HOUSTON HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING

October 18, 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
Tuesday, OCTOBER 18, 2022
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Transforming Lives & Communities

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Board of Commissioners: LaRence Snowden, *Chair* | **Kristy Kirkendoll** | **Dr. Max A. Miller, Jr.** | **Guillermo "Will" Hernandez** | **Stephanie A.G. Ballard** | **Andrea Hilliard Cooksey** | **Kris Thomas**

BOARD OF COMMISSIONERS MEETING
TUESDAY, OCTOBER 18, 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 19, 2022, Houston Housing Authority Board Meeting Minutes

V. President's Report

VI. Public Comments (To Make Comments during the Public Comments Section – Please add your name to the sign-in sheet when you enter the Board Meeting)

VII. Public Hearing for Development of ALLORA GOSLING (To Make Comments during the Public Hearing – Please add your name to the sign-in sheet when you enter the Board Meeting)

VIII. Public Hearing for Development of THRIVE ALMEDA GENOA (To Make Comments during the Public Hearing – Please add your name to the sign-in sheet when you enter the Board Meeting)

IX. Public Hearing for Acquisition, Lease, and Operation of MIDTOWN HOUSTON BY WINDSOR (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 Development of THE ANTOINE AT SPRING BRANCH (To Make Comments during the Public Hearing – Please add your name to the sign-in sheet when you enter the Board Meeting)

XI. Old Business

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.

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XII. New Business

Resolution No. 3534: Consideration and/or to take action to authorize the President & CEO or designee to Write-off vacant tenant accounts for July 1, 2022 to September 30, 2022

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Resolution No. 3540: Consideration and/or take action to authorize the President & CEO or designee to adopt Payment Standards for FY 2023.

XIII. 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

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

XV. Adjournment

HOUSTON
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MINUTES OF THE HOUSTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING

Tuesday, September 19, 2022

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

Chair Snowden called the meeting to order at 3:00 p.m. Secretary Northern called the roll and declared a quorum present. Chair Snowden offered the use of an interpreter to be available to Spanish speakers who may be need assistance for public comments only. Ms. Angelica Salazar was asked to introduce herself in Spanish and let the attendees know of her service.

Present: LaRence Snowden, Chair
Kris Thomas, Commissioner
Stephanie A.G. Ballard, Commissioner
Dr. Max A. Miller, Jr., Commissioner
David A. Northern, Sr., Secretary

Absent: Kristy Kirkendoll, Vice Chair
Andrea Hilliard Cooksey, Commissioner
Guillermo "Will" Hernandez, Commissioner

APPROVAL OF MINUTES

Director Snowden stated the Board has had an opportunity to review the September 7, 2022 Board of Directors meeting minutes. He asked for a motion to adopt the September 7, 2022 meeting minutes.

Director Thomas moved to adopt the meeting minutes and Director Ballard seconded the motion.

Director Snowden asked if there is any discussion or objection to the September 7, 2022 Board of Directors meeting minutes. Having none, the minutes are adopted.

Director Snowden said we will now move into our new business.

PRESIDENT'S REPORT

Secretary Northern stated that he spent time with our HUD officials and some good news relating to the Housing Authority. There is an increase in Fair market rents throughout the US and the projected increase is about 12%. Just to make a note, Congress has not passed full appropriations bill on time since 1996. We have been conducting community engagement activities and building relationships with numerous organizations. The Jobs Plus 2022 Summit, The HBREA, delegations from LA and Colorado, the NFBPA. Departmental updates are in the packet included in your Board book.

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.

Council Member Mary Nan Huffman: Representing residents on the West side of Houston where there are 2 PFC's located within a mile of each other. That area was hit hard by Hurricane Harvey and residents are concerned. TDHCA has a one-mile 3-year rule. If new construction is located within 1 linear mile or less, from another development that serves the same target population and has received tax benefits then the development is considered ineligible. We are asking that you follow their lead and use best practices. Also, please keep the residents informed and her office informed. Be careful with their neighborhoods. Spread the projects out. Do what's best for the City of Houston.

Chris C.: Expressed concerns regarding funding on Richcrest.

Greg S.: Referenced an article Chairman LaRence Snowden published recently.

Sheila H.: Expressed concerns because the neighborhood is being refurbished and all of the voucher holders are required to move. She thanked Ms. Cheryl Rivers, Interim VP for HCVP, for all of the help she has provided her.

AMLI UPTOWN PUBLIC HEARING
Chair Snowden stated the Public Hearing for the Acquisition, Lease, and Operation of Amli Uptown 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.

AMLI RIVER OAKS PUBLIC HEARING
Chair Snowden stated the Public Hearing for the Acquisition, Lease, and Operation of Amli River Oaks 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.

ESTATES AT BELLAIRE PUBLIC HEARING
Chair Snowden stated the Public Hearing for the Acquisition, Lease, and Operation of Estates at Bellaire 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.

PROVIDENCE UPTOWN PUBLIC HEARING
Chair Snowden stated the Public Hearing for the Acquisition, Lease, and Operation of Providence Uptown 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 CARLTON PUBLIC HEARING
Chair Snowden stated the Public Hearing for the Acquisition, Lease, and Operation of The Carlton 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.

ALTA MED MAIN PUBLIC HEARING
Chair Snowden stated the Public Hearing for the Acquisition, Lease, and Operation of Alta Med Main 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.

ARIZA GOSLING PUBLIC HEARING
Chair Snowden stated the Public Hearing for the Acquisition, Lease, and Operation of Ariza Gosling 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. Chair Snowden stated he will now move forth with the New Business.

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.

Secretary Northern stated that Resolution No. 3513 will be presented by Khadija Darr, Sr. VP of Administration.

Ms. Darr stated Resolution No. 3513 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 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. 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. 3513.

Commissioner Miller moved to adopt Resolution No. 3513. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution. Having none, Resolution No. 3513 is adopted.

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).

Secretary Northern stated that Resolution No. 3514 will be presented by Gilda Jackson, Director of Client Services.

Ms. Jackson stated Resolution No. 3514 reads 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. 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. 3514.

Commissioner Ballard moved to adopt Resolution No. 3514. Commissioner Thomas seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution. Having none, Resolution No. 3514 is adopted.

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.

Secretary Northern stated that Resolution No. 3515 will be presented by Jay Mason, Director of REID.

Mr. Mason stated Resolution No. 3515 reads 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. 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. 3515.

Commissioner Miller moved to adopt Resolution No. 3515. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution. Having none, Resolution No. 3515 is adopted.

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.

Chair Snowden asked for a motion to adopt vote Resolution Nos 3516, 3517, 3518, 3519, 3520, 3521, and 3522.

Commissioner Ballard moved to adopt vote Resolution Nos 3516, 3517, 3518, 3519, 3520, 3521, and 3522. Commissioner Thomas seconded the motion.

Chair Snowden asked if there is any discussion or objection to these resolutions. Having none, Resolution Nos 3516, 3517, 3518, 3519, 3520, 3521, and 3522 are adopted.

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.

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Chair Snowden asked for a motion to TABLE Resolution Nos. 3523, 3524, 3525, and 3526.

Commissioner Thomas moved to TABLE Resolution Nos. 3523, 3524, 3525, and 3526. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to Resolution Nos. 3523, 3524, 3525, and 3526. Having none, the resolutions are TABLED.

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.

Chair Snowden asked for a motion to adopt vote Resolution Nos 3516, 3517, 3518, 3519, 3520, 3521, and 3522.

Commissioner Ballard moved to adopt vote Resolution Nos 3516, 3517, 3518, 3519, 3520, 3521, and 3522. Commissioner Thomas seconded the motion.

Chair Snowden asked if there is any discussion or objection to these resolutions. Having none, Resolution Nos 3527, 3528, 3529, 3530, 3531, 3532, and 3532 are adopted.

EXECUTIVE SESSION

Chair Snowden suspended the Public Session on Tuesday, September 19, 2022, at 3:34 p.m. to convene into Executive Session to discuss personnel, legal, and real estate issues in accordance with Sections 551.074, 551.071 and 551.072 respectively, of the Texas Government Code.

PUBLIC SESSION RECONVENED

Chair Snowden reconvened Public Session at 4:15 p.m.

Secretary Northern called the roll and declared a quorum present.

NEW BUSINESS continued…

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.

Chair Snowden asked for a motion to adopt vote Resolution Nos 3516, 3517, 3518, 3519, 3520, 3521, and 3522.

Commissioner Ballard moved to adopt vote Resolution Nos 3516, 3517, 3518, 3519, 3520, 3521, and 3522. Commissioner Thomas seconded the motion.

Chair Snowden asked if there is any discussion or objection to these resolutions. Having none, Resolution Nos 3516, 3517, 3518, 3519, 3520, 3521, and 3522 are adopted.

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.

Chair Snowden asked for a motion to TABLE Resolution Nos. 3523, 3524, 3525, and 3526.

Commissioner Thomas moved to TABLE Resolution Nos. 3523, 3524, 3525, and 3526. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to Resolution Nos. 3523, 3524, 3525, and 3526. Having none, the resolutions are TABLED.

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.

Chair Snowden asked for a motion to adopt vote Resolution Nos 3527, 3528, 3529, 3530, 3531, 3532, and 3533.

Commissioner Thomas moved to adopt vote Resolution Nos 3527, 3528, 3529, 3530, 3531, 3532, and 3533. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to these resolutions. Having none, Resolution Nos 3527, 3528, 3529, 3530, 3531, 3532, and 3533 are adopted.

ADJOURNMENT

Chair Snowden remarked this concludes the items on today's agenda and declared the meeting adjourned at 4:19 p.m.

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

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

The Board received comments during the public comment period;

C = Comments Received
R= HHA Response

PUBLIC COMMENTS

Council Member Mary Nan Huffman: Representing residents on the West side of Houston where there are 2 PFC's located within a mile of each other. That area was hit hard by Hurricane Harvey and residents are concerned. TDHCA has a one-mile 3-year rule. If new construction is located within 1 linear mile or less, from another development that serves the same target population and has received tax benefits then the development is considered ineligible. We are asking that you follow their lead and use best practices. Also, please keep the residents informed and her office informed. Be careful with their neighborhoods. Spread the projects out. Do what's best for the City of Houston.

Chris C.: Expressed concerns regarding funding on Richcrest.

Greg S.: Referenced an article Chairman LaRence Snowden published recently.

Sheila H.: Expressed concerns because the neighborhood is being refurbished and all of the voucher holders are required to move. She thanked Ms. Cheryl Rivers, Interim VP for HCVP, for all of the help she has provided her.

A Fair Housing and Equal Employment Opportunity Agency. For assistance: Individuals with disabilities may contact the 504/ADA Administrator at 713-260-0353, TTY 713-260-0547 or 504ADA@housingforhouston.com

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HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or to take action to authorize the 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: October 18, 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 _____ Date:_____

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: 10/14/2022

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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 TO 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 in 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 in acquiring, repositioning, and operating workforce and affordable multifamily housing communities. In conjunction with its affiliate management organization, The Life Properties, Olive Tree

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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.

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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.

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Resolution No. 3524

HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or to take action to authorize the 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: October 18, 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 _____ Date:_____

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: 10/14/2022

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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 TO 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

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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.

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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.

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HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or to take action to authorize the 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: October 18, 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 _____ Date:_____

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: 10/14/2022

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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 TO 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

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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.

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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.

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Resolution No. 3526

HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or to take action to authorize the 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: October 18, 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 _____ Date:_____

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: 10/14/2022

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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 TO 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

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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.

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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.
>
> .

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Resolution No. 3534

HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item:

Consideration and/or to take action to authorize the President & CEO or designee to Write-off vacant tenant accounts for July 1, 2022 to September 30, 2022

2. Date of Board Meeting: October 18, 2022

3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to write off vacated tenant accounts in the amount of $123,003.13 and make necessary changes and corrections pursuant to the memorandum from Rhonda Foster, Director of Asset Management dated October 3, 2022, to David A. Northern, Sr., President & CEO.

4. Department Head Approval Signature DocuSigned by: George D. Griffin III B501C71F4DD949C... Date: 10/13/2022

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

Funds Budgeted and Available [X] Yes [ ] No Source _____

VP of FO Approval Signature DocuSigned by: Mike Rogers 3FC87AD4710742D... Date: 10/13/2022

6. Approval of President & CEO

Signature DocuSigned by: David A. Northern, Sr. 9E0B1D8C1AF04AA... Date: 10/13/2022

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HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

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

FROM: RHONDA FOSTER, DIRECTOR OF ASSET MANAGEMENT

SUBJECT: CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO WRITE-OFF VACANT TENANT ACCOUNTS FOR JULY 1, 2022 TO SEPTEMBER 30, 2022

DATE: OCTOBER 3, 2022

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to write-off vacated tenant accounts designated as uncollectible in the amount of $123,003.13. This amount captures accounts written off for the months of July 1, 2022 through September 30, 2022.

BACKGROUND:

The Houston housing authority (HHA) reduces public housing accounts receivable balances by writing off the outstanding debt that is owed by former tenants, after the debt has been deemed as uncollectible. Write-offs are typically the result of tenants with balances owed to the HHA, as a result of voluntary and involuntary move-outs. HHA writes off vacated tenant accounts considered to be uncollectible. This debt includes rent, additional rent resulting from unreported income, maintenance fees, legal fees, excessive utilities, and other fees.

To ensure accuracy, the HHA followed up with the property management contractors (PMCs) to confirm their efforts to notify former tenants of their outstanding balances. Their confirmation of the balances also requires the PMCs to report tenant debt totaling $50.00 and above, to a third-party collection agency (National Recovery Agency). HHA only write-offs debt for residents who are no longer participating in the program and for whom the HHA has no reasonable expectation of being able to collect the debt.

HHA executes the following process to collect rent and other charges:

1. Rent statements are provided to public housing tenants on a monthly basis listing their rent payment and any other financial obligations (i.e. excessive utilities, maintenance, legal fees, unreported income, and other fees). When payments are received and processed by the office, the property manager confirms the accuracy of the payment and records it in the system.

2. Tenants who do not submit their payments by the 5th business day are sent reminder notices.

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3. If payments are not received by the 10th day, managements conduct courtesy calls to speak with tenants about their plans to pay their tenant charges. Tenants are reminded about their options to establish a re-payment agreement, pursue rental assistance and/or request an interim change. Households who openly communicate and cooperate regarding their situations are deemed responsive which allows Management to delay lease enforcement for non-payment of rent.

4. Households who do not honor their financial obligations nor respond to Management are deemed non-responsive resulting in the filing of a formal eviction, with the courts. Uncollected debt is accrued when tenants vacate their units without resolving their balances.

5. Upon ending the household's participation and closure of the tenants' account, management proceeds in filing the debt with the National Recovery Agency and to the Public Indian Housing Information Center (PIC) maintained by the Department of Housing & Urban Development. The data is reported every month to ensure timely submission with a desire to ratify the reported uncollected data with quarterly resolutions.

The property names and recommended write-off amounts are as follows:

Property Name	Write Off Amount
APV	$0.00
Bellerive	$151.00
Clayton Homes	$7,698.86
Cuney Homes	$27,432.52
Ewing	$724.00
Forest Green	$0.00
Fulton Village	$10,178.50
Heatherbrook	$821.05
HOAPV	$185.01
HRI	$0.00
Independence Heights	$0.00
Irvinton Village	$25,159.80
Kelly Village	$24,016.02
Kennedy Place	$1,162.81
Lincoln Park	$1,756.47
Long Drive	$583.25
Lyerly	$1,918.60
Oxford Place	$12,906.24
Sweetwater Point	$8,309.00
Telephone Road	$0.00
Victory Place	$0.00
Grand Total	**$123,003.13**

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The following is a breakdown of write-off amounts per category:

Uncollected Debt Categories	3rd Quarter Write-off Totals
Rent	$74,722.98
Retro Rent (Fraud)	$0.00
Maintenance Charges	$32,181.15
Legal Charges	$3,145.20
Utilities	$8,539.97
Other Fees	$4,413.83
Grand Total	**$123,003.13**

HHA is writing these debts off and is consistent with HUD's regulations. Not writing off these debts negatively impacts the agency's scoring on critical HUD management performance criteria.

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 write off vacated tenant accounts in the amount of $123,003.13 and make necessary changes and corrections pursuant to the memorandum from Rhonda Foster, Director of Asset Management dated October 3, 2022 to David A. Northern, Sr., President & CEO.

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PHO WRITE OFFS

THIRD QUARTER 2022 WRITE OFF

Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
APV								$0.00
APV								$0.00
APV								$0.00
APV								$0.00
APV								$0.00
APV								$0.00
APV								$0.00
TOTAL			**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**

Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Bellerive	Fong, Cai Y.	9/16/2022	$151.00	$0.00	$0.00	$0.00	$0.00	$151.00
Bellerive								$0.00
Bellerive								$0.00
TOTAL			**$151.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$151.00**

Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Clayton Homes	Ahmad, Nawshad	1/4/2022	$0.00	$0.00	$0.00	$29.46	$0.00	$29.46
Clayton Homes	Badaee, Azhar M.	5/11/2022	$0.00	$0.00	$0.00	$23.46	$0.00	$23.46
Clayton Homes	Bowie, Rashida J.	5/5/2022	$0.00	$0.00	$0.00	$7.04	$0.00	$7.04
Clayton Homes	Boyd, Elouiuse A.	2/15/2022	$0.00	$0.00	$0.00	$126.29	$0.00	$126.29
Clayton Homes	Doyle, Jacqueline K.	4/30/2022	$0.00	$0.00	$0.00	$7.76	$0.00	$7.76
Clayton Homes	Earl, Carolyn S.	1/10/2022	$0.00	$0.00	$0.00	$0.72	$0.00	$0.72
Clayton Homes	Edmond, Anevia F.	7/19/2022	$3,977.60	$0.00	$0.00	$54.84	$75.00	$4,107.44
Clayton Homes	Emanueline, Nizigiyi	6/8/2022	$0.00	$0.00	$0.00	$164.58	$0.00	$164.58
Clayton Homes	Etienne, Demetra D.	1/13/2022	$0.00	$0.00	$0.00	$23.76	$0.00	$23.76
Clayton Homes	Fomba, Christiana H.	3/31/2022	$0.00	$0.00	$0.00	$11.60	$0.00	$11.60
Clayton Homes	Fountain, Jerrhonda S.	7/20/2022	$0.00	$0.00	$0.00	$5.96	$0.00	$5.96
Clayton Homes	Fowler, Natisha	3/25/2022	$0.00	$0.00	$0.00	$5.04	$0.00	$5.04
Clayton Homes	Gonzales, Marivel	5/1/2022	$0.00	$0.00	$0.00	$13.36	$0.00	$13.36
Clayton Homes	Hassan, Yerey I.	3/10/2022	$0.00	$0.00	$0.00	$130.45	$0.00	$130.45
Clayton Homes	Hayes, Evelene T.	6/1/2022	$0.00	$0.00	$0.00	$5.32	$0.00	$5.32
Clayton Homes	Hilliard, Shakeshia M.	3/3/2022	$0.00	$0.00	$0.00	$9.48	$0.00	$9.48
Clayton Homes	Johnson, Lakeshia	3/31/2022	$0.00	$0.00	$0.00	$13.58	$0.00	$13.58
Clayton Homes	Johnson, Monica	3/29/2022	$0.00	$0.00	$0.00	$9.31	$0.00	$9.31
Clayton Homes	Jorge, Martha M.	4/7/2022	$0.00	$0.00	$0.00	$83.95	$0.00	$83.95
Clayton Homes	Lara, Liliana G.	5/31/2022	$0.00	$0.00	$0.00	$6.18	$0.00	$6.18
Clayton Homes	Martin, Clara M.	1/13/2022	$0.00	$0.00	$0.00	$1.68	$0.00	$1.68
Clayton Homes	Martinez, Brenda	6/30/2022	$0.00	$0.00	$0.00	$109.43	$0.00	$109.43
Clayton Homes	Mcneil, Yolanda M.	3/24/2022	$0.00	$0.00	$0.00	$2.16	$0.00	$2.16
Clayton Homes	Mitchell, Cakeena D.	5/25/2022	$0.00	$0.00	$0.00	$21.21	$0.00	$21.21
Clayton Homes	Michell, Kimberly L.	1/31/2022	$0.00	$0.00	$0.00	$1.68	$0.00	$1.68
Clayton Homes	Monroe, Erica L.	1/27/2022	$0.00	$0.00	$0.00	$0.72	$0.00	$0.72

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Clayton Homes	Narcisse, Jazzmine N.	1/16/2022	$0.00	$0.00	$0.00	$20.52	$0.00	$20.52
Clayton Homes	Noel, Javana S.	3/4/2022	$0.00	$0.00	$0.00	$0.72	$0.00	$0.72
Clayton Homes	Ramirez, Blanca	1/31/2022	$0.00	$0.00	$0.00	$13.74	$0.00	$13.74
Clayton Homes	Ransom, Bertha	3/31/2022	$0.00	$0.00	$0.00	$3.36	$0.00	$3.36
Clayton Homes	Robinson, Johnesha R.	3/23/2022	$0.00	$0.00	$0.00	$186.29	$0.00	$186.29
Clayton Homes	Ross, Carmetta	3/10/2022	$0.00	$0.00	$0.00	$210.90	$0.00	$210.90
Clayton Homes	Salinas, Glenda M.	1/27/2022	$0.00	$0.00	$0.00	$0.72	$0.00	$0.72
Clayton Homes	Sayles, Kimishia	5/5/2022	$0.00	$0.00	$0.00	$8.55	$0.00	$8.55
Clayton Homes	Scott, Reeva N.	5/25/2022	$0.00	$0.00	$0.00	$17.24	$0.00	$17.24
Clayton Homes	Taylor, Cassandra L.	5/5/2025	$0.00	$0.00	$0.00	$3.60	$0.00	$3.60
Clayton Homes	Timmons, Nickia C.	1/30/2022	$0.00	$0.00	$0.00	$1.68	$0.00	$1.68
Clayton Homes	Walker, Myesha N.	4/21/2022	$0.00	$0.00	$0.00	$11.90	$0.00	$11.90
Clayton Homes	Williams, Ebony S.	6/5/2022	$0.00	$0.00	$0.00	$21.21	$0.00	$21.21
Clayton Homes	Williams, Sabrina S.	6/14/2022	$0.00	$0.00	$0.00	$734.08	$0.00	$734.08
Clayton Homes	Wilson, Tiffany	1/19/2022	$0.00	$0.00	$0.00	$5.95	$0.00	$5.95
Clayton Homes	Woods, Dyesha S.	3/24/2022	$0.00	$0.00	$0.00	$177.88	$0.00	$177.88
Clayton Homes	Zeno, Farrah R.	3/6/2022	$0.00	$0.00	$0.00	$7.04	$0.00	$7.04
Clayton Homes	Thomas, Tizzie M.	8/4/2022	$0.00	$0.00	$0.00	$150.10	$0.00	$150.10
Clayton Homes	Goines-Brown, Celia M.	9/7/2022	$910.70	$0.00	$0.00	$156.06	$135.00	$1,201.76
Clayton Homes								$0.00
TOTAL			**$4,888.30**	**$0.00**	**$0.00**	**$2,600.56**	**$210.00**	**$7,698.86**

Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Cuney Homes	Amos, Ebony V.	3/31/2022	$0.00	$0.00	$0.00	$7.73	$0.00	$7.73
Cuney Homes	Austin, Lakisha S.	5/17/2022	$0.00	$0.00	$0.00	$5.10	$0.00	$5.10
Cuney Homes	Brown, Destiny C.	6/15/2022	$0.00	$0.00	$0.00	$5.34	$0.00	$5.34
Cuney Homes	Brown, Kenneth R.	6/10/2022	$0.00	$0.00	$0.00	$11.40	$0.00	$11.40
Cuney Homes	Cloman, Derrisha T.	4/5/2022	$0.00	$0.00	$0.00	$3.99	$0.00	$3.99
Cuney Homes	Comeaux, Latigee M.	4/26/2022	$0.00	$0.00	$0.00	$2.88	$0.00	$2.88
Cuney Homes	Fragoso, Yvette V.	5/17/2022	$0.00	$0.00	$0.00	$6.54	$0.00	$6.54
Cuney Homes	Garduno, Nancy	3/9/2022	$0.00	$0.00	$0.00	$1.44	$0.00	$1.44
Cuney Homes	Hamilton, Andrea	7/7/2022	$422.00	$0.00	$0.00	$0.00	$369.00	$791.00
Cuney Homes	Haney, Vicky L.	2/24/2022	$0.00	$0.00	$0.00	$3.66	$0.00	$3.66
Cuney Homes	Hannah, Kimberly D.	2/18/2022	$0.00	$0.00	$0.00	$0.96	$0.00	$0.96
Cuney Homes	Harris, Eric	2/18/2022	$0.00	$0.00	$0.00	$2.04	$0.00	$2.04
Cuney Homes	Hughes, Chrystye A.	6/17/2022	$0.00	$0.00	$0.00	$5.93	$0.00	$5.93
Cuney Homes	Jackson, Jermicia	3/9/2022	$0.00	$0.00	$0.00	$91.73	$0.00	$91.73
Cuney Homes	Jenkins, Lester P.	6/17/2022	$0.00	$0.00	$0.00	$7.53	$0.00	$7.53
Cuney Homes	Lenore, Tess A.	2/24/2022	$0.00	$0.00	$0.00	$2.55	$0.00	$2.55
Cuney Homes	Mcgill, Natasha N.	6/15/2022	$0.00	$0.00	$0.00	$2.77	$0.00	$2.77
Cuney Homes	McGowen, Brittney	6/23/2022	$0.00	$0.00	$0.00	$80.04	$0.00	$80.04
Cuney Homes	Skipper, Deshawn L.	7/20/2022	$1,321.00	$484.00	$0.00	$157.10	$135.00	$2,097.10
Cuney Homes	Smith, Charlotte V.	5/2/2022	$0.00	$0.00	$0.00	$12.42	$0.00	$12.42
Cuney Homes	Smith, Urika M	6/23/2022	$149.00	$0.00	$0.00	$12.54	$114.78	$276.32
Cuney Homes	Taylor, Kimberly D.	4/8/2022	$0.00	$0.00	$0.00	$6.10	$0.00	$6.10
Cuney Homes	Thomas, George	5/9/2022	$0.00	$0.00	$0.00	$7.32	$0.00	$7.32
Cuney Homes	Vurns, Mildred	4/19/2022	$0.00	$0.00	$0.00	$15.06	$0.00	$15.06

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Cuney Homes	Walton, Andre X.	2/18/2022	$0.00	$0.00	$0.00	$3.66	$0.00	$3.66
Cuney Homes	Bill, Lawrence J.	8/29/2022	$471.30	$424.00	$0.00	$46.87	$60.00	$1,002.17
Cuney Homes	Blade, Virginia	8/1/2022	$0.00	$99.00	$0.00	$145.83	$0.00	$244.83
Cuney Homes	Brooks, Ronaly	8/11/2022	$0.00	$137.00	$0.00	$44.46	$0.00	$181.46
Cuney Homes	Clark, Cynthia	8/1/2022	$11.00	$0.00	$0.00	$0.00	$356.00	$367.00
Cuney Homes	Jackson-Hall, Aariah S.	8/2/2022	$4,593.50	$4,150.54	$0.00	$174.88	$451.28	$9,370.20
Cuney Homes	Smith, Danielle M.	8/15/2022	$909.00	$480.05	$0.00	$201.66	$60.00	$1,650.71
Cuney Homes	Stelly, Kristi S.	8/30/2022	$480.00	$1,641.49	$0.00	$181.92	$15.00	$2,318.41
Cuney Homes	Adkins, Elizabeth	9/6/2022	$1,037.00	$2,204.00	$0.00	$226.92	$45.00	$3,512.92
Cuney Homes	Ramsey, Kendrick	9/7/2022	$1,830.00	$554.00	$0.00	$64.56	$75.00	$2,523.56
Cuney Homes	Walton, Felicia R.	9/9/2022	$0.00	$291.00	$0.00	$119.82	$0.00	$410.82
Cuney Homes	Zamora, Edith	9/6/2022	$256.00	$1,734.00	$0.00	$349.83	$60.00	$2,399.83
TOTAL			**$11,479.80**	**$12,199.08**	**$0.00**	**$2,012.58**	**$1,741.06**	**$27,432.52**

Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Ewing	Sims, Cherreka S.	7/21/2022	$0.00	$724.00	$0.00	$0.00	$0.00	$724.00
Ewing								$0.00
Ewing								$0.00
TOTAL			**$0.00**	**$724.00**	**$0.00**	**$0.00**	**$0.00**	**$724.00**

Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Forest Green								$0.00
TOTAL			**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**

Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Fulton Village	Colon, Tania	6/29/2022	$326.50	$500.00	$0.00	$0.00	$0.00	$826.50
Fulton Village	Lino, Ana P.	7/18/2022	$8,852.00	$500.00	$0.00	$0.00	$0.00	$9,352.00
TOTAL			**$9,178.50**	**$1,000.00**	**$0.00**	**$0.00**	**$0.00**	**$10,178.50**

Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Heatherbrook	Carlos, Malia J.	7/14/2022	$0.00	$821.05	$0.00	$0.00	$0.00	$821.05
Heatherbrook								$0.00
TOTAL			**$0.00**	**$821.05**	**$0.00**	**$0.00**	**$0.00**	**$821.05**

Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
HOAPV	Mahmud, Muminah	7/7/2022	$77.00	$108.01	$0.00	$0.00	$0.00	$185.01
HOAPV								$0.00
HOAPV								$0.00
HOAPV								$0.00
HOAPV								$0.00
HOAPV								$0.00
HOAPV								$0.00
TOTAL			**$77.00**	**$108.01**	**$0.00**	**$0.00**	**$0.00**	**$185.01**

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Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
HRI								$0.00
HRI								$0.00
TOTAL			**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**

Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Independence Heights								$0.00
TOTAL			**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**

Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Irvinton Village	Allen, Michelle D.	1/28/2022	$0.00	$0.00	$0.00	$6.10	$0.00	$6.10
Irvinton Village	Arthur, Tesheika R.	5/31/2022	$0.00	$0.00	$0.00	$4.89	$0.00	$4.89
Irvinton Village	Batiste, Justin L.	7/12/2022	$888.00	$341.46	$129.00	$76.50	$45.00	$1,479.96
Irvinton Village	Brown, Jasmine	1/31/2022	$0.00	$0.00	$0.00	$3.04	$0.00	$3.04
Irvinton Village	Chaney, Jasrel V.	5/11/2022	$0.00	$0.00	$0.00	$5.50	$0.00	$5.50
Irvinton Village	Corbin, Itashia D.	2/11/2022	$0.00	$0.00	$0.00	$0.66	$0.00	$0.66
Irvinton Village	Crear, Leople	6/21/2022	$120.00	$0.00	$0.00	$50.11	$15.00	$185.11
Irvinton Village	Dupree, Kellie	4/28/2022	$0.00	$0.00	$0.00	$6.68	$0.00	$6.68
Irvinton Village	Falls, Deandra S.	3/31/2022	$0.00	$0.00	$0.00	$14.64	$0.00	$14.64
Irvinton Village	Garner, Precious M.	2/7/2022	$0.00	$0.00	$0.00	$4.61	$0.00	$4.61
Irvinton Village	Gayle, Megan L.	5/11/2022	$0.00	$0.00	$0.00	$16.70	$0.00	$16.70
Irvinton Village	Hopkins, Della M.	6/30/2022	$2,929.26	$0.00	$130.00	$71.72	$75.00	$3,205.98
Irvinton Village	Hurst, Darrell E.	1/11/2022	$0.00	$0.00	$0.00	$0.60	$0.00	$0.60
Irvinton Village	James, LaKita L.	2/7/2022	$0.00	$0.00	$0.00	$1.20	$0.00	$1.20
Irvinton Village	Jones, Michelle J.	5/11/2022	$0.00	$0.00	$0.00	$13.05	$0.00	$13.05
Irvinton Village	Jones, Tiffany M.	5/6/2022	$0.00	$0.00	$0.00	$3.06	$0.00	$3.06
Irvinton Village	Kazee, Dominique S.	7/26/2022	$712.00	$332.46	$95.80	$110.10	$105.00	$1,355.36
Irvinton Village	Mclemore, Kiara N.	5/11/2022	$0.00	$0.00	$0.00	$0.60	$0.00	$0.60
Irvinton Village	Moore, Traci L.	1/5/2022	$0.00	$0.00	$0.00	$3.04	$0.00	$3.04
Irvinton Village	Murphy, Leonza	6/30/2022	$0.00	$0.00	$101.40	$14.64	$0.00	$116.04
Irvinton Village	Padilla, Sanjuana G.	3/28/2022	$0.00	$0.00	$0.00	$4.24	$0.00	$4.24
Irvinton Village	Parrish, Candice M.	7/6/2022	$2,489.00	$371.46	$258.00	$91.50	$45.00	$3,254.96
Irvinton Village	Poullard, Augustina R.	6/30/2022	$348.46	$129.00	$0.00	$165.04	$75.00	$717.50
Irvinton Village	Randall, Juanita M.	6/2/2022	$0.00	$0.00	$0.00	$223.82	$0.00	$223.82
Irvinton Village	Ratliff, Foster B.	2/17/2022	$0.00	$0.00	$0.00	$0.06	$0.00	$0.06
Irvinton Village	Salah, Abdulkalk F.	4/26/2022	$0.00	$0.00	$0.00	$2.44	$0.00	$2.44
Irvinton Village	Sandoval, Norma M.	4/8/2022	$0.00	$0.00	$0.00	$0.60	$0.00	$0.60
Irvinton Village	Sheppard, Roselyn	5/11/2022	$0.00	$0.00	$0.00	$3.03	$0.00	$3.03
Irvinton Village	Stewart, Wilson	5/4/2022	$0.00	$0.00	$0.00	$9.76	$0.00	$9.76
Irvinton Village	Tate, Tiffany	3/18/2022	$0.00	$0.00	$0.00	$28.96	$0.00	$28.96
Irvinton Village	Tatum, Sakirah E.	5/31/2022	$0.00	$0.00	$0.00	$21.35	$0.00	$21.35
Irvinton Village	Thompson, Tiesha L.	2/3/2022	$0.00	$0.00	$0.00	$1.20	$0.00	$1.20
Irvinton Village	Vick, Tiffany	5/2/2022	$0.00	$291.40	$0.00	$60.18	$0.00	$351.58
Irvinton Village	Ware, Kimberly M.	5/31/2022	$1,065.00	$638.40	$259.00	$0.00	$60.00	$2,022.40

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Irvinton Village	Williams, Michelle D.	2/7/2022	$0.00	$0.00	$0.00	$1.56	$0.00	$1.56
Irvinton Village	Henderson, Weslisha A.	8/5/2022	$0.00	$1,032.69	$0.00	$4.88	$0.00	$1,037.57
Irvinton Village	Patterson, Kelli S.	8/15/2022	$3,425.83	$768.21	$129.00	$104.09	$75.00	$4,502.13
Irvinton Village	Sharp, Layonna D.	8/7/2022	$0.00	$57.85	$0.00	$64.32	$0.00	$122.17
Irvinton Village	Wills, Voila M.	8/5/2022	$4,356.98	$401.46	$258.00	$30.85	$105.00	$5,152.29
Irvinton Village	Ekpo, Grace E.	9/2/2022	$301.00	$372.46	$129.00	$18.91	$60.00	$881.37
Irvinton Village	Hitimana, Gasaraba	9/23/2022	$0.00	$0.00	$0.00	$47.69	$0.00	$47.69
Irvinton Village	Ward, Oriana L.	9/28/2022	$319.00	$0.00	$0.00	$12.30	$15.00	$346.30
TOTAL			**$16,954.53**	**$4,736.85**	**$1,489.20**	**$1,304.22**	**$675.00**	**$25,159.80**

Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Kelly Village	Augustine, Asia E.	7/12/2022	$6,780.00	$1,014.06	$385.00	$67.98	$740.00	$8,987.04
Kelly Village	Campbell, Phyllis K.	2/24/2022	$0.00	$0.00	$0.00	$7.30	$0.00	$7.30
Kelly Village	Davis, Sharon S.	6/10/2022	$0.00	$0.00	$0.00	$165.33	$0.00	$165.33
Kelly Village	Davis, Willie R.	7/12/2022	$1,596.00	$518.30	$264.00	$208.84	$150.00	$2,737.14
Kelly Village	Glover, Jasmine M.	5/2/2022	$0.00	$0.00	$0.00	$15.51	$0.00	$15.51
Kelly Village	Harris, Ariauna A.	3/18/2022	$0.00	$0.00	$0.00	$1.80	$0.00	$1.80
Kelly Village	Liggins, Aontoniesha	5/6/2022	$0.00	$0.00	$0.00	$17.34	$0.00	$17.34
Kelly Village	Matthews, Therrayell	6/9/2022	$0.00	$0.00	$0.00	$6.71	$0.00	$6.71
Kelly Village	Mayes, Tyrone D.	6/23/2022	$0.00	$464.06	$0.00	$25.28	$33.00	$522.34
Kelly Village	Pace, Sophia J.	6/10/2022	$0.00	$0.00	$0.00	$24.66	$0.00	$24.66
Kelly Village	Parker, Gloria R.	6/27/2022	$1,187.00	$464.06	$264.00	$484.40	$135.00	$2,534.46
Kelly Village	Priestley, Nora J.	5/6/2022	$0.00	$0.00	$0.00	$4.74	$0.00	$4.74
Kelly Village	Randolph, Shonta M.	2/8/2022	$0.00	$0.00	$0.00	$1.20	$0.00	$1.20
Kelly Village	Riggs, Timmareah M.	2/24/2022	$0.00	$0.00	$0.00	$1.20	$0.00	$1.20
Kelly Village	Roberston, Ciera	1/12/2022	$0.00	$0.00	$0.00	$0.54	$0.00	$0.54
Kelly Village	Ryans, Kimberly Y.	5/6/2022	$0.00	$0.00	$0.00	$4.92	$0.00	$4.92
Kelly Village	Sellers, Chevell M.	7/12/2022	$2,041.68	$464.06	$393.00	$226.98	$150.00	$3,275.72
Kelly Village	Shorts, Lisa W.	3/14/2022	$0.00	$0.00	$0.00	$2.95	$0.00	$2.95
Kelly Village	Smith, Kendra S.	1/12/2022	$0.00	$0.00	$0.00	$3.05	$0.00	$3.05
Kelly Village	Smith, Precious B.	3/31/2022	$0.00	$0.00	$0.00	$1.44	$0.00	$1.44
Kelly Village	Thomas, Willie	7/20/2022	$795.70	$1,167.33	$0.00	$1.32	$60.00	$2,024.35
Kelly Village	Triplett, Latoya L.	5/6/2022	$0.00	$0.00	$0.00	$4.83	$0.00	$4.83
Kelly Village	Wagner, Shelbie E.	4/29/2022	$0.00	$0.00	$0.00	$14.60	$0.00	$14.60
Kelly Village	White, Christine D.	1/12/2022	$0.00	$0.00	$0.00	$0.54	$0.00	$0.54
Kelly Village	Bibbs, Bernadette M.	8/5/2022	$0.00	$0.00	$0.00	$19.02	$0.00	$19.02
Kelly Village	Taylor, Desheena S.	8/15/2022	$1,534.00	$477.54	$129.00	$418.74	$104.00	$2,663.28
Kelly Village	Thomas, Johnashia N.	8/17/2022	$0.00	$153.16	$0.00	$197.65	$0.00	$350.81
Kelly Village	Gover, Courtney L.	9/14/2022	$0.00	$0.00	$0.00	$89.10	$0.00	$89.10
Kelly Village	Smith, Regina T.	9/3/2022	$0.00	$185.29	$0.00	$257.48	$1.26	$444.03
Kelly Village	Williams, Pamela J.	9/6/2022	$0.00	$0.00	$0.00	$90.07	$0.00	$90.07
TOTAL			**$13,934.38**	**$4,907.86**	**$1,435.00**	**$2,365.52**	**$1,373.26**	**$24,016.02**

Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Kennedy Place	Johnson, Brittany	7/1/2022	$0.00	$941.81	$221.00	$0.00	$0.00	$1,162.81
Kennedy Place								$0.00

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Kennedy Place								$0.00
Kennedy Place								$0.00
TOTAL			**$0.00**	**$941.81**	**$221.00**	**$0.00**	**$0.00**	**$1,162.81**

Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Lincoln Park	Patrick, Fadre D.	8/1/2022	$544.47	$0.00	$0.00	$0.00	$0.00	$544.47
Lincoln Park	Roberson, Catricia L.	8/1/2022	$1,212.00	$0.00	$0.00	$0.00	$0.00	$1,212.00
Lincoln Park								$0.00
Lincoln Park								$0.00
TOTAL			**$1,756.47**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$1,756.47**

Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Long Drive	Moore, Julia R.	9/15/2022	$497.00	$86.25	$0.00	$0.00	$0.00	$583.25
Long Drive								$0.00
Long Drive								$0.00
TOTAL			**$497.00**	**$86.25**	**$0.00**	**$0.00**	**$0.00**	**$583.25**

Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Lyerly	Batchelor, Allan	7/6/2022	$104.00	$205.00	$0.00	$0.00	$30.00	$339.00
Lyerly	Quintero, Evelia	7/20/2022	$1.00	$195.00	$0.00	$0.00	$15.00	$211.00
Lyerly	Swearingen, James C.	6/30/2022	$0.00	$320.00	$0.00	$0.00	$0.00	$320.00
Lyerly	Tatum, Alec	7/6/2022	$221.00	$20.00	$0.00	$0.00	$30.00	$271.00
Lyerly	Prevost, Timothy C.	8/26/2022	$62.00	$255.00	$0.00	$0.00	$15.00	$332.00
Lyerly	Rich, Richard L.	9/12/2022	$91.00	$75.00	$0.00	$255.09	$24.51	$445.60
TOTAL			**$479.00**	**$1,070.00**	**$0.00**	**$255.09**	**$114.51**	**$1,918.60**

Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Oxford Place	Henry, Lakeshia B.	6/29/2022	$1,827.00	$1,260.00	$0.00	$0.00	$300.00	$3,387.00
Oxford Place	Taylor, Alissha J.	7/8/2022	$4,193.00	$3,306.24	$0.00	$0.00	$0.00	$7,499.24
Oxford Place	Miller, Mary A.	8/24/2022	$1,440.00	$580.00	$0.00	$0.00	$0.00	$2,020.00
Oxford Place								$0.00
TOTAL			**$7,460.00**	**$5,146.24**	**$0.00**	**$0.00**	**$300.00**	**$12,906.24**

Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Sweetwater Point	Poole, Chevis D.	8/29/2022	$7,867.00	$440.00	$0.00	$2.00	$0.00	$8,309.00
Sweetwater Point								$0.00
TOTAL			**$7,867.00**	**$440.00**	**$0.00**	**$2.00**	**$0.00**	**$8,309.00**

Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Telephone Road								$0.00
TOTAL			**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**

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Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Victory Place								$0.00
Victory Place								$0.00
TOTAL			$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Grand Total			$74,722.98	$32,181.15	$3,145.20	$8,539.97	$4,413.83	$123,003.13

Property Name	Write Off Amount
APV	$0.00
Bellerive	$151.00
Clayton Homes	$7,698.86
Cuney Homes	$27,432.52
Ewing	$724.00
Forest Green	$0.00
Fulton Village	$10,178.50
Heatherbrook	$821.05
HOAPV	$185.01
HRI	$0.00
Independence Heights	$0.00
Irvinton Village	$25,159.80
Kelly Village	$24,016.02
Kennedy Place	$1,162.81
Lincoln Park	$1,756.47
Long Drive	$583.25
Lyerly	$1,918.60
Oxford Place	$12,906.24
Sweetwater Point	$8,309.00
Telephone Road	$0.00
Victory Place	$0.00
Grand Total	$123,003.13

*UNREPORTED INCOME	$0.00	0%
RENT	$74,722.98	61%
MAINTENANCE	$32,181.15	26%
LEGAL	$3,145.20	3%
UTILITIES	$8,539.97	7%
FEES	$4,413.83	4%
TOTAL	$123,003.13	100%

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	2020				
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Totals
APV	$ 23,091.55	$ 4,560.98	$ 15,374.60	$ 1,492.51	$ 44,519.64
Bellerive	$ 22.00	$ 661.50	$ 37.50	$ -	$ 721.00
Clayton Homes	$ 22,555.71	$ 72.01	$ 17,584.57	$ 3,861.52	$ 44,073.81
Cuney Homes	$ 34,406.58	$ 22,849.35	$ 27,051.26	$ 7,106.82	$ 91,414.01
Ewing	$ -	$ -	$ -	$ 264.00	$ 264.00
Forest Green	$ -	$ -	$ -	$ 312.75	$ 312.75
Fulton Village	$ 1,039.00	$ 890.00	$ 1,063.00	$ -	$ 2,992.00
Heatherbrook	$ 383.00	$ -	$ 998.95	$ 298.00	$ 1,679.95
HOAPV	$ 881.26	$ 1,075.76	$ 3,055.02	$ 191.82	$ 5,203.86
HRI	$ 2,302.36	$ -	$ 3,735.77	$ -	$ 6,038.13
Independence	$ -	$ 1,771.00	$ -	$ -	$ 1,771.00
Irvinton Village	$ 6,845.45	$ 6,245.76	$ 9,723.98	$ 3,742.10	$ 26,557.29
Kelly Village	$ 8,085.33	$ 1,099.50	$ 5,226.68	$ 356.35	$ 14,767.86
Kennedy Place	$ 680.61	$ -	$ 507.54	$ 2,803.36	$ 3,991.51
Lincoln Park	$ 9,648.56	$ 1,036.77	$ 369.24	$ -	$ 11,054.57
Long Drive	$ 400.00	$ 475.00	$ -	$ -	$ 875.00
Lyerly	$ 172.00	$ -	$ 1,829.00	$ 402.00	$ 2,403.00
Oxford Place	$ 3,042.09	$ 87.00	$ -	$ 1,389.25	$ 4,518.34
Telephone Rd	$ 157.00	$ 1,343.00	$ -	$ -	$ 1,500.00
Sweetwater	$ -	$ 486.00	$ -	$ -	$ 486.00
Victory Place	$ 13,839.39	$ -	$ 5,415.78	$ -	$ 19,255.17
Grand Total	**$ 127,551.89**	**$ 42,653.63**	**$ 91,972.89**	**$ 22,220.48**	**$ 284,398.89**

	2021				
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Totals
APV	$ 5,479.26	$ 9,882.50	$ 23,637.47	$ 9,019.19	$ 48,018.42
Bellerive	$ 11.00	$ 59.00	$ 213.00	$ 291.50	$ 574.50
Clayton Homes	$ 595.98	$ 451.00	$ -	$ 450.14	$ 1,497.12
Cuney Homes	$ 20,884.13	$ 35,139.86	$ 17,209.50	$ 27,711.73	$ 100,945.22
Ewing	$ 2,059.06	$ 862.00	$ -	$ 1,815.25	$ 4,736.31
Forest Green	$ -	$ -	$ -	$ -	$ -
Fulton Village	$ -	$ 1,127.00	$ -	$ -	$ 1,127.00
Heatherbrook	$ 333.00	$ 1,110.05	$ 675.06	$ 5,883.84	$ 8,001.95
HOAPV	$ -	$ 16,511.90	$ 9,880.08	$ 4,040.97	$ 30,432.95
HRI	$ -	$ -	$ -	$ -	$ -
Independence	$ -	$ -	$ -	$ -	$ -
Irvinton Village	$ 34,170.20	$ 17,367.36	$ 13,967.06	$ 16,144.86	$ 81,649.48
Kelly Village	$ 17,789.89	$ 6,505.68	$ 13,212.06	$ 4,619.99	$ 42,127.62
Kennedy Place	$ 773.87	$ -	$ 7,231.22	$ 3,023.49	$ 11,028.58
Lincoln Park	$ 36.99	$ 6,797.17	$ -	$ 966.35	$ 7,800.51
Long Drive	$ 246.10	$ 94.07	$ 701.69	$ 2,703.78	$ 3,745.64
Lyerly	$ 453.01	$ 428.50	$ 1,187.01	$ 367.50	$ 2,436.02

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Oxford Place	$ 298.25	$ 1,690.55	$ 2,687.81	$ 397.50	$ 5,074.11
Sweetwater	$ 2,613.29	$ -	$ -	$ -	$ 2,613.29
Telephone	$ 211.00	$ -	$ -	$ 49.00	$ 260.00
Victory Place	$ -	$ -	$ -	$ -	$ -
Grand Total	**$ 85,955.03**	**$ 98,026.64**	**$ 90,601.96**	**$ 77,485.09**	**$ 352,068.72**

	2022				
	1st Quarter	**2nd Quarter**	**3rd Quarter**	**4th Quarter**	**Totals**
APV	$ 236.06	$ 14,147.98	$ -		
Bellerive	$ 50.00	$ 204.00	$ 151.00		
Clayton Homes	$ 90.81	$ 12,331.54	$ 7,698.86		
Cuney Homes	$ 20,444.23	$ 43,737.08	$ 27,432.52		
Ewing	$ -	$ 507.00	$ 724.00		
Forest Green	$ -	$ -	$ -		
Fulton Village	$ -	$ -	$ 10,178.50		
Heatherbrook	$ 1,749.37	$ -	$ 821.05		
HOAPV	$ 5,906.13	$ 178.00	$ 185.01		
HRI	$ -	$ -	$ -		
Independence	$ -	$ 84.00	$ -		
Irvinton Village	$ 42,104.04	$ 59,593.03	$ 25,159.80		
Kelly Village	$ 13,295.31	$ 28,034.60	$ 24,016.02		
Kennedy Place	$ 2,245.35	$ 10,099.04	$ 1,162.81		
Lincoln Park	$ 1,605.00	$ 2,543.05	$ 1,756.47		
Long Drive	$ -	$ 10,505.90	$ 583.25		
Lyerly	$ 3,341.00	$ 1,938.00	$ 1,918.60		
Oxford Place	$ 3,804.52	$ 3,839.75	$ 12,906.24		
Sweetwater	$ -	$ 1,263.08	$ 8,309.00		
Telephone	$ -	$ -	$ -		
Victory Place	$ -	$ -	$ -		
Grand Total	**$ 94,871.82**	**$ 189,006.05**	**$ 123,003.13**	**$ -**	**$ -**

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Resolution No. 3535

HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

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

2. Date of Board Meeting: October 18, 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 contracts with Price Consulting, Inc. (PCI), TLC Engineering, and Terracon Consultants to increase the total contract amount to an amount not to collectively exceed $1,120,000 for Building Envelope Consulting Services at Houston Housing Authority properties pursuant to the memorandum from Jay Mason, Director of REID, dated October 4, 2022, to David A. Northern, Sr., President & CEO.

4. Department Head Approval Signature DocuSigned by: Jay Mason FB1ADD6701F24F3... Date: 10/13/2022

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

Funds Budgeted and Available ☐ Yes ☐ No Source _____

VP of FO Approval Signature DocuSigned by: Mike Rogers 3FC87AD4710742D... Date: 10/13/2022

6. Approval of President & CEO

Signature DocuSigned by: David A. Northern, Sr. 9E0B1D8C1AF04AA... Date: 10/13/2022

DocuSign Envelope ID: B92FFDBE-34F9-4E0D-8FF8-333BBF1EA29B

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 INCREASE THE CONTRACT AMOUNT FOR BUILDING ENVELOPE CONSULTING SERVICES AT ALL EXISTING HOUSTON HOUSING AUTHORITY PROPERTIES

DATE: OCTOBER 4, 2022

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO to negotiate, execute and make necessary changes and corrections to contracts with Price Consulting, Inc. (PCI), TLC Engineering, and Terracon Consultants to increase the contract amount to an amount not to collectively exceed $1,120,000 for Building Envelope Consulting Services at Houston Housing Authority properties.

BACKGROUND:

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

At the October 20th, 2020, Board of Commissioners Meeting, the Board approved a short-list of Building Envelope Consultant Firms with a not-to-exceed amount of $120,000 (Resolution No. 3205). The short-list included Price Consulting Inc. (PCI), TLC Engineering, and Terracon Consultants, Inc.

At the September 21st, 2021, Board of Commissioners Meeting, the Board approved an increase of $500,000 for a total amount not to exceed $620,000 (Resolution No. 3331).

An additional increase of $500,000 is needed to cover ongoing/future assessments, as well as Scope of Work/design documents for associated repairs at existing HHA properties, which include;

- Fulton Village (Exterior Repairs including Replacement of Windows and Foundation Repair)
- Kennedy Place (Exterior Repairs including Roof Replacement)
- Lincoln Park (Exterior Repairs including Roof Replacement)
- Mansions at Turkey Creek (Building Envelope)
- Oxford Place (Exterior Repairs including Roof Replacement)

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EVALUATION PROCESS

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

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

Upon evaluation, the firms were ranked as follows:

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

- Price Consulting, Inc. has agreed to utilize MBE's and M/WBE's and contribute to the Section 3 Self-Sufficient Compliance Fund.
- References were checked and returned positive. There are no conflicts of interest, and firms are not on the HUD Debarment List.

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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 contracts with Price Consulting, Inc. (PCI), TLC Engineering, and Terracon Consultants to increase the total contract amount to an amount not to collectively exceed $1,120,000 for Building Envelope Consulting Services at Houston Housing Authority properties pursuant to the memorandum from Jay Mason, Director of REID, dated October 4, 2022 to David A. Northern, Sr., President & CEO.

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HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or to take action to authorize the President & CEO or designee to increase the contract amount with HD Supply Facilities Maintenance, Ltd. to furnish and install carbon monoxide detectors at various HHA public housing properties.

2. Date of Board Meeting: October 18, 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 contract with HD Supply Facilities Maintenance, Ltd. to increase the total contract amount to an amount not to exceed $3,323,781.71 to furnish and install hard-wired carbon monoxide detectors at various HHA public housing properties pursuant to the memorandum from Jay Mason, Director of REID, dated October 4, 2022, to David A. Northern, Sr., President & CEO.

4. Department Head Approval Signature DocuSigned by: Jay Mason FB1ADD6791E24E3... Date: 10/13/2022

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

Funds Budgeted and Available ☐ Yes ☐ No Source _____

VP of FO Approval Signature DocuSigned by: Mike Rogers 3FC87AD4710742D... Date: 10/13/2022

6. Approval of President & CEO

Signature DocuSigned by: David A. Northern, Sr. 9E0B1D8C1AE04AA... Date: 10/13/2022

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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 TO TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO INCREASE THE CONTRACT AMOUNT WITH HD SUPPLY FACILITIES MAINTENANCE, LTD. TO FURNISH AND INSTALL CARBON MONOXIDE DETECTORS AT CUNEY HOMES, EWING, FULTON VILLAGE, IRVINTON VILLAGE, AND KELLY VILLAGE APARTMENTS.

DATE: OCTOBER 4, 2022

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO to negotiate, execute and make necessary changes and corrections to contract with HD Supply Facilities Maintenance, Ltd. to increase the contract amount to an amount not to exceed $3,323,781.71 to furnish and install hard-wired carbon monoxide detectors at various HHA public housing properties.

BACKGROUND:

The carbon monoxide detectors at HHA public housing properties are either missing and/or outdated and need replacement. For the safety of our residents, this is a needed capital improvement. This project is covered by Capital Funds and, in part, by the FY2019 Emergency Safety & Security Grant ($249,946).

At the April 4th, 2022, Board of Commissioners Meeting, the Board approved issuing a contract to HD Supply Facilities Maintenance, Ltd. to furnish and install carbon monoxide detectors in the amount of $2,005,976.34 (Resolution 3391).

Due to a change in technology, an increase of $1,317,805.37 is needed to cover the remainder of this project. When bids for IFB 21-49 were received (2/25/22), CO detectors with wireless interconnect (communication between detectors) were specified.

Original Unit Cost Calculation:

CO Detector Cost	Wire Mold Cost	Total Unit Cost (CO Detector + Wire Mold)
$64.89/ea	$70.50/ft x 5ft = $352.50	$417.39

Original Contract Value Calculation:

Total Unit Cost	Total Quantity Needed	Total Contract Value (Total Unit Cost x Total Quantity)
$417.39/ea	4,806	$2,005,976.34

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Upon contract execution (8/8/22), wireless interconnect was no longer available in the marketplace and, to meet code, the interconnect had to be wired (which includes additional lineal feet of wire mold).

Current Unit Cost Calculation:

CO Detector Cost	Wire Mold Cost	Total Unit Cost (CO Detector + Wire Mold)
$64.89/ea	$70.50/ft x 20.14ft = $1,420.10	$1,484.99

Current Contract Value Calculation:

Total Unit Cost	Total Quantity Needed	Total Contract Value (Total Unit Cost x Total Quantity)
$1,484.99/ea	2,238	$3,323,781.71

EVALUATION PROCESS:

On February 25, 2022, HHA's Procurement Department opened the following sealed bids in response to IFB 21-49:

Rank	Firm/Company	M/WBE	Bid Price
1	Bella Me Construction, LLC.	M/WBE	*$1,540,292.91
2	HD Supply Facilities Maintenance, Ltd	N/A	$2,005,976.34
3	TLC Engineering, Inc.	N/A	$4,232,625.00

*Bella Me Construction, LLC.'s bid was deemed non-responsive because their sealed bid did not include the required Bid Bond. HHA's Procurement Policy requires a Bid Bond to be submitted for construction contracts exceeding $100,000. Per Section 9 of HUD Form 5369 (included in IFB 21-50), a bid shall be rejected if it does not contain a bid guarantee. See Exhibit A.

HHA has previously utilized HD Supply Facilities Maintenance, Ltd. to replace appliances at Cuney Homes Apartments via Board Resolution 3156.

There are no conflicts of interest, and HD Supply Facilities Maintenance, Ltd. 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 contract with HD Supply Facilities Maintenance, Ltd. to increase the total contract amount to an amount not to exceed $3,323,781.71 to furnish and install hard-wired carbon monoxide detectors at various HHA public housing properties pursuant to the memorandum from Jay Mason, Director of REID, dated October 4, 2022, to David A. Northern, Sr., President & CEO.

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Resolution No. 3537

HOUSTON
HOUSING AUTHORITY
Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. **Brief Description of Proposed Item**

   Consideration and/or action to Award Contract to Betco and EJP Consulting for Development Consulting Services.

2. **Date of Board Meeting:** October 18, 2022

3. **Proposed Board Resolution:**

   Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate and execute a contract to Betco and EJP Consulting for Development Consulting Services in the amount not to exceed $400,000 annually and make any necessary changes or corrections, pursuant to the memorandum from Jay Mason, Director of REID, dated October 6, 2022, to David A. Northern, Sr., President & CEO.

4. **All Backup attached?**

   Yes [X] No [ ]

   Historical audited financial statements, operating Expense and fifteen year operating Cash Flow Projections.

   If no, what is missing and when will it be submitted: _____

5. **Department Head Approval** Signature DocuSigned by: Jay Mason Date: 10/14/2022

6. **Statement regarding availability of funds by CFO**

   Funds Budgeted and Available [X] yes [ ] no Source _____

   Account # _____

   VP of Finance Approval Signature DocuSigned by: Mike Rogers Date: 10/14/2022

7. **Approval of President & CEO**

   Signature _____ Date: 10/14/2022

DocuSign Envelope ID: 8BC2C7A1-68BE-4AFD-B573-191700995A02

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 AWARD CONTRACT TO BETCO AND EJP CONSULTING FOR DEVELOPMENT CONSULTING SERVICES

DATE: OCTOBER 6, 2022

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO to Award a contract to Betco and EJP Consulting for Development Consulting Services in the amount of $400,000.00 annually.

BACKGROUND

HHA intends to execute a Development Consultant agreement for a three (3) year term and a 2-year option with an experienced Development Consultant (the "Consultant"), to which the Consultant will provide professional oversight for Real Estate Development not limited to:

1. Providing technical assistance, guidance, and structured training to HHA's staff to facilitate project plan development, and execution of HHA's New Development/Redevelopment projects.

2. Assisting HHA's staff in submitting funding applications including but not limited to: Low Income Housing Tax Credits (LIHTC), Community Development Block Grant Funds (CDBG/CDBG-DR), HOME, Choice Neighborhood Grants, Capital Fund Financing Program (CFFP), Affordable Housing Fund (AHP), Renewal Energy Tax Credits, and Historic Tax Credits; etc. Assist HHA in the preparation of submittals of Mixed-Finance Proposals.

3. Developing financial projections for each redevelopment scenario; financial projections should include a range of possible financing sources that will maximize the leverage of HHA Funds.

4. Assisting with the:

    4.1 Identification and utilization of a multitude of project financing options; with specific expertise regarding LIHTC, CFFP, CDBG, bond financing, and other HUD grant opportunities.

    4.2 Determination of HHA's role in the development process.

    4.3 Creation of development partner selection criteria and methodology, and for advising HHA throughout the development process as needed.

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4.4 Solicitation, and selection of developer(s), financial partner(s), and other partners including, but not limited to; lenders, equity providers, architects, engineers, and planners. Assist HHA in the procurement of private development partner(s) and in negotiating agreements with them. Provide technical assistance to HHA staff when working with development partner(s), development negotiating developer partner agreements, fees and expense reimbursements.

5. Assisting HHA with the necessary HUD processes and submittals, including, but not limited to, acquisition and disposition applications to HUD's Special Application Center (SAC), FHA Financing applications, Mixed-Finance application(s), Project-Base of Section 8, and etc.

6. Preparing and assisting in the maintenance of a timeline for project implementation to include application deadlines and benchmarks with respect to a project, and consulting with HHA's authorized representative to update the schedule periodically.

7. Being available throughout the redevelopment process to provide advisement and guidance to HHA for the effective completion of the Development projects.

8. Evaluating and providing expert advice to HHA staff regarding developer's pro forma, operating statements and adequacy of reserves. Analyze the developer's proposed financing strategy and structure as it relates to public housing and mixed-finance regulations and policies to ensure that there are no statutory and/or regulatory incompatibilities. Provide technical assistance regarding structuring HHA's ownership interests.

9. Obtaining demographic and housing market analysis to the extent necessary to support HHA regarding community and market conditions as it concerns uses, and other neighborhood improvements to maximize highest and best use of Development projects.

10. Providing other support activities for each of the following development phases; Strategic Planning, Predevelopment, Development, Construction, Lease and Operations, Project Completion and Construction Close-Out.

11. Conduct staff training in:

    11.1 Project development and analysis including pro forma creation and analysis; LIHTC, other financing tools as appropriate, project management and development tracking. Provide and produce necessary materials as it relates to each project assignment.

    11.2 Development activities and other related activities as may arise from time to time, at the direction of HHA.

Request for Proposal (RFP) #22-41 was advertised on August 9, 2022 to solicit proposals from professional Development Consultants. The general scope of work includes providing real estate development services. The RFP was made available to interested professionals via an advertisement in local newspapers, the HHA website, and the State of Texas website. The RFP submittal due date was 2 p.m. August 25, 2022 and HHA received three (3) proposals.

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EVALUATION PROCESS

Evaluation/Selection Criteria	Maximum Points
1. Company Profile	10
2. Organizational Experience	25
3. Customer References	10
4. Personnel Qualifications	15
5. Project Plan/Methodology	10
6. Fees	40
7. Cost Control	30
8. Compliance with HHA's Section 3 Policy	10
Total Points Possible	**150**

Three (3) firms listed below submitted proposals:

	Name of Offeror	Avg. Rating	MWBE
1	BETCO	135	WBE
2	EJP Consulting	113	M/WBE
3	TAG Associates	104	N/A

All submittals were reviewed, evaluated and ranked by Martha Gomez, Senior Community Development Coordinator, James Williams, Senior Community Development Coordinator, and Jay Mason, Director of REID. The most responsive and responsible firm(s) whose qualifications, capacity, methodology, and past experience are deemed most advantageous to the HHA, will be invited to enter into fee negotiations and contract award beginning with the highest-scoring respondent.

All submittals were evaluated and ranked. Each firm submitted all the required documents; have satisfactorily completed similar Development consultant projects. The selected firm has extensive experience, local expertise, and acceptable scoring, we recommend negotiating with the highest-scoring respondent Betco with a score of 135 and EJP was second with a score of 113. The two highest scoring respondent Betco & EJP Consulting will be invited to enter into discussions to refine scope of work and negotiate fees, as needed. Contract will be awarded to the firm whose price and other factors are deemed most advantageous to the Authority.

Betco and EJP Consulting is not on HUD's debarment list and there are no conflicts of interest. Betco and EJP Consulting following references were checked and found to be acceptable: Robert L. Reyna (ED Beaumont HA), Ismael Guerrero (ED Denver HA), Deyna Sims (Director Development Galveston HA). Bryant Enterprises is EJP Consultant's minority partner.

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RECOMMENDATION

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate and execute a contract to Betco and EJP Consulting for Development Consulting Services in the amount not to exceed $400,000 annually and make any necessary changes or corrections, pursuant to the memorandum from Jay Mason, Director of REID, dated October 6, 2022, to David A. Northern, Sr., President & CEO.

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Resolution No. 3538

HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or action to award Project-Based Vouchers to NHP Foundation at Citadel Apartments located at or about 3331 Elgin, Houston, TX 77004.

2. Date of Board Meeting: October 18, 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 conditionally award eighteen (18) Project-Based Vouchers to NHP Foundation at Citadel Apartments located at 3331 Elgin, Houston, TX 77004 pursuant to the memorandum from Cheryl Rivers, Interim Vice President of HCVP, dated October 6, 2022, to David A. Northern, Sr. President & CEO.

4. Department Head Approval Signature DocuSigned by: Cheryl Rivers 3DE403DEA128441... Date: 10/14/2022

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

Funds Budgeted and Available ☐ Yes ☐ No Source _____

VP of FO Approval Signature DocuSigned by: Mike Rogers 3FC87AD4710742D... Date: 10/14/2022

6. Approval of President & CEO

Signature DocuSigned by: David A. Northern, Sr. 9E0B1D8C1AF04AA... Date: 10/14/2022

DocuSign Envelope ID: 8BC2C7A1-68BE-4AFD-B573-191700995A02

HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

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

FROM: CHERYL D. RIVERS, INTERIM VICE PRESIDENT OF HCVP

SUBJECT: CONSIDERATION AND/OR ACTION TO AWARD PROJECT-BASED VOUCHERS TO NHP FOUNDATION AT CITADEL APARTMENTS LOCATED AT OR ABOUT 3331 ELGIN, HOUSTON, TX 77004.

DATE: OCTOBER 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 conditionally award eighteen (18) Project-Based Vouchers to NHP Foundation at Citadel Apartments at 3331 Elgin, Houston, TX 77004.

BACKGROUND

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

1. Homeless families and individuals;
2. Families with veterans;
3. Disabled and elderly persons;

HHA also seeks the following criteria when considering to allocate PBVs to ensure the award will:

1. Target low-poverty areas where tenant-based vouchers are difficult to lease
2. Not exceed 40% of a site's total units
3. Not exceed 15-years for the initial contract term.
4. Support new or under-construction units;

HHA may determine that circumstances exist where it is advantageous to project-base vouchers rather than tenant-basing subsidy, due to some of the following benefits:

1) Offers mutual benefits for the HHA to expand affordable housing units while also allowing Owners to leverage the voucher subsidy.
2) Encourages Owners to pursue new construction, rehabilitation or acquisition of existing properties;
3) Promote voucher utilization;

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4) Expands housing choices for low-income and special populations;
5) Increase supportive housing options

The intent of the RFP 22-09 was to solicit proposals for eligible properties from property owners who are interested in receiving PBV assistance. Under HUD regulations, certain properties owned or controlled by HHA are eligible for PBV assistance and may be eligible for selection under this RFP. HHA will enter into PBV HAP Contracts with selected property owners for designated rental units for an initial term of up to fifteen (15) years subject to funding availability. Rental assistance subsidies will be provided while eligible families occupy the rental housing units determined to meet housing quality standards. HHA's published subsidy standards will determine the appropriate unit size for the family size and composition.

EVALUATION PROCESS

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

- Cheryl D. Rivers, Interim Vice President, HCVP
- Mike Rogers, Vice President of Fiscal & Business Operations
- Adrian Hudspeth, HCVP Landlord Liaison

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

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

The proposal(s) ranked as follows:

Rank	Firm/Company	M/WBE	Evaluation Rating
1	Pennrose	N/A	Withdrawn
2	NHP Foundation/Citadel Apartments	N/A	103

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- References have been checked and returned positive. There are no conflicts of interest and New Hope Housing at Dale Carnegie are not on the HUD Debarment List.

In addition to the conditions noted above, in advance of executing the HAP:

- An environmental review must be completed by the City of Houston, and the environmental certification or categorical exclusion has been approved by HUD. The project owner must provide all information required for the environmental review on a timely basis.

- The project owner must provide HHA all of the information needed to execute the HAP documents including, but not limited to, submission of a detailed work description that includes working drawings and specifications and all other requirements found at 24 CFR 983.152

- All proposals submitted for PBV assistance in connection with the particular selection, including proposals submitted for selection in accordance with 24 CFR §983.51(b)(2); A copy of any standard operating procedures, worksheets, checklists, or any other work product used in the selection of PBV proposals; and if the proposal was selected pursuant to a request for proposals in accordance with 24 CFR §983.51(b)(1), a copy of the solicitation;

The HUD Field Office or HUD-approved independent entity may request from HHA additional documentation necessary to complete the review process. HHA's selection procedures must apply to all PBV proposals and must be designed in a manner that does not effectively eliminate the submission of proposals for non-PHA-owned units or give undue preferential treatment (e.g., additional points) to PHA-owned units. The HUD Field Office or HUD-approved independent entity must provide a letter stating that the PHA-owned units were appropriately selected based on the selection procedures specified in the PHA's Administrative Plan before the PHA may finalize the selection process, if and when applicable.

DESCRIPTION OF WINNING PROPOSAL

NHP Foundation at Citadel Apartments

NHP Foundation is collaborating with the CHCDC Affordable Elderly, LLS to develop affordable supportive housing in Houston within the historic Third Ward on Elgin Street. The project aims to address the need for low-income housing among vulnerable homeless populations such as single and/or elderly adults/families who require supportive services.

NHP Foundation is a national non-profit housing developer that is dedicated to preserving and creating service-enriched housing. NHP Foundation has 80 years of experience in structuring and executing preservation transactions utilizing a multitude of federal and state financing tools and capital restructuring strategies. Currently, NHP Foundation owns 52 properties in 15 states and in DC, totaling 8,815 units of low and moderate-income housing. Their experience includes financing projects with 4% and 9% LIHTCs taxable, tax-exempt bonds, FHA financing, HUD financing, and multiple state and local funding sources.

NHP Foundation has engaged Allied-Orion Group to serve as the property management agent, at Citadel Apartments. Allied-Orion Group has 19 years of property management experience with blended assets comprised of public housing, low-income tax credit, market units, and the RAD-converted sites.

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NHP Foundation's Citadel Apartments are situated on approximately .902-acre tract at the northeast corner of Elgin and Tierwester, within the Third Ward. The project is under construction with a completion date of March 2023. Residents will have access to on-site supportive services provided by Change Happens.

PROPERTY DETAILS

- 1-story building
- 74 units comprised of 0-bedroom and 1-bedroom units with PBVs allocated to 18 units (24%)
- ADA Accessible Units
- Units have a private bath and small kitchenette with a microwave and refrigerator.
- Rooftop courtyard
- On-site resident services
- Access (within .5 miles) to shopping, groceries, public schools, libraries, medical facilities, etc.
- Coin-operated washer/dryer facilities
- Private parking available on site

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 conditionally award eighteen (18) Project-Based Vouchers to NHP Foundation at Citadel Apartments located at 3331 Elgin, Houston, TX 77004 pursuant to the memorandum from Cheryl Rivers, Interim Vice President of HCVP, dated October 6, 2022, to David A. Northern, Sr. President & CEO.

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Resolution No. 3539

HOUSTON
HOUSING AUTHORITY

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 renew employee health and welfare benefits effective January 1, 2023

2. Date of Board Meeting: October 18, 2022

3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to execute and make necessary changes and corrections to the contracts for Medical benefits, Vision Insurance, Dental Insurance, and Life & Accidental Death and Dismemberment (AD&D) Insurance provided by HHA to all active full-time employees for an annual estimated decrease of $153,382 over the prior plan year to the Authority pursuant to the memorandum from Khadija Darr, Senior VP of Administration, dated October 13, 2022, to David A. Northern, Sr., President & CEO.

4. Department Head Approval Signature DocuSigned by: Khadija Darr 79D9E62113EC47D... Date: 10/14/2022

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

Funds Budgeted and Available [X] Yes [ ] No Source _____

Account # _____

VP of FO Approval Signature DocuSigned by: Mike Rogers 3FC87AD4710742D... Date: 10/14/2022

6. Approval of President & CEO

Signature DocuSigned by: David A. Northern, Sr. 9E0B1D8C1AF04AA... Date: 10/14/2022

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HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

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

FROM: KHADIJA DARR, SENIOR VP OF ADMINISTRATION

SUBJECT: CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO RENEW EMPLOYEE HEALTH AND WELFARE BENEFITS EFFECTIVE JANUARY 1, 2023

DATE: OCTOBER 13, 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 execute the renewal of the employee health and welfare benefits contracts for Medical with Cigna, Vision with NVA, Dental and Life & AD&D insurance with Guardian and Employee Assistance Program (EAP) with Aetna; with an effective date of January 1, 2023.

BACKGROUND

The contracts for the Houston Housing Authority's Medical, Vision, Dental, Life and AD&D, and Employee Assistance Program (EAP) with Aetna insurance are up for renewal. On behalf of the Houston Housing Authority, Gallagher Benefit Services issued Request-for-Proposals for Medical and Life & AD&D. Vision insurance is in a rate guarantee and the Dental insurance was negotiated to a 0% rate increase.

EVALUATION PROCESS

All submissions were reviewed by Gallagher Benefit Services, HHA's employee benefits broker, who presented their recommendations to the Houston Housing Authority's President & CEO (David A. Northern, Sr.), Senior VP of Administration (Khadija K. Darr) and VP of Fiscal & Business Operations (Michael Rogers). Please see Exhibit I for summaries of the renewal and competitive bid analysis conducted by Gallagher Benefit Services.

The negotiated medical renewal has been received with a rate increase of 1% or $23,890 overall annual increase. This negotiated renewal includes adding coverage for Bariatric Surgery effective January 1, 2023. In addition, Cigna is providing a one-time administration credit in the amount of $180,000. This credit is applied to the monthly invoices until it has been fully absorbed. The net overall credit for the Cigna medical renewal is $156,110. For the 2023 plan year, Cigna keeps the same plan design, co-pays, deductibles, and out-of-pocket maximums. Cigna is also including a $7,500 Wellness Fund for 2023. Medical proposals were received from Aetna, Blue Cross Blue Shield of Texas (BCBSTX), and United Healthcare (UHC). All three of the carriers provided fully insured quotes. The Aetna proposal was not competitive. While the BCBSTX and UHC presented competitive proposals, they could not match the

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current medical plan designs in place; thus, a reduction in benefits would be the result of moving to them as a medical carrier.

The Vision is in a rate guarantee with NVA with a 0% increase for all participants of Houston Housing Authority until 12/31/2023. It was recommended that the vision carrier remains with NVA.

The Dental renewal was negotiated to a 0% increase for the 2023 plan year. It was recommended that the dental carrier remains with Guardian.

The Basic Life & AD&D renewal has been received from Guardian with a negotiated $1,410 or 3.9% annual increase from current costs. An analysis of the proposed rates and coverage was conducted for all proposals received. It is recommended that the Basic Life & AD&D carrier remains with Guardian.

The Aetna Employee Assistance Program (EAP) presented a renewal of $176 or 3.8% annual increase. We are requesting a change in plan design from six face-to-face visits to ten face-to-face visits effective January 1, 2023. This benefit enhancement will increase the renewal to $1,318 for the year. It is recommended to add additional EAP face-to-face visits to assist employees during their back-to-the-office adjustment in addition to providing more mental health resources.

PROPOSED BENEFIT PROGRAM CHANGES EFFECTIVE JANUARY 1, 2023

1) Medical Plan Renewal and Competitive Bid.
The medical insurance carrier will remain with Cigna Health.

2) Vision Insurance in a Rate Guarantee.
The vision insurance carrier will remain with NVA.

3) Dental Insurance Renewal.
The dental insurance carrier will remain with Guardian.

4) Basic Life & AD&D Insurance Renewal.
Basic Life & AD&D insurance carrier will remain with Guardian.

5) Employee Assistance Plan (EAP) Renewal.
The EAP will remain with Aetna with ten face-to-face visits.

RECOMMENDATION

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

> **Resolution**: The Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to execute and make necessary changes and corrections to the contracts for Medical benefits, Vision Insurance, Dental Insurance, and Life & Accidental Death and Dismemberment (AD&D) Insurance provided by HHA to all active full-time employees for an annual estimated decrease of $153,382 over the prior plan year to the Authority pursuant to the memorandum from Khadija Darr, Senior VP of Administration, dated October 13, 2022, to David A. Northern, Sr., President & CEO.

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Exhibit I

1) Medical Carrier Cigna Competitive Rate & No Plan Design Changes

- We recommend remaining with Cigna with an overall credit of $156,110, including adding in coverage for Bariatric Surgery.
    - Note: Adding in Bariatric Surgery - $23,890 or 1% overall increase.
    - Cigna is also providing a one-time $180,000 administrative credit upon renewal. This credit will be applied to the monthly Cigna invoice until fully absorbed. This nets to the overall credit of $156,110.

- Cigna is providing a $7,500 wellness incentive for the agency's use for wellness initiatives.

Cigna Level Funded Medical Renewal Summary

	Cigna Current 2022	Cigna Initial Renewal 2023	Cigna Negotiated Renewal 2023	Cigna Negotiated Renewal w/ Bariatric Surgery 2023
Medical Annual Total	$2,387,217	$2,969,793	$2,387,235	$2,411,107
Administration Credit	N/A	N/A	($180,000)	($180,000)
Differential vs Current		$582,576	($179,982)	($156,110)
Percent Change vs Current		**24.40%**	**-7.54%**	**-6.54%**
Rate Guarantee		**12 months**	**12 months**	**12 months**

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Cigna Level Funded Medical Plan Designs and Rates

	CURRENT		RENEWAL		NEGOTIATED RENEWAL		NEGOTIATED RENEWAL - Bariatric Surgery	
Carrier Name	Cigna		Cigna		Cigna		Cigna	
Plan Name	BCYE PPO Base Plan	BCYC PPO Buy Up Plan	BCYE PPO Base Plan	BCYC PPO Buy Up Plan	BCYE PPO Base Plan	BCYC PPO Buy Up Plan	BCYE PPO Base Plan	BCYC PPO Buy Up Plan
PLAN DESIGN*								
In-Network Benefits	Open Access Plus	Open Access Plus	Open Access Plus	Open Access Plus	Open Access Plus	Open Access Plus	Open Access Plus	Open Access Plus
Deductible Type	Embedded	Embedded	Embedded	Embedded	Embedded	Embedded	Embedded	Embedded
Calendar Year (CY) Deductible (Individual / Family)	$1,250 / $2,500	$450 / $1,350	$1,250 / $2,500	$450 / $1,350	$1,250 / $2,500	$450 / $1,350	$1,250 / $2,500	$450 / $1,350
Out-of-Pocket Max Type	Embedded	Embedded	Embedded	Embedded	Embedded	Embedded	Embedded	Embedded
CY Out-of-Pocket Max (Individual / Family)	$4,000 / $8,000	$2,000 / $6,000	$4,000 / $8,000	$2,000 / $6,000	$4,000 / $8,000	$2,000 / $6,000	$4,000 / $8,000	$2,000 / $6,000
Coinsurance (member pays after deductible)	20%	20%	20%	20%	20%	20%	20%	20%
Preventive Care	Covered 100%	Covered 100%	Covered 100%	Covered 100%	Covered 100%	Covered 100%	Covered 100%	Covered 100%
Primary Care Visit	$25 Copay	$25 Copay	$25 Copay	$25 Copay	$25 Copay	$25 Copay	$25 Copay	$25 Copay
Specialist Visit	$50 Copay	$25 Copay	$50 Copay	$25 Copay	$50 Copay	$25 Copay	$50 Copay	$25 Copay
Telehealth	$25 Copay	$25 Copay	$25 Copay	$25 Copay	$25 Copay	$25 Copay	$25 Copay	$25 Copay
Urgent Care	$50 Copay	$50 Copay	$50 Copay	$50 Copay	$50 Copay	$50 Copay	$50 Copay	$50 Copay
Emergency Room	$150 Copay plus 20% (Copay is waived if admitted)	$150 Copay plus 20% (Copay is waived if admitted)	$150 Copay plus 20% (Copay is waived if admitted)	$150 Copay plus 20% (Copay is waived if admitted)	$150 Copay plus 20% (Copay is waived if admitted)	$150 Copay plus 20% (Copay is waived if admitted)	$150 Copay plus 20% (Copay is waived if admitted)	$150 Copay plus 20% (Copay is waived if admitted)
Inpatient Hospital	20% after deductible	20% after deductible	20% after deductible	20% after deductible	20% after deductible	20% after deductible	20% after deductible	20% after deductible
Outpatient Surgery	20% after deductible	20% after deductible	20% after deductible	20% after deductible	20% after deductible	20% after deductible	20% after deductible	20% after deductible
Chiropractic (visit limits may apply)	$50 Copay (20 visits)	$25 Copay (20 visits)	$50 Copay (20 visits)	$25 Copay (20 visits)	$50 Copay (20 visits)	$25 Copay (20 visits)	$50 Copay (20 visits)	$25 Copay (20 visits)
Phys/Occ/Speech Therapy (visit limits may apply)	$50 Copay (Phys/Speech - 20 visits) (Occ - 20 Visits)	$25 Copay (Phys/Speech - 20 visits) (Occ - 20 Visits)	$50 Copay (Phys/Speech - 20 visits) (Occ - 20 Visits)	$25 Copay (Phys/Speech - 20 visits) (Occ - 20 Visits)	$50 Copay (Phys/Speech - 20 visits) (Occ - 20 Visits)	$25 Copay (Phys/Speech - 20 visits) (Occ - 20 Visits)	$50 Copay (Phys/Speech - 20 visits) (Occ - 20 Visits)	$25 Copay (Phys/Speech - 20 visits) (Occ - 20 Visits)
Diagnostic Test (X-ray, blood work)	Covered 100%	Covered 100%	Covered 100%	Covered 100%	Covered 100%	Covered 100%	Covered 100%	Covered 100%
Imaging (CT/PET scan, MRI)	20% after deductible	20% after deductible	20% after deductible	20% after deductible	20% after deductible	20% after deductible	20% after deductible	20% after deductible
Prescription Drug Benefit								
Deductible (Individual / Family)	$0	$0	$0	$0	$0	$0	$0	$0
Out-of-Pocket Maximum (Individual / Family)	Combined with Medical	Combined with Medical	Combined with Medical	Combined with Medical	Combined with Medical	Combined with Medical	Combined with Medical	Combined with Medical
Preventive Drug	Covered 100%	Covered 100%	Covered 100%	Covered 100%	Covered 100%	Covered 100%	Covered 100%	Covered 100%
Retail	30 Days	30 Days	30 Days	30 Days	30 Days	30 Days	30 Days	30 Days
Tier I / Tier II / Tier III / Tier IV	$10 / $35 / $50 / N/A	$10 / $35 / $50 / N/A	$10 / $35 / $50 / N/A	$10 / $35 / $50 / N/A	$10 / $35 / $50 / N/A	$10 / $35 / $50 / N/A	$10 / $35 / $50 / N/A	$10 / $35 / $50 / N/A
Specialty	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Mail Order	90 Days	90 Days	90 Days	90 Days	90 Days	90 Days	90 Days	90 Days
Tier I / Tier II / Tier III / Tier IV	$20 / $70 / $100 / N/A	$20 / $70 / $100 / N/A	$20 / $70 / $100 / N/A	$20 / $70 / $100 / N/A	$20 / $70 / $100 / N/A	$20 / $70 / $100 / N/A	$20 / $70 / $100 / N/A	$20 / $70 / $100 / N/A
Out-of-Network Benefits								
Deductible Type	Embedded	Embedded	Embedded	Embedded	Embedded	Embedded	Embedded	Embedded
CY Deductible (Individual / Family)	$2,500 / $5,000	$900 / $2,700	$2,500 / $5,000	$900 / $2,700	$2,500 / $5,000	$900 / $2,700	$2,500 / $5,000	$900 / $2,700
Out-of-Pocket Max Type	Embedded	Embedded	Embedded	Embedded	Embedded	Embedded	Embedded	Embedded
CY Out-of-Pocket Max (Individual / Family)	$8,000 / $16,000	$4,000 / $12,000	$8,000 / $16,000	$4,000 / $12,000	$8,000 / $16,000	$4,000 / $12,000	$8,000 / $16,000	$4,000 / $12,000
Coinsurance (member pays after deductible)	40%	40%	40%	40%	40%	40%	40%	40%
COST ANALYSIS								
PEPM Rates - Enrollment per Census (Plan 1 / Plan 2)	BCYE PPO Base Plan	BCYC PPO Buy Up Plan	BCYE PPO Base Plan	BCYC PPO Buy Up Plan	BCYE PPO Base Plan	BCYC PPO Buy Up Plan	BCYE PPO Base Plan	BCYC PPO Buy Up Plan
Employee (EE) Only 58 / 28	$836.50	$906.75	$1,040.00	$1,129.52	$836.51	$906.75	$844.88	$915.82
EE + Spouse 12 / 5	$1,614.48	$1,749.99	$2,007.25	$2,179.94	$1,614.53	$1,750.00	$1,630.68	$1,767.50
EE + Child(ren) 24 / 4	$1,853.75	$2,009.31	$2,304.73	$2,502.96	$1,853.76	$2,009.31	$1,872.30	$2,029.40
EE + Family 11 / 9	$2,138.11	$2,317.62	$2,658.26	$2,887.03	$2,138.11	$2,317.62	$2,159.49	$2,340.80
Total Enrollment 105 / 46								
Estimated Monthly Premium	$135,900	$63,035	$168,961	$78,521	$135,901	$63,035	$137,260	$63,665
Estimated Annual Premium	**$1,630,800**	**$756,417**	**$2,027,537**	**$942,256**	**$1,630,817**	**$756,418**	**$1,647,125**	**$763,982**
Dollar Difference from Current			**$396,737**	**$185,839**	**$17**	**$1**	**$16,325**	**$7,565**
Percent Change from Current			**24.33%**	**24.57%**	**0.00%**	**0.00%**	**1.00%**	**1.00%**
Total Combined Annual Cost								
	CURRENT		RENEWAL		NEGOTIATED RENEWAL		NEGOTIATED RENEWAL - Bariatric Surgery	
Estimated Annual Premium	**$2,387,217**		**$2,969,793**		**$2,387,235**		**$2,411,107**	
Dollar Difference from Current			**$582,576**		**$18**		**$23,890**	
Percent Change from Current			**24.40%**		**0.00%**		**1.00%**	
PLAN PROVISIONS								
Rate Guarantee	1 Year rate guarantee ending 12/31/2022		1 Year rate guarantee ending 12/31/2023		1 Year rate guarantee ending 12/31/2023		1 Year rate guarantee ending 12/31/2023	
Eligibility	FTE 30HRS/WK		FTE 30HRS/WK		FTE 30HRS/WK		FTE 30HRS/WK	

Employee Medical Payroll Contributions

		Current Plan Year - 2022					Renewal Plan Year - 2023					EE Difference
Coverage Tier	**Enrollment**	**EE Monthly Contribution**	**HHA Monthly Contribution**	**Monthly Funding Rates**	**ER Cost Share (%)**	**EE Per Pay Period Contribution**	**EE Monthly Contribution**	**HHA Monthly Contribution**	**Monthly Rates**	**ER Cost Share (%)**	**EE Per Pay Period Contribution**	**$Δ EE per pay period**
$450 BCYC Plan												
Employee Only	28	$285.65	$621.10	$906.75	68.5%	$142.83	$285.65	$630.17	$915.82	68.8%	$142.83	$0.00
Employee + Spouse	5	$551.34	$1,198.65	$1,749.99	68.5%	$275.67	$551.34	$1,216.16	$1,767.50	68.8%	$275.67	$0.00
Employee + Child(ren)	4	$633.02	$1,376.29	$2,009.31	68.5%	$316.51	$633.02	$1,396.38	$2,029.40	68.8%	$316.51	$0.00
Employee + Family	9	$730.18	$1,587.44	$2,317.62	68.5%	$365.09	$730.18	$1,610.62	$2,340.80	68.8%	$365.09	$0.00
$1,250 BCYE Plan												
Employee Only	58	$176.14	$660.36	$836.50	78.9%	$88.07	$176.14	$668.74	$844.88	79.2%	$88.07	$0.00
Employee + Spouse	12	$339.96	$1,274.52	$1,614.48	78.9%	$169.98	$339.96	$1,290.72	$1,630.68	79.2%	$169.98	$0.00
Employee + Child(ren)	24	$390.34	$1,463.41	$1,853.75	78.9%	$195.17	$390.34	$1,481.96	$1,872.30	79.2%	$195.17	$0.00
Employee + Family	11	$450.23	$1,687.88	$2,138.11	78.9%	$225.12	$450.23	$1,709.26	$2,159.49	79.2%	$225.12	$0.00
Total Composite	**151**	**$321.03**	**$996.42**	**$1,317.45**	**75.6%**		**$321.03**	**$1,009.61**	**$1,330.63**	**75.9%**		
Total Monthly		**$48,475**	**$150,460**	**$198,935**			**$48,475**	**$152,451**	**$200,926**			
Total Annual		**$581,699**	**$1,805,518**	**$2,387,217**			**$581,699**	**$1,829,408**	**$2,411,107**			
Change From Current ($)							**$0**	**$23,890**	**$23,890**			
Change From Current (%)							**0.00%**	**1.32%**	**1.00%**			

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2) Vision Carrier Renewal

- We recommend renewing with NVA for Vision coverage.
- NVA Rate Guarantee for Vision.

		CURRENT	
Carrier Name		National Vision Administrators, L.L.C.	
Plan Name		Vision Plan	
PLAN DESIGN*			
Network Name		INN (NVA network)	OON
Exam (including eyewear exam)			
Frequency		12 Months	12 Months
Benefit		$10 Copay	Reimburse up to $30
Lenses			
Materials Copay		$0 Copay	
Frequency		12 Months	12 Months
Single		$0 Copay	Reimburse up to $36
Bifocal		$0 Copay	Reimburse up to $48
Trifocal		$0 Copay	Reimburse up to $58
Standard Progressive		$50 Copay	N/A
Frames			
Frequency		12 Months	12 Months
Allowance		Up to $130 plus 20% off	Reimburse up to $72
Contact Lenses			
Frequency		12 Months	12 Months
Allowance		Conventional - Up to $100 plus 15% off; Disposable - Up to $100 plus 10% off	Reimburse up to $55
Medically Necessary		Covered in full	Reimburse up to $210
Separate Fitting Allowance		10% off Retail	Included in the contact lens allowance
Lasik		Included	Reimburse up to $200
Open Enrollment		Included	
COST ANALYSIS			
PEPM Rates - Enrollment per Census	Enrollment	Vision Plan	
Employee (EE) Only	83	$8.49	
EE + Spouse	15	$0.00	
EE + Child(ren)	26	$0.00	
EE + Family	27	$21.19	
Total Enrollment	151		
Estimated Monthly Premium		$1,277	
Estimated Annual Premium		**$15,322**	
Dollar Difference from Current			
Percent Change from Current			
PLAN PROVISIONS			
Rate Guarantee		4 Year rate guarantee ending 12/31/2023	
Eligibility		FTE 30HRS/WK	

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3) Dental Carrier Renewal

- We recommend renewing with Guardian for Dental PPO and HMO coverage.
- Guardian proposed a 0% increase for Dental PPO and a 0% increase for Dental HMO.

Dental PPO

	CURRENT				RENEWAL				NEGOTIATED RENEWAL			
Carrier Name	Guardian				Guardian				Guardian			
Plan Name	NAP Plan		Value Plan		NAP Plan		Value Plan		NAP Plan		Value Plan	
PLAN DESIGN*												
Network	INN [DentalGuard Preferred]	OON	INN [DentalGuard Preferred]	OON	INN [DentalGuard Preferred]	OON	INN [DentalGuard Preferred]	OON	INN [DentalGuard Preferred]	OON	INN [DentalGuard Preferred]	OON
Calendar Year (CY) Deductible (Individual / Family)	$50 / $150	$50 / $150	$50 / $150	$50 / $150	$50 / $150	$50 / $150	$50 / $150	$50 / $150	$50 / $150	$50 / $150	$50 / $150	$50 / $150
Annual Maximum	$1,000	$1,000	$1,000	$1,000	$1,000	$1,000	$1,000	$1,000	$1,000	$1,000	$1,000	$1,000
Annual Maximum Provision	Rollover Threshold $500; Rollover Amount - $250; Rollover Account Limit - $1,000	Rollover Threshold $500; Rollover Amount - $250; Rollover Account Limit - $1,000	Rollover Threshold $500; Rollover Amount - $250; Rollover Account Limit - $1,000	Rollover Threshold $500; Rollover Amount - $250; Rollover Account Limit - $1,000	Rollover Threshold $500; Rollover Amount - $250; Rollover Account Limit - $1,000	Rollover Threshold $500; Rollover Amount - $250; Rollover Account Limit - $1,000	Rollover Threshold $500; Rollover Amount - $250; Rollover Account Limit - $1,000	Rollover Threshold $500; Rollover Amount - $250; Rollover Account Limit - $1,000	Rollover Threshold $500; Rollover Amount - $250; Rollover Account Limit - $1,000	Rollover Threshold $500; Rollover Amount - $250; Rollover Account Limit - $1,000	Rollover Threshold $500; Rollover Amount - $250; Rollover Account Limit - $1,000	Rollover Threshold $500; Rollover Amount - $250; Rollover Account Limit - $1,000
Coinsurance												
Preventive Services	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Cleaning Frequency	Once Every 6 Months	Once Every 6 Months	Once Every 6 Months	Once Every6 Months	Once Every 6 Months	Once Every 6 Months	Once Every 6 Months	Once Every 6 Months	Once Every 6 Months	Once Every 6 Months	Once Every 6 Months	Once Every 6 Months
Deductible Waived?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Basic	80%	80%	100%	100%	80%	80%	100%	100%	80%	80%	100%	100%
Periodontics	80%	80%	100%	100%	80%	80%	100%	100%	80%	80%	100%	100%
Endodontics	80%	80%	100%	100%	80%	80%	100%	100%	80%	80%	100%	100%
Major	50%	50%	60%	60%	50%	50%	60%	60%	50%	50%	60%	60%
Orthodontics	Not Covered	Not Covered	Not Covered	Not Covered	Not Covered	Not Covered	Not Covered	Not Covered	Not Covered	Not Covered	Not Covered	Not Covered
Maximum Age	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Deductible	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Lifetime Max	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ortho Waiting Period	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
OON Reimbursement Level	UCR 90%		Fee schedule		UCR 90%		Fee schedule		UCR 90%		Fee schedule	
COST ANALYSIS												
PEPM Rates - Enrollment per [Renewal doc 2023] Plan 1	NAP Plan		Value Plan		NAP Plan		Value Plan		NAP Plan		Value Plan	
Employee (EE) Only 52	$37.79		$37.79		$39.11		$39.11		$37.79		$37.79	
EE + Family 38	$103.62		$103.62		$107.25		$107.25		$103.62		$103.62	
Total Enrollment 95												
Estimated Monthly Premium	$5,903		$3,010		$6,109		$3,115		$5,903		$3,010	
Estimated Annual Premium	**$70,832**		**$36,118**		**$73,311**		**$37,381**		**$70,832**		**$36,118**	
Dollar Difference from Current					**$2,479**		**$1,263**		**$0**		**$0**	
Percent Change from Current					**3.50%**		**3.50%**		**0.00%**		**0.00%**	
Total Combined Annual Cost												
Estimated Annual Premium	**$106,950**				**$110,692**				**$106,950**			
Dollar Difference from Current					**$3,742**				**$0**			
Percent Change from Current					**3.50%**				**0.00%**			
PLAN PROVISIONS												
Rate Guarantee	1 Year rate guarantee ending 12/31/2022				1 Year rate guarantee ending 12/31/2023				1 Year rate guarantee ending 12/31/2023			
Open Enrollment	Included				Included				Included			
Eligibility	FTE 30HRS/WK				FTE 30HRS/WK				FTE 30HRS/WK			

Dental HMO

	CURRENT	RENEWAL	NEGOTIATED RENEWAL
Carrier Name	Guardian	Guardian	Guardian
Plan Name	Managed Dental Care	Managed Dental Care	Managed Dental Care
PLAN DESIGN*			
Network Name	Managed DentalGuard	Managed DentalGuard	Managed DentalGuard
Calendar Year (CY) Deductible (Individual / Family)	$0 / $0	$0 / $0	$0 / $0
Annual Maximum	Unlimited	Unlimited	Unlimited
Office Visit	$5	$5	$5
Coinsurance			
Preventive Services	Various Copay Apply	Various Copay Apply	Various Copay Apply
Cleaning Frequency	2 times in 12 months	2 times in 12 months	2 times in 12 months
Deductible Waived?	Yes	Yes	Yes
Basic	Various Copay Apply	Various Copay Apply	Various Copay Apply
Periodontics	Various Copay Apply	Various Copay Apply	Various Copay Apply
Endodontics	Various Copay Apply	Various Copay Apply	Various Copay Apply
Major	Various Copay Apply	Various Copay Apply	Various Copay Apply
Orthodontics	Children - $2,500; Adults - $2,800	Children - $2,500; Adults - $2,800	Children - $2,500; Adults - $2,800
Maximum Age	Adults & Child(ren) to age 18	Adults & Child(ren) to age 18	Adults & Child(ren) to age 18
Lifetime Max	N/A	N/A	N/A
COST ANALYSIS			
PEPM Rates - Enrollment per [Renewal doc Enrollment	Managed Dental Care	Managed Dental Care	Managed Dental Care
Employee (EE) Only 32	$13.52	$14.06	$13.52
EE + Family 34	$35.36	$36.77	$35.36
Total Enrollment 93			
Estimated Monthly Premium	$1,635	$1,700	$1,635
Estimated Annual Premium	**$19,619**	**$20,401**	**$19,619**
Dollar Difference from Current		**$783**	**$0**
Percent Change from Current		**3.99%**	**0.00%**
PLAN PROVISIONS			
Rate Guarantee	1 Year rate guarantee ending 12/31/2022	1 Year rate guarantee ending 12/31/2023	1 Year rate guarantee ending 12/31/2023
Eligibility	FTE 30HRS/WK	FTE 30HRS/WK	FTE 30HRS/WK

NOTE: Benefit deviations from Current are identified in blue font

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4) Basic Life/Accidental Death & Dismemberment Insurance Renewal

- We recommend remaining with Guardian for Basic Life and AD&D insurance. Guardian provided a 3.9% or 1,410 increase for the renewal.

		CURRENT	RENEWAL	NEGOTIATED RENEWAL
Carrier Name		Guardian	Guardian	Guardian
PLAN DESIGN*				
Employee				
Life Benefit		1.5x Earnings to max $350,000	1.5x Earnings to max $350,000	1.5x Earnings to max $350,000
AD&D Benefit		Same as Life amount	Same as Life amount	Same as Life amount
Benefit Reduction Schedule (% benefit reduces by at age)		35% at age 65; 60% at age 70; 75% at age 75	35% at age 65; 60% at age 70; 75% at age 75	35% at age 65; 60% at age 70; 75% at age 75
Definition of Earnings		Basic Annual Earnings	Basic Annual Earnings	Basic Annual Earnings
Waiver of Premium		Included	Included	Included
Accelerated Benefit Amount		75% to max $262,500	75% to max $262,500	75% to max $262,500
Convertible/Portable		Included	Included	Included
Suicide Exclusion		Included	Included	Included
COST ANALYSIS				
Rates	Volume/Unit(s)	CURRENT	RENEWAL	NEGOTIATED RENEWAL
Life Rate Per $1,000 Vol	$16,781,000	$0.158	$0.172	$0.165
AD&D Rate Per $1,000 Vol	$16,781,000	$0.020	$0.020	$0.020
Estimated Monthly Premium		$2,987	$3,222	$3,104
Estimated Annual Premium		**$35,844**	**$38,663**	**$37,254**
Dollar Difference from Current			**$2,819**	**$1,410**
Percent Change from Current			**7.87%**	**3.93%**
PLAN PROVISIONS				
Rate Guarantee		1 Year rate guarantee ending 12/31/2022	1 Year rate guarantee ending 12/31/2023	1 Year rate guarantee ending 12/31/2023
Eligibility		FTE 30HRS/WK	FTE 30HRS/WK	FTE 30HRS/WK

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5) Summary of Total Annual Cost Changes

	Total	$ Increase/ (Decrease)	%Increase
Medical	$2,231,107	($156,110)	-6.54%
Dental	$126,569	$0	0%
Vision	$15,322	$0	0%
Basic Life AD&D	$37,254	$1,410	3.93%
EAP	$5,885	$1,318	28.85%
Estimated Total Annual Costs	**$2,416,137**	**($153,382)**	

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HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or to take action to authorize the President & CEO or designee to adopt Payment Standards for FY 2023.

2. Date of Board Meeting: October 18, 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 adopt Payment Standards effective October 19, 2022, pursuant to the memorandum from Cheryl D. Rivers, Interim Vice President of the Housing Choice Voucher Program, dated October 12, 2022, to David A. Northern, Sr., President & CEO.

4. Department Head Approval Signature DocuSigned by: Cheryl Rivers 3DE403DEA128441... Date: 10/13/2022

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

Funds Budgeted and Available ☐ Yes ☐ No Source _____

VP of FO Approval Signature DocuSigned by: Mike Rogers 3FC87AD4710742D... Date: 10/13/2022

6. Approval of President & CEO

Signature DocuSigned by: David A. Northern, Sr. 9E0B1D8C1AF04AA... Date: 10/13/2022

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Resolution No. 3540

HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

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

FROM: CHERYL D. RIVERS, INTERIM VICE PRESIDENT OF THE HOUSING CHOICE VOUCHER PROGRAM

SUBJECT: CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO ADOPT PAYMENT STANDARDS FOR 2023

DATE: OCTOBER 12, 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 adopt Payment Standards effective October 19, 2022.

BACKGROUND:

HHA is responsible for adopting a payment standard schedule that establishes voucher payment standard amounts for each Fair Market Rent (FMR) or Small Area Fair Market Rent (SAFMR) in its jurisdiction.

HUD publishes proposed and final FMRs and SAFMRs annually. SAFMRs are Fair Market Rents (FMRs) calculated at the ZIP code level, rather than for the entire metropolitan region. As described in HUD's SAFMR final rule, "the main benefit of SAFMRs is that, through setting rental subsidy amounts at a more local level, assisted households will be more able to afford homes in areas of high opportunity than under current policy. Such moves are expected to benefit both individual households, for example, through access to better schools or safer neighborhoods, and areas as a whole through reducing concentrated neighborhood poverty."

On September 1, 2022, HUD announced the Fair Market Rents (FMRs) and Small Area Fair Market Rents (SAFMRs) for 2023. HUD authorizes payment standards to be established within a basic range of 90% to 110% of rent amounts within local markets. However, HUD grants flexibility for housing authorities designated as Moving-To-Work agencies which allows payment standards to be established beyond the basic range.

Below is a table indicating HUD's Fair Market Rents for the Houston-Baytown-Sugarland Metropolitan Areas.

COMPARISON OF HUD's FAIR MARKET RENTS (FMR)

Houston-Baytown-Sugar Land, TX HUD Metro Areas	0BR	1BR	2BR	3BR	4BR
FY 2022 FMRs	$944	$1014	$1208	$1603	$2058
FY 2023 FMRs	$1,030	$1095	$1307	$1722	$2226
Changes	*+$86*	*+$82*	*+$99*	*+119*	*+168*

**HUD advises FMRs for units >4 bedrooms are calculated by adding 15% to the 4BR FMR for each additional bedroom.*

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COMPARISION OF HUD's SMALL AREA FAIR MARKET RENTS (SAFMR)

2022 SMALL AREA FAIR MARKET RENTS (SAFMR)					
ZIP Codes	**0**	**1**	**2**	**3**	**4**
77002	$1,330	$1,430	$1,700	$2,260	$2,900
77003	$1,090	$1,170	$1,390	$1,840	$2,370
77042	$1,010	$1,080	$1,290	$1,710	$2,200
77004	$820	$890	$1,060	$1,420	$1,810
77571	$950	$1,020	$1,210	$1,610	$2,060

2023 SMALL AREA FAIR MARKET RENTS (SAFMR)					
ZIP Codes	**0**	**1**	**2**	**3**	**4**
77002	$1,440	$1,530	$1,830	$2,410	$3,120
77003	$1,250	$1,330	$1,590	$2,090	$2,710
77042	$1,130	$1,200	$1,430	$1,880	$2,440
77004	$950	$1,010	$1,210	$1,590	$2,060
77571	$1,020	$1.090	$1,300	$1,710	$2,210

HHA'S PAYMENT STANDARD TIERS

HHA will retain a 5-tier structure to organize 144 zip codes within its jurisdiction, as indicated below:

Tiers	# of Zip Codes	Zip Codes Within HHA's Jurisdiction
A-1	39	77002 77005 77006 77007 77008 77010 77019 77024 77027 77030 77041 77046 77054 77056 77070 77077 77079 77094 77098 77345 77346 77377 77380 77386 77388 77389 77401 77407 77429 7743377059 77362 77381 77382 77384 77406 77450 77479 77489 77493 77494 77498 77545 77546 77573
A2	6	77044 77339 77379 77449 77385 77477
B	25	77003 77025 77042 77047 77057 77062 77063 77064 77065 77066 77069 77082 77084 77085 77089 77090 77095 77354 77373 77375 77396 77053 77058 77355 77365 77441 77447 77536 77565 77586 77598
C	32	77004 77009 77014 77032 77033 77034 77037 77038 77040 77043 77045 77049 77055 77067 77068 77072 77073 77075 77078 77080 77081 77083 77086 77096 77099 77336 77302 77338 77471 77504 77507 77511 77521 77532 77539 77562 77571
D	42	77011 77012 77013 77015 77016 77017 77018 77020 77021 77022 77023 77026 77028 77029 77031 77035 77036 77039 77048 77050 77051 77060 77061 77071 77074 77076 77087 77088 77091 77092 77093 77530 77547 77587 77327 77357 77423 77445 77484 77503 77506 77520 77535 77583, 77249, 77459, 77469, 77478, 77581

Note: Some zip codes extend beyond HHA's jurisdiction resulting in partial coverage.

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HHA's CURRENT PAYMENT STANDARDS BY TIERS (FY2022)

Current 2022 PS	0	1	2	3	4
Tier A-1	$1,276	$1,364	$1,628	$2,156	$2,772
Tier A-2	$1,210	$1,310	$1,569	$2,090	$2,673
Tier B	$1,023	$1,111	$1,331	$1,782	$2,277
Tier C	$858	$920	$1,141	$1,554	$1,966
Tier D	$821	$905	$1,090	$1,469	$1,878

(90% to 125% of HUD's SAFMR)

HHA'S PROPOSED PAYMENT STANDARDS BY TIERS (FY2023)

Proposed 2023 PS	0	1	2	3	4
Tier A-1	$1,994	$2,118	$2,532	$3,333	$4,313
Tier A-2	$1,739	$1,849	$2,208	$2,912	$3,767
Tier B	$1,449	$1,532	$1,835	$2,429	$3,133
Tier C	$1,242	$1,325	$1,587	$2,084	$2,705
Tier D	$1,063	$1,180	$1,408	$1,849	$2,401

(125% to 150% of HUD's SAFMR)

% COMPARISION BETWEEN CURRENT VS PROPOSED PAYMENT STANDARDS BY TIERS

% Change in PS	0	1	2	3	4
Tier A-1	56%	55%	56%	55%	56%
Tier A-2	44%	41%	41%	39%	41%
Tier B	42%	38%	38%	36%	38%
Tier C	45%	44%	39%	34%	38%
Tier D	29%	30%	29%	26%	28%

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 adopt Payment Standards effective October 19, 2023, pursuant to the memorandum from Cheryl D. Rivers, Interim Vice President of the Housing Choice Voucher Program, dated October 12, 2022 to David A. Northern, President & CEO.

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HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item:

Consideration and/or to take action to authorize the President & CEO or designee to facilitate the acquisition of that certain parcel of land located at or about 22103 Gosling Rd., Spring, Texas 77389, the construction and development of the 351-unit Allora Gosling thereupon, and the execution of all required documents therefor.

2. Date of Board Meeting: October 18, 2022

3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to take all actions necessary or convenient to facilitate the acquisition of that certain parcel of land located at or about 22103 Gosling Rd., Spring, Texas 77389, the construction and development of the 351-unit Allora Gosling (the "**Project**") thereupon, and the execution of all required documents therefor, pursuant to the memorandum from Jay Mason, Director of REID, dated October 5, 2022, to David A. Northern, Sr., President & CEO.

4. Department Head Approval Signature DocuSigned by: Jay Mason FB1ADD6791F24F3... Date: 10/13/2022

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

Funds Budgeted and Available [X] Yes [ ] No Source Third Party Funding

VP of FO Approval Signature DocuSigned by: Mike Rogers 3EC87AD4710742D... Date: 10/13/2022

6. Approval of Interim President & CEO

Signature DocuSigned by: David A. Northern, Sr. 9E0B1D8C1AF04AA... Date: 10/13/2022

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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 TO TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO FACILITATE THE ACQUISITION OF THAT CERTAIN PARCEL OF LAND LOCATED AT OR ABOUT 22103 GOSLING RD., SPRING, TEXAS 77389, THE CONSTRUCTION AND DEVELOPMENT OF THE 351-UNIT ALLORA GOSLING THEREUPON, AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.

DATE: OCTOBER 5, 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 that certain parcel of land located at 22103 Gosling Rd., Spring, Texas 77389, the construction and development of the 351-unit Allora Gosling (the "**Project**") thereupon, and the execution of all required documents therefor.

BACKGROUND:

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

The PFC and Gosling Road Owner, L.P., a Delaware limited partnership (the "**Owner**") will enter into a lease agreement (the "**Lease Agreement**") granting site control of the Project to the Owner.

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

The Owner will obtain a loan in an aggregate principal amount not to exceed $40,000,000 (the "**Loan**") from BOKF, NA d/b/a Bank of Texas ("**Lender**"), to finance the Project and, in connection with the making of the Loan, Lender will require PFC to join in the execution of documents evidencing and/or securing the Loan (collectively, the "**Loan Documents**").

APPROVALS

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

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

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

RECOMMENDATION

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

> **Resolution**: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to take all actions necessary or convenient to facilitate the acquisition of that certain parcel of land located at or about 22103 Gosling Rd., Spring, Texas 77389, the construction and development of the 351-unit Allora Gosling (the "**Project**") thereupon, and the execution of all required documents therefor, pursuant to the memorandum from Jay Mason, Director of REID, dated October 5, 2022, to David A. Northern, Sr., President & CEO.

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RESOLUTION NO. 3541

RESOLUTION AUTHORIZING THE PRESIDENT & CEO OR DESIGNEE TO TAKE ALL ACTIONS NECESSARY OR CONVENIENT TO FACILITATE THE ACQUISITION OF THAT CERTAIN PARCEL OF LAND LOCATED AT 22103 GOSLING RD., SPRING, TEXAS 77389, THE CONSTRUCTION AND DEVELOPMENT OF THE 351-UNIT ALLORA GOSLING (THE "PROJECT") THEREUPON, AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.

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

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

WHEREAS, the PFC and Gosling Road Owner, L.P., a Delaware limited partnership (the "**Owner**") will enter into a lease agreement (the "**Lease Agreement**") granting site control of the Project to the Owner;

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

WHEREAS, the Owner will obtain a loan in an aggregate principal amount not to exceed $40,000,000 (the "**Loan**") from BOKF, NA d/b/a Bank of Texas ("**Lender**"), to finance the Project and, in connection with the making of the Loan, Lender will require PFC to join in the execution of documents evidencing and/or securing the Loan (collectively, the "**Loan Documents**");

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

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

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

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

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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*]

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PASSED 18th of October, 2022.

_____
CHAIR

ATTEST:

_____
Secretary

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HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item:

Consideration and/or to take action to authorize the President & CEO or designee to facilitate the acquisition of that certain parcel of land located at or about 10100 Almeda Genoa Road, Houston, Texas 77075, the construction and development of the 300-unit Thrive Almeda Genoa thereupon, and the execution of all required documents therefor.

2. Date of Board Meeting: October 18, 2022

3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to take all actions necessary or convenient to facilitate the acquisition of that certain parcel of land located at or about 10100 Almeda Genoa Road, Houston, Texas 77075, the construction and development of the 300-unit Thrive Almeda Genoa (the "**Project**") thereupon, and the execution of all required documents therefor, pursuant to the memorandum from Jay Mason, Director of REID, dated October 5, 2022, to David A. Northern, Sr., President & CEO.

4. Department Head Approval Signature DocuSigned by: Jay Mason FB1ADD6791F24F3... Date: 10/13/2022

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

Funds Budgeted and Available [X] Yes [ ] No Source Third Party Funding

VP of FO Approval Signature DocuSigned by: Mike Rogers 3EC87AD4710742D... Date: 10/13/2022

6. Approval of President & CEO

Signature DocuSigned by: David A. Northern, Sr. 9E0B1D8C1AF04AA... Date: 10/13/2022

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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 TO TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO FACILITATE THE ACQUISITION OF THAT CERTAIN PARCEL OF LAND LOCATED AT OR ABOUT 10100 ALMEDA GENOA ROAD, HOUSTON, TEXAS 77075, THE CONSTRUCTION AND DEVELOPMENT OF THE 300-UNIT THRIVE ALMEDA GENOA THEREUPON, AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.

DATE: OCTOBER 5, 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 that certain parcel of land located at or about 10100 Almeda Genoa Road, Houston, Texas 77075, the construction and development of the 300-unit Thrive Almeda Genoa (the "**Project**") thereupon, and the execution of all required documents therefor.

BACKGROUND:

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

The PFC and Smart Living Almeda Genoa, Ltd., a Texas limited partnership (the "**Owner**") will enter into a lease agreement (the "**Lease Agreement**") granting site control of the Project to the Owner.

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

The Owner will obtain (i) a loan in an aggregate principal amount not to exceed $25,900,000 and (ii) a loan in an aggregate principal amount not to exceed $1,890,000 (collectively, the "**Loans**") from Veritex Community Bank ("**Lender**"), to finance the Project and, in connection with the making of the Loans, Lender will require PFC to join in the execution of documents evidencing and/or securing the Loans (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

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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 all actions necessary or convenient to facilitate the acquisition of that certain parcel of land located at or about 10100 Almeda Genoa Road, Houston, Texas 77075, the construction and development of the 300-unit Thrive Almeda Genoa (the "**Project**") thereupon, and the execution of all required documents therefor, pursuant to the memorandum from Jay Mason, Director of REID, dated October 5, 2022, to David A. Northern, Sr., President & CEO.

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RESOLUTION NO. 3542

RESOLUTION AUTHORIZING THE PRESIDENT & CEO OR DESIGNEE TO TAKE ALL ACTIONS NECESSARY OR CONVENIENT TO FACILITATE THE ACQUISITION OF THAT CERTAIN PARCEL OF LAND LOCATED AT 10100 ALMEDA GENOA ROAD, HOUSTON, TEXAS 77075, THE CONSTRUCTION AND DEVELOPMENT OF THE 300-UNIT THRIVE ALMEDA GENOA (THE "PROJECT") THEREUPON, AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.

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

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

WHEREAS, the PFC and Smart Living Almeda Genoa, Ltd., a Texas limited partnership (the "**Owner**") will enter into a lease agreement (the "**Lease Agreement**") granting site control of the Project to the Owner;

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

WHEREAS, the Owner will obtain (i) a loan in an aggregate principal amount not to exceed $25,900,000 and (ii) a loan in an aggregate principal amount not to exceed $1,890,000 (collectively, the "**Loans**") from Veritex Community Bank ("**Lender**"), to finance the Project and, in connection with the making of the Loans, Lender will require PFC to join in the execution of documents evidencing and/or securing the Loans (collectively, the "**Loan Documents**");

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

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

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

BE IT FURTHER RESOLVED, that the President and Chief Executive Officer is hereby authorized and directed for and on behalf of, and as the act and deed of the Authority, to take such

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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*]

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PASSED 18th of October, 2022.

_____
CHAIR

ATTEST:

_____
Secretary

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HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item:

Consideration and/or to take action to authorize the President & CEO or designee to facilitate the acquisition of that certain parcel of land located at or about 2102 Antoine Dr., Houston, Texas 77055, the construction and development of the 240-unit, The Antoine at Spring Branch thereupon, and the execution of all required documents therefor.

2. Date of Board Meeting: October 18, 2022

3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to take all actions necessary or convenient to facilitate the acquisition of that certain parcel of land located at or about 2102 Antoine Dr., Houston, Texas 77055, the construction and development of the 240-unit, The Antoine at Spring Branch (the "**Project**") thereupon, and the execution of all required documents therefor, pursuant to the memorandum from Jay Mason, Director of REID, dated October 5, 2022, to David A. Northern, Sr., President & CEO.

4. Department Head Approval Signature DocuSigned by: Jay Mason FB1ADD6791F24F3... Date: 10/13/2022

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

Funds Budgeted and Available [X] Yes [ ] No Source Third Party Funding

VP of FO Approval Signature DocuSigned by: Mike Rogers 3FC87AD4710742D... Date: 10/13/2022

6. Approval of Interim President & CEO

Signature DocuSigned by: David A. Northern, Sr. 9E0B1D8C1AF04AA... Date: 10/13/2022

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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 TO TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO FACILITATE THE ACQUISITION OF THAT CERTAIN PARCEL OF LAND LOCATED AT OR ABOUT 2102 ANTOINE DR., HOUSTON, TEXAS 77055, THE CONSTRUCTION AND DEVELOPMENT OF THE 240-UNIT, THE ANTOINE AT SPRING BRANCH THEREUPON, AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.

DATE: OCTOBER 5, 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 that certain parcel of land located at or about 2102 Antoine Dr., Houston, Texas 77055, the construction and development of the 240-unit, The Antoine at Spring Branch (the "**Project**") thereupon, and the execution of all required documents therefor.

BACKGROUND:

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

The PFC and DTC II Antoine, 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 $30,000,000 (the "**Loan**") from Oakwood Bank ("**Lender**"), to finance the Project and, in connection with the making of the Loan, Lender will require PFC to join in the execution of documents evidencing and/or securing the Loan (collectively, the "**Loan Documents**").

APPROVALS

The Board of Commissioners of the Authority (the "**Board**") authorizes the 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

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President and Chief Executive Officer shall deem to be necessary or desirable in the consummation of the transactions herein contemplated.

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

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

RECOMMENDATION

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

> **Resolution**: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to take all actions necessary or convenient to facilitate the acquisition of that certain parcel of land located at or about 2102 Antoine Dr., Houston, Texas 77055, the construction and development of the 240-unit, The Antoine at Spring Branch (the "**Project**") thereupon, and the execution of all required documents therefor, pursuant to the memorandum from Jay Mason, Director of REID, dated October 5, 2022, to David A. Northern, Sr., President & CEO.

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RESOLUTION NO. 3543

RESOLUTION AUTHORIZING THE PRESIDENT & CEO OR DESIGNEE TO TAKE ALL ACTIONS NECESSARY OR CONVENIENT TO FACILITATE THE ACQUISITION OF THAT CERTAIN PARCEL OF LAND LOCATED AT 2102 ANTOINE DR., HOUSTON, TEXAS 77055, THE CONSTRUCTION AND DEVELOPMENT OF THE 240-UNIT THE ANTOINE AT SPRING BRANCH (THE "PROJECT") THEREUPON, AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.

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

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

WHEREAS, the PFC and DTC II Antoine, 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 $30,000,000 (the "**Loan**") from Oakwood Bank ("**Lender**"), to finance the Project and, in connection with the making of the Loan, Lender will require PFC to join in the execution of documents evidencing and/or securing the Loan (collectively, the "**Loan Documents**");

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

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

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

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

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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*]

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PASSED 18th of October, 2022.

_____
CHAIR

ATTEST:

_____
Secretary

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HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or to take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Lincoln Avenue Capital for the development of Bissonnet Apartments, an apartment community that will be located at or about 12000 Bissonnet St., Houston, TX 77099.

2. Date of Board Meeting: October 18, 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 Lincoln Avenue Capital for the development of Bissonnet Apartments, an apartment community that will be located at or about 12000 Bissonnet St., Houston, TX 77099 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 October 4, 2022, to David A. Northern, Sr., President & CEO.

4. Department Head Approval Signature DocuSigned by: Jay Mason FB1ADD6791F24F3... Date: 10/13/2022

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

Funds Budgeted and Available ☐ Yes ☐ No Source _____

VP of FO Approval Signature DocuSigned by: Mike Rogers 3FC87AD4710742D... Date: 10/13/2022

6. Approval of President & CEO

Signature DocuSigned by: David A. Northern, Sr. 9E0B1D8C1AF04AA... Date: 10/13/2022

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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 TO TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH LINCOLN AVENUE CAPITAL FOR THE DEVELOPMENT OF BISSONNET APARTMENTS, AN APARTMENT COMMUNITY THAT WILL BE LOCATED AT OR ABOUT 12000 BISSONNET ST., HOUSTON, TX 77099

DATE: OCTOBER 4, 2022

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Lincoln Avenue Capital for the development of Bissonnet Apartments an apartment community that will be located at or about 12000 Bissonnet St., Houston, TX 77099

BACKGROUND:

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

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

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

PROPOSED PARTNER & DEVELOPMENT:

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

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

Oakwood Trails Apartments will be developed from LAC's Texas-based regional office under the direction of Blake Hopkins, Vice President, and Regional Project Partner. Mr. Hopkins has previous experience partnering with the Houston Housing Authority to provide much needed affordable housing in Harris County and looks forward to once again working with your team in his current role with Lincoln Avenue Capital.

The conceptual plan for the property is to provide 264 apartment homes for within seven three-story walk-up buildings with pitched roofs. Parking will be provided on-grade. The site will feature a full suite of amenities for families including a swimming pool, dog park, playground, and fitness center.

AFFORDABLE UNITS:

Bissonnet Apartments will have 100% of the 264 units at the 60% AMI and 80% AMI. The property will be having 42 one-bedroom, 117 two-bedrooms and 105 three-bedroom unit.

	60% AMI	80% AMI	Market	Totals
1 Bedroom	6	36	0	42
2 Bedroom	18	99	0	117
3 Bedroom	16	89	0	105
Total Units	40	224	0	264
Percentage	15.15%	84.85%	0.00%	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.

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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	Lincoln Avenue Capital - Bissonnet Apartments (Insert Points Below)
Location	**10**	**8**
Depth of Affordability	**10**	**10**
Schools	**10**	**1.99**
$ Front End	**10**	**8**
$ Operations	**10**	**8**
Reasonable Developer $	**10**	**4**
Term of Affordability	**5**	**3**
Flood Plain	**5**	**5**
$/Land Back End	**5**	**3**
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	**65.49**

RECOMMENDATION

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

> **Resolution**: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Lincoln Avenue Capital for the development of Bissonnet Apartments, an apartment community that will be located at or about 12000 Bissonnet St., Houston, TX 77099 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 October 4, 2022, to David A. Northern, Sr., President & CEO.

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HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or to take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Lynd Development for the development of 6010 Richmond, an apartment community that will be located at or about 6010 Richmond Ave., Houston, TX 77057.

2. Date of Board Meeting: October 18, 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 Lynd Development for the development of 6010 Richmond, an apartment community that will be located at or about 6010 Richmond Ave., Houston, TX 77057 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 October 4, 2022, to David A. Northern, Sr., President & CEO.

4. Department Head Approval Signature DocuSigned by: Jay Mason FB1ADD6791F24F3... Date: 10/13/2022

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

Funds Budgeted and Available ☐ Yes ☐ No Source _____

VP of FO Approval Signature DocuSigned by: Mike Rogers 3FC87AD4710742D... Date: 10/13/2022

6. Approval of President & CEO

Signature DocuSigned by: David A. Northern, Sr. 9E0B1D8C1AE04AA... Date: 10/13/2022

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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 TO TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH LYND DEVELOPMENT FOR THE DEVELOPMENT OF 6010 RICHMOND AN APARTMENT COMMUNITY THAT WILL BE LOCATED AT OR ABOUT 6010 RICHMOND AVE., HOUSTON, TX 77057.

DATE: OCTOBER 4, 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 Lynd Development for the development of 6010 Richmond, an apartment community that will be located at or about 6010 Richmond Ave., Houston, TX 77057

BACKGROUND:

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

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:

Founded in San Antonio, Texas, in 1980, LYND is a national full-service real estate operating enterprise that offers acquisition, development, property management, asset management, and affordable housing compliance with expertise focused on multifamily housing in 11 states and approximately 34 cities. With over 450 dedicated professionals in various service lines, LYND can target, underwrite, acquire, and orchestrate major capital improvement programs while simultaneously operating and ultimately directing the successful dispositions of each asset type. Every project on which LYND embarks is evaluated through the lenses of a Property Manager, Developer, and Investor. With extensive expertise across all three

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disciplines, LYND can apply methodologies from one side of the industry to the others. A strong development background benefits ground-up and rehab opportunities. Property Management teams get the perspective of a potential investor, while Acquisitions and Development teams leverage operations data, driving revenue and cost efficiencies.

6010 Richmond Apartments is a proposed new development with 340 units on five stories with a total area of 397,000 GSF and 30,000 SF of retail/commercial space. Framing will be with light gauge steel elements. It will have 4+ residential levels, one parking, and a commercial level, with 90 units/level, floors 3-5, and 70 units on floor 2. Parking will be on level 1, which will adhere to local parking requirements (+/-500-520 parking stalls).

AFFORDABLE UNITS:

6010 Richmond will have 50% Affordable -10% 30% ANI - 40% at 80% AMI. Total 170 affordable units, and 170 Market rate units.

	60% AMI	80% AMI	Market	Totals
1 Bedroom	14	56	69	139
2 Bedroom	9	39	46	94
3 bedrooms	11	41	55	107
Total Units	34	136	170	340
Percentage	10.00%	40.00%	50.00%	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 QBS 22-05 called for the evaluation committee to evaluate each submittal and recommend higher-scoring proposals.

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The scoring criteria and results are listed below:

DESCRIPTION	MAX. POINTS	Lynd Development Group - 6010 Richmond Ave. (Insert Points Below)
Location	**10**	**4**
Depth of Affordability	**10**	**5**
Schools	**10**	**10**
$ Front End	**10**	**0**
$ Operations	**10**	**0**
Reasonable Developer $	**10**	**0**
Term of Affordability	**5**	**2.5**
Flood Plain	**5**	**1**
$/Land Back End	**5**	**0**
Preservation	**5**	**0**
HHA Resources	**5**	**5**
M/WBE Participation	**5**	**5**
Unit Mix	**2.5**	**0**
Mix with Market Units	**2.5**	**2.5**
Bonus Points	**5**	**0**
	100	**35**

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 Lynd Development for the development of 6010 Richmond, an apartment community that will be located at or about 6010 Richmond Ave., Houston, TX 77057 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 October 4, 2022, to David A. Northern, Sr., President & CEO.

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Resolution No. 3546

HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or to take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with DevCo Preservation LLC for the acquisition of Brookside Gardens, an apartment community located at or about 3525 South Sam Houston Parkway East, Houston, TX 77047.

2. Date of Board Meeting: October 18, 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 DevCo Preservation LLC, for the acquisition of Brookside Gardens, an apartment community located at or about 3525 South Sam Houston Parkway East, Houston, TX 77047, 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 October 4, 2022, to David A. Northern, Sr., President & CEO.

4. Department Head Approval Signature DocuSigned by: Jay Mason FB1ADD6791F24F3... Date: 10/13/2022

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

Funds Budgeted and Available ☐ Yes ☐ No Source _____

VP of FO Approval Signature DocuSigned by: Mike Rogers 3FC87AD4710742D... Date: 10/13/2022

6. Approval of President & CEO

Signature DocuSigned by: David A. Northern, Sr. 9E0B1D8C1AF04AA... Date: 10/13/2022

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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 DEVCO PRESERVATION LLC FOR THE ACQUISITION OF BROOKSIDE GARDENS, AN APARTMENT COMMUNITY LOCATED AT OR ABOUT 3525 SOUTH SAM HOUSTON PARKWAY EAST, HOUSTON, TX 77047

DATE: OCTOBER 4, 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 DevCo Preservation LLC for the acquisition of Brookside Gardens, an apartment community located at or about 3525 South Sam Houston Parkway East, Houston, TX 77047

BACKGROUND:

The Houston housing market has a substantial shortage of affordable housing. 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 more than 30% of their income for housing. The existing housing stock only provides affordable opportunities for 76,725 families in Houston. This indicates the need for more affordable housing for all families in 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. A Qualification Based Solicitation (QBS 22-05) was issued on May 23, 2022, to facilitate the Houston Housing Authority's goal to increase affordable housing.

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

PROPOSED PARTNER & DEVELOPMENT:

DevCo Preservation LLC was formed in 2020 by Jack Hunden, David Ratliff, and Michael Volz. DevCo Preservation's goal is to acquire and rehabilitate existing multi-family properties in national markets by entering existing assets into the Section 42 Low Income Housing Tax Credit program and syndicating existing affordable properties.

The project is a 240-unit Section 42 low-income housing community built in 2005 using 4% low-income housing Tax Credits and Private Activity Bonds. The property is a 3-story walkup-style community with ten 3-story buildings and a community center. The project exteriors incorporate a combination of Hardiplank and panel & brick siding, with hip & gable roofs with composite singles.

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AFFORDABLE UNITS: 240 (all units) would be @ 60% AMI,

	60% AMI	80% AMI	Market	Totals
1 Bedroom	48			48
2 Bedrooms	108			108
3 Bedrooms	84			84
Totals	240			240
Percentages	100.00%	0.00%	0.00%	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 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	DevCo Preservation, LLC - Brookside Gardens Apartments (Insert Points Below)
Location	**10**	**4**
Depth of Affordability	**10**	**10**
Schools	**10**	**4**
$ Front End	**10**	**6**
$ Operations	**10**	**8**
Reasonable Developer $	**10**	**2**
Term of Affordability	**5**	**4**
Flood Plain	**5**	**0**
$/Land Back End	**5**	**1**
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	**58.5**

Property is in the 500-year flood plain.

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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 DevCo Preservation LLC, for the acquisition of Brookside Gardens, an apartment community located at or about 3525 South Sam Houston Parkway East, Houston, TX 77047, 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 October 4, 2022, to David A. Northern, Sr., President & CEO.
> .

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Resolution No. 3547

HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or to take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Galium Properties, for the acquisition of Forum on San Felipe, an apartment community located at or about 6363 San Felipe, Houston, TX 77057.

2. Date of Board Meeting: October 18, 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 Galium Properties, for the acquisition of Forum on San Felipe, an apartment community located at or about 6363 San Felipe, Houston, TX 77057, 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 October 4, 2022, to David A. Northern, Sr., President & CEO.

4. Department Head Approval Signature DocuSigned by: Jay Mason FB1ADD6791F24F3... Date: 10/13/2022

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

Funds Budgeted and Available ☐ Yes ☐ No Source _____

VP of FO Approval Signature DocuSigned by: Mike Rogers 3EC87AD47107420... Date: 10/13/2022

6. Approval of President & CEO

Signature DocuSigned by: David A. Northern, Sr. 9E0B1D8C1AF04AA... Date: 10/13/2022

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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 TO TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH GALIUM PROPERTIES, FOR THE ACQUISITION OF FORUM ON SAN FELIPE, AN APARTMENT COMMUNITY LOCATED AT OR ABOUT 6363 SAN FELIPE, HOUSTON, TX 77057

DATE: OCTOBER 4, 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 Galium Properties, for the acquisition of Forum on San Felipe, an apartment community located at or about 6363 San Felipe, Houston, TX 77057

BACKGROUND:

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

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

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

PROPOSED PARTNER & DEVELOPMENT:

Galium Capital is a real estate investment and management company based in Miami, Florida with over $600M in assets under management. The firm invests in institutional grade multifamily, office and retail real estate assets in core United States markets. Galium Capital emphasizes analytics, transparency, and highly informed and disciplined asset management and value-add strategies; all of which lead to financial success and security with our investors.

The proposed investment, Forum on San Felipe, is a Class A, 361-unit multi-family community located at 6363 San Felipe, Houston, Texas 77057, on the southeast corner of the intersection of San Felipe St. and South Voss Rd., in Harris County. The asset will be condominiumized (?) to separate the ground floor

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commercial areas from the residential areas on the upper floors. The attached analysis accounts for that bifurcation and for the allocated value and costs associated with the shared spaces.

AFFORDABLE UNITS: Features a mix of 1 and 2-bedroom multifamily units, 75 units (21%) at the 60% AMI and 110 units (31%) are at the 80% AMI. Total of 185 affordable units.

	60% AMI	80% AMI	Market	Totals
1 Bedroom	54	76	121	251
2 Bedrooms	21	34	55	110
Totals	75	110	176	361
Percentages	20.78%	30.47%	48.75%	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	Galium Capital - Forum on San Felipe (Insert Points Below)
Location	**10**	**10**
Depth of Affordability	**10**	**9**
Schools	**10**	**6**
$ Front End	**10**	**8**
$ Operations	**10**	**8**
Reasonable Developer $	**10**	**5**
Term of Affordability	**5**	**5**
Flood Plain	**5**	**5**
$/Land Back End	**5**	**3**
Preservation	**5**	**0**
HHA Resources	**5**	**5**
M/WBE Participation	**5**	**5**
Unit Mix	**2.5**	**0**
Mix with Market Units	**2.5**	**2.5**
Bonus Points	**5**	**0**
	100	**71.5**

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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 Galium Properties, for the acquisition of Forum on San Felipe, an apartment community located at or about 6363 San Felipe, Houston, TX 77057, 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 October 4, 2022, to David A. Northern, Sr., President & CEO.
> .

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HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or to take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Ojala Partners, for the acquisition of Hollister Place, an apartment community located at or about 6565 Hollister St, Houston, TX 77040

2. Date of Board Meeting: October 18, 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 Ojala Partners, for the acquisition of Hollister Place, an apartment community located at or about 6565 Hollister St, Houston, TX 77040, 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 October 4, 2022, to David A. Northern, Sr., President & CEO.

4. Department Head Approval Signature DocuSigned by: Jay Mason FB1ADD6791F24F3... Date: 10/13/2022

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

Funds Budgeted and Available ☐ Yes ☐ No Source _____

VP of FO Approval Signature DocuSigned by: Mike Rogers 3FC87AD4710742D... Date: 10/13/2022

6. Approval of President & CEO

Signature DocuSigned by: David A. Northern, Sr. 9E0B1D8C1AF04AA... Date: 10/13/2022

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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 TO TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH OJALA PARTNERS, FOR THE ACQUISITION OF HOLLISTER PLACE, AN APARTMENT COMMUNITY LOCATED AT OR ABOUT 6565 HOLLISTER ST, HOUSTON, TX 77040

DATE: OCTOBER 4, 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 Ojala Partners, for the acquisition of Hollister Place, an apartment community located at or about 6565 Hollister St, Houston, TX 77040

BACKGROUND:

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

Multifamily development. Primary competencies are in the acquisition, development, and re-development of multi-family residential property located throughout the state of Texas. Ojala Holding is using one of its subsidiaries, Standard Residential LLC to promote this development.

Located in Northwest Houston, near Hwy-290 and many large employment centers, Hollister Place Apartments is a 260-unit property from 1997. The Property is zoned to Cypress Fairbanks ISD and features many townhome & attached garage units with a classic residential feel.

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AFFORDABLE UNITS: 132 units (50.77%) will be at 80% AMI.

	60% AMI	80% AMI	Market	Totals
1 Bedroom	0	71	69	140
2 Bedrooms	0	49	47	96
3 bedrooms	0	12	12	24
Totals	0	132	128	260
Percentages	0.00%	50.77%	49.23%	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	Standard Residential - Hollister Place (Insert Points Below)
Location	**10**	**10**
Depth of Affordability	**10**	**4**
Schools	**10**	**6**
$ Front End	**10**	**4**
$ Operations	**10**	**8**
Reasonable Developer $	**10**	**4**
Term of Affordability	**5**	**5**
Flood Plain	**5**	**0**
$/Land Back End	**5**	**4**
Preservation	**5**	**5**
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**

Property is in the 500-year flood plain.

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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 Ojala Partners, for the acquisition of Hollister Place, an apartment community located at or about 6565 Hollister St, Houston, TX 77040, 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 October 4, 2022, to David A. Northern, Sr., President & CEO.

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HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item:

Consideration and/or to take action to authorize the President & CEO or designee to facilitate the acquisition of, and the placement of "affordable" units within, Midtown Houston by Windsor located at or about 2310 Main Street, Houston, Texas 77002, and the execution of all required documents therefor.

2. Date of Board Meeting: October 18, 2022

3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to take all actions necessary or convenient to facilitate the acquisition of, and the placement of "affordable" units within, Midtown Houston by Windsor located at or about 2310 Main Street, Houston, Texas 77002 (the "**Project**"), pursuant to the memorandum from Jay Mason, Director of REID, dated October 5, 2022, to David A. Northern, Sr., President & CEO.

4. Department Head Approval Signature DocuSigned by: Jay Mason FB1ADD6791F24F3... Date: 10/13/2022

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

Funds Budgeted and Available [X] Yes [ ] No Source Third Party Funding

VP of FO Approval Signature DocuSigned by: Mike Rogers 3FC87AD4710742D... Date: 10/13/2022

6. Approval of President & CEO

Signature DocuSigned by: David A. Northern, Sr. 9E0B1D8C1AF04AA... Date: 10/13/2022

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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 TO TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO FACILITATE THE ACQUISITION OF, AND THE PLACEMENT OF "AFFORDABLE" UNITS WITHIN, MIDTOWN HOUSTON BY WINDSOR LOCATED AT OR ABOUT 2310 MAIN STREET, HOUSTON, TEXAS 77002, AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.

DATE: OCTOBER 5, 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, Midtown Houston by Windsor located at 2310 Main Street, Houston, Texas 77002 (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 Midtown, 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 $37,080,000 (the "**Loan**") from Berkadia Commercial Mortgage 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 foregoing matters the President and Chief Executive Officer shall deem to be necessary or desirable in the consummation of the transactions herein contemplated.

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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 all actions necessary or convenient to facilitate the acquisition of, and the placement of "affordable" units within, Midtown Houston by Windsor located at or about 2310 Main Street, Houston, Texas 77002 (the "**Project**"), pursuant to the memorandum from Jay Mason, Director of REID, dated October 5, 2022, to David A. Northern, Sr., President & CEO.

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RESOLUTION NO. 3549

RESOLUTION AUTHORIZING THE PRESIDENT & CEO OR DESIGNEE TO TAKE ALL ACTIONS NECESSARY OR CONVENIENT TO FACILITATE THE ACQUISITION OF, AND THE PLACEMENT OF "AFFORDABLE" UNITS WITHIN, MIDTOWN HOUSTON BY WINDSOR LOCATED AT 2310 MAIN STREET, HOUSTON, TEXAS 77002 (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 Midtown, 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 $37,080,000 (the "**Loan**") from Berkadia Commercial Mortgage 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 forgoing matters the President and Chief Executive Officer shall deem to be necessary or desirable in the consummation of the transactions herein contemplated;

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

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

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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*]

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PASSED 18th of October, 2022.

_____
CHAIR

ATTEST:

_____
Secretary

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HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or to take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Ojala Holdings, LLC, for the acquisition of Old Farm, an apartment community located at or about 2500 Old Farm Rd, Houston, TX 77063.

2. Date of Board Meeting: October 18, 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 Ojala Holdings, LLC, for the acquisition of Old Farm, an apartment community located at or about 2500 Old Farm Rd, Houston, TX 77063, 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 October 4, 2022, to David A. Northern, Sr., President & CEO.

4. Department Head Approval Signature DocuSigned by: Jay Mason FB1ADD6791F24F3... Date: 10/13/2022

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

Funds Budgeted and Available ☐ Yes ☐ No Source _____

VP of FO Approval Signature DocuSigned by: Mike Rogers 3FC87AD4710742D... Date: 10/13/2022

6. Approval of President & CEO

Signature DocuSigned by: David A. Northern, Sr. 9E0B1D8C1AF04AA... Date: 10/13/2022

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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 TO TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH OJALA HOLDINGS, LLC, FOR THE ACQUISITION OF OLD FARM, AN APARTMENT COMMUNITY LOCATED AT OR ABOUT 2500 OLD FARM RD, HOUSTON, TX 77063

DATE: OCTOBER 4, 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 Ojala Holdings, LLC, for the acquisition of Old Farm, an apartment community located at or about 2500 Old Farm Rd, Houston, TX 77063

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:

Multifamily development. Primary competencies are in the acquisition, development, and re-development of multi-family residential property located throughout the state of Texas. Ojala Holding is using one of its subsidiaries, Standard Residential LLC to promote this development.

Originally constructed in two phases from 1996 to 1998, Old Farm is a 730-unit property in West Houston near Westheimer and Fondren Road, adjacent to another property in the proposed portfolio, Stone Creek at Old Farm. Proximate to the major employment centers in the Galleria/Uptown, Westchase, and Memorial areas, the Property is an ideal location for new workforce housing. The property features two clubhouses and nearly 300 units with private, attached garages.

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AFFORDABLE UNITS: 132 units (50.77%) will be at 80% AMI.

	60% AMI	80% AMI	Market	Totals
1 Bedroom	0	71	69	140
2 Bedrooms	0	49	47	96
3 bedrooms	0	12	12	24
Totals	0	132	128	260
Percentages	0.00%	50.77%	49.23%	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	Standard Residential - Old Farm (Insert Points Below)
Location	**10**	**10**
Depth of Affordability	**10**	**4**
Schools	**10**	**6**
$ Front End	**10**	**4**
$ Operations	**10**	**8**
Reasonable Developer $	**10**	**4**
Term of Affordability	**5**	**5**
Flood Plain	**5**	**5**
$/Land Back End	**5**	**4**
Preservation	**5**	**5**
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	**67.5**

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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 Ojala Holdings, LLC, for the acquisition of Old Farm, an apartment community located at or about 2500 Old Farm Rd, Houston, TX 77063, 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 October 4, 2022, to David A. Northern, Sr., President & CEO.

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HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or to take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with The Morgan Group, for the acquisition of Pearl at the Mix, an apartment community located at or about 2910 Milam St., Houston, TX 77006.

2. Date of Board Meeting: October 18, 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 The Morgan Group, for the acquisition of Pearl at the Mix, an apartment community located at or about 2910 Milam St., Houston, TX 77006, 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 October 4, 2022, to David A. Northern, Sr., President & CEO.

4. Department Head Approval Signature DocuSigned by: Jay Mason FB1ADD6791F24F3... Date: 10/13/2022

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

Funds Budgeted and Available ☐ Yes ☐ No Source _____

VP of FO Approval Signature DocuSigned by: Mike Rogers 3EC87AD4710742D... Date: 10/13/2022

6. Approval of President & CEO

Signature DocuSigned by: David A. Northern, Sr. 9E0B1D8C1AF04AA... Date: 10/13/2022

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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 TO TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH THE MORGAN GROUP, FOR THE ACQUISITION OF PEARL AT THE MIX, AN APARTMENT COMMUNITY LOCATED AT OR ABOUT 2910 MILAM ST., HOUSTON, TX 77006

DATE: OCTOBER 4, 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 The Morgan Group, for the acquisition of Pearl at the Mix, an apartment community located at or about 2910 Milam St., Houston, TX 77006

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:

Multifamily development. The Morgan Group currently owns and operates 30 communities.

Located in a highly desirable neighborhood of central Houston, Pearl at the MIX is a 196-unit, 6-story podium, luxury multi-family community. The development includes 170 one-bedroom units and 26 two-bedrooms units.

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AFFORDABLE UNITS: 20 units (10%) at 60% AMI; 80 units (40%) at 80% AMI; 100 total affordable units.

	60% AMI	80% AMI	Market	Totals
1 Bedroom	17	69	84	170
2 Bedrooms	3	11	12	26
Totals	20	80	96	196
Percentages	10.20%	40.82%	48.98%	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	The Morgan Group - Pearl at the MIX (Insert Points Below)
Location	**10**	**10**
Depth of Affordability	**10**	**5**
Schools	**10**	**3**
$ Front End	**10**	**8**
$ 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	**61.5**

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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 The Morgan Group, for the acquisition of Pearl at the Mix, an apartment community located at or about 2910 Milam St., Houston, TX 77006, 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 October 4, 2022, to David A. Northern, Sr., President & CEO.
> .

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Resolution No. 3552

HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or to take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Bluebonnet Investments, LLC, for the acquisition of The Reserve at Jones Road, an apartment community located at or about 11925 Jones Road, Houston, TX 77070

2. Date of Board Meeting: October 18, 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 acquisition of The Reserve at Jones Road, an apartment community located at or about 11925 Jones Road, 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 October 4, 2022, to David A. Northern, Sr., President & CEO.

4. Department Head Approval Signature DocuSigned by: Jay Mason FB1ADD6791F24F3... Date: 10/13/2022

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

Funds Budgeted and Available ☐ Yes ☐ No Source _____

VP of FO Approval Signature DocuSigned by: Mike Rogers 3FC87AD4710742D... Date: 10/13/2022

6. Approval of President & CEO

Signature DocuSigned by: David A. Northern, Sr. 9E0B1D8C1AE04AA... Date: 10/13/2022

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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 TO TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH BLUEBONNET INVESTMENTS, LLC, FOR THE ACQUISITION OF THE RESERVE AT JONES ROAD, AN APARTMENT COMMUNITY LOCATED AT OR ABOUT 11925 JONES ROAD, HOUSTON, TX 77070

DATE: OCTOBER 4, 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 acquisition of The Reserve at Jones Road, an apartment community located at or about 11925 Jones Road, 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, 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:

BlueBonnet Investments is a private equity real estate firm that was established with the sole vision of a secure equity investment growth vehicle through value-add multifamily properties in Houston MSA and land development across the Greater Austin market.

The proposed investment, Reserve at Jones Road, is a Class-A, 114-unit multi-family community located at or about 11925 Jones Road, Houston, Texas 77070, in northwest Harris County. Combined, the buildings offer 66 one-bedroom apartments and 48 two-bedroom apartments, the property' s amenities include built-in computer desk, storage and private patios, parking garages and carports, and large walk-in closets. The Reserve at Jones Road is three-story walk-up community with convenient surface parking.

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AFFORDABLE UNITS:

23 units (20%) at 60% AMI; 36 units (31.5%) at 80% AMI; 58 total affordable units; 121 Market units (49%).

	60% AMI	80% AMI	Market	Totals
1 Bedroom	13	21	32	66
2 Bedrooms	10	15	23	48
Totals	23	36	55	114
Percentages	20.18%	31.58%	48.25%	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	BlueBonnet Investments - The Reserve at Jones Road (Insert Points Below)
Location	**10**	**10**
Depth of Affordability	**10**	**8**
Schools	**10**	**9**
$ Front End	**10**	**6**
$ Operations	**10**	**8**
Reasonable Developer $	**10**	**3**
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	**71.5**

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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 acquisition of The Reserve at Jones Road, an apartment community located at or about 11925 Jones Road, 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 October 4, 2022, to David A. Northern, Sr., President & CEO.

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Resolution No. 3553

HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or to take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Ojala Holdings, LLC, for the acquisition of Stone Creek at Old Farm, an apartment community located at or about 8585 Woodway Dr, Houston, TX 77063.

2. Date of Board Meeting: October 18, 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 Ojala Holdings, LLC, for the acquisition of Stone Creek at Old Farm, an apartment community located at or about 8585 Woodway Dr, Houston, TX 77063, 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 October 4, 2022, to David A. Northern, Sr., President & CEO.

4. Department Head Approval Signature DocuSigned by: Jay Mason FB1ADD6791E24E3... Date: 10/13/2022

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

Funds Budgeted and Available ☐ Yes ☐ No Source _____

VP of FO Approval Signature DocuSigned by: Mike Rogers 3FC87AD4710742D... Date: 10/13/2022

6. Approval of President & CEO

Signature DocuSigned by: David A. Northern, Sr. 9E0B1D8C1AF04AA... Date: 10/13/2022

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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 TO TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH OJALA HOLDINGS, LLC, FOR THE ACQUISITION OF STONE CREEK AT OLD FARM, AN APARTMENT COMMUNITY LOCATED AT OR ABOUT 8585 WOODWAY DR, HOUSTON, TX 77063

DATE: OCTOBER 4, 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 Ojala Holdings, LLC, for the acquisition of Stone Creek at Old Farm, an apartment community located at or about 8585 Woodway Dr, Houston, TX 77063.

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:

Multifamily development. Primary competencies are in the acquisition, development, and re-development of multi-family residential property located throughout the state of Texas. Ojala Holding is using one of its subsidiaries, Standard Residential LLC to promote this development.

Originally constructed in 1998, Stone Creek at Old Farm is a 190-unit property in West Houston near Westheimer and Fondren Road, adjacent to another property in the proposed portfolio, Old Farm. Proximate to the major employment centers in the Galleria/Uptown, Westchase, and Memorial areas, the Property is an ideal location for new workforce housing. The property features townhome-style units and a large number of two- and three-bedroom units.

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AFFORDABLE UNITS: 132 units (50.77%) will be at 80% AMI.

	60% AMI	80% AMI	Market	Totals
1 Bedroom	0	71	69	140
2 Bedrooms	0	49	47	96
3 bedrooms	0	12	12	24
Totals	0	132	128	260
Percentages	0.00%	50.77%	49.23%	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	Standard Residential - Stone Creek at Old Farm (Insert Points Below)
Location	**10**	**10**
Depth of Affordability	**10**	**4**
Schools	**10**	**6**
$ Front End	**10**	**4**
$ Operations	**10**	**8**
Reasonable Developer $	**10**	**4**
Term of Affordability	**5**	**5**
Flood Plain	**5**	**5**
$/Land Back End	**5**	**4**
Preservation	**5**	**5**
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	**67.5**

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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 Ojala Holdings, LLC, for the acquisition of Stone Creek at Old Farm, an apartment community located at or about 8585 Woodway Dr, Houston, TX 77063, 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 October 4, 2022, to David A. Northern, Sr., President & CEO.

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HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or to take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Opportunity Housing Group, for the acquisition of Territory at Greenhouse, an apartment community located at or about 2500 Greenhouse Rd. Houston, TX 77084.

2. Date of Board Meeting: October 18, 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 Opportunity Housing Group, for the acquisition of Territory at Greenhouse, an apartment community located at or about 2500 Greenhouse Rd. Houston, TX 77084, 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 October 4, 2022, to David A. Northern, Sr., President & CEO.

4. Department Head Approval Signature DocuSigned by: Jay Mason EB1ADD6791E24E3... Date: 10/13/2022

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

Funds Budgeted and Available ☐ Yes ☐ No Source _____

VP of FO Approval Signature DocuSigned by: Mike Rogers 3FC87AD4710742D... Date: 10/13/2022

6. Approval of President & CEO

Signature DocuSigned by: David A. Northern, Sr. 9E0B1D8C1AF04AA... Date: 10/13/2022

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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 TO TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH OPPORTUNITY HOUSING GROUP, FOR THE ACQUISITION OF TERRITORY AT GREENHOUSE, AN APARTMENT COMMUNITY LOCATED AT OR ABOUT 2500 GREENHOUSE RD. HOUSTON, TX 77084

DATE: OCTOBER 4, 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 Opportunity Housing Group, for the acquisition of Territory at Greenhouse, an apartment community located at or about 2500 Greenhouse Rd. Houston, TX 77084

BACKGROUND:

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

OHG was created to provide communities with immediate access to workforce housing: the foundation for strong communities and sustained growth. Through our creativity, experience, and partnerships with governmental agencies, we work to maximize the supply of this scarce resource, creating opportunities for housing for our critical workforce. OHG is an owner-driven real estate investment and services company, founded by Brad Blake, Brad Griggs, and Lauren Seaver. OHG's principals have a proven history in all aspects of multifamily housing, including acquisitions, operations, entitlement, development, and asset management. The principals have led the acquisition of over $2.2 billion in multifamily real estate

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over their careers, including over 7,700 multifamily units, and the development of over $4.8 billion, including 7,750 multifamily units, extended stay hotels, retail and for sale homes throughout the western states. The OHG Principal's experience further includes portfolio management responsibilities for forty-four properties and 13,100 units for a major pension fund and a federal agency; asset management responsibility for thirty-five properties and 13,700 units for a public REIT and property management responsibility for thirty properties; and 9,000 units for a national property management company. The principals have experience with multiple public-private projects with redevelopment agencies and governmental entities and have been fiduciary managers and partners

Territory at Greenhouse is an existing Class A multifamily asset completed in 2020. It is fully stabilized and 95% occupied. The project was designed with impressive amenities and high-quality finishes. It is located at 2500 Greenhouse Rd., Houston, TX 77084 with easy access to many lifestyle amenities including shopping, recreation, and jobs.

AFFORDABLE UNITS:

10% (29 units) would be @ 60% AMI, 40% (115 units) would be @80% AMI, and 50%% (114 units) will be at Market rates. The property will be having 120 one-bedroom units, 156 two-bedrooms units, and 12 three-bedroom units.

	60% AMI	80% AMI	Market	Total
1-Bed	13	48	59	120
2-Bed	15	64	77	156
3-Bed	1	3	8	12
Totals	29	115	144	288
Percentages	10.07%	39.93%	50.00%	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.

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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	Opportunity Housing Group - Territory at Greenhouse Apt. (Insert Points Below)
Location	**10**	**4**
Depth of Affordability	**10**	**6**
Schools	**10**	**7**
$ Front End	**10**	**8**
$ Operations	**10**	**8**
Reasonable Developer $	**10**	**4**
Term of Affordability	**5**	**2**
Flood Plain	**5**	**5**
$/Land Back End	**5**	**2**
Preservation	**5**	**0**
HHA Resources	**5**	**5**
M/WBE Participation	**5**	**0**
Unit Mix	**2.5**	**0**
Mix with Market Units	**2.5**	**2.5**
Bonus Points	**5**	**0**
	100	**53.5**

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 Opportunity Housing Group, for the acquisition of Territory at Greenhouse, an apartment community located at or about 2500 Greenhouse Rd. Houston, TX 77084, 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 October 4, 2022, to David A. Northern, Sr., President & CEO.

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HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or to take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Allen Harrison for the development of The Oaks at Fall Creek, an apartment community that will be located at or about the 9310 N. Sam Houston Pkwy E, Humble, TX 77369.

2. Date of Board Meeting: October 18, 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 Allen Harrison for the development of The Oaks at Fall Creek, an apartment community that will be located at or about the 9310 N. Sam Houston Pkwy E, Humble, TX 77369 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 October 4, 2022, to David A. Northern, Sr., President & CEO.

4. Department Head Approval Signature DocuSigned by: Jay Mason FB1ADD6791F24F3... Date: 10/13/2022

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

Funds Budgeted and Available ☐ Yes ☐ No Source _____

VP of FO Approval Signature DocuSigned by: Mike Rogers 3FC87AD4710742D... Date: 10/13/2022

6. Approval of President & CEO

Signature DocuSigned by: David A. Northern, Sr. 9E0B1D8C1AE04AA... Date: 10/13/2022

DocuSign Envelope ID: B92FFDBE-34F9-4E0D-8FF8-333BBF1EA29B

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 EXECUTE A MEMORANDUM OF UNDERSTANDING WITH ALLEN HARRISON FOR THE DEVELOPMENT OF THE OAKS AT FALL CREEK, AN APARTMENT COMMUNITY THAT WILL BE LOCATED AT OR ABOUT THE 9310 N. SAM HOUSTON PKWY E, HUMBLE, TX 77369

DATE: OCTOBER 4, 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 Allen Harrison for the development of The Oaks at Fall Creek, an apartment community that will be located at or about the 9310 N. Sam Houston Pkwy E, Humble, TX 77369.

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:

Founded in 2010 by Paul Harrison Forbes and William Allen Harper, Jr., Allen Harrison Company is a privately held real estate investment and services firm focusing on the acquisition development, construction, and management of exceptional multi-family properties. Established with the goal of providing market-leading value, a wide range of investors - including institutional capital partners, family offices and high-net-worth individuals have benefited from the communities Allen Harrison has created,

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and the expe1tise we bring to the market. Since its founding, Allen Harrison Company has acquired 25 assets with total costs of $459 million and has developed 14 assets totaling $492 million. Our current portfolio consists of 14 properties for a total of 3,662 units. Our Houston- based team offers significant experience from a history of over 20,000 multi- family units spanning 19 markets with more than $5 billion in value across mixed-use, high-rise, mid-rise and low-rise multi-family.

The proposed investment, The Oaks at Fall Creek, will be a Class A, 357-unit multi-family community located at 9310 North Sam Houston Parkway East, between Wilson Road and Mesa Drive, in Harris County. Offering 222 one-bedroom apartments and 135 two-bedroom apartments, the property's amenities include a pool with outdoor kitchens and grilling stations, an on-site dog park with a dog washroom, a fitness center, and a lounge/library area. Convenient access is provided to Downtown and Bush Intercontinental Airport and other major employment centers both via Highway 59 and Beltway 8.

Concurrent with the closing of the property's acquisition in partnership with HIIA's affiliate, Sponsor will restrict the community's rent to ensure not less than 50% of the units are affordable including 20% of the units being priced affordably for residents earning not more than 60% of the AMI.

AFFORDABLE UNITS:

70 units (20%) at 60% AMI; 111 units (30.0%) at 80% AMI; 181 total affordable units; 176 Market units (49.3%).

	60% AMI	80% AMI	Market	Totals
1 Bedroom	44	68	110	222
2 Bedrooms	26	43	66	135
Totals	70	111	176	357
Percentages	19.61%	31.09%	49.30%	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.

DocuSign Envelope ID: B92FFDBE-34F9-4E0D-8FF8-333BBF1EA29B

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	Allen Harrison Company - The Oaks at Fall Creek Flats (Insert Points Below)
Location	**10**	**10**
Depth of Affordability	**10**	**8**
Schools	**10**	**6**
$ Front End	**10**	**8**
$ Operations	**10**	**8**
Reasonable Developer $	**10**	**3**
Term of Affordability	**5**	**5**
Flood Plain	**5**	**5**
$/Land Back End	**5**	**4**
Preservation	**5**	**0**
HHA Resources	**5**	**5**
M/WBE Participation	**5**	**5**
Unit Mix	**2.5**	**0**
Mix with Market Units	**2.5**	**2.5**
Bonus Points	**5**	**0**
	100	**69.5**

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 Allen Harrison for the development of The Oaks at Fall Creek, an apartment community that will be located at or about the 9310 N. Sam Houston Pkwy E, Humble, TX 77369 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 October 4, 2022, to David A. Northern, Sr., President & CEO.

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HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or to take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Ojala Holdings, LLC, for the acquisition of The Meritage, an apartment community located at or about 4550 N Braeswood Blvd, Houston, TX 77096.

2. Date of Board Meeting: October 18, 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 Ojala Holdings, LLC, for the acquisition of The Meritage, an apartment community located at or about 4550 N Braeswood Blvd, Houston, TX 77096, 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 October 4, 2022, to David A. Northern, Sr., President & CEO.

4. Department Head Approval Signature DocuSigned by: Jay Mason FB1ADD6791F24F3... Date: 10/13/2022

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

Funds Budgeted and Available ☐ Yes ☐ No Source _____

VP of FO Approval Signature DocuSigned by: Jay Mason FB1ADD6791F24F3... Date: 10/13/2022

6. Approval of President & CEO

Signature DocuSigned by: David A. Northern, Sr. 9E0B1D8C1AF04AA... Date: 10/13/2022

DocuSign Envelope ID: B92FFDBE-34F9-4E0D-8FF8-333BBF1EA29B

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 EXECUTE A MEMORANDUM OF UNDERSTANDING WITH OJALA HOLDINGS, LLC, FOR THE ACQUISITION OF THE MERITAGE, AN APARTMENT COMMUNITY LOCATED AT OR ABOUT 4550 N BRAESWOOD BLVD, HOUSTON, TX 77096

DATE: OCTOBER 4, 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 Ojala Holdings, LLC, for the acquisition of The Meritage, an apartment community located at or about 4550 N Braeswood Blvd, Houston, TX 77096

BACKGROUND:

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

Multifamily development. Primary competencies are in the acquisition, development, and re-development of multi-family residential property located throughout the state of Texas. Ojala Holding is using one of its subsidiaries, Standard Residential LLC to promote this development.

Zoned to Bellaire High School, The Meritage is a 6-story mid-rise constructed in 2008. The Property was recently upgraded with stainless steel appliances, vinyl-wood floors, and built-in desks for residents in 100% of units.

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AFFORDABLE UNITS:

132 units (50.77%) will be at 80% AMI.

	60% AMI	80% AMI	Market	Totals
1 Bedroom	0	71	69	140
2 Bedrooms	0	49	47	96
3 bedrooms	0	12	12	24
Totals	0	132	128	260
Percentages	0.00%	50.77%	49.23%	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	Standard Residential - The Meritage (Insert Points Below)
Location	**10**	**10**
Depth of Affordability	**10**	**4**
Schools	**10**	**6**
$ Front End	**10**	**4**
$ Operations	**10**	**8**
Reasonable Developer $	**10**	**4**
Term of Affordability	**5**	**5**
Flood Plain	**5**	**0**
$/Land Back End	**5**	**4**
Preservation	**5**	**5**
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**

DocuSign Envelope ID: B92FFDBE-34F9-4E0D-8FF8-333BBF1EA29B

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 Ojala Holdings, LLC, for the acquisition of The Meritage, an apartment community located at or about 4550 N Braeswood Blvd, Houston, TX 77096, 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 October 4, 2022, to David A. Northern, Sr., President & CEO.

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Resolution No. 3557

HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or to take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Lynd Development for the development of 7979 Fannin an apartment community that will be located at or about 7979 Fannin St., Houston, TX 77054.

2. Date of Board Meeting: October 18, 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 Lynd Development for the development of 7979 Fannin an apartment community that will be located at or about 7979 Fannin St., 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 October 4, 2022, to David A. Northern, Sr., President & CEO.

4. Department Head Approval Signature DocuSigned by: Jay Mason FB1ADD6791E24E3... Date: 10/13/2022

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

Funds Budgeted and Available ☐ Yes ☐ No Source _____

VP of FO Approval Signature DocuSigned by: Mike Rogers 3FC87AD4710742D... Date: 10/13/2022

6. Approval of President & CEO

Signature DocuSigned by: David A. Northern, Sr. 9E0B1D8C1AF04AA... Date: 10/13/2022

DocuSign Envelope ID: 5D7744F6-6A1F-49DB-945B-8FD178687B03

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 EXECUTE A MEMORANDUM OF UNDERSTANDING WITH LYND DEVELOPMENT FOR THE DEVELOPMENT OF 7979 FANNIN AN APARTMENT COMMUNITY THAT WILL BE LOCATED AT OR ABOUT 7979 FANNIN ST., HOUSTON, TX 77054.

DATE: OCTOBER 4, 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 Lynd Development for the development of 7979 Fannin an apartment community that will be located at or about 7979 Fannin St., 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 in 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:

Founded in San Antonio, Texas in 1980, LYND is a national full-service real estate operating enterprise that offers acquisition, development, property management, asset management, and affordable housing compliance with expertise focused on multifamily housing in 11 states and approximately 34 cities. With over 450 dedicated professionals in various service lines, LYND has the ability to target, underwrite, acquire, and orchestrate major capital improvement programs, while simultaneously operating, and

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ultimately directing the successful dispositions of each asset type. Every project on which LYND embarks is evaluated through the lenses of a Property Manager, Developer, and Investor. With extensive expertise across all three disciplines, LYND is able to apply methodologies from one side of the industry to the others. A strong development background benefits ground-up and rehab opportunities. Property Management teams get the perspective of a potential investor, while Acquisitions and Development teams leverage operations data, driving revenue and cost efficiencies.

7979 Fannin is a proposed new development which will have 640 units on 12 stories with a total area of 911,000 sq ft. The proposed project will consist of a mix of studio units, 1-bedroom units, 2-bedroom units, and 3-bedroom units. While the determination of the unit count and mix is still in progress, our goal is to maximize the availability of affordable units to Houston's families (2/3-bedroom residents) who need them most.

AFFORDABLE UNITS:

7979 Fannin will have 10.16% of the 640 units at the 60% AMI, 40.16% at 80% AMI and 49.60% at market rates.

	60% AMI	80% AMI	Market	Totals
1 Bedroom	26	105	129	260
2 Bedroom	17	74	86	177
3 bedrooms	22	78	103	203
Total Units	65	257	318	640
Percentage	10.16%	40.16%	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.

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SCORING:

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

The scoring criteria and results are listed below:

DESCRIPTION	MAX. POINTS	The Lynd Group - 7979 Fannin (Insert Points Below)
Location	**10**	**8**
Depth of Affordability	**10**	**6**
Schools	**10**	**2.99**
$ Front End	**10**	**10**
$ Operations	**10**	**10**
Reasonable Developer $	**10**	**4**
Term of Affordability	**5**	**4**
Flood Plain	**5**	**1**
$/Land Back End	**5**	**3**
Preservation	**5**	**0**
HHA Resources	**5**	**5**
M/WBE Participation	**5**	**5**
Unit Mix	**2.5**	**0**
Mix with Market Units	**2.5**	**2.5**
Bonus Points	**5**	**0**
	100	**61.49**

RECOMMENDATION

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

> **Resolution**: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Lynd Development for the development of 7979 Fannin an apartment community that will be located at or about 7979 Fannin St., 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 October 4, 2022, to David A. Northern, Sr., President & CEO.

BOARD REPORT FOR MONTH ENDING SEPTEMBER 30, 2022

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LOW-INCOME PUBLIC HOUSING

The Low-Income Public Housing (LIPH) program had an adjusted vacancy rate of 1.7% on September 30, 2022. As of October 1, 2022, rent collection for September was 92.7% of rents billed on an adjusted cash accounting basis.

There are currently 31,401 active applications for the Public Housing Waiting List, which represents a decrease of 16.3% from last month.

Low-Income Public Housing			
	July	**August**	**September**
Waiting Lists	41,570	37,525	31,401
Vacancy Rate	2.3%	1.9%	1.7%
Rent Collection	91.5%	95.1%	92.7%
Unit Turnaround Time (Days)	78.0	72.0	67.0
Avg. Non-Emergency Work Order Days	2.85	2.61	1.67

HOUSING CHOICE VOUCHER PROGRAM

The HCV staff completed 974 annual re-examinations during September. The HCV department also completed 730 interims, 305 change of units (moves), 276 new admissions, and 55 portability move-in transactions. On September 30, 2022, 452 families were enrolled in the Family Self Sufficiency (FSS) program; 201 of the 452 (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 September 30, 2022 was 100%.

Voucher Programs			
	July	August	September
Households	18,332	18,576	18,722
ABA Utilization/Unit Utilization	93.7%/95.3%	92.2%/94.6%	93.4%/94.3%
Reporting Rate	100%	100%	100%
Annual Reexaminations Completed	798	949	974
HQS Inspections	2,369	2,307	2,176
Waitlist	17,769	17,769	17,769

PROPERTY MANAGEMENT SUMMARY

PMC	Vacancy						Unit Turnaround Time (YTD)					
	July		August		September		July		August		September	
	%	Grade	%	Grade	%	Grade	Days	Grade	Days	Grade	Days	Grade
Orion	3.2	C	2.6	B	1.5	A	129.1	F	122.0	F	89.9	F
Lynd	2.8	B	2.2	B	2.2	B	27.7	C	35.5	D	38.9	D
J. Allen	0.9	A	0.7	A	1.6	A	39.7	D	36.5	D	45.1	E

PMC	Emergency Work Orders (Completed within 24 hours)						Routine Work Orders					
	July		August		September		July		August		September	
	%	Grade	%	Grade	%	Grade	Days	Grade	Days	Grade	Days	Grade
Orion	100	A	100	A	91.9	F	5.2	A	1.7	A	1.4	A
Lynd	100	A	100	A	100	A	4.8	A	3.8	A	4.0	A
J. Allen	96.4	D	96.6	D	96.6	D	4.2	A	3.9	A	3.1	A

PMC	Rent Collection					
	July		August		September	
	%	Grade	%	Grade	%	Grade
Orion	91.0	E	93.4	D	94.5	C
Lynd	80.6	F	94.8	C	90.1	E
J. Allen	94.9	C	97.8	B	91.1	E

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 1.7%

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.

A	0 to 2
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 92.7%

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.

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 Goal 100% Actual 93.4%

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.

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 Goal 3 Days Actual 1.67 Days

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.

A	≤24
B	25 to 30
C	31 to 40
D	41 to 50
E	51 to 60
F	≥61

ANNUAL INSPECTIONS Goal 100% Actual 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.

*PMC's have discretional authority to select how many units to inspect each month, so long as all inspections are completed by September.

A	100
B	97 to 99
C	95 to 96.9
D	93 to 94.9
E	90 to 92.9
F	≥89.9*

VACANCY RATE AND TURNAROUND DAYS

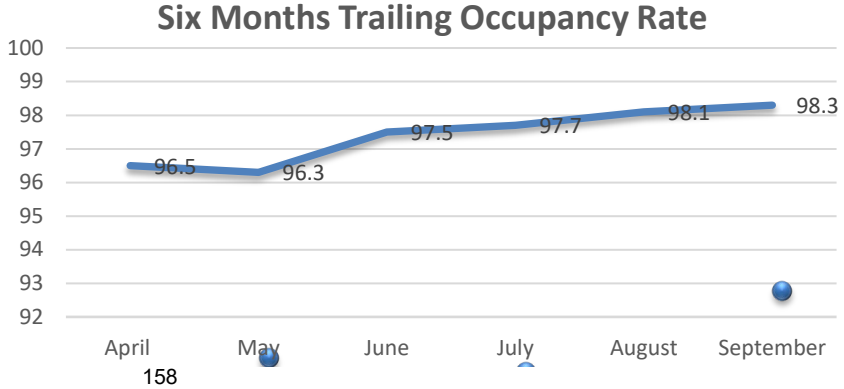
Low-Income Public Housing Development	PMC	ACC Units	Approved Units Offline	Total Available ACC Units	Occupied Units	Vacant Units	Occupancy Percentage	Grade	Total Vacant Days	Units Turned YTD	Avg. Total Turnaround Days YTD	Grade
Bellerive	J. Allen	210	0	210	208	2	99.0%	A	793	28	28	C
Cuney Homes	Orion	553	0	553	540	13	97.6%	B	14,794	132	112	F
Ewing	Orion	40	0	40	40	0	100.0%	A	157	6	26	C
Forest Green	J. Allen	100	84	16	16	0	100.0%	A	1	1	1	A
Fulton Village	Lynd	108	0	108	105	3	97.2%	B	352	8	44	E
Heatherbrook	Lynd	53	0	53	53	0	100.0%	A	99	5	20	A
Independence Heights	Orion	36	0	36	35	1	97.2%	B	77	2	39	D
Irvinton Village	J. Allen	318	10	308	302	6	98.1%	A	3,780	81	47	E
Kelly Village	J. Allen	270	0	270	266	4	98.5%	A	2,182	53	41	E
Kennedy Place	Orion	108	0	108	107	1	99.1%	A	314	11	29	C
Lincoln Park	Orion	200	0	200	198	2	99.0%	A	1,788	27	66	F
Lyerly	J. Allen	199	0	199	192	7	96.5%	C	2,481	42	59	F
Oxford Place	Orion	230	19	211	207	4	98.1%	A	3,106	47	66	F
Sweetwater	Lynd	26	0	26	25	1	96.2%	C	210	4	53	F
Totals		**2,451**	**113**	**2,338**	**2,294**	**44**	**98.3%**	**A**	**30,134**	**447**	**67**	**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 Turned YTD	Avg. Total Turnaround Days YTD	Grade
Long Drive	Tarantino	100	0	100	100	0	100.0%	A	533	21	25	C
Telephone Road	Tarantino	200	158	42	42	0	100.0%	A	1786	10	179	F
Totals		**300**	**158**	**142**	**142**	**0**	**100.0%**	**A**	**2319**	**31**	**75**	**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 Turned YTD	Avg. Total Turnaround Days YTD	Grade
Allen Parkway Village	Orion	278	8	270	253	17	93.7%	F	0	0	**0**	**A**
Historic Oaks of APV	Orion	222	0	222	201	21	90.5%	F	0	0	**0**	**A**
Victory-HRI	Orion	140	0	140	120	20	85.7%	F	0	4	**0**	**A**
Totals		**640**	**8**	**632**	**574**	**58**	**90.0%**	**F**	**0**	**4**	**0**	**A**

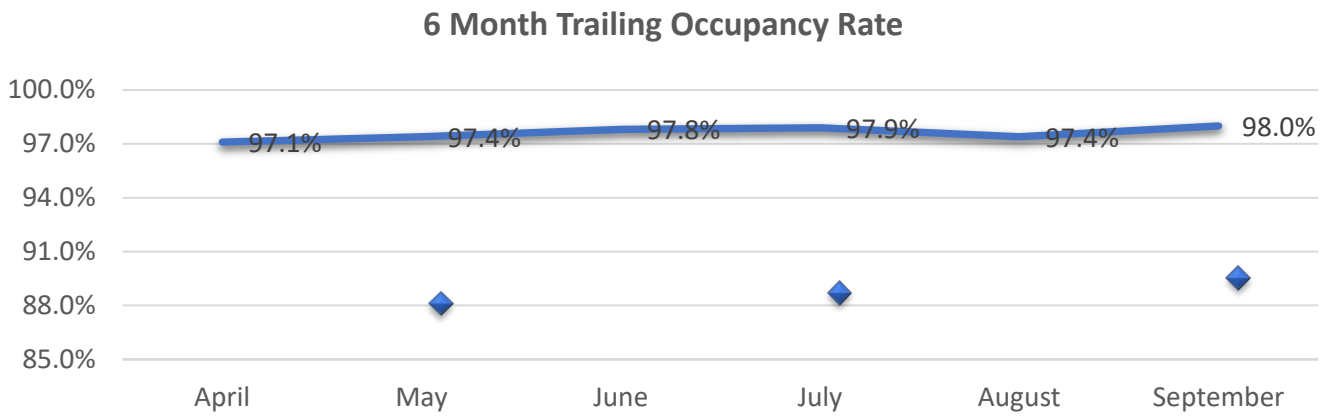
*Clayton Homes has been removed due to TxDot expansion as of August 31, 2022.

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



TAX CREDIT APARTMENT LEASING/OCCUPANCY INFORMATION

Property	Property Manager	Total Units	Public Housing Units	Tax Credit Units	Market Units	Vacant Units	Occupied (%)
2100 Memorial	*CURRENTLY BEING REDEVELOPED						
Heatherbrook	Lynd	176	53	87	36	2	98.9%
Mansions at Turkey Creek	Orion	252	0	252	0	5	98.0%
Independence Heights	Orion	154	36	118	0	8	94.8%
Peninsula Park	Orion	280	0	280	0	0	100.0%
Pinnacle at Wilcrest	Embrey	250	0	250	0	4	98.4%
Sweetwater Point	Lynd	260	26	234	0	18	93.1%
Uvalde Ranch	Hettig-Kahn	244	0	244	0	6	97.5%
Willow Park	Embrey	260	0	260	0	1	99.6%
PH-LIHTC							
Fulton Village	Lynd	108	108		0	3	97.2%
Lincoln Park	Orion	250	200		50	3	98.8%
Oxford Place	Orion	250	230		20	1	99.6%
TOTALS		**2,484**	**653**	**1,725**	**106**	**51**	**98.0%**
RAD-PBV							
Allen Parkway Village	Orion	278	278		0	17	93.9%
Historic Oaks of APV	Orion	222	222		0	21	90.5%
HRI-Victory	Orion	140	140		0	20	85.7%
TOTAL		**640**	640		**0**	**58**	**90.0%**



RENT COLLECTION

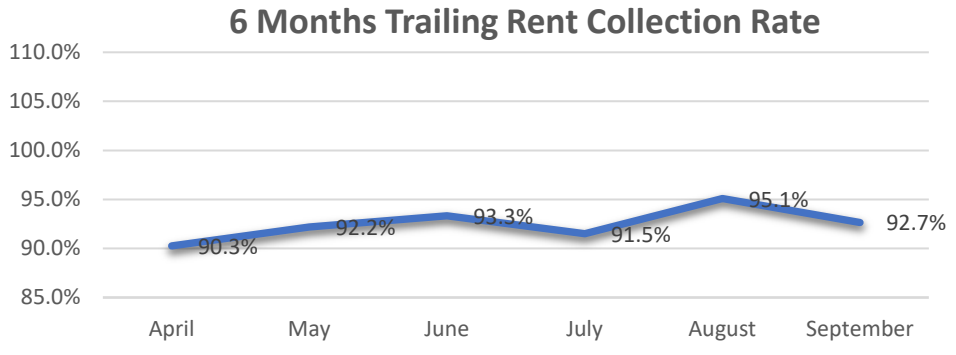
Low-Income Public Housing Development	PMC	Month Billed	Month Collected	% Collected	Grade	YTD Billed	YTD Collected	% YTD Collected	Grade
Bellerive	J. Allen	$54,081	$54,081	100.00%	A	$475,347	$475,263	99.98%	A
Cuney Homes	Orion	$159,141	$146,391	91.99%	D	$1,380,125	$1,297,541	94.02%	C
Ewing	Orion	$9,113	$9,113	100.00%	A	$80,835	$79,661	98.55%	A
Forest Green	J. Allen	$5,157	$5,101	98.91%	A	$48,677	$45,271	93.00%	D
Fulton Village	Lynd	$26,856	$22,567	84.03%	F	$257,925	$239,707	92.94%	D
Heatherbrook Apts.	Lynd	$16,645	$16,118	96.84%	B	$126,785	$124,439	98.15%	A
Independence	Orion	$4,751	$1,383	29.11%	F	$48,998	$35,080	71.59%	F
Irvinton Village	J. Allen	$80,607	$70,144	87.02%	F	$687,876	$608,420	88.45%	F
Kelly Village	J. Allen	$68,320	$55,508	81.25%	F	$560,794	$523,579	93.36%	D
Kennedy Place	Orion	$39,467	$39,467	100.00%	A	$380,840	$367,933	96.61%	B
Lincoln Park	Orion	$42,169	$42,169	100.00%	A	$364,996	$346,491	94.93%	C
Lyerly	J. Allen	$53,630	$53,630	100.00%	A	$470,911	$469,101	99.62%	A
Oxford Place	Orion	$38,315	$38,315	100.00%	A	$362,218	$292,653	80.79%	F
Sweetwater	Lynd	$5,183	$5,183	100.00%	A	$59,770	$44,226	73.99%	F
Totals		**$603,434**	**$559,171**	**92.66%**	**D**	**$5,306,097**	**$4,949,365**	**93.28%**	**D**

Section 8 New Construction Development		Month Billed	Month Collected	% Collected	Grade	YTD Billed	YTD Collected	% YTD Collected	Grade
Long Drive	Tarantino	$20,854	$20,854	100.00%	A	$176,547	$172,380	97.64%	B
Telephone Road	Tarantino	$12,201	$11,201	91.80%	E	$113,930	$112,199	98.48%	A
Totals		**$33,055**	**$32,055**	**96.97%**	**B**	**$290,477**	**$284,579**	**97.97%**	**A**

RAD-PBV		Month Billed	Month Collected	% Collected	Grade	YTD Billed	YTD Collected	% YTD Collected	Grade
Allen Parkway Village	Orion	$355,448	$62,477	17.58%	F	$1,189,734	$777,615	65.36%	F
Historic Oaks of APV	Orion	$222,122	$52,063	23.44%	F	$662,253	$473,345	71.47%	F
HRI-Victory	Orion	$79,181	$78,953	99.71%	A	$727,387	$695,076	95.56%	C
Totals		**$656,751**	**$193,493**	**29.46%**	**F**	**$2,579,375**	**$1,946,036**	**75.45%**	**F**

*Clayton Homes has been removed due to TxDot expansion as of August 31, 2022.

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
Bellerive	J. Allen	15	15	100.0%	A
Cuney Homes	Orion	60	55	91.7%	F
Ewing	Orion	1	1	100.0%	A
Forest Green	J. Allen	0	0	N/A	A
Fulton Village	Lynd	0	0	N/A	A
Heatherbrook Apartments	Lynd	0	0	N/A	A
Independence Heights	Orion	0	0	N/A	A
Irvinton Village	J. Allen	0	0	N/A	A
Kelly Village	J. Allen	11	10	90.9%	F
Kennedy Place	Orion	0	0	N/A	A
Lincoln Park	Orion	0	0	N/A	A
Lyerly	J. Allen	3	3	100.0%	A
Oxford Place	Orion	1	1	100.0%	A
Sweetwater	Lynd	0	0	N/A	A
Totals		**91**	**85**	**93.4%**	**F**

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
Allen Parkway Village	Orion	0	0	N/A	A
Historic Oaks of APV	Orion	0	0	N/A	A
HRI-Victory	Orion	0	0	N/A	A
Totals		0	0	N/A	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

***Clayton Homes has been removed due to TxDot expansion as of August 31, 2022.**

NON-EMERGENCY WORK ORDERS

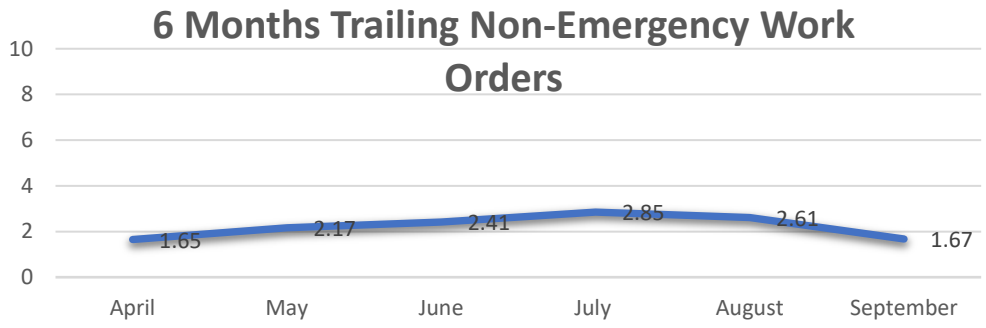
Low-Income Public Housing Development	PMC	Work Orders Generated	Average Completion Time (Days)	Grade
Bellerive	J. Allen	225	1.00	A
Clayton Homes	J. Allen	36	1.58	A
Cuney Homes	Orion	159	1.64	A
Ewing	Orion	17	2.50	A
Forest Green	J. Allen	22	3.27	A
Fulton Village	Lynd	0	0.00	A
Heatherbrook Apartments	Lynd	42	3.38	A
Independence Heights	Orion	0	0.00	A
Irvinton Village	J. Allen	151	4.57	A
Kelly Village	J. Allen	125	3.89	A
Kennedy Place	Orion	7	2.86	A
Lincoln Park	Orion	240	2.13	A
Lyerly	J. Allen	61	2.10	A
Oxford Place	Orion	53	1.96	A
Sweetwater	Lynd	0	0.00	A
Totals		1,264	2.35	A

Section 8 New Construction Development		Work Orders Generated	Average Completion Time (Days)	Grade
Long Drive	Tarantino	85	1.05	A
Telephone Road	Tarantino	3	2.00	A
Totals		88	1.53	A

RAD-PBV		Work Orders Generated	Average Completion Time (Days)	Grade
Allen Parkway Village	Orion	0	0.00	A
Historic Oaks of APV	Orion	0	0.00	A
HRI-Victory	Orion	20	0.00	A
Totals		**20**	**0.00**	**A**

***Clayton Homes has been removed due to TxDot expansion as of August 31, 2022.**

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
Cuney Homes	Orion	553	553	100.0%	A
Ewing	Orion	40	40	100.0%	A
Forest Green	J. Allen	16	16	100.0%	A
Fulton Village	Lynd	108	108	100.0%	A
Heatherbrook Apartments	Lynd	53	53	100.0%	A
Independence Heights	Orion	36	36	100.0%	A
Irvinton Village	J. Allen	308	308	100.0%	A
Kelly Village	J. Allen	270	270	100.0%	A
Kennedy Place	Orion	108	108	100.0%	A
Lincoln Park	Orion	200	200	100.0%	A
Lyerly	J. Allen	199	199	100.0%	A
Oxford Place	Orion	211	211	100.0%	A
Sweetwater	Lynd	26	26	100.0%	A
Totals		2,338	2,338	100.0%	A

Section 8 New Construction Development	PMC	Inspections Due	Inspections Performed	Percentage Complete	Grade
Long Drive	Tarantino	100	100	100.0%	A
Telephone Road	Tarantino	42	42	100.0%	A
Totals		142	142	100.0%	A

RAD-PBV	PMC	Inspections Due	Inspections Performed	Percentage Complete	Grade
Allen Parkway Village	Orion	270	270	100.0%	A
Historic Oaks of APV	Orion	222	222	100.0%	A
HRI-Victory	Orion	140	140	100.0%	A
Totals		632	632	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
			5	90 to 95
This Indicator shows whether the Agency completes a re-examination for each participating family at least every twelve (12) months.			0	≤89
CORRECT TENANT RENT CALCULATIONS	Goal 98%	Actual 100%	5	98 to 100
			0	≤97
This Indicator shows whether the Agency correctly calculates the family's share of rent to owner in the Rental Voucher Program.				
PRECONTRACT HQS INSPECTIONS	Goal 100%	Actual 100%	5	98 to 100
			0	≤97
This Indicator shows whether newly leased units pass HQS inspection on or before the beginning date of the Assisted Lease and HAP Contract.				
FSS ENROLLMENT	Goal 80%	Actual 100%	10	≥80
			8	60 to 79
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; 452 families are currently enrolled.			5	≤59
FSS ESCROW	Goal 30%	Actual 49%	10	≥30
			5	≤29
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. 503 families participate in the FSS program. 201 of the 452 (45%) families eligible for escrow currently have an FSS escrow balance.				

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 has started, with a projected occupancy in 2024.
- 800 Middle Street (Replacement Housing for Clayton Homes – will be named '*The Point at Bayou Bend'*):
  - Construction has started. Estimated full occupancy in December 2024.
  - Infrastructure Package – construction has started. 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 presentation to City Council and then to TDECQ has been delayed;
- 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 the Interior of Units starts in December 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. HHA is currently working with TxDOT to close Phase 2 of the deal.
- **Kelly II:** HHA to reengage negotiations with TxDOT. A meeting with TxDOT has been scheduled for November 2022.

OPEN SOLICITATION LOG

OCTOBER 2022

HHA'S PROCUREMENT DEPT.

Type	Solicitation #	Status	Department(s)	Description	Advertisement Date	Due Date
RFP	22-44	Open	Finance	Third-Party Independent Audit Services	10-5-22	10-26-2022
RFP	22-42	Open	HCVP	Replacement of Heaters at Cuney Homes	9-30-22	11-4-2022
QBS	22-05	Open	REID	Development Partners	5-23-22	11-14-2022

OPERATING STATEMENTS: 8 MONTHS ENDING AUGUST 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	4,372,101	4,759,550	387,449
Operating Expenses				
Salaries and Benefits	4,176,557	2,784,371	2,631,048	153,323
Facilities and Other Administrative Expenses	1,978,715	1,319,143	1,287,793	31,350
Total Central Office Expenses	6,155,272	4,103,515	3,918,841	184,674
Surplus/(Use) of Business Activities Funds for COCC	402,879	268,586	840,709	572,123

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	9,043,440	10,179,864	1,136,424
Operating Expenses				
Salaries and Benefits	7,028,110	4,685,407	4,333,023	352,384
Administrative Expenses	2,244,362	1,496,241	1,383,467	112,774
COCC-Management Fees	4,047,449	2,698,299	3,042,610	(344,311)
Total Operating Costs Expenses	13,319,921	8,879,947	8,759,100	120,847
Cash Flow (Deficit) from Operations	245,239	163,493	1,420,764	1,257,271
Housing Assistance Payments (HAP)				
Housing Assistance Payment Subsidy	160,000,000	106,666,667	106,912,234	245,567
Investment Income on HAP Reserves	0	0	0	0
Housing Assistance Payments	160,000,000	106,666,667	107,177,656	(510,989)
			.	
HAP Current Year Excess (Use)	0	0	(265,422)	(265,422)

OPERATING STATEMENTS: 8 MONTHS ENDING AUGUST 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 Housing2826	14,530,520	9,687,013	9,791,776	104,763
Tenant Rental Income	16,961,004	11,307,336	11,485,711	178,375
Other Income	250,000	166,667	147,653	(19,014)
Total Operating Income	31,741,524	21,161,016	21,425,140	264,124
Operating Expenses				
Administrative Expenses	9,849,695	6,566,463	6,429,306	137,157
Tenant Services	583,080	388,720	321,945	66,775
Utilities	3,867,052	2,578,035	2,513,194	64,841
Maintenance	9,650,050	6,433,367	6,171,585	261,782
Protective Services	1,975,735	1,317,157	1,306,868	10,289
Insurance Expense	2,312,660	1,541,773	1,520,741	21,032
Other General Expense	351,252	234,168	217,800	16,368
Total Routine Operating Expenses	28,589,524	19,059,683	18,481,439	578,244
Net Income from Operations	3,152,000	2,101,333	2,943,701	842,368
Non-Routine Maintenance	4,000,000	2,666,667	2,379,033	287,634
Debt Service	1,416,350	944,233	936,049	8,184
Debt Service- ESCO	709,688	473,125	471,694	1,431
Cash Flow from Operations	(2,974,038)	(1,982,692)	(843,075)	1,139,617
Funds from Capital Funds	4,000,000	2,666,667	2,379,033	(287,634)
Cash Flow (Deficit) from Operations	1,025,962	683,975	1,535,958	851,984

OPERATING STATEMENTS: 8 MONTHS ENDING AUGUST 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	845,701	834,822	(10,879)
Tenant Rental Income	482,712	321,808	296,455	(25,353)
Other Income	100	67	0	(67)
Total Operating Income	1,751,363	1,167,575	1,131,277	(36,298)
Operating Expenses				
Administrative Expenses	590,193	393,462	384,546	8,916
Tenant Services	15,215	10,143	9,047	1,096
Utilities	186,192	124,128	107,865	16,263
Maintenance	434,073	289,382	245,875	43,507
Protective Services	73,797	49,198	43,876	5,322
Insurance Expense	55,604	37,069	36,087	982
Other General Expense	25,000	16,667	14,457	2,210
Total Routine Operating Expenses	1,380,074	920,049	841,753	78,296
Net Income from Operations	371,289	247,526	289,524	41,998
Non-Routine Maintenance	125,000	83,333	0	83,333
Debt Service	0	0	0	0
	0	0	0	0
Cash Flow (Deficit) from Operations	246,289	164,193	289,524	125,331

OPERATING STATEMENTS: 8 MONTHS ENDING AUGUST 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	563,333	534,621	(28,712)
Tenant Rental Income	262,000	174,667	160,282	(14,385)
Other Income	4,065	2,710	1,672	(1,038)
Total Operating Income	1,111,065	740,710	696,575	(44,135)
Operating Expenses				
Administrative Expenses	253,311	168,874	164,800	4,074
Tenant Services	65,688	43,792	39,825	3,967
Utilities	109,938	73,292	71,641	1,651
Maintenance	447,270	298,180	257,703	40,477
Protective Services	35,217	23,478	21,176	2,302
Insurance Expense	116,211	77,474	76,149	1,325
Other General Expense	25,000	16,667	14,116	2,551
Total Routine Operating Expenses	1,052,635	701,757	645,410	56,347
Net Income from Operations	58,430	38,953	51,165	12,212
Non-Routine Maintenance	275,000	183,333	0	183,333
Debt Service	12,000	8,000	8,000	0
Funds from Replacement Reserve	275,000	183,333	0	(183,333)
	0	0	0	0
Cash Flow (Deficit) from Operations	46,430	30,953	43,165	12,212

November 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 9:30 AM- YWCA Senior Lunch @Bellerive 9:30 AM- YWCA Senior Lunch @Lyerly 10AM Jobs Plus/WFS Resume Writing Seminar @ Oxford Place 11AM – Client Services' Tenant Relations Meeting 2PM- Client Services' Tenant Relations Meeting 3PM- Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Program @ Cuney Homes	2 9:30 AM- YWCA Senior Lunch @Bellerive 9:30 AM- YWCA Senior Lunch @Lyerly 10AM Jobs Plus/Orientation "Labor of Love Owning Your Own Business" @ Oxford Place 10 AM Exercise Class Braeswood 11 AM Workforce Solutions- Jobs Search Assistance 11AM – Client Services' Tenant Relations Meeting 2PM- Client Services' Tenant Relations Meeting 3 PM- Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Program @ Cuney Homes	3 9:30 AM- YWCA Senior Lunch @Bellerive 9:30 AM- YWCA Senior Lunch @Lyerly 11AM- Client Services' Tenant Relations Meeting. 1PM- Jobs Plus/Workforce Solutions: Resume Writing Seminar @ Oxford Place 2PM- Client Services' Tenant Relations Meeting 3PM- Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Program @ Cuney Homes	4 9:30 AM- YWCA Senior Lunch @Bellerive 9:30 AM- YWCA Senior Lunch @Lyerly 10AM- Jobs Plus Orientation Meeting 11AM- Client Services' Tenant Relations Meeting 2PM- Client Services' Tenant Relations Meeting 3PM Housekeeping 101 Cuney Homes 3PM- Kidz Grub @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool @ Cuney 3PM JP Treats & Conversation @ Oxford	6
6	7 9:30 AM- YWCA Senior Lunch @Bellerive 9:30 AM- YWCA Senior Lunch @Lyerly 10AM- Jobs Plus Orientation Mtg. @ Oxford 11AM- Client Services' Tenant Relations Meeting 2PM- Client Services' Tenant Relations Meeting. 2PM Financial Literacy Workshop Cuney Homes 3PM- Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Prog. @ Cuney Harris County Public Health Fairs @ HHA Site(s) **(Beginning October 7-11, 2022)**	8 9:30 AM- YWCA Senior Lunch @Lyerly 10AM Jobs Plus/Workforce Solutions: Career Exploration Job Search Seminar @ Oxford 11AM- Client Services' Tenant Relations Meeting 2PM- Client Services' Tenant Relations Meeting 3 PM- Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Program @ Cuney	9 9:30 AM- YWCA Senior Lunch @Bellerive 9:30 AM- YWCA Senior Lunch @Lyerly 10 AM Exercise Class Braeswood 10AM- Jobs Plus Orientation "The Key Components of Entrepreneurship Pt. 1" @ Oxford 11 AM Workforce Solutions Navigating Work in Texas @ Oxford 11AM Financial Literacy EPP Workshop **12:00PM- Thanksgiving Senior Luncheon @ Cuney Homes** 1PM- Tenant Relations- Employment for the Holiday's @ Fulton Village 2PM- Financial Literacy EPP Workshop 2PM Financial Literacy @ Kennedy Place 3PM- Kidz Grub @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Prog. @ Cuney 4PM- Tenant Relations- Employment for the Holiday's @ Lincoln Park	10 9:30 AM- YWCA Senior Lunch @Bellerive 9:30 AM- YWCA Senior Lunch @Lyerly 11AM- Client Services' Tenant Relations Meeting 1PM Jobs Plus/Workforce Solutions: Career Exploration Job Search Seminar @ Oxford 2PM- Client Services' Tenant Relations Meeting 3PM- Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Program @ Cuney, (M- F)	11 9:30 AM- YWCA Senior Lunch @Bellerive 9:30 AM- YWCA Senior Lunch @Lyerly 10AM- Jobs Plus Orientation Mtg. 11AM- Client Services' Tenant Relations Meeting 2PM- Client Services' Tenant Relations Meeting 3PM- Kidz Grub @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool @ Cuney 3PM JP Treats & Conversation @ Oxford	12
13	14 8:30 AM- Food Box Distribution @ Allen Parkway 9:30 AM- YWCA Senior Lunch @Bellerive 9:30 AM- YWCA Senior Lunch @Lyerly 10AM- Jobs Plus Orientation Mtg. @ Oxford 11 AM – Client Services' Tenant Relations Meeting 2 PM- Client Services' Tenant Relations Meeting 3PM More Money Monday Cuney Homes 3 PM- Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Prog. @ Cuney **(Beginning October 14-18, 2022)**	15 9:30 AM- YWCA Senior Lunch @Bellerive 9:30 AM- YWCA Senior Lunch @Lyerly 10 AM Workforce Solutions: Workforce Solutions "How to Start a Business Seminar" @ Oxford 11 AM – Client Services' Tenant Relations Meeting 2PM- Client Services' Tenant Relations Meeting 3 PM- Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Program @ Cuney 4 PM Tenant Relations- Employment for the Holiday's @ Kelly Village	16 9:30 AM- YWCA Senior Lunch @Bellerive 9:30 AM- YWCA Senior Lunch @Lyerly 10 AM Exercise Class Braeswood 10AM- Jobs Plus Orientation "The Key Components of Entrepreneurship Pt. 2" @ Oxford 11 AM Workforce Solutions Resume Writing @ Oxford 11 AM Financial Literacy EPP Workshop 3pm Financial Literacy @ Kennedy Place 3 PM- Kidz Grub @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Prog. @ Cuney 4PM- Tenant Relations- Employment for the Holiday's @ Irvinton Village	17 9:30 AM- YWCA Senior Lunch @Bellerive 9:30 AM- YWCA Senior Lunch @Lyerly 11 AM- Client Services' Tenant Relations Meeting 12PM Employment for the Holiday's @ Fulton 1PM Jobs Plus/Workforce Solutions: Career Exploration Job Search @ Oxford 2 PM- Client Services' Tenant Relations Meeting 3 PM- Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Program @ Cuney, (M- F) **3PM- Thanksgiving Luncheon @ Bellerive**	18 9:30 AM- YWCA Senior Lunch @Bellerive 9:30 AM- YWCA Senior Lunch @Lyerly 10AM- Jobs Plus resources & Employment Fair @ Oxford 11AM- Client Services' Tenant Relations Meeting 2PM- Client Services' Tenant Relations Meeting 3PM Housekeeping 101 Cuney Homes 3PM- Kidz Grub @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool @ Cuney 3PM JP Treats & Conversation @ Oxford **3PM- Thanksgiving Luncheon @ Lyerly**	19
20	21 9:30 AM- YWCA Senior Lunch @Bellerive 9:30 AM- YWCA Senior Lunch @Lyerly 10AM- Jobs Plus Orientation Mtg. @ Oxford 11AM- Client Services' Tenant Relations Meeting 2PM- Client Services' Tenant Relations Meeting 2PM Financial Literacy Workshop Cuney Homes 3PM- Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Prog. @ Cuney **(Beginning October 21- 25, 2022)**	22 9:30 AM- YWCA Senior Lunch @Bellerive 9:30 AM- YWCA Senior Lunch @Lyerly 10AM Jobs Plus/Workforce Solutions: Career Exploration Job Search Seminar @ Oxford 11AM – Client Services' Tenant Relations Meeting 12PM Employment for the Holiday's @ Heatherbrook 2PM- Client Services' Tenant Relations Meeting 3PM- Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Program @ Cuney 4PM Tenant Relations -Employment for the Holiday's @ Oxford Place	23 9:30 AM- YWCA Senior Lunch @Bellerive 9:30 AM- YWCA Senior Lunch @Lyerly 10AM10AM- Jobs Plus Orientation "The Key Components of Entrepreneurship Pt. 2" @ Oxford 10 AM Exercise Class Braeswood 11 AM Workforce Solutions Labor Market Info @ Oxford 11AM Financial Literacy EPP Workshop 2PM- Financial Literacy EPP Workshop 3PM Financial Literacy @ Kennedy Place 3PM- Kidz Grub @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Prog. @ Cuney	24 9:30 AM- YWCA Senior Lunch @Bellerive 9:30 AM- YWCA Senior Lunch @Lyerly 11AM – Client Services' Tenant Relations Meeting 1PM Jobs Plus/Workforce Solutions Labor Market Info @ Oxford 2PM- Client Services' Tenant Relations Meeting 3PM- Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Program @ Cuney,	25 9:30 AM- YWCA Senior Lunch @Bellerive 9:30 AM- YWCA Senior Lunch @Lyerly 10AM- Jobs Plus Orientation Mtg. 11AM- Client Services' Tenant Relations Meeting 2PM- Client Services' Tenant Relations Meeting 3PM- Kidz Grub @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool @ Cuney 3PM JP Treats & Conversation @ Oxford	26
27	28 9:30 AM- YWCA Senior Lunch @Bellerive 9:30 AM- YWCA Senior Lunch @Lyerly 10AM- Jobs Plus Orientation Mtg. @ Oxford 11AM Tenant Relations – EPP 2nd Chance Mtg. 2PM Tenant Relations- EPP 2nd Chance Mtg. 2PM Financial Literacy Workshop Cuney Homes 3PM- Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Prog. @ Cuney	29	30			