



**HOUSTON HOUSING AUTHORITY**  
**BOARD OF COMMISSIONERS MEETING**  
January 24, 2023  
3:00 P.M.

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



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**Transforming Lives & Communities**

2640 Fountain View Drive, Houston, Texas 77057 | Phone 713.260.0500 | 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, JANUARY 24, 2023**

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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, JANUARY 24, 2023**  
**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. Election of Board Officers
- V. Approval of the December 13, 2022 Board of Commissioners Meeting Minutes
- VI. Approval of the December 30, 2022 Special Board of Commissioners Meeting Minutes
- VII. President's Report
- VIII. 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)
- IX. Public Hearing for Acquisition, Lease, and Operation of CORTLAND SPRING CYPRESS APARTMENTS (To Make Comments during the Public Hearing – Please add your name to the sign-in sheet when you enter the Board Meeting)
- X. New Business

**Resolution No. 3612:** Consideration and/or action to authorize the President & CEO or designee to Write-off vacant tenant accounts for October 1, 2022 to December 31, 2022.

**Resolution No. 3613:** Consideration and/or action awarding Project-Based Vouchers to KCG Development for affordable housing units at The Westermark located at or about 12716 West Bellfort Avenue, Houston, TX 77099.

**RESOLUTION No. 3614:** Consideration and/or action to authorize the President and CEO to enter into Insurance Contracts for the Policy Year 2023 with Texas Municipal League Intergovernmental Risk Pool.

**Resolution No. 3615:** Consideration and/or action to authorize the President & CEO or designee to execute a contract with TRT Environmental for the demolition of thirty-one (31) buildings at the Clayton Homes Housing Development.

**Resolution No. 3616:** Consideration and/or action to authorize the President & CEO or designee to facilitate subordinate financing for the Smart Living Heights Apartments (f.k.a. Smart Living at West 12<sup>th</sup> Apartments), and the execution of all required documents therefor.

**XI.** Convene an Executive Session to discuss:

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

**Resolution No. 3617:** Consideration and/or action to authorize the President & CEO or designee to facilitate the acquisition of, and the placement of “affordable” units within, Cortland Spring Cypress located at or about 2539 Spring Cypress Road, Spring, Texas 77388, and the execution of all required documents therefor.

**Resolution No. 3618:** Consideration and/or action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Bluebird Communities for the acquisition of Old Farm Apartments, an apartment community that will be located at or about 2500 Old Farm Rd, Houston, TX 77063.

**Resolution No. 3619:** Consideration and/or action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Bluebird Communities for the acquisition of Stone Creek at Old Farm Apartments, an apartment community that will be located at or about 8585 Woodway Dr., Houston, TX 77063.

**Resolution No. 3620:** Consideration and/or action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Civitas Capital Group for the acquisition of Cypresswood Apartments, an apartment community that will be located at or about 708 E. Cypresswood Dr., Houston, TX 77373.

**Resolution No. 3621:** Consideration and/or action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Civitas Capital Group for the acquisition of Territory at Greenhouse apartments, an apartment community that will be located at or about the 2500 Greenhouse Rd., Houston, TX 77084.

**Resolution No. 3622:** Consideration and/or action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Civitas Capital Group for the acquisition of Park at Tour 18 an apartment community that will be located at or about 18110 Hunters Terrace Dr., Houston, TX 77338.

**Resolution No. 3623:** Consideration and/or action to authorize the President & CEO or designee to execute a Memorandum of Understanding with The Morgan Group for the acquisition of Pearl Midtown, an apartment community that will be located at or about 3101 Smith St., Houston, TX 77006.

**Resolution No. 3624:** Consideration and/or action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Avid Reality Partners for the acquisition of The Pines at Woodcreek, an apartment community that will be located at or about 21021 Aldine Westfield Rd, Houston TX 77073.

**Resolution No. 3625:** Consideration and/or action to authorize the President & CEO or designee to execute a Memorandum of Understanding with McDowell Properties for the acquisition of Mirabella Apartment Homes, an apartment community that will be located at or about 12055 Sabo Rd., Houston, TX 77089.

**Resolution No. 3626:** Consideration and/or action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Galium Properties for the acquisition of Tate Tanglewood, an apartment community that will be located at or about 5580 Inwood Dr., Houston, TX 77057.

**Resolution No. 3627:** Consideration and/or action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Pedcor Investments, for the development of Willow Creek Manor, an apartment community that will be located at or about Southwest Corner of Hufsmith-Kohrville Road and Cossey Road, Houston, TX 77070.

**Resolution No. 3628:** Consideration and/or action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Greystar Development Central, LLC, for the development of Birchway at Bear Creek, an apartment community that will be located at or about 00 Clay Rd., and 00 Fry Rd., Katy, TX 77449.

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

**XIII.** Adjournment



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

**Tuesday, December 13, 2022**

A Meeting of the Board of Commissioners (“Board”) of the Houston Housing Authority (“HHA”) was held on Tuesday, December 13, 2022, at the Houston Housing Authority Central Office, 2640 Fountain View Drive, Houston, Texas 77057.

Chair Snowden called the meeting to order at 3:11 p.m. Secretary Northern called the roll and declared a quorum present. Chair Snowden offered the use of an interpreter to be available to Spanish speakers who may need assistance for public comments only. Ms. Elizabeth Paris was asked to introduce herself in Spanish and let the attendees know of her service.

Present: LaRence Snowden, Chair  
Kris Thomas, Commissioner  
Andrea Hilliard Cooksey, Commissioner  
Stephanie A.G. Ballard, Commissioner  
David A. Northern, Sr., Secretary

Absent: Kristy Kirkendoll, Vice Chair  
Dr. Max A. Miller, Jr., Commissioner

**APPROVAL OF MINUTES**

Chair Snowden stated the Board has had an opportunity to review the November 15, 2022 Board of Directors meeting minutes. Noted there should be a correction. Commissioner Thomas is marked as present and absent. Commissioner Thomas was absent.

Chair Snowden asked for a motion to adopt the meeting minutes as corrected.

Director Cooksey moved to adopt the meeting minutes as corrected and Director Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to the November 15, 2022, Board of Directors meeting minutes. Having none, the minutes are adopted as corrected.

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

**PRESIDENT’S REPORT**

Secretary Northern introduced the new Vice President and General Counsel, Jennine Hovell-Cox. Ms. Hovell-Cox provided the Board with some of her background and experience.



Due to the large number of resolutions on the agenda, Mr. Northern provided the commissioners a written report.

## **PUBLIC COMMENTS**

Chair Snowden stated that speakers will be allowed three (3) minutes for public comments. Speakers will only be allowed to speak once. I will inform you when your three minutes have expired. The Board will generally not provide responses to the comments or answer any questions. However, HHA residents making comments are encouraged to clearly state their name and the property where you reside. We will have someone from the property management team or from our staff, to reach out to you directly regarding any issue or concern you may have

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

**There were no public comments during this meeting.**

Chair Snowden stated we will now move into New Business.

## **NEW BUSINESS**

### **DEERWOOD APARTMENTS PUBLIC HEARING**

Chair Snowden stated the Public Hearing for the Acquisition, Lease, and Operation of Deerwood 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.

### **SENDERA AT GREENWAY PUBLIC HEARING**

Chair Snowden stated the Public Hearing for the Acquisition, Lease, and Operation of Sendera at Greenway is now open for comments If there is an individual of the public who wishes to comment on this hearing, please raise your hand for any questions or comments.

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

### **THE BOULEVARD PUBLIC HEARING**

Chair Snowden stated the Public Hearing for the Acquisition, Lease, and Operation of The Boulevard 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.

### **LA MARIPOSA APARTMENTS PUBLIC HEARING**

Chair Snowden stated the Public Hearing for the Acquisition, Lease, and Operation of La Mariposa 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.

### **WINDSOR CYPRESS APARTMENTS PUBLIC HEARING**

Chair Snowden stated the Public Hearing for the Acquisition, Lease, and Operation of Windsor Cypress 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.

### **DELRAY APARTMENTS PUBLIC HEARING**

Chair Snowden stated the Public Hearing for the Acquisition, Lease, and Operation of Delray 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.

### **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.**

Secretary Northern stated that Resolution No. 3465 will be presented by Rhonda Foster, Director of Asset Management.

Ms. Foster stated Resolution No. 3465 reads: 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. Accordingly, staff recommends the Board adopt Resolution No. 3465.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3465.

Commissioner Thomas moved to adopt Resolution No. 3465. Commissioner Ballard seconded the motion.

Chair Snowden's comments: This resolution was previously tabled because it required a more detailed plan of action. He appreciates staff putting in the work and including additional information into this resolution.

When resolutions are tabled, that means it requires additional research and information. It is important to set a timeline to speak with the commissioners regarding those resolutions in order to provide the answers to their questions about those particular resolutions.

Chair Snowden asked if there is any objection to adopting this resolution. Having none, Resolution No. 3465 is adopted.

#### **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.**

Secretary Northern stated that Resolution No. 3591 will be presented by Jay Mason, Director of REID.

Mr. Mason stated Resolution No. 3591 reads 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. Accordingly, staff recommends the Board adopt this resolution

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

Commissioner Cooksey moved to adopt Resolution No. 3591. Commissioner Ballard seconded the motion.

Chair Snowden's comments, I'll just go on record saying ditto to what I said previously regarding Tabled resolutions. When resolutions are tabled, that means it requires additional research and information. It is important to set a timeline to speak with the commissioners regarding those resolutions in order to provide the answers to their questions about those particular resolutions.

Chair Snowden asked if there is any objection to adopting this resolution. Having none, Resolution No. 3591 is adopted.

## **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.**

Secretary Northern stated that Resolution No. 3593 will be presented by Roy Spivey, Director of IT.

Mr. Spivey stated Resolution No. 3593 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 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. Accordingly, staff recommends the Board adopt this resolution.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3593.

Commissioner Ballard moved to adopt Resolution No.3593. Commissioner Thomas seconded the motion.

Chair Snowden comment was to confirm that there would be no installation of additional equipment, etc. Mr. Spivey confirmed.

Chair Snowden asked if there is any objection to adopting this resolution. Having none, Resolution No. 3593 is adopted.

**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.**

Secretary Northern stated that Resolution No. 3594 will be presented by Cheryl Rivers, Interim Vice President of HCVP.

M. Rivers stated Resolution No. 3594 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 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. Accordingly, staff recommends the Board adopt this resolution.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3594.

Commissioner Cooksey moved to adopt Resolution No. 3594. Commissioner Thomas seconded the motion.

Chair Snowden asked if there is any discussion regarding this resolution.

Commissioner Cooksey stated there was some discussion and the staff did a great job explaining and identifying potential issues.

Chair Snowden's comments, we use consultants quite a bit. We should be developing staff to be able to take on more responsibility and to be able to do some of the work that the consultants are doing.

Chair Snowden called for a vote. Commissioners, Thomas, Cooksey, and Ballard said Aye. Chair Snowden said No. Majority approved so Resolution No. 3594 is adopted.

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

Secretary Northern stated that Resolution No. 3595 will be presented by Rhonda Foster.

Ms. Foster stated Resolution No. 3595 reads 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. Accordingly, staff recommends the Board adopt Resolution No. 3595.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3595.

Commissioner Ballard moved to adopt Resolution No. 3595. Commissioner Thomas seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution. Having none, Resolution No. 3595 is adopted.

**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.**

Chair Snowden stated we will discuss this resolution during Executive Session.

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

Chair Snowden stated we will discuss this resolution during Executive Session.

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

#### **EXECUTIVE SESSION**

Chair Snowden suspended the Public Session on Tuesday, December 13, 2022 at 3:49 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 4:39 p.m.

Secretary Northern called the roll and declared a quorum present.

#### **NEW BUSINESS continued...**

**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.**

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3596.

Commissioner Cooksey moved to adopt Resolution No.3596. Commissioner Thomas seconded the motion.

Chair Snowden asked if there is any objection to adopting this resolution. Having none, Resolution No. 3596 is adopted.

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

Chair Snowden asked for a motion to TABLE Resolution No. 3597.

Commissioner Thomas motioned and Commissioner Cooksey seconded.

Chair Snowden asked if there is any discussion or objection to TABLING this resolution. Having none, Resolution No. 3597 is TABLED.

**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.**

Chair Snowden asked for a motion to vote on Resolution Nos. 3598, 3599, 3600, 3601, 3602, 3603, and 3604 in seriatim.

Commissioner Cooksey motioned. Commissioner Ballard seconded the motion to vote in seriatim.

Chair Snowden asked for a motion to adopt Resolution Nos. 3598, 3599, 3600, 3601, 3602, 3603, and 3604.

Commissioner Ballard motioned, and Commissioner Kirkendoll seconded.

Chair Snowden asked if there is any discussion or objection to adopting Resolution Nos. 3598, 3599, 3600, 3601, 3602, 3603, and 3604. Having none, the Chairman called for a vote. All voted in favor therefore Resolution Nos. 3598, 3599, 3600, 3601, 3602, 3603, and 3604 are adopted.

**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.**

**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.**

**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.**

**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 6620 Gessner Rd., Houston, TX 77040.**

**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.**

Chair Snowden asked for a motion to vote on Resolution Nos. 3605, 3606, 3607, 3608, 3609, 3610, and 3611 in seriatim.

Commissioner Thomas motioned. Commissioner Ballard seconded the motion to vote in seriatim

Chair Snowden asked for a motion to adopt Resolution Nos. 3605, 3606, 3607, 3608, 3609, 3610, and 3611.

Commissioner Ballard moved to adopt Resolution Nos. 3605, 3606, 3607, 3608, 3609, 3610, and 3611  
Commissioner Cooksey seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting Resolution No. 3605, 3606, 3607, 3608, 3609, 3610, and 3611. Having none, the Chairman called for a vote. All voted in favor therefore Resolution Nos. 3605, 3606, 3607, 3608, 3609, 3610, and 3611 are adopted.

## **ADJOURNMENT**

Chair Snowden remarked this concludes the items on today's agenda and declared the meeting adjourned at 4:44 p.m.



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

**Friday, December 30, 2022**

A Special Meeting of the Board of Commissioners (“Board”) of the Houston Housing Authority (“HHA”) was held on Friday, December 30, 2022, at the Houston Housing Authority Central Office, 2640 Fountain View Drive, Houston, Texas 77057.

Chair Snowden called the meeting to order at 9:30 a.m. Secretary Northern called the roll and declared a quorum present. Chair Snowden offered the use of an interpreter to be available to Spanish speakers who may need assistance for public comments only. Ms. Elizabeth Paris was asked to introduce herself in Spanish and let the attendees know of her service.

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

Absent: Kristy Kirkendoll, Vice Chair  
Andrea Hilliard Cooksey, Commissioner

**PUBLIC COMMENTS**

Chair Snowden stated that speakers will be allowed three (3) minutes for public comments. Speakers will only be allowed to speak once. I will inform you when your three minutes have expired. The Board will generally not provide responses to the comments or answer any questions. However, HHA residents making comments are encouraged to clearly state their name and the property where you reside. We will have someone from the property management team or from our staff, to reach out to you directly regarding any issue or concern you may have

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

Jennifer Davis, Titus Real Estate Group: Asking about the status of Forest Green.

**OLD BUSINESS**

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

Secretary Northern stated that Resolution No. 3597 will be presented by Mike Rogers, Vice President of Fiscal and Business Operations.



Mr. Rogers stated Resolution No. 3597 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 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. Accordingly, staff recommends the Board adopt Resolution No. 3597.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3597.

Commissioner Thomas moved to adopt and Commissioner Miller seconded the motion.

Chair Snowden's comments: The chairman wanted a briefing prior to the resolution being presented to the Board that walked through the process for the development of the budget including input from the various departments at HHA as well as the input from the management companies for the property budgets. In addition, any data that we relied on for key assumptions such as the pro rates, projected cost increases, etc.

On future budget submittals, the Board Chair would like a comparative segment that shows YTD actual data along with a projection for the total cost for the current year and then a side-by-side comparison with the proposed budget with variance explanation provided for areas where significant changes between years are projected. In early 2023 he also wants a recap of these items for the 2023 budget.

Chair Snowden asked if there is any objection to adopting this resolution. Having none, Resolution No. 3597 is adopted.

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

#### **EXECUTIVE SESSION**

Chair Snowden suspended the Public Session on Friday, December 30, 2022, at 9:45 a.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 10:25 a.m.

Secretary Northern called the roll and declared a quorum present.

#### **ADJOURNMENT**

Chair Snowden remarked this concludes the items on today's agenda and declared the meeting adjourned at 10:29 a.m.



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**RESPONSES TO COMMENTS RECEIVED AT THE TUESDAY, DECEMBER 13, 2022  
BOARD OF COMMISSIONER MEETING**

A Meeting of the Board of Commissioners (“Board”) of the Houston Housing Authority (“HHA”) was held on Tuesday, December 13, 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



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**RESPONSES TO COMMENTS RECEIVED AT THE FRIDAY, DECEMBER 30, 2022  
SPECIAL BOARD OF COMMISSIONER MEETING**

A Special Meeting of the Board of Commissioners (“Board”) of the Houston Housing Authority (“HHA”) was held on Friday, December 30, 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**

Jennifer Davis, Titus Real Estate Group: Asking the status of Forest Green.



**HOUSTON**  
HOUSING AUTHORITY

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**REQUEST FOR BOARD AGENDA ITEM**

**1. Brief Description of Proposed Item**

Consideration and/or action to authorize the President & CEO or designee to Write-off vacant tenant accounts for October 1, 2022 to December 31, 2022.

**2. Date of Board Meeting:** January 24, 2023

**3. Proposed Board Resolution:**

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to write off vacated tenant accounts in the amount of \$57,131.08 and make necessary changes and corrections pursuant to the memorandum from George D. Griffin III, Vice President of Housing Operations, dated January 9, 2023, to David A. Northern, Sr., President & CEO.

**4. Department Head Approval**

Signature

DocuSigned by:  
*George D. Griffin III*  
B501C71E4DD949C

Date: 1/22/2023

**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*  
3FC87AD4740742D...

Date: 1/22/2023

**6. Approval of President & CEO**

Signature

DocuSigned by:  
*David A. Northern, Sr.*  
9E9D4D9C4AF64AA...

Date: 1/22/2023



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**MEMORANDUM**

**TO:** DAVID A. NORTHERN, SR., PRESIDENT & CEO  
**FROM:** GEORGE D. GRIFFIN III, VICE PRESIDENT OF HOUSING OPERATIONS  
**SUBJECT:** CONSIDERATION AND/OR ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO WRITE-OFF VACANT TENANT ACCOUNTS FOR OCTOBER 1, 2022, TO DECEMBER 31, 2022  
**DATE:** JANUARY 9, 2023

---

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to write-off vacated tenant accounts designated as uncollectible in the amount of \$57,131.08. This amount captures accounts written off for the months of October 1, 2022 through December 31, 2022.

**BACKGROUND:**

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

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

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

1. Rent statements are provided to public housing tenants on a monthly basis listing their rent payment and any other financial obligations (i.e. excessive utilities, maintenance, legal fees, unreported income, and other fees). When payments are received and processed by the office, the property manager confirms the accuracy of the payment and records it in the system.
2. Tenants who do not submit their payments by the 5<sup>th</sup> business day are sent reminder notices.

3. If payments are not received by the 10<sup>th</sup> day, managements conduct courtesy calls to speak with tenants about their plans to pay their tenant charges. Tenants are reminded about their options to establish a re-payment agreement, pursue rental assistance and/or request an interim change. Households who openly communicate and cooperate regarding their situations are deemed responsive which allows Management to delay lease enforcement for non-payment of rent.
4. Households who do not honor their financial obligations nor respond to Management are deemed non-responsive resulting in the filing of a formal eviction, with the courts. Uncollected debt is accrued when tenants vacate their units without resolving their balances.
5. Upon ending the household's participation and closure of the tenants' account, management proceeds in filing the debt with the National Recovery Agency and to the Public Indian Housing Information Center (PIC) maintained by the Department of Housing & Urban Development. The data is reported every month to ensure timely submission with a desire to ratify the reported uncollected data with quarterly resolutions.

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

<b>Property Name</b>	<b>Write Off Amount</b>
APV	\$0.00
Bellerive	\$159.00
Clayton Homes	\$0.00
Cuney Homes	\$10,335.84
Ewing	\$0.00
Forest Green	\$189.53
Fulton Village	\$9,902.49
Heatherbrook	\$618.44
HOAPV	\$0.00
HRI	\$0.00
Independence Heights	\$0.00
Irvinton Village	\$14,798.45
Kelly Village	\$17,513.85
Kennedy Place	\$0.00
Lincoln Park	\$2,748.48
Long Drive	\$0.00
Lyerly	\$0.00
Oxford Place	\$865.00
Sweetwater Point	\$0.00
Telephone Road	\$0.00
Victory Place	\$0.00
<b>Grand Total</b>	<b>\$57,131.08</b>

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

<b>Uncollected Debt Categories</b>	<b>4<sup>th</sup> Quarter Write-off Totals</b>
Rent	\$27,894.14
Retro Rent (Fraud)	\$0.00
Maintenance Charges	\$23,947.84
Legal Charges	\$903.00
Utilities	\$2,519.68
Other Fees	\$1,866.42
<b>Grand Total</b>	<b>\$57,131.018</b>

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

#### **RECOMMENDATION**

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

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to write off vacated tenant accounts in the amount of \$57,131.08 and make necessary changes and corrections pursuant to the memorandum from George D. Griffin III, Vice President of Housing Operations, dated January 9, 2023, to David A. Northern, Sr., President & CEO.

**PHO WRITE OFFS**  
**FOURTH QUARTER 2022 WRITE OFF**

Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
APV								\$0.00
APV								\$0.00
APV								\$0.00
APV								\$0.00
APV								\$0.00
APV								\$0.00
APV								\$0.00
<b>TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Bellerive	Barragan, Carlos	11/29/2022	\$159.00	\$0.00	\$0.00	\$0.00	\$0.00	\$159.00
Bellerive								\$0.00
Bellerive								\$0.00
<b>TOTAL</b>			<b>\$159.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$159.00</b>

Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Clayton Homes								\$0.00
Clayton Homes								\$0.00
Clayton Homes								\$0.00
Clayton Homes								\$0.00
Clayton Homes								\$0.00
Clayton Homes								\$0.00
Clayton Homes								\$0.00
<b>TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Cuney Homes	Barrett, Kristian	10/3/2022	\$30.00	\$334.00	\$0.00	\$149.02	\$15.00	\$528.02
Cuney Homes	Branch, Dante A.	10/3/2022	\$415.44	\$574.00	\$0.00	\$128.59	\$30.00	\$1,148.03
Cuney Homes	Davis, Juanita R.	10/3/2022	\$1,568.00	\$62.00	\$0.00	\$76.60	\$240.00	\$1,946.60
Cuney Homes	Hampton-Nuttall, Roshandra	10/13/2022	\$1,716.13	\$904.00	\$0.00	\$382.77	\$135.00	\$3,137.90
Cuney Homes	Hollis, Irene N.	10/10/2022	\$0.00	\$287.00	\$0.00	\$28.14	\$0.00	\$315.14
Cuney Homes	Laday, Annecia	9/23/2022	\$0.00	\$941.80	\$0.00	\$23.14	\$0.92	\$965.86
Cuney Homes	Ward, Tamika L.	10/3/2022	\$1,304.00	\$312.00	\$0.00	\$19.38	\$60.00	\$1,695.38
Cuney Homes	Haynes, Cheryl	10/31/2022	\$459.00	\$0.00	\$0.00	\$94.91	\$45.00	\$598.91
Cuney Homes								\$0.00
Cuney Homes								\$0.00
Cuney Homes								\$0.00
Cuney Homes								\$0.00
Cuney Homes								\$0.00
Cuney Homes								\$0.00
Cuney Homes								\$0.00
Cuney Homes								\$0.00
Cuney Homes								\$0.00





Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Independence Heights								\$0.00
<b>TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Irvinton Village	Beyer, Nancy L.	10/5/2022	\$671.00	\$1,064.06	\$129.00	\$16.50	\$45.00	\$1,925.56
Irvinton Village	Calhoun, McKinley A.	10/18/2022	\$614.41	\$855.27	\$129.00	\$79.32	\$60.00	\$1,738.00
Irvinton Village	Domino, Shamyra	10/11/2022	\$67.00	\$321.46	\$0.00	\$90.28	\$30.00	\$508.74
Irvinton Village	Hawkins, Whitney N.	10/12/2022	\$764.00	\$0.00	\$258.00	\$0.60	\$105.00	\$1,127.60
Irvinton Village	Henderson, Ashley S.	10/17/2022	\$0.00	\$136.03	\$0.00	\$440.43	\$0.00	\$576.46
Irvinton Village	Lopez Rodriguez, Yajaira	10/4/2022	\$0.00	\$94.72	\$0.00	\$0.00	\$0.00	\$94.72
Irvinton Village	Mitchell, Brittany L.	10/20/2022	\$4,637.00	\$739.12	\$258.00	\$73.50	\$90.00	\$5,797.62
Irvinton Village	Washington, Chelsea	10/8/2022	\$9.00	\$167.40	\$129.00	\$117.42	\$45.00	\$467.82
Irvinton Village	Watson, Kendra A.	10/12/2022	\$1,727.82	\$579.93	\$0.00	\$194.18	\$60.00	\$2,561.93
Irvinton Village								\$0.00
Irvinton Village								\$0.00
Irvinton Village								\$0.00
Irvinton Village								\$0.00
Irvinton Village								\$0.00
<b>TOTAL</b>			<b>\$8,490.23</b>	<b>\$3,957.99</b>	<b>\$903.00</b>	<b>\$1,012.23</b>	<b>\$435.00</b>	<b>\$14,798.45</b>

Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Kelly Village	Allen, Whitney S.	9/30/2022	\$0.00	\$244.90	\$0.00	\$0.00	\$0.00	\$244.90
Kelly Village	Moore, Lakendra R.	9/30/2022	\$0.00	\$0.00	\$0.00	\$28.90	\$0.00	\$28.90
Kelly Village	Randall, Kachancetaria	10/28/2022	\$0.00	\$12,120.95	\$0.00	\$9.76	\$0.00	\$12,130.71
Kelly Village	Boykin, Shavonna F.	11/28/2022	\$3,448.00	\$0.00	\$0.00	\$0.00	\$210.00	\$3,658.00
Kelly Village	Cotton, Kaila R.	11/28/2022	\$2.95	\$1,366.25	\$0.00	\$22.14	\$60.00	\$1,451.34
Kelly Village								\$0.00
Kelly Village								\$0.00
Kelly Village								\$0.00
Kelly Village								\$0.00
Kelly Village								\$0.00
Kelly Village								\$0.00
Kelly Village								\$0.00
<b>TOTAL</b>			<b>\$3,450.95</b>	<b>\$13,732.10</b>	<b>\$0.00</b>	<b>\$60.80</b>	<b>\$270.00</b>	<b>\$17,513.85</b>
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Kennedy Place								\$0.00
Kennedy Place								\$0.00
Kennedy Place								\$0.00
Kennedy Place								\$0.00
<b>TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Lincoln Park	Dunn, Antionette S.	10/26/2022	\$0.00	\$48.99	\$0.00	\$6.00	\$0.00	\$54.99
Lincoln Park	Williams, Deshara D.	11/29/2022	\$2,217.50	\$475.99	\$0.00	\$0.00	\$0.00	\$2,693.49
Lincoln Park								\$0.00
Lincoln Park								\$0.00
<b>TOTAL</b>			<b>\$2,217.50</b>	<b>\$524.98</b>	<b>\$0.00</b>	<b>\$6.00</b>	<b>\$0.00</b>	<b>\$2,748.48</b>

Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Long Drive								\$0.00
Long Drive								\$0.00
Long Drive								\$0.00
<b>TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Lyerly								\$0.00
Lyerly								\$0.00
Lyerly								\$0.00
Lyerly								\$0.00
Lyerly								\$0.00
<b>TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Oxford Place	Ashton, Tarshia D.	12/11/2022	\$865.00	\$0.00	\$0.00	\$0.00	\$0.00	\$865.00
Oxford Place								\$0.00
Oxford Place								\$0.00
Oxford Place								\$0.00
<b>TOTAL</b>			<b>\$865.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$865.00</b>

Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Sweetwater Point								\$0.00
Sweetwater Point								\$0.00
<b>TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Telephone Road								\$0.00
<b>TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Victory Place								\$0.00
Victory Place								\$0.00
<b>TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

<b>Grand Total</b>	<b>\$27,894.14</b>	<b>\$23,947.84</b>	<b>\$903.00</b>	<b>\$2,519.68</b>	<b>\$1,866.42</b>	<b>\$57,131.08</b>
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Property Name	Write Off Amount
APV	\$0.00
Bellerive	\$159.00
Clayton Homes	\$0.00
Cuney Homes	\$10,335.84
Ewing	\$0.00
Forest Green	\$189.53
Fulton Village	\$9,902.49
Heatherbrook	\$618.44
HOAPV	\$0.00
HRI	\$0.00
Independence Heights	\$0.00
Irvinton Village	\$14,798.45
Kelly Village	\$17,513.85
Kennedy Place	\$0.00
Lincoln Park	\$2,748.48
Long Drive	\$0.00
Lyerly	\$0.00
Oxford Place	\$865.00
Sweetwater Point	\$0.00
Telephone Road	\$0.00
Victory Place	\$0.00
<b>Grand Total</b>	<b>\$57,131.08</b>

*UNREPORTED INCOME			
RENT	\$27,894.14	\$0.00	0%
MAINTENANCE	\$23,947.84	\$2,519.68	42%
LEGAL	\$903.00		2%
UTILITIES	\$2,519.68		4%
FEEES	\$1,866.42		3%
<b>TOTAL</b>	<b>\$57,131.08</b>		<b>100%</b>

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

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

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

	2022				
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Totals
APV	\$ 236.06	\$ 14,147.98	\$ -	\$ -	\$ 14,384.04
Bellerive	\$ 50.00	\$ 204.00	\$ 151.00	\$ 159.00	\$ 564.00
Clayton Homes	\$ 90.81	\$ 12,331.54	\$ 7,698.86	\$ -	\$ 20,121.21
Cuney Homes	\$ 20,444.23	\$ 43,737.08	\$ 27,432.52	\$ 10,335.84	\$ 101,949.67
Ewing	\$ -	\$ 507.00	\$ 724.00	\$ -	\$ 1,231.00
Forest Green	\$ -	\$ -	\$ -	\$ 189.53	\$ 189.53
Fulton Village	\$ -	\$ -	\$ 10,178.50	\$ 9,902.49	\$ 20,080.99
Heatherbrook	\$ 1,749.37	\$ -	\$ 821.05	\$ 618.44	\$ 3,188.86
HOAPV	\$ 5,906.13	\$ 178.00	\$ 185.01	\$ -	\$ 6,269.14
HRI	\$ -	\$ -	\$ -	\$ -	\$ -
Independence	\$ -	\$ 84.00	\$ -	\$ -	\$ 84.00
Irvinton Village	\$ 42,104.04	\$ 59,593.03	\$ 25,159.80	\$ 14,798.45	\$ 141,655.32
Kelly Village	\$ 13,295.31	\$ 28,034.60	\$ 24,016.02	\$ 17,513.85	\$ 82,859.78
Kennedy Place	\$ 2,245.35	\$ 10,099.04	\$ 1,162.81	\$ -	\$ 13,507.20
Lincoln Park	\$ 1,605.00	\$ 2,543.05	\$ 1,756.47	\$ 2,748.48	\$ 8,653.00
Long Drive	\$ -	\$ 10,505.90	\$ 583.25	\$ -	\$ 11,089.15
Lyerly	\$ 3,341.00	\$ 1,938.00	\$ 1,918.60	\$ -	\$ 7,197.60
Oxford Place	\$ 3,804.52	\$ 3,839.75	\$ 12,906.24	\$ 865.00	\$ 21,415.51
Sweetwater	\$ -	\$ 1,263.08	\$ 8,309.00	\$ -	\$ 9,572.08
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -
Victory Place	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Grand Total</b>	<b>\$ 94,871.82</b>	<b>\$ 189,006.05</b>	<b>\$ 123,003.13</b>	<b>\$ 57,131.08</b>	<b>\$ 464,012.08</b>



Transforming Lives & Communities

**REQUEST FOR BOARD AGENDA ITEM**

**1. Brief Description of Proposed Item**

Consideration and/or action awarding Project-Based Vouchers to KCG Development for affordable housing units at The Westermark located at or about 12716 West Bellfort Avenue, Houston, TX 77099

**2. Date of Board Meeting:** January 17, 2023

**3. Proposed Board Resolution:**

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President & CEO to negotiate, execute, as well as, make necessary changes and corrections to conditionally award eight (8) Project-Based Vouchers to KCG Development LLC at The Westermark located at or about 12716 West Bellfort Avenue, Houston, TX 77099 pursuant to the memorandum dated January 10, 2023 from Cheryl Rivers, Interim Vice President of HCVP to David A. Northern, Sr. President & CEO.

**4. Department Head Approval**

Signature  Date: 1/22/2023  
3DE403DEA128441

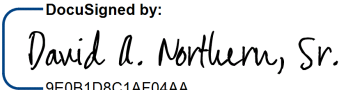
**5. Statement regarding availability of funds by VP of Fiscal Operations**

Funds Budgeted and Available  Yes  No Source \_\_\_\_\_

**VP of FO Approval**

Signature  Date: 1/22/2023  
3FC87AD4710742D...

**6. Approval of President & CEO**

Signature  Date: 1/22/2023  
9E0B1D8C1AF04AA...



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**MEMORANDUM**

**TO:** DAVID A. NORTHERN, SR. PRESIDENT & CEO  
**FROM:** CHERYL D. RIVERS, INTERIM VICE PRESIDENT OF HCVP  
**SUBJECT:** CONSIDERATION AND/OR ACTION AWARDED PROJECT-BASED VOUCHERS TO KCG DEVELOPMENT LLC FOR THE WESTERMARK LOCATED AT OR ABOUT 12716 WEST BELLFORT AVENUE, HOUSTON, TX 77099  
**DATE:** JANUARY 10, 2023

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO to take all necessary actions to negotiate, execute, as well as, make necessary changes and corrections to conditionally award eight (8) Project-Based Vouchers to KCG Development LLC at The Westermark, located at 12716 West Bellfort Avenue, Houston, TX 77099

**BACKGROUND**

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

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

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

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

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



1. Offers mutual benefits for the HHA to expand affordable housing units while also allowing Owners to leverage the voucher subsidy.
2. Encourages Owners to pursue new construction, rehabilitation, or acquisition of existing properties;
3. Promote voucher utilization;
4. Expands housing choices for low-income and special populations;
5. Increase supportive housing options

The intent of the RFP 22-46 was to solicit proposals for eligible properties from property owners who are interested in receiving PBV assistance. Under HUD regulations, certain properties owned or controlled by HHA are eligible for PBV assistance and may be eligible for selection under this RFP. HHA will enter into PBV HAP Contracts with selected property owners for designated rental units for an initial term of up to fifteen (15) years subject to funding availability. Rental assistance subsidies will be provided while eligible families occupy the rental housing units determined to meet housing quality standards. HHA's published subsidy standards will determine the appropriate unit size for the family size and composition.

### EVALUATION PROCESS

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

- Cheryl D. Rivers, Interim Vice President, HCVP
- Gary Baxter, Director of HCVP
- Adrian Hudspeth, HCVP Landlord Liaison

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

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

The proposal(s) ranked as follows:

Rank	Firm/Company	M/WBE	Evaluation Rating
1	KCG Development/The Westermark	N/A	90

- References have been checked and returned positive. There are no conflicts of interest and KCG Development are not on HUD's Debarment List.

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

- An environmental review must be completed by the City of Houston, and the environmental certification or categorical exclusion has been approved by HUD. The project owner must provide all information required for the environmental review on a timely basis.
- The project owner must provide HHA all of the information needed to execute the HAP documents including, but not limited to, submission of a detailed work description that includes working drawings and specifications and all other requirements found at 24 CFR 983.152
- All proposals submitted for PBV assistance in connection with the particular selection, including proposals submitted for selection in accordance with 24 CFR §983.51(b)(2); A copy of any standard operating procedures, worksheets, checklists, or any other work product used in the selection of PBV proposals; and if the proposal was selected pursuant to a request for proposals in accordance with 24 CFR §983.51(b)(1), a copy of the solicitation;

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

## DESCRIPTION OF WINNING PROPOSAL

### **KCG Development**

Established in 2015, as a mixed-use and multi-family housing developer with a key belief that positive social impact and profitable development are not mutually exclusive. KCG has ranked among the Nation's top 30 Affordable Multifamily Developers. Their growth and success are based on their multi-disciplinary approach and strong partnerships with housing agencies, financial partners and residents.

KCG also currently have a Memorandum of Understanding with the Houston Housing Authority (HHA) to cooperatively develop mixed-income assets within the City of Houston. The Westermark is KCG's commitment to construct a multi-family development offering affordable housing units for low-income households.

KCG Development will hire KCG Residential to provide property management services, at the site.

The Westermark is a new-construction project situated on approximately 4.89 acres, in high opportunity area called Alief Westwood (Fort Bend County). The project is in the financing stage with construction scheduled to begin in June 2023. Occupancy is anticipated to start in February 2024. The targeted population for the PBVs will be households comprised of single adults, families with children and elderly/disable adults.

**PROPERTY DETAILS**

- 1 building
- 165 units comprised of 0-bedroom and 3-bedroom units with PBVs allocated to 8 units (4.8%)
- ADA Accessible Units
- Units have a private bath and small kitchenette with a microwave and refrigerator.
- Access (within .5 miles) to shopping, groceries, public schools, libraries, medical facilities, etc.
- Available, on-site parking

**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 negotiate, execute, as well as, make necessary changes and corrections to conditionally award eight (8) Project-Based Vouchers to KCG Development at The Westermark located at or about 12716 West Bellfort Avenue, Houston, TX 77099 pursuant to the memorandum dated January 10, 2023, from Cheryl Rivers, Interim Vice President of HCVP 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 and CEO to enter into Insurance Contracts for the Policy Year 2023 with Texas Municipal League Intergovernmental Risk Pool.

**2. Date of Board Meeting:** January 24, 2023

**3. Proposed Board Resolution:**

**Resolution:** That the Houston Housing Authority Board of Commissioners, authorizes the President & CEO to execute insurance contracts for the policy year 2023 with the Texas Municipal League Intergovernmental Risk Pool with a total premium paid not to exceed \$960,000, pursuant to the memorandum dated January 10, 2023, from Michael Rogers, Vice President of Fiscal and Business Operations.

**4. Department Head Approval** Signature DocuSigned by:  
*Mike Rogers*  
3FC87AD4740742D... Date: 1/22/2023

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

Funds Budgeted and Available  Yes  No Source: 2023 Operating Budget

**VP of FO Approval** Signature DocuSigned by:  
*Mike Rogers*  
3FC87AD4740742D... Account # \_\_\_\_\_ Date: 1/22/2023

**6. Approval of President & CEO** Signature DocuSigned by:  
*David A. Northern, Sr.*  
9E0B1D8C1AF04AA... Date: 1/22/2023



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**MEMORANDUM**

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

**FROM:** MICHAEL ROGERS, VICE PRESIDENT OF FISCAL AND BUSINESS OPERATIONS

**SUBJECT:** CONSIDERATION AND OR ACTION TO AUTHORIZE THE PRESIDENT AND CEO TO ENTER INTO INSURANCE CONTRACTS FOR THE POLICY YEAR 2023 WITH TEXAS MUNICIPAL LEAGUE INTERGOVERNMENTAL RISK POOL.

**DATE:** JANUARY 10, 2023

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO to enter into a contract with the Texas Municipal Intergovernmental risk pool for the policy year 2023.

**BACKGROUND:**

The Texas Municipal League Intergovernmental Pool (TML) is the leading provider of worker’s compensation, liability and property coverage for local governments in Texas. Founded in 1974 TML is the oldest and largest pool of its type in the United States. Currently, the TML pool insures over 2800 governments and political subdivisions as members. TML has been providing coverage to the Houston Housing Authority for several years. TML is the current provider of our property and liability insurance for all of our public housing properties. TML also provides our agency errors & omissions insurance, our fleet automobile insurance, our crime policy, and our worker’s compensation policy.

The preliminary billing for the policy year 2023 is \$930,999.27 which includes all discounts. This preliminary billing represents an increase of 33.56% (\$233,920.05) over the 2022 total premium. This is a significant increase in overall premiums the majority of which is attributed to the increase in Real & Personal property coverage. Insurance rates have been rising in Texas over the past several years and this trend has continued in the current year. There have been recent significant claims events that occurred in Texas including but not limited to the 2021 winter freeze which unlike most weather events was not geographically limited. In addition, construction material costs have increased in the COVID era which increases the cost of replacement in the event a loss is incurred.

During the first quarter of 2023, there will be a worker’s compensation audit by TML which will modify the amount we are currently being billed. Historically these adjustments have not been significant and are not expected to be any different when the next audit occurs.

In years past we have always added a buffer to the preliminary billing to allow there to be small changes to the policy should there be changes in the scope of the coverages provided during the year. We are recommending this practice be continued for the following year by adding an

approximate 2.5% buffer to the preliminary billing. This will bring the total authorized expenditure with TML for the 2023 policy year to a not to exceed limit of \$960,000.

Prepaying the full premium for 2023 will allow us to take advantage of the prepayment discounts offered by TML. These discounts total \$18,999 for 2023.

During 2023 we anticipate there being some downward adjustments made to the current policy. These downward adjustments will come from the completion of the sale of the remaining units at Clayton to TxDOT and the sale of the Forest Green property. These events will require the units to be removed from the policy. At the current time, we do not know exactly when these sales will take place so no consideration was provided for these reductions in the not to exceed amount requested via this resolution.

A recap of the recent billing history from 2020 to 2023 follows:

HOUSTON HOUSING AUTHORITY				
TEXAS MUNICIPAL LEAGUE	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
POLICY COST HISTORY	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ESTIMATE</u>
AUTOMOBILE LIABILITY	8,189.00	6,134.00	7,820.00	7,347.00
ERRORS AND OMISSIONS	36,631.00	27,689.00	35,606.00	34,150.00
GENERAL LIABILITY	21,904.00	15,468.00	18,198.00	17,424.00
CYBER LIABILITY	40.00	30.00	53.32	87.25
CRIME POLICY	5,212.00	5,212.00	5,212.00	5,212.00
LAW ENFORCEMENT	600.00	475.00	849.00	808.00
<b>SUBTOTAL - LIABILITY</b>	<b>72,576.00</b>	<b>55,008.00</b>	<b>67,738.32</b>	<b>65,028.25</b>
LIABILITY - 2% PREPAYMENT DISCOUNT	(1,346.48)	(1,100.16)	(1,354.77)	(1,300.57)
LIABILITY - EQUITY RETURN	0.00	0.00	0.00	0.00
<b>TOTAL LIABILITY PREMIUM</b>	<b>71,229.52</b>	<b>53,907.84</b>	<b>66,383.55</b>	<b>63,727.69</b>
AUTO PHYSICAL DAMAGE	2,018.00	1,957.00	1,904.00	1,975.00
MOBILE EQUIPMENT	840.00	840.00	840.00	877.00
REAL & PERSONAL PROPERTY	487,973.00	439,211.00	513,413.00	708,377.00
REAL & PERSONAL PROPERTY -2640/2650	51,184.00	51,184.00	61,656.00	84,332.00
PROPERTY CHANGE - CLAYTON TXDOT SALE	(19,922.00)	0.00	0.00	0.00
PROPERTY CHANGE -TELEPHONE ROAD -BILL CREDIT	0.00	(32,395.00)	0.00	0.00
<b>SUBTOTAL PROPERTY</b>	<b>522,093.00</b>	<b>460,797.00</b>	<b>577,813.00</b>	<b>795,561.00</b>
PROPERTY - 2% PREPAYMENT DISCOUNT	(10,546.90)	(9,863.84)	(11,556.26)	(15,911.22)
PROPERTY - EQUITY RETURN	0.00	0.00	0.00	0.00
<b>TOTAL PROPERTY PREMIUM</b>	<b>511,546.10</b>	<b>450,933.16</b>	<b>566,256.74</b>	<b>779,649.78</b>
WORKERS COMPENSATION	64,566.00	62,917.00	65,754.00	89,410.00
W/C - 2% PREPAYMENT DISCOUNT	(2,941.76)	(1,258.34)	(1,315.08)	(1,788.20)
W/C - EQUITY RETURN	0.00	0.00	0.00	0.00
<b>TOTAL WORKERS COMPENSATION PREMIUM</b>	<b>61,624.24</b>	<b>61,658.66</b>	<b>64,438.92</b>	<b>87,621.80</b>
<b>TOTAL PREMIUM</b>	<b>644,399.86</b>	<b>566,499.66</b>	<b>697,079.21</b>	<b>930,999.27</b>
<b>PERCENTAGE CHANGE - FROM PRIOR YEAR</b>	<b>12.46%</b>	<b>-12.09%</b>	<b>23.05%</b>	<b>33.56%</b>

Of note, there was a property equity return in 2015 along with a liability equity return in 2016. Our participation in this pool provides us the opportunity to receive premium credits for these types of items when pool performance allows for them. This issue is periodically reviewed by the TML board. No such return of equity is expected for the current year.

TML has responded very quickly to any claim we have filed with them. We have not had any complaints with them as far as their handling of our claims.

**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 execute insurance contracts for the policy year 2023 with the Texas Municipal League Intergovernmental Risk Pool with a total premium paid not to exceed \$960,000, pursuant to the memorandum dated January 10, 2023, from Michael Rogers, Vice President of Fiscal and Business Operations.



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 with TRT Environmental for the demolition of thirty-one (31) buildings at the Clayton Homes Housing Development

**2. Date of Board Meeting:** January 24, 2023

**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 TRT Environmental for the demolition of the remaining thirty-one (31) buildings at the Clayton Homes Housing Development in an amount not to exceed \$734,527.00, pursuant to the memorandum dated January 10, 2023, from Jay Mason, Director of REID, to David A. Northern, Sr., President and CEO.

**4. Department Head Approval**      Signature DocuSigned by:  
*Jay Mason*  
EB1ADD6791E24E3      Date: 1/22/2023

**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*  
3FC87AD4746742D...      Date: 1/22/2023

**6. Approval of President & CEO**

Signature DocuSigned by:  
*David A. Northern, Sr.*  
9E0B1D8C1AF04AA...      Date: 1/22/2023





**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 CONTRACT WITH TRT ENVIRONMENTAL TO DEMOLISH THIRTY-ONE (31) BUILDINGS AT THE CLAYTON HOMES HOUSING DEVELOPMENT.  
**DATE:** JANUARY 10,2023

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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 TRT Environmental for the demolition of the remaining thirty-one (31) buildings at the Clayton Homes Housing Development in an amount not to exceed \$734,527.00

### BACKGROUND

In preparation for the Phase II of the Clayton Homes disposition to TxDOT, the Houston Housing Authority has completely vacated the Clayton Homes Housing Development, located at 1919 Runnels St, Houston, TX 77003. All residents have been relocated and utilities have been disconnected. However, with the property being vacant, the HHA is experiencing significant vandalism incidents with individuals breaking into vacant units and living on the property indefinitely. In addition, we receive a multitude of other complaints about the property, which include fires burning on the property; copper pipes and wiring being stolen; aluminum windows and screens being removed; and doors / windows being broken.

With this situation being a health and safety concern for the community, HHA has considered providing security at the property, however the proposals received were cost prohibitive (approx. \$55,000 per month). Due to the Federal Highway Administration halting all future TxDOT transactions, the ETA on the closing of Clayton Homes is unknown and thus, the duration (and costs) of having onsite security also cannot be determined at this time. In addition, HHA continues to carry overhead and maintenance costs until the sale to TxDOT is complete. Therefore, HHA would like to demolish the property in its entirety (and has competitively procured for its demolition).

The original ICE for this project was \$2,384,250.66, which was based on the costs incurred by TxDOT to demolish / remediate Phase I of the Clayton Homes disposition. Therefore, the lowest bidder is 69% below the budgeted amount.

The execution of this contract by and between TRT Environmental and the Houston Housing Authority is contingent upon TxDOT agreeing, in writing, that they will reimburse the Houston Housing Authority for all costs, inclusive of the demolition scope described in this resolution.

**ADVERTISEMENT:**

In December of 2022, a legal notice advertising IFB 22-50 Remediation and Demolition of Clayton Homes (“IFB 22-50”) was posted in the Houston Chronicle and Forward Times Newspapers, and in the Houston Business Journal.

In addition to posting “IFB 22-50” on its website, HHA’s Procurement Department sent e-mails advertising this solicitation to potential Firms on its Bidder’s List; to the City of Houston Office of Business Opportunity (“OBO”); and to the Houston Minority Supplier Development Council (“HMSDC”).

Interested parties were also able to access “IFB 22-50” 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”).

Interested parties were invited to attend a non-mandatory pre-bid conference held in-person and virtually to ask questions about “IFB 22-50”, and were allowed to attend multiple site visits and ask follow-up questions.

**EVALUATION PROCESS**

On January 5, 2023, HHA’s Procurement Department opened the following sealed bids in response to IFB 22-50:

Lo/Hi Rank	Firm/Company	M/WBE	Total Cost
1	TRT Environmental	N/A	\$734,527.00
2	AAR Incorporated	N/A	\$816,400.00
3	EZ Demolition	MBE	\$964,589.00
4	Inland Environmental	WBE	\$987,727.00
5	Alloy Group	N/A	\$ 1,078,849.00
6	Grant MacKay	N/A	\$1,249,403.00
7	RNDI	M/WBE	\$1,299,697.00
8	Alamo 1	MBE	\$1,754,980.00

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

**RECOMMENDATION**

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

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President & CEO to negotiate, execute and make necessary changes and corrections to a contract with TRT Environmental for the demolition of the remaining thirty-one (31) buildings at the Clayton Homes Housing Development in an amount not to exceed \$734,527.00, pursuant to the memorandum dated January 10, 2023, from Jay Mason, Director of REID, 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 facilitate subordinate financing for the Smart Living Heights Apartments (f.k.a. Smart Living at West 12<sup>th</sup> Apartments), and the execution of all required documents therefor.

**2. Date of Board Meeting:** January 24, 2023

**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 secure up to \$5,500,000.00 in subordinate financing for the Smart Living Heights Apartments (f.k.a. Smart Living at West 12<sup>th</sup> Apartments) (the “**Project**”), and the execution of all required documents therefor, pursuant to the memorandum from Jay Mason, Director of REID, dated January 11, 2023, to David A. Northern, Sr., President & CEO.

**4. Department Head Approval**      Signature 

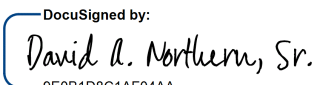
      Date: 1/22/2023

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

Funds Budgeted and Available     Yes     No      Source Third Party Funding

**VP of FO Approval**      Signature 

      Date: 1/22/2023

**6. Approval of President & CEO**

Signature 

      Date: 1/22/2023



**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 TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO SECURE UP TO \$5,500,000.00 IN SUBORDINATE FINANCING FOR THE SMART LIVING HEIGHTS APARTMENTS (F.K.A. SMART LIVING AT WEST 12TH APARTMENTS) (THE “**PROJECT**”), AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.  
**DATE:** JANUARY 11, 2023

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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 secure up to \$5,500,000.00 in subordinate financing for the Project, and the execution of all required documents therefor.

**BACKGROUND:**

On November 17, 2020, the Houston Housing Authority Board of Commissioners passed a resolution (No. 3223) which authorized the Houston Housing Authority Interim President & CEO or designee to take all actions necessary or convenient to facilitate the acquisition of that certain parcel of land located at 3530 West 12<sup>th</sup> Street, Houston, Texas 77008, the construction and development of the 240-unit Smart Living at West 12th Apartments thereupon, and the execution of all required documents therefor, including the authorization of a loan in an aggregate principal amount not to exceed \$26,000,000 from Woodforest National Bank, N.A. (“**Lender**”) to DTC SL W12, LLC, a Delaware limited liability company (the “**Owner**”) to finance the Project.

A second loan in an amount not to exceed \$5,500,000.00 is now required for the Project (the “**Second Loan**”), which Second Loan will be obtained by Owner from Lender to finance the Project and, in connection with the making of the Second Loan, Lender will require Lakeside Place PFC (the “**PFC**”) to join in the execution of documents evidencing and/or securing the Second Loan (collectively, the “**Second Loan Documents**”).

**APPROVALS**

The Board of Commissioners of the Authority authorizes the President and Chief Executive Officer of the Authority and/or his designee to do the following:

1. Cause the Second Loan to be obtained by the Owner from the Lender for the Project.
2. Review, execute and approve all other documents necessary to effectuate the foregoing transactions, including the Second Loan Documents, 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.

3. 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 consider 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 secure up to \$5,500,000.00 in subordinate financing for the Smart Living Heights Apartments (f.k.a. Smart Living at West 12<sup>th</sup> Apartments) (the “**Project**”), and the execution of all required documents therefor.



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**RESOLUTION NO. 3616**

**RESOLUTION AUTHORIZING THE PRESIDENT & CEO OR DESIGNEE TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO SECURE UP TO \$5,500,000.00 IN SUBORDINATE FINANCING FOR THE SMART LIVING HEIGHTS APARTMENTS (F.K.A. SMART LIVING AT WEST 12TH APARTMENTS) (THE “PROJECT”), AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.**

WHEREAS, on November 17, 2020, the Board of Commissioners of the Authority passed a resolution (No. 3223) which authorized the Houston Housing Authority Interim President & CEO or designee to take all actions necessary or convenient to facilitate the acquisition of that certain parcel of land located at 3530 West 12th Street, Houston, Texas 77008, the construction and development of the 240-unit Smart Living at West 12th Apartments thereupon, and the execution of all required documents therefor, including the authorization of a loan in an aggregate principal amount not to exceed \$26,000,000 from Woodforest National Bank, N.A. (“**Lender**”) to DTC SL W12, LLC, a Delaware limited liability company (the “**Owner**”) to finance the Project; and

WHEREAS, a second loan in an amount not to exceed \$5,500,000.00 is now required for the Project (the “**Second Loan**”), which Second Loan will be obtained by Owner from Lender to finance the Project and, in connection with the making of the Second Loan, Lender will require Lakeside Place PFC (the “**PFC**”) to join in the execution of documents evidencing and/or securing the Second Loan (collectively, the “**Second Loan Documents**”);

WHEREAS, the Authority desires to authorize the President & CEO or designee to take such actions necessary or convenient to secure the Second Loan and execute all required documents therefor;

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 Second Loan to be obtained by the Owner from the Lender for the Project.
2. Review, execute and approve all other documents necessary to effectuate the foregoing transactions, including the Second Loan Documents, 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.

3. 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 24th of January, 2023.

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, Cortland Spring Cypress located at or about 2539 Spring Cypress Road, Spring, Texas 77388, and the execution of all required documents therefor.

**2. Date of Board Meeting:** January 24, 2023

**3. Proposed Board Resolution:**

**Resolution:** That the Houston Housing Authority Board of Commissioners, authorizes the Houston Housing Authority (the "**Authority**") to take such actions necessary or convenient to facilitate the acquisition of, and the placement of "affordable" units within, Cortland Spring Cypress located at or about 2539 Spring Cypress Road, Spring, Texas 77388 (the "**Project**"), pursuant to the memorandum from Jay Mason, Director of REID, dated January 11, 2023, to David A. Northern, Sr., President & CEO.

**4. Department Head Approval**

Signature DocuSigned by:  
Jay Mason  
FB1ADD0791F24F3... Date: 1/22/2023

**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: 1/22/2023

**6. Approval of President & CEO**

Signature DocuSigned by:  
David A. Northern, Sr.  
3E0B1D8C1A704AA... Date: 1/22/2023



**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, CORTLAND SPRING CYPRESS LOCATED AT OR ABOUT 2539 SPRING CYPRESS ROAD, SPRING, TEXAS 77388, AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.  
**DATE:** JANUARY 11, 2023

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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, Cortland Spring Cypress located at or about 2539 Spring Cypress Road, Spring, Texas 77388 (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 Spring Cypress Owner LP, a Delaware limited partnership (the "**Owner**") will enter into a lease agreement (the "**Lease Agreement**") granting site control of the Project to the Owner.

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

The Owner will obtain a loan in an aggregate principal amount not to exceed \$39,000,000 (the "**Loan**") from Walker & Dunlop, LLC, a Delaware limited liability company ("**Lender**"), to finance the Project and, in connection with the making of the Loan, Lender will require PFC to join in the execution of documents evidencing and/or securing the Loan (collectively, the "**Loan Documents**").

**APPROVALS**

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

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

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

**RECOMMENDATION**

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

**Resolution:** That the Houston Housing Authority Board of Commissioners, authorizes the Houston Housing Authority (the “**Authority**”) to take such actions necessary or convenient to facilitate the acquisition of, and the placement of “affordable” units within, Cortland Spring Cypress located at or about 2539 Spring Cypress Road, Spring, Texas 77388 (the “**Project**”), pursuant to the memorandum from Jay Mason, Director of REID, dated January 11, 2023, to David A. Northern, Sr., President & CEO.

**RESOLUTION NO. 3617**

**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, CORTLAND SPRING CYPRESS LOCATED AT 2539 SPRING CYPRESS ROAD, SPRING, TEXAS 77388 (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 Spring Cypress Owner LP, a Delaware limited partnership (the “**Owner**”) will enter into a lease agreement (the "**Lease Agreement**") granting site control of the Project to the Owner;

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

WHEREAS, the Owner will obtain a loan in an aggregate principal amount not to exceed \$39,000,000 (the “**Loan**”) from Walker & Dunlop, LLC, a Delaware limited liability company (“**Lender**”), to finance the Project and, in connection with the making of the Loan, Lender will require PFC to join in the execution of documents evidencing and/or securing the Loan (collectively, the “**Loan Documents**”);

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

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

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

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

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

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

*[Remainder of page intentionally left blank for signature]*

PASSED 24th of January, 2023.

ATTEST:

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CHAIR

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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 Bluebird Communities for the acquisition of Old Farm Apartments, an apartment community that will be located at or about 2500 Old Farm Rd, Houston, TX 77063.

**2. Date of Board Meeting:** January 24, 2023

**3. Proposed Board Resolution:**

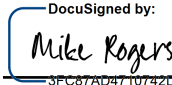
**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Bluebird Communities for the acquisition of Old Farm Apartments an apartment community that will be located at or about 2500 Old Farm Rd, Houston, TX 77063 for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Director of REID, dated January 9, 2023, to David A. Northern, Sr., President & CEO.

**4. Department Head Approval**    Signature 

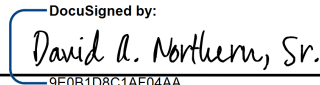
    Date: 1/22/2023

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

Funds Budgeted and Available     Yes     No    Source \_\_\_\_\_

**VP of FO Approval**    Signature 

    Date: 1/22/2023

**6. Approval of President & CEO**

Signature 

    Date: 1/22/2023



**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 BLUEBIRD COMMUNITIES FOR THE ACQUISITION OF OLD FARM APARTMENTS, AN APARTMENT COMMUNITY THAT WILL BE LOCATED AT OR ABOUT 2500 OLD FARM RD, HOUSTON, TX 77063  
**DATE:** JANUARY 9, 2023

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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 Bluebird Communities for the acquisition of Old Farm Apartments an apartment community that will be located at or about 2500 Old Farm Rd, Houston, TX 77063

**BACKGROUND:**

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

The Houston Housing Authority wishes to increase the number of affordable housing units available for qualified residents within its jurisdiction. To facilitate this, 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:**

Bluebird Communities LLC is a private real estate investment firm specializing in the acquisition and repositioning of multifamily properties throughout the United States. The company is vertically integrated and manages all its properties directly through its in-house property management company. The company currently owns and manages 2,000 units. Bluebird for uses on value-add opportunities throughout the United States (with a primary focus on the Southern, Southeastern, and Midwestern states), with a strong bias towards assets that offer near-term cash flows, with the potential for enhanced



yield through management efficiencies and/or capital improvements, while investing in markets that have strong underlying fundamentals. The firm seeks workforce housing opportunities in markets with long-term upside, a high quality of life, and robust economic drivers. Our objective is to produce solid cash yields and generate attractive risk-adjusted returns for our investors. We achieve this by carefully investing in multifamily assets that fit our value-add strategy, in markets that meet and exceed our investment guidelines.

The proposed investment, Old Farm Apartments, is a Class A, 734-unit multifamily community located at 2500 Old Fannin Road, Houston, Texas 77063, in west Harris County. Offering 428 one-bedroom apartments, 236 two-bedroom apartments, and seventy-three-bedroom apartments, the property's amenities include a fitness center, attached garages, pet-friendly, swimming pool, chef-inspired grilling stations, and package lockers with 24-hour access. Convenient access is provided to the Energy Corridor, Galleria/Uptown, and other major employment centers via Interstate I10, Beltway 8, Interstate 610, and the Westpark Tollway.

#### **AFFORDABLE UNITS:**

74 Units (10.0%) at 60% AMI; 294 units 40.0%) at 80% AMI. Total 368 affordable units (50%).

	60% AMI	80% AMI	Market	Totals	Avg. sq. ft.
1 Bedroom	43	171	214	428	746
2 Bedrooms	24	94	118	236	1,192
3 Bedrooms	7	29	34	70	1,378
Totals	74	294	366	734	950
Percentages	10.08%	40.05%	49.86%	100.00%	696,956

#### **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 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	Bluebird Communities - Old Farm Apartments (Insert Points Below)
Location	10	5
Depth of Affordability	10	8
Schools	10	4
\$ Front End	10	6
\$ Operations	10	8
Reasonable Developer \$	10	3
Term of Affordability	5	3
Flood Plain	5	0
\$/Land Back End	5	3
Preservation	5	0
HHA Resources	5	5
M/WBE Participation	5	4
Unit Mix	2.5	0
Mix with Market Units	2.5	2.5
Bonus Points	5	0
	<b>100</b>	<b>51.5</b>

**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 Bluebird Communities for the acquisition of Old Farm Apartments, an apartment community that will be located at or about 2500 Old Farm Rd, Houston, TX 77063 for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Director of REID, dated January 9, 2023, 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 Bluebird Communities for the acquisition of Stone Creek at Old Farm Apartments, an apartment community that will be located at or about 8585 Woodway Dr., Houston, TX 77063.

**2. Date of Board Meeting:** January 24, 2023

**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 Bluebird Communities for the acquisition of Stone Creek at Old Farm Apartments, an apartment community that will be located at or about 8585 Woodway Dr., Houston, TX 77063 for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Director of REID, dated January 9, 2023, to David A. Northern, Sr., President & CEO.

**4. Department Head Approval**    Signature 
DocuSigned by:  
Jay Mason  
FB1A0DD6791F24F3...
    Date: 1/22/2023

**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  
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    Date: 1/22/2023

**6. Approval of President & CEO**

Signature 
DocuSigned by:  
David A. Northern, Sr.  
3E0B1D8C1A704AA...
    Date: 1/22/2023



**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 BLUEBIRD COMMUNITIES FOR THE ACQUISITION OF STONE CREEK AT OLD FARM APARTMENTS, AN APARTMENT COMMUNITY THAT WILL BE LOCATED AT OR ABOUT 8585 WOODWAY DR., HOUSTON, TX 77063  
**DATE:** JANUARY 9, 2023

---

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 Bluebird Communities for the acquisition of Stone Creek at Old Farm Apartments an apartment community that will be located at or about 8585 Woodway Dr., Houston, TX 77063

**BACKGROUND:**

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

The Houston Housing Authority wishes to increase the number of affordable housing units available for qualified residents within its jurisdiction. To facilitate this, 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:**

Bluebird Communities LLC is a private real estate investment firm specializing in the acquisition and repositioning of multifamily properties throughout the United States. The company is vertically integrated and manages all its properties directly through its in-house property management company. The company currently owns and manages 2,000 units. Bluebird for uses on value-add opportunities throughout the United States (with a primary focus on the Southern, Southeastern, and Midwestern states), with a strong bias towards assets that offer near-term cash flows, with the potential for enhanced yield through management efficiencies and/or capital improvements, while investing in markets that have

strong underlying fundamentals. The firm seeks workforce housing opportunities in markets with long-term upside, a high quality of life, and robust economic drivers. Our objective is to produce solid cash yields and generate attractive risk-adjusted returns for our investors. We achieve this by carefully investing in multifamily assets that fit our value-add strategy, in markets that meet and exceed our investment guidelines.

The proposed investment, Old Farm Apartments, is a Class A, 190-unit multifamily community located at 2500 Old Fannin Road, Houston, Texas 77063, in west Harris County. Offering 112 one-bedroom apartments, 58 two-bedroom apartments, and 20-three-bedroom apartments, the property's amenities include a fitness center, attached garages, pet-friendly, swimming pool, chef-inspired grilling stations, and package lockers with 24-hour access. Convenient access is provided to the Energy Corridor and The Galleria/ Uptown and other major employment centers via Interstate 10, Beltway 8, Interstate 610, and the Westpark Tollway.

#### **AFFORDABLE UNITS:**

38 Units (20.0%) at 60% AMI; 60 units (31.5%) at 80% AMI. Total 98 affordable units (51.6%).

	60% AMI	80% AMI	Market	Totals	Avg. sq. ft.
1 Bedroom	23	34	55	112	783
2 Bedrooms	11	19	28	58	1,228
3 Bedrooms	4	7	9	20	1,378
<b>Totals</b>	<b>38</b>	<b>60</b>	<b>92</b>	<b>190</b>	<b>981</b>
<b>Percentages</b>	<b>20.00%</b>	<b>31.58%</b>	<b>48.42%</b>	<b>100.00%</b>	<b>186,432</b>

#### **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 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	Bluebird Communities - Stone Creek at Old Farm (Insert Points Below)
Location	10	5
Depth of Affordability	10	10
Schools	10	4
\$ Front End	10	5
\$ Operations	10	6
Reasonable Developer \$	10	3
Term of Affordability	5	6
Flood Plain	5	0
\$/Land Back End	5	3
Preservation	5	0
HHA Resources	5	5
M/WBE Participation	5	5
Unit Mix	2.5	0
Mix with Market Units	2.5	2.5
Bonus Points	5	0
	<b>100</b>	<b>54.5</b>

**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 Bluebird Communities for the acquisition of Stone Creek at Old Farm Apartments, an apartment community that will be located at or about 8585 Woodway Dr., Houston, TX 77063 for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Director of REID, dated January 9, 2023, 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 Civitas Capital Group for the acquisition of Cypresswood Apartments, an apartment community that will be located at or about 708 E. Cypresswood Dr., Houston, TX 77373

**2. Date of Board Meeting:** January 24, 2023

**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 Civitas Capital Group for the acquisition of Cypresswood Apartments apartments an apartment community that will be located at or about 708 E. Cypresswood Dr., Houston, TX 77373 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 January 9, 2023, to David A. Northern, Sr., President & CEO.

**4. Department Head Approval**    Signature DocuSigned by:  
*Jay Mason*    Date: 1/22/2023

**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: 1/22/2023

**6. Approval of President & CEO**

Signature DocuSigned by:  
*David A. Northern, Sr.*    Date: 1/22/2023



**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 CIVITAS CAPITAL GROUP FOR THE ACQUISITION OF CYPRESSWOOD APARTMENTS, AN APARTMENT COMMUNITY THAT WILL BE LOCATED AT OR ABOUT 708 E. CYPRESSWOOD DR., HOUSTON, TX 77373  
**DATE:** JANUARY 9, 2023

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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 Civitas Capital Group for the acquisition of Cypresswood Apartments, an apartment community that will be located at or about 708 E. Cypresswood Dr., Houston, TX 77373

**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:**

Civitas Capital Group is a Dallas-based private real estate investment advisor committed to serving institutional investors, family offices, wealth management advisors and high-net-worth individuals. We provide our clients with exposure to U.S. real estate through a variety of products and services. Since 2009, Civitas has deployed more than \$700 million into U.S. real estate across a range of property types. Civitas has invested in a broad spectrum of property types including office, hotel, multifamily apartments, and mixed-use developments. Civitas' investments include joint ventures as well as projects undertaken by the firm's in-house development arm. With our ever-deepening cultural competency and sense of



global citizenship, Civitas creates opportunities that enrich communities, investors, and employees alike. Across the firm, women and minorities hold 62% of leadership positions.

Cypresswood Apartments is a 287-unit Class A, multifamily community currently leased in north Harris County, on East Cypresswood Drive just east of Interstate 45. The community is located near major employers (including Bush Airport, Greenspoint, and The Woodlands) and is served by the Spring Independent School District. Cypresswood Apartments includes 148 one-bedroom units, 131 two-bedroom units, and 8 three-bedroom units.

**AFFORDABLE UNITS:**

57 Units (20.0%) at 60% AMI; 87 units (30.3%) at 80% AMI. Total 144 affordable units (50.1%).

	60% AMI	80% AMI	Market	Totals	Avg. sq. ft.
1 Bedroom	30	44	74	148	750
2 Bedrooms	25	41	65	131	1,107
3 Bedrooms	2	2	4	8	1,436
Totals	57	87	143	287	932
Percentages	19.86%	30.31%	49.83%	100.00%	267,401

**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 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	Civitas Capital - Cypresswood Apartments (Insert Points Below)
Location	10	5
Depth of Affordability	10	6
Schools	10	6
\$ Front End	10	5
\$ Operations	10	6
Reasonable Developer \$	10	3
Term of Affordability	5	4
Flood Plain	5	5
\$/Land Back End	5	4
Preservation	5	0
HHA Resources	5	5
M/WBE Participation	5	4
Unit Mix	2.5	0
Mix with Market Units	2.5	2.5
Bonus Points	5	0
	<b>100</b>	<b>55.5</b>

**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 Civitas Capital Group for the acquisition of Cypresswood Apartments, an apartment community that will be located at or about 708 E. Cypresswood Dr., Houston, TX 77373 the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Director of REID, dated January 9, 2023, to David A. Northern, Sr., President & CEO.



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**REQUEST FOR BOARD AGENDA ITEM**

**1. Brief Description of Proposed Item**

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

**2. Date of Board Meeting:** January 24, 2023

**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 Civitas Capital Group for the acquisition of Territory at Greenhouse Apartments, an apartment community that will be located at or about the 2500 Greenhouse Rd., Houston, TX 77084 for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Director of REID, dated January 9, 2023, to David A. Northern, Sr., President & CEO.

**4. Department Head Approval**      Signature DocuSigned by:  
*Jay Mason*      Date: 1/22/2023  
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**5. Statement regarding availability of funds by VP of Fiscal Operations**

Funds Budgeted and Available  Yes  No      Source \_\_\_\_\_

**VP of FO Approval**      Signature DocuSigned by:  
*Mike Rogers*      Date: 1/22/2023  
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**6. Approval of President & CEO**

Signature DocuSigned by:  
*David A. Northern, Sr.*      Date: 1/22/2023  
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**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**MEMORANDUM**

**TO:** DAVID A. NORTHERN, SR., PRESIDENT & CEO  
**FROM:** JAY MASON, DIRECTOR OF REID  
**SUBJECT:** CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH CIVITAS CAPITAL GROUP FOR THE ACQUISITION OF TERRITORY AT GREENHOUSE APARTMENTS, AN APARTMENT COMMUNITY THAT WILL BE LOCATED AT OR ABOUT 2500 GREENHOUSE RD., HOUSTON, TX 77084  
**DATE:** JANUARY 9, 2023

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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 Civitas Capital Group for the acquisition Territory at Greenhouse Apartments, an apartment community that will be located at or about 2500 Greenhouse Rd., Houston, TX 77084

**BACKGROUND:**

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

The Houston Housing Authority wishes to increase the number of affordable housing units available for qualified residents within its jurisdiction. To facilitate this, 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:**

Civitas Capital Group is a Dallas-based private real estate investment advisor committed to serving institutional investors, family offices, wealth management advisors and high-net-worth individuals. We provide our clients with exposure to U.S. real estate through a variety of products and services. Since 2009, Civitas has deployed more than \$700 million into U.S. real estate across a range of property types. Civitas has invested in a broad spectrum of property types including office, hotel, multifamily apartments, and mixed-use developments. Civitas' investments include joint ventures as well as projects undertaken by the firm's in-house development arm. With our ever-deepening cultural competency and sense of

global citizenship, Civitas creates opportunities that enrich communities, investors, and employees alike. Across the firm, women and minorities hold 62% of leadership positions.

Territory at Greenhouse Apartments is a 288-unit Class A, multifamily community currently being leased in west Harris County, on Greenhouse Road just south of Saums Road. The community is located near major employers (including the Energy Corridor, The Galleria/Uptown, and Downtown Houston). Territory at Greenhouse Apartments includes 120 one-bedroom units, 156 two-bedroom units, and 12 three bedroom units.

**AFFORDABLE UNITS:**

58 Units (20.0%) at 60% AMI; 90 units (31.25%) at 80% AMI. Total 148 affordable units (51.4%).

	60% AMI	80% AMI	Market	Totals	Avg. sq. ft.
1 Bedroom	25	37	58	120	708
2 Bedrooms	31	48	77	156	1,149
3 Bedrooms	2	5	5	12	1,440
Totals	58	90	140	288	977
Percentages	20.14%	31.25%	48.61%	100.00%	281,484

**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 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	Civitas Capital - Territory at Greenhouse (Insert Points Below)
Location	10	5
Depth of Affordability	10	8
Schools	10	7
\$ Front End	10	8
\$ Operations	10	6
Reasonable Developer \$	10	3
Term of Affordability	5	4
Flood Plain	5	0
\$/Land Back End	5	4
Preservation	5	0
HHA Resources	5	5
M/WBE Participation	5	4
Unit Mix	2.5	0
Mix with Market Units	2.5	2.5
Bonus Points	5	0
	<b>100</b>	<b>56.5</b>

**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 Civitas Capital Group for the acquisition of Territory at Greenhouse Apartments, an apartment community that will be located at or about 2500 Greenhouse Rd., Houston, TX 77084 the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Director of REID, dated January 9, 2023, 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 Civitas Capital Group for the acquisition of Park at Tour 18 an apartment community that will be located at or about 18110 Hunters Terrace Dr., Houston, TX 77338.

**2. Date of Board Meeting:** January 24, 2023

**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 Civitas Capital Group for the acquisition of Park at Tour 18, an apartment community that will be located at or about 18110 Hunters Terrace Dr., Houston, TX 77338 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 January 9, 2023, to David A. Northern, Sr., President & CEO.

**4. Department Head Approval**    Signature 
DocuSigned by:  
Jay Mason  
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    Date: 1/22/2023

**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  
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    Date: 1/22/2023

**6. Approval of President & CEO**

Signature 
DocuSigned by:  
David A. Northern, Sr.  
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    Date: 1/22/2023



**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 CIVITAS CAPITAL GROUP FOR THE ACQUISITION OF PARK AT TOUR 18 AN APARTMENT COMMUNITY THAT WILL BE LOCATED AT OR ABOUT 18110 HUNTERS TERRACE DR., HOUSTON, TX 77338  
**DATE:** JANUARY 9, 2023

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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 Civitas Capital Group for the acquisition of Park at Tour 18, an apartment community that will be located at or about 18110 Hunters Terrace Dr., Houston, TX 77338

**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:**

Civitas Capital Group is a Dallas-based private real estate investment advisor committed to serving institutional investors, family offices, wealth management advisors and high-net-worth individuals. We provide our clients with exposure to U.S. real estate through a variety of products and services. Since 2009, Civitas has deployed more than \$700 million into U.S. real estate across a range of property types. Civitas has invested in a broad spectrum of property types including office, hotel, multifamily apartments, and mixed-use developments. Civitas' investments include joint ventures as well as projects undertaken by the firm's in-house development arm. With our ever-deepening cultural competency and sense of



## Resolution No. 3622

global citizenship, Civitas creates opportunities that enrich communities, investors, and employees alike. Across the firm, women and minorities hold 62% of leadership positions.

The proposed investment, Park at Tour 18, is a Class-A, 241-unit multi-family community located at 18110 Hunters Terrace, Humble, TX 77338, in northeast Harris County. The asset was built in 2019 and acquired by Sponsor in January 2022 and is currently owned by Sponsor's affiliate CAI Park at Tour 18 Owner I, LLC. Combined, the buildings offer 142 one-bedroom apartments and 99 two-bedroom apartments. The property's amenities include attached and detached garages, beautiful landscaping, a resort-style swimming pool, gated access, and a pet washing station.

**AFFORDABLE UNITS:**

47 Units (19.5%) at 60% AMI; 75 units (31.12%) at 80% AMI. Total 122 affordable units (50%).

	60% AMI	80% AMI	Market	Totals	Avg. sq. ft.
1 Bedroom	28	44	70	142	760
2 Bedrooms	19	31	49	99	1,083
3 Bedrooms	0	0	0	0	-
Totals	47	75	119	241	892
Percentages	19.50%	31.12%	49.38%	100.00%	215,075

**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 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	Civitas Capital - Park at Tour 18 (Insert Points Below)
Location	10	5
Depth of Affordability	10	7
Schools	10	3
\$ Front End	10	7
\$ Operations	10	7
Reasonable Developer \$	10	3
Term of Affordability	5	4
Flood Plain	5	5
\$/Land Back End	5	4
Preservation	5	0
HHA Resources	5	5
M/WBE Participation	5	4
Unit Mix	2.5	0
Mix with Market Units	2.5	2.5
Bonus Points	5	0
	<b>100</b>	<b>56.5</b>

**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 Civitas Capital Group for the acquisition of Park at Tour 18, an apartment community that will be located at or about 18110 Hunters Terrace Dr., Houston, TX 77338 the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Director of REID, dated January 9, 2023, 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 The Morgan Group for the acquisition of Pearl Midtown, an apartment community that will be located at or about 3101 Smith St., Houston, TX 77006.

**2. Date of Board Meeting:** January 24, 2023

**3. Proposed Board Resolution:**

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with The Morgan Group for the acquisition of Pearl Midtown, an apartment community that will be located at or about 3101 Smith St., Houston, TX 77006 for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Director of REID, dated January 9, 2023, to David A. Northern, Sr., President & CEO.

**4. Department Head Approval**    Signature DocuSigned by:  
Jay Mason  
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**5. Statement regarding availability of funds by VP of Fiscal Operations**

Funds Budgeted and Available     Yes     No    Source \_\_\_\_\_

**VP of FO Approval**    Signature DocuSigned by:  
Mike Rogers  
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**6. Approval of President & CEO**

Signature DocuSigned by:  
David A. Northern, Sr.  
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**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**MEMORANDUM**

**TO:** DAVID A. NORTHERN, SR., PRESIDENT & CEO  
**FROM:** JAY MASON, DIRECTOR OF REID  
**SUBJECT:** CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH THE MORGAN GROUP FOR THE ACQUISITION OF PEARL MIDTOWN, AN APARTMENT COMMUNITY THAT WILL BE LOCATED AT OR ABOUT 3101 SMITH ST., HOUSTON, TX 77006.  
**DATE:** JANUARY 9, 2023

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with The Morgan Group for the acquisition of Pearl Midtown, an apartment community that will be located at or about 3101 Smith St., Houston, TX 77006

**BACKGROUND:**

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

The Houston Housing Authority wishes to increase the number of affordable housing units available for qualified residents within its jurisdiction. To facilitate this, 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:**

Located in the highly desirable neighborhood of Midtown Houston, the 154-unit, 5-story wrap, luxury multi-family asset is proximate to several major employers with quick access to downtown, the Medical Center, and the Galleria. The development includes 130 one-bedroom units and 24 two-bedrooms units.

**AFFORDABLE UNITS:**

15 units (9.74%) at 60% AMI 63 units (40.91%) at 80% AMI. Total 78 affordable units (50.65%)

	60% AMI	80% AMI	Market	Totals	Avg. sq. ft.
1 Bedroom	13	53	64	130	754
2 Bedrooms	2	10	12	24	1,320
3 Bedrooms	0	0	0	0	-
<b>Totals</b>	<b>15</b>	<b>63</b>	<b>76</b>	<b>154</b>	<b>842</b>
<b>Percentages</b>	<b>9.74%</b>	<b>40.91%</b>	<b>49.35%</b>	<b>100.00%</b>	<b>129,638</b>

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

The scoring criteria and results are listed below:

DESCRIPTION	MAX. POINTS	The Morgan Group - Pearl Midtown (Insert Points Below)
Location	10	8
Depth of Affordability	10	8
Schools	10	3
\$ Front End	10	8
\$ Operations	10	8
Reasonable Developer \$	10	3
Term of Affordability	5	4
Flood Plain	5	5
\$/Land Back End	5	3
Preservation	5	0
HHA Resources	5	5
M/WBE Participation	5	4
Unit Mix	2.5	0
Mix with Market Units	2.5	2.5
Bonus Points	5	0
	<b>100</b>	<b>61.5</b>

**RECOMMENDATION**

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

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with The Morgan Group for the acquisition of Pearl Midtown, an apartment community that will be located at or about 3101 Smith St., Houston, TX 77006 the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Director of REID, dated January 9, 2023, to David A. Northern, Sr., President & CEO.



Transforming Lives & Communities

**REQUEST FOR BOARD AGENDA ITEM**

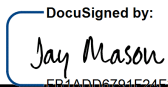
**1. Brief Description of Proposed Item**

Consideration and/or action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Avid Reality Partners for the acquisition of The Pines at Woodcreek, an apartment community that will be located at or about 21021 Aldine Westfield Rd, Houston TX 77073

**2. Date of Board Meeting:** January 24, 2023

**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 Avid Reality Partners for the acquisition of The Pines at Woodcreek an apartment community that will be located at or about 21021 Aldine Westfield Rd, Houston TX 77073 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 January 9, 2023, to David A. Northern, Sr., President & CEO.

**4. Department Head Approval**    Signature 

    Date: 1/22/2023

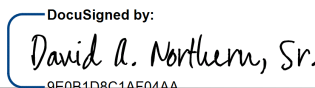
**5. Statement regarding availability of funds by VP of Fiscal Operations**

Funds Budgeted and Available     Yes     No    Source \_\_\_\_\_

**VP of FO Approval**    Signature 

    Date: 1/22/2023

**6. Approval of President & CEO**

Signature 

    Date: 1/22/2023



**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 AVID REALITY PARTNERS FOR THE ACQUISITION OF THE PINES AT WOODCREEK, AN APARTMENT COMMUNITY THAT WILL BE LOCATED AT OR ABOUT 21021 ALDINE WESTFIELD RD, HOUSTON TX 77073  
**DATE:** JANUARY 9, 2023

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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 Avid Reality Partners for the acquisition of The Pines at Woodcreek, an apartment community that will be located at or about 21021 Aldine Westfield Rd, Houston TX 77073

**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:**

Avid Realty Partners was founded in 2015 by Craig Berger to deploy capital across multifamily apartments, net lease, industrial and other markets. Avid Realty's portfolio includes the acquisition of 2,000 apartment and hotel doors in targeted growth markets across the US totaling over \$275M of the acquisition value. The firm focuses on acquisitions in the sunbelt states and manages nearly 1,000 units in Texas as well as developments in Louisiana, Colorado, Florida, and Missouri.



The proposed investment, The Pines at Woodcreek, is a Class A, 328-unit multifamily community located at 21021 Aldine Westfield Road, Humble, Texas 77338, just south of FM 1960 East, in North Hanis County. Offering 210 one-bedroom unfry and 120 two-bedroom units, the property's amenities include a one-acre dog park, carports and garages available, an outdoor kitchen with gas grilling stations, and a resort-style pool with beach entry.

**AFFORDABLE UNITS:**

65 Units (20%) at 60% AMI; 100 units (30.%) at 80% AMI. Total 165 affordable units (50.0%).

	60% AMI	80% AMI	Market	Totals	Avg. sq. ft.
1 Bedroom	41	64	105	210	721
2 Bedrooms	24	36	60	120	1,006
3 Bedrooms	0	0	0	0	-
<b>Totals</b>	<b>65</b>	<b>100</b>	<b>165</b>	<b>330</b>	<b>824</b>
<b>Percentages</b>	<b>19.70%</b>	<b>30.30%</b>	<b>50.00%</b>	<b>100.00%</b>	<b>272,010</b>

**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 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	Avid Realty Partners - The Pines at Woodcreek (Insert Points Below)
Location	10	10
Depth of Affordability	10	8
Schools	10	5
\$ Front End	10	6
\$ Operations	10	5
Reasonable Developer \$	10	3
Term of Affordability	5	5
Flood Plain	5	5
\$/Land Back End	5	4
Preservation	5	0
HHA Resources	5	5
M/WBE Participation	5	5
Unit Mix	2.5	0
Mix with Market Units	2.5	2.5
Bonus Points	5	0
	<b>100</b>	<b>63.5</b>

**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 Avid Realty Partners for the acquisition of The Pines at Woodcreek, an apartment community that will be located at or about 21021 Aldine Westfield Rd, Houston TX 77073 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 January 9, 2023, 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 McDowell Properties for the acquisition of Mirabella Apartment Homes, an apartment community that will be located at or about 12055 Sabo Rd., Houston, TX 77089

**2. Date of Board Meeting:** January 24, 2023

**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 McDowell Properties for the acquisition of Mirabella Apartment Homes, an apartment community that will be located at or about 12055 Sabo Rd., Houston, TX 77089 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 January 9, 2023, to David A. Northern, Sr., President & CEO.

**4. Department Head Approval**      Signature 
DocuSigned by:  
Jay Mason
      Date: 1/22/2023  
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**5. Statement regarding availability of funds by VP of Fiscal Operations**

Funds Budgeted and Available     Yes     No    Source \_\_\_\_\_

**VP of FO Approval**      Signature 
DocuSigned by:  
Mike Rogers
      Date: 1/22/2023  
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**6. Approval of President & CEO**

Signature 
DocuSigned by:  
David A. Northern, Sr.
      Date: 1/22/2023  
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**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**MEMORANDUM**

**TO:** DAVID A. NORTHERN, SR., PRESIDENT & CEO  
**FROM:** JAY MASON, DIRECTOR OF REID  
**SUBJECT:** CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH MCDOWELL PROPERTIES FOR THE ACQUISITION OF MIRABELLA APARTMENT HOMES, AN APARTMENT COMMUNITY THAT WILL BE LOCATED AT OR ABOUT 12055 SABO RD., HOUSTON, TX 77089  
**DATE:** JANUARY 9, 2023

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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 McDowell Properties for the acquisition of Mirabella Apartment Homes, an apartment community that will be located at or about 12055 Sabo Rd., Houston, TX 77089.

**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:**

McDowell is a leading real estate investment and development firm specializing in the multifamily industry. Our team is led by seasoned executives that average over 25 years in the multifamily industry. McDowell Properties is an investment manager focused on apartment investments in growth markets across the United States. We strive to deliver exceptional, risk-adjusted returns on a consistent basis over the long term. McDowell Housing Partners was formed in 2019 to develop apartments that address the ongoing housing affordability issues prevalent throughout the US. We bring together

stakeholders at the federal, state, and local levels to deliver high quality apartments to those who need it most.

Mirabella Apartment Homes is a 240-unit Class B, multifamily community currently being leased in southeast Houston, on Sabo Road just north of South Sam Houston Parkway East. The community is located near major employers (including Johnson Space Center and Downtown Houston) and served by the Pasadena Independent School District. Mirabella Apartment Homes includes 72 one-bedroom units, 136 two-bedroom units, and 32 three-bedroom units.

**AFFORDABLE UNITS:**

46 Units (19.17%) at 60% AMI; 76 units (31.7%) at 80% AMI. Total 122 affordable units (50.8%).

	60% AMI	80% AMI	Market	Totals	Avg. sq. ft.
1 Bedroom	14	22	36	72	728
2 Bedrooms	27	42	67	136	1,062
3 Bedrooms	5	12	15	32	1,174
Totals	46	76	118	240	977
Percentages	19.17%	31.67%	49.17%	100.00%	234,364

**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 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	McDowell Properties - Mirabella Apartment Homes (Insert Points Below)
Location	10	7
Depth of Affordability	10	7
Schools	10	6
\$ Front End	10	6
\$ Operations	10	9
Reasonable Developer \$	10	2
Term of Affordability	5	4
Flood Plain	5	1
\$/Land Back End	5	3
Preservation	5	0
HHA Resources	5	5
M/WBE Participation	5	4
Unit Mix	2.5	0
Mix with Market Units	2.5	2.5
Bonus Points	5	0
	<b>100</b>	<b>56.5</b>

**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 McDowell Properties for the acquisition of Mirabella Apartment Homes, an apartment community that will be located at or about 12055 Sabo Rd., Houston, TX 77089 the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Director of REID, dated January 9, 2023, 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 Galium Properties for the acquisition of Tate Tanglewood, an apartment community that will be located at or about 5580 Inwood Dr., Houston, TX 77057.

**2. Date of Board Meeting:** January 24, 2023

**3. Proposed Board Resolution:**

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Galium Properties for the acquisition of Tate Tanglewood, an apartment community that will be located at or about 5580 Inwood Dr., Houston, TX 77057 for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Director of REID, dated January 9, 2023, to David A. Northern, Sr., President & CEO.

**4. Department Head Approval**    Signature DocuSigned by:  
Jay Mason  
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**5. Statement regarding availability of funds by VP of Fiscal Operations**

Funds Budgeted and Available     Yes     No    Source \_\_\_\_\_

**VP of FO Approval**    Signature DocuSigned by:  
Mike Rogers  
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**6. Approval of President & CEO**

Signature DocuSigned by:  
David A. Northern, Sr.  
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**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**MEMORANDUM**

**TO:** DAVID A. NORTHERN, SR., PRESIDENT & CEO  
**FROM:** JAY MASON, DIRECTOR OF REID  
**SUBJECT:** CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH GALIUM CAPITAL FOR THE ACQUISITION TATE TANGLEWOOD AN APARTMENT COMMUNITY THAT WILL BE LOCATED AT OR ABOUT THE 5580 INWOOD DR., HOUSTON, TX 77057  
**DATE:** JANUARY 9, 2023

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Galium Capital for the acquisition of Tate Tanglewood, an apartment community that will be located at or about 5580 Inwood Dr., Houston, TX 77057

**BACKGROUND:**

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

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

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

**PROPOSED PARTNER & DEVELOPMENT:**

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



Tate Tanglewood Apartments is a 431-unit Class A, multifamily community currently being leased in Harris County, east of Fountain View Road and south of San Felipe Street. The community is located near major employers on Interstate 10 to the north, the Galleria area to the east, and the Westheimer corridor to the south. Tate Tanglewood is served by the Houston Independent School District. Tate Tanglewood Apartments includes 305 one-bedroom units, 114 two-bedroom units, and 12 three-bedroom units. Located in one of Houston's most rapidly densifying areas with high economic activity Tate Tanglewood's residents can easily access major thoroughfares including Interstate 610 (West Loop South), Interstate 10 (Katy Freeway) and Highway 59 (Southwest Freeway).

**AFFORDABLE UNITS:**

84 Units (19.5%) at 60% AMI; 132 units (30.63%) at 80% AMI. Total 216 affordable units (50.1%).

	60% AMI	80% AMI	Market	Totals	Avg. sq. ft.
1 Bedroom	59	95	151	305	750
2 Bedrooms	22	33	59	114	1,073
3 Bedrooms	3	4	5	12	1,377
Totals	84	132	215	431	853
Percentages	19.49%	30.63%	49.88%	100.00%	367,461

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

The scoring criteria and results are listed below:

DESCRIPTION	MAX. POINTS	Galium Capital - Tate Tanglewood (Insert Points Below)
Location	10	5
Depth of Affordability	10	6
Schools	10	6
\$ Front End	10	6
\$ Operations	10	6
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	4
Unit Mix	2.5	0
Mix with Market Units	2.5	2.5
Bonus Points	5	0
	<b>100</b>	<b>58.5</b>

**RECOMMENDATION**

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

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Galium Capital for the acquisition of Tate Tanglewood, an apartment community that will be located at or about 5580 Inwood Dr., Houston, TX 77057 the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Director of REID, dated January 9, 2023, 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 Pedcor Investments, for the development of Willow Creek Manor, an apartment community that will be located at or about Southwest Corner of Hufsmith-Kohrville Road and Cossey Road, Houston, TX 77070

**2. Date of Board Meeting:** January 24, 2023

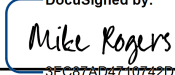
**3. Proposed Board Resolution:**

**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 Pedcor Investments, for the development of Willow Creek Manor, an apartment community that will be located at or about Southwest Corner of Hufsmith-Kohrville Road and Cossey Road, Houston, TX 77070, for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Director of REID, dated January 9, 2023, to David A. Northern, Sr., President & CEO.

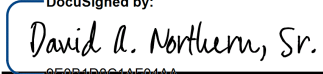
**4. Department Head Approval**    Signature 
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    Date: 1/22/2023

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

Funds Budgeted and Available     Yes     No    Source \_\_\_\_\_

**VP of FO Approval**    Signature 
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    Date: 1/22/2023

**6. Approval of President & CEO**

Signature 
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    Date: 1/22/2023



**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 PEDCOR INVESTMENTS, FOR THE DEVELOPMENT OF WILLOW CREEK MANOR, AN APARTMENT COMMUNITY THAT WILL BE LOCATED AT OR ABOUT SOUTHWEST CORNER OF HUFSMITH-KOHRVILLE ROAD AND COSSEY ROAD, HOUSTON, TX 77070

**DATE:** JANUARY 9, 2023

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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 Pedcor Investments, for the development of Willow Creek Manor, an apartment community that will be located at or about Southwest Corner of Hufsmith-Kohrville Road and Cossey Road, Houston, TX.

**BACKGROUND:**

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

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

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

**PROPOSED PARTNER & DEVELOPMENT:**

Although subject to change, the proposed community will consist of approximately 240 total units, 84 one-bedroom, 120 two-bedroom, and 36 three-bedroom units. Rents are projected to be approximately \$917, \$1,103, and \$1,275 for the one, two, and three-bedroom units, respectively. Although subject to change, a preliminary site plan is attached, showing ten 3-story, 24-unit, garden-style residential buildings

as well as a community center and leasing office. It will also feature a swimming pool with splash pad, playground, perimeter fencing, a dog park, a fully furnished clubhouse with a business center, a laundry room, and a fitness center, at minimum. The units in Pedcor developments are also amenity-rich and typically include 9-foot ceilings, self-cleaning ovens, Energy Star refrigerators with icemakers, Energy Star dishwashers and windows, storage rooms, covered patios/balconies and entries, ceiling fans, and laundry connections, among others. The site will also be designed so the 5% of the units will be accessible for those with mobility impairments and 2% of the units will be accessible for those with hearing/visual impairments. In addition, all common amenities will be accessible, and sufficient accessible parking, including covered parking, will be provided. Pedcor will also affirmatively market to veterans. Finally, resident services such as (but not limited to) GED preparation classes, health fairs, notary services, exercise classes and recreational activities will be provided, and Pedcor looks forward to working with local non-profit organizations such as Northwest Assistance Ministries (“NAM”) to support the community’s residents.

Based on the start date above, construction completion is estimated in September 2025, with the first units available after 15 months, or December 2024. Leasing will begin in January 2025 and the property is expected to be fully leased by April 2026. The property will be managed by Pedcor Management Corporation.

#### **AFFORDABLE UNITS:**

240 Units (100.0%) at 60% AMI. 240 affordable units.

	60% AMI	80% AMI	Market	Total	sq. ft.
1 Bedroom	72			72	750
2 Bedrooms	120			120	887
3 Bedrooms	48			48	1,080
<b>Totals</b>	<b>240</b>	<b>0</b>	<b>0</b>	<b>240</b>	<b>885</b>
<b>Percentages</b>	<b>100.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>100.00%</b>	<b>212,280</b>

#### **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 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	Pedcor - Willow Creek Manor (Insert Points Below)
Location	10	7
Depth of Affordability	10	10
Schools	10	6
\$ Front End	10	10
\$ 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	1
Unit Mix	2.5	0
Mix with Market Units	2.5	0
Bonus Points	5	2
	100	59

**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 Pedcor Investments, for the development of Willow Creek Manor, an apartment community that will be located at or about Southwest Corner of Hufsmith-Kohrville Road and Cossey Road, Houston, TX, for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Director of REID, dated January 9, 2023, to David A. Northern, Sr., President & CEO.



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**REQUEST FOR BOARD AGENDA ITEM**

**1. Brief Description of Proposed Item:**

Consideration and/or action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Greystar Development Central, LLC, for the development of Birchway at Bear Creek, an apartment community that will be located at or about 00 Clay Rd., and 00 Fry Rd., Katy, TX 77449

**2. Date of Board Meeting:** January 24, 2023

**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 Greystar Development Central, LLC, for the development of Birchway at Bear Creek, an apartment community that will be located at or about 00 Clay Rd., and 00 Fry Rd., Katy, TX 77449, 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 January 9, 2023, to David A. Northern, Sr., President & CEO.

**4. Department Head Approval**      Signature DocuSigned by:  
*Jay Mason*      Date: 1/22/2023  
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**5. Statement regarding availability of funds by VP of Fiscal Operations**

Funds Budgeted and Available     Yes     No    Source \_\_\_\_\_

**VP of FO Approval**      Signature DocuSigned by:  
*Mike Rogers*      Date: 1/22/2023  
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**6. Approval of President & CEO**

Signature DocuSigned by:  
*David A. Northern, Sr.*      Date: 1/22/2023  
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**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**MEMORANDUM**

**TO:** DAVID A. NORTHERN, SR., PRESIDENT & CEO  
**FROM:** JAY MASON, DIRECTOR OF REID  
**SUBJECT:** CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH GREYSTAR DEVELOPMENT CENTRAL, LLC, FOR THE DEVELOPMENT OF BIRCHWAY AT BEAR CREEK, AN APARTMENT COMMUNITY THAT WILL BE LOCATED AT OR ABOUT 00 CLAY RD., AND 00 FRY RD., KATY, TX 77449  
**DATE:** JANUARY 9, 2023

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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 Greystar Development Central, LLC, for the development of Birchway at Bear Creek, an apartment community that will be located at or about 00 Clay Rd., and 00 Fry Rd., Katy, TX 77449.

**BACKGROUND:**

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

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

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

**PROPOSED PARTNER & DEVELOPMENT:**

Greystar Development Central is an affiliate of Greystar, a leading, fully integrated real estate company offering expertise in investment management, development, and management of rental housing properties globally. Headquartered in Charleston, South Carolina, Greystar manages and operates over an estimated \$200 billion+ of real estate in nearly 200 markets globally including offices throughout the United States, United Kingdom, Europe, Latin America, and the Asia-Pacific region.



Greystar is the largest operator of apartments in the United States, managing approximately 713,000 units/beds, and has a robust institutional investment management platform with approximately \$37.2 billion of assets under management including over \$16 billion of assets under development.

The proposed investment, located near 4299 N. Fry Road, will be a Class A, 420-unit multi-family community, on N. Fry Road near the intersection with Windstone Manor Blvd., in west Harris County. The land is currently under control by Greystar via a purchase and sale agreement to be closed on or around August 9, 2023. Construction is scheduled to begin in August 2023. Based on the architectural plans the community will offer 216 one-bedroom apartments and 204 two-bedroom apartments, the property's amenities include a resort-style swimming pool, pool lounge with sundeck, 24-hour fitness center, clubhouse, business center, and a covered outdoor kitchen with grilling stations. Birchway Bear Creek apartments will include 216 one-bedroom units and 204 two-bedroom units. The renderings shown in this submittal are of a similar product type and the final construction may have changes.

#### **AFFORDABLE UNITS:**

42 Units (10%) at 60% AMI; 168 units (40%) at 80% AMI. Total 210 affordable units (50.0%).

	60% AMI	80% AMI	Market	Totals	Avg. sq. ft.
1 Bedroom	22	86	108	216	768
2 Bedrooms	20	82	102	204	1,065
3 Bedrooms	0	0	0	0	-
<b>Totals</b>	<b>42</b>	<b>168</b>	<b>210</b>	<b>420</b>	<b>912</b>
<b>Percentages</b>	<b>10.00%</b>	<b>40.00%</b>	<b>50.00%</b>	<b>100.00%</b>	<b>383,083</b>

#### **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 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	Greystar Developmnet Central, LLC - Birchway Bear Creek Apartments (Insert Points Below)
Location	10	6
Depth of Affordability	10	5
Schools	10	6
\$ Front End	10	8
\$ Operations	10	8
Reasonable Developer \$	10	3
Term of Affordability	5	3
Flood Plain	5	5
\$/Land Back End	5	4
Preservation	5	0
HHA Resources	5	5
M/WBE Participation	5	5
Unit Mix	2.5	0
Mix with Market Units	2.5	2.5
Bonus Points	5	0
	<b>100</b>	<b>60.5</b>

**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 Greystar Development Central, LLC, for the development of Birchway at Bear Creek, an apartment community that will be located at or about 00 Clay Rd., and 00 Fry Rd., Katy, TX 77449, 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 January 9, 2023, to David A. Northern, Sr., President & CEO.

## BOARD REPORT FOR MONTH ENDING DECEMBER 31, 2022

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## EXECUTIVE SUMMARY

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### LOW-INCOME PUBLIC HOUSING

The Low-Income Public Housing (LIPH) program had an adjusted vacancy rate of 2.1% on December 31, 2022. As of January 1, 2023, rent collection for December was 88.9% of rents billed on an adjusted cash accounting basis.

There are currently 28,862 active applications for the Public Housing Waiting List, which represents a decrease of 0.7% from last month.

Low-Income Public Housing			
	October	November	December
Waiting Lists	29,356	29,063	28,862
Vacancy Rate	1.9%	2.0%	2.1%
Rent Collection	93.7%	85.7%	88.9%
Unit Turnaround Time (Days)	64	63	62
Avg. Non-Emergency Work Order Days	2.77	2.34	3.62

### HOUSING CHOICE VOUCHER PROGRAM

The HCV staff completed 350 annual re-examinations during December. The HCV department also completed 345 interims, 151 change of units (moves), 150 new admissions, and 43 portability move-in transactions. On December 31, 2022, 409 families were enrolled in the Family Self Sufficiency (FSS) program; 197 of the 409 (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 December 31, 2022 was 101%.

Voucher Programs			
	October	November	December
Households	18,808	18,810	18,782
ABA Utilization/Unit Utilization	94.6%/94.7%	95.3%/93.5%	95.2%/93.8%
Reporting Rate	100%	100%	101%
Annual Reexaminations Completed	848	639	350
HQS Inspections	2,341	1,472	1,607
Waitlist	17,769	17,769	17,769

## PROPERTY MANAGEMENT SUMMARY

PMC	Vacancy						Unit Turnaround Time (YTD)					
	October		November		December		October		November		December	
	%	Grade	%	Grade	%	Grade	Days	Grade	Days	Grade	Days	Grade
Orion	2.0	A	1.9	A	1.5	A	82.4	F	79.3	F	74.5	F
Lynd	0.9	A	1.4	A	3.3	C	39.9	D	45.3	E	49.1	E
J. Allen	2.1	A	2.3	B	2.2	B	43.7	E	45.4	E	49.9	E

PMC	Emergency Work Orders (Completed within 24 hours)						Routine Work Orders					
	October		November		December		October		November		December	
	%	Grade	%	Grade	%	Grade	Days	Grade	Days	Grade	Days	Grade
Orion	46.9	F	98.5	B	100	A	1.8	A	2.2	A	2.0	A
Lynd	100	A	100	A	100	A	7.9	A	5.6	A	21.6	A
J. Allen	100	A	95.0	E	94.3	F	2.8	A	3.4	A	4.4	A

PMC	Rent Collection					
	October		November		December	
	%	Grade	%	Grade	%	Grade
Orion	91.7	E	82.2	F	84.2	F
Lynd	97.3	B	92.7	D	91.4	E
J. Allen	95.4	C	88.4	F	93.7	D

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

## PUBLIC HOUSING MANAGEMENT ASSESSMENT

<p><b>VACANCY RATE</b></p> <p>Goal 2.0%      Actual 2.1%</p> <p>This indicator examines the vacancy rate, a PHA's progress in reducing vacancies, and unit turnaround time. Implicit in this indicator is the adequacy of the PHA's system to track the duration of vacancies and unit turnaround, including down time, make ready time, and lease up time.</p>	<p>A 0 to 2</p> <p>B 2.1 to 3</p> <p>C 3.1 to 4</p> <p>D 4.1 to 5</p> <p>E 5.1 to 6</p> <p>F ≥6.1</p>
<p><b>RENT COLLECTION (YTD)</b></p> <p>Goal 98%      Actual 88.9%</p> <p>This report examines the housing authority's ability to collect dwelling rent owed by residents in possession of units during the current fiscal year by measuring the balance of dwelling rents uncollected as a percentage of total dwelling rents to be collected.</p>	<p>A 98 to 100</p> <p>B 96 to 97.9</p> <p>C 94 to 95.9</p> <p>D 92 to 93.9</p> <p>E 90 to 91.9</p> <p>F ≤89.9</p>
<p><b>EMERGENCY WORK ORDERS</b></p> <p>Goal 100%      Actual 96.9%</p> <p>This indicator examines the average number of days that it takes for an emergency work order to be completed. Emergency work orders are to be completed within 24 hours or less and must be tracked.</p>	<p>A 99 to 100</p> <p>B 98 to 98.9</p> <p>C 97 to 97.9</p> <p>D 96 to 96.9</p> <p>E 95 to 95.9</p> <p>F ≤94.9</p>
<p><b>NON-EMERGENCY WORK ORDERS</b></p> <p>Goal 3 Days      Actual 3.62Days</p> <p>This indicator examines the average number of days that it takes for a work order to be completed. Implicit in this indicator is the adequacy of HHA's work order system in terms of how HHA accounts for and controls its work orders and its timeliness in preparing/issuing work orders.</p>	<p>A ≤24</p> <p>B 25 to 30</p> <p>C 31 to 40</p> <p>D 41 to 50</p> <p>E 51 to 60</p> <p>F ≥61</p>
<p><b>ANNUAL INSPECTIONS</b></p> <p>Goal 100%      Actual 100%</p> <p>This indicator examines the percentage of units that HHA inspects on an annual basis in order to determine the short-term maintenance needs and long-term modernization needs. Implicit in this indicator is the adequacy of HHA's inspection program in terms of the quality of HHA's inspections, and how HHA tracks both inspections and needed repairs.</p> <p>*PMC's have discretional authority to select how many units to inspect each month, so long as all inspections are completed by September.</p>	<p>A 100</p> <p>B 97 to 99</p> <p>C 95 to 96.9</p> <p>D 93 to 94.9</p> <p>E 90 to 92.9</p> <p>F ≥89.9*</p>

## VACANCY RATE AND TURNAROUND DAYS

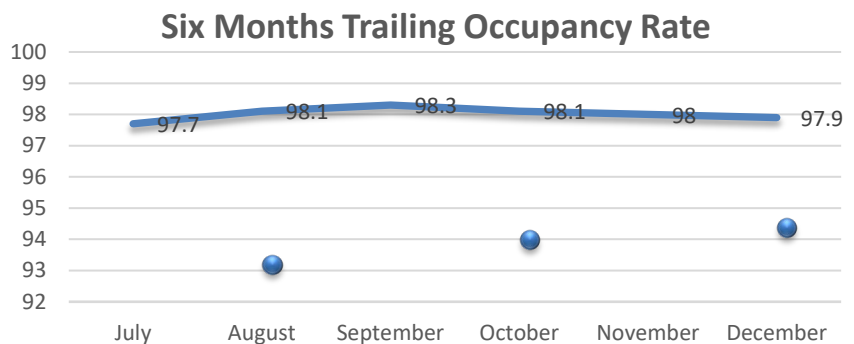
Low-Income Public Housing Development	PMC	ACC Units	Approved Units Offline	Total Available ACC Units	Occupied Units	Vacant Units	Occupancy Percentage	Grade	Total Vacant Days	Units Turned YTD	Avg. Total Turnaround Days YTD	Grade
Bellerive	J. Allen	210	0	210	208	2	99.0%	A	779	20	39	D
Cuney Homes	Orion	553	0	553	539	14	97.5%	B	11,835	137	86	F
Ewing	Orion	40	0	40	40	0	100.0%	A	126	5	25	B
Forest Green	J. Allen	100	96	4	4	0	100.0%	A	694	14	50	E
Fulton Village	Lynd	108	0	108	103	5	95.4%	D	593	10	59	F
Heatherbrook	Lynd	53	0	53	52	1	98.1%	A	94	4	24	B
Independence Heights	Orion	36	0	36	35	1	97.2%	B	139	2	70	F
Irvinton Village	J. Allen	318	10	308	294	14	95.5%	D	4,218	78	54	F
Kelly Village	J. Allen	270	0	270	263	7	97.4%	B	2,166	50	43	E
Kennedy Place	Orion	108	0	108	108	0	100.0%	A	335	11	30	C
Lincoln Park	Orion	200	0	200	195	5	97.5%	B	1,880	29	65	F
Lyerly	J. Allen	199	0	199	193	6	97.0%	B	2,218	40	55	F
Oxford Place	Orion	230	19	211	208	3	98.6%	A	2,140	37	58	F
<b>Totals</b>		<b>2,425</b>	<b>125</b>	<b>2,300</b>	<b>2,242</b>	<b>58</b>	<b>97.9%</b>	<b>B</b>	<b>27,217</b>	<b>437</b>	<b>62</b>	<b>F</b>

Section 8 New Construction Development	PMC	S8 NC Units	Units Offline	Total Available S8 NC Units	Occupied Units	Vacant Units	Occupancy Percentage	Grade	Total Vacant Days	Units Turned YTD	Avg. Total Turnaround Days YTD	Grade
Long Drive	Tarantino	100	0	100	100	0	100.0%	A	451	20	23	B
Telephone Road	Tarantino	200	158	42	42	0	100.0%	A	1870	9	208	F
<b>Totals</b>		<b>300</b>	<b>158</b>	<b>142</b>	<b>142</b>	<b>0</b>	<b>100.0%</b>	<b>A</b>	<b>2,321</b>	<b>29</b>	<b>80</b>	<b>F</b>

RAD-PBV	PMC	RAD-PBV Units	Units Offline	Total Available RAD PBV Units	Occupied Units	Vacant Units	Occupancy Percentage	Grade	Total Vacant Days	Units Turned YTD	Avg. Total Turnaround Days YTD	Grade
Allen Parkway Village	Orion	278	8	270	192	78	71.1%	F	0	0	0	A
Historic Oaks of APV	Orion	222	0	222	176	46	79.3%	F	0	0	0	A
HRI-Victory	Orion	140	0	140	121	19	86.4%	F	0	0	0	A
Sweetwater Point	Lynd	26	0	26	25	1	96.2%	C	0	6	0	A
<b>Totals</b>		<b>666</b>	<b>8</b>	<b>658</b>	<b>514</b>	<b>144</b>	<b>83.2%</b>	<b>F</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>A</b>

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

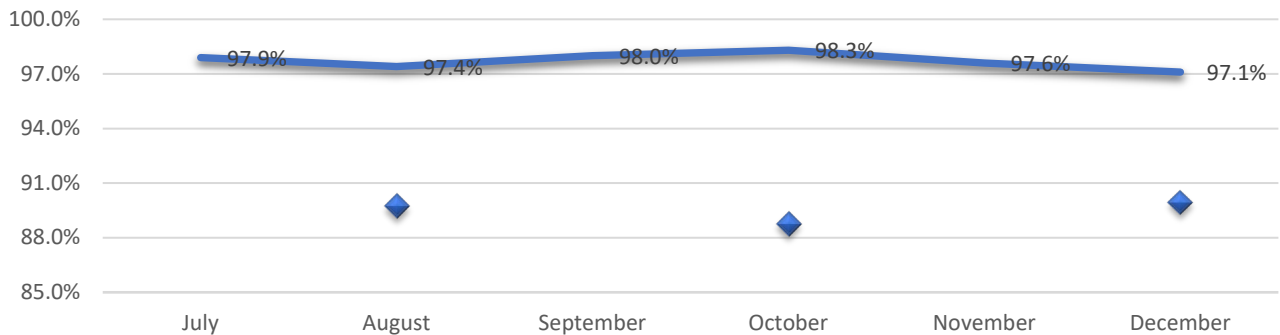
PHAS Score	Occupancy Rate	Avg. Total Turnaround Days
A	98 to 100	1 to 20
B	97 to 97.9	21 to 25
C	96 to 96.9	26 to 30
D	95 to 95.9	31 to 40
E	94 to 94.9	41 to 50
F	≤93.9	≥51



## TAX CREDIT APARTMENT LEASING/OCCUPANCY INFORMATION

Property	Property Manager	Total Units	Public Housing Units	Tax Credit Units	Market Units	Vacant Units	Occupied (%)
<b>*CURRENTLY BEING REDEVELOPED</b>							
2100 Memorial							
Heatherbrook	Lynd	176	53	87	36	2	98.9%
Mansions at Turkey Creek	Orion	252	0	252	0	9	96.4%
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	7	97.2%
Uvalde Ranch	Hettig-Kahn	244	0	244	0	17	93.0%
Willow Park	Embrey	260	0	260	0	3	98.8%
<b>PH-LIHTC</b>							
Fulton Village	Lynd	108	108		0	5	95.4%
Lincoln Park	Orion	250	200		50	2	99.2%
Oxford Place	Orion	250	230		20	5	98.0%
<b>TOTALS</b>		<b>2224</b>	<b>627</b>	<b>1,491</b>	<b>106</b>	<b>62</b>	<b>97.1%</b>
<b>RAD-PBV</b>							
Allen Parkway Village	Orion	278	278		0	78	71.9%
Historic Oaks of APV	Orion	222	222		0	46	79.3%
HRI-Victory	Orion	140	140		0	19	86.4%
Sweetwater Point	Lynd	260	26	234	0	17	93.5%
<b>TOTAL</b>		<b>900</b>	<b>666</b>	<b>234</b>	<b>0</b>	<b>160</b>	<b>82.8%</b>

### 6 Month Trailing Occupancy Rate





## RENT COLLECTION

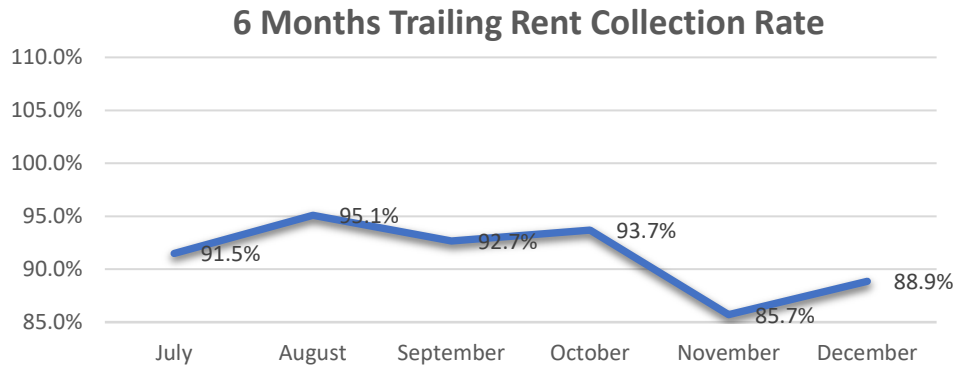
Low-Income Public Housing Development	PMC	Month Billed	Month Collected	% Collected	Grade	YTD Billed	YTD Collected	% YTD Collected	Grade
Bellerive	J. Allen	\$55,859	\$55,859	100.00%	A	\$642,415	\$642,064	99.95%	A
Cuney Homes	Orion	\$149,963	\$122,317	81.56%	F	\$1,842,090	\$1,691,610	91.83%	E
Ewing	Orion	\$9,055	\$9,055	100.00%	A	\$108,227	\$104,913	96.94%	B
Forest Green	J. Allen	\$2,265	\$2,265	100.00%	A	\$59,411	\$52,735	88.76%	F
Fulton Village	Lynd	\$29,905	\$25,621	85.67%	F	\$341,162	\$315,430	92.46%	D
Heatherbrook	Lynd	\$19,640	\$19,640	100.00%	A	\$181,848	\$178,298	98.05%	A
Independence Heights	Orion	\$4,672	\$4,672	100.00%	A	\$63,262	\$46,420	73.38%	F
Irvinton Village	J. Allen	\$78,218	\$68,485	87.56%	F	\$923,005	\$816,136	88.42%	F
Kelly Village	J. Allen	\$76,792	\$69,622	90.66%	E	\$787,081	\$720,584	91.55%	E
Kennedy Place	Orion	\$40,001	\$40,001	100.00%	A	\$495,009	\$479,026	96.77%	B
Lincoln Park	Orion	\$41,676	\$38,555	92.51%	D	\$494,684	\$461,493	93.29%	D
Lyerly	J. Allen	\$54,660	\$54,660	100.00%	A	\$634,126	\$632,195	99.70%	A
Oxford Place	Orion	\$55,800	\$38,911	69.73%	F	\$508,159	\$404,825	79.67%	F
<b>Totals</b>		<b>\$618,505</b>	<b>\$549,663</b>	<b>88.87%</b>	<b>F</b>	<b>\$7,080,478</b>	<b>\$6,545,729</b>	<b>92.45%</b>	<b>D</b>

Section 8 New Construction Development		Month Billed	Month Collected	% Collected	Grade	YTD Billed	YTD Collected	% YTD Collected	Grade
Long Drive	Tarantino	\$20,952	\$19,508	93.11%	D	\$240,073	\$233,272	97.17%	B
Telephone Road	Tarantino	\$11,449	\$11,267	98.41%	A	\$147,888	\$145,733	98.54%	A
<b>Totals</b>		<b>\$32,401</b>	<b>\$30,775</b>	<b>94.98%</b>	<b>C</b>	<b>\$387,961</b>	<b>\$379,005</b>	<b>97.69%</b>	<b>B</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	\$1,449,420	\$940,040	64.86%	F
Historic Oaks of APV	Orion	\$54,691	\$49,705	90.88%	E	\$828,675	\$621,140	74.96%	F
HRI-Victory	Orion	\$81,708	\$72,505	88.74%	F	\$954,608	\$913,093	95.65%	C
Sweetwater	Lynd	\$233,692	\$202,712	86.74%	F	\$721,450	\$629,283	87.22%	F
<b>Totals</b>		<b>\$455,139</b>	<b>\$380,468</b>	<b>83.59%</b>	<b>F</b>	<b>\$3,954,153</b>	<b>\$3,103,556</b>	<b>78.49%</b>	<b>F</b>

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

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



## EMERGENCY WORK ORDERS

Low-Income Public Housing Development	PMC	Emergency Work Orders Generated	Emergency W/O Completed within 24 hours	Percentage Completed within 24 hours	Grade
Bellerive	J. Allen	6	6	100.0%	A
Cuney Homes	Orion	21	21	100.0%	A
Ewing	Orion	5	5	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	0	0	N/A	A
Irvinton Village	J. Allen	8	6	75.0%	F
Kelly Village	J. Allen	21	21	100.0%	A
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	3	3	100.0%	A
<b>Totals</b>		<b>64</b>	<b>62</b>	<b>96.9%</b>	<b>D</b>

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

RAD-PBV		Emergency Work Orders Generated	Emergency W/O Completed within 24 hours	Percentage Completed within 24 hours	Grade
Allen Parkway Village	Orion	40	40	100.0%	A
Historic Oaks of APV	Orion	26	26	100.0%	A
HRI-Victory	Orion	5	5	100.0%	A
Sweetwater Point	Lynd	6	6	100.0%	A
<b>Totals</b>		<b>77</b>	<b>77</b>	<b>100.0%</b>	<b>A</b>

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

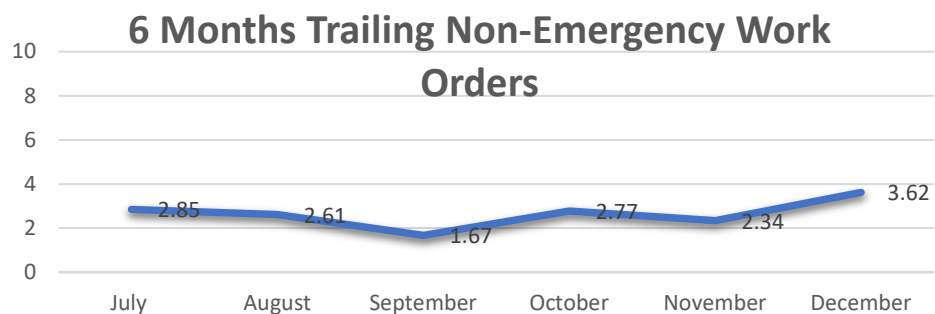
Low-Income Public Housing Development	PMC	Work Orders Generated	Average Completion Time (Days)	Grade
Bellerive	J. Allen	25	1.29	A
Cuney Homes	Orion	287	2.70	A
Ewing	Orion	14	1.86	A
Forest Green	J. Allen	4	1.00	A
Fulton Village	Lynd	3	2.00	A
Heatherbrook	Lynd	24	24.08	A
Independence Heights	Orion	0	0.00	A
Irvinton Village	J. Allen	148	3.55	A
Kelly Village	J. Allen	208	6.57	A
Kennedy Place	Orion	1	0.00	A
Lincoln Park	Orion	196	1.08	A
Lyerly	J. Allen	83	1.36	A
Oxford Place	Orion	43	1.51	A
<b>Totals</b>		<b>1,036</b>	<b>3.62</b>	<b>A</b>

Section 8 New Construction Development		Work Orders Generated	Average Completion Time (Days)	Grade
Long Drive	Tarantino	108	1.66	A
Telephone Road	Tarantino	0	0.00	A
<b>Totals</b>		<b>108</b>	<b>0.83</b>	<b>A</b>

RAD-PBV		Work Orders Generated	Average Completion Time (Days)	Grade
Allen Parkway Village	Orion	60	0.00	A
Historic Oaks of APV	Orion	35	0.00	A
HRI-Victory	Orion	15	0.00	A
Sweetwater Point	Lynd	135	0.00	A
<b>Totals</b>		<b>245</b>	<b>0.00</b>	<b>A</b>

\*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

<b>Low-Income Public Housing Development</b>	<b>PMC</b>	<b>YTD Inspections Due</b>	<b>YTD Inspections Performed</b>	<b>Percentage Complete</b>	<b>Grade</b>
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
<b>Totals</b>		<b>2,312</b>	<b>2,312</b>	<b>100.0%</b>	<b>A</b>

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

<b>RAD-PBV</b>	<b>PMC</b>	<b>Inspections Due</b>	<b>Inspections Performed</b>	<b>Percentage Complete</b>	<b>Grade</b>
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
<b>Totals</b>		<b>658</b>	<b>658</b>	<b>100.0%</b>	<b>A</b>

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 30<sup>th</sup> to complete all required inspections. Therefore, PMC's have the discretion of deciding how many inspections they want to perform each month.

## HOUSING CHOICE VOUCHER HUD-GRADED SEMAP INDICATORS

			Score	Performance
<p><b>ANNUAL REEXAMINATIONS REPORTING RATE</b></p> <p>This Indicator shows whether the Agency completes a re-examination for each participating family at least every twelve (12) months.</p>	<p>Goal 96%</p>	<p>Actual 100%</p>	<p>10</p> <p>5</p> <p>0</p>	<p>≥96</p> <p>90 to 95</p> <p>≤89</p>
<p><b>CORRECT TENANT RENT CALCULATIONS</b></p> <p>This Indicator shows whether the Agency correctly calculates the family's share of rent to owner in the Rental Voucher Program.</p>	<p>Goal 98%</p>	<p>Actual 100%</p>	<p>5</p> <p>0</p>	<p>98 to 100</p> <p>≤97</p>
<p><b>PRECONTRACT HQS INSPECTIONS</b></p> <p>This Indicator shows whether newly leased units pass HQS inspection on or before the beginning date of the Assisted Lease and HAP Contract.</p>	<p>Goal 100%</p>	<p>Actual 100%</p>	<p>5</p> <p>0</p>	<p>98 to 100</p> <p>≤97</p>
<p><b>FSS ENROLLMENT</b></p> <p>This Indicator shows whether the Agency has enrolled families in the FSS Program as required. To achieve the full points for this Indicator, a housing authority must have 80% or more of its mandatory FSS slots filled. There are currently 410 mandatory slots on the FSS Program; 427 families are currently enrolled.</p>	<p>Goal 80%</p>	<p>Actual 100%</p>	<p>10</p> <p>8</p> <p>5</p>	<p>≥80</p> <p>60 to 79</p> <p>≤59</p>
<p><b>FSS ESCROW</b></p> <p>This Indicator shows the extent of the Agency's progress in supporting FSS by measuring the percent of current FSS participants with FSS progress reports entered in the PIC system that have had increases in earned income which resulted in escrow account balances. To achieve the full points for this Indicator, at least 30% of a housing authority's enrolled families must have an escrow balance. 409 families participate in the FSS program. 197 of the 409 (48%) families eligible for escrow currently have an FSS escrow balance.</p>	<p>Goal 30%</p>	<p>Actual 48%</p>	<p>10</p> <p>5</p>	<p>≥30</p> <p>≤29</p>

## REAL ESTATE, INVESTMENT, AND DEVELOPMENT

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JANUARY 2023

### **REO PROJECTS**

#### **PUBLIC HOUSING DEFERRED MAINTENANCE AND CAPITAL IMPROVEMENTS**

- **Major Capital Projects**
  - Oxford Repairs due to Freeze – construction is in process and anticipated to be complete in February 2023.
  - Bellerive Roof – Work has started and scheduled to completed in May, 2023.
  - New Playground Equipment at Irvinton and Kelly – construction is on progress and expected to be completed in February 2023.
  - Bellerive Exterior Wall Repairs (Due to Water Penetration) – Work has started and scheduled to completed in May, 2023.
  - Irvinton Demolition of Bldg 127 – this building was flooded during Harvey (2017). The project is out for bid and will be presented at the March 2023 HHA Board meeting
  - Irvinton Foundation and Roof Repairs – Bid has been received and will be presented to the January 2023 HHA Board for consideration.

### **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 5<sup>th</sup> ward except for lot 6. We continue to work with 5<sup>th</sup> 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.

### **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 totally obligated by FEMA is \$52.9 million.

## **2100 MEMORIAL**

- Construction continues with an estimated completion of March 11, 2024.

## **TxDOT LAND SALES**

- **Clayton:** All residents have been relocated off the property. HHA is currently working with TxDOT to close Phase 2 of the deal.
- **Kelly II:** Transaction is on hold due to a Title 6 investigation.

**OPEN SOLICITATION LOG**

**JANUARY 2023**

**HHA'S PROCUREMENT DEPT.**

<b>Type</b>	<b>Solicitation #</b>	<b>Status</b>	<b>Department(s)</b>	<b>Description</b>	<b>Advertisement Date</b>	<b>Due Date</b>
RFP	23-07	Open	REID	Fleet Replacement	1-13-23	2-7-23
RFP	22-52	Open	REID	Rapid Re-Housing	1-13-23	2-8-23
QBS	23-01	Open	REID	Development Partners	1-10-23	2-10-23
IFB	23-02	Open	REID	Remediation and Demolition of Building 127 at Irvinton	1-10-23	2-15-23
IFB	23-03	Open	REID	Demolition of 100 E. 45 <sup>th</sup> Street	1-10-23	2-16-23



## OPERATING STATEMENTS: 11 MONTHS ENDING NOVEMBER 30, 2022

Central Office	Annual Budget 2022	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
<b>Operating Income</b>				
Total Operating Income	6,558,151	6,011,638	6,688,497	676,859
<b>Operating Expenses</b>				
Salaries and Benefits	4,176,557	3,828,511	3,684,348	144,163
Facilities and Other Administrative Expenses	1,978,715	1,813,822	1,769,996	43,826
Total Central Office Expenses	6,155,272	5,642,333	5,454,344	187,989
Surplus/(Use) of Business Activities Funds for COCC	402,879	369,306	1,234,153	864,847

Housing Choice Voucher Program	Annual Budget 2022	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
<b>Administrative Operating Income</b>				
Total Operating Income	13,565,160	12,434,730	14,172,562	1,737,832
<b>Operating Expenses</b>				
Salaries and Benefits	7,028,110	6,442,434	6,128,595	313,839
Administrative Expenses	2,244,362	2,057,332	1,907,910	149,422
COCC-Management Fees	4,047,449	3,710,162	4,100,157	(389,995)
Total Operating Costs Expenses	13,319,921	12,209,928	12,136,662	73,266
Cash Flow (Deficit) from Operations	245,239	224,803	2,035,900	1,811,097
<b>Housing Assistance Payments (HAP)</b>				
<b>Housing Assistance Payment Subsidy</b>	160,000,000	146,666,667	153,687,357	7,020,690
Investment Income on HAP Reserves	0	0	0	0
<b>Housing Assistance Payments</b>	160,000,000	146,666,667	154,312,597	(7,645,930)
HAP Current Year Excess (Use)	0	0	(625,240)	(625,240)

**OPERATING STATEMENTS: 11 MONTHS ENDING NOVEMBER 30, 2022**

Affordable Housing Rental Programs	Annual Budget 2022	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
<b>Operating Income</b>				
HUD Subsidy - Low Rent Housing <sup>2826</sup>	14,530,520	13,319,643	13,421,926	102,283
Tenant Rental Income	16,961,004	15,547,587	15,623,740	76,153
Other Income	250,000	229,167	238,676	9,509
<b>Total Operating Income</b>	<b>31,741,524</b>	<b>29,096,397</b>	<b>29,284,342</b>	<b>187,945</b>
<b>Operating Expenses</b>				
Administrative Expenses	9,849,695	9,028,887	8,997,081	31,806
Tenant Services	583,080	534,490	478,620	55,870
Utilities	3,867,052	3,544,798	3,455,008	89,790
Maintenance	9,650,050	8,845,879	8,617,558	228,321
Protective Services	1,975,735	1,811,090	1,804,564	6,526
Insurance Expense	2,312,660	2,119,938	2,087,711	32,227
Other General Expense	351,252	321,981	313,385	8,596
<b>Total Routine Operating Expenses</b>	<b>28,589,524</b>	<b>26,207,064</b>	<b>25,753,927</b>	<b>453,137</b>
<b>Net Income from Operations</b>	<b>3,152,000</b>	<b>2,889,333</b>	<b>3,530,415</b>	<b>641,082</b>
Non-Routine Maintenance	4,000,000	3,666,667	3,375,407	291,260
Debt Service	1,416,350	1,298,321	1,279,786	18,535
Debt Service- ESCO	709,688	650,547	643,237	7,310
Cash Flow from Operations	(2,974,038)	(2,726,201)	(1,768,015)	958,186
Funds from Capital Funds	4,000,000	3,666,667	3,375,407	(291,260)
<b>Cash Flow (Deficit) from Operations</b>	<b>1,025,962</b>	<b>940,465</b>	<b>1,607,392</b>	<b>666,927</b>






**OPERATING STATEMENTS: 11 MONTHS ENDING NOVEMBER 30, 2022**

<b>SECTION 8 – NEW CONSTRUCTION</b>	<b>Annual Budget 2022</b>	<b>Year to Date Budget</b>	<b>Year to Date Actual</b>	<b>Favorable (Unfav) Variance</b>
<b>Operating Income</b>				
HUD Subsidy – Section 8 New Construction	1,268,551	1,162,838	1,200,382	37,544
Tenant Rental Income	482,712	442,486	395,991	(46,495)
Other Income	100	92	1,945	1,853
<b>Total Operating Income</b>	<b>1,751,363</b>	<b>1,605,416</b>	<b>1,598,318</b>	<b>(7,098)</b>
<b>Operating Expenses</b>				
Administrative Expenses	590,193	541,010	524,849	16,161
Tenant Services	15,215	13,947	12,875	1,072
Utilities	186,192	170,676	149,613	21,063
Maintenance	434,073	397,900	321,330	76,570
Protective Services	73,797	67,647	53,599	14,048
Insurance Expense	55,604	50,970	56,636	(5,666)
Other General Expense	25,000	22,917	18,895	4,022
<b>Total Routine Operating Expenses</b>	<b>1,380,074</b>	<b>1,265,068</b>	<b>1,137,797</b>	<b>127,271</b>
<b>Net Income from Operations</b>	<b>371,289</b>	<b>340,348</b>	<b>460,521</b>	<b>120,173</b>
Non-Routine Maintenance	125,000	114,583	0	114,583
Debt Service	0	0	0	0
	0			
<b>Cash Flow (Deficit) from Operations</b>	<b>246,289</b>	<b>225,765</b>	<b>460,521</b>	<b>234,756</b>

**OPERATING STATEMENTS: 11 MONTHS ENDING NOVEMBER 30, 2022**

<b>RAD PROPERTIES</b>	<b>Annual Budget 2022</b>	<b>Year to Date Budget</b>	<b>Year to Date Actual</b>	<b>Favorable (Unfav) Variance</b>
<b>Operating Income</b>				
HUD Subsidy - Low Rent Housing	845,000	774,583	734,847	(39,736)
Tenant Rental Income	262,000	240,167	221,625	(18,542)
Other Income	4,065	3,726	2,205	(1,521)
<b>Total Operating Income</b>	<b>1,111,065</b>	<b>1,018,476</b>	<b>958,677</b>	<b>(59,799)</b>
<b>Operating Expenses</b>				
Administrative Expenses	253,311	232,202	227,738	4,464
Tenant Services	65,688	60,214	53,106	7,108
Utilities	109,938	100,777	101,983	(1,207)
Maintenance	447,270	409,998	384,317	25,681
Protective Services	35,217	32,282	32,562	(280)
Insurance Expense	116,211	106,527	96,568	9,959
Other General Expense	25,000	22,917	18,019	4,898
<b>Total Routine Operating Expenses</b>	<b>1,052,635</b>	<b>964,915</b>	<b>914,293</b>	<b>50,622</b>
<b>Net Income from Operations</b>	<b>58,430</b>	<b>53,561</b>	<b>44,384</b>	<b>(9,177)</b>
Non-Routine Maintenance	275,000	252,083	0	252,083
Debt Service	12,000	11,000	11,000	0
Funds from Replacement Reserve	275,000	252,083	0	(252,083)
	0			
<b>Cash Flow (Deficit) from Operations</b>	<b>46,430</b>	<b>42,561</b>	<b>33,384</b>	<b>(9,177)</b>

# February 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5 	6 	7 	8 9:30 AM- YWCA Senior Lunch @Bellerive 9:30 AM- YWCA Senior Lunch @Lyerly 11AM- Jobs Plus Orientation @ Oxford 2PM- Financial Literacy EPP Workshop 3PM- Kidz Grub @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Prog. @ Cuney	9 9:30 AM- YWCA Senior Lunch @Bellerive 9:30 AM- YWCA Senior Lunch @Lyerly 11AM- Client Services' Tenant Relations Meeting 1PM Jobs Plus/Workforce Solutions: Career Exploration Job Search Seminar @ Oxford 2PM- Client Services' Tenant Relations Meeting 3PM- Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Program @ Cuney (M- F)	10 9:30 AM- YWCA Senior Lunch @Bellerive 9:30 AM- YWCA Senior Lunch @Lyerly 11:30 PM Monarch Family Services @ Oxford 3PM Treats & Togetherness @ Oxford 3PM- Kidz Grub @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool @ Cuney	11 2:00p.m.- Valentine's Day Celebration @ Oxford
12 16	13 9:30 AM- YWCA Senior Lunch @Bellerive 9:30 AM- YWCA Senior Lunch @Lyerly 9:30 AM Alliance @ Oxford 10AM- Jobs Plus Orientation @ Oxford 11AM- Client Services' Tenant Relations Mtg. 2PM Financial Literacy Workshop Cuney Homes 3PM- Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Prog. @ Cuney	14 9:30 AM- YWCA Senior Lunch @Lyerly 10AM Workforce ONET Labor Marketing Skills Seminar @ Oxford 11AM- Client Services' Tenant Relations Mtg. 2PM- Client Services' Tenant Relations Meeting 3 PM- Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Program @ Cuney	15 9:30 AM- YWCA Senior Lunch @Bellerive 9:30 AM- YWCA Senior Lunch @Lyerly 11AM- Jobs Plus Orientation @ Oxford 2PM- Financial Literacy EPP Workshop 3PM- Kidz Grub @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Prog. @ Cuney	16 9AM-HHA RC Leadership Meeting @ 2640 9:30 AM- YWCA Senior Lunch @Bellerive 9:30 AM- YWCA Senior Lunch @Lyerly 11 AM- 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 @ Cuney, (M- F)	17 9:30 AM- YWCA Senior Lunch @Bellerive 9:30 AM- YWCA Senior Lunch @Lyerly 11AM- Client Services' Tenant Relations Mtg. 1:30 PM Monarch Family Services @ Oxford Meeting 3PM Treats & Togetherness @ Oxford 3PM- Kidz Grub @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool @ Cuney	18 2:00p.m.- Black History Celebration @ Oxford
19	20 9:30 AM- YWCA Senior Lunch @Bellerive 9:30 AM- YWCA Senior Lunch @Lyerly 9:30 AM Alliance @ Oxford 10AM- Jobs Plus Orientation @ Oxford 11AM- Client Services' Tenant Relations Mtg. 2PM Financial Literacy Workshop Cuney Homes 3PM- Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Prog. @ Cuney	21 9:30 AM- YWCA Senior Lunch @Lyerly 10AM Workforce ONET Labor Marketing Skills Seminar @ Oxford 11AM- Client Services' Tenant Relations Mtg. 2PM- Client Services' Tenant Relations Meeting 3 PM- Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Program @ Cuney 	22 9:30 AM- YWCA Senior Lunch @Bellerive 9:30 AM- YWCA Senior Lunch @Lyerly 11AM- Jobs Plus Orientation @ Oxford 2PM- Financial Literacy EPP Workshop 3PM- Kidz Grub @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Prog. @ Cuney	23 9:30 AM- YWCA Senior Lunch @Bellerive 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 @ Cuney,	24 9:30 AM- YWCA Senior Lunch @Bellerive 9:30 AM- YWCA Senior Lunch @Lyerly 11AM- Client Services' Tenant Relations Mtg. 1:30 PM Monarch Family Services @ Oxford 2PM- Client Services' Tenant Relations Meeting 3PM Treats & Togetherness @ Oxford 3PM- Kidz Grub @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool @ Cuney	25 
26	27 9:30 AM- YWCA Senior Lunch @Bellerive 9:30 AM- YWCA Senior Lunch @Lyerly 9:30 AM Alliance @ Oxford 10AM- Jobs Plus Orientation @ Oxford 11AM- Client Services' Tenant Relations Mtg. 2PM Financial Literacy Workshop Cuney Homes 3PM- Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Prog. @ Cuney	28 9:30 AM- YWCA Senior Lunch @Lyerly 10AM Workforce ONET Labor Marketing Skills Seminar @ Oxford 11AM- Client Services' Tenant Relations Mtg. 2PM- Client Services' Tenant Relations Meeting 3 PM- Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Program @ Cuney				