



HOUSTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
December 13, 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. | Stephanie A.G. Ballard | Andrea Hilliard Cooksey | Kris Thomas

BOARD OF COMMISSIONERS MEETING

Tuesday, December 13, 2022

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Consideration and/or action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Lovett Commercial, for the development of Buffalo Bayou East, an apartment community that will be located at or about 0 Frank Tech Dr., Houston, TX 77020.

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Resolution No. 3607

Consideration and/or action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Origin Investments for the acquisition of The District at Memorial, an apartment community that will be located at or about the 10300 Katy Frwy., Houston, TX, 77043.

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Resolution No. 3608

Consideration and/or action to authorize the President & CEO or designee to execute a Memorandum of Understanding with KCG Development, LLC for the development of an apartment community that will be located at or about 11826 Riceville Rd., Houston, TX 77031.

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Consideration and/or action to authorize the President & CEO or designee to execute a Memorandum of Understanding with KCG Development, LLC for the development of an apartment community that will be located at or about 290 & Retton Rd., Houston, TX 77092.

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Resolution No. 3610

Consideration and/or action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Nova Asset Management, Inc for the acquisition of The Franklin, an apartment community that will be located at or about the 6620 Gessner Rd., Houston, TX 77040.

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Resolution No. 3611

Consideration and/or action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Layne Property Partners, for the development of Gosling Town Center, an apartment community that will be located at or about 24818 Gosling Rd., Spring, TX 77389.

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

BOARD OF COMMISSIONERS MEETING
TUESDAY, December 13, 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 November 15, 2022 Houston Housing Authority Board Meeting Minutes
- V. President's Report
- VI. Public Comments (To Make Comments during the Public Comments Section – Please add your name to the sign-in sheet when you enter the Board Meeting)
- VII. Public Hearing for Acquisition, Lease, and Operation of DEERWOOD APARTMENTS (To Make Comments during the Public Hearing – Please add your name to the sign-in sheet when you enter the Board Meeting)
- VIII. Public Hearing for Acquisition, Lease, and Operation of SENDERA AT GREENWAY (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 THE BOULEVARD (To Make Comments during the Public Hearing – Please add your name to the sign-in sheet when you enter the Board Meeting)
- X. Public Hearing for Acquisition, Lease, and Operation of LA MARIPOSA APARTMENTS (To Make Comments during the Public Hearing – Please add your name to the sign-in sheet when you enter the Board Meeting)
- XI. Public Hearing for Acquisition, Lease, and Operation of WINDSOR CYPRESS APARTMENTS (To Make Comments during the Public Hearing – Please add your name to the sign-in sheet when you enter the Board Meeting)
- XII. Public Hearing for Acquisition, Lease, and Operation of DELRAY APARTMENTS (To Make Comments during the Public Hearing – Please add your name to the sign-in sheet when you enter the Board Meeting)

XIII. Old Business

Resolution No. 3465: Consideration and/or action to authorize the President & CEO or designee to open the Public Housing Waiting List, specific to public housing sites only, by January 15, 2023.

Resolution No. 3591: Consideration and/or action to authorize the President & CEO or designee to take such actions necessary or convenient to facilitate the refinance of the property located at 2636 Fountain View Drive, Houston, Harris County, Texas 77057 (the "Property"), and the execution of all required documents therefor.

XIV. New Business

Resolution No. 3593: Consideration and/or action to authorize the President & CEO or designee to execute a contract with Comcast Business Communications, LLC, for Telephony SIP line, Internet ISP, and Fiber connectivity to remote properties.

Resolution No. 3594: Consideration and/or action to authorize the President & CEO or designee to execute a contract for Consulting Services to Edgemere Consulting Corporation and Du & Associates.

Resolution No. 3595: Consideration and/or action to authorize the President & CEO to adopt 2023 Public Housing Flat Rents & Tax Credit Capped Rents.

Resolution No. 3596: Consideration and/or action to authorize the President & CEO or designee to approve Victory Street Public Facility Corporation's Issuance, Sale and Delivery of Multifamily Housing Revenue Bonds (Park at Humble Apartments, located at or about 9390 FM 1960 West, Humble, Texas 77338) Series 2022B.

Resolution No. 3597: Consideration and/or action to authorize the President & CEO or designee to approve the Houston Housing Authority 2023 Operating Budget.

XV. Convene an Executive Session to discuss:

- a.** Personnel matters in accordance with Section 551.074 of the Texas Government Code
- b.** Legal issues in accordance with Section 551.071 of the Texas Government Code
- c.** Real estate matters in accordance with Section 551.072 of the Texas Government Code

Resolution No. 3598: Consideration and/or action to authorize the President & CEO or designee to facilitate the acquisition of, and the placement of "affordable" units within, Deerwood Apartments located at or about 5800 Woodway Dr., Houston, Texas 77057, and the execution of all required documents therefor.

Resolution No. 3599: Consideration and/or action to authorize the President & CEO or designee to facilitate the acquisition of, and the placement of "affordable" units within, Delray Apartments located at or about 1715 Enclave Parkway, Houston, Texas 77077, and the execution of all required documents therefor.

Resolution No. 3600: Consideration and/or action to authorize the President & CEO or designee to facilitate the acquisition of, and the placement of "affordable" units within, La Mariposa Apartments (consisting of La Mariposa 1 and La Mariposa 2) located at or about 2930 Plum Creek Lane, Houston, Texas 77087 and 140 Winkler Drive, Houston, Texas 77087, and the execution of all required documents therefor.

Resolution No. 3601: Consideration and/or action to authorize the President & CEO or designee to facilitate the acquisition of, and the placement of “affordable” units within, Windsor Cypress Apartments located at or about 12035 Huffmeister Road, Cypress, Texas 77429, and the execution of all required documents therefor.

Resolution No. 3602: Consideration and/or action to authorize the President & CEO or designee to facilitate the acquisition of, and the placement of “affordable” units within, Sendera at Greenway located at or about 3400 Edloe St., Houston, Texas 77027, and the execution of all required documents therefor.

Resolution No. 3603: Consideration and/or action to authorize the President & CEO or designee to facilitate the acquisition of, and the placement of “affordable” units within, The Boulevard located at or about 2440 North Boulevard, Houston, Texas 77098, and the execution of all required documents therefor.

Resolution No. 3604: Consideration and/or action to authorize the President & CEO or designee to facilitate certain changes to the organizational and debt structures of the Almeda Genoa transaction, and the execution of all required documents therefor.

Resolution No. 3605: Consideration and/or action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Alliance Residential for the acquisition of Broadstone Toscano, an apartment community that will be located at or about the 2900 North Braeswood Blvd., Houston, TX 77025.

Resolution No. 3606: Consideration and/or action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Lovett Commercial, for the development of Buffalo Bayou East, an apartment community that will be located at or about 0 Frank Tech Dr., Houston, TX 77020.

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Resolution No. 3608: Consideration and/or action to authorize the President & CEO or designee to execute a Memorandum of Understanding with KCG Development, LLC for the development of an apartment community that will be located at or about 11826 Riceville Rd., Houston, TX 77031.

Resolution No. 3609: Consideration and/or action to authorize the President & CEO or designee to execute a Memorandum of Understanding with KCG Development, LLC for the development of an apartment community that will be located at or about US 290 & Retton Rd., Houston, TX 77092.

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Resolution No. 3611: Consideration and/or action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Layne Property Partners, for the development of Gosling Town Center, an apartment community that will be located at or about 24818 Gosling Rd., Spring, TX 77389.

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

XVII. Adjournment

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

Tuesday, November 15, 2022

A Meeting of the Board of Commissioners (“Board”) of the Houston Housing Authority (“HHA”) was held on Tuesday, November 15, 2022, at the Houston Housing Authority Central Office, 2640 Fountain View Drive, Houston, Texas 77057.

Chair Snowden called the meeting to order at 3:06 p.m. Secretary Northern called the roll and declared a quorum present. Chair Snowden stated Guillermo “Will” Hernandez has resigned as commissioner.

Chair Snowden offered the use of an interpreter to be available to Spanish speakers who may need assistance for public comments only. Ms. Elizabeth Paris was asked to introduce herself in Spanish and let the attendees know of her service.

Present: LaRence Snowden, Chair
Kristy Kirkendoll, Vice Chair
Kris Thomas, Commissioner
Andrea Hilliard Cooksey, Commissioner
Stephanie A.G. Ballard, Commissioner
Dr. Max A. Miller, Jr., Commissioner
David A. Northern, Sr., Secretary

Absent: Kris Thomas, Commissioner
Resigned: Guillermo “Will” Hernandez, Commissioner

APPROVAL OF MINUTES

Chair Snowden stated the Board has had an opportunity to review the October 18, 2022 Board of Directors meeting minutes and asked for a motion to adopt the meeting minutes.

Commissioner Ballard moved to adopt the meeting minutes, and Commissioner Miller seconded the motion.

Chair Snowden asked if there is any discussion or objection to the October 18, 2022 Board of Directors meeting minutes. Having none, the minutes are adopted.

Director Snowden said we will now move to our President’s Report.

PRESIDENT’S REPORT

Secretary Northern stated there is a detailed President’s report at your desk but this is a summary of them.

Our new HR Director is Patricia Guerra. Ms. Guerra has had over 20 years of HR experience in the housing industry and the most recent was the El Paso Housing Authority.

We received many applicants from our recent hiring event and are on our second round of interviews.

Training Center has been officially established and is being utilized. Any Housing Authority in the nation is welcome to participate in this training. We offer many courses and our first two were HQS and HCV Specialist.

We hosted a Veteran's and Landlord Leasing Fair on November 9, 2022 to connect veterans with affordable housing. Our agency works alongside the Houston HUD-Veterans Affairs field office in a joint effort to end homelessness. HUD provided funding to sponsor rental assistance for over 1100 veterans in Houston.

HHA Hosted our Annual Golf Tournament and we raised over \$50,000 in scholarship money thanks to more than 20 sponsors and volunteers.

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 any individuals would like to make public comments at this time.

There were no public comments during this meeting.

Chair Snowden stated we will now move into New Business.

NEW BUSINESS

PROSE SOUTH MAIN PUBLIC HEARING

Chair Snowden stated the Public Hearing for the Development of PROSE SOUTH 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.

GRANARY FLATS PUBLIC HEARING

Chair Snowden stated the Public Hearing for the Development of GRANARY FLATS 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.

ALLORA NORTHWEST CROSSING PUBLIC HEARING

Chair Snowden stated the Public Hearing for the Development of ALLORA NORTHWEST CROSSING 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.

PREMIER AT KATY APARTMENTS PUBLIC HEARING

Chair Snowden stated the Public Hearing for the Development of PREMIER AT KATY APARTMENTS 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. 3558: Consideration and/or to take action to authorize the President & CEO or designee to approve dates for the 2023 Board of Commissioners' Meetings.

Secretary Northern stated that Resolution No. 3558 will be presented by Donna Dixon, Director of Community Affairs and Customer Service.

Ms. Dixon stated that Resolution No. 3558 reads. That the Houston Housing Authority Board of Commissioners authorizes the President & CEO to negotiate, execute and make necessary changes and corrections to the dates for the January 2023 – December 2023 Board of Commissioners meetings, pursuant to the memorandum dated October 19, 2022, from Donna Dixon, Director of Community Affairs & Customer Service to David A. Northern, Sr., President & CEO. Accordingly, staff recommends that the Board adopt this resolution.

Chair Snowden asked for a motion to amend the February date from February 21, 2023 to February 28, 2023.

Commissioner Miller motioned to accept the amended February 2023 Board meeting date and Commissioner Cooksey seconded.

Chair Snowden asked if there is any discussion or objection to approving the motion. Having none, the motion is approved.

Chair Snowden stated the Board has approved the new February 2023 meeting date and asked for a motion to adopt Resolution No. 3558 with the Amended dates.

Commissioner Cooksey moved to adopt Resolution No. 3558. Commissioner Miller seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution. Having none, Resolution No. 3558 is adopted with the amended February 2023 date.

Resolution No. 3559: Consideration and/or to take action to authorize the President & CEO or designee to execute a contract with Gilson for Call Center Services.

Ms. Dixon stated Resolution No. 3559 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 Gilson for Call Center Services not to exceed \$300,000 annually for three years with an additional two-year option, pursuant to the memorandum from Donna Dixon, Director of Community Affairs & Customer Services dated November 1, 2022, to David A. Northern, Sr., President & CEO. Accordingly, staff recommends the Board adopt Resolution No. 3559.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3559.

Commissioner Cooksey moved to adopt Resolution No. 3559. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution. Having none, Resolution No. 3559 is adopted.

Resolution No. 3560: Consideration to approve and authorize the President & CEO or designee to submit the Fiscal Year 2023 Annual PHA Plan, including the Moving to Work (MTW) Supplement and related documents, to the US Department of Housing and Urban Development (HUD).

Secretary Northern stated that Resolution No. 3560 will be presented by Mr. Cupid Alexander, Sr. Vice President of Operations.

Mr. Alexander stated that Resolution No. 3560 reads. That the Houston Housing Authority Board of Commissioners hereby approves the Fiscal Year 2023 Annual PHA Plan including the Moving to Work (MTW) Supplement, the Five-Year Capital Fund Plan, the Public Housing Admissions and Continued Occupancy Policy (ACOP) and the Housing Choice Voucher Program (HCVP) Administrative Plan in substantially the form distributed to the Board, and authorizes HHA's President & CEO or their authorized designee to: 1) submit to the US Department of Housing and Urban Development (HUD) the HHA's Fiscal Year 2023 Annual PHA Plan including the MTW Supplement, Five Year Capital Fund Plan, the Public Housing ACOP and the HCVP Administrative Plan with all attached certifications, HUD forms, all necessary attachments and other documentation required for the receipt of capital funds and other program funds; 2) take all steps necessary to finalize and secure HUD approval and implement initiatives as described in the Annual PHA Plan including the MTW Supplement, Five Year Capital Fund Plan, Public Housing ACOP and HCVP Administrative Plan, subject to receipt of adequate funding from HUD; 3) certify that the public comment period and Public Hearing requirements have been met; and, 4) execute the HUD forms "Certifications of Compliance with PHA Plan and Related Regulations" and "MTW Certification of Compliance" in substantially the same forms attached hereto as Attachments A and B, pursuant to the memorandum from David Alexander, Vice President of Operations dated November 1, 2022 to David A. Northern, Sr., President & CEO. Accordingly, staff recommends the Board adopt Resolution No. 3560.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3560.

Commissioner Miller moved to adopt Resolution No. 3560. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution. Having none, Resolution No. 3560 is adopted.

Resolution No. 3561: Consideration and/or action to award of Contract for Third Party Independent Audit Services to Berman Hopkins CPA's & Associates, LLP.

Secretary Northern stated that Mike Rogers, Vice President of Fiscal and Business Operations, will present Resolution No. 3561.

Mr. Rogers stated Resolution No. 3561 reads, That the Houston Housing Authority Board of Commissioners authorizes the President & CEO to make any necessary changes and corrections and to enter into a contract with Berman Hopkins CPA's & Associates, LLP (Berman Hopkins), for the purposes of conducting the annual agency audit for fiscal years ending December 31, 2020, December 31, 2021, and December 31, 2023, with four, one-year options to renew, for the not to exceed the amount of \$1,180,000.00 pursuant to the memorandum dated November 1, 2022, from Michael Rogers, Vice President for Fiscal & Business Operations, to David A. Northern Sr., President & CEO. Accordingly, staff recommends the Board adopt Resolution No. 3561.

Chair Snowden asked for a motion to amend Resolution No. 3561 to state the option to renew an additional 2 years of audits instead of 4 years.

Commissioner Kirkendoll motioned to accept the amended terms and Commissioner Ballard seconded.

Chair Snowden asked if there is any discussion or objection to the motion to amend Resolution No. 3561. Having none, the motion is approved.

Chair Snowden stated the Board has approved the motion to amend the resolution and asked for a motion to adopt Resolution No. 3561 as amended.

Commissioner Cooksey moved to adopt Resolution No. 3561 as amended. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution. Having none, Resolution No. 3561 is adopted as amended.

Resolution No. 3562: Consideration and/or action to implement updated Utility Allowance Schedules for Housing Choice Voucher Programs.

Secretary Northern stated that Resolution No. 3562 will be presented by Ms. Cheryl Rivers, Interim Vice President of HCVP.

Ms. Rivers stated Resolution No. 3562 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 revise the schedule of utility allowances for Housing Choice Voucher Programs effective December 1, 2022, to accommodate changes documented in a Utility Study and Survey conducted by the Nelrod Company, pursuant to the memorandum from Cheryl Rivers, Interim Vice President of HCVP dated November 2, 2022, to David A. Northern Sr., President & CEO. Accordingly, staff recommends the Board adopt Resolution No. 3562.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3562.

Commissioner Miller moved to adopt Resolution No. 3562. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution. Having none, Resolution No. 3562 is adopted.

Resolution No. 3563: Consideration and/or to take action to authorize the President & CEO or designee to execute a contract for Consulting Services to Edgemere Consulting Corporation, Du & Associates, and Neutral Gray.

Chair Snowden stated asked for a motion to TABLE Resolution No. 3563 as it requires further discussion.

Commissioner Ballard moved to adopt Resolution No. 3563. Commissioner Cooksey seconded the motion.

Chair Snowden asked if there is any discussion or objection to TABLING this resolution. Having none, Resolution No. 3563 is TABLED.

Resolution No. 3564: Consideration and/or take action to authorize the President & CEO or designee to update the Utility Allowance Rates for Applicable Public Housing Developments

Secretary Northern stated that Resolution No. 3564 through 3566 will be presented by Jay Mason, Director of REID.

Mr. Mason stated Resolution No. 3564 reads That the Houston Housing Authority Board of Commissioners authorizes the President & CEO to update the utility allowance rates in accordance with the utility allowance study for applicable Public Housing and Tax Credit Developments and make any corrections and changes, pursuant to the memorandum dated October 31, 2022, from Jay Mason, Director of REID to David A. Northern, Sr., President & CEO. Accordingly, staff recommends the Board adopt Resolution No. 3564.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3564.

Commissioner Cooksey moved to adopt Resolution No. 3564. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution. Having none, Resolution No. 3564 is adopted.

Resolution No. 3565: Consideration and/or take action to authorize the President & CEO or designee to award the Contract to Betco and EJP Consulting for Development Consulting Services.

Mr. Mason stated Resolution No. 3565 reads 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 30, 2022, to David A. Northern, Sr., President & CEO. Accordingly, staff recommends the Board adopt Resolution No. 3565.

Chairman stated, for clarification purposes, asked for a motion to amend the resolution with the exclusion of Choice Neighborhood Initiatives.

Commissioner Ballard motioned to amend Resolution No. 3565. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to the motion to amend Resolution No. 3565. Having none, the motion is approved

Chair Snowden asked for a motion to adopt Resolution No. 3565 as amended.

Commissioner Ballard moved to adopt Resolution No. 3565 as amended. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution. Having none, Resolution No. 3565 is adopted as amended.

Resolution No. 3566: Consideration and/or take action to authorize the President & CEO or designee to submit a Disposition Application to HUD for the Forest Green Townhome Development located at or about 8945 Forest Hollow, Houston, TX 77078.

Mr. Mason stated Resolution No. 3566 reads The Houston Housing Authority Board of Commissioners authorizes the President & CEO to submit a Disposition Application for the Forest Green Townhome Development (located at or about 8945 Forest Hollow, Houston, TX 77078) to the U.S Department of Housing and Urban Development (HUD) to dispose of one hundred (100) units and the accompanying lands, pursuant to the memorandum dated October 31, 2022, from Jay Mason, Director of REID, to David A. Northern, Sr., President & CEO. Accordingly, staff recommends the Board adopt Resolution No. 3566.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3566.

Commissioner Ballard moved to adopt Resolution No. 3566. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution. Having none, Resolution No. 3566 is adopted.

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

EXECUTIVE SESSION

Chair Snowden suspended the Public Session on Tuesday, November 15, 2022 at 3:38 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 4:13 p.m.

Secretary Northern called the roll and declared a quorum present.

NEW BUSINESS continued...

Resolution No. 3567: Consideration and/or take action to authorize the President & CEO or designee to approve Victory Street Public Facility Corporation's Issuance, Sale and Delivery of Multifamily Housing Governmental Note (Park at Humble Apartments, located at or about 9390 FM 1960 West, Humble, Texas 77338) Series 2022.

Chair Snowden stated that the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3567.

Commissioner Ballard motioned to adopt Resolution No. 3567. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting Resolution No. 3567. Having none, the Chairman called for a vote. All voted in favor therefore Resolution No. 3567 is adopted.

Resolution No. 3568: Consideration and/or take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Middle Street Partners for the acquisition of Broadstone Energy Park, an apartment community located at or about 880 S. Texas 6, Houston, Texas 77079.

Resolution No. 3569: Consideration and/or take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Middle Street Partners for the acquisition of Circle at Point Park Apartments, an apartment community located at or about 8727 Point Park Dr., Houston, Texas 77095.

Resolution No. 3570: Consideration and/or take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Lone Star Capital for the acquisition of Madison at Bear Creek, an apartment community located at or about 5735 Timber Creek Place Dr., Houston, Texas 77084.

Resolution No. 3571: Consideration and/or take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Lone Star Capital for the acquisition of Parc @ Champion Forest, an apartment community located at or about 15330 Bammel North Houston Rd., Houston, Texas 77014.

Resolution No. 3572: Consideration and/or take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Lone Star Capital for the acquisition of Timberwalk Apartments, an apartment community located at or about 5635 Timber Creek Place Dr., Houston, Texas 77084.

Resolution No. 3573: Consideration and/or take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Lonestar Capital for the acquisition of Briar Court Apartments, an apartment community located at or about 11250 Briar Forest Dr., Houston, Texas 77042.

Resolution No. 3574: Consideration and/or take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Lone Star Capital for the acquisition of Broadstone Briar Forest, an apartment community located at or about 2215 Avenida La Quinta St., Houston, Texas, 77077.

Resolution No. 3575: Consideration and/or take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Lone Star Capital for the acquisition of 5 Oaks Apartments, an apartment community located at or about 18203 Westfield Place Dr., Houston, Texas 77090.

Resolution No. 3576: Consideration and/or take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Civitas Capital Management for the acquisition of Cathedral Lakes, an apartment community located at or about 698 Basilica Bay Dr., Spring, Texas 77386

Chair Snowden stated that the Board has heard the reading of the resolution and asked for a motion to adopt Resolution Nos. 3568, 3569, 3570, 3571, 3572, 3573, 3574, 3575 and 3576 as a group.

Commissioner Cooksey moved to adopt said resolutions. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting Resolution No. XXXX. Having none, the Chairman called for a vote. All voted in favor therefore Resolution Nos. 3568, 3569, 3570, 3571, 3572, 3573, 3574, 3575 and 3576 as a group are adopted.

Resolution No. 3577: Consideration and/or take action to authorize the President & CEO or designee to take actions necessary to (1) authorize the engagement of an appraiser to appraise certain lands; (2) to acquire tract(s) of land at or

near (i) 3247 Truxillo Street, Houston, Texas, at or near (ii) 0 Truxillo Street, Houston, Texas, at or near (iii) 3242 Alabama Street, Houston, Texas and at or near (v) 3341 Winbern Street, Houston, Texas, for the development of safe, sanitary, and affordable housing for public use and for public purpose, and (3) Authorize the acquisition of certain lands within the neighborhoods known as Sylvan Terrace for lands at or near 3247 Truxillo Street, Houston, and 0 Truxillo Street, Houston, and Forest Homes for the land at or near 3242 Alabama Street, Houston, and at or near 3341 Winbern Street, Houston, Texas, for the purchase or, if necessary, by exercising the powers of eminent domain.

Chair Snowden stated that the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3577.

Commissioner Miller moved to adopt Resolution No. 3577. Commissioner Cooksey seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting Resolution No. 3577. Having none, the Chairman called for a vote. All voted in favor therefore Resolution No. 3577 is adopted.

Resolution No. 3578: Consideration and/or action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Texas Group for the development of The Orem Circle, an apartment community that will be located at or about 0 Martin Luther King Blvd., Houston, Texas 77048.

Chair Snowden stated that the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3578.

Commissioner Miller moved to adopt Resolution No. 3578. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting Resolution No. 3578. Having none, the Chairman called for a vote. All voted in favor therefore Resolution No. 3578 is adopted.

Resolution No. 3579: Consideration and/or action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Allied Harrison Company for the development of The Oaks at Fall Creek, an apartment community that will be located at or about 9310 N. Sam Houston Parkway E. Humble, TX 77396.

This resolution was adopted in October 2022. NO ACTION was taken during the November 15, 2022 board meeting.

Resolution No. 3580: Consideration and/or action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Greystar Development Central for the development of The 8311 FM 1960, an apartment community that will be located at or about 8311 FM 1960 Bypass Rd. W, Humble, TX 77338.

Resolution No. 3581: Consideration and/or take action to authorize the President & CEO or designee to facilitate the acquisition of and the placement of "affordable" units within, Allora Northwest Crossing located at or about 5550 Bingle Rd., Houston, Texas 77092, and the execution of all required documents therefor.

Resolution No. 3582: Consideration and/or take action to authorize the President & CEO or designee to facilitate the acquisition of, and the placement of "affordable" units within, Deerwood Apartments located at or about 5800 Woodway Dr., Houston, Texas 77057, and the execution of all required documents therefor.

Resolution No. 3583: 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 Prose South Main located at or about 12111 Main St., Houston, Texas, 77035, and the execution of all required documents therefor.

Resolution No. 3584: Consideration and/or take action to authorize the President & CEO or designee to facilitate the acquisition of, and the placement of "affordable" units within, Windsor Cypress Apartments located at or about 12035 Huffmeister Road, Cypress, Texas 77429, and the execution of all required documents therefor.

Resolution No. 3585: Consideration and/or take action to authorize the President & CEO or designee to facilitate the acquisition of, and the placement of "affordable" units within, Sendera at Greenway located at or about 3400 Edloe St., Houston, Texas 77027, and the execution of all required documents therefor.

Resolution No. 3586: Consideration and/or take action to authorize the President & CEO or designee to facilitate the acquisition of, and the placement of “affordable” units within, Delray Apartments located at or about 1715 Enclave Parkway, Houston, Texas 77077, and the execution of all required documents therefor.

Chair Snowden asked for a motion to vote on Resolution Nos. 3580, 3581, 3582, 3583, 3584, 3585, 3586 in seriatim.

Commissioner Cooksey motioned. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked for a motion to adopt Resolution Nos. 3580, 3581, 3582, 3583, 3584, 3585, 3586.

Commissioner Ballard motioned, and Commissioner Kirkendoll seconded.

Chair Snowden asked if there is any discussion or objection to adopting Resolution Nos. 3580, 3581, 3582, 3583, 3584, 3585, 3586. Having none, the Chairman called for a vote. All voted in favor therefore Resolution Nos. 3580, 3581, 3582, 3583, 3584, 3585, 3586 are adopted.

Resolution No. 3587: 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 Boulevard located at or about 2440 North Boulevard, Houston, Texas 77098, and the execution of all required documents therefor.

Resolution No. 3588: Consideration and/or take action to authorize the President & CEO or designee to facilitate the acquisition of, and the placement of “affordable” units within, Granary Flats located at or about 4647 Harvest Corner Dr., Richmond, Texas, 77406, and the execution of all required documents therefor.

Resolution No. 3589: 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 Boulevard located at or about 24117 Bella Dolce Lane, Katy, Texas 77494, and the execution of all required documents therefor.

Resolution No. 3590: Consideration and/or take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Aspen Oak Capital Partners for the acquisition of Cortland Spring Cypress Apartments, an apartment community located at or about 2539 Spring Cypress Rd, Spring, TX 77388.

Chair Snowden asked for a motion to vote on Resolution Nos. 3587, 3588, 3589, 3590 in seriatim.

Commissioner Ballard motioned. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked for a motion to adopt Resolution Nos. 3587, 3588, 3589, 3590.

Commissioner Cooksey motioned, and Commissioner Ballard seconded.

Chair Snowden asked if there is any discussion or objection to adopting Resolution Nos. 3587, 3588, 3589, 3590. Having none, the Chairman called for a vote. All voted in favor therefore Resolution Nos. 3587, 3588, 3589, 3590 are adopted.

Resolution No. 3591: Consideration and/or take actions to authorize the President & CEO or designee to take such actions necessary or convenient to facilitate the refinance of the affordable housing development known as Fountain View Apartments located at 2636 Fountain View Drive, Houston, Harris County, Texas 77057 (the “Project”), and the execution of all required documents therefor.

Chair Snowden stated that the Board has heard the reading of the resolution and asked for a motion to TABLE Resolution No. 3591.

Commissioner Ballard moved to TABLE Resolution No. 3591. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting Resolution No. 3591. Having none, the Chairman called for a vote. All voted in favor therefore Resolution No. 3591 is TABLED.

Resolution No. 3592: Consideration and/or take action to authorize the President & CEO or designee to facilitate the acquisition and development of The Vireo Apartments located at or about 12212 Tidwell Road, Houston, Texas 77044.

Chair Snowden stated that the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3592.

Commissioner Ballard moved to adopt Resolution No. 3592. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting Resolution No. .3592. Having none, the Chairman called for a vote. All voted in favor therefore Resolution No. 3592 is adopted.

ADJOURNMENT

Chair Snowden stated that this concludes the items on today's agenda and adjourned at 4:23 p.m.



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

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

**RESPONSES TO COMMENTS RECEIVED AT THE TUESDAY, NOVEMBER 15, 2022
BOARD OF COMMISSIONER MEETING**

A Meeting of the Board of Commissioners (“Board”) of the Houston Housing Authority (“HHA”) was held on Tuesday, November 15, 2022, at the Houston Housing Authority Central Office, 2640 Fountain View Drive, Houston, Texas 77057. The Board received comments during the public comment period; HHA’s responses to each comment are detailed below:

C = Comments Received

R= HHA Response

PUBLIC COMMENTS

The Board received no comments during the public comment period



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 open the Public Housing Waiting List, specific to public housing sites only, by January 15, 2023.

2. Date of Board Meeting: December 13, 2022**3. Proposed Board Resolution:**

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO to open the Public Housing waiting list by January 15 2023, and make any necessary corrections and changes, pursuant to the memorandum dated November 29, 2022, from Rhonda Foster, Director of Asset Management to David A. Northern Sr., President, and CEO.

4. Department Head Approval

Signature

DocuSigned by:

George D. Griffin III

Date: 12/8/2022

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

Date: 12/8/2022

6. Approval of President & CEO

Signature

DocuSigned by:

David A. Northern, Sr.

Date: 12/8/2022



Transforming Lives & Communities

MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO
FROM: RHONDA FOSTER, DIRECTOR, ASSET MANAGEMENT
SUBJECT: CONSIDERATION AND/OR ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO OPEN THE PUBLIC HOUSING WAITING LIST, SPECIFIC TO PUBLIC HOUSING SITES ONLY, BY JANUARY 15, 2023.
DATE: NOVEMBER 29, 2022

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO to open the Public Housing Waiting List, specific to public housing sites only, by January 15, 2023 and make any necessary corrections and changes. The Public Housing Waiting List will remain open until future notice is given.

BACKGROUND:

In August 2018, the Houston Housing Authority closed the Public Housing Waiting List in order to address the low-income housing demand. HHA Housing Operations staff and authorized agents have utilize the Public Housing Waiting List, in accordance with HUD regulatory guidelines, to offer low-income affordable housing units to individuals, families and seniors. As a result, HHA Housing Operations and authorized agents have nearly exhausted, or in some cases, exhausted the applicant pool designated and applicable to Public Housing sites.

The 2022 Homeless Count and Survey Analysis indicated that one in eight people (13%) are experiencing unsheltered homelessness, which indicates they were homeless due to the COVID-19 pandemic. Opening the Public Housing Waiting List will aid in preventing and/or reducing growing homelessness among individuals and families.

As of October 31, 2022, 9,799 unduplicated and 37,213 duplicated applicants, including Telephone Road and Long Drive, remain on the public housing waiting list. HHA allow applicants to select three (3) public housing sites based on their location preference. Applicants were less likely to select HHA legacy locations and instead selected newly renovated and/or acquired public housing locations that have extremely low vacancy rates, causing prolonged waiting times for the locations.

HHA will open the waiting list based on sites with minimum or no applicant selection pool. Below is an updated Public Housing Waiting List by location and bedroom size:

PUBLIC HOUSING WAITING LIST:

Property Name	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	Total
Bellerive	2	2	N/A	N/A	4
Cuney Homes	10	3	1	0	14
Ewing	554	3	N/A	N/A	557
Forest Green	N/A	2,340	890	142	3,372
Fulton Village	2,855	2,330	871	155	6,211
Independence Heights	23	9	2	N/A	34
Irvinton Village	1,623	0	0	0	1,623
Heatherbrook	1	2,009	803	69	2,882
Kelly Village	2,377	0	0	0	2,377
Kennedy Place	2,260	1,405	534	110	4,309
Lincoln Park	1,709	1,312	522	N/A	3,543
Lyerly	1	N/A	N/A	N/A	1
Oxford Place	2,132	1,624	673	N/A	4,429
Total	13,547	11,037	4,296	476	29,356

Property Name	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	Total
Telephone Rd.	348	7	N/A	N/A	355
Long Dr	3,592	2,770	905	235	7,502
Total	4166	3826	1231	252	7,857

WAITING LIST OPENING PROCESS:

The HHA will publicly announce the decision to open the Public Housing Waiting List. In addition to the public notice, at this Board Meeting, HHA will publicize in local newspapers, on our website, and inform local agencies and nonprofit entities that service the same population.

A. MARKETING AND OUTREACH

HHA will distribute a public notice announcing the opening of the Public Housing Waiting List, announcing the date, time, available application methods, prioritization system, and locations applications are accepted.

To ensure that public notices broadly reach potential applicants in all communities throughout the housing market area, HHA will distribute public notices to local community-based organizations, such as social service agencies and religious institutions; distribute the notice online through the HHA's website and/or social media platforms and other online platforms for local housing news; and make use of any local newspapers of general circulation, minority media, and other suitable means.

Outreach is also an opportunity to educate the local community about the HHA's programs. HHA will:

1. Post a series of online videos explaining the public housing program and the application process.
2. Conduct educational outreach to service-provision organizations, especially hard-to-house populations.
3. Issue waiting list opening notifications to local social service offices, homeless shelters, domestic violence shelters, and minority organizations.

4. Conduct outreach to individuals with disabilities, including individuals with disabilities in institutions transitioning to a community-based setting.

B. PLACING APPLICANTS ON THE WAITING LIST

HHA will utilize a random selection technique, also known as a lottery system, to randomly offer housing assistance, based on the applicable bedroom size, at the time of selection. HUD has determined that a PHAs use of a lottery can help promote compliance with fair housing and civil rights requirements by ensuring that all applicants have an equal opportunity to be selected.

C. APPLICATION PROCESS

In an effort to comply with affirmative marketing and fair housing responsibilities, HHA will offer a variety of application acceptance methods commonly used by PHA. HHA Housing Operations Department will offer:

1. **ONLINE APPLICATION:** A convenient acceptance method that will allow applicants to access applications from various electronic devices, such as laptops, desktops, cellphones, and iPad, using the internet.
 - a. HHA will collaborate with social service partners, including HHA public housing sites, to serve as Housing Ambassadors and offer satellite locations for all applicants to access the application portal easily. HHA will partner with agencies that provide supportive services to individuals and families that require accommodations, not limited to the homeless, physically impaired, limited English proficiency, etc.
 - b. Before to the collaboration, HHA public housing staff will provide training to selected agencies assisting applicants.
 - c. HHA will market but not limit to organizations that support youth aging out of foster care, transitional shelters, organizations that support the aging and disabled, and organizations that provide supportive services to homeless camps throughout the City of Houston.
2. **ON-SITE PAPER APPLICATIONS:** Applicants that require special assistance may complete the application at a satellite location or HHA's Administrative office at 2640 Fountain View. Paper applications will be completed onsite and submitted to public housing staff for immediate processing.

HHA will also offer a temporary computer at HHA's Administrative office to allow applicants to access computers to apply.

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 to open the Public Housing waiting list by January 15, 2023, and make any necessary corrections and changes, pursuant to the memorandum dated November 29, 2022, from Rhonda Foster, Director of Asset Management to David A. Northern, Sr., President and CEO.



Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM**1. Brief Description of Proposed Item:**

Consideration and/or action to authorize the President & CEO or designee to take such actions necessary or convenient to facilitate the refinance of the property located at 2636 Fountain View Drive, Houston, Harris County, Texas 77057 (the "Property"), and the execution of all required documents therefor.

2. Date of Board Meeting: December 13, 2022**3. Proposed Board Resolution:**

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to take such actions necessary or convenient to refinance the property located at 2636 Fountain View Drive, Houston, Harris County, Texas 77057 (the "Property") and such other actions necessary or convenient to carry out this resolution.

4. Department Head Approval

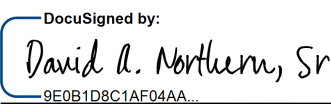
Signature  Date: 12/8/2022

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

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

VP of FO Approval Signature  Date: 12/8/2022

6. Approval of President & CEO

Signature  Date: 12/8/2022

RESOLUTION NO. 3591**RESOLUTION AUTHORIZING THE PRESIDENT & CEO OR DESIGNEE TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO FACILITATE THE REFINANCE OF THE PROPERTY LOCATED AT 2636 FOUNTAIN VIEW DRIVE, HOUSTON, HARRIS COUNTY, TEXAS 77057 (THE “PROPERTY”)**

WHEREAS, the Houston Housing Authority (the “Authority”) is the owner of the Property;

WHEREAS, the Authority desires to repay the existing indebtedness associated with the Property by obtaining a loan from APV Redevelopment Corporation, a Texas nonprofit corporation (“APV”) and an affiliate of the Authority (the “**APV Loan**”);

WHEREAS, the Authority desires to refinance the APV Loan by engaging a mortgage broker to secure financing,;

WHEREAS, any fees due to the mortgage broker in connection with the APV Loan will not exceed 1% of the Loan amount;

WHEREAS, in connection with making the Loans, the Authority will be required to execute documents evidencing and/or securing the Loans (collectively, the “**Loan Documents**”); and

WHEREAS, in connection with the refinance of the Property, the Authority desires to have an appraisal completed on the Property.

NOW, THEREFORE, in connection with the refinancing of the Property, 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 related to the transactions described herein, including without limitation the Loan Documents (to the extent necessary) and any other security agreements, fixture filing statements, indemnity agreements, guaranties, development agreements, certificates, directions, approvals, waivers, notices, instruments and other communications as may be required by the parties (collectively, the “**Agreements**”), which the President and Chief Executive Officer shall deem to be necessary or desirable in the consummation of the transactions herein contemplated;

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

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

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

[Remainder of page intentionally left blank for signature]

Resolution No. 3591

PASSED this 13th day of December, 2022.

ATTEST:

CHAIR

Secretary



Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or take action to authorize the President & CEO or designee to execute a contract with Comcast Business Communications, LLC, for Telephony SIP line, Internet ISP, and Fiber connectivity to remote properties.

2. Date of Board Meeting: December 13, 2022

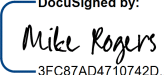
3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with Comcast Business Communications, LLC, for Telephony SIP line, Internet ISP, and Fiber connectivity to remote properties, at 2640 Fountain View, not to exceed the amount of \$491,861.00, for 36 months pursuant to the memorandum from Roy A. Spivey, PMP, Director Information Technology dated November 29, 2022, to David A. Northern, Sr., President & CEO.

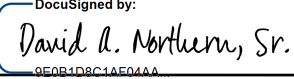
4. **Department Head Approval** Signature  Date: 12/7/2022
DocuSigned by: Roy Spivey

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

Funds Budgeted and Available ☐ Yes ☐ No Source _____

VP of FO Approval Signature  Date: 12/7/2022
DocuSigned by: Mike Rogers

6. Approval of President & CEO

Signature  Date: 12/7/2022
DocuSigned by: David A. Northern, Sr.



Transforming Lives & Communities

MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO
FROM: ROY A. SPIVEY, DIRECTOR INFORMATION TECHNOLOGY
SUBJECT: CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO EXECUTE A CONTRACT WITH COMCAST BUSINESS COMMUNICATIONS, LLC, FOR TELEPHONY SIP LINE, INTERNET ISP AND FIBER CONNECTIVITY TO REMOTE PROPERTIES.
DATE: NOVEMBER 29, 2022

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to a contract with Comcast Business Communications, LLC, for Telephony SIP line, Internet ISP and Fiber connectivity to remote properties, at 2640 Fountain View, not to exceed the amount of \$491,861.00, for 36 months.

BACKGROUND:

In 2017, the Houston Housing Authority procured services for Telephony SIP line, Internet ISP, and Fiber connectivity to remote properties at 2640 Fountain View. These services provided telephony services to the building at 2640 Fountain View and connected the remote properties directly to headquarters, allowing for centralized phone services, internet services, and software systems to be accessed from said remote properties. The centralization of these services allowed for cost savings as each remote property no longer had to procure these services separately.

The following remote properties were connected to 2640 Fountain View:

- Bellerive
- Clayton Homes
- Cuney Homes
- Ewing Apartments
- Forest Green Townhomes
- Fulton Village
- Heatherbrook Apartments
- Historic Oaks of Allen Parkway Village
- Irvinton Village
- Kelly Village
- Kennedy Place
- Lincoln Park
- Long Drive Townhomes
- Lyerly
- Oxford Place
- Telephone Road
- Victory Place

In 2022 the Houston Housing Authority again sent out competitive bids through the Request for Proposal (RFP) process for Telephony SIP line, Internet ISP, and Fiber connectivity to remote properties as the original contract has expired.

ADVERTISEMENT:

On July 5th, 2022, a legal notice advertising RFP 22-32 Telecommunication Services (Internet and Phone) was posted in the Houston Chronicle and Forward Times Newspapers and in the Houston Business Journal.

In addition to posting RFP 22-32 on its website, HHA's Procurement Department sent e-mails advertising this solicitation to potential Firms on its Bidder's List and companies listed with the State of Texas for Telecommunications.

Interested parties were also able to access RFP 22-32 by going to the websites of the City of Houston Office of Business Opportunity ("OBO"), the Greater Houston Black Chamber of Commerce ("GHBC"); the Houston Minority Supplier Development Council ("HMSDC"); the Houston Chapter of the National Association of Minority Contractors ("NAMC"); and to the Houston Office of the United States Small Business Administration ("SBA").

EVALUATION PROCESS:

The following HHA staff evaluated the four (4) responsive proposals received:

Committee Member	Department	Title
Barry Hughes	Information Technology	Network Administrator
Mitchell Sykes	Information Technology	Technical Support Manager
Mike Rogers	Finance	Vice President of Finance

The proposal was reviewed individually and evaluated according to the following seven (7) criteria:

Evaluation/Selection Criteria	Maximum Score
Company Profile	10
Proposed Technical Solution meets HHA's Specifications	50
Project Plan / Methodology	20
Fee Schedule / Pricing	50
Service Level Agreement (SLA) / Support	50
M/WBE Requirements	10
Section 3 Requirements	20
Total Points	200

The evaluation committee calculated the follow scores for the proposals:

Rank	Firm/Company	M/WBE	Evaluation Rating
1	Comcast Business Communications, LLC	N/A	184
2	AT&T	N/A	161
3	Phonoscope	N/A	153
4	Granite Communications	N/A	142

- References for Comcast have been checked and returned positive. There are no conflicts of interest, and Comcast is not on the HUD Debarment List

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with Comcast Business Communications, LLC, for Telephony SIP line, Internet ISP, and Fiber connectivity to remote properties, at 2640 Fountain View, not to exceed the amount of \$491,861.00, for 36 months pursuant to the memorandum from Roy A. Spivey, PMP, Director Information Technology dated November 29, 2022, to David A. Northern, Sr., President & CEO.



Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM**1. Brief Description of Proposed Item**

Consideration and/or action to authorize the President & CEO or designee to execute a contract for Consulting Services to Edgemere Consulting Corporation and Du & Associates.

2. Date of Board Meeting: December 13, 2022**3. Proposed Board Resolution:**


Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract not to exceed \$1,075,000 for a maximum 3-year contract; allocated to Edgemere Consulting Corporation in the amount not to exceed \$675,000 and Du & Associates in the amount not to exceed \$400,00. The contract term is one (1) year, with HHA having the option of extending the contract two (2) additional years, pursuant to the memorandum from Cheryl Rivers, Interim Vice President of HCVP, dated November 29, 2022, David A. Northern, Sr., President & CEO.

4. Department Head Approval

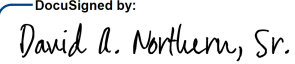
Signature  Date: 12/7/2022

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

Funds Budgeted and Available ☐ Yes ☐ No Source _____

VP of FO Approval Signature  Date: 12/7/2022

6. Approval of President & CEO

Signature  Date: 12/7/2022



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO
FROM: CHERYL RIVERS, INTERIM VICE PRESIDENT OF HCVP
SUBJECT: CONSIDERATION AND/OR ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO EXECUTE A CONTRACT FOR CONSULTANT SERVICES TO EDMERE CONSULTING CORPORATION AND DU & ASSOCIATES
DATE: NOVEMBER 29, 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 award a contract for Consulting Services; to two (2) firms.

BACKGROUND:

HHA continually seeks opportunities to enhance and/or expand its capacity to deliver optimal services to “improve lives by with quality, affordable housing options, and other wrap-around services.” In 2022, a new executive campaign titled “Trust the Process” was launched, offering five (5) guiding pillars for transforming HHA:

- 1) Create a positive and uplifting culture, internally and externally
- 2) Instill a business mindset while creating stable and structured operations with streamlined processes and services
- 3) Promote a client-first mindset by improving customer service and client wait times
- 4) Enhance and maintain vendor and landlord relationships by building solid and cohesive partnerships
- 5) Be a better partner with stakeholders and clients by encouraging communication and positive outcomes

To achieve these principles, industry-related expertise is desired to expand HHA’s knowledge base. Consultant services will provide technical assistance in strengthening existing processes while also creating new systems, such as:

- Modifying workflows to implement Tiered-Rent Policies (Moving-To-Work)
- Improving the effectiveness of HVCP processes (expediting leasing of vouchers, navigation, etc.)
- Exploring innovative options to Expand Affordable Housing
- Pursuing strategies to continue converting to a Paperless System and new Software

On September 2022, HHA issued a Request for Proposal (RFP) 22-42 soliciting proposals from qualified consulting services with verifiable experience in affordable housing. Interested firms were required to

demonstrate expertise in developing policies, procedures, and workflows related to information technology, quality control, administrative compliance, staff training, and system design. HHA seeks to enter into a contract with selected vendors for an initial period of performance of one (1) year, with an option to extend two (2) additional years; in one (1) year increments.

ADVERTISEMENT:

A legal notice advertising RFP 22-42 for Consulting Services was posted in the Houston Chronicle, Forward Times Newspapers, and the Houston Business Journal.

It was also posted on HHA's website, along with HHA's Procurement Department e-mailing the solicitation to Firms on its Bidder's List and list maintained by the City of Houston's Office of Business Opportunity and to the Houston Minority Supplier Development Council.

Interested parties were also able to access RFP 22-42 by going to the websites of the City of Houston Office of Business Opportunity ("OBO"); the Greater Houston Black Chamber of Commerce ("GHBC"); the Houston Minority Supplier Development Council ("HMSDC"); the Houston Chapter of the National Association of Minority Contractors ("NAMC"); and to the Houston Office of the United States Small Business Administration ("SBA").

EVALUATION PROCESS:

The following HHA staff served on the evaluation committee to review four (4) responsive proposals received:

1. Cupid Alexander – Senior Vice President
2. Cheryl Rivers – Interim Vice President, Housing Choice Voucher Program
3. Gary Baxter – Director of Housing Choice Voucher Program

Evaluation/Selection Criteria	Maximum Score
Offeror's qualifications and experience in performing similar work and record of performance, including prior work with HHA.	40
Methodology / Project Plan	15
Proposed Fees	35
Cost Control	5
M/WBE Participation	5
Total Points Possible	100

After each scoresheet was submitted the totals were tabulated as follows:

Rank	Firm/Company	M/WBE	Evaluation Rating
1	Edgemere	N/A	94
2	Du and Associates	M/WBE	82
3	Neutral Grey	M/WBE	68
4	Jaime R. Wright	M/WBE	57

References for Edgemere and Du and Associates were checked and returned positive. It was determined that neither firm had any conflicts of interest, was not on HUD's Debarment List, nor currently list as a subject in an investigation.

The committee determined that the most responsive bidders recommended receiving a contract for are Edgemere and Du and Associates.

DESCRIPTION OF WINNING PROPOSALS

Edgemere

Edgemere Consulting Corporation has provided management, consulting, training, and technical assistance services to Public Housing Authorities and other affordable housing providers since 1993. In 2015 thru 2019, Edgemere was selected to provide Consulting Services for the Housing Choice Vouchers Programs (HCVP). In 2020, Edgemere was selected again by HHA to provide consultant services for several strategic initiatives, including a successful application for MTW designation; the agency's first MTW Supplement submission; development of staff training materials; assistance with the successful Choice Neighborhoods Planning grant; and various HUD and City submissions related to replacement housing for Clayton Homes. Most recently, Edgemere has worked with HHA's management team and staff on the FY 2023 Annual PHA Plan and MTW Supplement, revisions to the Administrative Plan and Admissions and Continued Occupancy Policy, and other initiatives.

Edgemere Consulting Corp. (Edgemere) has provided management, consulting, training, and technical assistance services to Public Housing Authorities and other affordable housing providers since 1993. Our primary focus is the provision of technical assistance to agencies administering Public Housing, the Housing Choice Voucher Program (HCVP), Moving to Work (MTW), Rental Assistance Demonstration (RAD) conversions, and other affordable housing and related supportive service programs. Their primary goal is to support clients in achieving excellence, operational efficiency, and regulatory compliance in the administration of these vitally important housing programs. Edgemere provides a wide range of technical assistance services tailored to meet each client's needs, including:

- Policy analysis and development, including Administrative Plans, Admissions, and Continued Occupancy Policies, Impact Analysis, MTW Plans, and Reports
- Proposal development for Choice Neighborhoods, Jobs Plus, other major federal programs
- Strategic planning services
- Management assessments related to public housing, HCVP, and supportive service programs
- Productivity tools development, including staff resource guides, online forms, and other software tools and materials
- Customized staff training curriculum development and administration
- Quality control initiatives, including file reviews and the development of software monitoring tools

Du and Associates

Du & Associates, Inc. (D&A) is a minority woman-owned professional consulting firm founded in 1996 that specializes in asset management, RAD advisory services, project-based contract administration, compliance consulting, staff development and training, innovative information technology solutions, financing and underwriting, property management consulting, MTW consulting, performance tracking, process improvement, and other consulting services to the multifamily affordable housing industry.

D&A has extensive public housing administrative and operational experience through direct administration and oversight of public housing programs over several decades. D&A's staff and specialized contractors are industry experts in HUD's multifamily project-based rental assistance (PBRA), public housing, and housing choice voucher (HCV) programs, including project-based vouchers (PBV), as well as other assisted housing programs such as the low-income housing tax credit (LIHTC), Section 202, and various FHA Insurance programs.

ENGAGEMENT:

Services provided by two (2) selected Consultants will be requested and scheduled in coordination with the Senior Vice Presidents. The request will have to demonstrate how and why consultant services are needed to address specific projects with clear deliverables within a reasonable timeframe. Staff requests will also be required to be submitted in advance to allow an appropriate assignment based on the type of requested assistance. As consultant services are assigned, the firms will not exceed their allotted budget authority as indicated below:

Contractors	Annualized Average Totals	Maximum Contract Total (3-year)
Edgemere	\$225,000	\$675,000
DU & Associates	\$133,334	\$400,000
TOTAL	\$358,334	\$1,075,000

RECOMMENDATION

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

Resolution That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract not to exceed \$1,075,000 for a maximum 3-year contract; allocated to Edgemere Consulting Corporation, in the amount not to exceed \$675,000 and Du & Associates in the amount not to exceed \$400,00. The contract term is one (1) year, with HHA having the option of extending the contract two (2) additional years, pursuant to the memorandum from Cheryl Rivers, Interim Vice President of HCVP, dated November 29, 2022, David A. Northern, Sr. President & CEO.



Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or action to authorize the President & CEO to adopt 2023 Public Housing Flat Rents & Tax Credit Capped Rents.

2. Date of Board Meeting: December 13, 2022

3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO to adopt new Flat Rents and make any necessary corrections, pursuant to the memorandum dated November 29, 2022, from Rhonda Foster, Director, Asset Management, to David A. Northern, Sr., President, and CEO.

4. Department Head Approval

Signature George D. Griffin III Date: 12/7/2022
DocuSigned by: 8504C7154DD949C...

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

Funds Budgeted and Available ☐ Yes ☐ No Source Not Applicable

VP of FO Approval Signature Mike Rogers Date: 12/7/2022
DocuSigned by: 3EC87AD4710742D...

6. Approval of President & CEO

Signature David A. Northern, Sr. Date: 12/7/2022
DocuSigned by: 9E0B1D8C1AF04AA...



Transforming Lives & Communities

MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO
FROM: RHONDA FOSTER, DIRECTOR, ASSET MANAGEMENT
SUBJECT: CONSIDERATION AND/OR ACTION TO AUTHORIZE THE PRESIDENT AND CEO TO ADOPT 2023 PUBLIC HOUSING FLAT RENTS & TAX-CREDIT CAPPED RENTS.
DATE: NOVEMBER 29, 2022

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorize the President & CEO to implement the new Flat Rent Amounts for FY 2023.

BACKGROUND:

The FY 2015 Appropriations Act amended the 2014 Act to require that flat rents be set at no less than the lower of 80 percent of the applicable fair market rental or such other applicable fair market rental established by HUD, such as Small Area Fair Market Rents (SAFMR). As of October 2022, the FY 2023 FMRs increased throughout the Houston Area, which triggers a requirement to revise upward many of the public housing flat rents. HUD issued a new HUD Notice 2017-23 that clarifies and replaces the guidance provided in Notice PIH 2015-13.

Methodology:

Fair Market Rents (FMRs) are gross rent estimates that cover the shelter rent plus the cost of all necessary utilities regardless of who actually pays the utilities. The SAFMRs are FMRs that more accurately reflect local market conditions. When establishing flat rents HHA considered who is responsible for direct utility payments to the utility company, and adjusted the flat rent accordingly. Specifically, if a unit is all bills paid by HHA, the flat rent was not adjusted for a utility allowance. However, if the family is responsible for making direct utility payments to the utility company, the HHA adjusted the flat rent amount downward, using the utility allowance, to account for reasonable utility costs of an energy-conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthful living environment.

The HHA, implements an annual utility allowance study, in accordance with HUD Federal Regulations concerning Resident Paid Utility Allowances, Engineering-Based Methodology, and the Average Consumption-Based Mythology. HHA staff carefully reviews and evaluates the allowance study rates against dwelling unit category and unit size to determine the extent of energy savings and change.

Additionally, HUD reminded PHAs that higher rent levels will ensure that families with higher incomes pay an appropriate market-based rent. PHAs were reminded that they have the discretion, in accordance with federal law and regulations, to establish occupancy policies that include the eviction of public

housing tenants who are above the income limits for eligibility to participate in public housing programs. Therefore, HHA evaluated flat rent levels to provide a balance between the important goals of supporting the sustained self-sufficiency of families with the ever-increasing demand for affordable housing units among families on the waiting lists.

The following properties - Fulton Village, Independence Heights, Oxford Place, Lincoln Park, and Heatherbrook have Low Income Housing Tax Credit (LIHTC) rent caps as part of their finance layering. LIHTC maximum net rents (*i.e., the maximum rent that tenants can be required to pay out of pocket*) are equal to the gross rent, less the tenant's imputed (budgeted) cost of utilities. This utility expense budget, which is referred to as a "utility allowance," includes only the budgeted expense for utilities that are to be paid by the tenant. Accordingly: Net rent = Gross rent – Utility allowance. The tenant's anticipated utility costs reduce the maximum amount of rent that a tenant can be required to pay. Utility costs that are paid by the property owner and the costs of telephone and subscription television service are not included in the utility allowance. In some instances, although not all, there is also an intersection between these maximum net rents and the 35 percent cap on annual flat rent increases.

Flat Rent Option vs. Income-Based Rent at 30 Percent of Monthly Adjusted Income

PHAs offer the updated flat rent amount at the next annual rent option for families that are current Public Housing residents and permit the family to choose between the flat rent amount and the income-based rent, subject to the phase-in requirements. In order to determine how to phase in increases in rental payments, PHAs must on a case-by-case basis, at the family's next annual rent option, compare the updated flat rent amount applicable to the unit to the rent that was being paid by the family immediately prior to the annual rent option. If the new flat rent amount would not increase a family's rental payment by more than 35 percent, the family may choose to pay either the updated flat rent amount or an income-based rent at 30 percent of their monthly adjusted income. If an existing flat rent tenant's rental payment prior to any applicable adjustments for utility payments increases by more than 35 percent as a result of changes to the flat rent amount, the increase must be phased-in such that a family does not experience an increase in their rental payment of more than 35 percent. Where applicable, HHA's FY 2020 flat rent calculations include the 35 percent cap.

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 to adopt new Flat Rents and make any necessary corrections, pursuant to the memorandum dated November 29, 2022, from Rhonda Foster, Director, Asset Management, to David A. Northern, Sr., President and CEO.

**FY2022 GROSS FLAT & CAPPED RENTS
(80% of SAFMR issued by HUD)**

Type	ZIP Code	Development Name	FY 2023 Flat Rent (80% of SAFMR)			
			1BR	2BR	3BR	4BR
PH	77004	Cuney Homes	\$808	\$968	\$1,272	\$1,648
PH	77004	Ewing Apartments	\$808	\$968	N/A	N/A
PH	77009	Irvinton Village	\$760	\$904	\$1,192	\$1,536
LIHTC*	77009	Fulton Village	\$760	\$904	\$1,192	\$1,536
LIHTC*	77022	Independence Heights	\$648	\$768	\$1,024	N/A
PH	77020	Kelly Village	\$648	\$768	\$920	\$1,208
PH	77020	Kennedy Place	\$648	\$768	\$920	\$1,208
LIHTC*	77022	Oxford Place	\$648	\$768	\$1,024	N/A
PH	77022	Lyerly	\$648	\$768	N/A	N/A
PH	77036	Bellerive	\$776	\$928	N/A	N/A
PH	77078	Forest Green	N/A	\$888	\$1,168	\$1,512
LIHTC*	77091	Lincoln Park	\$712	\$848	\$1,120	N/A
PH	77093	Heatherbrook	N/A	\$848	\$1,120	\$1,448

* FY2023 Flat Rents for units blended with PH & TC are based on HUD's SAFMR which is lower than HOME/LIHTC low rents.

FY2023 NET FLAT RENTS FOR PUBLIC HOUSING

Utility Systems	TX#	ZIP Code	Development Name	FY 2023 Net Flat Rent - 1BR (SAFMR x 80% Minus Utility Allowance)	FY 2023 Net Flat Rent - 2BR (SAFMR x 80% Minus Utility Allowance)	FY 2023 Net Flat Rent - 3BR (SAFMR x 80% Minus Utility Allowance)	FY 2023 Net Flat Rent - 4BR (SAFMR x 80% Minus Utility Allowance)	% Change in Net Flat Rent FY 2023 vs. FY 2022 1BR*	% Change in Net Flat Rent FY 2023 vs. FY 2022 2BR*	% Change in Net Flat Rent FY 2023 vs. FY 2022 3BR*	% Change in Net Flat Rent FY 2023 vs. FY 2022 4BR*
SM	501	77004	Cuney Homes – Electric + Gas	\$640	\$777	\$1,066	\$1,427	15%	15%	13%	14%
TP	514	77004	Ewing Apartments (with AC Allowances)	\$613	\$699	N/A	N/A	7%	6%	N/A	N/A
SM	505	77009	Irvinton Village – Electric + Gas	\$614	\$727	\$1,002	\$1,328	8%	8%	6%	7%
SM	502	77020	Kelly Village - Electric + Gas Heat + Gas	\$311	\$410	\$543	\$788	-107%	-95%	-100%	-42%
SM	502	77020	Kelly Village – Electric + Electric Heat + Gas	\$491	\$592	\$729	\$1,002	-33%	-35%	-49%	-27%
TP	516	77020	Kennedy Place (with AC Allowances)	\$495	\$561	\$665	\$913	-22%	-6%	-44%	-36%
Inc.	509	77022	Lyerly Sr. (Utilities Included)	\$648	\$768	N/A	N/A	-10%	-10%	N/A	N/A
Inc.	510	77036	Bellerive Sr. (Utilities Included)	\$776	\$928	N/A	N/A	8%	9%	N/A	N/A
TP	513	77078	Forest Green (with AC Allowances)	N/A	\$667	\$873	\$1,165	N/A	-4%	-7%	-4%

FY2022 LIHTC, CDBG and/or HOME Net Capped Rents

Tax Credit, CDBG and HOME	TX#	ZIP Code/ Development Name	FY2023 LIHTC, CDBG, HOME Net Flat Rent_1BR	FY2023 LIHTC, CDBG, HOME Net Rent & Flat Rent_2BR	FY2023 LIHTC, CDBG, HOME Net Rent & Flat Rent_3BR	FY2023 LIHTC, CDBG, HOME Net Rent & Flat Rent _4BR	% Change in Net Flat Rent FY 2022 vs. FY 2021 1BR*	% Change in Net Flat Rent FY 2022 vs. FY 2021 2BR*	% Change in Net Flat Rent FY 2022 vs. FY 2021 3BR*	% Change in Net Flat Rent FY 2022 vs. FY 2021 4BR*
LIHTC	548	77009 Fulton Village (with AC Allowances)	\$605	\$727	\$997	N/A	-4%	-4%	-4%	N/A
LIHTC	512	77022 Oxford Place (with AC Allowances)	\$427	\$465	\$753	N/A	-48%	-58%	-33%	N/A
LIHTC	511	77091 Lincoln Park (with AC Allowances)	\$511	\$589	\$802	N/A	-35%	-37%	-16%	N/A
LIHTC	550	77093 Heatherbrook (with AC Allowances)	N/A	\$592	\$820	\$1,091	N/A	-27%	-25%	-22%
LIHTC		77022 Independence Heights (with AC Allowance)	\$436	\$492	\$686	N/A	-43%	-50%	-46%	N/A



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 approve Victory Street Public Facility Corporation's Issuance, Sale and Delivery of Multifamily Housing Revenue Bonds (Park at Humble Apartments, located at or about 9390 FM 1960 West, Humble, Texas 77338) Series 2022B.

2. Date of Board Meeting: December 13, 2022**3. Proposed Board Resolution:**

Resolution: Approving Victory Street Public Facility Corporation's Issuance, Sale and Delivery of Multifamily Housing Revenue Bonds (Park At Humble Apartments, located at or about 9390 FM 1960 West, Humble, Texas 77338) Series 2022B; Approving the Form and Substance of and Authorizing the Execution and Delivery of Documents and Instruments Necessary to Carry Out the Financing of such Multifamily Rental Residential Development; and containing other Provisions Relating to the Subject, pursuant to the memorandum from Jay Mason, Director of REID, dated November 30, 2022, to David A. Northern, Sr., President & CEO.

4. Department Head Approval

Signature

DocuSigned by:
Jay Mason
EB1ADD6791E24E3

Date: 12/7/2022

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

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

VP of FO Approval

Signature

DocuSigned by:
Mike Rogers
3FC87AD4710742D...

Date: 12/7/2022

6. Approval of Interim President & CEO

Signature

DocuSigned by:
David A. Northern, Sr.
9F0B1D8C1AF04AA...

Date: 12/7/2022



Transforming Lives & Communities

MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO
FROM: JAY MASON, DIRECTOR OF REID
SUBJECT: CONSIDERATION AND/OR ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE APPROVING VICTORY STREET PUBLIC FACILITY CORPORATION'S ISSUANCE, SALE AND DELIVERY OF MULTIFAMILY HOUSING REVENUE BONDS (PARK AT HUMBLE APARTMENTS, LOCATED AT OR ABOUT 9390 FM 1960 WEST, HUMBLE, TEXAS 77338) SERIES 2022B.
DATE: NOVEMBER 30, 2022

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorize the President & CEO or designee approve Victory Street Public Facility Corporation's Issuance, Sale and Delivery of its Multifamily Housing Revenue Bonds (Park at Humble Apartments) Series 2022B, and take any other actions necessary or convenient to carry out such resolution. This resolution is accompanied by a formal resolution drafted by counsel representing HHA which states substantially the following.

BACKGROUND:

Victory Street Public Facility Corporation (the "Issuer") was created by the Housing Authority of the City of Houston d/b/a Houston Housing Authority (the "Sponsor") pursuant to the provisions of the Public Facility Corporation Act, Chapter 303, Texas Local Government Code, as amended (the "Act"). Section 303.071 of the Act requires that the governing body of the Sponsor approve by resolution any issuance of the Issuer's tax-exempt debt.

APPROVALS

The Sponsor authorizes the issuance by the Issuer of its Victory Street Public Facility Corporation Multifamily Housing Revenue Bonds (Park at Humble Apartments) Series 2022B in substantial accordance with the resolution of even date herewith adopted by the Board of Directors of the Issuer (the "Issuer Resolution"), a copy of which is attached hereto as Exhibit A and made a part hereof for all purposes.

The Bonds, which will be issued in an aggregate principal amount not to exceed \$35,000,000, to finance the acquisition and rehabilitation of a multifamily housing residential rental development located at approximately 9390 FM 1960, Humble, Texas 77338, including, without limitation, utilities, foundation, structures and equipment (collectively, the "Project"), are hereby approved pursuant to Section 303.071 of the Act.

The approval herein given is in accordance with the provisions of Section 303.071 of the Act and is not to be construed as any undertaking by the Sponsor, and the Bonds shall never constitute any indebtedness or pledge of the Sponsor, the City of Houston, Harris County, or the State of Texas, within the meaning of any constitutional or statutory provision, and the holders of the Bonds shall never be paid in whole or in

part out of any funds raised or to be raised by taxation or any other revenues of the Issuer, the Sponsor, the City of Houston, Harris County, or the State of Texas except those revenues assigned and pledged by the Issuer in the Trust Indenture (as defined in the Issuer Resolution).

The issuance of the Revenue Bonds to assist in the financing of the Project will promote the public purposes set forth in Section 303.002 of the Act, will accomplish a valid public purpose of the Sponsor by providing for the acquisition, construction, rehabilitation, renovation, repair, equipping, furnishing and placement in service of public facilities, and will provide decent, safe, and sanitary urban housing for persons of low income.

The programs and expenditures authorized and contemplated by the Issuer Resolution are hereby in all respects approved.

The President and CEO, Vice President and Secretary of the Sponsor and the other officers of the Sponsor are hereby authorized, jointly and severally, to execute and deliver such endorsements, instruments, certificates, documents, or papers, including without limitation, a ground lease between the Sponsor and Park at Humble Apartments, LLC, a Texas limited liability company, as such officers deem to be necessary and advisable to carry out the intent and purposes of this Resolution.

RECOMMENDATION

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

Resolution: Approving Victory Street Public Facility Corporation's Issuance, Sale and Delivery of Multifamily Housing Revenue Bonds (Park At Humble Apartments, located at or about 9390 FM 1960 West, Humble, Texas 77338) Series 2022B; Approving the Form and Substance of and Authorizing the Execution and Delivery of Documents and Instruments Necessary to Carry Out the Financing of such Multifamily Rental Residential Development; and containing other Provisions Relating to the Subject, pursuant to the memorandum from Jay Mason, Director of REID, dated November 30, 2022, to David A. Northern, Sr., President & CEO.

RESOLUTION NO. 3596

RESOLUTION APPROVING VICTORY STREET PUBLIC FACILITY CORPORATION'S ISSUANCE, SALE AND DELIVERY OF MULTIFAMILY HOUSING REVENUE BONDS (PARK AT HUMBLE APARTMENTS) SERIES 2022B; APPROVING THE FORM AND SUBSTANCE OF AND AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS AND INSTRUMENTS NECESSARY TO CARRY OUT THE FINANCING OF SUCH MULTIFAMILY RENTAL RESIDENTIAL DEVELOPMENT; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT

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

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

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

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

Section 1. The Sponsor authorizes the issuance by the Issuer of its Victory Street Public Facility Corporation Multifamily Housing Revenue Bonds (Park at Humble Apartments) Series 2022B in substantial accordance with the resolution of even date herewith adopted by the Board of Directors of the Issuer (the "Issuer Resolution"), a copy of which is attached hereto as Exhibit A and made a part hereof for all purposes.

Section 2. The Bonds, which will be issued in an aggregate principal amount not to exceed \$35,000,000, to finance the acquisition and rehabilitation of a multifamily housing residential rental development located at approximately 9390 FM 1960, Humble, Texas 77338, including, without limitation, utilities, foundation, structures and equipment (collectively, the "Project"), are hereby approved pursuant to Section 303.071 of the Act.

Section 3. The approval herein given is in accordance with the provisions of Section 303.071 of the Act and is not to be construed as any undertaking by the Sponsor, and the Bonds shall never constitute any indebtedness or pledge of the Sponsor, the City of Houston, Harris County, or the State of Texas, within the meaning of any constitutional or statutory provision, and the holders of the Bonds shall never be paid in whole or in part out of any funds raised or to be raised by taxation or any other revenues of the Issuer, the Sponsor, the City of Houston, Harris County, or the State of Texas except those revenues assigned and pledged by the Issuer in the Trust Indenture (as defined in the Issuer Resolution).

Section 4. The issuance of the Bonds to assist in the financing of the Project will promote the public purposes set forth in Section 303.002 of the Act, will accomplish a valid public purpose of the Sponsor by providing for the acquisition, construction, rehabilitation, renovation,

repair, equipping, furnishing and placement in service of public facilities, and will provide decent, safe, and sanitary urban housing for persons of low income.

Section 5. The programs and expenditures authorized and contemplated by the Issuer Resolution are hereby in all respects approved.

Section 6. The President and CEO, Vice President and Secretary of the Sponsor and the other officers of the Sponsor are hereby authorized, jointly and severally, to execute and deliver such endorsements, instruments, certificates, documents, or papers, including without limitation, a ground lease between the Sponsor and Park at Humble Apartments, LLC, a Texas limited liability company, as such officers deem to be necessary and advisable to carry out the intent and purposes of this Resolution.

Section 7. This Resolution was considered and adopted at a meeting of the Board of Commissioners of the Sponsor that was noticed, convened, and conducted in full compliance with the Texas Open Meetings Act, Chapter 551 of the Texas Government Code.

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

PASSED this 13th day of December, 2022.

Chair

ATTEST:

Secretary

Exhibit A

ISSUER RESOLUTION

[To be attached]



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 approve the Houston Housing Authority 2023 Operating Budget.

2. Date of Board Meeting: December 13, 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 the 2023 Budget for the Houston Housing Authority for the Central Office Cost Center, Housing Choice Voucher Program, Affordable Housing Program, Section 8 New Construction Program and RAD properties and to file Form HUD-52574 with the Department of Housing and Urban Development, pursuant to the memorandum dated November 30, 2022, from Michael Rogers, Vice President for Fiscal and Business Operations to David A. Northern, Sr., President & CEO.

4. Department Head Approval

Signature

DocuSigned by:

Mike Rogers

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12/7/2022

Date: _____

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

Funds Budgeted and Available

☒

Yes

☐

No

Source

2023 Budget

VP of FO Approval

Signature

DocuSigned by:

Mike Rogers

3FC87AD4710742D...

Account # _____

Date: 12/7/2022

6. Approval of President & CEO

Signature

DocuSigned by:

David A. Northern, Sr.

9E0B1D8C1AE04AA

Date: 12/7/2022



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO
FROM: MICHAEL ROGERS, VICE PRESIDENT FOR FISCAL AND BUSINESS OPERATIONS
SUBJECT: CONSIDERATION AND/OR ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO APPROVE THE HOUSTON HOUSING AUTHORITY 2023 OPERATING BUDGET
DATE: NOVEMBER 30, 2022

This memorandum recommends that the Houston Housing Authority (HHA) Board of Commissioners approves the 2023 Houston Housing Authority Budget for the Central Office Cost Center, Housing Choice Voucher Program, Affordable Housing Program, Section 8 New Construction Program, and the RAD properties. The goal of the process is to maximize the use of current resources taking into consideration the possibility of reductions in federal funding for key components in the budget. At the time the budget was prepared, the Federal Budget for 2023 was uncertain and remains so as of today. Certain assumptions were made regarding funding levels that are discussed in more detail later in this memorandum.

The HHA continues to assess every area of its operations and financial structure to ensure optimal efficiency and quality of public and affordable housing services. Continued efforts are focused on improving the quality and quantity of the agency's housing stock and providing quality services to the Public Housing and Housing Choice Voucher Program clients.

The HHA budget development was a collaborative process conducted by the Finance department with participation by other departments, senior staff within the agency, and the third-party property management firms.

The five segments of the budget are the Central Office Cost Center (COCC), The Housing Choice Voucher Program, the Affordable Housing Program, Section 8 New Construction Program, and the RAD properties.

The budgeting process began in September and continued during the following months with an evaluation of actual expenses for the current year and an estimation of needs for 2023. During the review of the current year operating results, significant consideration was given to the lingering effect of the COVID-19 pandemic on the current year's operating results. In response to the pandemic, HHA transitioned the majority of the staff to remote work status in 2020. During 2022 the staff returned to the home office. The remote working conditions had the effect of lowering many operating expenses at HHA as well as the properties. The real effect of this is that recent expense levels incurred within the various segments covered by this proposed budget are not felt to be true representations of where we anticipate the expenses to be for 2023. In addition, at the property level, there has also been a significant decrease in operating expenses as restrictions were initially put in place to limit the type of

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repairs made to occupied units to enhance safety for both the residents and HHA employees and contractors. During 2021 some of these restrictions were lifted but there continued to be a reduced level of expenses incurred on certain properties. All restrictions were removed in 2022 but we encountered both delays in the availability of certain maintenance items as well as significant price increases.

For purposes of the 2023 budget, these reductions in operating expenses and price increases were considered, and allowances were made for the return to more traditional operating expense patterns.

The Houston Housing Authority assesses all expenditures necessary to support and operate the various programs of the Authority. All expenditures are allowable and direct charged or allocated to the specific program. The HHA developed these budgets using standard accounting requirements in accordance with the Office of Management and Budget Circular A-87 (OMB A-87), Cost Principles for State, Local and Indian Tribe Governments (also at 2 CFR Part 225), as well as 24CFR Part 85, Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments.

Personnel costs are a significant portion of the overall budget. A position control report is used for determining personnel costs based on the agency's needs and denotes the funding source of the position based on the functional duties and responsibilities of the employee. The position control report is reviewed periodically to ensure an accurate reflection of the employee's function, and costs are charged to the respective agency according to OMB A-87 Attachment E, Section C, Paragraph 2, simplified method with direct salaries and wages the designated distribution base. The Position Control Report applies only to HHA employees. The plan for 2023 contemplates returning to as close to fully staffed as is possible.

All other administrative expenses are reviewed at the department level in an attempt to control costs to only those necessary for the operation of the department as it relates to the overall mission of HHA.

Revenues earned by the COCC are primarily from fees charged to the HCV and Low Rent Public Housing programs. The expenses associated with these revenues are reflected in the budgets for these programs. The fees charged are only those fees allowable by HUD. In addition to these fees certain other fees from the underwriting and monitoring of the PFC deals has been added to the projected income for the COCC.

The primary revenue earned by the HCV program is the administrative fee charged to the program based on the vouchers that are issued. This administrative fee, which makes up approximately 95% of the program revenue, is subject to proration depending upon the Federal Budget. For 2022 HCV administrative fees are being funded at a rate of 89%. For purposes of the 2023 budget, a proration level of 89% was estimated for the regular administrative fee.

For the size of the HCV program at HHA, each 1% change in the proration level impacts the program by approximately \$155,000.

There has historically been an annual adjustment of the per voucher administrative fee. We do not estimate what this increase will be and use this as a hedge against the risk that the actual proration may be slightly lower than the projected 89% level. In 2022 the fee increase was 6.5%, and a similar

increase in 2023 would produce approximately \$985,000 in additional fees at the estimated 89% proration factor.

The two largest operating costs for the HCV program are personnel costs and the fees paid to the COCC, and these two expenses make up approximately 83% of the program operating costs.

The HCV department is always looking for ways to streamline the budget and operate more efficiently. The department took advantage of the additional fees provided under the CARES Act to accelerate the acquisition of computer equipment for the staff. This accelerated acquisition program will reduce the need to acquire similar equipment in the next few years, providing more flexibility with available funds.

Funding for the Affordable Housing program is also subject to proration. For 2022 the funding proration was 104.29%. This means that HUD was able to provide a level of funding for 2022 that exceeded the amount calculated as part of the annual subsidy calculation process. The 2023 budget has been compiled utilizing an estimated 95% proration level. We have opted to use a lower estimated pro ration as there is a concern amongst certain industry support groups that the inflation in prices for utilities plus construction materials will have the effect of lowering the pro ration percentage. While not as dependent upon this portion of the budget as the HCV program, the estimated operating subsidy for Public Housing is still approximately 46% of the overall revenue projected for the program. For the size of the HHA program, each 1% change in the proration rate is worth approximately \$162,000 to the program at the 95% proration level.

The Affordable Housing budget is developed using a project-based approach. All property budgets were calculated and then rolled up to the consolidated budget in accordance with asset management protocols and guidance provided by HUD. The total projected revenue for the Affordable Housing program is estimated to be \$29.5 million for 2023. Total net operating expenditures are estimated to be \$26.3 million, producing a net operating surplus prior to debt service of \$3.18 million. Deducting debt service for the properties, including the interest on the ESCO debt, is estimated to be at \$1.85 million, yielding a final projected surplus of approximately \$1.35 million.

This net positive operating budget is a result of continued efforts to reduce operating costs and the realization of utility savings from the now fully implemented ESCO program.

In addition to routine operating expenses, the budget includes significant plans for non-routine/capital improvements. These expenditures are part of an ongoing process to maintain the aged portfolio of public housing properties. The majority of these type of costs will be covered by drawing funds from the capital fund grants available for this type of expenditure.

There is a process in place for requesting the utilization of these funds. The request originates with PHO and is routed to the REID department for coordination of procurement and scheduling. As the total non-routine/capital improvement needs exceed the current available capital funds grants, the projects are continually assessed and prioritized to maximize the impact on the properties and the utilization of the available grant funds.

The source of funds for these projects is the annual capital fund grant from HUD. The 2021 and 2022 capital fund grants were \$7.3 and \$9.6 million, respectively. We are optimistic that the 2023 capital grant will approximate the 2022 level providing much-needed additional funds to help maintain the public housing properties. There will be some level of reduction in the 2023 Capital fund grant as 526

Resolution No. 3597

units were converted to RAD units and are no longer eligible for the capital fund grant. These grants will be the primary source of funds for the 2023 non-routine/capital improvement projects.

In addition to using these grant funds on the existing public housing portfolio, we anticipate using some of these grant funds to help cover the cost of new development activities as HHA continues to seek ways to expand its housing portfolio. In addition, as projects that were part of the ESCO project are converted to RAD units in future years, capital funds will be utilized, when eligible, to pay off the related ESCO debt as required to complete the RAD conversion.

Where needed, HHA also procures the services of Architectural and Engineering firms to draft scopes of work to facilitate the procurement of these capital projects. HHA also makes use of the private management companies to assist with these projects.

The final two pieces of the 2023 operating budget are for the project Section 8 New Construction properties and the RAD properties. There are two properties in each segment, Long Drive Townhomes and Telephone Road are combined in the Section 8 New Construction budget, and HOAPV, APV, Sweetwater, Victory and HRI are combined for the RAD property budget. These budgets for these properties are prepared in the same manner as those for the Low Rent Public Housing portfolio. The budgets are project-based and include significant input from the property management firm. The Telephone Road property is currently undergoing a significant renovation via a 9% tax credit and construction loan funding. The exact timing of the return to operations for Telephone Road is not known at the time of budget preparation. For 2023 the budget was estimated to approximate the current level of monthly operations for the entirety of 2023. When the schedule for the completion of construction activity becomes known an estimate for re-occupancy will be completed which will likely require a budget amendment to be presented to the Board.

The HHA is required by Section 6(c)(4) of the U.S. Housing Act of 1937 to submit Form HUD-52574 on the low-income housing program and provide a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. The HHA must make the following assertions regarding this budget:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditures are necessary for the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates the source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirements under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

It is my belief that we are in compliance with all of the criteria listed above.

The operating budget of the Houston Housing Authority (HHA) has been carefully developed, keeping in mind the agency's primary goals of a) Improving agency performance; b) Increasing the quantity and quality of the housing stock; c) Increasing self-sufficiency, and d) Increasing customer and employee satisfaction. We have assessed all current year expenditures necessary to support and operate the

agency's properties, facilities, central office, and programs to allow for the continued meeting of these goals.

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 the 2023 Budget for the Houston Housing Authority for the Central Office Cost Center, Housing Choice Voucher Program, Affordable Housing Program, Section 8 New Construction Program and RAD properties and to file Form HUD-52574 with the Department of Housing and Urban Development, pursuant to the memorandum dated November 30, 2022, from Michael Rogers, Vice President for Fiscal and Business Operations to David A. Northern, Sr., President & CEO.

Houston Housing Authority

Central Office Cost Center 2023 Operating Budget

Account Title	Annual Budget 2020	Annual Budget 2021	Annual Budget 2022	Annual Budget 2023
<u>Operating Revenues & Fees</u>				
Asset management Fees	6,609,776	6,450,597	6,458,151	6,637,785
CARES act revenue allocation	0	250,000	0	0
Miscellaneous Revenues	75,000	60,000	100,000	2,500,000
TOTAL OPERATING REVENUES & FEES	6,684,776	6,760,597	6,558,151	9,137,785
<u>Administrative Expenses</u>				
Administrative Salaries & Benefits	4,233,276	4,003,971	4,176,557	4,733,958
Other Employee Expenses	30,000	55,000	55,000	125,200
Consultants and Contractors	252,500	378,500	293,500	519,000
Legal	179,130	182,230	182,230	272,000
Travel & Training	158,650	160,350	182,350	217,000
Communication	292,652	235,409	245,409	166,520
Data Processing	161,500	268,708	154,958	306,804
Office Equipment Expense	63,620	34,620	32,420	51,800
Other Administrative Expense	310,100	355,250	358,450	390,500
Facilities Expense	351,760	351,760	351,760	351,760
Total Administrative Expenses	6,033,188	6,025,798	6,032,634	7,134,542
Resident Services	0	0	0	849,500
Maintenance Costs	9,764	9,500	9,500	35,000
Protective Services	0	0	0	25,000
Insurance Expenses	112,444	114,138	103,138	81,500
Other General Expenses	5,000	10,000	10,000	460,000
TOTAL OPERATING EXPENSES	6,160,396	6,159,436	6,155,272	8,585,542
NET CHANGE IN RESERVES	524,380	601,161	402,879	552,243

Houston Housing Authority

Housing Choice Voucher Program 2023 Operating Budget

All Programs

Account Title	Annual Budget 2020	Annual Budget 2021	Annual Budget 2022	Annual Budget 2023
<u>Operating Revenues & Fees</u>				
Administrative Fees Earned (80%)	11,912,816	12,130,709	13,539,767	15,093,123
CARES ACT Administrative Fee	0	2,500,000	0	0
Investment Income	0	0	0	0
Other Income	50,000	60,000	25,393	42,000
TOTAL OPERATING REVENUES & FEES	11,962,816	14,690,709	13,565,160	15,135,123
<u>Administrative Expenses</u>				
Administrative Salaries & Benefits	6,661,037	6,848,940	7,028,110	8,398,269
Consultants & Contractors	377,298	473,528	478,528	250,000
Legal	4,870	4,870	4,870	25,000
Travel & Training	166,500	166,500	182,500	135,000
Communication	193,500	223,500	273,500	181,500
Data Processing	337,100	427,700	452,000	170,000
Office Equipment Expense	84,000	71,000	81,000	50,000
Other Administrative Expense	220,600	174,800	174,800	181,000
COCC -Management Expense	3,958,080	3,890,537	4,047,449	4,618,062
Facilities Expense	500,000	477,400	477,400	477,400
Total Administrative Expenses	12,502,985	12,758,775	13,200,157	14,486,231
Resident Services Expenses	0	0	0	0
Maintenance Costs	2,500	0	0	0
Protective Services	75,000	75,000	75,000	75,000
Insurance Expenses	36,764	44,764	29,764	35,200
Other General Expenses	0	10,000	15,000	0
TOTAL OPERATING EXPENSES	12,617,249	12,888,539	13,319,921	14,596,431
CASH FLOW (DEFICIT) FROM OPERATIONS	(654,433)	1,802,170	245,239	538,692
I. T. Initiative - Paperless Conversion	680,000	250,000	0	0
TOTAL CASH FLOW (DEFICIT) - Administration	(1,334,433)	1,552,170	245,239	538,692
HAP Revenue	165,000,000	165,000,000	160,000,000	175,000,000
HAP Payments	165,000,000	165,000,000	160,000,000	175,000,000
NET HAP Activity	0	0	0	0

Houston Housing Authority

Affordable Rental Housing Programs 2023 Operating Budget

Account Title	Annual Budget 2020	Annual Budget 2021 Includes RAD	Annual Budget 2022 Excludes RAD	Annual Budget 2023 Excludes RAD
Operating Revenues & Fees				
Tenant Rental Revenue	15,406,662	15,429,026	16,961,004	12,923,062
Operating Subsidy (95%)	16,012,211	15,373,054	14,530,520	15,708,640
Other Income	304,277	304,277	250,000	870,965
TOTAL OPERATING REVENUES & FEES	31,723,150	31,106,357	31,741,524	29,502,667
Administrative Expenses				
Administrative Salaries & Benefits	4,529,513	4,725,782	4,964,057	4,902,259
Other Employee Expenses	99,861	99,861	95,348	115,432
Consultants & Contractors	296,692	509,549	542,427	465,000
Legal	128,950	128,950	126,361	275,000
Travel & training	80,351	96,851	92,904	125,800
Communication	479,073	379,073	406,420	495,875
Data Processing	537,309	473,809	319,112	569,480
Office Equipment Expense	51,796	33,796	43,124	55,000
Other Administrative Expense	411,706	413,206	380,808	411,906
COCC -Management Expense	1,811,323	1,710,508	1,748,595	870,880
Agent Management Fees	1,074,254	1,062,012	1,047,886	808,118
Facilities Expense	82,653	82,653	82,653	82,653
Total Administrative Expenses	9,583,481	9,716,050	9,849,695	9,177,403
Resident Services				
Resident Services Salaries & Benefits	343,905	368,943	295,769	215,475
Resident Activities	40,000	40,000	33,928	68,340
Contract Costs	276,501	301,501	253,383	165,984
Resident Services Expenses	660,406	710,444	583,080	449,799
Utilities Expenses				
Water & Sewer	2,291,367	2,291,367	2,442,181	2,050,285
Electricity	1,249,127	1,249,127	1,119,395	975,485
Gas	306,176	306,176	305,476	255,492
Utilities Expenses	3,846,670	3,846,670	3,867,052	3,281,262
Maintenance Costs				
Maintenance Wages	3,233,316	3,233,316	3,232,386	2,722,788
Maintenance Materials Expenses	1,532,886	1,531,386	1,520,002	1,775,994
Maintenance Contractual Expenses	5,448,568	5,443,868	4,897,662	4,680,324
Maintenance Costs	10,214,770	10,208,570	9,650,050	9,179,106
Protective Services	2,063,745	2,063,745	1,975,735	2,224,127
Insurance Expenses	1,839,666	2,115,616	2,312,660	1,756,251
Other General Expenses	361,500	361,500	351,252	250,000
TOTAL OPERATING EXPENSES	28,570,238	29,022,595	28,589,524	26,317,948
NET OPERATING INCOME	3,152,912	2,083,762	3,152,000	3,184,719

Non-Routine Maintenance (Capital Funds)	5,000,000	3,750,000	4,000,000	8,348,176
Debt Service Payments	1,900,452	1,613,193	2,126,038	1,848,961
TOTAL CAPITAL AND DEBT SERVICE EXPENSES EXPENSES	6,900,452	5,363,193	6,126,038	10,197,137
Net Cash Flow from Operations	(3,747,540)	(3,279,431)	(2,974,038)	(7,012,418)
				0
Funds from Capital Funds	5,000,000	3,750,000	4,000,000	8,348,176
Funds To / (From) Reserves	1,252,460	470,569	1,025,962	1,335,758
Net Operating Results	0	0	0	0

Note: This budget includes Public Housing, Tax Credit and Market Rate Units located on Public Housing sites.

Houston Housing Authority

Section 8 New Construction 2023 Operating Budget

Telephone Rd. & Long Drive

Account Title	Annual Budget 2020	Annual Budget 2021	Annual Budget 2022	Annual Budget 2023
Operating Revenues & Fees				
RENTAL REVENUE	858,274	608,274	482,712	1,024,200
Operating Subsidy	2,026,477	1,702,790	1,268,551	2,193,590
Other Income	100	100	100	1,640
TOTAL OPERATING REVENUES & FEES	2,884,851	2,311,164	1,751,363	3,219,430
Administrative Expenses				
Administrative Salaries & Benefits	322,221	322,380	335,306	540,732
Other Employee Expenses	4,652	4,652	2,386	2,785
Consultants & Contractors	16,872	18,359	46,120	20,250
Legal	3,367	3,367	26,317	15,575
Travel & training	4,459	4,459	1,824	4,650
Communication	35,106	35,106	28,659	31,675
Data Processing	69,581	69,581	19,927	40,000
Office Equipment Expense	9,000	9,000	4,333	2,750
Other Administrative Expense	35,171	35,171	33,698	96,816
COCC -Management Expense	135,536	141,298	45,547	22,500
Agent Management Fees	65,184	65,184	43,280	50,000
Facilities Expense	2,515	2,515	2,796	750
Total Administrative Expenses	703,664	711,072	590,193	828,483
Resident Services Expenses	41,358	21,358	15,215	25,215
Utilities Expenses	351,227	351,227	186,192	403,756
Maintenance Costs	632,645	632,645	434,073	422,320
Protective Services	71,184	71,184	73,797	85,000
Insurance Expenses	77,955	78,430	55,604	250,000
Other General Expenses	15,000	15,000	25,000	25,000
Debt Service Payments	0	0	0	0
TOTAL OPERATING EXPENSES	1,893,033	1,880,916	1,380,074	2,039,774
CASH FLOW (DEFICIT) FROM OPERATIONS	991,818	430,248	371,289	1,179,656
Non-Routine Maintenance	375,000	250,000	125,000	125,000
TOTAL CASH FLOW (DEFICIT)	616,818	180,248	246,289	1,054,656

Houston Housing Authority

RAD Properties 2023 Operating Budget		5 RAD PROPERTIES HRI/Victory/ HOAPV/APV/ Sweetwater		
Account Title	Annual Budget 2020	Annual Budget 2021	Annual Budget 2022	Annual Budget 2023
<u>Operating Revenues & Fees</u>				
Rental Income	0	0	1,111,065	11,068,801
Other Income	0	0	0	363,952
TOTAL OPERATING REVENUES & FEES	0	0	1,111,065	11,432,753
<u>Administrative Expenses</u>				
Administrative Salaries & Benefits	0	0	138,825	1,825,582
Other Employee Expenses	0	0	0	0
Consultants & Contractors	0	0	1,750	60,725
Legal	0	0	0	40,000
Travel & training	0	0	6,283	25,000
Communication	0	0	1,440	77,750
Data Processing	0	0	9,876	80,875
Office Equipment Expense	0	0	4,200	32,750
Other Administrative Expense	0	0	40,937	136,936
COCC -Management Expense	0	0	0	0
Agent Management Fees	0	0	50,000	326,201
Facilities Expense	0	0	0	0
Total Administrative Expenses	0	0	253,311	2,605,819
Resident Services Expenses	0	0	63,688	126,752
Utilities Expenses	0	0	109,938	866,255
Maintenance Costs	0	0	447,270	1,308,018
Protective Services	0	0	35,217	187,431
Insurance Expenses	0	0	116,211	920,817
Other General Expenses	0	0	25,000	11,800
Debt Service Payments	0	0	12,000	4,264,905
TOTAL OPERATING EXPENSES	0	0	1,062,635	10,291,797
CASH FLOW (DEFICIT) FROM OPERATIONS	0	0	48,430	1,140,956
Non-Routine Maintenance	0	0	275,000	425,000
Replacement Reserve Funds	0	0	(275,000)	(425,000)
TOTAL CASH FLOW (DEFICIT)	0	0	48,430	1,140,956



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 facilitate the acquisition of, and the placement of "affordable" units within, Deerwood Apartments located at or about 5800 Woodway Dr., Houston, Texas 77057, and the execution of all required documents therefor.

2. Date of Board Meeting: December 13, 2022**3. Proposed Board Resolution:**

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to take such actions necessary or convenient to facilitate the acquisition of, and the placement of "affordable" units within, Deerwood Apartments located at or about 5800 Woodway Dr., Houston, Texas 77057, pursuant to the memorandum from Jay Mason, Director of REID, dated November 30, 2022, to David A. Northern, Sr., President & CEO.

4. Department Head Approval

Signature

DocuSigned by:

Jay Mason

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Date: 12/7/2022

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

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

VP of FO Approval

Signature

DocuSigned by:

Mike Rogers

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Date: 12/7/2022

6. Approval of President & CEO

Signature

DocuSigned by:

David A. Northern, Sr.

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Date: 12/7/2022



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO
FROM: JAY MASON, DIRECTOR OF REID
SUBJECT: CONSIDERATION AND/OR ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO FACILITATE THE ACQUISITION OF, AND THE PLACEMENT OF "AFFORDABLE" UNITS WITHIN, DEERWOOD APARTMENTS LOCATED AT OR ABOUT 5800 WOODWAY DR., HOUSTON, TEXAS 77057, AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.
DATE: NOVEMBER 30, 2022

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorize the President & CEO or designee to take all actions necessary or convenient to facilitate acquisition of, and the placement of "affordable" units within, Deerwood Apartments located at 5800 Woodway Dr., Houston, Texas 77057 (the "**Project**"), and the execution of all required documents therefor.

BACKGROUND:

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

The PFC and PC Deerwood LLC, a Texas 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 \$24,000,000 (the "**Loan**") from CBRE Multifamily Capital, Inc. ("**Lender**"), to finance the Project and, in connection with the making of the Loan, Lender will require PFC to join in the execution of documents evidencing and/or securing the Loan (collectively, the "**Loan Documents**").

APPROVALS

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

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

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

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to take such actions necessary or convenient to facilitate the acquisition of, and the placement of “affordable” units within, Deerwood Apartments located at or about 5800 Woodway Dr., Houston, Texas 77057, pursuant to the memorandum from Jay Mason, Director of REID, dated November 30, 2022, to David A. Northern, Sr., President & CEO.

RESOLUTION NO. 3598

RESOLUTION AUTHORIZING THE PRESIDENT & CEO OR DESIGNEE TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO FACILITATE THE ACQUISITION OF, AND THE PLACEMENT OF “AFFORDABLE” UNITS WITHIN, DEERWOOD APARTMENTS LOCATED AT 5800 WOODWAY DR., HOUSTON, TEXAS 77057 (THE “PROJECT”), AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.

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

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

WHEREAS, the PFC and PC Deerwood LLC, a Texas 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 \$24,000,000 (the “**Loan**”) from CBRE Multifamily Capital, Inc. (“**Lender**”), to finance the Project and, in connection with the making of the Loan, Lender will require PFC to join in the execution of documents evidencing and/or securing the Loan (collectively, the “**Loan Documents**”);

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

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

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

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

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

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

[Remainder of page intentionally left blank for signature]

Resolution No. 3598

PASSED 13th of December, 2022.

ATTEST:

CHAIR

Secretary



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 facilitate the acquisition of, and the placement of "affordable" units within, Delray Apartments located at or about 1715 Enclave Parkway, Houston, Texas 77077, and the execution of all required documents therefor.

2. Date of Board Meeting: December 13, 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, Delray Apartments located at 1715 Enclave Parkway, Houston, Texas 77077, pursuant to the memorandum from Jay Mason, Director of REID, dated November 30, 2022, to David A. Northern, Sr., President & CEO.

4. Department Head Approval

Signature

DocuSigned by:
Jay Mason
EB1ADD6791E24E3

Date: 12/7/2022

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

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

VP of FO Approval

Signature

DocuSigned by:
Mike Rogers
3FC87AD4740742D...

Date: 12/7/2022

6. Approval of President & CEO

Signature

DocuSigned by:
David A. Northern, Sr.
9E0B1D8C1AF04AA...

Date: 12/7/2022



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO
FROM: JAY MASON, DIRECTOR OF REID
SUBJECT: CONSIDERATION AND/OR ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO FACILITATE THE ACQUISITION OF, AND THE PLACEMENT OF "AFFORDABLE" UNITS WITHIN, DELRAY APARTMENTS LOCATED AT OR ABOUT 1715 ENCLAVE PARKWAY, HOUSTON, TEXAS 77077, AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.
DATE: NOVEMBER 30, 2022

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorize the President & CEO or designee to take all actions necessary or convenient to facilitate acquisition of, and the placement of "affordable" units within, Delray Apartments located at 1715 Enclave Parkway, Houston, Texas 77077 (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 acquire the Project.

The PFC and 1715 Investors, 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 \$26,500,000 (the "**Loan**") from Regions Bank, an Alabama banking corporation ("**Lender**"), to finance the Project and, in connection with the making of the Loan, Lender will require PFC to join in the execution of documents evidencing and/or securing the Loan (collectively, the "**Loan Documents**").

APPROVALS

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

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

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

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to take all actions necessary or convenient to facilitate the acquisition of, and the placement of “affordable” units within, Delray Apartments located at 1715 Enclave Parkway, Houston, Texas 77077, pursuant to the memorandum from Jay Mason, Director of REID, dated November 30, 2022, to David A. Northern, Sr., President & CEO.

RESOLUTION NO. 3599

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, DELRAY APARTMENTS LOCATED AT 1715 ENCLAVE PARKWAY, HOUSTON, TEXAS 77077 (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 acquire the Project;

WHEREAS, the PFC and 1715 Investors, 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 \$26,500,000 (the “**Loan**”) from Regions Bank, an Alabama banking corporation (“**Lender**”), to finance the Project and, in connection with the making of the Loan, Lender will require PFC to join in the execution of documents evidencing and/or securing the Loan (collectively, the “**Loan Documents**”);

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

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

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

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

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

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

[Remainder of page intentionally left blank for signature]

Resolution No. 3599

PASSED 13th of December, 2022.

ATTEST:

CHAIR

Secretary



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 facilitate the acquisition of, and the placement of "affordable" units within, La Mariposa Apartments (consisting of La Mariposa 1 and La Mariposa 2) located at or about 2930 Plum Creek Lane, Houston, Texas 77087 and 140 Winkler Drive, Houston, Texas 77087, and the execution of all required documents therefor.

2. Date of Board Meeting: December 13, 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, La Mariposa Apartments located at or about 2930 Plum Creek Lane, Houston, Texas 77087 and 140 Winkler Drive, Houston, Texas 77087 (consisting of La Mariposa 1 and La Mariposa 2, together, pursuant to the memorandum from Jay Mason, Director of REID dated November 30, 2022, to David A. Northern, Sr., President & CEO.

4. Department Head Approval Signature Jay Mason Date: 12/7/2022
DocuSigned by: FB1ADD6791F24F3...

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

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

VP of FO Approval Signature Mike Rogers Date: 12/7/2022
DocuSigned by: 3FC87AD4710742D...

6. Approval of President & CEO Signature David A. Northern, Sr. Date: 12/7/2022
DocuSigned by: 9E0B1D8C1AF04AA...



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO
FROM: JAY MASON, DIRECTOR OF REID
SUBJECT: CONSIDERATION AND/OR ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO FACILITATE THE ACQUISITION OF, AND THE PLACEMENT OF "AFFORDABLE" UNITS WITHIN, LA MARIPOSA APARTMENTS (CONSISTING OF LA MARIPOSA 1 AND LA MARIPOSA 2) LOCATED AT OR ABOUT 2930 PLUM CREEK LANE, HOUSTON, TEXAS 77087 AND 140 WINKLER DRIVE, HOUSTON, TEXAS 77087, AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.
DATE: NOVEMBER 30, 2022

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO to take all actions necessary or convenient to facilitate the acquisition of, and the placement of "affordable" units within, La Mariposa Apartments located at 2930 Plum Creek Lane, Houston, Texas 77087 and 140 Winkler Drive, Houston, Texas 77087 (consisting of La Mariposa 1 and La Mariposa 2, together, 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 BlueBonnet La Mariposa SPE, LLC, a Delaware limited liability company (the "**Owner**"), will enter into two lease agreements (the "**Lease Agreements**") separately granting site control of La Mariposa 1 and La Mariposa 2 to the Owner.

Pursuant to the terms of the Lease Agreements and regulatory agreements recorded against the properties 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 \$16,000,000 (the "**Loan**") from Greystone Servicing Company LLC, a Delaware limited liability company ("**Lender**"), to finance the Project and, in connection with the making of the Loan, Lender will require PFC to join in the execution of documents evidencing and/or securing the Loan (collectively, the "**Loan Documents**").

APPROVALS

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

agreements, documents and other writings necessary and/or related to the forgoing matters the President and Chief Executive Officer shall deem to be necessary or desirable in the consummation of the transactions herein contemplated.

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

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

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO to take all actions necessary or convenient to facilitate the acquisition of, and the placement of “affordable” units within, La Mariposa Apartments (consisting of La Mariposa 1 and La Mariposa 2, together, pursuant to the memorandum from Jay Mason, Director of REID dated November 30, 2022 to David A. Northern, Sr., President & CEO.

RESOLUTION NO. 3600

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, LA MARIPOSA APARTMENTS LOCATED AT 2930 PLUM CREEK LANE, HOUSTON, TEXAS 77087 AND 140 WINKLER DRIVE, HOUSTON, TEXAS 77087 (CONSISTING OF LA MARIPOSA 1 AND LA MARIPOSA 2, TOGETHER, 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 BlueBonnet La Mariposa SPE, LLC, a Delaware limited liability company (the “**Owner**”), will enter into two lease agreements (the “**Lease Agreements**”) separately granting site control of La Mariposa 1 and La Mariposa 2 to the Owner;

WHEREAS, pursuant to the terms of the Lease Agreements and regulatory agreements 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 \$16,000,000 (the “**Loan**”) from Greystone Servicing Company LLC, a Delaware limited liability company (“**Lender**”), to finance the Project and, in connection with the making of the Loan, Lender will require PFC to join in the execution of documents evidencing and/or securing the Loan (collectively, the “**Loan Documents**”);

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

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

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

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

further action in the consummation of the transactions herein contemplated and to do any and all other acts and things necessary or proper in furtherance thereof, as the President and Chief Executive Officer shall deem to be necessary or desirable, and all acts heretofore taken by the designee of the President and Chief Executive Officer to such end are hereby expressly ratified and confirmed as the acts and deeds of the Authority.

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

[Remainder of page intentionally left blank for signature]

Resolution No. 3600

PASSED 13th of December, 2022.

ATTEST:

CHAIR

Secretary



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 facilitate the acquisition of, and the placement of "affordable" units within, Windsor Cypress Apartments located at or about 12035 Huffmeister Road, Cypress, Texas 77429, and the execution of all required documents therefor.

2. Date of Board Meeting: December 13, 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, Windsor Cypress Apartments located at or about 12035 Huffmeister Road, Cypress, Texas 77429, pursuant to the memorandum from Jay Mason, Director of REID dated November 30, 2022, to David A. Northern, Sr., President & CEO.

4. Department Head Approval

Signature

DocuSigned by:

Jay Mason

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Date: 12/7/2022

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

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

VP of FO Approval

Signature

DocuSigned by:

Mike Rogers

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Date: 12/7/2022

6. Approval of President & CEO

Signature

DocuSigned by:

David A. Northern, Sr.

9E0B1D8C1AF04AA...

Date: 12/7/2022



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO
FROM: JAY MASON, DIRECTOR OF REID
SUBJECT: CONSIDERATION AND/OR ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO FACILITATE THE ACQUISITION OF, AND THE PLACEMENT OF "AFFORDABLE" UNITS WITHIN, WINDSOR CYPRESS APARTMENTS LOCATED AT OR ABOUT 12035 HUFFMEISTER ROAD, CYPRESS, TEXAS 77429, AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.
DATE: NOVEMBER 30, 2022

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO to take all actions necessary or convenient to facilitate the acquisition of, and the placement of "affordable" units within, Windsor Cypress Apartments located at 12035 Huffmeister Road, Cypress, Texas 77429 (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 Schumacher Windsor Cypress, 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 \$27,000,000 (the "**Loan**") from CBRE Capital Markets, Inc., a Texas corporation ("**Lender**"), to finance the Project and, in connection with the making of the Loan, Lender will require PFC to join in the execution of documents evidencing and/or securing the Loan (collectively, the "**Loan Documents**").

APPROVALS

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

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

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

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to take all actions necessary or convenient to facilitate the acquisition of, and the placement of “affordable” units within, Windsor Cypress Apartments located at or about 12035 Huffmeister Road, Cypress, Texas 77429, pursuant to the memorandum from Jay Mason, Director of REID dated November 30, 2022, to David A. Northern, Sr., President & CEO.

RESOLUTION NO. 3601

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, WINDSOR CYPRESS APARTMENTS LOCATED AT 12035 HUFFMEISTER ROAD, CYPRESS, TEXAS 77429 (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 Schumacher Windsor Cypress, 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 \$27,000,000 (the “**Loan**”) from CBRE Capital Markets, Inc., a Texas corporation (“**Lender**”), to finance the Project and, in connection with the making of the Loan, Lender will require PFC to join in the execution of documents evidencing and/or securing the Loan (collectively, the “**Loan Documents**”);

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

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

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

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

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

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

[Remainder of page intentionally left blank for signature]

Resolution No. 3601

PASSED 13th of December, 2022.

ATTEST:

CHAIR

Secretary



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 facilitate the acquisition of, and the placement of "affordable" units within, Sendera at Greenway located at or about 3400 Edloe St., Houston, Texas 77027, and the execution of all required documents therefor.

2. Date of Board Meeting: December 13, 2022**3. Proposed Board Resolution:**

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to take such actions necessary or convenient to facilitate the acquisition of, and the placement of "affordable" units within, Sendera at Greenway located at or about 3400 Edloe St., Houston, Texas 77027, pursuant to the memorandum from Jay Mason, Director of REID, dated November 30, 2022, to David A. Northern, Sr., President & CEO.

4. Department Head Approval

DocuSigned by:
Signature Jay Mason Date: 12/7/2022
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5. Statement regarding availability of funds by VP of Fiscal Operations

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

VP of FO Approval

DocuSigned by:
Signature Mike Rogers Date: 12/7/2022
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6. Approval of President & CEO

DocuSigned by:
Signature David A. Northern, Sr. Date: 12/7/2022
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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 ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO FACILITATE THE ACQUISITION OF, AND THE PLACEMENT OF "AFFORDABLE" UNITS WITHIN, SENDERA AT GREENWAY LOCATED AT OR ABOUT 3400 EDLOE ST., HOUSTON, TEXAS 77027, AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.
DATE: NOVEMBER 30, 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, Sendera at Greenway located at 3400 Edloe St., Houston, Texas 77027 (the "**Project**"), and the execution of all required documents therefor.

BACKGROUND:

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

The PFC and PC Sendera LLC, a Texas 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 \$15,000,000 (the "**Loan**") from CBRE Multifamily Capital, Inc. ("**Lender**"), to finance the Project and, in connection with the making of the Loan, Lender will require PFC to join in the execution of documents evidencing and/or securing the Loan (collectively, the "**Loan Documents**").

APPROVALS

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

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

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

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to take such actions necessary or convenient to facilitate the acquisition of, and the placement of “affordable” units within, Sendera at Greenway located at or about 3400 Edloe St., Houston, Texas 77027, pursuant to the memorandum from Jay Mason, Director of REID, dated November 30, 2022, to David A. Northern, Sr., President & CEO.

RESOLUTION NO. 3602

RESOLUTION AUTHORIZING THE PRESIDENT & CEO OR DESIGNEE TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO FACILITATE THE ACQUISITION OF, AND THE PLACEMENT OF “AFFORDABLE” UNITS WITHIN, SENDERA AT GREENWAY LOCATED AT 3400 EDLOE ST., HOUSTON, TEXAS 77027 (THE “PROJECT”), AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.

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

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

WHEREAS, the PFC and PC Sendera LLC, a Texas 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 \$15,000,000 (the “**Loan**”) from CBRE Multifamily Capital, Inc. (“**Lender**”), to finance the Project and, in connection with the making of the Loan, Lender will require PFC to join in the execution of documents evidencing and/or securing the Loan (collectively, the “**Loan Documents**”);

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

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

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

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

Resolution No. 3602

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

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

[Remainder of page intentionally left blank for signature]

Resolution No. 3602

PASSED 13th of December, 2022.

ATTEST:

CHAIR

Secretary



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 facilitate the acquisition of, and the placement of "affordable" units within, The Boulevard located at or about 2440 North Boulevard, Houston, Texas 77098, and the execution of all required documents therefor.

2. Date of Board Meeting: December 13, 2022**3. Proposed Board Resolution:**

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to take such actions necessary or convenient to facilitate the acquisition of, and the placement of "affordable" units within, The Boulevard located at or about 2440 North Boulevard, Houston, Texas 77098, pursuant to the memorandum from Jay Mason, Director of REID, dated November 30, 2022, to David A. Northern, Sr., President & CEO.

4. Department Head Approval

Signature

DocuSigned by:

Jay Mason

EB1ADD6791E24E3

Date: 12/7/2022

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

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

VP of FO Approval

Signature

DocuSigned by:

Mike Rogers

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Date: 12/7/2022

6. Approval of President & CEO

Signature

DocuSigned by:

David A. Northern, Sr.

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Date: 12/7/2022



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO
FROM: JAY MASON, DIRECTOR OF REID
SUBJECT: CONSIDERATION AND/OR ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO FACILITATE THE ACQUISITION OF, AND THE PLACEMENT OF "AFFORDABLE" UNITS WITHIN, THE BOULEVARD LOCATED AT OR ABOUT 2440 NORTH BOULEVARD, HOUSTON, TEXAS 77098, AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.
DATE: NOVEMBER 30, 2022

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorize the President & CEO or designee to take all actions necessary or convenient to facilitate the acquisition of, and the placement of "affordable" units within, The Boulevard located at 2440 North Boulevard, Houston, Texas 77098 (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 PC Boulevard LLC, a Texas 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 \$11,390,000 (the "**Loan**") from CBRE Multifamily Capital, Inc. ("**Lender**"), to finance the Project and, in connection with the making of the Loan, Lender will require PFC to join in the execution of documents evidencing and/or securing the Loan (collectively, the "**Loan Documents**").

APPROVALS

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

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

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

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to take such actions necessary or convenient to facilitate the acquisition of, and the placement of “affordable” units within, The Boulevard located at or about 2440 North Boulevard, Houston, Texas 77098, pursuant to the memorandum from Jay Mason, Director of REID, dated November 30, 2022, to David A. Northern, Sr., President & CEO.

RESOLUTION NO. 3603

RESOLUTION AUTHORIZING THE PRESIDENT & CEO OR DESIGNEE TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO FACILITATE THE ACQUISITION OF, AND THE PLACEMENT OF “AFFORDABLE” UNITS WITHIN, THE BOULEVARD LOCATED AT 2440 NORTH BOULEVARD, HOUSTON, TEXAS 77098 (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 PC Boulevard LLC, a Texas 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 \$11,390,000 (the “**Loan**”) from CBRE Multifamily Capital, Inc. (“**Lender**”), to finance the Project and, in connection with the making of the Loan, Lender will require PFC to join in the execution of documents evidencing and/or securing the Loan (collectively, the “**Loan Documents**”);

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

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

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

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

Resolution No. 3603

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

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

[Remainder of page intentionally left blank for signature]

Resolution No. 3603

PASSED 13th of December, 2022.

ATTEST:

CHAIR

Secretary



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 facilitate certain changes to the organizational and debt structures of the Almeda Genoa transaction, and the execution of all required documents therefor.

2. Date of Board Meeting: December 13, 2022**3. Proposed Board Resolution:**

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to take such actions necessary or convenient to cause (a) the organizational structure of the Almeda Genoa transaction to be updated to reflect that the project owner will be PFC Almeda Genoa, LLC, a Texas limited liability company, and (b) secure up to \$700,000.00 in subordinate financing for the project, in addition to the (i) loan in aggregate principal amount not to exceed \$25,900,000, and (ii) the loan in an aggregate principal amount not to exceed \$1,890,000 that were previously approved by the Houston Housing Authority Board of Commissioners, all pursuant to the memorandum from Jay Mason, Director of REID, dated November 30, 2022, to David A. Northern, Sr., President & CEO.

4. Department Head Approval

Signature

DocuSigned by:

Jay Mason

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Date: 12/7/2022

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

Funds Budgeted and Available

☒

Yes

☐

No

Source Third Party Funding

VP of FO Approval

Signature

DocuSigned by:

Mike Rogers

3FC67AD4710742D...

Date: 12/7/2022

6. Approval of President & CEO

Signature

DocuSigned by:

David A. Northern, Sr.

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Date: 12/7/2022



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO: HOUSTON HOUSING AUTHORITY BOARD OF COMMISSIONERS
FROM: DAVID A. NORTHERN, SR., PRESIDENT & CEO
SUBJECT: CONSIDERATION AND/OR ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO FACILITATE CERTAIN CHANGES TO THE ORGANIZATIONAL AND DEBT STRUCTURES OF THE ALMEDA GENOA TRANSACTION, AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.
DATE: NOVEMBER 30, 2022

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorize the President & CEO or designee to take such actions necessary or convenient to cause (a) the organizational structure of the Thrive Almeda Genoa transaction to be updated to reflect that the project owner will be PFC Almeda Genoa, LLC, a Texas limited liability company, and (b) secure up to \$700,000 in additional financing for the Project, all pursuant to the memorandum from Jay Mason, Director of REID, dated November 30, 2022, to David A. Northern, Sr., President & CEO.

BACKGROUND:

On October 18, 2022, the Houston Housing Authority Board of Commissioners passed a resolution (No. 3542) that authorized the Houston Housing Authority 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, pursuant to the memorandum from Jay Mason, Director of REID, dated October 18, 2022, to David A. Northern, Sr., President & CEO.

Upon the finalization of the financing for the Project, the entity formed by the developer to own the Project was given a name other than that previously provided to the Houston Housing Authority by the developer and approved by the Board of Commissioners as the project owner, the tenant under the lease with Lakeside Place, PFC (the "**PFC**"), and borrower for the Project (the "**Proposed Tenant**"). Thus, the previously-approved Proposed Tenant will be replaced with the entity actually formed by the developer to own the Project and enter the lease with the PFC, PFC Almeda Genoa, LLC, a Texas limited liability company (the "**Owner**"), which Owner will be indirectly owned by an affiliate of the Houston Housing Authority.

Additionally, a third loan in an amount not to exceed \$700,000.00 is now required for the Project (the "**Third Loan**"), which Third Loan will be made by Veritex Community Bank ("**Lender**").

Accordingly, The PFC and 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, (ii) a loan in an aggregate principal amount not to exceed \$1,890,000, and (iii) a loan in an aggregate principal amount not to exceed \$700,000 (collectively, the “**Loans**”) from 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 do the following:

1. Cause the revision of the organization structures for the Thrive Almeda Genoa transaction such that the previously-approved Proposed Tenant will be replaced with the entity actually formed by the developer to own the Project and enter the lease with the Lakeside Place PFC, PFC Almeda Genoa, LLC, a Texas limited liability company (the “**Owner**”).
2. Cause the Loans to be obtained by the Owner from the Lender for the development of the Project.
3. Review, execute and approve all other documents necessary to effectuate the foregoing transactions, all on such terms and containing such provisions as the President and Chief Executive Officer of the Authority shall deem appropriate, and the approval of the terms of each such instrument herein described by the President and Chief Executive Officer of the Authority shall be conclusively evidenced by his execution and delivery thereof.
4. All acts heretofore taken by the President and Chief Executive Officer or his designee to effectuate the foregoing transactions are hereby expressly ratified and confirmed as the acts and deeds of the Authority.

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

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to take such actions necessary or convenient to cause (a) the organizational structure of the Thrive Almeda Genoa transaction to be updated to reflect that the project owner will be PFC Almeda Genoa, LLC, a Texas limited liability company, and (b) secure up to \$700,000.00 in subordinate financing for the project, in addition to the (i) loan in aggregate principal amount not to exceed \$25,900,000, and (ii) the loan in an aggregate principal amount not to exceed \$1,890,000 that were previously approved by the Houston Housing Authority Board of Commissioners, all pursuant to the memorandum from Jay Mason, Director of REID, dated November 30, 2022, to David A. Northern, Sr., President & CEO.

RESOLUTION NO. 3604

RESOLUTION AUTHORIZING THE HOUSTON HOUSING AUTHORITY (THE "AUTHORITY") AND ITS PRESIDENT & CEO OR DESIGNEE TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO CAUSE (A) THE ORGANIZATIONAL STRUCTURE OF THE ALMEDA GENOA TRANSACTION TO BE UPDATED TO REFLECT THAT THE PROJECT OWNER WILL BE PFC ALMEDA GENOA, LLC, A TEXAS LIMITED LIABILITY COMPANY, AND (B) SECURE UP TO \$700,000.00 IN SUBORDINATE FINANCING FOR THE PROJECT, IN ADDITION TO THE (I) LOAN IN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$25,900,000, AND (II) THE LOAN IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$1,890,000 THAT WERE PREVIOUSLY APPROVED BY THE HOUSTON HOUSING AUTHORITY BOARD OF COMMISSIONERS, ALL PURSUANT TO THE MEMORANDUM FROM JAY MASON, INTERIM DIRECTOR OF REID, DATED NOVEMBER __, 2022, TO DAVID A. NORTHERN, SR., PRESIDENT & CEO

WHEREAS, the Authority has previously approved the Thrive Almeda Genoa transaction; and

WHEREAS, the Authority desires to authorize the President & CEO or designee to take such actions necessary or convenient to cause (a) the organizational structure of the Almeda Genoa transaction to be updated to reflect that the project owner will be PFC Almeda Genoa, LLC, a Texas limited liability company, and (b) secure up to \$700,000.00 in subordinate financing for the project, in addition to the (i) loan in aggregate principal amount not to exceed \$25,900,000, and (ii) the loan in an aggregate principal amount not to exceed \$1,890,000 that were previously approved by the Houston Housing Authority Board of Commissioners, all pursuant to the memorandum from Jay Mason, Interim Director OF REID, dated November __, 2022, to David A. Northern, Sr., President & CEO.

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

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

1. Cause the revision of the organization structures for the Thrive Almeda Genoa transaction such that the previously-approved Proposed Tenant will be replaced with the entity actually formed by the developer to own the Project and enter the lease with the Lakeside Place PFC, PFC Almeda Genoa, LLC, a Texas limited liability company (the "**Owner**").
2. Cause a third loan in an amount not to exceed \$700,000.00 to be obtained by the Owner from the Lender for the development of the Project, in addition to the loans previously approved by the Board of Commissioners relating to the Project.

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

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

[Remainder of page intentionally left blank for signature]

PASSED 13th of December 2022.

ATTEST:

CHAIR

Secretary



Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Alliance Residential for the acquisition of Broadstone Toscano, an apartment community that will be located at or about the 2900 North Braeswood Blvd., Houston, TX 77025

2. Date of Board Meeting: December 13, 2022

3. Proposed Board Resolution:

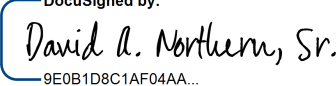
Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Alliance Residential for the acquisition of Broadstone Toscano, an apartment community that will be located at or about the 2900 North Braeswood Blvd., Houston, TX 77025 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 November 30, 2022, to David A. Northern, Sr., President & CEO.

4. **Department Head Approval** Signature  Date: 12/7/2022
DocuSigned by: Jay Mason EB1ADD6791F24E3

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

Funds Budgeted and Available ☐ Yes ☐ No Source _____

VP of FO Approval Signature  Date: 12/7/2022
DocuSigned by: Mike Rogers 3FC87AD4710742D...

6. **Approval of President & CEO** Signature  Date: 12/7/2022
DocuSigned by: David A. Northern, Sr. 9E0B1D8C1AF04AA...



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO
FROM: JAY MASON, DIRECTOR OF REID
SUBJECT: CONSIDERATION AND/OR ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH ALLIANCE RESIDENTIAL FOR THE ACQUISITION OF BROADSTONE TOSCANO AN APARTMENT COMMUNITY THAT WILL BE LOCATED AT OR ABOUT THE 2900 NORTH BRAESWOOD BLVD., HOUSTON, TX 77025
DATE: NOVEMBER 30, 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 Alliance Residential for the acquisition of Broadstone Toscano, an apartment community that will be located at or about the 2900 North Braeswood Blvd., Houston, TX 77025

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:

Alliance has a tenured and prolific presence as a leader in the US multifamily market thanks to its principal's deep industry expertise. Alliance principals have a long track record of working together.

Through multiple cycles since the mid 1980's. Alliance has maintained a conservative balance sheet and risk discipline, allowing it to be opportunistic over the long term thru various real estate cycles.

Since its founding in 2000, Alliance has built or acquired more than 100,000 units representing over \$20 billion in invested capital. Alliance initially began developing its Broadstone brand, establishing itself as an industry leader in-luxury multifamily rental. In 2015, Alliance entered the Senior Housing segment and established Holden Senior Living to bring its expertise in housing to the active adult, independent living, assisted living, and memory care segments. In 2018, Alliance established its Prose brand to develop attainable workforce housing to address the growing demand for affordable workforce housing. In 2021, Alliance launched Alliance Industrial, which focused on essential warehouse logistics and distribution space development.

The proposed investment, Broadstone Toscano, is a Class A, 474-unit multifamily community located at 2900 North Braeswood Boulevard, Houston, Texas 77025, between Buffalo Speedway and Kirby Drive, in Harris County. Offering 278 one-bedroom apartments, 78 two-bedroom apartments, and six three-bedroom apartments, the property's amenities include a state-of-the-art fitness center, three resort-inspired pools with sundecks, shuttle service to the Texas Medical Center, and easy access to the Braes Bayou hike and bike trails.

AFFORDABLE UNITS:

"Features a mix of 1, 2, and 3-bedroom multifamily units, with 96 units (20%) at the 60% AMI, and 1489 units (31.5%) at the 80% AMI. Total of 245 affordable units.

	60% AMI	80% AMI	Market	Totals
1 Bedroom	56	85	137	278
2 Bedrooms	35	54	87	176
3 Bedrooms	5	10	5	20
Totals	96	149	229	474
Percentages	20.25%	31.43%	48.31%	100.00%

EVALUATION PROCESS:

The Evaluation Committee for QBS 22-05 consisted of Jay Mason, Director REID, Mike Rogers, Vice President of Fiscal & Business Operations, 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	Alliance Residential - Broadstone Toscano (Insert Points Below)
Location	10	10
Depth of Affordability	10	8
Schools	10	8
\$ Front End	10	8
\$ Operations	10	8
Reasonable Developer \$	10	5
Term of Affordability	5	5
Flood Plain	5	0
\$/Land Back End	5	4
Preservation	5	0
HHA Resources	5	5
M/WBE Participation	5	5
Unit Mix	2.5	0
Mix with Market Units	2.5	2.5
Bonus Points	5	0
	100	68.5

Property is in the 500-year flood plain.

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 Alliance Residential for the acquisition of Broadstone Toscano, an apartment community that will be located at or about the 2900 North Braeswood Blvd., Houston, TX 77025 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 November 30, 2022, to David A. Northern, Sr., President & CEO.



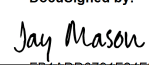
Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM**1. Brief Description of Proposed Item**

Consideration and/or action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Lovett Commercial, for the development of Buffalo Bayou East, an apartment community that will be located at or about 0 Frank Tech Dr., Houston, TX 77020.

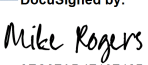
2. Date of Board Meeting: December 13, 2022**3. Proposed Board Resolution:**

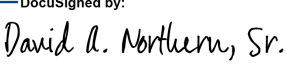
Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Lovett Commercial, for the development of Buffalo Bayou East, an apartment community that will be located at or about 0 Frank Tech Dr., Houston, TX 77020, 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 November 30, 2022, to David A. Northern, Sr., President & CEO.

4. Department Head Approval Signature  Date: 12/7/2022

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

Funds Budgeted and Available ☐ Yes ☐ No Source _____

VP of FO Approval Signature  Date: 12/7/2022

6. Approval of President & CEO Signature  Date: 12/7/2022



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO
FROM: JAY MASON, DIRECTOR OF REID
SUBJECT: CONSIDERATION AND/OR ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH LOVETT COMMERCIAL, FOR THE DEVELOPMENT OF BUFFALO BAYOU EAST, AN APARTMENT COMMUNITY THAT WILL BE LOCATED AT OR ABOUT 0 FRANK TECH DR., HOUSTON, TX 77020
DATE: NOVEMBER 30, 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 Lovett Commercial for the development of Buffalo Bayou East an apartment community that will be located at or about 0 Frank Tech Dr., Houston, TX 77020

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.

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

PROPOSED PARTNER & DEVELOPMENT:

Founded in 1980 as a home building company, Houston-based, the Lovett Group is a residential and commercial real estate developer with projects in Houston, Dallas, and Austin. In 1994, the Group created its commercial real estate arm, Lovett Commercial. Their residential affiliate, Lovett Homes, has constructed thousands of homes in and around Houston and throughout the State of Texas.

The development at Buffalo Bayou East will be a 177-unit Class A multifamily community constructed in east Houston, on Harsfai Drive between Hare Street and Gillespie Street. The community will be located near major employers (including Downtown Houston and the new East River Development) and served by the Houston Independent School District. Buffalo Bayou East will include 134 one-bedroom units and 43 two-bedroom units.

AFFORDABLE UNITS:

Buffalo Bayou East will set aside 15.25% of units (27 units) as affordable housing for families and individuals earning 60% of Area Median Income, 36.16% of units (64 units) for families and individuals earning 80% of Area Median Income, with the remaining 86 (48.6%) units being at market rate.

	60% AMI	80% AMI	Market	Totals	Avg. sq. ft.
1 Bedroom	21	48	64	133	713
2 Bedrooms	6	16	22	44	907
3 Bedrooms	0	0	0	0	-
Totals	27	64	86	177	762
Percentages	15.25%	36.16%	48.59%	100.00%	134,796

EVALUATION PROCESS:

The Evaluation Committee for QBS 22-05 consisted of Jay Mason, Director of REID, Mike Rogers, Vice President of Fiscal & Business Operations, 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	Lovett Commercial - Buffalo Bayou East Apartments (Insert Points Below)
Location	10	10
Depth of Affordability	10	7
Schools	10	0.66
\$ Front End	10	6
\$ Operations	10	8
Reasonable Developer \$	10	2
Term of Affordability	5	5
Flood Plain	5	5
\$/Land Back End	5	5
Preservation	5	0
HHA Resources	5	5
M/WBE Participation	5	5
Unit Mix	2.5	0
Mix with Market Units	2.5	2.5
Bonus Points	5	0
	100	61.16

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 Lovett Commercial for the development of Buffalo Bayou East, an apartment community that will be located at or about 0 Frank Tech Dr., Houston, TX 77020, 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 November 30, 2022, to David A. Northern, Sr., President & CEO.



Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Origin Investments for the acquisition of The District at Memorial, an apartment community that will be located at or about the 10300 Katy Frwy., Houston, TX, 77043

2. Date of Board Meeting: December 13, 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 Origin Investments for the acquisition of The District at Memorial, an apartment community that will be located at or about the 10300 Katy Frwy., Houston, TX 77043 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 November 30, 2022, to David A. Northern, Sr., President & CEO.

4. Department Head Approval

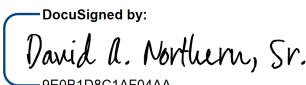
Signature  Date: 12/7/2022

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

Funds Budgeted and Available ☐ Yes ☐ No Source _____

VP of FO Approval Signature  Date: 12/7/2022

6. Approval of President & CEO

Signature  Date: 12/7/2022



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO
FROM: JAY MASON, DIRECTOR OF REID
SUBJECT: CONSIDERATION AND/OR ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH ORIGIN INVESTMENTS FOR THE ACQUISITION OF THE DISTRICT AT MEMORIAL, AN APARTMENT COMMUNITY THAT WILL BE LOCATED AT OR ABOUT THE 10300 KATY FRWY., HOUSTON, TX 77043
DATE: NOVEMBER 30, 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 Origin Investments for the acquisition of The District at Memorial an apartment community that will be located at or about the 10300 Katy Frwy., Houston, TX 77043

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:

Origin Investments was founded in 2007 by David Scherer and Michael Episcopo, who remain co-CEOs today. While based in Chicago, a significant amount of our assets is located in the South and Texas.

The proposed investment, District at Memorial, is a class A, 326-unit multifamily community located at 10300 Katy Freeway, Houston, Texas 77043, between Beltway 8 and Gessner Road, in Harris County.

Offering 142 one-bedroom apartments, 174 two-bedroom apartments, and 10 three-bedroom apartments, the property's amenities include a two-story fitness center, a roof-top pool, a community elevator, and a wine tasting lounge. District at Memorial is a five-story wrap community with convenient garage parking and was constructed in 2014.

AFFORDABLE UNITS:

Features a mix of 1, 2, and 3-bedroom multifamily units, with 37 units (11.35%) at 60% AMI and 132 units (40.5%) at 80% AMI. Total of 169 affordable units.

	60% AMI	80% AMI	Market	Totals	Avg. sq. ft.
1 Bedroom	17	58	67	142	683
2 Bedrooms	19	70	85	174	1,106
3 Bedrooms	1	4	5	10	1,383
Totals	37	132	157	326	930
Percentages	11.35%	40.49%	48.16%	100.00%	303,165

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	Origin Investments - District at Memorial
Location	10	10
Depth of Affordability	10	7
Schools	10	2.66
\$ Front End	10	7
\$ Operations	10	7
Reasonable Developer \$	10	2
Term of Affordability	5	4
Flood Plain	5	0
\$/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	57.16

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 Origin Investments for the acquisition of The District at Memorial, an apartment community that will be located at or about the 10300 Katy Frwy., Houston, TX 77043 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 November 30, 2022, to David A. Northern, Sr., President & CEO.



Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or action to authorize the President & CEO or designee to execute a Memorandum of Understanding with KCG Development, LLC for the development of an apartment community that will be located at or about 11826 Riceville Rd., Houston, TX 77031

2. Date of Board Meeting: December 13, 2022

3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with KCG Development, LLC for the development of an apartment community that will be located at or about 11826 Riceville Rd., Houston, TX 77031 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 November 30, 2022, to David A. Northern, Sr., President & CEO.

4. Department Head Approval

Signature

DocuSigned by:

Jay Mason

Date: 12/7/2022

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

Date: 12/7/2022

6. Approval of President & CEO

Signature

DocuSigned by:

David A. Northern, Sr.

Date: 12/7/2022



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO
FROM: JAY MASON, DIRECTOR OF REID
SUBJECT: CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH KCG DEVELOPMENT, LLC FOR THE DEVELOPMENT OF AN APARTMENT COMMUNITY THAT WILL BE LOCATED AT OR ABOUT 11826 RICEVILLE SCHOOL RD., HOUSTON, TX 77031
DATE: NOVEMBER 30, 2022

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with KCG Development, LLC for the development of 11826 Riceville School Rd., an apartment community that will be located at or about 11826 Riceville School Rd., Houston, TX 77031

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.

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

PROPOSED PARTNER & DEVELOPMENT:

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

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

KCG proposes 72 units of senior affordable housing using TDHCA's 9% LIHTC program on a 5.40-acre parcel on the city's northwest side. 100% of the proposed 72 units will be rented to tenants making at or under 60% of the Area Median Income, with several units at 50% AMI and 30% AMI per the included Rent & Unit Mix. The contemplated design features a two-story elevator served, market rate quality design with the interior, and climate-controlled hallways to enhance the security and privacy of the community. The property is comprised of 1- and 2-bedroom units featuring open expansive floorplans.

AFFORDABLE UNITS:

The 11826 Riceville School Rd will be 100% Affordable - 10% at 30% ANI - 40% at 50% AMI, and 50% at 80.0% AMI. Total of 72 affordable units

	30% AMI	50% AMI	60% AMI	Totals	sq. ft.
1 Bedroom	4	17	22	43	750
2 Bedrooms	3	12	14	29	925
Totals	7	29	36	72	820
Percentages	9.72%	40.28%	50.00%	100.00%	59,075

EVALUATION PROCESS:

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

SCORING:

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

The scoring criteria and results are listed below:

DESCRIPTION	MAX. POINTS	KCG Development - 11826 Riceville School Road (Insert Points Below)
Location	10	8
Depth of Affordability	10	10
Schools	10	1.66
\$ Front End	10	4
\$ Operations	10	0
Reasonable Developer \$	10	4
Term of Affordability	5	5
Flood Plain	5	5
\$/Land Back End	5	4
Preservation	5	0
HHA Resources	5	5
M/WBE Participation	5	5
Unit Mix	2.5	0
Mix with Market Units	2.5	0
Bonus Points	5	2
	100	53.66

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with KCG Development, LLC for the development of an apartment community that will be located at or about 11826 Riceville Rd., Houston, TX 77031 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 November 30, 2022, to David A. Northern, Sr., President & CEO.



Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or action to authorize the President & CEO or designee to execute a Memorandum of Understanding with KCG Development, LLC for the development of an apartment community that will be located at or about 290 & Retton Rd., Houston, TX 77092

2. Date of Board Meeting: December 13, 2022

3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with KCG Development, LLC for the development of an apartment community that will be located at or about 290 & Retton Rd., Houston, TX 77092, for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Director of REID, dated November 30, 2022, to David A. Northern, Sr., President & CEO.

4. Department Head Approval

DocuSigned by:

 Signature ER3ADD6791F24E3 Date: 12/7/2022

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


Funds Budgeted and Available ☐ Yes ☐ No Source _____

VP of FO Approval

DocuSigned by:

 Signature 3F687AD4716742D... Date: 12/7/2022

6. Approval of President & CEO

DocuSigned by:

 Signature 9E0B1D8C1AF04AA... Date: 12/7/2022



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO
FROM: JAY MASON, DIRECTOR OF REID
SUBJECT: CONSIDERATION AND/OR ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH KCG DEVELOPMENT, LLC FOR THE DEVELOPMENT OF AN APARTMENT COMMUNITY THAT WILL BE LOCATED AT OR ABOUT US 290 & RETTON RD., HOUSTON, TX 77092
DATE: NOVEMBER 30, 2022

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with KCG Development, LLC for the development of an apartment community that will be located at or about 290 & Retton Rd., Houston, TX 77092

BACKGROUND:

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

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

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

PROPOSED PARTNER & DEVELOPMENT:

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

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

KCG proposes 70 units of general tenancy affordable housing using TDHCA's 9% LIHTC program on a 3.16-acre parcel on the city's northwest side. The site is well located for multifamily development, with several essential community amenities in proximity. 100% of the proposed 70 units will be rented to tenants making at or under 60% of the Area Median Income, with many units at 50% AMI and 30% AMI.

AFFORDABLE UNITS:

The US 290 & Retton Drive will be 100% Affordable - 10% at 30% AMI - 40% at 50% AMI, and 50% at 80.0% AMI. Total of 70 affordable units

	30% AMI	50% AMI	60% AMI	Totals	sq. ft.
2 Bedrooms	4	17	21	42	895
3 Bedrooms	3	11	14	28	1050
Totals	7	28	35	70	957
Percentages	10.00%	40.00%	50.00%	100.00%	66,990

EVALUATION PROCESS:

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

SCORING:

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

The scoring criteria and results are listed below:

DESCRIPTION	MAX. POINTS	KCG Development - US 290 & Retton Drive (Insert Points Below)
Location	10	8
Depth of Affordability	10	10
Schools	10	0.99
\$ Front End	10	4
\$ Operations	10	0
Reasonable Developer \$	10	4
Term of Affordability	5	5
Flood Plain	5	5
\$/Land Back End	5	4
Preservation	5	0
HHA Resources	5	5
M/WBE Participation	5	5
Unit Mix	2.5	2
Mix with Market Units	2.5	0
Bonus Points	5	2
	100	54.99

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with KCG Development, LLC for the development of an apartment community that will be located at or about 290 & Retton Rd., Houston, TX 77092, for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Director of REID, dated November 30, 2022, to David A. Northern, Sr., President & CEO.



Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Nova Asset Management, Inc for the acquisition of The Franklin, an apartment community that will be located at or about the 6620 Gessner Rd., Houston, TX 77040.

2. Date of Board Meeting: December 13, 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 Nova Asset Management, Inc for the acquisition of The Franklin, an apartment community that will be located at or about the 6620 Gessner Rd., 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 November 30, 2022, to David A. Northern, Sr., President & CEO.

4. **Department Head Approval** Signature DocuSigned by: Jay Mason Date: 12/7/2022
EB1ADD6791E24E3

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 Date: 12/7/2022
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6. Approval of President & CEO

Signature DocuSigned by: David A. Northern, Sr. Date: 12/7/2022
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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 ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH NOVA ASSET MANAGEMENT, INC FOR THE ACQUISITION OF THE FRANKLIN, AN APARTMENT COMMUNITY THAT WILL BE LOCATED AT OR ABOUT THE 6620 GESSNER RD., HOUSTON, TX 77040
DATE: NOVEMBER 30, 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 Nova Asset Management, Inc for the acquisition of The Franklin, an apartment community that will be located at or about the 6620 Gessner Rd., Houston, TX 77040

BACKGROUND:

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

Nova Asset Management, Inc. is a Houston-based company engaged in managing apartment properties and office buildings in Houston, Texas. Nova employs close to 250 people and manages 6,000+ apartment units and numerous office buildings (under the 713-OFFICES brand) in the Houston area. Neal Verma is the Co-Founder and President of Nova Asset Management and is responsible for overseeing all operations, asset management, human resources, and information technology. Mr. Verma has 24 years of experience in real estate, asset management, and operations. He has overseen operations of over 6,000 apartment

units, multiple office buildings, and more than 250 employees. Mr. Verma has been quoted in CNN.com, WaJI Street Journal has been on the cover of USA Today, and has been featured in the Houston Chronicle and Houston Business Journal numerous times.

The Franklin is a 196-unit Class A, the multifamily community currently leased in northwest Houston on Gessner Road between Highway 290 and Hempstead Road. The community is located near major employers and serves Franklin; includes 100 one-bedroom units, 84 two-bedroom units, and 12 three bedroom units. The Franklin is a three-story walk-up community with convenient surface and covered parking and was constructed in 2004.

AFFORDABLE UNITS: 28 units (14.3%) are at 60% AMI, and 70 units (35.7%) are at 80% AMI. Total of 98 affordable units.

	60% AMI	80% AMI	Market	Totals	Avg. sq. ft.
1 Bedroom	14	36	50	100	742
2 Bedrooms	12	30	42	84	1,078
3 Bedrooms	2	4	6	12	1,250
Totals	28	70	98	196	917
Percentages	14.29%	35.71%	50.00%	100.00%	179,740

EVALUATION PROCESS:

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

SCORING:

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

The scoring criteria and results are listed below:

DESCRIPTION	MAX. POINTS	Nova Asset Management - The Franklin Apartment Residence (Insert Points Below)
Location	10	6
Depth of Affordability	10	6
Schools	10	5
\$ Front End	10	5
\$ Operations	10	6
Reasonable Developer \$	10	2
Term of Affordability	5	5
Flood Plain	5	0
\$/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	52.5

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 Nova Asset Management, Inc for the acquisition of The Franklin, an apartment community that will be located at or about the 6620 Gessner Rd., 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 November 30, 2022, to David A. Northern, Sr., President & CEO.



Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Layne Property Partners, for the development of Gosling Town Center, an apartment community that will be located at or about 24818 Gosling Rd., Spring, TX 77389

2. Date of Board Meeting: December 13, 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 Layne Property Partners for the development of Gosling Town Center, an apartment community that will be located at or about 24818 Gosling Rd., Spring, TX 77389, for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Director of REID, dated November 30, 2022, to David A. Northern, Sr., President & CEO.

4. Department Head Approval

DocuSigned by:
Signature Jay Mason Date: 12/7/2022
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5. Statement regarding availability of funds by VP of Fiscal Operations

Funds Budgeted and Available ☐ Yes ☐ No Source _____

DocuSigned by:
Signature Mike Rogers Date: 12/7/2022
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6. Approval of President & CEO

DocuSigned by:
Signature David A. Northern, Sr. Date: 12/7/2022
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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 ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH LAYNE PROPERTY PARTNERS FOR THE DEVELOPMENT OF GOSLING TOWN CENTER, AN APARTMENT COMMUNITY THAT WILL BE LOCATED AT OR ABOUT 24818 GOSLING RD., SPRING, TX 77389
DATE: NOVEMBER 30, 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 Layne Property Partners for the development of Gosling Town Center, an apartment community that will be located at or about 24818 Gosling Rd., Spring, TX 77389

BACKGROUND:

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

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

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

PROPOSED PARTNER & DEVELOPMENT:

The development at Gosling Town Center will be a 378-unit Class A multifamily community constructed in north Harris County on Gosling Road just south of the intersection with West Rayford Road. The community will be located near major employers (including Bush Airport, Spring, and The Woodlands) and served by the Klein Independent School District. Gosling Town Center Apartments will include 208 one-bedroom units, 148 two-bedroom units, and 22 three-bedroom units. The community will be developed

adjacent to +/-130,000 square feet of retail, restaurants, and office space, creating a walkable and mixed-use environment. Additionally, the community backs up to Spring Creek and the George Mitchell Preserve, providing natural amenities for the residents to enjoy, including green spaces and hike and bike trails connecting to The Woodlands. The apartments will be a mix of two- and three-story walk-up buildings with convenient surface, garages, and covered parking. The mix of units and two- and three-story building types is filling a gap in the market for a rental product that is more like a traditional single-family home. These units will have attached garages and large yards, bringing a higher quality of life to the apartment community.

AFFORDABLE UNITS:

39 units (10.3%) are at 60% AMI, and 152 units (40.2%) are at 80% AMI. Total of 191 affordable units (50.5%).

	60% AMI	80% AMI	Market	Totals	Avg. sq. ft.
1 Bedroom	20	84	104	208	745
2 Bedrooms	16	59	73	148	1,046
3 Bedrooms	3	9	10	22	1,291
Totals	39	152	187	378	895
Percentages	10.32%	40.21%	49.47%	100.00%	338,259

EVALUATION PROCESS:

The Evaluation Committee for QBS 22-05 consisted of Jay Mason, Director of REID, Mike Rogers, Vice President of Fiscal & Business Operations, 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	Layne Property Partners - Gosling Town Center Apartments (Insert Points Below)
Location	10	8
Depth of Affordability	10	5
Schools	10	7
\$ Front End	10	8
\$ Operations	10	8
Reasonable Developer \$	10	2
Term of Affordability	5	3
Flood Plain	5	0
\$/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	58.5

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 Layne Property Partners for the development of Gosling Town Center, an apartment community that will be located at or about 24818 Gosling Rd., Spring, TX 77389, for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Director of REID, dated November 30, 2022, to David A. Northern, Sr., President & CEO.

BOARD REPORT FOR MONTH ENDING NOVEMBER 30, 2022

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EXECUTIVE SUMMARY

LOW-INCOME PUBLIC HOUSING

The Low-Income Public Housing (LIPH) program had an adjusted vacancy rate of 1.9% on October 31, 2022. As of November 1, 2022, rent collection for October was 93.7% of rents billed on an adjusted cash accounting basis.

There are currently 29,356 active applications for the Public Housing Waiting List, which represents a decrease of 6.5% from last month.

Low-Income Public Housing			
	September	October	November
Waiting Lists	31,401	29,356	29,063
Vacancy Rate	1.7%	1.9%	2.0%
Rent Collection	92.7%	93.7%	85.7%
Unit Turnaround Time (Days)	67.0	64	63
Avg. Non-Emergency Work Order Days	1.67	2.77	2.34

HOUSING CHOICE VOUCHER PROGRAM

The HCV staff completed 639 annual re-examinations during November. The HCV department also completed 399 interims, 104 change of units (moves), 197 new admissions, and 46 portability move-in transactions. On November 30, 2022, 427 families were enrolled in the Family Self Sufficiency (FSS) program; 204 of the 427 (48%) 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 November 30, 2022, was 100%.

Voucher Programs			
	September	October	November
Households	18,722	18,808	18,810
ABA Utilization/Unit Utilization	93.4%/94.3%	94.6%/94.7%	95.3%/93.5
Reporting Rate	100%	100%	100%
Annual Reexaminations Completed	974	848	639
HQS Inspections	2,176	2,341	1,472
Waitlist	17,769	17,769	17,769

**PIC report for November 30, 2022st summarization failed which impacted the Section 8 (HCV) reporting rate, therefore using the reporting rate data from October 31, 2022.*

PROPERTY MANAGEMENT SUMMARY

PMC	Vacancy						Unit Turnaround Time (YTD)					
	September		October		November		September		October		November	
	%	Grade	%	Grade	%	Grade	Days	Grade	Days	Grade	Days	Grade
Orion	2.6	B	1.5	A	2.0	A	89.9	F	82.4	F	79.3	F
Lynd	2.2	B	2.2	B	0.9	A	38.9	D	39.9	D	45.3	E
J. Allen	0.7	A	1.6	A	2.1	B	45.1	E	43.7	E	45.4	E

PMC	Emergency Work Orders (Completed within 24 hours)						Routine Work Orders					
	September		October		November		September		October		November	
	%	Grade	%	%	Grade	Grade	Days	Grade	Days	Grade	Days	Grade
Orion	91.9	F	46.9	91.9	F	F	1.4	A	1.8	A	2.2	A
Lynd	100	A	100	100	A	A	4.0	A	7.9	A	5.6	A
J. Allen	96.6	D	100	96.6	D	A	3.1	A	2.8	A	3.4	A

PMC	Rent Collection					
	September		October		November	
	%	Grade	%	Grade	%	Grade
Orion	94.5	C	91.7	E	82.2	F
Lynd	90.1	E	97.3	B	92.7	D
J. Allen	91.1	E	95.4	C	88.4	F

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 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.	Goal 2.0%	Actual 2.0%	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) 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.	Goal 98%	Actual 85.7%	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 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.	Goal 100%	Actual 97.6%	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 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.	Goal 3 Days	Actual 2.34 Days	A ≤24 B 25 to 30 C 31 to 40 D 41 to 50 E 51 to 60 F ≥61
ANNUAL INSPECTIONS This indicator examines the percentage of units that HHA inspects on an annual basis 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 discretionary authority to select how many units to inspect each month, so long as all inspections are completed by September.	Goal 100%	Actual 100%	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

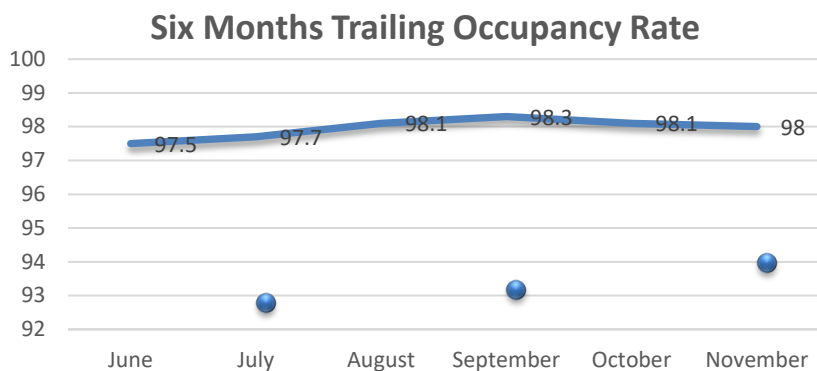
Low-Income Public Housing Development	PMC	ACC Units	Approv ed Units Offline	Total Available ACC Units	Occupied Units	Vacant Units	Occupancy Percentage	Grade	Total Vacant Days	Units Turne d YTD	Avg. Total Turnar ound Days YTD	Grade
Bellerive	J. Allen	210	0	210	209	1	99.5%	A	739	21	35	D
Cuney Homes	Orion	553	0	553	535	18	96.7%	C	12,916	136	95	F
Ewing	Orion	40	0	40	40	0	100.0%	A	138	5	28	C
Forest Green	J. Allen	100	94	6	6	0	100.0%	A	319	10	32	D
Fulton Village	Lynd	108	0	108	105	3	97.2%	B	476	9	53	F
Heatherbrook	Lynd	53	0	53	53	0	100.0%	A	68	3	23	B
Independence Heights	Orion	36	0	36	35	1	97.2%	B	138	2	69	F
Irvinton Village	J. Allen	318	10	308	290	18	94.2%	E	3,905	83	47	E
Kelly Village	J. Allen	270	0	270	263	7	97.4%	B	2,049	50	41	D
Kennedy Place	Orion	108	0	108	108	0	100.0%	A	340	10	34	D
Lincoln Park	Orion	200	0	200	194	6	97.0%	B	1,845	28	66	F
Lyerly	J. Allen	199	0	199	194	5	97.5%	B	2,343	42	56	F
Oxford Place	Orion	230	19	211	206	5	97.6%	B	2,536	45	56	F
Totals		2,425	123	2,302	2,238	64	98.0%	A	27,812	444	63	F

Section 8 New Construction Development	PMC	S8 NC Units	Units Offline	Total Available S8 NC Units	Occupied Units	Vacant Units	Occupancy Percentage	Grade	Total Vacant Days	Units Turne d YTD	Avg. Total Turnar ound Days YTD	Grade
Long Drive	Tarantino	100	0	100	100	0	100.0%	A	482	20	24	B
Telephone Road	Tarantino	200	158	42	42	0	100.0%	A	1,618	8	202	F
Totals		300	158	142	142	0	100.0%	A	2,100	28	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 Turne d YTD	Avg. Total Turnar ound Days YTD	Grade
Allen Parkway Village	Orion	278	8	270	217	53	80.4%	F	0	0	0	A
Historic Oaks of APV	Orion	222	0	222	188	34	84.7%	F	0	0	0	A
HRI-Victory	Orion	140	0	140	122	18	87.1%	F	0	5	0	A
Sweetwater Point	Lynd	26	0	26	25	1	96.2%	C	0	7	0	A
Totals		666	8	658	552	106	87.1%	F	0	12	0	A

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

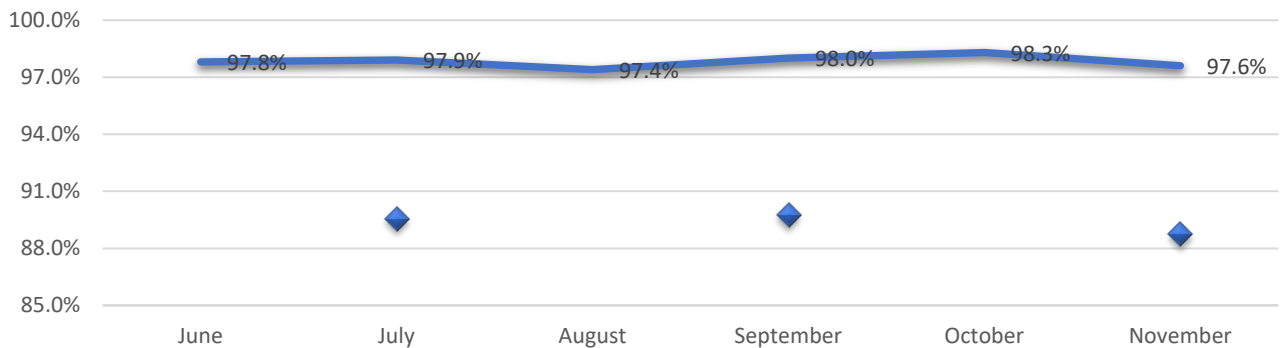
PHAS Score	Occupancy Rate	Avg. Total Turnaround Days
A	98 to 100	1 to 20
B	97 to 97.9	21 to 25
C	96 to 96.9	26 to 30
D	95 to 95.9	31 to 40
E	94 to 94.9	41 to 50
F	≤93.9	≥51



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	11	95.6%
Independence Heights	Orion	154	36	118	0	6	96.1%
Peninsula Park	Orion	280	0	280	0	6	97.9%
Pinnacle at Wilcrest	Embrey	250	0	250	0	2	99.2%
Uvalde Ranch	Hettig-Kahn	244	0	244	0	11	95.5%
Willow Park	Embrey	260	0	260	0	3	98.8%
PH-LIHTC							
Fulton Village	Lynd	108	108		0	3	97.2%
Lincoln Park	Orion	250	200		50	2	99.2%
Oxford Place	Orion	250	230		20	5	98.0%
TOTALS		2,224	627	1,491	106	51	97.6%
RAD-PBV							
Allen Parkway Village	Orion	278	278		0	53	80.9%
Historic Oaks of APV	Orion	222	222		0	34	84.7%
HRI-Victory	Orion	140	140		0	18	85.1%
Sweetwater Point	Lynd	260	26	234	0	17	93.5%
TOTAL		900	666	234	0	122	86.6%

6 Month Trailing Occupancy Rate



RENT COLLECTION

Low-Income Public Housing Development	PMC	Month Billed	Month Collected	% Collected	Grade	YTD Billed	YTD Collected	% YTD Collected	Grade
Bellerive	J. Allen	\$55,550	\$55,287	99.53%	A	\$586,557	\$586,205	99.94%	A
Cuney Homes	Orion	\$149,012	\$124,650	83.65%	F	\$1,692,127	\$1,569,293	92.74%	D
Ewing	Orion	\$9,014	\$7,335	81.37%	F	\$99,172	\$95,859	96.66%	B
Forest Green	J. Allen	\$2,905	\$0	0.00%	F	\$57,146	\$50,470	88.32%	F
Fulton Village	Lynd	\$26,717	\$23,487	87.91%	F	\$311,257	\$289,809	93.11%	D
Heatherbrook	Lynd	\$17,513	\$17,513	100.00%	A	\$162,208	\$158,658	97.81%	B
Independence Heights	Orion	\$4,647	\$1,723	37.08%	F	\$58,590	\$41,748	71.25%	F
Irvinton Village	J. Allen	\$78,920	\$66,388	84.12%	F	\$844,787	\$747,651	88.50%	F
Kelly Village	J. Allen	\$76,546	\$61,149	79.89%	F	\$710,289	\$650,962	91.65%	E
Kennedy Place	Orion	\$36,440	\$33,364	91.56%	E	\$455,008	\$439,025	96.49%	B
Lincoln Park	Orion	\$42,864	\$40,212	93.81%	D	\$453,008	\$422,938	93.36%	D
Lyerly	J. Allen	\$54,603	\$54,522	99.85%	A	\$579,466	\$577,535	99.67%	A
Oxford Place	Orion	\$47,150	\$30,270	64.20%	F	\$452,359	\$365,914	80.89%	F
Totals		\$601,879	\$515,900	85.71%	F	\$6,461,973	\$5,996,066	92.79%	D

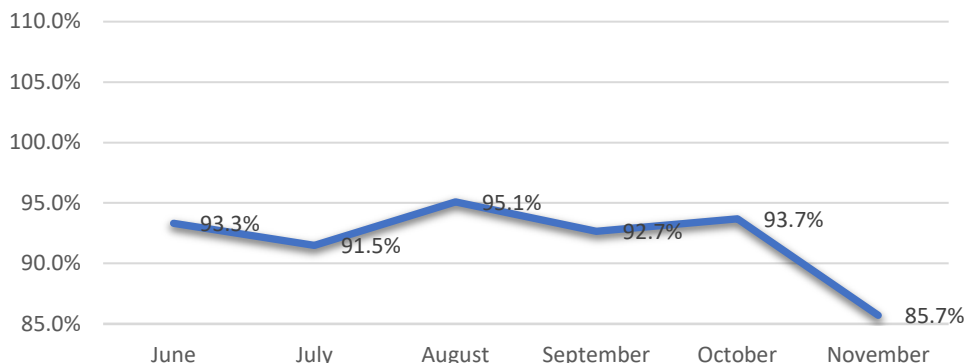
Section 8 New Construction Development		Month Billed	Month Collected	% Collected	Grade	YTD Billed	YTD Collected	% YTD Collected	Grade
Long Drive	Tarantino	\$22,125	\$20,935	94.62%	C	\$219,121	\$213,764	97.56%	B
Telephone Road	Tarantino	\$11,294	\$11,294	100.00%	A	\$136,439	\$134,466	98.55%	A
Totals		\$33,419	\$32,229	96.44%	B	\$355,560	\$348,230	97.94%	B

RAD-PBV		Month Billed	Month Collected	% Collected	Grade	YTD Billed	YTD Collected	% YTD Collected	Grade
Allen Parkway Village	Orion	\$85,048	\$55,547	65.31%	F	\$1,364,372	\$884,493	64.83%	F
Historic Oaks of APV	Orion	\$54,691	\$49,705	90.88%	E	\$773,984	\$571,435	73.83%	F
HRI-Victory	Orion	\$71,007	\$71,007	100.00%	A	\$872,900	\$840,589	96.30%	B
Sweetwater	Lynd	\$218,722	\$183,382	83.84%	F	\$487,758	\$426,571	87.46%	F
Totals		\$429,468	\$359,641	83.74%	F	\$3,499,014	\$2,723,088	77.82%	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

6 Months Trailing Rent Collection Rate



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	2	2	100.0%	A
Cuney Homes	Orion	56	55	98.2%	B
Ewing	Orion	7	7	100.0%	A
Forest Green	J. Allen	0	0	N/A	A
Fulton Village	Lynd	0	0	N/A	A
Heatherbrook	Lynd	0	0	N/A	A
Independence Heights	Orion	2	2	100.0%	A
Irvinton Village	J. Allen	9	9	100.0%	A
Kelly Village	J. Allen	9	8	88.9%	F
Kennedy Place	Orion	0	0	N/A	A
Lincoln Park	Orion	0	0	N/A	A
Lyerly	J. Allen	0	0	N/A	A
Oxford Place	Orion	0	0	N/A	A
Totals		85	83	97.6%	C

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	

		Emergency Work Orders Generated	Emergency W/O Completed within 24 hours	Percentage Completed within 24 hours	Grade
RAD-PBV					
Allen Parkway Village	Orion	29	29	100.0%	A
Historic Oaks of APV	Orion	30	30	100.0%	A
HRI-Victory	Orion	0	0	N/A	A
Sweetwater Point	Lynd	10	10	100.0%	A
Totals		69	69	100.0%	A

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

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

NON-EMERGENCY WORK ORDERS

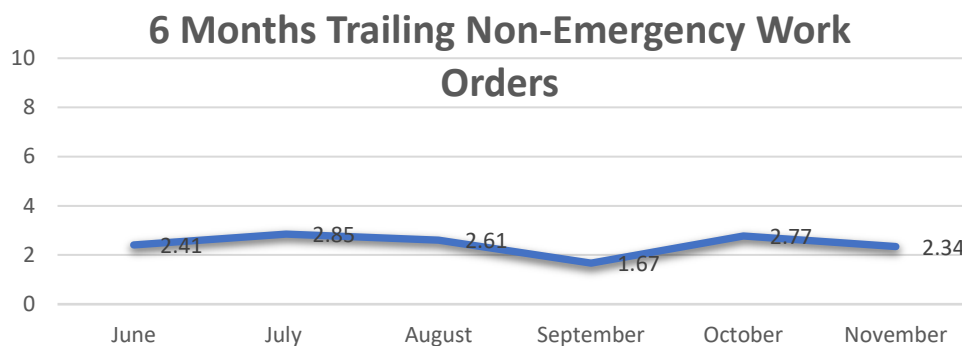
Low-Income Public Housing Development	PMC	Work Orders Generated	Average Completion Time (Days)	Grade
Bellerive	J. Allen	17	1.53	A
Cuney Homes	Orion	248	2.54	A
Ewing	Orion	23	1.42	A
Forest Green	J. Allen	12	5.75	A
Fulton Village	Lynd	6	1.00	A
Heatherbrook	Lynd	57	6.12	A
Independence Heights	Orion	1	0.00	A
Irvinton Village	J. Allen	145	3.39	A
Kelly Village	J. Allen	194	4.39	A
Kennedy Place	Orion	6	1.00	A
Lincoln Park	Orion	97	1.47	A
Lyerly	J. Allen	125	1.86	A
Oxford Place	Orion	0	0.00	A
Totals		931	2.34	A

Section 8 New Construction Development		Work Orders Generated	Average Completion Time (Days)	Grade
Long Drive	Tarantino	80	1.31	A
Telephone Road	Tarantino	0	0.00	A
Totals		80	0.66	A

RAD-PBV		Work Orders Generated	Average Completion Time (Days)	Grade
Allen Parkway Village	Orion	49	0.00	A
Historic Oaks of APV	Orion	66	0.00	A
HRI-Victory	Orion	10	0.00	A
Sweetwater Point	Lynd	192	0.00	A
Totals		317	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	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
Totals		2,312	2,312	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
Sweetwater Point	Lynd	26	26	100.0%	A
Totals		658	658	100.0%	A

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

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

HOUSING CHOICE VOUCHER HUD-GRADED SEMAP INDICATORS

			Score	Performance
ANNUAL REEXAMINATIONS REPORTING RATE	Goal 96%	Actual 100%	10	≥96
This Indicator shows whether the Agency completes a re-examination for each participating family at least every twelve (12) months.			5	90 to 95
			0	≤89
CORRECT TENANT RENT CALCULATIONS	Goal 98%	Actual 100%	5	98 to 100
This Indicator shows whether the Agency correctly calculates the family's share of rent to owner in the Rental Voucher Program.			0	≤97
PRECONTRACT HQS INSPECTIONS	Goal 100%	Actual 99%	5	98 to 100
This Indicator shows whether newly leased units pass HQS inspection on or before the beginning date of the Assisted Lease and HAP Contract.			0	≤97
FSS ENROLLMENT	Goal 80%	Actual 100%	10	≥80
This Indicator shows whether the Agency has enrolled families in the FSS Program as required. To achieve the full points for this Indicator, a housing authority must have 80% or more of its mandatory FSS slots filled. There are currently 410 mandatory slots on the FSS Program; 427 families are currently enrolled.			8	60 to 79
			5	≤59
FSS ESCROW	Goal 30%	Actual 48%	10	≥30
This Indicator shows the extent of the Agency's progress in supporting FSS by measuring the percent of current FSS participants with FSS progress reports entered in the PIC system that have had increases in earned income which resulted in escrow account balances. To achieve the full points for this Indicator, at least 30% of a housing authority's enrolled families must have an escrow balance. 427 families participate in the FSS program. 204 of the 427 (48%) families eligible for escrow currently have an FSS escrow balance.			5	≤29

REAL ESTATE, INVESTMENT, AND DEVELOPMENT

DECEMBER 2022

REO PROJECTS

PUBLIC HOUSING DEFERRED MAINTENANCE AND CAPITAL IMPROVEMENTS

- **Major Capital Projects**
 - Oxford Repairs due to Freeze – The contractor was issued a notice to proceed with work – starting May 10, 2022, with a completion date of December 30, 2022.
 - Bellerive Roof – Construction contract executed. A preconstruction meeting with the contractor was held on Thu, 9/1/22. The construction start date is Monday, 12/12/22, w/ completion in March, 2023.
 - Playground Rehabilitation (Cuney, Kennedy, and Lincoln) – This work was completed in October.
 - New Playground Equipment at Irvinton and Kelly – contract executed / issued in October. ETA for material delivery and installation is January, 2023.
 - Bellerive Exterior Wall Repairs (Due to Water Penetration) – construction contract executed. Preconstruction meeting was held on Monday, 12/5/22. The construction start date is Monday, 12/12/22, with anticipated completion in May, 2023.
 - Irvinton Demolition of Bldg 127 – this building was flooded during Harvey (2017). HUD approved the demolition application in November, 2022. Currently working on solicitation / scope of work documents.
 - Irvinton Foundation and Roof Repairs – project is out to bid w/ proposals due in January, 2023.

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

- The construction has started with sitework.
- Construction starts with Sitework; Renovation of the Interior of Units starts in January 2023;

HURRICANE HARVEY

Currently, FEMA has obligated approximately \$39,450,310 for reimbursement. FEMA – 428 Projects total \$39,400,000 and the total 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:** Transaction is on hold due to a Title 6 investigation.

OPEN SOLICITATION LOG

DECEMBER 2022

HHHA'S PROCUREMENT DEPT.

Type	Solicitation #	Status	Department(s)	Description	Advertisement Date	Due Date
RFP	22-48	Open	Exec	Fleet Replacement	11-30-22	12-21-22
IFB	22-47	Open	REID	Replacement of Trash Chutes at Bellerive Senior Living	11-23-22	1-4-23
QBS	22-05	Open	REID	Development Partners	5-23-22	1-13-23

OPERATING STATEMENTS: 10 MONTHS ENDING OCTOBER 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	5,465,126	6,164,412	699,286
Operating Expenses				
Salaries and Benefits	4,176,557	3,480,464	3,315,318	165,146
Facilities and Other Administrative Expenses	1,978,715	1,648,929	1,601,610	47,319
Total Central Office Expenses	6,155,272	5,129,393	4,916,928	212,465
Surplus/(Use) of Business Activities Funds for COCC	402,879	335,733	1,247,484	911,752

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	11,304,300	12,813,304	1,509,004
Operating Expenses				
Salaries and Benefits	7,028,110	5,856,758	5,488,188	368,570
Administrative Expenses	2,244,362	1,870,302	1,706,528	163,774
COCC-Management Fees	4,047,449	3,372,874	3,676,045	(303,171)
Total Operating Costs Expenses	13,319,921	11,099,934	10,870,761	229,173
Cash Flow (Deficit) from Operations	245,239	204,366	1,942,543	1,738,177
Housing Assistance Payments (HAP)				
Housing Assistance Payment Subsidy	160,000,000	133,333,333	138,998,980	5,665,647
Investment Income on HAP Reserves	0	0	0	0
Housing Assistance Payments	160,000,000	133,333,333	139,418,421	(6,085,088)
HAP Current Year Excess (Use)	0	0	(419,441)	(419,441)

OPERATING STATEMENTS: 10 MONTHS ENDING OCTOBER 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	12,108,767	12,176,969	68,202
Tenant Rental Income	16,961,004	14,134,170	14,257,318	123,148
Other Income	250,000	208,333	219,825	11,492
Total Operating Income	31,741,524	26,451,270	26,654,112	202,842
Operating Expenses				
Administrative Expenses	9,849,695	8,208,079	8,156,081	51,998
Tenant Services	583,080	485,900	409,289	76,611
Utilities	3,867,052	3,222,543	3,121,215	101,328
Maintenance	9,650,050	8,041,708	7,715,282	326,426
Protective Services	1,975,735	1,646,446	1,641,609	4,837
Insurance Expense	2,312,660	1,927,217	1,901,410	25,807
Other General Expense	351,252	292,710	279,524	13,186
Total Routine Operating Expenses	28,589,524	23,824,603	23,224,410	600,193
Net Income from Operations	3,152,000	2,626,667	3,429,702	803,035
Non-Routine Maintenance	4,000,000	3,333,333	2,876,639	456,694
Debt Service	1,416,350	1,180,292	1,166,309	13,983
Debt Service- ESCO	709,688	591,407	589,835	1,572
Cash Flow from Operations	(2,974,038)	(2,478,365)	(1,203,081)	1,275,284
Funds from Capital Funds	4,000,000	3,333,333	2,876,639	(456,694)
Cash Flow (Deficit) from Operations	1,025,962	854,968	1,673,558	818,590


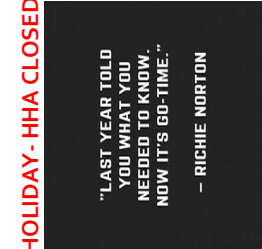






OPERATING STATEMENTS: 10 MONTHS ENDING OCTOBER 31, 2022

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	1,057,126	1,050,382	(6,744)
Tenant Rental Income	482,712	402,260	379,830	(22,430)
Other Income	100	83	141	58
Total Operating Income	1,751,363	1,459,469	1,430,353	(29,116)
Operating Expenses				
Administrative Expenses	590,193	491,828	485,673	6,155
Tenant Services	15,215	12,679	11,881	798
Utilities	186,192	155,160	143,414	11,746
Maintenance	434,073	361,728	305,559	56,169
Protective Services	73,797	61,498	53,684	7,814
Insurance Expense	55,604	46,337	45,316	1,021
Other General Expense	25,000	20,833	18,223	2,610
Total Routine Operating Expenses	1,380,074	1,150,062	1,063,750	86,312
Net Income from Operations	371,289	309,408	366,603	57,196
Non-Routine Maintenance	125,000	104,167	0	104,167
Debt Service	0	0	0	0
	0			
Cash Flow (Deficit) from Operations	246,289	205,241	366,603	161,362

OPERATING STATEMENTS: 10 MONTHS ENDING OCTOBER 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	704,167	672,843	(31,324)
Tenant Rental Income	262,000	218,333	201,755	(16,578)
Other Income	4,065	3,388	2,173	(1,215)
Total Operating Income	1,111,065	925,888	876,771	(49,117)
Operating Expenses				
Administrative Expenses	253,311	211,093	206,315	4,778
Tenant Services	65,688	54,740	49,381	5,359
Utilities	109,938	91,615	89,821	1,794
Maintenance	447,270	372,725	327,891	44,834
Protective Services	35,217	29,348	30,085	(738)
Insurance Expense	116,211	96,843	95,202	1,641
Other General Expense	25,000	20,833	17,800	3,033
Total Routine Operating Expenses	1,052,635	877,196	816,495	60,701
Net Income from Operations	58,430	48,692	60,276	11,584
Non-Routine Maintenance	275,000	229,167	0	229,167
Debt Service	12,000	10,000	10,000	0
Funds from Replacement Reserve	275,000	229,167	0	(229,167)
	0			
Cash Flow (Deficit) from Operations	46,430	38,692	50,276	11,584

January 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 	2  HOLIDAY - HHA CLOSED "LAST YEAR TOLD YOU WHAT YOU NEEDED TO KNOW. NOW IT'S GO-TIME." — RICHIE NORTON	3 9:30 AM - YWCA Senior Lunch @ Bellelve 9:30 AM - YWCA Senior Lunch @ Lyerly 10AM JP/WFS Career/Exploration Job Search @ 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 @ Cunev	4 9:30 AM - YWCA Senior Lunch @Bellelve 9:30 AM - YWCA Senior Lunch @Lyerly 10AM - Section 3 Orientation Meeting 11AM - JP "A New YOU! Habits of Successful People" @ Oxford 2PM - Family Self Sufficiency (FSS) Orientation 3PM - Kidz Grub @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Prog. @ Cunev	5 9:30 AM - YWCA Senior Lunch @Bellelve 9:30 AM - YWCA Senior Lunch @Lyerly 11AM - Client Services' Tenant Relations Meeting 1PM -JP/WFS Resume Writing Seminar @ Oxford 11 AM - Client Services' Tenant Relations Meeting 2PM - Client Services' Tenant Relations Meeting 3PM - Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Program @ Cunev Homes	6 9:30 AM - YWCA Senior Lunch @Bellelve 9:30 AM - YWCA Senior Lunch @Lyerly 11AM - Client Services' Tenant Relations Meeting 1:30 PM Monarch Family Services @ Oxford 2PM - Client Services' Tenant Relations Meeting 2:45PM "Treats & Conversation" @ Oxford 3PM - Kidz Grub @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool @ Cunev 3PM JP Treats & Conversation @ Oxford	7
8 	9 9:30 AM - YWCA Senior Lunch @Bellelve 9:30 AM - YWCA Senior Lunch @Lyerly 9:30 AM Alliance @ Oxford 11AM - Client Services' Tenant Relations Meeting 11 AM - WFS "Hard/Soft Skills Seminar @ Oxford 2PM - Client Services' Tenant Relations Meeting 2PM Financial Literacy Workshop CunevHomes 2PM – Jobs Plus Orientation/Workforce "Bank/Credit Union". @ Oxford 3PM - Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Prog. @ Cunev Harris County Public Health Fairs @ HHA Site(s)	10 9:30 AM - YWCA Senior Lunch @Lyerly 10AM Jobs Plus/WFS Career Exploration Job Search @ 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 @ Cunev	11 9:30 AM - YWCA Senior Lunch @Bellelve 9:30 AM - YWCA Senior Lunch @Lyerly 10AM - Jobs Plus Orientation "Speaker Speaker" @ Oxford 11:00 AM - Family Self Sufficiency- "I Have a Dream" Workshop 2PM - Financial Literacy EPP Workshop 3PM - Kidz Grub @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Prog. @ Cunev	12 9:30 AM - YWCA Senior Lunch @Bellelve 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 @ Cunev, (M- F)	13 9:30 AM - YWCA Senior Lunch @Bellelve 9:30 AM - YWCA Senior Lunch @Lyerly 1:30 PM Monarch Family Services @ Oxford 2:45PM Treats & Conversation @ Oxford 3PM - Kidz Grub @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool @ Cunev 3PM JP Treats & Conversation @ Oxford 4:00 PM Youth Achievement Council- "I Have A Dream" Workshop	14
15 	16 HOLIDAY - HHA CLOSED  MARTIN LUTHER KING JR. DAY THE THIRD MONDAY OF JANUARY	17 9:30 AM - YWCA Senior Lunch @Bellelve 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 @ Cunev 4 PM Tenant Relations @ Kelly Village	18 9:30 AM - YWCA Senior Lunch @Bellelve 9:30 AM - YWCA Senior Lunch @Lyerly 11AM -JP "Speaker Habits of Successful People" @ Oxford 11 AM Financial Literacy EPP Workshop 3 PM- Kidz Grub @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Prog. @ Cunev 4PM - Tenant Relations- Employment for the Holiday's @ Irwinton Village	19 9AM-HHA RC Leadership Meeting @ 2640 9:30 AM - YWCA Senior Lunch @Bellelve 9:30 AM - YWCA Senior Lunch @Lyerly 11AM - Client Services' Tenant Relations Meeting 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 @ Cunev, (M- F)	20 9:30 AM - YWCA Senior Lunch @Bellelve 9:30 AM - YWCA Senior Lunch @Lyerly 11AM - Client Services' Tenant Relations Meeting 1:30 PM Monarch Family Services @ Oxford 2PM - Client Services' Tenant Relations Meeting 2:45PM Treats & Conversation @ Oxford 3PM - Kidz Grub @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool @ Cunev 3PM JP Treats & Conversation @ Oxford	21
22 	23 9:30 AM - YWCA Senior Lunch @Bellelve 9:30 AM - YWCA Senior Lunch @Lyerly 11AM - Client Services' Tenant Relations Meeting 11AM—JP "Resume Writing". @ Oxford 2PM - Client Services' Tenant Relations Meeting 2PM Financial Literacy Workshop CunevHomes 3PM - Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Prog. @ Cunev	24 9:30 AM - YWCA Senior Lunch @Bellelve 9:30 AM - YWCA Senior Lunch @Lyerly 10AM JP/WFS Career/Exploration Job Search @ Oxford 11AM – Client Services' Tenant Relations Meeting 2PM - Client Services' Tenant Relations Meeting 3PM - Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Program @ Cunev	25 9:30 AM - YWCA Senior Lunch @Bellelve 9:30 AM - YWCA Senior Lunch @Lyerly 11AM -JP Orientation "Maintaining Successful Habits @ Oxford 11AM Financial Literacy EPP Workshop 2PM - Financial Literacy EPP Workshop 3PM - Kidz Grub @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Prog. @ Cunev	26 9:30 AM - YWCA Senior Lunch @Bellelve 9:30 AM - YWCA Senior Lunch @Lyerly 11AM – Client Services' Tenant Relations Meeting 12PM JP/WFS Employment Fair" @ Oxford 2PM - Client Services' Tenant Relations Meeting 3PM - Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Program @ Cunev,	27 9:30 AM - YWCA Senior Lunch @Bellelve 9:30 AM - YWCA Senior Lunch @Lyerly 11AM - Client Services' Tenant Relations Meeting 1:30 PM Monarch Family Services @ Oxford 2PM - Client Services' Tenant Relations Meeting 2:45PM Treats & Conversation @ Oxford 3PM - Kidz Grub @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool @ Cunev 3PM JP Treats & Conversation @ Oxford	28 
29 	30 9:30 AM - YWCA Senior Lunch @Bellelve 9:30 AM - YWCA Senior Lunch @Lyerly 11AM - Client Services' Tenant Relations Meeting 2PM - Client Services' Tenant Relations Meeting 2PM—JP/WFS "Resume Writing". @ Oxford 3PM - Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Prog. @ Cunev	31 9:30 AM - YWCA Senior Lunch @Bellelve 9:30 AM - YWCA Senior Lunch @Lyerly 10AM JP/WFS Career/Exploration Job Search @ Oxford 11AM – Client Services' Tenant Relations Meeting 2PM - Client Services' Tenant Relations Meeting 3PM - Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Program @ Cunev	