

HOUSTON HOUSING AUTHORITY

AUGUST BOARD OF COMMISSIONERS MEETING Wednesday, September 7, 2022 3:00 P.M.

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





2640 Fountain View Drive, Houston, Texas 77057 | Phone 713.260.0500 | David A. Northern, Sr., President & CEO
Board of Commissioners: LaRence Snowden, Chair | Kristy Kirkendoll | Dr. Max A. Miller, Jr. | Guillermo "Will" Hernandez | Stephanie A.G. Ballard | Andrea Hilliard Cooksey | Kris Thomas

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Resolution No. 3503

Consideration and/or take action to authorize the President & CEO or designee to take actions necessary, to (1) authorize the engagement of an appraiser to appraise certain lands; (2) to acquire tract(s) of land at or near (i) 3247 Truxillo Street, Houston, Texas 77004, at or near (ii) 0 Truxillo Street, Houston, Texas 77004, at or near (iii) 3242 Alabama Street, Houston, Texas 77004 and at or near (v) 3341 Winbern Street, Houston, Texas 77004, for the development of safe, sanitary, and affordable housing for public use and for public purpose, and (3) Authorize the acquisition of certain lands within the neighborhoods known as Sylvan Terrace for lands at or near 3247 Truxillo Street, Houston, and 0 Truxillo Street, Houston, and at or near 3341 Winbern Street, Houston, Texas, for the purchase or, if necessary, by exercising the powers of eminent domain.

Resolution No. 3504

Consideration and/or take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Urban Genesis for the development of Coop at Farmers Market, an apartment community that will be located at or about the 1690 North Loop, Houston, TX 77009.

Resolution No. 3505

Consideration and/or take action to authorize the President & CEO or designee to facilitate the acquisition of that certain parcel of land located at 8225 Lawndale, Houston, Texas 77012, the construction and development of the 106-unit The Lawndale thereupon, and the execution of all required documents therefor.

Resolution No. 3506

Consideration and/or take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Civicap Partners for the acquisition of Generation Grove, an apartment community located at or about 14807 Woodland Hills Dr., Humble, TX 77396.

Resolution No. 3507

Consideration and/or take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Aspen Oaks Capital for the acquisition of Granary Flats, an apartment community located at or about 4647 Harvest Corner Dr., Richmond, TX 77406.

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HHA CALENDAR OF EVENTS



2640 Fountain View Drive, Houston, Texas 77057 | Phone 713.260.0500 | **David A. Northern**, Sr., *President & CEO*Board of Commissioners: LaRence Snowden, *Chair* | Kristy Kirkendoll | Dr. Max A. Miller, Jr. | Guillermo "Will" Hernandez | Stephanie A.G. Ballard | Andrea Hilliard Cooksey | Kris Thomas

AUGUST BOARD OF COMMISSIONERS MEETING WEDNESDAY, SEPTEMBER 7, 2022 3:00 PM

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

AGENDA

- Call to Order
- II. Roll Call
- **III.** Introduction of a Spanish interpreter.
- IV. Approval of the July 19, 2022, Houston Housing Authority Board Meeting Minutes
- V. President's Report
- VI. Public Comments (To Make Comments during the Public Comments Section Please add your name to the sign-in sheet when you enter the Board Meeting)
- **VII.** Public Hearing for Acquisition, Lease, and Operation of THRIVE ALMEDA GENOA (To Make Comments during the Public Hearing Please add your name to the sign-in sheet when you enter the Board Meeting)
- VIII. Public Hearing for Development of ALLORA CINCO RANCH (To Make Comments during the Public Hearing Please add your name to the sign-in sheet when you enter the Board Meeting)
- IX. Public Hearing for Development of THE LAWNDALE (To Make Comments during the Public Hearing Please add your name to the sign-in sheet when you enter the Board Meeting)
- X. New Business

Resolution No. 3484: Consideration and/or take action to authorize the President & CEO or designee to execute a contract with Unicare Building Maintenance, Inc. to provide landscaping and ground clearing services at twenty-two (22) of HHA's vacant parcels of land for three (3) years.

Resolution No. 3485: Consideration and/or take action to authorize the President & CEO or designee to execute a contract with AAA Plumbers to perform pneumatic gas testing and associated gas line repairs at Cuney Homes Apartments.

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Resolution No. 3491: Consideration and/or to take action to authorize the President & CEO or designee to execute a contract with Fulton Law Group, Rogers Morris and Grover, and Coats Rose and make any necessary changes thereto, to provide legal services and representation to the Houston Housing Authority for commercial litigation regarding breach of contract and insurance disputes.

Resolution No. 3492: Consideration and/or to take action to authorize the President & CEO or designee to execute a contract with Coats Rose, Clark Hill, and Rogers Morris and Grover and make any necessary changes thereto, to provide legal services and representation to the Houston Housing Authority for construction litigation.

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Resolution No. 3495: Consideration and/or to take action to authorize the President & CEO or designee to execute a contract with Fulton Law Group and Denton Navarro Rocha Bernal and Zech and make any necessary changes thereto, to provide legal services and representation to the Houston Housing Authority for residential landlord-tenant related matters.

Resolution No. 3496: Consideration and/or to take action to authorize the President & CEO or designee to execute a contract with Fulton Law Group, Denton Navarro Rocha Bernal and Zech, and Rogers Morris and Grover and make any necessary changes thereto, to provide legal services and representation to the Houston Housing Authority for commercial landlord-tenant matters.

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Resolution No. 3499: Consideration and/or take action to authorize the President & CEO or designee to facilitate lender-required changes to the organizational debt structures of the Metro Midtown and Waterworks Phase II transactions and the execution of all required documents therefor..

XI. 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. 3500: Consideration and/or take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Lincoln Avenue Capital for the development of Spring Prairie Apartments, an apartment community that will be located at or about 21935 Rhodes Rd., Spring, TX 77389.

Resolution No. 3501: Consideration and/or take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Brinshore Development for the development of Manson Place, an apartment community that will be located at or about the SW corner of Reeves St. and Scott St., Houston, TX 77004.

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Resolution No. 3511: Consideration and/or take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Pennington Chen for the acquisition of Sendera at Greenway, an apartment community located at or about 3400 Edloe St, Houston, TX 77027.

Resolution No. 3512: Consideration and/or take action to authorize the President & CEO or designee to facilitate the acquisition of and the placement of "affordable" units within the Thrive Almeda Genoa located at 10100 Almeda Genoa Road, Houston, Texas, 77075, and the execution of all required documents therefor.

Resolution No. 3513: Consideration and/or take action to authorize the President & CEO or designee to facilitate the acquisition of that certain parcel of land located at 20304 FM 1093, Richmond, Texas 77407, the construction and development of the 351-unit Allora Cinco Ranch thereupon, and the execution of all required documents therefor.

- **XII.** Reconvene Public Session to take action on Executive Session agenda items.
- XIII. Adjournment



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

MINUTES OF THE HOUSTON HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING

Tuesday, July 19, 2022

A Meeting of the Board of Commissioners ("Board") of the Houston Housing Authority ("HHA") was held on Tuesday, July 19, 2022, at the Houston Housing Authority Central Office, 2640 Fountain View Drive, Houston, Texas 77057.

Chair Snowden called the meeting to order at 3:00 p.m. Secretary Northern called the roll and declared a quorum present. Chair Snowden offered the use of an interpreter to be available to Spanish speakers who may be need assistance for public comments only. Ms. 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 David A. Northern, Sr., Secretary

Absent: 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 June 14, 2022, Board of Commissioners meeting minutes. He asked for a motion to adopt the June 14, 2022 meeting minutes.

Commissioner Thomas moved to adopt the June 14, 2022, Board of Commissioners meeting minutes. Commissioner Cooksey seconded the motion.

Chair Snowden asked if there is any discussion or objection to the June 14, 2022 Board of Commissioners meeting minutes. Having none, the minutes passed unanimously and are adopted.

PRESIDENT'S REPORT

Secretary Northern stated- a few updates and highlights for HHA.

- Job changes: Cheryl Rivers Interim Vice President of HCVP and Donna Dixon Dir of Community Affairs and Customer Service.
- New employees: Khadija Darr Senior Vice President of Administration, Cupid Alexander Senior Vice President of Operations and Jennifer Jensen Communications and Social Media Coordinator.

- The Astros awarded a ticket grant to the HHR for 2 baseball games. We had a total of 45 children (from Oxford Place, Kelly Village & Clayton Homes) attend the game & HHR donated \$30 gift cards for each child to spend on food and/or souvenirs.
- We have had FAIR Housing training conducted by the HUD Field Office, and there was great information provided. We additionally had two internal pieces of training: Cyber Security and Active shooter.
- On Thursday, July 14, I testified in my official capacity on behalf of HHA as CEO to the Texas House of Representatives Urban affair committee public housing hearing on workforce housing. This provided an excellent opportunity for state officials and the public, to hear about the large-scale benefits HHA provides to our communities.
- We held a Resident Council Meeting (RC) at HHA (Thursday, June 30th, 2022) with Commissioner Ballard as an attendee. Additionally, has a PMC Meet and greet at Independence Heights.
- We had a number of meetings related to Cuney Homes Choice Neighborhood Initiative People Plan Open House & Visioning Workshops to Review the findings of the Cuney Homes Resident Survey, confirm guiding principles, develop the overarching vision, and the development of preliminary housing plan goals and strategies on July 12th.
- Upcoming Backpack Extravaganza event at Kelly village on August 6. B2BB is donating 300 backpacks and school supplies to the youth at Kelly Village.

PUBLIC COMMENTS

Chair Snowden stated 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 they reside. We will have someone from the property management team or from our staff, 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.

Wayne Dolcefino has requested that HHA delay any new real estate deals involving PFCs until the audit is complete.

COOP AT EADO PUBLIC HEARING

Chair Snowden stated the Public Hearing for the Development of COOP AT EADO is now open for comments. If there is an individual of the public who wishes to comment on this hearing, please 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 COOP AT EADO.

WATERWORKS HIGHLINE PHASE II PUBLIC HEARING

Chair Snowden stated the Public Hearing for the Development of WATERWORKS HIGHLINE PHASE II is now open for comments. If there is an individual of the public who wishes to comment on this hearing, please 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 WATERWORKS HIGHLINE PHASE II.

WAREHOUSE DISTRICT PHASE II PUBLIC HEARING

Chair Snowden stated the Public Hearing for the Development of WAREHOUSE DISTRICT PHASE II is now open for comments. If there is an individual of the public who wishes to comment on this hearing, please 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 WAREHOUSE DISTRICT PHASE II.

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

NEW BUSINESS

Resolution No. 3463: Consideration and/or take action to authorize the President & CEO or designee to execute a contract with Emphasys Software for the modification of their Elite software system to incorporate changes for the Move To Work (MTW) program.

Secretary Northern stated that Resolution No. 3463 will be presented by Roy Spivey, Director of IT.

Mr. Spivey stated Resolution No. 3463 reads That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with Emphasys Software for the modification of their Elite software system to incorporate changes for the Move To Work (MTW) program for the amount of \$144,296.00, pursuant to the memorandum from Roy Spivey dated June 24, 2022, to David A. Northern, Sr., President & CEO. In 2021, HUD announced the award to the HHA to be part of the MTW program. They assigned MDRC to facilitate that program. During that time, MDRC, HHA, and other PHA's have had meetings to specify the requirements that will need to be made to the Elite software system to make it capable to handle the MTW program. The cost for the program will be a pass-through in which MDRC will reimburse HHA. It will be 50% upfront and 50% upon completion. We will be responsible for maintenance of \$27,126 after the first year. Accordingly, staff recommends the Board adopt Resolution No. 3463.

Chair Snowden stated the Board has heard the resolution presented by Roy Spivey and asked for a motion to adopt Resolution No. 3463.

Commissioner Thomas moved to approve Resolution No. 3463. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to approving Resolution No. 3463. Having none, Resolution No. 3463 is adopted.

Resolution No. 3464: Consideration and/or take action to authorize the President & CEO or designee to write off vacant tenant accounts for April 1, 2022, to June 30, 2022.

Secretary Northern stated that Resolution No. 3464 will be presented by Rhonda Foster, Director of Asset Management for PHO.

Mr. Foster stated Resolution No. 3464 recommends That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to write off vacated tenant accounts in the amount of \$189,006.05 for the captured months of April 1, 2022, to June 30, 2022.

HUD requires public housing account receivable balances by writing on standing balances that are owed by former tenants after the debt has been deemed uncollectible.

The debt includes additional rent resulting from unreported income, maintenance fees, legal fees excessive utilities, and other fees. HHA and its agents are committed to providing education to its clients with other options. When clients are delinquent, property management agents by sending reminder notices if payment is not received by the 5th of each month and called to remind the tenants if payment is not received by the 10th of the month. We offer repayment agreements to assist families regarding their delinquent balances. In addition, we encourage residents who work closely with our client services department to identify resources available to meet household needs to seek viable employment solutions to support their household financial needs.

In comparison, HHA has experienced a 52% increase for the second quarter of 2021 and a 50% increase in the first quarter of 2022. The noted increase in charge-offs contributes to the outstanding balances as well as the prolonged amounts of time when the rent owners failed to make payments on time. Therefore resolution 3464 recommends the Houston Housing Authority Board of Commissioners authorizing the president and CEO to write off vacated 10 accounts in the amount of \$189,006.05 pursuant to the memorandum from Rhonda Foster, Director of Asset Management, dated July 5, 2022, to David A. Northern, Sr., President & CEO. Staff recommends the Board approve Resolution No. 3464.

Chair Snowden stated the Board has heard the resolution presented by Ms. Foster and asked for a motion to adopt Resolution No. 3464.

Commissioner Cooksey moved to adopt Resolution No. 3464. Commissioner Kirkendoll seconded the motion.

Chairman Snowden's comments: I have a few points I'd like to make. You answered many of the questions that I was going to ask because I am wanting to know the trend itself and where we're going. It looks like at times, we're all the place so I'm going to be asking the new SVP and the PHO group to be look at what we need to be doing better so that these are write-offs, which are not always good, and should be positive because we're pushing it off our books and it's going somewhere. It's the homelessness issues and things that you raised are very important, I appreciate property managers doing their work. We need to look at what is bringing this fluctuation about and how we get it to a point where it's stabilized getting closer to fluctuating down towards zero. I recognize that people need housing so these people also need to be preparing and need to be looking at the maintenance issues, and repair work that is going on which is causing vacancies to linger so we need to be looking at all of those trends I would say to make sure that we are optimizing how units being back online.

Chair Snowden asked if there is any discussion or objection to adopting Resolution No. 3464. Having none, Resolution No. 3464 is adopted.

Resolution No. 3465: Consideration and/or take action to authorize the President & CEO or designee to open the Public Housing Waiting List, specific to public housing sites only, by August 31, 2022.

Ms. Foster stated Resolution 3465 recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to open the Public Housing waiting list, specific to public housing sites only, by August 31, 2022, and make any necessary corrections and changes. The waiting list will remain open until future notice is given.

In August 2018, the Houston Housing Authority closed the Public Housing waiting list in order to address the low-income housing demand. As a result, HHA Housing Operations and authorized agents have nearly exhausted, or in some cases, exhausted the applicant pool designated and applicable to Public Housing sites.

As of June 2022, there were 13,012 unduplicated and 43,888 duplicated applicants that remain on the public housing waitlist. The Public Housing process allows applicants to select three (3) public housing sites, based on their location preference. In the past, applicants selected newly renovated and/or acquired public housing locations that have extremely low vacancy rates, causing prolonged waiting times for the locations.

To ensure public awareness, the HHA will publicly announce the decision to open the Public Housing waiting lists. In addition to the public notice, at this Board Meeting, HHA will publicize in local newspapers, on our website, and inform local agencies and nonprofit entities within the Houston community. In addition, HHA Housing Operations Department will collaborate with organizations that serve the homeless or near homeless population to increase awareness of the public housing program. HHA will market but not limit to organizations that support youth aging out of foster care, transitional shelters, organizations that support the aging and disabled, and organizations that provide supportive services to homeless camps throughout the City of Houston.

HHA Housing Operations is proposing to open the following Site Base Waiting List specific to public housing sites and/or bedroom sizes applicable: Bellerive Senior Apartments, Irvinton Village, Kelly Village, Lyerly Senior Apartments, Cuney Homes, Ewing Apartments, Independence Heights, and Sweetwater Point Apartments.

HHA will consider language barriers and advertise in a manner to ensure outreach to potential clients with limited English proficiency.

Accordingly, I recommend that the Board considers this resolution, which states That the Houston Housing Authority Board of Commissioners authorizes the President & CEO to open the Public Housing waiting list by August 31, 2022, and make any necessary corrections and changes, pursuant to the memorandum dated July 7, 2022, from Rhonda Foster, Director of Asset Management to David A. Northern Sr., President & CEO.

Chairman: I note that you are opening the waiting list and I've held discussing (with anyone) -so as not to catch you off guard but to make sure that the statements that I make are public. So, we're opening the waitlist for specific sites. Of the eight sites that you highlighted, a couple of them have individuals already on them, several thousand of them, so by opening it are we saying that those individuals stay on, or are we communicating with those individuals? What is being done? Please use an example.

Rhonda Foster: We went through a purging to ensure everyone that is on the waitlist now is active and their address is updated. Irvinton Village has 1,928 applicants waiting on one-bedrooms. If you look at the two, three, and four bedrooms, there is no one on the waiting list, and in order for us to have viable candidates to occupy those vacant units, in those bedrooms, we need to open the waiting list. There is a shortage of one-bedrooms throughout the city of the Houston housing industry so you will see that they do remain stagnant because they rarely become available in the affordable housing community.

Chairman Snowden: So, we'll be opening the waiting list for specific bedrooms?

Foster: For the specific sites.

Chairman: So that means that the one-bedroom (list) at Irvinton could likely grow? Why are you opening it for one-bedrooms knowing that you're not going to be able to get through the 1,900+ one-bedrooms that are already on your list? Can you open it up for specific bedrooms? If so I think it would be best to do that because you don't want to build up the hopes for people putting their names on an Irvinton site for one-bedrooms when you know it's very unlikely for anyone to get one. Am I making myself clear?

Secretary Northern: Yes, sir.

Chairman: I want to get some shakes and nods from my Commissioners so I know that you hear what I'm saying.

Commissioner Cooksey: Yes, we were asking the same questions.

Chairman: Again, I want to make this public because I want to make sure we are clear. How long has this one-bedroom at irvinton been at 1,900+?

Foster: I don't have that number in front of me but the number has been higher in the past. One of the concerns that were presented in the past is when you isolate the bedroom size that can cause an issue. I'm working with marketing staff to ensure that communication is clear. In the resolution, I did cite "housing sites and/or bedroom sizes applicable because it would be at the discretion of the president, as well as the board of commissioners if we open up by bedroom sizes.

Chairman: I just think you're getting their hopes up for nothing, to say that you're opening up one-bedrooms at an Irvinton when you know you're not going to get a one-bedroom. It is very unlikely. First, you're telling me that there is a shortage of one-bedrooms which means that folks are going to be waiting, that are on the waiting list, that needs these a one-bedroom. And to put other people on the list to become number 1,929 and 1,930, to me is a problem of setting someone up to think that something is going to happen when we know it is highly unlikely that it will happen anytime soon. So, if it is legally within the guidelines that we open up where we see opportunities, then I think we need to do it that way. Also, we need to look at the idea of how many three-bedrooms are located at Irvinton and we need to set some metrics systems of understanding. I don't want you to get their expectations up. Therefore, they get on the list and the backlog continues to grow and we end up getting the calls because number 1930 thinks that they need to be number 2.

Foster: The goal is not to have anyone on the waiting list for more than 12 months. The next phase of our purging is to determine if applicants have increased their family composition.

Chairman: So, there was a phase one, I heard you make a comment about communicating with these individuals with outreach to these 43,888 people. Was that by phone?

Foster: Mail.

Northern: That is a process that HUD requires us to do every so often to purge our waiting list. Now I do believe, as you said, we can find more effective ways to do it and we can look at the numbers and make some decisions. I've done things in other housing authorities where we have 1,000 people on the waiting list, so we'll do a random selection of those thousand people so it would be fair and put that on there so they won't be waiting so long. That's why the resolution would state we may or may not open on a certain bedroom size so we can further evaluate before we make that final decision but we want that flexibility so it can be educated decision making. Also, some of those specialized activities that we can utilize to help drill down bedrooms, we have to put in our admin plan. We haven't had a chance to update that plan. That is a process you have to go through but we know we need to open some of the bedroom sizes.

Lastly, I just want to say when new grants and opportunities for funding come out, they want to know how many are on our waitlist. Sometimes those numbers or new programs come available we can partner with them and pass people from our waitlist over to them. I am not saying that we should have 5,000 on each side but it helps us to bring in more affordable housing and work with additional partners and communities that we can pass our wait list on.

Chairman: Referring to the chart in the resolution, I would like to see a blank space when there aren't any four bedrooms in a place. Think about the people that would see this, so we really need it to be clear on how many bedrooms are available.

When we follow up with this, Mr. Northern and staff, I want to make sure that we come back to this page and be able to look at where it is. I say that only because I want to make sure that our process remains fair with number one, in waiting for a one-bedroom. I also need to say to people are going to get excited about opening

the public housing waitlist. I like the piece about marketing, but I also want you to let people know where they are on the waitlist when we get started.

Foster: Applicants' names are pulled based on date/time of application.

Chairman: When we get individuals to sign up, are we putting in their names as they apply to the waitlist, or are we doing a random lottery?

Foster: Their names are put in as they apply on the online portal.

Chairman: I have a concern about the online portal opening at 8:00 o'clock in the morning and mommy is at work trying to keep a roof over her head and she's not able to get to that portal until 5:00 o'clock so all of the people that have applied from 8 until five are all ahead of her and that is not fair. Most people who do not have housing do not have access to the internet.

Foster: The Asset Management department, we are going to work very closely with the nonprofit organizations and the organizations that help the homeless.

Chairman: That doesn't get fairness to me because it's who knows how to get to the coalition for the homeless to get on the internet. it still doesn't eliminate, what I call the equity piece, the fairness piece, of people. I would suggest that we think about a lottery for individuals having a time frame to apply.

Northern: We have to change our admin policy and go through the PHA plan in order to conduct the lottery and right now, it is not in our policy.

Chairman: Then we will not be ready to do this until it is in our policy. Please help me understand why we would want to do this when it is not fair for someone having to work, not having a computer, etc.

In the past, we have done lotteries with vouchers so I don't know why we wouldn't be consistent with the same in PHO and so if we aren't able to have a lottery to pull from, opening up the portal as you say, that is a great idea for the vacancies, opening the portal, allowing people to get into the portal, we do a lottery of the names that come into the portal to pull them out to place them.

Northern: We can do that, we just have to delay the opening until we go through the process of getting the policies changed. We have to base it on what HUD has approved for us. It is currently not an approved policy for us.

Chairman: What is the time frame for getting the policy change?

Northern: With the addition of our new Sr. VPs, we are in the process of evaluating all of our policies and looking at what we need to change.

Chairman: Where is this policy?

Northern: It is called the ACOP for public housing.

Chairman: Is ACOP that restricted to be able to say that we can't do a lottery? We are going to table this for a month. I need the other commissioners to be on board and I just want to make sure that there is a complete understanding on both parts I think we all need to see at least be allowed to see the plan that you are talking about that we've put in place and I would like to the GC to look and make sure wording has not been put in there that restricts us for not being allowed to do a lottery. and if we get that clarity, Commissioners, I may want to

bring you all back for a special board meeting. I'm just not prepared with the information that is here today and the lack of response to questions that I think we have for us to approve.

Chair Snowden stated the Board has heard the resolution presented by Ms. Foster and asked for a motion to TABLE Resolution No. 3465.

Commissioner Thomas moved to TABLE Resolution No. 3464. Commissioner Cooksey seconded the motion.

Chair Snowden asked if there is any discussion or objection to TABLING Resolution No. 3464. Having none, Resolution No. 3464 is TABLED.

Resolution No. 3466: Consideration and/or take action to authorize the President & CEO or designee to authorize the President & CEO or designee to Authorize APV Redevelopment Corporation to reduce the amount of the previously approved Infrastructure Loan to be made to EADO 800 Ltd for the development of the 800 Middle Street development (formerly known as EADO 800) from \$10,000,00.00 to \$6,000,000.00 and extend a bridge loan to the Partnership in an amount not to exceed \$4,000,000.00, which will be repaid upon receipt of approval of subsidy layering review by the United States Department of Housing and Urban Development.

Secretary Northern stated that Resolution No. 3466 will be presented by Jay Mason, Interim Director of REID.

Mr. Mason stated Resolution No. 3466 reads That the Houston Housing Authority Board of Commissioners authorizes APV Redevelopment Corporation, a sponsored affiliate of the Houston Housing Authority, to reduce the previously approved infrastructure subordinate loan for the development of the 800 Middle Street development (formerly known as EADO 800) from \$10,000,000.00 to \$6,000,000.00 and make a bridge loan to EADO 800 Ltd. in an amount not to exceed \$4,000,000.00, which Bridge Loan will be repaid upon subsidy layering approval by the United States Department of Housing and Urban Development, pursuant to the memorandum from Jay Mason, Interim Director of REID, dated July 11, 2022, to David A. Northern, Sr., President & CEO. Accordingly, staff recommends the Board adopt Resolution No. 3466.

Chair Snowden stated the Board has heard the resolution presented by Mr. Mason and asked for a motion to adopt Resolution No. 3466.

Commissioner Kirkendoll moved to approve Resolution No. 3466. Commissioner Thomas seconded the motion.

Chair Snowden asked if there is any discussion or objection to approving Resolution No. 3466. Having none, Resolution No. 3466 is adopted.

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

EXECUTIVE SESSION

Chair Snowden suspended the Public Session on Tuesday, July 19, 2022 at 3:45 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 4:53 p.m.

Secretary Northern called the roll and declared a quorum present.

NEW BUSINESS continued...

Resolution No. 3467: Consideration and/or take action to authorize the President & CEO or designee to take actions necessary to acquire tract(s) of land for the public's use and for the public purpose of development and construction of affordable housing, at or near to or at (i) 4318 Yale St., Houston, Texas and (ii) 202 Crosstimbers, Houston, Texas.

Resolution No. 3468: Consideration and/or take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Post Investments for the acquisition of Providence Uptown, an apartment community located at or about 3323 McCue St, Houston, TX 77056.

Resolution No. 3469: Consideration and/or action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Kittle Property Group for the development of The Vireo Apartments, an apartment community that will be located at or about 12212 Tidwell Rd, Houston, TX 77044.

Resolution No. 3470: Consideration and/or take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Bridge Partners for the acquisition of The Carleton, an apartment community located at or about 3805 West Alabama Street, Houston, TX 77077.

Resolution No. 3471: Consideration and/or take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Schumacher Interests, Inc. for the acquisition of Windsor Cypress, an apartment community located at or about 12035 Huffmeister Rd, Cypress, TX 77429.

Resolution No. 3472: Consideration and/or action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Champions Fairway, Ltd., for the development of Thrive Cypress Creek, an apartment community that will be located at or about 13030 Perry Rd, Houston, TX 77070.

Resolution No. 3473: Consideration and/or take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with The Morgan Group for the acquisition of AMLI Uptown, an apartment community located at or about 2525 McCue Rd, Houston, TX 77056.

Resolution No. 3474: Consideration and/or take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Aspen Oak Capital Partners for the acquisition of Ariza Gosling, an apartment community located at or about 23217 Gosling Rd, Houston, TX 77389.

Resolution No. 3475: Consideration and/or action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Kilday Operating LLC for the development of Campanile on Minimax, an apartment community that will be located at or about 610 West Loop at Minimax, Houston, TX 77008.

Resolution No. 3476: Consideration and/or take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Post Investments for the acquisition of The Estates at Bellaire, an apartment community located at or about 4807 Pin Oak Park, Houston TX, 77081.

Resolution No. 3477: Consideration and/or action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Lincoln Capital Acquisition, LLC for the development of Oakwood Trails, an apartment community that will be located at or about 0 Louetta Rd, Spring, TX 77379.

Resolution No. 3478: Consideration and/or take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Aspen Oak Capital Partners for the acquisition of ALTA Med Main, an apartment community located at or about 9330 S Main St, Houston, TX 77025.

Resolution No. 3479: Consideration and/or take action to authorize the President & CEO or designee to facilitate the acquisition of that certain parcel of land located at or about 2101 N. Shepherd, Houston, Texas, 77008, the construction and development of the 185-unit Waterworks Highline Phase II thereupon, and the execution of all required documents therefor.

Resolution No. 3480: Consideration and/or take action to authorize the President & CEO or designee to facilitate the acquisition of those certain parcels of land located at or about 813 McKee Street, 850 McKee Street, 805 Hardy Street ("805 Hardy"), 902 Hardy Street, 1702 Nance Street ("1702 Nance"), and that certain 0.37-acre parcel with frontage on Old Hardy Road, east of Hardy Street, located between and running perpendicular to Nance St. and Sterrett St., and adjacent to each of 805 Hardy and 1702 Nance, Houston, TX 77020 the construction and development of the 183-unit Warehouse District Phase II thereupon, and the execution of all required documents therefor.

Resolution No. 3481: Consideration and/or take action to authorize the President & CEO or designee to facilitate the acquisition of that certain parcel of land located at or about 3122 Leeland Street, Houston, Texas, 77003, the construction and development of the 258-unit CoOp at EaDo thereupon, and the execution of all required documents therefor.

Resolution No. 3482: Consideration and/or take actions to authorize the President & CEO or designee to take such actions necessary or convenient to facilitate the Development of a 249-unit affordable housing development known as Independence Heights II Apartments to be located approximately at the southwest corner of Crosstimbers Street and North Main Street, Houston, Harris County, Texas 77018, and the execution of all required documents therefor.

Resolution No. 3483: Consideration and/or take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with The Morgan Group for the acquisition of AMLI River Oaks, an apartment community located at or about 1340 W Gray St. Houston, TX 77019.

Chair Snowden stated, at this time I would like to entertain a motion to adopt the following resolutions as a group: Resolution Nos. 3467, 3468, 3469, 3470, 3471, 3472, 3473, 3474, 3475, 3476, 3477, 3478, 3479, 3480, 3481, 3482, and 3483.

Commissioner Kirkendoll moved to approve Resolution Nos. 3467, 3468, 3469, 3470, 3471, 3472, 3473, 3474, 3475, 3476, 3477, 3478, 3479, 3480, 3481, 3482, and 3483. Commissioner Cooksey seconded the motion.

President Snowden asked if there is any discussion or objection to the approval of 3467, 3468, 3469, 3470, 3471, 3472, 3473, 3474, 3475, 3476, 3477, 3478, 3479, 3480, 3481, 3482, and 3483 as a group.

Having none, Resolution Nos. 3467, 3468, 3469, 3470, 3471, 3472, 3473, 3474, 3475, 3476, 3477, 3478, 3479, 3480, 3481, 3482, and 3483 have been approved

ADJOURNMENT

Chair Snowden stated this concludes the items on today's agenda and declared the meeting adjourned at 4:56 p.m.



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

RESPONSES TO COMMENTS RECEIVED AT THE TUESDAY, JULY 19, 2022 BOARD OF COMMISSIONER MEETING

A Meeting of the Board of Commissioners ("Board") of the Houston Housing Authority ("HHA") was held on Tuesday, July 19, 2022, at the Houston Housing Authority Central Office, 2640 Fountain View Drive, Houston, Texas 77057. The Board received comments during the public comment period; HHA's responses to each comment are detailed below:

C = Comments Received R= HHA Response

PUBLIC COMMENTS

C = Wayne Dolcefino has requested that HHA delay any new real estate deals involving PFCs until the audit is complete.

Resolution No. 3484



Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or take action to authorize the President & CEO or designee to execute a contract with Unicare Building Maintenance, Inc. to provide landscaping and ground clearing services at twenty-two (22) of HHA's vacant parcels of land for three (3) years.

- **2. Date of Board Meeting:** September 7, 2022
- 3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with Unicare Building Maintenance, Inc. to provide landscaping and ground clearing services at twenty-two (22) of HHA's vacant parcels of land for three (3) years, in one (1) year increments at \$58,104.24 per year, in a total amount not to exceed \$174,312.72 pursuant to the memorandum from Jay Mason, Interim Director of REID dated August 8, 2022, to David A. Northern, Sr., President & CEO.

4.	Department Head Approval	SignatureFB1ADD6791F24F3		8/24/2022 Date:
5.	Statement regarding availabil	ity of funds by VP of Fiscal Operations		
	Funds Budgeted and Available	Yes No Source		
	VP of FO Approval Signat	ure	_ Date:	
6.	Approval of President & CEO	Docusigned by: David d. Northurn, Sr. 9E0B1D8C1AF04AA		8/24/2022
	Signat	ure9E0B1D8C1AF04AA	_ Date: _	0/24/2022



MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO FROM: JAY MASON, INTERIM DIRECTOR OF REID

SUBJECT: CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO

EXECUTE A CONTRACT WITH UNICARE BUILDING MAINTENANCE, INC. TO PROVIDE LANDSCAPING AND GROUND CLEARING SERVICES AT TWENTY-TWO (22) OF HHA'S VACANT PARCELS OF LAND FOR THREE

(3) YEARS

DATE: AUGUST 8, 2022

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to a contract with Unicare Building Maintenance, Inc. to provide landscaping and ground clearing services at twenty-two (22) of HHA's vacant parcels of land (totaling 51.16 acres) for three (3) years, in one (1) year increments at \$58,104.24 per year (or \$1,135.74 per acre), in an amount not to exceed \$174,312.72.

BACKGROUND:

There is currently no landscaping company on contract to maintain the grounds at HHA's vacant lots. As a result, a total of twenty-two (22) properties have overgrown grass/weeds, accumulate trash (via illegal dumping), and generally promote unsanitary conditions that harbor insects/disease-carrying rodents. HHA has also received multiple violation letters from the City of Houston due to the lack of upkeep. This is a necessary expense and will be covered by HHA's Business Activity funds. The Scope of Work (SOW) and Independent Cost Estimate (ICE) was developed by the REID Department.

The original ICE for this project was \$270,000, so the lowest responsible bid is 35% (\$95,687.28) below the estimated budget.

EVALUATION PROCESS:

In May of 2022, a legal notice advertising IFB 22-24 Landscape and Maintenance Services ("IFB 22-24") was posted in the Houston Chronicle and Forward Times Newspapers, and the Houston Business Journal.

In addition to posting "IFB 22-24" 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"); and to the Houston Minority Supplier Development Council ("HMSDC").

Interested parties were also able to access "IFB 22-24" 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

Resolution No. 3484

Association of Minority Contractors ("NAMC"); and to the Houston Office of the United States Small Business Administration ("SBA").

Interested parties were invited to attend a non-mandatory "virtual" pre-bid conference to ask questions about "IFB 22-24", and were allowed to attend multiple site visits and ask follow-up questions.

On May 20, 2022, HHA's Procurement Department opened the following sealed bids in response to "IFB 22-24":

Rank	Firm/Company	M/WBE	Bid Price
1	Unicare Building Maintenance, Inc.	M/WBE	\$174,312.72
2	Hardy & Hardy, Inc.	N/A	\$182,970.00
3	Vetra Global Services, LLC.	N/A	\$226,800.00
4	DL Services, LLC.	N/A	\$617,400.00
5	Bella Me Construction, LLC.	M/WBE	\$746,989.92
6	Four Eleven, LLC.	N/A	\$988,812.00
7	Plantation Landscaping, LLC.	N/A	\$1,198,512.00
8	AW&D Construction & Maintenance Services, LLC.	N/A	\$1,366,959.60
9	Cortez Landscaping, LLC.	M/WBE	\$1,715,389.20

Unicare Building Maintenance, Inc. will subcontract at least 25% of the contract to a Section 3 Business.

References have been checked and returned positive. There are no conflicts of interest, and Unicare Building Maintenance, Inc. is not on the HUD Debarment List.

Unicare Building Maintenance, Inc. is a Certified Small Business Enterprise (SBE), Disadvantaged Business Enterprise (DBE), Minority Business Enterprise (MBE), and State of TX HUB Certified (HUB).

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with Unicare Building Maintenance, Inc. to provide landscaping and ground clearing services at twenty-two (22) of HHA's vacant parcels of land for three (3) years, in one (1) year increments at \$58,104.24 per year, in a total amount not to exceed \$174,312.72 pursuant to the memorandum from Jay Mason, Interim Director of REID dated August 8, 2022, to David A. Northern, Sr., President & CEO.

Resolution No. 3485



Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or take action to authorize the President & CEO or designee to execute a contract with AAA Plumbers to perform pneumatic gas testing and associated gas line repairs at Cuney Homes Apartments.

- **2. Date of Board Meeting:** September 7, 2022
- 3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with AAA Plumbers to perform pneumatic gas testing and associated gas line repairs at Cuney Homes Apartments in an amount not to exceed \$287,400.00 pursuant to the memorandum from Jay Mason, Interim Director of REID dated August 8, 2022, to David A. Northern, Sr., President & CEO.

4.	Department Head Approval	SignatureFB1ADD6791F24F3		8/24/2022 Date:
5.	Statement regarding availabil	lity of funds by VP of Fiscal Operations		
	Funds Budgeted and Available	Yes No Source		
	VP of FO Approval Signat	ture	_ Date:	
6.	Approval of President & CEO	Docusigned by: David A. Northurn, Sr. 9E0B1D8C1AF04AA	Data	8/24/2022
	Signat	ເພເະ	_ Date: _	



MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO FROM: JAY MASON, INTERIM DIRECTOR OF REID

SUBJECT: CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO

EXECUTE A CONTRACT WITH AAA PLUMBERS TO PERFORM PNEUMATIC GAS TESTING AND

ASSOCIATED GAS LINE REPAIRS AT CUNEY HOMES APARTMENTS

DATE: JULY 5, 2022

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to a contract with AAA Plumbers to perform pneumatic gas testing and associated gas line repairs at Cuney Homes Apartments in an amount not to exceed \$287,400.00.

BACKGROUND:

Pneumatic gas testing is performed to confirm that gas lines are not damaged/broken, which can create a potential fire hazard or threat to the health and safety of our residents. If it is determined that gas lines are broken/damaged through testing, necessary repairs will be completed. This is a needed capital improvement for the property, covered by HUD's Capital Funds Program (CFP). The Scope of Work (SOW) and Independent Cost Estimate (ICE) was developed by Jones Engineers (Mechanical, Electrical, and Plumbing /MEP) firm along with the REID Department.

The original ICE for this project was \$282,000.00, which included testing and repairs of gas lines for five-hundred and fifty-three (553) residential units at \$509.95/ea. The lowest responsible bid is 1.9% (\$5,400.00) above the estimated budget, which is within the acceptable price range for this type of work.

ADVERTISEMENT:

In April 2022, a legal notice advertising IFB 22-25 Pneumatic Gas Testing at Cuney Homes Apartments Project ("IFB 22-25") was posted in the Houston Chronicle and Forward Times Newspapers and in the Houston Business Journal.

In addition to posting "IFB 22-25" 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"); and to the Houston Minority Supplier Development Council ("HMSDC").

Interested parties were also able to access "IFB 22-25" 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").

Interested parties were invited to attend a non-mandatory "virtual" pre-bid conference to ask questions about "IFB 22-25" and were allowed to attend multiple site visits and ask follow-up questions.

EVALUATION PROCESS:

On June 3, 2022, HHA's Procurement Department opened the following sealed bid in response to "IFB 22-25":

Rank Firm/Company		M/WBE	Bid Price
1	AAA Plumbers	N/A	\$287,400.00
2	TLC Engineering, Inc.	N/A	\$705,876.60

AAA Plumbers will make a cash contribution (3% of total contract value) to the Section 3 Self-Sufficiency Compliance Fund to support economic self-sufficiency opportunities and/or job training opportunities. The cash contribution will be made to HHA on a quarterly basis.

HHA has previously utilized AAA Plumbers to conduct pneumatic gas testing and repairs at Kelly Village via Board Resolution 3417. There are no conflicts of interest, and AAA Plumbers 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 President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with AAA Plumbers to perform pneumatic gas testing and associated gas line repairs at Cuney Homes Apartments in an amount not to exceed \$287,400.00 pursuant to the memorandum from Jay Mason, Interim Director of REID dated August 8, 2022, to David A. Northern, Sr., President & CEO.

Resolution No. 3486



Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or take action to authorize the President & CEO or designee to execute a contract with AAA Plumbers to perform pneumatic gas testing and associated gas line repairs at Irvinton Village Apartments.

- **2. Date of Board Meeting:** September 7, 2022
- 3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with AAA Plumbers to perform pneumatic gas testing and associated gas line repairs at Irvinton Village Apartments in an amount not to exceed \$165,200.00 pursuant to the memorandum from Jay Mason, Interim Director of REID dated August 9, 2022, to David A. Northern, Sr., President & CEO.

	Northern, Sr., President	& CEO.	Docusigned by: Jay Mason		
4.	Department Head Appro	oval Sigr	natureFB1ADD6791F24F3		Date: 8/24/2022
5.	Statement regarding ava	ailability of	funds by VP of Fiscal Operations		
	Funds Budgeted and Ava	ailable	Yes No Source		
	VP of FO Approval	Signature _		Date:	
6.	Approval of President &	c CEO	David L. Northurn, Sr.		8/24/2022
		Signature _	9E0B1D8C1AF04AA	Date: _	0, 2 1, 2022



MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO FROM: JAY MASON, INTERIM DIRECTOR OF REID

SUBJECT: CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO

EXECUTE A CONTRACT WITH AAA PLUMBERS TO PERFORM PNEUMATIC GAS TESTING AND

ASSOCIATED GAS LINE REPAIRS AT IRVINTON VILLAGE APARTMENTS

DATE: AUGUST 9, 2022

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to a contract with AAA Plumbers to perform pneumatic gas testing and associated gas line repairs at Irvinton Village Apartments in an amount not to exceed \$165,200.00.

BACKGROUND:

Pneumatic gas testing is performed to confirm that gas lines are not damaged/broken, which can create a potential fire hazard or threat to the health and safety of our residents. If it is determined that gas lines are broken/damaged through testing, necessary repairs will be completed. This is a needed capital improvement for the property, covered by HUD's Capital Funds Program (CFP). The Scope of Work (SOW) and Independent Cost Estimate (ICE) were developed by Jones Engineers (Mechanical, Electrical and Plumbing / MEP) firm along with the REID Department.

The original ICE for this project was \$159,000.00, which included testing and repairs of gas lines for three hundred and eighteen (318) residential units at \$500.00/ea. The lowest responsible bid is 3.9% (\$6,200.00) above the estimated budget, which is within the acceptable price range for this type of work.

ADVERTISEMENT:

In June of 2022, a legal notice advertising IFB 22-28 Pneumatic Gas Testing at Irvinton Village Apartments Project ("IFB 22-28") was posted in the Houston Chronicle and Forward Times Newspapers, and in the Houston Business Journal.

In addition to posting "IFB 22-28" 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"); and to the Houston Minority Supplier Development Council ("HMSDC").

Interested parties were also able to access "IFB 22-28" 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").

Interested parties were invited to attend a non-mandatory "virtual" pre-bid conference to ask questions about "IFB 22-28" and were allowed to attend multiple site visits and ask follow-up questions.

EVALUATION PROCESS:

On July 1, 2022, HHA's Procurement Department opened the following sealed bid in response to "IFB 22-28":

Rank	Firm/Company	M/WBE	Bid Price
1	AAA Plumbers	N/A	\$165,200.00

AAA Plumbers will make a cash contribution (3% of total contract value) to the Section 3 Self-Sufficiency Compliance Fund to support economic self-sufficiency opportunities and/or job training opportunities. The cash contribution will be made to HHA on a quarterly basis.

HHA has previously utilized AAA Plumbers to conduct pneumatic gas testing and repairs at Kelly Village via Board Resolution 3417.

There are no conflicts of interest, and AAA Plumbers 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 President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with AAA Plumbers to perform pneumatic gas testing and associated gas line repairs at Irvinton Village Apartments in an amount not to exceed \$165,200.00 pursuant to the memorandum from Jay Mason, Interim Director of REID dated August 9, 2022, to David A. Northern, Sr., President & CEO.

Resolution No. 3487



Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or take action to authorize the President & CEO or designee to execute a contract with architectural firms Brave, Kirksey, GSMA, 1919 Architects, and AT3 + RDC, for various projects, across the Houston Housing Authority portfolio.

- 2. Date of Board Meeting: September 7, 2022
- 3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with Brave Architects, Kirksey Architects, GSMA Architects, 1919 Architects, and AT3 + RDC, for master planning, architectural and interior design services, at various projects across the Houston Housing Authority' portfolio, for a period not to exceed three (3) years with options to extend for two (2) additional years pursuant to the memorandum from Jay Mason, Interim Director at REID dated August 11, 2022, to David A. Northern, Sr., President & CEO.

4.	Department Head App	o roval S	ignature Jay Mason FB1ADD6791F24F3		8/24/2022 Date:
5.	Statement regarding a	vailability	of funds by VP of Fiscal Operations		
	Funds Budgeted and A	vailable	Yes No Source		
	VP of FO Approval	Signature	2	_ Date:	
6.	Approval of President	& CEO	Docusigned by:		8/24/2022
		Signature	David A. Northum, Sr.	_ Date: _	6/24/2022



MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO FROM: JAY MASON, INTERIM DIRECTOR, REID

SUBJECT: CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO

EXECUTE A CONTRACT WITH ARCHITECTURAL AND ENGINEERING FIRMS, BRAVE ARCHITECTS, KIRKSEY ARCHITECTS, GSMA ARCHITECTS, 1919 ARCHITECTS, AND AT3 + RDC, FOR VARIOUS PROJECTS, ACROSS

THE HOUSTON HOUSING AUTHORITY'S PORTFOLIO.

DATE: AUGUST 11, 2022

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to a contract with Brave Architects, Kirksey Architects, GSMA Architects, 1919 Architects, and AT3 + RDC, for master planning, architectural and interior design services, at various projects across the Houston Housing Authority' portfolio, for a period not to exceed three (3) years with options to extend for two (2) additional years.

BACKGROUND:

HHA intends to engage the services of Design Professional firms for various Capital Fund and Construction Services projects.

Due to the amount of work required, REID determined that a "pool" of five (5) Architectural & Engineering firms should be selected to perform the necessary work.

Consequently, HHA's Procurement Department developed a Qualifications-Based Solicitation (QBS) #22-33 for Architectural and Engineering (A&E) Services for Capital Improvement and Construction Services Projects, with the intent to solicit proposals from A&E Firms to facilitate the development of Scope of Work (SOW) and Independence Cost Estimate (ICE) documentation.

ADVERTISEMENT:

In July of 2022, a legal notice advertising QBS 22-38 A&E Services ("QBS 22-38") was posted in the Houston Chronicle and Forward Times Newspapers and in the Houston Business Journal.

In addition to posting "QBS 22-38" 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"); and to the Houston Minority Supplier Development Council ("HMSDC").

Interested parties were also able to access "QBS 22-38" 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").

Interested parties were invited to attend a non-mandatory "virtual" pre-bid conference to ask questions about "QBS 22-38", and were allowed to attend multiple site visits and ask follow-up questions.

EVALUATION PROCESS:

All responses to "QBS 22-38" received by the specified due date, July 27, 2022, were scored based on the following published scoring criteria provided by REID:

Evaluation/Selection Criteria	Maximum Score
Firm's history and resource capability to perform the required services	20
Qualifications of assigned personnel	15
Demonstrated related experience in:	
Design Services	5
Construction Coordination / Administration	5
Rehabilitation	5
LEED Design	5
Understanding of HUD and TDHCA requirements, City, state and Federal codes, and regulations applicable to the work	15
Project planning, scheduling, and methodology/strategy to accomplish the task	5
M/WBE Participation	5
Section 3 Participation	5
Total Score	100

An Evaluation Committee consisting of the following individuals evaluated eight (8) responses to "QBS 22-38", and their average scores are reflected in Table 1:

Cupid Alexander, Senior Vice President – Operations Jay Mason, Interim Director, REID Diana Dmitriyeva, Capital Funds Manager

Table 1

Rank	Firm/Company	M/WBE	Evaluation Rating
1.	BRAVE	MBE	84
2.	Kirksey	N/A	82
3.	GSMA	WBE	80
4.	1919 Architects	N/A	79
5.	AT3 + RDC	MBE	79
6.	STOA	MBE	78
7.	Smith and Company	MBE	77
8.	TLC Engineering	MBE	68

• References have been checked and returned positive. There are no conflicts of interest, and firm(s) are not on the HUD Debarment List

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with Brave Architects, Kirksey Architects, GSMA Architects, 1919 Architects, and AT3 + RDC, for master planning, architectural and interior design services, at various projects across the Houston Housing Authority' portfolio, for a period not to exceed three (3) years with options to extend for two (2) additional years pursuant to the memorandum from Jay Mason, Interim Director at REID dated August 11, 2022, to David A. Northern, Sr., President & CEO.



REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or take action to authorize the President & CEO or designee to authorize the refinance of Uvalde Ranch Apartments located at or about 5300 South Lake Houston Parkway, Houston, Texas, 77013, and the execution of all required documents therefor.

- **2. Date of Board Meeting:** September 7, 2022
- 3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to take such actions necessary or convenient to facilitate the refinancing of Uvalde Ranch Apartments pursuant to the memorandum from Jay Mason, Interim Director of REID, dated August 24, 2022, to David A. Northern, Sr., President & CEO.

4.	Department Head Approval	Signature	D	8/31/2022 Pate:
5.	Statement regarding availability of funds by VP of Fiscal Operations Funds Budgeted and Available X Yes No Source Third Party Funding			
	VP of FO Approval Sign	ature	Date:	
6.	Approval of President & CEC	Docusigned by: David L. Northern 9E0B1D8C1AF04AA	_,	/31/2022



MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO

FROM: JAY MASON, DIRECTOR OF REID

SUBJECT: CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO

AUTHORIZE THE REFINANCE OF UVALDE RANCH APARTMENTS LOCATED AT OR ABOUT 5300 SOUTH LAKE HOUSTON PARKWAY, HOUSTON, TEXAS 77013 AND THE EXECUTION OF ALL REQUIRED

DOCUMENTS THEREFOR.

DATE: AUGUST 24, 2022

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 refinancing of Uvalde Ranch Apartments (the "Project").

BACKGROUND:

The Authority owns title to the site on which the Project is located (the "Land"), which is ground leased to Uvalde Ranch, Ltd., a Texas limited partnership (the "Partnership"), which is the owner of the Project. The Project was previously developed with 4% Housing Tax Credits and Tax-Exempt Bond Financing.

The Partnership is controlled by TX Uvalde Ranch GP, LLC., a Texas limited liability company as the General Partner (the "General Partner"), which is wholly owned by APV Redevelopment Corporation, a Texas nonprofit corporation and an Authority affiliate. The limited partners of the Partnership are Hettig Development Group IV, Ltd. requested Section 223(f) refinancing from the United States Department of Housing and Urban Development ("HUD") for Uvalde Ranch Apartments, a multifamily apartment complex, and HUD requires an amendment to the Agreement to add certain HUD required language into the Agreement.

The Partnership desires to refinance the Project using up to \$16,000,000 in FHA-insured 223(f) financing to be provided by AGM Financial Services, Inc. A Firm Commitment for such insured financing was issued by HUD on May 6, 2022. The Land includes 2.680 acres of Floodway, which would make the Project ineligible for this financing, so the Firm Commitment was issued for the 15.07 acres that do not lie within the Floodway. In order to qualify for the preferred 223(f) financing, the Partnership needs to eliminate the 2.680 acres of Floodway from its leasehold estate and obtain an amendment of the existing Texas Department of Housing and Community Affairs Land Use Restriction Agreement to eliminate the 2.680 acres of Floodway from the Project. The LURA additionally needs to be extended by three years to qualify for the financing, and the Partnership needs to adopt certain HUD-required provisions in its organizational documents.

APPROVALS

The Board of Commissioners of the Authority (the "Board") authorizes the President and Chief Executive Officer of the Authority and/or his designee. to review, approve and execute all certificates, affidavits, agreements, amendments, documents, and other writings related to the transactions described herein, including without limitation, an amendment to the Ground Lease, the LURA, the Regulatory Agreement and any and all documents contemplated in connection with the Partnership's refinancing of the Project (collectively, the "Agreements"), which the 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 President and Chief Executive Officer 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

The Board authorizes the President and Chief Executive Officer 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 President and Chief Executive Officer shall deem to be necessary or desirable; and all acts heretofore taken by the President and Chief Executive Officer or his designee 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 President & CEO or designee to negotiate, execute and make necessary changes and corrections to take such actions necessary or convenient to facilitate the refinancing of Uvalde Ranch Apartments pursuant to the memorandum from Jay Mason, Interim Director of REID, dated August 24, 2022, to David A. Northern, Sr., President & CEO.

EXHIBIT A Formal Resolution

RESOLUTION NO. 3488

RESOLUTION AUTHORIZING THE HOUSTON HOUSING AUTHORITY (THE "AUTHORITY") TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO FACILITATE THE REFINANCING OF THE UVALDE RANCH APARTMENTS

WHEREAS, the Authority desires to facilitate the refinancing of a project known as Uvalde Ranch Apartments, located in Houston, Harris County, Texas, FHA Project No. 114-11569 (the "Project");

WHEREAS, Uvalde Ranch, Ltd., a Texas limited partnership (the "Partnership") owns the Project and desires to refinance the Project with a loan from AGM Financial Services, Inc. (the "Lender") in the amount of up to Sixteen Million And No/100 Dollars (\$16,000,000.00) (the "Loan"), with such loan to be insured by the United States Department of Housing and Urban Development ("HUD") under Section 223(f) of the National Housing Act, and the Regulations thereunder, as now in effect;

WHEREAS, to qualify for the Loan, the Partnership has requested that the Authority agree to revise the existing Ground Lease to eliminate from such Ground Lease approximately 2.680 acres of land which are located in the Floodway;

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

BE IT RESOLVED, that the President and Chief Executive Officer of the Authority and/or his designee is hereby authorized to review, approve and execute all certificates, affidavits, agreements, amendments, documents and other writings related to the transactions described herein, including without limitation, amendments to the Ground Lease and to the Memorandum of Ground Lease which is filed of record in the Official Public Records of Real Property of Harris County, Texas, and any and all documents contemplated in connection with the Authority's agreement to facilitate the Loan (collectively, the "Agreements"), which the 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 President and Chief Executive Officer 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 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 President and Chief Executive Officer shall deem to be necessary or desirable, and all acts heretofore taken by the President and Chief Executive Officer or the designee of the 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 7 th day of September, 20 th	22.	
ATTEST:	CHAIR	
Secretary		



Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or take action to authorize the President & CEO or designee to make modifications to the existing Travel Policy

- **2. Date of Board Meeting:** September 7, 2022
- 3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to make modifications to the existing Travel Policy pursuant to the memorandum dated August 9, 2022, from Michael Rogers, Vice President Fiscal & Business Operations to David A. Northern, Sr. President & CEO.

4.	Department Head Approval Si	mike Kogers gnature	8/24/2022 Date:
5.	Statement regarding availability of	of funds by VP of Fiscal Operations	
	Funds Budgeted and Available	Yes No Source	
	VP of FO Approval Signature	Docusigned by: Mike Kogers 3FC87AD4710742D	8/24/2022 Date:
6.	Approval of President & CEO Signature	David 1. Northern, Sr. 9E0B1D8C1AF04AA	8/24/2022 Date:



MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO

FROM: MICHAEL ROGERS, VICE PRESIDENT FISCAL & BUSINESS OPERATIONS

SUBJECT: CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO MAKE

MODIFICATIONS TO THE EXISTING TRAVEL POLICY

DATE: AUGUST 9, 2022

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO to amend the existing per diem rate that was established via Resolution 2571 at the February 2012 Board of Commissioners Meeting.

BACKGROUND:

The existing Per Diem is set at a lower \$50 or the General Services Administration (GSA) rate.

The Per Diem rate for travel-related expenses has not been updated since February 2012.

As more than a decade has passed since the last modification to the existing Per Diem rates, it is reasonable and necessary to modify this rate.

Per Diems are fixed amounts for meals and incidental expenses incurred when traveling on official business. The use of per diems simplifies the record keeping for reimbursement of meals and incidental expenses by establishing a daily rate.

The GSA typically publishes these Per Diem Rates in a number of locations throughout the continental United States. Depending on where the location is for the official business travel, the per diem rate will vary to reflect the costs typically incurred for meals and incidental expenses in the area.

The existing HHA Policy sets the per diem rate at the lower of \$50 or the GSA rate for the city being traveled to. This policy does not fairly reflect the cost of traveling to higher-cost areas as it arbitrarily caps the per diem rate at \$50.

The current GSA rate for selected areas as published by the GSA are as follows:

Houston – \$69 Dallas – \$69 Chicago – \$79 Washington – \$79 Los Angeles - \$74

As evidenced above, the current cap on the per diem rates is at a rate significantly below the current GSA rates for per diem expenses.

The GSA rates are typically published annually to coincide with the Federal Fiscal Year of October – September.

This memorandum recommends that the HHA Travel Policy be modified to use the published GSA rates as the per diem rate for expense reimbursement. Whenever the GSA publishes new rates, those rates would automatically go into effect, keeping the HHA Travel Policy reflective of the current GSA per diem rates.

In the event the travel is to a location not specifically listed on the GSA list, then the GSA rate for the state being traveled to will be the effective per diem rate to be used.

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to make modifications to the existing Travel Policy pursuant to the memorandum dated August 9, 2022, from Michael Rogers, Vice President Fiscal & Business Operations to David A. Northern, Sr. President & CEO.



REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or to take action to authorize the President & CEO or designee to execute a contract with Coats Rose, Reno and Cavanaugh, and Bracewell and make any necessary changes thereto to provide legal services and representation to the Houston Housing Authority for Public and Affordable Housing Developments and Acquisitions.

- 2. Date of Board Meeting: September 7, 2022
- 3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with Coats Rose, Reno and Cavanaugh, and Bracewell and to provide legal services and representation to the Houston Housing Authority related to Public and Affordable Housing Developments and Acquisitions. The contract term will be for two (2) years unless terminated earlier in accordance with the contract. Each contract may be extended for one (1), one-year term pursuant to the memorandum from Keland D. Lewis, Interim Vice President & General Counsel, dated August 9, 2022, to David A. Northern, Sr., President & CEO.

4.	Department Head Approval	Signature	Date:
5.	Statement regarding availabili	ity of funds by VP of Fiscal Operat	ions
	Funds Budgeted and Available	X Yes No Source_	Legal Budget
	VP of FO Approval Signate	ure	Date:
6.	Approval of President & CEO Signat	Docusigned by: David d. Northum, Sr. 9E0B1D8C1AF04AA	8/24/2022 Date:



MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO

FROM: KELAND D. LEWIS, INTERIM VICE PRESIDENT & GENERAL COUNSEL

SUBJECT: CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO

EXECUTE A CONTRACT WITH COATS ROSE, RENO AND CAVANAUGH, AND BRACEWELL AND MAKE ANY NECESSARY CHANGES THERETO TO PROVIDE LEGAL SERVICES AND REPRESENTATION TO THE HOUSTON HOUSING AUTHORITY FOR PUBLIC AND AFFORDABLE HOUSING DEVELOPMENTS AND

ACQUISITIONS.

DATE: AUGUST 9, 2022

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to a contract with Coats Rose, Reno, and Cavanaugh, and Bracewell to provide legal services and representation to the Houston Housing Authority ("HHA") related to Public and Affordable Housing Developments and Acquisitions. The contract term will be for two (2) years unless terminated earlier in accordance with the contract. Each contract may be extended for one (1), one-year term upon HHA's providing thirty (30) days' notice prior to the expiration of the contract.

BACKGROUND:

In March 2022, HHA published a Request for Proposal (RFP 22-11) soliciting proposals from attorneys or law firms offering to provide comprehensive legal services to the Housing Authority, including services related to Public and Affordable Housing Developments and Acquisitions. Nine (9) proposals for this legal service area were submitted to HHA for evaluation by its Selection Panel.

ADVERTISEMENT:

In March 2022, HHA's Procurement Department issued RFP 22-11 Comprehensive Legal Services. The legal notice for this solicitation was posted in the Houston Chronicle and Forward Time Newspapers.

RFP 22-11 Comprehensive Legal Services was posted on HHA's website. Additionally, HHA's Procurement Department sent emails announcing RFP 22-11 Comprehensive Legal Services to the Houston Minority Supplier Development Council (HMSDC), the National Association of Minority Supplier Development Council (HMSDC), the National Association of Minority Contractors-Greater Houston Chapter, the Houston Office of U.S. Small Business Administration, the legal firms on HHA's Bidder's List, Etched Communications, Association Legal Administrators, General Counsel Forum, Hispanic Bar Association of Houston, Houston Association of Legal Professionals, Houston Bar Association, Houston Intellectual Property Law Association, Houston Paralegal Association, Houston Trial Lawyers Association, Houston Young Lawyers Association, Legal Marketing Association and State Bar of Texas.

RFP 22-11 Comprehensive Legal Services contained several service areas (i.e., categories) of legal services, and proposers had the option of choosing which service(s) they would like to offer to HHA.

EVALUATION PROCESS

RFP 22-11 Comprehensive Legal Services contained the following evaluation criteria to be used to score and evaluate law firms that expressed an interest in providing legal services to HHA pertaining to Public and Affordable Housing Developments and Acquisitions.

Evaluation/Selection Criteria	Maximum Points
Offeror's compliance with all specifications and/or other requirements contained in this solicitation and the overall quality of the presentation.	5
 Evaluation of the qualifications of the assigned personnel. Knowledge of current financing structures that are gaining acceptance in the affordable/mixed-income housing community. Knowledge of local housing and community development issues in the state of Texas. General knowledge and expertise with affordable housing development and financing programs. 	20
Reasonableness of proposed fees.	20
 Prafting and reviewing affordable/mixed-income housing finance documents Meeting HUD and/or TDHCA requirements Providing realistic legal options and/or recommendations to achieve the HHA's affordable housing goals. Providing legal services in the areas of Texas real estate transactions and partnership formations Providing legal services for LIHTC transactions Reviewing, negotiating and assistance in obtaining approval of financing documents, Ground Leases, Regulatory and Operating Agreements, Declaration of Restrictive Covenants, Management Agreements, Developer Agreement, Partnership Agreement, and Construction Contracts and amendments thereof. 	20
Demonstrated ability and past performance in accomplishing similar work (i.e. reference check).	10
Knowledge of and experience with applicable HUD regulations and requirements, as well as City, County, and State codes/ordinances applicable to this work.	5
Diversity of Staffing.	5
MWBE participation and compliance.	5
Budget, cost-control experience, and results.	5
Firm's history and resource capability to perform required services.	5
Total Points	100

An Evaluation Committee consisting of the following HHA employees was tasked to score and evaluate all responses using the aforementioned criteria:

Name	Position
Jay Mason	HHA Interim Director of REID
Mike Rogers	VP of Fiscal and Business Operations
Sarah Rashid	HHA Policy and Data Analyst
David Cukierman	HHA Consultant

On May 6, 2022, HHA's Procurement Department received a total of nine (9) responses from law firms that expressed an interest in providing HHA with legal services pertaining to Public and Affordable Housing Developments and Acquisitions. They are listed based on their total average scores as determined by the Evaluation Committee:

Rank	Firm/Company	M/WBE	Evaluation Rating
1.	Coats Rose	N/A	95
2.	Reno and Cavanaugh	WBE	87
3.	Bracewell	N/A	86
4.	Ballard Spahr	N/A	83
5.	Denton Navarro Rocha Bernal and Zech	N/A	83
6.	Best Best and Krieger	N/A	81
7.	Abii & Associates	M/WBE	79
8.	The Banks Law Firm	MBE	78
9.	Orrick	N/A	70

I propose that the three firms/companies with the highest average evaluation rating be awarded contracts for the Public and Affordable Housing Developments and Acquisitions. Coats Rose, Reno and Cavanaugh, and Bracewell have the three highest average evaluation ratings.

There is no conflict of interest. None of the selected firms are on the Texas, HUD, or SAM.GOV debarred lists and are in good standing with their respective State Bar.

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with Coats Rose, Reno and Cavanaugh, and Bracewell and to provide legal services and representation to the Houston Housing Authority related to Public and Affordable Housing Developments and Acquisitions. The contract term will be for two (2) years unless terminated earlier in accordance with the contract. Each contract may be extended for one (1), one-year term pursuant to the memorandum from Keland D. Lewis, Interim Vice President & General Counsel, dated August 9, 2022, to David A. Northern, Sr., President & CEO.



Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or to take action to authorize the President & CEO or designee to execute a contract with Fulton Law Group, Rogers Morris and Grover, and Coats Rose and make any necessary changes thereto, to provide legal services and representation to the Houston Housing Authority for commercial litigation regarding breach of contract and insurance disputes.

- 2. Date of Board Meeting: September 7, 2022
- 3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with Fulton Law Group, Rogers Morris and Grover, and Coats Rose and to provide legal services and representation to the Houston Housing Authority related to commercial litigation regarding breach of contract and insurance disputes. The contract term will be for two (2) years unless terminated earlier in accordance with the contract. Each contract may be extended for one (1), one-year term pursuant to the memorandum from Keland D. Lewis, Interim Vice President & General Counsel, dated August 9, 2022, to David A. Northern, Sr., President & CEO.

4.	Department Head Approval	Signature Docusigned by: Lund D. Luwis	8/24/2022 Date:
5.	Statement regarding availabili	ity of funds by VP of Fiscal Operati	ions
	Funds Budgeted and Available	X Yes No Source_	Operating Budget
	VP of FO Approval Signat	ure	Date:
6.	Approval of President & CEO Signat	David d. Northurn, Sr. 9E0B1D8C1AF04AA	8/24/2022 Date:



MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO

FROM: KELAND D. LEWIS, INTERIM VICE PRESIDENT & GENERAL COUNSEL

SUBJECT: AWARD OF CONTRACTS TO FULTON LAW GROUP, ROGERS MORRIS AND GROVER, AND COATS ROSE

TO PROVIDE LEGAL SERVICES AND REPRESENTATION TO THE HOUSTON HOUSING AUTHORITY RELATED

TO COMMERCIAL LITIGATION REGARDING BREACH OF CONTRACT AND INSURANCE DISPUTES

DATE: AUGUST 9, 2022

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to a contract with Fulton Law Group, Rogers Morris and Grover, and Coats Rose to provide legal services and representation to the Houston Housing Authority ("HHA") related to commercial litigation regarding breach of contract and insurance disputes. The contract term will be for two (2) years unless terminated earlier in accordance with the contract. Each contract may be extended one (1), one-year term upon HHA's providing thirty (30) days' notice prior to the expiration of the contract.

BACKGROUND:

In March 2022, HHA published a Request for Proposal (RFP 22-11) soliciting proposals from attorneys or law firms offering to provide comprehensive legal services to the Housing Authority, including services related to commercial litigation regarding breach of contract and insurance disputes. Nine (9) proposals for this legal service area were submitted to HHA for evaluation by its Selection Panel.

ADVERTISEMENT:

In March 2022, HHA's Procurement Department issued RFP 22-11 Comprehensive Legal Services. The legal notice for this solicitation was posted in the Houston Chronicle and Forward Time Newspapers.

RFP 22-11 Comprehensive Legal Services was posted on HHA's website. Additionally, HHA's Procurement Department sent emails announcing RFP 22-11 Comprehensive Legal Services to the Houston Minority Supplier Development Council (HMSDC), the National Association of Minority Supplier Development Council (HMSDC), the National Association of Minority Contractors-Greater Houston Chapter, the Houston Office of U.S. Small Business Administration, the legal firms on HHA's Bidder's List, Etched Communications, Association Legal Administrators, General Counsel Forum, Hispanic Bar Association of Houston, Houston Association of Legal Professionals, Houston Bar Association, Houston Intellectual Property Law Association, Houston Paralegal Association, Houston Trial Lawyers Association, Houston Young Lawyers Association, Legal Marketing Association and State Bar of Texas.

RFP 22-11 Comprehensive Legal Services contained several service areas (i.e., categories) of legal services, and proposers had the option of choosing which service(s) they would like to offer to HHA.

EVALUATION PROCESS

RFP 22-11 Comprehensive Legal Services contained the following evaluation criteria to be used to score and evaluate law firms that expressed an interest in providing legal services to HHA pertaining to commercial litigation regarding breach of contract and insurance disputes.

Evaluation/Selection Criteria	Maximum Points
Evaluation of the qualifications of the assigned personnel.	25
Reasonableness of proposed fees.	20
Offeror's relevant experience with the subarea for which a proposal is submitted, particularly as it relates to a public housing authority or other public entity.	20
Demonstrated ability and past performance in accomplishing similar work (i.e. reference check).	10
Offeror's compliance with all specifications and/or other requirements contained in this solicitation, and the overall quality of the presentation.	5
Firm's history and resource capability to perform required services.	5
Budget, cost-control experience, and results.	5
Diversity of Staffing.	5
MWBE participation and compliance.	5
Total Points	100

An Evaluation Committee consisting of the following HHA employees were tasked to score and evaluate all responses using the aforementioned criteria:

Name	Position	
Jamie Spencer	HHA Hearing Officer	
Donna Dixon	HHA Director of Community Affairs & Customer Service	
Daphne Calvin	HHA Legal Compliance Officer	

On May 6, 2022, HHA's Procurement Department received a total of nine (9) responses from law firms that expressed an interest in providing HHA with legal services pertaining to commercial litigation regarding breach of contract and insurance disputes. They are listed based on their total average scores as determined by the Evaluation Committee:

Rank	Firm/Company	M/WBE	Evaluation Rating
1.	Fulton Law Group	MBE	98
2.	Rogers, Morris & Grover	N/A	91
3.	Coats Rose	N/A	90
4.	Ballard Spahr	N/A	89
5.	Clark Hill	N/A	89
6.	Denton Navarro Rocha Bernal and Zech	N/A	88
7.	Baker Wotring	M/WBE	87
8.	Abii & Associates	M/WBE	70
9.	Larmond and Brignac	M/WBE	65

I propose that the top three firms/companies with the highest average evaluation rating be awarded a contract for commercial litigation regarding breach of contract and insurance disputes. Fulton Law Group, Rogers Morris and Grover, and Coats Rose are the three highest average evaluation ratings.

There is no conflict of interest. None of the selected firms are on the Texas, HUD, or SAM.GOV debarred lists and are in good standing with their respective State Bar.

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with Fulton Law Group, Rogers Morris and Grover, and Coats Rose and to provide legal services and representation to the Houston Housing Authority related to commercial litigation regarding breach of contract and insurance disputes. The contract term will be for two (2) years unless terminated earlier in accordance with the contract. Each contract may be extended for one (1), one-year term pursuant to the memorandum from Keland D. Lewis, Interim Vice President & General Counsel, dated August 9, 2022, to David A. Northern, Sr., President & CEO.



Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or to take action to authorize the President & CEO or designee to execute a contract with Coats Rose, Clark Hill, and Rogers Morris and Grover and make any necessary changes thereto, to provide legal services and representation to the Houston Housing Authority for construction litigation.

- 2. Date of Board Meeting: September 7, 2022
- 3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with Coats Rose, Clark Hill, and Rogers Morris and Grover and to provide legal services and representation to the Houston Housing Authority related to construction litigation. The contract term will be for two (2) years unless terminated earlier in accordance with the contract. Each contract may be extended for one (1), one-year term pursuant to the memorandum from Keland D. Lewis, Interim Vice President & General Counsel, dated August 9, 2022, to David A. Northern, Sr., President & CEO.

4.	Department Head Approval	Signature	8/24/2022 Date:
5.	Statement regarding availabil	ty of funds by VP of Fiscal Operation	ons
	Funds Budgeted and Available	X Yes No Source_	Legal Budget
	VP of FO Approval Signat	ure	Date:
6.	Approval of President & CEO	— DocuSigned by:	
-	Signat	ure	8/24/2022 Date:



MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO

FROM: KELAND D. LEWIS, INTERIM VICE PRESIDENT & GENERAL COUNSEL

SUBJECT: AWARD OF CONTRACTS TO COATS ROSE, CLARK HILL, AND ROGERS MORRIS AND GROVER TO PROVIDE

LEGAL SERVICES AND REPRESENTATION TO THE HOUSTON HOUSING AUTHORITY RELATED TO

CONSTRUCTION LITIGATION MATTERS

DATE: AUGUST 9, 2022

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to a contract with Coats Rose, Clark Hill, and Rogers Morris and Grover to provide legal services and representation to the Houston Housing Authority ("HHA") related to construction litigation matters. The contract term will be for two (2) years unless terminated earlier in accordance with the contract. Each contract may be extended for one (1), one-year term upon HHA's providing thirty (30) days' notice prior to the expiration of the contract.

BACKGROUND:

In March 2022, HHA published a Request for Proposal (RFP 22-11) soliciting proposals from attorneys or law firms offering to provide comprehensive legal services to the Housing Authority, including services related to construction litigation matters. Six (6) proposals for this legal service area were submitted to HHA for evaluation by its Selection Panel.

ADVERTISEMENT:

In March 2022, HHA's Procurement Department issued RFP 22-11 Comprehensive Legal Services. The legal notice for this solicitation was posted in the Houston Chronicle and Forward Time Newspapers.

RFP 22-11 Comprehensive Legal Services was posted on HHA's website. Additionally, HHA's Procurement Department sent emails announcing RFP 22-11 Comprehensive Legal Services to the Houston Minority Supplier Development Council (HMSDC), the National Association of Minority Supplier Development Council (HMSDC), the National Association of Minority Contractors-Greater Houston Chapter, the Houston Office of U.S. Small Business Administration, the legal firms on HHA's Bidder's List, Etched Communications, Association Legal Administrators, General Counsel Forum, Hispanic Bar Association of Houston, Houston Association of Legal Professionals, Houston Bar Association, Houston Intellectual Property Law Association, Houston Paralegal Association, Houston Trial Lawyers Association, Houston Young Lawyers Association, Legal Marketing Association and State Bar of Texas.

RFP 22-11 Comprehensive Legal Services contained several service areas (i.e., categories) of legal services, and proposers had the option of choosing which service(s) they would like to offer to HHA.

EVALUATION PROCESS

RFP 22-11 Comprehensive Legal Services contained the following evaluation criteria to be used to score and evaluate law firms that expressed an interest in providing legal services to HHA pertaining to construction litigation matters.

Evaluation/Selection Criteria	Maximum Points
Evaluation of the qualifications of the assigned personnel.	25
Reasonableness of proposed fees.	20
Offeror's relevant experience with the subarea for which a proposal is submitted, particularly as it relates to a public housing authority or other public entity.	20
Demonstrated ability and past performance in accomplishing similar work (i.e., reference check).	10
Offeror's compliance with all specifications and/or other requirements contained in this solicitation and the overall quality of the presentation.	5
Firm's history and resource capability to perform required services.	5
Budget, cost-control experience, and results.	5
Diversity of Staffing.	5
MWBE participation and compliance.	5
Total Points	100

An Evaluation Committee consisting of the following HHA employees were tasked to score and evaluate all responses using the aforementioned criteria:

Name	Position
Michael Rogers	HHA Vice President of Fiscal & Business Operations
Tammye Curtis-Jones	HHA Attorney
Jay Mason	HHA Interim Director of REID
Donna Dixon	HHA Director of Community Affairs & Customer Service

On May 6, 2022, HHA's Procurement Department received a total of six (6) responses from law firms that expressed an interest in providing HHA with legal services pertaining to construction litigation matters. They are listed based on their total average scores as determined by the Evaluation Committee:

Rank	Firm/Company	M/WBE	Evaluation Rating
1.	Coats Rose	N/A	94
2.	Clark Hill	N/A	94
3.	Rogers, Morris & Grover	N/A	93
4.	Best Best and Krieger	N/A	90
5.	Ballard Spahr	N/A	89
6.	Baker Wotring	M/WBE	88

I propose that the three firms/companies with the highest average evaluation rating be awarded contracts for the construction litigation matters. Coats Rose, Clark Hill, and Rogers Morris and Grover have the three highest average evaluation ratings.

There is no conflict of interest. None of the selected firms are on the Texas, HUD, or SAM.GOV debarred lists and are in good standing with their respective State Bar.

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with Coats Rose, Clark Hill, and Rogers Morris and Grover and to provide legal services and representation to the Houston Housing Authority related to construction litigation. The contract term will be for two (2) years unless terminated earlier in accordance with the contract. Each contract may be extended for one (1), one-year term pursuant to the memorandum from Keland D. Lewis, Interim Vice President & General Counsel, dated August 9, 2022, to David A. Northern, Sr., President & CEO.



Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or to take action to authorize the President & CEO or designee to execute a contract with Ballard Spahr, Baker Wotring, and Denton Navarro Rocha Bernal and Zech and make any necessary changes thereto, to provide legal services and representation to the Houston Housing Authority for tort claims.

- 2. Date of Board Meeting: September 7, 2022
- 3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with Ballard Spahr, Baker Wotring, and Denton Navarro Rocha Bernal and Zech and to provide legal services and representation to the Houston Housing Authority for tort claims. The contract term will be for two (2) years unless terminated earlier in accordance with the contract. Each contract may be extended for one (1), one-year term pursuant to the memorandum from Keland D. Lewis, Interim Vice President & General Counsel, dated August 9, 2022, to David A. Northern, Sr., President & CEO.

DocuSigned by:

4.	Department Head Approval	l Signature .	keland 06443644B72	D. Lewis 2B47D		8/24/2022 Date:
5.	Statement regarding availa	bility of funds	by VP of Fis	cal Operati	ions	
	Funds Budgeted and Availab	ole X Yes	No	Source_	Legal Budget	
	VP of FO Approval Sign	nature			Date: _	
6.	Approval of President & CE	O	Signed by:	a. Co		
	Sign	nature	d d. Norther 1D8C1AF04AA	m, sr.	Date:	8/24/2022



MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO

FROM: KELAND D. LEWIS, INTERIM VICE PRESIDENT & GENERAL COUNSEL

SUBJECT: CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO

EXECUTE A CONTRACT WITH BALLARD SPAHR, BAKER WOTRING, AND DENTON NAVARRO ROCHA BERNAL AND ZECH AND MAKE ANY NECESSARY CHANGES THERETO, TO PROVIDE LEGAL SERVICES AND

REPRESENTATION TO THE HOUSTON HOUSING AUTHORITY FOR TORT CLAIMS.

DATE: AUGUST 9, 2022

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to a contract with Ballard Spahr, Baker Wotring, and Denton Navarro Rocha Bernal and Zech to provide legal services and representation to the Houston Housing Authority ("HHA") for tort-related matters. The contract term will be for two (2) years unless terminated earlier in accordance with the contract. Each contract may be extended for one (1), one-year term upon HHA's providing thirty (30) days' notice prior to the expiration of the contract.

BACKGROUND:

In March 2022, HHA published a Request for Proposal (RFP 22-11) soliciting proposals from attorneys or law firms offering to provide comprehensive legal services to the Housing Authority, including services related to tort claims. Four (4) proposals for this legal service area were submitted to HHA for evaluation by its Selection Panel.

ADVERTISEMENT:

HHA's Procurement Department issued RFP 22-11 Comprehensive Legal Services. In March 2022, a legal notice for this solicitation was posted in the Houston Chronicle and Forward Time Newspapers.

RFP 22-11 Comprehensive Legal Services was posted on HHA's website. Additionally, HHA's Procurement Department sent emails announcing RFP 22-11 Comprehensive Legal Services to the Houston Minority Supplier Development Council (HMSDC), the National Association of Minority Supplier Development Council (HMSDC), the National Association of Minority Contractors-Greater Houston Chapter, the Houston Office of U.S. Small Business Administration, the legal firms on HHA's Bidder's List, Etched Communications, Association Legal Administrators, General Counsel Forum, Hispanic Bar Association of Houston, Houston Association of Legal Professionals, Houston Bar Association, Houston Intellectual Property Law Association, Houston Paralegal Association, Houston Trial Lawyers Association, Houston Young Lawyers Association, Legal Marketing Association and State Bar of Texas.

RFP 22-11 Comprehensive Legal Services contained several service areas (i.e., categories) of legal services, and proposers had the option of choosing which service(s) they would like to offer to HHA.

EVALUATION PROCESS

RFP 22-11 Comprehensive Legal Services contained the following evaluation criteria to be used to score and evaluate law firms that expressed an interest in providing legal services to HHA pertaining to tort claims.

Description (Each subarea is evaluated separately)	Maximum Points
Evaluation of the qualifications of the assigned personnel.	25
Reasonableness of proposed fees.	20
Offeror's relevant experience with the subarea for which a proposal is submitted, particularly as it relates to a public housing authority or other public entity.	20
Demonstrated ability and past performance in accomplishing similar work (i.e. reference check).	10
Offeror's compliance with all specifications and/or other requirements contained in this solicitation and the overall quality of the presentation.	5
Firm's history and resource capability to perform required services.	5
Budget, cost-control experience, and results.	5
Diversity of Staffing.	5
MWBE participation and compliance.	5
Total Points	100

An Evaluation Committee consisting of the following HHA employees were tasked to score and evaluate all responses using the aforementioned criteria:

Name	Position		
Michael Rogers	HHA VP of Fiscal & Business Operations		
Jamie Spencer	HHA Hearing Officer		
Tammye Curtis-Jones	HHA Attorney		

On May 6, 2022, HHA's Procurement Department received a total of four (4) responses from law firms that expressed an interest in providing HHA with legal services pertaining to tort claims. They are listed based on their total average scores as determined by the Evaluation Committee:

Rank	Firm/Company	M/WBE	Evaluation Rating
1.	Ballard Spahr	N/A	94
2.	Baker Wotring	M/WBE	93
3.	Denton Navarro Rocha Bernal and Zech	N/A	90
4.	Abii & Associates	M/WBE	72

I propose that the three firms/companies with the highest average evaluation rating be awarded contracts for the tort claims. Ballard Spahr, Baker Wotring, and Denton Navarro Rocha Bernal and Zech have the three highest average evaluation ratings.

There is no conflict of interest. None of the selected firms are on the Texas, HUD, or SAM.GOV debarred lists and are in good standing with their respective State Bar.

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with Ballard Spahr, Baker Wotring, and Denton Navarro Rocha Bernal and Zech and to provide legal services and representation to the Houston Housing Authority for tort claims. The contract term will be for two (2) years unless terminated earlier in accordance with the contract. Each contract may be extended for one (1), one-year term pursuant to the memorandum from Keland D. Lewis, Interim Vice President & General Counsel, dated August 9, 2022, to David A. Northern, Sr., President & CEO.



REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or to take action to authorize the President & CEO or designee to execute a contract with Denton Navarro Rocha Bernal & Zech, Clark Hill, and Rogers Morris and Grover and make any necessary changes thereto, to provide legal services and representation to the Houston Housing Authority for employment-related matters.

- 2. Date of Board Meeting: September 7, 2022
- 3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with Denton Navarro Rocha Bernal & Zech, Clark Hill, and Rogers Morris and Grover and to provide legal services and representation to the Houston Housing Authority related to employment-related matters. The contract term will be for two (2) years unless terminated earlier in accordance with the contract. Each contract may be extended for one (1), one-year term pursuant to the memorandum from Keland D. Lewis, Interim Vice President & General Counsel, dated August 9, 2022, to David A. Northern, Sr., President & CEO.

4.	Department Head Approval	Signature	Docusigned b	•		8/24/2022 Date:
5.	Statement regarding availabil	ity of funds	by VP of Fisc	al Operat	ions	
	Funds Budgeted and Available	X	No	Source_	Legal Budget	
	VP of FO Approval Signat	ure			Date:	
6.	Approval of President & CEO	David	igned by: L. A. Novthurn D8C1AF04AA	ı, Sr.	Date:	8/24/2022



MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO

FROM: KELAND D. LEWIS, INTERIM VICE PRESIDENT & GENERAL COUNSEL

SUBJECT: CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO

EXECUTE A CONTRACT WITH DENTON NAVARRO ROCHA BERNAL & ZECH, CLARK HILL, AND ROGERS MORRIS AND GROVER AND MAKE ANY NECESSARY CHANGES THERETO, TO PROVIDE LEGAL SERVICES AND REPRESENTATION TO THE HOUSTON HOUSING AUTHORITY FOR EMPLOYMENT-RELATED

MATTERS.

DATE: AUGUST 9, 2022

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to a contract with Denton Navarro Rocha Bernal & Zech, Clark Hill, and Rogers Morris and Grover to provide legal services and representation to the Houston Housing Authority ("HHA") related to employment-related matters. The contract term will be for two (2) years unless terminated earlier in accordance with the contract. Each contract may be extended for one (1), one-year term upon HHA's providing thirty (30) days' notice prior to the expiration of the contract.

BACKGROUND:

In March 2022, HHA published a Request for Proposal (RFP 22-11) soliciting proposals from attorneys or law firms offering to provide comprehensive legal services to the Housing Authority, including services related to employment-related matters. Six (6) proposals for this legal service area were submitted to HHA for evaluation by its Selection Panel.

ADVERTISEMENT:

In March 2022, HHA's Procurement Department issued RFP 22-11 Comprehensive Legal Services. The legal notice for this solicitation was posted in the Houston Chronicle and Forward Time Newspapers.

RFP 22-11 Comprehensive Legal Services was posted on HHA's website. Additionally, HHA's Procurement Department sent emails announcing RFP 22-11 Comprehensive Legal Services to the Houston Minority Supplier Development Council (HMSDC), the National Association of Minority Supplier Development Council (HMSDC), the National Association of Minority Contractors-Greater Houston Chapter, the Houston Office of U.S. Small Business Administration, the legal firms on HHA's Bidder's List, Etched Communications, Association Legal Administrators, General Counsel Forum, Hispanic Bar Association of Houston, Houston Association of Legal Professionals, Houston Bar Association, Houston Intellectual Property Law Association, Houston Paralegal Association, Houston Trial Lawyers Association, Houston Young Lawyers Association, Legal Marketing Association and State Bar of Texas.

RFP 22-11 Comprehensive Legal Services contained several service areas (i.e., categories) of legal services, and proposers had the option of choosing which service(s) they would like to offer to HHA.

EVALUATION PROCESS

RFP 22-11 Comprehensive Legal Services contained the following evaluation criteria to be used to score and evaluate law firms that expressed an interest in providing legal services to HHA pertaining to employment-related matters.

Evaluation/Selection Criteria	Maximum Points
Evaluation of the qualifications of the assigned personnel.	25
Reasonableness of proposed fees.	20
Offeror's relevant experience with the subarea for which a proposal is submitted, particularly as it relates to a public housing authority or other public entity.	20
Demonstrated ability and past performance in accomplishing similar work (i.e., reference check).	10
Offeror's compliance with all specifications and/or other requirements contained in this solicitation and the overall quality of the presentation.	5
Firm's history and resource capability to perform required services.	5
Budget, cost-control experience, and results.	5
Diversity of Staffing.	5
MWBE participation and compliance.	5
Total Points	100

An Evaluation Committee consisting of the following HHA employees were tasked to score and evaluate all responses using the aforementioned criteria:

Name	Position
Dianne Mitchell	HHA Director of Human Resources
Tammye Curtis-Jones	HHA Attorney
Donna Dixon	HHA Director of Community Affairs & Customer Service
Carla Venzor	HHA Hearing Officer

On May 6, 2020, HHA's Procurement Department received a total of six (6) responses from law firms that expressed an interest in providing HHA with legal services pertaining to employment-related matters. They are listed based on their total average scores as determined by the Evaluation Committee:

Rank	Firm/Company	M/WBE	Evaluation Rating
1.	Denton Navarro Rocha Bernal and Zech	N/A	93
2.	Clark Hill	N/A	89
3.	Rogers Morris and Grover	N/A	89
4.	Best Best and Krieger	N/A	85
5.	Larmond Brignac	M/WBE	43
6.	Abii & Associates	M/WBE	42

I propose that the three firms/companies with the highest average evaluation rating be awarded contracts for the employment-related matters. Denton Navarro Rocha Bernal & Zech, Clark Hill, and Rogers Morris and Grover have the three highest average evaluation ratings.

There is no conflict of interest. None of the selected firms are on the Texas, HUD, or SAM.GOV debarred lists and are in good standing with their respective State Bar.

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with Denton Navarro Rocha Bernal & Zech, Clark Hill, and Rogers Morris and Grover and to provide legal services and representation to the Houston Housing Authority related to employment-related matters. The contract term will be for two (2) years unless terminated earlier in accordance with the contract. Each contract may be extended for one (1), one-year term pursuant to the memorandum from Keland D. Lewis, Interim Vice President & General Counsel, dated August 9, 2022, to David A. Northern, Sr., President & CEO.



Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or to take action to authorize the President & CEO or designee to execute a contract with Fulton Law Group and Denton Navarro Rocha Bernal and Zech and make any necessary changes thereto, to provide legal services and representation to the Houston Housing Authority for residential landlord-tenant related matters.

- 2. Date of Board Meeting: September 7, 2022
- 3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with Fulton Law Group and Denton Navarro Rocha Bernal and Zech and to provide legal services and representation to the Houston Housing Authority for residential landlord-tenant related matters. The contract term will be for two (2) years unless terminated earlier in accordance with the contract. Each contract may be extended for one (1), one-year term pursuant to the memorandum from Keland D. Lewis, Interim Vice President & General Counsel, dated August 9, 2022, to David A. Northern, Sr., President & CEO.

4.	Department Head App	roval Sig	gnature _.	Eland 1). Lewis 47D		Date:
5.	Statement regarding a	vailability o	f funds	by VP of Fisc	cal Operati	ons	
	Funds Budgeted and Av	vailable X	Yes	No	Source_	Legal Budget	
	VP of FO Approval	Signature				Date:	
6.	Approval of President	& CEO	Docus	igned by:	_		
		Signature	David 9E0B11	l d. Northen DBC1AF04AA	v, Sr.	Date: _	8/24/2022



MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO

FROM: KELAND D. LEWIS, INTERIM VICE PRESIDENT & GENERAL COUNSEL

SUBJECT: CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO

EXECUTE A CONTRACT WITH FULTON LAW GROUP AND DENTON NAVARRO ROCHA BERNAL AND ZECH AND MAKE ANY NECESSARY CHANGES THERETO, TO PROVIDE LEGAL SERVICES AND REPRESENTATION TO THE HOUSTON HOUSING AUTHORITY FOR RESIDENTIAL LANDLORD-TENANT RELATED MATTERS.

DATE: AUGUST 9, 2022

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to a contract with Fulton Law Group and Denton Navarro Rocha Bernal and Zech to provide legal services and representation to the Houston Housing Authority ("HHA") for residential landlord-tenant related matters. The contract term will be for two (2) years unless terminated earlier in accordance with the contract. Each contract may be extended for one (1), one-year term upon HHA's providing thirty (30) days' notice prior to the expiration of the contract.

BACKGROUND:

In March 2022, HHA published a Request for Proposal (RFP 22-11) soliciting proposals from attorneys or law firms offering to provide comprehensive legal services to the Housing Authority, including services related to residential landlord-tenant related matters. Four (4) proposals for this legal service area were submitted to HHA for evaluation by its Selection Panel.

ADVERTISEMENT:

In March 2022, HHA's Procurement Department issued RFP 22-11 Comprehensive Legal Services. The legal notice for this solicitation was posted in the Houston Chronicle and Forward Time Newspapers.

RFP 22-11 Comprehensive Legal Services was posted on HHA's website. Additionally, HHA's Procurement Department sent emails announcing RFP 22-11 Comprehensive Legal Services to the Houston Minority Supplier Development Council (HMSDC), the National Association of Minority Supplier Development Council (HMSDC), the National Association of Minority Contractors-Greater Houston Chapter, the Houston Office of U.S. Small Business Administration, the legal firms on HHA's Bidder's List, Etched Communications, Association Legal Administrators, General Counsel Forum, Hispanic Bar Association of Houston, Houston Association of Legal Professionals, Houston Bar Association, Houston Intellectual Property Law Association, Houston Paralegal Association, Houston Trial Lawyers Association, Houston Young Lawyers Association, Legal Marketing Association and State Bar of Texas.

RFP 22-11 Comprehensive Legal Services contained several service areas (i.e., categories) of legal services, and proposers had the option of choosing which service(s) they would like to offer to HHA.

EVALUATION PROCESS:

RFP 22-11 Comprehensive Legal Services contained the following evaluation criteria to be used to score and evaluate law firms that expressed an interest in providing legal services to HHA pertaining to residential landlord-tenant related matters.

Evaluation/Selection Criteria	Maximum Points
Reasonableness of Proposed Fees.	25
Evaluation of the qualifications of the assigned personnel.	
 Knowledge of and experience with applicable HUD regulations and requirements, as well as public housing eligibility and termination policies, particularly those of HHA. 	20
Relevant experience in:	
 Residential landlord-tenant law, including filing forcible detainer suits and representing landlords in Justice of the Peace Court and appeals in County Court. 	20
Project planning, methodology/strategy, and resource capability to accomplish the task of completing a high volume of cases in a timely manner.	10
Budget, cost-control experience, and results.	5
Offeror's compliance with all specifications and/or other requirements contained in this solicitation, and the overall quality of the presentation.	5
Demonstrated ability and past performance in accomplishing similar work (i.e. reference check).	5
Diversity of Staffing.	5
MWBE participation and compliance.	5
Total Points	100

An Evaluation Committee consisting of the following HHA employees were tasked to score and evaluate all responses using the aforementioned criteria:

Name	Position	
Aster Tesfai	HHA Asset & Operations Manager	
Jennifer Watson	HHA Senior Paralegal	
Carla Venzor	HHA Hearing Officer	

On May 6, 2022, HHA's Procurement Department received a total of four (4) responses from law firms that expressed an interest in providing HHA with legal services pertaining to residential landlord-tenant related matters. They are listed based on their total average scores as determined by the Evaluation Committee:

Rank	Firm/Company	M/WBE	Evaluation Rating
1.	Fulton Law Group	MBE	94
2.	Denton Navarro Rocha Bernal and Zech	N/A	83
3.	Larmond and Brignac	M/WBE	66
4.	Abii & Associates	M/MBE	62

I propose that the two firms with the highest average evaluation rating be awarded contracts for the residential landlord-tenant related matters. Fulton Law Group and Denton Navarro Rocha Bernal and Zech have the two highest average evaluation ratings.

There is no conflict of interest. None of the selected firms are on the Texas, HUD, or SAM.GOV debarred lists and are in good standing with their respective State Bar.

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with Fulton Law Group and Denton Navarro Rocha Bernal and Zech and to provide legal services and representation to the Houston Housing Authority for residential landlord-tenant related matters. The contract term will be for two (2) years unless terminated earlier in accordance with the contract. Each contract may be extended for one (1), one-year term pursuant to the memorandum from Keland D. Lewis, Interim Vice President & General Counsel, dated August 9, 2022, to David A. Northern, Sr., President & CEO.



Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or to take action to authorize the President & CEO or designee to execute a contract with Fulton Law Group, Denton Navarro Rocha Bernal and Zech, and Rogers Morris and Grover and make any necessary changes thereto, to provide legal services and representation to the Houston Housing Authority for commercial landlord-tenant matters.

- **2. Date of Board Meeting:** September 7, 2022
- 3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with Fulton Law Group, Denton Navarro Rocha Bernal and Zech, and Rogers Morris and Grover and to provide legal services and representation to the Houston Housing Authority for commercial landlord-tenant matters. The contract term will be for two (2) years unless terminated earlier in accordance with the contract. Each contract may be extended for one (1), one-year term pursuant to the memorandum from Keland D. Lewis, Interim Vice President & General Counsel, dated August 9, 2022, to David A. Northern, Sr., President & CEO.

4.	Department Head Appr	oval Sig	gnature _	Eland D. 06443644B72B47	lewis		8/24/2022 Date:
5.	Statement regarding av	ailability o	f funds b	y VP of Fisc	al Operati	ons	
	Funds Budgeted and Ava	ailable X	Yes	No	Source_	Legal Budget	
	VP of FO Approval	Signature				Date: _	
6.	Approval of President 8	& CEO		gned by: A. Northur	a . Cr		
		Signature	9E0B10	08C1AF04AA	C) 31.	Date:	8/24/2022



MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO

FROM: KELAND D. LEWIS, INTERIM VICE PRESIDENT & GENERAL COUNSEL

SUBJECT: CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO

EXECUTE A CONTRACT WITH FULTON LAW GROUP, DENTON NAVARRO ROCHA BERNAL AND ZECH, AND ROGERS MORRIS AND GROVER AND MAKE ANY NECESSARY CHANGES THERETO, TO PROVIDE LEGAL SERVICES AND REPRESENTATION TO THE HOUSTON HOUSING AUTHORITY FOR COMMERCIAL

LANDLORD-TENANT MATTERS.

DATE: AUGUST 9, 2022

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to a contract with Fulton Law Group, Denton Navarro Rocha Bernal and Zech, and Rogers Morris and Grover to provide legal services and representation to the Houston Housing Authority ("HHA") for commercial landlord-tenant matters. The contract term will be for two (2) years unless terminated earlier in accordance with the contract. Each contract may be extended for one (1), one-year term upon HHA's providing thirty (30) days' notice prior to the expiration of the contract.

BACKGROUND:

In March 2022, HHA published a Request for Proposal (RFP 22-11) soliciting proposals from attorneys or law firms offering to provide comprehensive legal services to the Housing Authority, including services related to commercial landlord-tenant matters. Six (6) proposals for this legal service area were submitted to HHA for evaluation by its Selection Panel.

With the purchase of the 2640 and 2650 Fountain View commercial buildings, it is anticipated that HHA may need these specific legal services in the near future.

ADVERTISEMENT:

In March 2022, HHA's Procurement Department issued RFP 22-11 Comprehensive Legal Services. The legal notice for this solicitation was posted in the Houston Chronicle and Forward Time Newspapers.

RFP 22-11 Comprehensive Legal Services was posted on HHA's website. Additionally, HHA's Procurement Department sent emails announcing RFP 22-11 Comprehensive Legal Services to the Houston Minority Supplier Development Council (HMSDC), the National Association of Minority Supplier Development Council (HMSDC), the National Association of Minority Contractors-Greater Houston Chapter, the Houston Office of U.S. Small Business Administration, the legal firms on HHA's Bidder's List, Etched Communications, Association Legal Administrators, General Counsel Forum, Hispanic Bar Association of Houston, Houston Association of Legal Professionals, Houston Bar Association, Houston Intellectual Property Law Association, Houston Paralegal Association, Houston Trial Lawyers Association, Houston Young Lawyers Association, Legal Marketing Association and State Bar of Texas.

RFP 22-11 Comprehensive Legal Services contained several service areas (i.e., categories) of legal services, and proposers had the option of choosing which service(s) they would like to offer to HHA.

EVALUATION PROCESS

RFP 22-11 Comprehensive Legal Services contained the following evaluation criteria to be used to score and evaluate law firms that expressed an interest in providing legal services to HHA pertaining to commercial landlord-tenant matters.

Evaluation/Selection Criteria	Maximum Points
Evaluation of the qualifications of the assigned personnel.	25
Reasonableness of proposed fees.	20
Offeror's relevant experience with the subarea for which a proposal is submitted, particularly as it relates to a public housing authority or other public entity.	20
Demonstrated ability and past performance in accomplishing similar work (i.e. reference check).	10
Offeror's compliance with all specifications and/or other requirements contained in this solicitation, and the overall quality of the presentation.	5
Firm's history and resource capability to perform required services.	5
Budget, cost-control experience, and results.	5
Diversity of Staffing.	5
MWBE participation and compliance.	5
Total Points	100

An Evaluation Committee consisting of the following HHA employees were tasked to score and evaluate all responses using the aforementioned criteria:

Name	Position	
Michael Rogers	HHA VP of Fiscal & Business Operations	
Daphne Calvin	HHA Legal Compliance Officer	
Jamie Spencer	HHA Hearing Officer	

On May 6, 2022, HHA's Procurement Department received a total of six (6) responses from law firms that expressed an interest in providing HHA with legal services pertaining to commercial landlord-tenant matters. They are listed based on their total average scores as determined by the Evaluation Committee:

Rank	Firm/Company	M/WBE	Evaluation Rating
1.	Fulton Law Group	MBE	96
2.	Denton Navarro Rocha Bernal and Zech	N/A	93
3.	Rogers Morris and Grover	N/A	89
4.	Abii & Associates	M/WBE	89
5.	Clark Hill	N/A	89
6.	Larmond and Brignac	M/WBE	76

I propose that the three firms/companies with the highest average evaluation rating be awarded contracts for the commercial landlord-tenant matters. Fulton Law Group, Denton Navarro Rocha Bernal and Zech, and Rogers Morris and Grover have the three highest average evaluation ratings. Rogers Morris and Grover were selected as the third highest ranked firm based on the raw score of 89.00 before rounding. The 4th and 5th ranked firms were rounded from 88.67 to 89.00.

There is no conflict of interest. None of the selected firms are on the Texas, HUD, or SAM.GOV debarred lists and are in good standing with their respective State Bar.

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with Fulton Law Group, Denton Navarro Rocha Bernal and Zech, and Rogers Morris and Grover and to provide legal services and representation to the Houston Housing Authority for commercial landlord-tenant matters. The contract term will be for two (2) years unless terminated earlier in accordance with the contract. Each contract may be extended for one (1), one-year term pursuant to the memorandum from Keland D. Lewis, Interim Vice President & General Counsel, dated August 9, 2022, to David A. Northern, Sr., President & CEO.

Resolution No. 3497



Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or to take action to authorize the President & CEO or designee to execute a contract with Fulton Law Group, Denton Navarro Rocha Bernal and Zech, and Reno and Cavanaugh and make any necessary changes thereto, to provide legal services and representation to the Houston Housing Authority for fair housing and federal housing policy matters.

- 2. Date of Board Meeting: September 7, 2022
- 3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with Fulton Law Group, Denton Navarro Rocha Bernal and Zech, and Reno and Cavanaugh and to provide legal services and representation to the Houston Housing Authority for fair housing and federal housing policy matters. The contract term will be for two (2) years unless terminated earlier in accordance with the contract. Each contract may be extended for one (1), one-year term pursuant to the memorandum from Keland D. Lewis, Interim Vice President & General Counsel, dated August 9, 2022, to David A. Northern, Sr., President & CEO.

____DocuSigned by:

4.	Department Head Approval	Signature	keland D -06443644B72B4	Lewis		8/24/2022 Date:
5.	Statement regarding availabili	ty of funds by	VP of Fisc	al Operati	ons	
	Funds Budgeted and Available	X Yes	No	Source	Legal Budget	
	VP of FO Approval Signate	ure			Date: _	
6.	Approval of President & CEO	Docusigne David	ed by: L. Novluer :1AF04AA	u., Sr.		
	Signate	ure	1AF04AA		Date:	8/24/2022



MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO

FROM: KELAND D. LEWIS, INTERIM VICE PRESIDENT & GENERAL COUNSEL

SUBJECT: CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO

EXECUTE A CONTRACT WITH FULTON LAW GROUP, DENTON NAVARRO ROCHA BERNAL AND ZECH, AND RENO AND CAVANAUGH AND MAKE ANY NECESSARY CHANGES THERETO, TO PROVIDE LEGAL SERVICES AND REPRESENTATION TO THE HOUSTON HOUSING AUTHORITY FOR FAIR HOUSING AND

FEDERAL HOUSING POLICY MATTERS.

DATE: AUGUST 9, 2022

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to a contract with Fulton Law Group, Denton Navarro Rocha Bernal and Zech, and Reno and Cavanaugh to provide legal services and representation to the Houston Housing Authority ("HHA") for fair housing and federal housing policy matters. The contract term will be for two (2) years unless terminated earlier in accordance with the contract. Each contract may be extended for one (1), one-year term upon HHA's providing thirty (30) days' notice prior to the expiration of the contract.

BACKGROUND:

In March 2022, HHA published a Request for Proposal (RFP 22-11) soliciting proposals from attorneys or law firms offering to provide comprehensive legal services to the Housing Authority, including services related to fair housing and federal housing policy matters. Seven (7) proposals for this legal service area were submitted to HHA for evaluation by its Selection Panel.

ADVERTISEMENT:

In March 2022, HHA's Procurement Department issued RFP 22-11 Comprehensive Legal Services. The legal notice for this solicitation was posted in the Houston Chronicle and Forward Time Newspapers.

RFP 22-11 Comprehensive Legal Services was posted on HHA's website. Additionally, HHA's Procurement Department sent emails announcing RFP 22-11 Comprehensive Legal Services to the Houston Minority Supplier Development Council (HMSDC), the National Association of Minority Supplier Development Council (HMSDC), the National Association of Minority Contractors-Greater Houston Chapter, the Houston Office of U.S. Small Business Administration, the legal firms on HHA's Bidder's List, Etched Communications, Association Legal Administrators, General Counsel Forum, Hispanic Bar Association of Houston, Houston Association of Legal Professionals, Houston Bar Association, Houston Intellectual Property Law Association, Houston Paralegal Association, Houston Trial Lawyers Association, Houston Young Lawyers Association, Legal Marketing Association and State Bar of Texas.

RFP 22-11 Comprehensive Legal Services contained several service areas (i.e., categories) of legal services, and proposers had the option of choosing which service(s) they would like to offer to HHA.

EVALUATION PROCESS

RFP 22-11 Comprehensive Legal Services contained the following evaluation criteria to be used to score and evaluate law firms that expressed an interest in providing legal services to HHA pertaining to fair housing and federal housing policy matters.

Evaluation/Selection Criteria	Maximum Points
Evaluation of the qualifications of the assigned personnel.	25
Reasonableness of proposed fees.	20
Offeror's relevant experience with the subarea for which a proposal is submitted, particularly as it relates to a public housing authority or other public entity.	20
Demonstrated ability and past performance in accomplishing similar work (i.e. reference check).	10
Offeror's compliance with all specifications and/or other requirements contained in this solicitation and the overall quality of the presentation.	5
Firm's history and resource capability to perform required services.	5
Budget, cost-control experience, and results.	5
Diversity of Staffing.	5
MWBE participation and compliance.	5
Total Points	100

An Evaluation Committee consisting of the following HHA employees were tasked to score and evaluate all responses using the aforementioned criteria:

Name	Position		
Donna Dixon	HHA Director of Community Affairs & Customer Service		
Daphne Calvin	HHA Legal Compliance Officer		
Bill Bryant	HHA Energy Manager		

On May 6, 2022, HHA's Procurement Department received a total of seven (7) responses from law firms that expressed an interest in providing HHA with legal services pertaining to fair housing and federal housing policy matters. They are listed based on their total average scores as determined by the Evaluation Committee:

Rank	Firm/Company	M/WBE	Evaluation Rating
1.	Fulton Law Group	MBE	98
2.	Denton Navarro Rocha Bernal and Zech	N/A	93
3.	Reno and Cavanaugh	WBE	91
4.	The Banks Law Firm	MBE	89
5.	Clark Hill	N/A	89
6.	Best Best and Krieger	N/A	87
7.	Ballard Spahr	N/A	85

I propose that the top three firms/companies with the highest average evaluation rating be awarded a contract for fair housing and federal housing policy matters. Fulton Law Group, Denton Navarro Rocha Bernal and Zech, and Reno and Cavanaugh are the three highest average evaluation ratings.

There is no conflict of interest. None of the selected firms are on the Texas, HUD, or SAM.GOV debarred lists and are in good standing with their respective State Bar.

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with Fulton Law Group, Denton Navarro Rocha Bernal and Zech, and Reno and Cavanaugh and to provide legal services and representation to the Houston Housing Authority for fair housing and federal housing policy matters. The contract term will be for two (2) years unless terminated earlier in accordance with the contract. Each contract may be extended for one (1), one-year term pursuant to the memorandum from Keland D. Lewis, Interim Vice President & General Counsel, dated August 9, 2022, to David A. Northern, Sr., President & CEO.

Resolution No. 3498



Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or to take action to authorize the President & CEO or designee to execute a contract with Fulton Law Group, Denton Navarro Rocha Bernal and Zech, and Baker Wotring and make any necessary changes thereto, to provide legal services and representation to the Houston Housing Authority for civil rights matters.

- 2. Date of Board Meeting: September 7, 2022
- 3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with Fulton Law Group and, Denton Navarro Rocha Bernal and Zech, and Baker Wotring and to provide legal services and representation to the Houston Housing Authority for civil rights-related matters. The contract term will be for two (2) years unless terminated earlier in accordance with the contract. Each contract may be extended for one (1), one-year term pursuant to the memorandum from Keland D. Lewis, Interim Vice President & General Counsel, dated August 9, 2022, to David A. Northern, Sr., President & CEO.

4.	Department Head Appro	oval Si	gnature	teland 1). Lewis 470		8/24/2022 Date:
5.	Statement regarding ava	ailability o	of funds by	VP of Fisc	al Operati	ons	
	Funds Budgeted and Ava	ailable	Yes [No	Source_	Legal Budget	
	VP of FO Approval	Signature				Date:	
6.	Approval of President &	CFO	DocuSigr	ned by:			
. .		Signature	0000400	d. Northern C1AF04AA	r, Sr.	Date:	8/24/2022



MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO

FROM: KELAND D. LEWIS, INTERIM VICE PRESIDENT & GENERAL COUNSEL

SUBJECT: CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO

EXECUTE A CONTRACT WITH FULTON LAW GROUP, DENTON NAVARRO ROCHA BERNAL AND ZECH, AND BAKER WOTRING AND MAKE ANY NECESSARY CHANGES THERETO, TO PROVIDE LEGAL SERVICES AND

REPRESENTATION TO THE HOUSTON HOUSING AUTHORITY FOR CIVIL RIGHTS MATTERS.

DATE: JULY 6, 2022

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to a contract with Fulton Law Group, Denton Navarro Rocha Bernal and Zech, and Baker Wotring to provide legal services and representation to the Houston Housing Authority ("HHA") for civil rights-related matters. The contract term will be for two (2) years unless terminated earlier in accordance with the contract. Each contract may be extended for one (1), one-year term upon HHA's providing thirty (30) days' notice prior to the expiration of the contract.

BACKGROUND:

In March 2022, HHA published a Request for Proposal (RFP 22-11) soliciting proposals from attorneys or law firms offering to provide comprehensive legal services to the Housing Authority, including services related to civil rights matters. Seven (7) proposals for this legal service area were submitted to HHA for evaluation by its Selection Panel.

ADVERTISEMENT:

In March 2022, HHA's Procurement Department issued RFP 22-11 Comprehensive Legal Services. The legal notice for this solicitation was posted in the Houston Chronicle and Forward Time Newspapers.

RFP 22-11 Comprehensive Legal Services was posted on HHA's website. Additionally, HHA's Procurement Department sent emails announcing RFP 22-11 Comprehensive Legal Services to the Houston Minority Supplier Development Council (HMSDC), the National Association of Minority Supplier Development Council (HMSDC), the National Association of Minority Contractors-Greater Houston Chapter, the Houston Office of U.S. Small Business Administration, the legal firms on HHA's Bidder's List, Etched Communications, Association Legal Administrators, General Counsel Forum, Hispanic Bar Association of Houston, Houston Association of Legal Professionals, Houston Bar Association, Houston Intellectual Property Law Association, Houston Paralegal Association, Houston Trial Lawyers Association, Houston Young Lawyers Association, Legal Marketing Association and State Bar of Texas.

RFP 22-11 Comprehensive Legal Services contained several service areas (i.e., categories) of legal services, and proposers had the option of choosing which service(s) they would like to offer to HHA.

EVALUATION PROCESS:

RFP 22-11 Comprehensive Legal Services contained the following evaluation criteria to be used to score and evaluate law firms that expressed an interest in providing legal services to HHA pertaining to civil rights matters.

Evaluation/Selection Criteria	Maximum Points
Evaluation of the qualifications of the assigned personnel.	25
Reasonableness of proposed fees.	20
Offeror's relevant experience with the subarea for which a proposal is submitted, particularly as it relates to a public housing authority or other public entity.	20
Demonstrated ability and past performance in accomplishing similar work (i.e., reference check).	10
Offeror's compliance with all specifications and/or other requirements contained in this solicitation and the overall quality of the presentation.	5
Firm's history and resource capability to perform required services.	5
Budget, cost-control experience, and results.	5
Diversity of Staffing.	5
MWBE participation and compliance.	5
Total Points	100

An Evaluation Committee consisting of the following HHA employees were tasked to score and evaluate all responses using the aforementioned criteria:

Name	Position
Dianne Mitchell	HHA Director of Human Resources
Daphne Calvin	HHA Legal Compliance Officer
Jamie Spencer	HHA Hearing Officer

On May 6, 2022, HHA's Procurement Department received a total of seven (7) responses from law firms that expressed an interest in providing HHA with legal services pertaining to civil rights matters. They are listed based on their total average scores as determined by the Evaluation Committee:

Rank	Firm/Company	M/WBE	Evaluation Rating
1.	Fulton Law Group	MBE	98
2.	Denton Navarro Rocha Bernal and Zech	N/A	95
3.	Baker Wotring	M/WBE	86
4.	Rogers Morris and Grover	N/A	84
5.	Reno and Cavanaugh	WBE	84
6.	Clark Hill	N/A	84
7.	Ballard Spahr	N/A	82

Resolution No. 3498

I propose that the three firms/companies with the highest average evaluation rating be awarded contracts for civil rights matters. Fulton Law Group, Denton Navarro Rocha Bernal and Zech, and Baker Wotring have the three highest average evaluation ratings.

There is no conflict of interest. None of the selected firms are on the Texas, HUD, or SAM.GOV debarred lists and are in good standing with their respective State Bar.

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with Fulton Law Group and, Denton Navarro Rocha Bernal and Zech, and Baker Wotring and to provide legal services and representation to the Houston Housing Authority for civil rights-related matters. The contract term will be for two (2) years unless terminated earlier in accordance with the contract. Each contract may be extended for one (1), one-year term pursuant to the memorandum from Keland D. Lewis, Interim Vice President & General Counsel, dated August 9, 2022, to David A. Northern, Sr., President & CEO.



REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or take action to authorize the President & CEO or designee to facilitate lender-required changes to the organizational debt structures of the Metro Midtown and Waterworks Phase II transactions and the execution of all required documents therefor.

- **2. Date of Board Meeting:** September 7, 2022
- 3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to take such actions necessary or convenient to cause (a) the organizational structures of the Metro Midtown and Waterworks Phase II transactions to be updated as required by the respective lenders, such that the organizational structures reflect the structures depicted on the attached <u>Schedule 1</u>, and (b) an additional borrower to be added for the Waterworks Phase II transaction as required by the respective lender, all pursuant to the memorandum from Jay Mason, Interim Director of REID, dated August 10, 2022, to David A. Northern, Sr., President & CEO.

	Northern, Sr., President & C	•	, ,	,			
4.	Department Head Approva	SignatureFB1ADD6791F3	VV 24F3	8/24/2022 Date:			
5.	Statement regarding availa	bility of funds by VP of Fis	cal Operations				
	Funds Budgeted and Available X Yes No Source Third Party Funding						
	VP of FO Approval Sign	nature	Date:				
6.	Approval of President & CE	David a. Norther	n, Sr.	8/24/2022			
	Sigi	nature9E0B1D8C1AF04AA	Date:				



MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO FROM: JAY MASON, INTERIM DIRECTOR OF REID

SUBJECT: CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO

FACILITATE LENDER-REQUIRED CHANGES TO THE ORGANIZATIONAL DEBT STRUCTURES OF THE METRO MIDTOWN AND WATERWORKS PHASE II TRANSACTIONS AND THE EXECUTION OF ALL REQUIRED

DOCUMENTS THEREFOR.

DATE: AUGUST 23, 2022

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorize the President & CEO or designee to take such actions necessary or convenient to cause the organizational structures of the Metro Midtown and Waterworks Phase II transactions to be updated to as required by the relevant lenders such that the organizational structures reflect the structures depicted on the attached Schedule 1, and that an additional borrower to be added for the Waterworks Phase II transaction as required by the respective lender.

BACKGROUND:

On June 14, 2022, the Houston Housing Authority Board of Commissioners passed a resolution (No. 3462) which authorized the Houston Housing Authority President & CEO or designee to take such actions necessary or convenient to facilitate the acquisition of and the placement of "affordable" units within, the Metro Midtown apartments located at 2350 Bagby Street, Houston, Texas, 77006 (the "Metro Midtown").

On July 19, 2022, the Houston Housing Authority Board of Commissioners passed a resolution (No.3479) which authorized the Houston Housing Authority President & CEO or designee to take such actions necessary or convenient to facilitate the acquisition of the land and the construction and development of the Waterworks Phase II apartments to be located at 2101 N. Shepherd, Houston, Texas, 77008 (the "Waterworks Phase II").

Upon the securing of financing for each of the Projects, the lender for the Metro Midtown transaction is requiring that a special purpose and bankruptcy remote entity be formed and utilized as the tenant and borrower for the Metro Midtown transaction. Accordingly, the entity previously identified and approved by the Board of Commissioners as the "Tenant" and borrower for Metro Midtown (the "MM Proposed Tenant") will now be replaced with the new entity depicted on the attached Schedule 1 (the "MM NEW Tenant"), which MM SPE Tenant will be indirectly owned by the MM Proposed Tenant and an affiliate of the Houston Housing Authority. Additionally, the Tenant for Waterworks Phase II, is being updated to be DTC Waterworks Phase II, LLC, a Delaware limited liability company (the "W New Tenant"), which will be owned by an affiliate of the Houston Housing Authority and the entity previously identified and approved by the Board of Commissioners as the "Tenant" and borrower for the Waterworks Phase II development, UG Waterworks II LP, a Texas limited partnership (the "W Proposed Tenant"). The lender for the

Waterworks development is additionally requiring that W Proposed Tenant and W New Tenant together be obligated as co-borrowers of the construction loan for the Waterworks transaction.

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 do the following:

- Review, execute and approve all other documents necessary to effectuate the foregoing transactions, all
 on such terms and containing such provisions as the President and Chief Executive Officer of the
 Authority shall deem appropriate, and the approval of the terms of each such instrument herein
 described by the President and Chief Executive Officer of the Authority shall be conclusively evidenced
 by his execution and delivery thereof.
- 2. All acts heretofore taken by the President and Chief Executive Officer or his designee to effectuate the foregoing transactions 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.

RECOMMENDATION

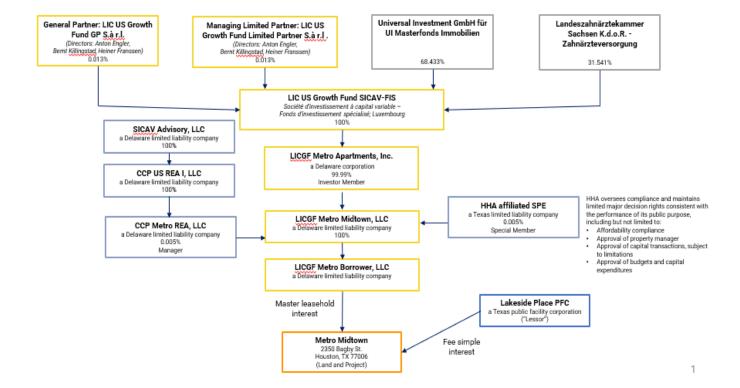
Accordingly, I recommend that the Board considers this resolution, which states:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to take such actions necessary or convenient to cause (a) the organizational structures of the Metro Midtown and Waterworks Phase II transactions to be updated as required by the respective lenders, such that the organizational structures reflect the structures depicted on the attached Schedule 1, and (b) an additional borrower to be added for the Waterworks Phase II transaction as required by the respective lender, all pursuant to the memorandum from Jay Mason, Interim Director of REID, dated August 23, 2022, to David A. Northern, Sr., President & CEO.



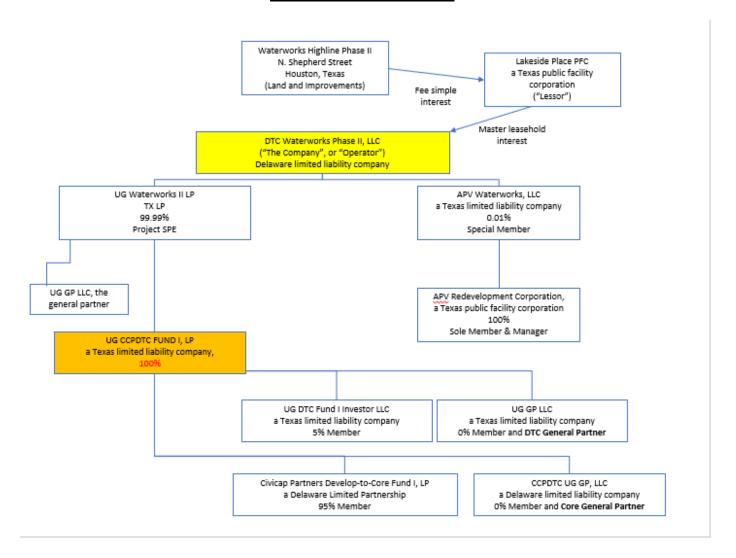
Schedule 1

METRO MIDTOWN





WATERWOKS PHASE II





RESOLUTION NO. 3499

RESOLUTION AUTHORIZING THE HOUSTON HOUSING AUTHORITY (THE "AUTHORITY") THE HOUSTON HOUSING AUTHORITY PRESIDENT & CEO OR DESIGNEE TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO CAUSE (A) THE ORGANIZATIONAL STRUCTURES OF THE METRO MIDTOWN AND WATERWORKS PHASE II TRANSACTIONS TO BE UPDATED AS REQUIRED BY THE RESPECTIVE LENDERS AND (B) AND AN ADDITIONAL BORROWER TO BE ADDED FOR THE WATERWORKS PHASE II TRANSACTION, AS REQUIRED BY THE RESPECTIVE LENDER

WHEREAS, the Authority has previously approved each of the Metro Midtown and Waterworks Phase II transactions; and

WHEREAS, the Authority desires to authorize the President & CEO or designee to take such actions necessary or convenient to cause (a) the organizational structures of the Metro Midtown and Waterworks Phase II transactions to be updated as required by the relevant lenders, and (b) an additional borrower to be added for the Waterworks Phase II transaction, as required by the respective lender;

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

BE IT RESOLVED, that the President and Chief Executive Officer of the Authority and/or his designee is hereby authorized to do the following:

- 1. Cause the revision of the organization structures for each of the Metro Midtown and Waterworks Phase II to be updated as required by the relevant lenders such that the organizational structures reflect the structures depicted on the attached <u>Schedule 1</u>.
- 2. Cause an additional borrower to be added for the Waterworks Phase II transaction, as required by the respective lender, such that each DTC Waterworks Phase II, LLC, a Delaware limited liability company, and UG Waterworks II LP, a Texas limited partnership, will be the obligated borrowers on the loan for the construction of the Waterworks Phase II apartments.
- 3. Review, execute and approve all other documents necessary to effectuate the foregoing transactions, all on such terms and containing such provisions as the President and Chief

Resolution No. 3499

Executive Officer of the Authority shall deem appropriate, and the approval of the terms of each such instrument herein described by the President and Chief Executive Officer of the Authority shall be conclusively evidenced by his execution and delivery thereof.

4. All acts heretofore taken by the President and Chief Executive Officer or his designee to effectuate the foregoing transactions 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]

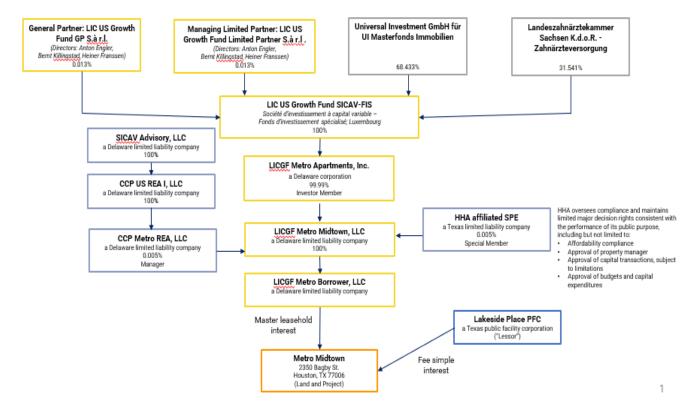
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PASSED September 7, 2022.	
ATTEST:	CHAIR
ATTEST.	
Secretary	_



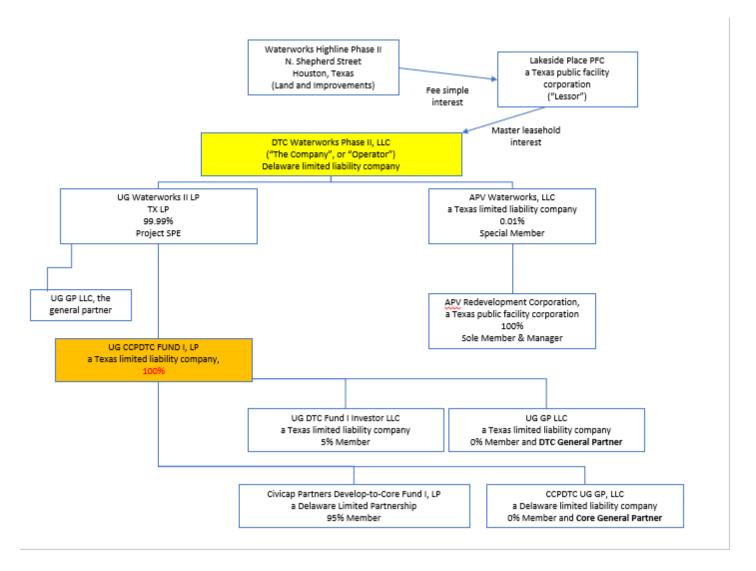
Schedule 1

METRO MIDTOWN





WATERWORKS PHASE II





REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Lincoln Avenue Capital for the development of Spring Prairie Apartments, an apartment community that will be located at or about 21935 Rhodes Rd., Spring, TX 77389.

- **2. Date of Board Meeting:** September 7, 2022
- 3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding Lincoln Avenue Capital for the development of Spring Prairie Apartments, an apartment community that will be located at or about 21935 Rhodes Rd., Spring, TX 77389 for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Interim Director of REID, dated August 8, 2022, to David A. Northern, Sr., President & CEO.

4.	Department Head Appr	roval S	ignature <u>.</u>	Jay Maso FB1ADD6791F	9W -24F3		8/24/2022 Date:
5.	Statement regarding av	vailability	of funds	by VP of Fisc	cal Operations		
	Funds Budgeted and Av	/ailable	Yes	No	Source		
	VP of FO Approval	Signature	!			Date:	
6.	Approval of President 8	& CEO Signature	David	igned by: L. Northurv DBC1AF04AA	n, Sr.	Date:	8/24/2022
		Signature				. Dale	



MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO FROM: JAY MASON, INTERIM DIRECTOR OF REID

SUBJECT: CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO

EXECUTE A MEMORANDUM OF UNDERSTANDING WITH LINCOLN AVENUE CAPITAL FOR THE DEVELOPMENT OF SPRING PRAIRIE APARTMENTS, AN APARTMENT COMMUNITY THAT WILL BE

LOCATED AT OR ABOUT 21935 RHODES RD., SPRING, TX 77389

DATE: AUGUST 8, 2022

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Lincoln Avenue Capital for the development of Spring Prairie Apartments, an apartment community that will be located at or about 21935 Rhodes Rd., Spring, TX 77389.

BACKGROUND:

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

The Houston Housing Authority wishes to increase the number of affordable housing units available for qualified residents within its jurisdiction. To facilitate this, Qualification Based Solicitation (QBS 22-05) was issued on May 23, 2022

QBS 22-05 aims to solicit acquisition, rehabilitation, or construction opportunities involving affordable housing.

PROPOSED PARTNER & DEVELOPMENT:

LAC provides high-quality, sustainable, affordable homes for low-income individuals, seniors, and families. Recently listed by Affordable Housing Finance as the 18th largest owner of affordable housing and #1 in the country in acquisitions in 2021, LAC's portfolio includes more than 20,000 apartment homes in over 105 properties in 18 states. The LAC team of professionals is creating and implementing solutions to America's affordable housing shortage, focusing on delivering financial, social, and environmental returns.

LAC has experience leveraging low-income housing tax credits, tax-exempt bonds, and private financing to construct a multifamily housing product that exceeds market expectations while delivering attainable rents and first-class onsite amenities for residents.

The conceptual plan for Spring Prairie is to provide 263 apartment homes for seniors within a single building that will have a figure-8 shape forming two interior courtyards which will be programmed with amenities. The building will be no taller than three stories, and elevators will serve each floor. Parking will be provided on-grade with easy access for all residents to their apartment homes. The Architect of the project is HEDK Architects, 4595 Excel Parkway Addison, TX 75001.

AFFORDABLE UNITS:

Spring Prairie will have 100% of the 263 units at the 60% AMI. The property will have 112 one-bedroom and 151 two-bedroom units.

	60% AMI	80% AMI	Market	Totals
1 Bedroom	112	0	0	112
2 Bedroom	151	0	0	151
Total Units	263	0	0	263
Percentage	100.00%	0.00%	0.00%	0.00%

EVALUATION PROCESS:

The Evaluation Committee for QBS 22-05 consisted of Jay Mason, Interim Director REID, Mike Rogers, Vice President of Finance, and David Cukierman, Consultant.

SCORING:

The scoring criteria for potential deals were changed in 2020 in order to help potential partners understand the number of ways to improve an affordable deal. The terms of QBS 22-03 called for the evaluation committee to evaluate each submittal and recommend higher-scoring proposals.

The scoring criteria and results are listed below:

DESCRIPTION	MAX. POINTS	Lincoln Avenue Capital - Spring Prairie (Insert Points Below)
Location	10	10
Depth of Affordability	10	10
Schools	10	5.99
\$ Front End	10	10
\$ Operations	10	10
Reasonable Developer \$	10	4
Term of Affordability	5	5
Flood Plain	5	5
\$/Land Back End	5	3.5
Preservation	5	0
HHA Resources	5	5
M/WBE Participation	5	5
Unit Mix	2.5	0
Mix with Market Units	2.5	0
Bonus Points	5	2
	100	75.49

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Lincoln Avenue Capital for the development of Spring Prairie Apartments, an apartment community that will be located at or about 21935 Rhodes Rd., Spring, TX 77389, for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Interim Director of REID, dated August 8, 2022, to David A. Northern, Sr., President & CEO.



REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Brinshore Development for the development of Manson Place, an apartment community that will be located at or about the SW corner of Reeves St. and Scott St., Houston, TX 77004.

- 2. Date of Board Meeting: September 7, 2022
- 3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Brinshore Development for the development of Manson Place, an apartment community that will be located at or about the SW corner of Reeves St. and Scott St., Houston, TX 77004 for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Interim Director of REID, dated August 8, 2022, to David A. Northern, Sr., President & CEO.

4.	Department Head Approv	al Signature _	Docusigned by: Jay Mason FB1ADD6791F24F3		8/24/2022 Date:
5.	Statement regarding avail	ability of funds b	y VP of Fiscal Operations		
	Funds Budgeted and Availa	able Yes	No Source		
	VP of FO Approval Sig	gnature		Date:	
6.	Approval of President & C	David	gned by: . L. Nortum, Sr. 8C1AF04AA	_ Date: _	8/24/2022



MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO FROM: JAY MASON, INTERIM DIRECTOR OF REID

SUBJECT: CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO

EXECUTE A MEMORANDUM OF UNDERSTANDING WITH BRINSHORE DEVELOPMENT FOR THE DEVELOPMENT OF MANSON PLACE, AN APARTMENT COMMUNITY THAT WILL BE LOCATED AT OR

ABOUT THE SW CORNER OF REEVES ST. AND SCOTT ST., HOUSTON, TX 77004

DATE: AUGUST 8, 2022

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Brinshore Development for the development of Manson Place, an apartment community that will be located at or about the SW corner of Reeves St. and Scott St., Houston, TX 77004

BACKGROUND:

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

The Houston Housing Authority wishes to increase the number of affordable housing units available for qualified residents within its jurisdiction. To facilitate this, Qualification Based Solicitation (QBS 22-05) was issued on May 23, 2022.

QBS 22-05 aims to solicit acquisition, rehabilitation, or construction opportunities involving affordable housing.

PROPOSED PARTNER & DEVELOPMENT:

Manson Place for Parent Scholars is a three-story new construction project on 2.595 acres that is not in a designated floodplain. All site detention will be captured underground. The site is located in the Third Ward Complete Community near Light Rail, the University of Houston and Texas Southern University is adjacent to Holman Baptist Church. The project design is nearing completion, with multiple rounds of permit sets having been submitted to the city for review. A presentation design set is included with this submission, and full construction documents can also be made available. The project includes a mix of 62 two-bedrooms and 14 three-bedroom units intended to serve families with children. The project is ready

to close on the financing and start construction by the end of Q4 or early Q1 2023. The project has already secured a 2021 allocation of 9% LIHTC from TDCHA. Additionally, the project has secured PBV's from the Houston Housing Authority, including a successful Environmental Review Clearance.). Due to the dramatic cost increases and interest rate increases since the submission of the LIHTC application, the project faces a funding gap. The development team has applied for \$4MM of funding under TDHCA MFDL. The addition of ad-valorem real estate tax abatement reduces the operating expenses allowing the project to borrow more perm debt to close the gap. Additionally, the project is supported by the City Council representative and the Mayor of Houston.

AFFORDABLE UNITS:

Manson Place will be 97.5%% affordable -86.84% PBV 30% AMI and 10.53% at 80% AMI. Total 76 affordable units

	Project-Based			
	Vouchers	80% AMI	Market	Totals
1 Bedroom	54	7	1	62
2 Bedroom	12	1	1	14
Total Units	66	8	2	76
Percentage	86.84%	10.53%	2.63%	100.00%

EVALUATION PROCESS:

The Evaluation Committee for QBS 22-05 consisted of Jay Mason, Interim Director REID, Mike Rogers, Vice President of Finance, and David Cukierman, Consultant.

SCORING:

The scoring criteria for potential deals were changed in 2020 in order to help potential partners understand the number of ways to improve an affordable deal. The terms of QBS 22-05 called for the evaluation committee to evaluate each submittal and recommend higher-scoring proposals.

The scoring criteria and results are listed below:

DESCRIPTION	MAX. POINTS	Brinshore - Manson Place (Insert Points Below)
Location	10	10
Depth of Affordability	10	10
Schools	10	1.99
\$ Front End	10	10
\$ Operations	10	4
Reasonable Developer \$	10	4
Term of Affordability	5	5
Flood Plain	5	5
\$/Land Back End	5	4
Preservation	5	0
HHA Resources	5	5
M/WBE Participation	5	5
Unit Mix	2.5	2.5
Mix with Market Units	2.5	0
Bonus Points	5	4
	100	70.49

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Brinshore Development for the development of Manson Place, an apartment community that will be located at or about the SW corner of Reeves St. and Scott St., Houston, TX 77004 for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Interim Director of REID, dated August 8, 2022, to David A. Northern, Sr., President & CEO.



REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or action to authorize the President & CEO or designee to execute a Memorandum of Understanding with KCG Development for the development of The Westermark, an apartment community that will be located at or about 0 West Bellfort Ave., Houston, TX 77099

- 2. Date of Board Meeting: September 7, 2022
- 3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with KCG Development for the development of The Westermark, an apartment community that will be located at or about 0 West Bellfort Ave., Houston, TX 77099 for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Interim Director of REID, dated August 8, 2022, to David A. Northern, Sr., President & CEO.

4.	Department Head App	oroval	Signature _	Jay Mas	56N 1F24F3		Date: 8/24/2022
5.	Statement regarding a	vailabilit	y of funds b	y VP of Fis	cal Operation	5	
	Funds Budgeted and A	vailable	Yes	No	Source		
	VP of FO Approval	Signatu	re			Date:	
6.	Approval of President		David	gned by: , A. Northern 8C1AF04AA	n, Sr.	Data	8/24/2022
		Signatu	re <u> </u>	8C1AF04AA		Date: _	



MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO FROM: JAY MASON, INTERIM DIRECTOR OF REID

SUBJECT: CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO

EXECUTE A MEMORANDUM OF UNDERSTANDING WITH KCG DEVELOPMENT FOR THE DEVELOPMENT OF THE WESTERMARK, AN APARTMENT COMMUNITY THAT WILL BE LOCATED AT OR ABOUT 0 WEST

BELLFORT AVE., HOUSTON, TX 77099

DATE: AUGUST 8, 2022

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with KCG Development for the development of The Westermark, an apartment community that will be located at or about 0 West Bellfort Ave., Houston, TX 77099

BACKGROUND:

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

The Houston Housing Authority wishes to increase the number of affordable housing units available for qualified residents within its jurisdiction. To facilitate this, Qualification Based Solicitation (QBS 22-05) was issued on May 23, 2022.

QBS 22-05 aims to solicit acquisition, rehabilitation, or construction opportunities involving affordable housing.

PROPOSED PARTNER & DEVELOPMENT:

KCG has successfully been awarded low-income housing tax credits for seventeen projects. The projects account for 2,417 units and over \$550 million in total development costs.

The firm's growth, since its inception in 2015, has been based on a multi-disciplinary development approach. Since 2018, KCG has consistently been ranked among the nation's top 30 affordable housing developers by Affordable Housing Finance.

KCG is proposing 180 units of general tenancy workforce housing, The Westermark, for a 4.895-acre parcel on the southwest edge of Houston's City Limits. The site is well located for multifamily development, with several key community amenities in proximity. KCG will utilize the new Fannie Mae Non-LIHTC Forward Debt Program to bring mixed-income housing to the site expeditiously. The project features a five-story,

elevator-served design. This approach enables interior hallways to be climate controlled and enhances the security and privacy of the community.

AFFORDABLE UNITS:

The Westermark will be 50% Affordable - 10% PBV 30% ANI - 10% at 60% AMI - 30% at 80.0% AMI. Total 90 affordable units

	PBV 30% AMI	60% AMI	80% AMI	Market	Totals
1 Bedroom	6	3	9	15	33
2 Bedroom	6	10	32	53	101
3 bedrooms	6	5	13	22	46
Total Units	18	18	54	90	180
Percentage	10.00%	10.00%	30.00%	50.00%	100%

EVALUATION PROCESS:

The Evaluation Committee for QBS 22-05 consisted of Jay Mason, Interim Director REID, Mike Rogers, Vice President of Finance, and David Cukierman, Consultant.

SCORING:

The scoring criteria for potential deals were changed in 2020 in order to help potential partners understand the number of ways to improve an affordable deal. The terms of QBS 22-05 called for the evaluation committee to evaluate each submittal and recommend higher-scoring proposals.

The scoring criteria and results are listed below:

DESCRIPTION	MAX. POINTS	KCG Development - The Westermark (Insert Points Below)
Location	10	10
Depth of Affordability	10	5
Schools	10	6.99
\$ Front End	10	10
\$ Operations	10	4
Reasonable Developer \$	10	5
Term of Affordability	5	4
Flood Plain	5	5
\$/Land Back End	5	0
Preservation	5	0
HHA Resources	5	5
M/WBE Participation	5	5
Unit Mix	2.5	0
Mix with Market Units	2.5	2.5
Bonus Points	5	0
	100	62.49

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with KCG Development for the development of The Westermark, an apartment community that will be located at or about 0 West Bellfort Ave., Houston, TX 77099 for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Interim Director of REID, dated August 8, 2022, to David A. Northern, Sr., President & CEO.



REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or take action to authorize the President & CEO or designee to take actions necessary, to (1) authorize the engagement of an appraiser to appraise certain lands; (2) to acquire tract(s) of land at or near (i) 3247 Truxillo Street, Houston, Texas 77004, at or near (ii) 0 Truxillo Street, Houston, Texas 77004, at or near (iii) 3242 Alabama Street, Houston, Texas 77004 and at or near (v) 3341 Winbern Street, Houston, Texas 77004, for the development of safe, sanitary, and affordable housing for public use and for public purpose, and (3) Authorize the acquisition of certain lands within the neighborhoods known as Sylvan Terrace for lands at or near 3247 Truxillo Street, Houston, and 0 Truxillo Street, Houston, and Forest Homes for the land at or near 3242 Alabama Street, Houston, and at or near 3341 Winbern Street, Houston, Texas, for the purchase or, if necessary, by exercising the powers of eminent domain.

- **2. Date of Board Meeting:** September 7, 2022
- 3. Proposed Board Resolution:

Resolution: The Houston Housing Authority Board of Commissioners authorizes the President & CEO or to take actions necessary, to (1) authorize the engagement of an appraiser to appraise certain lands; (2) to acquire tract(s) of land at or near (i) 3247 Truxillo Street, Houston, Texas 77004, at or near (ii) 0 Truxillo Street, Houston, Texas 77004, at or near (iii) 3242 Alabama Street, Houston, Texas 77004 and at or near (v) 3341 Winbern Street, Houston, Texas 77004, for the development of safe, sanitary, and affordable housing for public use and for public purpose, and (3) Authorize the acquisition of certain lands within the neighborhoods known as Sylvan Terrace for lands at or near 3247 Truxillo Street, Houston, and 0 Truxillo Street, Houston, and Forest Homes for the land at or near 3242 Alabama Street, Houston, and at or near 3341 Winbern Street, Houston, Texas, for the purchase or, if necessary, by exercising the powers of eminent domain pursuant to the memorandum from Jay Mason, Interim Director, REID dated August 5, 2022, to David A. Northern, Sr., President & CEO.

	David A. Northern, Sr., President & CEO. —DocuSigned by:		
4.	Department Head Approval Signature Jay Mason FB1ADD6791F24F3		Date:
5.	Statement regarding availability of funds by VP of Fiscal Operation	ıs	
	Funds Budgeted and Available Yes No Source		
	VP of FO Approval Signature	Date:	
6.	Approval of President & CEO Signature Docusigned by: David L. Mortlum, Sr. 9E0B1D8C1AF04AA	Date:	9/1/2022



MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO

FROM: JAY MASON, INTERIM DIRECTOR REID

SUBJECT: CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE

TO TAKE ACTIONS NECESSARY, TO (1) AUTHORIZE THE ENGAGEMENT OF AN APPRAISER TO APPRAISE CERTAIN LANDS; (2) TO ACQUIRE TRACT(S) OF LAND AT OR NEAR (I) 3247 TRUXILLO STREET, HOUSTON, TEXAS 77004, AT OR NEAR (II) 0 TRUXILLO STREET, HOUSTON, TEXAS 77004, AT OR NEAR (III) 3242 ALABAMA STREET, HOUSTON, TEXAS 77004 AND AT OR NEAR (V) 3341 WINBERN STREET, HOUSTON, TEXAS 77004, FOR THE DEVELOPMENT OF SAFE, SANITARY, AND AFFORDABLE HOUSING FOR PUBLIC USE AND FOR PUBLIC PURPOSE, AND (3) AUTHORIZE THE ACQUISITION OF CERTAIN LANDS WITHIN THE NEIGHBORHOODS KNOWN AS SYLVAN TERRACE FOR LANDS AT OR NEAR 3247 TRUXILLO STREET, HOUSTON, AND 0 TRUXILLO STREET, HOUSTON, AND FOREST HOMES FOR THE LAND AT OR NEAR 3242 ALABAMA STREET, HOUSTON, AND AT OR NEAR 3341 WINBERN STREET, HOUSTON, TEXAS, FOR THE PURCHASE OR, IF NECESSARY, BY EXERCISING THE POWERS OF EMINENT DOMAIN.

DATE: AUGUST 5, 2022

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to take actions necessary, to (1) authorize the engagement of an appraiser to appraise certain lands; (2) to acquire tract(s) of land at or near (i) 3247 Truxillo Street, Houston, Texas 77004, at or near (ii) 0 Truxillo Street, Houston, Texas 77004, at or near (iii) 3242 Alabama Street, Houston, Texas 77004 and at or near (v) 3341 Winbern Street, Houston, Texas 77004, for the development of safe, sanitary, and affordable housing for public use and for public purpose, and (3) Authorize the acquisition of certain lands within the neighborhoods known as Sylvan Terrace for lands at or near 3247 Truxillo Street, Houston, and 0 Truxillo Street, Houston, and Forest Homes for the land at or near 3242 Alabama Street, Houston, and at or near 3341 Winbern Street, Houston, Texas, for the purchase or, if necessary, by exercising the powers of eminent domain pursuant to the memorandum from Jay Mason, Interim Director, REID dated August 5, 2022, to David A. Northern, Sr., President & CEO.

BACKGROUND:

The Houston Housing Authority owns the 32-acre tract, also known as Cuney Homes. To develop affordable housing for public use in and around the community, the HHA intends to purchase the lands noted above. All options afforded to the HHA, including negotiations, appraisals, and filing a lawsuit to condemn the land pursuant to Texas eminent domain laws, should be used if HHA and the landowner are unable to agree to the terms of an acquisition.

Resolution No. 3503

RECOMMENDATION

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

Resolution: The Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to take actions necessary, to (1) authorize the engagement of an appraiser to appraise certain lands; (2) to acquire tract(s) of land at or near (i) 3247 Truxillo Street, Houston, Texas 77004, at or near (ii) 0 Truxillo Street, Houston, Texas 77004, at or near (iii) 3242 Alabama Street, Houston, Texas 77004 and at or near (v) 3341 Winbern Street, Houston, Texas 77004, for the development of safe, sanitary, and affordable housing for public use and for public purpose, and (3) Authorize the acquisition of certain lands within the neighborhoods known as Sylvan Terrace for lands at or near 3247 Truxillo Street, Houston, and 0 Truxillo Street, Houston, and Forest Homes for the land at or near 3242 Alabama Street, Houston, and at or near 3341 Winbern Street, Houston, Texas, for the purchase or, if necessary, by exercising the powers of eminent domain pursuant to the memorandum from Jay Mason, Interim Director, REID dated August 5, 2022, to David A. Northern, Sr., President & CEO.

THE STATE OF TEXAS

§

COUNTY OF HARRIS

§

Resolution No. 3503

WHEREAS, Houston Housing Authority (the "AUTHORITY"), was heretofore duly created under Chapter 392 Texas Local Government Code, as amended, and is governed by the Amended and Restated Bylaws of the Houston Housing Authority adopted January 1, 2014; and

WHEREAS, The AUTHORITY's authority to exercise its eminent domain authority and power of condemnation derives from Texas Local Government Code Section 392.061 and Article I Section 17 and Article XVI Section 59 of the CONSTITUTION of the State of Texas.

WHEREAS, the AUTHORITY, acting by and through its Board of Commissioners, has determined that public necessity and public convenience requires it to, and that it is necessary for the public's use and it is for a public purpose that the AUTHORITY investigate, inspect, survey, appraise and acquire property that is appropriate and necessary for the planning, development and construction of affordable housing facilities in the community, and that the AUTHORITY has determined that it is necessary for the public's use and it is for a public purpose that the AUTHORITY shall acquire land to plan, develop and construct affordable housing facilities; and

WHEREAS, the Board of Commissioners of the AUTHORITY has engaged a professional appraiser to determine the fair market value of land or other land rights to be acquired by the AUTHORITY for the public use and purpose of planning, developing and constructing affordable housing facilities; and

WHEREAS, the Board of Commissioners of the AUTHORITY has authorized attorneys at Coats Rose, P.C. to represent the AUTHORITY: in any necessary proceedings for gaining access to any land for the purpose of inspecting, surveying and appraising land for the acquisition of fee title in lands located at or near (i) 3247 Truxillo Street, Houston, Texas 77004, at or near (ii) 0 Truxillo Street, Houston, Texas 77004, at or near (iii) 3242 Alabama Street, Houston, Texas 77004 and at or near (v) 3341 Winbern Street, Houston, Texas 77004 for the public use and public purpose of planning, developing and constructing affordable housing facilities in and for the community; in the negotiations for acquisition of fee title to land for the public use and public purpose of planning, developing and constructing affordable housing facilities in the community; and, if the AUTHORITY is unable to negotiate an agreement with property owner(s) of the aforementioned properties, the filing of a condemnation proceeding on behalf of the AUTHORITY to condemn fee title interests in the properties for the public use and public purpose of planning, developing and constructing affordable housing facilities.

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

SECTION 1. The Board of Commissioners of the AUTHORITY hereby determines, finds and concludes, after due deliberation, that it is necessary, and that a public necessity exists, and it is for a public use and a public purpose that the AUTHORITY acquire fee title in lands located near to or at (i) 3247 Truxillo Street, Houston, Texas, near to or at (ii) 0 Truxillo Street, Houston, Texas, near to or at (iii) 3242 Alabama Street, Houston, Texas and near to or at (v) 3341 Winbern Street, Houston, Texas for the public use and public purpose of planning, developing and constructing affordable housing facilities for the community.

<u>SECTION 2.</u> The Board of Commissioners of the AUTHORITY authorizes the engagement of a Certified Appraiser including, but not limited to, Michael Urban, to perform an appraisal and to determine the fair market value of the properties identified herein necessary for

the public use and public purpose of planning, developing and constructing affordable housing facilities for the community.

SECTION 3. The Board of Commissioners of the AUTHORITY authorize attorneys with Coats Rose, P.C. to represent the AUTHORITY in all matters pertaining to the negotiation of the acquisition, whether by purchase or by exercise of the AUTHORITY's eminent domain authority, which authority is hereby authorized by the AUTHORITY, of any land needed for the public use and public purpose of planning, developing and constructing affordable housing facilities for the community.

SECTION 4. The Board of Commissioners of the AUTHORITY authorizes and directs Coats Rose, P.C. to conduct negotiations with any owners of the aforementioned properties and to make offers to acquire the properties. The Board of Commissioners of the AUTHORITY also authorizes and directs Coats Rose, P.C. to take any action necessary for the AUTHORITY and its engineers, surveyors and consultants to obtain access to any lands for the purpose of investigating, inspecting, surveying and/or appraising such lands for the purpose of acquiring and using such lands for the public purpose of planning, developing and constructing affordable housing facilities for the community.

SECTION 5. The recitals in this Resolution are found by the Board of Commissioners of the AUTHORITY to be true facts or determinations made on behalf of the AUTHORITY after due deliberation by the Board of Commissioners. The appropriate officials of the AUTHORITY are authorized to execute and to attest to this Resolution on behalf of the Board of Commissioners and to do any and all things necessary to carry out the intent hereof.

EXECUTED this September 7, 2	022.	
ATTEST:	Chair, Board of Commissioners	
Secretary, Board of Commissioners	<u></u>	



REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Urban Genesis for the development of Coop at Farmers Market, an apartment community that will be located at or about the 1690 North Loop, Houston, TX 77009

- **2. Date of Board Meeting:** September 7, 2022
- 3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Urban Genesis for the development of Coop at Farmers Market, an apartment community that will be located at or about the 1690 North Loop, Houston, TX 77009 for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Interim Director of REID, dated August 8, 2022, to David A. Northern, Sr., President & CEO.

4.	Department Head App	roval Si	gnature		Date: 8/24/2022
5.	Statement regarding a	vailability o	of funds by VP of Fiscal Operations		
	Funds Budgeted and Av	vailable	Yes No Source		
	VP of FO Approval	Signature		Date:	
6.	Approval of President	& CEO	Docusigned by: David A. Northern, Sr.		
		Signature	9E0B1D8C1AF04AA	Date: _	8/24/2022



MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO FROM: JAY MASON, INTERIM DIRECTOR OF REID

SUBJECT: CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO

EXECUTE A MEMORANDUM OF UNDERSTANDING WITH URBAN GENESIS FOR THE DEVELOPMENT OF COOP AT FARMERS MARKET, AN APARTMENT COMMUNITY THAT WILL BE LOCATED AT OR ABOUT THE

1690 NORTH LOOP, HOUSTON, TX 77009

DATE: AUGUST 8, 2022

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Urban Genesis for the development of Coop at Farmers Market, an apartment community that will be located at or about the 1690 North Loop, Houston, TX 77009

BACKGROUND:

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

The Houston Housing Authority wishes to increase the number of affordable housing units available for qualified residents within its jurisdiction. To facilitate this, Qualification Based Solicitation (QBS 22-05) was issued on May 23, 2022

QBS 22-05 aims to solicit acquisition, rehabilitation, or construction opportunities involving affordable housing.

PROPOSED PARTNER & DEVELOPMENT:

Urban Genesis focuses on providing affordable, Class-A living experiences in unaffordable urban locations. The prospective UG renter is faced with choosing between expensive Class-A options or undesirable Class-B options. This occurs because the new product is delivered to match their desires but does not match their income levels.

AFFORDABLE UNITS:

Coop at Farmers Market will have 10.09% (26 Units), which would be at 60% AMI, 40.06% (127), which would be at 80% AMI, and 49.84% (158 Units), which will be at Market Rates.

	60% AMI	80% AMI	Market	Totals
1 Bedroom	28	113	141	282
2 Bedrooms	4	14	17	35
Totals	32	127	158	317
Percentages	10.09%	40.06%	49.84%	100.00%

EVALUATION PROCESS:

The Evaluation Committee for QBS 22-05 consisted of Jay Mason, Interim Director REID, Mike Rogers, Vice President of Finance, and David Cukierman, Consultant.

SCORING:

The scoring criteria for potential deals were changed in 2020 in order to help potential partners understand the number of ways to improve an affordable deal. The terms of QBS 22-05 called for the evaluation committee to evaluate each submittal and recommend higher-scoring proposals.

The scoring criteria and results are listed below:

DESCRIPTION	MAX. POINTS	Urban Genesis, LLC - Coop at Farmers Market (Insert Points Below)	
Location	10	10	
Depth of Affordability	10	7	
Schools	10	7	
\$ Front End	10	6	
\$ Operations	10	8	
Reasonable Developer \$	10	2	
Term of Affordability	5	5	
Flood Plain	5	0	
\$/Land Back End	5	3	
Preservation	5	0	
HHA Resources	5	5	
M/WBE Participation	5	5	
Unit Mix	2.5	0	
Mix with Market Units	2.5	2.5	
Bonus Points	5	0	
	100	60.5	

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Urban Genesis for the development of Coop at Farmers Market, an apartment community that will be located at or about the 1690 North Loop, Houston, TX 77009 for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Interim Director of REID, dated August 8, 2022, to David A. Northern, Sr., President & CEO.



Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and or take action to authorize the President & CEO or designee to facilitate the acquisition of that certain parcel of land located at 8225 Lawndale, Houston, Texas 77012, the construction and development of the 106-unit The Lawndale thereupon, and the execution of all required documents therefor.

- **2. Date of Board Meeting:** September 7, 2022
- 3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the Houston Housing Authority to take such actions necessary or convenient to facilitate the acquisition of that certain parcel of land located at 8225 Lawndale, Houston, Texas 77012, the construction and development of the 106-unit The Lawndale thereupon, pursuant to the memorandum pursuant from Jay Mason, Interim Director of REID, dated August 10, 2022, to David A. Northern, Sr., President & CEO.

4.	Department Head Approva	Jay Mason FB1ADD6791F24F3	Date:
5.	Statement regarding availa	bility of funds by VP of Fiscal Oper	rations
	Funds Budgeted and Availal	ole X Yes No Source	e Third Party Funding
	VP of FO Approval Sign	nature	Date:
6.	Approval of President & Cl	Docusigned by: David D. Morthurn, Sr. 9E0B1D8C1AF04AA	8/24/2022 Date:
	Sigi	nature	Date:



MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO FROM: JAY MASON, INTERIM DIRECTOR OF REID

SUBJECT: CONSIDERATION AND OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO

FACILITATE THE ACQUISITION OF THAT CERTAIN PARCEL OF LAND LOCATED AT 8225 LAWNDALE, HOUSTON, TEXAS 77012, THE CONSTRUCTION AND DEVELOPMENT OF THE 106-UNIT THE LAWNDALE

THEREUPON, AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR

DATE: AUGUST 10, 2022

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 that certain parcel of land located at 8225 Lawndale, Houston, Texas 77012, the construction and development of the 106-unit The Lawndale (the "**Project**") thereupon, and the execution of all required documents therefor.

BACKGROUND:

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

The PFC and Oltorf Blue Willow, Ltd., a Texas 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 for 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 \$9,600,000 (the "Loan") from Woodforest National Bank, N.A. ("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 President and Chief Executive Officer of the Authority and/or his designee to review, approve and execute all certificates, affidavits, agreements, documents and other writings necessary and/or related to the foregoing matters the 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 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 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 President and Chief Executive Officer shall deem to be necessary or desirable, and all acts heretofore taken by the designee of the 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 to take such actions necessary or convenient to facilitate the acquisition of that certain parcel of land located at 8225 Lawndale, Houston, Texas 77012, the construction and development of the 106-unit The Lawndale thereupon, pursuant to the memorandum pursuant from Jay Mason, Interim Director of REID, dated August 10, 2022, to David A. Northern, Sr., President & CEO.

RESOLUTION NO. 3505

RESOLUTION AUTHORIZING THE HOUSTON HOUSING AUTHORITY (THE "AUTHORITY") TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO FACILITATE THE ACQUISITION OF THAT CERTAIN PARCEL OF LAND LOCATED AT 8225 LAWNDALE, HOUSTON, TEXAS 77012, THE CONSTRUCTION AND DEVELOPMENT OF THE 106-UNIT THE LAWNDALE (THE "PROJECT") THEREUPON, 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 Oltorf Blue Willow, Ltd., a Texas 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 for 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 \$9,600,000 (the "**Loan**") from Woodforest National Bank, N.A. ("**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 President and Chief Executive Officer of the Authority and/or his designee is hereby authorized to review, approve and execute all certificates, affidavits, agreements, documents and other writings necessary and/or related to the forgoing matters the 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 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 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 President and Chief Executive Officer shall deem to be necessary or desirable, and all acts heretofore taken by the designee of the 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 September 7, 2022.		
ATTEST:	CHAIR	
Secretary	_	



REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Civicap Partners for the acquisition of Generation Grove, an apartment community located at or about 14807 Woodland Hills Dr., Humble, TX 77396.

- **2. Date of Board Meeting:** September 7, 2022
- 3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Civicap Partners for the acquisition of Generation Grove, an apartment community located at or about 14807 Woodland Hills Dr., Humble, TX 77396, for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Interim Director of REID, dated August 8, 2022, to David A. Northern, Sr., President & CEO.

4.	Department Head Appro	oval Się	gnature <u>-</u>	Jay Mas FB1ADD6791	•		8/24/2022 Date:
5.	Statement regarding ava	ailability o	f funds l	y VP of Fis	cal Operations		
	Funds Budgeted and Avai	ilable	Yes	No No	Source		
	VP of FO Approval S	Signature __				Date:	
6.	Approval of President &	CEO	Doo	uSigned by:			
	• •	Signature .	Dav	id d. Northe B1D8C1AF04AA	m, Sr.	Date: _	8/24/2022



MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO FROM: JAY MASON, INTERIM DIRECTOR OF REID

SUBJECT: CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO

EXECUTE A MEMORANDUM OF UNDERSTANDING WITH CIVICAP PARTNERS FOR THE ACQUISITION OF GENERATION GROVE, AN APARTMENT COMMUNITY LOCATED AT OR ABOUT 14807 WOODLAND HILLS

DR., HUMBLE, TX 77396

DATE: AUGUST 8, 2022

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Civicap Partners for the acquisition of Generation Grove, an apartment community located at or about 14807 Woodland Hills Dr., Humble, TX 77396

BACKGROUND:

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

The Houston Housing Authority wishes to increase the number of affordable housing units available for qualified residents within its jurisdiction. To facilitate this, a Qualification Based Solicitation (QBS 22-05) was issued on May 23, 2022

QBS 22-05 aims to solicit acquisition, rehabilitation, or construction opportunities involving affordable housing.

PROPOSED PARTNER & DEVELOPMENT:

Generation Grove is a 257-unit Class A attainable garden-style multi-family community located at 14807 Woodland Hills Drive at Beltway 8, in northeast Houston, Texas (Atascosita). Constructed in 2015, the gated community offers one, two- and three-bedroom apartments featuring spacious and open layouts, fully equipped kitchens with granite countertops and stainless-steel appliances, beautiful crown molding, and modem light fixtures, 9-foot ceilings, walk-in closets, and full-size washer/dryer in each unit.

AFFORDABLE UNITS:

21.4% (55 units) would be @ 60% AMI, 32.3% (83 units) would be @ 80% AMI, and 46.3% (119 units) will be at Market rates. The property will have 147 one-bedroom, 92 two-bedroom units, and 18 three-bedroom units.

	60% AMI	80% AMI	Market	Totals
1 Bedroom	30	46	71	147
2 Bedrooms	20	30	42	92
3 Bedrooms	5	7	6	18
Totals	55	83	119	257
Percentages	21.40%	32.30%	46.30%	100.00%

EVALUATION PROCESS:

The Evaluation Committee for QBS 22-05 consisted of Jay Mason, Interim Director REID, Mike Rogers, Vice President of Finance, and David Cukierman, Consultant.

SCORING:

The scoring criteria for potential deals were changed in 2020 in order to help potential partners understand the number of ways to improve an affordable deal. The terms of QBS 22-05 called for the evaluation committee to evaluate each submittal and recommend higher-scoring proposals.

The scoring criteria and results are listed below:

DESCRIPTION	MAX. POINTS	Civicap Partners - Generation Grove (Insert Points Below)
Location	10	10
Depth of Affordability	10	8
Schools	10	5
\$ Front End	10	8
\$ Operations	10	10
Reasonable Developer \$	10	3
Term of Affordability	5	5
Flood Plain	5	5
\$/Land Back End	5	4
Preservation	5	0
HHA Resources	5	5
M/WBE Participation	5	5
Unit Mix	2.5	0
Mix with Market Units	2.5	2.5
Bonus Points	5	0
	100	70.5

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Civicap Partners for the acquisition of Generation Grove, an apartment community located at or about 14807 Woodland Hills Dr., Humble, TX 77396, for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Interim Director of REID, dated August 8, 2022, to David A. Northern, Sr., President & CEO.



REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Aspen Oaks Capital for the acquisition of Granary Flats, an apartment community located at or about 4647 Harvest Corner Dr., Richmond, TX 77406

- **2. Date of Board Meeting:** September 7, 2022
- 3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Aspen Oaks Capital for the acquisition of Granary Flats, an apartment community located at or about 4647 Harvest Corner Dr., Richmond, TX 77406, for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Interim Director of REID, dated August 8, 2022, to David A. Northern, Sr., President & CEO.

4.	Department Head App	iroval Si	gnature	Date: 8/24/2022
5.	Statement regarding a	vailability (of funds by VP of Fiscal Operation	ns
	Funds Budgeted and Av	vailable	Yes No Source	
	VP of FO Approval	Signature		Date:
6.	Approval of President	& CEO	David d. Northurn, Sr.	8/24/2022
		Signature	9E0B1D8C1AF04AA	Date:



MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO FROM: JAY MASON, INTERIM DIRECTOR OF REID

SUBJECT: CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO

EXECUTE A MEMORANDUM OF UNDERSTANDING WITH ASPEN OAKS CAPITAL FOR THE ACQUISITION OF GRANARY FLATS, AN APARTMENT COMMUNITY LOCATED AT OR ABOUT 4647 HARVEST CORNER

DR., RICHMOND, TX 77406

DATE: AUGUST 8, 2022

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Aspen Oaks Capital for the acquisition of Granary Flats, an apartment community located at or about 4647 Harvest Corner Dr., Richmond, TX 77406

BACKGROUND:

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

The Houston Housing Authority wishes to increase the number of affordable housing units available for qualified residents within its jurisdiction. To facilitate this, a Qualification Based Solicitation (QBS 22-05) was issued on May 23, 2022.

QBS 22-05 aims to solicit acquisition, rehabilitation, or construction opportunities involving affordable housing.

PROPOSED PARTNER & DEVELOPMENT:

The proposed investment, Granary Flats, is a Class A, 324-unit garden-style multi-family community in Northeast Fort Bend County located at 4647 Harvest Comer Dr. Richmond, TX 77406. It is located in an unincorporated area of Fort Bend County. Granary Flats offers 207 one-bedroom units, 105 two-bedroom units, and 12 three-bedroom units; the property's amenities include a fitness center with on-demand classes, a hotel-inspired pool with private cabanas, an outdoor yoga area, and a dog park and dog spa. Convenient access is provided to the Richmond/ Rosenberg area, Sugar Land, and the Energy Corridor via Highway 99 (Grand Parkway), Highway 59, and the Westpark Tollway.

AFFORDABLE UNITS:

Sixty-four units (19.75%) at 60% AMI; 102 units (31.48%) at 80% AMI; and 158 at market rent (48.77%), with a total of 166 affordable units.

	60% AMI	80% AMI	Market	Totals
1 Bedroom	41	65	101	207
2 Bedrooms	21	33	51	105
3 bedrooms	2	4	6	12
Totals	64	102	158	324
Percentages	19.75%	31.48%	48.77%	100.00%

EVALUATION PROCESS:

The Evaluation Committee for QBS 22-05 consisted of Jay Mason, Interim Director REID, Mike Rogers, Vice President of Finance, and David Cukierman, Consultant.

SCORING:

The scoring criteria for potential deals were changed in 2020 in order to help potential partners understand the number of ways to improve an affordable deal. The terms of QBS 22-05 called for the evaluation committee to evaluate each submittal and recommend higher-scoring proposals.

The scoring criteria and results are listed below:

DESCRIPTION	MAX. POINTS	Aspen Oak Capital Partners - Granary Flats (Insert Points Below)	
Location	10	10	
Depth of Affordability	10	6	
Schools	10	8	
\$ Front End	10	8	
\$ Operations	10	8	
Reasonable Developer \$	10	5	
Term of Affordability	5	5	
Flood Plain	5	5	
\$/Land Back End	5	4	
Preservation	5	0	
HHA Resources	5	5	
M/WBE Participation	5	5	
Unit Mix	2.5	0	
Mix with Market Units	2.5	2.5	
Bonus Points	5	0	
	100	71.5	

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Aspen Oaks Capital for the acquisition of Granary Flats, an apartment community located at or about 4647 Harvest Corner Dr., Richmond, TX 77406, for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Interim Director of REID, dated August 8, 2022, to David A. Northern, Sr., President & CEO.



REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Pennington Chen for the acquisition of The Boulevard, an apartment community located at or about 2440 North Boulevard, Houston, TX 77098

- **2. Date of Board Meeting:** September 7, 2022
- 3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Pennington Chen for the acquisition of The Boulevard, an apartment community located at or about 2440 North Boulevard, Houston, TX 77098, for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Interim Director of REID, dated August 8, 2022, to David A. Northern, Sr., President & CEO.

DocuSigned by:

4.	Department Head App	oroval	SignatureFB1ADD6791F24F3	8/24/2022 Date:
5.	Statement regarding a	vailabilit	y of funds by VP of Fiscal Operations	
	Funds Budgeted and Av	vailable	Yes No Source	
	VP of FO Approval	Signatu	re	Date:
6.	Approval of President	& CEO	DocuSigned by:	
		Signatu	David A. Northern, Sr.	8/24/2022 Date:



MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO FROM: JAY MASON, INTERIM DIRECTOR OF REID

SUBJECT: CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO

EXECUTE A MEMORANDUM OF UNDERSTANDING WITH PENNINGTON CHEN FOR THE ACQUISITION OF THE BOULEVARD, AN APARTMENT COMMUNITY LOCATED AT OR ABOUT 2440 NORTH BOULEVARD,

HOUSTON, TX 77098

DATE: AUGUST 8, 2022

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Pennington Chen for the acquisition of The Boulevard, an apartment community located at or about 2440 North Boulevard, Houston, TX 77098

BACKGROUND:

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

The Houston Housing Authority wishes to increase the number of affordable housing units available for qualified residents within its jurisdiction. To facilitate this, a Qualification Based Solicitation (QBS 22-05) was issued on May 23, 2022

QBS 22-05 aims to solicit acquisition, rehabilitation, or construction opportunities involving affordable housing.

PROPOSED PARTNER & DEVELOPMENT:

The proposed investment, The Boulevard, is a multifamily community located at 2440 North Boulevard, south of Highway 59 between Kirby Drive and Greenbriar Drive. The community is located proximate to employers in the Galleria/Uptown, Greenway Plaza, Downtown, and the Texas Medical Center. The Boulevard is served by the Houston Independent School District. The Boulevard offers 66 one-bedroom units and 47 two-bedroom units, the property's amenities include a swimming pool, beautiful landscaping, storage spaces, a fitness center, and a clubhouse. The Boulevard was built in 1997.

AFFORDABLE UNITS:

The Boulevard will have 20.35% (23 units), which would be at 60% AMI, 30.09% (34 units) would be @ 80% AMI, and 49.56% (56 units) will be at Market rates. Total of 50.44% affordable units.

	60% AMI	80% AMI	Market	Totals
1 Bedroom	13	20	33	66
2 Bedrooms	10	14	23	47
Totals	23	34	56	113
Percentages	20.35%	30.09%	49.56%	100.00%

EVALUATION PROCESS:

The Evaluation Committee for QBS 22-05 consisted of Jay Mason, Interim Director REID, Mike Rogers, Vice President of Finance, and David Cukierman, Consultant.

SCORING:

The scoring criteria for potential deals were changed in 2020 in order to help potential partners understand the number of ways to improve an affordable deal. The terms of QBS 22-05 called for the evaluation committee to evaluate each submittal and recommend higher-scoring proposals.

The scoring criteria and results are listed below:

DESCRIPTION	MAX. POINTS	The Boulevard JJP, LLC - The Boulevard (Insert Points Below)
Location	10	10
Depth of Affordability	10	8
Schools	10	7
\$ Front End	10	6
\$ Operations	10	8
Reasonable Developer \$	10	3
Term of Affordability	5	5
Flood Plain	5	5
\$/Land Back End	5	4
Preservation	5	0
HHA Resources	5	5
M/WBE Participation	5	5
Unit Mix	2.5	0
Mix with Market Units	2.5	2.5
Bonus Points	5	0
	100	68.5

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Pennington Chen for the acquisition of The Boulevard, an apartment community located at or about 2440 North Boulevard, Houston, TX 77098, for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Interim Director of REID, dated August 8, 2022, to David A. Northern, Sr., President & CEO.

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REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Pennington Chen for the acquisition of Deerwood Apartments, an apartment community located at or about 5800 Woodway Dr., Houston, TX 77057

- **2. Date of Board Meeting:** September 7, 2022
- 3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Pennington Chen for the acquisition of Deerwood Apartments, an apartment community located at or about 5800 Woodway Dr., Houston, TX 77057, for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Interim Director of REID, dated August 8, 2022, to David A. Northern, Sr., President & CEO.

DocuSigned by:

4.	Department Head Approval S	Signaturefb1ADD6791F24F3	8/24/2022 Date:
5.	Statement regarding availability	of funds by VP of Fiscal Operations	
	Funds Budgeted and Available	Yes No Source	
	VP of FO Approval Signature	2	Date:
6.	Approval of President & CEO Signature	David L. Northurn, Sr. 9E0B1D8C1AF04AA	8/24/2022 Date:



MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO FROM: JAY MASON, INTERIM DIRECTOR OF REID

SUBJECT: CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO

EXECUTE A MEMORANDUM OF UNDERSTANDING WITH PENNINGTON CHEN FOR THE ACQUISITION OF DEERWOOD APARTMENTS, AN APARTMENT COMMUNITY LOCATED AT OR ABOUT 5800 WOODWAY

DR., HOUSTON, TX 77057

DATE: AUGUST 8, 2022

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Pennington Chen for the acquisition of Deerwood Apartments, an apartment community located at or about 5800 Woodway Dr., Houston, TX 77057.

BACKGROUND:

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

The Houston Housing Authority wishes to increase the number of affordable housing units available for qualified residents within its jurisdiction. To facilitate this, a Qualification Based Solicitation (QBS 22-05) was issued on May 23, 2022

QBS 22-05 aims to solicit acquisition, rehabilitation, or construction opportunities involving affordable housing.

PROPOSED PARTNER & DEVELOPMENT:

The Deerwood Apartment Homes is a 177-unit Class A multifamily community currently being leased in Houston, located at 5800 Woodway Dr., just west of Chimney Rock Road. The community is located near major thoroughfares and is served by the Houston Independent School District. The Deerwood Apartment Homes includes 136 one-bedroom units, 42 two-bedroom units, and eight three-bedroom units. The Deerwood is currently owned by the sponsor, an affiliate of Deerwood JJP, LP; the contributed value of the asset is \$32,000,000 or about \$172,043 per unit. Adjusted to include costs associated with the proposed partnership with HHA or its affiliate, the Total Project Cost is approximately \$33,023,075 or about \$177,543 per unit. Deerwood was built in 1992.

AFFORDABLE UNITS:

Deerwood Apartments will have 21.51% (40 units), which would be at 60% AMI, 30.65% (57 units) would be @ 80% AMI, and 47.85% (89 units) will be at Market rates. The property will have 136 one-bedroom, 42 two-bedroom units, and 8 three-bedroom units.

	60% AMI	80% AMI	Market	Totals
1 Bedroom	30	42	64	136
2 Bedrooms	8	13	21	42
3 Bedrooms	2	2	4	8
Totals	40	57	89	186
Percentages	21.51%	30.65%	47.85%	100.00%

EVALUATION PROCESS:

The Evaluation Committee for QBS 22-05 consisted of Jay Mason, Interim Director REID, Mike Rogers, Vice President of Finance, and David Cukierman, Consultant.

SCORING:

The scoring criteria for potential deals were changed in 2020 in order to help potential partners understand the number of ways to improve an affordable deal. The terms of QBS 22-05 called for the evaluation committee to evaluate each submittal and recommend higher-scoring proposals.

The scoring criteria and results are listed below:

DESCRIPTION	MAX. POINTS	Deerwood JJP, LP - Deerwood Apartments (Insert Points Below)
Location	10	10
Depth of Affordability	10	8
Schools	10	6
\$ Front End	10	5
\$ Operations	10	8
Reasonable Developer \$	10	3
Term of Affordability	5	5
Flood Plain	5	5
\$/Land Back End	5	4
Preservation	5	0
HHA Resources	5	5
M/WBE Participation	5	5
Unit Mix	2.5	0
Mix with Market Units	2.5	2.5
Bonus Points	5	0
	100	66.5

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Pennington Chen for the acquisition of Deerwood Apartments, an apartment community located at or about 5800 Woodway Dr., Houston, TX 77057, for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Interim Director of REID, dated August 8, 2022, to David A. Northern, Sr., President & CEO.



REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Post Investments for the acquisition of Midtown Houston by Windsor, an apartment community located at or about 2310 Main St., Houston, TX 77002

- **2. Date of Board Meeting:** September 7, 2022
- 3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Post Investments for the acquisition of Midtown Houston by Windsor, an apartment community located at or about 2310 Main St., Houston, TX 77002, for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Interim Director of REID, dated August 8, 2022, to David A. Northern, Sr., President & CEO.

- DocuSigned by:

4.	Department Head Approx	val Signature _	Jay Mason FB1ADD8791F24F3		Date: 8/24/2022
5.	Statement regarding avai	lability of funds b	y VP of Fiscal Operations		
	Funds Budgeted and Avail	lable Yes	No Source		
	VP of FO Approval Si	gnature		Date:	
6.	Approval of President & G	gnature Docus	iigned by: L. A. Northurn, Sr. DBC1AF04AA	Date:	8/24/2022
	31	gilature		_ Date	



MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO FROM: JAY MASON, INTERIM DIRECTOR OF REID

SUBJECT: CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO EXECUTE

A MEMORANDUM OF UNDERSTANDING WITH POST INVESTMENTS FOR THE ACQUISITION OF MIDTOWN HOUSTON BY WINDSOR, AN APARTMENT COMMUNITY LOCATED AT OR ABOUT 2310 MAIN ST., HOUSTON,

TX 77002

DATE: AUGUST 8, 2022

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Post Investments for the acquisition of Midtown Houston by Windsor, an apartment community located at or about 2310 Main St., Houston, TX 77002

BACKGROUND:

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

The Houston Housing Authority wishes to increase the number of affordable housing units available for qualified residents within its jurisdiction. To facilitate this, a Qualification Based Solicitation (QBS 22-05) was issued on May 23, 2022

QBS 22-05 aims to solicit acquisition, rehabilitation, or construction opportunities involving affordable housing.

PROPOSED PARTNER & DEVELOPMENT:

The subject property is located on 1.45 acres in the Midtown district of Houston at 2310 Main Street within City Council District C. FEMA flood maps show the subject site is located within Zone X, which is outside of the 100-year and 500-year floodplains. Midtown Houston by Windsor is an existing 215-unit, mid-rise luxury rental community located minutes away from a wide selection of shops, restaurants, and businesses. After a thorough analysis of local market conditions and trends, Post is confident the planned \$1.075 million in renovations to Midtown Houston by Windsor will result in high-end mixed-income apartment homes and amenity spaces that establish the community as a desirable housing option that will better meet the demands of the market, uplift lower- and moderate-income families, and provide a stable source of revenue to HHA.

AFFORDABLE UNITS:

Midtown Houston by Windsor will set aside 10.23% of units (22 units) as affordable housing for families and individuals earning 60% of Area Median Income, 40.00% of units (88 units) for families and individuals earning 80% of Area Median Income, with the remaining 107 (49.77%) units being at market rate.

	60% AMI	80% AMI	Market	Total
Studio	1	4	3	8
1 Bedroom - 1 Bath	14	64	85	163
2 Bedrooms - 2 Baths	7	18	19	44
Totals	22	86	107	215
Percentages	10.23%	40.00%	49.77%	100.00%

EVALUATION PROCESS:

The Evaluation Committee for QBS 22-05 consisted of Jay Mason, Interim Director REID, Mike Rogers, Vice President of Finance, and David Cukierman, Consultant.

SCORING:

The scoring criteria for potential deals were changed in 2020 in order to help potential partners understand the number of ways to improve an affordable deal. The terms of QBS 22-05 called for the evaluation committee to evaluate each submittal and recommend higher-scoring proposals.

The scoring criteria and results are listed below:

DESCRIPTION	MAX. POINTS	Post Investment Group - Midtown Houston by Windsor (Insert Points Below)
Location	10	10
Depth of Affordability	10	6
Schools	10	3.5
\$ Front End	10	8
\$ Operations	10	10
Reasonable Developer \$	10	4
Term of Affordability	5	5
Flood Plain	5	5
\$/Land Back End	5	4
Preservation	5	0
HHA Resources	5	5
M/WBE Participation	5	5
Unit Mix	2.5	0
Mix with Market Units	2.5	2.5
Bonus Points	5	0
	100	68

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Post Investments for the acquisition of Midtown Houston by Windsor, an apartment community located at or about 2310 Main St., Houston, TX 77002, for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Interim Director of REID, dated August 8, 2022, to David A. Northern, Sr., President & CEO.



REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Pennington Chen for the acquisition of Sendera at Greenway, an apartment community located at or about 3400 Edloe St, Houston, TX 77027

- **2. Date of Board Meeting:** September 7, 2022
- 3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Pennington Chen for the acquisition of Sendera at Greenway, an apartment community located at or about 3400 Edloe St, Houston, TX 77027, for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Interim Director of REID, dated August 8, 2022, to David A. Northern, Sr., President & CEO.

		DocuSigned by:				
4.	Department Head Approval	Signature Jay Mason	8/24/ Date:	2022		
5.	Statement regarding availabil	Statement regarding availability of funds by VP of Fiscal Operations				
	Funds Budgeted and Available	Yes No Source				
	VP of FO Approval Signat	ure	_ Date:			
6.	Approval of President & CEO	DocuSigned by:				
	Signat	ure David l. Northum, Sr.	8/24/2022 _ Date:	?		



MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO FROM: JAY MASON, INTERIM DIRECTOR OF REID

SUBJECT: CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO

EXECUTE A MEMORANDUM OF UNDERSTANDING WITH PENNINGTON CHEN FOR THE ACQUISITION OF SENDERA AT GREENWAY, AN APARTMENT COMMUNITY LOCATED AT OR ABOUT 3400 EDLOE ST,

HOUSTON, TX 77027

DATE: AUGUST 8, 2022

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Pennington Chen for the acquisition of Sendera at Greenway, an apartment community located at or about 3400 Edloe St, Houston, TX 77027

BACKGROUND:

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

The Houston Housing Authority wishes to increase the number of affordable housing units available for qualified residents within its jurisdiction. To facilitate this, a Qualification Based Solicitation (QBS 22-05) was issued on May 23, 2022.

QBS 22-05 aims to solicit acquisition, rehabilitation, or construction opportunities involving affordable housing.

PROPOSED PARTNER & DEVELOPMENT:

Sendera at Greenway Apartments is a 227-unit Class A, multifamily community currently being leased in Houston, northwest of the intersection of Richmond Ave. and Edloe St. The community is located near major thoroughfares and served by the Houston Independent School District. Sendera at Greenway Apartments includes 156 one-bedroom units, 66 two-bedroom units and five three-bedroom units. Sendera at Greenway Apartments is a two-story, garden-style, multifamily community with covered surface parking and some garages. Sendera at Greenway was built in 1963 and renovated.

AFFORDABLE UNITS:

Sendera at Greenway will have 20.96% (48 units), which would be at 60% AMI, 31% (71 units) would be @ 80% AMI, and 48.03% (110 units) will be at Market rates. Total of 51.97% affordable units.

	60% AMI	80% AMI	Market	Totals
1 Bedroom	32	47	75	154
2 Bedrooms	15	22	33	70
3 Bedrooms	1	2	2	5
Totals	48	71	110	229
Percentages	20.96%	31.00%	48.03%	100.00%

EVALUATION PROCESS:

The Evaluation Committee for QBS 22-05 consisted of Jay Mason, Interim Director REID, Mike Rogers, Vice President of Finance, and David Cukierman, Consultant.

SCORING:

The scoring criteria for potential deals were changed in 2020 in order to help potential partners understand the number of ways to improve an affordable deal. The terms of QBS 22-05 called for the evaluation committee to evaluate each submittal and recommend higher-scoring proposals.

The scoring criteria and results are listed below:

DESCRIPTION	MAX. POINTS	Projects 21 SGA, LP - Sendera at Greenway (Insert Points Below)
Location	10	10
Depth of Affordability	10	8
Schools	10	7
\$ Front End	10	4
\$ Operations	10	10
Reasonable Developer \$	10	3
Term of Affordability	5	5
Flood Plain	5	5
\$/Land Back End	5	4
Preservation	5	0
HHA Resources	5	5
M/WBE Participation	5	3
Unit Mix	2.5	0
Mix with Market Units	2.5	2.5
Bonus Points	5	0
	100	66.5

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Pennington Chen for the acquisition of Sendera at Greenway, an apartment community located at or about 3400 Edloe St, Houston, TX 77027, for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Interim Director of REID, dated August 8, 2022, to David A. Northern, Sr., President & CEO.

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Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and or take action to authorize the President & CEO or designee to facilitate the acquisition of that certain parcel of land located at 20304 FM 1093, Richmond, Texas 77407, the construction and development of the 351-unit Allora Cinco Ranch thereupon, and the execution of all required documents therefor.

- **2. Date of Board Meeting:** September 7, 2022
- 3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the Houston Housing Authority to take such actions necessary or convenient to facilitate the acquisition of that certain parcel of land located at 20304 FM 1093, Richmond, Texas 77407, the construction and development of the 351-unit Allora Cinco Ranch thereupon, pursuant to the memorandum from Jay Mason, Interim Director of REID, dated August 10, 2022, to David A. Northern, Sr., President & CEO.

4.	Department Head App	roval S	Signature	d by: SOW 91F24F3	Date:
5.	Statement regarding a	vailability	of funds by V.P. of F	iscal Operations	
	Funds Budgeted and Av	vailable	X Yes No	Source Third Party I	- unding
				_	
	VP of FO Approval	Signature	e	Dat	e:
6.	Approval of President	& CEO	DocuSigned by: David d. North 9E0B1D8C1AF04AA	una Sr.	
		Signature	9E0B1D8C1AF04AA	Dat	e:9/1/2022



MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO FROM: JAY MASON, INTERIM DIRECTOR OF REID

SUBJECT: CONSIDERATION AND OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO

FACILITATE THE ACQUISITION OF THAT CERTAIN PARCEL OF LAND LOCATED AT 20304 FM 1093, RICHMOND, TEXAS 77407, THE CONSTRUCTION AND DEVELOPMENT OF THE 351-UNIT ALLORA CINCO

RANCH THEREUPON, AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.

DATE: AUGUST 10, 2022

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 that certain parcel of land located at 20304 FM 1093, Richmond, Texas 77407, the construction and development of the 351-unit Allora Cinco Ranch (the "**Project**") thereupon, and the execution of all required documents therefor.

BACKGROUND:

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

The PFC and Cinco Ranch Owner, L.P., 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 for 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 \$44,500,000 (the "Loan") from BOKF NA d/b/a Bank of Texas ("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 President and Chief Executive Officer of the Authority and/or his designee to review, approve and execute all certificates, affidavits, agreements, documents and other writings necessary and/or related to the foregoing matters the 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 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 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 President and Chief Executive Officer shall deem to be necessary or desirable, and all acts heretofore taken by the designee of the 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 to take such actions necessary or convenient to facilitate the acquisition of that certain parcel of land located at 20304 FM 1093, Richmond, Texas 77407, the construction and development of the 351-unit Allora Cinco Ranch thereupon, pursuant to the memorandum from Jay Mason, Interim Director of REID, dated August 10, 2022, to David A. Northern, Sr., President & CEO.

RESOLUTION NO. 3512

RESOLUTION AUTHORIZING THE HOUSTON HOUSING AUTHORITY (THE "AUTHORITY") TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO FACILITATE THE ACQUISITION OF THAT CERTAIN PARCEL OF LAND LOCATED AT 20304 FM 1093, RICHMOND, TEXAS 77407, THE CONSTRUCTION AND DEVELOPMENT OF THE 351-UNIT ALLORA CINCO RANCH (THE "PROJECT") THEREUPON, 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 Cinco Ranch Owner, L.P., 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 for 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 \$44,500,000 (the "**Loan**") from BOKF NA d/b/a Bank of Texas ("**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 President and Chief Executive Officer of the Authority and/or his designee is hereby authorized to review, approve and execute all certificates, affidavits, agreements, documents and other writings necessary and/or related to the forgoing matters the 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 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 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

Resolution No. 3512

other acts and things necessary or proper in furtherance thereof, as the President and Chief Executive Officer shall deem to be necessary or desirable, and all acts heretofore taken by the designee of the 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]

Resolution No. 3512

PASSED September 7, 2022.	
ATTEST:	CHAIR
Secretary	

BOARD REPORT FOR MONTH ENDING JULY 31, 2022

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EXECUTIVE SUMMARY

LOW-INCOME PUBLIC HOUSING

The Low-Income Public Housing (LIPH) program had an adjusted vacancy rate of 2.3% on July 31, 2022. As of August 1, 2022, rent collection for July was 91.5% of rents billed on an adjusted cash accounting basis.

There are currently 41,570 active applications for the Public Housing Waiting List, which represents a decrease of 5.3% from last month.

Low-Income Public Housing										
May June July										
Waiting Lists	46,556	43,888	41,570							
Vacancy Rate	3.7%	2.5%	2.3%							
Rent Collection	92.2%	93.3%	91.5%							
Unit Turnaround Time (Days)	64.0	60.0	78.0							
Avg. Non-Emergency Work Order Days	2.17	2.41	2.85							

HOUSING CHOICE VOUCHER PROGRAM

The HCV staff completed 798 annual re-examinations during July. The HCV department also completed 272 interims, 95 change of units (moves), 217 new admissions, and 40 portability move-in transactions. On July 31, 2022, 490 families were enrolled in the Family Self Sufficiency (FSS) program; 211 of the 490 (43%) families are eligible for escrow and currently have an FSS escrow balance. The PIH Information Center (PIC) reporting rate for the one-month period ending July 31, 2022 was 100%.

Voucher Programs											
	May June July										
Households	18,487	18,465	18,332								
ABA Utilization/Unit Utilization	90.8%/95.1%	92.4%/95.0%	93.7%/95.3%								
Reporting Rate	99%	87%	100%								
Annual Reexaminations Completed	946	758	798								
HQS Inspections	2,047	2,465	2,369								
Waitlist	18,270	18,270	17,769								

PROPERTY MANAGEMENT SUMMARY

	Vacancy							Unit Turnaround Time (YTD)					
PMC	N	lay	ay June		July		May		June		July		
	%	Grade	%	Grade	%	Grade	Days	Grade	Days	Grade	Days	Grade	
Orion	5.6	E	4.0	С	3.2	С	93.0	F	99.5	F	129.1	F	
Lynd	1.3	Α	1.2	Α	2.8	В	38.9	D	26.1	С	27.7	С	
J. Allen	2.5	В	1.2	Α	0.9	Α	45.0	Е	33.9	D	39.7	D	

	Emergency Work Orders (Completed within 24 hours)						Routine Work Orders					
PMC	May		June		July		May		June		July	
	%	Grade	le % Grade		%	Grade	Days	Grade	Days	Grade	Days	Grade
Orion	96.8	D	95.1	Е	100	Α	3.0	Α	3.6	Α	5.2	Α
Lynd	100	Α	100	Α	100	Α	3.0	Α	3.5	Α	4.8	Α
J. Allen	99	Α	97.6	С	96.4	D	2.7	Α	3.6	Α	4.2	Α

	Rent Collection									
PMC	М	ay	Ju	ine	July					
	%	Grade	%	Grade	%	Grade				
Orion	89.7	F	90.3	Е	91.0	E				
Lynd	98.8	Α	100	Α	80.6	F				
J. Allen	95.3	С	97.4	В	94.9	С				

PHAS Score	Occupancy Rate	Avg. Total Turnaround Days	Rent Collection Percentage	Avg. W/O Days
Α	98 to 100	1 to 20	98 to 100	≤24
В	97 to 97.9	21 to 25	96 to 97.9	25 to 30
С	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

VACANCY RATE	Goal 2.0%	Actual 2.3%	А	0 to 2
-1	DUM.		В	2.1 to 3
This indicator examines the vacancy rate			С	3.1 to 4
unit turnaround time. Implicit in this in to track the duration of vacancies and	•	•	D	4.1 to 5
ready time, and lease up time.	anit turnarouna, incluc	ing down time, make	E	5.1 to 6
			F	≥6.1
RENT COLLECTION (YTD)	Goal 98%	Actual 91.5%	Α	98 to 100
			В	96 to 97.9
This report examines the housing author	•		С	94 to 95.9
residents in possession of units durin balance of dwelling rents uncollected a	-		D	92 to 93.9
collected.	as a percentage or tota	ii dweiling rents to be	Е	90 to 91.9
Collected.			F	≤89.9
EMERGENCY WORK ORDERS	Goal 100%	Actual 98.5%	Α	99 to 100
			В	98 to 98.9
This indicator examines the average nu	•	- ·	С	97 to 97.9
work order to be completed. Emergence	cy work orders are to be	e completed within 24	D	96 to 96.9
hours or less and must be tracked.			Е	95 to 95.9
			F	≤94.9
Non-Emergency Work Orders	Goal 3 Days	Actual 2.85 Days	Α	≤24
			В	25 to 30
This indicator examines the average nu	•		С	31 to 40
be completed. Implicit in this indicator	· · · · · · · · · · · · · · · · · · ·	•	D	41 to 50
in terms of how HHA accounts for and	controls its work order	rs and its timeliness in	Ε	51 to 60
preparing/issuing work orders.			F	≥61
ANNUAL INSPECTIONS	Goal 100%	Actual 71.2%	Α	100
			В	97 to 99
This indicator examines the percentage			С	95 to 96.9
in order to determine the short-t			D	93 to 94.9
modernization needs. Implicit in this in	•	•	Е	90 to 92.9
program in terms of the quality of Hi inspections and needed repairs.	HA'S inspections, and i	now HHA tracks both	F	≥89.9*
*PMC's have discretional authority to so so long as all inspections are completed	•	o inspect each month,		

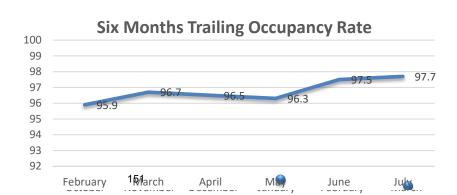
VACANCY RATE AND TURNAROUND DAYS

Allen Parkway Village Bellerive Clayton Homes Cuney Homes Ewing Forest Green Fulton Village	Orion J. Allen J. Allen Orion Orion J. Allen Lynd	278 210 296 553 40 100	8 0 281 0 0	270 210 15 553 40 16	247 210 15 548 38	23 0 0 5 2	91.5% 100.0% 100.0% 99.1%	F A A	10,122 1,478 4,158 16,705	47 35 169 132	215 42 25 127	F E B
Clayton Homes Cuney Homes Ewing Forest Green	J. Allen Orion Orion J. Allen	296 553 40 100	281 0 0 84	15 553 40	15 548 38	0 5	100.0% 99.1%	Α	4,158	169	25	В
Cuney Homes Ewing Forest Green	Orion Orion J. Allen	553 40 100	0 0 84	553 40	548 38	5	99.1%		•			
Ewing Forest Green	Orion J. Allen	40 100	0	40	38			Α	16,705	132	127	F
Forest Green	J. Allen	100	84			2	05.00/					
				16			95.0%	D	175	7	25	В
Fulton Village	Lynd	108			16	0	100.0%	Α	0	0	0	Α
		100	0	108	105	3	97.2%	В	177	8	22	В
Heatherbrook	Lynd	53	0	53	52	1	98.1%	Α	106	6	18	Α
Historic Oaks of APV	Orion	222	0	222	205	17	92.3%	F	7,094	36	197	F
Independence Heights	Orion	36	0	36	36	0	100.0%	А	47	1	47	Е
Irvinton Village	J. Allen	318	10	308	299	9	97.1%	В	4,384	89	49	E
Kelly Village	J. Allen	270	0	270	266	4	98.5%	Α	2,611	60	44	E
Kennedy Place	Orion	108	0	108	107	1	99.1%	Α	452	17	27	С
Lincoln Park	Orion	200	0	200	197	3	98.5%	Α	1,882	28	67	F
Lyerly	J. Allen	199	0	199	197	2	99.0%	Α	2,940	39	75	F
Oxford Place	Orion	230	19	211	209	2	99.1%	Α	3,670	43	85	F
Sweetwater	Lynd	26	0	26	25	1	96.2%	С	216	4	54	F
Totals		3247	402	2845	2772	73	97.7%	В	56217	721	78	F

											Avg.	
											Total	
				Total							Turnar	
Section 8 New				Available					Total	Units	ound	
Construction		S8 NC	Units	S8 NC	Occupied	Vacant	Occupancy		Vacant	Turne	Days	
Development	PMC	Units	Offline	Units	Units	Units	Percentage	Grade	Days	d YTD	YTD	Grade
Long Drive	Tarantino	100	0	100	99	1	99.0%	Α	543	21	26	С
Telephone Road	Tarantino	200	157	43	43	0	100.0%	Α	2156	13	166	F
Totals		300	157	143	142	1	99.5%	Α	2699	34	79	F

RAD-PBV	PMC	RAD- PBV Units	Units Offline	Total Available RAD PBV Units	Occupied Units	Vacant Units	Occupancy Percentage	Grade	Total Vacant Days	Units Turne d YTD	Avg. Total Turnar ound Days YTD	Grade
Victory-HRI	Orion	140	0	140	122	18	87.1%	F	0	0	0	Α
Totals		140	0	140	122	18	87.1%	F	0	0	0	Α

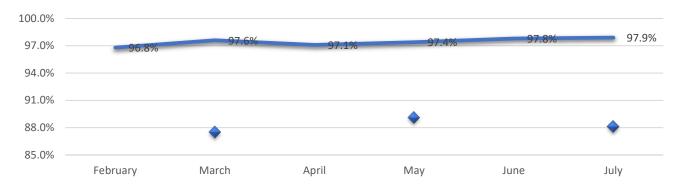
		Avg. Total
PHAS	Occupancy	Turnaround
Score	Rate	Days
Α	98 to 100	1 to 20
В	97 to 97.9	21 to 25
С	96 to 96.9	26 to 30
D	95 to 95.9	31 to 40
E	94 to 94.9	41 to 50
F	≥93.9	≥51



TAX CREDIT APARTMENT LEASING/OCCUPANCY INFORMATION

	Public								
Property	Property Manager	Total Units	Housing Units	Tax Credit Units	Market Units	Vacant Units	Occupied (%)		
2100 Memorial	Widnager	Onits		NTLY BEING RE		Oilles	(/0)		
Heatherbrook	Lynd	176	53	87	36	2	98.9%		
Mansions at Turkey Creek	Orion	252	0	252	0	8	96.8%		
Independence Heights	Orion	154	36	118	0	4	97.4%		
Peninsula Park	Orion	280	0	280	0	5	98.2%		
Pinnacle at Wilcrest	Embrey	250	0	250	0	1	99.6%		
Sweetwater Point	Lynd	260	26	234	0	17	93.5%		
Uvalde Ranch	Hettig- Kahn	244	0	244	0	0	100.0%		
Willow Park	Embrey	260	0	260	0	0	100.0%		
PH-LIHTC									
Fulton Village	Lynd	108	1	.08	0	3	97.2%		
HOAPV	Orion	222	66	156	0	17	222		
Lincoln Park	Orion	250	2	.00	50	1	99.6%		
Oxford Place	Orion	250	2	.30	20	1	99.6%		
TOTALS		2706	719	1881	106	59	2706		
RAD-PBV									
Victory-HRI	Orion	140	1	.40	0	18	87.1%		
TOTAL		140	140	0	1,881	18	87.1%		

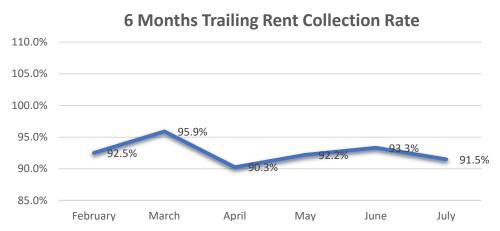
6 Month Trailing Occupancy Rate



RENT COLLECTION

			INL	VI COLLL	CHON				
Low-Income Public Housing Development	РМС	Month Billed	Month Collected	% Collected	Grade	YTD Billed	YTD Collected	% YTD Collected	Grade
Allen Parkway Village	Orion	\$105,682	\$90,090	85.25%	F	\$734,547	\$654,561	89.11%	F
Bellerive	J. Allen	\$54,196	\$54,131	99.88%	Α	\$366,822	\$366,741	99.98%	Α
Clayton Homes	J. Allen	\$5,833	\$5,833	100.00%	Α	\$118,452	\$106,696	90.07%	Е
Cuney Homes	Orion	\$151,563	\$138,488	91.37%	Е	\$1,064,122	\$1,005,068	94.45%	С
Ewing	Orion	\$9,356	\$8,438	90.19%	Е	\$62,757	\$61,694	98.31%	Α
Forest Green	J. Allen	\$5,517	\$4,898	88.78%	F	\$38,473	\$35,123	91.29%	Е
Fulton Village	Lynd	\$26,752	\$23,363	87.33%	F	\$205,222	\$192,479	93.79%	D
Heatherbrook Apts.	Lynd	\$14,700	\$14,231	96.81%	В	\$93,538	\$92,272	98.65%	Α
Historic Oaks of APV	Orion	\$58,661	\$52,634	89.73%	F	\$380,110	\$365,938	96.27%	В
Independence	Orion	\$5,187	\$3,782	72.92%	F	\$38,885	\$28,334	72.87%	F
Irvinton Village	J. Allen	\$73,452	\$68,615	93.41%	D	\$527,796	\$463,331	87.79%	F
Kelly Village	J. Allen	\$63,578	\$56,075	88.20%	F	\$424,816	\$400,955	94.38%	С
Kennedy Place	Orion	\$40,188	\$40,188	100.00%	Α	\$300,236	\$290,166	96.65%	В
Lincoln Park	Orion	\$41,543	\$38,086	91.68%	E	\$282,994	\$264,488	93.46%	D
Lyerly	J. Allen	\$54,731	\$54,643	99.84%	Α	\$362,950	\$361,253	99.53%	А
Oxford Place	Orion	\$46,437	\$45,657	98.32%	Α	\$279,225	\$232,861	83.40%	F
Sweetwater	Lynd	\$17,609	\$9,999	56.78%	F	\$49,700	\$34,883	70.19%	F
Totals	-	\$774,984	\$709,150	91.50%	E	\$5,330,646	\$4,956,845	92.99%	D
Section 8 New Construction Development		Month Billed	Month Collected	% Collected	Grade	YTD Billed	YTD Collected	% YTD Collected	Grade
Long Drive	Tarantino	\$20,607	\$20,119	97.63%	В	\$134,200	\$131,537	98.02%	Α
Telephone Road	Tarantino	\$11,426	\$11,184	97.88%	В	\$90,542	\$89,811	99.19%	А
Totals		\$32,033	\$31,303	97.72%	В	\$224,742	\$221,348	98.49%	Α
RAD-PBV		Month Billed	Month Collected	% Collected	Grade	YTD Billed	YTD Collected	% YTD Collected	Grade
Victory-HRI	Orion	\$73,265	\$53,106	72.48%	F	\$487,991	\$476,508	97.65%	В
Totals		\$73,265	\$53,106	72.48%	F	\$487,991	\$476,508	97.65%	В
								•	

	Rent
PHAS	Collection
Score	Percentage
Α	98 to 100
В	96 to 97.9
С	94 to 95.9
D	92 to 93.9
Е	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	42	42	100.0%	Α
Bellerive	J. Allen	50	50	100.0%	Α
Clayton Homes	J. Allen	0	0	N/A	Α
Cuney Homes	Orion	48	48	100.0%	Α
Ewing	Orion	2	2	100.0%	Α
Forest Green	J. Allen	0	0	N/A	Α
Fulton Village	Lynd	0	0	N/A	Α
Heatherbrook Apartments	Lynd	0	0	N/A	Α
Historic Oaks of APV	Orion	19	19	100.0%	Α
Independence Heights	Orion	0	0	N/A	Α
Irvinton Village	J. Allen	3	3	100.0%	Α
Kelly Village	J. Allen	16	13	81.3%	Α
Kennedy Place	Orion	0	0	N/A	Α
Lincoln Park	Orion	0	0	N/A	Α
Lyerly	J. Allen	14	14	100.0%	Α
Oxford Place	Orion	1	1	100.0%	Α
Sweetwater	Lynd	0	0	N/A	Α
Totals		195	192	98.5%	Α
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	0	0	N/A	Α
Telephone Road	Tarantino	0	0	N/A	Α
Totals		0	0	N/A	
RAD-PBV		Emergency Work Orders Generated	Emergency W/O Completed within 24 hours	Percentage Completed within 24 hours	Grade
Victory-HRI	Orion	2	2	100.0%	Α
Totals		2	2	100.0%	Α

PHAS	Avg. W/O
Score	Days
Α	99 to 100
В	98 to 98.9
С	97 to 97.9
D	96 to 96.9
Е	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	164	8.53	Α
Bellerive	J. Allen	45	1.00	Α
Clayton Homes	J. Allen	6	1.33	Α
Cuney Homes	Orion	83	1.47	Α
Ewing	Orion	11	3.18	Α
Forest Green	J. Allen	4	2.00	Α
Fulton Village	Lynd	6	4.00	Α
Heatherbrook Apartments	Lynd	58	4.92	Α
Historic Oaks of APV	Orion	42	5.88	Α
Independence Heights	Orion	0	0.00	Α
Irvinton Village	J. Allen	204	5.82	Α
Kelly Village	J. Allen	126	3.62	Α
Kennedy Place	Orion	5	1.25	Α
Lincoln Park	Orion	16	1.33	Α
Lyerly	J. Allen	80	2.85	Α
Oxford Place	Orion	43	1.22	Α
Sweetwater	Lynd	0	0.00	Α
Totals		893	2.85	А

Section 8 New Construction		Work Orders	Average Completion	
Development		Generated	Time (Days)	Grade
Long Drive	Tarantino	73	2.79	Α
Telephone Road	Tarantino	1	1.00	Α
Totals		74	1.90	А

RAD-PBV		Work Orders Generated	Average Completion Time (Days)	Grade
Victory-HRI	Orion	20	0.00	Α
Totals		20	0.00	А

PHAS	Avg. W/O
Score	Days
Α	≤24
В	25 to 30
С	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%	А
Clayton Homes	J. Allen	184	0	0.0%	Α
Cuney Homes	Orion	553	553	100.0%	Α
Ewing	Orion	40	40	100.0%	Α
Forest Green	J. Allen	16	0	0.0%	Α
Fulton Village	Lynd	108	18	16.7%	Α
Heatherbrook Apartments	Lynd	53	0	0.0%	А
HOAPV/APV	Orion	500	454	90.8%	Α
Independence Heights	Orion	36	36	100.0%	Α
Irvinton Village	J. Allen	318	134	42.1%	Α
Kelly Village	J. Allen	270	60	22.2%	Α
Kennedy Place	Orion	108	108	100.0%	Α
Lincoln Park	Orion	200	200	100.0%	Α
Lyerly	J. Allen	199	128	64.3%	Α
Oxford Place	Orion	230	230	100.0%	Α
Sweetwater	Lynd	26	0	0.0%	Α
Totals		3,051	2,171	71.2%	Α

Low-	n	C	0	n	ıe	P	ub	lic

Housing Development	PMC	Inspections Due	Inspections Performed	Percentage Complete	Grade
Telephone Road	Tarantino	200	0	0.0%	Α
Long Drive	Tarantino	100	0	0.0%	Α
Totals		300	0	0.0%	A

RAD-PBV	PMC	Inspections Due	Inspections Performed	Percentage Complete	Grade
Victory-HRI	Orion	140	140	100.0%	Α
Totals		140	140	100.0%	Α

PHAS	Inspections		
Score	Performed YTD		
Α	100%		
В	97 to 99%		
С	95 to 96.9%		
D	93 to 94.9%		
E	90 to 92.9%		
F	≥89.9%		

^{*}PMC's have until September 30^{th} 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
Annual Reexaminations Reporting Rate	Goal 96%	Actual 93%	10	≥96
			5	90 to 95
This Indicator shows whether the Agency coparticipating family at least every twelve (1	0	≤89		
CORRECT TENANT RENT CALCULATIONS	Goal 98%	Actual 100%	5	98 to 100
CONNECT FEMALE REIN CALCULATIONS	G001 3070	/\ctdu/ 100/0	0	≤97
This Indicator shows whether the Agency corrent to owner in the Rental Voucher Progra				
PRECONTRACT HOS INSPECTIONS	Coal 100%	Actual 000/	г	09 to 100
PRECONTRACT HQS INSPECTIONS	Goal 100%	Actual 99%	5	98 to 100 ≤97
This Indicator shows whether newly leased the beginning date of the Assisted Lease an				
FCC Formation	C - 1 000/	A -1 -1 4000/	10	. 00
FSS ENROLLMENT	Goal 80%	Actual 100%	10	≥80
This Indicator shows whether the Agency ha	as annollad familias	in the ESS Drogram	8 5	60 to 79 ≤59
as required. To achieve the full points for the have 80% or more of its mandatory FSS mandatory slots on the FSS Program; 503 fa	3	733		
FSS Escrow	Goal 30%	Actual 49%	10	≥30
			5	≤29
This Indicator shows the extent of the Agmeasuring the percent of current FSS particles of the PIC system that have had increased in the PIC system that have had increased in escrow account balances. To achieve the 30% of a housing authority's enrolled families participate in the FSS program. 23d escrow currently have an FSS escrow balance.				

REAL ESTATE, INVESTMENT, AND DEVELOPMENT

AUGUST 2022

REO PROJECTS

PUBLIC HOUSING DEFERRED MAINTENANCE AND CAPITAL IMPROVEMENTS

Major Capital Projects

- APV 4 Units: The Rehabilitation of 4 Units will be integrated into the Rehabilitation of APV project.
- Oxford Repairs due to Freeze The contractor was issued a notice to proceed with work starting May 10, 2022, with a completion date of October 28, 2022.
- Bellerive Roof Construction contract executed. Construction is expected to start in December due to the availability of materials.
- Kelly Village Residential Roof Gutters The contract was executed on May 16, 2022.
 Construction starts planned for September 13, 2022.
- Playground Rehabilitation:
 - Cuney project is delayed due to the availability of materials. The project will be completed end of August 2022;
 - Kennedy work has started, and is estimated to be completed in August 2022;
 - Lincoln: The work has started and is expected to be completed in August 2022.
- o Heatherbrook & Sweetwater RAD Conversions ongoing.
 - Sweetwater conversion proposed closing to occur mid -July 2022. The project has been pushed back one month to facilitate the approval of the MTW annual plan; we
 - Heatherbrook we are revising the financial plan due to the increases in interest rates and we are working to complete documentation of the scope of the critical repair with the architect.

NEW DEVELOPMENT

- Standard on Jensen:
 - Construction is expected to start in August 2022, with a projected occupancy in 2024. Contracts are being finalized for closing by the middle of August.
- 800 Middle Street:
 - o Construction start is anticipated in August 2022. Contractors are awaiting final permit approvals. Estimated full occupancy in December 2024.
- West Dallas: The property is under construction
 - o first units available October 2022;
 - o 100% delivery of units June 2023;
- Waterworks Highline: The property is under construction
 - Construction is 16% complete;
- Warehouse District: The property is under construction
 - Construction is 24% complete;
- Torrey Chase Apartments: The property is under construction
 - Construction is 23% complete;
- Summer Street: The property will soon be under construction.

- Ridgecrest: The property is under construction.
 - Construction is 94% complete;
 - Building #1: Certificate of Completion was received and the building is in lease-up;
- Kelly II: In December of 2020, we closed on all the lots owned by 5th ward except for lot 6. We continue to work with 5th Ward CRC to close the last remaining lot. The project is to be presented to City Council and then to TDECQ for approval;
- Telephone Road (9% LIHTC). Construction Completion is expected in March 2023, with tenants occupying Phase I in January 2023;

REDEVELOPMENT – (9% LIHTC)

See Telephone Road above.

REDEVELOPMENT – (RAD)

Allen Parkway Village & Historic Oaks of Allen Parkway Village

- Construction Notice to Proceed was issued on August 02, 2022,
- The construction phasing is being finalized to facilitate relocation activities of our client on-site.
- Construction starts with Sitework; Renovation of Interior of Units starts in December of 2022;

HURRICANE HARVEY

Currently, FEMA has obligated approximately \$39,450,310 for reimbursement. FEMA – 428 Projects total \$39,400,000 and the totally obligated by FEMA is \$52.9 million.

2100 MEMORIAL

• Construction continues with an estimated completion of March 11, 2024. Foundation work continues and the plan is to go vertical in the coming weeks.

TXDOT LAND SALES

• Clayton: Phase 1 has closed. The demo of Phase 1 is complete. The deadline for the second phase/ transaction was extended to June 30, 2022. Currently, approximately 10 residents to be relocated. Kelly II: HHA to reengage negotiations with TxDOT.

OPEN SOLICITATION LOG

AUGUST 2022

HHA'S PROCUREMENT DEPT.

Туре	Solicitation #	Status	Department(s)	Description	Advertisement Date	Due Date
RFP	22-34	Open	Exec	Certified Public Accountant (CPA) Consultant	8-4-22	8-25-2022
RFP	22-35	uədO	НСЛР	Call Center	8-9-22	8-25-2022
RFP	22-41	uədO	REID	Development Consultant Services	8-9-22	8-25-2022
QBS	22-05	Open	REID	Development Partners	5-23-22	9-9-2022

Central Office	Annual Budget 2022	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
Operating Income				
Total Operating Income	6,558,151	3,279,076	3,343,799	64,724
Operating Expenses				
Salaries and Benefits	4,176,557	2,088,279	2,037,310	50,969
Facilities and Other Administrative				
Expenses	1,978,715	989,358	963,263	26,095
Total Central Office Expenses	6,155,272	3,077,636	3,000,573	77,063
Surplus/(Use) of Business Activities				
Funds for COCC	402,879	201,440	343,226	141,787

Housing Choice Voucher Program	Annual Budget 2022	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
Administrative Operating Income				
Total Operating Income	13,565,160	6,782,580	6,947,197	164,617
Operating Expenses				
Salaries and Benefits	7,028,110	3,514,055	3,005,550	508,505
Administrative Expenses	2,244,362	1,122,181	922,585	199,596
COCC-Management Fees	4,047,449	2,023,725	2,076,701	(52,977)
Total Operating Costs Expenses	13,319,921	6,659,961	6,004,836	655,125
Cash Flow (Deficit) from Operations	245,239	122,620	942,361	819,741
Housing Assistance Payments (HAP)				
Housing Assistance Payment Subsidy	160,000,000	80,000,000	81,909,884	1,909,884
Investment Income on HAP Reserves	0	0	0	0
Housing Assistance Payments	160,000,000	80,000,000	81,948,002	(1,948,002)
HAP Current Year Excess (Use)	0	0	(38,118)	(38,118)

Affordable Housing Rental Programs	Annual Budget 2022	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
Operating Income				
HUD Subsidy - Low Rent Housing	14,530,520	7,265,260	7,370,072	104,812
Tenant Rental Income	16,961,004	8,480,502	8,522,981	42,479
Other Income	250,000	125,000	96,759	(28,241)
Total Operating Income	31,741,524	15,870,762	15,989,812	119,050
Operating Expenses				
Administrative Expenses	9,849,695	4,924,848	4,631,493	293,355
Tenant Services	583,080	291,540	229,764	61,776
Utilities	3,867,052	1,933,526	1,906,158	27,368
Maintenance	9,650,050	4,825,025	4,696,781	128,244
Protective Services	1,975,735	987,868	974,568	13,300
Insurance Expense	2,312,660	1,156,330	1,124,635	31,695
Other General Expense	351,252	175,626	165,484	10,142
Total Routine Operating Expenses	28,589,524	14,294,762	13,728,883	565,879
Net Income from Operations	3,152,000	1,576,000	2,260,929	684,929
Non-Routine Maintenance	4,000,000	2,000,000	1,848,995	151,005
Debt Service	1,416,350	708,175	693,557	14,618
Debt Service- ESCO	709,688	354,844	351,694	3,150
Cash Flow from Operations	(2,974,038)	(1,487,019)	(633,317)	853,702
Funds from Capital Funds	4,000,000	2,000,000	1,848,995	(151,005)
Cash Flow (Deficit) from Operations	1,025,962	512,981	1,215,678	702,697

SECTION 8 – NEW CONSTRUCTION	Annual Budget 2022	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
Operating Income				
HUD Subsidy – Section 8 New				
Construction	1,268,551	634,276	630,282	(3,994)
Tenant Rental Income	482,712	241,356	217,764	(23,592)
Other Income	100	50	0	(50)
Total Operating Income	1,751,363	875,682	848,046	(27,636)
Operating Expenses				
Administrative Expenses	590,193	295,097	287,251	7,846
Tenant Services	15,215	7,608	6,824	784
Utilities	186,192	93,096	78,280	14,816
Maintenance	434,073	217,037	186,976	30,061
Protective Services	73,797	36,899	32,488	4,411
Insurance Expense	55,604	27,802	27,557	245
Other General Expense	25,000	12,500	10,561	1,939
Total Routine Operating Expenses	1,380,074	690,037	629,937	60,100
Net Income from Operations	371,289	185,645	218,109	32,465
Non-Routine Maintenance	125,000	62,500	0	62,500
Debt Service	0	0	0	0
	0	0	0	0
Cash Flow (Deficit) from Operations	246,289	123,145	218,109	94,965

RAD PROPERTIES	Annual Budget 2022	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
Operating Income				
HUD Subsidy - Low Rent Housing	845,000	422,500	398,746	(23,754)
Tenant Rental Income	262,000	131,000	117,838	(13,162)
Other Income	4,065	2,033	1,247	(786)
Total Operating Income	1,111,065	555,533	517,831	(37,702)
Operating Expenses				
Administrative Expenses	253,311	126,656	124,725	1,931
Tenant Services	65,688	32,844	31,449	1,395
Utilities	109,938	54,969	51,616	3,353
Maintenance	447,270	223,635	185,046	38,589
Protective Services	35,217	17,609	16,148	1,461
Insurance Expense	116,211	58,106	57,284	822
Other General Expense	25,000	12,500	10,938	1,562
Total Routine Operating Expenses	1,052,635	526,318	477,206	49,112
Net Income from Operations	58,430	29,215	40,625	11,410
Non-Routine Maintenance	275,000	137,500	0	137,500
Debt Service	12,000	6,000	6,000	0
Funds from Replacement Reserve	275,000	137,500	0	(137,500)
	0	0	0	0
Cash Flow (Deficit) from Operations	46,430	23,215	34,625	11,410

September 2022

rday	м	91	17	24	
Saturday				24	
Friday	9 AM-YWCA Congregate Meals @ Bellerive & Lyerly & Senior Circle: Heatherbrook & Sweetwater (M-F) a to AM-Josster Prep/Fair Housing @ Bellerive at AM-Jobs Plus Orientation Mrg. 11 AM Tenant Relations. EPP – 2 rd Chance Mrg. 2 PM Tenant Relations EPP – 2 rd Chance Mrg. 3 PM-Kidz Gub @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool @ Cuney (M-F) 3 PM Jobs Plus Treats & Conversation @ Oxford	9 9AM- YWCA Congregate Meals @ Bellerive & Lyerly & Senior Circle: Heatherbrook & Sweetwater (M-F) 10	94M. YWCA Congregate Meals @ Bellerive & Lyerly & Senior Circle: Heatherbrook & Sweetwater (M-F) 12 and Tenant Relations: EPP Mtg. 12 AM Tenant Relations: EPP Mtg. 12 PM. Kidz Grub @ Fulton, HOAPV, 13 Independence, Lincoln, Oxford & YMCA 14 Aftersthool @ Curey (M-F) 15 PM Jobs Plus Treats & Conversation @ Oxford	9 4M. YWCA Congregate Meals @ Bellerive & Lyerfy & Senior Circle: Heatherbrook & Sweetwater (M-F) and All Senior Circle: Heatherbrook & Sweetwater (M-F) and All Senior Senior Senior Senior Fair at AM Summer Lunch @ Rennedy Place 114M Tenant Relations EPP Mtg. 2PM Tenant Relations EPP Mtg. 3PM Tenant Relations EPP Mtg. 3PM Tenant Relation, Gydraf Wrg. Independence, Lincoln, Oxford & YMCA Afterschool @ Curney (M-F) 3PM Jobs Plus Treats & Conversation @ Oxford 3PM Jobs Plus Treats & Conversation @ Oxford	30 9AN-YWCA Congregate Meals @ Bellerive & Lyarly & Senior Circle: Heatherbrook & Sweetwater (M-F) 10AM-Jobs Plus Orientation Mtg. 11AM Tenant Relations- EPP Mtg. 2PM Tenant Relations EPP Mtg. 2PM Tenant Relation (Polyton, HOAPV, Independence, Lincoln, Oxford & YMCA Afferschool @ Cuney (M-F) 3PM Jobs Plus Treats & Conversation @ Oxford
Thursday	1 9 AM. YWCA Congregate Meak @ Bellerive & Lyerly & Senior Circle @ Heatherbrook & Sweetwater, (M-F) 10 AM. Disaster PrepFair Housing @ Lyerly 11 AM Tenant Relations - EPP 2nd Chance Mtg. 12 AM Tenant Relations - EPP 2nd Chance Mtg. 2 PM Tenant Relations - EPP 2nd Chance Mtg. 3 PM. Kitz Grub Meals @ Futon, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Program @ Cuney, (M-F)	HHA/Senior/Grandparents Day @Bellerive 9 AM- 20:30 AM- Coffeel Conversation! And Benefits Choices 10 AM Section 5 Orientation Virtual Meeting 11 AM Tenant Relations- EPP 2 nd Chance Mtg. 12 39 PM- 3:30 PM- Uoff- Healthy Eating! 12 AM- 10bs Plus/Workforce Solutions. Resume 12 PM Tenant Relations- EPP 2 nd Chance Mtg 13 AM- 54M Happy Houston- How to manage Your Medicine & Flu Shots. 13 PM- Kidz Grub Meals @ Fulton, HOAPV, 14 Independence, Lincoln, Oxford & YMCA 15 Afterschool Program @ Cuney Homes, (M- F)	JS 9AM- YWCA Congregate Meals @ Bellerive & Lyerly Senior Hi-Rise & Senior Circle @ Heatherbrook & Sweetwater, (M-F) at oAM- Disaster Prepire if Housing @ Bellerive 11AM Tenant Relations- EPP 2nd Chance Mtg. 1PM Jobs Plus Workforce Solutions. Career Exploration Lob Search Seminar @ Oxford 2PM Tenant Relations- EPP 2nd Chance Mtg. 3PM- Kidz Grub Meals @ Fution, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Program @ Cuney, (M-F)	22 Lydry Senior Hi-Rise & Senior Circle @ Heatherbrook & Sweetwater, (M-F) 10AM Section 3 Orientation Virtual Meeting 11 Am Tenant Relations: EPP and Chance Mtg. 12 AM Jobs Plus/Morkforce Solutions: Career Exploration Job Search @ Oxford 2 pm Tenant Relations: EPP and Chance Mtg. 3 PM-Kitz Grub Meals @ Futon, HOAPV, Independence, Lincoln, Oxford & VMCA Afterschool Program @ Cuney, (M-F)	29 9AM-YWCA Congregate Meals @ Bellerive & Jearly Senior Hi-Rise & Senior Circle @ Heatherbrook & Sweetwater, (M-F) 11AM Tenant Relations- EPP 2nd Chance Mtg. 1PM Jobs Plus/Workforce Solutions: Career Exploration Search Seminar @ Oxford 2PM Tenant Relations- EPP 2nd Chance Mtg. 3PM- Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Program @ Cuney, (M-F) 29
Wednesday		HHA/Senior/Grandparents Day @ Allen Parkway 10:30 AM. Coffee (Conversation! And Benefits Choices! 10:40 AM Lobs Plus/Grientation "Labor of Love Owning Your 0wn Business" (@ Oxford Place 11:40 AT Tenant Relations- EPP 2nd Chance Mtg. 12:30 PM. 12:90 PM. 2014 Healthy Eating! 21:30 PM. 2:90 PM. UGH+ Healthy Eating! 21:30 PM. 12:90 PW. UGH+ Healthy Eating! 22:30 PM. 12:40 PW. UGH+ Healthy Eating! 23:40 AT Happy Houston- How to manage Your Medicine & Flu Shots. Kidz Grub Meals @ Fulton, Medicine & Flu Shots. Kidz Grub Meals @ Fulton, Afterschool Program @ Cuney Homes, (M - F)	94M. YWCA Congregate Meals @ Bellerive & Lyerly Senior Hi-Rise & Senior Circle @ Heatherbrook & Sweetwater (M-F) a Colling and Missing Senior Hi-Rise & Senior Circle @ Heatherbrook & Sweetwater (M-F) a Colling Senior Hi-Rise & Senior Circle @ Heatherbrook & TabM - Lobs Plus Orientation "The Key Components of Entrepreneurship Pt. 1" @ Oxford 11 a DAM Financial Literacy EPP Workshop 2PM - Financial Literacy EPP workshop 2PM - Financial Literacy EPP workshop 2PM Financial Literacy BP Workshop Literacy BP Workshop 2PM Financial Literacy BP	9 AM- YWCA Congregate Meals @ Bellerive & Lyerly Senior Hi-Rie & Senior Circle @ Heatherbrook & Sweetwater (M-F) and AM- Jobs Plus Orientation "The Key Components of Enrepereneurship Pt. 2" @ Oxford and Than Financial Literacy EPP Workshop at AM Financial Literacy EPP Workshop app. Financial Literacy EPP workshop app. Financial Literacy EPP workshop app. Financial Literacy @ Kennedy Place 3 PM- Kidz Grub @ Fulton, HOAPV, Independence, Lincoln, Oxford & VMCA Afterschool @ Cuney (M-F)	28 Sweetwater (M-F) John Fixes & Senior Circle @ Heatherbrook & Senior Hi-Rise & Senior Circle @ Heatherbrook & Sweetwater (M-F) John Jobs Plus Orientation "Showcase Your Business" Small Business Presentation @ Oxford Jahm Financial Literacy Epv Workshop Jap M New Move- In Tools "Jou" Jap M New Move- In Tools "Jou" Jap M Financial Literacy Epv Workshop Jap M Financial Literacy @ Kennedy Place Jap M Financial Literacy @ Kennedy Place Jap M Financial Literacy & More More Juroln, Independence, & YMCA Afterschool Prog., Cuney (M-F)
Tuesday		HHA/Senior/Grandparent Day @ Lyerly 9AM-10:30 AM-Coffeel Conversation! And Benefits Choices 10-MAI Jobs PlusWorkforce Solutions: Resume Writing Seminar @ Oxford Place 11-AM Tenant Relations: EPP 2 and Chance Mtg. 12:3 PM-2:30 PM-UoH1-Healthy Eating! 2PM-3-5PM-Happy Houston-How to manage Your Medicine & FI Us Shots. PM-Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Program @ Cuney Homes, (M-F)	13 9AM-YWCA Congregate Meals @ Bellerive & Lyerly Senior H-Rise & Senior Circle @ Heatherbrook & Sweetwater (M-F) 10 AM- Disaster Preglari Housing @ Lyerly 10 AM- Jobs Plus/Workforce Solutions: Career Exploration Job Search Seminar @ Oxford 11AM Tenant Relations- EPP- and Chance Mrg. 2PM Tenant Relations- EPP- and Chance Mrg. 3PM-Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Program @ Cuney (M-F)	Oh, So YOU Just MOVE INI 9 AM - YWCA Congregate Meals @ Bellerive & Lyerly Senior H-Rise & Senior Circle @ Heathrethrook & Sweetwater (M-F) 10 AM Workforce Solutions: "How to Start A Business Seminar" @ Oxford 11 AM Tenant Relations- EPP 2nd Chance Mtg. 12 PM New Move, In Tools "Joa" @ Invinton 12 PM New Move, In Tools "Joa" @ Invinton 13 PM Kidz Grub Meals @ Futton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Program @ Cuney (M-F) Afterschool Program @ Cuney (M-F)	94MYWCA Congregate Meals @ Bellerive & Lyerly Senior H-Rise & Senior Circle @ Heatherhook & Sweetwater (M-F) 10AM Jobs Plus/Workforce Solutions. Career Exploration Job Search Seminar @ Oxford 11AM Tenant Relations. EPP 2 and Chance Mtg. 12 PM New Move. In Tools "10a" @ Fulton 12PM Disaster Prep/Fair Housing @ Irvniton 12PM Tenant Relations. EPP 2 and Chance Mtg. 3PM. Kidz Gub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Program @ Cuney (M-F)
Monday		9AM- YWCA Congregate Meals @ Bellerive & Lyerly Senior Hi-Rise & Senior Circle @ Heatherbrook & Sweewater (M-F) 10AM-Jobs Plus Orientation Mtg. @ Oxford Place 11AM Tenant Relations – EPP 2nd Chance Mtg. 3PM Tenant Relations – EPP 2nd Chance Mtg. 3PM More Money Monday Cuney Homes 4PM Disaster Prep/Fair Housing @ Cuney Homes 3PM- Kidz Grub Meals @ Fulton, HOAPV, Oxford, Independence, Lincoln & YMCA Afterschool Program @ Cuney	12 Jahn-YWCA Congregate Meals @ Bellerive & Lyerly Senior Hi-Rise & Senior Circle @ Heatherbrook & Sweetwater (M-F) 10 AM. Jobs Plus Orientation Mtg. @ Oxford 11 AM Tenant Relations – EPP 2nd Chance Mtg. 2 PM Tenant Relations. EPP 2nd Chance Mtg. 2 PM Financial Literacy Workshop Curey Homes 3 PM Financial Literacy Workshop Curey Homes 19 My Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afferschool Prog. @ Cuney (M-F)	19 9 AM- YWCA Congregate Meals @ Bellerive & Lyerly Senior Hi-Rise & Senior Circle @ Heatherbook & Sweetwater (M-F) 10 AM- Jobs Plus Orientation Mtg. @ Oxford 11 AM Tenant Relations – EPP 2nd Chance Mtg. 12 PM New Move. In Tools "so." @ Kelly 19 PM Disaster Prep/Fair Housing @ Kelly Village 2 PM Tenant Relations. = EPP 2nd Chance Mtg. 3 PM More Money Monday Cuney Honnes 3 PM- Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Prog. @ Cuney (M-F)	26 9AM-YWCA Congregate Meals @ Bellerive & gam-YWCA Congregate Meals @ Bellerive & Lycyly Senior Hi-Rise & Senior Circle @ Heatherbrook & Sweetwater (M-F) 10AM-Jobs Plus Orientation Mtg. @ Oxford 11AM Tenant Relations – EPP 2nd Chance Mtg. 12PM Disaster Prep/Fair Housing @ Kelly Village 2PM Tenant Relations EPP 2nd Chance Mtg. 2PM Financial Literacy Workshop Cuncy Homes 3PM-Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Prog. @ Cuncy (M-F)
Sunday			HAPPY GRANDRABINS CRANDRABINS	138	25