & CEO.



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**REQUEST FOR BOARD AGENDA ITEM**

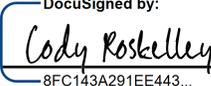
**1. Brief Description of Proposed Item**

Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a contract with Wood Partners for the acquisition of Alta Med Main, an apartment community located at or about 9330 South Main, Houston, TX 77025.

**2. Date of Board Meeting:** April 20, 2021

**3. Proposed Board Resolution:**

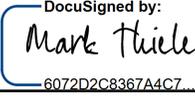
**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Wood Partners for the acquisition of Alta Med Main, an apartment community located at or about 9330 South Main, Houston, TX 77025 for the formation of a partnership (s) to provide additional affordable housing units, pursuant to the memorandum from Cody Roskelley, Vice President of REID dated April 6, 2021, to Mark Thiele, Interim President & CEO.

**4. Department Head Approval**    Signature     Date: 4/15/2021  
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**5. Statement regarding availability of funds by VP of Fiscal Operations**

Funds Budgeted and Available     Yes     No    Source Not Applicable

**VP of FO Approval**    Signature     Date: 4/15/2021  
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**6. Approval of President & CEO**    Signature     Date: 4/15/2021  
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**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**MEMORANDUM**

**TO:** MARK THIELE, INTERIM PRESIDENT & CEO  
**FROM:** CODY ROSKELLEY, VICE PRESIDENT OF REID  
**SUBJECT:** CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR DESIGNEE TO EXECUTE A CONTRACT WITH WOOD PARTNERS FOR THE ACQUISITION OF ALTA MED MAIN, AN APARTMENT COMMUNITY LOCATED AT OR ABOUT 9330 SOUTH MAIN, HOUSTON, TX 77025  
**DATE:** APRIL 6, 2021

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Wood Partners for the acquisition of Alta Med Main, an apartment community located at or about 9330 South Main, Houston, TX 77025.

**BACKGROUND:**

The Houston market area has a substantial shortage of affordable housing units. Recent Census data indicates that over 400,000 households in Houston qualify for housing assistance at 80% of the Area Median Income (AMI). In Houston, 155,582 families are currently living in poverty. Over 200,000 families in Houston pay is greater than 30% of their income for housing. The existing housing stock only provides affordable opportunities for 76,725 families in Houston. This sheds light on the need for affordable housing for all families at all income ranges below 80% of AMI.

The Houston Housing Authority wishes to increase the number of affordable housing units available for qualified residents within its jurisdiction. To facilitate this, a Qualification Based Solicitation (QBS 21-08) was issued on January 14, 2021.

This goal of QBS 21-08 is to solicit acquisition, rehabilitation, or construction opportunities involving affordable housing.

**PROPOSED PARTNER & ACQUISITION:**

Wood Partners is a national real estate company that develops, constructs, and manages multifamily communities. The company has been involved in the acquisition and development of more than 85,000 multifamily homes with a combined capitalization of more than \$15.6 billion nationwide. The company currently owns 68 properties across the United States with a combined total of more than 18,000 homes.

Alta Med Main is a Class A 338 four-story unit, surface parked community on 9330 South Main, Houston, TX 77025. Completed in March 2021, Alta Med Main combines an attractive modern apartment design

and easy accessibility to jobs and amenities, including convenient shopping. The property is located immediately south of Houston's largest employer, The Texas Medical Center.

**AFFORDABLE UNITS:**

Alta Med Main features a mix of 282 one-bedroom units and 58 two-bedroom units. Fifty-one percent of the units will be restricted to 60% AMI and 80% AMI.

**EVALUATION PROCESS:**

The Evaluation Committee for QBS 21-08 consisted of Cody Roskelley, Vice President of REID, Mike Rogers, Vice President of Finance, and David Cukierman, Consultant.

The solicitation was advertised on January 14, 2021, in the Houston Chronicle, The Forward Times, and on the HHA's website. In response, the Houston Housing Authority received eight responses, of which all eight were evaluated.

**SCORING:**

The scoring criteria for potential deals were changed in 2020 to help potential partners understand the number of different ways to improve an affordable deal. The new scoring is much more comprehensive and challenging than the old scoring. The terms of QBS 21-08 called for the evaluation committee to evaluate each submittal and to recommend higher-scoring proposals.

The scoring criteria and results are listed below:

<b>Criteria</b>	<b>Max Points</b>	<b>Points Scored</b>
<b>Location</b>	10	10
<b>Depth of Affordability</b>	10	2
<b>Schools</b>	10	5
<b>\$ on the Front End</b>	10	10
<b>\$ During Operations</b>	10	10
<b>Reasonable Developer</b>	10	0
<b>Term of Affordability</b>	5	5
<b>Flood Plain</b>	5	5
<b>\$/Land on the Backend</b>	5	3
<b>Preservation</b>	5	0
<b>HHA Resources</b>	5	5
<b>M/WBE Participation</b>	5	2.5
<b>Unit Mix</b>	2.5	0
<b>Mix with Market Units</b>	2.5	2.5
<b>Bonus Points</b>	5	0
<b>Total Points</b>	<b>100</b>	<b>60</b>

**RECOMMENDATION**

Accordingly, I recommend that the Board considers this resolution, which states:

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Wood Partners for the acquisition of Alta Med Main, an apartment community located at or about 9330 South Main, Houston, TX 77025 for the formation of a partnership (s) to provide additional affordable housing units, pursuant to the memorandum from Cody Roskelley, Vice President of REID dated April 6, 2021, to Mark Thiele, Interim President & CEO.



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**REQUEST FOR BOARD AGENDA ITEM**

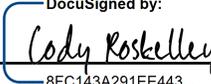
**1. Brief Description of Proposed Item**

Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a contract with The Morgan Group for the acquisition of The Marq on Voss, an apartment community located at or about 2525 S Voss Rd, Houston, TX 77057

**2. Date of Board Meeting:** April 20, 2021

**3. Proposed Board Resolution:**

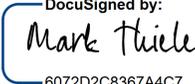
**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with The Morgan Group for the acquisition of The Marq on Voss, an apartment community located at or about 2525 S Voss Rd, Houston, TX 77057 for the formation of a partnership (s) to provide additional affordable housing units, pursuant to the memorandum from Cody Roskelley, Vice President of REID dated April 6, 2021, to Mark Thiele, Interim President & CEO.

**4. Department Head Approval**    Signature     Date: 4/15/2021  
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**5. Statement regarding availability of funds by VP of Fiscal Operations**

Funds Budgeted and Available  Yes  No    Source Not Applicable

**VP of FO Approval**    Signature     Date: 4/15/2021  
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**6. Approval of President & CEO**    Signature     Date: 4/15/2021  
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**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**MEMORANDUM**

**TO:** MARK THIELE, INTERIM PRESIDENT & CEO  
**FROM:** CODY ROSKELLEY, VICE PRESIDENT OF REID  
**SUBJECT:** CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR DESIGNEE TO EXECUTE A CONTRACT WITH THE MORGAN GROUP FOR THE ACQUISITION OF THE MARQ ON VOSS AN APARTMENT COMMUNITY LOCATED AT OR ABOUT 2525 S VOSS RD, HOUSTON, TX 77057  
**DATE:** APRIL 6, 2021

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with The Morgan Group for the acquisition of The Marq on Voss an apartment community located at or about 2525 S Voss Rd, Houston, TX 77057.

**BACKGROUND:**

The Houston market area has a substantial shortage of affordable housing units. Recent Census data indicates that over 400,000 households in Houston qualify for housing assistance at 80% of the Area Median Income (AMI). In Houston, 155,582 families are currently living in poverty. Over 200,000 families in Houston pay is greater than 30% of their income for housing. The existing housing stock only provides affordable opportunities for 76,725 families in Houston. This sheds light on the need for affordable housing for all families at all income ranges below 80% of AMI.

The Houston Housing Authority wishes to increase the number of affordable housing units available for qualified residents within its jurisdiction. To facilitate this, a Qualification Based Solicitation (QBS 21-08) was issued on January 14, 2021.

This goal of QBS 21-08 is to solicit acquisition, rehabilitation, or construction opportunities involving affordable housing.

**PROPOSED PARTNER & ACQUISITION:**

The Morgan Group specializes in Multi-family developments and currently owns and operates 30 different communities.

The Marq on Voss located near the northeast corner of South Voss Rd and Westheimer Rd in Houston's Mid-West neighborhood. Constructed in 2009, the Class A four-story apartment complex has 307 units. This Property is located within the core of Houston's Galleria/Uptown submarket. The Property is of very high quality and will be a beautiful mixed-income community with top-of-the-line finishes and amenities, walkable grocery access, and bus routes.

**AFFORDABLE UNITS:**

The Marq on Voss will have 217 one-bedroom, 79 two-bedrooms units, and 11 three-bedroom units. 10% of the units will be @ 60% AMI, 41.2% will be @ 80% AMI, and 48.8% of the units will be at Market rates.

**EVALUATION PROCESS:**

The Evaluation Committee for QBS 21-08 consisted of Cody Roskelley, Vice President of REID, Mike Rogers, Vice President of Finance, and David Cukierman, Consultant.

The solicitation was advertised on January 14, 2021, in the Houston Chronicle, The Forward Times, and on the HHA's website. In response, the Houston Housing Authority received eight responses, of which all eight were evaluated.

**SCORING:**

The scoring criteria for potential deals were changed in 2020 to help potential partners understand the number of different ways to improve an affordable deal. The new scoring is much more comprehensive and challenging than the old scoring. The terms of QBS 21-08 called for the evaluation committee to evaluate each submittal and to recommend higher-scoring proposals.

The scoring criteria and results are listed below:

<b>Criteria</b>	<b>Max Points</b>	<b>Points Scored</b>
<b>Location</b>	10	4
<b>Depth of Affordability</b>	10	2
<b>Schools</b>	10	4.66
<b>\$ on the Front End</b>	10	6
<b>\$ During Operations</b>	10	2
<b>Reasonable Developer</b>	10	0
<b>Term of Affordability</b>	5	5
<b>Flood Plain</b>	5	5
<b>\$/Land on the Backend</b>	5	3
<b>Preservation</b>	5	0
<b>HHA Resources</b>	5	5
<b>M/WBE Participation</b>	5	2.5
<b>Unit Mix</b>	2.5	0
<b>Mix with Market Units</b>	2.5	2.5
<b>Bonus Points</b>	5	0
<b>Total Points</b>	<b>100</b>	<b>41.66</b>

**RECOMMENDATION**

Accordingly, I recommend that the Board considers this resolution, which states:

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with The Morgan Group for the acquisition of The Marq on Voss, an apartment community located at or about 2525 S Voss Rd, Houston, TX 77057 for the formation of a partnership (s) to provide additional affordable housing units, pursuant to the memorandum from Cody Roskelley, Vice President of REID dated April 6, 2021, to Mark Thiele, Interim President & CEO.



Transforming Lives & Communities

**REQUEST FOR BOARD AGENDA ITEM**

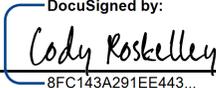
**1. Brief Description of Proposed Item**

Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a contract with Standard Residential, LLC for the acquisition of 2626 Fountain View, an apartment community located at or about 2626 Fountain View Houston, TX 77057

**2. Date of Board Meeting:** April 20, 2021

**3. Proposed Board Resolution:**

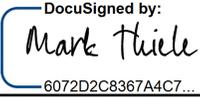
**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Standard Residential, LLC for the acquisition of 2626 Fountain View, an apartment community located at or about 2626 Fountain View Houston, TX 77057, for the formation of a partnership (s) to provide additional affordable housing units, pursuant to the memorandum from Cody Roskelley, Vice President of REID dated April 6, 2021, to Mark Thiele, Interim President & CEO.

**4. Department Head Approval** Signature  Date: 4/15/2021  
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**5. Statement regarding availability of funds by VP of Fiscal Operations**

Funds Budgeted and Available  Yes  No Source Not Applicable

**VP of FO Approval** Signature  Date: 4/15/2021  
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**6. Approval of President & CEO** Signature  Date: 4/15/2021  
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**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**MEMORANDUM**

**TO:** MARK THIELE, INTERIM PRESIDENT & CEO  
**FROM:** CODY ROSKELLEY, VICE PRESIDENT OF REID  
**SUBJECT:** CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR DESIGNEE TO EXECUTE A CONTRACT WITH STANDARD RESIDENTIAL, LLC FOR THE ACQUISITION OF 2626 FOUNTAIN VIEW, AN APARTMENT COMMUNITY LOCATED AT OR ABOUT 2626 FOUNTAIN VIEW HOUSTON, TX 77057.  
**DATE:** APRIL 6, 2021

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Standard Residential, LLC for the acquisition of 2626 Fountain View, an apartment community located at or about 2626 Fountain View Houston, TX 77057.

**BACKGROUND:**

The Houston market area has a substantial shortage of affordable housing units. Recent Census data indicates that over 400,000 households in Houston qualify for housing assistance at 80% of the Area Median Income (AMI). In Houston, 155,582 families are currently living in poverty. Over 200,000 families in Houston pay is greater than 30% of their income for housing. The existing housing stock only provides affordable opportunities for 76,725 families in Houston. This sheds light on the need for affordable housing for all families at all income ranges below 80% of AMI.

The Houston Housing Authority wishes to increase the number of affordable housing units available for qualified residents within its jurisdiction. To facilitate this, a Qualification Based Solicitation (QBS 21-08) was issued on January 14, 2021.

This goal of QBS 21-08 is to solicit acquisition, rehabilitation, or construction opportunities involving affordable housing.

**PROPOSED PARTNER & ACQUISITION:**

Ojala Holdings / Standard Residential, LLC specializes in multi-family development. Primary competencies are in the acquisition, development, and re-development of affordable multi-family residential properties located throughout the state of Texas.

2626 Fountain View Apartments is located next to HHA's main office. This 281 unit Class-A Property is located on approximately 5-acres within the core of Houston's Galleria/Uptown submarket. The Property

is of very high quality and will be a beautiful mixed-income community with top-of-the-line finishes and amenities, walkable grocery access, and bus routes.

**AFFORDABLE UNITS:**

2626 Fountain View will feature a mix of 1- & 2-bedroom multi-family units. Fifty-one percent of the units will be restricted to 60% AMI and 80% AMI.

**EVALUATION PROCESS:**

The Evaluation Committee for QBS 21-08 consisted of Cody Roskelley, Vice President of REID, Mike Rogers, Vice President of Finance, and David Cukierman, Consultant.

The solicitation was advertised on January 14, 2021, in the Houston Chronicle, The Forward Times, and on the HHA's website. In response, the Houston Housing Authority received eight responses, of which all eight were evaluated.

**SCORING:**

The scoring criteria for potential deals were changed in 2020 to help potential partners understand the number of different ways to improve an affordable deal. The new scoring is much more comprehensive and challenging than the old scoring. The terms of QBS 21-08 called for the evaluation committee to evaluate each submittal and to recommend higher-scoring proposals.

The scoring criteria and results are listed below:

<b>Criteria</b>	<b>Max Points</b>	<b>Points Scored</b>
<b>Location</b>	10	10
<b>Depth of Affordability</b>	10	2
<b>Schools</b>	10	4.66
<b>\$ on the Front End</b>	10	8
<b>\$ During Operations</b>	10	2
<b>Reasonable Developer</b>	10	0
<b>Term of Affordability</b>	5	5
<b>Flood Plain</b>	5	5
<b>\$/Land on the Backend</b>	5	3
<b>Preservation</b>	5	0
<b>HHA Resources</b>	5	5
<b>M/WBE Participation</b>	5	5
<b>Unit Mix</b>	2.5	0
<b>Mix with Market Units</b>	2.5	2.5
<b>Bonus Points</b>	5	0
<b>Total Points</b>	<b>100</b>	<b>52.16</b>

**RECOMMENDATION**

Accordingly, I recommend that the Board considers this resolution, which states:

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Standard Residential, LLC for the acquisition of 2626 Fountain View, an apartment community located at or about 2626 Fountain View Houston, TX 77057, for the formation of a partnership (s) to provide additional affordable housing units, pursuant to the memorandum from Cody Roskelley, Vice President of REID dated April 6, 2021, to Mark Thiele, Interim President & CEO.



Transforming Lives & Communities

**REQUEST FOR BOARD AGENDA ITEM**

**1. Brief Description of Proposed Item**

Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a contract with Argosy Real Estate Partners for the acquisition of Kingsland West apartment community located at or about 2101 North Shepherd Houston TX 77008

**2. Date of Board Meeting:** April 20, 2021

**3. Proposed Board Resolution:**

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Argosy Real Estate Partners for the acquisition of Kingsland West apartment community located at or about 2101 North Shepherd Houston, TX 77008, for the formation of a partnership (s) to provide additional affordable housing units, pursuant to the memorandum from Cody Roskelley, Vice President of REID dated April 6, 2021, to Mark Thiele, Interim President & CEO.

**4. Department Head Approval**    Signature DocuSigned by:  
Cody Roskelley  
8FC143A291EE443...    Date: 4/15/2021

**5. Statement regarding availability of funds by VP of Fiscal Operations**

Funds Budgeted and Available     Yes     No    Source Not Applicable

**VP of FO Approval**    Signature DocuSigned by:  
Mike Rogers  
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**6. Approval of President & CEO**    Signature DocuSigned by:  
Mark Thiele  
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**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**MEMORANDUM**

**TO:** MARK THIELE, INTERIM PRESIDENT & CEO  
**FROM:** CODY ROSKELLEY, VICE PRESIDENT OF REID  
**SUBJECT:** CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR DESIGNEE TO EXECUTE A CONTRACT WITH ARGOSY REAL ESTATE PARTNERS FOR THE ACQUISITION OF KINGSLAND WEST APARTMENT COMMUNITY LOCATED AT OR ABOUT 2101 NORTH SHEPHERD HOUSTON TX 77008  
**DATE:** APRIL 6, 2021

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Argosy Real Estate Partners for the acquisition of Kingsland West apartment community located at or about 2101 North Shepherd Houston, TX 77008.

**BACKGROUND:**

The Houston market area has a substantial shortage of affordable housing units. Recent Census data indicates that over 400,000 households in Houston qualify for housing assistance at 80% of the Area Median Income (AMI). In Houston, 155,582 families are currently living in poverty. Over 200,000 families in Houston pay is greater than 30% of their income for housing. The existing housing stock only provides affordable opportunities for 76,725 families in Houston. This sheds light on the need for affordable housing for all families at all income ranges below 80% of AMI.

The Houston Housing Authority wishes to increase the number of affordable housing units available for qualified residents within its jurisdiction. To facilitate this, a Qualification Based Solicitation (QBS 21-08) was issued on January 14, 2021.

This goal of QBS 21-08 is to solicit acquisition, rehabilitation, or construction opportunities involving affordable housing.

**PROPOSED PARTNER & ACQUISITION:**

Founded in 1990, Argosy Real Estate Partners is an institutional investor/owner with \$1.3 billion in gross real estate assets and uncommitted equity capital under management. Its current portfolio is comprised of multifamily, office, retail, hotel, and land divestments throughout the United States. Assets in the Houston metropolitan area include Kingsland West, and Ascension on the Bayou.

Kingsland West is a garden-style, low-density development. The 305-unit community sits on a 16.3-acre site which provides a spacious campus plan at 18.7 units per acre. Surface parking, covered carports, and

attached garages for select townhomes and apartments are available to residents. The parking ratio is generous, with 488 spaces or 1.6 spaces/unit. It's located at 18325 Kingsland Drive, south of IH 10 West and west of Highway 6 in west Houston, and constructed in 2015.

**AFFORDABLE UNITS:**

Kingsland West features a mix of 127 one-bedroom units, 130 two-bedroom units, and 48 three-bedroom multifamily units. Fifty-one percent of the units will be restricted to 60% AMI and 80% AMI.

**EVALUATION PROCESS:**

The Evaluation Committee for QBS 21-08 consisted of Cody Roskelley, Vice President of REID, Mike Rogers, Vice President of Finance, and David Cukierman, Consultant.

The solicitation was advertised on January 14, 2021, in the Houston Chronicle, The Forward Times, and on the HHA's website. In response, the Houston Housing Authority received eight responses, of which all eight were evaluated.

**SCORING:**

The scoring criteria for potential deals were changed in 2020 to help potential partners understand the number of different ways to improve an affordable deal. The new scoring is much more comprehensive and challenging than the old scoring. The terms of QBS 21-08 called for the evaluation committee to evaluate each submittal and to recommend higher-scoring proposals.

The scoring criteria and results are listed below:

<b>Criteria</b>	<b>Max Points</b>	<b>Points Scored</b>
<b>Location</b>	10	10
<b>Depth of Affordability</b>	10	2
<b>Schools</b>	10	10
<b>\$ on the Front End</b>	10	6
<b>\$ During Operations</b>	10	10
<b>Reasonable Developer</b>	10	0
<b>Term of Affordability</b>	5	5
<b>Flood Plain</b>	5	3
<b>\$/Land on the Backend</b>	5	3.5
<b>Preservation</b>	5	0
<b>HHA Resources</b>	5	5
<b>M/WBE Participation</b>	5	2.5
<b>Unit Mix</b>	2.5	0
<b>Mix with Market Units</b>	2.5	2.5
<b>Bonus Points</b>	5	0
<b>Total Points</b>	<b>100</b>	59.5

**RECOMMENDATION**

Accordingly, I recommend that the Board considers this resolution, which states:

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Argosy Real Estate Partners for the acquisition of Kingsland West apartment community located at or about 2101 North Shepherd Houston, TX 77008, for the formation of housing development partnership (s) to provide additional affordable housing units, pursuant to the memorandum from Cody Roskelley, Vice President of REID dated April 6, 2021, to Mark Thiele, Interim President & CEO.



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**REQUEST FOR BOARD AGENDA ITEM**

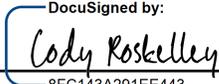
**1. Brief Description of Proposed Item**

Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a contract with Wood Partners for the acquisition of Alta West Gray, an apartment community located at or about 299 West Gray Street, Houston, TX 77019

**2. Date of Board Meeting:** April 20, 2021

**3. Proposed Board Resolution:**

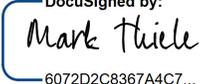
**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Wood Partners for the acquisition of Alta West Gray, an apartment community located at or about 299 West Gray Street, Houston, TX 77019 for the formation of a partnership (s) to provide additional affordable housing units, pursuant to the memorandum from Cody Roskelley, Vice President of REID dated April 6, 2021, to Mark Thiele, Interim President & CEO.

**4. Department Head Approval**    Signature     Date: 4/15/2021  
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**5. Statement regarding availability of funds by VP of Fiscal Operations**

Funds Budgeted and Available     Yes     No    Source Not Applicable

**VP of FO Approval**    Signature     Date: 4/15/2021  
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**6. Approval of President & CEO**    Signature     Date: 4/15/2021  
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**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**MEMORANDUM**

**TO:** MARK THIELE, INTERIM PRESIDENT & CEO  
**FROM:** CODY ROSKELLEY, VICE PRESIDENT OF REID  
**SUBJECT:** CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR DESIGNEE TO EXECUTE A CONTRACT WITH WOOD PARTNERS FOR THE ACQUISITION OF ALTA WEST GRAY, AN APARTMENT COMMUNITY LOCATED AT OR ABOUT 299 WEST GRAY STREET, HOUSTON, TX 77019  
**DATE:** APRIL 6, 2021

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Wood Partners for the acquisition of Alta West Gray, an apartment community located at or about 299 West Gray Street, Houston, TX 77019.

**BACKGROUND:**

The Houston market area has a substantial shortage of affordable housing units. Recent Census data indicates that over 400,000 households in Houston qualify for housing assistance at 80% of the Area Median Income (AMI). In Houston, 155,582 families are currently living in poverty. Over 200,000 families in Houston pay is greater than 30% of their income for housing. The existing housing stock only provides affordable opportunities for 76,725 families in Houston. This sheds light on the need for affordable housing for all families at all income ranges below 80% of AMI.

The Houston Housing Authority wishes to increase the number of affordable housing units available for qualified residents within its jurisdiction. To facilitate this, a Qualification Based Solicitation (QBS 21-08) was issued on January 14, 2021.

This goal of QBS 21-08 is to solicit acquisition, rehabilitation, or construction opportunities involving affordable housing.

**PROPOSED PARTNER & ACQUISITION:**

Wood Partners is a national real estate company that develops, constructs, and manages multifamily communities. The company has been involved in acquiring and developing more than 85,000 multifamily homes with a combined capitalization of more than \$15.6 billion nationwide. The company currently owns 68 properties across the United States with a combined total of more than 18,000 homes.

Alta West Gray is a 166-unit Class A six-story, located 299 West Gray Street, Houston, TX 77019, in Houston's Montrose neighborhood, immediately west of Houston's Central Business District. Alta West

Gray offers luxury living with tailor-made interior designs and acute attention to detail. Expansive one-, and two-bedroom floor plans provide a fresh take on apartment living with open-concept layouts and interior elements. The 166-unit apartment community was built in 2018. The 6-story podium-style construction provides convenient access to covered parking for residents.

**AFFORDABLE UNITS:**

Alta West Gray features a mix of 133 one-bedroom units and 33 two-bedroom units. Fifty-one percent of the units will be restricted to 60% AMI and 80% AMI.

**EVALUATION PROCESS:**

The Evaluation Committee for QBS 21-08 consisted of Cody Roskelley, Vice President of REID, Mike Rogers, Vice President of Finance, and David Cukierman, Consultant.

The solicitation was advertised on January 14, 2021, in the Houston Chronicle, The Forward Times, and on the HHA's website. In response, the Houston Housing Authority received eight responses, of which all eight were evaluated.

**SCORING:**

The scoring criteria for potential deals were changed in 2020 to help potential partners understand the number of different ways to improve an affordable deal. The new scoring is much more comprehensive and challenging than the old scoring. The terms of QBS 21-08 called for the evaluation committee to evaluate each submittal and to recommend higher-scoring proposals.

The scoring criteria and results are listed below:

<b>Criteria</b>	<b>Max Points</b>	<b>Points Scored</b>
Location	10	4
Depth of Affordability	10	2
Schools	10	4
\$ on the Front End	10	8
\$ During Operations	10	10
Reasonable Developer	10	0
Term of Affordability	5	5
Flood Plain	5	5
\$/Land on the Backend	5	5
Preservation	5	0
HHA Resources	5	5
M/WBE Participation	5	2.5
Unit Mix	2.5	0
Mix with Market Units	2.5	2.5
Bonus Points	5	0
<b>Total Points</b>	<b>100</b>	<b>53</b>

**RECOMMENDATION**

Accordingly, I recommend that the Board considers this resolution, which states:

**Resolution** That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Wood Partners for the acquisition of Alta West Gray, an apartment community located at or about 299 West Gray Street, Houston, TX 77019 for the formation of housing development partnership (s) to provide additional affordable housing units, pursuant to the memorandum from Cody Roskelley, Vice President of REID dated April 6, 2021, to Mark Thiele, Interim President & CEO.



Transforming Lives & Communities

**REQUEST FOR BOARD AGENDA ITEM**

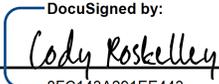
**1. Brief Description of Proposed Item**

Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a contract with Wood Partners for the acquisition of Alta City West, an apartment community located at or about 9233 Westheimer Road, Houston, TX 77063

**2. Date of Board Meeting:** April 20, 2021

**3. Proposed Board Resolution:**

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Wood Partners for the acquisition of Alta City West, an apartment community located at or about 9233 Westheimer Road, Houston, TX 77063 for the formation of a partnership (s) to provide additional affordable housing units, pursuant to the memorandum from Cody Roskelley, Vice President of REID dated April 6, 2021, to Mark Thiele, Interim President & CEO.

**4. Department Head Approval** Signature  Date: 4/15/2021  
DocuSigned by: 8FC143A291EE443...

**5. Statement regarding availability of funds by VP of Fiscal Operations**

Funds Budgeted and Available  Yes  No Source Not Applicable

**VP of FO Approval** Signature  Date: 4/15/2021  
DocuSigned by: 3FC87AD4710742D...

**6. Approval of President & CEO** Signature  Date: 4/15/2021  
DocuSigned by: 6072D2C8367A4C7



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**MEMORANDUM**

**TO:** MARK THIELE, INTERIM PRESIDENT & CEO  
**FROM:** CODY ROSKELLEY, VICE PRESIDENT OF REID  
**SUBJECT:** CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR DESIGNEE TO EXECUTE A CONTRACT WITH WOOD PARTNERS FOR THE ACQUISITION OF ALTA CITY WEST, AN APARTMENT COMMUNITY LOCATED AT OR ABOUT 9233 WESTHEIMER ROAD, HOUSTON, TX 77063  
**DATE:** APRIL 6, 2021

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Wood Partners for the acquisition of Alta City West an apartment community located at or about 9233 Westheimer Road, Houston, TX 77063.

**BACKGROUND:**

The Houston market area has a substantial shortage of affordable housing units. Recent Census data indicates that over 400,000 households in Houston qualify for housing assistance at 80% of the Area Median Income (AMI). In Houston, 155,582 families are currently living in poverty. Over 200,000 families in Houston pay is greater than 30% of their income for housing. The existing housing stock only provides affordable opportunities for 76,725 families in Houston. This sheds light on the need for affordable housing for all families at all income ranges below 80% of AMI.

The Houston Housing Authority wishes to increase the number of affordable housing units available for qualified residents within its jurisdiction. To facilitate this, a Qualification Based Solicitation (QBS 21-08) was issued on January 14, 2021.

This goal of QBS 21-08 is to solicit acquisition, rehabilitation, or construction opportunities involving affordable housing.

**PROPOSED PARTNER & ACQUISITION:**

Wood Partners is a national real estate company that develops, constructs, and manages multifamily communities. The company has been involved in the acquisition and development of more than 85,000 multifamily homes with a combined capitalization of more than \$15.6 billion nationwide. The company currently owns 68 properties across the United States with a combined total of more than 18,000 homes.

Alta City West is a 133-unit Class A four-story, surface parked community on the south side of 9233 Westheimer Road, Houston, TX 77063, near its intersection with Fondren Road in west Houston.

Completed in 2014, Alta City West combines an attractive modern apartment design and easy accessibility to jobs and amenities, including convenient shopping.

**AFFORDABLE UNITS:**

Alta City West features a mix of 99 one-bedroom units, 34 two-bedroom units. Fifty-one percent of the units will be restricted to 60% AMI and 80% AMI.

**EVALUATION PROCESS:**

The Evaluation Committee for QBS 21-08 consisted of Cody Roskelley, Vice President of REID, Mike Rogers, Vice President of Finance, and David Cukierman, Consultant.

The solicitation was advertised on January 14, 2021, in the Houston Chronicle, The Forward Times, and on the HHA's website. In response, the Houston Housing Authority received eight responses, of which all eight were evaluated.

**SCORING:**

The scoring criteria for potential deals were changed in 2020 to help potential partners understand the number of different ways to improve an affordable deal. The new scoring is much more comprehensive and challenging than the old scoring. The terms of QBS 21-08 called for the evaluation committee to evaluate each submittal and to recommend higher-scoring proposals.

The scoring criteria and results are listed below:

<b>Criteria</b>	<b>Max Points</b>	<b>Points Scored</b>
<b>Location</b>	10	4
<b>Depth of Affordability</b>	10	2
<b>Schools</b>	10	1
<b>\$ on the Front End</b>	10	6
<b>\$ During Operations</b>	10	10
<b>Reasonable Developer</b>	10	0
<b>Term of Affordability</b>	5	5
<b>Flood Plain</b>	5	5
<b>\$/Land on the Backend</b>	5	5
<b>Preservation</b>	5	0
<b>HHA Resources</b>	5	5
<b>M/WBE Participation</b>	5	2.5
<b>Unit Mix</b>	2.5	0
<b>Mix with Market Units</b>	2.5	2.5
<b>Bonus Points</b>	5	0
<b>Total Points</b>	<b>100</b>	<b>48</b>

**RECOMMENDATION**

Accordingly, I recommend that the Board considers this resolution, which states:

**Resolution** That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Wood Partners for the acquisition of Alta City West, an apartment community located at or about 9233 Westheimer Road, Houston, TX 77063 for the formation of a partnership (s) to provide additional affordable housing units, pursuant to the memorandum from Cody Roskelley, Vice President of REID dated April 6, 2021, to Mark Thiele, Interim President & CEO.



Transforming Lives & Communities

**REQUEST FOR BOARD AGENDA ITEM**

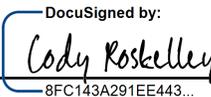
**1. Brief Description of Proposed Item**

Consideration and/or to take action to authorize the Interim President & CEO or designee facilitate the acquisition of those certain parcels of land located at 813 McKee Street, 850 McKee Street, 805 Hardy Street ("805 Hardy"), 1702 Nance Street ("1702 Nance"), and that certain 0.37 acre parcel with frontage on Old Hardy Road, east of Hardy Street, located between and running perpendicular to Nance St. and Sterrett St., and adjacent to each of 805 Hardy and 1702 Nance, Houston, TX 77020, the construction and development of the 304-unit Warehouse District Apartments, and the execution of all required documents therefor

**2. Date of Board Meeting:** April 20, 2021

**3. Proposed Board Resolution:**

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the Houston Housing Authority (the "Authority") to take such actions necessary or convenient to facilitate the acquisition of those certain parcels of land located at 813 McKee Street, 850 McKee Street, 805 Hardy Street ("805 Hardy"), 1702 Nance Street ("1702 Nance"), and that certain 0.37-acre parcel with frontage on Old Hardy Road, east of Hardy Street, located between and running perpendicular to Nance St. and Sterrett St., and adjacent to each of 805 Hardy and 1702 Nance, Houston, TX 77020, the construction and development of the 304-unit Warehouse District Apartments (the "Project") thereupon, pursuant to the memorandum from Cody Roskelley, Vice President of REID dated April 6, 2021, to Mark Thiele, Interim President & CEO.

**4. Department Head Approval** Signature  Date: 4/15/2021  
DocuSigned by: Cody Roskelley 8FC143A291EE443...

**5. Statement regarding availability of funds by VP of Fiscal Operations**

Funds Budgeted and Available  Yes  No Source Third-Party Funding

**6. Approval of Interim President & CEO**

Signature  Date: 4/15/2021  
DocuSigned by: Mike Rogers 3FC87AD4710742D...

 Date: 4/15/2021  
DocuSigned by: Mark Thiele 6072D2C8367A4C7...



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**MEMORANDUM**

**TO:** MARK THIELE, INTERIM PRESIDENT & CEO  
**FROM:** CODY ROSKELLEY, VICE PRESIDENT OF REID  
**SUBJECT:** CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR DESIGNEE FACILITATE THE ACQUISITION OF THOSE CERTAIN PARCELS OF LAND LOCATED AT 813 MCKEE STREET, 850 MCKEE STREET, 805 HARDY STREET ("805 HARDY"), 1702 NANCE STREET ("1702 NANCE"), AND THAT CERTAIN 0.37 ACRE PARCEL WITH FRONTAGE ON OLD HARDY ROAD, EAST OF HARDY STREET, LOCATED BETWEEN AND RUNNING PERPENDICULAR TO NANCE ST. AND STERRETT ST., AND ADJACENT TO EACH OF 805 HARDY AND 1702 NANCE, HOUSTON, TX 77020, THE CONSTRUCTION AND DEVELOPMENT OF THE 304-UNIT WAREHOUSE DISTRICT APARTMENTS, AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR  
**DATE:** APRIL 6, 2021

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorize the Houston Housing Authority (the "Authority") to take such action to facilitate the acquisition of those certain parcels of land located at 813 McKee Street, 850 McKee Street, 805 Hardy Street ("805 Hardy"), 1702 Nance Street ("1702 Nance"), and that certain 0.37 acre parcel with frontage on Old Hardy Road, east of Hardy Street, located between and running perpendicular to Nance St. and Sterrett St., and adjacent to each of 805 Hardy and 1702 Nance, Houston, TX 77020 (the "Land"), the construction and development of the 304-unit Warehouse District Apartments (the "Project") thereupon, and the execution of all required documents therefor.

**BACKGROUND:**

The Authority has created Lakeside Place PFC ("PFC") to assist in the development of certain multifamily housing developments such as the Project. The Authority desires for the PFC to purchase the Project.

The PFC and DTC Warehouse District, LLC, a Delaware limited liability company (the "Owner") will enter into a lease agreement (the "Lease Agreement") granting site control of the Land and the Project to the Owner.

Pursuant to the terms of the Lease Agreement and regulatory agreement recorded against the property upon which the Project is constructed, no less than 50% of the units in the Project will be reserved or occupied by individuals or families earning less than 80% of area median income.

The Owner will use the proceeds of a loan in an aggregate principal amount not to exceed \$36,100,000 (the "Loan") from IBERIABANK, a division of First Horizon Bank ("Lender"), to finance the Project and, in connection with the making of the Loan, Lender will require PFC to join in the execution of documents evidencing and/or securing the Loan (collectively, the "Loan Documents").

**APPROVALS:**

The Board of Commissioners of the Authority (the "Board") authorizes the Interim President and Chief Executive Officer of the Authority and/or his designee to review, approve and execute all certificates, affidavits, agreements, documents and other writings necessary and/or related to the foregoing matters (collectively the "Agreements") the Interim President and Chief Executive Officer shall deem to be necessary or desirable in the consummation of the transactions herein contemplated.

The Board authorizes that all acts, transactions, or agreements undertaken prior hereto by the Interim President and Chief Executive Officer of the Authority or his designee, in connection with the foregoing matters are hereby ratified and confirmed as the valid actions of the Authority, effective as of the date such actions were taken.

The Board authorizes that the Interim President and Chief Executive Officer is hereby authorized and directed for and on behalf of, and as the act and deed of the Authority, to take such further action in the consummation of the transactions herein contemplated and to do any and all other acts and things necessary or proper in furtherance thereof, as the Interim President and Chief Executive Officer shall deem to be necessary or desirable, and all acts heretofore taken by the designee of the Interim President and Chief Executive Officer to such end are hereby expressly ratified and confirmed as the acts and deeds of the Authority.

**RECOMMENDATION**

Accordingly, I recommend that the Board considers this resolution, which states:

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the Houston Housing Authority (the "Authority") to take such actions necessary or convenient to facilitate the acquisition of those certain parcels of land located at 813 McKee Street, 850 McKee Street, 805 Hardy Street ("805 Hardy"), 1702 Nance Street ("1702 Nance"), and that certain 0.37-acre parcel with frontage on Old Hardy Road, east of Hardy Street, located between and running perpendicular to Nance St. and Sterrett St., and adjacent to each of 805 Hardy and 1702 Nance, Houston, TX 77020, the construction and development of the 304-unit Warehouse District Apartments (the "Project") thereupon, pursuant to the memorandum from Cody Roskelley, Vice President of REID dated April 6, 2021, to Mark Thiele, Interim President & CEO.

**RESOLUTION NO. 3270**

**RESOLUTION AUTHORIZING THE HOUSTON HOUSING AUTHORITY (THE "AUTHORITY") TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO FACILITATE THE ACQUISITION OF THOSE CERTAIN PARCELS OF LAND LOCATED AT 813 MCKEE STREET, 850 MCKEE STREET, 805 HARDY STREET ("805 HARDY"), 1702 NANCE STREET ("1702 NANCE"), AND THAT CERTAIN 0.37 ACRE PARCEL WITH FRONTAGE ON OLD HARDY ROAD, EAST OF HARDY STREET, LOCATED BETWEEN AND RUNNING PERPENDICULAR TO NANCE ST. AND STERRETT ST., AND ADJACENT TO EACH OF 805 HARDY AND 1702 NANCE, HOUSTON, TX 77020 (THE "LAND"), THE CONSTRUCTION AND DEVELOPMENT OF THE 304-UNIT WAREHOUSE DISTRICT APARTMENTS (THE "PROJECT") THEREUPON, AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.**

WHEREAS, the Authority has created Lakeside Place PFC ("**PFC**") to assist in the construction and development of certain multifamily housing developments such as the Project;

WHEREAS, the Authority desires for the PFC to purchase the Project;

WHEREAS, the PFC and DTC Warehouse District, LLC, a Delaware limited liability company (the "**Owner**") will enter into a lease agreement (the "**Lease Agreement**") granting site control of the Land and the Project to the Owner;

WHEREAS, pursuant to the terms of the Lease Agreement and regulatory agreement recorded against the property upon which the Project is constructed, no less than 50% of the units in the Project will be reserved or occupied by individuals or families earning less than 80% of area median income;

WHEREAS, the Owner will finance the Project with a loan in an aggregate principal amount not to exceed \$36,100,000 (the "**Loan**") from IBERIABANK, a division of First Horizon Bank ("**Lender**") and, in connection with the making of the Loan, Lender will require PFC to join in the execution of documents evidencing and/or securing the Loan (collectively, the "**Loan Documents**");

NOW, THEREFORE, in connection with the foregoing, the Board of Commissioners hereby adopts the following resolutions:

BE IT RESOLVED, that the Interim President and Chief Executive Officer of the Authority and/or his designee is hereby authorized to review, approve and execute all certificates, affidavits, agreements, documents and other writings necessary and/or related to the forgoing matters (collectively the "**Agreements**") the Interim President and Chief Executive Officer shall deem to be necessary or desirable in the consummation of the transactions herein contemplated;

BE IT FURTHER RESOLVED, that all acts, transactions, or agreements undertaken prior hereto by the Interim President and Chief Executive Officer of the Authority or his designee, in

connection with the foregoing matters are hereby ratified and confirmed as the valid actions of the Authority, effective as of the date such actions were taken; and

BE IT FURTHER RESOLVED, that the Interim President and Chief Executive Officer is hereby authorized and directed for and on behalf of, and as the act and deed of the Authority, to take such further action in the consummation of the transactions herein contemplated and to do any and all other acts and things necessary or proper in furtherance thereof, as the Interim President and Chief Executive Officer shall deem to be necessary or desirable, and all acts heretofore taken by the designee of the Interim President and Chief Executive Officer to such end are hereby expressly ratified and confirmed as the acts and deeds of the Authority.

This resolution shall be in full force and effect from and upon its adoption.

*[Remainder of page intentionally left blank for signature]*

PASSED this \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
CHAIR

ATTEST:

\_\_\_\_\_  
Secretary

## BOARD REPORT FOR MONTH ENDING MARCH 31, 2021

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## EXECUTIVE SUMMARY

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### LOW-INCOME PUBLIC HOUSING

The Low-Income Public Housing (LIPH) program had an adjusted vacancy rate of 6.5% on March 31, 2021. As of April 1, 2021, rent collection for March was 96.7% of rents billed on an adjusted cash accounting basis.

There are currently 57,326 active applications for the Public Housing Waiting List, which represents a decrease of 2.9\* in the last month.

Low-Income Public Housing			
	January	February	March
Waiting Lists	63,194	59,061	57,326
Vacancy Rate	5.74%	6.13%	6.5%
Rent Collection	96.4%	90.05%	96.7%
Unit Turnaround Time (Days)	112.5	121.7	64.7
Avg. Non-Emergency Work Order Days	2.93	2.7	2.63

### HOUSING CHOICE VOUCHER PROGRAM

The HCV staff completed 1,102 annual re-examinations during March. The HCV department also completed 155 interims, 89 change of units (moves), 136 new admissions, and 37 portability move-in transactions. On March 31, 2021, 493 families were enrolled in the Family Self Sufficiency (FSS) program; 268 of the 493 (54%) families eligible for escrow currently have an FSS escrow balance. The PIH Information Center (PIC) reporting rate for the one-month period ending March 31, 2021 was 77.9%.

Voucher Programs			
	January	February	March
Households	18,601	18,648	18,658
ABA Utilization/Unit Utilization	99.6%/101.1%	92.8%/100.7%	92.3%/100.9%
Reporting Rate	100%	80.9%	77.9%
Annual Reexaminations Completed	848	780	1,102
HQS Inspections	3,816	2,966	2,807
Waitlist	25,571	25,571	25,571

## PROPERTY MANAGEMENT SUMMARY

PMC	Vacancy						Unit Turnaround Time (YTD)					
	January		February		March		January		February		March	
	%	Grade	%	Grade	%	Grade	Days	Grade	Days	Grade	Days	Grade
Orion	5.0	D	5.5	D	5.4	D	143.0	F	135.3	F	66.8	F
Lynd	1.6	A	1.1	A	2.7	B	0	A	0	A	0	A
J. Allen	7.4	F	7.8	F	8.6	F	105.5	F	108.7	F	111.7	F

PMC	Emergency Work Orders (Completed within 24 hours)						Routine Work Orders					
	January		February		March		January		February		March	
	%	Grade	%	Grade	%	Grade	Days	Grade	Days	Grade	Days	Grade
Orion	100	A	100	A	100	A	2.7	A	1.8	A	1.7	A
Lynd	100	A	100	A	100	A	0	A	4.0	A	6.4	A
J. Allen	100	A	100	A	100	A	1.5	A	2.2	A	1.9	A

PMC	Rent Collection					
	January		February		March	
	%	Grade	%	Grade	%	Grade
Orion	97.3	B	89.0	F	94.9	C
Lynd	87.1	F	78.1	F	95.3	C
J. Allen	96.7	B	93.9	D	99.9	A

PHAS Score	Occupancy Rate	Avg. Total Turnaround Days	Rent Collection Percentage	Avg. W/O Days
A	98 to 100	1 to 20	98 to 100	≤24
B	97 to 97.9	21 to 25	96 to 97.9	25 to 30
C	96 to 96.9	26 to 30	94 to 95.9	31 to 40
D	95 to 95.9	31 to 40	92 to 93.9	41 to 50
E	94 to 94.9	41 to 50	90 to 91.9	51 to 60
F	≥93.9	≥51	≥89.9	≥61

## PUBLIC HOUSING MANAGEMENT ASSESSMENT

<p><b>VACANCY RATE</b></p> <p>This indicator examines the vacancy rate, a PHA's progress in reducing vacancies, and unit turnaround time. Implicit in this indicator is the adequacy of the PHA's system to track the duration of vacancies and unit turnaround, including down time, make ready time, and lease up time.</p>	<p>Goal 2.0%</p>	<p>Actual 6.5%</p>	<p>A 0 to 2</p> <p>B 2.1 to 3</p> <p>C 3.1 to 4</p> <p>D 4.1 to 5</p> <p>E 5.1 to 6</p> <p>F ≥6.1</p>
<p><b>RENT COLLECTION (YTD)</b></p> <p>This report examines the housing authority's ability to collect dwelling rent owed by residents in possession of units during the current fiscal year by measuring the balance of dwelling rents uncollected as a percentage of total dwelling rents to be collected.</p>	<p>Goal 98%</p>	<p>Actual 96.7%</p>	<p>A 98 to 100</p> <p>B 96 to 97.9</p> <p>C 94 to 95.9</p> <p>D 92 to 93.9</p> <p>E 90 to 91.9</p> <p>F ≤89.9</p>
<p><b>EMERGENCY WORK ORDERS</b></p> <p>This indicator examines the average number of days that it takes for an emergency work order to be completed. Emergency work orders are to be completed within 24 hours or less and must be tracked.</p>	<p>Goal 100%</p>	<p>Actual 100%</p>	<p>A 99 to 100</p> <p>B 98 to 98.9</p> <p>C 97 to 97.9</p> <p>D 96 to 96.9</p> <p>E 95 to 95.9</p> <p>F ≤94.9</p>
<p><b>NON-EMERGENCY WORK ORDERS</b></p> <p>This indicator examines the average number of days that it takes for a work order to be completed. Implicit in this indicator is the adequacy of HHA's work order system in terms of how HHA accounts for and controls its work orders and its timeliness in preparing/issuing work orders.</p>	<p>Goal 25 Days</p>	<p>Actual 2.63 Days</p>	<p>A ≤24</p> <p>B 25 to 30</p> <p>C 31 to 40</p> <p>D 41 to 50</p> <p>E 51 to 60</p> <p>F ≥61</p>
<p><b>ANNUAL INSPECTIONS</b></p> <p>This indicator examines the percentage of units that HHA inspects on an annual basis in order to determine the short-term maintenance needs and long-term modernization needs. Implicit in this indicator is the adequacy of HHA's inspection program in terms of the quality of HHA's inspections, and how HHA tracks both inspections and needed repairs.</p> <p>*PMC's have discretionary authority to select how many units to inspect each month, so long as all inspections are completed by September.</p>	<p>Goal 100%</p>	<p>Actual* 0%</p>	<p>A 100</p> <p>B 97 to 99</p> <p>C 95 to 96.9</p> <p>D 93 to 94.9</p> <p>E 90 to 92.9</p> <p>F ≥89.9*</p>

## VACANCY RATE AND TURNAROUND DAYS\*\*

Low-Income Public Housing Development	PMC	ACC Units	Approved Units Offline	Total Available ACC Units	Occupied Units	Vacant Units	Occupancy Percentage	Grade	Total Vacant Days	Units Turned YTD	Avg. Total Turnaround Days YTD	Grade
Allen Parkway Village	Orion	278	8	270	256	14	94.81%	E	1079	5	215	F
Bellerive	J. Allen	210	0	210	198	12	94.29%	E	0	0	0	A
Clayton Homes	J. Allen	184	0	184	131	53	71.20%	F	0	0	0	A
Cuney Homes	Orion	553	0	553	501	52	90.60%	F	2495	16	155.9	F
Ewing	Orion	40	0	40	39	1	97.50%	B	206	5	41.2	E
Forest Green	J. Allen	100	84	16	16	0	100.00%	A	0	0	0	A
Fulton Village	Lynd	108	0	108	105	3	97.22%	B	0	0	0	A
Heatherbrook	Lynd	53	0	53	52	1	98.11%	A	0	0	0	A
Historic Oaks of APV	Orion	222	0	222	209	13	94.14%	E	0	0	0	A
Independence Heights	Orion	36	0	36	36	0	100.00%	A	0	0	0	A
Irvinton Village	J. Allen	318	10	308	289	19	93.83%	F	2012	16	125.8	F
Kelly Village	J. Allen	270	1	269	260	8	96.65%	C	668	8	83.5	F
Kennedy Place	Orion	108	0	108	107	1	99.07%	A	2	52	26	C
Lincoln Park	Orion	200	0	200	197	3	98.50%	A	237	3	79	F
Lyerly	J. Allen	199	0	199	192	7	96.48%	C	86	1	86	F
Oxford Place	Orion	230	*14	216	208	8	96.30%	C	915	13	70.4	F
Sweetwater	Lynd	26	0	26	25	1	96.15%	C	0	0	0	A
<b>Totals</b>		<b>3135</b>	<b>103</b>	<b>3018</b>	<b>2821</b>	<b>196</b>	<b>93.47%</b>	<b>F</b>	<b>7700</b>	<b>119</b>	<b>64.71</b>	<b>F</b>

\* 14 Units on "Offline" due to the state wide freeze at Oxford.

\*\*Vacancies occurred at the direction of the HHA to accommodate internal transfers, Harvey/Freeze damaged repairs and/or were COVID-related.

Section 8 New Construction Development	PMC	S8 NC Units	Units Offline	Total Available S8 NC Units	Occupied Units	Vacant Units	Occupancy Percentage	Grade	Total Vacant Days	Units Turned YTD	Avg. Total Turnaround Days YTD	Grade
Long Drive	Tarantino	100	0	100	99	1	99.0%	A	111	4	27.8	C
Telephone Road	Tarantino	200	109	91	91	0	100.0%	A	0	0	0	A
<b>Totals</b>		<b>300</b>	<b>0</b>	<b>195</b>	<b>194</b>	<b>1</b>	<b>99.5%</b>	<b>A</b>	<b>111</b>	<b>4</b>	<b>27.8</b>	<b>A</b>

RAD-PBV	PMC	RAD-PBV Units	Units Offline	Total Available RAD PBV Units	Occupied Units	Vacant Units	Occupancy Percentage	Grade	Total Vacant Days	Units Turned YTD	Avg. Total Turnaround Days YTD	Grade
Victory-HRI	Orion	100	0	140	128	12	91.4%	F	0	0	0	A
<b>Totals</b>		<b>200</b>	<b>0</b>	<b>140</b>	<b>128</b>	<b>12</b>	<b>91.4%</b>	<b>F</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>A</b>

PHAS Score	Occupancy Rate	Avg. Total Turnaround Days
A	98 to 100	1 to 20
B	97 to 97.9	21 to 25
C	96 to 96.9	26 to 30
D	95 to 95.9	31 to 40
E	94 to 94.9	41 to 50
F	≥93.9	≥51



## TAX CREDIT APARTMENT LEASING/OCCUPANCY INFORMATION

Property	Property Manager	Total Units	Public Housing		Market Units	Vacant Units	Occupied (%)
			Units	Tax Credit Units			
2100 Memorial	Lynd	197	0	197	0	197	0.0%
Heatherbrook	Lynd	176	53	87	36	8	95.5%
Mansions at Turkey Creek	Orion	252	0	252	0	19	92.5%
Independence Heights	Orion	154	36	118	0	1	99.4%
Peninsula Park	Orion	280	0	280	0	1	99.6%
Pinnacle at Wilcrest	Embrey	250	0	250	0	15	94.0%
Sweetwater Point	Lynd	260	26	234	0	12	95.4%
Uvalde Ranch	Hettig-Kahn	244	0	244	0	10	95.9%
Willow Park	Embrey	260	0	260	0	1	99.6%
<b>PH-LIHTC</b>							
Fulton Village	Lynd	108		108	0	3	97.2%
HOAPV	Orion	222	66	156	0	12	94.6%
Lincoln Park	Orion	250		200	50	4	98.4%
Oxford Place	Orion	250		230	20	18	92.8%
Victory-HRI	Orion	140		140	0	12	91.4%

### 6 Month Trailing Occupancy Rate



## RENT COLLECTION\*

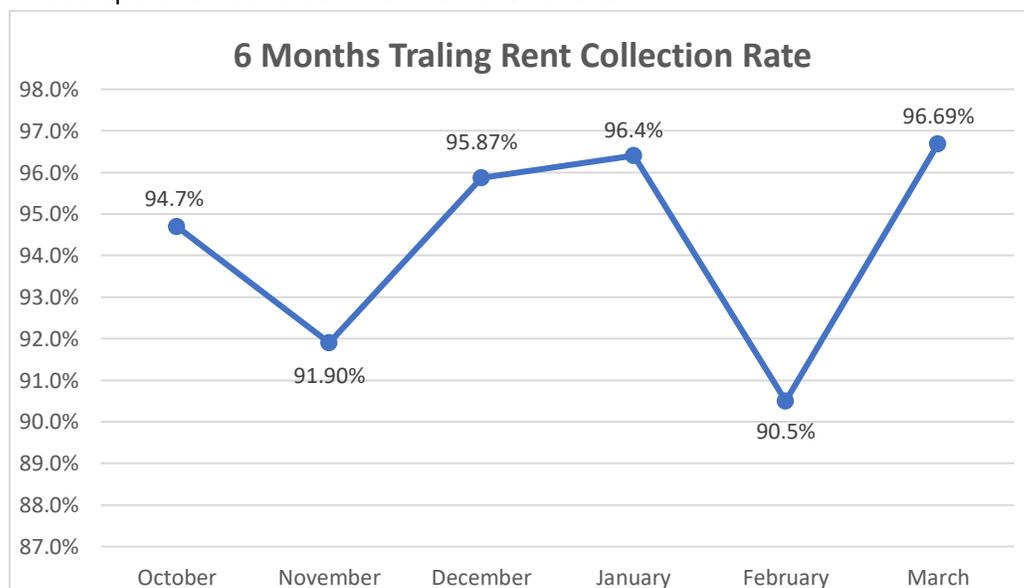
Low-Income Public Housing Development	PMC	Monthly Rent Billed	Monthly Rent Collected	% Collected	Grade	YTD Rent Billed	YTD Rent Collected	% YTD Rent Collected	Grade
Allen Parkway Village	Orion	\$101,756	\$101,756	100.00%	A	\$302,202	\$293,086	96.98%	B
Bellerive	J. Allen	\$50,621	\$50,360	99.48%	A	\$153,304	\$153,039	99.83%	A
Clayton Homes	J. Allen	\$39,335	\$39,335	100.00%	A	\$120,203	\$110,837	92.21%	D
Cuney Homes	Orion	\$162,533	\$149,664	92.08%	D	\$415,334	\$383,850	92.42%	D
Ewing	Orion	\$8,309	\$8,158	98.18%	A	\$22,996	\$22,845	99.34%	A
Forest Green	J. Allen	\$5,269	\$5,269	100.00%	A	\$15,490	\$15,223	98.28%	A
Fulton Village	Lynd	\$32,406	\$32,406	100.00%	A	\$96,004	\$81,207	84.59%	F
Heatherbrook Apts.	Lynd	\$10,876	\$9,662	88.84%	F	\$33,529	\$30,142	89.90%	F
Historic Oaks of APV	Orion	\$63,794	\$55,403	86.85%	F	\$185,719	\$158,600	85.40%	F
Independence Heights	Orion	\$3,864	\$3,470	89.80%	F	\$10,239	\$9,500	92.78%	D
Irvinton Village	J. Allen	\$78,500	\$78,500	100.00%	A	\$224,288	\$213,785	95.32%	C
Kelly Village	J. Allen	\$56,306	\$56,306	100.00%	A	\$164,136	\$159,013	96.88%	B
Kennedy Place	Orion	\$37,299	\$37,230	99.82%	A	\$107,405	\$107,010	99.63%	A
Lincoln Park	Orion	\$42,444	\$42,444	100.00%	A	\$131,366	\$125,631	95.63%	C
Lyerly	J. Allen	\$49,913	\$49,789	99.75%	A	\$151,701	\$150,972	99.52%	A
Oxford Place	Orion	\$32,515	\$31,193	95.94%	C	\$96,672	\$91,053	94.19%	C
Sweetwater	Lynd	\$5,700	\$4,631	81.25%	F	\$17,028	\$15,935	93.58%	D
<b>Totals</b>		<b>\$781,439</b>	<b>\$755,577</b>	<b>96.69%</b>	<b>B</b>	<b>\$2,247,615</b>	<b>\$2,121,726</b>	<b>94.40%</b>	<b>C</b>

Section 8 New Construction Development		Month Billed	Month Collected	% Collected	Grade	YTD Billed	YTD Collected	% YTD Collected	Grade
Long Drive	Tarantino	\$21,856	\$21,856	100.00%	A	\$62,029	\$58,897	94.95%	C
Telephone Road	Tarantino	\$26,262	\$26,262	100.00%	A	\$79,581	\$78,667	98.85%	A
<b>Totals</b>		<b>\$48,118</b>	<b>\$48,118</b>	<b>100.00%</b>	<b>A</b>	<b>\$141,610</b>	<b>\$137,564</b>	<b>97.14%</b>	<b>B</b>

RAD-PBV		Month Billed	Month Collected	% Collected	Grade	YTD Billed	YTD Collected	% YTD Collected	Grade
Victory-HRI	Orion	\$29,416	\$26,107	88.75%	F	\$92,956	\$90,464	97.32%	B
<b>Totals</b>		<b>\$29,416</b>	<b>\$26,107</b>	<b>88.75%</b>	<b>F</b>	<b>\$92,956</b>	<b>\$90,464</b>	<b>97.32%</b>	<b>B</b>

\*Collection goals were below standards due to HHA's compliance with the CDC's eviction moratorium. PMCs have been authorized by the HHA to suspend some traditional rent collection efforts.

PHAS Score	Rent Collection Percentage
A	98 to 100
B	96 to 97.9
C	94 to 95.9
D	92 to 93.9
E	90 to 91.9
F	≥89.9



## EMERGENCY WORK ORDERS

<b>Low-Income Public Housing Development</b>	<b>PMC</b>	<b>Emergency Work Orders Generated</b>	<b>Emergency W/O Completed within 24 hours</b>	<b>Percentage Completed within 24 hours</b>	<b>Grade</b>
Allen Parkway Village	Orion	30	30	100.0%	A
Bellerive	J. Allen	18	18	100.0%	A
Clayton Homes	J. Allen	15	15	100.0%	A
Cuney Homes	Orion	129	129	100.0%	A
Ewing	Orion	1	1	100.0%	A
Forest Green	J. Allen	0	0	-	N/A
Fulton Village	Lynd	0	0	-	N/A
Heatherbrook Apartments	Lynd	0	0	-	N/A
Historic Oaks of APV	Orion	10	10	100.0%	A
Independence Heights	Orion	0	0	-	N/A
Irvinton Village	J. Allen	26	26	100.0%	A
Kelly Village	J. Allen	0	0	-	N/A
Kennedy Place	Orion	28	28	100.0%	A
Lincoln Park	Orion	1	1	100.0%	A
Lyerly	J. Allen	12	12	100.0%	A
Oxford Place	Orion	3	3	100.0%	A
Sweetwater	Lynd	0	0	-	N/A
<b>Totals</b>		<b>273</b>	<b>273</b>	<b>100.0%</b>	<b>A</b>

<b>Section 8 New Construction Development</b>		<b>Emergency Work Orders Generated</b>	<b>Emergency W/O Completed within 24 hours</b>	<b>Percentage Completed within 24 hours</b>	<b>Grade</b>
Long Drive	Tarantino	19	19	100.0%	A
Telephone Road	Tarantino	0	0	-	N/A
<b>Totals</b>		<b>19</b>	<b>19</b>	<b>100.0%</b>	<b>A</b>

<b>RAD-PBV</b>		<b>Emergency Work Orders Generated</b>	<b>Emergency W/O Completed within 24 hours</b>	<b>Percentage Completed within 24 hours</b>	<b>Grade</b>
Victory-HRI	Orion	1	1	100.0%	A
<b>Totals</b>		<b>1</b>	<b>1</b>	<b>100.0%</b>	<b>A</b>

PHAS Score	Avg. W/O Days
A	99 to 100
B	98 to 98.9
C	97 to 97.9
D	96 to 96.9
E	95 to 95.9
F	≤94.9

## NON-EMERGENCY WORK ORDERS

Low-Income Public Housing Development	PMC	Work Orders Generated	Average Completion Time (Days)	Grade
Allen Parkway Village	Orion	191	1.90	A
Bellerive	J. Allen	59	1.00	A
Clayton Homes	J. Allen	74	1.41	A
Cuney Homes	Orion	99	1.37	A
Ewing	Orion	8	1.00	A
Forest Green	J. Allen	10	1.88	A
Fulton Village	Lynd	10	20.00	A
Heatherbrook Apartments	Lynd	28	1.52	A
Historic Oaks of APV	Orion	45	2.00	A
Independence Heights	Orion	0	0.00	A
Irvinton Village	J. Allen	209	1.61	A
Kelly Village	J. Allen	96	3.14	A
Kennedy Place	Orion	1.03	1.07	A
Lincoln Park	Orion	56	1.00	A
Lyerly	J. Allen	16	3.86	A
Oxford Place	Orion	91	2.00	A
Sweetwater	Lynd	0	0.00	A
<b>Totals</b>		<b>697</b>	<b>2.63</b>	<b>A</b>

Section 8 New Construction Development		Work Orders Generated	Average Completion Time (Days)	Grade
Long Drive	Tarantino	126	1.03	A
Telephone Road	Tarantino	29	1.79	A
<b>Totals</b>		<b>155</b>	<b>1.41</b>	<b>A</b>

RAD-PBV		Work Orders Generated	Average Completion Time (Days)	Grade
Victory-HRI	Orion	36	2.00	A
<b>Totals</b>		<b>36</b>	<b>2.00</b>	<b>A</b>

PHAS Score	Avg. W/O Days
A	≤24
B	25 to 30
C	31 to 40
D	41 to 50
E	51 to 60
F	≥61



## ANNUAL INSPECTIONS

Low-Income Public Housing Development		PMC	YTD Inspections Due	YTD Inspections Performed	Percentage Complete	Grade
Bellerive	J. Allen		210	0	0.0%	N/A
Clayton Homes	J. Allen		184	0	0.0%	N/A
Cuney Homes	Orion		553	0	0.0%	N/A
Ewing	Orion		40	0	0.0%	N/A
Forest Green	J. Allen		16	0	0.0%	N/A
Fulton Village	Lynd		108	0	0.0%	N/A
Heatherbrook Apartments	Lynd		53	0	0.0%	N/A
HOAPV/APV	Orion		500	0	0.0%	N/A
Independence Heights	Orion		36	0	0.0%	N/A
Irvinton Village	J. Allen		318	0	0.0%	N/A
Kelly Village	J. Allen		270	0	0.0%	N/A
Kennedy Place	Orion		108	0	0.0%	N/A
Lincoln Park	Orion		200	0	0.0%	N/A
Lyerly	J. Allen		199	0	0.0%	N/A
Oxford Place	Orion		230	0	0.0%	N/A
Sweetwater	Lynd		26	0	0.0%	N/A
Totals			3,051	0	0.0%	N/A

Low-Income Public Housing Development		PMC	Inspections Due	Inspections Performed	Percentage Complete	Grade
Telephone Road	Tarantino		200	0	0.0%	N/A
Long Drive	Tarantino		100	0	0.0%	N/A
Totals			300	0	0.0%	N/A

RAD-PBV		PMC	Inspections Due	Inspections Performed	Percentage Complete	Grade
Victory-HRI	Orion		140	0	0.0%	N/A
Totals			140	0	0.0%	N/A

PHAS Score	Inspections Performed YTD
A	100%
B	97 to 99%
C	95 to 96.9%
D	93 to 94.9%
E	90 to 92.9%
F	≥89.9%

\*PMC's have until September 30<sup>th</sup> to complete all required inspections. Therefore, PMC's have the discretion of deciding how many inspections they want to perform each month.

## HOUSING CHOICE VOUCHER HUD-GRADED SEMAP INDICATORS

			Score	Performance
<p><b>ANNUAL REEXAMINATIONS REPORTING RATE</b></p> <p>This Indicator shows whether the Agency completes a re-examination for each participating family at least every twelve (12) months.</p>	<p>Goal 96%</p>	<p>55%</p>	<p>10</p> <p>5</p> <p>0</p>	<p>≥96</p> <p>90 to 95</p> <p>≤89</p>
<p><b>CORRECT TENANT RENT CALCULATIONS</b></p> <p>This Indicator shows whether the Agency correctly calculates the family's share of rent to owner in the Rental Voucher Program.</p>	<p>Goal 98%</p>	<p>Actual 100%</p>	<p>5</p> <p>0</p>	<p>98 to 100</p> <p>≤97</p>
<p><b>PRECONTRACT HQS INSPECTIONS</b></p> <p>This Indicator shows whether newly leased units pass HQS inspection on or before the beginning date of the Assisted Lease and HAP Contract.</p>	<p>Goal 100%</p>	<p>Actual 100%</p>	<p>5</p> <p>0</p>	<p>98 to 100</p> <p>≤97</p>
<p><b>FSS ENROLLMENT</b></p> <p>This Indicator shows whether the Agency has enrolled families in the FSS Program as required. To achieve the full points for this Indicator, a housing authority must have 80% or more of its mandatory FSS slots filled. There are currently 410 mandatory slots on the FSS Program; 476 families are currently enrolled.</p>	<p>Goal 80%</p>	<p>Actual 100%</p>	<p>10</p> <p>8</p> <p>5</p>	<p>≥80</p> <p>60 to 79</p> <p>≤59</p>
<p><b>FSS ESCROW</b></p> <p>This Indicator shows the extent of the Agency's progress in supporting FSS by measuring the percent of current FSS participants with FSS progress reports entered in the PIC system that have had increases in earned income which resulted in escrow account balances. To achieve the full points for this Indicator, at least 30% of a housing authority's enrolled families must have an escrow balance. 476 families participate in the FSS program. 268 of the 491 (53%) families eligible for escrow currently have an FSS escrow balance.</p>	<p>Goal 30%</p>	<p>Actual 54%</p>	<p>10</p> <p>5</p>	<p>≥30</p> <p>≤29</p>

## REAL ESTATE, INVESTMENT, AND DEVELOPMENT

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### **REO PROJECTS**

#### **PUBLIC HOUSING DEFERRED MAINTENANCE AND CAPITAL IMPROVEMENTS**

- **Major Capital Projects**
  - Ewing HVAC: 40% complete.
  - Lincoln Park Gutters: The project is 100% complete.
  - Kelly Village Heaters: The heater replacement is 100% complete.
  - Kelly Village Roofs: The roof job is 100% complete.
  - Kelly Village Appliances: 50% complete.

### **NEW DEVELOPMENT**

- Independence Heights: TDHCA issued the 8609s.
- Standard Heights: Construction is complete.
- Standard on Jensen:
  - We continue to work with the City of Houston and HUD.
- 800 Middle Street:
  - We continue to work with the City of Houston and HUD.
- Green Oaks: The property is under construction.
- Redline Station: The property is under construction.
- West Dallas: The property is under construction.
- Waterworks Highline: The property is under construction.
- Summer Street: The property will soon be under construction.
- Smart Living at West 12<sup>th</sup>: The property will soon be under construction.
- Richcrest: The property is under construction.
- Kelly II: In December of 2020, we closed on all of the lots owned by 5<sup>th</sup> ward except for lot 6. We continue to work with 5<sup>th</sup> Ward CRC to close the last remaining lot.

### **REDEVELOPMENT – (9% LIHTC)**

#### **TELEPHONE ROAD**

- The loan has closed, and construction has commenced.

### **REDEVELOPMENT – (RAD)**

#### **Allen Parkway Village**

- Architectural plans for the rehab are complete and out for bid.
- We are currently working on the application for the 4% bond.

### **Historic Oaks of Allen Parkway Village**

- Architectural plans for the rehab are complete and out for bid.
- We are currently working on the application for the 4% bond.
- We are working to replat the site.

### **Historic Rental Initiatives / Victory Apartments RAD Conversion**

- The RAD Conversion has closed.

### **HURRICANE HARVEY**

Currently FEMA has obligated approximately \$20,000,000 for reimbursement. FEMA recently approved around \$30,000,000 in 428 projects.

### **FOREST GREEN**

- FEMA has granted this project the 428 status, so we can continue designing the project.

### **2100 MEMORIAL**

- The building is empty and secured.
- We are working with Columbia Residential on the demo and mortgage payoff.

### **TxDOT LAND SALES**

- **Clayton:** Phase 1 has closed. Demo of Phase 1 is complete.
- **Kelly II:** HHA is negotiating a price for the additional 78 units that will be sold.

OPEN SOLICITATION LOG

APRIL 2021

HHA'S PROCUREMENT DEPT.

Type	Solicitation #	Department(s)	Description	Solicitation Dates	Due Dates
IFB	21-03	REID	The Rehabilitation of APV and HOAPV	IFB Advertised 1-25-21	IFB Closing 4-30-21

## PERIODIC REPORT: HHA LEASING DATA

The data below compares Houston Housing Authority (HHA) and other large Housing Authorities (HA) using historic leasing data from the U.S. Department of Housing and Urban Development's (HUD) Office of Policy Development and Research (PD&R) "Picture of Subsidized Households" from 2014 to 2020<sup>1</sup>. As of 2020, HHA is the 19<sup>th</sup> largest HA in the U.S (Ranked by the total number of subsidized units available).

HHA has the **highest 7-year occupancy average at 98.1%** when comparing the top 20 largest HAs in the country. During the same period, HHA is **1<sup>st</sup> place in the number of people housed in the state of Texas**. Compared to other large Housing Authorities with occupancy rates close to HHA, we are pleased to recognize the performance of New York City Department of Housing Preservation and Development and Los Angeles County Development Authority.

United States of America

7-year Average Subsidized Units Available: 38,076  
 7-year Average Occupied Units (7 years): 36,446  
 7-year Average Occupancy: 95.7%

7-year Average Subsidized Units Available: 27,407  
 7-year Average Occupied Units: 26,141  
 7-year Average Occupancy: 95.4%

97

Los Angeles  
 County  
 Development  
 Authority

NYC Dept of  
 Housing  
 Preservation and  
 Development

Houston  
 Housing  
 Authority

Year	Subsidized units available	% Occupied	Number of people: total	Subsidized Unit Occupied
2020	21,441	96%	51,243	20,583
2019	21,230	99%	53,213	21,018
2018	20,934	99%	53,167	20,725
2017	20,943	99%	53,492	20,734
2016	20,838	100%	53,699	20,838
2015	20,860	96%	52,389	20,026
2014	20,921	98%	54,190	20,503
Average	21,024	98.1%	53,056	20,632

7-year Average Subsidized Units Available: 21,024  
 7-year Average Occupied Units: 20,632  
 7-year Average Occupancy: **98.1%**  
 7-year Average Number of People Served: 53,056

<sup>1</sup> Picture of Subsidized Households – [Assisted Housing: National and Local | HUD USER](#)

## OPERATING STATEMENTS: 1 MONTH ENDING JANUARY 31, 2020

Central Office	Annual Budget 2021	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
<b>Operating Income</b>				
Total Operating Income	6,760,597	1,126,766	1,159,262	32,496
<b>Operating Expenses</b>				
Salaries and Benefits	4,003,971	667,329	597,400	69,929
Facilities and Other Administrative Expenses	2,155,465	359,244	301,293	57,951
Total Central Office Expenses	6,159,436	1,026,573	898,693	127,880
Surplus/(Use) of Business Activities Funds for COCC	601,161	100,194	260,569	160,376

Affordable Housing Rental Programs	Annual Budget 2021	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
<b>Operating Income</b>				
HUD Subsidy - Low Rent Housing	15,373,054	2,562,176	2,575,276	13,100
HUD Subsidy - Section 8 New Construction	1,702,790	283,798	274,492	(9,306)
Tenant Rental Income	16,037,300	2,672,883	2,661,764	(11,119)
Other Income	304,377	50,730	31,019	(19,711)
Total Operating Income	33,417,521	5,569,587	5,542,551	(27,036)
<b>Operating Expenses</b>				
Administrative Expenses	10,427,122	1,737,854	1,483,865	253,989
Tenant Services	731,802	121,967	92,037	29,930
Utilities	4,197,897	699,650	639,246	60,404
Maintenance	10,841,215	1,806,869	1,365,859	441,010
Protective Services	2,134,929	355,822	343,332	12,490
Insurance Expense	2,194,046	365,674	328,576	37,098
Other General Expense	376,500	62,750	52,374	10,376
Total Routine Operating Expenses	30,903,511	5,150,585	4,305,289	845,296
Net Income from Operations	2,514,010	419,002	1,237,262	818,260
Non-Routine Maintenance	4,000,000	666,667	444,978	221,689
Debt Service	873,193	145,532	147,058	(1,526)
Debt Service- ESCO	740,000	123,333	120,000	3,333
Provision/Reimbursement of Replacement Reserve	0	0	0	0
Cash Flow from Operations	(3,099,183)	(516,531)	525,226	1,041,757
Funds From Reserves/CFP	3,099,183	516,531	0	(516,531)
Cash Flow (Deficit) from Operations	0	0	525,226	525,226

Includes: Public Housing Units and Tax credit/market rate units located on Public Housing sites Section 8 New Construction Rental units

OPERATING STATEMENTS: 1 MONTH ENDING DECEMBER 31, 2020

Housing Choice Voucher Program	Annual Budget 2021	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
<b>Administrative Operating Income</b>				
Total Operating Income	14,690,709	2,448,452	2,532,242	83,790
<b>Operating Expenses</b>				
Salaries and Benefits	6,848,940	1,141,490	1,020,511	120,979
Administrative Expenses	2,148,361	358,060	290,318	67,742
COCC-Management Fees	3,890,537	648,423	726,039	(77,616)
IT Initiative	250,000	41,667	25,125	16,542
Total Operating Costs Expenses	13,137,838	2,189,640	2,061,993	127,647
Cash Flow (Deficit) from Operations	1,552,871	258,812	470,249	211,437
<i>Beginning Admin Operating Reserves</i>	0.00	0	0	0
<i>Ending Admin Operating Reserves</i>	1,552,871	258,812	470,249	211,437
<b>Housing Assistance Payments (HAP)</b>				
<b>Housing Assistance Payment Subsidy</b>	170,000,000	28,333,333	28,376,034	42,701
Investment Income on HAP Reserves	0	0	0	-
<b>Housing Assistance Payments</b>	170,000,000	28,333,333	28,116,333	217,000
HAP Current Year Excess (Use)	0	0	259,701	259,701

# May

# 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3 3pm KidzGrub @ APV, Fulton & Irvinton Village	4 11am HISD Meal Distribution @ Clayton 3pm KidzGrub @ APV, Fulton & Irvinton Village	5 2pm Mother's Day Healthy Women Event @ Lyerly 3pm KidzGrub @ APV, Fulton & Irvinton Village	6 2pm Mother's Day Healthy Women Event @ Bellerive 3pm KidzGrub @ APV, Fulton & Irvinton Village	7 2pm Mother's Day Healthy Women Event @ Allen Parkway 2pm Mother's Day "Grab & Go" @ Irvinton Village	8
9	10 3pm KidzGrub @ APV, Fulton & Irvinton Village	11 10am Resident Council Meeting @ Lyerly 12pm Second Serving @ Fulton Village 3pm KidzGrub @ APV, Fulton & Irvinton Village	12 1pm Resident Council Meeting @ Bellerive 3pm KidzGrub @ APV, Fulton & Irvinton Village	13 1pm Resident Council Meeting @ Allen Parkway 3pm KidzGrub @ APV, Fulton & Irvinton Village	14 3pm KidzGrub @ APV, Fulton & Irvinton Village	15
16	17 3pm KidzGrub @ APV, Fulton & Irvinton Village	18 3pm KidzGrub @ APV, Fulton & Irvinton Village	19 2pm Hurricane Readiness @ Fulton Village 3pm KidzGrub @ APV, Fulton & Irvinton Village	20 3pm KidzGrub @ APV, Fulton & Irvinton Village	21 2pm Hurricane Readiness "Grab & Go" @ Irvinton Village	22
23	24 3pm KidzGrub @ APV, Fulton & Irvinton Village	25 10am Resident Council Meeting @ Lyerly 3pm KidzGrub @ APV, Fulton & Irvinton Village	26 1pm Resident Council Meeting @ Bellerive 3pm Hurricane Readiness @ Kelly Village 3pm KidzGrub @ APV, Fulton & Irvinton Village	27 1pm Resident Council Meeting @ Allen Parkway 3pm KidzGrub @ APV, Fulton & Irvinton Village	28 9am YWCA @ Bellerive & Lyerly 3pm KidzGrub @ APV, Fulton & Irvinton Village	29
30	31					