



HOUSTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
September 21, 2021
3:00 P.M.

Houston Housing Authority Central Office
2640 Fountain View
Houston, TX 77057



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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 | Thomas

BOARD OF COMMISSIONERS MEETING

Tuesday, September 21, 2021

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Andrea Hilliard Cooksey | Kris Thomas

BOARD OF COMMISSIONERS MEETING
TUESDAY, SEPTEMBER 21, 2021
3:00 PM
HOUSTON HOUSING AUTHORITY CENTRAL OFFICE
2640 FOUNTAINVIEW, HOUSTON, TX 77057

AGENDA

- I. Call to Order
- II. Roll Call
- III. Introduction of a Spanish interpreter.
- IV. Approval of the August 17, 2021 Houston Housing Authority Board Meeting Minutes
- V. Interim President's Report
- VI. Public Comments
- VII. Public Hearing for Acquisition, Lease, and Operation of The Highbank Apartments
- VIII. New Business

Resolution No. 3326: Consideration and/or action to authorize the Interim President & CEO or designee to conditionally award Project-Based Vouchers to Jensen Apartments.

Resolution No. 3327: Consideration and/or action to authorize the Interim President & CEO or designee to enter into a contract with Sankofa Research Institute to provide consulting services in support of the Choice Neighborhood People Plan.

Resolution No. 3328: Consideration and/or action to authorize the Interim President & CEO or designee to execute a contract with Jones Engineers, L.P. and E&C Engineers and Consultants for Mechanical, Electrical, and Plumbing (MEP) engineering services.

Resolution No. 3329: Consideration and/or action to authorize the Interim President & CEO or designee to execute a contract with CS Advantage USAA, Inc. to install new TPO roofing at Bellerive Senior Living Apartments.

Resolution No. 3330: Consideration and/or action to authorize the Interim President & CEO or designee to execute a contract with Waste Connections of Texas for Solid Waste Removal Services.

Resolution No. 3331: Consideration and/or action to authorize the Interim President & CEO or designee to increase the contract amount for Building Envelope Consulting Services at Houston Housing Authority properties.

IX. 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. 3332: Consideration and/or action to authorize the Houston Housing Authority's facilitation of the acquisition of, and the placement of "affordable" units at, The Highbank Apartments located at or about 8877 Frankway Drive, Houston, Texas 77096, and the execution of all required documents therefor.

X. Reconvene Public Session to take action on Executive Session agenda items.

XI. Adjournment



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MINUTES OF THE HOUSTON HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING

Tuesday, August 17, 2021

A Meeting of the Board of Commissioners (“Board”) of the Houston Housing Authority (“HHA”) was held on Tuesday, August 17, 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 US Toll-free 1-888-475-4499; Local Number 1-346-248-7799; Meeting ID: 817 6908 3111

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

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

APPROVAL OF MINUTES

Chair Snowden stated the Board has had an opportunity to review the July 20, 2021, Board of Commissioners meeting minutes. He asked for a motion to adopt the July 20, 2021 meeting minutes.

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

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

INTERIM PRESIDENT’S REPORT

Secretary Thiele stated as it has been the case over these many months, the concern about COVID -19 in Texas is 3,344,694 confirmed cases and 54,537 souls have passed. In Harris County 454,416 confirmed cases and 6,848 souls have passed which is 12.5% of the deaths in Texas. Continue to get tested. Continue to mask up social distance. Wash your hands. Get vaccinated.

We did a vaccination event at Kelly Village on July 24th and at Lincoln Park on August 7th, in partnership with Congresswoman Sheila Jackson Lee and UMMC, both of which have been really stalwart partners to the Housing Authority and those that we serve. I do want to thank Public Housing Operations, George Griffin, Cheryl Rivers, Rhonda Foster, Gilda Jackson and Brian Terry and Donna Dixon for their ongoing work on these events.

The eviction moratorium briefly lifted at the end of July and reinstated through October 3rd. Although there are very serious concerns that it may not make it that long and may not even make the week, we will continue to work in support of our families, primarily with referrals to the ERAP, Emergency Rental Assistance program which anyone can find at www.Houstonharrishealth.org. Additional information can be found on our website, www.housingforhouston.com, but as of now the court is giving the Justice Department until 9:00 AM Tuesday for a response and parties have asked the court to rule by this Thursday on one of the many actions under way.

August is advocacy month as NAHRO members, National Association of Housing Redevelopment Officials will continue to advocate to our electeds to consider housing infrastructure and to fully fund vouchers up to and including universal vouchers. Administrative fees and mobility services should also be increased. We asked for support for LIHTC and Community Development Programs. Strong funding in the Transportation-HUD bill for 2022. Those are the items that will be advocated for and on a regular basis throughout the year but in particular, during this advocacy period.

That is my report, respectfully submitted.

PUBLIC COMMENTS

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

Chair Snowden asked if there are any individuals that would like to make public comments at this time. No hands were raised.

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

MEMORIAL AT SIX PUBLIC HEARING

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

Chair Snowden stated hearing none, the Public Hearing will close with no public comments being made regarding the Memorial at Six.

THE BROADWAY APARTMENTS PUBLIC HEARING

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

Chair Snowden stated hearing none, the Public Hearing will close with no public comments being made regarding The Broadway Apartments.

THE TOWNE WEST APARTMENTS PUBLIC HEARING

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

Chair Snowden stated hearing none, the Public Hearing will close with no public comments being made regarding the Towne West Apartments.

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

NEW BUSINESS

Resolution No. 3312: Consideration and/or to take action to authorize the Interim President & CEO or designee to Write-off vacant tenant accounts for April 1, 2021 to June 30, 2021

Secretary Thiele stated that Resolution No. 3312 will be presented by Mr. George Griffin, Vice President of Public Housing Operations.

Mr. Griffin stated Resolution 3312 seeks to authorize the interim President and CEO, or designee, to write off vacated tenant accounts designated as uncollectible for the period April 1st, 2021 to June 30th, 2021 in the amount of \$98,026.64.

HUD requires housing authorities to reduce public housing, accounts receivable balances quarterly by writing off outstanding debt that are owed by former tenants after the debt has been deemed as uncollectible. This is usually as a result of voluntary and involuntary move outs. This debt includes rent, additional rent resulting from unreported income, maintenance fees, legal fees, excessive utilities, and other fees. It should be noted that during COVID-19, the Houston Housing Authority has been complying with federal mandates authorizing housing authorities and property owners to execute Rent moratoriums until October 3, 2021.

Therefore, this resolution recommends authorizing the interim President and CEO to write off, vacated tenant accounts designated as uncollectible for the period April 1, 2021 to June 30, 2021 in the amount of \$98,026.64. 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. 3312.

Commissioner Thomas moved to approve Resolution No. 3312. Commissioner Hernandez seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3312. Having none, Resolution No. 3312 is adopted.

Chair Snowden stated we will move now to Resolution No. 3313.

Resolution No. 3313: Consideration and/or to take action to authorize the Interim President & CEO or designee to enter into a Memorandum of Understanding (MOU) with Harris County Domestic Violence Coordinating Council (HCDVCC)

Secretary Thiele stated that Resolution No. 3313 through Resolution No. 3315 will be presented by Robin Walls, Vice President of Housing Choice Voucher Program.

Ms. Walls stated this resolution requests that the Houston Housing Authority Board of Commissioners authorizes the Interim President and CEO or it's designee, to negotiate, execute and make necessary changes or corrections and enter into an additional Memorandum of Understanding with Harris County Domestic Violence Coordinating Council for the purpose of administering emergency housing vouchers that is specifically for victims of domestic violence pursuant to a memorandum from Robin Walls to Mark Thiele on August 2, 2021.

With respect to the domestic violence referrals for the emergency housing vouchers, this Memorandum Of Understanding will be an accompaniment to the emergency Housing voucher resolution memorandum that was passed last month and that was specifically with a partnership with the Coalition for the Homeless. The emergency housing vouchers for the victims of domestic violence, the requirements are specifically for fleeing or attempting to escape domestic violence, dating violence, sexual assault, stalking or human trafficking or recently homeless. HHA was awarded 771 emergency housing vouchers. Accordingly, staff recommends the adoption of this resolution.

Chair Snowden stated the Board has heard the resolution presented by Ms. Walls and asked for a motion to adopt Resolution No. 3313.

Commissioner Thomas moved to approve Resolution No. 3313. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3313. Having none, Resolution No. 3313 is adopted.

Chair Snowden stated we will move now to Resolution No. 3314.

Resolution No: 3314: Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a contract with edOpp Solutions for Management Training & Development Services

Ms. Walls stated this resolution requests that the Board of Commissioners authorizes the Interim President and CEO, or designee, to negotiate, execute and make necessary changes and corrections to a contract with edOpp Solutions for management training and development services for costs not to exceed \$185,000 for services pertaining to Peak Performance Power for Managers for a period of one (1) year with renewal options for two (2) years pursuant to the memorandum from Robin Walls to Mark Thiele dated August 2, 2021.

With respect to the training for the Peak Performance for Managers, this will consist of a combination of group and one on one coaching sessions for Housing Choice Voucher management staff as well as Senior Housing Specialist staff and our ongoing adaptations to operating Housing Choice Voucher Program. The pandemic funds for this project will be used from the CARES Act. Accordingly, staff recommends the Board adopt Resolution No. 3314.

Chair Snowden stated the Board has heard the resolution presented by Ms. Walls and asked for a motion to adopt Resolution No. 3314.

Commissioner Kirkendoll moved to approve Resolution No. 3314. Commissioner Thomas seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3314. Having none, Resolution No. 3314 is adopted.

Chair Snowden stated we will move now to Resolution No. 3315.

Resolution No. 3315: Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a contract with Edgemere Consulting Corporation and Du & Associates for Consulting Services

Ms. Walls stated Resolution No. 3315 requests the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with Edgemere Consulting Corporation, in the amount not to exceed \$180,000 and Du & Associates in the amount not to exceed \$180,000 for Consultant Services for a length of one (1) year, with HHA having the option of extending the contract two (2) additional years, pursuant to the memorandum from Robin Walls, Vice President of HCVP dated July 29, 2021, to Mark Thiele, Interim President & CEO. Accordingly, staff recommends the Board adopt Resolution No. 3315.

Chair Snowden stated the Board has heard the resolution presented by Ms. Walls and asked for a motion to adopt Resolution No. 3315.

Commissioner Kirkendoll moved to approve Resolution No. 3315. Commissioner Thomas seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3315. Having none, Resolution No. 3315 is adopted.

Chair Snowden stated we will move now to Resolution No. 3316.

Resolution No. 3316: Consideration and/or to take action to authorize the Interim President & CEO or designee to increase the contract amount with GSMA, for Architectural and Engineering (A&E) Services at Allen Parkway Village (APV) and Historic Oaks Allen Parkway Village (HOAPV)

Secretary Thiele stated that Resolution No. 3316 through Resolution No. 3325 will be presented by Cody Roskelley, Vice President of REID.

Mr. Roskelley stated Resolution No. 3316 requests the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to increase the contract amount with GSMA, for Architectural and Engineering (A&E) Services, to \$1,700,000.00 for two (2) years, with a one-year extension option, pursuant to the memorandum from Cody Roskelley, Vice President of REID dated June 7, 2021, to Mark Thiele, Interim President & CEO.

GSMA is already the architect of record on the rehab of APV and HOAPV, and some of their additional services are things such as overseeing the archaeological services, the modernization of 11 elevators, additional permitting and also the FF&E. Accordingly, staff recommends the Board adopt Resolution No. 3316.

Chair Snowden stated the Board has heard the resolution presented by Mr. Roskelley and asked for a motion to adopt Resolution No. 3316.

Commissioner Thomas moved to approve Resolution No. 3316. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3316. Having none, Resolution No. 3316 is adopted.

Chair Snowden stated we will move now to Resolution No. 3317.

Resolution No: 3317: Consideration and/or to take action to authorize the Interim President & CEO or designee to accept the Agencies in Action energy incentive from CenterPoint Energy

Mr. Roskelley stated Resolution No. 3317 requests the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to accept the "Agencies in Action" energy incentive from CenterPoint in the amount of \$408,000 for HVAC replacements at Heatherbrook Apartments, pursuant to the memorandum from Cody Roskelley, VP REID dated August 4, 2021, to Mark Thiele, Interim President & CEO. Accordingly, staff recommends the Board adopt Resolution No. 3317.

Chair Snowden stated the Board has heard the resolution presented by Mr. Roskelley and asked for a motion to adopt Resolution No. 3317.

Commissioner Kirkendoll moved to approve Resolution No. 3317. Commissioner Thomas seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3317. Having none, Resolution No. 3317 is adopted.

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

EXECUTIVE SESSION

Chair Snowden suspended the Public Session on August 17, 2021 at 3:23 p.m. to convene into Executive Session to discuss personnel, legal and real estate issues in accordance with Sections 551.074, 551.071 and 551.072 respectively, of the Texas Government Code.

PUBLIC SESSION RECONVENED

Chair Snowden reconvened Public Session at 3:56 p.m.

Secretary Thiele called the roll and declared a quorum present.

NEW BUSINESS continued...

Resolution No. 3318: 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 Broadway Apartments located at 8965 N. Broadway, Houston, Texas 77034, 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. 3318.

Commissioner Miller moved to approve Resolution No. 3318. Commissioner Thomas seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopt Resolution No. 3318. Having none, Resolution No. 3318 is adopted.

Chair Snowden stated we will move now to Resolution No. 3319.

Resolution No. 3319: 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, Towne West Apartments located at 14906 Westpark Drive, Houston, Texas 77082, 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. 3319.

Commissioner Thomas moved to approve Resolution No. 3319. Commissioner Hernandez seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopt Resolution No. 3319. Having none, Resolution No. 3319 is adopted.

Chair Snowden stated we will move now to Resolution No. 3320.

Resolution No. 3320: Consideration and/or to take action to authorize the Interim President & CEO or designee to facilitate the acquisition of that certain parcel of land located at 850 Addicks-Howell Road, Houston, Texas 77079, the construction and development of the 297-unit Memorial at Six, 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. 3320.

Commissioner Thomas moved to approve Resolution No. 3320. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopt Resolution No. 3320. Having none, Resolution No. 3320 is adopted.

Chair Snowden stated we will move now to Resolution No. 3321.

Resolution No. 3321: Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Aspen Oaks Capital Partners for the acquisition of Highpoint at Cypress, an apartment community that is located at or about 13902 Mandolin Dr., Houston, TX 77070

Chair Snowden stated that the Board has heard the resolution. He asked for a motion to approve Resolution No. 3321.

Commissioner Kirkendoll moved to approve Resolution No. 3321. Commissioner Thomas seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopt Resolution No. 3321. Having none, Resolution No. 3321 is adopted.

Chair Snowden stated we will move now to Resolution No. 3322.

Resolution No. 3322: Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Trammell Crow Residential for the Development of Allora District West, an apartment community that is located at or about 22125 FM 1093, Richmond, TX 77047

Chair Snowden stated that the Board has heard the resolution. He asked for a motion to approve Resolution No. 3322.

Commissioner Hernandez moved to approve Resolution No. 3322. Commissioner Cooksey seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopt Resolution No. 3322. Having none, Resolution No. 3322 is adopted.

Chair Snowden stated we will move now to Resolution No. 3323.

Resolution No. 3323: Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Trammell Crow Residential for the Development of Allora Kingwood, an apartment community that is located at or about 5814 Splitting Willow Court, Porter, TX 77365

Chair Snowden stated that the Board has heard the resolution. He asked for a motion to approve Resolution No. 3323.

Commissioner Hernandez moved to approve Resolution No. 3323. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopt Resolution No. 3323. Having none, Resolution No. 3323 is adopted.

Chair Snowden stated we will move now to Resolution No. 3324.

Resolution No. 3324: Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Trammell Crow Residential for the Development of Allora New Forest, an apartment community that is located at or about 14615 Carmine Glen Dr., Houston, TX 77049

Chair Snowden stated that the Board has heard the resolution. He asked for a motion to approve Resolution No. 3324.

Commissioner Cooksey moved to approve Resolution No. 3324. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopt Resolution No. 3324. Having none, Resolution No. 3324 is adopted.

Chair Snowden stated we will move now to Resolution No. 3325.

Resolution No. 3325: Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Fairstead for the acquisition and rehab of Coopertree Village, an apartment community that is located at or about 1415 West Gulf Bank Road, Houston, TX 77088

Chair Snowden stated that the Board has heard the resolution. He asked for a motion to TABLE Resolution No. 3325.

Commissioner Kirkendoll moved to TABLE Resolution No. 3325. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to TABLE Resolution No. 3325. Having none, Resolution No. 3325 is TABLED.

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 Hernandez moved to adjourn. Commissioner Ballard seconded. The meeting adjourned at 4:04 p.m.



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**RESPONSES TO COMMENTS RECEIVED AT THE TUESDAY, AUGUST 17, 2021
BOARD OF COMMISSIONER MEETING**

A Meeting of the Board of Commissioners (“Board”) of the Houston Housing Authority (“HHA”) was held on Tuesday, August 17, 2021, via telephone conference pursuant to the March 16, 2020 Notice issued by the Office of the Texas Attorney General and in accordance with the applicable portions of the Texas Open Meetings Act.

C = Comments Received

R= HHA Response

PUBLIC COMMENTS

The Board received no comments during the public comment period



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REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or action to authorize the Interim President & CEO or designee to conditionally award Project-Based Vouchers to Jensen Apartments.

2. Date of Board Meeting: September 21, 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 conditionally award eight-five (85) Project-Based Vouchers to Jensen Apartments located at or about 2701 Foote Houston, TX 77020 pursuant to the memorandum from Robin Walls, Vice President of HCVP dated September 7, 2021, to Mark Thiele, Interim President & CEO.

4. Department Head Approval Signature  Date: 9/15/2021

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

Funds Budgeted and Available Yes No Source _____

VP of FO Approval Signature _____ Date: _____

6. Approval of President & CEO

Signature  Date: 9/15/2021



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MEMORANDUM

TO: MARK THIELE, INTERIM PRESIDENT & CEO
FROM: ROBIN WALLS, VICE PRESIDENT OF HCVP
SUBJECT: CONSIDERATION AND/OR ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR DESIGNEE TO CONDITIONALLY AWARD PROJECT-BASED VOUCHERS TO JENSEN APARTMENTS
DATE: SEPTEMBER 7, 2021

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to conditionally award eight-five (85) Project-Based Vouchers to Jensen Apartments.

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*. HHA may use up to twenty (20) percent of its total authorized number of vouchers for project-based voucher assistance. 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;
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.

HHA may attach PBVs to projects in which HHA has an ownership interest or has control of, without following a competitive process, in cases where HHA is engaged in an initiative to improve, develop, or replace a public housing property or site. The units selected under this section must be eligible for PBV assistance in accordance with 24 CFR 983.53, and the selection of the units must satisfy all other applicable statutory and regulatory requirements of the PBV program. HHA has an ownership interest in the development and the proposed PBV units at Standard Jensen will be developed as part of the replacement housing strategy for Clayton Homes. Accordingly, the provisions of PIH Notice 2017-21 that authorize non-competitive selection of certain Housing Authority owned developments apply. HUD's Office of Fair Housing and Equal Opportunity conducted a review of the site and issued an approval letter dated May 7, 2020. The Environmental Review was performed by the City of Houston in accordance with 24 CFR part 58. The City made a determination that the project complies with 24 CFR part 58 and signed a Request Release of Funds on January 31, 2021. The HUD Houston Field Office of Public Housing accepted this determination and signed the Authority to Use Grant Funds to procure the land on February 25, 2021. Finally, on March 22, 2021, the HUD Special Applications Center authorized the use of Clayton Homes disposition proceeds received from TXDOT for the land purchase. HUD must conduct a Subsidy Layering Review and approve the development finances in accordance with PBV requirements prior to HHA executing an Agreement to Enter into a Housing Assistance Payments Contract (AHAP) with the development entity. All units must meet HUD Housing Quality Standards before HHA can execute a Housing Assistance Payments Contract for the development.

PROJECT INFORMATION

Jensen Apartments is approximately 11.43 acres at the Southwest corner of Jensen Drive and Bryan Street and north of Buffalo Bayou. The need for the proposal is to provide affordable and workforce housing in a neighborhood with rapidly diminishing affordable housing stock in a location close to downtown Houston adjacent to walkable amenities and employment. With the redevelopment of Houston's close-in east side neighborhoods and the new adjacent large-scale mixed-use East River developments, opportunities for new quality affordable and mixed-income housing developments in this neighborhood will be limited or non-existent in the future.

The development will consist of approximately 435-units (301,000 net rentable square feet) in 4- and 5-story building(s) encompassing resident amenities, surrounding surface and garage parking. Approximately 49% (213 units) will be market rate and 51% (222 units) will be affordable housing for households with incomes at or below 80% of the Area Median Income (the Affordable Units). A total of 85 of the Affordable Units will be assisted with Section 8 Project-Based Vouchers (PBVs) provided by HHA that will target households with incomes at or below 30% of AMI. An admissions preference will be established in the Development for relocated residents of Clayton Homes. The total HUD funded amount is designated as \$12,000,000.00.

Community Amenities

- Trail and bayou-oriented design with multiple direct connection points to Buffalo Bayou trail and one-of-a-kind views of Buffalo Bayou and downtown Houston
- Multi-level resort-style pool
- 24-hour fitness center with yoga/spin studio and on-demand fitness kiosks, housed in an approximately 3,500 square feet facility
- Multi-story co-working style business center with Wi-Fi equipped outdoor lounge

- 2,000 square foot resident lounge with flexible layouts for intimate and large gatherings
- Pet Park with direct connection to Buffalo Bayou trail
- Outdoor grilling kitchen with natural gas grills
- Resident library with contemplative seating areas
- Ample bike storage within each residential building
- North to South interior trail that connects all buildings to the Buffalo Bayou trail

Unit Amenities

- Stylish studio, one-, two-, and three-bedroom floor plans
- Stainless steel appliance package
- French door refrigerators *
- Multiple parking options including direct access garages, standalone garages and carports*
- Oversized kitchen sinks
- Upgraded plumbing fixture package
- Washer and dryer provided in all units
- Expansive closets with wood shelving
- Built in desk or home office*
- Covered patios or balconies*
- Private yards*
- Garden tubs
- Stand-alone showers*
- Resilient wood-style flooring

References have been checked and returned positive. There are no conflicts of interest, and the Developer is 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 conditionally award eight-five (85) Project-Based Vouchers to Jensen Apartments located at 2701 Foote Houston, TX 77020 pursuant to the memorandum from Robin Walls, Vice President of HCVP dated September 7, 2021, to Mark Thiele, Interim President & CEO.



ARCHITECTURE DEMAREST

2320 Valinda Street,
Dallas, TX 75207
Tel: 214.748.6655
www.architecture-demarest.com

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Consultants

STANDARD JENSEN APARTMENTS
JENSEN APARTMENTS TENANT, LP
JENSEN AVE, HOUSTON, TEXAS

Client/Project
PROJECT NUMBER: 21.001

SCHEMATIC DESIGN - [2021.06.15]
TDLR: ?

Revision	YYYY.MM.DD
Issued	YYYY.MM.DD

JE	JE
Drawn By	Reviewed By

Permit-Seal

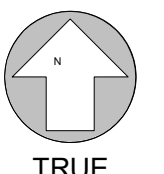
**PRELIMINARY
NOT FOR CONSTRUCTION**
Not for permits, pricing or other
official purposes.
This document has not been
completed or checked and is for
general information or comment
only.

Title
SITE PLAN

Scale
1" = 30'-0"

Revision
Drawing No.

SD-100



1 Site Plan
Scale: 1" = 30'-0"

09/20/2021 2:16:50 PM

ORIGINAL SHEET - (307427)



Building five Jensen Houston.



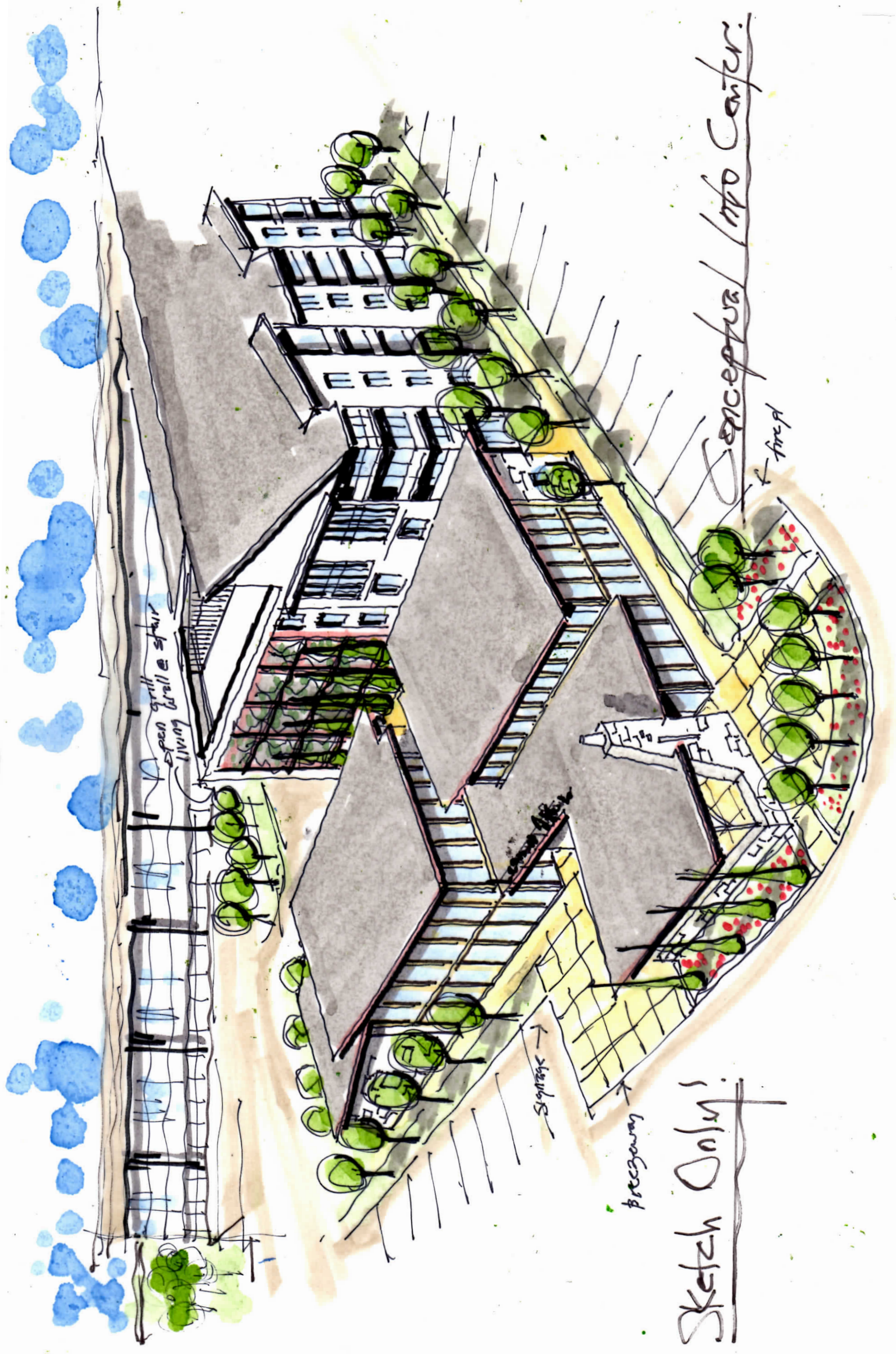
ARCHITECTURE **DEMAREST**

21.001: STANDARD JENSEN APARTMENTS
 JENSEN AVE, HOUSTON, TEXAS
 JENSEN APARTMENTS TENANT, LP

BUILDING - JENSEN ELEVATION

Scale:

2021.06.15



Sketch Only!

Conceptual into Center.

open grill & stair
living

Stairs

passway

fire

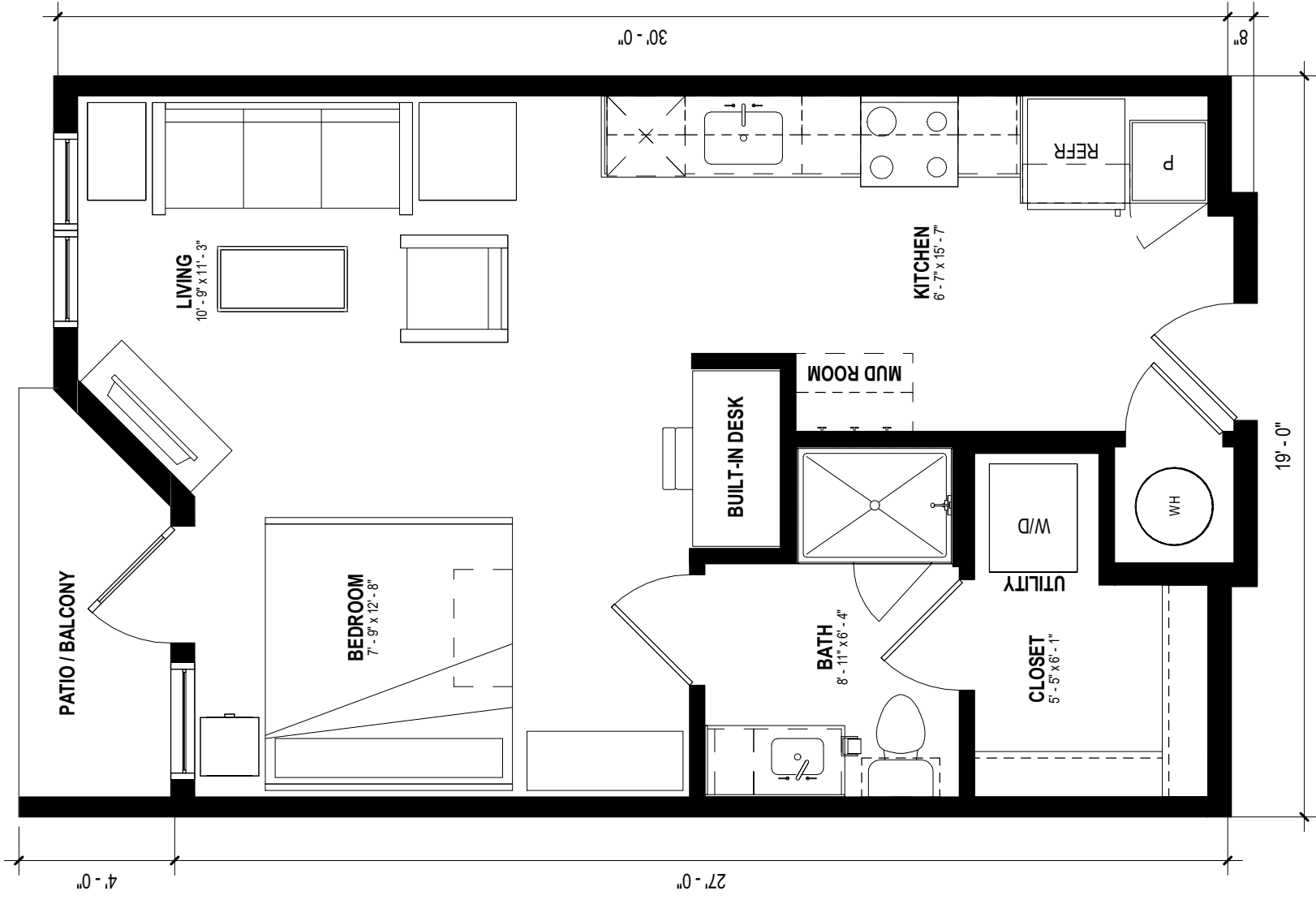


Car Service Deck

Fitness

Club / fitness

Sketch Only!



UNIT E1
Net: 548 SF

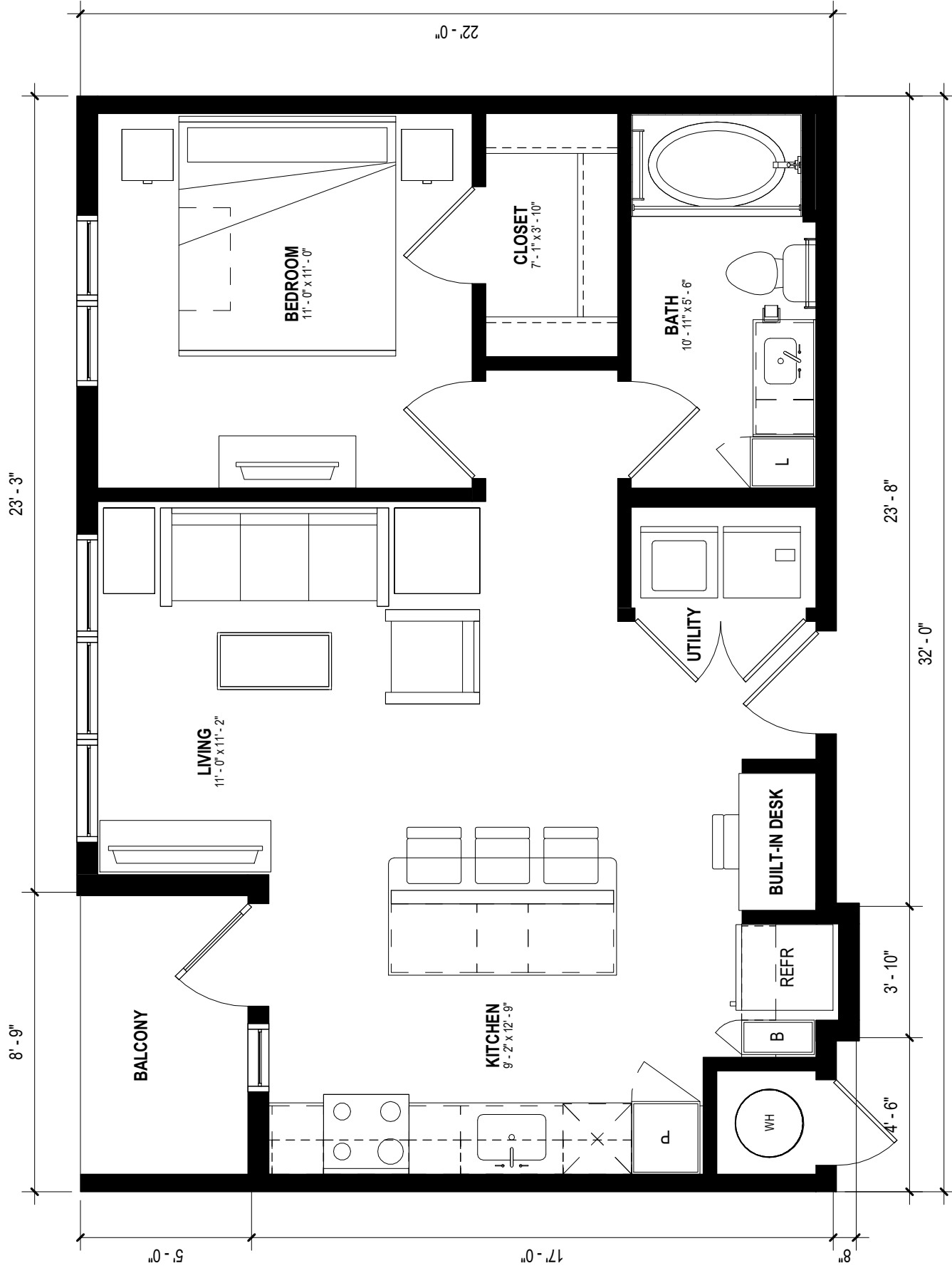
2021.07.27

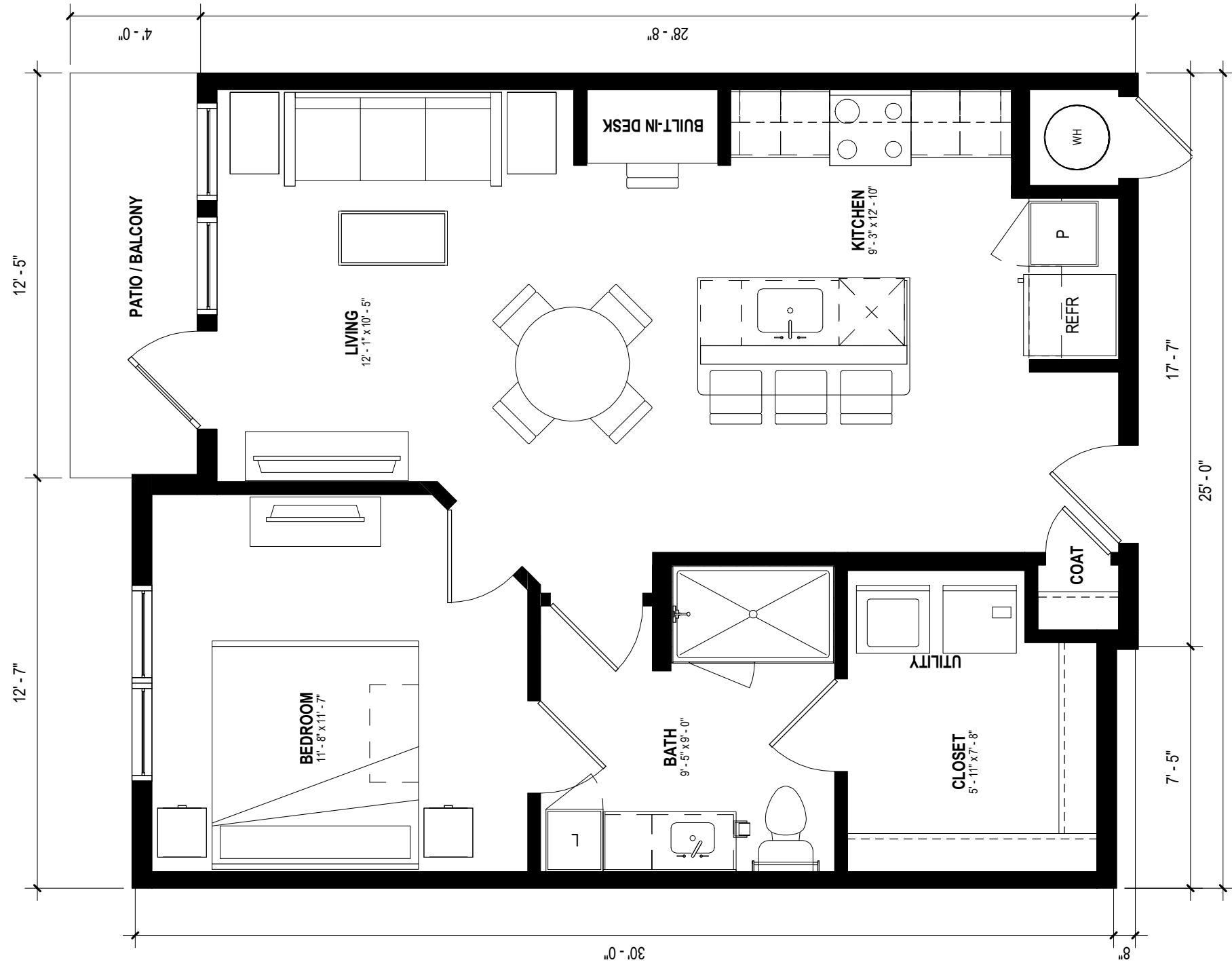
21.001: STANDARD JENSEN APARTMENTS
JENSEN AVE, HOUSTON, TEXAS
JENSEN APARTMENTS TENANT, LP



ARCHITECTURE **DEMAREST**

Scale: 1/4" = 1'-0"

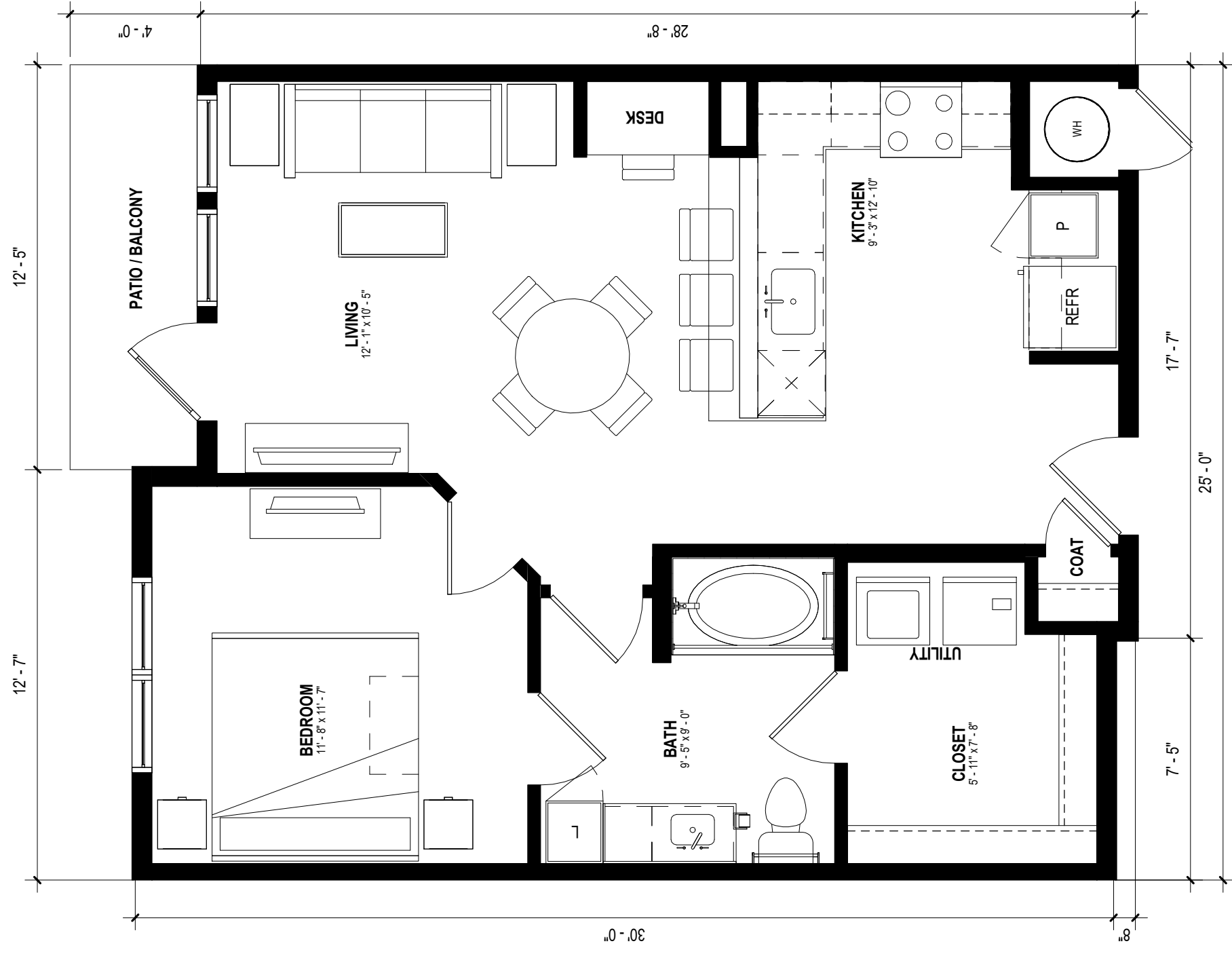




21.001: STANDARD JENSEN APARTMENTS
JENSEN AVE, HOUSTON, TEXAS
JENSEN APARTMENTS TENANT, LP

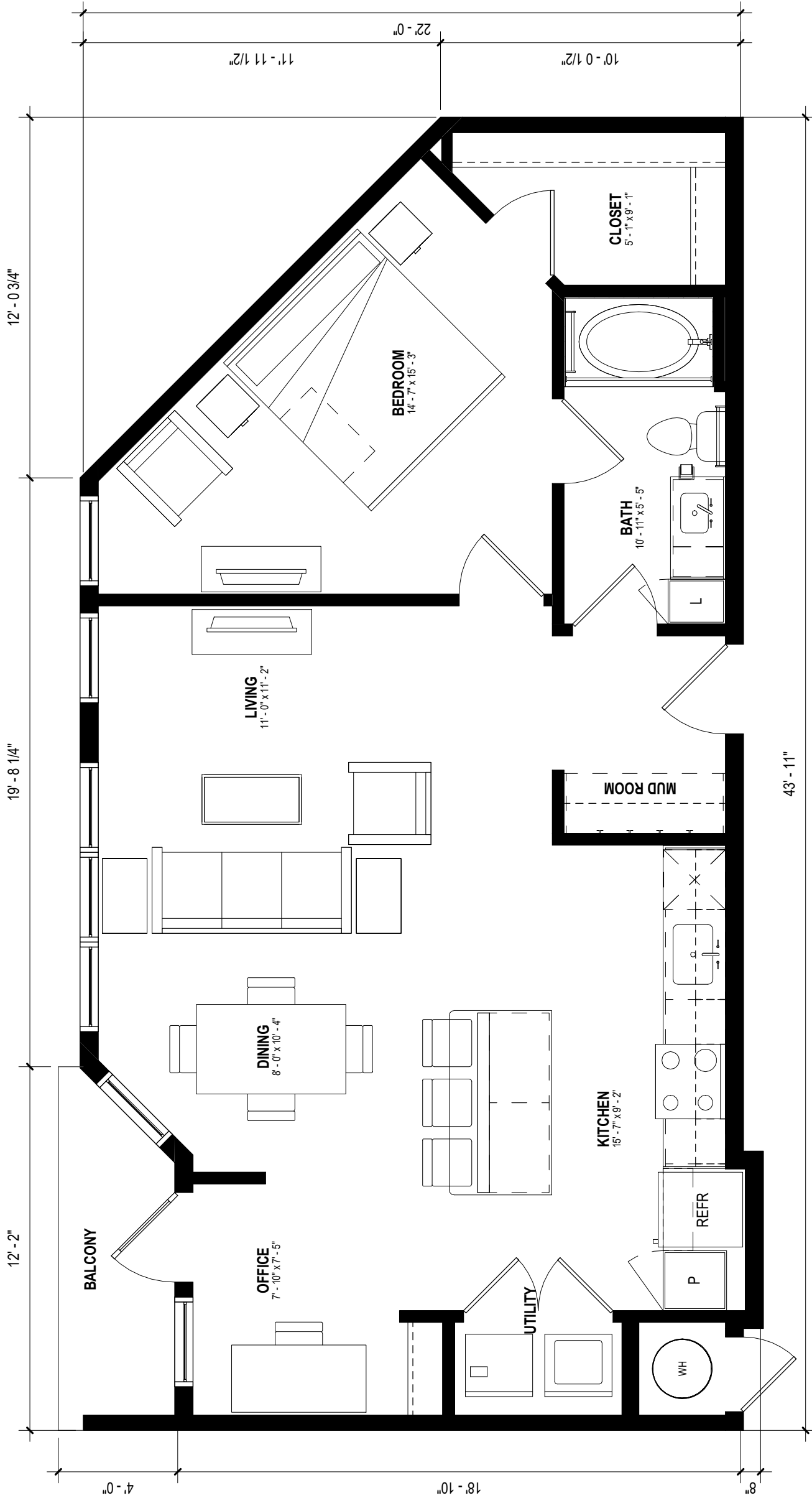


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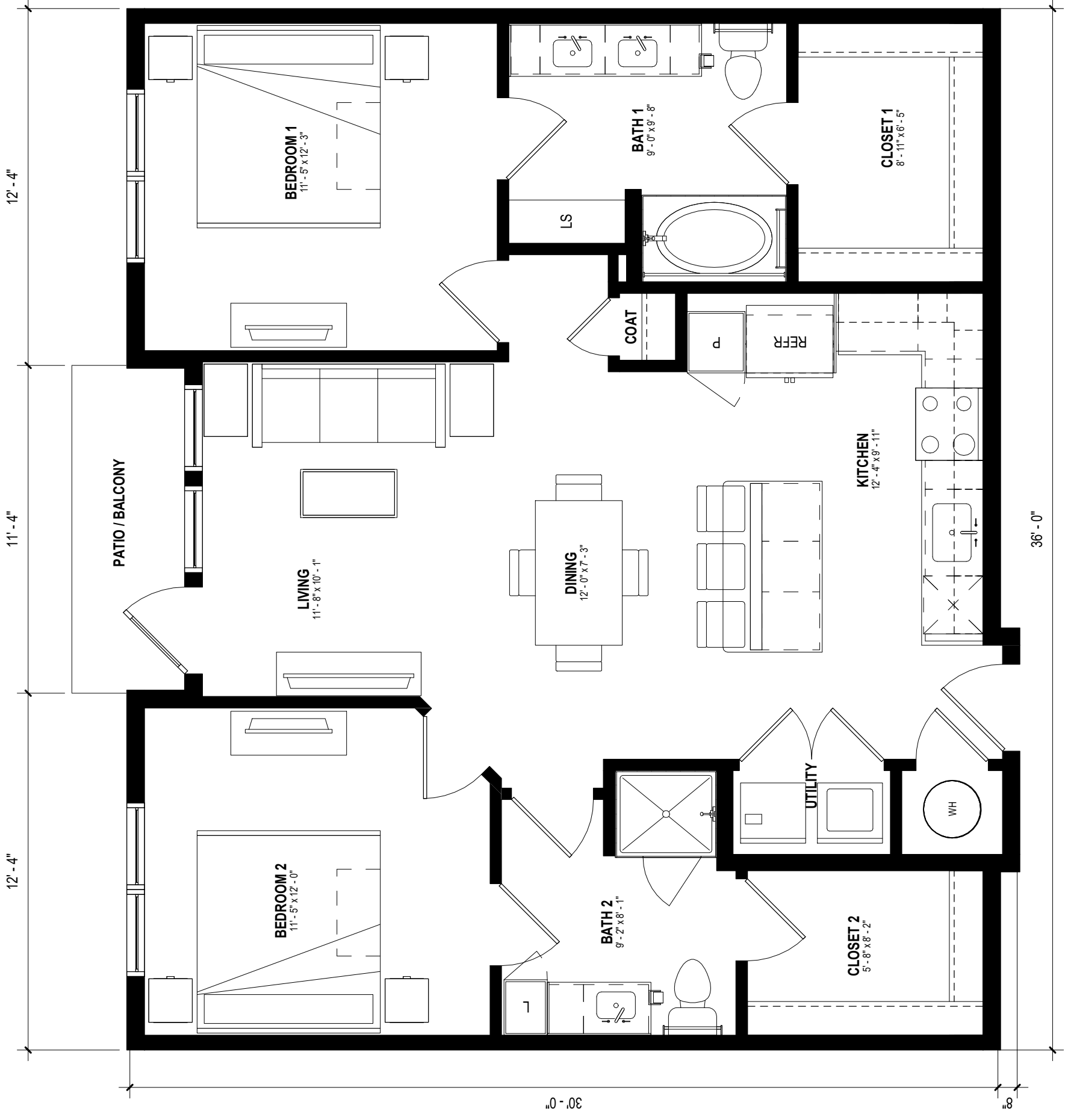
UNIT A2
Net: 725 SF

2021.07.27



21.001: STANDARD JENSEN APARTMENTS
 JENSEN AVE, HOUSTON, TEXAS
 JENSEN APARTMENTS TENANT, LP

UNIT A3
 Net: 852 SF



21.001: STANDARD JENSEN APARTMENTS
 JENSEN AVE, HOUSTON, TEXAS
 JENSEN APARTMENTS TENANT, LP

UNIT B1
 Net: 1063 SF

ARCHITECTURE **DEMAREST**

Scale: 1/4" = 1'-0"

2021.07.27



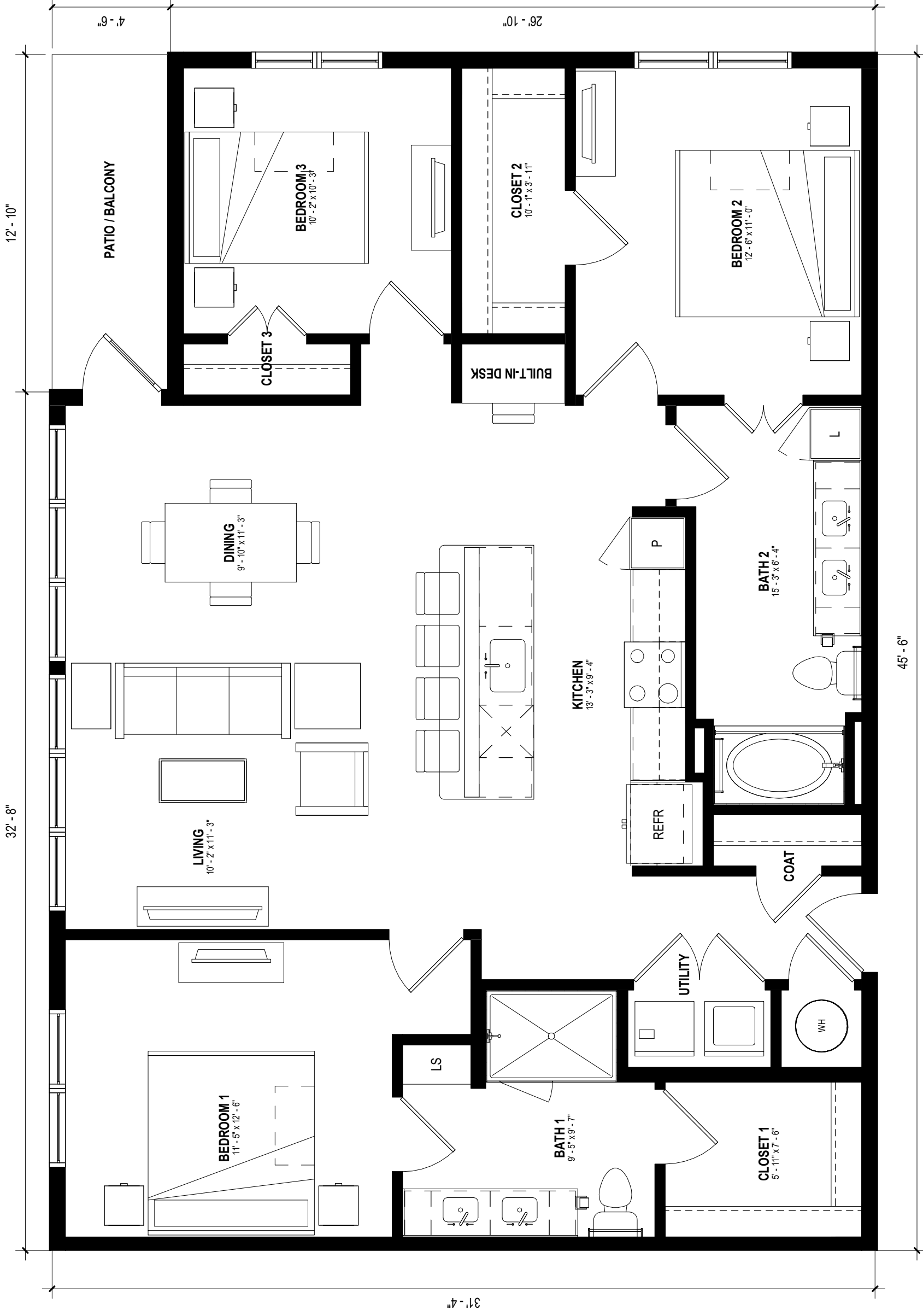
UNIT B2
 Net: 1150 SF

2021.07.27

21.001: STANDARD JENSEN APARTMENTS
 JENSEN AVE, HOUSTON, TEXAS
 JENSEN APARTMENTS TENANT, LP

ARCHITECTURE DEMAREST

Scale: 1/4" = 1'-0"





U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Special Applications Center
77 W. Jackson Blvd., Room 2401
Chicago, Illinois 60604-3507
Phone: (312) 353-6236 Fax: (312) 913-8892

OFFICE OF PUBLIC HOUSING AND INDIAN HOUSING

March 22, 2021

Mr. Mark Thiele
Executive Director
Houston Housing Authority
2640 Fountain View Drive
Houston, TX 77057

Dear Mr. Thiele:

On March 31, 2020, the U. S. Department of Housing and Urban Development’s (Department) Special Applications Center (SAC) received the Houston Housing Authority’s (HHA) request via email to use proceeds generated by PIC application DDA0008372 for the disposition of Clayton Homes, TX005000004. The Houston Housing Authority has requested to use \$12,000,000 in disposition proceeds for acquisition of land on which a multifamily residential project (aka The Standard at Jensen or the Standard at East River) will be developed, which is consistent with section 18(a)(5) of the United States Housing Act of 1937 and with PIH Notice 2020-23. The purchase will allow for development of a total of 435 units, of which 85 will be project based voucher (PBV) units. As reflected in the development budget, HHA’s total contribution of \$12,000,000 represents 17.18% of total development costs. The 85 PBV units represent 19.54% of the total units.

The Environmental Review (ER) was performed by the local Responsible Entity (RE) City of Houston in accordance with 24 CFR part 58. The RE made a determination that the project or activity complies with 24 CFR part 58 and signed a Request Release of Funds on January 31, 2021. The HUD Houston Field Office of Public Housing (Field Office) accepts this determination and signed the Authority to Use Grant Funds on February 25, 2021.

The proposed use of the parcel to develop PBV units is consistent with the statutory requirement. Failure to develop the PBV units or to otherwise use the proceeds consistent with section 18(a)(5) of the United States Housing Act of 1937 and PIH 2020-23 may result in enforcement action by HUD. If you have any questions, please contact SACTA@hud.gov.

Sincerely,

JANE
HORNSTEIN

Jane B. Hornstein
Director

Digitally signed by: JANE HORNSTEIN
DN: CN = JANE HORNSTEIN C = US O = U.S. Government OU = Department of Housing and Urban Development, Office of Public and Indian Housing
Date: 2021.03.22 10:45:02 -0500

cc: Houston OPH



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or action to authorize the Interim President & CEO or designee to enter into a contract with Sankofa Research Institute to provide consulting services in support of the Choice Neighborhood People Plan.

2. Date of Board Meeting: September 21, 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 enter into a contract with Sankofa Research Institute to provide consulting services in support of the Choice Neighborhood People Plan in the amount not to exceed \$386,540 for an initial period of performance of one (1) year, with HHA having the option of extending the contract two (2) additional years in one (1) year increments, pursuant to the memorandum from Robin Walls, Vice President of HCVP dated September 8, 2021 to Mark Thiele, Interim President & CEO.

4. Department Head Approval Signature  Date: 9/16/2021
532F7E64026640A...

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

Funds Budgeted and Available Yes No Source CHOICE NEIGHBORHOOD GRANT

VP of FO Approval Signature  Date: 9/16/2021
3FC87AD4710742D...

6. Approval of President & CEO Signature  Date: 9/17/2021
6072D2C8367A4C7...



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO: MARK THIELE, INTERIM PRESIDENT & CEO
FROM: ROBIN WALLS, VICE PRESIDENT OF HOUSING CHOICE VOUCHER PROGRAM
SUBJECT: CONSIDERATION AND/OR ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR DESIGNEE TO ENTER INTO A CONTRACT WITH SANKOFA RESEARCH INSTITUTE TO DEVELOP THE CHOICE NEIGHBORHOOD PEOPLE PLAN
DATE: SEPTEMBER 8, 2021

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to enter into a contract with Sankofa Research Institute to provide consulting services in support of the Choice Neighborhood People Plan in the amount not to exceed \$386,540 for an initial period of performance of one (1) year, with HHA having the option of extending the contract two (2) additional years in one (1) year increments.

BACKGROUND:

On July 14, 2020, HUD issued a Choice Neighborhoods Planning Grants NOFA FR-6400-N-38 with an application due date of September 14, 2020. The Houston Housing Authority and the City of Houston as Co-Applicant was awarded a Choice Neighborhoods Planning Grant by the US Department of Housing and Urban Development (HUD). This grant leads a neighborhood planning process and develops a comprehensive neighborhood revitalization plan (Transformation Plan) for the Cuney Homes public housing development and the broader Third Ward neighborhood. The specific requirements of the Planning Grant are detailed in the 2020 HUD Choice Neighborhoods Planning Grant Notice of Funding Availability (NOFA) and the grant agreement. Pursuant to the NOFA, the Choice Neighborhoods program is focused on three core goals, each of which must be addressed in the Transformation Plan:

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

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

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

Central to the planning process is the active engagement of a comprehensive and inclusive array of community stakeholders, including residents of Cuney Homes and the Third Ward, health care providers, educational institutions, employers, local government representatives, social service agencies, faith-based groups, and others. It is critical that the planning process be designed to encourage and support

community engagement and result in a Transformation Plan that reflects a consensus vision for change in the areas of Housing, People, and Neighborhood.

A third-party Planning Coordinator has been selected to work with the City of Houston and HHA to organize and coordinate the overall Transformation Plan process. Sankofa Research Institute will provide additional consulting services designed to engage multiple critical Third Ward stakeholders in this critical assessment and planning process.

ADVERTISEMENT

On July 26, 2021, HHA'S Procurement Department posted RFP 21-39 on its website and placed a legal notice advertising the solicitation in the newspaper. HHA's Procurement Department developed a Bidders' List via the Bidders provided by other successful Choice Neighborhoods Grantees and other planners and planning teams that have developed successful plans in the City of Houston and Third Ward.

SELECTION

EVALUATION PROCESS

HHA staff, Robin Walls, Vice President of HCVP, Rhonda Foster, Asset Management Director and, Jay Mason, Manager of Construction Services, evaluated the two responsive proposals received,

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

Evaluation/Selection Criteria	Maximum Score
Offeror's experience and qualifications in performing similar type of work	20
Methodology/Project Plan	30
Proposed Fees	30
Cost Control	5
M/WBE Participation	10
Section 3 Participation	10
TOTAL POINTS	105

Rank	Firm/Company	M/WBE	Evaluation Rating
1	Sankofa Research Institute		95
2	Building Community/Design Workshop		86

References have been checked and returned positive. There are no conflicts of interest, and Sankofa Research Institute is not on the HUD Debarment List.

DESCRIPTION OF SANKOFA RESEARCH INSTITUTE

With almost ten years of experience, Sankofa Research Institute (SRI) has in-depth knowledge and expertise to undertake the scope of work for developing the Choice Neighborhood People Plan. The SRI team consists of deeply committed and invested individuals with a proven track record of providing

solutions to organizations and communities in the areas of community-based research and community engagement.

Sankofa is located in the Third Ward and deeply civically engaged in the community, including the involvement with the Emancipation Economic Development Council, the Greater Third Ward Super Neighborhood Association and the Third Ward Complete Communities Action Plan. SRI employs the Community Based participatory research (CBPR) model to identify community members as collaborators with academically trained researchers, community partners, and stakeholders in producing knowledge. Utilizing the CBPR model, SRI works with community-based organizations, nonprofits, foundations, and community members to generate evidence and information on issues that inform positive social change.

SANKOFA RESEARCH INSTITUTE RESPONSIBILITIES

The Choice Neighborhood People Plan is intended to improve households living in Cuney Homes related to employment and income, health, and children's education. Specific services, which includes, but is not limited to:

Administration and Organization

- Assist in identifying and inviting additional partners to sit on People Task Force.
- Establish meeting schedule with Task Force members at the first meeting
- Serve as an additional point of contact to convey information to People Task Force members (meeting/event reminders, information gathering, strategy, and plan reviews).
- With guidance from HHA/City/Planning Coordinator, lead Task Force meeting discussions and summarize outcomes of meetings.
- Participate in bi-weekly Core Team Meetings during the 2-year planning process.

Coordinate Information Exchange

- Share and review relevant plans, studies, and data regarding neighborhood health, education, employment, and youth-related conditions, services, and performance metrics to help understand Existing Conditions and Opportunities in the Choice Neighborhood.
- With the core planning team and People Task Force, identify other stakeholders to interview during information gathering and/or bring together in Focus Group discussions.

Plan Development

- Guide People Task Force to identify strengths and weaknesses of existing conditions and services available to Cuney Homes residents and neighborhood residents by focus area (health, education, employment, and youth).
- Work with People Task Force members to identify service gaps based on Needs Assessment Survey findings, prior neighborhood surveys/plans, and task force discussions. With People Task Force, established priority needs to address in People Plan.
- Identify overarching vision and goals for the People Plan with Task Force.
- Develop SMART strategies (specific, measurable, achievable, relevant, and time-bound) that respond directly to needs identified during Needs Assessment and planning process. Consider strategies that link to other Transformation Plan goals.
- Develop performance metrics for each People Plan strategy with Task Force.
- Work with stakeholders to identify and form partnerships for the implementation of each People Plan strategy.
- With Task Force, identify estimated timelines (short-, mid-, long-term) to complete each People Plan strategy.

For Draft Plan Document

- Outline People Plan components
- Assist Planning Coordinator in summarizing findings, strengths, deficiencies, and opportunities
- Provide text describing overall recommendations, priorities, and plan for implementation, including vision, goals, strategies, timelines for completion, responsible parties, funding resources
- Respond to HUD's comments on the Draft Plan by suggesting recommended changes.
- Review final plan (People Plan) document for consistency.

Community Engagement

- Community Engagement Plan- work with HHA, the city, Planning Coordinator, and Core Team to refine the components and timing of the community engagement plan.
- Resident and Capacity Building – support training and capacity building of Cuney Homes residents to encourage their meaningful participation in the planning process. This may include training of resident ambassadors and assistance with Leadership Series coordination and administration. These activities could be expanded to be offered to neighborhood residents.
- Community Meetings – Participate in four (4) community meetings.
- Focus Group Meetings (3) – Assist in identifying participants for up to three (3) focus group meetings.
- Pop-ups / Special Events – Assist Planning Coordinator in developing and administering smaller engagement activities such as a senior coffee hour, youth planning workshop, neighborhood workshop. Activities could include participation of ambassadors in organizing the events.

Needs Assessment Survey

- Work with People Task Force members and Core Team to develop meaningful questions to establish baseline data of both Cuney Homes residents and neighborhood residents.
- Validate survey tool.
- Oversee administration and collection of surveys from at least 51% of Cuney Homes households.
- Analyze findings of the survey.

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to enter into a contract with Sankofa Research Institute to develop the Choice Neighborhood People Plan in the amount not to exceed \$386,540 for an initial period of performance of one (1) year, with HHA having the option of extending the contract two (2) additional years in one (1) year increments, pursuant to the memorandum from Robin Walls, Vice President of HCVP dated September 8, 2021 to Mark Thiele, Interim President & CEO.



Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or action to authorize the Interim President & CEO or designee to execute a contract with Jones Engineers, L.P. and E&C Engineers and Consultants for Mechanical, Electrical, and Plumbing (MEP) engineering services.

2. Date of Board Meeting: September 21, 2021

3. Proposed Board Resolution:

Resolution:

That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with Jones Engineers, L.P. and E&C Engineers and Consultants for Mechanical, Electrical, and Plumbing (MEP) engineering services related to Capital Funds and Construction Services projects in an amount not to exceed \$1,000,000.00 in the aggregate for two (2) years, with a one-year extension option, pursuant to the memorandum from Cody Roskelley dated August 31, 2021 to Mark Thiele, Interim President & CEO.

4. Department Head Approval Signature DocuSigned by:
Cody Roskelley
8FC143A291EE443... Date: 9/15/2021

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

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

VP of FO Approval Signature DocuSigned by:
Mike Rogers
3FC87AD4740742D... Date: 9/15/2021

6. Approval of President & CEO Signature DocuSigned by:
Mark Thiele
6072D2C8367A4C7... Date: 9/15/2021



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO: MARK THIELE, INTERIM PRESIDENT & CEO
FROM: CODY ROSKELLEY, VICE PRESIDENT, REID
SUBJECT: CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR DESIGNEE TO EXECUTE CONTRACTS WITH JONES ENGINEERS, L.P. AND E&C ENGINEERS AND CONSULTANTS FOR MECHANICAL, ELECTRICAL, AND PLUMBING (MEP) ENGINEERING SERVICES.
DATE: AUGUST 31, 2021

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to a contract with Jones Engineers, L.P. and E&C Engineers and Consultants for Mechanical, Electrical, and Plumbing (MEP) engineering services related to Capital Funds and Construction Services projects in an amount not to exceed \$1,000,000.00 in the aggregate for two (2) years, with a one-year extension option.

BACKGROUND:

HHA is currently assessing various properties to address the required rehabilitation of Mechanical, Electrical, and Plumbing systems. Major projects include Cuney Homes, Kelly Village, Lyerly, Mansions at Turkey Creek, and Irvington Village. HHA plans to engage a Mechanical, Electrical, and Plumbing (MEP) engineering firm to effectively respond to property needs for the entire portfolio of HHA properties, as required, to preserve quality affordable housing. HHA will utilize the MEP Engineer services for Capital Funds and Construction Services projects.

ADVERTISEMENT:

In June of 2021, HHA's Procurement Department issued a legal notice advertising Qualification Based Solicitation 21-33 Mechanical, Electrical and Plumbing (MEP) Engineer ("QBS 21-33") in Houston Chronicle and Forward Times Newspapers, and in the Houston Business Journal.

In addition to posting "QBS 21-33" on its website, HHA's Procurement Department sent e-mails advertising this solicitation to potential Firms on its Bidder's List; to the City of Houston Office of Business Opportunity (OBO); the Greater Houston Black Chamber of Commerce (GHBCC); and to the Houston Minority Supplier Development Council (HMSDC).

Interested parties were also able to access "Q8S 21-33" by going to the websites of the: City of Houston Office of Business Opportunity (OBO); the Greater Houston Black Chamber of Commerce (GH8CC); the Houston Minority Supplier Development Council (HMSDC); the Houston Chapter of the National Association of Minority Contractors (NAMC); and to the Houston Office of the United States Small Business Administration (SBA).

EVALUATION PROCESS:

All responses to "QBS 21-33" received by the specified due date were scored based on the following published scoring criteria:

Criteria	Maximum Points
1. Firm's history and resource capability to perform the required services	20
2. Qualifications of assigned personnel	15
3. Demonstrated related experience in: <ul style="list-style-type: none"> • Design Services • Construction Coordination / Administration • Rehabilitation • Mitigation/Flood Control Experience • Multi-Family Residential Housing Experience • Sustainable Design Experience 	5 5 5 5 5 5
4. Understanding of FEMA, HUD and/or City, State and Federal codes, and regulations applicable to the work	30
5. Project planning, scheduling, and methodology/strategy to accomplish the task	10
6. Budget, cost-control experience, and results	15
7. M/WBE Participation	5
8. Section 3 Participation	5
TOTAL POINTS	130

On July 13, 2021, HHA's Procurement Department opened sealed proposals submitted by the following companies, which were subsequently scored independently by an Evaluation Committee:

Rank	Firm/Company	M/WBE	Evaluation Rating
1	Jones Engineers, L.P.	MBE	120
2	E & C Engineers and Consultants, Inc.	WBE	115
3	Source2 Load	MBE	109
4	Infrastructures Associates, Inc.	MBE	105

The Evaluation Committee consisted of:

Obed Diaz-Lopez, Director, REID

William Bryant, Energy Manager, REID

Luis Montes de Oca, Construction Coordinator, REID

Jones Engineers, L.P. has agreed to hire Section participants to fill employment opportunities listed in the solicitation.

E & C Engineers and Consultants has agreed to make a cash contribution to the Self-Sufficiency Compliance Fund to support economic self-sufficiency opportunities and/or job training opportunities.

References have been checked and returned positive. There is no conflict of interest, and Jones Engineers, L.P., E & C Engineers and Consultants 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 to negotiate, execute and make necessary changes and corrections to a contract with Jones Engineers, L.P. and E&C Engineers and Consultants for Mechanical, Electrical, and Plumbing (MEP) engineering services related to Capital Funds and Construction Services projects in an amount not to exceed \$1,000,000.00 in the aggregate for two (2) years, with a one-year extension option, pursuant to the memorandum from Cody Roskelley dated August 31, 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 action to authorize the Interim President & CEO or designee to execute a contract with CS Advantage USAA, Inc. to install new TPO roofing at Bellerive Senior Living Apartments.

2. Date of Board Meeting: September 21, 2021

3. Proposed Board Resolution:

Resolution:

That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with CS Advantage USAA, Inc. to install new TPO roofing at Bellerive Senior Living Apartments in an amount not to exceed \$920,000.00 pursuant to the memorandum from Cody Roskelley, Vice President of REID dated September 2, 2021, to Mark Thiele, Interim President & CEO.

4. Department Head Approval Signature DocuSigned by: Cody Roskelley Date: 9/17/2021

8FC143A291EE443...

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

Funds Budgeted and Available Yes No Source CAPITAL FUNDS

VP of FO Approval Signature DocuSigned by: Mike Rogers Date: 9/17/2021

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6. Approval of President & CEO Signature DocuSigned by: Mark Thiele Date: 9/17/2021

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HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO: MARK THIELE, INTERIM PRESIDENT & CEO
FROM: CODY ROSKELLEY, VICE PRESIDENT REID
SUBJECT: CONSIDERATION AND/OR ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR DESIGNEE TO EXECUTE A CONTRACT WITH CS ADVANTAGE USAA, INC. TO INSTALL NEW TPO ROOFING AT BELLERIVE SENIOR LIVING APARTMENTS.
DATE: SEPTEMBER 2, 2021

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to a contract with CS Advantage USAA, Inc. to install new TPO roofing at Bellerive Senior Living Apartments in an amount not to exceed \$920,000.00.

BACKGROUND:

The HHA proceeded with assessing the Bellerive Apartment Building's seven-story flat roof to determine existing conditions. The asphalt roof has exceeded its life expectancy. To prevent water intrusion, a new TPO roof is required to withstand the elements for the next 20 years. HHA plans to install a warranted roof to prolong the performance of the entire building and address other roofing components to maximize energy performance requirements.

ADVERTISEMENT:

In July of 2021, HHA's Procurement Department issued a legal notice advertising IFB 21-35 Roof Replacement at Bellerive Senior Living Apartment Complex ("IFB 21-35") in the Houston Chronicle and Forward Times Newspapers, and in the Houston Business Journal.

In addition to posting "IFB 21-35" on its website, HHA's Procurement Department sent e-mails advertising this solicitation to potential Firms on its Bidder's List; to the City of Houston Office of Business Opportunity (OBO); the Greater Houston Black Chamber of Commerce (GH8CC); and to the Houston Minority Supplier Development Council (HMSDC).

Interested parties were also able to access "IFB 21-35" by going to the websites of the City of Houston Office of Business Opportunity (OBO); the Greater Houston Black Chamber of Commerce (GH8CC); the Houston Minority Supplier Development Council (HMSDC); the Houston Chapter of the National Association of Minority Contractors (NAMC); and to the Houston Office of the United States Small Business Administration (SBA).

EVALUATION PROCESS:

On September 1, 2021, HHA's Procurement Department opened the following sealed bids in response to "IFB 21-35":

Rank	Firm/Company	M/WBE	Bid Price
1	CS Advantage USAA, Inc.	MBE	\$920,000.00
2	JR Jones Roofing Inc.	N/A	\$939,937.00
3	All American Exterior Specialists, Inc.	M/WBE	*\$941,154.00
4	Restoration Services	N/A	\$1,797,000.00
5	Sea Breeze Roofing, Inc.	N/A	\$1,990,600.00

CS Advantage USAA, Inc. will make a cash contribution to the Self-Sufficiency Compliance Fund to support economic self-sufficiency opportunities and/or job training opportunities.

All American Exterior Specialists, Inc. bid is non-responsive because it did not include the required bid bond.

There are no conflicts of interest, and CS Advantage USAA, Inc. is not on the HUD Debarment List.

References have been checked and returned positive.

RECOMMENDATION

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

Resolution:

That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with CS Advantage USAA, Inc. to install new TPO roofing at Bellerive Senior Living Apartments in an amount not to exceed \$920,000.00 pursuant to the memorandum from Cody Roskelley, Vice President of REID dated September 2, 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 action to authorize the Interim President & CEO or designee to execute a contract with Waste Connections of Texas for Solid Waste Removal Services.

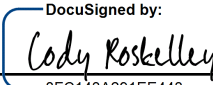
2. Date of Board Meeting:

September 21, 2021

3. Proposed Board Resolution:


Resolution:

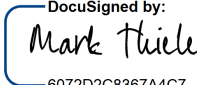
That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with Waste Connections of Texas for Solid Waste Removal Services in an amount not to exceed \$356,003.04 annually for two (2) years with an option to extend the contract one (1) additional year pursuant to the memorandum from Cody Roskelley, Vice President of REID dated September 3, 2021, to Mark Thiele, Interim President & CEO.

4. Department Head Approval Signature  Date: 9/15/2021
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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  Date: 9/15/2021
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6. Approval of President & CEO Signature  Date: 9/15/2021
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HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO: MARK THIELE, INTERIM PRESIDENT & CEO
FROM: CODY ROSKELLEY VP REID
SUBJECT: CONSIDERATION AND/OR ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR DESIGNEE TO EXECUTE A CONTRACT WITH SOLID WASTE REMOVAL SERVICES
DATE: SEPTEMBER 3, 2021

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes to a contract with Waste Connections of Texas for Solid Waste Removal Services in an amount not to exceed \$356,003.04 annually for two (2) years with an option to extend the contract one (1) additional year.

BACKGROUND

In 2017 HHA completed a portfolio-wide energy improvement program that allows for tracking and assessing energy usage consumption and cost. A component of the EPA Portfolio Manager tracking module used by the HHA Energy Manager provides for tracking solid waste disposal costs. An invitation for bids was drafted for Solid Waste Removal from properties for ongoing tracking through the energy module and possible cost reduction.

ADVERTISEMENT

In July of 2021, HHA’s Procurement Department issued a legal notice advertising IFB 21-29 Solid Waste Management Services (“IFB 21-29”) in the Houston Chronicle and Forward Times Newspapers, and Houston Business Journal.

In addition to posting “IFB 21-29” on the website of HHA’s Procurement Department, HHA’s Procurement Department sent e-mails advertising this solicitation to potential Firms on its Bidder’s List, Firms listed to do business with the City of Houston, and by doing a Google search.

Interested parties were also able to access “IFB 21-29” 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 the United States Small Business Administration (SBA).

EVALUATION PROCESS

On August 17, 2021 HHA's Procurement Department opened the following sealed bids in response to "IFB 21-29":

Rank	Firm/Company	M/WBE	Evaluation Rating
1	Waste Connections of Texas	N/A	356,003.04
2	FCC Environmental Services	N/A	584,196.36

Waste Connections of Texas, LLC has agreed to make a cash contribution to the Self-Sufficiency Compliance Fund to support economic self-sufficiency opportunities and/or job training opportunities. Waste Connections of Texas is the incumbent, and the utilization of their services will facilitate continuity of service.

References have been checked and returned positive. There are no conflicts of interest, and Waste Connections of Texas is 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 a contract with Waste Connections of Texas for Solid Waste Removal Services in an amount not to exceed \$356,003.04 annually for two (2) years with an option to extend the contract one (1) additional year pursuant to the memorandum from Cody Roskelley, Vice President of REID dated September 3, 2021, to Mark Thiele, Interim President & CEO.



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

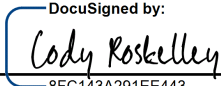
1. Brief Description of Proposed Item

Consideration and/or action to authorize the Interim President & CEO or designee to increase the contract amount for Building Envelope Consulting Services at Houston Housing Authority properties.

2. Date of Board Meeting: September 21, 2021

3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to contracts with Price Consulting, Inc. (PCI), TLC Engineering, and Terracon Consultants to increase the total contract amounts to an amount not to collectively exceed \$620,000 for Building Envelope Consulting Services at Houston Housing Authority properties pursuant to the memorandum from Cody Roskelley, Vice President of REID dated September 7, 2021, to Mark Thiele, Interim President & CEO.

4. Department Head Approval Signature  Date: 9/15/2021
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5. Statement regarding availability of funds by VP of Fiscal Operations

Funds Budgeted and Available Yes No Source CAPITAL FUNDS / DEVELOPMENT FUNDS

VP of FO Approval Signature  Date: 9/15/2021
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6. Approval of President & CEO Signature  Date: 9/15/2021
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HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO: MARK THIELE, INTERIM PRESIDENT & CEO
FROM: CODY ROSKELLEY, VICE PRESIDENT, REID
SUBJECT: CONSIDERATION AND/OR ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR DESIGNEE TO INCREASE THE CONTRACT AMOUNT FOR BUILDING ENVELOPE CONSULTING SERVICES AT ALL EXISTING HOUSTON HOUSING AUTHORITY PROPERTIES
DATE: SEPTEMBER 7, 2021

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to contracts with Price Consulting, Inc. (PCI), TLC Engineering, and Terracon Consultants to increase the contract amount to an amount not to collectively exceed \$620,000 for Building Envelope Consulting Services at Houston Housing Authority properties.

BACKGROUND:

HHA requires a Building Envelope Consultant to assess and review existing buildings for the performance of roofs, facades, openings, and structural integrity of all existing properties as is required in identified preserve and new projects to preserve quality affordable housing.

At the October 20, 2020 Board of Commissioner’s Meeting, the Board approved a short-list of Building Envelope Consultant Firms with Resolution No, 3205. Price Consulting Inc. (PCI), TLC Engineering, and Terracon Consultants, Inc. were selected as Building Envelop Consultants to assess and review existing buildings for the performance of roofs, facades openings, and structural integrity of all existing properties not to exceed \$620,000.00.

The increase is needed to cover ongoing and future assessments and review of existing properties, including but not limited to:

- Telephone Road Elderly Apartment Façade Rehabilitation
- Rehabilitation of HOAPV/ APV
- Mansions at Turkey Creek Building Envelope
- Kelly Roof Gutters
- Irvinton Foundations
- Bellerive Window Testing
- Oxford Place – Structural Repairs

EVALUATION PROCESS

All responses to RFP 20-23 received by HHA by the specified due date would be scored based on the following published scoring criteria:

Evaluation/Selection Criteria	Maximum Score
Company Profile/ History	5
Company Experience (In providing Building Envelope Consulting Services, managing construction budgets, planning and design schedules)	15
Personal Qualifications	15
Project Methodology	10
Fees	10
Cost Control Measures	15
Supporting Data	10
M/WBE Requirements	10
Section 3 Requirements	10
Total Points	100

Upon evaluation, the firms were ranked as follows:

Rank	Firm/Company	M/WBE	Evaluation Rating
1	Price Consulting, Inc.	N/A	80
2	TLC Engineering	MBE	80
3	Terracon Consultants, Inc.	N/A	79
4	ECS Southwest, LLP	N/A	78
5	Raba Kistner	N/A	78
6	Walker Consultants	M/WBE	76
7	Pie Consulting	N/A	75
8	BEAM Consulting	N/A	73
9	Building Envelope Solutions	N/A	70
10	Amtech Solutions	N/A	70
11	Armko Industries	N/A	69
12	PDG Architects	N/A	68

- Price Consulting, Inc. has agreed to utilize MBE's and M/WBE's and contribute to the Section 3 Self-Sufficient Compliance Fund.

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

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to contracts with Price Consulting, Inc. (PCI), TLC Engineering, and Terracon Consultants to increase contract amounts to an amount not to collectively exceed \$620,000 for Building Envelope Consulting Services at Houston Housing Authority properties, pursuant to the memorandum from Cody Roskelley, Vice President of REID dated September 7, 2021, to Mark Thiele, Interim President & CEO.



Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. **Brief Description of Proposed Item** – Consideration and/or action to authorize the Houston Housing Authority's facilitation of the acquisition of, and the placement of "affordable" units at, The Highbank Apartments located at or about 8877 Frankway Drive, Houston, Texas 77096, and the execution of all required documents therefor.

2. **Date of Board Meeting:** September 21, 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 at, The Highbank Apartments located at or about 8877 Frankway Drive, Houston, Texas 77096 (the "**Project**"), pursuant to the memorandum from Cody Roskelley, Vice President of REID dated September 10, 2021, to Mark Thiele, Interim President & CEO

4. **Department Head Approval** Signature  Date: 9/15/2021
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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**  9/15/2021
Signature _____ Date: _____
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HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO: MARK THIELE, INTERIM PRESIDENT & CEO
FROM: CODY ROSKELLEY, VICE PRESIDENT OF REID
SUBJECT: AUTHORIZING HOUSTON HOUSING AUTHORITY'S FACILITATION OF THE ACQUISITION OF, AND THE PLACEMENT OF "AFFORDABLE" UNITS AT, THE Highbank Apartments located at or about 8877 Frankway Drive, Houston, Texas 77096, AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.
DATE: SEPTEMBER 10, 2021

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 the acquisition of, and the placement of "affordable" units at, The Highbank Apartments located at or about 8877 Frankway Drive, Houston, Texas 77096 (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 Highbank Owner, LP, a Delaware limited partnership (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 \$40,000,000 (the "**Loan**") from US Bank ("**Lender**"), to finance the Project and, in connection with the making of the Loan, Lender will require PFC to join in the execution of documents evidencing and/or securing the Loan (collectively, the "**Loan Documents**").

APPROVALS

The Board of Commissioners of the Authority (the "**Board**") authorizes the Interim President and Chief Executive Officer of the Authority and/or his designee to review, approve and execute all certificates, affidavits, agreements, documents and other writings necessary and/or related to the forgoing matters 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 consider 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 at, The Highbank Apartments located at or about 8877 Frankway Drive, Houston, Texas 77096 (the "**Project**"), pursuant to the memorandum from Cody Roskelley, Vice President of REID dated September 10, 2021, to Mark Thiele, Interim President & CEO

RESOLUTION NO. 3332

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 AT, THE Highbank Apartments located at 8877 Frankway Drive, Houston, Texas 77096 (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 Highbank Owner, LP, a Delaware limited partnership (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 \$40,000,000 (the "**Loan**") from US Bank ("**Lender**"), to finance the Project and, in connection with the making of the Loan, Lender will require PFC to join in the execution of documents evidencing and/or securing the Loan (collectively, the "**Loan Documents**");

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 foregoing matters 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 21st day of September, 2021.

ATTEST:

CHAIR

Secretary

BOARD REPORT FOR MONTH ENDING AUGUST 31, 2021

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EXECUTIVE SUMMARY

LOW-INCOME PUBLIC HOUSING

The Low-Income Public Housing (LIPH) program had an adjusted vacancy rate of 7.4% on August 31, 2021. As of September 1, 2021, rent collection for August was 96.9% of rents billed on an adjusted cash accounting basis.

There are currently 53,155 active applications for the Public Housing Waiting List, which represents a decrease of 1.7% in the last month.

Low-Income Public Housing			
	June	July	August
Waiting Lists	54,667	54,114	53,155
Vacancy Rate	4.7%	6.6%	7.4%
Rent Collection	96.7%	94.8%	96.9%
Unit Turnaround Time (Days)	110.5	77.9	77.8
Avg. Non-Emergency Work Order Days	3.47	1.96	2.05

HOUSING CHOICE VOUCHER PROGRAM

The HCV staff completed 1,689 annual re-examinations during August. The HCV department also completed 201 interims, 79 change of units (moves), 148 new admissions, and 36 portability move-in transactions. On August 31, 2021, 493 families were enrolled in the Family Self Sufficiency (FSS) program; 240 of the 493 (49%) families eligible for escrow currently have an FSS escrow balance. The PIH Information Center (PIC) reporting rate for the one-month period ending August 31, 2021 was 73.6%.

Voucher Programs			
	June	July	August
Households	18,748	18,710	18,644
ABA Utilization/Unit Utilization	91.7%/99.1%	91.4%/98.9%	91.2%/98.7%
Reporting Rate	72%	72%	73.6%
Annual Reexaminations Completed	1,319	1,485	1,689
HQS Inspections	3,345	2,082	2,370
Waitlist	25,571	24,430	24,179

PROPERTY MANAGEMENT SUMMARY

PMC	Vacancy						Unit Turnaround Time (YTD)					
	June		July		August		June		July		August	
	%	Grade	%	Grade	%	Grade	Days	Grade	Days	Grade	Days	Grade
Orion	6.5	F	6.2	F	7.2	F	121.3	F	108.6	F	106.4	F
Lynd	1.1	A	0.5	A	0.5	A	69	F	48.4	E	43.6	E
J. Allen	2.7	B	8.2	F	8.8	F	86	F	37.4	D	55.9	F

PMC	Emergency Work Orders (Completed within 24 hours)						Routine Work Orders					
	June		July		August		June		July		August	
	%	Grade	%	Grade	%	Grade	Days	Grade	Days	Grade	Days	Grade
Orion	100	A	100	A	100	A	2.0	A	2.3	A	3.3	A
Lynd	100	A	100	A	100	A	7.0	A	2.0	A	2.4	A
J. Allen	100	A	100	A	100	A	2.5	A	2.4	A	1.7	A

PMC	Rent Collection					
	June		July		August	
	%	Grade	%	Grade	%	Grade
Orion	97.4%	B	94.8%	C	97.8	B
Lynd	99.0%	A	100%	A	96.6	B
J. Allen	95.9%	C	93.7%	D	95.6	C

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

PUBLIC HOUSING MANAGEMENT ASSESSMENT

<p>VACANCY RATE</p> <p>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 7.4%</p>	<p>A 0 to 2</p> <p>B 2.1 to 3</p> <p>C 3.1 to 4</p> <p>D 4.1 to 5</p> <p>E 5.1 to 6</p> <p style="background-color: #cccccc;">F ≥6.1</p>
<p>RENT COLLECTION (YTD)</p> <p>This report examines the housing authority's ability to collect dwelling rent owed by residents in possession of units during the current fiscal year by measuring the balance of dwelling rents uncollected as a percentage of total dwelling rents to be collected.</p>	<p>Goal 98%</p>	<p>Actual 96.9%</p>	<p>A 98 to 100</p> <p style="background-color: #cccccc;">B 96 to 97.9</p> <p>C 94 to 95.9</p> <p>D 92 to 93.9</p> <p>E 90 to 91.9</p> <p>F ≤89.9</p>
<p>EMERGENCY WORK ORDERS</p> <p>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>NON-EMERGENCY WORK ORDERS</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 2.05 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>ANNUAL INSPECTIONS</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* 73.8%</p>	<p>A 100</p> <p>B 97 to 99</p> <p>C 95 to 96.9</p> <p>D 93 to 94.9</p> <p>E 90 to 92.9</p> <p>F ≥89.9*</p>

VACANCY RATE AND TURNAROUND DAYS**

Low-Income Public Housing Development	PMC	ACC Units	Approved Units Offline	Total Available ACC Units	Occupied Units	Vacant Units	Occupancy Percentage	Grade	Total Vacant Days	Units Turned YTD	Avg. Total Turnaround Days YTD	Grade
Allen Parkway Village	Orion	278	6	278	240	38	86.33%	F	806	11	73	F
Bellerive	J. Allen	210	0	210	197	13	93.81%	D	1407	13	108	F
Clayton Homes	J. Allen	296	112	184	128	56	69.57%	F				
Cuney Homes	Orion	564	0	553	511	42	92.41%	D	10470	69	151.7	F
Ewing	Orion	40	0	40	39	1	97.50%	A	217	7	31	D
Forest Green	J. Allen	100	84	16	16	0	100.00%	A	-	-	-	-
Fulton Village	Lynd	108	0	108	108	0	100.00%	A	268	3	89	F
Heatherbrook	Lynd	53	0	53	53	0	100.00%	A	82	5	16.4	A
Historic Oaks of APV	Orion	222	0	222	204	18	91.89%	D	1399	11	126	F
Independence Heights	Orion	36	0	36	36	0	100.00%	A	45	2	22.5	B
Irvinton Village	J. Allen	318	10	308	292	16	94.81%	B	2872	47	61.1	D
Kelly Village	J. Allen	333	0	270	262	8	97.04%	C	1375	29	47.4	E
Kennedy Place	Orion	108	0	108	105	3	97.22%	A	71	3	23.3	B
Lincoln Park	Orion	250	0	200	197	3	98.50%	B	951	15	63.4	F
Lyerly	J. Allen	199	0	199	187	12	93.97%	C	608	7	86.8	F
Oxford Place	Orion	250	17	213	199	14	93.43%	C	898	21	42.8	E
Sweetwater	Lynd	26	0	26	25	1	96.15%	D	239	4	59.7	D
Totals		3391	229	3024	2799	225	92.56%	F	18455	237	77.87	F

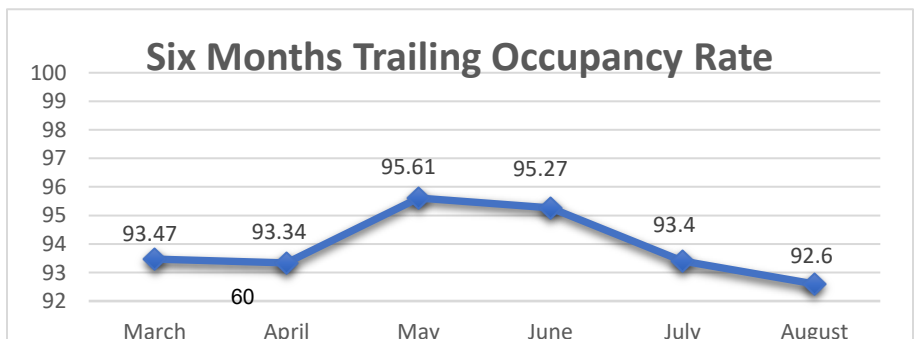
* 18 Units on "Offline" due to the state wide freeze at Oxford.

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

Section 8 New Construction Development	PMC	S8 NC Units	Units Offline	Total Available S8 NC Units	Occupied Units	Vacant Units	Occupancy Percentage	Grade	Total Vacant Days	Units Turned YTD	Avg. Total Turnaround Days YTD	Grade
Long Drive	Tarantino	100	0	100	99	1	99.0%	A	710	16	31.8	B
Telephone Road	Tarantino	200	200	0	0	0	0%	N/A	0	0	0	A
Totals		300	200	100	99	1	99.0%	A	710	16	31.8	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	125	15	89.3%	F	0	0	0	A
Totals		200	0	140	125	15	89.3%	F	0	0	0	A

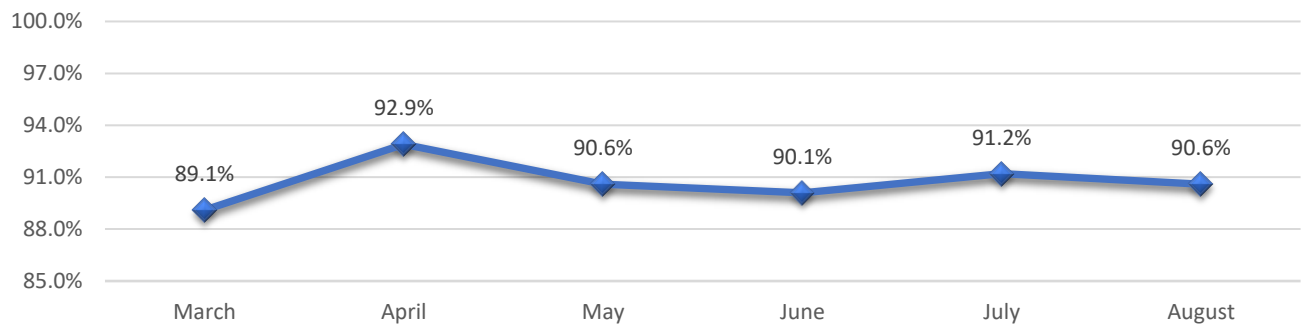
PHAS Score	Occupancy Rate	Avg. Total Turnaround Days
A	98 to 100	1 to 20
B	97 to 97.9	21 to 25
C	96 to 96.9	26 to 30
D	95 to 95.9	31 to 40
E	94 to 94.9	41 to 50
F	≥93.9	≥51



TAX CREDIT APARTMENT LEASING/OCCUPANCY INFORMATION

Property	Property Manager	Total Units	Public		Market Units	Vacant Units	Occupied (%)
			Housing Units	Tax Credit Units			
2100 Memorial	Lynd	197	0	197	0	197	0.0%
Heatherbrook	Lynd	176	53	87	36	1	99.4%
Mansions at Turkey Creek	Orion	252	0	252	0	12	95.2%
Independence Heights	Orion	154	36	118	0	9	94.2%
Peninsula Park	Orion	280	0	280	0	1	99.6%
Pinnacle at Wilcrest	Embrey	250	0	250	0	8	96.8%
Sweetwater Point	Lynd	260	26	234	0	12	95.4%
Uvalde Ranch	Hettig-Kahn	244	0	244	0	4	98.4%
Willow Park	Embrey	260	0	260	0	0	100%
PH-LIHTC							
Fulton Village	Lynd	108		108	0	1	100%
HOAPV	Orion	222	66	156	0	18	91.9%
Lincoln Park	Orion	250		200	50	4	98.4%
Oxford Place	Orion	250		230	20	6	97.6%
Victory-HRI	Orion	140		140	0	15	89.3%

6 Month Trailing Occupancy Rate



RENT COLLECTION*

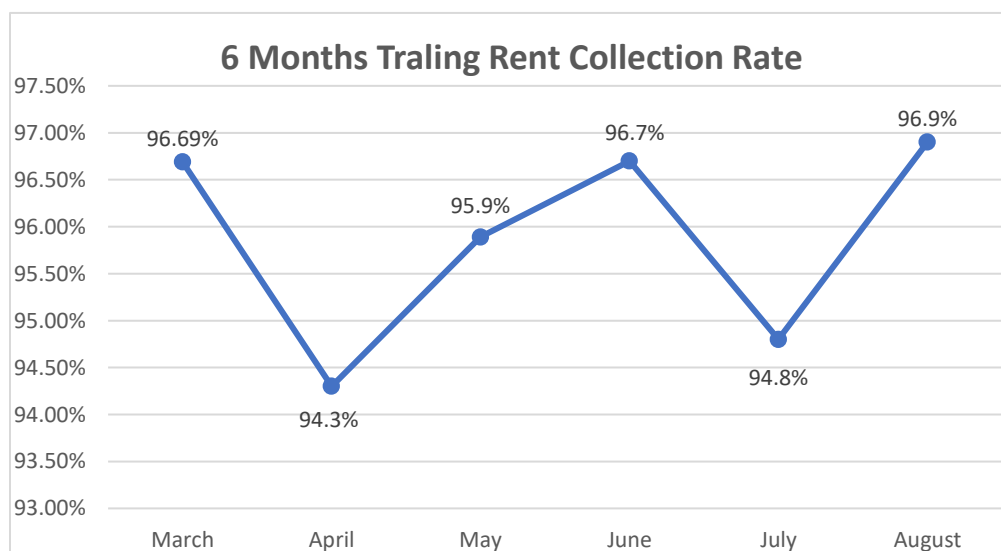
Low-Income Public Housing Development	PMC	Monthly Rent Billed	Monthly Rent Collected	% Collected	Grade	YTD Rent Billed	YTD Rent Collected	% YTD Rent Collected	Grade
Allen Parkway Village	Orion	\$101,142	\$93,522	92.47%	D	\$841,840	\$723,444	85.94%	F
Bellerive	J. Allen	\$50,244	\$49,924	99.36%	A	\$405,616	\$404,448	99.71%	A
Clayton Homes	J. Allen	\$41,378	\$40,347	97.51%	B	\$337,192	\$316,653	93.91%	D
Cuney Homes	Orion	\$161,088	\$161,088	100.00%	A	\$1,159,341	\$1,096,184	94.55%	C
Ewing	Orion	\$8,126	\$8,126	100.00%	A	\$65,513	\$62,403	95.25%	C
Forest Green	J. Allen	\$6,591	\$6,591	100.00%	A	\$45,568	\$43,178	94.75%	C
Fulton Village	Lynd	\$33,390	\$33,390	100.00%	A	\$259,938	\$231,722	89.15%	F
Heatherbrook Apts.	Lynd	\$11,196	\$10,685	95.44%	C	\$92,473	\$88,410	95.61%	C
Historic Oaks of APV	Orion	\$57,177	\$57,177	100.00%	A	\$471,597	\$398,928	84.59%	F
Independence Heights	Orion	\$4,341	\$4,341	100.00%	A	\$29,776	\$25,491	85.61%	F
Irvinton Village	J. Allen	\$90,390	\$81,336	89.98%	E	\$641,473	\$590,970	92.13%	D
Kelly Village	J. Allen	\$60,972	\$58,492	95.93%	C	\$453,843	\$432,722	95.35%	C
Kennedy Place	Orion	\$36,393	\$36,393	100.00%	A	\$301,320	\$296,081	98.26%	A
Lincoln Park	Orion	\$42,293	\$40,173	94.99%	C	\$339,245	\$330,366	97.38%	B
Lyerly	J. Allen	\$49,334	\$49,064	99.45%	A	\$402,547	\$399,228	99.18%	A
Oxford Place	Orion	\$34,340	\$34,340	100.00%	A	\$262,760	\$248,075	94.41%	C
Sweetwater	Lynd	\$5,320	\$4,125	77.55%	F	\$46,056	\$43,112	93.61%	D
Totals		\$793,714	\$769,114	96.90%	B	\$6,156,096	\$5,731,413	93.10%	D

Section 8 New Construction Development		Month Billed	Month Collected	% Collected	Grade	YTD Billed	YTD Collected	% YTD Collected	Grade
Long Drive	Tarantino	\$21,428	\$21,428	100.00%	A	\$165,224	\$153,484	92.89%	D
Telephone Road	Tarantino	\$15,068	\$15,065	99.98%	A	\$177,034	\$172,954	97.70%	B
Totals		\$36,496	\$36,493	99.99%	A	\$342,258	\$326,438	95.38%	C

RAD-PBV		Month Billed	Month Collected	% Collected	Grade	YTD Billed	YTD Collected	% YTD Collected	Grade
Victory-HRI	Orion	\$21,179	\$20,737	97.91%	B	\$143,690	\$137,308	95.56%	C
Totals		\$21,179	\$20,737	97.91%	B	\$143,690	\$137,308	95.56%	C

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

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



EMERGENCY WORK ORDERS

Low-Income Public Housing Development	PMC	Emergency Work Orders Generated	Emergency W/O Completed within 24 hours	Percentage Completed within 24 hours	Grade
Allen Parkway Village	Orion	8	8	100.0%	A
Bellerive	J. Allen	17	17	100.0%	A
Clayton Homes	J. Allen	7	7	100.0%	A
Cuney Homes	Orion	87	87	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	0	0	-	N/A
Independence Heights	Orion	0	0	-	N/A
Irvinton Village	J. Allen	2	2	100.0%	A
Kelly Village	J. Allen	0	0	-	N/A
Kennedy Place	Orion	9	9	100.0%	A
Lincoln Park	Orion	0	0	-	N/A
Lyerly	J. Allen	10	10	100.0%	A
Oxford Place	Orion	0	0	-	N/A
Sweetwater	Lynd	0	0	-	N/A
Totals		141	141	100.0%	A

Section 8 New Construction Development		Emergency Work Orders Generated	Emergency W/O Completed within 24 hours	Percentage Completed within 24 hours	Grade
Long Drive	Tarantino	1	1	100.0%	A
Telephone Road	Tarantino	0	0	-	N/A
Totals		1	1	100.0%	A

RAD-PBV		Emergency Work Orders Generated	Emergency W/O Completed within 24 hours	Percentage Completed within 24 hours	Grade
Victory-HRI	Orion	3	3	100.0%	A
Totals		3	3	100.0%	A

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

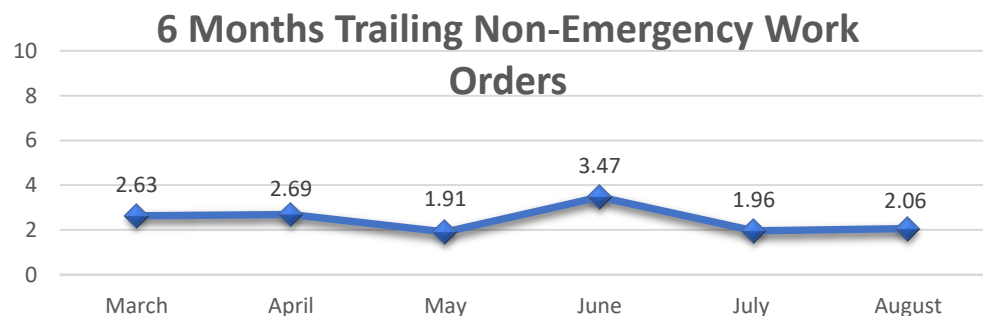
NON-EMERGENCY WORK ORDERS

Low-Income Public Housing Development	PMC	Work Orders Generated	Average Completion Time (Days)	Grade
Allen Parkway Village	Orion	173	2.23	A
Bellerive	J. Allen	8	1.00	A
Clayton Homes	J. Allen	42	1.69	A
Cuney Homes	Orion	127	1.89	A
Ewing	Orion	12	1.00	A
Forest Green	J. Allen	3	2.00	A
Fulton Village	Lynd	5	4.33	A
Heatherbrook Apartments	Lynd	37	2.13	A
Historic Oaks of APV	Orion	107	1.89	A
Independence Heights	Orion	0	0.00	A
Irvinton Village	J. Allen	155	1.85	A
Kelly Village	J. Allen	17	4.00	A
Kennedy Place	Orion	10	1.00	A
Lincoln Park	Orion	44	2.13	A
Lyerly	J. Allen	82	1.03	A
Oxford Place	Orion	192	6.65	A
Sweetwater	Lynd	0	0.00	A
Totals		1014	2.05	A

Section 8 New Construction Development		Work Orders Generated	Average Completion Time (Days)	Grade
Long Drive	Tarantino	106	1.03	A
Telephone Road	Tarantino	1	1.00	A
Totals		107	1.02	A

RAD-PBV		Work Orders Generated	Average Completion Time (Days)	Grade
Victory-HRI	Orion	10	2.00	A
Totals		10	2.00	A

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



ANNUAL INSPECTIONS

Low-Income Public Housing Development	PMC	YTD Inspections Due	YTD Inspections Performed	Percentage Complete	Grade
Bellerive	J. Allen	210	210	100.0%	A
Clayton Homes	J. Allen	184	0	0.0%	-
Cuney Homes	Orion	553	553	100.0%	A
Ewing	Orion	40	40	100.0%	A
Forest Green	J. Allen	16	0	0.0%	-
Fulton Village	Lynd	108	25	23.1%	F
Heatherbrook Apartments	Lynd	53	53	100.0%	A
HOAPV/APV	Orion	500	496	99.2%	A
Independence Heights	Orion	36	16	44.4%	F
Irvinton Village	J. Allen	318	111	34.9%	F
Kelly Village	J. Allen	270	107	39.6%	F
Kennedy Place	Orion	108	89	82.4%	F
Lincoln Park	Orion	200	167	83.5%	F
Lyerly	J. Allen	199	128	64.3%	F
Oxford Place	Orion	230	230	100.0%	A
Sweetwater	Lynd	26	26	100.0%	A
Totals		3,051	2,251	73.8%	A

Low-Income Public Housing Development	PMC	Inspections Due	Inspections Performed	Percentage Complete	Grade
Telephone Road	Tarantino	200	0	0.0%	F
Long Drive	Tarantino	100	98	98.0%	A
Totals		300	98	32.7%	F

RAD-PBV	PMC	Inspections Due	Inspections Performed	Percentage Complete	Grade
Victory-HRI	Orion	140	140	100%	A
Totals		140	140	100%	A

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

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

HOUSING CHOICE VOUCHER HUD-GRADED SEMAP INDICATORS

			Score	Performance
<p>ANNUAL REEXAMINATIONS REPORTING RATE</p> <p>This Indicator shows whether the Agency completes a re-examination for each participating family at least every twelve (12) months.</p>	<p>Goal 96%</p>	<p>44%</p>	<p>10 5 0</p>	<p>≥96 90 to 95 ≤89</p>
<p>CORRECT TENANT RENT CALCULATIONS</p> <p>This Indicator shows whether the Agency correctly calculates the family's share of rent to owner in the Rental Voucher Program.</p>	<p>Goal 98%</p>	<p>Actual 100%</p>	<p>5 0</p>	<p>98 to 100 ≤97</p>
<p>PRECONTRACT HQS INSPECTIONS</p> <p>This Indicator shows whether newly leased units pass HQS inspection on or before the beginning date of the Assisted Lease and HAP Contract.</p>	<p>Goal 100%</p>	<p>Actual 100%</p>	<p>5 0</p>	<p>98 to 100 ≤97</p>
<p>FSS ENROLLMENT</p> <p>This Indicator shows whether the Agency has enrolled families in the FSS Program as required. To achieve the full points for this Indicator, a housing authority must have 80% or more of its mandatory FSS slots filled. There are currently 410 mandatory slots on the FSS Program; 476 families are currently enrolled.</p>	<p>Goal 80%</p>	<p>Actual 100%</p>	<p>10 8 5</p>	<p>≥80 60 to 79 ≤59</p>
<p>FSS ESCROW</p> <p>This Indicator shows the extent of the Agency's progress in supporting FSS by measuring the percent of current FSS participants with FSS progress reports entered in the PIC system that have had increases in earned income which resulted in escrow account balances. To achieve the full points for this Indicator, at least 30% of a housing authority's enrolled families must have an escrow balance. 476 families participate in the FSS program. 240 of the 493 (49%) families eligible for escrow currently have an FSS escrow balance.</p>	<p>Goal 30%</p>	<p>Actual 49%</p>	<p>10 5</p>	<p>≥30 ≤29</p>

REAL ESTATE, INVESTMENT, AND DEVELOPMENT

REO PROJECTS

PUBLIC HOUSING DEFERRED MAINTENANCE AND CAPITAL IMPROVEMENTS

- **Major Capital Projects**
 - Cuney Homes Appliance Install: 70% complete – waiting for correct fridge.
 - Kelly Village Appliances: 60% complete – shortage of appliances

NEW DEVELOPMENT

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

REDEVELOPMENT – (9% LIHTC)

TELEPHONE ROAD

- The loan has closed, and construction is ongoing.

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.

HURRICANE HARVEY

Currently FEMA has obligated approximately \$20,000,000 for reimbursement. FEMA recently approved around \$39,000,000 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.
- The bond financing has closed.
- Interior mitigation and demolition has started.

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

AUGUST 2021

HHA'S PROCUREMENT DEPT.

Type	Solicitation #	Department(s)	Description	Advertisement Date	Due Date
QBS	21-41	REID	Development Partners	8-24-21	9-24-21
RFP	21-43	HCVP	Emergency Housing Voucher Navigators	9-10-21	9-30-21
IFB	21-31	REID	The Rehabilitation of Four (4) Units at APV	8-24-21	10-4-21
IFB	21-40	REID	The Rehabilitation of Units at Oxford Place Apartments	9-1-21	10-26-21

PERIODIC REPORT: HHA HCVP UNIT STATUS AND DEMOGRAPHICS

Below is a table showing various data of HHA HCVP participants in different types of housing. 60% of households live in multi-family (high-rise) units, followed by single-family, low-rise multi-family, and manufactured homes. Approximately 40% of households are disabled. The average household size is 3.0 and the average bedroom size is 2.7.

Average Gross Income is highest among those who live in single-family homes, but they also have the highest average gross rent as well. Average Gross Rent is lowest for those living in high-rise multi-family units. On average, homes/units are older than 25 years old, except Manufactured Homes.

Type of Housing	Total Households	White	Black	American Indian/Alaska Native	Asian	Native Hawaiian/Other Pacific Islander	Hispanic	Non-Hispanic
Single-Family	3951	202	3701	5	41	11	215	3736
Multi-Family (Low-Rise)	1518	83	1400	1	27	7	75	1443
Multi-Family (High-Rise)	8432	763	7471	23	163	25	546	7886
Manufactured/Mobile Homes	36	3	33	0	0	0	1	35

Type of Housing	# Disabled	Avg Age	Avg Number in Household	Avg Bedroom Size	Avg Gross Income	Avg Gross Rent	Avg TTP	Avg Year Built
Single-Family	903	44.5	3.8	3.4 \$	17,751.56 \$	1,560.13 \$	\$408.58	1985
Multi-Family (Low-Rise)	501	46.2	2.6	2.4 \$	14,160.18 \$	1,169.36 \$	\$333.70	1990
Multi-Family (High-Rise)	4110	51.3	1.9	1.8 \$	12,799.99 \$	983.35 \$	\$304.59	1995
Manufactured/Mobile Homes	6	40.2	3.7	3.1 \$	14,561.72 \$	1,411.22 \$	\$337.75	2003

OPERATING STATEMENTS: 7 MONTHS ENDING JULY 31, 2021

Central Office	Annual Budget 2021	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
Operating Income				
Total Operating Income	6,760,597	3,943,682	4,144,282	200,600
Operating Expenses				
Salaries and Benefits	4,003,971	2,335,650	2,124,937	210,713
Facilities and Other Administrative Expenses	2,155,465	1,257,355	1,227,737	29,618
Total Central Office Expenses	6,159,436	3,593,004	3,352,674	240,330
Surplus/(Use) of Business Activities Funds for COCC	601,161	350,677	791,608	440,931

Affordable Housing Rental Programs	Annual Budget 2021	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
Operating Income				
HUD Subsidy - Low Rent Housing	15,373,054	8,967,615	8,944,894	(22,721)
HUD Subsidy - Section 8 New Construction	1,702,790	993,294	947,992	(45,302)
Tenant Rental Income	16,037,300	9,355,092	9,380,806	25,714
Other Income	304,377	177,553	114,620	(62,933)
Total Operating Income	33,417,521	19,493,554	19,388,312	(105,242)
Operating Expenses				
Administrative Expenses	10,427,122	6,082,488	5,758,622	323,866
Tenant Services	731,802	426,885	359,157	67,728
Utilities	4,197,897	2,448,773	2,766,314	(317,541)
Maintenance	10,841,215	6,324,042	5,518,469	805,573
Protective Services	2,134,929	1,245,375	1,160,948	84,427
Insurance Expense	2,194,046	1,279,860	1,274,785	5,075
Other General Expense	376,500	219,625	193,393	26,232
Total Routine Operating Expenses	30,903,511	18,027,048	17,031,688	995,360
Net Income from Operations	2,514,010	1,466,506	2,356,624	890,118
Non-Routine Maintenance	4,000,000	2,333,333	1,401,873	931,460
Debt Service	873,193	509,363	507,734	1,629
Debt Service- ESCO	740,000	431,667	424,902	6,765
Provision/Reimbursement of Replacement Reserve	0	0	0	0
Cash Flow from Operations	(3,099,183)	(1,807,857)	22,115	1,829,972
Funds From Reserves/CFP	3,099,183	1,807,857	(22,115)	(1,829,972)
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: 6 MONTHS ENDING JUNE 30, 2021

Housing Choice Voucher Program	Annual Budget 2021	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
Administrative Operating Income				
Total Operating Income	14,690,709	8,569,580	8,810,749	241,169
Operating Expenses				
Salaries and Benefits	6,848,940	3,995,215	3,752,737	242,478
Administrative Expenses	2,148,361	1,253,211	1,114,509	138,702
COCC-Management Fees	3,890,537	2,269,480	2,449,695	(180,215)
IT Initiative	250,000	145,833	115,823	30,010
Total Operating Costs Expenses	13,137,838	7,663,739	7,432,764	230,975
Cash Flow (Deficit) from Operations	1,552,871	905,842	1,377,985	472,143
<i>Beginning Admin Operating Reserves</i>	0.00	0	0	0
<i>Ending Admin Operating Reserves</i>	1,552,871	905,842	1,377,985	472,143
Housing Assistance Payments (HAP)				
Housing Assistance Payment Subsidy	170,000,000	99,166,667	98,646,701	(519,966)
Investment Income on HAP Reserves	0	0	0	0
Housing Assistance Payments	170,000,000	99,166,667	97,857,401	1,309,266
HAP Current Year Excess (Use)	0	0	789,300	789,300

October

2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 9:30am YWCA Senior Grab & Go Lunch @ Bellerive & Lyerly Senior Hi-Rise 3pm KidzGrub @ Fulton, HOAPV, Oxford & Lincoln 3pm Houston Texans' YMCA Afterschool Program @ Cuneys Homes 3pm Portfolio Afterschool Program @ Heatherbrook & Independence Heights	2
3	4	5	6	7	8	9

10	<p>9:30amYWCA Senior Grab & Go Lunch @ Bellerive & Lyerly Senior HI-Rise</p> <p>3pm KidzGrub @ Fulton, HOAPV, Oxford & Lincoln</p> <p>3pm- Houston Texans' YMCA Afterschool Program @ Cuneys Homes</p> <p>3pm Portfolio Afterschool Program @ Heatherbrook & Independence Heights</p>	<p>9:30am YWCA Senior Grab & Go Lunch @ Bellerive & Lyerly Senior HI-Rise</p> <p>12pm Ewing TA Site Mtg.</p> <p>1pm Cuneys TA Site Mtg.,</p> <p>3pm KidzGrub @ Fulton, HOAPV, Oxford & Lincoln</p> <p>3pm Houston Texans' YMCA Afterschool Program @ Cuneys Homes</p> <p>3pm Portfolio Afterschool Program @ Heatherbrook & Independence Heights</p> <p>1pm National Night Out @ Bellerive Senior HI-Rise</p> <p>3pm National Night Out @ Lyerly Senior HI-Rise</p> <p>4pm National Night Out @ Historic Oaks of Allen Pkwy</p> <p>5pm- National Night Out @ Oxford Place</p>	<p>9:30am YWCA Senior Grab & Go Lunch @ Bellerive & Lyerly Senior HI-Rise</p> <p>10am Medicare Open Enrollment @ Lyerly</p> <p>11am COVID-19 Resource HUB @ Lincoln Park</p> <p>12pm Lincoln TA Site Mtg.,</p> <p>3pm KidzGrub @ Fulton, HOAPV, Oxford & Lincoln</p> <p>3pm- Houston Texans' YMCA Afterschool Program @ Cuneys Homes</p> <p>3pm Portfolio Afterschool Program @ Heatherbrook & Independence Heights</p>	<p>9:30am YWCA Senior Grab & Go Lunch @ Bellerive & Lyerly Senior HI-Rise</p> <p>10am Medicare Open Enrollment @ Bellerive</p> <p>10am Heatherbrook TA Site Meeting</p> <p>12pm Oxford TA/Site Mtg.,</p> <p>3pm KidzGrub @ Fulton, HOAPV, Oxford & Lincoln</p> <p>3pm Houston Texans' YMCA Afterschool Program @ Cuneys Homes</p> <p>3pm Portfolio Afterschool Program @ Heatherbrook & Independence Heights</p>	<p>9:30am YWCA Senior Grab & Go Lunch @ Bellerive & Lyerly Senior HI-Rise</p> <p>3pm KidzGrub@Fulton, HOAPV, Oxford & Lincoln</p> <p>3pm Houston Texans' YMCA Afterschool Program @ Cuneys Homes</p> <p>3pm Portfolio Afterschool Program @ Heatherbrook & Independence Heights</p> <p>3pm Kelly Village Health Literacy Program</p>	16
11	<p>9:30amYWCA Senior Grab & Go Program @ Bellerive & Lyerly Senior HI-Rise</p> <p>3pm KidzGrub@Fulton, HOAPV, Oxford & Lincoln</p> <p>3pm Houston Texans' YMCA Afterschool Program @ Cuneys Homes</p> <p>3pm Portfolio Afterschool Program @ Heatherbrook & Independence Heights</p> <p>5pm Fulton National Night</p>	<p>9:30amYWCA Senior Grab & Go Program @ Bellerive & Lyerly Senior HI-Rise</p> <p>12pm Ewing TA Site Mtg.,</p> <p>1pm Cuneys TA Site Mtg.,</p> <p>3pm KidzGrub@Fulton, HOAPV, Oxford & Lincoln Park</p> <p>3pm Houston Texans' YMCA Afterschool Program @ Cuneys Homes</p> <p>3pm Portfolio Afterschool Program @ Heatherbrook & Independence</p> <p>6pm Kennedy National Night Out</p>	<p>8am- HFB Distribution @ Bellerive (Grab & Go)</p> <p>9:30amYWCA Senior Grab & Go Program @ Bellerive & Lyerly Senior HI-Rise</p> <p>11am COVID-19 Resource HUB @ Oxford Place</p> <p>12pm Lincoln Park Site Visit</p> <p>3pm KidzGrub@Fulton, HOAPV, Oxford & Lincoln</p> <p>3pm Houston Texans' YMCA Afterschool Program @ Cuneys Homes</p> <p>3pm Portfolio Afterschool Program @ Heatherbrook & Independence Heights</p>	<p>8am HFB Distribution @ Lyerly (Home Delivery)</p> <p>9:30amYWCA Senior Grab & Go Program @ Bellerive & Lyerly Senior HI-Rise</p> <p>10am Heatherbrook TA Site Meeting</p> <p>12pm Oxford TA Site Mtg.,</p> <p>3pm KidzGrub@Fulton, HOAPV, Oxford & Lincoln</p> <p>3pm- Houston Texans' YMCA Afterschool Program @ Cuneys Homes</p> <p>3pm Portfolio Afterschool Program @ Heatherbrook & Independence Heights</p> <p>4pm- National Night Out @ Lincoln Park</p>	<p>9:30amYWCA Senior Grab & Go Program @ Bellerive & Lyerly Senior HI-Rise</p> <p>3pm KidzGrub@Fulton, HOAPV, Oxford & Lincoln</p> <p>3pm- Houston Texans' YMCA Afterschool Program @ Cuneys Homes</p> <p>3pm Portfolio Afterschool Program @ Heatherbrook & Independence Heights</p> <p>4pm Irvinton Health Literacy</p>	23
17	18	19	20	21	22	23

<p>9:30amYWCA Senior Grab & Go Program @ Bellerive & Lyerly Senior HI-Rise</p> <p>3pm KidzGrub@Fulton, HOAPV, Oxford & Lincoln</p> <p>3pm Houston Texans' YMCA Afterschool Program @ Cuneey Homes</p> <p>3pm Portfolio Afterschool Program @ Heatherbrook & Independence Heights</p>	<p>24</p>	<p>9:30amYWCA Senior Grab & Go Program @ Bellerive & Lyerly Senior HI-Rise</p> <p>12pm Ewing Site Visit</p> <p>1pm Cuneey TA Site Meeting</p> <p>3pm KidzGrub@Fulton, HOAPV, Oxford & Lincoln</p> <p>3pm Houston Texans' YMCA Afterschool Program @ Cuneey Homes</p> <p>3pm Portfolio Afterschool Program @Heatherbrook & Independence Heights</p>	<p>25</p>	<p>9:30amYWCA Senior Grab & Go Program @ Bellerive & Lyerly Senior HI-Rise</p> <p>11am COVID-19 Resource HUB @ Independence</p> <p>12pm Lincoln TA Site Mtg.,</p> <p>1pm COVID-19 Resource HUB @ Heatherbrook</p> <p>3pm KidzGrub@Fulton, HOAPV, Oxford & Lincoln</p> <p>3pm Houston Texans' YMCA Afterschool Program @ Cuneey Homes</p> <p>3pm Portfolio Afterschool Program @ Heatherbrook & Independence Heights</p>	<p>26</p>	<p>9:30amYWCA Senior Grab & Go Program @ Bellerive & Lyerly Senior HI-Rise</p> <p>10am Heatherbrook TA Site Meeting</p> <p>12pm Oxford TA Site Meeting</p> <p>3pm KidzGrub@Fulton, HOAPV, Oxford & Lincoln</p> <p>3pm Houston Texans' YMCA Afterschool Program @ Cuneey Homes</p> <p>3pm Portfolio Afterschool Program @ Heatherbrook & Independence Heights</p>	<p>27</p>	<p>9:30amYWCA Senior Grab & Go Program @ Bellerive & Lyerly Senior HI-Rise</p> <p>10am Heatherbrook TA Site Meeting</p> <p>12pm Oxford TA Site Meeting</p> <p>3pm KidzGrub@Fulton, HOAPV, Oxford & Lincoln</p> <p>3pm Houston Texans' YMCA Afterschool Program @ Cuneey Homes</p> <p>3pm Portfolio Afterschool Program @ Heatherbrook & Independence Heights</p>	<p>28</p>	<p>9:30amYWCA Senior Grab & Go Program @ Bellerive & Lyerly Senior HI-Rise</p> <p>3pm KidzGrub@Fulton, HOAPV, Oxford & Lincoln</p> <p>3pm Houston Texans' YMCA Afterschool Program @ Cuneey Homes</p> <p>3pm Portfolio Afterschool Program @ Heatherbrook & Independence Heights</p>	<p>29</p>	<p>9:30amYWCA Senior Grab & Go Program @ Bellerive & Lyerly Senior HI-Rise</p> <p>3pm KidzGrub@Fulton, HOAPV, Oxford & Lincoln</p> <p>3pm Houston Texans' YMCA Afterschool Program @ Cuneey Homes</p> <p>3pm Portfolio Afterschool Program @ Heatherbrook & Independence Heights</p>	<p>30</p>
<p>8am HFB Distribution @ HOAPV (Grab & Go)</p> <p>9:30amYWCA Senior Nutrition Grab & Go Program @ Bellerive & Lyerly Senior HI-Rise</p> <p>3pm KidzGrub@Fulton, HOAPV, Oxford & Lincoln</p> <p>3pm Houston Texans' YMCA Afterschool Program @ Cuneey Homes</p> <p>3pm Portfolio Afterschool Program @ Heatherbrook & Independence Heights</p> <p>3pm Irvinton Financial Planning</p>	<p>31</p>	<p>9:30amYWCA Senior Nutrition Grab & Go Program @ Bellerive & Lyerly Senior HI-Rise</p> <p>12pm Lincoln Park Site Visit</p> <p>3pm KidzGrub@Fulton, HOAPV, Oxford & Lincoln</p> <p>3pm Houston Texans' YMCA Afterschool Program @ Cuneey Homes</p> <p>3pm Portfolio Afterschool Program @ Heatherbrook & Independence Heights</p> <p>3pm Kelly Financial Literacy</p>	<p>27</p>	<p>9:30amYWCA Senior Nutrition Grab & Go Program @ Bellerive & Lyerly Senior HI-Rise</p> <p>12pm Oxford TA Site Mtg.,</p> <p>3pm KidzGrub@Fulton, HOAPV, Oxford & Lincoln</p> <p>3pm Houston Texans' YMCA Afterschool Program @ Cuneey Homes</p> <p>3pm Portfolio Afterschool Program @ Heatherbrook & Independence Heights</p>	<p>28</p>	<p>9:30amYWCA Senior Nutrition Grab & Go Program @ Bellerive & Lyerly Senior HI-Rise</p> <p>3pm KidzGrub@Fulton, HOAPV, Oxford & Lincoln</p> <p>3pm Houston Texans' YMCA Afterschool Program @ Cuneey Homes</p> <p>3pm Portfolio Afterschool Program @ Heatherbrook & Independence Heights</p>	<p>29</p>	<p>9:30amYWCA Senior Nutrition Grab & Go Program @ Bellerive & Lyerly Senior HI-Rise</p> <p>3pm KidzGrub@Fulton, HOAPV, Oxford & Lincoln</p> <p>3pm Houston Texans' YMCA Afterschool Program @ Cuneey Homes</p> <p>3pm Portfolio Afterschool Program @ Heatherbrook & Independence Heights</p>	<p>30</p>				