



HOUSTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
September 19, 2022
3:00 P.M.

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



HOUSTON
HOUSING AUTHORITY



HOUSTON

HOUSING AUTHORITY

Transforming Lives & Communities

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

BOARD OF COMMISSIONERS MEETING

Monday, September 19, 2022

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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

BOARD OF COMMISSIONERS MEETING
Monday, September 19, 2022
3:00 PM
Houston Housing Authority Central Office
2640 Fountain View Drive, Houston, TX 77057

AGENDA

- I. Call to Order
- II. Roll Call
- III. Introduction of a Spanish interpreter.
- IV. Approval of the September 7, 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 Amli Uptown (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 Acquisition, Lease, and Operation of Amli River Oaks (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 Acquisition, Lease, and Operation of Estates at Bellaire (To Make Comments during the Public Hearing – Please add your name to the sign-in sheet when you enter the Board Meeting)
- X. Public Hearing for Acquisition, Lease, and Operation of Providence Uptown (To Make Comments during the Public Hearing – Please add your name to the sign-in sheet when you enter the Board Meeting)
- XI. Public Hearing for Acquisition, Lease, and Operation of The Carlton (To Make Comments during the Public Hearing – Please add your name to the sign-in sheet when you enter the Board Meeting)
- XII. Public Hearing for Acquisition, Lease, and Operation of Alta Med Main (To Make Comments during the Public Hearing – Please add your name to the sign-in sheet when you enter the Board Meeting)
- XIII. Public Hearing for Acquisition, Lease, and Operation of Ariza Gosling (To Make Comments during the Public Hearing – Please add your name to the sign-in sheet when you enter the Board Meeting)

XIV. New Business

Resolution No. 3513: Consideration and/or take action to authorize the President & CEO or designee to execute a contract with Nan-McKay and Associates, INC., to provide staff and management level training and overviews of ongoing HUD regulations, requirements, and best practices for the administration of tenant-and voucher-based programs.

Resolution No. 3514: Consideration and/or take action to authorize the President & CEO or designee to approve revisions to the Section 3 Policy to comply with modified Final Rules issued by the U.S. Department of Housing and Urban Development (HUD).

Resolution No. 3515: Consideration and/or take action to authorize the President & CEO or designee to submit a Demolition Application to HUD for ten (10) vacant units (Building 127) at Irvinton Village located at 2901 Fulton Street, Houston, Texas 77009.

XV. 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. 3516: Consideration and/or action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Zimmerman Investments LLC, for the development of Continental Park Apartments, an apartment community that will be located at or about the SW corner of FM 1960 Rd. East and Continental Pkwy., Humble, TX 77205.

Resolution No. 3517: Consideration and/or action to authorize the President & CEO or designee to execute a Memorandum of Understanding with AMTEX for the development of Barely Court, an apartment community that will be located at or about the Barely Lane, Houston, TX 77070.

Resolution No. 3518: Consideration and/or action to authorize the President & CEO or designee to execute a Memorandum of Understanding with AmCal for the development of Virtou Med Center, an apartment community that will be located at or about 7110 Ardmore Street, Houston, TX 77054.

Resolution No. 3519: Consideration and/or action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Bluebonnet Investments LLC for the development of La Mariposa, an apartment community that will be located at or about the 2930 Plum Creek Lane, Houston, TX 77087.

Resolution No. 3520: Consideration and/or action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Balvia Properties for the development of Premier at Katy, an apartment community that will be located at or about 24117 Bella Dolce Ln, Katy, TX 77494.

Resolution No. 3521: Consideration and/or action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Rockport Equity for the development of Delray Apartments, an apartment community located at 1715 Enclave Parkway, Houston, Texas 77077.

Resolution No. 3522: Consideration and/or take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Vesta Corporation for the acquisition of Allora Northwest Crossing, an apartment community located at or about 5550 Bingle Road, Houston, TX 77092.

Resolution No. 3523: Consideration and/or take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Olive Tree Property Holdings LLC for the acquisition of The Life at Timber Ridge, an apartment community located at or about 5350 Aeropark Dr., Houston, Texas 77060.

Resolution No. 3524: Consideration and/or take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Olive Tree Property Holdings LLC for the acquisition of The Life at Clearwood, an apartment community located at or about 9465 Clearwood Dr., Houston, Texas 77075.

Resolution No. 3525: Consideration and/or take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Olive Tree Property Holdings LLC for the acquisition of The Life at Brighton Estates, an apartment community located at or about 130 Aldine Bender Rd, Houston, TX 77060.

Resolution No. 3526: Consideration and/or take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Olive Tree Property Holdings LLC for the acquisition of The Life at Sterling Woods, an apartment community located at or about 8625 Winkler Dr., Houston, TX 77017.

Resolution No. 3527: 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 Estates at Bellaire located at 4807 Pin Oak Park, Houston, Texas 77081, and the execution of all required documents therefor.

Resolution No. 3528: Consideration and/or take action to authorize the President & CEO or designee to facilitate the acquisition of, and the placement of "affordable" units within, AMLI Uptown to be known as Post Oak located at 2525 McCue Rd., Houston, Texas 77056, and the execution of all required documents therefor.

Resolution No. 3529: Consideration and/or take action to authorize the President & CEO or designee to facilitate the acquisition of, and the placement of "affordable" units within, AMLI River Oaks to be known as West Gray located at 1340 W. Gray St., Houston, Texas 77019, and the execution of all required documents therefor.

Resolution No. 3530: 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 Carlton located at 3805 W. Alabama Street, Houston, Texas 77027, and the execution of all required documents therefor.

Resolution No. 3531: Consideration and/or take action to authorize the President & CEO or designee to facilitate of the acquisition and the placement of "affordable" units within Providence Uptown, located at 3323 McCue Rd., Houston, Texas 77056, and the execution of all required documents therefor.

Resolution No. 3532: Consideration and/or take action to authorize the President & CEO or designee to facilitate the acquisition of and the placement of "affordable" units within Alta Med Main located at 9330 S. Main, Houston, Texas 77025, and the execution of all required documents therefor.

Resolution No. 3533: Consideration and/or take action to authorize the President & CEO or designee to facilitate the acquisition of, and the placement of "affordable" units within, Ariza Gosling located at 23217 Gosling Road, Spring, Texas 77389, and the execution of all required documents therefor.

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

XVII. Adjournment

**MINUTES OF THE HOUSTON HOUSING AUTHORITY
AUGUST BOARD OF COMMISSIONERS MEETING**

Wednesday, September 7, 2022

A Meeting of the Board of Commissioners (“Board”) of the Houston Housing Authority (“HHA”) was held on Wednesday, September 7, 2022, at the Houston Housing Authority Central Office, 2640 Fountain View Drive, Houston, Texas 77057.

Chair Snowden called the meeting to order at 3:09 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 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 July 19, 2022, Board of Commissioners meeting minutes. He asked for a motion to adopt the July 19, 2022 meeting minutes.

Commissioner Thomas moved to adopt the July 19, 2022, Board of Commissioners meeting minutes. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to the July 19, 2022 Board of Commissioners meeting minutes. Having none, the minutes passed unanimously and are adopted.

PRESIDENT’S REPORT

Secretary Northern stated we have a big agenda and he has provided handouts for each Commissioner.

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 you reside. We will have someone from the property management team or from our staff, to reach out to you directly regarding any issue or concern you may have.

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

- Residents from Fleetwood Village, Memorial Thickett and surrounding areas have concerns regarding Memorial at Six and Caroline at Memorial causing high traffic, Tax Exempt issues, infrastructure, and stress on the neighborhood, wastewater trauma
- Wayne Dolcefino – Concerns about the Memorial projects
- Irvinton Village resident commented on people in general.

ALLORA CINCO RANCH PUBLIC HEARING

Chair Snowden stated the Public Hearing for Development of ALLORA CINCO RANCH 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.

THE LAWNSDALE PUBLIC HEARING

Chair Snowden stated the Public Hearing for Development of THE LAWNSDALE 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.

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.

Secretary Northern stated that Resolutions 3484-3488 will be presented by Jay Mason, Director of REID.

Mr. Mason stated Resolution No. 3484 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 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. Accordingly, staff recommends the Board adopt this resolution.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3484.

Commissioner Cooksey moved to adopt Resolution No. 3484. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this Resolution. Having none, Resolution No. 3484 is adopted.

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.

Mr. Mason stated Resolution No. 3485 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 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. Accordingly, staff recommends the Board adopt this resolution.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3485.

Commissioner Kirkendoll moved to adopt Resolution No. 3485. Commissioner Thomas seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this Resolution. Having none, Resolution No. 3485 is adopted.

Resolution No. 3486: 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.

Mr. Mason stated Resolution No. 3486 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 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. Accordingly, staff recommends the Board adopt this resolution.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3486.

Commissioner Kirkendoll moved to approve Resolution No. 3486. Commissioner Thomas seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this Resolution. Having none, Resolution No. 3486 is adopted.

Resolution No. 3487: 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.

Mr. Mason stated Resolution No. 3487 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 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. Accordingly, staff recommends the Board adopt this resolution.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3487.

Commissioner Thomas moved to adopt Resolution No. 3487. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this Resolution. Having none, Resolution No. 3487 is adopted.

Resolution No. 3488: 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.

Mr. Mason stated Resolution No. 3488 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 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. Accordingly, staff recommends the Board adopt this resolution.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3488.

Commissioner Cooksey moved to adopt Resolution No. 3488. Commissioner Thomas seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this Resolution. Having none, Resolution No. 3488 is adopted.

Resolution No. 3489: Consideration and/or take action to authorize the President & CEO or designee to make modifications to the existing Travel Policy.

Secretary Northern stated that Resolution No. 3489 will be presented by Mike Roger, VP of Fiscal and Business Operations.

Mr. Rogers stated Resolution 3489 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 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. 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. Accordingly, staff recommends the Board adopt Resolution No. 3489.

Chair Snowden stated the Board has heard the resolution presented by Mr. Rogers and asked for a motion to adopt Resolution No. 3489.

Commissioner Ballard moved to approve Resolution No. 3489. Commissioner Thomas seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this Resolution. Having none, he said to make sure it is within federal guidelines. He then stated Resolution No. 3489 is adopted.

Resolution No. 3490: 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.

Secretary Northern stated that Resolutions 3490-3498 will be presented by Keland Lewis, Interim VP and General Counsel.

Mr. Lewis stated Resolution No. 3490 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 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. Accordingly, staff recommends the Board adopt this resolution.

Chair Snowden stated the Board has heard the reading resolution and asked for a motion to adopt Resolution No. 3490.

Commissioner Cooksey moved to adopt Resolution No. 3490. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this Resolution. Having none, Resolution No. 3490 is adopted.

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.

Mr. Lewis stated Resolution No. 3491 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 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. Accordingly, staff recommends the Board adopt this resolution.

Chair Snowden stated the Board has heard the reading resolution and asked for a motion to adopt Resolution No. 3491.

Commissioner Thomas moved to adopt Resolution No. 3491. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this Resolution. Having none, Resolution No. 3491 is adopted.

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.

Mr. Lewis stated Resolution No. 3492 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 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. Accordingly, staff recommends the Board adopt this resolution.

Chair Snowden stated the Board has heard the reading resolution and asked for a motion to adopt Resolution No. 3492.

Commissioner Kirkendoll moved to adopt Resolution No. 3492. Commissioner Cooksey seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this Resolution. Having none, Resolution No. 3492 is adopted.

Resolution No. 3493: 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.

Mr. Lewis stated Resolution No. 3493 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 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. Accordingly, staff recommends the Board adopt this resolution.

Chair Snowden stated the Board has heard the reading resolution and asked for a motion to adopt Resolution No. 3493.

Commissioner Thomas moved to adopt Resolution No. 3493. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this Resolution. Having none, Resolution No. 3493 is adopted.

Resolution No. 3494: 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.

Mr. Lewis stated Resolution No. 3494 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 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. Accordingly, staff recommends the Board adopt this resolution.

Chair Snowden stated the Board has heard the reading resolution and asked for a motion to adopt Resolution No. 3494.

Commissioner Thomas moved to adopt Resolution No. 3494. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this Resolution. Having none, Resolution No. 3494 is adopted.

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.

Mr. Lewis stated Resolution No. 3495 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 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. Accordingly, staff recommends the Board adopt this resolution.

Chair Snowden stated the Board has heard the reading resolution and asked for a motion to adopt Resolution No. 3495.

Commissioner Ballard moved to adopt Resolution No. 3495. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this Resolution. Having none, Resolution No. 3495 is adopted.

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.

Mr. Lewis stated Resolution No. 3496 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 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. Accordingly, staff recommends the Board adopt this resolution.

Chair Snowden stated the Board has heard the reading resolution and asked for a motion to adopt Resolution No. 3496.

Commissioner Cooksey moved to adopt Resolution No. 3496. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this Resolution. Having none, Resolution No. 3496 is adopted.

Resolution No. 3497: 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.

Mr. Lewis stated Resolution No. 3497 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 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. Accordingly, staff recommends the Board adopt this resolution.

Chair Snowden stated the Board has heard the reading resolution and asked for a motion to adopt Resolution No. 3497.

Commissioner Cooksey moved to adopt Resolution No. 3497. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this Resolution. Having none, Resolution No. 3497 is adopted.

Resolution No. 3498: 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.

Mr. Lewis stated Resolution No. 3498 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 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. Accordingly, staff recommends the Board adopt this resolution.

Chair Snowden stated the Board has heard the reading resolution and asked for a motion to adopt Resolution No. 3498.

Commissioner Ballard moved to adopt Resolution No. 3498. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this Resolution. Having none, Resolution No. 3498 is adopted.

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.

Mr. Mason stated Resolution No. 3499 reads 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 10, 2022, to David A. Northern, Sr., President & CEO. Accordingly, staff recommends the Board adopt this resolution.

Chair Snowden stated the Board has heard the reading resolution and asked for a motion to adopt Resolution No. 3499.

Commissioner Ballard moved to adopt Resolution No. 3499. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this Resolution. Having none, Resolution No. 3499 is adopted.

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

EXECUTIVE SESSION

Chair Snowden suspended the Public Session on Wednesday, September 7, 2022 at 4:28 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 5:38 p.m.

Secretary Northern called the roll and declared a quorum present.

NEW BUSINESS continued...

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.

Chair Snowden stated that the Board has heard the reading of the resolution and asked for a motion to adopt.

Commissioner Kirkendoll moved to adopt Resolution No. 3500. Commissioner Thomas seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting Resolution No. 3500. Having none, the Chairman called for a vote. All voted in favor therefore Resolution No. 3500 is adopted.

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.

Chair Snowden stated that the Board has heard the reading of the resolution and asked for a motion to adopt.

Commissioner Kirkendoll moved to adopt Resolution No. 3501. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting Resolution No. 3501. Having none, the Chairman called for a vote. All voted in favor therefore Resolution No. 3501 is adopted.

Resolution No. 3502: 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.

Chair Snowden stated that the Board has heard the reading of the resolution and asked for a motion to adopt.

Commissioner Ballard moved to adopt Resolution No. 3502. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting Resolution No. 3502. Having none, the Chairman called for a vote. All voted in favor therefore Resolution No. 3502 is adopted.

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 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.

Chair Snowden stated that the Board has heard the reading of the resolution and asked for a motion to adopt.

Commissioner Ballard moved to adopt Resolution No. 3503. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting Resolution No. 3503. Having none, the Chairman called for a vote. All voted in favor therefore Resolution No. 3503 is adopted.

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.

Resolution No. 3508: 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.

Resolution No. 3509: 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.

Resolution No. 3510: 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.

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 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.

Chair Snowden stated, I would like to ask for a motion to adopt the following resolutions as a group: Resolution Nos. 3504 through 3512.

Commissioner Kirkendoll moved to approve Resolution Nos. 3504 through 3512. Commissioner Cooksey seconded the motion.

President Snowden asked if there is any discussion or objection to adopting Resolution Nos. 3504 through 3512.

Having none, Resolution Nos. 3504 through 3512 are adopted.

ADJOURNMENT

Chair Snowden remarked this concludes the items on today's agenda and declared the meeting adjourned at 6:13 p.m.

**RESPONSES TO COMMENTS RECEIVED AT THE WEDNESDAY, SEPTEMBER 7, 2022
BOARD OF COMMISSIONER MEETING**

A Meeting of the Board of Commissioners (“Board”) of the Houston Housing Authority (“HHA”) was held on Wednesday, September 7, 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 = Residents from Fleetwood Village, Memorial Thickett and surrounding areas have concerns regarding Memorial at Six and Caroline at Memorial causing high traffic, Tax Exempt issues, infrastructure, and stress on the neighborhood, wastewater trauma

C = Wayne Dolcefino – Concerns about the Memorial projects

C = Irvinton Village resident commented on people in general.



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 Nan-McKay and Associates, INC., to provide staff and management level training and overviews of ongoing HUD regulations, requirements, and best practices for the administration of tenant-and voucher-based programs

2. Date of Board Meeting: September 19, 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 Nan McKay and Associates, Inc., to provide training and development services for the tenant and voucher-based programs, financial, and procurement program deliverables across the Houston Housing Authority's portfolio for three (3) years with two (2) one-year options in one (1) year increments at \$210,000.00 per year, pursuant to the memorandum from Cupid Alexander, Senior Vice President dated August 30, 2022, to David A. Northern, Sr., President & CEO.

4. **Department Head Approval** Signature Cupid Alexander Date: 9/14/2022

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

Funds Budgeted and Available ☐ Yes ☐ No Source _____

VP of FO Approval Signature Mike Rogers Date: 9/14/2022

6. **Approval of President & CEO** Signature David A. Northern, Sr. Date: 9/14/2022



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO
FROM: CUPID ALEXANDER, SENIOR VICE PRESIDENT
SUBJECT: CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO EXECUTE A CONTRACT WITH NAN-MCKAY AND ASSOCIATES, INC., TO PROVIDE STAFF AND MANAGEMENT LEVEL TRAINING AND OVERVIEWS OF ONGOING HUD REGULATIONS, REQUIREMENTS, AND BEST PRACTICES FOR THE ADMINISTRATION OF TENANT-AND VOUCHER-BASED PROGRAMS
DATE: AUGUST 30, 2022

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to take all necessary actions to negotiate, execute and make necessary changes and corrections to a contract with Nan McKay and Associates, Inc., to provide training, testing, and certification services for tenant and project-based voucher programs, public housing administration, financial and capital fund programming, and procurement practices across Houston Housing Authorities portfolio.

BACKGROUND:

HHA intends to execute a Training Consultant agreement for a three (3) year term and two (2), 1-year, options to extend with an experienced Training Consultant (the "Consultant"), to which the Consultant will provide professional oversight for the Houston Housing Authority, not be limited to:

1. Professional training services through a series of class offerings and certification testing. This will assist HHA with increasing staff knowledge and capacity.
2. Assisting HHA's staff in understanding eligibility requirements, certifying income, determining rents, and managing housing choice voucher program deliverables.
3. Training on blended occupancy management, including Low-Income Housing Tax Credit (LIHTC) review, review of the rental assistance demonstration (RAD) program, review of the public housing, the HOME program, Managing eligibility, calculating gross income, preparing to rent the unit, recertifications, moves/transfers/terminations, and examination/certification.
4. Training and review of the Capital Fund Program, including an overview of the CFP final rule, new submission requirements, linkage of the CFP and PHA plan process, new/existing eligible and ineligible costs, obligation and expenditure deadlines, physical needs assessment (PNA), scoring under the public housing assessment system (PHAS), strategies to maximize occupancy, project report examples, compliance/penalties/sanctions examples, and examination/certification.
5. Development and managing Project Based Voucher (PBV), including; identifying the key basic program elements and requirements for project-based voucher properties, identifying information related to PBV that must be included in both the PHA plan/five-year plan/administrative plan, training on

regulations, eligibility, waiting list management, requirements of PBV, connection to RAD and examination/certification.

6. Error reduction training through effective interviewing for program integrity, including training on how to identify the skills needed to interview effectively, learning a planned approach to interviewing, improving listening skills, case studies on effective communication with vulnerable families and tenants, and examination/certification.
7. Training on fair housing and reasonable accommodation processes, including preparing for HUD and FHEO civil right monitoring, fair housing reviews, complaint investigations, complying with requirements for best practices with the violence against women act (VAWA), guidance on limited proficiency in English services, training on pertinent federally protected classes such as race, familial status, and national origin, sexual harassment and hate crime training, section 3 requirements for housing authorities and their contractors, and examination/certification.
8. Training on the Family Self Sufficiency Program (FSS), including how to successfully use the program coordinating committee, FSS intake and family selection (eligible families, transfers, targeted selections, motivational screening/denials), contract participation and requirements, training and service plans, escrow accounts (and how they work), portability, case management, marketing the FSS, barriers to success and remediation and examination/certification.
9. Hearing Officer Specialist training, including training on critical thinking skills, HUD regulations, guidance into PHA policies and procedures, hearing and grievance processes, training on conducting orderly appeals and hearings, identifying public housing regulations for informal hearings for applicants and grievance hearing for tenants, and examination/certification.
10. Training in Housing Choice Voucher (HCV) customer service, understanding the importance of customer service, dealing with upset customers, interviewing persons with disabilities, creating a customer service environment, PHA's service delivery plans (strengths/weaknesses), and certificate of participation.
11. HCV/PBV training in rent calculation, including how to read and interpret a 50058, calculate income using 23 CRF part 5, which is universal to all HUD programs, recognizing earned income disallowance (EID), asset calculation, adjusted income calculation, total tenant payout calculation training, all aspects of housing assistance payment (HAP)/rent/utility allowance, case studies on family composition and rent calculation, and examination/certification.
12. Additional Nan McKay training offerings include HCV Executive Management, HCV financial accounting and reporting, HCV financial management, HCV Specialist training, SEMAP self-assessment training, Uniform Physical condition Standards (UPCS) training, Supervision, and management training, Project-based Maintenance management, Procurement/Section 3, and Public Housing Management.

ADVERTISEMENT:

On July 14, 2022, a legal notice advertising RFP 22-36 Employee Training Center was posted in the Houston Chronicle and Forward Times Newspapers, and the Houston Business Journal.

In addition to posting RFP 22-36 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 RFP 22-36 by going to the websites of the City of Houston Office of Business Opportunity (“OBO”); the Greater Houston Black Chamber of Commerce (“GHBCC”); the Houston Minority Supplier Development Council (“HMSDC”); the Houston Chapter of the National Association of Minority Contractors (“NAMC”); and to the Houston Office of the United States Small Business Administration (“SBA”).

EVALUATION PROCESS:

HHA staff, Cupid Alexander, Senior Vice President of Operations, Cheryl Rivers, Interim Vice President of the Housing Choice Voucher Program, and Rhonda Foster, Asset Management Director, evaluated the one responsive proposal received. The proposal was reviewed individually and evaluated according to the following six (6) criteria:

Evaluation/Selection Criteria	Maximum Score
Company Profile	10
Experience	20
Methodology	25
Qualifications of Personnel	25
Cost Control	15
M/WBE Participation	5
Total	100

Rank	Firm/Company	M/WBE	Evaluation Rating
1	Nan McKay	N/A	92

References have been checked and returned positive. There are no conflicts of interest, and the firm 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 Nan McKay and Associates, Inc., to provide training and development services for the tenant and voucher-based programs, financial, and procurement program deliverables across the Houston Housing Authority’s portfolio for three (3) years with two (2) one-year options in one (1) year increments at \$210,000.00 per year, pursuant to the memorandum from Cupid Alexander, Senior Vice President dated August 30, 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 approve revisions to the Section 3 Policy to comply with modified Final Rules issued by the U.S. Department of Housing and Urban Development (HUD).

2. Date of Board Meeting: September 19, 2022

3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to approve revisions to the Section 3 Policies to comply with modified Final Rules issued by the U.S. Department of Housing & Urban Development (HUD), pursuant to the memorandum from Gilda Jackson, Director of Client Services, September 8, 2022 to David A. Northern, Sr., President & CEO.

4. Department Head Approval

Signature

DocuSigned by:

George D. Griffin III

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Date: 9/14/2022

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

Funds Budgeted and Available ☐ Yes ☐ No Source _____

VP of FO Approval

Signature _____

Date: _____

6. Approval of President & CEO

DocuSigned by:

David A. Northern, Sr.

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Signature _____

Date: 9/14/2022



Transforming Lives & Communities

MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO
FROM: GILDA JACKSON, DIRECTOR OF CLIENT SERVICES
SUBJECT: CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO APPROVE REVISIONS TO THE SECTION 3 POLICY TO COMPLY WITH MODIFIED FINAL RULES ISSUED BY THE U.S. DEPARTMENT OF HOUSING & URBAN DEVELOPMENT (HUD).
DATE: SEPTEMBER 8, 2022

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to approve revisions to the Section 3 Policy to comply with modified Final Rules issued by the U.S. Department of Housing & Urban Development (HUD) on November 30, 2020. The new rule updated HUD's Section 3 regulations by reducing regulatory burden and by incentivizing employers to retain and invest in low- and very low-income workers. The new rule also streamlined reporting requirements and provided program-specific oversight to reduce administrative burdens.

BACKGROUND:

The U.S. Department of Housing & Urban Development (HUD), via the Office of Field Policy and Management, issued new Section 3 requirements replacing old rules codified at 24 CFR Part 135. HUD funding recipients (including the Houston Housing Authority) must adopt new Section 3. The new policy replaces HHA's current Section 3 Policies authorized by the Board of Commissioners on July 25, 2008. Section 3 is a provision of the HUD Act of 1968 that promotes local economic development, neighborhood economic improvement, and individual self-sufficiency. Recipients of HUD financial assistance provide job training and employment opportunities to low or very-income residents in connection with their planned projects and activities. HUD modified the Section 3 Final Rule to improve the focus on economic opportunity outcomes while simultaneously reducing the regulatory burden on recipients of HUD's financial assistance.

Housing Operations manages HHA's Section 3 Program resulting in the department taking the lead in modifying the policies. Draft policies were reviewed by a committee comprised of the following:

- Cheryl Rivers, Interim Vice President, Housing Choice Voucher Program
- Ashleigh Hairston, Section 3 Program Coordinator
- Austin Crotts, Purchasing Manager
- Diane Dmitriyeva, Capital Funds Project Manager
- Sarah Rashid, Policy & Data Analyst

The committee conducted several meetings to ensure the proposed changes complied with HUD's new Section 3 rules. The committee reviewed modifications in HHA's Section 3 Policies, Procedures, and Forms.

Below are a summary of changes to comply with the new Section 3 rules:

- 1) Changed the reporting of labor hours to align with standard business practices. The reporting of the number of new hires was removed.
- 2) Established a \$200,000 threshold for Section 3 rehabilitation, construction, and other public construction projects (funded with Housing & Community Development financial assistance), as the baseline for triggering Section 3 compliance
- 3) Established a \$100,000 threshold for Section 3 rehabilitation, construction, and other public construction projects (funded with HUD's Lead Hazard Control & Healthy Homes), as the baseline for triggering Section 3 compliance
- 4) Defined eligible Section 3 activities projects, activities, and contracts as:
 - a) Hiring participants to fill Housing Authority vacancies
 - b) Hosting training to increase skills for Participants to pursue employment and/or contracts offered by the HHA
 - c) Awarding of HHA contracts to Participants
 - b) Entirety of mixed-finance projects (including fully and partially funded by HUD)
 - c) Projects financed with State, Local, or Private matching/leveraged funds that include support from HUD
 - d) RAD conversions (Excluded Section 8 Rental Assistance)
 - e) Maintenance & Demolition Contracts at Public Housing sites
- 5) Excluded three types of projects/activities:
 - a) Material-only Contracts (Office Supplies, etc.)
 - b) Project-based Vouchers/Assistance
 - c) Professionals Service Contracts (Engineers, Accountants, etc.)
- 6) Clarified Section 3 Compliance Funds are optional but not required resulting in contribution to the funds being removed from HHA's policies and practices.

HUD provided a transition period for Housing Authorities and other HUD Grantees to adjust their policies and work processes in compliance with the new regulations. HHA must submit a report in March 2023 reflecting modified program activities initiated in 2022.

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 approve revisions to the Section 3 Policies to comply with modified Final Rules issued by the U.S. Department of Housing & Urban Development (HUD), pursuant to the memorandum from Gilda Jackson, Director of Client Services, September 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 submit a Demolition Application to HUD for ten (10) vacant units (Building 127) at Irvinton Village located at 2901 Fulton Street, Houston Texas 77009

2. Date of Board Meeting: September 19, 2022

3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to submit a Demolition Application for Irvinton Village Apartments to the U.S. Department of Housing and Urban Development (HUD) to demolish ten (10) existing vacant units (Building 127) pursuant to the memorandum from Jay Mason, Director of REID dated September 9, 2022, to David A. Northern, Sr., President & CEO.

4. Department Head Approval Signature Date: 9/14/2022

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

Funds Budgeted and Available ☐ Yes ☐ No Source _____

VP of FO Approval Signature _____ Date: _____

6. Approval of President & CEO Date: 9/14/2022



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO
FROM: JAY MASON, DIRECTOR OF REID
SUBJECT: CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO SUBMIT A DEMOLITION APPLICATION TO HUD FOR TEN (10) VACANT UNITS (BUILDING 127) AT IRVINTON VILLAGE LOCATED AT 2901 FULTON STREET, HOUSTON, TEXAS 77009
DATE: SEPTEMBER 9, 2022

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO to submit a Demolition Application for Irvinton Village Apartments to the U.S. Department of Housing and Urban Development (HUD) to demolish ten (10) existing vacated units.

BACKGROUND:

Irvinton Village, adjacent to Little White Oak Bayou, suffered extensive flood damage from Hurricane Harvey (2017). Specifically, Building 127 (10 units), located in the direct floodway of the bayou, experienced rising flood water for several days and became uninhabitable. The building was boarded up and has remained vacant since.

Currently, Building 127 is in its original storm-damaged state; it is a source of blight for the community and is a liability for the Houston Housing Authority.

HHA has held meetings with the resident council, explaining the plan, and received their full support.

Eliminating the boarded-up building, removing potential liability arising from activities within the vacant units, reducing density to help with stormwater drainage, and providing an open green space for the Irvinton Village residents are the prime objectives of this resolution.

HHA will seek to locate a more feasible site to reconstruct the ten (10) replacement units, either as one (1) development or as part of a mixed-income larger undertaking.

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 submit a Demolition Application for Irvinton Village Apartments to the U.S. Department of Housing and Urban Development (HUD) to demolish ten (10) existing vacant units (Building 127) pursuant to the memorandum from Jay Mason, Director of REID dated September 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 action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Zimmerman Investments LLC, for the development of Continental Park Apartments, an apartment community that will be located at or about the SW corner of FM 1960 Rd. East and Continental Pkwy., Humble, TX 77205

2. Date of Board Meeting: September 19, 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 Zimmerman Investments LLC, for the development of Continental Park Apartments, an apartment community that will be located at or about the SW corner of FM 1960 Rd. East and Continental Pkwy., Humble, TX, for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Director of REID, dated September 6, 2022, to David A. Northern, Sr., President & CEO.

4. Department Head Approval

Signature  Date: 9/14/2022

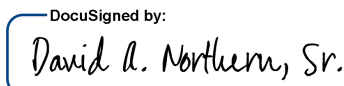
5. Statement regarding availability of funds by VP of Fiscal Operations

Funds Budgeted and Available ☐ Yes ☐ No Source _____

VP of FO Approval

Signature _____ Date: _____

6. Approval of President & CEO

Signature  Date: 9/14/2022



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

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 EXECUTE A MEMORANDUM OF UNDERSTANDING WITH ZIMMERMAN INVESTMENTS LLC FOR THE DEVELOPMENT OF CONTINENTAL PARK APARTMENTS, AN APARTMENT COMMUNITY THAT WILL BE LOCATED AT OR ABOUT THE SW CORNER OF FM 1960 RD. EAST AND CONTINENTAL PKWY., HUMBLE, TX 77205
DATE: SEPTEMBER 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 facilitate a Memorandum of Understanding with Zimmerman Investments LLC for the development of Continental Park Apartments an apartment community that will be located at or about the SW corner of FM 1960 Rd. East and Continental Pkwy., Humble, TX

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:

Zimmerman Investments, LLC (ZI) was formed in January 1998 as a development entity primarily involved in the development and ownership of affordable housing rental properties located throughout Missouri, Oklahoma, Texas, Kansas, Illinois, Arkansas, Nebraska, North Carolina, South Carolina, Iowa, Georgia, and Tennessee. In addition, ZI holds membership interests in various state tax credit partnerships and wholly

owns Zimmerman Properties, LLC. Prior to the formation of ZI and ZP, Vaughn Zimmerman conducted business under Zimmerman-Wilhoit, LLC where he developed more than 4,100 units of affordable housing under the tax credit program.

Continental Park Apartments will be located on vacant, mostly wooded land at the southeast corner of Continental Parkway and FM 1960 Road East in Houston's extraterritorial jurisdiction (ETJ). The entirety of the site is in Zone X (not in a flood plain), according to the most recent FEMA FIRM map. It will consist of three 4-story, elevator-served buildings containing 252 units serving a general population. There will be a total of two ingress/ egress points: one on the south side of FM 1960 Road East and one on the east side of Continental Parkway. Current plans propose two detention ponds on either side of the FM 1960 Road East ingress/egress. Parking will meet or exceed local code, with currently proposed 422 free surface parking spaces.

AFFORDABLE UNITS:

All units are affordable, with 100% of the property's units designated for households earning 60% of the Area Median Income, as designated by HUD.

	60% AMI	Total
1 BR	48	48
2 BR	136	136
3 BR	52	52
4 BR	16	16
Totals	252	252
Percentages	100%	

EVALUATION PROCESS:

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

SCORING:

The scoring criteria for potential deals were changed in 2020 to help potential partners understand the number of ways to improve an affordable deal. 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	Zimmerman Properties - Continental Park (Insert Points Below)
Location	10	8
Depth of Affordability	10	10
Schools	10	3
\$ Front End	10	10
\$ Operations	10	10
Reasonable Developer \$	10	5
Term of Affordability	5	5
Flood Plain	5	5
\$/Land Back End	5	5
Preservation	5	0
HHA Resources	5	5
M/WBE Participation	5	5
Unit Mix	2.5	2.5
Mix with Market Units	2.5	0
Bonus Points	5	2
	100	75.5

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 Zimmerman Investments LLC, for the development of Continental Park Apartments, an apartment community that will be located at or about the SW corner of FM 1960 Rd. East and Continental Pkwy., Humble, TX, for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Director of REID, dated September 6, 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 action to authorize the President & CEO or designee to execute a Memorandum of Understanding with AMTEX for the development of Barely Court, an apartment community that will be located at or about the Barely Lane, Houston, TX 77070

2. Date of Board Meeting: September 19, 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 AMTEX for the development of Barely Court, an apartment community that will be located at or about the Barely Lane, Houston, TX 77070 for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Director of REID, dated September 6, 2022, to David A. Northern, Sr., President & CEO.

4. Department Head Approval

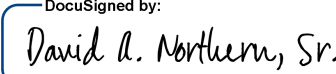
Signature  Date: 9/14/2022
DocuSigned by: Jay Mason EB1ADD6791E24E3

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

Funds Budgeted and Available ☐ Yes ☐ No Source _____

VP of FO Approval Signature _____ Date: _____

6. Approval of President & CEO

Signature  Date: 9/14/2022
DocuSigned by: David A. Northern, Sr. 9E0B1D8C1AF04AA...



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

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 EXECUTE A MEMORANDUM OF UNDERSTANDING WITH AMTEX FOR THE DEVELOPMENT OF BARELY COURT, AN APARTMENT COMMUNITY THAT WILL BE LOCATED AT OR ABOUT THE BARELY LANE, HOUSTON, TX 77070
DATE: SEPTEMBER 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 facilitate a Memorandum of Understanding with AmCal for the development of Barely Court, an apartment community that will be located at or about the Barely Court, Houston, TX 77070

BACKGROUND:

The Houston market area has a substantial shortage of affordable housing units. Recent Census data indicates that over 400,000 households in Houston qualify for housing assistance at 80% of the Area Median Income (AMI). 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:

AMCAL/AMTEX is proposing a new construction of a 300-unit multi-family, workforce housing community. The development site is in Census Tract 482015525.00 in Houston, Harris County, Texas. The project site is 10.67 acres on Barely Lane, Houston, Texas 77070, in the Northwest Houston ETJ right of Jones Road, with easy access to the Cypress Creek Parkway. The community has nearby employment opportunities, high-frequency public transportation, convenient business services, various restaurants and food choices, and shopping. The current design

anticipates the units will be situated in three and four-story residential buildings and consists of 30 one-bedroom units, 90 two-bedroom units, 150 three-bedroom units, and 30 four-bedroom units.

AFFORDABLE UNITS:

99.34% (298 units) would be @ 50% AMI, and 0.6% (2 units) will be at Market rates. The property has 30 one-bedroom, 90 two-bedroom, 150 three-bedroom units, and 30 four-bedrooms units .

	50% AMI	80% AMI	Market	Totals
1 bdrm	30	0	0	30
2 bdrm	89	0	1	90
3 bdrm	149	0	1	150
4 bdrm	30	0	0	30
Totals	298	0	2	300
Percentages	99.33%	0.00%	0.67%	100.00%

EVALUATION PROCESS:

The Evaluation Committee for QBS 22-05 consisted of Jay Mason, 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	AMTEX - Barely Court (Insert Points Below)
Location	10	10
Depth of Affordability	10	10
Schools	10	8.99
\$ Front End	10	2
\$ Operations	10	6
Reasonable Developer \$	10	1
Term of Affordability	5	5
Flood Plain	5	5
\$/Land Back End	5	2
Preservation	5	0
HHA Resources	5	5
M/WBE Participation	5	5
Unit Mix	2.5	2.5
Mix with Market Units	2.5	2
Bonus Points	5	2
	100	66.49

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 AMTEX for the development of Barely Court, an apartment community that will be located at or about the Barely Lane, Houston, TX 77070 for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Director of REID, dated September 6, 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 action to authorize the President & CEO or designee to execute a Memorandum of Understanding with AmCal for the development of Virtou Med Center, an apartment community that will be located at or about 7110 Ardmore Street, Houston, TX 77054

2. Date of Board Meeting: September 19, 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 AmCal for the development of Virtou Med Center, an apartment community that will be located at or about 7110 Ardmore Street, Houston, TX 77054, for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Director of REID, dated September 6, 2022, to David A. Northern, Sr., President & CEO.

4. Department Head Approval

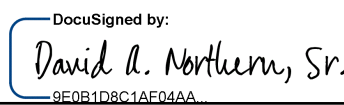
Signature  Date: 9/14/2022

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

Funds Budgeted and Available ☐ Yes ☐ No Source _____

VP of FO Approval Signature _____ Date: _____

6. Approval of President & CEO

Signature  Date: 9/14/2022



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

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 EXECUTE A MEMORANDUM OF UNDERSTANDING WITH AMCAL FOR THE DEVELOPMENT OF VIRTUO MED CENTER, AN APARTMENT COMMUNITY THAT WILL BE LOCATED AT OR ABOUT 7110 ARDMORE STREET, HOUSTON, TX 77054
DATE: SEPTEMBER 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 facilitate a Memorandum of Understanding with AmCal for the development of Virtuo Med Center, an apartment community that will be located at or about 7110 Ardmore Street, Houston, TX 77054

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:

AMCAL is proposing the acquisition and conversion of Virtuo Med Center, an existing 326-unit multi-family community, from market rate to a mixed-income, workforce housing community under the PFC model. The apartment complex is a four-story residential building and consists of 67 studio units, 183 one-bedroom units, and 76 two-bedroom units. Virtuo Med Center is located on 6.39 acres located at 7110 Ardmore Street, Houston, Texas 77054. Access to nearby work, play, food, coffee, entertainment, and shopping.

AFFORDABLE UNITS:

10% (33 units) would be @ 50% AMI, 40% (131 units) would be @ 80% AMI, and 50% (162 units) will be at Market rates. The property has 67 Studio units, 183 one-bedroom, and 76 two-bedrooms.

	50% AMI	80% AMI	Market	Totals
Studio	7	27	33	67
1 Bdrm	19	73	91	183
2 Bdrm	7	31	38	76
Totals	33	131	162	326
Percentages	10.12%	40.18%	49.69%	100.00%

EVALUATION PROCESS:

The Evaluation Committee for QBS 22-05 consisted of Jay Mason, 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	AMCAL - Virtou Med Center (Insert Points Below)
Location	10	8
Depth of Affordability	10	6
Schools	10	0.33
\$ Front End	10	8
\$ Operations	10	2
Reasonable Developer \$	10	2
Term of Affordability	5	4
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	51.83

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 AmCal for the development of Virtou Med Center, an apartment community that will be located at or about 7110 Ardmore Street, Houston, TX 77054, for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Director of REID, dated September 6, 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 action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Bluebonnet Investments LLC for the development of La Mariposa, an apartment community that will be located at or about the 2930 Plum Creek Lane, Houston, TX 77087

2. Date of Board Meeting: September 19, 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 Bluebonnet Investments LLC, for the development of La Mariposa an apartment community that will be located at or about the 2930 Plum Creek Lane, Houston, TX 77087, for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Director of REID, dated September 6, 2022, to David A. Northern, Sr., President & CEO.

4. Department Head Approval

Signature  Date: 9/14/2022

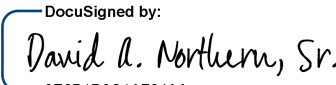
5. Statement regarding availability of funds by VP of Fiscal Operations

Funds Budgeted and Available ☐ Yes ☐ No Source _____

VP of FO Approval

Signature _____ Date: _____

6. Approval of President & CEO

Signature  Date: 9/14/2022



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO
FROM: JAY MASON, DIRECTOR OF REID
SUBJECT: CONSIDERATION AND/OR ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH BLUEBONNET INVESTMENTS LLC FOR THE DEVELOPMENT OF LA MARIPOSA, AN APARTMENT COMMUNITY THAT WILL BE LOCATED AT OR ABOUT THE 2930 PLUM CREEK LANE, HOUSTON, TX 77087
DATE: SEPTEMBER 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 facilitate a Memorandum of Understanding with Bluebonnet Investments LLC for the development of La Mariposa, an apartment community that will be located at or about the 2930 Plum Creek Lane, Houston, TX 77087

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:

La Mariposa Apartments are two separate properties proximate to each other (La Mariposa 1 has 78 units (including 59 2-bedroom units and 19 1-bedroom units), and La Mariposa 2 has 39 units (including 24 2-bedroom units and 15 1-bedroom units) that are currently being leased in the Gulfgate area. La Mariposa 1 is located at 2930 Plum Creek Lane, between Telephone Road and Woodridge Drive, and La Mariposa 2 is located at 140 Winkler Drive, between Telephone Road and Woodridge Drive. The community is located

Resolution No. 3519

near major employers (including Downtown Houston and the Houston Ship Channel) and is served by the Houston Independent School District. La Mariposa Apartments includes 34 one-bedroom units and 83 two-bedroom units. La Mariposa Apartments is a three-story multi-family community with surface parking.

AFFORDABLE UNITS:

25 units (10%) at 60% AMI; 100 units (40.6%) at 80% AMI; 125 total affordable units; 121 Market units (49%).

	60% AMI	80% AMI	Market	Totals
1 Bedroom	7	11	16	34
2 Bedrooms	17	26	40	83
Totals	24	37	56	117
Percentages	20.51%	31.62%	47.86%	100.00%

EVALUATION PROCESS:

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

SCORING:

The scoring criteria for potential deals were changed in 2020 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	Bluebonnet Investments - La Mariposa Apartments (Insert Points Below)
Location	10	8
Depth of Affordability	10	8
Schools	10	6
\$ Front End	10	6
\$ Operations	10	6
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	63.5

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 Bluebonnet Investments LLC, for the development of La Mariposa an apartment community that will be located at or about the 2930 Plum Creek Lane, Houston, TX 77087, for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Director of REID, dated September 6, 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 action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Balvia Properties for the development of Premier at Katy, an apartment community that will be located at or about 24117 Bella Dolce Ln, Katy, TX 77494

2. Date of Board Meeting: September 19, 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 Balvia Properties for the development of Premier at Katy, an apartment community that will be located at or about 24117 Bella Dolce Ln, Katy, TX 77494, for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Director of REID, dated September 6, 2022, to David A. Northern, Sr., President & CEO.

4. **Department Head Approval** Signature DocuSigned by:
Jay Mason
FB1ADD6791F24F3... Date: 9/14/2022

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

Funds Budgeted and Available ☐ Yes ☐ No Source _____

VP of FO Approval Signature _____ Date: _____

6. **Approval of President & CEO** Signature DocuSigned by:
David A. Northern, Sr.
9E0B1D8C1AF04AA... Date: 9/14/2022



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

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 EXECUTE A MEMORANDUM OF UNDERSTANDING WITH BALVIA PROPERTIES FOR THE DEVELOPMENT OF PREMIER AT KATY, AN APARTMENT COMMUNITY THAT WILL BE LOCATED AT OR ABOUT 24117 BELLA DOLCE LN, KATY, TX 77494
DATE: SEPTEMBER 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 facilitate a Memorandum of Understanding with Balvia Properties for the development of Premier at Katy, an apartment community that will be located at or about 24117 Bella Dolce Ln, Katy, TX 77494

BACKGROUND:

The Houston market area has a substantial shortage of affordable housing units. Recent Census data indicates that over 400,000 households in Houston qualify for housing assistance at 80% of the Area Median Income (AMI). 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:

Balvia Properties, LLC is a real estate investment and development company that was founded in 2020 by Enrique Mesejo and Carlos Alviarez. The development team brings extensive experience in key areas of real estate, including financial analysis, project management, marketing, financing, operations, and more. The firm's principals are very experienced in the multifamily development space, successfully developing over \$100MM of apartment communities, including multiple projects in the Houston MSA.' The project will be owned & operated by Tulio Rodriguez, Carlos Alviarez, and Enrique Mesejo. Tulio Rodriguez is

Resolution No. 3520

currently a U.S. Citizen, Carlos Alvarez currently holds a Green Card, and Enrique Mesejo is in the final stages of completing a change of status and becoming a resident.

Premier at Katy will be a new 230-unit mixed-income multifamily community in Katy, Texas. Comprised of five three- and four-story residential buildings with 353 parking spaces - 61 of which are garages - situated along the site perimeter. The site configuration is centered around the community's amenity courtyard, where a resort-style swimming pool, outdoor cinema, summer kitchens, and dog park will be located.

AFFORDABLE UNITS:

23 units (10%) at 60% AMI; 92 units (40%) at 80% AMI; 115 total affordable units; 115 Market units (50%).

	60% AMI	80% AMI	Market	Total
Studio	3	10	13	26
1 Bedroom	10	43	54	107
2 Bedrooms	9	34	42	85
3 Bedrooms	1	5	6	12
Totals	23	92	115	230
Percentages	10%	40%	50%	100%

EVALUATION PROCESS:

The Evaluation Committee for QBS 22-05 consisted of Jay Mason, 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	Balvia Properties - Premier at Katy (Insert Points Below)
Location	10	10
Depth of Affordability	10	5
Schools	10	8.33
\$ Front End	10	6
\$ Operations	10	8
Reasonable Developer \$	10	4
Term of Affordability	5	4
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	66.83

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 Balvia Properties for the development of Premier at Katy, an apartment community that will be located at or about 24117 Bella Dolce Ln, Katy, TX 77494, for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Director of REID, dated September 6, 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 action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Rockport Equity for the development of Delray Apartments, an apartment community located at 1715 Enclave Parkway, Houston, Texas 77077

2. Date of Board Meeting: September 19, 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 Rockport Equity for the development of Delray Apartments, an apartment community located at 1715 Enclave Parkway, Houston, Texas 77077, for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Director of REID, dated September 6, 2022, to David A. Northern, Sr., President & CEO.

4. Department Head Approval

DocuSigned by:

 Signature EB1ADD6791E24E3 Date: 9/14/2022


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

Funds Budgeted and Available ☐ Yes ☐ No Source _____

VP of FO Approval

Signature _____ Date: _____

6. Approval of President & CEO

DocuSigned by:

 Signature 9E0B1D8C1AF04AA... Date: 9/14/2022



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

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 EXECUTE A MEMORANDUM OF UNDERSTANDING WITH ROCKPORT EQUITY FOR THE DEVELOPMENT OF DELRAY APARTMENTS, AN APARTMENT COMMUNITY LOCATED AT 1715 ENCLAVE PARKWAY, HOUSTON, TEXAS 77077
DATE: SEPTEMBER 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 facilitate a Memorandum of Understanding with Rockport Equity for the development of Delray Apartments, an apartment community located at 1715 Enclave Parkway, Houston, Texas 77077

BACKGROUND:

The Houston market area has a substantial shortage of affordable housing units. Recent Census data indicates that over 400,000 households in Houston qualify for housing assistance at 80% of the Area Median Income (AMI). In Houston, 155,582 families are currently living in poverty. Over 200,000 families in Houston pay 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:

Since launching in 2012, Rockport Equity has followed its disciplined approach to invest over \$600 million in real estate with a proven track record of repositioning assets and creating value. Rockport's primary focus is in Texas and the Southeastern US, with a secondary focus on the Northeast. Rockport Equity currently owns 12 assets with over 3,200 units. Rockport Equity is vertically integrated through a partnership with Luma Residential, which currently manages 32 properties and over 7,800 units.

Resolution No. 3521

Delray Apartment Homes is a class A, 206-unit multi-family community located at 1715 Enclave Parkway, Houston, Texas 77077, proximate to the intersection of Briar Forest Drive and Eldridge Parkway South, in Harris County. Delray Apartment Homes is a three-story multi-family community with surface and covered parking. Offering 128 one-bedroom apartments and 78 two-bedroom apartments, the property's amenities include a fitness center with Peloton bikes, a pool with cabanas, a business center with 24-hour package lockers, and covered parking and detached garages.

AFFORDABLE UNITS:

32 units (15.5%) at 60% AMI; 72 units (35%) at 80% AMI; 104 total affordable units; 102 Market units (49.5%).

	60% AMI	80% AMI	Market	Totals
1 Bedroom	20	42	66	128
2 Bedrooms	12	30	36	78
Totals	32	72	102	206
Percentages	15.53%	34.95%	49.51%	100.00%

EVALUATION PROCESS:

The Evaluation Committee for QBS 22-05 consisted of Jay Mason, 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	1717 Holdings/Rockport Equity - Delray Apartment Homes (Insert Points Below)
Location	10	10
Depth of Affordability	10	6
Schools	10	8
\$ Front End	10	5
\$ Operations	10	5
Reasonable Developer \$	10	2
Term of Affordability	5	4
Flood Plain	5	5
\$/Land Back End	5	5
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	62.5

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 Rockport Equity for the development of Delray Apartments, an apartment community located at 1715 Enclave Parkway, Houston, Texas 77077, for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Director of REID, dated September 6, 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 execute a Memorandum of Understanding with Vesta Corporation for the acquisition of Allora Northwest Crossing, an apartment community located at or about 5550 Bingle Road, Houston, TX 77092

2. Date of Board Meeting: September 19, 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 Vesta Corporation for the acquisition of Allora Northwest Crossing, an apartment community located at or about 5550 Bingle Road, Houston, TX 77092, for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Director of REID, dated September 6, 2022, to David A. Northern, Sr., President & CEO.

4. **Department Head Approval** Signature Jay Mason Date: 9/14/2022

DocuSigned by:

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

Funds Budgeted and Available ☐ Yes ☐ No Source _____

VP of FO Approval Signature _____ Date: _____

6. Approval of President & CEO

Signature David A. Northern, Sr. Date: 9/14/2022

DocuSigned by:

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HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

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 EXECUTE A MEMORANDUM OF UNDERSTANDING WITH VESTA CORPORATION FOR THE ACQUISITION OF ALLORA NORTHWEST CROSSING, AN APARTMENT COMMUNITY LOCATED AT OR ABOUT 5550 BINGLE ROAD, HOUSTON, TX 77092
DATE: SEPTEMBER 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 facilitate a Memorandum of Understanding with Vesta Corporation for the acquisition of Allora Northwest Crossing, an apartment community located at or about 5550 Bingle Road, Houston, TX 77092

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:

Vesta Corporation was created in 1998 by Steve Erie and Arthur Greenblatt. Steve and Arthur began working together developing affordable housing in 1981. Pioneers in the use of the Low-Income Housing Tax Credit program since its inception in 1986, Steve and Arthur made Vesta a sought-after partner for national lenders, investors, and tax credit syndicators. Vesta was born after Steve and Arthur expertly and aggressively navigated through the banking crisis of the late 1980s and early 1990s and spent most of

the decade fixing broken deals as a result. To date, Vesta has closed over \$1 billion in financing for developing more than 20,000 apartment homes in thirteen states and the District of Columbia. Vesta's current portfolio includes 55 multi-family communities, totaling nearly 10,000 apartment units, located in seven states plus Washington, DC. Vesta's Texas portfolio includes seventeen properties and 3,400 apartment units.

Allora Northwest Crossing is a 378-unit Class A, multi-family community currently in lease-up in northwest Houston, northeast of the intersection of Bingle Road and Pinemont Drive. The community is located near major thoroughfares and is served by the Houston Independent School District. Allora Northwest Crossing includes 252 one-bedroom units and 126 two-bedroom units. The property is garden style three-story multi-family building with some covered surface parking

AFFORDABLE UNITS:

Allora Northwest Crossing will have 50.8% Affordable units -15% at 30% ANI – 35.7% at 80% AMI. Total 192 affordable units and 186 Market rate units.

	60% AMI	80% AMI	Market	Totals
1 Bedroom	38	90	124	252
2 Bedrooms	19	45	62	126
Totals	57	135	186	378
Percentages	15.08%	35.71%	49.21%	100.00%

EVALUATION PROCESS:

The Evaluation Committee for QBS 22-05 consisted of Jay Mason, 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	Vesta Corp - Allora Northwest Crossing (Insert Points Below)
Location	10	10
Depth of Affordability	10	7
Schools	10	2
\$ Front End	10	6
\$ Operations	10	8
Reasonable Developer \$	10	2
Term of Affordability	5	5
Flood Plain	5	5
\$/Land Back End	5	5
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	62.5

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 Vesta Corporation for the acquisition of Allora Northwest Crossing, an apartment community located at or about 5550 Bingle Road, Houston, TX 77092, for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Director of REID, dated September 6, 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 execute a Memorandum of Understanding with Olive Tree Property Holdings LLC for the acquisition of The Life at Timber Ridge, an apartment community located at or about 5350 Aeropark Dr., Houston, Texas 77060.

2. Date of Board Meeting: September 19, 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 Olive Tree Property Holdings LLC for the acquisition of The Life at Timber Ridge, an apartment community located at or about 5350 Aeropark Dr., Houston, Texas 77060, for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Director of REID, dated September 6, 2022, to David A. Northern, Sr., President & CEO.

4. Department Head Approval

Signature

DocuSigned by:
Jay Mason
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Date: 9/14/2022

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

Funds Budgeted and Available ☐ Yes ☐ No Source _____

VP of FO Approval

Signature _____ Date: _____

6. Approval of President & CEO

Signature

DocuSigned by:
David A. Northern, Sr.
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Date: 9/14/2022



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

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 EXECUTE A MEMORANDUM OF UNDERSTANDING WITH OLIVE TREE PROPERTY HOLDINGS LLC FOR THE ACQUISITION OF THE LIFE AT TIMBER RIDGE, AN APARTMENT COMMUNITY LOCATED AT OR ABOUT 5350 AEROPARK DR., HOUSTON, TEXAS 77060.
DATE: SEPTEMBER 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 facilitate a Memorandum of Understanding with Olive Tree Property Holdings LLC for the acquisition of The Life at Timber Ridge, an apartment community located at or about 5350 Aeropark Dr., Houston, Texas 77060.

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:

Olive Tree is a full-service, vertically integrated real estate investment firm with operations in The Woodlands, Texas, Dallas, Texas, Atlanta, Georgia, and New York City, with deep expertise and specialization within acquiring, repositioning, and operating workforce and affordable multifamily housing communities. In conjunction with its affiliate management organization, The Life Properties, Olive Tree

has acquired a portfolio of over 6,300 units – valuing over \$550 million – including 2,410 units in the Houston metro area since its inception in 2017.

Olive Tree is pleased to present the Houston Housing Authority (“HHA”) with an Affordable Housing Preservation opportunity for the Life at Timber Ridge, a 316-unit multifamily community on 36 acres in Houston’s Greenspoint submarket, off the North Sam Houston Parkway. Through a public-private partnership with Houston Housing Authority (“HHA”) and United States Department of Housing and Urban Development (“HUD”)-insured financing, Olive Tree will implement a substantial interior and exterior renovation project at the Property totaling over \$19,566 per unit, focused on retrofitting the Property with sustainable, energy-efficient systems, providing tenants with premier amenities, and upgrading units with Class A-quality finishing. In addition to the renewal of the Property’s physical condition, the current affordable rents at the Property will be preserved long-term through regulatory agreements with HHA and HUD, preventing exclusionary displacement of families in northeast Houston resulting from the loss of affordable housing stock, which would otherwise revert to market rate at the end of the year 2034. This capital budget and scope of work have been prepared in the context of a public-private partnership with HHA. The Life at Timber Ridge has been well-maintained since its multiphase construction in 2002 and 2005.

AFFORDABLE UNITS:

The Life at Timber Ridge features a mix of 1, 2, and 3-bedroom multifamily units, Fifty-eight units (18%) at the 50% AMI and 182 units (58%) at the 60% AMI. Total of 240 affordable units and 78 units (24%) at Market rates.

	50% AMI	60% AMI	Market	Total
1 BR	9	11	20	40
2 BR	34	84	26	144
3 BR	15	87	30	132
Totals	58	182	76	316
Percentages	18%	58%	24%	

EVALUATION PROCESS:

The Evaluation Committee for QBS 22-05 consisted of Jay Mason, 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	Olive Tree Holdings - The Life at Timber Ridge (Insert Points Below)
Location	10	2
Depth of Affordability	10	10
Schools	10	4
\$ Front End	10	6
\$ Operations	10	2
Reasonable Developer \$	10	2
Term of Affordability	5	5
Flood Plain	5	5
\$/Land Back End	5	3
Preservation	5	5
HHA Resources	5	5
M/WBE Participation	5	5
Unit Mix	2.5	2.5
Mix with Market Units	2.5	2.5
Bonus Points	5	2
	100	61

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 Olive Tree Property Holdings LLC for the acquisition of The Life at Timber Ridge, an apartment community located at or about 5350 Aeropark Dr., Houston, Texas 77060. for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Director of REID, dated September 6, 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 execute a Memorandum of Understanding with Olive Tree Property Holdings LLC for the acquisition of The Life at Clearwood, an apartment community located at or about 9465 Clearwood Dr., Houston, Texas 77075

2. Date of Board Meeting: September 19, 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 Olive Tree Property Holdings LLC for the acquisition of The Life at Clearwood, an apartment community located at or about 9465 Clearwood Dr., Houston, Texas 77075, for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Director of REID, dated September 6, 2022, to David A. Northern, Sr., President & CEO.

4. Department Head Approval

Signature

DocuSigned by:
Jay Mason
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Date: 9/14/2022

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

Funds Budgeted and Available ☐ Yes ☐ No Source _____

VP of FO Approval

Signature _____ Date: _____

6. Approval of President & CEO

DocuSigned by:
David A. Northern, Sr.
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Signature _____ Date: 9/14/2022



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

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 EXECUTE A MEMORANDUM OF UNDERSTANDING WITH OLIVE TREE PROPERTY HOLDINGS LLC FOR THE ACQUISITION OF THE LIFE AT CLEARWOOD, AN APARTMENT COMMUNITY LOCATED AT OR ABOUT 9465 CLEARWOOD DR., HOUSTON, TEXAS 77075.
DATE: SEPTEMBER 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 facilitate a Memorandum of Understanding with Olive Tree Property Holdings LLC for the acquisition of The Life at Clearwood, an apartment community located at or about 9465 Clearwood Dr., Houston, Texas 77075.

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:

Olive Tree is pleased to present the Houston Housing Authority ("HHA") with an Affordable Housing Preservation opportunity for the Life at Sterling Woods, a 234-unit multifamily community located on 7 acres in Houston's Pasadena submarket, just northeast of the Hobby Airport. The property consists of low-income housing tax credit ("LIHTC") /affordable units at 50% and 60% AMI rent thresholds for eligible seniors aged 55 and older. Olive Tree intends to

preserve current affordable rents and restrictions at the Property long-term through regulatory agreements with HHA and HUD. Since acquiring the property in 2021, Olive Tree has completed numerous capital improvement projects, including security camera installation, roof replacements across the property, and LED lighting conversions. This capital budget and scope of work has been prepared in the context of a public-private partnership with HHA. The Life at Sterling Woods has been well-maintained since its construction in 2006; this scope of improvements will position it for long-term viability.

AFFORDABLE UNITS:

The Life at Clearwood features a mix of 2,3, and 4-bedroom multifamily units, with 276 units (100%) at the 60% AMI. Total of 276 affordable units.

	60% AMI	Total
2 BR	60	60
3 BR	138	138
4 BR	78	78
Totals	276	276
Percentages	100%	

EVALUATION PROCESS:

The Evaluation Committee for QBS 22-05 consisted of Jay Mason, 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	Olive Tree Holdings - The Life at Clearwood (Insert Points Below)
Location	10	2
Depth of Affordability	10	10
Schools	10	4
\$ Front End	10	5
\$ Operations	10	2
Reasonable Developer \$	10	2
Term of Affordability	5	5
Flood Plain	5	5
\$/Land Back End	5	3
Preservation	5	5
HHA Resources	5	5
M/WBE Participation	5	5
Unit Mix	2.5	2.5
Mix with Market Units	2.5	0
Bonus Points	5	2
	100	57.5

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 Olive Tree Property Holdings LLC for the acquisition of The Life at Clearwood, an apartment community located at or about 9465 Clearwood Dr., Houston, Texas 77075. for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Director of REID, dated September 6, 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 execute a Memorandum of Understanding with Olive Tree Property Holdings LLC for the acquisition of The Life at Brighton Estates, an apartment community located at or about 130 Aldine Bender Rd, Houston, TX 77060.

2. Date of Board Meeting: September 19, 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 Olive Tree Property Holdings LLC for the acquisition of The Life at Brighton Estates, an apartment community located at or about 130 Aldine Bender Rd, Houston, TX 77060, for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Director of REID, dated September 6, 2022, to David A. Northern, Sr., President & CEO.

4. Department Head Approval

Signature

DocuSigned by:
Jay Mason
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Date: 9/14/2022

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

Funds Budgeted and Available ☐ Yes ☐ No Source _____

VP of FO Approval

Signature _____ Date: _____

6. Approval of President & CEO

DocuSigned by:
David A. Northern, Sr.
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Signature _____ Date: 9/14/2022



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

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 EXECUTE A MEMORANDUM OF UNDERSTANDING WITH OLIVE TREE PROPERTY HOLDINGS LLC FOR THE ACQUISITION OF THE LIFE AT BRIGHTON ESTATES, AN APARTMENT COMMUNITY LOCATED AT OR ABOUT 130 ALDINE BENDER RD, HOUSTON, TX 77060.
DATE: SEPTEMBER 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 facilitate a Memorandum of Understanding with Olive Tree Property Holdings LLC for the acquisition of The Life at Brighton Estates, an apartment community located at or about 130 Aldine Bender Rd, Houston, TX 77060.

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:

Olive Tree is pleased to present the Houston Housing Authority ("HHA") with an Affordable Housing Preservation opportunity for the Life at Sterling Woods, a 234-unit multifamily community located on 7 acres in Houston's Pasadena submarket, just northeast of the Hobby Airport. The property consists of low-income housing tax credit ("LIHTC")/affordable units at 50% and 60% AMI rent thresholds for eligible seniors aged 55 and older. Olive Tree intends to preserve current affordable rents and restrictions at the Property long-term through regulatory agreements with HHA and HUD. Since acquiring the property in 2021, Olive Tree has completed numerous capital improvement projects, including security camera

Resolution No. 3525

installation, roof replacements across the property, and LED lighting conversions. This capital budget and scope of work has been prepared in the context of a public-private partnership with HHA. The Life at Sterling Woods has been well-maintained since its construction in 2006; this scope of improvements will position it for long-term viability.

AFFORDABLE UNITS:

The Life at Brighton Estates features a mix of 1 and 2-bedroom multifamily units, ten units (4%) at 50% AMI and 238 units (96%) at 60% AMI. Total of 248 affordable units

	50% AMI	60% AMI	Total
1 BR	6	84	90
2 BR - 1 bth	3	52	55
2 BR - 2 bth	1	102	103
Totals	10	238	248
Percentages	4%	96%	

EVALUATION PROCESS:

The Evaluation Committee for QBS 22-05 consisted of Jay Mason, 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	Olive Tree Holdings - The Life at Brighton Estates (Insert Points Below)
Location	10	8
Depth of Affordability	10	10
Schools	10	3
\$ Front End	10	5
\$ Operations	10	2
Reasonable Developer \$	10	5
Term of Affordability	5	5
Flood Plain	5	5
\$/Land Back End	5	0
Preservation	5	5
HHA Resources	5	5
M/WBE Participation	5	5
Unit Mix	2.5	2.5
Mix with Market Units	2.5	0
Bonus Points	5	2
	100	62.5

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 Olive Tree Property Holdings LLC for the acquisition of The Life at Brighton Estates, an apartment community located at or about 130 Aldine Bender Rd, Houston, TX 77060, for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Director of REID, dated September 6, 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 execute a Memorandum of Understanding with Olive Tree Property Holdings LLC for the acquisition of The Life at Sterling Woods, an apartment community located at or about 8625 Winkler Dr., Houston, TX 77017

2. Date of Board Meeting: September 19, 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 Olive Tree Property Holdings LLC for the acquisition of The Life at Sterling Woods, an apartment community located at or about 8625 Winkler Dr., Houston, TX 77017, for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Director of REID, dated September 6, 2022, to David A. Northern, Sr., President & CEO.

4. Department Head Approval

Signature

DocuSigned by:

Jay Mason

FB1ADD6791F24F3...

Date: 9/14/2022

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

Funds Budgeted and Available ☐ Yes ☐ No Source _____

VP of FO Approval

Signature _____

Date: _____

6. Approval of President & CEO

DocuSigned by:

David A. Northern, Sr.

9E0B1D8C1AF04AA...

Signature _____

9/14/2022

Date: _____



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

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 EXECUTE A MEMORANDUM OF UNDERSTANDING WITH OLIVE TREE PROPERTY HOLDINGS LLC FOR THE ACQUISITION OF THE LIFE AT STERLING WOODS, AN APARTMENT COMMUNITY LOCATED AT OR ABOUT 8625 WINKLER DR., HOUSTON, TX 77017
DATE: SEPTEMBER 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 facilitate a Memorandum of Understanding with Olive Tree Property Holdings LLC, for the acquisition of The Life at Sterling Woods, an apartment community located at or about 8625 Winkler Dr., Houston, TX 77017

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:

Olive Tree is a full-service, vertically integrated real estate investment firm with operations in The Woodlands, Texas, Dallas, Texas, Atlanta, Georgia, and New York City, with deep expertise and specialization within acquiring, repositioning, and operating workforce and affordable multifamily housing communities. In conjunction with its affiliate management organization, The Life Properties, Olive Tree

has acquired a portfolio of over 6,300 units – valuing over \$550 million – including 2,410 units in the Houston metro area since its inception in 2017.

Olive Tree is pleased to present the Houston Housing Authority (“HHA”) with an Affordable Housing Preservation opportunity for the Life at Sterling Woods, a 234-unit multifamily community located on 7 acres in Houston’s Pasadena submarket, just northeast of the Hobby Airport. The property consists of low-income housing tax credit (“LIHTC”)/affordable units at 50% and 60% AMI rent thresholds for eligible seniors aged 55 and older. Olive Tree intends to preserve current affordable rents and restrictions at the Property long-term through regulatory agreements with HHA and HUD. Since acquiring the property in 2021, Olive Tree has completed numerous capital improvement projects, including security camera installation, roof replacements across the property, and LED lighting conversions. This capital budget and scope of work has been prepared in the context of a public-private partnership with HHA. The Life at Sterling Woods has been well-maintained since its construction in 2006; this scope of improvements will position it for long-term viability.

AFFORDABLE UNITS:

The Life at Sterling Woods features a mix of 1 and 2-bedroom multifamily units, 117 units (50%) at the 50% AMI and 117 units (50%) are at the 60% AMI. Total of 234 affordable units.

	50% AMI	60% AMI	Total
1 BR	50	47	97
2 BR	67	70	137
Totals	117	117	234
Percentages	50%	50%	

EVALUATION PROCESS:

The Evaluation Committee for QBS 22-05 consisted of Jay Mason, 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	Olive Tree Holdings - The Life at Sterling Woods (Insert Points Below)
Location	10	2
Depth of Affordability	10	10
Schools	10	3
\$ Front End	10	4
\$ Operations	10	2
Reasonable Developer \$	10	2
Term of Affordability	5	5
Flood Plain	5	5
\$/Land Back End	5	3
Preservation	5	5
HHA Resources	5	5
M/WBE Participation	5	5
Unit Mix	2.5	2.5
Mix with Market Units	2.5	0
Bonus Points	5	2
	100	55.5

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 Olive Tree Property Holdings LLC for the acquisition of The Life at Sterling Woods, an apartment community located at or about 8625 Winkler Dr., Houston, TX 77017, for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Director of REID, dated September 6, 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, and the placement of "affordable" units within, the Estates at Bellaire located at 4807 Pin Oak Park, Houston, Texas 77081, and the execution of all required documents therefor.

2. **Date of Board Meeting:** September 19, 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 and the placement of "affordable" units within the Estates at Bellaire located at 4807 Pin Oak Park, Houston, Texas 77081 pursuant to the memorandum from Jay Mason, Director of REID, dated September 6, 2022, to David A. Northern, Sr., President & CEO.

4. **Department Head Approval** Signature Jay Mason Date: 9/14/2022

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

Funds Budgeted and Available ☒ Yes ☐ No Source Third Party Funding

VP of FO Approval Signature Mike Rogers Date: 9/14/2022

6. **Approval of President & CEO** Signature David A. Northern, Sr. Date: 9/14/2022



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

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 FACILITATE THE ACQUISITION OF, AND THE PLACEMENT OF "AFFORDABLE" UNITS WITHIN, THE ESTATES AT BELLAIRE LOCATED AT 4807 PIN OAK PARK, HOUSTON, TEXAS 77081, AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.
DATE: SEPTEMBER 6, 2022

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorize the President & CEO or designee to take all actions necessary or convenient to facilitate the acquisition of, and the placement of "affordable" units within the Estates at Bellaire located at 4807 Pin Oak Park, Houston, Texas 77081 (the "**Project**"), and the execution of all required documents therefor.

BACKGROUND:

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

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

Pursuant to the terms of the Lease Agreement and regulatory agreement recorded against the property upon which the Project is constructed, no less than 50% of the units in the Project will be reserved 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 \$68,598,000 (the "**Loan**") from JLL Real Estate Capital, LLC, a Delaware limited liability company ("**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 forgoing 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 considers 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 and the placement of "affordable" units within the Estates at Bellaire located at 4807 Pin Oak Park, Houston, Texas 77081 pursuant to the memorandum from Jay Mason, Director of REID, dated September 6, 2022, to David A. Northern, Sr., President & CEO.

RESOLUTION NO. 3527

RESOLUTION AUTHORIZING THE PRESIDENT & CEO OR DESIGNEE TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO FACILITATE THE ACQUISITION OF, AND THE PLACEMENT OF "AFFORDABLE" UNITS WITHIN, THE ESTATES AT BELLAIRE LOCATED AT 4807 PIN OAK PARK, HOUSTON, TEXAS 77081 (THE "PROJECT"), AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.

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

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

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

WHEREAS, pursuant to the terms of the Lease Agreement and regulatory agreement recorded against the property upon which the Project is constructed, no less than 50% of the units in the Project will be reserved 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 \$68,598,000 (the "**Loan**") from JLL Real Estate Capital, LLC, a Delaware limited liability company ("**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 foregoing 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]

Resolution No. 3527

PASSED September 19, 2022.

ATTEST:

CHAIR

Secretary



Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

- Brief Description of Proposed Item** – Consideration and/or take action to authorize the President & CEO or designee to facilitate the acquisition of, and the placement of "affordable" units within, AMLI Uptown to be known as Post Oak located at 2525 McCue Rd., Houston, Texas 77056, and the execution of all required documents therefor.

- Date of Board Meeting:** September 19, 2022

- Proposed Board Resolution:**

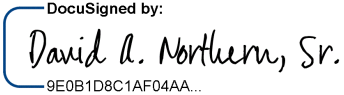
Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to take such actions necessary or convenient to facilitate the acquisition of, and the placement of "affordable" units within, the AMLI Uptown to be known as Post Oak located at 2525 McCue Rd., Houston, Texas 77056, pursuant to the memorandum from Jay Mason, Director of REID, dated September 6, 2022, to David A. Northern, Sr., President & CEO.

- Department Head Approval** Signature  Date: 9/14/2022

- Statement regarding availability of funds by VP of Fiscal Operations**

Funds Budgeted and Available ☒ Yes ☐ No Source Third Party Funding

- VP of FO Approval** Signature  Date: 9/14/2022

- Approval of President & CEO** Signature  Date: 9/14/2022



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

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 FACILITATE THE ACQUISITION OF AND THE PLACEMENT OF "AFFORDABLE" UNITS WITHIN AMLI UPTOWN TO BE KNOWN AS POST OAK, LOCATED AT 2525 MCCUE RD., HOUSTON, TEXAS 77056, AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.
DATE: SEPTEMBER 6, 2022

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorize the President & CEO or designee to take all actions necessary or convenient to facilitate acquisition of, and the placement of "affordable" units within, AMLI Uptown to be known as Post Oak located at 2525 McCue Rd., Houston, Texas 77056 (the "**Project**"), and the execution of all required documents therefor.

BACKGROUND:

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

The PFC and Caroline Post Oak Owner, LP, a Delaware limited partnership (the "**Owner**") will enter into a lease agreement (the "**Lease Agreement**") granting site control of the Project to the Owner.

Pursuant to the terms of the Lease Agreement and regulatory agreement recorded against the property upon which the Project is constructed, no less than 50% of the units in the Project will be reserved 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 \$42,000,000 (the "**Loan**") from the Federal Home Loan Mortgage Corporation ("**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 forgoing 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 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 facilitate the acquisition of, and the placement of "affordable" units within, the AMLI Uptown to be known as Post Oak located at 2525 McCue Rd., Houston, Texas 77056, pursuant to the memorandum from Jay Mason, Director of REID, dated September 6, 2022, to David A. Northern, Sr., President & CEO.

RESOLUTION NO. 3528

RESOLUTION AUTHORIZING THE PRESIDENT & CEO OR DESIGNEE TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO FACILITATE THE ACQUISITION OF, AND THE PLACEMENT OF "AFFORDABLE" UNITS WITHIN, AMLI UPTOWN TO BE KNOWN AS POST OAK LOCATED AT 2525 MCCUE RD., HOUSTON, TEXAS 77056 (THE "PROJECT"), AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.

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

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

WHEREAS, the PFC and Caroline Post Oak Owner, LP, a Delaware limited partnership (the "**Owner**") will enter into a lease agreement (the "**Lease Agreement**") granting site control of the Project to the Owner;

WHEREAS, pursuant to the terms of the Lease Agreement and regulatory agreement recorded against the property upon which the Project is constructed, no less than 50% of the units in the Project will be reserved 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 \$42,000,000 (the "**Loan**") from the Federal Home Loan Mortgage Corporation ("**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 foregoing 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]

Resolution No. 3528

PASSED September 19, 2022.

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 facilitate the acquisition of, and the placement of "affordable" units within, AMLI River Oaks to be known as West Gray located at 1340 W. Gray St., Houston, Texas 77019, and the execution of all required documents therefor.

2. **Date of Board Meeting:** September 19, 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 facilitate the acquisition of and the placement of "affordable" units within AMLI River Oaks to be known as West Gray located at 1340 W. Gray St., Houston, Texas 77019, pursuant to the memorandum from Jay Mason, Director of REID, dated September 6, 2022, to David A. Northern, Sr., President & CEO.

4. **Department Head Approval** Signature  9/14/2022
DocuSigned by: Jay Mason EB1ADD6791E24E3

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

Funds Budgeted and Available ☒ Yes ☐ No Source Third Party Funding

- VP of FO Approval** Signature  9/14/2022
DocuSigned by: Mike Rogers 3FC87AD4710742D...

6. **Approval of President & CEO** Signature  9/14/2022
DocuSigned by: David A. Northern, Sr. 9E0B1D8C1AF04AA...



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

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 FACILITATE THE ACQUISITION OF AND THE PLACEMENT OF "AFFORDABLE" UNITS WITHIN AMLI RIVER OAKS TO BE KNOWN AS WEST GRAY, LOCATED AT 1340 W. GRAY ST., HOUSTON, TEXAS 77019, AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.
DATE: SEPTEMBER 6, 2022

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorize the President & CEO or designee to take all actions necessary or convenient to facilitate the acquisition of, and the placement of "affordable" units within AMLI River Oaks to be known as West Gray located at 1340 W. Gray St., Houston, Texas 77019 (the "**Project**"), and the execution of all required documents therefor.

BACKGROUND:

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

The PFC and Caroline West Gray Owner, LP, a Delaware limited partnership (the "**Owner**") will enter into a lease agreement (the "**Lease Agreement**") granting site control of the Project to the Owner.

Pursuant to the terms of the Lease Agreement and regulatory agreement recorded against the property upon which the Project is constructed, no less than 50% of the units in the Project will be reserved 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 \$50,000,000 (the "**Loan**") from the Federal Home Loan Mortgage Corporation ("**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 forgoing 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 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 facilitate the acquisition of and the placement of "affordable" units within AMLI River Oaks to be known as West Gray located at 1340 W. Gray St., Houston, Texas 77019, pursuant to the memorandum from Jay Mason, Director of REID, dated September 6, 2022, to David A. Northern, Sr., President & CEO.

RESOLUTION NO. 3529

RESOLUTION AUTHORIZING THE PRESIDENT & CEO OR DESIGNEE TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO FACILITATE THE ACQUISITION OF, AND THE PLACEMENT OF "AFFORDABLE" UNITS WITHIN, AMLI RIVER OAKS TO BE KNOWN AS WEST GRAY LOCATED AT 1340 W. GRAY ST., HOUSTON, TEXAS 77019 (THE "PROJECT"), AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.

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

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

WHEREAS, the PFC and Caroline West Gray Owner, LP, a Delaware limited partnership (the "**Owner**") will enter into a lease agreement (the "**Lease Agreement**") granting site control of the Project to the Owner;

WHEREAS, pursuant to the terms of the Lease Agreement and regulatory agreement recorded against the property upon which the Project is constructed, no less than 50% of the units in the Project will be reserved 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 \$50,000,000 (the "**Loan**") from the Federal Home Loan Mortgage Corporation ("**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 foregoing 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]

Resolution No. 3529

PASSED September 19, 2022.

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 facilitate the acquisition of, and the placement of "affordable" units within, The Carlton located at 3805 W. Alabama Street, Houston, Texas 77027, and the execution of all required documents therefor.

2. **Date of Board Meeting:** September 19, 2022

3. **Proposed Board Resolution:**

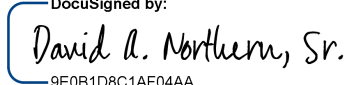
Resolution: That the Houston Housing Authority Board of Commissioners authorizes the Houston Housing Authority to take such actions necessary or convenient to facilitate the acquisition of and the placement of "affordable" units within, The Carlton located at 3805 W. Alabama Street, Houston, Texas 77027, pursuant to the memorandum from Jay Mason, Director of REID, dated September 6, 2022, to David A. Northern, Sr., President & CEO.

4. **Department Head Approval** Signature  9/14/2022
DocuSigned by: Jay Mason FB1ADD6791F24F3... Date: _____

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

Funds Budgeted and Available ☒ Yes ☐ No Source Third Party Funding

VP of FO Approval Signature  9/14/2022
DocuSigned by: Mike Rogers 3EC87AD4710742D Date: _____

6. **Approval of President & CEO** Signature  9/14/2022
DocuSigned by: David A. Northern, Sr. 9E0B1D8C1AF04AA... Date: _____



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

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 FACILITATE THE ACQUISITION OF, AND THE PLACEMENT OF "AFFORDABLE" UNITS WITHIN, THE CARLTON LOCATED AT 3805 W. ALABAMA STREET, HOUSTON, TEXAS 77027, AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.
DATE: SEPTEMBER 6, 2022

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorize the President & CEO or designee to take all actions necessary or convenient to facilitate the acquisition of, and the placement of "affordable" units within, The Carlton located at 3805 W. Alabama Street, Houston, Texas 77027 (the "**Project**"), and the execution of all required documents therefor.

BACKGROUND:

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

The PFC and Bridge-Carlton, LP, 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 \$33,950,000 (the "**Loan**") from Walker & Dunlop, LLC, a Delaware limited liability company ("**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 forgoing 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 considers 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 and the placement of "affordable" units within, The Carlton located at 3805 W. Alabama Street, Houston, Texas 77027, pursuant to the memorandum from Jay Mason, Director of REID, dated September 6, 2022, to David A. Northern, Sr., President & CEO.

RESOLUTION NO. 3530

RESOLUTION AUTHORIZING THE PRESIDENT & CEO OR DESIGNEE TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO FACILITATE THE ACQUISITION OF, AND THE PLACEMENT OF "AFFORDABLE" UNITS WITHIN, THE CARLTON LOCATED AT 3805 W. ALABAMA STREET, HOUSTON, TEXAS 77027 (THE "PROJECT"), AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.

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

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

WHEREAS, the PFC and Bridge-Carlton, LP, 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 \$33,950,000 (the "**Loan**") from Walker & Dunlop, LLC, a Delaware limited liability company ("**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 foregoing 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]

Resolution No. 3530

PASSED September 19, 2022.

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 facilitate the acquisition and the placement of "affordable" units within Providence Uptown, located at 3323 McCue Rd., Houston, Texas 77056, and the execution of all required documents therefor.

2. **Date of Board Meeting:** September 19, 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 and the placement of "affordable" units within, Providence Uptown, located at 3323 McCue Rd., Houston, Texas 77056, pursuant to the memorandum from Jay Mason, Director of REID, dated September 6, 2022, to David A. Northern, Sr., President & CEO.

4. **Department Head Approval** Signature Jay Mason Date: 9/14/2022

DocuSigned by:

FB1ADD6791F24F3...

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

Funds Budgeted and Available ☒ Yes ☐ No Source Third Party Funding

VP of FO Approval Signature Mike Rogers Date: 9/14/2022

DocuSigned by:

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6. **Approval of President & CEO** Signature David A. Northern, Sr. Date: 9/14/2022

DocuSigned by:

9E0B1D8C1AF04AA...



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

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 FACILITATE THE ACQUISITION OF AND THE PLACEMENT OF "AFFORDABLE" UNITS WITHIN PROVIDENCE UPTOWN LOCATED AT 3323 MCCUE RD., HOUSTON, TEXAS 77056, AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.
DATE: SEPTEMBER 6, 2022

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorize the President & CEO or designee to take all actions necessary or convenient to facilitate acquisition of, and the placement of "affordable" units within, Providence Uptown located at 3323 McCue Rd., Houston, Texas 77056 (the "**Project**"), and the execution of all required documents therefor.

BACKGROUND:

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

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

Pursuant to the terms of the Lease Agreement and regulatory agreement recorded against the property upon which the Project is constructed, no less than 50% of the units in the Project will be reserved 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 \$66,332,000 (the "**Loan**") from JLL Real Estate Capital, LLC, a Delaware limited liability company ("**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 forgoing 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 considers 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 and the placement of "affordable" units within, Providence Uptown, located at 3323 McCue Rd., Houston, Texas 77056, pursuant to the memorandum from Jay Mason, Director of REID, dated September 6, 2022, to David A. Northern, Sr., President & CEO.

RESOLUTION NO. 3531

RESOLUTION AUTHORIZING THE PRESIDENT & CEO OR DESIGNEE TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO FACILITATE THE ACQUISITION OF, AND THE PLACEMENT OF "AFFORDABLE" UNITS WITHIN, PROVIDENCE UPTOWN LOCATED AT 3323 MCCUE RD., HOUSTON, TEXAS 77056 (THE "PROJECT"), AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.

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

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

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

WHEREAS, pursuant to the terms of the Lease Agreement and regulatory agreement recorded against the property upon which the Project is constructed, no less than 50% of the units in the Project will be reserved 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 \$66,332,000 (the "**Loan**") from JLL Real Estate Capital, LLC, a Delaware limited liability company ("**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 foregoing 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]

Resolution No. 3531

PASSED September 19, 2022.

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 facilitate the acquisition of and the placement of "affordable" units within Alta Med Main located at 9330 S. Main St., Houston, Texas 77025, and the execution of all required documents therefor.

2. **Date of Board Meeting:** September 19, 2022


3. **Proposed Board Resolution:**

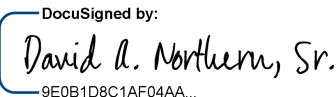
Resolution: That the Houston Housing Authority Board of Commissioners authorizes the Houston Housing Authority to take such actions necessary or convenient to facilitate the acquisition of and the placement of "affordable" units within Alta Med Main located at 9330 S. Main St., Houston, Texas 77025, pursuant to the memorandum from Jay Mason, Interim Director of REID, dated September 13, 2022, to David A. Northern, Sr., President & CEO.

4. **Department Head Approval** Signature  Jay Mason Date: 9/14/2022

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

Funds Budgeted and Available ☒ Yes ☐ No Source Third Party Funding

VP of FO Approval Signature  Mike Rogers Date: 9/14/2022

6. **Approval of President & CEO** Signature  David A. Northern, Sr. Date: 9/14/2022



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

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, AND THE PLACEMENT OF "AFFORDABLE" UNITS WITHIN, ALTA MED MAIN LOCATED AT 9330 S. MAIN ST., HOUSTON, TEXAS 77025, AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.
DATE: SEPTEMBER 13, 2022

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorize the President & CEO or designee to take all actions necessary or convenient to facilitate acquisition of, and the placement of "affordable" units within, Alta Med Main located at 9330 S. Main St., Houston, Texas 77025 (the "**Project**"), and the execution of all required documents therefor.

BACKGROUND:

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

The PFC and TREPFI AO Med Main Owner LLC, a Delaware limited liability company (the "**Owner**") will enter into a lease agreement (the "**Lease Agreement**") granting site control of the Project to the Owner.

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

The Owner has obtained a loan in an aggregate principal amount of \$60,000,000 (the "**Loan**") from NewPoint Real Estate Capital LLC, a Michigan limited liability company ("**Lender**"), to finance the Project and, in connection with a loan modification to the existing 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 considers 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 and the placement of "affordable" units within Alta Med Main located at 9330 S. Main St., Houston, Texas 77025, pursuant to the memorandum from Jay Mason, Interim Director of REID, dated September 13, 2022, to David A. Northern, Sr., President & CEO.

RESOLUTION NO. 3532

RESOLUTION AUTHORIZING THE PRESIDENT & CEO OR DESIGNEE TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO FACILITATE THE ACQUISITION OF, AND THE PLACEMENT OF "AFFORDABLE" UNITS WITHIN, ALTA MED MAIN LOCATED AT 9330 S. MAIN ST., HOUSTON, TEXAS 77025 (THE "PROJECT"), AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.

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

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

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

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

WHEREAS, the Owner has obtained a loan in an aggregate principal amount of \$60,000,000 (the "**Loan**") from NewPoint Real Estate Capital LLC, a Michigan limited liability company ("**Lender**"), to finance the Project and, in connection with a loan modification to the existing 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 foregoing 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]

Resolution No. 3532

PASSED September 19, 2022.

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 facilitate the acquisition of, and the placement of "affordable" units within, Ariza Gosling located at 23217 Gosling Road, Spring, Texas 77389, and the execution of all required documents therefor.

2. **Date of Board Meeting:** September 19, 2022


3. **Proposed Board Resolution:**

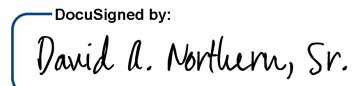
Resolution: That the Houston Housing Authority Board of Commissioners authorizes the Houston Housing Authority to take such actions necessary or convenient to facilitate the acquisition of and the placement of "affordable" units within Ariza Gosling located at 23217 Gosling Road, Spring, Texas 77389, pursuant to the memorandum from Jay Mason, Interim Director of REID, dated September 13, 2022, to David A. Northern, Sr., President & CEO.

4. **Department Head Approval** Signature  Jay Mason Date: 9/14/2022

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

Funds Budgeted and Available ☒ Yes ☐ No Source Third Party Funding

- VP of FO Approval** Signature  Mike Rogers Date: 9/14/2022

6. **Approval of President & CEO** Signature  David A. Northern, Sr. Date: 9/14/2022



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

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, AND THE PLACEMENT OF "AFFORDABLE" UNITS WITHIN, ARIZA GOSLING LOCATED AT 23217 GOSLING ROAD, SPRING, TEXAS 77389, AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.
DATE: SEPTEMBER 13, 2022

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorize the President & CEO or designee to take all actions necessary or convenient to facilitate acquisition of, and the placement of "affordable" units within, Ariza Gosling located at 23217 Gosling Road, Spring, Texas 77389 (the "**Project**"), and the execution of all required documents therefor.

BACKGROUND:

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

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

Pursuant to the terms of the Lease Agreement and regulatory agreement recorded against the property upon which the Project is constructed, no less than 50% of the units in the Project will be reserved 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 \$44,000,000 (the "**Loan**") from the Federal Home Loan Mortgage Corporation ("**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 forgoing 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 considers 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 and the placement of "affordable" units within Ariza Gosling located at 23217 Gosling Road, Spring, Texas 77389, pursuant to the memorandum from Jay Mason, Interim Director of REID, dated September 13, 2022, to David A. Northern, Sr., President & CEO.

RESOLUTION NO. 3533

RESOLUTION AUTHORIZING THE PRESIDENT & CEO OR DESIGNEE TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO FACILITATE THE ACQUISITION OF, AND THE PLACEMENT OF "AFFORDABLE" UNITS WITHIN, ARIZA GOSLING LOCATED AT 23217 GOSLING ROAD, SPRING, TEXAS 77389 (THE "PROJECT"), AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.

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

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

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

WHEREAS, pursuant to the terms of the Lease Agreement and regulatory agreement recorded against the property upon which the Project is constructed, no less than 50% of the units in the Project will be reserved 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 \$44,000,000 (the "**Loan**") from the Federal Home Loan Mortgage Corporation ("**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 foregoing 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. 3533

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. 3533

PASSED September 19, 2022.

ATTEST:

CHAIR

Secretary

BOARD REPORT FOR MONTH ENDING AUGUST 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 1.9% on August 31, 2022. As of September 1, 2022, rent collection for August was 95.1% of rents billed on an adjusted cash accounting basis.

There are currently 37,525 active applications for the Public Housing Waiting List, which represents a decrease of 9.7% from last month.

Low-Income Public Housing			
	June	July	August
Waiting Lists	43,888	41,570	37,525
Vacancy Rate	2.5%	2.3%	1.9%
Rent Collection	93.3%	91.5%	95.1%
Unit Turnaround Time (Days)	60.0	78.0	72.0
Avg. Non-Emergency Work Order Days	2.41	2.85	2.61

HOUSING CHOICE VOUCHER PROGRAM

The HCV staff completed 949 annual re-examinations during August. The HCV department also completed 310 interims, 178 change of units (moves), 278 new admissions, and 76 portability move-in transactions. On August 31, 2022, 474 families were enrolled in the Family Self Sufficiency (FSS) program; 210 of the 474 (45%) 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 August 31, 2022 was 100%.

Voucher Programs			
	June	July	August
Households	18,465	18,332	18,576
ABA Utilization/Unit Utilization	92.4%/95.0%	93.7%/95.3%	92.2%/94.6%
Reporting Rate	87%	100%	100%
Annual Reexaminations Completed	758	798	949
HQS Inspections	2,465	2,369	2,307
Waitlist	18,270	17,769	17,769

PROPERTY MANAGEMENT SUMMARY

PMC	Vacancy						Unit Turnaround Time (YTD)					
	June		July		August		June		July		August	
	%	Grade	%	Grade	%	Grade	Days	Grade	Days	Grade	Days	Grade
Orion	4.0	C	3.2	C	2.6	B	99.5	F	129.1	F	122.0	F
Lynd	1.2	A	2.8	B	2.2	B	26.1	C	27.7	C	35.5	D
J. Allen	1.2	A	0.9	A	0.7	A	33.9	D	39.7	D	36.5	D

PMC	Emergency Work Orders (Completed within 24 hours)						Routine Work Orders					
	June		July		August		June		July		August	
	%	Grade	%	Grade	%	Grade	Days	Grade	Days	Grade	Days	Grade
Orion	95.1	E	100	A	100	A	3.6	A	5.2	A	1.7	A
Lynd	100	A	100	A	100	A	3.5	A	4.8	A	3.8	A
J. Allen	97.6	C	96.4	D	96.6	D	3.6	A	4.2	A	3.9	A

PMC	Rent Collection					
	June		July		August	
	%	Grade	%	Grade	%	Grade
Orion	90.3	E	91.0	E	93.4	D
Lynd	100	A	80.6	F	94.8	C
J. Allen	97.4	B	94.9	C	97.8	B

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

PUBLIC HOUSING MANAGEMENT ASSESSMENT

VACANCY RATE	Goal 2.0%	Actual 1.9%	A	0 to 2
This indicator examines the vacancy rate, a PHA's progress in reducing vacancies, and unit turnaround time. Implicit in this indicator is the adequacy of the PHA's system to track the duration of vacancies and unit turnaround, including down time, make ready time, and lease up time.			B	2.1 to 3
			C	3.1 to 4
			D	4.1 to 5
			E	5.1 to 6
			F	≥6.1
RENT COLLECTION (YTD)	Goal 98%	Actual 95.1%	A	98 to 100
This report examines the housing authority's ability to collect dwelling rent owed by residents in possession of units during the current fiscal year by measuring the balance of dwelling rents uncollected as a percentage of total dwelling rents to be collected.			B	96 to 97.9
			C	94 to 95.9
			D	92 to 93.9
			E	90 to 91.9
			F	≤89.9
EMERGENCY WORK ORDERS	Goal 100%	Actual 98.2%	A	99 to 100
This indicator examines the average number of days that it takes for an emergency work order to be completed. Emergency work orders are to be completed within 24 hours or less and must be tracked.			B	98 to 98.9
			C	97 to 97.9
			D	96 to 96.9
			E	95 to 95.9
			F	≤94.9
NON-EMERGENCY WORK ORDERS	Goal 3 Days	Actual 2.35 Days	A	≤24
This indicator examines the average number of days that it takes for a work order to be completed. Implicit in this indicator is the adequacy of HHA's work order system in terms of how HHA accounts for and controls its work orders and its timeliness in preparing/issuing work orders.			B	25 to 30
			C	31 to 40
			D	41 to 50
			E	51 to 60
			F	≥61
ANNUAL INSPECTIONS	Goal 100%	Actual 72.5%	A	100
This indicator examines the percentage of units that HHA inspects on an annual basis in order to determine the short-term maintenance needs and long-term modernization needs. Implicit in this indicator is the adequacy of HHA's inspection program in terms of the quality of HHA's inspections, and how HHA tracks both inspections and needed repairs.			B	97 to 99
			C	95 to 96.9
			D	93 to 94.9
			E	90 to 92.9
			F	≥89.9*
*PMC’s have discretional authority to select how many units to inspect each month, so long as all inspections are completed by September.				

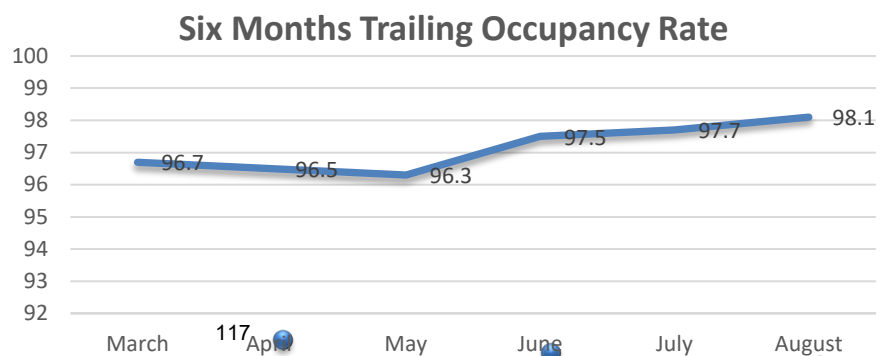
VACANCY RATE AND TURNAROUND DAYS

Low-Income Public Housing Development	PMC	ACC Units	Approv ed Units Offline	Total Available ACC Units	Occupied Units	Vacant Units	Occupancy Percentage	Grade	Total Vacant Days	Units Turne d YTD	Avg. Total Turnar ound Days YTD	Grade
Allen Parkway Village	Orion	278	8	270	247	23	91.5%	F	9,241	45	205	F
Bellerive	J. Allen	210	0	210	210	0	100.0%	A	1,091	35	31	D
Clayton Homes	J. Allen	296	292	4	4	0	100.0%	A	4,698	182	26	B
Cuney Homes	Orion	553	0	553	544	9	98.4%	A	15,680	131	120	F
Ewing	Orion	40	0	40	40	0	100.0%	A	163	7	23	B
Forest Green	J. Allen	100	84	16	16	0	100.0%	A	0	0	0	A
Fulton Village	Lynd	108	0	108	105	3	97.2%	B	295	8	37	D
Heatherbrook	Lynd	53	0	53	53	0	100.0%	A	99	5	20	A
Historic Oaks of APV	Orion	222	0	222	205	17	92.3%	F	6,410	34	189	F
Independence Heights	Orion	36	0	36	36	0	100.0%	A	47	2	24	B
Irvinton Village	J. Allen	318	10	308	304	4	98.7%	A	4,118	90	46	E
Kelly Village	J. Allen	270	0	270	267	3	98.9%	A	2,406	58	41	E
Kennedy Place	Orion	108	0	108	108	0	100.0%	A	377	14	27	C
Lincoln Park	Orion	200	0	200	198	2	99.0%	A	1,848	27	68	F
Lyerly	J. Allen	199	0	199	195	4	98.0%	A	2,623	44	60	F
Oxford Place	Orion	230	19	211	207	4	98.1%	A	3,431	45	76	F
Sweetwater	Lynd	26	0	26	25	1	96.2%	C	210	4	53	F
Totals		3,247	413	2,834	2,764	70	98.1%	A	52,737	731	72	F

Section 8 New Construction Development	PMC	S8 NC Units	Units Offline	Total Available S8 NC Units	Occupied Units	Vacant Units	Occupancy Percentage	Grade	Total Vacant Days	Units Turne d YTD	Avg. Total Turnar ound Days YTD	Grade
Long Drive	Tarantino	100	0	100	99	1	99.0%	A	540	20	27	C
Telephone Road	Tarantino	200	158	42	42	0	100.0%	A	1,823	11	166	F
Totals		300	158	142	141	1	99.5%	A	2,363	31	76	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	125	15	89.3%	F	0	0	0	A
Totals		140	0	140	125	15	89.3%	F	0	0	0	A

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



March

117 April

May

June

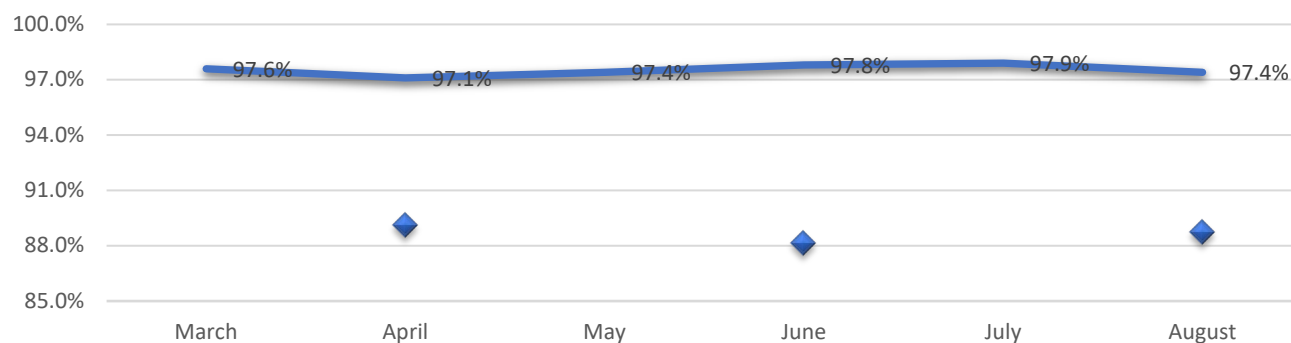
July

August

TAX CREDIT APARTMENT LEASING/OCCUPANCY INFORMATION

Property	Property Manager	Total Units	Public Housing Units	Tax Credit Units	Market Units	Vacant Units	Occupied (%)
2100 Memorial	*CURRENTLY BEING REDEVELOPED						
Heatherbrook	Lynd	176	53	87	36	2	98.9%
Mansions at Turkey Creek	Orion	252	0	252	0	7	97.2%
Independence Heights	Orion	154	36	118	0	5	96.8%
Peninsula Park	Orion	280	0	280	0	2	99.3%
Pinnacle at Wilcrest	Embrey	250	0	250	0	6	97.6%
Sweetwater Point	Lynd	260	26	234	0	23	91.2%
Uvalde Ranch	Hettig-Kahn	244	0	244	0	2	99.2%
Willow Park	Embrey	260	0	260	0	3	98.8%
PH-LIHTC							
Fulton Village	Lynd	108	108		0	3	97.2%
HOAPV	Orion	222	66	156	0	17	92.3%
Lincoln Park	Orion	250	200		50	2	99.2%
Oxford Place	Orion	250	230		20	2	99.2%
TOTALS		2,706	719	1,881	106	74	97.4%
RAD-PBV							
Victory-HRI	Orion	140	140		0	15	89.3%
TOTAL		140	140	0	1,881	15	89.3%

6 Month Trailing Occupancy Rate

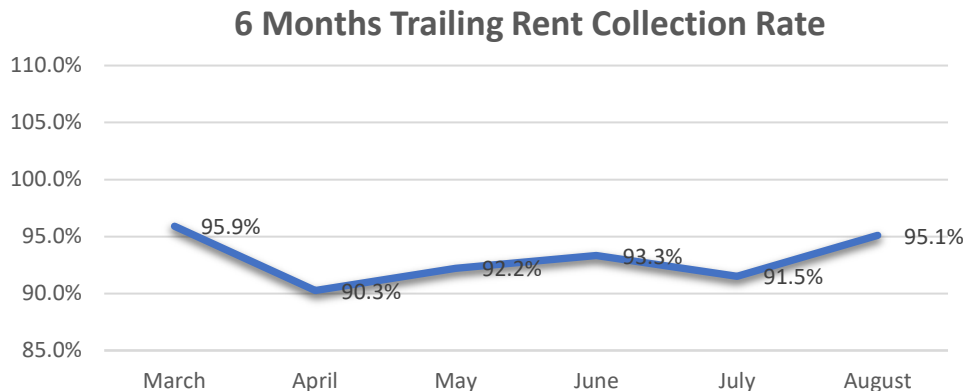


RENT COLLECTION

Low-Income Public Housing Development	PMC	Month Billed	Month Collected	% Collected	Grade	YTD Billed	YTD Collected	% YTD Collected	Grade
Allen Parkway Village	Orion	\$99,739	\$60,576	60.73%	F	\$834,286	\$715,138	85.72%	F
Bellerive	J. Allen	\$54,444	\$54,441	99.99%	A	\$421,266	\$421,182	99.98%	A
Clayton Homes	J. Allen	\$2,548	\$1,945	76.34%	F	\$121,000	\$108,641	89.79%	F
Cuney Homes	Orion	\$156,862	\$146,081	93.13%	D	\$1,220,984	\$1,151,149	94.28%	C
Ewing	Orion	\$8,965	\$8,854	98.76%	A	\$71,722	\$70,548	98.36%	A
Forest Green	J. Allen	\$5,047	\$5,047	100.00%	A	\$43,520	\$40,170	92.30%	D
Fulton Village	Lynd	\$25,847	\$24,660	95.41%	C	\$231,069	\$217,140	93.97%	C
Heatherbrook Apts.	Lynd	\$16,602	\$16,049	96.67%	B	\$110,140	\$108,321	98.35%	A
Historic Oaks of APV	Orion	\$6,021	\$55,344	919.12%	A	\$386,131	\$421,282	109.10%	A
Independence	Orion	\$5,363	\$5,363	100.00%	A	\$44,248	\$33,697	76.16%	F
Irvinton Village	J. Allen	\$79,473	\$74,945	94.30%	C	\$607,269	\$538,276	88.64%	F
Kelly Village	J. Allen	\$67,658	\$67,116	99.20%	A	\$492,474	\$468,071	95.04%	C
Kennedy Place	Orion	\$41,137	\$38,301	93.10%	D	\$341,374	\$328,466	96.22%	B
Lincoln Park	Orion	\$39,834	\$39,834	100.00%	A	\$322,828	\$304,322	94.27%	C
Lyerly	J. Allen	\$54,331	\$54,218	99.79%	A	\$417,281	\$415,471	99.57%	A
Oxford Place	Orion	\$44,678	\$21,476	48.07%	F	\$323,903	\$254,338	78.52%	F
Sweetwater	Lynd	\$4,886	\$4,160	85.14%	F	\$54,586	\$39,043	71.53%	F
Totals		\$713,435	\$678,409	95.09%	C	\$6,044,080	\$5,635,254	93.24%	D

Section 8 New Construction Development		Month Billed	Month Collected	% Collected	Grade	YTD Billed	YTD Collected	% YTD Collected	Grade
Long Drive	Tarantino	\$21,493	\$19,989	93.00%	D	\$155,693	\$151,526	97.32%	B
Telephone Road	Tarantino	\$11,187	\$11,187	100.00%	A	\$101,729	\$100,998	99.28%	A
Totals		\$32,680	\$31,176	95.40%	C	\$257,422	\$252,524	98.10%	A
RAD-PBV		Month Billed	Month Collected	% Collected	Grade	YTD Billed	YTD Collected	% YTD Collected	Grade
Victory-HRI	Orion	\$86,951	\$86,509	99.49%	A	\$487,991	\$476,508	97.65%	B
Totals		\$86,951	\$86,509	99.49%	A	\$487,991	\$476,508	97.65%	B

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



EMERGENCY WORK ORDERS

Low-Income Public Housing Development	PMC	Emergency Work Orders Generated	Emergency W/O Completed within 24 hours	Percentage Completed within 24 hours	Grade
Allen Parkway Village	Orion	1	1	100.0%	A
Bellerive	J. Allen	28	28	100.0%	A
Clayton Homes	J. Allen	0	0	N/A	A
Cuney Homes	Orion	50	50	100.0%	A
Ewing	Orion	4	4	100.0%	A
Forest Green	J. Allen	0	0	N/A	A
Fulton Village	Lynd	1	1	100.0%	A
Heatherbrook Apartments	Lynd	0	0	N/A	A
Historic Oaks of APV	Orion	0	0	N/A	A
Independence Heights	Orion	0	0	N/A	A
Irvinton Village	J. Allen	3	3	100.0%	A
Kelly Village	J. Allen	18	16	88.9%	F
Kennedy Place	Orion	0	0	N/A	A
Lincoln Park	Orion	0	0	N/A	A
Lyerly	J. Allen	9	9	100.0%	A
Oxford Place	Orion	0	0	N/A	A
Sweetwater	Lynd	0	0	N/A	A
Totals		114	112	98.2%	B

Section 8 New Construction Development		Emergency Work Orders Generated	Emergency W/O Completed within 24 hours	Percentage Completed within 24 hours	Grade
Long Drive	Tarantino	0	0	N/A	A
Telephone Road	Tarantino	0	0	N/A	A
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	3	3	100.0%	A
Totals		3	3	100.0%	A

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

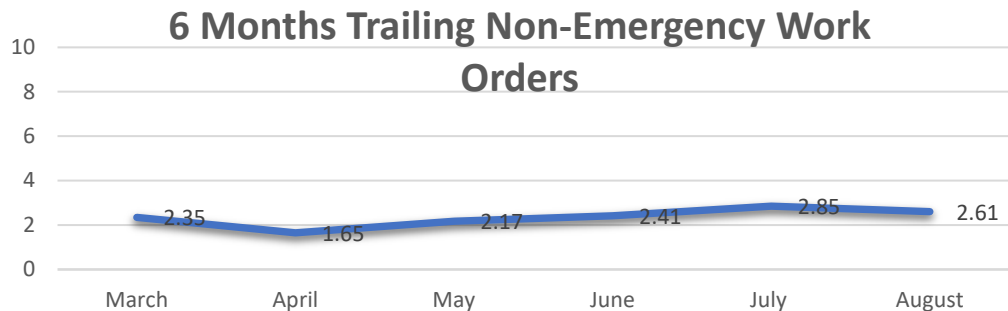
NON-EMERGENCY WORK ORDERS

Low-Income Public Housing Development	PMC	Work Orders Generated	Average Completion Time (Days)	Grade
Allen Parkway Village	Orion	2	1.50	A
Bellerive	J. Allen	36	1.00	A
Clayton Homes	J. Allen	8	6.43	A
Cuney Homes	Orion	186	1.69	A
Ewing	Orion	22	1.56	A
Forest Green	J. Allen	5	2.60	A
Fulton Village	Lynd	9	1.00	A
Heatherbrook Apartments	Lynd	55	4.57	A
Historic Oaks of APV	Orion	1	8.00	A
Independence Heights	Orion	0	0.00	A
Irvinton Village	J. Allen	263	4.66	A
Kelly Village	J. Allen	179	4.26	A
Kennedy Place	Orion	34	1.18	A
Lincoln Park	Orion	29	2.44	A
Lyerly	J. Allen	85	1.80	A
Oxford Place	Orion	19	1.73	A
Sweetwater	Lynd	5	0.00	A
Totals		938	2.61	A

Section 8 New Construction Development		Work Orders Generated	Average Completion Time (Days)	Grade
Long Drive	Tarantino	95	2.52	A
Telephone Road	Tarantino	1	1.00	A
Totals		96	1.76	A

RAD-PBV		Work Orders Generated	Average Completion Time (Days)	Grade
Victory-HRI	Orion	10	0.00	A
Totals		10	0.00	A

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



ANNUAL INSPECTIONS

Low-Income Public Housing Development	PMC	YTD Inspections Due	YTD Inspections Performed	Percentage Complete	Grade
Bellerive	J. Allen	210	210	100.0%	A
Clayton Homes	J. Allen	184	0	0.0%	A
Cuney Homes	Orion	553	553	100.0%	A
Ewing	Orion	40	40	100.0%	A
Forest Green	J. Allen	16	0	0.0%	A
Fulton Village	Lynd	108	18	16.7%	A
Heatherbrook Apartments	Lynd	53	0	0.0%	A
HOAPV/APV	Orion	500	454	90.8%	A
Independence Heights	Orion	36	36	100.0%	A
Irvinton Village	J. Allen	318	134	42.1%	A
Kelly Village	J. Allen	270	100	37.0%	A
Kennedy Place	Orion	108	108	100.0%	A
Lincoln Park	Orion	200	200	100.0%	A
Lyerly	J. Allen	199	128	64.3%	A
Oxford Place	Orion	230	230	100.0%	A
Sweetwater	Lynd	26	0	0.0%	A
Totals		3,051	2,211	72.5%	A

Low-Income Public Housing Development	PMC	Inspections Due	Inspections Performed	Percentage Complete	Grade
Telephone Road	Tarantino	200	0	0.0%	A
Long Drive	Tarantino	100	100	100.0%	A
Totals		300	100	33.3%	A

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

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

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

HOUSING CHOICE VOUCHER HUD-GRADED SEMAP INDICATORS

			Score	Performance
ANNUAL REEXAMINATIONS REPORTING RATE	Goal 96%	Actual 100%	10	≥96
This Indicator shows whether the Agency completes a re-examination for each participating family at least every twelve (12) months.			5	90 to 95
			0	≤89
CORRECT TENANT RENT CALCULATIONS	Goal 98%	Actual 100%	5	98 to 100
This Indicator shows whether the Agency correctly calculates the family's share of rent to owner in the Rental Voucher Program.			0	≤97
PRECONTRACT HQS INSPECTIONS	Goal 100%	Actual 99%	5	98 to 100
This Indicator shows whether newly leased units pass HQS inspection on or before the beginning date of the Assisted Lease and HAP Contract.			0	≤97
FSS ENROLLMENT	Goal 80%	Actual 100%	10	≥80
This Indicator shows whether the Agency has enrolled families in the FSS Program as required. To achieve the full points for this Indicator, a housing authority must have 80% or more of its mandatory FSS slots filled. There are currently 410 mandatory slots on the FSS Program; 495 families are currently enrolled.			8	60 to 79
			5	≤59
FSS ESCROW	Goal 30%	Actual 45%	10	≥30
This Indicator shows the extent of the Agency's progress in supporting FSS by measuring the percent of current FSS participants with FSS progress reports entered in the PIC system that have had increases in earned income which resulted in escrow account balances. To achieve the full points for this Indicator, at least 30% of a housing authority's enrolled families must have an escrow balance. 474 families participate in the FSS program. 210 of the 474 (45%) families eligible for escrow currently have an FSS escrow balance.			5	≤29

REAL ESTATE, INVESTMENT, AND DEVELOPMENT

SEPTEMBER 2022

REO PROJECTS

PUBLIC HOUSING DEFERRED MAINTENANCE AND CAPITAL IMPROVEMENTS

- **Major Capital Projects**

- 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. A preconstruction meeting with the contractor was held on Thu, 9/1. The tentative construction start date (pending material delivery) is Mon, 10/3/22. The construction duration is three (3) months.
- Kelly Village – Residential Roof Gutters – The contract was executed on May 16, 2022. The preconstruction meeting with the contractor was held on Mon, 9/12. The construction start date is Tue, 9/13/22. The construction duration is four (4) weeks.
- Playground Rehabilitation:
 - Cuney – project is delayed due to the availability of materials. Delays with material delivery. ETA for completion is the end of October, 2022.
 - Kennedy – work has started, and is estimated to be completed in August 2022; Delays w/ material delivery. ETA for completion is the end of October, 2022.
 - Lincoln: The work has started and is expected to be completed in August 2022. Delays w/ material delivery. ETA for completion is the end of October, 2022.

NEW DEVELOPMENT

- Standard on Jensen (Replacement Housing for Clayton Homes) – will be named, *‘The Bend at Eado’*:
 - 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 2024
- 800 Middle Street (Replacement Housing for Clayton Homes – will be named *‘The Point at Bayou Bend’*):
 - Construction start is anticipated notice to proceed with construction was issued for a construction start in September. Estimated full occupancy in December 2024.
 - Infrastructure Package notice to proceed has been issued with a construction start in September 2022. Completed is anticipated to be around December 2023.
- 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 in 2 weeks;
- 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.

TxDOT LAND SALES

- **Clayton:** All residents have been relocated off the property.
- **Kelly II:** HHA to reengage negotiations with TxDOT.

OPEN SOLICITATION LOG

SEPTEMBER 2022

HHA'S PROCUREMENT DEPT.

Type	Solicitation #	Status	Department(s)	Description	Advertisement Date	Due Date
RFP	22-35	Open	HCVF	Call Center	8-9-22	9-23-2022
RFP	22-42	Open	HCVF	Consulting Services	9-7-22	9-29-2022
QBS	22-05	Open	REID	Development Partners	5-23-22	10-14-2022

OPERATING STATEMENTS: 7 MONTHS ENDING JULY 31, 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	3,825,588	3,893,799	68,211
Operating Expenses				
Salaries and Benefits	4,176,557	2,436,325	2,387,310	49,015
Facilities and Other Administrative Expenses	1,978,715	1,154,250	1,113,263	40,987
Total Central Office Expenses	6,155,272	3,590,575	3,500,573	90,002
Surplus/(Use) of Business Activities Funds for COCC	402,879	235,013	393,226	158,213

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	7,913,010	8,072,443	159,433
Operating Expenses				
Salaries and Benefits	7,028,110	4,099,731	3,531,295	568,436
Administrative Expenses	2,244,362	1,309,211	1,123,260	185,951
COCC-Management Fees	4,047,449	2,361,012	2,422,188	(61,176)
Total Operating Costs Expenses	13,319,921	7,769,954	7,076,743	693,211
Cash Flow (Deficit) from Operations	245,239	143,056	995,700	852,644
Housing Assistance Payments (HAP)				
Housing Assistance Payment Subsidy	160,000,000	93,333,333	95,735,759	2,402,426
Investment Income on HAP Reserves	0	0	0	0
Housing Assistance Payments	160,000,000	93,333,333	95,835,567	(2,502,234)
HAP Current Year Excess (Use)	0	0	(99,808)	(99,808)

OPERATING STATEMENTS: 7 MONTHS ENDING JULY 31, 2022

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	8,476,137	8,570,072	93,935
Tenant Rental Income	16,961,004	9,893,919	9,927,606	33,687
Other Income	250,000	145,833	121,744	(24,089)
Total Operating Income	31,741,524	18,515,889	18,619,422	103,533
Operating Expenses				
Administrative Expenses	9,849,695	5,745,655	5,476,980	268,675
Tenant Services	583,080	340,130	257,609	82,521
Utilities	3,867,052	2,255,780	2,233,703	22,077
Maintenance	9,650,050	5,629,196	5,384,366	244,830
Protective Services	1,975,735	1,152,512	1,140,023	12,489
Insurance Expense	2,312,660	1,349,052	1,325,181	23,871
Other General Expense	351,252	204,897	191,359	13,538
Total Routine Operating Expenses	28,589,524	16,677,222	16,009,221	668,001
Net Income from Operations	3,152,000	1,838,667	2,610,201	771,534
Non-Routine Maintenance	4,000,000	2,333,333	2,149,563	183,770
Debt Service	1,416,350	826,204	819,102	7,102
Debt Service- ESCO	709,688	413,985	409,549	4,436
Cash Flow from Operations	(2,974,038)	(1,734,856)	(768,013)	966,842
Funds from Capital Funds	4,000,000	2,333,333	2,149,563	(183,770)
Cash Flow (Deficit) from Operations	1,025,962	598,478	1,381,550	783,072

OPERATING STATEMENTS: 7 MONTHS ENDING JULY 31, 2022

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	739,988	734,822	(5,166)
Tenant Rental Income	482,712	281,582	256,455	(25,127)
Other Income	100	58	0	(58)
Total Operating Income	1,751,363	1,021,628	991,277	(30,351)
Operating Expenses				
Administrative Expenses	590,193	344,279	334,546	9,733
Tenant Services	15,215	8,875	8,047	828
Utilities	186,192	108,612	92,865	15,747
Maintenance	434,073	253,209	215,875	37,334
Protective Services	73,797	43,048	38,876	4,172
Insurance Expense	55,604	32,436	32,087	349
Other General Expense	25,000	14,583	12,457	2,126
Total Routine Operating Expenses	1,380,074	805,043	734,753	70,290
Net Income from Operations	371,289	216,585	256,524	39,939
Non-Routine Maintenance	125,000	72,917	0	72,917
Debt Service	0	0	0	0
	0	0	0	0
Cash Flow (Deficit) from Operations	246,289	143,669	256,524	112,855

OPERATING STATEMENTS: 7 MONTHS ENDING JULY 31, 2022

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	492,917	464,621	(28,296)
Tenant Rental Income	262,000	152,833	140,282	(12,551)
Other Income	4,065	2,371	1,672	(699)
Total Operating Income	1,111,065	648,121	606,575	(41,546)
Operating Expenses				
Administrative Expenses	253,311	147,765	144,800	2,965
Tenant Services	65,688	38,318	36,825	1,493
Utilities	109,938	64,131	61,641	2,490
Maintenance	447,270	260,908	227,703	33,205
Protective Services	35,217	20,543	19,176	1,367
Insurance Expense	116,211	67,790	67,149	641
Other General Expense	25,000	14,583	13,116	1,467
Total Routine Operating Expenses	1,052,635	614,037	570,410	43,627
Net Income from Operations	58,430	34,084	36,165	2,081
Non-Routine Maintenance	275,000	160,417	0	160,417
Debt Service	12,000	7,000	7,000	0
Funds from Replacement Reserve	275,000	160,417	0	(160,417)
	0	0	0	0
Cash Flow (Deficit) from Operations	46,430	27,084	29,165	2,081

Methods:

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