



HOUSTON HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING July 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: 812 6428 0441



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, July 20, 2021

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BOARD OF COMMISSIONERS MEETING
TUESDAY, JULY 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: 812 6428 0441

AGENDA

- I. Call to Order
- II. Roll Call
- III. Introduction of the Spanish Interpreter
- IV. Approval of the June 22, 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. 3297: Consideration and/or to take action to authorize the Interim President & CEO or designee to enter into contracts with The Reserves Network, Inc., (dba ExecuTeam Staffing), COGENT Infotech Corporation, and RADgov, Inc. for Temporary Staffing Services

Resolution No. 3298: Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a contract with Carahsoft Technology Corporation for Software Licenses and Services

Resolution No. 3299: Consideration and/or to take action to authorize the Interim President & CEO or designee to conditionally award Project-Based Vouchers to Tejano Center

Resolution No. 3300: Consideration and/or to take action to authorize the Interim President & CEO or designee to enter into a Memorandum of Understanding (MOU) with the Coalition for the Homeless (CFTH) to administer Emergency Housing Vouchers

Resolution No. 3301: Consideration and/or to take action to authorize the Interim President & CEO or designee to execute contracts with Walter P. Moore and Associates, Inc., Ally General Solutions, LLC, and Gradient Group, LLC for Civil Engineering Services

Resolution No. 3302: Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a contract for Architectural and Engineering (A&E) Services at Allen Parkway Village (APV) and Historic Oaks Allen Parkway Village (HOAPV)

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. 3303: Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with AMTEX for the development of Barker Oaks, an apartment community that will be located at or about 2250 Barker Oaks Dr., Houston, TX 77077

Resolution No. 3304: Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Allied Orion for the development of EADO, an apartment community that will be located at or about the northeast corner of Emancipation Avenue and Leeland Street, Houston, TX 77003

Resolution No. 3305: Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Aspen Oaks Capital Partners for the acquisition of Falcon Landing, an apartment community located at or about 3300 Falcon Landing Blvd, Katy, TX 77494

Resolution No. 3306: Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with The Morgan Group for the acquisition of The Highbank, an apartment community located at or about 8877 Frankway Dr., Houston, TX 77096

Resolution No. 3307: Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Belveron Partners, LLC and Redbud Realty Partners, LLC for the acquisition of San Cierra Apartments, an apartment community located at or about 15500 Cutten Rd, Houston, TX 77070

Resolution No. 3308: Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Aspen Oaks Capital Partners for the acquisition of Prose West Cypress, an apartment community located at or about 19770 Clay Road, Katy, TX 77449

Resolution No. 3309: Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Aspen Oaks Capital Partners for the acquisition of Heights at Park Row, an apartment community located at or about 13710 Park Row Drive, Houston, TX 77084

Resolution No. 3310: Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Elmington Capital Group for the development of Tidwell Flats, an apartment community that will be located at or about the Northeast intersection of Tidwell Road and Mesa Drive, Houston, TX 77078

Resolution No. 3311: Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Elmington Capital Group for the development of Almeda Flats, an apartment community that will be located at or about the Southwest corner of Almeda Road and Fuqua Street, Houston, TX 77053

- 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, June 22, 2021

A Meeting of the Board of Commissioners (“Board”) of the Houston Housing Authority (“HHA”) was held on Tuesday, June 22, 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 1-888-475-4499, the local number was 1-346-248-7799 and the meeting identification number was 890 4608 5209.

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 May 18, 2021, Board of Commissioners meeting minutes. He asked for a motion to adopt the May 18, 2021 meeting minutes.

Commissioner Thomas moved to adopt the May 18, 2021, Board of Commissioners meeting minutes. Commissioner Miller seconded the motion.

Chair Snowden asked if there is any discussion or objection to the May 18, 2021 Board of Commissioners meeting minutes. Having none, the minutes passed unanimously and are adopted.

INTERIM PRESIDENT’S REPORT

Secretary Thiele stated there are 2,980,325 confirmed COVID cases and over 52,300 deaths. In Harris County, there are 203,496 confirmed cases and 6,549 souls have passed. As we have said, now is not the time to let down your guard. Please get vaccinated and continue to get tested, mask up, social distance and wash your hands.

In national news, President Biden released the full 2022 budget on May 28th providing additional details to top line numbers as outlined by the administration in April. The President proposes to increase HUD funding by 15%, focusing increases on core programs, climate change resiliency, disinvested communities and HUD staff capacity. We are pleased to see and will advocate for a strong housing presence in the federal budget. On June 14, former NAHRO CEO, Adrienne Todman, was sworn in as Deputy Secretary of the US Department of Housing and Urban Development. We were pleased to see that. She has been an outstanding advocate for housing

needs and particularly as the former NAHRO CEO from June 2017 until her recent confirmation as Deputy Secretary.

Finally, we are watching very closely to see if the administration will go ahead and extend the eviction moratorium. We encourage the administration to keep the needs of low income residents first and foremost in their thoughts as they move forward.

Thank you, Commissioners, that's my report respectfully submitted

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. No hands were raised.

Chair Snowden stated we will now move forth with the New Business.

NEW BUSINESS

Resolution No. 3278: Consideration and/or take action to authorize the Interim President & CEO or designee to submit the Moving to Work Annual Contributions Contract (ACC) Amendment to the US Department of Housing and Urban Development

Secretary Thiele stated we are very excited about the resolution that we bring forward to you today. I am proud of the staff that has worked hard to achieve it. Resolution No. 3278 will be presented by Alan Isa in his capacity as Policy Analyst.

Mr. Isa stated Resolution No. 3278 asks that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to adopt and approve the submission of the Moving to Work (MTW) Amendment to the Public Housing and Housing Choice Voucher Annual Contributions Contracts (ACC) and related documents.

HHA was awarded MTW Cohort 2 designation in May 2021. Upon entry into the MTW program, PHAs can apply for various funding program flexibilities and waivers within the statutory requirements. These waivers can be implemented at the first of the month after the ACC amendment execution. Staff recommends approval of this resolution.

Chair Snowden stated the Board has heard the resolution presented by Mr. Isa and asked for a motion to adopt Resolution No. 3278.

Commissioner Thomas moved to approve Resolution No. 3278. Commissioner Hernandez seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3278. Having none, Resolution No. 3278 is adopted.

Chair Snowden stated we will move now to Resolution No. 3279.

Resolution No. 3279: 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

Secretary Thiele stated that Resolution No. 3279 will be presented by Mr. George Griffin, Vice President of PHO.

Mr. Griffin stated that we need to make note that there was an inconsistent use of the firm's name in the resolution so that will need to be amended. It should have been Initiatives for Healthy Communities instead of Initiatives for Healthy Living.

The purpose of Resolution No. 3279 is to seek approval on the selection of firms who will host meetings or consultations. These could be virtual or in person for an average of 90 minutes for one or more individuals. These individual sessions requested by resident council will supplement leadership meetings sought by HHA. Consultations 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, partnership development, social media and mediation. Housing operations has had prior involvement with both firms and both firms are in WBE. There are also no conflicts of interest and both firms are not on HUD Debarment list.

Therefore this resolution recommends authorizing 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 Communities to provide Resident Council Leadership Training for five (5) years in amount not to exceed \$250,000. Staff recommends the approval of Resolution No. 3279.

Chair Snowden stated the Board has heard the resolution presented by Mr. Griffin and asked for a motion to adopt Resolution No. 3279 with the correction of the firm's name, Initiatives for Healthy Communities instead of Initiatives for Healthy Living.

Commissioner Thomas moved to approve Resolution No. 3279. Commissioner Miller seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3279. Having none, Resolution No. 3279 is adopted.

Chair Snowden stated we will move now to Resolution No. 3280.

Resolution No. 3280: Consideration and/or to take action to authorize the Interim President & CEO or designee to amend the Houston Housing Authority's Human Resources Employee Handbook to include a Telecommuting Policy and Procedures

Secretary Thiele stated that Resolution No. 3280 will be presented by Ms. Dianne Mitchell, Director of Human Resources.

Ms. Mitchell stated the purpose of Resolution No. 3280 is to seek approval from the Houston Housing Authority Board of Commissioners to authorize the Interim President & CEO or designee to amend the HHA Human

Resources Employee Handbook to include a Telecommuting Policy and Procedures. Accordingly, staff recommends the Board adopt Resolution No. 3280.

Chair Snowden stated the Board has heard the resolution presented by Ms. Mitchell and asked for a motion to adopt Resolution No. 3280.

Commissioner Ballard moved to approve Resolution No. 3280. Commissioner Thomas seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3280. Having none, Resolution No. 3280 is adopted.

Chair Snowden stated we will move now to Resolution No. 3281.

Resolution No. 3281: Consideration and/or to take action to authorize the Interim President & CEO or designee to amend HHA Board Resolution 3198, awarding Project-Based Vouchers to 2100 Memorial Redevelopment

Secretary Thiele stated that Resolution No. 3281 and Resolution No. 3282 will be presented by Ms. Robin Walls, Vice President of HCVP.

Ms. Walls stated this resolution requests 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 amend the original award of forty (40) Project-Based Vouchers for 2100 Memorial Redevelopment at 2100 Memorial Drive Houston, TX 77007, awarded October 22, 2020, to thirty-nine (39) Project-Based Vouchers, pursuant to the memorandum dated June 15, 2021, from Robin Walls, Vice President of HCVP to Mark Thiele, Interim President & CEO.

The removal of one unit is necessary in order to be in compliance with both the tax credit application that the 2100 Memorial property is pursuing and in accordance with HUD headquarters which is conducting a subsidy layering review so they required a formal amendment of the previously awarded resolution. Accordingly staff recommends the approval of Resolution No. 3281.

Chair Snowden stated the Board has heard the resolution presented by Ms. Walls and asked for a motion to adopt Resolution No. 3281.

Commissioner Miller moved to approve Resolution No. 3281. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3281. Having none, Resolution No. 3281 is adopted.

Chair Snowden stated we will move now to Resolution No. 3282.

Resolution No. 3282: Consideration and/or to take action to authorize the Interim President & CEO or designee to approve the implementation of HUD waivers in accordance with HUD's PIH notice 2021-14

Ms. Walls stated this resolution requests 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 fully implement HUD waivers in accordance with HUD's PIH notice 2021-14, pursuant to the memorandum dated June 8, 2021, from Robin Walls, Vice President of the Housing Choice Voucher Program to Mark Thiele, Interim President & CEO.

This waiver will extend existing waivers that are due to expire on June 30, 2021. The new waivers will expire on December 31, 2021 and are applicable to the Housing Choice Voucher Program as well as Public Housing Operations. Accordingly, staff recommends to approve of Resolution No. 3282.

Chair Snowden stated the Board has heard the resolution presented by Ms. Walls and asked for a motion to adopt Resolution No. 3282.

Commissioner Thomas moved to approve Resolution No. 3282. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3282. Having none, Resolution No. 3282 is adopted.

Chair Snowden stated we will move now to Resolution No. 3283.

Resolution No. 3283: Consideration and/or to take action to authorize the Interim President & CEO or designee to take the following actions with regard to the Telephone Road Elderly Apartments (the "Project"): (a) finance cost overruns at the Project; and (b) such other actions necessary or convenient to carry out this resolution

Secretary Thiele stated that Resolution No. 3283 and Resolution No. 3284 will be presented by Mr. Cody Roskelley, Vice President of REID.

Mr. Roskelley stated Resolution No. 3283 requests 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 take the following actions with regard to the Telephone Road Elderly Apartments (the "Project"): (a) finance cost overruns at the Project; and (b) such other actions necessary or convenient to carry out this resolution, pursuant to the memorandum from Cody Roskelley, VP REID dated June 9, 2021, to Mark Thiele, Interim President & CEO. Accordingly, staff recommends the Board adopt Resolution No. 3283.

Chair Snowden stated the Board has heard the resolution presented by Mr. Roskelley and asked for a motion to adopt Resolution No. 3283.

Commissioner Kirkendoll moved to approve Resolution No. 3283. Commissioner Hernandez seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3283. Having none, Resolution No. 3283 is adopted.

Chair Snowden stated we will move now to Resolution No. 3284.

Resolution No. 3284: Consideration and/or to take action to authorize the Interim President & CEO or designee to re-finance the Standard in the Heights Apartments, located at 609 Waverly St., Houston TX 77007

Mr. Roskelley stated Resolution No. 3284 requests 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 such actions necessary or convenient to re-finance the Standard in the Heights Apartments, located at 609 Waverly Street, Houston, TX 77007 pursuant to the memorandum from Cody Roskelley, VP REID dated June 8, 2021, to Mark Thiele, Interim President & CEO. Accordingly, staff recommends the Board adopt Resolution No. 3284.

Chair Snowden stated the Board has heard the resolution presented by Mr. Roskelley and asked for a motion to adopt Resolution No. 3284.

Commissioner Thomas moved to approve Resolution No. 3284. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3284. Having none, Resolution No. 3284 is adopted.

Chair Snowden stated we will move now to Resolution No. 3285.

Resolution No. 3285: Consideration and/or to take action to authorize the Interim President & CEO or designee to authorize Victory Street Public Facility Corporation's Issuance, Sale, and Delivery of its Multifamily Housing Governmental Note (2100 Memorial Apartments) Series 2021

Mr. Roskelley stated Resolution No. 3285 requests 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 Victory Street Public Facility Corporation's Issuance, Sale and Delivery of Multifamily Housing Governmental Note (2100 Memorial Apartments) Series 2021, pursuant to the memorandum from Cody Roskelley, VP REID dated June 9, 2021, to Mark Thiele, Interim President & CEO. Accordingly, staff recommends the Board adopt Resolution No. 3285.

Chair Snowden stated the Board has heard the resolution presented by Mr. Roskelley and asked for a motion to adopt Resolution No. 3285.

Commissioner Thomas moved to approve Resolution No. 3285. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3285. Having none, Resolution No. 3285 is adopted.

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

EXECUTIVE SESSION

Chair Snowden suspended the Public Session on Tuesday, June 22, 2021 at 3:23 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 reconvened Public Session at 3:42 p.m.

Secretary Thiele called the roll and declared a quorum present.

NEW BUSINESS continued...

Resolution No. 3286: Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with AMTEX for the development of Barker Oaks, an apartment community that will be located at or about 2250 Barker Oaks Dr., Houston, TX 77077

Chair Snowden asked for a motion to TABLE Resolution No. 3286.

Commissioner Miller moved to approve Resolution No. 3286. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to TABLING Resolution No. 3286. Having none, Resolution No. 3286 is TABLED.

Chair Snowden stated we will move now to Resolution No. 3287.

Resolution No. 3287: Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with AMTEX for the development of Cottingham Villas, an apartment community that will be located at or about Beltway 8 and Cottingham Road, Houston, TX 77048

Chair Snowden stated that the Board has heard the reading of the resolution. He asked for a motion to approve Resolution No. 3287.

Commissioner Thomas moved to approve Resolution No. 3287. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopt Resolution No. 3287. Having none, Resolution No. 3287 is adopted.

Chair Snowden stated we will move now to Resolution No. 3288.

Resolution No. 3288: Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with AMTEX for the development of The Grand Seasons, an apartment community that will be located at or about North of Stockdick School Road and West of Peek Road in Katy, TX 77493

Chair Snowden stated that the Board has heard the reading of the resolution. He asked for a motion to approve Resolution No. 3288.

Commissioner Miller moved to approve Resolution No. 3288. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopt Resolution No. 3288. Having none, Resolution No. 3288 is adopted.

Chair Snowden stated we will move now to Resolution No. 3289.

Resolution No. 3289: Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with LDG Development, LLC for the development of Greenfield, an apartment community that will be located at or about Brandt Road and Spring Cypress Road, Spring Texas 77373

Chair Snowden stated that the Board has heard the reading of the resolution. He asked for a motion to approve Resolution No. 3289.

Commissioner Kirkendoll moved to approve Resolution No. 3289. Commissioner Cooksey seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopt Resolution No. 3289. Having none, Resolution No. 3289 is adopted.

Chair Snowden stated we will move now to Resolution No. 3290.

Resolution No. 3290: Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with LDG Development, LLC for the development of Treaschwig, an apartment community that will be located at or about the Southwest corner of Treaschwig Road and Cypresswood Dr. Spring, TX 77373.

Chair Snowden stated that the Board has heard the reading of the resolution. He asked for a motion to approve Resolution No. 3290.

Commissioner Kirkendoll moved to approve Resolution No. 3290. Commissioner Miller seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopt Resolution No. 3290. Having none, Resolution No. 3290 is adopted.

Chair Snowden stated we will move now to Resolution No. 3291.

Resolution No. 3291: Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with AMCAL for the development of Northwood, an apartment community that will be located at or about Spring Stuebner and Holzwarth Rd, Spring, TX 77388

Chair Snowden stated that the Board has heard the reading of the resolution. He asked for a motion to approve Resolution No. 3291.

Commissioner Kirkendoll moved to approve Resolution No. 3291. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopt Resolution No. 3291. Having none, Resolution No. 3291 is adopted.

Chair Snowden stated we will move now to Resolution No. 3292.

Resolution No. 3292: Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Ascena Capital, LLC for the acquisition of Towne West an, apartment community that is located at or about 14906 Westpark Dr, Houston, TX 77082

Chair Snowden stated that the Board has heard the reading of the resolution. He asked for a motion to approve Resolution No. 3292.

Commissioner Kirkendoll moved to approve Resolution No. 3292. Commissioner Miller seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopt Resolution No. 3292. Having none, Resolution No. 3292 is adopted.

Chair Snowden stated we will move now to Resolution No. 3293.

Resolution No. 3293: Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Ascena Capital, LLC for the acquisition of Highpoint at Cypress, an apartment community that is located at or about 13902 Mandolin Dr., Houston, TX 77070

Chair Snowden stated that the Board has heard the reading of the resolution. He asked for a motion to TABLE Resolution No. 3293.

Commissioner Kirkendoll moved to TABLE Resolution No. 3293. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to TABLING Resolution No. 3293. Having none, Resolution No. 3293 is TABLED.

Chair Snowden stated we will move now to Resolution No. 3294.

Resolution No. 3294: Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Ascena Capital, LLC for the acquisition of The Broadway, an apartment community that is located at or about 8965 N Broadway, Houston, TX 77034

Chair Snowden stated that the Board has heard the reading of the resolution. He asked for a motion to approve Resolution No. 3294.

Commissioner Miller moved to approve Resolution No. 3294. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopt Resolution No. 3294. Having none, Resolution No. 3294 is adopted.

Chair Snowden stated we will move now to Resolution No. 3295.

Resolution No. 3295: Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Ascena Capital, LLC for the acquisition of Estates at Hollister, an apartment community that is located at or about 7740 W Little York Rd, Houston, TX 77040

Chair Snowden stated that the Board has heard the reading of the resolution. He asked for a motion to approve Resolution No. 3295.

Commissioner Kirkendoll moved to approve Resolution No. 3295. Commissioner Thomas seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopt Resolution No. 3295. Having none, Resolution No. 3295 is adopted.

Chair Snowden stated we will move now to Resolution No. 3296.

Resolution No. 3296: Consideration to authorize the Interim President & CEO or designee to facilitate the acquisition of, and the placement of "affordable" units at, the Marq on Voss Apartments located at 2525 South Voss, Houston, Texas 77057, and the execution of all required documents therefor

Chair Snowden stated that the Board has heard the reading of the resolution. He asked for a motion to approve Resolution No. 3296.

Commissioner Kirkendoll moved to approve Resolution No. 3296. Commissioner Thomas seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopt Resolution No. 3296. Having none, Resolution No. 3296 is adopted.

ADJOURNMENT

Chair Snowden remarked this concludes the items on today's agenda. He thanked the Commissioners for their time and commitment.

Chair Snowden asked for a motion to adjourn the meeting.

Commissioner Miller moved to adjourn. Commissioner Ballard seconded. The meeting adjourned at 3:53 p.m.



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

2640 Fountain View Drive ■ Houston, Texas 77057 ■ 713.260.0500 P ■ 713.260.0547 TTY ■ www.housingforhouston.com

**RESPONSES TO COMMENTS RECEIVED AT THE TUESDAY, JUNE 22, 2021
BOARD OF COMMISSIONER MEETING**

A Meeting of the Board of Commissioners (“Board”) of the Houston Housing Authority (“HHA”) was held on Tuesday, June 22, 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.

C = Comments Received

R= HHA Response

PUBLIC COMMENTS

There were no Public Comments received during the June 22, 2021 Board of Commissioners Meeting.



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 contracts with The Reserves Network, Inc., (dba ExecuTeam Staffing), COGENT Infotech Corporation, and RADgov, Inc. for Temporary Staffing Services

2. Date of Board Meeting: July 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 contracts with The Reserves Network, Inc., (dba ExecuTeam Staffing), COGENT Infotech Corporation, and RADgov, Inc. for Temporary Staffing Services for a period not to exceed five (5) years, in an amount not to exceed \$1,000,000.00 in the aggregate pursuant to the memorandum from Dianne Mitchell, Human Resources Director, dated July 6, 2021, to Mark Thiele, Interim President & CEO

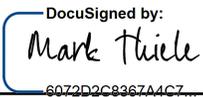
4. Department Head Approval Signature  Dianne Mitchell Date: 7/15/2021
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5. Statement regarding availability of funds by VP of Fiscal Operations

Funds Budgeted and Available Yes No Source DEPARTMENT OPERATING BUDGETS

VP of FO Approval Signature  Mike Rogers Date: 7/14/2021
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6. Approval of President & CEO

Signature  Mark Thiele Date: 7/15/2021
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HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO: MARK THIELE, INTERIM PRESIDENT & CEO

FROM: DIANNE MITCHELL, HUMAN RESOURCES DIRECTOR DS
DM

SUBJECT: CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR DESIGNEE TO EXECUTE SEPARATE CONTRACTS WITH THE RESERVES NETWORK, INC., DBA EXECUTEAM STAFFING; COGENT INFOTECH CORPORATION; AND RADGOV, INC. FOR TEMPORARY STAFFING SERVICES

DATE: JULY 6, 2021

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 separate contracts with The Reserves Network, Inc., dba ExecuTeam Staffing, COGENT Infotech Corporation, and RADgov, Inc. for Temporary Staffing Services for a period not to exceed five (5) years, and in an amount not to exceed \$1,000,000.00 in the aggregate.

BACKGROUND:

The Houston Housing Authority Temporary Staffing Services contract has expired and the agency is currently using the firms who have contracts with the Houston Galveston Area Council (HGAC) Purchasing Cooperative. The agency requests temporary staff to assist with short-term staffing needs due to special projects, temporary assignments and/or higher than normal work volume.

ADVERTISEMENT:

In December of 2020, HHA’s Procurement Department issued a legal notice advertising Request For Proposal 20-45 Temporary Staffing Services (“RFP 20-45”) in the Houston Chronicle and Forward Times Newspapers, and the Houston Business Journal.

In addition to posting “RFP 20-45” on its website, HHA’s Procurement Department sent e-mails advertising this solicitation to potential Firms on its Bidder’s List; to 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).

Interested parties were also able to access “RFP 20-45” 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).

EVALUATION PROCESS:

All responses to “RFP 20-45” received by the specified due date were scored based on the following published scoring criteria:

Evaluation/Selection Criteria	Maximum Score
Organizational Experience	25
Personnel Screening	20
Project Management	20
Fees	25
M/WBE Participation	5
Section 3 Participation	5
TOTAL POINTS	100

On February 12, 2021, HHA’s Procurement Department opened 28 sealed proposals listed below. The proposals were scored independently by an evaluation committee consisting of Robin Walls, Housing Choice Voucher Program, Molly Magoon, Human Resources Department, and Carla Venzor, Office of General Counsel.

Rank	Firm/Company	M/WBE	Evaluation Rating
1	The Reserves Network, Inc., dba ExecuTeam Staffing	N/A	91
2	COGENT Infotech Corporation	MBE	89
3	RADgov, Inc.	M/WBE	88
4	CathyJon Enterprises, Inc., dba HB Staffing	WBE	83
5	Centech Staffing, LLC	M/WBE	83
6	Confidential Search Solutions, LLC.	M/WBE	80
7	ChaseSource, LP	MBE	78
8	Employment & Training Centers, Inc.	M/WBE	77
9	LaneStaffing, Inc.	M/WBE	75
10	A-1 Personnel of Houston, Inc.	MBE	73
11	Diskriter, Inc.	M/WBE	70
12	Harris-Jones Staffing & Recruiting dba HJ Staffing	M/WBE	68
13	Infojini Inc.	MBE	67
14	DatamanUSA, LLC	M/WBE	66
15	LaborNow, LLC	M/WBE	66
16	Smarter HR Solutions, LLC	M/WBE	65
17	Recruiting Source International, LLC	M/WBE	64
18	Nam Technologies Inc.	MBE	64

19	K Staffing LLC	M/WBE	62
20	Enterprise Solutions, Inc.	MBE	61
21	Search and Staff	M/WBE	58
22	eJangar, Inc.	M/WBE	54
23	Certified Personnel LLC dba Certified Staffing	MBE	54
24	Aliron International, Inc.	WBE	53
25	Texas Management Division, Inc.	N/A	53
26	TX Citywide Professional Services, Corp.	M/WBE	53
27	3 Q Services Pro, LLC	MBE	46
28	Indus USA Inc.	MBE	42

The Reserves Network, Inc., (dba ExecuTeam Staffing), and COGENT Infotech Corporation agree to hire Section 3 participants to fill employment opportunities listed in the solicitation. Radgov will subcontract at 25% of the contract to a Section 3 Business.

References have been checked and returned positive. There are no conflicts of interest, and the recommended 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 contracts with The Reserves Network, Inc., (dba ExecuTeam Staffing), COGENT Infotech Corporation, and RADgov, Inc. for Temporary Staffing Services for a period not to exceed five (5) years, in an amount not to exceed \$1,000,000.00 in the aggregate pursuant to the memorandum from Dianne Mitchell, Human Resources Director, dated July 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 Carahsoft Technology Corporation for Software Licenses and Services

2. Date of Board Meeting: July 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 a contract with Carahsoft Technology Corporation for Software Licenses and Services in an amount not exceed \$196,152 in the aggregate for one (1) year pursuant to the memorandum from Robin Walls, Vice President of HCVP dated July 6, 2021, to Mark Thiele, Interim President & CEO

4. Department Head Approval Signature
DocuSigned by:
Robin Walls
 Date: 7/15/2021

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

Funds Budgeted and Available Yes No Source DEPARTMENT OPERATING BUDGET

VP of FO Approval Signature
DocuSigned by:
Mike Rogers
 Date: 7/14/2021

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6. Approval of President & CEO

Signature
DocuSigned by:
Mark Thiele
 Date: 7/15/2021

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HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO: MARK THIELE, INTERIM PRESIDENT & CEO
FROM: ROBIN WALLS, VICE PRESIDENT OF HCVP
SUBJECT: CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR DESIGNEE TO EXECUTE A CONTRACT WITH CARAHSOFT TECHNOLOGY CORPORATION FOR SOFTWARE LICENSES AND SERVICES.
DATE: JULY 6, 2021

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 a contract with Carahsoft Technology Corporation for Software Licenses and Services in an amount not exceed \$196,152 in the aggregate for one (1) year.

BACKGROUND:

Due to conditions created by the pandemic, the Houston Housing Authority identified a need to digitally sign documents in order to conduct business with our clients, vendors, and third parties more efficiently. DocuSign (provided through Carahsoft Technology Corporation) has been an industry leader in providing legally binding digital signatures and can provide an enterprise-wide solution that will meet the needs of HHA.

Using DocuSign can increase HHA's efficiency by:

- Securely encrypting documents with an audit trail
- E-mailing documents for instant digital signature and return
- Digitally signing documents anywhere from any device
- Providing the status of the agreement in the signing process
- SMS delivery of envelope notifications

The services of DocuSign will be used to:

- Digitally sign client submitted documents for HCVP
- Digitally sign client leases for PHO
- Digitally sign employment documents for Human Resources
- Digitally sign contracts issued by the Legal Department
- Apply digital signatures to other documents as may be required by other HHA Departments
- Send clients SMS notifications with links to digitally sign documents
- Track envelope completion with reporting

With the Carahsoft contract, HHA will have a total of 40,000 envelopes or documents that can be digitally signed. The estimated cost for a 1-year contract is \$196,152. COVID relief funds will be used to recover some and/or all of the cost.

Due to the speed at which technology changes and the need for HHA to operate more efficiently, it may be necessary to amend this Board Resolution in the future in order to utilize additional software licenses and services provided by the Carahsoft Technology Corporation and DocuSign, which are presently unknown at this time.

HHA is a member of the State of Texas Cooperative Purchasing Program and will utilize DocuSign via the Carahsoft Technology Corporation's contract with the State of Texas Department of Information Resources (DIR). Cooperative Purchasing/Intergovernmental Agreements is a method of procurement identified in HHA's Procurement Policy. The rationale to use this method of procurement is based on economy and efficiency.

There are no conflicts of interest, and neither the Carahsoft Technology Corporation nor DocuSign is 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 a contract with Carahsoft Technology Corporation for Software Licenses and Services in an amount not exceed \$196,152 in the aggregate for one (1) year pursuant to the memorandum from Robin Walls, Vice President of HCVP dated July 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 conditionally award Project-Based Vouchers to Tejano Center

2. Date of Board Meeting: July 20, 2021

3. Proposed Board Resolution:

Resolution: 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 eighty-nine (89) Project-Based Vouchers to Tejano Center (Sunrise Lofts) located at 3103 McKinney Houston, TX 77003, pursuant to the memorandum dated July 8, 2021, from Robin Walls, Vice President of HCVP to Mark Thiele, Interim President & CEO

4. Department Head Approval

Signature _____

DocuSigned by:
Robin Walls
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Date: 7/15/2021

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

Funds Budgeted and Available Yes No Source _____

VP of FO Approval

Signature _____

Date: _____

6. Approval of President & CEO

Signature _____

DocuSigned by:
Mark Thiele
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7/15/2021

Date: _____



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO: MARK THIELE, INTERIM PRESIDENT & CEO
FROM: ROBIN WALLS, VICE PRESIDENT OF HCVP
SUBJECT: CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR DESIGNEE TO CONDITIONALLY AWARD PROJECT-BASED VOUCHERS TO TEJANO CENTER
DATE: JULY 8, 2021

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 conditionally award eighty-nine (89) Project-Based Vouchers to Tejano Center (Sunrise Lofts) located at 3103 McKinney Houston, TX 77003.

BACKGROUND:

HUD authorizes HHA to administer a Project-Based Voucher (PBV) program as a part of its Housing Choice Voucher Program. The HHA Board of Commissioners created the PBV program on June 21, 2011, in accordance with Resolution No. 2524, *HCV Administrative Plan Attachment – Project-Based Voucher (PBV) Program Plan*. For project-based voucher assistance, HHA may use up to twenty (20) percent of its total authorized number of vouchers. This is known as “project-basing” what are otherwise tenant-based vouchers. Agencies may use an additional 10% of their authorized vouchers for project-basing to serve:

1. Homeless families and individuals;
2. Families with veterans;
3. Disabled and elderly person provided supportive services;
4. In low-poverty areas where vouchers are difficult to use agencies may project base up to 40% of a project’s units;
5. An initial contract term can be up to 20 years;
6. Project-based contracts have priority when appropriated funds are insufficient;
7. PHAs may enter into a HAP contract with owner of new or under-construction units;

HHA may determine that circumstances exist where it is advantageous to project-base vouchers rather than tenant-basing the same subsidy. PBVs allow the property owners to leverage the voucher subsidy, which can be valuable to the HHA in achieving certain goals. Employed appropriately, PBVs can encourage new construction, rehabilitation, or acquisition of existing properties; promote voucher utilization; expand housing choices; serve special populations; increase supportive housing options and deconcentrate poverty.

The intent of the RFP 21-13 was to solicit proposals for eligible properties from eligible property owners for PBV assistance. Under HUD regulations, certain properties owned or controlled by HHA are eligible for PBV assistance and may be eligible for selection under this RFP. HHA will enter into PBV HAP Contracts with selected property owners for designated rental units for an initial term of up to fifteen (15) years subject to funding availability. Rental assistance subsidies will be provided while eligible families occupy

the rental housing units and the units meet other program standards. HHA's published subsidy standards will determine the appropriate unit size for the family size and composition.

EVALUATION PROCESS:

The Evaluation Committee was comprised of; Robin Walls, HCVP Vice President, Mike Rogers, Vice President of Finance and Business Operations and Alan Isa, Policy Analyst

The proposals were evaluated according to the following six (6) criteria:

Evaluation/Selection Criteria	Maximum Score	Tejano Centers
Supportive Services Plan and Capacity (Evaluated for all PSH, VASH and no-elderly/disabled projects for which more than 25% of units are proposed for PBV assistance or the project will serve the TAY preference)	20	11.6
Financial Feasibility (Evaluated for all projects)	20	15
Previous Experience of Applicant in Development and Property Management of Projects of Similar Scale for Similar Target Populations (Evaluated for all projects)	20	10
Project Design (Evaluated for all projects)	20	14.6
Development Serves the Homeless or Chronic Homeless Community (Evaluated for all projects) or the project will serve the TAY preference	20	20
High Opportunity or City-Designated Revitalization Area (Evaluated for all projects)	20	15
Total Points Possible (70% of Possible Points Required for Award)	120	86.2

- References have been checked and returned positive. There are no conflicts of interest, and Tejano Center is not on the HUD Debarment List.

As a new construction project, HHA and the project owner must enter into an Agreement to Enter into a Housing Assistance Payments Contract (AHAP). Construction cannot commence until the AHAP is executed. In addition to the conditions noted above, in advance of executing the AHAP:

- A subsidy layering review must be completed by HUD or a recognized Housing Credit Agency, with a determination that the PBV assistance is in accordance with HUD subsidy layering requirements. The project owner must provide all information required for the subsidy layering review on a timely basis.
- An environmental review must be completed by the City of Houston, and the environmental certification or categorical exclusion has been approved by HUD. The project owner must provide all information required for the environmental review on a timely basis.
- The project owner must provide to HHA all of the information needed to execute the AHAP documents, including, but not limited to, submission of a detailed work description that includes working drawings and specifications and all other requirements found at 24 CFR 983.152

DESCRIPTION OF WINNING PROPOSAL:**Tejano Center**

Tejano Center for Community Concerns was incorporated in 1992 and has focused on providing affordable rental and homeownership opportunities since its inception. In 2008 Tejano Center sponsored the development of Nueva Vida Apartments, a Section 202 senior multifamily complex with 52 one-bedroom units. Nueva Vida Apartments is located at 8000 Kimble Street, Houston, Texas 77017, directly adjacent to Tejano Center's main campus on Broadway and is currently being self-managed by Tejano Center's Affordable Housing department staff.

Tejano Center has worked in collaboration with the City of Houston, Harris County, CSH, and Coalition for the Homeless of Houston/Harris County towards the ultimate goal of achieving a reduction in new instances of, length of, and returns to homelessness by transitional aged youth. The need for permanent supportive housing is also documented in Harris County's Consolidated Plan.

Tejano Center for Community Concerns promotes equal opportunities for safe and affordable housing to all persons, regardless of race, color, sex, religion, national origin, marital status, age, disability, familial status, sexual orientation, or gender identity.

MULTI-FAMILY Mission MINISTRIES (MMM) will manage the property and has provided for the management of multifamily housing since 1982 and currently manages over 1650 units in twenty-two (22) communities in Louisiana and Texas. MMM provides a wide range of social service programs as part of its management plan, including but not limited to clothes closets, food banks, and academic programs.

Property Details

- Features adapted/adaptable for persons with disabilities
- 89 units consisting of one, two, and three-bedroom units
- Secured entrance for residents
- Off-street parking
- Laundry facilities
- Porches, decks, personal backyard
- Recreational facilities
- Common area function room(s)

Community Amenities (less than 1 mile away)

- Shopping, groceries, pharmacy, and other stores
- Public transportation
- Neighborhood Park
- Public schools

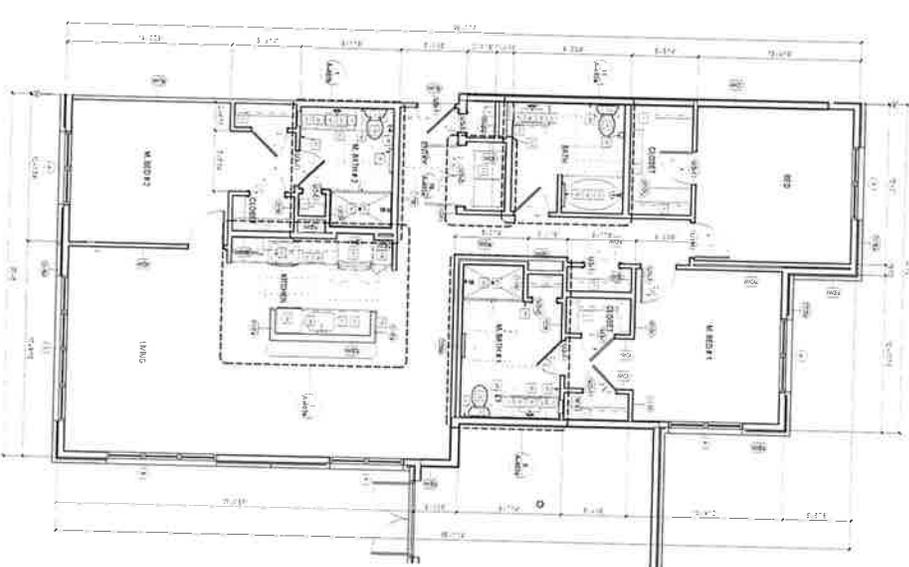
RECOMMENDATION

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

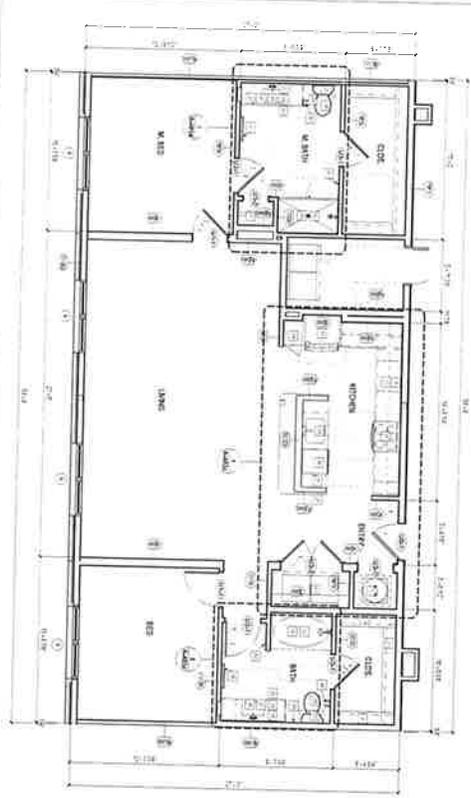
Resolution: That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO to negotiate, execute and make necessary changes and corrections to conditionally award eighty-nine (89) Project-Based Vouchers to Tejano Center (Sunrise Lofts) located at 3103 McKinney Houston, TX 77003, pursuant to the memorandum dated July 8, 2021, from Robin Walls, Vice President of HCVP to Mark Thiele, Interim President & CEO.

Sunrise Lofts Operating Statement Years 1-10

	Year 1 2023	Year 2 2024	Year 3 2025	Year 4 2026	Year 5 2027	Year 6 2028	Year 7 2029	Year 8 2030	Year 9 2031	Year 10 2032
INCOME										
Gross Rental Income	1,082,400	1,104,048	1,126,129	1,148,652	1,171,625	1,195,057	1,218,958	1,243,337	1,268,204	1,293,568
Vacancy	81,180	82,804	84,460	86,149	87,872	89,629	91,422	93,250	95,115	97,018
Net Rental Income	1,001,220	1,021,244	1,041,669	1,062,503	1,083,753	1,105,428	1,127,536	1,150,087	1,173,089	1,196,551
Other Income	0	0	0	0	0	0	0	0	0	0
Effective Income	1,001,220	1,021,244	1,041,669	1,062,503	1,083,753	1,105,428	1,127,536	1,150,087	1,173,089	1,196,551
EXPENSES										
General & Administrative	32,300	33,269	34,267	35,295	36,354	37,445	38,568	39,725	40,917	42,144
Management	50,061	51,563	53,110	54,703	56,344	58,034	59,775	61,569	63,416	65,318
Payroll & Payroll Tax	182,442	187,915	193,553	199,359	205,340	211,500	217,845	224,381	231,112	238,045
Repairs & Maintenance	88,400	91,052	93,784	96,597	99,495	102,480	105,554	108,721	111,982	115,342
Utilities	128,781	132,645	136,624	140,723	144,945	149,293	153,772	158,385	163,136	168,031
Property Insurance	67,640	69,669	71,759	73,912	76,129	78,413	80,766	83,189	85,684	88,255
Property Tax	67,383	69,404	71,486	73,631	75,840	78,115	80,459	82,872	85,359	87,919
Replacements & Monitoring Reserve	26,700	26,700	26,700	26,700	26,700	26,700	26,700	26,700	26,700	26,700
Operating Reserve	0	0	0	0	0	0	0	0	0	0
Other Expenses	31,276	32,214	33,181	34,176	35,201	36,257	37,345	38,466	39,620	40,808
Total Expenses	674,983	694,432	714,464	735,097	756,348	778,238	800,784	824,007	847,926	872,563
NET OPERATING INCOME	326,237	326,813	327,206	327,406	327,404	327,190	326,752	326,080	325,163	323,988
DEBT SERVICE										
First Mortgage	222,072	222,072	222,072	222,072	222,072	222,072	222,072	222,072	222,072	222,072
Second Mortgage	4,427	4,427	4,427	4,427	4,427	4,427	4,427	4,427	4,427	4,427
Third Mortgage	15,385	15,385	15,385	15,385	15,385	15,385	15,385	15,385	15,385	15,385
Cash Flow	84,352	84,928	85,321	85,521	85,520	85,305	84,868	84,196	83,278	82,103
Debt Service Coverage	1.35	1.35	1.35	1.35	1.35	1.35	1.35	1.35	1.34	1.34



STAFF UNIT 3 BED RM. UNIT # 1-01



UNIT B2 UNIT # 1-01

ACCESSIBLE MOBILITY UNIT NOTES

1. All units shall be accessible to persons with disabilities.
2. All units shall be accessible to persons with disabilities.
3. All units shall be accessible to persons with disabilities.
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ACCESSIBLE HEARING/VISION UNIT NOTES

1. All units shall be accessible to persons with disabilities.
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GENERAL NOTES

1. All units shall be accessible to persons with disabilities.
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UNIT PLAN NOTES

1. All units shall be accessible to persons with disabilities.
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FAB HOUSING NOTES

1. All units shall be accessible to persons with disabilities.
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10. All units shall be accessible to persons with disabilities.



International PC
2205 Spring Street
Houston, TX 77002
Tel: (713) 555-5555
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TEJANO CENTER FOR COMMUNITY CONCERN
2205 Spring Street
Houston, TX 77002
Tel: (713) 555-5555
Fax: (713) 555-5555

POSSIBLE & SOLA INC
2205 Spring Street
Houston, TX 77002
Tel: (713) 555-5555
Fax: (713) 555-5555

SUNRISE LOFTS
3103 MCKINNEY
HOUSTON, TEXAS 77003

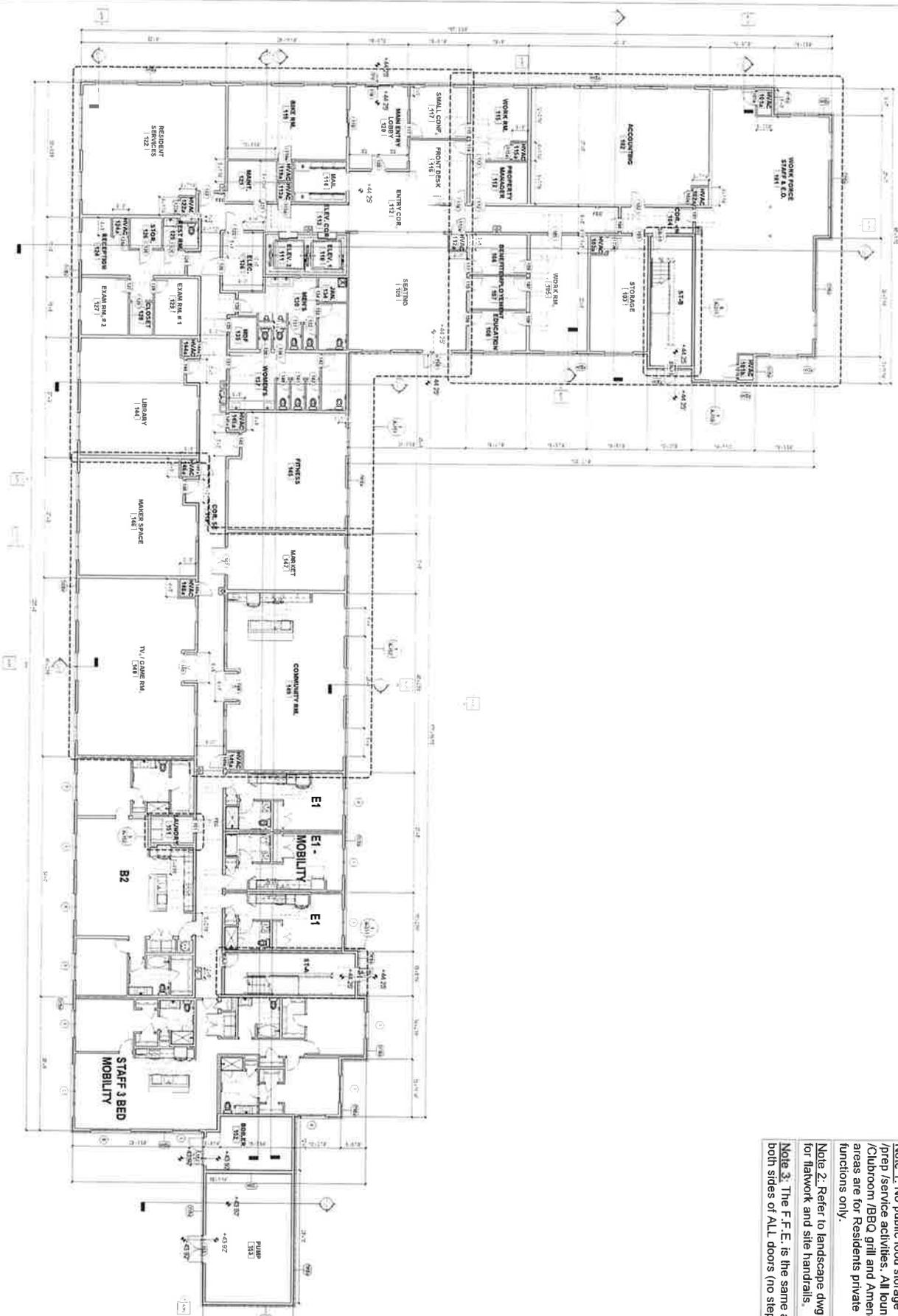
TEJANO CENTER FOR COMMUNITY CONCERN



REVISIONS
NO. DATE
1 05/01/01

UNIT PLANS
NO. DATE
1 05/01/01

DATE: 05/01/01
DRAWN BY: [Name]
CHECKED BY: [Name]
SCALE: AS SHOWN
PROJECT: SUNRISE LOFTS
SHEET NO: A-403



Note 1. No public food storage /prep /service activities. All lounge /Clubroom /BBQ grill and Amenity areas are for Residents private functions only.

Note 2. Refer to landscape dwgs for flatwork and site handrails.

Note 3. The F.F.E. is the same at both sides of ALL doors (no step).

LEVEL 1 ANNO 1/8" = 1'-0" 1



SUNRISE LOFTS
3103 MCKINNEY
HOUSTON, TEXAS 77003

TEJANO CENTER FOR COMMUNITY CONCERN

Professional Seal: [Seal]

Architect: [Name]

Scale: 1/8" = 1'-0"

Date: 2007

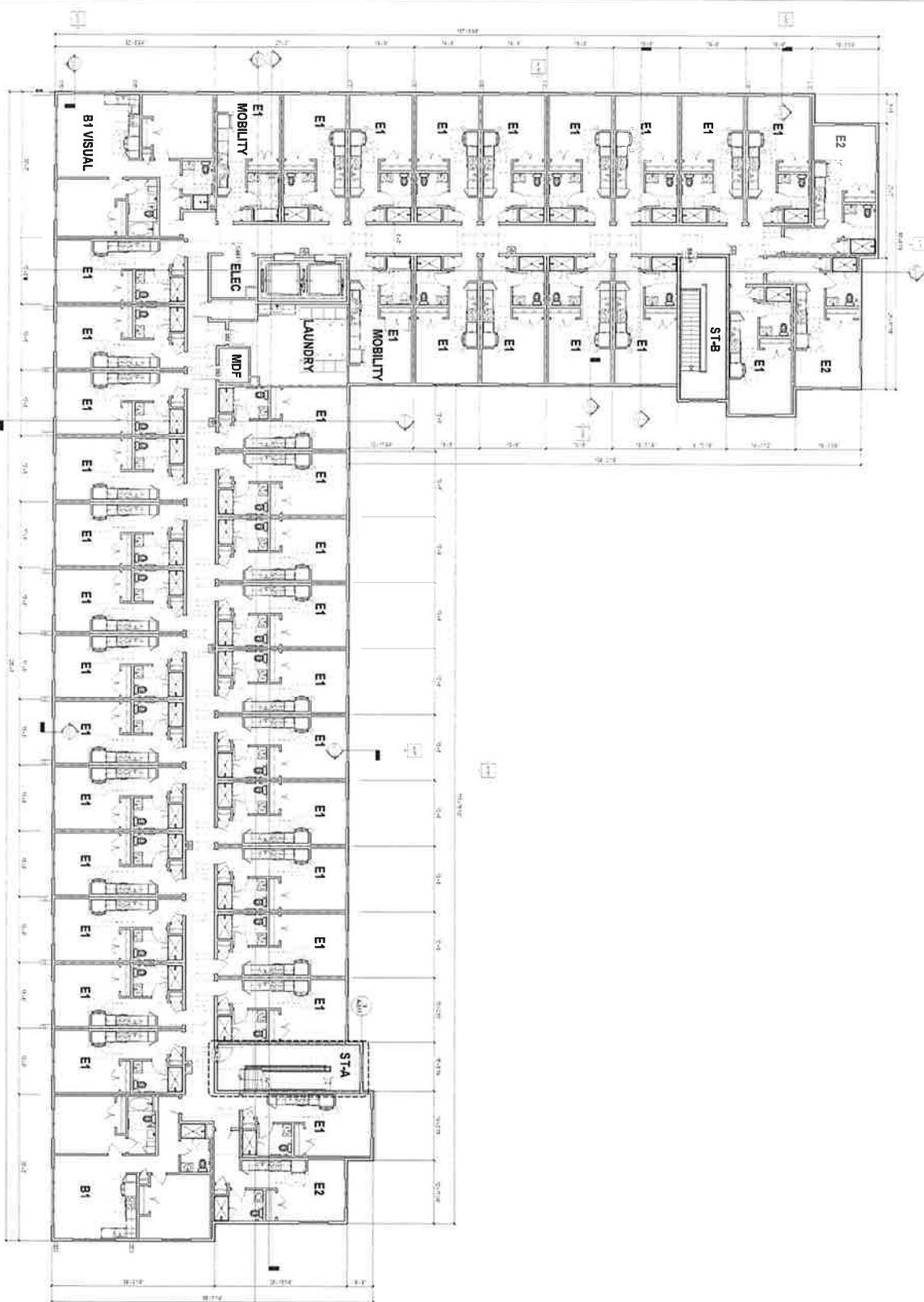
Project: SUNRISE LOFTS

Location: 3103 MCKINNEY

City: HOUSTON, TEXAS

State: TEXAS

Country: USA



LEVEL 3 ANNO 1/8" = 1'-0" 1

A-103

DATE: 2003
 DRAWN BY: [Name]
 CHECKED BY: [Name]
 PROJECT: SUNRISE LOFTS

3RD FLOOR PLAN



SUNRISE LOFTS
 3103 MCKINNEY
 HOUSTON, TEXAS 77003
 TEJANO CENTER FOR COMMUNITY CONCERN

EDF
 INTERNATIONAL, P.C.
 10000 Katy Road, Suite 100
 Houston, Texas 77058
 Phone: 281-469-1111
 Fax: 281-469-1112
 www.edf.com

TEJANO ASSOCIATES, INC.
 10000 Katy Road, Suite 100
 Houston, Texas 77058
 Phone: 281-469-1111
 Fax: 281-469-1112
 www.tejano.com

CONTRACTOR:
 [Name]
 [Address]
 [Phone]

OWNER:
 [Name]
 [Address]
 [Phone]



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 Memorandum of Understanding (MOU) with the Coalition for the Homeless (CFTH) to administer Emergency Housing Vouchers

2. Date of Board Meeting: July 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 a Memorandum of Understanding (MOU) with the Coalition for the Homeless (CFTH) to administer 771 Emergency Housing Vouchers awarded by HUD to the Houston Housing Authority, pursuant to the memorandum from Robin Walls, Vice President of HCVP dated July 9, 2021, to Mark Thiele, Interim President & CEO

4. Department Head Approval Signature

 Date: 7/15/2021

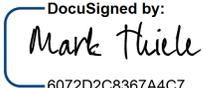
532E7E61026640A

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

Funds Budgeted and Available Yes No Source _____

VP of FO Approval Signature _____ Date: _____

6. Approval of President & CEO

Signature

 Date: 7/15/2021

6072D2C8367A4C7...



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 A MEMORANDUM OF UNDERSTANDING (MOU) WITH THE COALITION FOR THE HOMELESS (CFTH) TO ADMINISTER EMERGENCY HOUSING VOUCHERS
DATE: JULY 9, 2021

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 a memorandum of understanding with the Coalition for the Homeless (CFTH) to administer 771 Emergency Housing Vouchers awarded by HUD June 10, 2021, with a program effective date of July 1, 2021.

BACKGROUND:

The Department of Housing and Urban Development (HUD) awarded housing authorities Emergency Housing Vouchers (EHV), as authorized by the American Rescue Plan (ARP). The ARP authorized the HUD to allocate vouchers through an allocation formula designed to direct emergency housing vouchers to the areas where the EHV's eligible populations have the greatest need while also considering PHA capacity.

EHVs are provided to help assist individuals and families who are

- Homeless
- At risk of homelessness
- Fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking or human trafficking, or recently homeless

The PIH notice specifically requires that housing authorities establish a cooperation agreement, known as a Memorandum of Understanding (MOU), with their local Continuum of Care provider. The local entity serving in this function is the Coalition for the Homeless (CFTH).

HHA was awarded 711 EHV vouchers. EHV vouchers are for no more than 12 months, with an initial funding term expiring on December 31, 2022. Initial funding is allocated in the chart below:

Housing Assistance Payments	Preliminary Fees	Service Fees	Administrative Fees
\$7,630,956	\$308,400	\$2,698,500	\$737,940

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 a Memorandum of Understanding (MOU) with the Coalition for the Homeless (CFTH) to administer 771 Emergency Housing Vouchers awarded by HUD to the Houston Housing Authority, pursuant to the memorandum from Robin Walls, Vice President of HCVP dated July 9, 2021, to Mark Thiele, Interim President & CEO



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

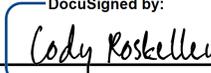
1. Brief Description of Proposed Item

Consideration and/or to take action to authorize the Interim President & CEO or designee to execute contracts with Walter P. Moore and Associates, Inc., Ally General Solutions, LLC, and Gradient Group, LLC for Civil Engineering Services

2. Date of Board Meeting: July 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 contracts with Walter P Moore and Associates, Inc., Ally General Solutions, LLC, and Gradient Group, LLC for Civil Engineering Services related to Capital Funds and Construction Services projects in an amount not to exceed \$300,000.00 in the aggregate for two (2) years, with a one-year extension option, pursuant to the memorandum from Cody Roskelley, VP of REID dated July 7, 2021, to Mark Thiele, Interim President & CEO

4. Department Head Approval Signature  Date: 7/15/2021
DocuSigned by: 8FC143A291EE443...

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

Funds Budgeted and Available Yes No Source PROJECT BUDGETS / CAPITAL FUNDS

VP of FO Approval Signature  Date: 7/14/2021
DocuSigned by: 3FC87AD4740742D...

6. Approval of President & CEO
Signature  Date: 7/15/2021
DocuSigned by: 6072D2C6307A4C7...



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO: MARK THIELE, INTERIM PRESIDENT & CEO
FROM: CODY ROSKELLEY, VICE PRESIDENT, REID
SUBJECT: CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR DESIGNEE TO EXECUTE CONTRACTS WITH WALTER P. MOORE AND ASSOCIATES, INC., ALLY GENERAL SOLUTIONS, LLC, AND GRADIENT GROUP, LLC FOR CIVIL ENGINEERING SERVICES
.DATE: JULY 7, 2021

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 separate contracts with Walter P Moore and Associates, Inc., Ally General Solutions, LLC, and Gradient Group, LLC for Civil Engineering Services related to Capital Funds and Construction Services projects in an amount not to exceed \$300,000.00 in the aggregate for two (2) years, with a one-year extension option.

BACKGROUND:

HHA is currently assessing various properties to address required City of Houston water detention measures. Significant projects including Cuney Homes sidewalks and pedestrian access, Forest Green reconstruction, Mansions at Turkey Creek underground water detention, and Irvington Village disposition of building 127. HHA plans to engage a Civil Engineering firm to effectively respond to FEMA and City of Houston detention requirements for the entire portfolio of HHA properties, as required, to preserve quality affordable housing. HHA will utilize the Civil Engineer Services for all future and required Capital Funds and Construction Services projects.

ADVERTISEMENT:

In May and June of 2021, HHA’s Procurement Department issued a legal notice advertising Qualification Based Solicitation (“QBS”) 21-30 Civil Engineer in the Houston Chronicle and Forward Times Newspapers, and the Houston Business Journal.

In addition to posting “QBS 21-30” on its website, HHA’s Procurement Department sent e-mails advertising this solicitation to potential Firms on its Bidder’s List; to the City of Houston Office of Business Opportunity (OBO); the Greater Houston Black Chamber of Commerce (GHBCC); and to the Houston Minority Supplier Development Council (HMSDC).

Interested parties were also able to access “QBS 21-30” by going to the websites of the City of Houston Office of Business Opportunity (OBO); the Greater Houston Black Chamber of Commerce (GHBC); 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).

EVALUATION PROCESS

All responses to “QBS 21-30” received by the specified due date were scored based on the following published scoring criteria:

Evaluation/Selection Criteria	Maximum Points
1. Firm’s history and resource capability to perform the required services	20
2. Qualifications of assigned personnel	15
3. Demonstrated related experience in: <ul style="list-style-type: none"> • Design Services • Construction Coordination / Administration • Rehabilitation • Mitigation / Flood Control Experience • Multi-Family Residential Housing Expedience • Sustainable Design Experience 	5 5 5 5 5 5
4. Experience with TDHCA requirements and regulations; provide history of past projects.	5
5. Understanding of FEMA, HUD and/or City, State and Federal codes, and regulations applicable to the work.	30
6. Project planning, scheduling, and methodology/strategy to accomplish task.	10
7. Budget, cost-control experience, and results.	15
8. M/WBE Participation	5
9. Section 3 Participation	5
TOTAL POINTS	135

On June 23, 2021, HHA’s Procurement Department opened sealed proposals submitted by the following companies, which were subsequently scored independently by an evaluation committee consisting of Obed Diaz-Lopez, Director, REID, Luis Montes de Oca, Construction Coordinator, REID and Jay Mason, Manager of Construction Services, REID

Rank	Firm/Company	M/WBE	Evaluation Rating
1	Walter P Moore and Associates, Inc.	N/A	123
2	Ally General Solutions, LLC	MBE	119
3	Gradient Group, LLC	WBE	116
4	LJA Engineering, Inc.	N/A	115
5	TLC Engineering, Inc. (TLC)	MBE	112
6	Sandlot Engineering	MBE	109

Walter P Moore and Associates, Inc., has agreed to utilize KGB Texas/Public Relations, Inc. dba KGBT Texas Communications (a WBE), Geotest Engineering, Inc. (an MBE), and Kuo & Associates, Inc. (an MBE), and contribute to the Self-Sufficiency Compliance.

Ally General Solutions, LLC has agreed to utilize 5engineering (an MBE), AKV (an MBE), and to hire Section 3 Participants.

Gradient Group, LLC has agreed to utilize Geotest Engineering, Inc. (an MBE), Crouch Environmental Services Inc. (a WBE), and hire Section 3 Participants.

References have been checked and returned positive. There are no conflicts of interest, and firm(s) 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 separate contracts with Walter P Moore and Associates, Inc., Ally General Solutions, LLC and Gradient Group, LLC for Civil Engineering Services related to Capital Funds and Construction Services projects in an amount not to exceed \$300,000.00 in the aggregate for two (2) years, with a one-year extension option, pursuant to the memorandum from Cody Roskelley dated July 7, 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 for Architectural and Engineering (A&E) Services at Allen Parkway Village (APV) and Historic Oaks Allen Parkway Village (HOAPV)

2. Date of Board Meeting: July 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 a contract with GSMA, for Architectural and Engineering (A&E) Services, at Allen Parkway Village (APV) and Historic Oaks Allen Parkway Village (HOAPV), for the amount of \$1,700,000.00, for two (2) years, with a one-year extension option, pursuant to the memorandum from Cody Roskelley dated July 7, 2021, to Mark Thiele, Interim President & CEO

4. Department Head Approval Signature DocuSigned by:
Cody Roskelley
8FC143A291EE443... Date: 7/15/2021

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

Funds Budgeted and Available Yes No Source PROJECT BUDGET / CAPITAL FUNDS

VP of FO Approval Signature DocuSigned by:
Mike Rogers
3FC87AD4710742D Date: 7/14/2021

6. Approval of President & CEO Signature DocuSigned by:
Mark Thiele
6072D2C8367A4C7... Date: 7/15/2021



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO: MARK THIELE, INTERIM PRESIDENT & CEO
FROM: CODY ROSKELLEY, VICE PRESIDENT, REID
SUBJECT: CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR DESIGNEE TO EXECUTE A CONTRACT FOR ARCHITECTURAL AND ENGINEERING (A&E) SERVICES AT ALLEN PARKWAY VILLAGE (APV) AND HISTORIC OAKS ALLEN PARKWAY VILLAGE (HOAPV).
DATE: JULY 7, 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 a contract with GSMA, for Architectural and Engineering (A&E) Services to increase the contract amount to \$1,700,000.00, for two (2) years, with a one-year extension option at Allen Parkway Village (APV) and Historic Oaks Allen Parkway Village (HOAPV).

BACKGROUND:

HHA is currently working on the rehabilitation plan for both APV and HOAPV to preserve quality affordable housing so that the properties can eventually be converted to RAD. HHA, as part of the plan, engaged A & E Services as part of this redevelopment plan through resolution – QBS #19-31 in November 2019 and Resolution No. 3121 in December 2019.

The HHA contracted with GMSA in April 2020 at a contract sum of \$931,500.00 plus reimbursable expenses. The request is to increase the total amount of the contract to \$1,700,000.00 to cover Architect/Engineer (A&E) Services additional scope as follows:

- Furniture Finishes and Equipment (FFE) Design and Documentation Services for the common buildings.
- Archaeological Services for a survey and for excavation activities as requested by the City of Houston;
- Documentation of Four (4) Separate Apartment Units for APV to make units ready as soon as possible;
- The required specialized historic consultant that is required for construction administration services for the HOAPV Administration Building Basement Project and the Rehab of HOAPV project;
- Modernization of Eleven (11) HOAPV Elevators;
- For the increase in the project's construction cost;
- To provide a reasonable contingency for unforeseen conditions;
- Additional permitting as requested by the City of Houston Permitting Department;
- For Community Meetings as required by TDHCA;

- Potential modifications to the scope of work, with the onboarding of the Investor Partner;
- Also, with the start of HOAPV/ APV, starting January 2022, the request includes a contract extension for two years, through June 2023, plus the option of a one-year extension option to cover the anticipated construction duration.

EVALUATION PROCESS

(QBS) 19-31 Architectural and Engineering (A&E) Services for the Rehabilitation of APV & HOAPV Apartments contained the following evaluation criteria that would be used to score and evaluate each response:

Evaluation/Selection Criteria	Maximum Score
Company Profile	20
Personal Qualifications	15
Demonstrated related Experience	25
Experience with TDHCA requirements and regulations	20
HUD and City, State and Federal Codes	15
Project Planning/ Methodology	10
Budget/ Cost Control	15
M/WMBE Participation	5
Section 3 Participation	5
Total Points	130

Upon evaluation, the firms were ranked as follows:

Rank	Firm/Company	M/WBE	Evaluation Rating
1	GSMA	MBE	120
2	Smith & Company	MBE	100
3	eStudio	MBE	94
4	Tyson & Billy Architects	MBE	87
5	AT3+RDC	MBE	83

- References were checked and returned positive. There are no conflicts of interest, and firms are not on the HUD Debarment List.

As seen in the above table, GSMA is the highest-ranked Architecture Firm.

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 a contract with GSMA, for Architectural and Engineering (A&E) Services, at Allen Parkway Village (APV) and Historic Oaks Allen Parkway Village (HOAPV), for the amount of \$1,700,000.00, for two (2) years, with a one-year extension option, pursuant to the memorandum from Cody Roskelley dated July 7, 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 Memorandum of Understanding with AMTEX for the development of Barker Oaks, an apartment community that will be located at or about 2250 Barker Oaks Dr., Houston, TX 77077

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 facilitate a Memorandum of Understanding with AMTEX for the development of Barker Oaks, an apartment community that will be located at or about 2250 Barker Oaks Dr., Houston, TX 77077 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 July 6, 2021, to Mark Thiele, Interim President & CEO

4. Department Head Approval Signature DocuSigned by:
Cody Roskelley
8FC143A291EE443... Date: 7/15/2021

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

Funds Budgeted and Available Yes No Source _____

VP of FO Approval Signature _____ Date: _____

6. Approval of President & CEO Signature DocuSigned by:
Mark Thiele
6072D2C8367A4C7... Date: 7/15/2021



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO: MARK THIELE, INTERIM PRESIDENT & CEO
FROM: CODY ROSKELLEY, VP REID
SUBJECT: CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR DESIGNEE TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH AMTEX FOR THE DEVELOPMENT OF BARKER OAKS, AN APARTMENT COMMUNITY THAT WILL BE LOCATED AT OR ABOUT 2250 BARKER OAKS DR., HOUSTON, TX 77077.
DATE: JULY 6, 2021

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 AMTEX for the development of Barker Oaks, an apartment community located at or about 2250 Barker Oaks Dr., Houston, TX 77077.

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, Qualification Based Solicitation (QBS 21-27) was issued on May 10, 2021.

This goal of QBS 21-27 is to solicit acquisition, rehabilitation, or construction opportunities involving affordable housing.

PROPOSED PARTNER & DEVELOPMENT:

AMTEX specializes in affordable multifamily development. Primary competencies are in the acquisition, development, and re-development of affordable multifamily residential properties located throughout the state of Texas.

AMTEX proposes the construction of a 288-unit affordable multifamily development with a mix of one, two, and three-bedroom apartment homes, located at 2250 Barker Oaks Drive, Houston, Texas 77077.

The current design anticipates 72 one-bedroom units, 144 two-bedroom units, and 72 three-bedroom units. The units will be situated in a four-story residential building wrapped around a five-story parking garage. There will be approximately 7,000 square feet of community space within the development, and the secure parking structure will feature approximately 480 parking spaces for a parking ratio of 1.66 spaces per unit. There will be a full amenity package geared towards families that will meet the Texas Department of Housing and Community Affairs requirements. Such amenities will include a swimming pool with BBQ area, dog park, playground for families, laundry facility, and on-site supportive services provided at no cost to the residents.

AFFORDABLE UNITS:

Barker Oaks features a mix of 1, 2, and 3-bedroom multifamily units. All units will be affordable at the 60% AMI rates:

AFFORDABLE RENTS							
Market		#	Size	Total	Monthly Rent		Total
Pro Forma Rate	% AMI	Units	Sq.Ft.	Sq. ft.	PSF	Total	Monthly Rent
One Bedroom	60%	72	740	53,280	\$1.14	\$842	\$60,624
Two Bedrooms	60%	144	887	127,728	\$1.14	\$1,011	\$145,584
Three Bedrooms	60%	72	1,079	77,688	\$1.09	\$1,171	\$84,312
Total		288	898	258,696	\$1.12	\$1,009	\$290,520

EVALUATION PROCESS:

The Evaluation Committee for QBS 21-27 consisted of Cody Roskelley, Vice President of REID, Mike Rogers, Vice President of Finance, and David Cukierman, Consultant.

The solicitation was advertised in the Houston Chronicle, The Forward Times, and www.housingforhouston.com on May 10, 2021. In response, the Houston Housing Authority received ten responses, of which all ten were evaluated.

SCORING:

The scoring criteria for potential deals were changed in 2020 in order to help potential partners understand the number of different ways to improve an affordable deal. The terms of QBS 21-27 called for the evaluation committee to evaluate each submittal and recommend higher-scoring proposals.

The scoring criteria and results are listed below:

Criteria	Max Points	AMTEX
Location	10	4
Depth of Affordability	10	10
Schools	10	7.99
\$ on the Front End	10	10
\$ During Operations	10	10
Reasonable Developer	10	2
Term of Affordability	5	5
Flood Plain	5	5
\$/Land on the Backend	5	4.5
Preservation	5	0
HHA Resources	5	5
M/WBE Participation	5	5
Unit Mix	2.5	2.5
Mix with Market Units	2.5	0
Bonus Points	5	2
Total Points	100	70.49

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 AMTEX for the development of Barker Oaks, an apartment community that will be located at or about 2250 Barker Oaks Dr., Houston, TX 77077 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 July 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 Memorandum of Understanding with Allied Orion for the development of EADO, an apartment community that will be located at or about the northeast corner of Emancipation Avenue and Leeland Street, Houston, TX 77003

2. Date of Board Meeting: July 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 Allied Orion for the development of EADO, an apartment community that will be located at or about the northeast corner of Emancipation Avenue and Leeland Street, Houston, TX 77003 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 June 30, 2021, to Mark Thiele, Interim President & CEO

4. Department Head Approval Signature DocuSigned by:
Cody Roskelley
8FC143A291EE443... Date: 7/15/2021

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

Funds Budgeted and Available Yes No Source _____

VP of FO Approval Signature DocuSigned by:
Mark Thiele
6072D3C8367A4C7... Date: 7/15/2021

6. Approval of President & CEO

Signature _____ Date: _____



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO: MARK THIELE, INTERIM PRESIDENT & CEO
FROM: CODY ROSKELLEY, VP REID
SUBJECT: CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR DESIGNEE TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH ALLIED ORION FOR THE DEVELOPMENT OF EADO, AN APARTMENT COMMUNITY THAT WILL BE LOCATED AT OR ABOUT THE NORTHEAST CORNER OF EMANCIPATION AVENUE AND LEELAND STREET, HOUSTON, TX 77003
DATE: JUNE 30, 2021

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 Allied Orion for the development of EADO, an apartment community located at or about the corner of Emancipation Avenue and Leeland Street, Houston, TX 77003.

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). 155,582 families are currently living in poverty. Over 200,000 families in Houston pay 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 extent of 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, Qualification Based Solicitation (QBS 21-26) was issued on May 3, 2021.

This goal of QBS 21-26 is to solicit acquisition, rehabilitation, or construction opportunities involving affordable housing.

PROPOSED PARTNER & DEVELOPMENT:

Allied Orion specializes in Multifamily acquisitions and renovation of affordable and market-rate properties. They currently have over 15,000 affordable units under management.

Allied Orion Group and Lovett Commercial are re-proposing a new Class A Apartment complex project in the East Downtown ("Eado") of Houston, Texas. The development site is located at the northeast corner

of Leeland Street and Emancipation Avenue, situated in the heart of Eado, as it has been branded is a vibrant neighborhood, a diverse group of residents, thriving businesses, restaurants, and entertainment the best of downtown living. The site offers close access and proximity to the Texas Medical Center, Greenway Plaza, Downtown Houston, Mid-town, and the Houston Ship Channel. It is also within walking distance to many entertainment venues in Houston like Minute Maid Park, Toyota Center, and BBVA Compass Stadium, amongst countless others. The site offers access to all major freeways, thoroughfares, METRO Transit, and METRO Light Rail. There are two METRO Transit stops within a 4-minute walk: (a) Polk Street and Emancipation Avenue and (b) Polk Street and St. Charles. The development is also within a 15-minute walk or about 0.8 miles from the green line METRO Light Rail stop at Eado and Stadium and an 18-minute walk or 0.9 miles from the Leeland and Third Ward.

AFFORDABLE UNITS:

15.71% of the units (55 units) will be 60% AMI, and 34.29% (120) will be 80% AMI. 175 units will be market units (50%).

Units	Maket Units	60% AMI	80% AMI	Total
Efficiency	19	10	15	44
1 br - 1 bth	115	20	40	175
2 br - 2 bth	41	25	65	131
Total	175	55	120	350

EVALUATION PROCESS:

The Evaluation Committee for QBS 21-26 consisted of Cody Roskelley, Vice President of REID, Mike Rogers, Vice President of Finance, and David Cukierman, Consultant.

The solicitation was advertised in the Houston Chronicle, The Forward Times, and www.housingforhouston.com on May 3, 2021. In response, the Houston Housing Authority received four responses, of which all ten were evaluated.

SCORING

The scoring criteria for potential deals were changed in 2020 in order to help potential partners understand the number of different ways to improve an affordable deal. The terms of QBS 21-32 called for the evaluation committee to evaluate each submittal and recommend the higher-scoring proposals.

The scoring criteria and results are listed below:

Criteria	Max Points	Points Scored
Location	10	8
Depth of Affordability	10	7
Schools	10	1.66
\$ on the Front End	10	10
\$ During Operations	10	6
Reasonable Developer	10	5

Term of Affordability	5	5
Flood Plain	5	5
\$/Land on the Backend	5	3
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
Total Points	100	60.66

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 Allied Orion for the development of EADO, an apartment community that will be located at or about the northeast corner of Emancipation Avenue and Leeland Street, Houston, TX 77003 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 June 30, 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 Memorandum of Understanding with Aspen Oaks Capital Partners for the acquisition of Falcon Landing, an apartment community located at or about 3300 Falcon Landing Blvd, Katy, TX 77494

2. Date of Board Meeting: July 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 Aspen Oaks Capital Partners for the acquisition of Falcon Landing, an apartment community located at or about 3300 Falcon Landing Blvd, Katy, TX 77494 for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Cody Roskelley, VP REID dated June 29, 2021, to Mark Thiele, Interim President & CEO

4. Department Head Approval Signature DocuSigned by:
Cody Roskelley
8FC143A291EE443... Date: 7/15/2021

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

Funds Budgeted and Available Yes No Source _____

VP of FO Approval Signature DocuSigned by:
Mark Thiele
6072D2C8367A4C7 Date: 7/15/2021

6. Approval of President & CEO

Signature _____ Date: _____



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO: MARK THIELE, INTERIM PRESIDENT & CEO
FROM: CODY ROSKELLEY, VP REID
SUBJECT: CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR DESIGNEE TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH ASPEN OAKS CAPITAL PARTNERS FOR THE ACQUISITION OF FALCON LANDING, AN APARTMENT COMMUNITY LOCATED AT OR ABOUT 3300 FALCON LANDING BLVD, KATY, TX 77494
DATE: JUNE 29, 2021

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 Aspen Oaks Capital Partners for the acquisition of Falcon Landing, an apartment community located at or about 3300 Falcon Landing Blvd, Katy, TX 77494.

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). 155,582 families are currently living in poverty. Over 200,000 families in Houston pay 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 extent of 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, Qualification Based Solicitation (QBS 21-32) was issued on May 28, 2021.

This goal of QBS 21-32 is to solicit acquisition, rehabilitation or construction opportunities involving affordable housing.

PROPOSED PARTNER & ACQUISITION:

Austin Alexander founded Aspen Oak in 2019. He was joined by partners Clark McLaughlin and Duncan Butler in 2020. The firm is focused on acquiring, operating, and developing workforce and affordable multi-family assets in growth markets throughout the United States. The principals have acquired over 10,000 multi-family units as sponsors and over 4,000 multi-family units in a limited partner capacity.

Aspen Oak's current investment portfolio includes over 6,000 multi-family units comprising over \$1.5 billion of total asset value across 20 assets.

Located in unincorporated Fort Bend County, Falcon Landing is a 386-unit, Class A, three-story, the surface-parked multi-family community constructed on approximately 21-acres, completed in 2016. The low-density design complements the lifestyle associated with the surrounding master-planned communities, including well-recognized Cinco Ranch. Located in the highly-rated Katy Independent School District, children of residents attend one of three nearby schools, all rated A by Tea in 2018-2019.

AFFORDABLE UNITS:

The 386-units units are comprised of 20.21% of the units (78 units) being 60% of the Area Median Income, 31.09% (120 units) being 80% AMI and 48.70% (188 units) being market units.

	60% AMI	80% AMI	Market	Totals
1 Bedroom	43	68	105	216
2 Bedrooms	35	52	83	170
Totals	78	120	188	386
Percentages	20.21%	31.09%	48.70%	100.00%

EVALUATION PROCESS

The Evaluation Committee for QBS 21-32 consisted of Cody Roskelley, Vice President of REID, Mike Rogers, Vice President of Finance, and David Cukierman, Consultant.

The solicitation was advertised in the Houston Chronicle, The Forward Times, and www.housingforhouston.com on May 28, 2021. In response, the Houston Housing Authority received thirteen responses, of which all thirteen were evaluated.

SCORING:

The scoring criteria for potential deals were changed in 2020 in order to help potential partners understand the number of different ways to improve an affordable deal. The terms of QBS 21-32 called for the evaluation committee to evaluate each submittal and recommend the higher-scoring proposals.

The scoring criteria and results are listed below:

Criteria	Max Points	Points Scored
Location	10	10
Depth of Affordability	10	8
Schools	10	9.99
\$ on the Front End	10	6
\$ During Operations	10	10
Reasonable Developer	10	2
Term of Affordability	5	5
Flood Plain	5	5
\$/Land on the Backend	5	3

Preservation	5	0
HHA Resources	5	5
M/WBE Participation	5	5
Unit Mix	2.5	0
Mix with Market Units	2.5	2.5
Bonus Points	5	0
Total Points	100	71.49

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 Aspen Oaks Capital Partners for the acquisition of Falcon Landing, an apartment community located at or about 3300 Falcon Landing Blvd, Katy, TX 77494 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 June 29, 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 Memorandum of Understanding with The Morgan Group for the acquisition of The Highbank, an apartment community located at or about 8877 Frankway Dr., Houston, TX 77096

2. Date of Board Meeting: July 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 Highbank, an apartment community located at or about 8877 Frankway Dr., Houston, TX 77096 for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Cody Roskelley, VP REID dated June 29, 2021, to Mark Thiele, Interim President & CEO.

4. Department Head Approval Signature  Date: 7/15/2021

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

Funds Budgeted and Available Yes No Source _____

VP of FO Approval Signature _____ Date: _____

6. Approval of President & CEO
Signature  Date: 7/15/2021



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO: MARK THIELE, INTERIM PRESIDENT & CEO
FROM: CODY ROSKELLEY, VP REID
SUBJECT: CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR DESIGNEE TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH THE MORGAN GROUP FOR THE ACQUISITION OF THE HIGHBANK AN APARTMENT COMMUNITY LOCATED AT OR ABOUT 8877 FRANKWAY DR., HOUSTON, TX 77096
DATE: JUNE 29, 2021

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 Highbank, an apartment community located at or about 8877 Frankway Dr., Houston, TX 77096.

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). 155,582 families are currently living in poverty. Over 200,000 families in Houston pay 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 extent of 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, Qualification Based Solicitation (QBS 21-32) was issued on May 28, 2021.

This goal of QBS 21-32 is to solicit acquisition, rehabilitation or construction opportunities involving affordable housing.

PROPOSED PARTNER & ACQUISITION:

Morgan Group, a multifamily development, currently owns and operates 30 communities. The Highbank is a 284-unit multifamily community located at 8877 Frankway Drive, Houston, Texas 77096, is tucked into the established neighborhood of Braeswood Place with convenient access to Loop-610. The property and its residents enjoy accessibility to several major employment centers and community amenities.

Constructed and initially occupied in 2017, the property is currently 94.00% leased and occupied. The property currently operates unencumbered by any rent or income restrictions.

The Highbank's proximity to the Medical Center/Braes Bayou submarket is one of the most desired places to live in the area for young professionals. The Highbank serves a diverse tenant base comprised of medical/healthcare, education, management, and finance/insurance professionals.

AFFORDABLE UNITS:

9.86% would be @ 60% AMI, 40.85% would be @ 80% AMI, and 49.30% will be at Market rates. The property will be having 169 one-bedroom and 119 two-bedroom units.

	60% AMI	80% AMI	Market	Totals
1 Bedroom	17	67	81	165
2 Bedrooms	11	49	59	119
Totals	28	116	140	284
Percentages	9.86%	40.85%	49.30%	100.00%

EVALUATION PROCESS

The Evaluation Committee for QBS 21-32 consisted of Cody Roskelley, Vice President of REID, Mike Rogers, Vice President of Finance, and David Cukierman, Consultant.

The solicitation was advertised in the Houston Chronicle, The Forward Times, and www.housingforhouston.com on May 28, 2021. In response the Houston Housing Authority received thirteen responses, of which, all thirteen were evaluated.

SCORING

The scoring criteria for potential deals were changed in 2020 in order to help potential partners understand the number of different ways to improve an affordable deal. The terms of QBS 21-32 called for the evaluation committee to evaluate each submittal and recommend the higher-scoring proposals.

The scoring criteria and results are listed below:

Criteria	Max Points	Points Scored
Location	10	10
Depth of Affordability	10	6
Schools	10	7.99
\$ on the Front End	10	8
\$ During Operations	10	2
Reasonable Developer	10	2
Term of Affordability	5	5
Flood Plain	5	3
\$/Land on the Backend	5	3
Preservation	5	0

HHA Resources	5	5
M/WBE Participation	5	5
Unit Mix	2.5	0
Mix with Market Units	2.5	2.5
Bonus Points	5	0
Total Points	100	59.49

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 Highbank, an apartment community located at or about 8877 Frankway Dr., Houston, TX 77096 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 June 29, 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 Memorandum of Understanding with Belveron Partners, LLC and Redbud Realty Partners, LLC for the acquisition of San Cierra Apartments, an apartment community located at or about 15500 Cutten Rd, Houston, TX 77070

2. Date of Board Meeting: July 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 Belveron Partners, LLC and Redbud Realty Partners, LLC for the acquisition of San Cierra Apartments, an apartment community located at or about 15500 Cutten Rd, Houston, TX 77070 for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Cody Roskelley, VP REID dated June 29, 2021 to Mark Thiele, Interim President & CEO.

4. Department Head Approval Signature DocuSigned by:
Cody Roskelley
8FC143A291EE443... Date: 7/15/2021

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

Funds Budgeted and Available Yes No Source _____

VP of FO Approval Signature _____ Date: _____

6. Approval of President & CEO Signature DocuSigned by:
Mark Thiele
6072D2C8367A4C7... Date: 7/15/2021



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO: MARK THIELE, INTERIM PRESIDENT & CEO
FROM: CODY ROSKELLEY, VP REID
SUBJECT: CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR DESIGNEE TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH BELVERON PARTNERS, LLC AND REDBUD REALTY PARTNERS, LLC FOR THE ACQUISITION OF SAN CIERRA APARTMENTS AN APARTMENT COMMUNITY THAT IS LOCATED AT OR ABOUT 15500 CUTTEN RD, HOUSTON, TX 77070
DATE: JUNE 29, 2021

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 Belveron Partners, LLC and Redbud Realty Partners, LLC for the acquisition of San Cierra Apartments, an apartment community located at or about 15500 Cutten Rd, Houston, TX 77070.

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). 155,582 families are currently living in poverty. Over 200,000 families in Houston pay 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 extent of 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, Qualification Based Solicitation (QBS 21-32) was issued on May 28, 2021.

This goal of QBS 21-32 is to solicit acquisition, rehabilitation or construction opportunities involving affordable housing.

PROPOSED PARTNER & ACQUISITION:

Belveron is a privately held investment firm with a strong focus on preserving affordable and workforce housing across the United States. The firm has offices in San Francisco, Boston, and New York. Founded in 2006, Belveron and its affiliates have invested in more than 200 properties in 32 states, representing more than 25,000 affordable homes. Belveron's capital investments have provided meaningful liquidity to thousands of limited and general partners in concert with its preservationist goals.

Redbud is a Texas-based privately held affordable housing investment firm founded in 2019. Its partners have over 15-years' experience acquiring and building affordable housing throughout the United States. Redbud has completed over 65 affordable housing transactions totaling over \$900 million in development costs.

San Cierra Apartments is a 362-unit multi-family community located at 15500 Cutten Road in northwest Harris County, proximate to Champion Forest, a recognized master-planned golf and primarily single-family community. San Cierra is a Class A, garden-style multi-family community. Constructed in 2009, the 362-unit community includes amenities for both adults and families. Children of residents have the opportunity to attend highly rated nearby schools in the Klein Independent School District. The total value of the investment is estimated to be approximately \$81,338,000 or less than \$178,000 per unit. Closing of the acquisition is proposed by September 1, 2021. Constructed and initially occupied in 2009, the Property is currently well-lease and occupied. The Property currently operates unencumbered by any rent or income restrictions (100% market rate).

AFFORDABLE UNITS:

The 362-units are comprised of 11.05% of the units (40 units) being 60% of the Area Median Income, 40.88% (148 units) being 80% AMI, and 48.07% (174 units) being market units. All 40 units shown as 60% AMI are PBV.

	60% AMI	80% AMI	Market	Totals
1 Bedroom	11	40	47	98
2 Bedrooms	29	108	127	264
Totals	40	148	174	362
Percentages	11.05%	40.88%	48.07%	100.00%

EVALUATION PROCESS:

The Evaluation Committee for QBS 21-32 consisted of Cody Roskelley, Vice President of REID, Mike Rogers, Vice President of Finance, and David Cukierman, Consultant.

The solicitation was advertised in the Houston Chronicle, The Forward Times, and www.housingforhouston.com on May 28, 2021. In response, the Houston Housing Authority received thirteen responses, of which all thirteen were evaluated.

SCORING:

The scoring criteria for potential deals were changed in 2020 in order to help potential partners understand the number of different ways to improve an affordable deal. The terms of QBS 21-32 called for the evaluation committee to evaluate each submittal and recommend the higher-scoring proposals.

The scoring criteria and results are listed below:

Criteria	Max Points	Points Scored
Location	10	10
Depth of Affordability	10	7
Schools	10	6.99
\$ on the Front End	10	8
\$ During Operations	10	2
Reasonable Developer	10	2
Term of Affordability	5	5
Flood Plain	5	5
\$/Land on the Backend	5	3
Preservation	5	0
HHA Resources	5	5
M/WBE Participation	5	5
Unit Mix	2.5	0
Mix with Market Units	2.5	2.5
Bonus Points	5	0
Total Points	100	61.49

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 Belveron Partners, LLC and Redbud Realty Partners, LLC for the acquisition of San Cierra Apartments, an apartment community located at or about 15500 Cutten Rd, Houston, TX 77070 for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Cody Roskelley, VP REID dated June 29, 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 Memorandum of Understanding with Aspen Oaks Capital Partners for the acquisition of Prose West Cypress, an apartment community located at or about 19770 Clay Road, Katy, TX 77449

2. Date of Board Meeting: July 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 Aspen Oaks Capital Partners for the acquisition of Prose West Cypress, an apartment community located at or about 19770 Clay Road, Katy, TX 77449 for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Cody Roskelley, VP REID dated June 29, 2021, to Mark Thiele, Interim President & CEO

4. Department Head Approval Signature  Date: 7/15/2021
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5. Statement regarding availability of funds by VP of Fiscal Operations

Funds Budgeted and Available Yes No Source _____

VP of FO Approval Signature _____ Date: _____

6. Approval of President & CEO  7/15/2021
Signature _____ Date: _____
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HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO: MARK THIELE, INTERIM PRESIDENT & CEO
FROM: CODY ROSKELLEY, VP REID
SUBJECT: CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR DESIGNEE TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH ASPEN OAKS CAPITAL PARTNERS FOR THE ACQUISITION OF PROSE WEST CYPRESS, AN APARTMENT COMMUNITY LOCATED AT OR ABOUT 19770 CLAY ROAD, KATY, TX 77449
DATE: JUNE 29, 2021

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 Aspen Oaks Capital Partners for the acquisition of Prose West Cypress, an apartment community located at or about 19770 Clay Road, Katy, TX 77449.

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). 155,582 families are currently living in poverty. Over 200,000 families in Houston pay 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 extent of 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 21-32) was issued on May 28, 2021.

This goal of QBS 21-32 is to solicit acquisition, rehabilitation or construction opportunities involving affordable housing.

PROPOSED PARTNER & ACQUISITION:

Austin Alexander founded Aspen Oak in 2019. He was joined by partners Clark McLaughlin and Duncan Butler in 2020. The firm is focused on acquiring, operating, and developing workforce and affordable multi-family assets in growth markets throughout the United States. The principals have acquired over 10,000 multi-family units as sponsors and over 4,000 multi-family units in a limited partner capacity.

Aspen Oak's current investment portfolio includes over 6,000 multi-family units comprising over \$1.5 billion of total asset value across 20 assets.

Located north of 1H IO in west Harris County near the intersection of Fry and Clay Roads, Prose West Cypress was developed by one of the nation's most respected multi-family developers, Alliance Residential. The community's proximity to Houston's Energy Corridor and other west side employers, including numerous hospitals and health-care providers, as well as proximity to activated green spaces maintained by Harris County and the Harris County Flood Control District provides residents not only the opportunity to work near their homes but to shop and play nearby, too. Completed in 2020, the Class A, 336-unit garden-style community includes an equal number of one- and two-bedroom apartments. Amenities include a fully-equipped fitness center, a resort-style pool and outdoor entertaining space, a community clubhouse, a dog park, and a modern co-working space.

AFFORDABLE UNITS:

The 336-units are comprised of 20.24% of the units (68 units) being 60% of the Area Median Income, 30.95% (104 units) being 80% AMI, and 48.41% (164 units) being market units.

	60% AMI	80% AMI	Market	Totals
1 Bedroom	34	52	82	168
2 Bedrooms	34	52	82	168
Totals	68	104	164	336
Percentages	20.24%	30.95%	48.81%	100.00%

EVALUATION PROCESS:

The Evaluation Committee for QBS 21-32 consisted of Cody Roskelley, Vice President of REID, Mike Rogers, Vice President of Finance, and David Cukierman, Consultant.

The solicitation was advertised in the Houston Chronicle, The Forward Times, and www.housingforhouston.com on May 28, 2021. In response, the Houston Housing Authority received thirteen responses, of which all thirteen were evaluated.

SCORING:

The scoring criteria for potential deals were changed in 2020 in order to help potential partners understand the number of different ways to improve an affordable deal. The terms of QBS 21-32 called for the evaluation committee to evaluate each submittal and recommend the higher-scoring proposals.

The scoring criteria and results are listed below:

Criteria	Max Points	Points Scored
Location	10	4
Depth of Affordability	10	8
Schools	10	5.99
\$ on the Front End	10	6
\$ During Operations	10	10
Reasonable Developer	10	2
Term of Affordability	5	5
Flood Plain	5	5
\$/Land on the Backend	5	3
Preservation	5	0
HHA Resources	5	5
M/WBE Participation	5	5
Unit Mix	2.5	0
Mix with Market Units	2.5	2.5
Bonus Points	5	0
Total Points	100	61.49

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 Aspen Oaks Capital Partners for the acquisition of Prose West Cypress, an apartment community located at or about 19770 Clay Road, Katy, TX 77449 for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Cody Roskelley, VP REID dated June 29, 2021, to Mark Thiele, Interim President & CEO



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

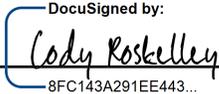
1. Brief Description of Proposed Item

Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Aspen Oaks Capital Partners for the acquisition of Heights at Park Row, an apartment community located at or about 13710 Park Row Drive, Houston, TX 77084

2. Date of Board Meeting: July 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 Aspen Oaks Capital Partners for the acquisition of Heights at Park Row, an apartment community located at or about 13710 Park Row Drive, Houston, TX 77084 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 June 29, 2021, to Mark Thiele, Interim President & CEO

4. Department Head Approval Signature  Date: 7/15/2021
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5. Statement regarding availability of funds by VP of Fiscal Operations

Funds Budgeted and Available Yes No Source _____

VP of FO Approval Signature _____ Date: _____

6. Approval of President & CEO Signature  Date: 7/15/2021
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HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO: MARK THIELE, INTERIM PRESIDENT & CEO
FROM: CODY ROSKELLEY, VP REID
SUBJECT: CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR DESIGNEE TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH ASPEN OAKS CAPITAL PARTNERS FOR THE ACQUISITION OF HEIGHTS AT PARK ROW, AN APARTMENT COMMUNITY AT OR ABOUT 13710 PARK ROW DRIVE, HOUSTON, TX 77084.
DATE: JUNE 29, 2021

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 Aspen Oaks Capital Partners for the acquisition of Heights at Park Row an apartment community located at or about 13710 Park Row Drive, Houston, TX 77084.

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). 155,582 families are currently living in poverty. Over 200,000 families in Houston pay 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 extent of 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, Qualification Based Solicitation (QBS 21-32) was issued on May 28, 2021.

This goal of QBS 21-32 is to solicit acquisition, rehabilitation or construction opportunities involving affordable housing.

PROPOSED PARTNER & ACQUISITION:

Austin Alexander founded Aspen Oak in 2019. He was joined by partners Clark McLaughlin and Duncan Butler in 2020. The firm is focused on acquiring, operating, and developing workforce and affordable multi-family assets in growth markets throughout the United States. The principals have acquired over 10,000 multi-family units as sponsors and over 4,000 multi-family units in a limited partner capacity.

Aspen Oak's current investment portfolio includes over 6,000 multi-family units comprising over \$1.5 billion of total asset value across 20 assets.

Located in Houston's Energy Corridor, north of the Katy Freeway (IH 10 West) between Highway 6 and Eldridge Parkway, completed in 2015, The Heights at Park Row was developed by The Worthing Companies. Completed in 2015, the Class A 336-unit community offers structured parking to its residents. Apartment interiors are finished with high-end features—luxury interior amenities including granite counters, tile backsplashes, and custom cabinetry in the kitchen. Community conveniences include an expansive resort style pool and clubhouse that provide entertaining, business-savvy workstations, a 24-hour fitness center, and common area Wi-Fi.

AFFORDABLE UNITS:

The 342-units units are comprised of 20.18% of the units (69 units) being 60% of the Area Median Income, 30.99% (120 units) being 80% AMI, and 48.83% (167 units) being market units.

	60% AMI	80% AMI	Market	Totals
1 Bedroom	44	67	105	216
2 Bedrooms	25	39	62	126
Totals	69	106	167	342
Percentages	20.18%	30.99%	48.83%	100.00%

EVALUATION PROCESS:

The Evaluation Committee for QBS 21-32 consisted of Cody Roskelley, Vice President of REID, Mike Rogers, Vice President of Finance, and David Cukierman, Consultant.

The solicitation was advertised in the Houston Chronicle, The Forward Times, and www.housingforhouston.com on May 28, 2021. In response the Houston Housing Authority received thirteen responses, of which, all thirteen were evaluated.

SCORING:

The scoring criteria for potential deals were changed in 2020 in order to help potential partners understand the number of different ways to improve an affordable deal. The terms of QBS 21-27 called for the evaluation committee to evaluate each submittal and recommend higher-scoring proposals.

The scoring criteria and results are listed below:

Criteria	Max Points	Points Scored
Location	10	4
Depth of Affordability	10	8
Schools	10	5.99
\$ on the Front End	10	6
\$ During Operations	10	10
Reasonable Developer	10	2
Term of Affordability	5	5
Flood Plain	5	5
\$/Land on the Backend	5	3
Preservation	5	0
HHA Resources	5	5
M/WBE Participation	5	5
Unit Mix	2.5	0
Mix with Market Units	2.5	2.5
Bonus Points	5	0
Total Points	100	61.49

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 Aspen Oaks Capital Partners for the acquisition of Heights at Park Row, an apartment community located at or about 13710 Park Row Drive, Houston, TX 77084 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 June 29, 2021, to Mark Thiele, Interim President & CEO



Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

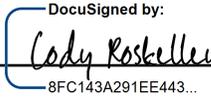
1. Brief Description of Proposed Item

Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Elmington Capital Group for the development of Tidwell Flats, an apartment community that will be located at or about the Northeast intersection of Tidwell Road and Mesa Drive, Houston, TX 77078

2. Date of Board Meeting: July 20, 2021

3. Proposed Board Resolution:

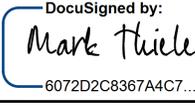
Resolution: That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Elmington Capital Group for the development of Tidwell Flats, an apartment community that will be located at or about the Northeast intersection of Tidwell Road and Mesa Drive, Houston, TX 77078 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 June 30, 2021, to Mark Thiele, Interim President & CEO

4. Department Head Approval Signature  Date: 7/15/2021
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5. Statement regarding availability of funds by VP of Fiscal Operations

Funds Budgeted and Available Yes No Source _____

VP of FO Approval Signature _____ Date: _____

6. Approval of President & CEO
Signature  Date: 7/15/2021
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HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO: MARK THIELE, INTERIM PRESIDENT & CEO
FROM: CODY ROSKELLEY, VP REID
SUBJECT: CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR DESIGNEE TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH ELMINGTON CAPITAL GROUP FOR THE DEVELOPMENT OF TIDWELL FLATS, AN APARTMENT COMMUNITY THAT WILL BE LOCATED AT OR ABOUT THE NORTHEAST INTERSECTION OF TIDWELL ROAD AND MESA DRIVE, HOUSTON, TX 77078.
DATE: JUNE 30, 2021

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 Elmington Capital Group for the development of Tidwell Flats, an apartment community located at or about the Northeast intersection of Tidwell Road and Mesa Drive, Houston, TX 77078.

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). 155,582 families are currently living in poverty. Over 200,000 families in Houston pay 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 extent of 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, Qualification Based Solicitation (QBS 21-27) was issued on May 10, 2021.

This goal of QBS 21-27 is to solicit acquisition, rehabilitation, or construction opportunities involving affordable housing.

PROPOSED PARTNER & DEVELOPMENT:

Elmington Capital Group is a National leader in the development and management of affordable and workforce housing. Elmington Capital Group has developed over 6,000 affordable multifamily units and manages over 15,000 affordable units.

Tidwell Flats is located at the northeast of the intersection of Tidwell and Mesa Drive in Houston, Texas 77078. The project will consist of 312 units in 13 buildings with attractive brick and hardiplank facade. The three-story building will consist of; 48 one-bedroom units, 108 two-bedroom units, 126 three-bedroom units, and 30 four-bedroom units, which will be income-qualified affordable housing under the Low Income-Housing Tax Credit Program. It is intended for eight two-bedroom units, 66 three-bedroom units, and four four-bedroom units to be supported by Project-Based Vouchers. Tidwell Flats will be financed with tax-exempt bonds and 4% Low Income Housing Tax Credits.

AFFORDABLE UNITS:

All the units are affordable units, with 75.00% of the property's units designated for households earning 60% AMI and 25.00% for PBV, as designated by HUD.

	60% AMI	PBV	Totals
1 Bedroom	48	0	48
2 Bedrooms	100	8	108
3 Bedrooms	60	66	126
4 Bedrooms	26	4	30
Totals	234	78	312
Percentage	75.00%	25.00%	

EVALUATION PROCESS:

The Evaluation Committee for QBS 21-27 consisted of Cody Roskelley, Vice President of REID, Mike Rogers, Vice President of Finance, and David Cukierman, Consultant.

The solicitation was advertised in the Houston Chronicle, The Forward Times, and www.housingforhouston.com on May 10, 2021. In response, the Houston Housing Authority received ten responses, of which all ten were evaluated.

SCORING:

The scoring criteria for potential deals were changed in 2020 in order to help potential partners understand the number of different ways to improve an affordable deal. The terms of QBS 21-27 called for the evaluation committee to evaluate each submittal and recommend higher-scoring proposals.

The scoring criteria and results are listed below:

Criteria	Max Points	Points Scored
Location	10	8
Depth of Affordability	10	10
Schools	10	1.99
\$ on the Front End	10	10
\$ During Operations	10	4
Reasonable Developer	10	2
Term of Affordability	5	5
Flood Plain	5	5
\$/Land on the Backend	5	4.5
Preservation	5	0
HHA Resources	5	5
M/WBE Participation	5	1
Unit Mix	2.5	2.5
Mix with Market Units	2.5	0
Bonus Points	5	3.5
Total Points	100	62.49

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 Elmington Capital Group for the development of Tidwell Flats an apartment community that will be located at or about the Northeast intersection of Tidwell Road and Mesa Drive, Houston, TX 77078 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 June 30, 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 Memorandum of Understanding with Elmington Capital Group for the development of Almeda Flats, an apartment community that will be located at or about the Southwest corner of Almeda Road and Fuqua Street, Houston, TX 77053.

2. Date of Board Meeting: July 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 Elmington Capital Group for the development of Almeda Flats, an apartment community that will be located at or about the Southwest corner of Almeda Road and Fuqua Street, Houston, TX 77053 for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Cody Roskelley, VP REID dated June 30, 2021, to Mark Thiele, Interim President & CEO

4. Department Head Approval Signature DocuSigned by:
Cody Roskelley
8FC143A291EE443... Date: 7/15/2021

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

Funds Budgeted and Available Yes No Source _____

VP of FO Approval Signature _____ Date: _____

6. Approval of President & CEO Signature DocuSigned by:
Mark Thiele
6072D2C8367A4C7... Date: 7/15/2021



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO: MARK THIELE, INTERIM PRESIDENT & CEO
FROM: CODY ROSKELLEY, VP REID
SUBJECT: CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR DESIGNEE TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH ELMINGTON CAPITAL GROUP FOR THE DEVELOPMENT OF ALMEDA FLATS, AN APARTMENT COMMUNITY THAT WILL BE LOCATED AT OR ABOUT THE SOUTHWEST CORNER OF ALMEDA ROAD AND FUQUA STREET, HOUSTON, TX 77053.
DATE: JUNE 30, 2021

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 Elmington Capital Group for the development of Almeda Flats, an apartment community located at or about the Southwest corner of Almeda Road and Fuqua Street, Houston, TX 77053.

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). 155,582 families are currently living in poverty. Over 200,000 families in Houston pay 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 extent of 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, Qualification Based Solicitation (QBS 21-27) was issued on May 10, 2021.

This goal of QBS 21-27 is to solicit acquisition, rehabilitation, or construction opportunities involving affordable housing.

PROPOSED PARTNER & DEVELOPMENT:

Elmington Capital Group is a National leader in the development and management of affordable and workforce housing. Elmington Capital Group has developed over 6,000 affordable multifamily units and manages over 15,000 affordable units.

Almeda Flats is located on the Southwest corner of Almeda Road and Fuqua Street. The project will consist of 354 units in 14 buildings with attractive brick and hardiplank facade. The three-story building will consist of; 66 one-bedroom units, 120 two-bedroom units, 132 three-bedroom units, and 36 four-bedroom units, which will be income-qualified affordable housing under the Low Income-Housing Tax Credit Program. It is intended for 18 two-bedroom units, 66 three-bedroom units, and four four-bedroom units to be supported by Project-Based Vouchers. Tidwell Flats will be financed with tax-exempt bonds and 4% Low Income Housing Tax Credits.

AFFORDABLE UNITS:

All the units are affordable units, with 75.14% of the property's units designated for households earning 60% AMI and 24.86% for PBV, as designated by HUD.

	60% AMI	PBV	Totals
1 Bedroom	66	0	66
2 Bedrooms	102	18	120
3 Bedrooms	66	66	132
4 Bedrooms	32	4	36
Totals	266	88	354
Percentage	75.14%	24.86%	

EVALUATION PROCESS:

The Evaluation Committee for QBS 21-27 consisted of Cody Roskelley, Vice President of REID, Mike Rogers, Vice President of Finance, and David Cukierman, Consultant.

The solicitation was advertised in the Houston Chronicle, The Forward Times, and www.housingforhouston.com on May 10, 2021. In response, the Houston Housing Authority received ten responses, of which all ten were evaluated.

SCORING:

The scoring criteria for potential deals were changed in 2020 in order to help potential partners understand the number of different ways to improve an affordable deal. The terms of QBS 21-27 called for the evaluation committee to evaluate each submittal and recommend higher-scoring proposals.

The scoring criteria and results are listed below:

Criteria	Max Points	Points Scored
Location	10	8
Depth of Affordability	10	10
Schools	10	2.99
\$ on the Front End	10	10
\$ During Operations	10	2
Reasonable Developer	10	4
Term of Affordability	5	5
Flood Plain	5	5
\$/Land on the Backend	5	4.5
Preservation	5	0
HHA Resources	5	5
M/WBE Participation	5	1
Unit Mix	2.5	2.5
Mix with Market Units	2.5	0
Bonus Points	5	3.5
Total Points	100	63.49

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 Elmington Capital Group for the development of Almeda Flats, an apartment community that will be located at or about the Southwest corner of Almeda Road and Fuqua Street, Houston, TX 77053 for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Cody Roskelley, VP REID dated June 30, 2021, to Mark Thiele, Interim President & CEO

BOARD REPORT FOR MONTH ENDING JUNE 30, 2021

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EXECUTIVE SUMMARY

LOW-INCOME PUBLIC HOUSING

The Low-Income Public Housing (LIPH) program had an adjusted vacancy rate of 4.7% on June 30, 2021. As of July 1, 2021, rent collection for June was 96.7% of rents billed on an adjusted cash accounting basis.

There are currently 54,667 active applications for the Public Housing Waiting List, which represents a decrease of 0.66% in the last month.

Low-Income Public Housing			
	April	May	June
Waiting Lists	55,598	55,032	54,667
Vacancy Rate	6.66%	4.4%	4.7%
Rent Collection	94.3%	95.9%	96.7%
Unit Turnaround Time (Days)	109.06	104.5	110.5
Avg. Non-Emergency Work Order Days	2.69	1.91	3.47

HOUSING CHOICE VOUCHER PROGRAM

The HCV staff completed 1,319 annual re-examinations during June. The HCV department also completed 337 interims, 110 change of units (moves), 178 new admissions, and 47 portability move-in transactions. On June 30, 2021, 487 families were enrolled in the Family Self Sufficiency (FSS) program; 239 of the 456 (52%) families eligible for escrow currently have an FSS escrow balance. The PIH Information Center (PIC) reporting rate for the one-month period ending June 30, 2021 was 72%.

Voucher Programs			
	April	May	June
Households	18,679	18,694	18,748
ABA Utilization/Unit Utilization	92.4%/100.2%	91.9%/99.4%	91.7%/99.1%
Reporting Rate	74%	74%	72%
Annual Reexaminations Completed	852	999	1,319
HQS Inspections	3,702	3,474	3,345
Waitlist	25,571	25,571	25,571

PROPERTY MANAGEMENT SUMMARY

PMC	Vacancy						Unit Turnaround Time (YTD)					
	April		May		June		April		May		June	
	%	Grade	%	Grade	%	Grade	Days	Grade	Days	Grade	Days	Grade
Orion	6.0	E	6.1	F	6.5%	F	120.7	F	116.1	F	121.3	F
Lynd	2.1	B	0.5	A	1.1%	A	47.3	E	69.2	F	69	F
J. Allen	8.3	F	2.5	B	2.7%	B	97.8	F	92.1	F	86	F

PMC	Emergency Work Orders (Completed within 24 hours)						Routine Work Orders					
	April		May		June		April		May		June	
	%	Grade	%	Grade	%	Grade	Days	Grade	Days	Grade	Days	Grade
Orion	100	A	100	A	100	A	1.9	A	1.8	A	2.0	A
Lynd	100	A	100	A	100	A	9.9	A	3.2	A	7.0	A
J. Allen	100	A	100	A	100	A	1.4	A	1.7	A	2.5	A

PMC	Rent Collection					
	April		May		June	
	%	Grade	%	Grade	%	Grade
Orion	94.9	C	96.7%	B	97.4%	B
Lynd	90.7	E	82.2%	F	99.0%	A
J. Allen	94.3	C	97.2%	B	95.9%	C

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>VACANCY RATE</p> <p>Goal 2.0% Actual 4.7%</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>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>RENT COLLECTION (YTD)</p> <p>Goal 98% Actual 96.7%</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>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>EMERGENCY WORK ORDERS</p> <p>Goal 100% Actual 100%</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>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>NON-EMERGENCY WORK ORDERS</p> <p>Goal 25 Days Actual 3.47 Days</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>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>ANNUAL INSPECTIONS</p> <p>Goal 100% Actual* 52.1%</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>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	6	272	247	25	90.81%	F	1906	11	173	F
Bellerive	J. Allen	210	0	210	202	8	96.19%	C	1020	10	102	F
Clayton Homes	J. Allen	184	56	128	128	56	100.00%	A	0	0	0	A
Cuney Homes	Orion	553	0	553	499	50	90.24%	F	7189	46	156	F
Ewing	Orion	40	0	40	40	0	100.00%	A	277	7	39	D
Forest Green	J. Allen	100	84	16	16	0	100.00%	A	0	0	0	A
Fulton Village	Lynd	108	0	108	108	0	100.00%	A	367	3	122	F
Heatherbrook	Lynd	53	0	53	52	1	98.11%	A	49	3	16	A
Historic Oaks of APV	Orion	222	0	222	208	14	93.69%	F	2161	10	216	F
Independence Heights	Orion	36	0	36	36	0	100.00%	A	0	0	0	A
Irvinton Village	J. Allen	318	10	308	300	8	97.40%	B	3808	40	95	F
Kelly Village	J. Allen	270	1	269	262	7	97.40%	B	1368	20	68	F
Kennedy Place	Orion	108	0	108	108	0	100.00%	A	71	3	24	B
Lincoln Park	Orion	200	0	200	194	6	97.00%	B	460	7	65	F
Lyerly	J. Allen	199	0	199	191	8	95.98%	C	765	7	109	F
Oxford Place	Orion	230	*18	212	204	9	96.23%	C	1219	18	71	F
Sweetwater	Lynd	26	0	26	25	1	96.15%	C	115	3	38	D
Totals		3135	157	2960	2820	193	95.27%	D	20775	188	110.50	F

* 18 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	98	2	98.0%	A	191	9	21	A
Telephone Road	Tarantino	200	200	0	0	0	0%	N/A	0	0	0	A
Totals		300	200	100	98	2	98.0%	A	191	9	21	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	126	14	90.0%	F	0	0	0	A
Totals		200	0	140	126	14	90.0%	F	0	0	0	A

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 Units	Tax Credit Units	Market Units	Vacant Units	Occupied (%)
2100 Memorial	Lynd	197	0	197	0	197	0.0%
Heatherbrook	Lynd	176	53	87	36	2	98.9%
Mansions at Turkey Creek	Orion	252	0	252	0	8	96.8%
Independence Heights	Orion	154	36	118	0	10	93.5%
Peninsula Park	Orion	280	0	280	0	2	99.3%
Pinnacle at Wilcrest	Embrey	250	0	250	0	14	94.4%
Sweetwater Point	Lynd	260	26	234	0	9	96.5%
Uvalde Ranch	Hettig-Kahn	244	0	244	0	8	96.7%
Willow Park	Embrey	260	0	260	0	1	99.6%
PH-LIHTC							
Fulton Village	Lynd	108		108	0	0	100%
HOAPV	Orion	222	66	156	0	16	92.8%
Lincoln Park	Orion	250		200	50	10	96.0%
Oxford Place	Orion	250		230	20	9	96.4%
Victory-HRI	Orion	140		140	0	14	90.0%

6 Month Trailing Occupancy Rate



RENT COLLECTION*

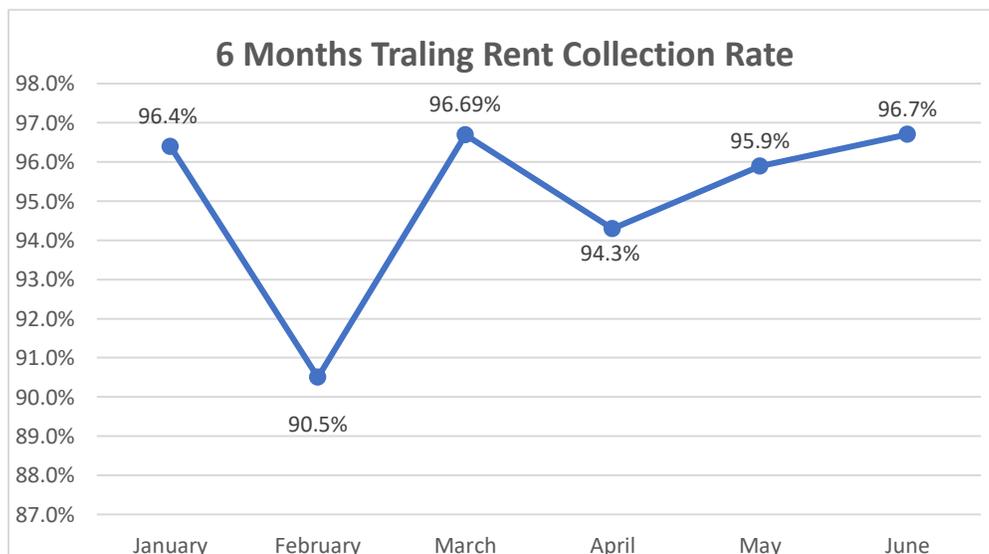
Low-Income Public Housing Development	PMC	Monthly Rent Billed	Monthly Rent Collected	% Collected	Grade	YTD Rent Billed	YTD Rent Collected	% YTD Rent Collected	Grade
Allen Parkway Village	Orion	\$115,720	\$115,720	100.00%	A	\$531,797	\$522,681	98.29%	A
Bellerive	J. Allen	\$51,598	\$51,015	98.87%	A	\$255,627	\$254,779	99.67%	A
Clayton Homes	J. Allen	\$50,422	\$50,422	100.00%	A	\$212,418	\$203,052	95.59%	C
Cuney Homes	Orion	\$146,691	\$141,878	96.72%	B	\$702,062	\$652,646	92.96%	D
Ewing	Orion	\$8,066	\$8,065	99.99%	A	\$38,958	\$38,742	99.45%	A
Forest Green	J. Allen	\$6,064	\$4,536	74.80%	F	\$27,618	\$25,489	92.29%	D
Fulton Village	Lynd	\$33,251	\$33,251	100.00%	A	\$161,799	\$138,191	85.41%	F
Heatherbrook Apts.	Lynd	\$11,468	\$11,468	100.00%	A	\$55,754	\$52,367	93.93%	D
Historic Oaks of APV	Orion	\$54,807	\$49,569	90.44%	E	\$298,670	\$266,312	89.17%	F
Independence Heights	Orion	\$3,874	\$2,121	54.75%	F	\$18,185	\$14,820	81.50%	F
Irvinton Village	J. Allen	\$82,360	\$76,188	92.51%	D	\$388,507	\$370,188	95.28%	C
Kelly Village	J. Allen	\$58,284	\$55,226	94.75%	C	\$279,909	\$265,935	95.01%	C
Kennedy Place	Orion	\$38,867	\$37,576	96.68%	B	\$186,922	\$185,237	99.10%	A
Lincoln Park	Orion	\$38,734	\$38,531	99.47%	A	\$213,195	\$207,256	97.21%	B
Lyerly	J. Allen	\$51,097	\$50,066	97.98%	A	\$253,608	\$251,488	99.16%	A
Oxford Place	Orion	\$35,034	\$35,034	100.00%	A	\$163,538	\$156,934	95.96%	B
Sweetwater	Lynd	\$5,747	\$5,230	91.00%	E	\$29,052	\$27,442	94.46%	C
Totals		\$792,082	\$765,894	96.69%	B	\$3,817,618	\$3,633,558	95.18%	C

Section 8 New Construction Development		Month Billed	Month Collected	% Collected	Grade	YTD Billed	YTD Collected	% YTD Collected	Grade
Long Drive	Tarantino	\$20,098	\$17,817	88.65%	F	\$102,003	\$93,721	91.88%	E
Telephone Road	Tarantino	\$20,540	\$20,540	100.00%	A	\$121,708	\$117,631	96.65%	B
Totals		\$40,638	\$38,357	94.39%	C	\$223,711	\$211,352	94.48%	C

RAD-PBV		Month Billed	Month Collected	% Collected	Grade	YTD Billed	YTD Collected	% YTD Collected	Grade
Victory-HRI	Orion	\$21,318	\$18,572	87.12%	F	\$122,372	\$116,571	95.26%	C
Totals		\$21,318	\$18,572	87.12%	F	\$122,372	\$116,571	95.26%	C

*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

Low-Income Public Housing Development	PMC	Emergency Work Orders Generated	Emergency W/O Completed within 24 hours	Percentage Completed within 24 hours	Grade
Allen Parkway Village	Orion	16	16	100.0%	A
Bellerive	J. Allen	172	172	100.0%	A
Clayton Homes	J. Allen	5	5	100.0%	A
Cuney Homes	Orion	52	52	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	6	6	100.0%	A
Independence Heights	Orion	0	0	-	N/A
Irvinton Village	J. Allen	7	7	100.0%	A
Kelly Village	J. Allen	31	31	100.0%	A
Kennedy Place	Orion	16	16	100.0%	A
Lincoln Park	Orion	0	0	#DIV/0!	A
Lyerly	J. Allen	3	3	100.0%	A
Oxford Place	Orion	0	0	-	N/A
Sweetwater	Lynd	0	0	-	N/A
Totals		309	309	100.0%	A

Section 8 New Construction Development		Emergency Work Orders Generated	Emergency W/O Completed within 24 hours	Percentage Completed within 24 hours	Grade
Long Drive	Tarantino	6	6	100.0%	A
Telephone Road	Tarantino	1	1	100.0%	A
Totals		7	7	100.0%	A

RAD-PBV		Emergency Work Orders Generated	Emergency W/O Completed within 24 hours	Percentage Completed within 24 hours	Grade
Victory-HRI	Orion	0	0	-	N/A
Totals		0	0	-	N/A

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	146	2.18	A
Bellerive	J. Allen	232	1.00	A
Clayton Homes	J. Allen	43	1.63	A
Cuney Homes	Orion	343	1.48	A
Ewing	Orion	8	1.00	A
Forest Green	J. Allen	49	2.66	A
Fulton Village	Lynd	3	1.00	A
Heatherbrook Apartments	Lynd	12	8.45	A
Historic Oaks of APV	Orion	84	2.28	A
Independence Heights	Orion	0	0.00	A
Irvinton Village	J. Allen	250	2.00	A
Kelly Village	J. Allen	114	6.17	A
Kennedy Place	Orion	12	1.00	A
Lincoln Park	Orion	33	2.72	A
Lyerly	J. Allen	76	3.50	A
Oxford Place	Orion	119	2.90	A
Sweetwater	Lynd	1	19.00	A
Totals		697	3.47	A

Section 8 New Construction Development		Work Orders Generated	Average Completion Time (Days)	Grade
Long Drive	Tarantino	120	1.02	A
Telephone Road	Tarantino	19	5.00	A
Totals		139	3.01	A

RAD-PBV		Work Orders Generated	Average Completion Time (Days)	Grade
Victory-HRI	Orion	15	2.00	A
Totals		15	2.00	A

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	210	100.0%	A
Clayton Homes	J. Allen		184	0	0.0%	N/A
Cuney Homes	Orion		553	348	62.9%	F
Ewing	Orion		40	40	100.0%	A
Forest Green	J. Allen		16	0	0.0%	F
Fulton Village	Lynd		108	25	23.1%	F
Heatherbrook Apartments	Lynd		53	53	100.0%	A
HOAPV/APV	Orion		500	330	66.0%	F
Independence Heights	Orion		36	0	0.0%	N/A
Irvinton Village	J. Allen		318	47	14.8%	F
Kelly Village	J. Allen		270	47	17.4%	F
Kennedy Place	Orion		108	74	68.5%	F
Lincoln Park	Orion		200	167	83.5%	F
Lyerly	J. Allen		199	71	35.7%	F
Oxford Place	Orion		230	167	72.6%	F
Sweetwater	Lynd		26	10	38.5%	F
Totals			3,051	1,589	52.1%	F

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	22	22.0%	F
Totals			300	22	7.3%	F

RAD-PBV		PMC	Inspections Due	Inspections Performed	Percentage Complete	Grade
Victory-HRI	Orion		140	140	100%	A
Totals			140	140	100%	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 30th 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>ANNUAL REEXAMINATIONS REPORTING RATE</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>48%</p>	<p>10</p> <p>5</p> <p>0</p>	<p>≥96</p> <p>90 to 95</p> <p>≤89</p>
<p>CORRECT TENANT RENT CALCULATIONS</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>PRECONTRACT HQS INSPECTIONS</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>FSS ENROLLMENT</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>FSS ESCROW</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. 239 of the 492 (52%) families eligible for escrow currently have an FSS escrow balance.</p>	<p>Goal 30%</p>	<p>Actual 52%</p>	<p>10</p> <p>5</p>	<p>≥30</p> <p>≤29</p>

REAL ESTATE, INVESTMENT, AND DEVELOPMENT

REO PROJECTS

PUBLIC HOUSING DEFERRED MAINTENANCE AND CAPITAL IMPROVEMENTS

- **Major Capital Projects**
 - Cuney Homes Appliance Install: 30% complete
 - Ewing HVAC: 99% complete.
 - Kelly Village Appliances: 30% complete.
 - Long Drive driveway repairs: 95% 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 12th: The property is under construction.
- Richcrest: The property is under construction.
- Kelly II: In December of 2020, we closed on all of the lots owned by 5th ward except for lot 6. We continue to work with 5th 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 working to replat the site.
- We received our bond allocation.

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 have closed on the \$25M Grant.

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

JULY 2021

HHH'S PROCUREMENT DEPT.

Type	Solicitation #	Department(s)	Description	Solicitation Dates	Due Dates
QBS	21-33	REID	Mechanical, Electrical and Plumbing (MEP) Engineer	QBS Advertised 6-18-21	QBS Closing 7-13-21
IFB	21-28	REID	The Rehabilitation of APV and HOAPV	IFB Advertised 6-9-21	IFB Closing 7-21-21
RFP	21-15	HCVP	Project Based Vouchers	RFP Advertised 7-7-21	RFP Closing 7-22-21
IFB	21-29	REID	Solid Waste Management Services	IFB Advertised 7-2-21	IFB Closing 8-3-21

PERIODIC REPORT: PUBLIC HOUSING DEMOGRAPHICS

The Affirmative Marketing Analysis takes a look at three different major categories, the first being the income tier, followed by race and ethnicity, and then elderly/disabled. The first table looks at these categories by each of the Public Housing/Low-Income properties. The second table takes a look at each of the Public Housing and Low-Income property waiting lists.

Current Resident Statistics

	APV	Belleaire	Clayton	Curey	Ewing	Forest Green	Fulton Village	HOAPV	Heatherbrook	Independence Heights	Kelly	Kennedy Place	Lincoln Park	Lyethy	Oxford	Sweetwater
Extremely Low Income < 30% AMI	50%	79%	83%	83%	68%	56%	66%	82%	84%	80%	86%	49%	70%	86%	83%	66%
Very Low Income 30% to 50% AMI	19%	10%	13%	13%	17%	20%	15%	16%	13%	13%	8%	28%	20%	13%	13%	17%
Low Income 50% to 80% AMI	31%	1%	4%	4%	15%	24%	19%	3%	3%	7%	6%	23%	10%	1%	4%	17%
White	5%	17%	13%	8%	19%	42%	13%	13%	13%	12%	10%	10%	5%	30%	8%	4%
Black/African American	92%	40%	90%	90%	81%	55%	54%	85%	97%	86%	89%	88%	93%	61%	88%	96%
Asian	2%	41%	0%	1%	0%	3%	32%	0%	0%	1%	0%	1%	0%	6%	3%	0%
Other	0%	1%	0%	0%	0%	0%	0%	2%	0%	1%	0%	1%	2%	0%	1%	0%
Hispanic/Latino	7%	12%	15%	9%	19%	49%	10%	13%	6%	13%	11%	14%	7%	23%	13%	17%
Non-Hispanic/Latino	93%	88%	85%	91%	81%	51%	90%	87%	94%	87%	89%	86%	93%	77%	87%	83%
Elderly	13%	100%	10%	20%	12%	23%	79%	2%	9%	16%	13%	15%	15%	100%	11%	0%
Disabled	28%	79%	21%	44%	44%	38%	68%	29%	29%	36%	32%	37%	39%	74%	36%	18%

Wait List

	APV	Belleaire	Clayton	Curey	Ewing	Forest Green	Fulton Village	HOAPV	Heatherbrook	Independence Heights	Kelly	Kennedy Place	Lincoln Park	Lyethy	Oxford	Sweetwater
Extremely Low Income < 30% AMI	93%	92%	88%	93%	89%	91%	100%	93%	90%	93%	93%	91%	94%	93%	91%	90%
Very Low Income 30% to 50% AMI	6%	7%	11%	6%	9%	7%	6%	6%	10%	6%	6%	7%	5%	4%	7%	10%
Low Income 50% to 80% AMI	1%	1%	2%	1%	2%	2%	0%	2%	0%	1%	1%	2%	1%	2%	1%	0%
White	16%	20%	11%	15%	14%	15%	0%	13%	6%	17%	16%	14%	15%	32%	15%	20%
Black/African American	81%	50%	86%	82%	83%	81%	100%	85%	94%	79%	81%	83%	82%	53%	82%	80%
Asian	1%	29%	2%	2%	2%	1%	0%	1%	0%	2%	2%	1%	1%	10%	1%	0%
Other	1%	1%	0%	1%	1%	1%	0%	1%	0%	0%	1%	1%	1%	5%	1%	0%
Hispanic/Latino	13%	12%	16%	11%	12%	13%	0%	12%	6%	14%	12%	12%	12%	15%	12%	20%
Non-Hispanic/Latino	87%	88%	84%	89%	88%	87%	100%	88%	94%	86%	88%	88%	88%	85%	88%	80%
Elderly	3%	78%	8%	3%	6%	0%	33%	0%	2%	4%	4%	3%	3%	47%	3%	0%
Disabled	19%	22%	6%	23%	18%	10%	67%	10%	12%	22%	21%	17%	19%	53%	18%	0%

OPERATING STATEMENTS: 5 MONTHS ENDING MAY 31, 2021

Central Office	Annual Budget 2021	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
Operating Income				
Total Operating Income	6,760,597	2,816,915	2,902,257	85,342
Operating Expenses				
Salaries and Benefits	4,003,971	1,668,321	1,559,762	108,559
Facilities and Other Administrative Expenses	2,155,465	898,110	877,653	20,457
Total Central Office Expenses	6,159,436	2,566,432	2,437,415	129,017
Surplus/(Use) of Business Activities Funds for COCC	601,161	250,484	464,842	214,358

Affordable Housing Rental Programs	Annual Budget 2021	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
Operating Income				
HUD Subsidy - Low Rent Housing	15,373,054	6,405,439	6,353,657	(51,782)
HUD Subsidy - Section 8 New Construction	1,702,790	709,496	711,917	2,421
Tenant Rental Income	16,037,300	6,682,208	6,674,554	(7,654)
Other Income	304,377	126,824	85,564	(41,260)
Total Operating Income	33,417,521	13,923,967	13,825,692	(98,275)
Operating Expenses				
Administrative Expenses	10,427,122	4,344,634	3,948,716	395,918
Tenant Services	731,802	304,918	244,646	60,272
Utilities	4,197,897	1,749,124	2,026,181	(277,057)
Maintenance	10,841,215	4,517,173	3,898,214	618,959
Protective Services	2,134,929	889,554	839,571	49,983
Insurance Expense	2,194,046	914,186	908,285	5,901
Other General Expense	376,500	156,875	145,109	11,766
Total Routine Operating Expenses	30,903,511	12,876,463	12,010,722	865,741
Net Income from Operations	2,514,010	1,047,504	1,814,970	767,466
Non-Routine Maintenance	4,000,000	1,666,667	1,120,647	546,020
Debt Service	873,193	363,830	356,364	7,466
Debt Service- ESCO	740,000	308,333	303,316	5,017
Provision/Reimbursement of Replacement Reserve	0	0	0	0
Cash Flow from Operations	(3,099,183)	(1,291,326)	34,643	1,325,969
Funds From Reserves/CFP	3,099,183	1,291,326	(34,643)	(1,325,969)
Cash Flow (Deficit) from Operations	0	(0)	0	0

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

OPERATING STATEMENTS: 5 MONTHS ENDING MAY 31, 2020

Housing Choice Voucher Program	Annual Budget 2021	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
Administrative Operating Income				
Total Operating Income	14,690,709	6,121,129	6,269,921	148,792
Operating Expenses				
Salaries and Benefits	6,848,940	2,853,725	2,726,642	127,083
Administrative Expenses	2,148,361	895,150	785,934	109,216
COCC-Management Fees	3,890,537	1,621,057	1,706,403	(85,346)
IT Initiative	250,000	104,167	75,416	28,751
Total Operating Costs Expenses	13,137,838	5,474,099	5,294,395	179,704
Cash Flow (Deficit) from Operations	1,552,871	647,030	975,526	328,496
<i>Beginning Admin Operating Reserves</i>	0.00	0	0	0
<i>Ending Admin Operating Reserves</i>	1,552,871	647,030	975,526	328,496
Housing Assistance Payments (HAP)				
Housing Assistance Payment Subsidy	170,000,000	70,833,333	71,550,552	717,219
Investment Income on HAP Reserves	0	0	0	0
Housing Assistance Payments	170,000,000	70,833,333	70,691,742	141,591
HAP Current Year Excess (Use)	0	0	858,810	858,810

August

2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 9:30 YWCA Senior Lunch @ Bellerive & Lyerly 12pm KidzGrub @ Oxford, Lincoln, Independence, Heatherbrook, Cunev, APV, Fulton & Irvinton	3 9:30 YWCA Senior Lunch @ Bellerive & Lyerly 12pm KidzGrub @ Oxford, Lincoln, Independence, Heatherbrook, Cunev, APV, Fulton & Irvinton	4 9:30 YWCA Senior Lunch @ Bellerive & Lyerly 12pm KidzGrub @ Oxford, Lincoln, Independence, Heatherbrook, Cunev, APV, Fulton & Irvinton	5 9:30 YWCA Senior Lunch @ Bellerive & Lyerly 12pm KidzGrub @ Oxford, Lincoln, Independence, Heatherbrook, Cunev, APV, Fulton & Irvinton	6 9:30 YWCA Senior Lunch @ Bellerive & Lyerly 2pm Back to School Event @ Irvinton	7
8	9 9:30 YWCA Senior Lunch @ Bellerive & Lyerly 12pm KidzGrub @ Oxford, Lincoln, Independence, Heatherbrook, Cunev, APV, Fulton & Irvinton	10 11am HISD Meal Distribution @ Clayton 12pm KidzGrub @ Oxford, Lincoln, Independence, Heatherbrook, Cunev, APV, Fulton & Irvinton	11 9am Food Distribution @Bellerive 11am HISD Meal Distribution @Kelly 12pm KidzGrub @ Oxford, Lincoln, Independence, Heatherbrook, Cunev, APV, Fulton & Irvinton	12 12pm KidzGrub @ Oxford, Lincoln, Independence, Heatherbrook, Cunev, APV, Fulton & Irvinton 1pm Food Distribution @Lyerly	13 12pm KidzGrub @ Oxford, Lincoln, Independence, Heatherbrook, Cunev, APV, Fulton & Irvinton 3pm Back to School Event @ Clayton	14
15	16 9:30 YWCA Senior Lunch @ Bellerive & Lyerly 12pm KidzGrub @ Oxford, Lincoln, Independence, Heatherbrook, Cunev, APV, Fulton & Irvinton	17 11am HISD Meal Distribution @ Clayton 12pm KidzGrub @ Oxford, Lincoln, Independence, Heatherbrook, Cunev, APV, Fulton & Irvinton	18 9:30 YWCA Senior Lunch @ Bellerive & Lyerly 11am HISD Meal Distribution @Kelly 12pm KidzGrub @ Oxford, Lincoln, Independence, Heatherbrook, Cunev, APV, Fulton & Irvinton	19 9:30 YWCA Senior Lunch @ Bellerive & Lyerly 12pm KidzGrub @ Oxford, Lincoln, Independence, Heatherbrook, Cunev, APV, Fulton & Irvinton	20 9:30 YWCA Senior Lunch @ Bellerive & Lyerly 1pm Back to School Event @ Kennedy 2pm Back to School @ Fulton	21
22	23 9:30 YWCA Senior Lunch @ Bellerive & Lyerly 12pm KidzGrub @ Oxford, Lincoln, Independence, Heatherbrook, Cunev, APV, Fulton & Irvinton 1pm Food Distribution @ APV	24 9:30 YWCA Senior Lunch @ Bellerive & Lyerly 12pm KidzGrub @ Oxford, Lincoln, Independence, Heatherbrook, Cunev, APV, Fulton & Irvinton	25 9:30 YWCA Senior Lunch @ Bellerive & Lyerly 12pm KidzGrub @ Oxford, Lincoln, Independence, Heatherbrook, Cunev, APV, Fulton & Irvinton	26 9:30 YWCA Senior Lunch @ Bellerive & Lyerly 12pm KidzGrub @ Oxford, Lincoln, Independence, Heatherbrook, Cunev, APV, Fulton & Irvinton	27 9:30 YWCA Senior Lunch @ Bellerive & Lyerly 12pm KidzGrub @ Oxford, Lincoln, Independence, Heatherbrook, Cunev, APV, Fulton & Irvinton	28
29	30 9:30 YWCA Senior Lunch @ Bellerive & Lyerly 12pm KidzGrub @ Oxford, Lincoln, Independence, Heatherbrook, Cunev, APV, Fulton & Irvinton	31 9:30 YWCA Senior Lunch @ Bellerive & Lyerly 12pm KidzGrub @ Oxford, Lincoln, Independence, Heatherbrook, Cunev, APV, Fulton & Irvinton				