



# HOUSTON HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING June 22, 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: 890 4608 5209



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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, June 22, 2021**

**TABLE OF CONTENTS**

<b>AGENDA</b>	<b>4</b>
<b>May 18, 2021 BOARD MEETING MINUTES</b>	<b>7</b>
<b>COMMENTS AND RESPONSES</b>	<b>13</b>
<b>NEW BUSINESS</b>	
<b>Resolution No. 3278</b>	
<b>Consideration and/or take action to authorize the Interim President &amp; CEO or designee to submit the Moving to Work Annual Contributions Contract (ACC) Amendment to the US Department of Housing and Urban Development</b>	<b>14</b>
<b>Resolution No. 3279</b>	
<b>Consideration and/or to take action to authorize the Interim President &amp; CEO or designee to execute contracts with Dr. Myron Cloyd Consultant Services and Initiatives for Healthy Communities</b>	<b>21</b>
<b>Resolution No. 3280</b>	
<b>Consideration and/or to take action to authorize the Interim President &amp; CEO or designee to amend the Houston Housing Authority's Human Resources Employee Handbook to include a Telecommuting Policy and Procedures</b>	<b>27</b>
<b>Resolution No. 3281</b>	
<b>Consideration and/or to take action to authorize the Interim President &amp; CEO or designee to amend HHA Board Resolution 3198, awarding Project-Based Vouchers to 2100 Memorial Redevelopment</b>	<b>32</b>
<b>Resolution No. 3282</b>	
<b>Consideration and/or to take action to authorize the Interim President &amp; CEO or designee to approve the implementation of HUD waivers in accordance with HUD's PIH notice 2021-14</b>	<b>38</b>

**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** \_\_\_\_\_ **54**

**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** \_\_\_\_\_ **59**

**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** \_\_\_\_\_ **65**

**Resolution No. 3286**  
**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** \_\_\_\_\_ **71**

**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** \_\_\_\_\_ **75**

**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** \_\_\_\_\_ **79**

**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** \_\_\_\_\_ **83**

**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** **87**

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**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** **91**

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**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** **95**

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**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** **99**

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**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** **103**

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**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** **107**

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**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.** **111**

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**BOARD REPORT** **117**

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**FINANCE REPORT** **132**

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**HHA CALENDAR OF EVENTS** **134**

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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, JUNE 22, 2021**

**3:00 P.M.**

**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: 890 4608 5209**

**AGENDA**

- I. Call to Order
- II. Roll Call
- III. Introduction of the Spanish Interpreter
- IV. Approval of the May 18, 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. 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

**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

**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

**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

**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

**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

**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

**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

### 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. 3286:** 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

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**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.

- 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, May 18, 2021**

A Meeting of the Board of Commissioners (“Board”) of the Houston Housing Authority (“HHA”) was held on Tuesday, May 18, 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 880 6539 8280.

Chair Snowden called the meeting to order at 3:01 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 April 20, 2021, Board of Commissioners meeting minutes. He asked for a motion to adopt the April 20, 2021 meeting minutes.

Commissioner Thomas moved to adopt the April 20, 2021, Board of Commissioners meeting minutes. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to the April 20, 2021 Board of Commissioners meeting minutes. Having none, the minutes passed unanimously and are adopted.

## **INTERIM PRESIDENT’S REPORT**

Secretary Thiele stated Secretary Thiele stated, as has recently been the case, the concern about COVID-19 remains primary. In Texas, 2,931,537 million confirmed cases, 51,139 have passed. In Harris County, Houston confirmed 396,552 cases and 636,333 have passed. Now is not the time to let down your guard. Please get vaccinated, get tested and for the time being, we are paying very close attention to the CDC guidance. Because of the difficulty in determining if your neighbor has been vaccinated, we encourage you to mask up, practice social distance and wash your hands.

On national news, we were very pleased that a good friend of the industry, National NAHRO CEO, Adrienne Todman, had a very effective confirmation hearing for Deputy Secretary of HUD on Tuesday, May 11. We

continue to focus on advocacy for infrastructure and 2022 budgeting. We believe housing is infrastructure and we advocate for additional funding in 2022 so we continue to work with our friends in Washington to move forward on those items.

Commissioners, I am very excited to submit that the past month has been absolutely outstanding for the Houston Housing Authority under your leadership. On April 28, we had a record unanimous approval by the City Council, \$25 million for 2100 Memorial. We applaud HUD for extending waivers on the 4th of May. We were privileged to learn on the 6th of May that we had been selected for participation in the MTW Expansion. Quoting from the letter we received "Great opportunity for HHA to join this innovative demonstration program at an unprecedented time in our nation's history. Acceptance into Cohort #2 showcases the excellence of the work you have already been doing, in addition to your desire to be even more effective in supporting low-income households in your community and in uniquely responding to the needs of your local community". We deeply appreciate, Commissioners, your support and your efforts and we appreciated Commissioners Ballard and Kirkendoll who participated very robustly in that process.

On the 10th of May, we were pleased to receive 771 additional Emergency Housing Vouchers, with a total of \$7,630,000 supporting these vouchers. This is the 13th largest such offering in the country and the largest in Texas. No. 2 was TDHCA at 491, Dallas Housing Authority at 490, San Antonio Housing at 284. This is a tribute to the work done in concert with the coalition for the homeless and countless other partners who are working together very closely with the Houston Housing Authority to effectively end chronic homelessness in Houston. I do want to thank our staff and everyone who has participated in supporting all of these efforts. Stick around Commissioners, absolutely more to come. That is my report, respectfully submitted.

Chair Snowden stated, thank you Mr. Thiele for the report and on behalf of the Board, kudos to the staff that work on the MTW Expansion, the increase in the vouchers, and the work that's been done on the development end especially at 2100 Memorial. It has been a Yeoman's task which probably needs to be chronicled as we move through and forward. We can't say thanks enough to the staff for the work that you continue to do in making sure that the individuals that we serve, have the resources and needs to move onward and upwards.

Chair Snowman stated, we will now move forward to the Public Comments.

## **PUBLIC COMMENTS**

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

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

Sheila Hopper, J National Contractors in Dallas/Fort Worth called regarding Resolution No. 3273 is concerned because of the outstanding debt owed to her company on the 2100 Memorial project.

Chair Snowden thanked Ms. Hopper for her call and asked her to make sure she gives her contact information to Secretary Thiele so we may properly address her questions and concerns.

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

## NEW BUSINESS

### **Resolution No. 3271: Consideration and/or to take action authorizing the Interim President & CEO or designee to execute Memorandum of Understandings (MOU) or Interlocal Agreements, with ten community partners**

Secretary Thiele stated that Resolution No. 3271 will be presented by George Griffin, Vice President of Public Housing Operation.

Mr. Griffin stated, Resolution No. 3271 seeks to authorize the Interim President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to enter into Memorandum of Understandings (MOU) or Interlocal Agreements with ten community partners to formalize payments, services and in-kind contributions reflected and HHA's Jobs Plus application which was recently awarded by HUD in the amount of \$2.3 million. The award supports workforce development services at Oxford Place Apartments for 48 months starting July 1<sup>st</sup>. The purpose of this resolution is to ratify commitments funded in the Jobs Plus grant to support a comprehensive workforce development program at Oxford Place Apartments. These grant funds will support residents' access to on-site resources consisting of the Career Center, literacy classes, skills training, personal development workshops, micro enterprise center and supportive services targeting employable adult residents starting ages 16 and above at Oxford Place Apartments. This resolution recommends authorizing the Interim President and CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to enter into MOUs or Interlocal Agreements with ten community partners for HHA's Jobs Plus application at Oxford Place Apartments. Therefore, staff recommends the approval of this resolution.

Chair Snowden stated the Board has heard the resolution presented by Mr. Griffin and asked for a motion to adopt Resolution No. 3271.

Commissioner Miller moved to approve Resolution No. 3271. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3271. Having none, Resolution No. 3271 is adopted.

Chair Snowden stated we will move now to Resolution No. 3272.

### **Resolution No. 3272: Consideration and/or to take action to authorize the Interim President & CEO or designee to conditionally award Project-Based Vouchers to Temenos Place Apartments.**

Secretary Thiele stated that Resolution No. 3272 will be presented by Ms. Robin Walls, Vice President of Housing Choice Voucher Program.

Ms. Walls began by stating this resolution requests 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 ninety-five (95) Project-Based Vouchers to Temenos Permanent Affordable, LLC (Temenos Place Apartments) at 1703 -1711 Gray St. Houston, TX 77003, pursuant to the memorandum dated August 5, 2020, from Robin Walls, Vice President of HCVP to Mark Thiele, Interim President & CEO.

HHA currently has 80 project-based vouchers at Temenos Place Apartments. Temenos is being required to move due to the TxDOT freeway expansion therefore this resolution is seeking a replacement for those 80 project-based vouchers that are all for permanent supportive housing which is targeted for our chronically homeless population in Houston. Accordingly, staff recommends the consideration for this resolution.

Chair Snowden stated the Board has heard the resolution presented by Ms. Walls and asked for a motion to adopt Resolution No. 3272.

Commissioner Thomas moved to approve Resolution No. 3272. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3272. Having none, Resolution No. 3272 is adopted.

Chair Snowden stated we will move now to Resolution No. 3273.

**Resolution No. 3273: Consideration and/or to take action to authorize the Interim President & CEO or designee to take the following actions with regard to the 2100 Memorial Apartments (the "Project"): (a) forgive the outstanding debt on the Project; and (b) such other actions necessary or convenient to carry out this resolution.**

Secretary Thiele stated Resolutions No. 3273 and 3274 will be presented by Mr. Cody Roskelley, Vice President of Real Estate Investment and Development.

Mr. Roskelley stated, this resolution is that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to take the following actions with regard to the 2100 Memorial Apartments (the "Project" ): (a) forgive the outstanding debt on the Project; and (b) such other actions necessary or convenient to carry out this resolution, pursuant to the memorandum dated May 5, 2021, from Cody Roskelley, Vice President of REID to Mark Thiele, Interim President & CEO. Accordingly, Staff recommends the Board adopt this resolution.

Chair Snowden stated the Board has heard the resolution presented by Mr. Roskelley and asked for a motion to adopt Resolution No. 3273.

Commissioner Miller moved to approve Resolution No. 3273. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3273. Having none, Resolution No. 3273 is adopted.

Chair Snowden stated we will move now to Resolution No. 3274.

**Resolution No. 3274: Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a contract with CBRE for Real Estate Brokerage Services**

Mr. Roskelley stated, this resolution is that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections and to take such actions to enter into a contract with CBRE, Inc. for Real Estate Brokerage Services, pursuant to the memorandum dated May 4, 2021, from Cody Roskelley, Vice President of REID to Mark Thiele, Interim President & CEO. Accordingly, Staff recommends the Board adopt this resolution.

Chair Snowden stated the Board has heard the resolution presented by Mr. Roskelley and asked for a motion to adopt Resolution No. 3274.

Commissioner Thomas moved to approve Resolution No. 3274. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3274. Having none, Resolution No. 3274 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, May 18, 2021 at 3:24 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 3:45 p.m. on Tuesday, May 18, 2021.

Secretary Thiele called the roll and declared a quorum present.

Chair Snowden stated, we will now move forth with the Eclipse Apartments Public Hearing regarding Resolution No. 3275.

#### **ECLIPSE APARTMENTS PUBLIC HEARING**

Chair Snowden stated the Eclipse Apartments Public Hearing is now opened for comments. If there is an individual of the public who wishes to comment on the Eclipse Apartments proposal, 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 stated hearing none, the Public Hearing will close with no public comments being made regarding the Eclipse Apartments proposal.

**Resolution No. 3275: Consideration and/or to take action to authorize the Interim President & CEO or designee to facilitate the acquisition of, and the placement of "affordable" units at, the Eclipse Apartments located at 1725 Crescent Plaza, Houston, Texas 77077, and the execution of all required documents therefor**

Chair Snowden stated that the Board has heard the resolution. He asked for a motion to approve Resolution No. 3275.

Commissioner Thomas moved to approve Resolution No. 3275. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopt Resolution No. 3275. Having none, Resolution No. 3275 is adopted.

Chair Snowden stated we will move now to Resolution No. 3276.

**Resolution No. 3276: Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Artsian/America Corp for the acquisition, rehab, and**

**development of Hillcroft Adair Center, an apartment community that will be located at or about 6200 Hillcroft Ave Houston, TX 77081**

Chair Snowden stated that the Board has heard the resolution. He asked for a motion to approve Resolution No. 3276.

Commissioner Ballard moved to approve Resolution No. 3276. Commissioner Thomas seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopt Resolution No. 3276. Having none, Resolution No. 3276 is adopted.

Chair Snowden stated we will move now to Resolution No. 3277.

**Resolution No. 3277: Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Trinsic Residential Group/Lavoro Acquisitions, LLC for the development of Lavoro Heights, an apartment community that will be located at or about 5240 Nolda Street Houston, TX 77077**

Chair Snowden stated that the Board has heard the resolution. He asked for a motion to approve Resolution No. 3277.

Commissioner Cooksey moved to approve Resolution No. 3277. Commissioner Miller seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopt Resolution No. 3277. Having none, Resolution No. 3277 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 Cooksey moved to adjourn. Commissioner Miller seconded. The meeting adjourned at 3:50 p.m.



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**RESPONSES TO COMMENTS RECEIVED AT THE TUESDAY, MAY 18, 2021  
BOARD OF COMMISSIONER MEETING**

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

The Board received comments during the public comment period:

**C = Comments Received**

**R= HHA Response**

**PUBLIC COMMENTS**

NO Public comments were made from Clients.



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**1. Brief Description of Proposed Item**

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

**2. Date of Board Meeting:** June 22, 2021

**3. Proposed Board Resolution:**

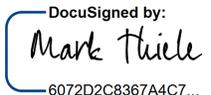
**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to adopt and approve the submission of the Moving to Work (MTW) Amendment to the Public Housing and Housing Choice Voucher Annual Contributions Contracts (ACC) and related documents, pursuant to the memorandum dated June 9, 2021, from N. Alan Isa, Policy Analyst to Mark Thiele, Interim President & CEO.

**4. Department Head Approval** Signature  Date: 6/16/2021  
DD96DD07E24446E

**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: 6/16/2021  
DocuSigned by: Mark Thiele 6072D2C8367A4C7...



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**MEMORANDUM**

**TO:** MARK THIELE, INTERIM PRESIDENT & CEO  
**FROM:** N. ALAN ISA, POLICY ANALYST  
**SUBJECT:** 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  
**DATE:** JUNE 9, 2021

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This memorandum recommends that the Board of Commissioners authorizes the Interim President & CEO or designee adopt and approve the execution and submission of the Moving to Work (MTW) Amendment to the Public Housing and Housing Choice Voucher Annual Contributions Contracts (ACC) and undertake all necessary actions to implement the MTW program in accordance with the Amendment and HUD requirements. Funding flexibility will be available on the 1<sup>st</sup> of the month following both parties' MTW ACC Amendment execution.

**BACKGROUND:**

The Moving to Work (MTW) Demonstration Program was originally authorized by Section 204 of the Omnibus Consolidated Rescissions and Appropriations Act of 1996, PL 104-134; 42 USC 1437f note (1996 MTW Statute). MTW allows PHAs to design and test innovative, locally designed housing and self-sufficiency strategies for low-income families by permitting PHAs to use assistance received under Sections 8 and 9 of the United States Housing Act of 1937, as amended, 42 USC 1437, *et seq.*, (1937 Act) more flexibly and by allowing certain exemptions from existing public housing and Housing Choice Voucher (HCV) program rules, as approved by HUD.

Section 239 of the Fiscal Year 2016 Appropriations Act, PL 114-113 (2016 MTW Expansion Statute), authorizes HUD to expand the MTW Demonstration Program by an additional 100 PHAs over seven years (hereafter, the "MTW Expansion"). The 2016 MTW Expansion Statute provides that PHAs selected as part of the MTW Expansion must be high performers, meet certain size and site selection requirements, and represent geographic diversity across the country.

In 2019, HUD issued PIH Notice 2019-04, which offered eligible public housing agencies (PHAs) the opportunity to submit a letter of interest in admission to the MTW Demonstration. HUD's Notice laid out the first step by which PHAs will be selected for the second cohort of the MTW Expansion, which will test rent reform. In June 2019, HHA's Board of Commissioners passed a resolution (Resolution No. 3052) unanimously approving HHA's application to HUD under the MTW Demonstration Rent Reform Cohort. HHA submitted a letter of interest to HUD under the rent reform cohort. Following HUD's eligibility review of interested PHAs, HHA was informed that it was eligible to file an MTW Application and Plan at some point in the future under a comprehensive process.

In 2020, HUD's PIH Notice 2020-21 offered eligible public housing agencies (PHAs) including HHA the opportunity to apply for admission to the MTW Demonstration Program. HHA subsequently published information and posted a survey related to MTW on its website; published a public notice; conducted meetings with residents and interested stakeholders; developed a draft MTW Application and Plan; and conducted a public hearing to provide residents and the public with an opportunity to comment. The Board approved HHA's MTW Application and Plan at the January 2021 meeting. HHA applied for the MTW Cohort 2 Designation on January 8, 2021.

On May 7, 2021, HHA was selected for the MTW Cohort 2 designation. In addition to adopting other MTW programmatic and financial flexibilities through the Annual Plan process, HHA will, pursuant to the MTW Application and Plan, implement a MTW Test Rent #3 flat tiered rent model based on gross income that establishes a single rent for each \$2,000 income tier.

## **RECOMMENDATION**

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

**Resolution:** 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, pursuant to the memorandum dated June 9, 2021, from N. Alan Isa, Policy Analyst to Mark Thiele, Interim President & CEO.

## **MOVING TO WORK AMENDMENT TO ANNUAL CONTRIBUTIONS CONTRACT(S)**

**Section 1.** This Moving to Work (MTW) Amendment to the Annual Contributions Contract(s) (MTW ACC Amendment) is entered into between the United States Department of Housing and Urban Development (“HUD”) and \_\_\_\_\_ (the “Public Housing Agency, “PHA”).

**Section 2.** This MTW ACC Amendment is an amendment to any Annual Contributions Contract(s) (“ACC”) or Annual Contributions Terms and Conditions (“ACC”) in effect between the PHA and HUD for the Public Housing and Housing Choice Voucher programs.

**Section 3.** The ACC is amended in connection with the PHA’s designation as a participant in the expansion of the MTW demonstration pursuant to Section 239 of the Consolidated Appropriations Act, 2016, P.L. 114-113; 129 Stat. 2897 (2016 MTW Expansion Statute) and Section 204 of the Departments of Veterans Affairs and Housing and Urban Development and Independent Agencies Appropriations Act, 1996, P.L. 104-134; 110 Stat. 1321-281 (1996 MTW statute). The PHA’s participation in the expansion of the MTW demonstration shall be governed by the MTW Operations Notice for the Expansion of the Moving to Work Demonstration as it is issued as it and may be amended in the future, or any successor notice issued by HUD, ( “the MTW Operations Notice”).

**Section 4.** The term of this amendment shall be for 20 years from the beginning of the PHA’s first full fiscal year following execution by the PHA and HUD; or, until termination of this amendment, whichever is sooner.

### **Section 5.** Requirements and Covenants

(A) As a participant in the MTW demonstration, the PHA must operate in accordance with the express terms and conditions set forth in the MTW Operations Notice. The MTW Operations Notice may be superseded or amended by HUD at any time during the twenty-year MTW term.

(B) The PHA will cooperate fully with HUD and its contractors for the duration of the HUD-sponsored evaluation of the cohort of the MTW Expansion for which the PHA was selected and shall comply with all aspects of its Cohort Study as outlined in the selection notice under which the PHA was designated.

(C) The PHA is only exempted from specific provisions of the Housing Act of 1937 (“the Act”) and its implementing regulations as specified in the MTW Operations Notice. Each such exemption also extends to subregulatory guidance to the extent that the subregulatory guidance implements the provisions of the Act or its implementing regulations exempted pursuant to the MTW Operations Notice. The PHA remains subject to all other applicable requirements including, but not limited to, those in Title 24 of the Code of Federal Regulations and Title 42 of the U.S. Code, Appropriations Acts,

Annual Contributions Contracts, notices of funding availability under which the PHA has received funds, and the applicable requirements listed in the MTW Operations Notice (collectively, “the Requirements”), as they may be amended or implemented in the future. Accordingly, if any Requirement, other than the provisions of the Act and its implementing regulatory requirements or subregulatory guidance exempted pursuant to this MTW ACC Amendment and the MTW Operations Notice, conflicts with any exemption or authorization granted by this MTW ACC Amendment, the MTW Agency remains subject to that Requirement.

**Section 6.** At least one year prior to expiration of this MTW ACC Amendment<sup>1</sup>, the PHA shall submit a transition plan to HUD. It is the PHA’s responsibility to be able to end all MTW activities that it has implemented through its MTW Supplement to the PHA Plan upon expiration of this MTW ACC Amendment. The transition plan shall describe plans for phasing out such activities. The plan may also include any proposals of authorizations/features of the ACC Amendment and the MTW Operations Notice that the PHA wishes to continue beyond the expiration of the MTW ACC Amendment. The PHA shall specify the proposed duration and shall provide justification for extension of such authorization/features. HUD will review and respond to timely-submitted transition plans from the PHA in writing within 75-days or they are deemed approved. Only authorizations/features specifically approved for extension shall continue beyond the term of the MTW ACC Amendment. The extended features shall remain in effect only for the duration and in the manner specified in the approved transition plan and be subject to any necessary ACC Amendments as required by HUD.

**Section 7.** Termination and Default

(A) If the PHA violates or fails to comply with any requirement or provision of the ACC, including this amendment, HUD is authorized to take any corrective or remedial action described in this Section 7 for PHA default or any other right or remedy existing under applicable law, or available at equity. HUD will give the PHA written notice of any default, which shall identify with specificity the measures, which the PHA must take to cure the default and provide a specific time frame for the PHA to cure the default, taking into consideration the nature of the default. The PHA will have the opportunity to cure such default within the specified period after the date of said notice, or to demonstrate within 10 days after the date of said notice, by submitting substantial evidence satisfactory to HUD, that it is not in default. However, in cases involving clear and apparent fraud, serious criminal behavior, or emergency conditions that pose an imminent threat to life, health, or safety, if HUD, in its sole discretion, determines that immediate action is necessary it may institute the remedies under Section 7(B) of this MTW ACC Amendment without giving the PHA the opportunity to cure.

(B) If the PHA is in default of this MTW ACC Amendment and/or the

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<sup>1</sup> Should the PHA receive an extension(s) of its MTW participation (e.g. by extension or replacement of its MTW ACC Amendment) the transition plan will be due one year prior to the end of the extension(s).

MTW Operations Notice and the default has not been cured, HUD may, undertake any one or all remedies available by law, including but not limited to the following:

- i. Require additional reporting by the PHA on the deficient areas and the steps being taken to address the deficiencies;
- ii. Require the PHA to prepare and follow a HUD-approved schedule of actions and/or a management plan for properly completing the activities approved under this MTW ACC Amendment;
- iii. Suspend the MTW waiver authorization for the affected activities;
- iv. Require reimbursement by the PHA to HUD for amounts used in violation of this MTW ACC Amendment;
- v. Terminate this MTW ACC Amendment and require the PHA to transition out of MTW;
- vi. Restrict a PHA's ability to use its MTW funding flexibly; and/or
- vii. Take any other corrective or remedial action legally available.

(C) The PHA may choose to terminate this MTW ACC Amendment at any time. Upon HUD's receipt of written notification from the PHA and a copy of a resolution approving termination from its governing board, termination will be effective. The PHA will then begin to transition out of MTW and will work with HUD to establish an orderly phase-out of MTW activities, consistent with Section 6 of this MTW ACC Amendment.

(D) Nothing contained in this ACC Amendment shall prohibit or limit HUD from the exercise of any other right or remedy existing under any ACC or available under applicable law. HUD's exercise or non-exercise of any right or remedy under this amendment shall not be construed as a waiver of HUD's right to exercise that or any other right or remedy at any time.

**Section 8.** Notwithstanding any provision set forth in this MTW ACC Amendment, any future law that conflicts with any provision of this ACC Amendment, as determined by HUD, shall not be deemed to be a breach of this ACC Amendment. Nor shall HUD's execution of any future law be deemed a breach of this ACC Amendment. Any future laws affecting the PHA's funding, even if that future law causes a decrease in the PHA's funding, shall not be deemed a breach of this ACC Amendment. No future law or HUD's execution thereof shall serve as a basis for a breach of contract claim in any court.

**Section 9.** If any clause, or portion of a clause, in this Agreement is considered invalid under the rule of law, it shall be regarded as stricken while the remainder of this Agreement shall continue to be in full effect.

In consideration of the foregoing covenants, the parties do hereby execute this MTW ACC  
Amendment:

PHA

\_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

UNITED STATES DEPARTMENT OF HOUSING AND  
URBAN DEVELOPMENT

\_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**REQUEST FOR BOARD AGENDA ITEM**

**1. Brief Description of Proposed Item**

Consideration and/or to take action to authorize the Interim President & CEO or designee to execute contracts with Dr. Myron Cloyd Consultant Services and Initiatives for Healthy Communities

**2. Date of Board Meeting:** June 22, 2021

**3. Proposed Board Resolution:**

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to enter into contracts with Dr. Myron Cloyd Consultant Services and Initiatives for Healthy Living to provide Resident Council Leadership Training for five (5) years, in an amount not to exceed \$250,000, pursuant to the memorandum dated June 9, 2021, from George Griffin, Interim President & CEO to Mark Thiele, Interim President & CEO

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

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

Funds Budgeted and Available  Yes  No Source property operating budgets

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

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



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**MEMORANDUM**

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

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

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

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

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

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

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

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

#### ADVERTISEMENT

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

In addition to posting "RFP 21-01" on its website, HHA's Procurement Department sent e-mails advertising this solicitation to potential Firms on its Bidder's List. Additionally, interested parties were also able to access "RFP 21-01" by going to the websites of the City of Houston Office of Business Opportunity (OBO); the Greater Houston Black Chamber of Commerce (GHBCC); the Houston Minority Supplier Development Council (HMSDC); the Houston Chapter of the National Association of Minority Contractors (NAMC); and to the Houston Office of U.S. Small Business Administration (SBA).

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

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

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

### EVALUATION PROCESS

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

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

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

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

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

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

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

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

**RECOMMENDATION**

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

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to enter into contracts with Dr. Myron Cloyd Consultant Services and Initiatives for Healthy Living to provide Resident Council Leadership Training for five (5) years, in an amount not to exceed \$250,000, pursuant to the memorandum dated June 9, 2021, from George Griffin, Interim President & CEO to Mark Thiele, Interim President & CEO.



**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 amend the Houston Housing Authority's Human Resources Employee Handbook to include a Telecommuting Policy and Procedures

**2. Date of Board Meeting:** June 22, 2021

**3. Proposed Board Resolution:**

**Resolution:** The Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to amend the HHA Human Resources Employee Handbook to include a Telecommuting Policy and Procedures pursuant to the memorandum from Dianne Mitchell, Human Resources Department June 8, 2021, to Mark Thiele, Interim President & CEO.

**4. Department Head Approval**

Signature \_\_\_\_\_

DocuSigned by:  
*Dianne Mitchell*  
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Date: 6/16/2021

**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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Date: 6/16/2021



**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 AMEND THE HOUSTON HOUSING AUTHORITY'S HUMAN RESOURCES EMPLOYEE HANDBOOK TO INCLUDE A TELECOMMUTING POLICY AND PROCEDURES

**DATE:** JUNE 8, 2021

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to amend the HHA Human Resources Employee Handbook to include a Telecommuting Policy and Procedures.

**BACKGROUND:**

The Telecommuting Policy and Procedures were developed by Dianne Michell, Director of Human Resources, George Griffin, III, Vice President of Housing Operations, Keland Lewis, Interim Vice President & General Counsel, Roy Spivey, Director of Information Technology, and Robin Walls, Vice President of Housing Choice Voucher Program. The committee studied resources from other Housing Authorities, consulted with Cozen & O'Connor Employment Law Firm and the Society of Human Resources Management (SHRM) website. Finally, a final draft was presented to Mark Thiele, Interim President & CEO, for approval to submit to the Board of Commissioners.

The Telecommuting Policy would be an additional benefit that the Housing Authority would like to offer to employees who meet the qualifications.

**SECTION 3.10 TELECOMMUTING:**

The purpose of this policy is to provide organizational guidelines and criteria for the usage of telecommuting and to provide guidelines for employees approved for telecommuting and who choose to accept such assignments.

- With the implementation of remote desktop and other web-based applications, some jobs or job functions may be performed at a site other than at the Center Office. As a result, Houston Housing Authority (HHA) may offer certain eligible employees the option of telecommuting, that is, permission to perform their work from a dedicated site in the employee's home, either on a full-time, part-time or experimental basis.
- Any telecommuting assignment requests must be reviewed by Human Resources and approved by an appropriate Department head or designee.

- Either the employee may work full or part of her or his workweek remotely based on the employees' work duties, work functions, and department needs, and workload.
- A Department head or designee may offer one or more HHA employees the opportunity to complete daily work assignments from the employee's home. Employees approved for such an assignment shall do so only after reading this policy, agreeing to comply with its terms, and completing a telecommuting acknowledgment form.
- Telecommuting is a privilege, not a right, and all employees desiring this privilege must qualify for participation. A final determination is at the discretion of Human Resources and the department head or designee.
- HHA management reserves the right to terminate a telecommuting assignment for any individual at any time or for any reason. HHA will make a reasonable effort to provide prior notice only in such incidents wherein the HHA's judgment such notice is practicable.
- Telecommuting employees will adhere to all HHA policies, procedures, and organizational standards and all HHA's standards as to performance, daily production, and conduct. In the event of a conflict, the terms of this policy will control.
- This policy may be amended at any time by HHA at its sole discretion.

**ELIGIBILITY:**

- Before being considered a candidate for a telecommuting assignment, an employee must exceed all quality and production requirements of their position as evidenced by at least a 2.5 cumulative score on the most recent annual performance review (or introductory review for new employees);
- Employees must demonstrate proficiency with the remote desktop, web applications, system workflow, messaging systems, and other work-related systems as required. In some instances, employees may be eligible after 90-days of service.
- Employees placed on a Performance Improvement Plan (PIP) within the preceding twelve (12) month period and/or who have been the subject of any disciplinary action within the preceding twelve (12) month period are ineligible for remote work.
- If the supervisor determines a telecommuting employee is not meeting performance standards, the telecommuting employee will be required to return to the onsite work setting. The employee will be given reasonable notice of this schedule change.

**PROCEDURES:**

Each employee will dedicate and preserve a secure and confidential space in the home as the telecommuting workstation, insofar as possible, separated from other home activity areas. The space will be kept clean and free from hazards and obstructions.

HHA may provide the employee with equipment for performing at-home work responsibilities. Such equipment, along with any software, documentation, or data provided by HHA, will remain the property of the HHA at all times and shall be utilized in accordance with HHA policies. For long-term telecommuting assignments, HHA will provide a monetary stipend to the employee for the monthly cost of reasonable internet/DSL access (minimum of 60 megabits). In some incidents, depending on the circumstances, a higher bandwidth may be required.

The telecommuting employee is expected to comply with the following concerning the equipment at the workstation, which includes but is not limited to:

- Take reasonable precautions to protect the equipment from theft, damage, or misuse.
- Where relevant, advise HHA as to the extent of insurance coverage for the equipment, if any, provided through the employee's homeowner's and/or renter's policy.
- Be prepared to report to the department in the event of remote access failure if so requested by their supervisor.
- Maintain an up-to-date resource manual for information related to policies and procedures related to remote work assignments.
- If applicable, monthly submit internet access bills to their manager/supervisor for reimbursement in accordance with its policy.
- Failure to return HHA property could result in criminal prosecution.

Their supervisor will schedule telecommuting work hours for each employee to provide continuous "core hours" coverage, except that from time to time; the supervisor may authorize employees to self-negotiate their coverage. Additionally, during emergencies, the supervisor, at his or her discretion based on business necessity, may schedule a telecommuting employee to work onsite in lieu of working from home. Such a schedule change may occur with less than a 24-hour notice and may also extend for an undetermined period based on the department's onsite staffing needs.

Telecommuting employees will record all time worked daily and will submit daily productivity updates to their supervisor. Telecommuting employees shall clock in and clock out following the HHA Employee Handbook. Timesheets will be subject to audit against the log-on/log-off time recorded in the network as well as productivity standards will need to be met. Erroneous reporting of time will be subject to disciplinary action, up to and including termination. Except in an emergency, overtime will not be permitted without the prior express approval of the supervisor. Employees who work unauthorized overtime will be subject to disciplinary action.

In the event of downtime related to remote access failure, the employee will generally be required to use PTO to be compensated for any hours not covered by work performed. At the discretion of management, downtime may be allowed, whereby giving the employee the option to take PTO or unpaid time off in accordance with Time and Attendance policy and procedure.

Telecommuting employees will permit HHA representatives to visit the telecommuting station during the employee's work hours for the purposes of supervision and inspection for safety, security, working standards, cleanliness, equipment service, performance evaluation, training, or site inspection after an injury for injury-prevention purposes. Generally, a 24-hour notice of such visits will be given; however, HHA reserves the right to conduct an inspection on shorter notice if it deems necessary for business reasons, including but not limited to injury, emergency, suspected misconduct, or other serious matters. Telecommuting employees will employ appropriate security measures to protect against the loss or misuse of HHA proprietary information and client information and will protect the confidentiality of the same, with the same level of care as is used in the HHA and required by federal, state, and local regulations and law. All rules and regulations related to the Health Insurance Portability & Accountability Act of 1996 (HIPAA) will apply to telecommuting employees.

Under no circumstances should client files be saved, printed, or shared with a third party. Telecommuting employees are strictly prohibited from taking client files away from the HHA Central Office. All non-client

records will be kept secure in a locked file cabinet. The computer will be accessed via log-on and password only. Employees must adhere to all requirements for appropriate security set forth by the Information Technology Department. In the event of a security breach, unauthorized access or use of HHA systems compromised user accounts, or loss, theft of equipment, the employee must immediately report the incident to the Director of Information Technology.

Telecommuting employees will not duplicate or permit others to duplicate HHA-owned software, nor will they access HHA files except as specifically authorized. Failure to comply with all federal and state laws and HHA specific policies regarding confidentiality and management of electronic information may result in loss of telecommuting privileges and/or disciplinary measures up to and including dismissal.

Telecommuting employees will make themselves available for regular onsite meetings in their department, as scheduled by their supervisor/director. HHA will not be responsible for travel expenses for such meetings.

Telecommuting employees will immediately report to their supervisor any work-related injuries suffered for Workers Compensation purposes. HHA Worker's Compensation policy does not cover non-employees. The virtual workstation provided to the telecommuting employee, including all computer equipment, electronic mail, internet access, and voicemail systems used by the telecommuting employees, is for HHA business purposes only. HHA reserves the right to monitor or review any information stored or transmitted on this equipment. Accordingly, the employee is prohibited from storing personal, confidential information on this equipment or using this equipment for personal use. The employee must allow HHA physical and remote access to the virtual workstation upon request. The employee is required to return all HHA telework property to the HHA at the completion of the telework assignment. The employee understands that she or he may be held liable for any and all damage to HHA property in accordance with the HHA Employee Handbook.

Telecommuting employees are responsible for any tax benefits or burdens related to their home use for work purposes. HHA will provide no tax advice and will not be liable for any tax consequences of such use.

## **RECOMMENDATION**

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

**Resolution:** The Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to amend the HHA Human Resources Employee Handbook to include a Telecommuting Policy and Procedure pursuant to the memorandum from Dianne Mitchell, Human Resources Department June 8, 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 amend HHA Board Resolution 3198, awarding Project-Based Vouchers to 2100 Memorial Redevelopment

**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 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.

**4. Department Head Approval**

Signature \_\_\_\_\_

DocuSigned by:  
*Robin Walls*  
532E7E61026640A...

Date: 6/17/2021

**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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6/17/2021

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 AMEND HHA BOARD RESOLUTION 3198, AWARDING PROJECT-BASED VOUCHERS TO 2100 MEMORIAL REDEVELOPMENT  
**DATE:** JUNE 15, 2021

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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 amend the original HHA resolution (3198) dated October 20, 2020, awarding forty (40) Project-Based Vouchers to 2100 Memorial Redevelopment at 2100 Memorial Drive Houston, TX 77007, to a reduced award of thirty-nine (39) Project-Based Vouchers.

**AMENDMENT:**

In October of 2020, HHA awarded forty (40) Project-Based vouchers to the 2100 Memorial Redevelopment project based on their winning proposal submission for RFP 20-37. After award, it was found that the forty (40) PBV units would conflict with the guidelines established for the properties tax credits. There was therefore a need to reduce the PBV units by one (1) unit. The proposal remains the same, with the exception of the reduction of one (1) unit from forty (40) PBV units to thirty-nine (39).

**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” which 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; and
7. PHAs may enter into a HAP contract with the owner of new or under-construction units.

HHA may determine that circumstances exist where it is advantageous to project-based 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 20-37 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 twenty (20) 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:**

To evaluate the proposals submitted, HHA established a PBV Selection Panel made up of the following three (3) HHA Staff:

- Robin Walls, Vice President, HCVP
- Mike Rogers, Director of Finance
- Jonathan Zimmerman, Senior Policy Analyst

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

<b>Evaluation/Selection Criteria</b>	<b>Maximum Score</b>
<b>Supportive Services Plan and Capacity</b> (Evaluated for all PSH, VASH and non-elderly/disabled projects for which more than 25% of units are proposed for PBV assistance or the project will serve the TAY preference)	20
<b>Financial Feasibility</b> (Evaluated for all projects)	20
<b>Previous Experience</b> of Applicant in Development and Property Management of Projects of Similar Scale for Similar Target Populations (Evaluated for all projects)	20
<b>Project Design</b> (Evaluated for all projects)	20
<b>Development Serves the Homeless or Chronic Homeless Community</b> (Evaluated for all projects) or the project will serve <b>the TAY preference</b>	20
<b>High Opportunity or City-Designated Revitalization Area</b> (Evaluated for all projects)	20
<b>Total Points Possible (70% of Possible Points Required for Award)</b>	120

Evaluation Criteria	2100 Memorial
<b>Supportive Services Plan and Capacity</b> (Evaluated for all PSH, VASH and non-elderly/disabled projects for which more than 25% of units are proposed for PBV assistance or the project will serve the TAY preference)	N/A
<b>Financial Feasibility</b> (Evaluated for all projects)	20
<b>Previous Experience</b> of Applicant in Development and Property Management of Projects of Similar Scale for Similar Target Populations (Evaluated for all projects)	20
<b>Project Design</b> (Evaluated for all projects)	20
<b>Development Serves the Homeless or Chronic Homeless Community</b> (Evaluated for all projects) or the project will serve <b>the TAY preference</b>	0
<b>High Opportunity or City-Designated Revitalization Area</b> (Evaluated for all projects)	20
<b>Total Points Possible (70% of Possible Points Required for Award)</b>	<b>80</b>

- References have been checked and returned positive. There are no conflicts of interest, and 2100 Memorial 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
- The HUD Field Office or HUD-approved independent entity may request from the PHA additional documentation necessary to complete the review process. The PHA's selection procedures must apply to all PBV proposals and must be designed in a manner that does not effectively eliminate the submission of proposals for non-PHA-owned units or give undue preferential treatment (e.g., additional points) to PHA-owned units. The HUD Field Office or HUD-approved independent entity must provide a letter stating that the PHA-owned units were appropriately selected based on the selection procedures specified in the PHA's Administrative Plan before the PHA may finalize the selection process. A review from the IE (Harris County Housing Authority) is still pending. HHA will not enter into an AHAP until receipt of approval from the IE.

## DESCRIPTION OF WINNING PROPOSAL

### **2100 Memorial**

The 2100 Memorial Redevelopment is a 197- unit mixed-income senior community. The property was catastrophically damaged by Hurricane Harvey a couple of years ago. The property sits within the 100-year flood plain along the Buffalo Bayou. Current flood mitigation standards require that the property is 2 feet above the 500-year flood plain as well as provide a stormwater detention vault to hold water on-site; further, HUD funding requires vehicular access outside the 100-year floodplain; as a result, a renovation of the existing building cannot physically meet these standards; thus, this proposal to re-develop the site.

The site is located in a 100-year flood zone. However, the new community will be designed with a one-story podium to elevate all inhabitable floors above the new City of Houston minimum height. This elevated height will also include keeping all mechanical, electrical, and life safety systems out of potential flood pathways. The new building will also be designed to improve the flow of floodwaters in the Buffalo Bayou by including a parking podium with an open, flow-through design, whereas the existing community includes below-grade parking that restricts floodwater flow. The new building design will also include vehicular access from outside the 100-year floodplain, which will ensure that life safety and other emergency vehicles can reach residents during flood events. The project will also allow the relocation of existing stormwater lines underneath the existing building, contrary to current building codes. Finally, demolishing the existing building will allow the construction of a water detention vault to meet current rainwater and flood mitigation standards.

#### Property Details

- Four-story building (3 stories over a first-floor podium)
- 197 units (38 efficiency units, 139 one-bedroom/one bath, and 20 two-bedroom/one-bath units)
- Mixed-income senior community (62+)
- Off-street parking
- Porches, decks, personal backyard (some units)
- Features adapted/adaptable for persons with disabilities

The development will include the following amenities to serve the residents:

- Laundry facilities (6)
- Common courtyard/theater
- Recreational facilities
- Theater/Common Courtyard

#### Sustainable Enhancements

- The property will be 2 feet above the 500-year flood plain as well as provide a stormwater detention vault to hold water on-site,
- Elevated height will also include keeping all mechanical, electrical, and life safety systems out of potential flood pathways,

- Parking podium with an open, flow-through design, whereas the existing community includes below-grade parking that restricts floodwater flow,

## **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 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.



**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 approve the implementation of HUD waivers in accordance with HUD's PIH notice 2021-14

**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 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

**4. Department Head Approval**

Signature \_\_\_\_\_

DocuSigned by:  
*Robin Walls*  
532F7E61026640A...

Date: 6/16/2021

**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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Date: 6/16/2021

**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives &amp; 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 APPROVE THE IMPLEMENTATION OF HUD WAIVERS IN ACCORDANCE WITH HUD'S PIH NOTICE 2021-14  
**DATE:** JUNE 8, 2021

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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 fully implement HUD waivers in accordance with HUD's PIH notice 2021-14.

**BACKGROUND:**

An outbreak of a respiratory disease caused by a novel (new) coronavirus has been detected in over 200 countries worldwide, including in the United States. The virus has been named "severe acute respiratory syndrome coronavirus 2" (SARS-CoV-2), and the disease it causes has been named "Coronavirus Disease 2019" ("COVID-19"). On January 31, 2020, the Secretary of Health and Human Services declared a public health emergency for the United States to aid the nation's healthcare community in responding to COVID-19.

The COVID-19 pandemic presents significant challenges for HUD and PHA, Tribal, and TDHE partners to continue to carry out HUD's fundamental mission to provide decent, safe, and sanitary affordable housing for low-income families. Program operations have been severely impacted as PHAs, tribes, and TDHEs comply with critically important advisories and directives from public health professionals, including social distancing and other preventive practices that will slow the spread of COVID-19 and reduce the risk of exposure.

On March 27, 2020, the President signed the CARES Act into law, which authorizes over \$2 trillion in emergency assistance and health care response for individuals, families, and businesses affected by the COVID-19 pandemic, and emergency appropriations to support Executive Branch agency operations during the COVID-19 pandemic. The CARES Act further provides HUD with broad authority, in the context of the COVID-19 pandemic, to waive statutes and regulations (except for requirements related to fair housing, nondiscrimination, labor standards, and the environment) for the Public Housing and HCV programs, IHBG program, and ICDBG program. Due to the anticipated impact of COVID-19 on PHAs and assisted families over an extended period, HUD considered which flexibilities remain necessary to maintain PHA operations and which could be allowed to lapse.

HHA believes that adopting these waivers is necessary for the Public Housing and HCV programs to effectively administer its programs while ensuring the health and safety of its staff, residents, property owners, and partners by taking precautionary steps to limit the spread of COVID-19.

Through this notice, HUD is extending the period of availability of many of these previously established waivers and alternative requirements. According to the HUD notice PIH 2021-14, PHAs may adopt the use of any of these waivers at any time during the period of availability.

### **WAIVERS APPLICABLE TO BOTH THE PUBLIC HOUSING AND HCV PROGRAMS:**

#### **PH and HCV-1: PHA 5-Year and Annual Plan Submission Dates: Significant Amendment Requirements**

For all PHAs, after submission of their first 5-Year Plan, all subsequent 5-Year Plans must be submitted once every five PHA fiscal years, no later than 75 days before the commencement of the PHA's fiscal year. Non-qualified PHAs must also submit their Annual Plan no later than 75 days before the commencement of their fiscal year. Qualified PHAs are not required to submit an annual plan to HUD but are required to hold an annual hearing to discuss proposed plans for the upcoming fiscal year, and are required to submit an annual civil rights certification.

Due to the potential postponement of public hearings due to limitations on large public gatherings, HUD waives these requirements and provides alternative deadlines for some PHAs. In addition, the statute and regulations further provide that a significant amendment or modification to the Annual Plan may not be adopted until the PHA has duly called a meeting of its Board of directors (or similar governing body) and the meeting, at which the amendment or modification is adopted, is open to the public, and that notification of the amendment or modification is provided to and approved by HUD.

HUD is waiving these requirements and establishing an alternative requirement that any change to a PHA policy, except for changes related to Section 18, Section 22, or the Rental Assistance Demonstration (RAD), that would normally trigger significant amendment requirements of the PHA Plan, may be effectuated without completing the significant amendment process. PHAs are advised that the accessibility, language access, and other nondiscrimination requirements related to the significant amendment process are not waived.

The PHA is required to notify public housing residents and HCV families of any impacts that the significant amendment may have on them by whatever means it considers most effective as soon as practicable. As noted earlier, HUD recognizes that the COVID-19 pandemic presents unique challenges from a staffing and communication perspective and encourages PHAs to adapt their communications in consideration of local conditions and resources. For example, a PHA may need to initially provide this notification by placing information on its website and outgoing voicemail message and following up with more formal written notice as circumstances allow. All materials, notices, and communications must be clearly communicated and provided in a manner that is effective for persons with hearing, visual, and other communication-related disabilities consistent with Section 504 of the Rehabilitation Act (Section 504) and HUD's Section 504 regulation, and Titles II or III of the Americans with Disabilities Act (ADA) and implementing regulations.

All materials, notices, and communications must also be provided in a manner that takes reasonable steps to ensure equal access by those with limited English Proficiency. The period of availability for the waiver of the significant amendment process ended on December 31, 2020.

### **PH and HCV-2: Family Income and Composition: Delayed Annual Examinations**

PHAs are required to conduct a reexamination of family income and composition at least annually. Recognizing the foreseeable difficulties in complying with this requirement in light of the COVID-19 pandemic, HUD is waiving this statutory and regulatory requirement to permit PHAs to delay annual reexaminations of HCV and public housing families. However, if the PHA delays annual reexaminations for HCV families under this authority, it must also comply with the alternative requirement regarding the application of an increase in the payment standard amount during the Housing Assistance Payment (HAP) contract term (see HCV-7 below) if applicable, so as not to delay the application of the increased payment standard amount to the family's HAP calculation. All annual recertifications due in Calendar Year (CY) 2021 must be completed by December 31, 2021.

### **PH and HCV-3: Family Income and Composition: Annual Examination; Income Verification Requirements**

PHAs are required to use the Enterprise Income Verification (EIV) System for verification of family income at the annual examination. 24 CFR §960.259(c) and 24 CFR §982.516(a) require PHAs to obtain third-party verification, or document in the tenant file why third-party verification was not available, during mandatory reexaminations or recertifications of family composition and income. PIH Notice 2021-14 describes the required verification hierarchy process PHAs must follow. HUD understands that documentation may be difficult to obtain as a result of the COVID-19 pandemic. PHAs are also facing challenges with securely accessing HUD systems while many if not all staff are working remotely.

To address these challenges, HUD is waiving the requirements to use the income hierarchy described by PIH Notice 2021-14 and will allow PHAs to forgo third-party income verification requirements for annual reexaminations. PHAs may consider self-certification as the highest form of income verification to process annual reexaminations. This may occur over the telephone, through an email or postal mail with a self-certification form by the tenant, or through other electronic communications. The period of availability to conduct annual reexaminations using these modified verification requirements ends on December 31, 2021.

### **PH and HCV-4: Family Income and Composition: Interim Examinations**

For the HCV and Public Housing programs, PHAs are required to adopt policies prescribing when and under what conditions the family must report a change in family income or composition. However, at any time that a family requests an interim determination of family income or composition because of any changes since the last determination, the PHA must make the interim determination within a reasonable time after the family's request. In most cases, the reason a family requests an interim determination is due to a loss in income or a change in family composition.

PHAs are required to use EIV for verification of family income at interim reexamination. To assist PHAs that may be prioritizing the processing of interim reexaminations due to decreases in family income and mitigate the challenges of transferring documentation during periods of shelter-in-place/stay-at-home

efforts in response to the COVID-19 pandemic, HUD is waiving the requirements to use the income verification hierarchy as described by PIH Notice 2021-14. HUD will allow PHAs to forgo third-party income verification requirements for interim reexaminations, including the required use of EIV. PHAs may consider self-certification as the highest form of income verification to process interim reexaminations. The period of availability ends on December 31, 2021.

#### **PH and HCV-5: Enterprise Income Verification (EIV) Monitoring**

PIH Notice 2021-14 specifies the required monitoring of EIV reports. For example, PHAs are required to monitor the Deceased Tenants Report, the Identity Verification Report, the Immigration Report, the IVT Report, and the Multiple Subsidy Report, and the New Hires Report on a monthly basis. Recognizing the challenges PHAs are facing with many if not all staff working remotely, HUD is waiving the mandatory EIV monitoring requirements. PHAs are reminded that EIV data is overwritten; monthly or quarterly reports must be downloaded to preserve the data for a particular month or quarter. The period of availability ends on December 31, 2021.

#### **PH and HCV-6: Family Self-Sufficiency (FSS) Contract of Participation: Contract Extension**

Part 984 establishes the requirements for the Section 8 and Public Housing FSS program. Section 984.303(d) authorizes a PHA to extend a family's contract of participation for a period not to exceed two years upon a finding of good cause. HUD has made a determination that the circumstances surrounding COVID-19 qualify as "good cause" to extend family contracts, and FSS programs may consider this expanded definition of "good cause" as they make their determinations on each family's eligibility for an extension. The period of availability during which the PHA may extend the family's contract of participation using COVID-19 as the "good cause" ends on December 31, 2021.

#### **PH and HCV-7: Waiting List: Opening and Closing; Public Notice**

The HCV program regulations require that when a PHA opens its waiting list, the PHA must give public notice by publication in a local newspaper of general circulation and also by minority media and other suitable means; these same practices are strongly encouraged in the Public Housing program. Recognizing the foreseeable difficulties in complying with this requirement in light of the COVID-19 pandemic, HUD is waiving this requirement and is providing an alternative requirement that the PHA may provide public notice in a voicemail message on its main or general information telephone number and through its website (if such a PHA website is available). PHAs must comply with applicable fair housing and other civil rights requirements when they provide public notice under this alternative requirement, including ensuring effective communication with persons with hearing, visual, and other communication-related disabilities. PHAs must ensure effective communication with persons with disabilities in all notifications and communications. The period of availability ends on December 31, 2021.

#### **PH and HCV-8: Eligibility Determination:**

Waives the third-party income verification requirements for applicants and, alternatively, will allow PHAs to consider self-certification as the highest form of income verification at admission. PHAs must review the EIV Income and IVT Reports to confirm/validate family-reported income within 90 days. The period of availability ends on December 31, 2021.

**PH and HCV-9: Eligibility Determination:**

Waives the requirements to obtain and verify social security number documentation and documentation evidencing eligible noncitizen status before admitting applicants to the HCV and Public Housing programs. Additionally, PHAs may accept self-certification of date of birth and disability status if a higher level of verification is not immediately available. As an alternative requirement, individuals admitted under this waiver must provide the required documentation within 90 days of admission to be eligible for continued assistance. The period of availability ends on December 31, 2021.

**HOUSING CHOICE VOUCHER PROGRAM WAIVERS – HOUSING QUALITY STANDARDS (HQS) INSPECTIONS**

HUD recognizes the unprecedented challenge the COVID-19 pandemic poses to PHAs in carrying out the most essential of their HCV program administrative responsibilities – ensuring that assisted families are living in decent, safe, and sanitary housing. HQS inspections protect the health and safety of HCV families. However, conducting physical inspections of units in many communities during the COVID-19 pandemic poses its own health risks for families, participating owners, and PHA personnel, and may run counter to public health orders, directives, or recommendations such as shelter-in-place or other social distancing practices designed to contain and reduce exposure to COVID-19. In order to provide PHAs with the necessary flexibilities to continue to allow families to lease units and to postpone normally required HQS inspections for units under the HAP contract, HUD is authorizing the use of the HQS-related waivers and alternative requirements.

**HQS-1: Initial Inspection Requirements**

Section 8(o)(8)(A)(i) requires that the PHA must inspect the unit before any assistance payment is made to determine whether the unit meets HQS. Section 8(o)(8)(C) requires the PHA to conduct the initial inspection within certain time frames after receiving the RFTA. Section 982.305 provides that the PHA may not approve the assisted tenancy or execute a HAP contract until the unit has been inspected by the PHA and passes HQS. Additionally, Section 982.305 requires that the PHA must inspect the unit to determine that the unit satisfies the HQS before the beginning of the initial lease term, and that the PHA must perform this inspection within either 15 days or within a reasonable time depending on the size of the PHA.

HUD is waiving these requirements and providing an alternative requirement. In order to place the unit under HAP contract and commence making payments, the PHA may rely on the owner's certification that the owner has no reasonable basis to have knowledge that life threatening conditions exist in the unit or units in question instead of conducting an initial inspection. At a minimum, the PHA must require this owner certification. However, the PHA may add other requirements or conditions in addition to the owner's certification but is not required to do so.

This waiver and alternative requirement may also be applied to PHA-owned units if the independent entity is unable to perform the inspection. The PHA is required to conduct an HQS inspection on the unit as soon as reasonably possible but no later than the 1st-anniversary date of the owner's certification. The period of availability for a PHA to accept an owner's self-certification for an initial inspection ends on December 31, 2021. Where self-certification was used, the PHA must inspect the unit no later than June 30, 2022.

## **HQS-2: Project-Based Voucher (PBV) Pre-HAP Contract Inspections: PHA Acceptance of Completed Units**

The statute and regulations at § 983.103(b) provide that the PHA must inspect each contract unit before executing the HAP contract and that the HAP contract may not be executed until the units fully comply with HQS. HUD is waiving the HQS inspection requirement and establishing an alternative requirement. Instead of conducting the pre-HAP contract HQS inspection, the PHA may rely on the owner's certification that the owner has no reasonable basis to have knowledge that life-threatening conditions exist in the unit or units in question. This waiver and alternative requirement may also be applied to PHA-owned units if the independent entity is unable to perform the inspection. The period of availability for PHAs to accept the owner's self-certification for the pre-HAP inspection/completion of work requirement ends on December 31, 2021. Where self-certification was used, the PHA must inspect the unit no later than June 30, 2022.

## **HQS-3: Initial Inspection: Non-Life-Threatening Deficiencies (NLT) Option**

Section 8(o)(8)(A)(ii) provides the PHA with the option to choose to approve an assisted tenancy, execute the HAP contract, and begin making housing assistance payments on a unit that fails the initial HQS inspection, provided the unit's failure to meet HQS is the result only of NLT conditions. The statute further requires that the PHA must withhold housing assistance payments from the owner if the NLT conditions are not corrected within 30 days.

HUD is waiving the requirement that the PHA must withhold the payment if the NLT repairs are not made in 30 days. Instead, the PHA may provide an extension of up to an additional 30 days to the owner to make the NLT repairs and continue to make payments to the owner during the period of that maximum 30-day extension. If the owner has not made the NLT repairs by the end of the PHA extension period, the PHA must withhold payments.

This NLT initial inspection option is available to the PHA for both tenant-based units and project-based units. This waiver and alternative requirement may also be applied to PHA-owned units if the independent entity is unable to perform the inspection. The period of availability for the PHA to approve an extension of up to an additional 30 days ends on December 31, 2021.

## **HQS-4: HQS Initial Inspection Requirement: Alternative Inspection Option**

Section 8(o)(8)(A)(iii) provides the PHA with the option to authorize occupancy of a unit prior to the initial inspection being completed if the unit had in the previous 24 months passed an alternative inspection. Under the statute the PHA may then make assistance payments retroactive to the beginning of the lease term once the unit had been determined to meet HQS pursuant to the PHA's inspection. The HOTMA HCV Federal Register Notice that implemented this statutory option further provided that the PHA must inspect the unit within 15 days of the RFTA.

HUD is waiving the requirement that the PHA must conduct its own inspection of the unit in order to commence making assistance payments under the Initial Inspection – Alternative Inspection option. Under this waiver and alternative requirement, the PHA may commence assistance payments at the beginning of the lease term based on the alternative inspection and the owner's certification that the owner has no reasonable basis to have knowledge that life-threatening conditions exist in the unit or units

in question. At a minimum, the PHA must require this owner certification. The PHA may add other requirements or conditions in addition to the owner's certification but is not required to do so. The PHA must conduct the HQS inspection for the unit for which it has commenced assistance payments under this waiver authority as soon as reasonably possible but no later than the 1st-anniversary date of the owner's certification.

This initial inspection option is available to the PHA for both tenant-based units and project-based units. This waiver and alternative requirement may also be applied to PHA-owned units if the independent entity is unable to perform the inspection. The period of availability for the waiver to place a unit under the HAP contract and commence payments ends on December 31, 2021. Where self-certification was used, the PHA must inspect the unit no later than June 30, 2022.

### **HQS-5: HQS Inspection Requirement: Biennial Inspections**

The statute and the regulations require the PHA to inspect the unit not less often than biennially during the term of the HAP contract. (Per the recent Federal Register Notice, 85 Fed. Reg. 11381 (February 27, 2020), small rural PHAs may instead inspect the unit not less often than triennially, but since small rural PHAs do not have the authority to begin using a three-year inspection interval until after the next scheduled inspection after February 27, 2020, is carried out, the majority of small rural PHAs have not yet moved from a biennial to a triennial requirement.) HUD is waiving this requirement and is allowing PHAs to delay biennial inspections for both tenant-based and PBV units. This waiver and alternative requirement may also be applied to PHA-owned units if the independent entity is unable to perform the inspection. This period of availability ends on December 31, 2021. The PHA must conduct the delayed biennial inspection as soon as reasonably possible but no later than June 20, 2022.

### **HQS-6: HQS Interim Inspections**

The statute requires that upon notification to the PHA by a family or government official that the assisted unit does not comply with the HQS, the PHA must inspect the unit within 24 hours of when the PHA received the notification if the condition is life-threatening. 24 CFR 982.405(g) provides that if the reported condition is not life-threatening, the PHA must inspect the unit within 15 days. The regulation further provides that in the event of extraordinary circumstances, HUD may waive the 24-hour or the 15-day inspection requirement until such time as an inspection is feasible.

HUD is waiving these requirements and establishing an alternative requirement for both tenant-based and PBV units. If the reported deficiency is life-threatening, the PHA must notify the owner of the reported life-threatening deficiency and that the owner must either correct the life-threatening deficiency within 24 hours of the PHA notification or provide documentation (e.g., text or email a photo to the PHA) that the reported deficiency does not exist. In the case of a reported non-life-threatening deficiency, the PHA must notify the owner of the reported deficiency within 30 days, and the owner must either make the repair or document that the deficiency does not exist within 30 days of the PHA notification or any approved PHA extension. The PHA may add other requirements or conditions in addition to the owner's documentation but is not required to do so.

Under the current HCV program requirements, the PHA is not required to conduct an on-site inspection to verify the repairs have been made but may rely on alternative verification methods (e.g., photos submitted by the owner, tenant certification, etc.).

This waiver may also be applied to PHA-owned units if the independent entity is unable to perform the inspection. The period of availability ends on December 31, 2021.

### **HQS-7: PBV Turnover Unit Inspections**

The regulation requires that before providing assistance to a new family in a PBV contract unit, the PHA must inspect the unit. HUD is waiving this regulatory requirement and providing as an alternative requirement the PHA may rely on the owner's certification that the owner has no reasonable basis to have knowledge that life-threatening conditions exist in the unit or units in question to allow a new family to occupy the vacated PBV unit. At a minimum the PHA must require this owner certification. However, the PHA may add other requirements or conditions in addition to the owner's certification but is not required to do so. The PHA is required to conduct the HQS inspection on the unit as soon as reasonably possible, but no later than the 1-year anniversary date of the owner's certification.

This waiver may also be applied to PHA-owned units if the independent entity is unable to perform the inspection. The period of availability to fill a turnover PBV unit without conducting an HQS inspection ends on December 31, 2021. Where self-certification was used, the PHA must inspect the unit no later than June 30, 2022.

### **HQS-8: PBV HAP Contract: HQS Inspections to Add or Substitute Units**

At the discretion of the PHA and subject to all PBV requirements (including the program cap and income-mixing requirements), the PHA may amend the HAP contract to add additional PBV contract units or to substitute a different unit for a previously covered contract unit. The PBV requirements include inspecting the proposed substitute or additional unit to determine that the unit meets HQS before it may be added to the HAP contract.

HUD is waiving the HQS inspection requirement. In order to substitute or add a new unit to the PBV HAP contract, the PHA may rely on the owner's certification that the owner has no reasonable basis to have knowledge that life-threatening conditions exist in the unit or units in question instead of conducting an initial inspection. At a minimum, the PHA must require the owner's certification. However, the PHA may add other requirements or conditions in addition to the owner's certification but is not required to do so.

This waiver may also be applied to PHA-owned units if the independent entity is unable to perform the inspection. The period of availability for PHAs to accept the owner's self-certification for an initial inspection ends on December 31, 2020. Where self-certification was used, the PHA must inspect the unit no later than June 30, 2022.

### **HQS-9: HQS Quality Control Inspections**

The regulations require PHAs to conduct supervisory quality control inspections of a sampling of units under contract. HUD is waiving this regulatory requirement. The period of applicability ends on December 31, 2021.

**HQS-10: Housing Quality Standards: Space and Security**

The regulation establishes a minimum standard for adequate space for both an HCV- and PBV-assisted family. Specifically, it requires that each dwelling unit have at least one bedroom or living/sleeping room for every two persons. HUD is waiving this requirement for PHAs where the PHA wishes to assist a current participant that needs to add a member or members to the assisted household as a result of the COVID-19 pandemic and the additional family members would result in the unit not meeting the space and security standards. This provision does not apply to an initial or new lease. A participant must not enter into a new lease for a unit that does not comply with space and security standards.

For any family occupying a unit that does not meet the space and security requirements pursuant to this waiver, the waiver will be in effect for the duration of the current lease term or one year from the date of this notice, whichever period of time is longer.

**HQS-11: Homeownership Option: Initial HQS Inspection**

The statute provides that HQS re-inspections are not required for homeownership vouchers but does not exempt the unit from the initial HQS inspection. The regulation provides that the PHA may not commence monthly homeownership assistance payments until the PHA has inspected the unit and determined that the unit passes HQS. HUD is waiving this requirement. However, the family is still required to obtain an independent professional inspector in accordance with § 982.631(b)(1), and the PHA is still required to review the independent inspection and has the discretion to disapprove the unit for assistance under the homeownership option because of information in the inspection report in accordance with § 982.631(b)(4). The period of availability ends on December 31, 2021.

**HOUSING CHOICE VOUCHER PROGRAM WAIVERS: GENERAL****HCV-1: Administrative Plan**

The regulation requires that any revisions of the PHA's Administrative Plan must be formally adopted by the PHA Board of Commissioners or other authorized PHA officials. Recognizing the likely foreseeable difficulties in complying with this requirement in light of the COVID-19 pandemic, HUD is waiving the requirement to allow the PHA administrative plan to be revised on a temporary basis without Board approval through September 30, 2021. Any informally adopted revisions under this waiver authority must be formally adopted no later than December 31, 2021.

**HCV-2: Information When Family is Selected: PHA Oral Briefing**

The regulation requires when the PHA selects a family to participate in either the HCV or PBV program, the PHA must give the family an oral briefing. HUD is waiving this requirement and as an alternative requirement allowing the PHA to conduct the briefing by other means such as a webcast, video call, or expanded information packet. Section 504 and the ADA require PHAs to ensure effective communication with applicants, participants, and members of the public in all communications and notices. The PHA must ensure that the method of communication for the briefing effectively communicates with and allows for equal participation of each family member, including those with vision, hearing, and other communication-related disabilities, and ensures meaningful access for persons with limited English Proficiency. The period of availability ends on December 31, 2021.

**HCV-3: Term of Voucher: Extensions of Term**

The regulation provides that at its discretion, the PHA may grant a family one or more extensions of the initial voucher term in accordance with the PHA policy as described in the PHA administrative plan. HUD is waiving the requirement that the extension(s) must be in accordance with the PHA's administrative Plan in order to allow the PHA to provide extensions even though it has been unable to formally amend its policy in the administrative Plan. The period of availability ends on December 31, 2021.

**HCV-4: PHA Approval of Assisted Tenancy: When HAP Contract is Executed**

The PHA may not make any housing assistance payments to the owner until the HAP contract is executed. The regulation provides that PHA must use best efforts to execute the HAP contract before the beginning of the lease term and that the HAP contract must be executed no later than 60 days from the beginning of the lease term. Any HAP contract executed after the 60-day period is void, and the PHA may not pay any housing assistance payments to the owner. HUD is waiving the regulatory requirement to allow PHAs to execute the HAP contract after the 60-day deadline has passed and made housing assistance payments back to the beginning of the lease term. However, the PHA and owner must execute the HAP contract no later than 120 days from the beginning of the lease term. The period of availability to execute the HAP contract after the normally 60-day period from the beginning of the lease term ends on December 31, 2021.

**HCV-5: Absence from Unit**

The regulation requires that a family may not be absent from the unit for a period of more than 180 consecutive calendar days for any reason. HUD is waiving this regulatory requirement to allow the PHA at its discretion to continue housing assistance payments and not terminate the HAP contract due to extenuating circumstances (e.g., hospitalization, extended stays at nursing homes, caring for family members).

The period of availability for the PHA to choose to continue making HAP payments despite the family's absence of more than 180 consecutive days ends on December 31, 2021. The PHA may not make payments beyond December 31, 2021, and the HAP contract will terminate on that date if the family is still absent from the unit.

**HCV-6: Automatic Termination of HAP Contract**

When an HCV family's income increases to the extent that the housing assistance payment is reduced to \$0, PHAs are required to terminate HAP contracts 180 days after the last housing assistance payment to the owner. In recognition that the COVID-19 pandemic is creating economic and employment instability for many families, as well as situations where families may be on a temporary basis by adding members whose additional income may result in a \$0 HAP subsidy calculation, HUD is waiving this requirement.

As an alternative requirement, the PHA, upon written notice to the owner and family, may extend the period of time following the last payment to the owner that triggers the automatic termination of the HAP contract. The extension beyond the normally applicable 180 days is determined by the PHA but may not

extend beyond December 31, 2021. The period of availability for the extension ends December 31, 2021. The PHA may not extend the HAP contract beyond December 31, 2021.

#### **HCV-7: Increase in Payment Standard during HAP Contract Term**

The regulation requires that if the payment standard amount is increased during the term of the HAP contract, the increased payment standard amount shall be used to calculate the monthly housing assistance payment for the family beginning at the effective date of the family's first regular reexamination on or after the effective date of the increase in the payment standard amount.

HUD is waiving this requirement and as an alternative requirement allowing the PHAs to apply the increased payment standard at any time (e.g., interim reexamination, owner rent increase) after the effective date of the increase in the payment standard amount, provided the increased payment standard is used to calculate the HAP no later than the effective date of the family's first regular reexamination following the change. The waiver period of availability ends on December 31, 2021.

#### **HCV-8: Utility Allowance Schedule: Required Review and Revision**

The regulations require the PHA to review its schedule of utility allowances each year and revise its allowance for a utility category if there has been a change of 10 percent or more in the utility rate since the last time the utility allowance schedule was revised. HUD is waiving this requirement to allow PHAs to delay the review and update of utility allowances. Any review and update of utility allowances that were due at some point in time in CY 2020 must be completed no later than December 31, 2021.

#### **HCV-9: Homeownership Option: Homeownership Counseling**

The statute requires that to be eligible for voucher homeownership assistance, the family must participate in a homeownership and housing counseling program provided by the agency. The regulations at § 982.630 provide that before the commencement of homeownership assistance for a family, the family must attend and satisfactorily complete the pre-assistance homeownership and housing counseling program required by the PHA. The regulations at § 982.636(d) provide that a family determined eligible for homeownership is moving under portability may purchase a unit if the receiving PHA is administering a voucher homeownership program and is accepting new homeownership families. However, the family must attend the briefing and counseling sessions required by the receiving PHA.

While HUD encourages families to continue to complete briefing and counseling sessions that are operational and can be accomplished in accordance with social distancing directives, HUD is waiving these requirements to allow the PHA to permit the family to purchase the home without fulfilling the normally applicable pre-assistance homeownership counseling requirements. The period of availability ends on December 31, 2021.

**HCV-10: Family Unification Program: FUP Youth Age Eligibility to Enter HAP Contract**

The statute provides that a FUP youth must be not more than 24 years of age (not yet reached their 25th birthday) to be eligible to be placed under the HAP contract. A FUP youth issued a voucher at 24 years of age may not be able to lease the voucher before their 25th birthday, where PHA operations may have been shut down or severely curtailed, unit searches are not possible due to shelter-in-place orders, or where the movement of people is significantly restricted.

HUD is waiving this requirement and providing as an alternative requirement that the PHA may execute a HAP contract on behalf of any otherwise eligible FUP youth not more than 25 years of age (not yet reached their 26th birthday). This waiver may also be applied to the Foster Youth to Independence (FYI) initiative. The period of availability ends on December 31, 2021.

**HCV-11: Family Unification Program: Length of Assistance for Youth**

The statute limits the availability of assistance to a period "not to exceed 36 months." COVID-19 may have resulted in job loss or the inability to identify a unit affordable to the youth without rental subsidy. As a result, the youth may again be at risk of homelessness at termination upon having received 36 months of assistance. To prevent such an outcome, HUD is waiving the statutory limitation and establishing an alternative requirement. Specifically, for FUP youth who will reach the 36-month limit between April 10, 2020, and June 30, 2021, a PHA may suspend terminations of assistance for a period of up to six months from the date the youth's assistance would have been terminated absent this waiver. Depending on the timing and length of the suspension, impacted youth may have their assistance extended beyond December 31, 2021. This waiver does not apply to the FYI initiative as no participant in FYI will have received 36 months of assistance during the period of availability. The period of availability to grant the extension ends on December 31, 2021.

**HCV-12: Family Unification Program: Timeframe for Referral**

The statute provides that assistance may be provided on behalf of "otherwise eligible youths who have attained at least 18 years of age and not more than 24 years of age and who have left foster care or will leave foster care within 90 days." Due to the COVID-19 pandemic, it may be difficult for youth to find units that are available for lease within the 90-day timeframe, increasing the risk that such youth may experience homelessness. To prevent such an outcome, HUD is waiving the statutory limitation and establishing an alternative requirement. Specifically, PHAs may accept referrals from child welfare agencies for youth who will leave foster care within 120 days. This waiver may also be applied to the FYI initiative. Through December 31, 2021, a PHA may receive referrals of otherwise eligible youth who will leave foster care within 120 days.

**HCV-13: Homeownership: Maximum Term of Assistance**

The regulation establishes a maximum term on homeownership assistance for non-elderly/non-disabled families of 15 years if the initial mortgage has a term of 20 or more years and ten years in all other cases. HUD is waiving this term. Specifically, for any family that is in the last year of this term (i.e., the 15th year or the 10th year, as applicable) and that is experiencing financial hardship as a result of the COVID-19 pandemic, a PHA may provide homeownership assistance for up to 1 additional year. Through December 31, 2021, a PHA may extend homeownership assistance for up to 1 additional year.

**HCV-14: Mandatory Removal of Unit from PBV HAP Contract**

Under the PBV program, a PHA is required to remove a unit from a PBV HAP contract after 180 days of zero housing assistance payments to the unit owner on behalf of the family residing in the unit. This situation arises when the family increases its income to such an extent that it no longer requires housing assistance. In recognition that the COVID-19 pandemic is creating uncertainty for owners and families, HUD is waiving this requirement. As an alternative requirement, HUD is authorizing a PHA at its discretion to keep such units under contract for a period of time that exceeds 180 days but does not extend beyond December 31, 2020. Similarly, with respect to 24 CFR §983.258, HUD is providing that a PHA that adopts the alternative requirement may resume housing assistance payments on behalf of a family residing in such a unit should the family's income change at any point during the period of time covered by the extension. The period of availability for the extension ends on December 31, 2021.

**HCV-15: Project-Based Voucher (PBV) and Enhanced Voucher (EV) Provisions on Under-Occupied Units**

Waives requirements so that a PHA may allow a family to initially lease an under-occupied PBV or Rental Assistance Demonstration (RAD) PBV unit (a unit that has more bedrooms than what the family qualifies for under PHA subsidy standards) under certain circumstances as described and to allow for the continued occupancy of PBV and EV families already under a lease for an under-occupied PBV, RAD PBV, or EV unit.

**PUBLIC HOUSING PROGRAM WAIVERS****PH-5: Community Service and Self-Sufficiency Requirement (CSSR), superseded by item 12.e.: Community Service and Self-Sufficiency Requirement (CSSR) Suspension**

The statute and regulations require that each adult resident of public housing, except for any family member that is exempt, must contribute 8 hours per month of community service or participate in an economic self-sufficiency program or a combination of both. A family's noncompliance with the service requirement is grounds for the non-renewal of the lease at the end of the lease term. HUD is waiving this requirement and is alternatively suspending the community service and self-sufficiency requirement. If a PHA adopts this waiver, tenants will not be subject to this requirement at the family's next annual reexamination. Upon the family's next annual reexamination, PHAs should report on Form HUD-50058 each individual's CSSR status as either exempt for those that are exempt or pending for those that are otherwise eligible but for which the suspension prevents a housing authority from determining compliance. After a PHA completes an annual reexamination for any family, the CSSR becomes effective again for family members for the subsequent annual reexamination cycle.

This waiver is no longer applicable and is superseded by item 12.e.: Community Service and Self-Sufficiency Requirement (CSSR) Suspension.

12.e.: Community Service and Self-Sufficiency Requirement (CSSR) Suspension waives the requirement that each non-exempt adult resident of public housing contribute 8 hours per month of community service and/or participation in an economic self-sufficiency program. This non-discretionary waiver also suspends enforcement of the requirement by all PHAs operating a public housing program.

**PH-7: Over-Income Families**

PHAs are required by statute and the *Federal Register Notice* to terminate or charge an alternative rent to families whose income exceeds the program's maximum income level for two consecutive years. HUD defined the two-year time period as two consecutive reexamination cycles. In order to be consistent with the delay in annual reexaminations permitted under waiver PH and HCV-2, HUD is waiving this requirement and is permitting families to remain in their units and to continue to pay the same rental amount until such time that a PHA conducts the next annual income recertification that would impact the family. In order to adopt this waiver, PHAs must also adopt a waiver under PH and HCV-2. The period of availability ends on December 31, 2021.

**PH-8: Resident Council Elections**

The regulations require that resident councils must adhere to certain minimum standards regarding election procedures, including that all procedures must assure fair and frequent elections of resident council members—at least once every three years for each member. HUD recognizes that conducting resident council elections may not be possible as a result of COVID-19 public health actions. HUD is waiving the regulation to allow PHAs to delay resident council elections beyond the three-year limit if necessary. However, the delayed resident council election must be rescheduled and held as soon as reasonably possible once circumstances permit, after December 31, 2020. The period of availability of this waiver ends on December 31, 2020.

**PH-9: Review and Revision of Utility Allowances**

The regulations require the PHA to review at least annually the basis on which utility allowances have been established and revise allowances if required on the basis of that review. Due to shelter-in-place orders and closures of many non-essential businesses, PHAs are encouraged to focus administration on critical program functions. Further, access to information on changing utility rates may be limited in some jurisdictions. Therefore, HUD is waiving this requirement to allow PHAs to delay the review and update of utility allowances. Any review and update of utility allowances that were due at some point in time in CY 2020 must be completed by December 31, 2021.

**PH-10: Tenant Notifications for Changes to Project Rules and Regulations**

PHAs are required by this regulation to provide a 30-day notice to impacted families for changes to policies, rules, and special charges to families. HUD is waiving the requirement to provide such advance notice, except advance notice must be provided for any changes related to tenant charges. Although HUD is waiving the advanced notice, PHAs must still provide adequate notification to impacted families within 30 days of making such changes. The period of availability ends on December 31, 2021.

**PHAS, SEMAP, AND UNIFORM FINANCIAL REPORTING STANDARDS a. PHAS – Public Housing Assessment System**

Part 902 sets out the indicators by which HUD assesses the performance of a PHA. The indicators measure a PHA's physical condition, financial condition, management operations, and Capital Fund obligation and occupancy. HUD inspections resumed on October 5, 2020; however, inspections remain limited based on local risk factors and continued concern for the health and safety of residents, PHA staff and property

owners, inspectors, and HUD employees. For any PHAs with a fiscal year ending on or before December 31, 2021, HUD will not issue a new PHAS score unless the PHA requests that a new PHAS score be issued. HUD will instead carry forward the most recent PHAS score on record. Notwithstanding the utilization of the most recent PHAS score of record, HUD will continue using all information available to it to identify and address critical deficiencies reflected in a PHA's program(s) that may have a negative impact on resident health and safety and other programmatic deficiencies not reflected in the most recent PHAS score carried forward. HUD will carry forward the most recent PHAs score on record for any PHAs with a fiscal year-end on or before December 31, 2021.

#### **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 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.



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 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

**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 the Houston Housing Authority (the "Authority") 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

**4. Department Head Approval**

Signature \_\_\_\_\_

DocuSigned by:  
*Cody Roskelley*  
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Date: 6/17/2021

**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 Interim President & CEO**

Signature \_\_\_\_\_

DocuSigned by:  
*Mark Thiele*  
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6/17/2021

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 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  
**DATE:** JUNE 9, 2021

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorize the Houston Housing Authority (the "Authority") to take 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.

**BACKGROUND:**

The Authority has created APV Redevelopment Corporation ("APV") to assist in the development of certain multifamily housing developments such as the Project.

in connection with the development of the Project the Authority desires to grant proceeds from the sale of the Authority's scattered sites to APV in an amount not to exceed \$1,904,000 (the "Scattered Site Proceeds") to finance cost overruns at the Project;

APV will loan the Scattered Site Proceeds to APV Telephone Road Elderly, LP (the "Project Owner").

**APPROVALS**

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

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

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

**RECOMMENDATION**

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

**Resolution:** That the Houston Housing Authority Board of Commissioners, authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections the Houston Housing Authority (the "Authority") 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

**RESOLUTION NO. 3283**

**RESOLUTION AUTHORIZING THE HOUSTON HOUSING AUTHORITY (THE "AUTHORITY") 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.**

WHEREAS, the Authority has created APV Redevelopment Corporation ("APV") to assist in the development of certain multifamily housing developments such as the Project;

WHEREAS, in connection with the development of the Project the Authority desires to grant proceeds from the sale of the Authority's scattered sites to APV in an amount not to exceed \$1,904,000 (the "**Scattered Site Proceeds**") to finance cost overruns at the Project;

WHEREAS, APV will loan the Scattered Site Proceeds to APV Telephone Road Elderly, LP (the "**Project Owner**");

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

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

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

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

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

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

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

ATTEST:

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
Secretary



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

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**REQUEST FOR BOARD AGENDA ITEM**

**1. Brief Description of Proposed Item**

Consideration and/or to take action to authorize the Interim President & CEO or designee to re-finance the Standard in the Heights Apartments, located at 609 Waverly St., Houston TX 77007

**2. Date of Board Meeting:** June 22, 2021

**3. Proposed Board**

**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 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

**4. Department Head Approval**    Signature DocuSigned by:  
Cody Roskelley  
8FC143A291EE443...    Date: 6/16/2021

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

Funds Budgeted and Available  Yes  No    Source Third Party Funding

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

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



**HOUSTON**  
HOUSING AUTHORITY

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**MEMORANDUM**

**TO:** MARK THIELE, INTERIM PRESIDENT & CEO  
**FROM:** CODY ROSSKELLEY, VP REID  
**SUBJECT:** 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  
**DATE:** JUNE 8, 2021

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to re-finance the Standard in the Heights Apartments located at 609 Waverly Street, Houston, TX 77007

**BACKGROUND:**

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

The Authority previously authorized the PFC to purchase the site on which the Project will be built (the "Land") and the PFC did purchase and currently owns the Land.

The PFC and Standard in the Heights, LP (the "Partnership") entered into a ground lease dated October 21, 2018 (the "Ground Lease") granting site control of the Land to the Partnership.

Pursuant to the terms of the Ground Lease, the Partnership is required to develop the Project in a manner so that 51% of the units are made available for rental to persons of low and moderate-income.

The Partnership now desires to re-finance the existing construction financing for the Project (the "Existing Loan") by obtaining a new loan in the approximate amount of \$71,000,000 ("Refinance Loan") from SM Finance II, LLC ("Lender"), pay off the existing loan and release the associated documents securing the Existing Loan; and, in connection with the making of the Refinance Loan, Lender will require PFC to join in the execution of documents evidencing and/or securing the Refinance Loan (collectively, the "Loan Documents").

**APPROVALS:**

The Board of Commissioners of the Authority (the "Board") authorizes the Chief Executive Officer of the Authority and/or his designee to review, approve and execute all certificates, affidavits, agreements,

Resolution No. 3284

documents and other writings (collectively the "Agreements") the Chief Executive Officer shall deem to be necessary or desirable in the consummation of the transactions herein contemplated.

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

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

**RECOMMENDATION**

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

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the 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

**RESOLUTION NO. 3284**

**RESOLUTION AUTHORIZING THE HOUSTON HOUSING AUTHORITY (THE "AUTHORITY") TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO RE-FINANCE THE STANDARD IN THE HEIGHTS APARTMENTS (THE "PROJECT")**

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

WHEREAS, the Authority previously authorized the PFC to purchase the site on which the Project will be built (the "Land") and the PFC did purchase and currently owns the Land;

WHEREAS, the PFC and Standard in the Heights, LP (the "Partnership") entered into a ground lease dated October 21, 2018 (the "Ground Lease") granting site control of the Land to the Partnership;

WHEREAS, pursuant to the terms of the Ground Lease, the Partnership is required to develop the Project in a manner so that 51% of the units are made available for rental to persons of low and moderate income;

WHEREAS, the Partnership now desires to re-finance the existing construction financing for the Project (the "Existing Loan") by obtaining a new loan in the approximate amount of \$71,000,000 ("Refinance Loan") from SM Finance II, LLC ("Lender"), pay off the existing loan and release the associated documents securing the Existing Loan; and, in connection with the making of the Refinance Loan, Lender will require PFC to join in the execution of documents evidencing and/or securing the Refinance Loan (collectively, the "Loan Documents");

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

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

BE IT FURTHER RESOLVED, that all acts, transactions, or agreements undertaken prior hereto by the Chief Executive Officer of the Authority or his designee, in connection with the foregoing matters are hereby ratified and confirmed as the valid actions of the Authority, effective as of the date such actions were taken; and

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

Resolution No. 3284

Executive Officer to such end are hereby expressly ratified and confirmed as the acts and deeds of the Authority.

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

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

Resolution No. 3284

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

ATTEST:

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
Secretary



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

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**REQUEST FOR BOARD AGENDA ITEM**

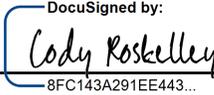
**1. Brief Description of Proposed Item**

Consideration and/or to take action to authorize the Interim President & CEO or designee to authorize Victory Street Public Facility Corporation’s Issuance, Sale, and Delivery of its Multifamily Housing Governmental Note (2100 Memorial Apartments) Series 2021

**2. Date of Board Meeting:** June 22, 2020

**3. Proposed Board Resolution:**

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to approve 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

**4. Department Head Approval** Signature  Date: 6/16/2021  
8FC143A291EE443...

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

Funds Budgeted and Available  Yes  No Source Third Party  
Account # \_\_\_\_\_

**VP of FO Approval** Signature \_\_\_\_\_ Date: \_\_\_\_\_

**7. Approval of President & CEO** Signature  Date: 6/16/2021  
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**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**MEMORANDUM**

**TO:** HOUSTON HOUSING AUTHORITY BOARD OF COMMISSIONERS  
**FROM:** MARK THIELE, PRESIDENT & CEO  
**SUBJECT:** 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  
**DATE:** JUNE 9, 2021

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to approve Victory Street Public Facility Corporation's Issuance, Sale and Delivery of its Multifamily Housing Governmental Note (2100 Memorial Apartments) Series 2021.

**BACKGROUND:**

Victory Street Public Facility Corporation (the "Governmental Lender") was created by the Houston Housing Authority (the "Sponsor") pursuant to the provisions of the Public Facility Corporation Act, Chapter 303, Texas Local Government Code, as amended (the "Act"). Section 303.071 of the Act requires that the governing body of the Sponsor approve by resolution any issuance of the Governmental Lender's tax-exempt debt. The Governmental Lender is issuing the tax-exempt debt to provide financing for the development of the 2100 Memorial Apartments.

**APPROVALS:**

The Sponsor authorizes the issuance by the Governmental Lender of its Victory Street Public Facility Corporation Multifamily Housing Governmental Note (2100 Memorial Apartments) Series 2021 in substantial accordance with the resolution of even date herewith adopted by the Board of Directors of the Governmental Lender (the "Governmental Lender Resolution"). The Governmental Note, which will be issued in a principal amount not to exceed \$35,000,000, to finance the acquisition and construction of a multifamily housing residential rental development located at approximately 2100 Memorial Drive, Houston, Texas 77007, including, without limitation, utilities, foundation, structures and equipment (collectively, the "Project"), are hereby approved pursuant to Section 303.071 of the Act. The approval herein given is in accordance with the provisions of Section 303.071 of the Act and is not to be construed as any undertaking by the Sponsor, and the Governmental Notes shall never constitute any indebtedness or pledge of the Sponsor, the City of Houston or the State of Texas, within the meaning of any constitutional or statutory provision, and the holders of the Governmental Note shall never be paid in whole or in part out of any funds raised or to be raised by taxation or any other revenues of the

Governmental Lender, the Sponsor, the City of Houston or the State of Texas except those revenues assigned and pledged by the Governmental Lender in the Funding Loan Agreement (as defined in the Governmental Lender Resolution). The issuance of the Governmental Note to assist in the financing of the Project will promote the public purposes set forth in the Act, will accomplish a valid public purpose of the Sponsor by providing for the acquisition, construction, rehabilitation, renovation, repair, equipping, furnishing and placement in service of public facilities in an orderly, planned manner and at the lowest possible borrowing costs, and will provide decent, safe, and sanitary urban housing for persons of low income. The President, Vice President and Secretary of the Sponsor and the other officers of the Sponsor are hereby authorized, jointly and severally, to execute and deliver such endorsements, instruments, certificates, documents, or papers necessary and advisable to carry out the intent and purposes of this resolution.

#### **RECOMMENDATION**

Accordingly, I recommend that the Board approved the attached formal resolution and the following:

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to approve 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

**RESOLUTION NO. 3285**

RESOLUTION APPROVING VICTORY STREET PUBLIC FACILITY CORPORATION'S ISSUANCE, SALE AND DELIVERY OF ITS MULTIFAMILY HOUSING GOVERNMENTAL NOTE (2100 MEMORIAL APARTMENTS) SERIES 2021; APPROVING THE FORM AND SUBSTANCE OF AND AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS AND INSTRUMENTS NECESSARY TO CARRY OUT THE FINANCING OF SUCH MULTIFAMILY RENTAL RESIDENTIAL DEVELOPMENT; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT

WHEREAS, Victory Street Public Facility Corporation (the "Governmental Lender") was created by the Houston Housing Authority (the "Sponsor") pursuant to the provisions of the Public Facility Corporation Act, Chapter 303, Texas Local Government Code, as amended (the "Act"); and

WHEREAS, Section 303.071 of the Act requires that the governing body of the Sponsor approve by resolution any issuance of the Governmental Lender's tax-exempt debt;

WHEREAS, the Sponsor desires that certain of the units in the Project be project-based voucher units under the HUD Section 8 Project Based Voucher program ("PBV Units") and in connection therewith, the Sponsor desires to enter into a Section 8 Project-Based Voucher Program PBV Agreement to Enter Into Housing Assistance Payment Contract, Section 8 Project-Based Voucher Program PBV Housing Assistance Payment Contracts and related documents to be entered into by the Sponsor, including but not limited to certifications, assignments and such other documents, all upon such terms and conditions as the Sponsor deems reasonable (the "PBV Documents");

WHEREAS, it is deemed necessary and advisable that this resolution be adopted;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSTON HOUSING AUTHORITY THAT:

Section 1. The Sponsor authorizes the issuance by the Governmental Lender of its Victory Street Public Facility Corporation Multifamily Housing Governmental Note (2100 Memorial Apartments) Series 2021 in substantial accordance with the resolution of even date herewith adopted by the Board of Directors of the Governmental Lender (the "Governmental Lender Resolution"), a copy of which is attached hereto as Exhibit A and made a part hereof for all purposes.

Section 2. The Governmental Note, which will be issued in a principal amount not to exceed \$35,000,000, to finance the acquisition and construction of a multifamily housing residential rental development located at approximately 2100 Memorial Drive, Houston, Texas 77007, including, without limitation, utilities, foundation, structures and equipment (collectively, the "Project"), are hereby approved pursuant to Section 303.071 of the Act.

Section 3. The approval herein given is in accordance with the provisions of Section 303.071 of the Act and is not to be construed as any undertaking by the Sponsor, and the

Governmental Notes shall never constitute any indebtedness or pledge of the Sponsor, the City of Houston or the State of Texas, within the meaning of any constitutional or statutory provision, and the holders of the Governmental Note shall never be paid in whole or in part out of any funds raised or to be raised by taxation or any other revenues of the Governmental Lender, the Sponsor, the City of Houston or the State of Texas except those revenues assigned and pledged by the Governmental Lender in the Funding Loan Agreement (as defined in the Governmental Lender Resolution).

Section 4. The issuance of the Governmental Note to assist in the financing of the Project will promote the public purposes set forth in Section 303.002 of the Act, will accomplish a valid public purpose of the Sponsor by providing for the acquisition, construction, rehabilitation, renovation, repair, equipping, furnishing and placement in service of public facilities in an orderly, planned manner and at the lowest possible borrowing costs, and will provide decent, safe, and sanitary urban housing for persons of low income.

Section 5. An income that is greater than 80% of median gross income for the Houston area is the amount of income that the Sponsor considers necessary for families or persons to live, without financial assistance, in decent, safe and sanitary housing without overcrowding.

Section 6. The programs and expenditures authorized and contemplated by the Governmental Lender Resolution are hereby in all respects approved.

Section 7. The President, Vice President and Secretary of the Sponsor and the other officers of the Sponsor are hereby authorized, jointly and severally, to execute and deliver such endorsements, instruments, certificates, documents, or papers necessary and advisable to carry out the intent and purposes of this resolution.

Section 8. This resolution shall be in full force and effect from and upon its adoption.

PASSED this 22nd day of June, 2021

Resolution No. 3285



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**Exhibit A**

**GOVERNMENTAL LENDER RESOLUTION**

*[To be attached]*



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, VP REID dated June 6, 2021, to Mark Thiele, Interim President & CEO

**4. Department Head Approval**    Signature DocuSigned by:  
Cody Roskelley  
8FC143A291EE443...    Date: 6/16/2021

**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: 6/16/2021



**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:** JUNE 6, 2021

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with 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:

<b>AFFORDABLE RENTS</b>							
<b>Market</b>		<b>#</b>	<b>Size</b>	<b>Total</b>	<b>Monthly Rent</b>		<b>Total</b>
<b>Pro Forma Rate</b>	<b>% AMI</b>	<b>Units</b>	<b>Sq.Ft.</b>	<b>Sq. ft.</b>	<b>PSF</b>	<b>Total</b>	<b>Monthly Rent</b>
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
<b>Total</b>		<b>288</b>	<b>898</b>	<b>258,696</b>	<b>\$1.12</b>	<b>\$1,009</b>	<b>\$290,520</b>

#### **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](http://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:

<b>Criteria</b>	<b>Max Points</b>	<b>AMTEX</b>
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
<b>Total Points</b>	<b>100</b>	<b>70.49</b>

**RECOMMENDATION**

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

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with 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, VP REID dated June 6, 2021, to Mark Thiele, Interim President & CEO.



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**REQUEST FOR BOARD AGENDA ITEM**

**1. Brief Description of Proposed Item**

Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a 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

**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 Cottingham Villas, an apartment community that will be located at or about Beltway 8 and Cottingham Road, Houston, TX 77048 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 6, 2021, to Mark Thiele, Interim President & CEO

**4. Department Head Approval**

Signature \_\_\_\_\_

DocuSigned by:  
*Cody Roskelley*  
8FC143A291EE443...

Date: 6/16/2021

**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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6/16/2021

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 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.  
**DATE:** JUNE 6, 2021

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee 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 Cottingham Villas an apartment community located at or about Beltway 8 and Cottingham Road, Houston, TX 77048.

**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:**

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

AMTEX proposes constructing a 300-unit affordable multi-family development with a mix of one-, two-, and three-bedroom apartment homes. The current design anticipates 36 one-bedroom units, 150 two-bedroom units, and 114 three-bedroom units. The site is located at the Intersection of Cottingham Road, North of Beltway 8 (Sam Houston Tollway). The units will be situated in eleven (11) three-story walk-up residential buildings, and there will be a stand-alone clubhouse of approximately 7,000 square feet. There will be 538 surface parking spaces for a parking ratio of 1.79 spaces per unit. There will be a full amenity package geared towards families that will meet the requirements of the Texas Department of Housing and Community Affairs. 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:**

Cottingham Villas features a 300-unit mix of 1, 2, and 3-bedroom multi-family units. All units will be affordable at the 60% AMI rates:

<b>AFFORDABLE RENTS</b>							
<b>Market</b>		<b>#</b>	<b>Size</b>	<b>Total</b>	<b>Monthly Rent</b>		<b>Total</b>
<b>Pro Forma Rate</b>	<b>% AMI</b>	<b>Units</b>	<b>Sq.Ft.</b>	<b>Sq. ft.</b>	<b>PSF</b>	<b>Total</b>	<b>Monthly Rent</b>
One Bedroom	60%	36	695	25,020	\$1.21	\$842	\$30,312
Two Bedrooms	60%	150	967	145,050	\$1.05	\$1,011	\$151,650
Three Bedrooms	60%	114	1,080	123,120	\$1.08	\$1,171	\$133,494
<b>Total</b>		<b>300</b>	<b>977</b>	<b>293,190</b>	<b>\$1.08</b>	<b>\$1,052</b>	<b>\$315,456</b>

#### **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](http://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 to recommend higher-scoring proposals.

The scoring criteria and results are listed below:

<b>Criteria</b>	<b>Max Points</b>	<b>AMTEX</b>
Location	10	4
Depth of Affordability	10	10
Schools	10	3.99
\$ 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
<b>Total Points</b>	<b>100</b>	<b>70.66</b>

## RECOMMENDATION

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

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with 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 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 6, 2021, to Mark Thiele, Interim President & CEO



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**REQUEST FOR BOARD AGENDA ITEM**

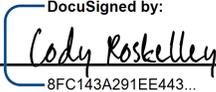
**1. Brief Description of Proposed Item**

Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a 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.

**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 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 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 6, 2021, to Mark Thiele, Interim President & CEO.

**4. Department Head Approval**    Signature     Date: 6/16/2021  
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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: 6/16/2021  
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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 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.  
**DATE:** JUNE 6, 2021

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with AMTEX for the development of The Grand Seasons, an apartment community located at or about North of Stockdick School Road and West of Peek Road in Katy, TX 77493.

**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:**

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

AMTEX is proposing a 300-unit affordable multi-family development with a mix of one-, two-, and three-bedroom apartments located at North of Stockdick School Road and W of Peek Road in Katy, Texas 77493. The current design anticipates 36 one-bedroom units, 150 two-bedroom units, and 114 three-bedroom units. The units will be situated in eleven (11) three-story walk-up residential buildings, and there will be a stand-alone clubhouse of approximately 7,000 square feet. There will be 538 surface parking spaces for a parking ratio of 1.79 spaces per unit. There will be a full amenity package geared towards families that will meet the requirements of the Texas Department of Housing and Community Affairs. 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:**

The Grand Seasons development features a 300-unit mix of 1, 2, and 3-bedroom multi-family units. All units will be affordable at the 60% AMI rates:

<b>AFFORDABLE RENTS</b>							
<b>Market</b>		<b>#</b>	<b>Size</b>	<b>Total</b>	<b>Monthly Rent</b>		<b>Total</b>
<b>Pro Forma Rate</b>	<b>% AMI</b>	<b>Units</b>	<b>Sq.Ft.</b>	<b>Sq. ft.</b>	<b>PSF</b>	<b>Total</b>	<b>Monthly Rent</b>
One Bedroom	60%	36	695	25,020	\$1.21	\$842	\$30,312
Two Bedrooms	60%	150	967	145,050	\$1.05	\$1,011	\$151,650
Three Bedrooms	60%	114	1,080	123,120	\$1.08	\$1,171	\$133,494
<b>Total</b>		<b>300</b>	<b>977</b>	<b>293,190</b>	<b>\$1.08</b>	<b>\$1,052</b>	<b>\$315,456</b>

#### **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](http://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 the higher-scoring proposals.

The scoring criteria and results are listed below:

<b>Criteria</b>	<b>Max Points</b>	<b>AMTEX</b>
Location	10	4
Depth of Affordability	10	10
Schools	10	5.99
\$ 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
<b>Total Points</b>	<b>100</b>	<b>70.49</b>

## RECOMMENDATION

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

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with 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 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 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 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

**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 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 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 6, 2021, to Mark Thiele, Interim President & CEO.

**4. Department Head Approval**    Signature DocuSigned by:  
Cody Roskelley  
8FC143A291EE443...    Date: 6/16/2021

**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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**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 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.  
**DATE:** JUNE 6, 2021

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with LDG Development, LLC for the development of Greenfield an apartment community located at or about Brandt Road and Spring Cypress Road, Spring Texas 77373.

**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:**

LDG Development, LLC, a housing development company, owns and develops multi-family housing properties for families and active seniors in Kentucky, Indiana, Virginia, Kansas, Texas, Louisiana, Mississippi, and Tennessee. The company also develops and rehabs commercial properties. The company was founded in 1994 and is based in Louisville, Kentucky, with an additional office in Austin, Texas. For

more than 25 years, they have worked to develop close to 16,000 units of high-quality, affordable housing for thousands of hardworking families and active seniors across the country.

Greenfield Apartments is a 204-unit affordable, Class A multi-family development to be built on 13.5 acres in north Harris County. The site is located at Brandt Road and Spring Cypress Road, Spring, TX 77373.

**AFFORDABLE UNITS:**

The proposed development will cater to individuals and families making at or below 60% of the Area Median Income (AMI). The proposed development will be a garden-style construction.

	60% AMI	Totals
1 Bedroom	48	48
2 Bedrooms	60	60
3 Bedrooms	84	84
4 Bedrooms	12	12
<b>Totals</b>	<b>204</b>	<b>204</b>

**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](http://www.housingforhouston.com) on May 3, 2021. In response, the Houston Housing Authority received four responses, of which all four 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 21-26 called for the evaluation committee to evaluate each submittal and recommend the higher-scoring proposals.

The scoring criteria and results are listed below:

<b>Criteria</b>	<b>Max Points</b>	<b>LDG</b>
Location	10	10
Depth of Affordability	10	10
Schools	10	4.99
\$ on the Front End	10	10
\$ During Operations	10	10
Reasonable Developer	10	4
Term of Affordability	5	5
Flood Plain	5	5
\$/Land on the Backend	5	5
Preservation	5	0
HHA Resources	5	5
M/WBE Participation	5	5
Unit Mix	2.5	2.5
Mix with Market Units	2.5	0
Bonus Points	5	2
<b>Total Points</b>	<b>100</b>	<b>78.49</b>

## RECOMMENDATION

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

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with 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 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 6, 2021, to Mark Thiele, Interim President & CEO.



Transforming Lives & Communities

**REQUEST FOR BOARD AGENDA ITEM**

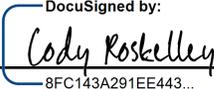
**1. Brief Description of Proposed Item**

Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with 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.

**2. Date of Board Meeting:** June 22, 2021

**3. Proposed Board Resolution:**

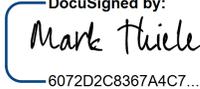
**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with LDG Development, LLC for the development of Treaschwig, an apartment community that will be located at or about the Southwest corner of Treaschwig Road and Cypresswood Dr. Spring, TX 77373 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 6, 2021, to Mark Thiele, Interim President & CEO

**4. Department Head Approval**    Signature     Date: 6/16/2021  
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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: 6/16/2021  
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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 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.  
**DATE:** JUNE 6, 2021

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with LDG Development, LLC for the development of Treaschwig, an apartment community located at or about the Southwest corner of Treaschwig Road and Cypresswood Dr. Spring, TX 77373.

**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:**

LDG Development, LLC, a housing development company, owns and develops multi-family housing properties for families and active seniors in Kentucky, Indiana, Virginia, Kansas, Texas, Louisiana, Mississippi, and Tennessee. The company also develops and rehabs commercial properties. The company was founded in 1994 and is based in Louisville, Kentucky, with an additional office in Austin, Texas. For

more than 25 years, they have worked to develop close to 16,000 units of high-quality, affordable housing for thousands of hardworking families and active seniors across the country.

Threaschwig Apartments is a 240-unit affordable, Class A multi-family development to be built on 13.5 acres in north Harris County. The site is located at the Southwest corner of Treaschwig Road and Cypresswood Dr, Spring, TX 77373.

**AFFORDABLE UNITS:**

The proposed development will cater to individuals and families making at or below 60% of the Area Median Income (AMI). The proposed development will be a garden-style construction.

	60% AMI	Totals
1 Bedroom	24	24
2 Bedrooms	108	108
3 Bedrooms	92	92
4 Bedrooms	16	16
<b>Totals</b>	<b>240</b>	<b>240</b>

**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](http://www.housingforhouston.com) on May 3, 2021. In response, the Houston Housing Authority received four responses, of which all four 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 21-26 called for the evaluation committee to evaluate each submittal and recommend the higher-scoring proposals.

The scoring criteria and results are listed below:

<b>Criteria</b>	<b>Max Points</b>	<b>Points Scored</b>
Location	10	4
Depth of Affordability	10	10
Schools	10	2.99
\$ on the Front End	10	10
\$ During Operations	10	10
Reasonable Developer	10	4
Term of Affordability	5	5
Flood Plain	5	5
\$/Land on the Backend	5	5
Preservation	5	0
HHA Resources	5	5
M/WBE Participation	5	5
Unit Mix	2.5	2.5
Mix with Market Units	2.5	0
Bonus Points	5	2
<b>Total Points</b>	<b>100</b>	<b>70.49</b>

## RECOMMENDATION

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

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with 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 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 6, 2021, to Mark Thiele, Interim President & CEO.



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**REQUEST FOR BOARD AGENDA ITEM**

**1. Brief Description of Proposed Item**

Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a 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.

**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 AMCAL for the development of Northwood, an apartment community that will be located at or about Spring Stuebner and Holzwarth Rd, Spring, TX 77388 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 6, 2021, to Mark Thiele, Interim President & CEO.

**4. Department Head Approval**    Signature DocuSigned by:  
Cody Roskelley  
8FC143A291EE443...    Date: 6/16/2021

**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: 6/16/2021



**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 AMCAL FOR THE DEVELOPMENT OF NORTHWOOD, AN APARTMENT COMMUNITY THAT WILL BE LOCATED AT OR ABOUT SPRING STUEBNER AND HOLZWARTH RD, SPRING, TX 77388.  
**DATE:** JUNE 6, 2021

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with AMCAL for the development of Northwood, an apartment community located at or about Spring Stuebner and Holzwarth Rd, Spring, TX 77388.

**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:**

AMCAL is a Multifamily development company that both develops and operates affordable, mixed-financed, and market-rate housing. The company has developed over 70 projects nationwide.

AMCAL proposal is the Northwood Apartments, a 288-unit workforce housing apartment community located on a 12.254-acre tract of land on the southeast corner of Spring Stuebner Road and Holzwarth Road in the extraterritorial jurisdiction of Houston in Harris County, Texas 77389.

**AFFORDABLE UNITS:**

Northwood Apartments will comprise 146 affordable units, a mix of 1, 2, and 3-bedroom multifamily units, all affordable based on 117 units at 80% AMI and 29 units at 60% AMI.

Units	Maket Units	60% AMI	80% AMI	Total
1 br - 1 bth	83	17	68	168
2 br - 2 bth	53	11	44	108
3 br - 2 bth	6	1	5	12
<b>Total</b>	<b>142</b>	<b>29</b>	<b>117</b>	<b>288</b>

**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](http://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 the higher-scoring proposals.

The scoring criteria and results are listed below:

<b>Criteria</b>	<b>Max Points</b>	<b>AMCAL</b>
Location	10	10
Depth of Affordability	10	6
Schools	10	2.99
\$ on the Front End	10	10
\$ During Operations	10	6
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
<b>Total Points</b>	<b>100</b>	<b>62.5</b>

## RECOMMENDATION

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

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with AMCAL for the development of Northwood, an apartment community that will be located at or about Spring Stuebner and Holzwarth Rd, Spring, TX 77388 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 6, 2021, to Mark Thiele, Interim President & CEO.



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**REQUEST FOR BOARD AGENDA ITEM**

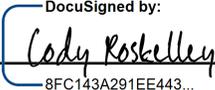
**1. Brief Description of Proposed Item**

Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a 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.

**2. Date of Board Meeting:** June 22, 2021

**3. Proposed Board Resolution:**

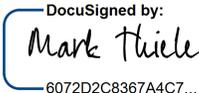
**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Ascenda Capital, LLC for the acquisition of Towne West, an apartment community located at or about 14906 Westpark Dr, Houston, TX 77082 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 6, 2021, to Mark Thiele, Interim President & CEO.

**4. Department Head Approval** Signature  Date: 6/16/2021  
8FC143A291EE443...

**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: 6/16/2021  
6072D2C8367A4C7...



**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 ASCENA CAPITAL, LLC FOR THE ACQUISITION OF TOWNE WEST, AN APARTMENT COMMUNITY THAT IS LOCATED AT OR ABOUT 14906 WESTPARK DR, HOUSTON, TX 77082.  
**DATE:** JUNE 6, 2021

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Ascenda Capital, LLC for the acquisition of Towne West, an apartment community located at or about 14906 Westpark Dr, Houston, TX 77082.

**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 & ACQUISITION:**

Ascenda Capital is a privately held real estate investment and development firm. They specialize in the acquisition and development of both affordable and market-rate multi-family real estate assets nationwide. While the firm's emphasis is the multi-family industry in general, its specialty is market rate value-add, core plus, and Low-Income Housing Tax Credit (LIHTC) properties. Founded in 2007, Post Investment Group is a private investment firm dedicated to investing in real estate, emphasizing

affordable housing. Post specializes in distressed, value-add, ground-up development, and Low-Income Housing Tax Credit (LIHTC) multi-family investments throughout the United States. Post has acquired in excess \$1.5 Billion of properties encompassing more than 24,000 units across 16 states and 48 cities. Headquartered in Los Angeles, CA, Post also maintains operations in Dallas, TX.

Comprised of 33 three-story apartment buildings on 25.13 acres, Towne West Apartments is an existing 396- unit garden-style luxury rental community located minutes away from a wide selection of shops, restaurants, and businesses that offer a wide array of entertainment and recreational opportunities for families and children. Together, Post Investment Group and Ascenda Capital believe the proposal set forth herein for Towne West Apartments presents an attractive opportunity to acquire, improve, and strategically position this 2008 vintage Class-A residential community to not only produce desirable investment returns and revenue for the Houston Housing Authority, but also increase access to high-quality affordable housing in the Houston market - helping to create complete, healthy, and more equitable neighborhoods. Ascenda plans to do \$1.25 million in renovations to Towne West Apartments, which will result in high-end mixed-income apartment homes and amenity spaces that establish the community as a desirable housing option that will better meet the demands of the market, uplift lower- and moderate-income families, and provide a stable source of revenue to HHA.

#### **AFFORDABLE UNITS:**

Towne West Apartments will be an inclusive community with 50% of the property's units designated for households earning 60% and 80% of the Area Median Income, as designated by HUD. Of the community's 396 units, 79 units will be set at 60% AMI rent, and income limits, 119 at 80% AMI, and the remaining 198 units will be market rate. The average monthly rent is \$1,171; affordable rent limits are based on the HUD MTSP income data and are subject to change as the figures published by HUD are amended from time to time.

Units	Market Units	80% AMI	60% AMI	Total
1 br-1 bth	138	83	55	276
2 br - 2 bth	60	36	24	120
<b>Total</b>	<b>198</b>	<b>119</b>	<b>79</b>	<b>396</b>

#### **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](http://www.housingforhouston.com) on May 3, 2021. In response, the Houston Housing Authority received four responses, of which all four 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 21-26 called for the evaluation committee to evaluate each submittal and recommend the higher-scoring proposals.

The scoring criteria and results are listed below:

<b>Criteria</b>	<b>Max Points</b>	<b>Ascena Capital</b>
Location	10	4
Depth of Affordability	10	8
Schools	10	5.99
\$ on the Front End	10	8
\$ During Operations	10	10
Reasonable Developer	10	8
Term of Affordability	5	5
Flood Plain	5	1
\$/Land on the Backend	5	4
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
<b>Total Points</b>	<b>100</b>	<b>66.49</b>

**RECOMMENDATION**

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

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Ascenda Capital, LLC for the acquisition of Towne West, an apartment community located at or about 14906 Westpark Dr, Houston, TX 77082 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 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 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.

**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 Ascenda Capital, LLC for the acquisition of Highpoint at Cypress, an apartment community located at or about 13902 Mandolin Dr., 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 6, 2021, to Mark Thiele, Interim President & CEO

**4. Department Head Approval**    Signature DocuSigned by:  
Cody Roskelley  
8FC143A291EE443...    Date: 6/16/2021

**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: 6/16/2021



**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 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.  
**DATE:** JUNE 6, 2021

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Ascenda Capital, LLC for the acquisition of Highpoint at Cypress, an apartment community located at or about 13902 Mandolin Dr., 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 21-27) 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 & ACQUISITION:**

Ascenda Capital is a privately held real estate investment and development firm. They specialize in the acquisition and development of both affordable and market-rate multi-family real estate assets nationwide. While the firm's emphasis is the multi-family industry in general, its specialty is market rate value-add, core plus, and Low-Income Housing Tax Credit (LIHTC) properties. Founded in 2007, Post Investment Group is a private investment firm dedicated to investing in real estate, emphasizing

affordable housing. Post specializes in distressed, value-add, ground-up development, and Low-Income Housing Tax Credit (LIHTC) multi-family investments throughout the United States. Post has acquired in excess \$1.5 Billion of properties encompassing more than 24,000 units across 16 states and 48 cities. Headquartered in Los Angeles, CA, Post also maintains operations in Dallas, TX.

Situated on 14.76 acres, Highpoint at Cypresswood is an existing 336-unit, four-story wrap luxury rental community conveniently located minutes away from a wide selection of shops, restaurants, and businesses that offer a wide array of entertainment and recreational opportunities for families and children. Post-Investment Group and Ascenda Capital believe the proposal set forth herein for Highpoint at Cypresswood presents an attractive opportunity to acquire, improve, and strategically position this 2014 vintage Class-A residential community to not only produce desirable investment returns and revenue for the Houston Housing Authority but also increase access to high-quality, affordable housing in the Houston market - helping to create complete, healthy, and more equitable neighborhoods. Post Investment Group and Ascenda Capital have planned \$1.25 million in renovations to Highpoint at Cypresswood.

#### **AFFORDABLE UNITS:**

Highpoint at Cypresswood will be a socioeconomically inclusive community with 50% of the property's units designated for households earning 60% and 80% of the Area Median Income, as designated by HUD. Of the community's 336 units, 68 units will be set at 60% AMI rent, and income limits, 100 at 80% AMI, and the remaining 168 units will be market rate. The average monthly rent is \$1,176; affordable rent limits are based on the HUD MTSP income data and are subject to change as the figures published by HUD are amended from time to time.

	60% AMI	80% AMI	Market	Total
1 Bedroom	54	80	134	268
2 Bedrooms	14	20	34	68
Totals	68	100	168	336

#### **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](http://www.housingforhouston.com) on May 10, 2021. In response, the Houston Housing Authority received four responses, of which all four 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 the higher-scoring proposals.

The scoring criteria and results are listed below:

<b>Criteria</b>	<b>Max Points</b>	<b>Ascena Capital</b>
Location	10	4
Depth of Affordability	10	8
Schools	10	6.99
\$ on the Front End	10	10
\$ During Operations	10	10
Reasonable Developer	10	8
Term of Affordability	5	5
Flood Plain	5	5
\$/Land on the Backend	5	4
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
<b>Total Points</b>	<b>100</b>	<b>74.49</b>

## RECOMMENDATION

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

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Ascenda Capital, LLC for the acquisition of Highpoint at Cypress, an apartment community located at or about 13902 Mandolin Dr., 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 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 Ascena Capital, LLC for the acquisition of The Broadway, an apartment community that is located at or about 8965 N Broadway, Houston, TX 77034

**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 Ascenda Capital, LLC for the acquisition of The Broadway, an apartment community located at or about 8965 N Broadway, Houston, TX 77034 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 6, 2021, to Mark Thiele, Interim President & CEO

**4. Department Head Approval**    Signature DocuSigned by:  
Cody Roskelley  
8FC143A291EE443...    Date: 6/16/2021

**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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**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 ASCENA CAPITAL, LLC FOR THE ACQUISITION OF THE BROADWAY, AN APARTMENT COMMUNITY THAT IS LOCATED AT OR ABOUT 8965 N BROADWAY, HOUSTON, TX 77034.  
**DATE:** JUNE 6, 2021

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Ascenda Capital, LLC for the acquisition of The Broadway, an apartment community located at or about 8965 N Broadway, Houston, TX 77034.

**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 & ACQUISITION:**

Ascenda Capital is a privately held real estate investment and development firm. They specialize in the acquisition and development of both affordable and market-rate multi-family real estate assets nationwide. While the firm's emphasis is the multi-family industry in general, its specialty is market rate value-add, core plus, and Low-Income Housing Tax Credit (LIHTC) properties. Founded in 2007, Post Investment Group is a private investment firm dedicated to investing in real estate, emphasizing

affordable housing. Post specializes in distressed, value-add, ground-up development, and Low-Income Housing Tax Credit (LIHTC) multi-family investments throughout the United States. Post has acquired in excess \$1.5 Billion of properties encompassing more than 24,000 units across 16 states and 48 cities. Headquartered in Los Angeles, CA, Post also maintains operations in Dallas, TX.

Situated on 2.40 acres, The Broadway is an existing 189-unit luxury rental community conveniently located minutes away from a wide selection of shops, restaurants, and businesses that offer a wide array of entertainment and recreational opportunities for families and children. Together, Post Investment Group and Ascenda Capital believe the proposal set forth herein for The Broadway presents an attractive opportunity to acquire, improve, and strategically position this 2019 vintage residential community to not only produce desirable investment returns and revenue for the Houston Housing Authority but also increase access to high-quality, affordable housing in the Houston market - helping to create complete, healthy, and more equitable neighborhoods. Post Investment Group and Ascenda Capital have planned \$500,000 in renovations to The Broadway.

#### **AFFORDABLE UNITS:**

The Broadway, as proposed, will set aside approximately 20% of units (39 units) as affordable housing for families and individuals earning 60% of Area Median Income, 30% of units (56 units) for families and individuals earning 80% of Area Median Income, with the remainder being market rate. Of the property's total units, 40% are attractive 1-bedroom units, and 60% are 2-bedroom units. Of the property's planned 95 affordable housing units, 38 will be 1-bedroom units, and 57 will be 2-bedroom units.

	60% AMI	80% AMI	Market	Total
1 Bedroom	16	22	38	76
2 Bedrooms	23	34	56	113
Totals	39	56	94	189

#### **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](http://www.housingforhouston.com) on May 10, 2021. In response, the Houston Housing Authority received four responses, of which all four 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 the higher-scoring proposals.

The scoring criteria and results are listed below:

<b>Criteria</b>	<b>Max Points</b>	<b>Ascena Capital</b>
Location	10	4
Depth of Affordability	10	8
Schools	10	6.33
\$ on the Front End	10	8
\$ During Operations	10	10
Reasonable Developer	10	8
Term of Affordability	5	5
Flood Plain	5	5
\$/Land on the Backend	5	4
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
<b>Total Points</b>	<b>100</b>	<b>71.83</b>

## RECOMMENDATION

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

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Ascenda Capital, LLC for the acquisition of The Broadway, an apartment community located at or about 8965 N Broadway, Houston, TX 77034 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 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 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.

**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 Ascenda Capital, LLC for the acquisition of Estates at Hollister, an apartment community located at or about 7740 W Little York Rd, Houston, TX 77040 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 6, 2021, to Mark Thiele, Interim President & CEO

**4. Department Head Approval**    Signature DocuSigned by:  
Cody Roskelley  
8FC143A291EE443...    Date: 6/16/2021

**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: 6/16/2021



**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 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.  
**DATE:** JUNE 6, 2021

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Ascenda Capital, LLC for the acquisition of Estates at Hollister, an apartment community located at or about 7740 W Little York Rd, Houston, TX 77040.

**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 & ACQUISITION:**

Ascenda Capital is a privately held real estate investment and development firm. They specialize in the acquisition and development of both affordable and market-rate multi-family real estate assets nationwide. While the firm's emphasis is the multi-family industry in general, its specialty is market rate value-add, core plus, and Low-Income Housing Tax Credit (LIHTC) properties. Founded in 2007, Post Investment Group is a private investment firm dedicated to investing in real estate, with an emphasis in

affordable housing. Post specializes in distressed, value-add, ground-up development, and Low-Income Housing Tax Credit (LIHTC) multi-family investments throughout the United States. Post has acquired in excess \$1.5 Billion of properties encompassing more than 24,000 units across 16 states and 48 cities. Headquartered in Los Angeles, CA, Post also maintains operations in Dallas, TX.

Estates at Hollister is an existing 323-unit garden-style luxury rental community located minutes away from a wide selection of shops, restaurants, and businesses that offer a wide array of entertainment and recreational opportunities for families and children. Together, Post Investment Group and Ascenda Capital believe the proposal set forth herein for Estates at Hollister presents an attractive opportunity to acquire, improve, and strategically position this 2005 vintage residential community to not only produce desirable investment returns and revenue for the Houston Housing Authority, but also increase access to high-quality affordable housing in the Houston market - helping to create complete, healthy, and more equitable neighborhoods. After a thorough analysis of local market conditions and trends, the Respondent Team is confident the planned \$1.2 million in renovations to Estates at Hollister will result in high-end mixed-income apartment homes and amenity spaces that establish the community as a desirable housing option that will better meet the demands of the market, uplift lower- and moderate-income families, and provide a stable source of revenue to HHA.

#### **AFFORDABLE UNITS:**

The project as proposed will set aside approximately 20% of units (65 units) as affordable housing for families and individuals earning 60% of Area Median Income, 30% of units (97 units) for families and individuals earning 80% of Area Median Income, with the remainder being market rate. Of the property's total units, 35% are 1-bedroom units, 50% are 2-bedroom units, and 15% are 3-bedroom units. Of the property's planned 162 affordable housing units, 57 will be 1-bedroom units, 81 will be 2-bedroom units, and 24 will be 3-bedroom units. Unit floor plans range from 1,005 sq. ft. to 1,647 sq. ft., with an average unit size of 1,258 sq. ft.

Units	Market Units	80% AMI	60% AMI	Total
1 br-1 bth	57	34	23	114
2 br - 2 bth	80	48	33	161
3 br - 2 bth	24	14	10	48
<b>Total</b>	<b>161</b>	<b>96</b>	<b>66</b>	<b>323</b>

#### **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](http://www.housingforhouston.com) on May 3, 2021. In response, the Houston Housing Authority received four responses, of which all four 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 21-26 called for the evaluation committee to evaluate each submittal and recommend the higher-scoring proposals.

The scoring criteria and results are listed below:

<b>Criteria</b>	<b>Max Points</b>	<b>Ascena Capital</b>
Location	10	4
Depth of Affordability	10	8
Schools	10	5.99
\$ on the Front End	10	8
\$ During Operations	10	10
Reasonable Developer	10	8
Term of Affordability	5	5
Flood Plain	5	0
\$/Land on the Backend	5	4
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
<b>Total Points</b>	<b>100</b>	<b>65.49</b>

**RECOMMENDATION**

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

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Ascenda Capital, LLC for the acquisition of Estates at Hollister, an apartment community located at or about 7740 W Little York Rd, Houston, TX 77040 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 6, 2021, to Mark Thiele, Interim President & CEO.



Transforming Lives & Communities

**REQUEST FOR BOARD AGENDA ITEM**

**1. Brief Description of Proposed Item**

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.

**2. Date of Board Meeting:** June 22, 2021

**3. Proposed Board Resolution:**

**Resolution:** That the Houston Housing Authority Board of Commissioners, authorizes the Houston Housing Authority (the “Authority”) to take such actions necessary or convenient to facilitate the acquisition of, and the placement of “affordable” units within, the Marq on Voss Apartments located at 2525 South Voss, Houston, Texas 77057 (the “Project”), pursuant to the memorandum from Cody Roskelley, VP REID to Mark Thiele, Interim President & CEO, to the Houston Housing Authority Board of Commissioners dated June 9, 2021.

**4. Department Head Approval**

Signature \_\_\_\_\_

DocuSigned by:

*Cody Roskelley*

8FC143A291EE443...

Date: 6/17/2021

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

Funds Budgeted and Available  Yes  No Source Third Party Funding

**VP of FO Approval**

Signature \_\_\_\_\_

Date: \_\_\_\_\_

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

Signature \_\_\_\_\_

DocuSigned by:

*Mark Thiele*

6072D2C8367A4C7...

6/17/2021

Date: \_\_\_\_\_



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**MEMORANDUM**

**TO:** MARK THIELE, INTERIM PRESIDENT & CEO  
**FROM:** CODY ROSKELLEY, VP REID  
**SUBJECT:** AUTHORIZING HOUSTON HOUSING AUTHORITY'S FACILITATION OF 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.  
**DATE:** JUNE 9, 2021

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorize the Houston Housing Authority (the "Authority") to take such actions necessary or convenient to facilitate acquisition of, and the placement of "affordable" units at, the Marq on Voss Apartments located at 2525 South Voss, Houston, Texas 77057 (the "Project"), and the execution of all required documents therefor.

**BACKGROUND:**

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

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

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

The Owner will obtain a loan in an aggregate principal amount not to exceed \$42,000,000 (the "Loan") from Jones Lang LaSalle (JLL) ("Lender"), to finance the Project and, in connection with the making of the Loan, Lender will require PFC to join in the execution of documents evidencing and/or securing the Loan (collectively, the "Loan Documents").

**APPROVALS**

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

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

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

**RECOMMENDATION**

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

**Resolution:** That the Houston Housing Authority Board of Commissioners, authorizes the Houston Housing Authority (the "Authority") to take such actions necessary or convenient to facilitate the acquisition of, and the placement of "affordable" units within, the Marq on Voss Apartments located at 2525 South Voss, Houston, Texas 77057 (the "Project"), pursuant to the memorandum from Cody Roskelley, VP REID to Mark Thiele, Interim President & CEO, to the Houston Housing Authority Board of Commissioners dated June 9, 2021.

**RESOLUTION NO. 3296**

**RESOLUTION AUTHORIZING THE HOUSTON HOUSING AUTHORITY (THE "AUTHORITY") TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO FACILITATE THE ACQUISITION OF, AND THE PLACEMENT OF "AFFORDABLE" UNITS WITHIN, THE MARQ ON VOSS APARTMENTS LOCATED AT 2525 SOUTH VOSS, HOUSTON, TEXAS 77057 (THE "PROJECT"), AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.**

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

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

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

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

WHEREAS, the Owner will obtain a loan in an aggregate principal amount not to exceed \$42,000,000 (the "**Loan**") from Jones Lang LaSalle (JLL) ("**Lender**"), to finance the Project and, in connection with the making of the Loan, Lender will require PFC to join in the execution of documents evidencing and/or securing the Loan (collectively, the "**Loan Documents**");

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

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

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

BE IT FURTHER RESOLVED, that the Interim President and Chief Executive Officer is hereby authorized and directed for and on behalf of, and as the act and deed of the Authority, to take such further action in the consummation of the transactions herein contemplated and to do any and all other acts and things necessary or proper in furtherance thereof, as the Interim President

and Chief Executive Officer shall deem to be necessary or desirable, and all acts heretofore taken by the designee of the Interim President and Chief Executive Officer to such end are hereby expressly ratified and confirmed as the acts and deeds of the Authority.

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

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

PASSED \_\_\_\_ of June, 2021.

ATTEST:

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
Secretary

## BOARD REPORT FOR MONTH ENDING MAY 31, 2021

<b>I.</b>	Executive Summary .....	118
<b>II.</b>	Low Income Public Housing.....	120
<b>III.</b>	Housing Choice Voucher Program .....	127
<b>IV.</b>	Real Estate, Investment and Development .....	128
<b>V.</b>	Addendum: Open Solicitation Log .....	130
<b>VI.</b>	Addendum: Periodic Report .....	131
<b>VII.</b>	Addendum: Operating Statements .....	132

## EXECUTIVE SUMMARY

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### LOW-INCOME PUBLIC HOUSING

The Low-Income Public Housing (LIPH) program had an adjusted vacancy rate of 4.4% on May 31, 2021. As of June 1, 2021, rent collection for May was 95.9% of rents billed on an adjusted cash accounting basis.

There are currently 55,032 active applications for the Public Housing Waiting List, which represents a decrease of 1.0% in the last month.

<b>Low-Income Public Housing</b>			
	March	April	May
Waiting Lists	57,326	55,598	55,032
Vacancy Rate	6.5%	6.66%	4.4%
Rent Collection	96.7%	94.3%	95.9%
Unit Turnaround Time (Days)	64.7	109.06	104.5
Avg. Non-Emergency Work Order Days	2.63	2.69	1.91

### HOUSING CHOICE VOUCHER PROGRAM

The HCV staff completed 999 annual re-examinations during April. The HCV department also completed 289 interims, 137 change of units (moves), 130 new admissions, and 45 portability move-in transactions. On May 31, 2021, 492 families were enrolled in the Family Self Sufficiency (FSS) program; 256 of the 492 (52%) families eligible for escrow currently have an FSS escrow balance. The PIH Information Center (PIC) reporting rate for the one-month period ending May 31, 2021 was 74%.

<b>Voucher Programs</b>			
	March	April	May
Households	18,658	18,679	18,694
ABA Utilization/Unit Utilization	92.3%/100.9%	92.4%/100.2%	91.9%/99.4%
Reporting Rate	77.9%	74%	74%
Annual Reexaminations Completed	1,102	852	999
HQS Inspections	2,807	3,702	3,474
Waitlist	25,571	25,571	25,571

## PROPERTY MANAGEMENT SUMMARY

PMC	Vacancy						Unit Turnaround Time (YTD)					
	March		April		May		March		April		May	
	%	Grade	%	Grade	%	Grade	Days	Grade	Days	Grade	Days	Grade
Orion	5.4	D	6.0	E	6.1	F	66.8	F	120.7	F	116.1	F
Lynd	2.7	B	2.1	B	0.5	A	0	A	47.3	E	69.2	F
J. Allen	8.6	F	8.3	F	2.5	B	111.7	F	97.8	F	92.1	F

PMC	Emergency Work Orders (Completed within 24 hours)						Routine Work Orders					
	March		April		May		March		April		May	
	%	Grade	%	Grade	%	Grade	Days	Grade	Days	Grade	Days	Grade
Orion	100	A	100	A	100	A	1.7	A	1.9	A	1.8	A
Lynd	100	A	100	A	100	A	6.4	A	9.9	A	3.2	A
J. Allen	100	A	100	A	100	A	1.9	A	1.4	A	1.7	A

PMC	Rent Collection					
	March		April		May	
	%	Grade	%	Grade	%	Grade
Orion	94.9	C	94.9	C	96.7%	B
Lynd	95.3	C	90.7	E	82.2%	F
J. Allen	99.9	A	94.3	C	97.2%	B

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

## PUBLIC HOUSING MANAGEMENT ASSESSMENT

<p><b>VACANCY RATE</b></p> <p>This indicator examines the vacancy rate, a PHA's progress in reducing vacancies, and unit turnaround time. Implicit in this indicator is the adequacy of the PHA's system to track the duration of vacancies and unit turnaround, including down time, make ready time, and lease up time.</p>	<p>Goal 2.0%</p> <p>Actual 4.4%</p>	<p>A 0 to 2</p> <p>B 2.1 to 3</p> <p>C 3.1 to 4</p> <p style="background-color: #cccccc;">D 4.1 to 5</p> <p>E 5.1 to 6</p> <p>F ≥6.1</p>
<p><b>RENT COLLECTION (YTD)</b></p> <p>This report examines the housing authority's ability to collect dwelling rent owed by residents in possession of units during the current fiscal year by measuring the balance of dwelling rents uncollected as a percentage of total dwelling rents to be collected.</p>	<p>Goal 98%</p> <p>Actual 95.9%</p>	<p>A 98 to 100</p> <p>B 96 to 97.9</p> <p style="background-color: #cccccc;">C 94 to 95.9</p> <p>D 92 to 93.9</p> <p>E 90 to 91.9</p> <p>F ≤89.9</p>
<p><b>EMERGENCY WORK ORDERS</b></p> <p>This indicator examines the average number of days that it takes for an emergency work order to be completed. Emergency work orders are to be completed within 24 hours or less and must be tracked.</p>	<p>Goal 100%</p> <p>Actual 100%</p>	<p style="background-color: #cccccc;">A 99 to 100</p> <p>B 98 to 98.9</p> <p>C 97 to 97.9</p> <p>D 96 to 96.9</p> <p>E 95 to 95.9</p> <p>F ≤94.9</p>
<p><b>NON-EMERGENCY WORK ORDERS</b></p> <p>This indicator examines the average number of days that it takes for a work order to be completed. Implicit in this indicator is the adequacy of HHA's work order system in terms of how HHA accounts for and controls its work orders and its timeliness in preparing/issuing work orders.</p>	<p>Goal 25 Days</p> <p>Actual 2.69 Days</p>	<p style="background-color: #cccccc;">A ≤24</p> <p>B 25 to 30</p> <p>C 31 to 40</p> <p>D 41 to 50</p> <p>E 51 to 60</p> <p>F ≥61</p>
<p><b>ANNUAL INSPECTIONS</b></p> <p>This indicator examines the percentage of units that HHA inspects on an annual basis in order to determine the short-term maintenance needs and long-term modernization needs. Implicit in this indicator is the adequacy of HHA's inspection program in terms of the quality of HHA's inspections, and how HHA tracks both inspections and needed repairs.</p> <p>*PMC's have discretionary authority to select how many units to inspect each month, so long as all inspections are completed by September.</p>	<p>Goal 100%</p> <p>Actual* 2.5%</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 style="background-color: #cccccc;">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	1593	9	177	F
Bellerive	J. Allen	210	0	210	203	7	96.67%	C	827	8	103.4	F
Clayton Homes	J. Allen	184	56	128	128	0	100.00%	A	0	0	0	A
Cuney Homes	Orion	553	0	553	506	47	91.50%	F	5550	38	146	F
Ewing	Orion	40	0	40	40	0	100.00%	A	277	7	39.6	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	53	0	100.00%	A	49	3	16.3	A
Historic Oaks of APV	Orion	222	0	222	203	19	91.44%	F	0	0	0	A
Independence Heights	Orion	36	0	36	36	0	100.00%	A	0	0	0	A
Irvinton Village	J. Allen	318	10	308	301	7	97.73%	B	3690	37	99.7	F
Kelly Village	J. Allen	270	1	269	261	8	97.03%	B	1192	16	74.5	F
Kennedy Place	Orion	108	0	108	108	0	100.00%	A	71	3	23.7	B
Lincoln Park	Orion	200	0	200	196	4	98.00%	A	346	5	69	F
Lyerly	J. Allen	199	0	199	193	6	96.98%	B	698	6	116	F
Oxford Place	Orion	230	*18	212	206	6	97.17%	B	915	14	70.4	F
Sweetwater	Lynd	26	0	26	25	1	96.15%	C	0	0	0	A
<b>Totals</b>		<b>3135</b>	<b>157</b>	<b>2960</b>	<b>2830</b>	<b>130</b>	<b>95.61%</b>	<b>D</b>	<b>15575</b>	<b>149</b>	<b>104.53</b>	<b>F</b>

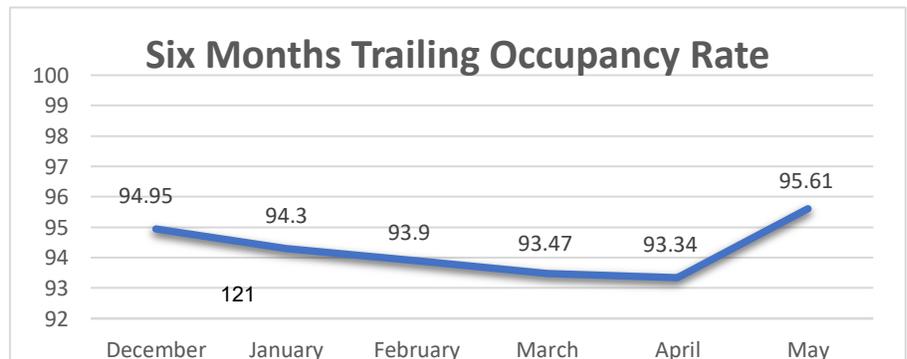
\* 18 Units on "Offline" due to the state wide freeze at Oxford.

\*\*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	99	1	99.0%	A	153	7	21.9	A
Telephone Road	Tarantino	200	134	66	66	0	100.0%	A	0	0	0	A
<b>Totals</b>		<b>300</b>	<b>134</b>	<b>166</b>	<b>165</b>	<b>1</b>	<b>99.4%</b>	<b>A</b>	<b>153</b>	<b>7</b>	<b>22</b>	<b>B</b>

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

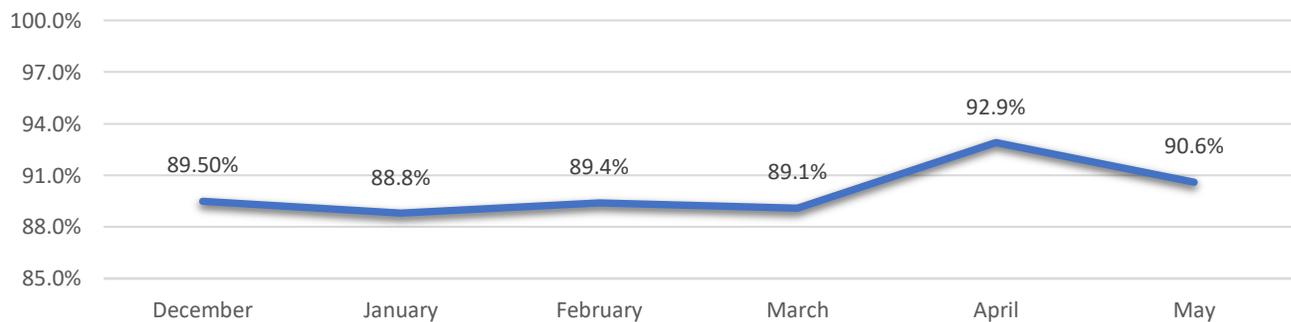
PHAS Score	Occupancy Rate	Avg. Total Turnaround Days
A	98 to 100	1 to 20
B	97 to 97.9	21 to 25
C	96 to 96.9	26 to 30
D	95 to 95.9	31 to 40
E	94 to 94.9	41 to 50
F	≥93.9	≥51



## TAX CREDIT APARTMENT LEASING/OCCUPANCY INFORMATION

Property	Property Manager	Total Units	Public Housing 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	4	97.7%
Mansions at Turkey Creek	Orion	252	0	252	0	4	98.4%
Independence Heights	Orion	154	36	118	0	0	100%
Peninsula Park	Orion	280	0	280	0	0	100%
Pinnacle at Wilcrest	Embrey	250	0	250	0	15	94.0%
Sweetwater Point	Lynd	260	26	234	0	10	96.2%
Uvalde Ranch	Hettig-Kahn	244	0	244	0	10	95.9%
Willow Park	Embrey	260	0	260	0	1	99.6%
<b>PH-LIHTC</b>							
Fulton Village	Lynd	108		108	0	0	100%
HOAPV	Orion	222	66	156	0	16	92.8%
Lincoln Park	Orion	250		200	50	5	98.0%
Oxford Place	Orion	250		230	20	11	95.6%
Victory-HRI	Orion	140		140	0	13	90.7%

### 6 Month Trailing Occupancy Rate



## RENT COLLECTION\*

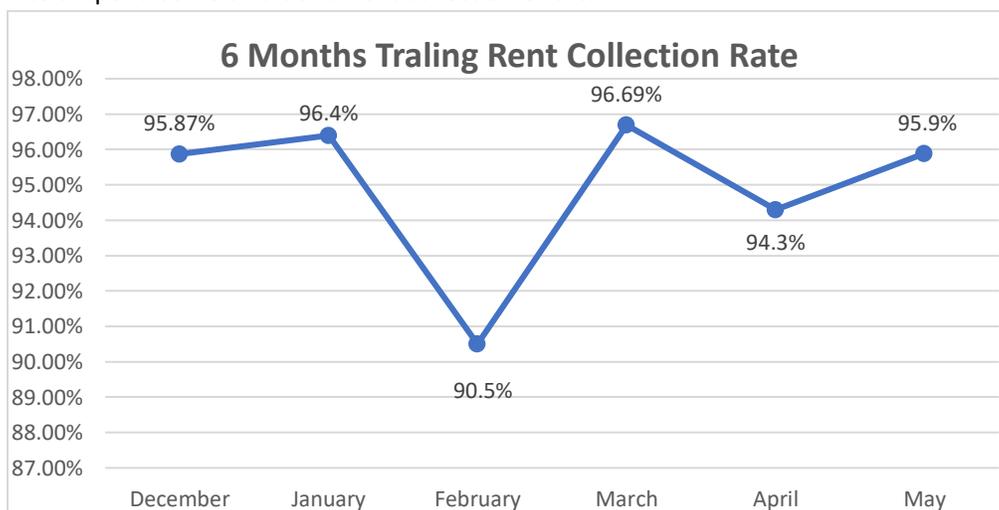
Low-Income Public Housing Development	PMC	Monthly Rent Billed	Monthly Rent Collected	% Collected	Grade	YTD Rent Billed	YTD Rent Collected	% YTD Rent Collected	Grade
Allen Parkway Village	Orion	\$113,874	\$113,874	100.00%	A	\$416,077	\$406,961	97.81%	B
Bellerive	J. Allen	\$50,726	\$50,725	100.00%	A	\$204,030	\$203,764	99.87%	A
Clayton Homes	J. Allen	\$41,793	\$41,793	100.00%	A	\$161,996	\$152,630	94.22%	C
Cuney Homes	Orion	\$140,038	\$126,918	90.63%	E	\$555,371	\$510,768	91.97%	D
Ewing	Orion	\$7,896	\$7,832	99.19%	A	\$30,892	\$30,677	99.30%	A
Forest Green	J. Allen	\$6,064	\$5,730	94.49%	C	\$21,554	\$20,953	97.21%	B
Fulton Village	Lynd	\$32,544	\$23,734	72.93%	F	\$128,548	\$104,941	81.64%	F
Heatherbrook Apts.	Lynd	\$10,757	\$10,757	100.00%	A	\$44,286	\$40,899	92.35%	D
Historic Oaks of APV	Orion	\$58,144	\$58,144	100.00%	A	\$243,863	\$216,744	88.88%	F
Independence Heights	Orion	\$4,072	\$3,199	78.56%	F	\$14,311	\$12,699	88.74%	F
Irvinton Village	J. Allen	\$81,859	\$80,215	97.99%	A	\$306,147	\$294,000	96.03%	B
Kelly Village	J. Allen	\$57,489	\$51,697	89.92%	F	\$221,625	\$210,710	95.07%	C
Kennedy Place	Orion	\$40,651	\$40,651	100.00%	A	\$148,055	\$147,661	99.73%	A
Lincoln Park	Orion	\$43,094	\$43,094	100.00%	A	\$174,460	\$168,725	96.71%	B
Lyerly	J. Allen	\$50,811	\$50,451	99.29%	A	\$202,511	\$201,422	99.46%	A
Oxford Place	Orion	\$31,833	\$30,848	96.91%	B	\$128,505	\$121,901	94.86%	C
Sweetwater	Lynd	\$6,277	\$6,277	100.00%	A	\$23,305	\$22,212	95.31%	C
<b>Totals</b>		<b>\$777,921</b>	<b>\$745,938</b>	<b>95.89%</b>	<b>C</b>	<b>\$3,025,536</b>	<b>\$2,867,664</b>	<b>94.78%</b>	<b>C</b>

Section 8 New Construction Development		Month Billed	Month Collected	% Collected	Grade	YTD Billed	YTD Collected	% YTD Collected	Grade
Long Drive	Tarantino	\$19,876	\$17,007	85.57%	F	\$81,905	\$75,904	92.67%	D
Telephone Road	Tarantino	\$21,587	\$18,424	85.35%	F	\$101,168	\$97,091	95.97%	B
<b>Totals</b>		<b>\$41,463</b>	<b>\$35,431</b>	<b>85.45%</b>	<b>F</b>	<b>\$183,073</b>	<b>\$172,995</b>	<b>94.50%</b>	<b>C</b>

RAD-PBV		Month Billed	Month Collected	% Collected	Grade	YTD Billed	YTD Collected	% YTD Collected	Grade
Victory-HRI	Orion	\$25,768	\$21,721	84.29%	F	\$122,372	\$116,571	95.26%	C
<b>Totals</b>		<b>\$25,768</b>	<b>\$21,721</b>	<b>84.29%</b>	<b>F</b>	<b>\$122,372</b>	<b>\$116,571</b>	<b>95.26%</b>	<b>C</b>

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

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



## EMERGENCY WORK ORDERS

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	39	39	100.0%	A
Bellerive	J. Allen	65	65	100.0%	A
Clayton Homes	J. Allen	25	25	100.0%	A
Cuney Homes	Orion	30	30	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	16	16	100.0%	A
Independence Heights	Orion	0	0	-	N/A
Irvinton Village	J. Allen	25	25	100.0%	A
Kelly Village	J. Allen	8	8	100.0%	A
Kennedy Place	Orion	11	11	100.0%	A
Lincoln Park	Orion	13	13	100.0%	A
Lyerly	J. Allen	10	10	100.0%	A
Oxford Place	Orion	0	0	-	N/A
Sweetwater	Lynd	0	0	-	N/A
<b>Totals</b>		<b>243</b>	<b>243</b>	<b>100.0%</b>	<b>A</b>

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	10	10	100.0%	A
Telephone Road	Tarantino	1	1	100.0%	A
<b>Totals</b>		<b>11</b>	<b>11</b>	<b>100.0%</b>	<b>A</b>

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
<b>Totals</b>		<b>0</b>	<b>0</b>	<b>-</b>	<b>N/A</b>

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

## NON-EMERGENCY WORK ORDERS

Low-Income Public Housing Development	PMC	Work Orders Generated	Average Completion Time (Days)	Grade
Allen Parkway Village	Orion	84	2.10	A
Bellerive	J. Allen	32	1.00	A
Clayton Homes	J. Allen	46	1.14	A
Cuney Homes	Orion	*361	1.55	A
Ewing	Orion	1	1.00	A
Forest Green	J. Allen	10	6.63	A
Fulton Village	Lynd	3	1.00	A
Heatherbrook Apartments	Lynd	87	3.31	A
Historic Oaks of APV	Orion	61	2.15	A
Independence Heights	Orion	0	0.00	A
Irvinton Village	J. Allen	170	1.37	A
Kelly Village	J. Allen	58	2.41	A
Kennedy Place	Orion	18	1.22	A
Lincoln Park	Orion	69	2.22	A
Lyerly	J. Allen	51	2.29	A
Oxford Place	Orion	72	2.06	A
Sweetwater	Lynd	1	1.00	A
<b>Totals</b>		<b>697</b>	<b>1.91</b>	<b>A</b>

\* Cuney w.o. are for ESCO related hot water heater repairs.

Section 8 New Construction Development		Work Orders Generated	Average Completion Time (Days)	Grade
Long Drive	Tarantino	42	1.02	A
Telephone Road	Tarantino	59	1.16	A
<b>Totals</b>		<b>101</b>	<b>1.09</b>	<b>A</b>

RAD-PBV		Work Orders Generated	Average Completion Time (Days)	Grade
Victory-HRI	Orion	13	2.00	A
<b>Totals</b>		<b>13</b>	<b>2.00</b>	<b>A</b>

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



## ANNUAL INSPECTIONS

Low-Income Public Housing Development		PMC	YTD Inspections Due	YTD Inspections Performed	Percentage Complete	Grade
Bellerive	J. Allen		210	0	0.0%	N/A
Clayton Homes	J. Allen		184	0	0.0%	N/A
Cuney Homes	Orion		553	0	0.0%	N/A
Ewing	Orion		40	0	0.0%	N/A
Forest Green	J. Allen		16	0	0.0%	N/A
Fulton Village	Lynd		108	0	0.0%	N/A
Heatherbrook Apartments	Lynd		53	0	0.0%	N/A
HOAPV/APV	Orion		500	0	0.0%	N/A
Independence Heights	Orion		36	0	0.0%	N/A
Irvinton Village	J. Allen		318	0	0.0%	N/A
Kelly Village	J. Allen		270	0	0.0%	N/A
Kennedy Place	Orion		108	0	0.0%	N/A
Lincoln Park	Orion		200	0	0.0%	N/A
Lyerly	J. Allen		199	77	38.7%	F
Oxford Place	Orion		230	0	0.0%	N/A
Sweetwater	Lynd		26	0	0.0%	N/A
Totals			3,051	77	2.5%	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	0	0.0%	N/A
Totals			300	0	0.0%	N/A

RAD-PBV		PMC	Inspections Due	Inspections Performed	Percentage Complete	Grade
Victory-HRI	Orion		140	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 30<sup>th</sup> to complete all required inspections. Therefore, PMC's have the discretion of deciding how many inspections they want to perform each month.

\*Only 2 properties have begun inspections due to Social Distancing

## HOUSING CHOICE VOUCHER HUD-GRADED SEMAP INDICATORS

			Score	Performance
<p><b>ANNUAL REEXAMINATIONS REPORTING RATE</b></p> <p>This Indicator shows whether the Agency completes a re-examination for each participating family at least every twelve (12) months.</p>	<p>Goal 96%</p>	<p>48%</p>	<p>10 5 0</p>	<p>≥96 90 to 95 ≤89</p>
<p><b>CORRECT TENANT RENT CALCULATIONS</b></p> <p>This Indicator shows whether the Agency correctly calculates the family's share of rent to owner in the Rental Voucher Program.</p>	<p>Goal 98%</p>	<p>Actual 100%</p>	<p>5 0</p>	<p>98 to 100 ≤97</p>
<p><b>PRECONTRACT HQS INSPECTIONS</b></p> <p>This Indicator shows whether newly leased units pass HQS inspection on or before the beginning date of the Assisted Lease and HAP Contract.</p>	<p>Goal 100%</p>	<p>Actual 100%</p>	<p>5 0</p>	<p>98 to 100 ≤97</p>
<p><b>FSS ENROLLMENT</b></p> <p>This Indicator shows whether the Agency has enrolled families in the FSS Program as required. To achieve the full points for this Indicator, a housing authority must have 80% or more of its mandatory FSS slots filled. There are currently 410 mandatory slots on the FSS Program; 476 families are currently enrolled.</p>	<p>Goal 80%</p>	<p>Actual 100%</p>	<p>10 8 5</p>	<p>≥80 60 to 79 ≤59</p>
<p><b>FSS ESCROW</b></p> <p>This Indicator shows the extent of the Agency's progress in supporting FSS by measuring the percent of current FSS participants with FSS progress reports entered in the PIC system that have had increases in earned income which resulted in escrow account balances. To achieve the full points for this Indicator, at least 30% of a housing authority's enrolled families must have an escrow balance. 476 families participate in the FSS program. 256 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 5</p>	<p>≥30 ≤29</p>

## REAL ESTATE, INVESTMENT, AND DEVELOPMENT

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### **REO PROJECTS**

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

- **Major Capital Projects**
  - Cuney Homes Appliance Install: 30% complete
  - Ewing HVAC: 90% complete.
  - Kelly Village Appliances: 30% complete.
  - Long Drive driveway repairs: 10% complete.

### **NEW DEVELOPMENT**

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

### **REDEVELOPMENT – (9% LIHTC)**

#### **TELEPHONE ROAD**

- The loan has closed, and construction has commenced.
- We recently received the bond allocation.

### **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

JUNE 2021

HHH'S PROCUREMENT DEPT.

Type	Solicitation #	Department(s)	Description	Solicitation Dates	Due Dates
QBS	21-32	REID	Development Partners	QBS Advertised 5-27-21	QBS Closing 6-11-21
RFP	21-14	HCVP	Project Based Vouchers	RFP Advertised 6-2-21	RFP Closing 6-18-21
QBS	21-30	REID	Civil Engineers	QBS Advertised 5-28-21	QBS Closing 6-23-21

## PERIODIC REPORT: PUBLIC HOUSING DEMOGRAPHICS

Below are summary tables of demographics data for each of HHA's Public Housing Developments. The first chart reflects the race and ethnicity of the head of household for each Public Housing Developments. At most properties, Black/African Americans are predominant.

The second chart reflects the age distribution of Public Housing residents. Children 6-17 are the largest group of occupants in most properties. Data is as of May 31, 2021.

Distribution by Head of Household's Race (%)		APV	Ballerie	Clayton	Cuney/Ewirne	Forest Green	Fulton Village	Heatherbrook	HOAPV	Independence Heights	Irrinton	Kelly	Kennedy Place	Lincoln Park	Lyethy	Oxford	Sweetwater
White Only (%)	5	17	13	8	19	42	13	13	3	12	10	10	5	30	8	4	
Black / African American Only (%)	92	40	86	90	81	55	85	54	97	86	89	88	93	61	88	96	
American Indian Or Alaska Native Only (%)	0	1	1	0	0	0	2	0	0	1	0	1	2	0	1	0	
Asian Only (%)	2	41	0	1	0	3	0	32	0	1	0	1	0	6	3	0	
Native Hawaiian/Other Pacific Islander Only (%)	1	0	0	0	0	0	0	1	0	1	0	0	0	3	0	0	
Hispanic (%)	7	12	15	9	19	49	13	10	6	13	11	14	7	23	13	17	

Distribution of Residents Age (%)		APV	Ballerie	Clayton	Cuney/Ewirne	Forest Green	Fulton Village	Heatherbrook	HOAPV	Independence Heights	Irrinton	Kelly	Kennedy Place	Lincoln Park	Lyethy	Oxford	Sweetwater
Age 0-5 years	11	0	14	14	19	10	14	6	23	15	14	9	15	0	13	18	
Age 6-17 years	42	0	49	32	44	38	49	8	30	39	39	38	40	0	44	44	
Age 18-50 years	35	0	31	34	29	36	35	12	33	32	34	38	36	0	34	33	
Age 51-61 years	7	0	4	10	5	7	2	7	10	7	8	9	4	0	5	5	
Age 62-82 years	4	74	3	9	3	8	1	58	4	7	6	6	6	91	4	0	
Age 83+ years	1	25	0	1	0	1	0	10	0	0	0	0	0	8	0	0	

## OPERATING STATEMENTS: 4 MONTHS ENDING APRIL 30, 2021

Central Office	Annual Budget 2021	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
<b>Operating Income</b>				
Total Operating Income	6,760,597	2,253,532	2,294,213	40,681
<b>Operating Expenses</b>				
Salaries and Benefits	4,003,971	1,334,657	1,257,133	77,524
Facilities and Other Administrative Expenses	2,155,465	718,488	690,708	27,780
Total Central Office Expenses	6,159,436	2,053,145	1,947,841	105,305
Surplus/(Use) of Business Activities Funds for COCC	601,161	200,387	346,372	145,985

Affordable Housing Rental Programs	Annual Budget 2021	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
<b>Operating Income</b>				
HUD Subsidy - Low Rent Housing	15,373,054	5,124,351	5,097,560	(26,791)
HUD Subsidy - Section 8 New Construction	1,702,790	567,597	562,272	(5,325)
Tenant Rental Income	16,037,300	5,345,767	5,300,042	(45,725)
Other Income	304,377	101,459	68,925	(32,534)
Total Operating Income	33,417,521	11,139,174	11,028,799	(110,374)
<b>Operating Expenses</b>				
Administrative Expenses	10,427,122	3,475,707	3,226,590	249,117
Tenant Services	731,802	243,934	207,349	36,585
Utilities	4,197,897	1,399,299	1,564,024	(164,725)
Maintenance	10,841,215	3,613,738	3,124,927	488,812
Protective Services	2,134,929	711,643	665,047	46,596
Insurance Expense	2,194,046	731,349	724,375	6,973
Other General Expense	376,500	125,500	121,305	4,195
Total Routine Operating Expenses	30,903,511	10,301,170	9,633,618	667,552
Net Income from Operations	2,514,010	838,003	1,395,181	557,178
Non-Routine Maintenance	4,000,000	1,333,333	857,283	476,050
Debt Service	873,193	291,064	284,867	6,197
Debt Service- ESCO	740,000	246,667	243,316	3,351
Provision/Reimbursement of Replacement Reserve	0	0	0	0
Cash Flow from Operations	(3,099,183)	(1,033,061)	9,715	1,042,776
Funds From Reserves/CFP	3,099,183	1,033,061	(9,715)	(1,042,776)
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: 4 MONTHS ENDING APRIL 30, 2020

Housing Choice Voucher Program	Annual Budget 2021	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
<b>Administrative Operating Income</b>				
Total Operating Income	14,690,709	4,896,903	4,981,298	84,395
<b>Operating Expenses</b>				
Salaries and Benefits	6,848,940	2,282,980	2,164,709	118,271
Administrative Expenses	2,148,361	716,120	637,119	79,001
COCC-Management Fees	3,890,537	1,296,846	1,341,039	(44,193)
IT Initiative	250,000	83,333	61,285	22,048
Total Operating Costs Expenses	13,137,838	4,379,279	4,204,153	175,126
Cash Flow (Deficit) from Operations	1,552,871	517,624	777,145	259,521
<i>Beginning Admin Operating Reserves</i>	0.00	0	0	0
<i>Ending Admin Operating Reserves</i>	1,552,871	517,624	777,145	259,521
<b>Housing Assistance Payments (HAP)</b>				
<b>Housing Assistance Payment Subsidy</b>	170,000,000	56,666,667	56,830,417	163,750
Investment Income on HAP Reserves	0	0	0	0
<b>Housing Assistance Payments</b>	170,000,000	56,666,667	56,411,672	254,995
HAP Current Year Excess (Use)	0	0	418,745	418,745

# July

# 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 12pm KidzGrub @ APV, Irvinton & Fulton	2 12pm KidzGrub @ APV, Irvinton & Fulton	3
4	5 12pm KidzGrub @ APV, Irvinton & Fulton 3:30 After School Program @Oxford, Independence, Lincoln, & Cuney	6 8:30am Safety on Site Training @ APV 12pm KidzGrub @ APV, Irvinton & Fulton 11am Hurricane Preparedness @ Cuney 12:30pm Electrical Meters and Troubleshooting Training @ APV	7 12pm KidzGrub @ APV, Irvinton & Fulton 3pm Covid-19 Resource Fair @ Cuney 3:30 After School Program @Oxford, Independence, Lincoln, & Cuney	8 12pm KidzGrub @ APV, Irvinton & Fulton 2pm Hurricane Preparedness @Irvinton	9 12pm KidzGrub @ APV, Irvinton & Fulton 2pm Hurricane Preparedness @ Kelly 3:30 After School Program @Oxford, Independence, Lincoln, & Cuney	10
11	12 12pm KidzGrub @ APV, Irvinton & Fulton 3:30 After School Program @Oxford, Independence, Lincoln, & Cuney	13 8:30am Plumbing Training @ APV 12pm KidzGrub @ APV, Irvinton & Fulton 12:30pm Make Ready Maintenance Training @APV 3:30 After School Program @Oxford, Independence, Lincoln, & Cuney	14 11am Hurricane Preparedness @Lincoln 3pm Covid-19 Resource Fair @ Kelly 3:30 After School Program @Oxford, Independence, Lincoln, & Cuney	15 12pm KidzGrub @ APV, Irvinton & Fulton 2 <sup>nd</sup> Second Servings @Fulton Benefits Check-up @Lyerly	16 12pm KidzGrub @ APV, Irvinton & Fulton 3:30 After School Program @Oxford, Independence, Lincoln, & Cuney Benefits Check-up @Bellelve	17
18	19 12pm KidzGrub @ APV, Irvinton & Fulton 2pm Hurricane Preparedness @ Fulton Benefits Check-up @APV	20 8:30am AC, Mechanical & Electrical Training @ APV 12:30pm Kitchen Appliance Repair Training @ APV 3:30 After School Program @Oxford, Independence, Lincoln, & Cuney	21 12pm KidzGrub @ APV, Irvinton & Fulton 3pm Covid-19 Resource Fair @ Irvinton 3:30 After School Program @Oxford, Independence, Lincoln, & Cuney	22 11am Hurricane Preparedness @Oxford 12pm KidzGrub @ APV, Irvinton & Fulton 3:30 After School Program @Oxford, Independence, Lincoln, & Cuney	23 12pm KidzGrub @ APV, Irvinton & Fulton 3:30 After School Program @Oxford, Independence, Lincoln, & Cuney	24
25	26 12pm KidzGrub @ APV, Irvinton & Fulton 3:30 After School Program @Oxford, Independence, Lincoln, & Cuney	27 8:30am Preventative Maintenance Training @ APV 12:30 Heating Gas and Electric Training @A PV 3:30 After School Program @ Oxford, Independence, Lincoln, & Cuney	28 12pm KidzGrub @ APV, Irvinton & Fulton 3pm Covid-19 Resource Fair @ APV 3:30 After School Program @Oxford, Independence, Lincoln, & Cuney	29 12pm KidzGrub @ APV, Irvinton & Fulton 3:30 After School Program @Oxford, Independence, Lincoln, & Cuney	30 8am YWCA Food Meals @Bellelve & Lyerly 12pm KidzGrub @ APV, Irvinton & Fulton 3:30 After School Program @Oxford, Independence, Lincoln, & Cuney	31