



**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 contracts with Dr. Myron Cloyd Consultant Services and Initiatives for Healthy Communities

**2. Date of Board Meeting:** June 22, 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 contracts with Dr. Myron Cloyd Consultant Services and Initiatives for Healthy Living to provide Resident Council Leadership Training for five (5) years, in an amount not to exceed \$250,000, pursuant to the memorandum dated June 9, 2021, from George Griffin, Interim President & CEO to Mark Thiele, Interim President & CEO

**4. Department Head Approval** Signature George D. Griffin III Date: 6/16/2021  
DocuSigned by: B501C71F4DD949C...

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

Funds Budgeted and Available  Yes  No Source property operating budgets

**VP of FO Approval** Signature Mike Rogers Date: 6/16/2021  
DocuSigned by: 3FC87AD4740742D...

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



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**MEMORANDUM**

**TO:** MARK THIELE, INTERIM PRESIDENT & CEO  
**FROM:** GEORGE GRIFFIN, VICE PRESIDENT, HOUSING OPERATIONS  
**SUBJECT:** CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR DESIGNEE TO EXECUTE CONTRACTS WITH DR. MYRON CLOYD CONSULTANT SERVICES AND INITIATIVES FOR HEALTHY COMMUNITIES  
**DATE:** JUNE 9, 2021

---

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to take all necessary actions to negotiate, execute and make necessary changes and corrections to enter into contracts with Dr. Myron Cloyd & Associates and Initiative for Healthy Communities to provide Resident Council Leadership Training & Consultations services for the Resident Council Officers at the sites listed below:

Property	Address
Clayton Homes	1919 Runnels, 77003
Cuney Homes	3260 Truxillo, 77004
Irvinton Village	2901 Fulton, 77009
Kelly Village	3118 Green, 77020
Forest Green Townhomes	8945 Forest Hollow, 77078
Long Drive Townhome	6767 Long Drive
Allen Parkway Village/Historic Oaks of Allen Parkway Village	1600 Allen Parkway, 77019
Bellerive Senior Apartments	7225 Bellerive
Ewing Apartments	1815 Ewing, 77004
Lyerly Senior Apartments	75 Lyerly, 77022
Fulton Village	3300 Elser, 77009
Kennedy Place	3100 Gillespie, 77020
Lincoln Park	790 West Little York, 77091
Oxford Place	605 Berry Road, 77022
Independence Heights	302 Crosstimbers, 77022
Sweetwater Point	7909 S. Sam Houston Tollway, 77075

Resident Leaders are resident volunteers elected by their neighbors to serve as leaders for their community. The Leaders serve as the governing body for a site's Resident Council, which is defined as a self-governing, decision-making group within federally subsidized communities. Resident Councils shall be trained and guided appropriate strategies for serving as catalysts for organizing residents into unified groups. The selected Firm(s) will host meetings or consultations (virtual or in-person) for an average of 90-minutes; for one or more individuals. Individual sessions requested by Resident Councils will supplement leadership meetings sought by HHA.

Consultation and Training sessions shall be broad and include general areas consisting of but not limited to; Strategic, Marketing, Operations, Financial, Volunteer Management, Tenant/Landlord Obligations, Affordable Housing Program Compliance, Technology/IT, Partnership Development, Social Media and Mediation. A firm(s) is essentially responsible for providing consultations and training sessions, enabling resident leaders to:

- 1) Demonstrate increased understanding and use of technology (e-mails, internet, multi-media marketing, virtual meetings, social media, etc.)
- 2) Assess leadership capacity and determine training needs of each officer annually.
- 3) Execute agreements with HHA and/or other Community Partners, along with complying with all terms
- 4) Prepare and submit annual operating budgets to Management and the HHA
- 5) Prepare and submit all required forms to Management and the HHA for hosting events, leasing space, reporting incidents, requesting funds, etc.
- 6) Set up and manage a professional office environment
- 7) Establish and manage committee and working groups comprised of resident from the site to address specific issues/tasks
- 8) Engage in consultation and training sessions that address individual learning/literacy needs, such as formalized discussions, practice activities, group exercises, written assignments, interactive sessions, visual presentations, etc.
- 9) Prepare written documents to convey or respond to the HHA or other Stakeholders on various matters
- 10) Conducting effective meetings in accordance with Robert Rules of Order
- 11) Establishing and maintaining a filing system for crucial documents
- 12) Conducting open and transparent annual Resident Council elections in accordance with by-laws and federal regulations.
- 13) Creating and modifying By-laws that are conducive to meeting site/community needs
- 14) Executing strategies to increase participation and involvement among resident populations,
- 15) Organizing and hosting community-wide events and meetings
- 16) Establish a viable Volunteer Program to attract, engage, retain and reward volunteers
- 17) Serve as a contributor editor for publishing monthly community newsletters
- 18) Identify and connect residents to economic opportunities offered by the HHA and various Stakeholders regarding Contracting, Job Training and/or Employment
- 19) Understand topics to engage in discussions with various stakeholders regarding critical areas impacting individuals residing within Public/Affordable Housing.
- 20) Properly respond to emerging and/or special needs impacting their site (emergencies, new opportunities, community changes, service reduction/elimination, policy changes, etc.)

HHA may request firm(s) to provide other services beyond direct consultation and training to include but not limited to:

- 1) Coordinating and facilitating meetings for a specialized topic determined by the HHA (Choice Neighborhood Planning, Moving To Work, TXDOT, RAD, Jobs Plus, etc.)
- 2) Serve as a Mediator between the HHA and a Resident Councils (Leaders and Members)
- 3) Organizing and Directing grass-root efforts to assist Resident Council Leaders in achieving outreach and participation goals for specific projects
- 4) Authoring or Modifying documents on behalf of the Resident Council (Fliers, Tenant Notices, By-laws, Solicitation Requests, Funding Requests, etc.)
- 5) Designing and establishing new initiative that allows Resident Council Leaders to address a specific community needs (COVID Recovery, Career Center, Resident Patrol, Reading/Literacy Coaches, Eviction Prevention Program, Emergency Shelter, Health/Fitness, etc.).
- 6) Identify and link Resident Council Leaders to resources that increase participation in various meetings and/or community opportunities (scheduling transportation, registrations, accepting/declining invitations, etc.)

#### ADVERTISEMENT

In January and February of 2021, HHA's Procurement Department issued a legal notice advertising Request for Proposal RFP 21-01 Leadership Training and Development of Resident Councils ("RFP 21-01") in the Houston Chronicle and Houston Business Journal.

In addition to posting "RFP 21-01" on its website, HHA's Procurement Department sent e-mails advertising this solicitation to potential Firms on its Bidder's List. Additionally, interested parties were also able to access "RFP 21-01" 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).

All responses to "RFP 21-01" received by the specified due date were scored based on the following published scoring criteria:

<b>Evaluation Criteria</b>	<b>Maximum Points</b>
1. Prior experience facilitating training for tenant-based associations within affordable housing communities funded by HUD	20
2. Prior knowledge/experience with Public Housing Programs (HUD)	20
3. Prior experience facilitating leadership and development training for diverse individuals and /or groups with limited literacy and/or English proficiency	15
4. Proposed Methodology	10
5. Reasonableness of Proposed Fees	15
6. Cost Control Measures	10
7. Section 3 Participation	5
8. M/WBE Participation	5
<b>Total Points</b>	<b>100</b>

Proposals were solicited from interested Firm (s) who can provide consultations and training for Resident Council leaders at Public Housing and Project-Based Assistance communities.

### EVALUATION PROCESS

On February 24, 2021, HHA's Procurement Department opened sealed proposals submitted by the following companies and was subsequently scored independently by an Evaluation Committee:

Rank	Firm/Company	M/WBE	Evaluation Rating
1	<b>Dr. Myron E Cloyd Consultant Services</b>	<b>MBE</b>	<b>99</b>
2	<b>Initiatives for Healthy Communities</b>	<b>M/WBE</b>	<b>94</b>
3	RADAR, LLC	M/WBE	86
4	Affordable Carpets, LLC	M/WBE	85
5	The Alliance	N/A	78
6	Regional Consulting	M/WBE	60
7	WaterLight Group	M/WBE	60

The Evaluation Committee was comprised of Gilda Jackson, Director of Client Services, Cheryl Rivers, Deputy Director of Housing Operations, and Phyllis Wilson, former HHA Board of Commissioner & Resident Council President. Ms. Jackson was designated as the "Chair" because of her role to serve as HHA's Point of Contact with the selected Firm(s).

Ms. Jackson obtained a consensus from the Evaluation Committee to award the contract to the Firms with the two (2) highest scores.

Ms. Jackson considered each of the Resident Councils' current training needs and leadership capacity to assign sites among the two selected firms. Ms. Jackson presented a proposed site assignment to the other two committee members, who concurred with the following:

Selected Entities	Dr. Myron Cloyd Consulting Services	Initiative for Healthy Communities
Assigned Sites	Bellerive Senior Apartments Cuney Homes Ewing Apartments Allen Parkway/Historic Oaks of APV Oxford Place Lincoln Park Irvinton Village Fulton Village	Clayton Homes Kelly Village Kennedy Place Forest Green Heatherbrook Sweetwater Lyerly Senior Apartments Independence Heights

Dr. Myron Cloyd Consultant Services agreed to hire a Section 3 participant to fill employment opportunities listed in the solicitation, and Initiative for Healthy Communities has agreed to provide job training/apprenticeship opportunities to train Section 3 participants.

Public Housing Operations has prior involvement with both firms giving them historical knowledge to serve as a reference. There are also no conflicts of interest, and both Firms are not on the HUD Debarment List.

**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 contracts with Dr. Myron Cloyd Consultant Services and Initiatives for Healthy Living to provide Resident Council Leadership Training for five (5) years, in an amount not to exceed \$250,000, pursuant to the memorandum dated June 9, 2021, from George Griffin, Interim President & CEO to Mark Thiele, Interim President & CEO.