



# HOUSTON HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING January 26, 2021

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Pursuant to the March 16, 2020 notice issued by the Office of the Texas Attorney General and in accordance with applicable portions of the Texas Open Meetings Act, this meeting is being held via Telephone Conference

**DIAL IN:**

US Toll-free 1-888-475-4499  
Local Number 1-346-248-7799  
Meeting ID: 884 2844 8412



**HOUSTON**  
HOUSING AUTHORITY



# HOUSTON

HOUSING AUTHORITY

## Transforming Lives & Communities

2640 Fountain View Drive, Houston, Texas 77057 | Phone 713.260.0500 | Mark Thiele, *Interim President & CEO*

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

### BOARD OF COMMISSIONERS MEETING

Tuesday, January 26, 2021

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**Resolution No. 3240**

**Consideration to authorize the Interim President & CEO or designee to facilitate the development of 2100 Memorial Apartments, to be located at 2100 Memorial Drive, Houston, Texas 77007**

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## BOARD OF COMMISSIONERS MEETING

TUESDAY, JANUARY 26, 2021

3:00pm

**PURSUANT TO THE MARCH 16, 2020 NOTICE ISSUED BY THE OFFICE OF THE TEXAS ATTORNEY GENERAL AND IN ACCORDANCE WITH APPLICABLE PORTIONS OF THE TEXAS OPEN MEETING ACT, THIS MEETING IS BEING HELD VIA TELEPHONE CONFERENCE**

**US Toll-free 1-888-475-4499; Local Number 1-346-248-7799; Meeting ID: 884 2844 8412**

## AGENDA

- I. Call to Order
- II. Roll Call
- III. Introduction of the Spanish Interpreter
- IV. Annual Meeting – Election of Board Officers
- V. Approval of the December 15, 2020 Houston Housing Authority Board Meeting Minutes
- VI. Approval of the January 5, 2021 Houston Housing Authority Special Board Meeting Minutes
- VII. Interim President's Report
- VIII. Public Comments (To Make Comments during the Public Comments Section - Push \*9 to raise hand for your question/comment.)
- IX. New Business
  - a. **Resolution No. 3235:** Consideration to authorize the Interim President & CEO or designee to Write-off vacant tenant accounts for October 1, 2020 to December 31, 2020
  - b. **Resolution No. 3236:** Consideration to authorize the President & CEO or designee to execute a contract with Texas Municipal League Intergovernmental Risk Pool for the 2021 policy year
  - c. **Resolution No. 3237:** Consideration to authorize the Interim President & CEO or designee to Sign the FY 2020 Choice Neighborhood Planning Grant Agreement and the Assistance Award/Amendment

- d. **Resolution No. 3238:** Consideration to authorize the Interim President & CEO or designee to execute a contract with A-Rocket Moving & Storage, Inc.
- e. **Resolution No. 3239:** Consideration to authorize the Interim President & CEO or designee to execute a contract with PDG Architects for A&E disaster recovery services associated with Hurricane Harvey

**X. Executive Session**

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

- 1. **Resolution No. 3240:** Consideration to authorize the Interim President & CEO or designee to facilitate the development of 2100 Memorial Apartments, to be located at 2100 Memorial Drive, Houston, Texas 77007

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

**XII. Adjournment**



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

**Tuesday, December 15, 2020**

A Meeting of the Board of Commissioners ("Board") of the Houston Housing Authority ("HHA") was held on Tuesday, December 15, 2020, via telephone conference pursuant to the March 16, 2020 Notice issued by the Office of the Texas Attorney General and in accordance with the applicable portions of the Texas Open Meetings Act. The U.S. toll-free number was 1-888-475-4499, the local number was 1-346-248-7799 and the meeting identification number was 867 8687 0005.

Chair Snowden called the meeting to order at 3:02 p.m. Secretary Thiele called the roll and declared a quorum present. Chair Snowden offered the use of an interpreter, who has been instructed to be on teleconference as well and will be available to Spanish speakers who may need assistance for public comments only. Olga Infante was asked to introduce herself in Spanish and let the attendees know of her service.

Present:       LaRence Snowden, Chair  
                  Kristy Kirkendoll, Vice Chair  
                  Stephanie A.G. Ballard, Commissioner  
                  Andrea Hilliard Cooksey, Commissioner  
                  Guillermo "Will" Hernandez, Commissioner  
                  Dr. Max A. Miller, Jr., Commissioner  
                  Mark Thiele, Secretary  
                  Kris Thomas, Commissioner

Secretary Thiele called the roll and declared a quorum present.

### **APPROVAL OF MINUTES**

Chair Snowden stated the Board has had an opportunity to review the November 17, 2020, Board of Commissioners meeting minutes. He asked for a motion to adopt the November 17, 2020 meeting minutes.

Commissioner Thomas moved to adopt the November 17, 2020, Board of Commissioners meeting minutes. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to the November 17, 2020 Board of Commissioners meeting minutes. Having none, the minutes passed unanimously and are adopted.

Chair Snowden stated we will now have our Interim President's Report by Mr. Mark Thiele.

### **INTERIM PRESIDENT'S REPORT**

Secretary Thiele stated, I would like to echo your comments and wish the commissioners, staff and visitors a wonderful and safe holiday season during this unusual time.

In Texas, we are at 1,100,000 confirmed cases and over 23,000 deaths during this pandemic. In Harris County there are 200,000 confirmed cases and over 3,000 deaths. As I have said before, get tested, mask up, social distance, wash your hands, and even though it hurts all of our hearts, love your family from a distance so we can get through this as we look forward to a vaccine.

I do want to remark that during the COVID-19 period, we have provided over 116,230 meals with our partners. More recently, over 500 COVID-19 tests at recent testing and food distribution events in conjunction with Congresswoman Sheila Jackson Lee over the past 6 weeks, including recent events since my last report at Historic Oaks of Allen Parkway, and we thank her and all who participated.

We are certainly keeping a watchful eye on our Congress as we move closer to a vote, we hope on a much-needed deal on government funding first of all with the Omnibus package. We are looking forward to a report on that as well. We understand that talks are in progress, even as we talk now, amongst congressional leaders on a new COVID-19, again on a much-needed, proposal at a little over \$900 billion. We wish Speaker Pelosi, Treasury Secretary Mnuchin and our congressional leaders good luck in coming to a deal because we need that. We wish you in particular Mr. Chairman a wonderful day.

Secretary Thiele concluded by stating that is my report respectfully submitted.

Chair Snowden thanked Secretary Thiele and asked if there are any comments from the commissioners. Hearing none, he said let me take this time briefly to recognize my fellow commissioner, Commissioner Ballard. It is her birthday and we are celebrating both of our birthdays today. We are here doing the business of the HHA instead of being out in the bad weather. Commissioner Ballard, happy birthday to you. Commissioner Ballard thanked everyone for the happy birthday wishes.

Chair Snowden stated we will now move forward to public comments.

## **PUBLIC COMMENTS**

Chair Snowden stated if an individual would like to make public comments at this time to press \*9 to raise your hand for your question or comment. 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. Having none, we move on to our new business.

Robin Harrison began by stating: I attended the board meeting back in January 2020. Prior to the board meeting, I emailed some of the board members regarding the issues that I was going through. 1. My reasonable accommodation was being delayed. 2. There was a false inspection report that was completed and also alleged there was a second inspection conducted on my unit. The following day, I was issued a termination letter. Everything I was trying to do in order to move was frozen because of that false information. It was very disheartening what I was going through with Jonathan Campbell at that point in time. I reached out to Tammy Curtis Jones and she was helpful. She referred me to Keland Lewis who was his supervisor. I spoke with Jonathan Campbell the same day but the issues kept lingering.

Keland Lewis is Jonathan Campbell's supervisor as well as the general counsel, to me, it is like he is wearing two different hats. If your hands are involved in the daily affairs of the organization how do you get to stand there and be the one to represent the organization if anything comes up legally about your actions. I understand Jonathan Campbell is no longer there, but Keland Lewis cannot just say Jonathan Campbell is no longer there. But then his supervisor, and the emails I sent to him, that he never responded to. He was fully

aware of everything that was happening. I applied in July of 2019, for my reasonable accommodation and I was not able to get the benefit of it until March 2020 which is nearly 8 months at that point and that was unreasonable.

Chyna Gragg, with Roofing Designs, stated: I know we have not gotten to New Business but I am calling regarding the Lincoln Park gutters and downspouts. I believe this job bid opened Sept 11, 2020. I am looking under New Business, Resolution No. 3230, which states FRS Trenchore, Inc. is basically being awarded the project. We were the lowest bidder. We requested information months ago and got the information last week. Why are we not being considered? Our bid was neck and neck with everyone else's. Can anyone answer that?

Nakia Sims began by stating: We don't want to be taken care of. We want to take care of ourselves. We ask to be treated like human beings. Not numbers in a housing project. I pay homage and honor to Bertha Gilkey and Lenwood Johnson. I stand on their shoulders. I am a member of advocacy. I am a resident owned business owner as well as a Section 3 business owner navigating the not so resident friendly waters of certification which do not accommodate residents who do not have access to printers and do not have the same capital and access to competitors. I will continue to go through the process also with Section 3 through the City of Houston.

I come today, once again to reach out to our Board members and will continue to go to the city as well as the economic developments and letting our city officials and eventually our federal officials know that Section 3 still has missed opportunities. We do appreciate your staff meeting with us but we did not have a seat at the table. As a matter of fact, we did not even have a chair at the meeting. We were there and were asked questions but there is still not a Section 3 plan.

We have provided information and comments about the Moving To Work (MTW) plan and would appreciate the Interim President providing public comments and opportunities for residents. However, his staff has not followed up with us regarding our comments and our questions about what it means so that residents actually understand what is moving for the resident buy-in.

With respect to Section 3, the City of Houston has comments on their five-year plan with the housing community development. I looked at 2019 and it indicated there were no Public Comments. I will make sure I am submitting my comments so that they are added.

It indicated there were 55 people that benefited from the Pop-Up shop where a British man who was not from the HHA with no education, unlike the people that continue from public housing who often look like me with brown skin, African-American women who can have multiple degrees, law degrees, real estate licenses, teacher certifications and yet we still live in poverty. We are asking to no longer be under the color of law.

HHA, our Board members, I hope you are reading the packages, looking at the capital improvement plan which does not state what will be happening under RAD and making sure the HHA is not supporting disparate impact and racial inequity.

The Pop-Up shop business did not result in businesses for residents and was an opportunity where residents and HHA could not get bus passes. I have the emails where we asked for bus passes. It was for other people who lived in Katy. In fact, it contributed to the problem. As we were insulted by the British man who was, like so many other people, intimidated by the people from the HHA and people like us who are actually ambitious and talented. We are asking for an opportunity, not an entitlement. TIME IS UP.



Lauren Fielder stated: I used to live at 2100 Memorial. I am a retired hospice nurse and public health nurse. I would like to give the board insight to the current status of our hospitals at the Medical Center. I have been hospitalized 3 times in the past several months and the most recent as last week.

I have a lot of public health experience and started my career as a live-in nurse and a member of the LGBTQ community. I worked on the front lines during the HIV Epidemic in the 1980's both personally and professionally. I worked on the Texas New Mexico border as a tuberculosis contact tracer for the State of Texas. I also work in immigration and the customs enforcement processing center with Illegal immigrant detainees. Detainees originated from a host of many third-world countries with multiple infectious diseases, all highly communicable. In all of my professional experience in these public health arenas, the successful protocol was the same. 1. Infection control; 2. Science-based health instruction; 3. Clear, concise, authoritative messaging which are the standards of public health.

Right now, our country is at war with COVID-19. It is our solemn duty to support the troops on the battlefield which at this moment is our healthcare facilities and all of the people and all of the staff, the doctors, the nurses, the janitorial housekeeping, every single people in the laundry. Those people that I know from working with them and that I know from my 8 hospitalizations at Methodist in the Medical Center in the past four years are stressed beyond a level that I have ever seen. I have seen doctors who are 40 years in their career with tears in their eyes. Nurses crying. Nurse's aides that are scared that they are going to get rotated to the COVID-19 units. They have all of the supplies that they need but they are scared just as the as is the entire population. Part of what is making them so scared is that the patient load keeps coming and coming. You can make more beds but you can't make people to care for the people that are in those beds. When Dr. Anthony Fauci warned everyone...TIME IS UP.

## **NEW BUSINESS**

### **Resolution No. 3226 – Consideration to authorize the Interim President & CEO to execute a three (3) Year Software Maintenance Agreement with Emphasys Software**

Secretary Thiele stated Resolution NO. 3226 will be presented by our Director of IT, Mr. Roy Spivey.

Mr. Spivey stated Resolution No. 3226 recommends that the HHA Board of Commissioners authorize the Interim President & CEO to take all actions necessary to negotiate, execute and make necessary changes and corrections to a contract with Emphasys Software for a new software license agreement in the amount of \$660,622.00 for a period of three (3) years excluding possible future additional modules.

This is a software maintenance agreement. In the past we have gotten one with one-year renewals that have annual increases from 2.6% up to 14%. With this three-year agreement, we standardize that to a 5% or lower annual increase. Emphasys produces a software called Elite. Elite does our general ledger, HCVP and Public Housing. Accordingly, staff recommends the Board adopt this resolution.

Chair Snowden stated the Board has heard the resolution presented by Mr. Spivey and asked for a motion to adopt Resolution No. 3226.

Commissioner Thomas moved to approve Resolution No. 3226. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3226. Having none, Resolution No. 3226 is adopted.

## **Resolution No. 3227 – Consideration and/ or take action to approve the 2021 Operating Budget**

Secretary Thiele stated Resolution NO. 3227 will be presented by Vice President of Fiscal Operations, Mr. Mike Rogers.

Mr. Rogers stated that Resolution No. 3227 recommends that the HHA Board of Commissioners approves the 2021 Budget for the HHA for the Central Office Cost Center, Housing Choice Voucher Program, Low Rent Public Housing Program, and Section 8 New Construction Program.

The budget was developed as a collaborative process by the various agencies here at the HHA working with staff members within those agencies as well as considerable input from our third-party property management firms. The purpose of the budget is to establish operating guidelines for these segments of the HHA. We are very confident in the budget that we have produced. The methodology is very similar to the one that we have used in prior years although this year we did have to make allowances for the fact that some of our day-to-day operating expenses have been adversely impacted. From a planning standpoint, not necessarily from a budget standpoint, due to the pandemic situation where we a majority of our staff working from a remote location.

Our budget is heavily dependent, in certain segments, on actions taken by the federal government in the allocation and budgeting of the operating subsidy for both the public housing properties as well as the voucher department. We have looked at past history and made our best estimate as we can for what those operating funding levels will be for 2021 and we have included those in the budget.

We have taken extreme efforts to make sure we have identified the appropriate level of staffing needed to properly execute these budgets. We have worked with the management companies to make sure the property budgets adequately fund the day-to-day operations of the properties for both the Public Housing as well as the Section 8 new construction. We have taken into consideration, where appropriate, the events that are actually unfolding on the ground like the renovation on Telephone Road project right now which means that property is operating with substantial vacancies. Accordingly, staff recommends the Board approve the 2021 Operating Budget.

Chair Snowden stated the Board has heard the resolution presented by Director Spivey and asked for a motion to adopt Resolution No. 3227.

Commissioner Cooksey moved to approve Resolution No. 3227. Commissioner Hernandez seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3227. Having none, Resolution No. 3227 is adopted.

## **Resolution No. 3228 – Consideration and/or to take action to Update Utility Allowance Rates for Applicable Public Housing Developments**

Secretary Thiele stated Resolution No. 3228 through Resolution No. 3231 will be presented by Vice President of Real Estate Investment and Development, Mr. Cody Roskelley.

Mr. Roskelley stated that Resolution No. 3228 is that the HHA Board of Commissioners authorizes the Interim President & CEO to update the utility allowance rates in accordance with the utility allowance study for applicable Public Housing and Tax Credit Developments and make any corrections and changes, pursuant to the memorandum dated December 3, 2020. Accordingly, staff recommends the Board adopt this resolution.

Chair Snowden stated the Board has heard the resolution and asked for a motion to adopt Resolution No. 3228.

Commissioner Ballard moved to approve Resolution No. 3228. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3228. Having none, Resolution No. 3228 is adopted.

**Resolution No. 3229 – Consideration to authorize the Interim President & CEO to enter into a contract with ERC Environmental & Construction Services, Inc. (dba ERC) to repair existing sidewalks at Cuney Homes Apartments**

Mr. Roskelley stated that Resolution No. 3229 that the HHA Board of Commissioners authorizes the Interim President & CEO to negotiate, execute, and make necessary changes and corrections to a contract with ERC Environmental & Construction Services, Inc. (dba ERC) to repair existing sidewalks at Cuney Homes Apartments in the amount of \$216,865.35, pursuant to the memorandum dated December 1, 2020. Accordingly, staff recommends the Board adopt this resolution.

Chair Snowden stated the Board has heard the resolution and asked for a motion to adopt Resolution No. 3229

Commissioner Miller moved to approve Resolution No. 3229. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3229. Having none, Resolution No. 3229 is adopted.

Chair Snowden stated we will now move to Resolution No. 3230.

**Resolution No. 3230 – Consideration to authorize the Interim President & CEO to execute a contract with FRS Trenchore, Inc. to install gutters and downspouts (which includes the installation of splash guards at the base of each downspout), at Lincoln Park Apartments**

Mr. Roskelley stated that Resolution No. 3230 is that the HHA Board of Commissioners authorizes the Interim President & CEO to negotiate, execute, and make necessary changes and corrections to a contract with FRS Trenchore, Inc. to install gutters and downspouts (which includes the installation of splash guards at the base of each downspout), at Lincoln Park Apartments in the amount of \$145,333.00 pursuant to the memorandum dated November 23, 2020. Accordingly, staff recommends this resolution be adopted.

Chair Snowden stated the Board has heard the resolution and asked for a motion to adopt Resolution No. 3230.

Commissioner Kirkendoll moved to approve Resolution No. 3230. Commissioner Hernandez seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3230. Having none, Resolution No. 3230 is adopted.

Chair Snowden stated we will now move to Resolution No. 3231.

**Resolution No. 3231 – Discussion and/or to take action to approve to increase the contract amount for continued mold remediation, asbestos abatement, and lead abatement work at Houston Housing Authority properties**

Mr. Roskelley stated Resolution No. 3231 is that the HHA Board of Commissioners authorizes the Interim President & CEO, to negotiate, execute, and make any necessary changes and corrections to increase the contract amount to \$1,200,000.00 for continued mold remediation, asbestos abatement, and lead abatement work at Houston Housing Authority properties pursuant to the memorandum dated November 25, 2020. Accordingly, staff recommends the Board adopt this resolution be adopted.

Chair Snowden stated the Board has heard the resolution and asked for a motion to adopt Resolution No. 3231.

Commissioner Kirkendoll moved to approve Resolution No. 3231. Commissioner Thomas seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3231. Having none, Resolution No. 3231 is adopted.

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

**EXECUTIVE SESSION**

Chair Snowden suspended the Public Session on Tuesday, December 15, 2020, at 3:34 p.m. to convene into Executive Session to discuss personnel, legal and real estate issues in accordance with Sections 551.074, 551.071 and 551.072 respectively, of the Texas Government Code.

**PUBLIC SESSION RECONVENED**

Chair Snowden reconvened Public Session at 4:12 p.m.

Secretary Thiele called the roll and declared a quorum present.

**NEW BUSINESS continued...**

**Resolution No. 3232 – Consideration and/or to take action to authorize the Interim President & CEO to negotiate and execute a contract with an Executive Search Firm**

Chair Snowden stated that the Board has heard the resolution and recommendation from staff. He asked for a motion to approve Resolution No. 3232.

Commissioner Ballard moved to approve Resolution No. 3232. Commissioner Thomas seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopt Resolution No. 3232. Having none, Resolution No. 3232 is adopted.

## **ADJOURNMENT**

Chair Snowden remarked this concludes the items on today's agenda.

For the staff that is on call, I know the commissioners are behind me 100%, we thank you very much for the work you have done over this last year. We have encountered a lot of obstacles and we appreciate, as we are going into the holidays, that you all are standing up firm and being committed to the work. Also, during this time, we hope that you are taking some time with your immediate families and we ask that you follow the CDC guidelines. We all are seeing the vaccines and is happening now and we still have a bit of time to go to get over this hurdle so please continue to be safe and thank you once again for your work.

Chair Snowden asked for a motion to adjourn the meeting.

Commissioner Ballard moved to adjourn. Commissioner Kirkendoll seconded. The meeting adjourned at 4:17 p.m.

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

**Tuesday, January 5, 2021**

A Special Meeting of the Board of Commissioners ("Board") of the Houston Housing Authority ("HHA") was held on Tuesday, January 5, 2021, via telephone conference pursuant to the March 16, 2020 Notice issued by the Office of the Texas Attorney General and in accordance with the applicable portions of the Texas Open Meetings Act. The U.S. toll-free number was 1-888-475-4499, the local number was 1-346-248-7799 and the meeting identification number was 836 1111 5585.

Chair Snowden called the meeting to order at 3:00 p.m. Secretary Thiele called the roll and declared a quorum present. Chair Snowden offered the use of an interpreter, who has been instructed to be on teleconference as well and will be available to Spanish speakers who may need assistance for public comments only. Olga Infante was asked to introduce herself in Spanish and let the attendees know of her service.

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

ABSENT: Guillermo "Will" Hernandez, Commissioner

Secretary Thiele called the roll and declared a quorum present.

**PUBLIC COMMENTS**

Chair Snowden inquired about public comments. Secretary Thiele addressed the inquiry to the HHA attorney, Mr. Keland Lewis. Mr. Lewis said State Law does require that we allow public comments to any individuals that would like to speak regarding any of the items on the agenda listed today.

Chair Snowden stated if an individual would like to make public comments at this time to press \*9 to raise your hand for your question or comment. 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

Nakia Sims began by saying: Happy New Year. I am a resident of Historic Oak of Allen Parkway Village. I am glad we get to have public comments today about the five-year plan as well as the MTW. The important piece that I would like to talk about in the five-year plan is the transparency and the strengthening partnership language.



One of the biggest assets and the biggest partners that is often underutilized are the people who actually receive the services. It is the residents. It is the residents that there is the reason there is even a Board. It is the residents and those like my children who are waiting on the public housing waitlist due to clerical error ended up living in uninhabitable conditions in a home that did not have plumbing. I am not a stereotype. Had a mom who started reading and playing mandarin tapes when they were in the womb. Even though we can have all of those ambitions for our children, however there is still systemic racism under color of law and the history of discrimination within housing which I hope that we will work with the residents in partnership to address as well as to cure.

Even if residents are moved to high mobility areas, if you are not speaking to people with lived experiences, then you will have the illusion and not understand how when there is a minority student that there are implicit biases. That there is a necessity for support systems for those students where they are not only academically successful but as well as for their mental health issues created by living under the color of law.

I hope the five-year plan we have responded as residents. We have attended the meetings. Unfortunately, some of the comments that we suggested, the questions that we posed before the deadline, to fully be able to comment with all of the information in a timely manner, we did not receive feedback on questions. Me specifically, I did not receive feedback on a plethora of questions that I posed so I could as a resident, as a leader, within the residence, fully understand where we are headed within Historic Oaks of Allen Parkway Village.

\$1 million worth of improvements?? I have responded to the Board members especially those of you that are supposed to represent us residents. My children are living in conditions where there is mold, where there are repairs not being made even though they were reported at the meetings, the repairs are being made within one or two days. I have had to pay self-help and put something up to cover up a vent where it looks like there is black mold. My daughter has been hospitalized.

So, I hope the five-year plan and choice mobility, the health of residents are truly considered and as residents not as problems but offer solutions. That we are heard and that there are expanded opportunities for residents like myself as well as other residents and we will continue to work with the City of Houston, Harris County Housing and Community Development so that there will truly be choices transparencies within the five-year plan and that there will be expanded opportunities for those served by the HHA

Secretary Thiele thanked Ms. Sims. It was determined that Chair Snowden was inadvertently disconnected from the call.

Ms. Dixon stated Chair Snowden was having difficulties calling back in.

Chair Snowden commented to Ms. Sims. I missed the end of your comments. I would like to reach out to you directly regarding some of the statements that have been made, not just from this meeting but from some of our previous meetings as well.

Chair Snowden asked Secretary Thiele to get Ms. Sims' contact information to him after the meeting.

Chair Snowden asked if there are any individuals that would like to make public comments at this time. Having none, we move on to our new business.

## **NEW BUSINESS**

### **Resolution No. 3233 – Consideration to authorize the Interim President & CEO to submit the Moving to Work Plan and Application including required Certifications of Compliance to the US Department of Housing and Urban Development**

Secretary Thiele stated Resolution No. 3233 states That the Houston Housing Authority Board of Commissioners: 1) Adopts and approves the Moving to Work (MTW) Plan and Application, including the MTW Certifications of Compliance with HUD and Federal Requirements and Regulations; 2) Confirms that the MTW Plan and Application incorporates the selection of an alternative income-based, tiered rent policy; 3) Confirms that the public process requirements as defined in HUD PIH Notice 2020-21 were met in the development of the MTW Plan and Application; and, 4) authorizes the Interim President & CEO to submit the MTW Plan and Application and all other required documentation to the US Department of Housing and Urban Development (HUD) and to make necessary changes any technical corrections, pursuant to the memorandum dated December 28, 2020 from Jonathan Zimmerman, Policy Advisor to Mark Thiele, Interim President & CEO. Accordingly, staff recommends the Board adopt this resolution.

Chair Snowden stated the Board has heard the resolution and asked for a motion to adopt Resolution No. 3233.

Commissioner Thomas moved to approve Resolution No. 3233. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3233. Having none, Resolution No. 3233 is adopted.

Chair Snowden stated we will now move to Resolution No. 3234.

### **Resolution No. 3234 – Consideration to authorize the Interim President & CEO to submit the 2021 PHA Annual Plan (“Annual Plan”) to the US Department of Housing and Urban Development**

Secretary Thiele stated Resolution No. 3234 states that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO to submit to HUD the HHA Annual Plan for the calendar year 2021, with all attached certifications, HUD forms, all necessary attachments and other documentation required for the receipt of capital funds program funds, and to make any technical corrections, and to make the following 20 certifications as indicated in your documentation. And, Finally, the PHA certifies that it is in compliance with all applicable federal statutory and regulatory requirements that is pursuant to the memorandum dated December 28, 2020 from Jonathan Zimmerman, Policy Advisor to Mark Thiele, Interim President & CEO. Accordingly, staff recommends the Board adopt this resolution.

Chair Snowden stated the Board has heard the resolution and asked for a motion to adopt Resolution No. 3244.

Commissioner Ballard moved to approve Resolution No. 3234. Commissioner Thomas seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3234. Having none, Resolution No. 3244 is adopted.

## **EXECUTIVE SESSION**

Chair Snowden stated we do not have any items to discuss in the Executive Session that requires our attention. We will be joining again Tuesday, January 26, 2021 for our regularly scheduled Board of Commissioners meeting and am sure we can take care of business during that meeting.

Chair Snowden asked Secretary Thiele if that is accurate. Secretary Thiele responded it is up to your discretion but we have nothing to discuss.

## **ADJOURNMENT**

Chair Snowden remarked this concludes the items on today's agenda. This meeting was called purposely for these two items that needed consideration before we are able to submit and be in compliance with the US Department of HUD. I would like to share with you to please be prepared to join us for the regular January meeting. I look forward to new items on the agenda. We will probably have a Development Committee meeting in the interim also a Search Committee meeting and possibly even a Finance Committee meeting in the interim. Commissioners, you will be getting notices about those.

Other than that, I do not see any other items or discussion points. To the Commissioners, especially, thank you for your time. We are looking forward to a productive year. Exciting things that are before us and we will discuss with you in detail at the January 26 meeting to give you a close-out of all of the activities that occurred in 2020. There are some great successes that we have had. We still have some activities and maybe some trials that are before us but I must say that we are on a good path going forward.

Chair Snowden asked for a motion to adjourn the meeting.

Commissioner Thomas moved to adjourn. Commissioner Ballard seconded. The meeting adjourned at 3:20 p.m.

**RESPONSES TO COMMENTS RECEIVED AT THE TUESDAY, DECEMBER 15, 2020  
BOARD OF COMMISSIONER MEETING**

A Meeting of the Board of Commissioners ("Board") of the Houston Housing Authority ("HHA") was held on Tuesday, December 15, 2020, via telephone conference pursuant to the March 16, 2020 Notice issued by the Office of the Texas Attorney General and in accordance with the applicable portions of the Texas Open Meetings Act.

The Board received comments during the public comment period; HHA's responses to each comment are detailed below:

**C = Comments Received**

**R= HHA Response**

**PUBLIC COMMENTS**

**C:** Robin Harrison began by stating: I attended the board meeting back in January 2020. Prior to the board meeting, I emailed some of the board members regarding the issues that I was going through. 1. My reasonable accommodation was being delayed. 2. There was a false inspection report that was completed and also alleged there was a second inspection conducted on my unit. The following day, I was issued a termination letter. Everything I was trying to do in order to move was frozen because of that false information. It was very disheartening what I was going through with Jonathan Campbell at that point in time. I reached out to Tammy Curtis Jones and she was helpful. She referred me to Keland Lewis who was his supervisor. I spoke with Jonathan Campbell the same day but the issues kept lingering.

Keland Lewis is Jonathan Campbell's supervisor as well as the general counsel, to me, it is like he is wearing two different hats. If your hands are involved in the daily affairs of the organization how do you get to stand there and be the one to represent the organization if anything comes up legally about your actions. I understand Jonathan Campbell is no longer there, but Keland Lewis cannot just say Jonathan Campbell is no longer there. But then his supervisor, and the emails I sent to him, that he never responded to. He was fully aware of everything that was happening. I applied in July of 2019, for my reasonable accommodation and I was not able to get the benefit of it until March 2020 which is nearly 8 months at that point and that was unreasonable.

**R:** Ms. Robin Harrison's prior unit was inspected on September 13, 2019, and the unit failed inspection on both the tenant and landlord. A second inspection was scheduled for November 25, 2019, and the unit failed inspection due to no entry. If HHA is unable to gain entry to the unit, it is considered an automatic failure. As a result of the two failed inspections, a notice to terminate was mailed on November 26, 2019, and Ms. Harrison had until December 11, 2019, to request an informal hearing or request a third inspection in writing. Ms. Harrison contacted our call center on November 27, 2019, December 5, 2019, December 16, 2019 and December 18, 2019, and she was informed during each call that she could request a third inspection in writing. Ms. Harrison did not request a third inspection. In December 2019, Ms. Harrison's request for reasonable accommodation was approved. However, she did request an informal hearing and the hearing was conducted on February 20, 2020. The Hearing Officer overturned the termination and

emailed Ms. Harrison a copy of the decision letter on March 4, 2020. Ms. Harrison was initially issued a voucher on November 12, 2019. Therefore, after the termination was overturned, her voucher was upsized and reissued. Ms. Harrison moved into her new unit on April 13, 2020.

**C:** Chyna Gragg, with Roofing Designs, stated: I know we have not gotten to New Business but I am calling regarding the Lincoln Park gutters and downspouts. I believe this job bid opened Sept 11, 2020. I am looking under New Business, Resolution No. 3230, which states FRS Trenchore, Inc. is basically being awarded the project. We were the lowest bidder. We requested information months ago and got the information last week. Why are we not being considered? Our bid was neck and neck with everyone else's. Can anyone answer that?

**R:** All bids were vetted to determine the lowest responsive and responsible bidder in accordance with the HHA Procurement Policy. During the vetting of the bids, it was discovered that FRS Trenchore, Inc. quoted \$145,333.00 on their Cover Letter, and after admitting their mistake, they subsequently provided clear and convincing evidence that \$145,333.00 was the intended amount. This action is consistent with Section 5.0 Procurement Methods, Subparagraph D *Mistakes in Bids* on page 5 of 21 of HHA's Procurement Policy Revised 1-17-17 which reads in part: "After bid opening, corrections in bids may be permitted only if the bidder can show by clear and convincing evidence that a mistake of a nonjudgmental character was made, the nature of the mistake, and the bid price actually intended." Trenchore, Inc. provided evidence of its mistake that was deemed to have met this standard.

**C:** Nakia Sims began by stating: We don't want to be taken care of. We want to take care of ourselves. We ask to be treated like human beings. Not numbers in a housing project. I pay homage and honor to Bertha Gilkey and Lenwood Johnson. I stand on their shoulders. I am a member of advocacy. I am a resident owned business owner as well as a Section 3 business owner navigating the not so resident friendly waters of certification which do not accommodate residents who do not have access to printers and do not have the same capital and access to competitors. I will continue to go through the process also with Section 3 through the City of Houston.

I come today, once again to reach out to our Board members and will continue to go to the city as well as the economic developments and letting our city officials and eventually our federal officials know that Section 3 still has missed opportunities. We do appreciate your staff meeting with us but we did not have a seat at the table. As a matter of fact, we did not even have a chair at the meeting. We were there and were asked questions but there is still not a Section 3 plan.

We have provided information and comments about the Moving To Work (MTW) plan and would appreciate the Interim President providing public comments and opportunities for residents. However, his staff has not followed up with us regarding our comments and our questions about what it means so that residents actually understand what is moving for the resident buy-in.

With respect to Section 3, the City of Houston has comments on their five-year plan with the housing community development. I looked at 2019 and it indicated there were no Public Comments. I will make sure I am submitting my comments so that they are added.

It indicated there were 55 people that benefited from the Pop-Up shop where a British man who was not from the HHA with no education, unlike the people that continue from public housing who often look like me with brown skin, African-American women who can have multiple degrees, law degrees, real estate licenses, teacher certifications and yet we still live in poverty. We are asking to no longer be under the color of law.

HHA, our Board members, I hope you are reading the packages, looking at the capital improvement plan which does not state what will be happening under RAD and making sure the HHA is not supporting disparate impact and racial inequity.

The Pop-Up shop business did not result in businesses for residents and was an opportunity where residents and HHA could not get bus passes. I have the emails where we asked for bus passes. It was for other people who lived in Katy. In fact, it contributed to the problem. As we were insulted by the British man who was, like so many other people, intimidated by the people from the HHA and people like us who are actually ambitious and talented. We are asking for an opportunity, not an entitlement. TIME IS UP.

**R: Voucher & Public Housing Residents' Comments to HHA Regarding MTW Local Program:** Residents and program stakeholders' comments and recommendations regarding HHA's proposed local MTW program is accessible at: [http://www.housingforhouston.com/media/60003/hhamtwplanapplicationappendicespackage\\_submission\\_tohud\\_01082021.pdf](http://www.housingforhouston.com/media/60003/hhamtwplanapplicationappendicespackage_submission_tohud_01082021.pdf)

Some, although not all, of their comments and recommendations are reflected in HHA's draft proposal and/or were revised in light of their feedback. Other comments HHA received will be included in the implementation of HHA's MTW program, if we should be awarded MTW designation.

**Resident Leadership Council's Comments to HHA Regarding Proposed FY 2021 Annual Plan:** On December 2, 2020 at 1:30 pm – 2:30 pm (Central), HHA held a virtual Zoom session for HHA's Resident Leadership Council. There was a total of 83 participants in this virtual Zoom session, with four HHA or PMC staff, resulting in a total of 78 residents participating in this meeting regarding HHA's proposed FY 2021 Annual Plan. Residents were informed that the comment period closes on 12/31/2020 at 5:00 pm (Central Time).

Comments and recommendations by HHA's Resident Leadership Council / Resident Advisory Board did not impact policies in HHA's FY 2021 Annual Plan. However, their comments and recommendations will be factored into HHA's program delivery and operations and communication with residents in FY 2021. For this reason, HHA felt it was important to include HHA's Resident Leadership Council / RAB's comments and recommendations in this section of the FY 2021 Annual Plan, including those where there is not an HHA answer provided. This information is accessible at: [http://www.housingforhouston.com/media/59943/tx005hhafy2021streamlinedannualphaplan-hp\\_finalsubmission.pdf](http://www.housingforhouston.com/media/59943/tx005hhafy2021streamlinedannualphaplan-hp_finalsubmission.pdf)

HHA's FY 2020 Annual Plan contained Resident Leadership Council's comments and questions and HHA's answers, which is accessible at: [tx005hhaproposedfy2020streamlinedannualphaplan50075-hp\\_10142019\\_post.pdf](http://www.housingforhouston.com/media/50075/tx005hhaproposedfy2020streamlinedannualphaplan50075-hp_10142019_post.pdf) ([housingforhouston.com](http://www.housingforhouston.com))

The Pop-Up Business School is an innovative initiative conducted in February and March of 2019. It was engaged by a significant group of collaborative partners and was provided at no charge to attendees. We regret that it did not meet your expectations and any challenges that occurred with transportation.

HHA is committed to diversity, equity and inclusion and minimizing disparate impact. We recognize the significance and breadth of this commitment. We appreciate your comments.



**C:** Lauren Fielder stated: I used to live at 2100 Memorial. I am a retired hospice nurse and public health nurse. I would like to give the board insight to the current status of our hospitals at the Medical Center. I have been hospitalized 3 times in the past several months and the most recent as last week.

I have a lot of public health experience and started my career as a live-in nurse and a member of the LGBTQ community. I worked on the front lines during the HIV Epidemic in the 1980's both personally and professionally. I worked on the Texas New Mexico border as a tuberculosis contact tracer for the State of Texas. I also work in immigration and the customs enforcement processing center with Illegal immigrant detainees. Detainees originated from a host of many third-world countries with multiple infectious diseases, all highly communicable. In all of my professional experience in these public health arenas, the successful protocol was the same. 1. Infection control; 2. Science-based health instruction; 3. Clear, concise, authoritative messaging which are the standards of public health.

Right now, our country is at war with COVID-19. It is our solemn duty to support the troops on the battlefield which at this moment is our healthcare facilities and all of the people and all of the staff, the doctors, the nurses, the janitorial housekeeping, every single people in the laundry. Those people that I know from working with them and that I know from my 8 hospitalizations at Methodist in the Medical Center in the past four years are stressed beyond a level that I have ever seen. I have seen doctors who are 40 years in their career with tears in their eyes. Nurses crying. Nurse's aides that are scared that they are going to get rotated to the COVID-19 units. They have all of the supplies that they need but they are scared just as the as is the entire population. Part of what is making them so scared is that the patient load keeps coming and coming. You can make more beds but you can't make people to care for the people that are in those beds. When Dr. Anthony Fauci warned everyone...TIME IS UP.

**R:** The Houston Housing Authority's (HHA) top priority remains the health and safety of those we serve amid the COVID-19 pandemic. We have taken significant measures to preserve health and safety, including:

- Moved HHA operations virtually to protect residents and staff.
- Implemented safety protocols at HHA properties and central office to reduce the spread of germs supported by the distribution of health and safety information across properties from the CDC and local health officials.
- Made 33,540 outbound wellness calls to check on our clients as well as assisted clients with the processes of virtual briefings, appointments and inspections.
- Provided 132,431 meals to residents and thousands of facemasks, gloves and hand sanitizers to residents through community partners.
- Provided over 500 COVID-19 tests in collaboration with Congresswoman Sheila Jackson Lee at community events.

We will continue to design and implement initiatives in support of health and safety. Be safe.

**COMMUNITY PARTNERS INCLUDED:**

- Congresswoman Sheila Jackson Lee
- State Senator Christina Morales
- State Representative Gene Wu
- Councilmember Robert Gallegos
- Councilmember Karla Cisneros



**RESPONSES TO COMMENTS RECEIVED AT THE TUESDAY, JANUARY 5, 2021  
SPECIAL BOARD OF COMMISSIONER MEETING**

A Meeting of the Board of Commissioners ("Board") of the Houston Housing Authority ("HHA") was held on Tuesday, January 5, 2021, via telephone conference pursuant to the March 16, 2020 Notice issued by the Office of the Texas Attorney General and in accordance with the applicable portions of the Texas Open Meetings Act.

The Board received comments during the public comment period; HHA's responses to each comment are detailed below:

**C = Comments Received**  
**R= HHA Response**

**PUBLIC COMMENTS**

**C:** Nakia Sims began by saying: Happy New Year. I am a resident of Historic Oak of Allen Parkway Village. I am glad we get to have public comments today about the five-year plan as well as the MTW. The important piece that I would like to talk about in the five-year plan is the transparency and the strengthening partnership language.

One of the biggest assets and the biggest partners that is often underutilized are the people who actually receive the services. It is the residents. It is the residents that there is the reason there is even a Board. It is the residents and those like my children who are waiting on the public housing waitlist due to clerical error ended up living in uninhabitable conditions in a home that did not have plumbing. I am not a stereotype. Had a mom who started reading and playing mandarin tapes when they were in the womb. Even though we can have all of those ambitions for our children, however there is still systemic racism under color of law and the history of discrimination within housing which I hope that we will work with the residents in partnership to address as well as to cure.

Even if residents are moved to high mobility areas, if you are not speaking to people with lived experiences, then you will have the illusion and not understand how when there is a minority student that there are implicit biases. That there is a necessity for support systems for those students where they are not only academically successful but as well as for their mental health issues created by living under the color of law.

I hope the five-year plan we have responded as residents. We have attended the meetings. Unfortunately, some of the comments that we suggested, the questions that we posed before the deadline, to fully be able to comment with all of the information in a timely manner, we did not receive feedback on questions. Me specifically, I did not receive feedback on a plethora of questions that I posed so I could as a resident, as a leader, within the residence, fully understand where we are headed within Historic Oaks of Allen Parkway Village.

\$1 million worth of improvements?? I have responded to the Board members especially those of you that are supposed to represent us residents. My children are living in conditions where there is mold, where there are repairs not being made even though they were reported at the meetings, the repairs are being made within one or two days. I have had to pay self-help and put something up to cover up a vent where it looks like there is black mold. My daughter has been hospitalized.

So, I hope the five-year plan and choice mobility, the health of residents are truly considered and as residents not as problems but offer solutions. That we are heard and that there are expanded opportunities for residents like myself as well as other residents and we will continue to work with the City of Houston, Harris County Housing and Community Development so that there will truly be choices transparencies within the five-year plan and that there will be expanded opportunities for those served by the HHA

**R= Resident Leadership Council's Comments to HHA Regarding Proposed FY 2021 Annual Plan:** On December 2, 2020 at 1:30 pm – 2:30 pm (Central), HHA held a virtual Zoom session for HHA's Resident Leadership Council. There were a total of 83 participants in this virtual Zoom session, with four HHA or PMC staff, resulting in a total of 78 residents participating in this meeting regarding HHA's proposed FY 2021 Annual Plan. Residents were informed that the comment period closes on 12/31/2020 at 5:00 pm (Central Time).

Comments and recommendations by HHA's Resident Leadership Council / Resident Advisory Board did not impact policies in HHA's FY 2021 Annual Plan. However, their comments and recommendations will be factored into HHA's program delivery and operations and communication with residents in FY 2021. For this reason, HHA felt it was important to include HHA's Resident Leadership Council / RAB's comments and recommendations in this section of the FY 2021 Annual Plan, including those where there is not an HHA answer provided. This information is accessible at: [http://www.housingforhouston.com/media/59943/tx005hhafy2021streamlinedannualphaplan-hp\\_finalsubmission.pdf](http://www.housingforhouston.com/media/59943/tx005hhafy2021streamlinedannualphaplan-hp_finalsubmission.pdf)

HHA is committed to diversity, equity and inclusion and minimizing disparate impact. We recognize the significance and breadth of this commitment. We appreciate your comments.



Transforming Lives & Communities

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**REQUEST FOR BOARD AGENDA ITEM**

**1. Brief Description of Proposed Item**

Consideration to authorize the Interim President & CEO or designee to Write-off vacant tenant accounts for October 1, 2020 to December 31, 2020

**2. Date of Board Meeting:** January 26, 2021

**3. Proposed Board Resolution:**

**Resolution:**

That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to write off vacated tenant accounts in the amount of \$22,220.48 and make the necessary changes and corrections pursuant to the memorandum dated January 4, 2021 from George D. Griffin III, Vice President of Housing Operations to Mark Thiele, Interim President & CEO.

**4. Department Head Approval**      Signature \_\_\_\_\_ Date: \_\_\_\_\_

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

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

**VP of FO Approval**      Signature \_\_\_\_\_ Date: \_\_\_\_\_

**6. Approval of Interim President & CEO**

Signature \_\_\_\_\_ Date: \_\_\_\_\_



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**MEMORANDUM**

**TO:** MARK THIELE, INTERIM PRESIDENT & CEO  
**FROM:** GEORGE D. GRIFFIN III, VICE PRESIDENT OF HOUSING OPERATIONS  
**SUBJECT:** CONSIDERATION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR DESIGNEE TO WRITE-OFF VACANT TENANT ACCOUNTS FOR OCTOBER 1, 2020 TO DECEMBER 31, 2020  
**DATE:** JANUARY 4, 2021

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to write-off vacated tenant accounts designated as uncollectible in the amount of \$22,220.48. This amount captures accounts written off for the months of October 1, 2020 through December 31, 2020.

**BACKGROUND:**

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

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

During COVID, the HHA is complying with federal mandates authorizing Housing Authorities/Property Owners to execute rent moratoriums until 1/31/2020, which is expected to be extended. The goal is to retain housing stability during the pandemic by refraining from filing evictions. In addition to suspending evictions, the HHA has directed its' Management Agents to: 1) offer re-payment agreements to assist families in resolving their delinquent balances and 2) register with various local Rental Assistance Programs to receive payments on behalf of tenants.

HHA is taking the following modified steps to collect rent and other charges

1. Rent statements are provided to all 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 that accuracy of the payment and records 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.
4. In the event the tenant does not submit a payment, management is not pursuing any involuntary evictions which prevents the need to file formal evictions with the courts. Uncollected debt is accrued because of tenants who voluntarily vacated their units.
5. Upon ending the household's participation and closure of the tenants' account, management proceeds in filing the debt with 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	\$1,492.51
Bellerive	\$0.00
Clayton Homes	\$3,861.52
Cuney Homes	\$7,106.82
Ewing	\$264.00
Forest Green	\$312.75
Fulton Village	\$0.00
Heatherbrook	\$298.00
HOAPV	\$191.82
HRI	\$0.00
Independence Heights	\$0.00
Irvinton Village	\$3,742.10
Kelly Village	\$356.35
Kennedy Place	\$2,803.36
Lincoln Park	\$0.00
Long Drive	\$0.00
Lyerly	\$402.00
Oxford Place	\$1,389.25
Sweetwater Point	\$0.00
Telephone Road	\$0.00
Victory Place	\$0.00
<b>Grand Total</b>	<b>\$22,220.48</b>



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

Uncollected Debt Categories	4 <sup>th</sup> Quarter Write-off Totals
Rent	\$10,711.73
Retro Rent (Fraud)	\$0.00
Maintenance Charges	\$10,319.81
Legal Charges	\$0.00
Utilities	\$731.94
Other Fees	\$457.00
<b>Grand Total</b>	<b>\$22,220.48</b>

HHA is writing these debts off consistent with HUD regulation. Not writing-off these debts negatively impacts the agency's scoring on a 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 Interim President & CEO or designee to write off vacated tenant accounts in the amount of \$22,220.48 and make the necessary changes and corrections pursuant to the memorandum dated January 4, 2021, from George D. Griffin III, Vice President of Housing Operations to Mark Thiele, Interim President & CEO.

PHO WRITE OFFS									
FOURTH QUARTER 2020 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	Mutabazi, Alexis K.	10/15/2020	\$0.00	\$96.01	\$0.00	\$0.00	\$0.00	\$96.01	
APV	Tyrone, Joy	11/17/2020	\$1,396.50	\$0.00	\$0.00	\$0.00	\$0.00	\$1,396.50	
APV								\$0.00	
APV								\$0.00	
APV								\$0.00	
<b>TOTAL</b>			<b>\$1,396.50</b>	<b>\$96.01</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,492.51</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								\$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	
Clayton Homes	Abdi, Abdikadir	10/9/2020	\$0.00	\$0.00	\$0.00	\$24.42	\$0.00	\$24.42	
Clayton Homes	Martinez-Sifuentes, Sally	12/10/2020	\$3,697.00	\$140.10	\$0.00	\$0.00	\$0.00	\$3,837.10	
Clayton Homes								\$0.00	
Clayton Homes								\$0.00	
<b>TOTAL</b>			<b>\$3,697.00</b>	<b>\$140.10</b>	<b>\$0.00</b>	<b>\$24.42</b>	<b>\$0.00</b>	<b>\$3,861.52</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	Brown, Jaqueline	10/5/2020	\$0.00	\$87.06	\$0.00	\$6.42	\$0.00	\$93.48	
Cuney Homes	Richardson, Brenda	10/5/2020	\$0.00	\$443.10	\$0.00	\$43.56	\$0.00	\$486.66	
Cuney Homes	Austin, Margaret L.	11/18/2020	\$69.00	\$551.56	\$0.00	\$4.68	\$0.00	\$625.24	
Cuney Homes	Coleman, Kanisha M.	11/10/2020	\$0.00	\$275.25	\$0.00	\$46.80	\$150.00	\$472.05	
Cuney Homes	Dotson, Angela L.	11/5/2020	\$0.00	\$81.10	\$0.00	\$50.10	\$0.00	\$131.20	
Cuney Homes	King, Leona M.	11/5/2020	\$825.00	\$1,706.45	\$0.00	\$81.96	\$247.00	\$2,860.41	
Cuney Homes	Watts, Jamie M.	11/19/2020	\$0.00	\$172.00	\$0.00	\$29.53	\$0.00	\$201.53	
Cuney Homes	Golden, Shiray	12/18/2020	\$0.00	\$112.05	\$0.00	\$23.02	\$0.00	\$135.07	
Cuney Homes	Johnson, Shantia A.	12/7/2020	\$0.00	\$211.00	\$0.00	\$113.28	\$0.00	\$324.28	
Cuney Homes	Jones, Adrian A.	12/4/2020	\$0.00	\$1,734.00	\$0.00	\$42.90	\$0.00	\$1,776.90	
Cuney Homes								\$0.00	
Cuney Homes								\$0.00	
Cuney Homes								\$0.00	
Cuney Homes								\$0.00	
Cuney Homes								\$0.00	
Cuney Homes								\$0.00	
<b>TOTAL</b>			<b>\$894.00</b>	<b>\$5,373.57</b>	<b>\$0.00</b>	<b>\$442.25</b>	<b>\$397.00</b>	<b>\$7,106.82</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
Ewing	Harris, Angela R.	11/2/2020	\$102.00	\$102.00	\$0.00	\$0.00	\$60.00	\$264.00
<b>TOTAL</b>			<b>\$102.00</b>	<b>\$102.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$60.00</b>	<b>\$264.00</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
Forest Green	Dyer, Beti	10/7/2020	\$0.00	\$312.75	\$0.00	\$0.00	\$0.00	\$312.75
<b>TOTAL</b>			<b>\$0.00</b>	<b>\$312.75</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$312.75</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
Fulton Village								\$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
Heatherbrook	Allen, Erica	10/1/2020	\$0.00	\$112.00	\$0.00	\$0.00	\$0.00	\$112.00
Heatherbrook	Ybarra, Irene A.	12/10/2020	\$0.00	\$186.00	\$0.00	\$0.00	\$0.00	\$186.00
<b>TOTAL</b>			<b>\$0.00</b>	<b>\$298.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$298.00</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
HOAPV	Overshown, Sharon D.	11/4/2020	\$0.00	\$191.82	\$0.00	\$0.00	\$0.00	\$191.82
HOAPV								\$0.00
HOAPV								\$0.00
<b>TOTAL</b>			<b>\$0.00</b>	<b>\$191.82</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$191.82</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
HRI								\$0.00
HRI								\$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
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	Garcia, Maria	9/29/2020	\$0.00	\$30.01	\$0.00	\$0.00	\$0.00	\$30.01
Irvinton Village	Goynes, Ashley R.	10/16/2020	\$1,278.12	\$348.64	\$0.00	\$0.06	\$0.00	\$1,626.82
Irvinton Village	Howard, Clemencia I.	10/16/2020	\$200.00	\$489.43	\$0.00	\$69.15	\$0.00	\$758.58
Irvinton Village	Mitchell, Shverna O.	10/13/2020	\$0.00	\$647.29	\$0.00	\$17.96	\$0.00	\$665.25
Irvinton Village	Jones, Amy R.	11/4/2020	\$392.00	\$240.58	\$0.00	\$28.86	\$0.00	\$661.44
Irvinton Village								\$0.00
Irvinton Village								\$0.00
Irvinton Village								\$0.00
Irvinton Village								\$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
Telephone Road								\$0.00
<b>TOTAL</b>			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Property</b>	<b>Resident</b>	<b>Move Out Date</b>	<b>Rent Owed</b>	<b>Maintenance Fees Owed</b>	<b>Legal Fees Owed</b>	<b>Utilities Owed</b>	<b>Other Fees Owed</b>	<b>Actual Total to be Written Off</b>
Victory Place								\$0.00
Victory Place								\$0.00
<b>TOTAL</b>			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Grand Total</b>								
			\$10,711.73	\$10,319.81	\$0.00	\$731.94	\$457.00	\$22,220.48

*UNREPORTED INCOME	\$0.00	0%
RENT	\$10,711.73	48%
MAINTENANCE	\$10,319.81	46%
LEGAL	\$0.00	0%
UTILITIES	\$731.94	3%
FEES	\$457.00	2%
TOTAL	\$22,220.48	100%

Property Name	Write Off Amount
APV	\$1,492.51
Bellerive	\$0.00
Clayton Homes	\$3,861.52
Cuney Homes	\$7,106.82
Ewing	\$264.00
Forest Green	\$312.75
Fulton Village	\$0.00
Heatherbrook	\$298.00
HOAPV	\$191.82
HRI	\$0.00
Independence Heights	\$0.00
Irvinton Village	\$3,742.10
Kelly Village	\$356.35
Kennedy Place	\$2,803.36
Lincoln Park	\$0.00
Long Drive	\$0.00
Lyerly	\$402.00
Oxford Place	\$1,389.25
Sweetwater Point	\$0.00
Telephone Road	\$0.00
Victory Place	\$0.00
<b>Grand Total</b>	<b>\$22,220.48</b>

	2019				
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Totals
APV	\$ 7,944.62	\$ 5,596.25	\$ 20,530.64	\$ 8,860.86	\$ 42,932.37
Bellerive	\$ 274.00	\$ 627.00	\$ 1,967.40	\$ 2.00	\$ 2,870.40
Clayton Homes	\$ 7,308.88	\$ 10,707.44	\$ 50,369.76	\$ 18,265.11	\$ 86,651.19
Cuney Homes	\$ 11,232.33	\$ 23,387.90	\$ 41,533.95	\$ 28,594.26	\$ 104,748.44
Ewing	\$ -	\$ 375.81	\$ 9,447.00	\$ 636.00	\$ 10,458.81
Forest Green	\$ -	\$ 3.47	\$ -	\$ -	\$ 3.47
Fulton Village	\$ -	\$ 1,470.00	\$ -	\$ 1,240.12	\$ 2,710.12
Heatherbrook	\$ 4,634.00	\$ 5,502.00	\$ 1,889.00	\$ 6,246.61	\$ 18,271.61
HOAPV	\$ 1,090.50	\$ 1,037.00	\$ 1,821.10	\$ -	\$ 3,948.60
HRI	\$ 1,435.00	\$ 1,565.32	\$ -	\$ 2,755.25	\$ 5,755.57
Independence	\$ -	\$ -	\$ 1,496.00	\$ -	\$ 1,496.00
Irvinton Village	\$ 7,076.25	\$ 2,113.20	\$ 5,137.98	\$ 18,158.65	\$ 32,486.08
Kelly Village	\$ 10,291.68	\$ 1,444.80	\$ 3,957.23	\$ 24,219.11	\$ 39,912.82
Kennedy Place	\$ 3,429.55	\$ -	\$ 4,246.71	\$ 6,451.26	\$ 14,127.52
Lincoln Park	\$ 3,650.96	\$ 1,437.98	\$ 11,763.64	\$ 223.19	\$ 17,075.77
Long Drive	\$ 169.08	\$ -	\$ 3,145.26	\$ 986.19	\$ 4,300.53
Lyerly	\$ 1,212.10	\$ 268.00	\$ 534.00	\$ 70.00	\$ 2,084.10
Oxford Place	\$ 9,690.31	\$ 303.00	\$ 23,413.00	\$ 2,399.06	\$ 35,805.37
Telephone Rd	\$ 195.10	\$ -	\$ -	\$ -	\$ 195.10
Sweetwater	\$ -	\$ -	\$ -	\$ 1,282.92	\$ 1,282.92
Victory Place	\$ 2,228.72	\$ 145,021.00	\$ -	\$ 11,819.78	\$ 159,069.50
<b>Grand Total</b>	<b>\$ 71,863.08</b>	<b>\$ 55,984.38</b>	<b>\$ 181,252.67</b>	<b>\$ 132,210.37</b>	<b>\$ 441,310.50</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

Sweetwater	\$ 157.00	\$ 1,343.00	\$ -	\$ -	\$ 1,500.00
Telephone	\$ -	\$ 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>



Transforming Lives & Communities

**REQUEST FOR BOARD AGENDA ITEM**

**1. Brief Description of Proposed Item**

Consideration to authorize the President & CEO or designee to execute a contract with Texas Municipal League Intergovernmental Risk Pool for the 2021 policy year

**2. Date of Board Meeting:** January 26, 2021

**3. Proposed Board Resolution:**

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to execute an insurance contract with Texas Municipal League Intergovernmental Risk Pool with total premium paid not to exceed \$585,000 for the policy year 2021 pursuant to the memorandum from Michael Rogers, Vice President of Fiscal and Business Operations dated January 12, 2021 to Mark Thiele, Interim President & CEO.

**4. Department Head Approval** Signature \_\_\_\_\_ Date: \_\_\_\_\_

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

Funds Budgeted and Available ☒ Yes ☐ No Source: 2021 Operating Budget  
Account # \_\_\_\_\_

**VP of FO Approval** Signature \_\_\_\_\_ Date: \_\_\_\_\_

**6. Approval of President & CEO**

Signature \_\_\_\_\_ Date: \_\_\_\_\_





**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**MEMORANDUM**

**TO:** MARK THIELE, INTERIM PRESIDENT & CEO  
**FROM:** MICHAEL ROGERS, VICE PRESIDENT OF FISCAL AND BUSINESS OPERATION  
**SUBJECT:** CONSIDERATION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO EXECUTE A  
CONTRACT WITH TEXAS MUNICIPAL LEAGUE INTERGOVERNMENTAL RISK POOL FOR THE  
2021 POLICY YEAR  
**DATE:** JANUARY 12, 2020

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to take all necessary actions to negotiate, execute and make necessary changes and corrections to enter into a contract with Texas Municipal Intergovernmental risk pool for the policy year 2021.

**BACKGROUND:**

The Texas Municipal League Intergovernmental Pool (TML) is the leading provider of workers 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 the Houston Housing Authority with workers' compensation fund coverage since 1978, property coverage since 2007 and liability coverage since 2006. TML is the current provider of our property and liability insurance for the majority 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 2021 is \$566,499.66, which includes all discounts. This preliminary billing represents a decrease of 12.09% (\$77,900.20) over the 2020 total premium. This decrease is primarily attributed to reductions in the property coverage due to the sale of the Clayton units to TxDOT and the conversion of the Telephone road units to Tax Credit units, which rendered them ineligible for TML coverage.

During the first quarter of 2021 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.

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 3% buffer to the preliminary billing. This will bring the total authorized expenditure with TML for the 2021 policy year to a not to exceed limit of \$585,000.

Prepaying the full premium for 2021 will allow us to take advantage of the prepayment discounts offered by TML. This discount is estimated at \$12,222 for 2021.

During 2021 we anticipate there being some additional adjustments made to the current policy as the sale of additional units at Clayton and Kelly to TxDOT will require those 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 2018 to 2020 follows:

HOUSTON HOUSING AUTHORITY				
TEXAS MUNICIPAL LEAGUE	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
POLICY COST HISTORY	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ESTIMATE</b>
AUTOMOBILE LIABILITY	6,272.00	8,312.00	8,189.00	6,134.00
AUTOMOBILE LIABILITY - UM/UIM	207.00	207.00	0.00	0.00
ERRORS AND OMISSIONS	39,912.00	50,467.00	36,631.00	27,689.00
GENERAL LIABILITY	20,398.00	27,159.00	21,904.00	15,468.00
CYBER LIABILITY	0.00	0.00	40.00	30.00
CRIME POLICY (GRANT REQUIRED)	3,014.00	5,243.00	5,212.00	5,212.00
LAW ENFORCEMENT	526.00	671.00	600.00	475.00
<b>SUBTOTAL - LIABILITY</b>	<b>70,329.00</b>	<b>92,059.00</b>	<b>72,576.00</b>	<b>55,008.00</b>
LIABILITY - 2% PREPAYMENT DISCOUNT	(1,346.30)	(1,736.32)	(1,346.48)	(1,100.16)
LIABILITY - EQUITY RETURN	0.00	0.00	0.00	0.00
<b>TOTAL LIABILITY PREMIUM</b>	<b>68,982.70</b>	<b>90,322.68</b>	<b>71,229.52</b>	<b>53,907.84</b>
AUTO PHYSICAL DAMAGE	1,951.00	2,344.00	2,018.00	1,957.00
MOBILE EQUIPMENT	838.00	838.00	840.00	840.00
REAL & PERSONAL PROPERTY	450,425.82	476,449.00	487,973.00	439,211.00
REAL & PERSONAL PROPERTY - 2640/2650	41,513.18	46,993.00	51,184.00	51,184.00
PROPERTY CHANGE - CLAYTON TXDOT SALE	0.00	0.00	(19,922.00)	0.00
PROPERTY CHANGE - TELEPHONE ROAD - BILL CREDIT	0.00	0.00	0.00	(32,395.00)
<b>SUBTOTAL PROPERTY</b>	<b>494,728.00</b>	<b>526,624.00</b>	<b>522,093.00</b>	<b>460,797.00</b>
PROPERTY - 2% PREPAYMENT DISCOUNT	(9,954.84)	(10,637.34)	(10,546.90)	(9,863.84)
PROPERTY - EQUITY RETURN	0.00	0.00	0.00	0.00
<b>TOTAL PROPERTY PREMIUM</b>	<b>484,773.16</b>	<b>515,986.66</b>	<b>511,546.10</b>	<b>450,933.16</b>
WORKERS COMPENSATION	60,836.00	53,094.00	64,566.00	62,917.00
W/C - 2% PREPAYMENT DISCOUNT	(1,216.72)	(1,061.88)	(2,941.76)	(1,258.34)
W/C - EQUITY RETURN	0.00	0.00	0.00	0.00
<b>TOTAL WORKERS COMPENSATION PREMIUM</b>	<b>59,619.28</b>	<b>52,032.12</b>	<b>61,624.24</b>	<b>61,658.66</b>
<b>TOTAL PREMIUM</b>	<b>613,375.14</b>	<b>658,341.46</b>	<b>644,399.86</b>	<b>566,499.66</b>
<b>PERCENTAGE CHANGE - FROM PRIOR YEAR</b>	<b>7.00%</b>	<b>7.33%</b>	<b>-2.12%</b>	<b>-12.09%</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

type 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 Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to execute an insurance contract with Texas Municipal League Intergovernmental Risk Pool with total premium paid not to exceed \$585,000 for the policy year 2021 pursuant to the memorandum from Michael Rogers, Vice President of Fiscal and Business Operations dated January 12, 2021 to Mark Thiele, Interim President & CEO.



Transforming Lives & Communities

**REQUEST FOR BOARD AGENDA ITEM**

**1. Brief Description of Proposed Item**

Consideration to authorize the Interim President & CEO or designee to Sign the FY 2020 Choice Neighborhood Planning Grant Agreement and the Assistance Award/Amendment

**2. Date of Board Meeting:** January 26, 2021

**3. Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to submit attached HUD forms and certifications, and make necessary changes and corrections to the following certifications:

1. To sign the Assistance Award/Amendment form (HUD-1044) on behalf of HHA;
2. To sign the FY 2020 Choice Neighborhoods Planning Grant Agreement on behalf of HHA, and after obtaining the City's authorized signature on the Grant Agreement, return all of the signed documents to HUD no later than February 1, 2021; and
3. Perform any and all actions as may be necessary to carry out this Resolution, consistent with its terms.

Pursuant to the memorandum dated January 11, 2021 from N. Alan Isa, Policy Analyst to Mark Thiele, Interim President & CEO.

**4. Department Head Approval** Signature \_\_\_\_\_ Date: \_\_\_\_\_

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

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

**VP of FO Approval** Signature \_\_\_\_\_ Date: \_\_\_\_\_

**6. Approval of President & CEO**

Signature \_\_\_\_\_ Date: \_\_\_\_\_



Transforming Lives & Communities

## MEMORANDUM

**TO:** MARK THIELE, INTERIM PRESIDENT & CEO  
**FROM:** NAGISA ALAN ISA, POLICY ANALYST  
**SUBJECT:** CONSIDERATION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR DESIGNEE TO SIGN THE FY 2020 CHOICE NEIGHBORHOOD PLANNING GRANT AGREEMENT AND THE ASSISTANCE AWARD/AMENDMENT  
**DATE:** JANUARY 11, 2021

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That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections and submit all the required attachments and other documentation required by HUD for the Choice Neighborhood Planning Grant Agreement and the Assistance Award/Amendment.

### BACKGROUND:

For FY 2020, the Houston Housing Authority applied for and was awarded a Choice Neighborhoods Planning Grant for Cuney Homes. The three core goals of the Choice Neighborhoods program include:

1. **Housing** – through the replacement of obsolete public housing with financially viable, energy-efficient, mixed-income housing that is integrated into a larger program of neighborhood reinvestment.
2. **People** – creating and enhancing opportunities for Cuney Homes residents to improve their health, safety, educational and employment opportunities; and
3. **Neighborhood** – transforming a disconnected, high-poverty area to a highly desirable mixed-use residential neighborhood.

As part of the Choice Neighborhoods application and submission to HUD in September 2020, LaRence Snowden, Chair of the Board of Commissioners, Mayor Sylvester Turner, and Mark Thiele, Interim President & CEO, signed the “CHOICE NEIGHBORHOODS APPLICATION CERTIFICATIONS – PLANNING GRANTS” form (attached).

On December 16, 2020, HUD awarded HHA and the City of Houston a Choice Neighborhood Planning Grant in the amount of \$450,000 to support the development of a comprehensive neighborhood Transformation Plan for Cuney Homes in the Third Ward neighborhood. This grant will enable HHA and the citizens of Houston to create a rigorously-developed plan and build the support necessary for neighborhood transformation to be successful.

HUD requires that the Board authorize the Interim President & CEO / Executive Director to sign the Choice Neighborhoods Planning Grant Agreement and the Assistance Award/Amendment (HUD-1044 form) to memorialize the agreements made by HHA and the City of Houston for implementation of the grant for the Cuney Homes Transformation Plan.

**FY 2020 Choice Neighborhoods Planning Grant Agreement**

This grant agreement ("Grant Agreement") is made by and between the United States Department of Housing and Urban Development ("HUD") and the Lead and Co-Applicant(s) ("Grantee"). The Grantee received a Choice Neighborhoods Planning Grant award as a result of an application submitted in response to the fiscal year (FY) 2020 Notice of Funding Availability (NOFA), for the creation of a Transformation Plan that is the subject of this Grant Agreement ("Transformation Plan") and that is identified on the fund obligation document (Form HUD-1044).

While the Planning Grant is awarded to the Grantee, only the Lead Applicant identified in the Grantee's Choice Neighborhoods Application ("Lead Grantee") will have access to draw down funds in LOCCS. HUD agrees, subject to the terms of this Grant Agreement, to provide grant funds to the Lead Grantee, in the total amount listed on the Assistance Award/Amendment form (HUD-1044), for the activities described in the Transformation Plan as defined in Article IV.

The assistance that is the subject of this Grant Agreement is authorized by, and required to be used in accordance with, Section 24 of the U.S. Housing Act of 1937 and the Further Consolidated Appropriations Act, 2020 (Public Law 116-94, enacted December 20, 2019)) ("FY 2020 Appropriations"), (collectively the "Choice Neighborhoods Authorization").

The form HUD-1044 and the Exhibits are incorporated into and subject to the terms of this Grant Agreement.

HUD and the Grantee agree to be bound by the terms and conditions of this Grant Agreement.

**RECOMMENDATION**

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

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to submit attached HUD forms and certifications, and make necessary changes and corrections to the following certifications:

1. To sign the Assistance Award/Amendment form (HUD-1044) on behalf of HHA;
2. To sign the FY 2020 Choice Neighborhoods Planning Grant Agreement on behalf of HHA, and after obtaining the City's authorized signature on the Grant Agreement, return all of the signed documents to HUD no later than February 1, 2021; and
3. Perform any and all actions as may be necessary to carry out this Resolution, consistent with its terms.

Pursuant to the memorandum dated January 11, 2021 from N. Alan Isa, Policy Analyst to Mark Thiele, Interim President & CEO.

# Assistance Award/Amendment

U.S. Department of Housing  
and Urban Development  
Office of Administration

1. Assistance Instrument <input type="checkbox"/> Cooperative Agreement <input checked="" type="checkbox"/> Grant		2. Type of Action <input checked="" type="checkbox"/> Award <input type="checkbox"/> Amendment	
3. Instrument Number TX6E005CNP120	4. Amendment Number	5. Effective Date of this Action	6. Control Number
7. Name and Address of Recipient  Houston Housing Authority 2640 Fountain View Drive Houston, TX 77057-7630		8. HUD Administering Office Office of Public Housing Investments Public and Indian Housing	
10. Recipient Project Manager		8a. Name of Administrator Robert Mulderig	8b. Telephone Number 202-402-4780
11. Assistance Arrangement <input checked="" type="checkbox"/> Cost Reimbursement <input type="checkbox"/> Cost Sharing <input type="checkbox"/> Fixed Price		12. Payment Method <input type="checkbox"/> Treasury Check Reimbursement <input type="checkbox"/> Advance Check <input checked="" type="checkbox"/> Automated Clearinghouse	
13. HUD Payment Office		9. HUD Government Technical Representative	
14. Assistance Amount Previous HUD Amount \$ HUD Amount this action \$ 450,000 Total HUD Amount \$ 450,000 Recipient Amount \$ Total Instrument Amount \$ 450,000		15. HUD Accounting and Appropriation Data 15a. Appropriation Number 15b. Reservation number  Amount Previously Obligated \$ Obligation by this action \$ 450,000 Total Obligation \$ 450,000	

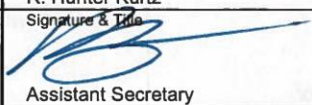
## 16. Description

**FY 2020 Choice Neighborhoods Planning Grant**  
(grant type: Planning)

Public Housing Site: Cuney Homes  
Neighborhood: Houston Third Ward  
Located in: Houston, TX

EIN/TIN: 74-6001238  
DUNS: 0742044960000

Period of Performance Start Date: one day after HUD's signature on this form  
Period of Performance End Date: 3/31/2023

17. <input checked="" type="checkbox"/> Recipient is required to sign and return three (3) copies of this document to the HUD Administering Office		18. <input type="checkbox"/> Recipient is not required to sign this document.	
19. Recipient (By Name) Mark Thiele		20. HUD (By Name) R. Hunter Kurtz	
Signature & Title Interim Executive Director/CEO	Date (mm/dd/yyyy)	Signature & Title  Assistant Secretary	Date (mm/dd/yyyy) 12/15/20

form HUD-1044 (8/90)  
ref. Handbook 2210.17  
ref. Handbook 2210.17



ASSISTANT SECRETARY FOR  
PUBLIC AND INDIAN HOUSING

**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**  
WASHINGTON, DC 20410-5000

December 16, 2020

Mr. Mark Thiele  
Interim Executive Director/CEO  
Houston Housing Authority  
2640 Fountain View Drive  
Houston, TX 77057-7630

Mr. Tom McCasland  
Director/Housing and Community Development  
City of Houston  
2100 Travis Street, 9th Floor  
Houston, Texas 77002-8774

Dear Mr. Thiele and Mr. McCasland:

Congratulations! We are pleased to inform you that the Houston Housing Authority and the City of Houston have been selected to receive a Fiscal Year (FY) 2020 Choice Neighborhoods Planning Grant in the amount of \$450,000 to support the development of a comprehensive neighborhood Transformation Plan for Cuney Homes in the Houston Third Ward neighborhood. The Department looks forward to working with you to accomplish the goals of this grant.

HUD received 50 applications for the FY 2020 Choice Neighborhoods Planning Grants competition from across the nation and awarded 11 grants totaling \$4,910,000. You are to be commended for your efforts to develop a viable, feasible approach to plan for neighborhood transformation. For your information, enclosed are the scores for each rating factor in your application.

As you know, Planning Grants will enable communities to create a rigorously-developed plan and build the support necessary for neighborhood transformation to be successful. The implementation of a Choice Neighborhoods Planning Grant is a great responsibility. Accordingly, it will be essential for you to work closely with HUD officials to ensure that the Transformation Plan is developed in a timely and efficient manner. You will soon receive a letter that will provide you with detailed information about your grant.

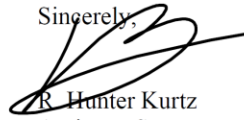
[www.hud.gov](http://www.hud.gov)

[espanol.hud.gov](http://espanol.hud.gov)



Again, please accept our sincere congratulations. We wish you every success.

Sincerely,

A handwritten signature in black ink, appearing to read 'R. Hunter Kurtz', with a stylized, sweeping flourish extending from the end.

R. Hunter Kurtz  
Assistant Secretary  
for Public and Indian Housing

Enclosure

**CHOICE NEIGHBORHOODS APPLICATION CERTIFICATIONS –  
PLANNING GRANTS**

7 8580  
2020-0746

The following are certifications to and agreements with the Department of Housing and Urban Development (HUD) required in connection with the Choice Neighborhoods Planning Grants application and implementation.

1. The public or assisted housing project targeted in this Choice Neighborhoods grant application meets the definition of severe distress in accordance with Section 24(j)(2) of the United States Housing Act of 1937 ("1937Act").
2. The Lead Applicant and Co-Applicant (if any) have not received assistance from the Federal government, State, or unit of local government, or any agency or instrumentality, for the specific activities for which funding is requested in the Choice Neighborhoods application.
3. The Lead Applicant and Co-Applicant (if any) do not have any litigation pending which would preclude timely startup of activities.
4. The Lead Applicant and Co-Applicant (if any) are in full compliance with any desegregation or other court order related to Fair Housing (e.g., Title VI of the Civil Rights Act of 1964, the Fair Housing Act, and Section 504 of the Rehabilitation Act of 1973) that affects the Lead Applicant's and Co-Applicant's (if any) public or assisted housing program and that is in effect on the date of application submission.
5. The Lead Applicant and Co-Applicant (if any) have returned any excess advances received during development or modernization, or amounts determined by HUD to constitute excess financing based on a HUD-approved Actual Development Cost Certificate (ADCC) or Actual Modernization Cost Certificate (AMCC), or other HUD contracts, or that HUD has approved a pay-back plan.
6. There are no environmental factors, such as sewer moratoriums, precluding development in the requested locality.
7. In accordance with the Flood Disaster Protection Act of 1973 (42 U.S.C. 4001-4128), the property targeted for acquisition or construction (including rehabilitation) is not located in an area identified by the Federal Emergency Management Agency (FEMA) as having special flood hazards, unless:
  - (a) The community in which the area is situated is participating in the National Flood Insurance program (see 44 CFR parts 59 through 79), or less than one year has passed since FEMA notification regarding such hazards; and
  - (b) Where the community is participating in the National Flood Insurance Program, flood insurance is obtained as a condition of execution of a Grant Agreement and approval of any subsequent demolition or disposition application.
8. The application does not target properties in the Coastal Barrier Resources System, in accordance with the Coastal Barrier Resources Act (16 U.S.C. 3501).

**If selected for Choice Neighborhoods funding:**

9. The Lead Applicant and Co-Applicant (if any) will ensure compliance with all policies, procedures, and requirements, including the Program Requirements provided in the NOFA, prescribed by HUD for the Choice Neighborhoods Program.

10. The Lead Applicant and Co-Applicant (if any), will ensure that Choice Neighborhoods grant activities are implemented in a timely, efficient, and economical manner. The Lead Applicant and Co-Applicant (if any), will ensure that all Choice Neighborhoods grant funds are expended by the statutory deadline in accordance with 31 U.S.C. § 1552. Any funds that are not expended by that date will be cancelled and recaptured by the Treasury, and thereafter will not be available for obligation or expenditure for any purpose.

11. The Lead Applicant and Co-Applicant (if any) will ensure assistance from the Federal government, State, or unit of local government, or any agency or instrumentality is not received for the specific activities funded by the Choice Neighborhoods grant. The Lead Applicant and Co-Applicant (if any) has established controls to ensure that any activity funded by the Choice Neighborhoods grant is not also funded by any other HUD program, thereby preventing duplicate funding of any activity.

12. The Lead Applicant and Co-Applicant (if any) will ensure that more assistance is not provided to any housing site or neighborhood under the Choice Neighborhoods grant than is necessary to provide for the planning of affordable housing and neighborhood transformation after taking into account other governmental assistance provided.

13. The Lead Applicant and Co-Applicant (if any) will ensure that the aggregate amount of the Choice Neighborhoods grant is supplemented with funds from sources other than Choice Neighborhoods in an amount not less than 5 percent of the amount of the Choice Neighborhoods grant in accordance with section 24(c)(1)(A) of the 1937 Act (42 U.S.C. 1437v(c)(1)(A)) and as incorporated in the NOFA.

14. The Lead Applicant and Co-Applicant (if any) will ensure compliance with:

- (a) The Fair Housing Act (42 U.S.C. 3601-19) and regulations at 24 CFR part 100;
- (b) The prohibitions against discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and regulations at 24 CFR part 8);
- (c) Title II of the Americans with Disabilities Act (42 U.S.C 12101 et seq.) and its implementing regulations at 28 CFR part 36;
- (d) The Architectural Barriers Act of 1968, as amended (42 U.S.C. 4151) and regulations at 24 CFR part 40).

15. The Lead Applicant and Co-Applicant (if any) will ensure compliance with all Choice Neighborhoods requirements for reporting, providing access to records, and evaluation.

**Lead Applicant:** Houston Housing Authority

**Co-Applicant (if any):** The City of Houston, Texas

**Name of Targeted Public and/or Assisted Housing Site(s):**  
Cuney Homes

I approve the submission of the Choice Neighborhoods application of which this document is a part and make the above certifications to and agreements with the Department of Housing and Urban Development (HUD) in connection with the application and implementation thereof:

Name of Lead Applicant's Executive Officer: Mark Thiele  
Title: Interim President & CEO  
Signature: *Mark Thiele*  
Date: 9/9/2020

*Signature Page Follows*

Name of Co-Applicant's (if any) Executive Officer: \_\_\_\_\_  
Title: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

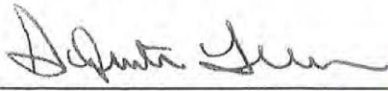
**The following signature is applicable if the Lead Applicant or Co-Applicant is a Public Housing Authority.**

Acting on behalf of the Board of Commissioners of the Housing Authority listed below, as its Chairman, I approve the submission of the Choice Neighborhoods application of which this document is a part and make the above certifications to and agreements with the Department of Housing and Urban Development (HUD) in connection with the application and implementation thereof:

Certified By: Board Chairman's Name: Lawrence Snowden  
Board Chairman's Signature: *LS*  
Date: 9/9/2020

Warning: HUD will prosecute false claims and statements. Conviction may result in the imposition of criminal and civil penalties. (18 U.S.C. 1001, 1010, 1012, 32 U.S.C. 3729, 3802)

CITY OF HOUSTON

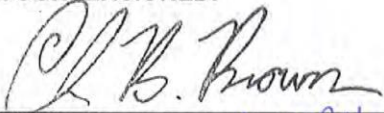
  
MAYOR, Sylvester Turner *Brenda Bochar*

DATE: 9-10-2020

ATTEST/SEAL:

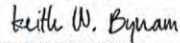
  
INTERIM CITY SECRETARY

COUNTERSIGNED:

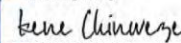
  
CITY CONTROLLER *Jeanne Park*

9-10-2020  
DATE OF COUNTERSIGNATURE

APPROVED:

DocuSigned by:  
 Deputy Director  
DIRECTOR, HOUSING AND  
COMMUNITY DEVELOPMENT  
DEPARTMENT

APPROVED AS TO FORM:

DocuSigned by:  
  
SENIOR ASSISTANT CITY ATTORNEY



Transforming Lives & Communities

**REQUEST FOR BOARD AGENDA ITEM**

**1. Brief Description of Proposed Item**

Consideration to authorize the Interim President & CEO or designee to execute a contract with A-Rocket Moving & Storage, Inc.

**2. Date of Board Meeting:** January 26, 2021

**3. Proposed Board Resolution:**

**Resolution:**

That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with A-Rocket Moving & Storage, Inc. for individually or simultaneously moving services at various Houston Housing Authority's developments pursuant to the memorandum from Donna Dixon, Director of Community Affairs and Communications dated January 14, 2021 to Mark Thiele, Interim President & CEO.

**4. Department Head Approval**      Signature \_\_\_\_\_ Date: \_\_\_\_\_

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

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

**VP of FO Approval**      Signature \_\_\_\_\_ Date: \_\_\_\_\_

**6. Approval of President & CEO**

Signature \_\_\_\_\_ Date: \_\_\_\_\_



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**MEMORANDUM**

**TO:** MARK THIELE, INTERIM PRESIDENT & CEO  
**FROM:** DONNA DIXON, DIRECTOR OF COMMUNITY AFFAIRS AND COMMUNICATIONS  
**SUBJECT:** CONSIDERATION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR DESIGNEE TO EXECUTE A CONTRACT WITH A-ROCKET MOVING & STORAGE, INC.  
**DATE:** JANUARY 14, 2021

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to take all necessary actions to negotiate, execute and make necessary changes and corrections to a contract with A-Rocket Moving & Storage, Inc. to perform individually, or simultaneously moving services at various HHA's Developments.

**BACKGROUND:**

The Houston Housing Authority is seeking moving services to relocate residents from various HHA developments due to RAD, the TxDOT highway extension, and building rehabs. They are expected to:

- Perform the required moving services at any of HHA's Developments, some of which are multi-storied, once notified by HHA's Project Manager who will specify the destination where the tenant is moving to;
- Perform an inventory of the tenant's personal items prior to packing their items, and provide them with a copy of their inventory list;
- Ensure the tenants' personal items are securely placed and professionally wrapped in the appropriate box(es) in accordance with industry standards; and
- Once delivered to the specified location(s), the tenant's personal items will be unpacked, and the contractor will be responsible for removing all trash and refuse

In October of 2020, HHA's Procurement Department posted RFP 20-50 Moving Services on the Procurement Department's web page and requested a legal notice be published in the Houston Business Journal, Houston Chronicle, and Forward Times Newspapers.

Interested parties could access RFP 20-50 by going to the websites of the Greater Houston Black Chamber of Commerce (GHBCC); the Houston Minority Supplier Development Council (HMSDC); the City of Houston Office of Business Opportunity (OBO); the Houston Chapter of the National Association of Minority Contractors (NAMC); and the Houston Office of U.S. Small Business Administration (SBA).

All responses to RFP 20-50 received by HHA by the specified due date would be scored based on the following published scoring criteria:

Item	Criteria	Maximum Points
1	Company Profile	20
2	Capacity	25
3	Project Methodology	35
4	Fees	60
5	Cost Control	40
6	Customer Service	25
7	M/WBE Participation	10
8	Section 3 Participation	10
<b>TOTAL POINTS</b>		<b>225</b>

#### EVALUATION PROCESS:

On November 13, 2020, HHA's Procurement Department opened the following sealed responses, which were subsequently scored by an Evaluation Committee comprised of: Donna Dixon, Director of Community Affairs and Communications, Gilda Jackson, Director of Client Services and Alan Isa, Policy Analyst.

Rank	Proposer	M/WBE	Score
1	<b>A-Rocket Moving &amp; Storage, Inc.</b>	<b>MBE</b>	<b>208.33</b>
2	East End Transfer & Storage	WBE	182.60
3	RoadRunner Moving & Storage	N/A	167.97

For over 62 years, A-Rocket Moving & Storage, Inc. has earned a stellar reputation for professionalism and reliability. A-Rocket Moving & Storage, Inc. is a full-service moving company that has successfully provided various moving services to HHA in the past. There are no conflicts of interest, and A-Rocket Moving & Storage, Inc. is not on the HUD Debarment List.

#### RECOMMENDATION

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

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with A-Rocket Moving & Storage, Inc. for individually or simultaneously moving services at various Houston Housing Authority's developments pursuant to the memorandum from Donna Dixon, Director of Community Affairs and Communications dated January 14, 2021 to Mark Thiele, Interim President & CEO.





Transforming Lives & Communities

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**REQUEST FOR BOARD AGENDA ITEM**

**1. Brief Description of Proposed Item**

Consideration to authorize the Interim President & CEO or designee to execute a contract with PDG Architects for A&E disaster recovery services associated with Hurricane Harvey

**2. Date of Board Meeting:** January 26, 2021

**3. Proposed Board Resolution:**

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with PDG Architects and extend the existing 3-year contract for an additional year, pursuant to the memorandum dated January 14, 2021 from Cody Roskelley, Vice President of REID to Mark Thiele, Interim President & CEO.

**4. Department Head Approval** Signature \_\_\_\_\_ Date: \_\_\_\_\_

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

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

**VP of FO Approval** Signature \_\_\_\_\_ Date: \_\_\_\_\_

**6. Approval of President & CEO**

Signature \_\_\_\_\_ Date: \_\_\_\_\_



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**MEMORANDUM**

**TO:** MARK THIELE, INTERIM PRESIDENT & CEO  
**FROM:** CODY ROSKELLEY, VICE PRESIDENT OF REID  
**SUBJECT:** CONSIDERATION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR DESIGNEE TO EXECUTE A CONTRACT WITH PDG ARCHITECTS FOR A&E DISASTER RECOVERY SERVICES ASSOCIATED WITH HURRICANE HARVEY  
**DATE:** JANUARY 14, 2021

---

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to a contract with PDG Architects and extend the existing 3-year contract for an additional year so that PDG can continue disaster recover work on several different properties/projects.

**BACKGROUND:**

On November 21, 2017, HHA's Board of Commissioners, per Board Resolution 2931, authorized the President & CEO to negotiate and execute contracts, and make any necessary changes, with a short list of Design Professionals for Hurricane Harvey Disaster Recovery, for two years with a 1-year extension.

The original contract term of the QBS was for four years. Over the past three years most of the Hurricane Harvey work has been completed, except for the design and construction oversight for the detention ponds and flood walls at Uvalde Ranch and Mansions at Turkey Creek. PDG has signed task orders for the design and construction oversight of the detention ponds and flood walls. PDG attends all of the FEMA coordination calls, and they are heavily involved in the above-mentioned projects. Both the detention ponds and the flood walls have been delayed by coordination with the City of Houston and adjacent land owners. The delays were not caused by PDG.

To continue making progress and to prevent further delays on the detention ponds and flood walls, it is appropriate to add a 1-year extension to PDG's contract.

**RECOMMENDATION**

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

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO to negotiate, execute and make necessary changes to a contract with PDG Architects and extend the existing 3-year contract for an additional year, pursuant to the memorandum dated January 14, 2021 from Cody Roskelley, Vice President of REID to Mark Thiele, Interim President & CEO.



Transforming Lives & Communities

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**REQUEST FOR BOARD AGENDA ITEM**

1. **Brief Description of Proposed Item** – Consideration to authorize the Interim President & CEO or designee to facilitate the development of 2100 Memorial Apartments, to be located at 2100 Memorial Drive, Houston, Texas 77007

2. **Date of Board Meeting:** January 26, 2021

3. **Proposed Board Resolution:**

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate the development of 2100 Memorial located at 2100 Memorial Drive, Houston, TX 77007, pursuant to the memorandum dated January 12, 2021 from Cody Roskelley, Vice President of REID.

4. **Department Head Approval**      Signature \_\_\_\_\_ Date: \_\_\_\_\_

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

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

**VP of FO Approval**      Signature \_\_\_\_\_ Date: \_\_\_\_\_

6. **Approval of Interim President & CEO**

Signature \_\_\_\_\_ Date: \_\_\_\_\_



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**MEMORANDUM**

**TO:** MARK THIELE, INTERIM PRESIDENT & CEO  
**FROM:** CODY ROSKELLEY, VICE PRESIDENT OF REID  
**SUBJECT:** CONSIDERATION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR DESIGNEE TO FACILITATE THE DEVELOPMENT OF 2100 MEMORIAL APARTMENTS, TO BE LOCATED AT 2100 MEMORIAL DRIVE, HOUSTON, TEXAS 77007  
**DATE:** JANUARY 12, 2021

---

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorize the Houston Housing Authority (the “Authority”) to take such actions necessary or convenient to facilitate the development of the 2100 Memorial Apartments (the “Project”).

**BACKGROUND:**

The Authority owns the site on which the Project will be located (the “Land”).

The Authority and 2100 Memorial Redevelopment, LP (the “Partnership”), a Texas limited partnership that of which the general partner is 2100 Memorial Redevelopment GP, LLC, a limited liability company (the “General Partner”) that is wholly owned by APV Redevelopment Corporation, a Texas public facility corporation and sponsored affiliate of the Authority (“APV”), desire to enter into a ground lease (the “Ground Lease”) granting site control of the Land to the Partnership.

Pursuant to the terms of the Ground Lease, the Partnership is required to construct the Project as a development dedicated for low-income persons in compliance with the laws and regulations applicable to eligible tenants under the federal low income housing tax credit program as established at 26 U.S.C. §42 and regulations promulgated pursuant thereto.

The Partnership desires to obtain funding sourced from the City of Houston (the “City”) in an amount not to exceed \$25,000,000 (“City Funds”), which City Funds will be loaned to APV and re-loaned to the Partnership to finance the construction of the Project (the “City Loan”).

APV desires to obtain from the City of Houston (the “City”) a loan in the approximate amount not to exceed \$25,000,000 (the “City Loan”) pursuant to a loan agreement (the “City Loan Agreement”), which City Loan will be used in furtherance of the acquisition and development of the Project.

APV intends to use the proceeds of the City Loan to make a loan in an approximate amount not to exceed \$25,000,000 to the Partnership (the “Partnership Loan”) to pay for certain development costs associated with the Project, evidenced by a loan agreement between the City, APV and the Partnership (the “Partnership Loan Agreement”).

As a condition of making the City Loan to APV, City requires the Authority, to enter certain agreements and assignments regarding the Project being financed, including but not limited to a Deed of Trust, Security Agreement and Financing Statement (collectively, the “City Documents”).

## **APPROVALS**

The Board of Commissioners of the Authority (the “Board”) authorizes the Interim President and Chief Executive Officer of the Authority and/or his designee is hereby authorized to review, approve and execute all certificates, affidavits, agreements, documents and other writings related to the transactions described herein, including without limitation the Ground Lease and the City Documents (collectively, the “Agreements”), which the Interim President shall deem to be necessary or desirable in the consummation of the transactions required for the transactions contemplated in the attached resolutions;

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

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

## **RECOMMENDATION**

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

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate the development of 2100 Memorial located at 2100 Memorial Drive, Houston, TX 77007, pursuant to the memorandum dated January 12, 2021 from Cody Roskelley, Vice President of REID.

**EXHIBIT A**  
**Formal Resolution**

**RESOLUTION NO. 3240**

**RESOLUTION AUTHORIZING THE HOUSTON HOUSING AUTHORITY (THE “AUTHORITY”) TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO FACILITATE THE DEVELOPMENT OF THE 2100 MEMORIAL APARTMENTS (THE “PROJECT”)**

WHEREAS, the Authority owns the site on which the Project will be located (the “**Land**”);

WHEREAS, the Authority and 2100 Memorial Redevelopment, LP (the “**Partnership**”), a Texas limited partnership that of which the general partner is 2100 Memorial Redevelopment GP, LLC, a limited liability company (the “**General Partner**”) that is wholly owned by APV Redevelopment Corporation, a Texas public facility corporation and sponsored affiliate of the Authority (“**APV**”), desire to enter into a ground lease (the “**Ground Lease**”) granting site control of the Land to the Partnership;

WHEREAS, pursuant to the terms of the Ground Lease, the Partnership is required to construct the Project as a development dedicated for low-income persons in compliance with the laws and regulations applicable to eligible tenants under the federal low income housing tax credit program as established at 26 U.S.C. §42 and regulations promulgated pursuant thereto;

WHEREAS, the Partnership desires to obtain funding sourced from the City of Houston (the “**City**”) in an amount not to exceed \$25,000,000 (“**City Funds**”), which City Funds will be loaned to APV and re-loaned to the Partnership to finance the construction of the Project (the “**City Loan**”);

WHEREAS, APV desires to obtain from the City of Houston (the “**City**”) a loan in the approximate amount not to exceed \$25,000,000 (the “**City Loan**”) pursuant to a loan agreement (the “**City Loan Agreement**”), which City Loan will be used in furtherance of the acquisition and development of the Project;

WHEREAS, APV intends to use the proceeds of the City Loan to make a loan in an approximate amount not to exceed \$25,000,000 to the Partnership (the “**Partnership Loan**”) to pay for certain development costs associated with the Project, evidenced by a loan agreement between the City, APV and the Partnership (the “**Partnership Loan Agreement**”);

WHEREAS, as a condition of making the City Loan to APV, City requires the Authority, to enter certain agreements and assignments regarding the Project being financed, including but not limited to a Deed of Trust, Security Agreement and Financing Statement (collectively, the “**City Documents**”);

NOW, THEREFORE, in connection with the development, construction and equipping of the Project, the Board of Commissioners hereby adopts the following resolutions:

BE IT RESOLVED, that the Interim President and Chief Executive Officer of the Authority and/or his designee is hereby authorized to review, approve and execute all certificates, affidavits, agreements, documents and other writings related to the transactions described herein, including without limitation the Ground Lease and the City Documents (collectively, the “**Agreements**”), which the Interim President 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 Interim President 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 Interim President 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 Interim President shall deem to be necessary or desirable, and all acts heretofore taken by the designee of the Interim President 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.

PASSED this \_\_\_ day of January, 2021.

ATTEST:

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
Secretary



## BOARD REPORT FOR MONTH ENDING DECEMBER 31, 2020

<b>I.</b>	Executive Summary .....
<b>II.</b>	Low Income Public Housing.....
<b>III.</b>	Housing Choice Voucher Program .....
<b>IV.</b>	Real Estate, Investment and Development .....
<b>V.</b>	Addendum: Open Solicitation Log .....
<b>VI.</b>	Addendum: Periodic Report .....
<b>VII.</b>	Addendum: Operating Statements .....

## EXECUTIVE SUMMARY

### LOW-INCOME PUBLIC HOUSING

The Low-Income Public Housing (LIPH) program had an adjusted vacancy rate of 5.05% on December 31, 2020. As of January 1, 2021, rent collection for November was 95.9% of rents billed on an adjusted cash accounting basis.

There are currently 72,730 active applications for the Public Housing Waiting List, which represents a decrease of 2.9% in the last month.

Low-Income Public Housing			
	October	November	December
Waiting Lists	76,263**	74,934	72,730
Vacancy Rate	4.7%	5.3%	5.05%
Rent Collection	94.7%	91.9%	95.9%
Unit Turnaround Time (Days)	58.4	60.95	65.0
Avg. Non-Emergency Work Order Days	2.1	2.3	1.77

\*\* the significant decrease is due to 2 Public Housing properties converting to RAD-PBV

### HOUSING CHOICE VOUCHER PROGRAM

The HCV staff completed 628 annual re-examinations during December. The HCV department also completed 162 interims, 97 change of units (moves), 167 new admissions, and 29 portability move-in transactions. On December 31, 2020, 476 families were enrolled in the Family Self Sufficiency (FSS) program; 248 of the 476 (52%) families eligible for escrow currently have an FSS escrow balance. The PIH Information Center (PIC) reporting rate for the one-month period ending December 31, 2020 was 90.4%.

Voucher Programs			
	October	November	December
Households	18,474	18,486	18,611
ABA Utilization/Unit Utilization	103.8%/101.0%	100.9%/100.8%	101.0%/100.7%
Reporting Rate	100%	92.7%*	90.4%*
Annual Reexaminations Completed	871	556	628
HQS Inspections	390	279	2,248
Waitlist	25,571	25,571	25,571

\*For PHAs that have a SEMAP score pending as of the date of this Notice, and for any PHA with a fiscal year ending on or before December 31, 2020, HUD will not issue a new SEMAP score unless the PHA requests a that new SEMAP score be issued. HUD will instead carry forward the most recent SEMAP score on record.

## 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	4.2	D	5.0	D	4.6	D	55.0	E	62.3	F	68.2	F
Lynd	1.1	A	0.5	A	0.5	A	52.1	E	52.5	E	50.7	E
J. Allen	6.1	F	6.4	F	6.5	F	52.0	E	52.1	E	59.6	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	100	A	100	A	100	A	2.0	A	2.4	A	2.2	A
Lynd	100	A	100	A	100	A	2.1	A	1.0	A	1.0	A
J. Allen	100	A	100	A	100	A	2.1	A	1.5	A	1.5	A

PMC	Rent Collection					
	October		November		December	
	%	Grade	%	Grade	%	Grade
Orion	95.5	C	91.7	E	94.9	C
Lynd	84.5	F	97.5	B	98.7	A
J. Allen	95.3	C	91.3	E	96.7	B

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

## PUBLIC HOUSING MANAGEMENT ASSESSMENT

<b>VACANCY RATE</b>  This indicator examines the vacancy rate, a PHA's progress in reducing vacancies, and unit turnaround time. Implicit in this indicator is the adequacy of the PHA's system to track the duration of vacancies and unit turnaround, including down time, make ready time, and lease up time.	Goal 2.0%	Actual 5.05%	A 0 to 2 B 2.1 to 3 C 3.1 to 4 D 4.1 to 5 <b>E 5.1 to 6</b> F ≥6.1
<b>RENT COLLECTION (YTD)</b>  This report examines the housing authority's ability to collect dwelling rent owed by residents in possession of units during the current fiscal year by measuring the balance of dwelling rents uncollected as a percentage of total dwelling rents to be collected.	Goal 98%	Actual 95.9%	A 98 to 100 B 96 to 97.9 <b>C 94 to 95.9</b> D 92 to 93.9 E 90 to 91.9 F ≤89.9
<b>EMERGENCY WORK ORDERS</b>  This indicator examines the average number of days that it takes for an emergency work order to be completed. Emergency work orders are to be completed within 24 hours or less and must be tracked.	Goal 100%	Actual 100%	<b>A 99 to 100</b> B 98 to 98.9 C 97 to 97.9 D 96 to 96.9 E 95 to 95.9 F ≤94.9
<b>NON-EMERGENCY WORK ORDERS</b>  This indicator examines the average number of days that it takes for a work order to be completed. Implicit in this indicator is the adequacy of HHA's work order system in terms of how HHA accounts for and controls its work orders and its timeliness in preparing/issuing work orders.	Goal 25 Days	Actual 1.77 Days	<b>A ≤24</b> B 25 to 30 C 31 to 40 D 41 to 50 E 51 to 60 F ≥61
<b>ANNUAL INSPECTIONS</b>  This indicator examines the percentage of units that HHA inspects on an annual basis in order to determine the short-term maintenance needs and long-term modernization needs. Implicit in this indicator is the adequacy of HHA's inspection program in terms of the quality of HHA's inspections, and how HHA tracks both inspections and needed repairs.  *PMC's have discretionary authority to select how many units to inspect each month, so long as all inspections are completed by September.	Goal 100%	Actual* 24.7%	A 100 B 97 to 99 C 95 to 96.9 D 93 to 94.9 E 90 to 92.9 <b>F ≥89.9*</b>

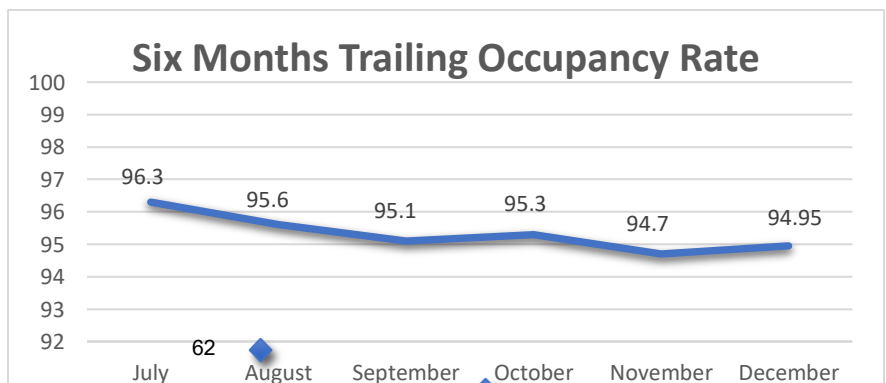
## VACANCY RATE AND TURNAROUND DAYS

Low-Income Public Housing Development	PMC	ACC Units	Approv ed Units Offline	Total Available ACC Units	Occupied Units	Vacant Units	Occupancy Percentage	Grade	Total Vacant Days	Units Turne d YTD	Avg. Total Turnar ound Days YTD	Grade
Allen Parkway Village	Orion	278	8	270	257	13	95.19%	D	1932	42	46	E
Bellerive	J. Allen	210	0	210	206	4	98.10%	A	813	27	30.1	D
Clayton Homes	J. Allen	184	112	184	137	47	74.46%	F	0	0	0	A
Cuney Homes	Orion	553	0	553	511	42	92.41%	F	4994	60	83.2	F
Ewing	Orion	40	0	40	39	1	97.50%	B	171	2	85	F
Forest Green	J. Allen	100	84	16	16	0	100.00%	A	148	5	29	C
Fulton Village	Lynd	108	0	108	107	1	99.07%	A	759	12	63	F
Heatherbrook	Lynd	53	0	53	53	0	100.00%	A	612	15	40.8	E
Historic Oaks of APV	Orion	222	0	222	212	10	95.50%	D	3617	27	133.9	F
Independence Heights	Orion	36	0	36	36	0	100.00%	A	45	2	22.5	B
Irvinton Village	J. Allen	318	10	308	291	17	94.48%	E	2266	38	59.6	F
Kelly Village	J. Allen	270	1	269	263	6	97.77%	B	2266	38	59.6	F
Kennedy Place	Orion	108	0	108	108	0	100.00%	A	262	10	26.2	C
Lincoln Park	Orion	200	0	200	198	2	99.00%	A	2052	18	114	F
Lyerly	J. Allen	199	0	199	196	3	98.49%	A	1244	23	54	F
Oxford Place	Orion	230	0	230	223	7	96.96%	B	477	13	36.69	D
Sweetwater	Lynd	26	0	26	26	0	100.00%	A	191	4	47.7	E
Totals		3135	215	3032	2879	153	94.95%	E	21849	336	65.03	F

Section 8 New Construction Development	PMC	S8 NC Units	Units Offline	Total Available S8 NC Units	Occupied Units	Vacant Units	Occupancy Percentage	Grade	Total Vacant Days	Units Turne d YTD	Avg. Total Turnar ound Days YTD	Grade
Long Drive	Tarantino	100	0	100	100	0	100.0%	A	550	15	36.6	D
Telephone Road	Tarantino	100	0	100	97	3	97.0%	B	2720	46	59	F
Totals		200	0	200	199	1	98.5%	A	3270	61	54	F

RAD-PBV	PMC	RAD- PBV Units	Units Offline	Total Available RAD PBV Units	Occupied Units	Vacant Units	Occupancy Percentage	Grade	Total Vacant Days	Units Turne d YTD	Avg. Total Turnar ound Days YTD	Grade
Victory-HRI	Orion	100	0	140	130	10	92.9%	D	451	10	45	E
Totals		200	0	140	130	10	92.9%	D	451	10	45	E

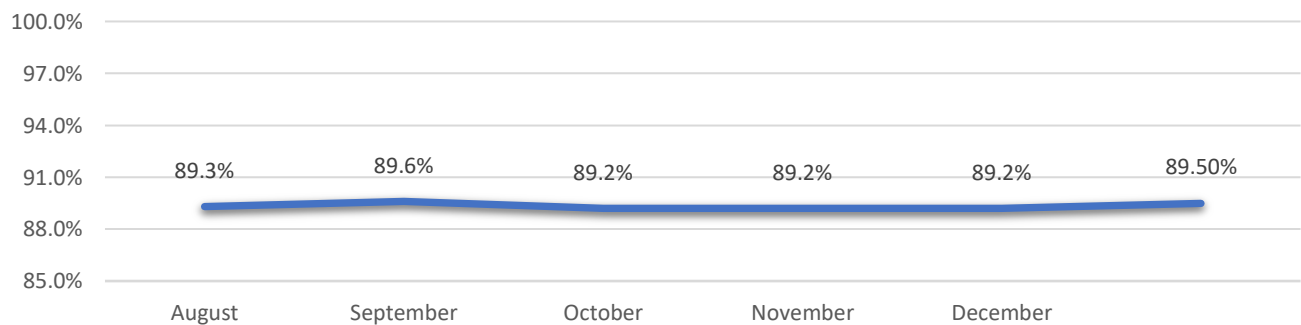
PHAS Score	Occupancy Rate	Avg. Total Turnaround Days
A	98 to 100	1 to 20
B	97 to 97.9	21 to 25
C	96 to 96.9	26 to 30
D	95 to 95.9	31 to 40
E	94 to 94.9	41 to 50
F	≥93.9	≥51



## TAX CREDIT APARTMENT LEASING/OCCUPANCY INFORMATION

Property	Property Manager	Total Units	Public Housing Units	Tax Credit Units	Market Units	Vacant Units	Occupied (%)
2100 Memorial	Lynd	197	0	197	0	197	0.0%
Heatherbrook	Lynd	176	53	87	36	0	100.0%
Mansions at Turkey Creek	Orion	252	0	252	0	25	90.1%
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%
Sweetwater Point	Lynd	260	26	234	0	15	94.2%
Uvalde Ranch	Hettig-Kahn	244	0	244	0	12	95.1%
Willow Park	Embrey	197	0	197	0	197	0.0%
<b>PH-LIHTC</b>							
Fulton Village	Lynd	108		108	0	1	99.1%
HOAPV	Orion	222	66	156	0	10	95.5%
Lincoln Park	Orion	250		200	50	2	99.2%
Oxford Place	Orion	250		230	20	4	98.4%
Victory-HRI	Orion	140		140	0	10	92.9%

### 6 Month Trailing Occupancy Rate

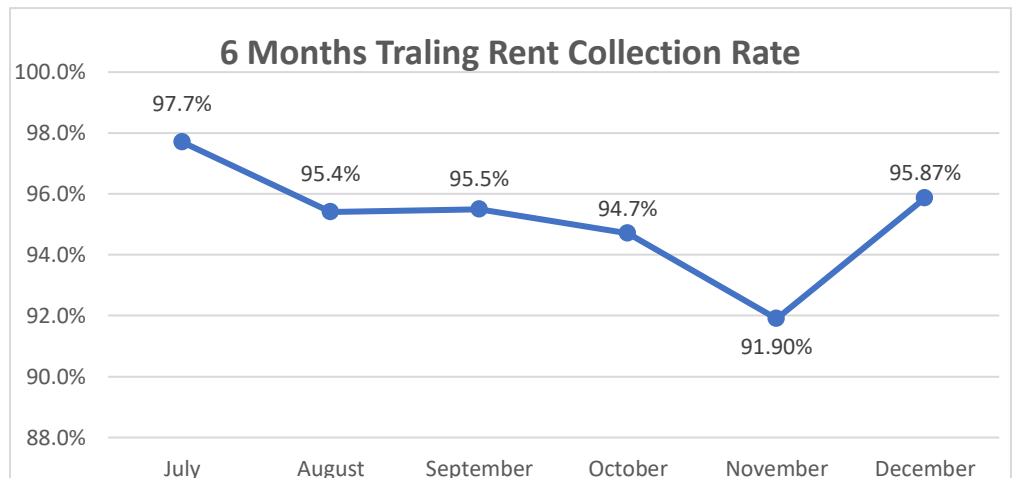


## RENT COLLECTION

Low-Income Public Housing Development	PMC	Monthly Rent Billed	Monthly Rent Collected	% Collected	Grade	YTD Rent Billed	YTD Rent Collected	% YTD Rent Collected	Grade
Allen Parkway Village	Orion	\$97,326	\$91,069	93.57%	F	\$1,163,272	\$1,085,992	93.36%	D
Bellerive	J. Allen	\$52,017	\$52,017	100.00%	A	\$629,579	\$628,556	99.84%	A
Clayton Homes	J. Allen	\$42,426	\$38,944	91.79%	E	\$627,078	\$571,248	91.10%	E
Cuney Homes	Orion	\$116,896	\$108,949	93.20%	A	\$1,324,020	\$1,264,494	95.50%	C
Ewing	Orion	\$8,376	\$8,376	100.00%	A	\$90,394	\$87,648	96.96%	B
Forest Green	J. Allen	\$4,971	\$4,971	100.00%	D	\$59,960	\$58,840	98.13%	A
Fulton Village	Lynd	\$31,985	\$31,985	100.00%	F	\$390,024	\$360,489	92.43%	D
Heatherbrook Apts.	Lynd	\$11,388	\$10,757	94.46%	B	\$130,614	\$127,577	97.68%	B
Historic Oaks of APV	Orion	\$53,570	\$51,023	95.25%	A	\$670,653	\$661,395	98.62%	A
Independence Heights	Orion	\$3,606	\$3,606	100.00%	F	\$48,679	\$42,555	87.42%	F
Irvinton Village	J. Allen	\$70,229	\$64,575	91.95%	C	\$875,429	\$829,457	94.75%	C
Kelly Village	J. Allen	\$56,408	\$56,408	100.00%	B	\$671,463	\$639,935	95.30%	C
Kennedy Place	Orion	\$34,999	\$32,065	91.62%	D	\$433,065	\$420,686	97.14%	B
Lincoln Park	Orion	\$41,642	\$41,642	100.00%	A	\$466,345	\$455,294	97.63%	B
Lyerly	J. Allen	\$51,763	\$51,761	100.00%	A	\$612,131	\$610,629	99.75%	A
Oxford Place	Orion	\$34,294	\$34,144	99.56%	B	\$371,810	\$359,374	96.66%	B
Sweetwater	Lynd	\$5,356	\$5,356	100.00%	A	\$82,773	\$80,571	97.34%	B
Totals		\$717,251	\$687,646	95.87%	C	\$8,647,288	\$8,284,739	95.81%	C

Section 8 New Construction Development		Month Billed	Month Collected	% Collected	Grade	YTD Billed	YTD Collected	% YTD Collected	Grade
Long Drive	Tarantino	\$21,434	\$20,392	95.14%	C	\$232,693	\$229,570	98.66%	A
Telephone Road	Tarantino	\$26,773	\$26,773	100.00%	A	\$380,971	\$374,675	98.35%	A
Totals		\$48,207	\$47,165	97.84%	B	\$613,664	\$604,245	98.47%	A
RAD-PBV		Month Billed	Month Collected	% Collected	Grade	YTD Billed	YTD Collected	% YTD Collected	Grade
Victory-HRI	Orion	\$25,507	\$25,507	100%	A	\$293,261	\$281,291	95.92%	C
Totals		\$25,507	\$25,507	100%	A	\$293,261	\$281,291	95.92%	C

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



## EMERGENCY WORK ORDERS

Low-Income Public Housing Development	PMC	Emergency Work Orders Generated	Emergency W/O Completed within 24 hours	Percentage Completed within 24 hours	Grade
Allen Parkway Village	Orion	13	13	100.0%	A
Bellerive	J. Allen	6	6	100.0%	A
Clayton Homes	J. Allen	53	51	96.2%	A
Cuney Homes	Orion	160	160	100.0%	A
Ewing	Orion	1	1	100.0%	A
Forest Green	J. Allen	0	0	-	N/A
Fulton Village	Lynd	0	0	-	N/A
Heatherbrook Apartments	Lynd	0	0	-	N/A
Historic Oaks of APV	Orion	6	6	100.0%	A
Independence Heights	Orion	0	0	-	N/A
Irvinton Village	J. Allen	16	16	100.0%	A
Kelly Village	J. Allen	0	0	-	N/A
Kennedy Place	Orion	15	15	100.0%	A
Lincoln Park	Orion	0	0	#DIV/0!	N/A
Lyerly	J. Allen	16	16	100.0%	A
Oxford Place	Orion	0	0	-	N/A
Sweetwater	Lynd	1	1	100.0%	A
Totals		287	285	99.3%	A

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	13	13	100.0%	A
Telephone Road	Tarantino	1	1	100.0%	A
Totals		14	14	100.0%	A

RAD-PBV		Emergency Work Orders Generated	Emergency W/O Completed within 24 hours	Percentage Completed within 24 hours	Grade
Victory-HRI	Orion	24	24	100.0%	A
Totals		24	24	100.0%	A

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



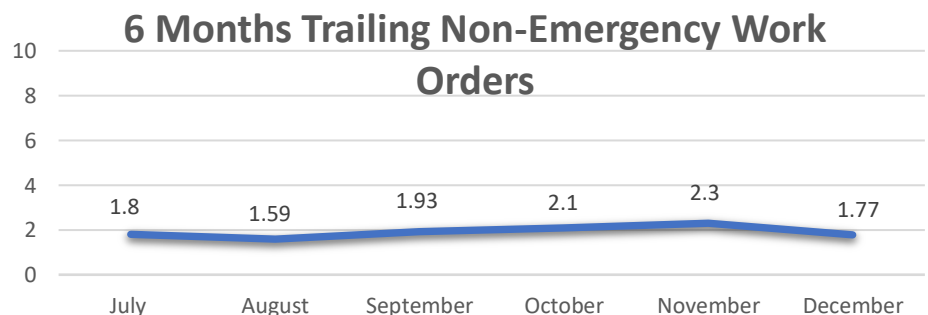
## NON-EMERGENCY WORK ORDERS

Low-Income Public Housing Development	PMC	Work Orders Generated	Average Completion Time (Days)	Grade
Allen Parkway Village	Orion	86	2.01	A
Bellerive	J. Allen	112	1.01	A
Clayton Homes	J. Allen	20	1.45	A
Cuney Homes	Orion	200	2.11	A
Ewing	Orion	11	1.00	A
Forest Green	J. Allen	10	1.44	A
Fulton Village	Lynd	0	0.00	A
Heatherbrook Apartments	Lynd	1	1.00	A
Historic Oaks of APV	Orion	59	2.33	A
Independence Heights	Orion	0	0.00	A
Irvinton Village	J. Allen	159	1.69	A
Kelly Village	J. Allen	5	9.40	A
Kennedy Place	Orion	15	1.00	A
Lincoln Park	Orion	2	1.00	A
Lyerly	J. Allen	3	1.00	A
Oxford Place	Orion	93	2.66	A
Sweetwater	Lynd	21	1.00	A
Totals		697	1.77	A

Section 8 New Construction Development		Work Orders Generated	Average Completion Time (Days)	Grade
Long Drive	Tarantino	88	1.20	A
Telephone Road	Tarantino	56	1.18	A
Totals		144	1.19	A

RAD-PBV		Work Orders Generated	Average Completion Time (Days)	Grade
Victory-HRI	Orion	56	1.28	A
Totals		56	1.28	A

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



## ANNUAL INSPECTIONS

Low-Income Public Housing Development	PMC	YTD Inspections Due	YTD Inspections Performed	Percentage Complete	Grade
Bellerive	J. Allen	210	0	0.0%	N/A*
Clayton Homes	J. Allen	184	60	32.6%	N/A*
Cuney Homes	Orion	553	64	11.6%	N/A*
Ewing	Orion	40	40	100.0%	A
Forest Green	J. Allen	16	16	100.0%	A
Fulton Village	Lynd	108	80	74.1%	N/A*
Heatherbrook Apartments	Lynd	53	53	100.0%	A
HOAPV/APV	Orion	500	175	35.0%	N/A*
Independence Heights	Orion	36	4	11.1%	N/A*
Irvinton Village	J. Allen	318	52	16.4%	N/A*
Kelly Village	J. Allen	270	42	15.6%	N/A*
Kennedy Place	Orion	108	24	22.2%	N/A*
Lincoln Park	Orion	200	57	28.5%	N/A*
Lyerly	J. Allen	199	41	20.6%	N/A*
Oxford Place	Orion	230	46	20.0%	N/A*
Sweetwater	Lynd	26	0	0.0%	N/A*
Totals		3,051	559	18.3%	N/A*

Low-Income Public Housing Development	PMC	Inspections Due	Inspections Performed	Percentage Complete	Grade
Telephone Road	Tarantino	200	0	0.0%	N/A*
Long Drive	Tarantino	100	22	22.0%	N/A*
Totals		300	22	7.3%	N/A*

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

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

\*PMC's have until September 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.

During COVID, federal regulations allowed routine property management functions to be suspended which includes the completion of unit inspections.

## HOUSING CHOICE VOUCHER HUD-GRADED SEMAP INDICATORS

			Score	Performance
<b>ANNUAL REEXAMINATIONS REPORTING RATE</b>	Goal 96%	Actual 65%*	10	≥96
This Indicator shows whether the Agency completes a re-examination for each participating family at least every twelve (12) months.			5	90 to 95
			0	≤89
<b>CORRECT TENANT RENT CALCULATIONS</b>	Goal 98%	Actual 100%	5	98 to 100
This Indicator shows whether the Agency correctly calculates the family's share of rent to owner in the Rental Voucher Program.			0	≤97
<b>PRECONTRACT HQS INSPECTIONS</b>	Goal 100%	Actual 100%	5	98 to 100
This Indicator shows whether newly leased units pass HQS inspection on or before the beginning date of the Assisted Lease and HAP Contract.			0	≤97
<b>FSS ENROLLMENT</b>	Goal 80%	Actual 100%	10	≥80
This Indicator shows whether the Agency has enrolled families in the FSS Program as required. To achieve the full points for this Indicator, a housing authority must have 80% or more of its mandatory FSS slots filled. There are currently 410 mandatory slots on the FSS Program; 476 families are currently enrolled.			8	60 to 79
			5	≤59
<b>FSS ESCROW</b>	Goal 30%	Actual 52%	10	≥30
This Indicator shows the extent of the Agency's progress in supporting FSS by measuring the percent of current FSS participants with FSS progress reports entered in the PIC system that have had increases in earned income which resulted in escrow account balances. To achieve the full points for this Indicator, at least 30% of a housing authority's enrolled families must have an escrow balance. 476 families participate in the FSS program. 248 of the 476 (52%) families eligible for escrow currently have an FSS escrow balance.			5	≤29

\*For PHAs that have a SEMAP score pending as of the date of this Notice, and for any PHA with a fiscal year ending on or before December 31, 2020, HUD will not issue a new SEMAP score unless the PHA requests a that new SEMAP score be issued. HUD will instead carry forward the most recent SEMAP score on record.

### **REO PROJECTS**

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

- **Major Capital Projects**
  - Kelly Village Heaters: The heater replacement is 40% complete.
  - Kelly Village Roofs: The roof job is 95% complete.
  - HOAPV Trash chutes: The trash chutes are 95% complete.
  - Lincoln Park Gutters: The winning bidder has been determined by the Procurement department, and the resolution was approved at the December Board meeting.

### **NEW DEVELOPMENT**

- Independence Heights: TDHCA issued the 8609s.
- Standard Heights: Construction is almost complete, and the asset is being pre-leased.
- Standard on Jensen:
  - We continue to work with the City of Houston and HUD.
- 800 Middle Street:
  - We continue to work with the City of Houston and HUD.
- Green Oaks: The property is under construction.
- Redline Station: The property is under construction.
- Richcrest: The property is under construction.
- Kelly II: In December of 2021, we closed on all of 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.

### **REDEVELOPMENT – (9% LIHTC)**

#### **TELEPHONE ROAD**

- The loan has closed, and construction has commenced.

### **REDEVELOPMENT – (RAD)**

#### **Allen Parkway Village**

- We are working with an Architect on redevelopment plans.
- We are currently working on the application for the 4% bond.

#### **Historic Oaks of Allen Parkway Village**

- We are working with an Architect on redevelopment plans.
- We are currently working on the application for the 4% bond.
- We are working to replat the site.

## **Historic Rental Initiatives / Victory Apartments RAD Conversion**

- The RAD Conversion has closed.

## **HURRICANE HARVEY**

We are working with FEMA on all properties. Currently FEMA has obligated approximately \$20,000,000 for reimbursement. We have submitted for around another \$30,000,000 that our FEMA Consultant hopes will be approved in the near future. FEMA provided us with additional correspondence on July 23, 2020, and they have asked us to provide the following documentation for the four proposed alternative procedures projects by October 31, 2020:

- Complete detailed scopes of work;
- Exact project location with GPS coordinates;
- Proposed project estimate for final scopes of work;
- Schematics, preliminary plans or sketches for final scopes of work;
- Detailed information demonstrating that restoring the damaged facilities to their pre- disaster design does not best serve the public interest;
- Detailed information that demonstrates the proposed alternative procedures scopes of work will achieve the same or greater level of benefit in reducing risk than the proposed hazard mitigation at the original site; and in the proposed scopes of work”

## **FOREST GREEN**

- We are waiting for FEMA to deem the project as a 428. We submitted to FEMA schematic design for 100 new units.

## **2100 MEMORIAL**

- The building is empty and secured.
- We are working with Columbia Residential on the demo and mortgage payoff.

## **TxDOT LAND SALES**

- **Clayton:** Phase 1 has closed. Demo of Phase 1 is complete.
- **Kelly II:** HHA is negotiating a price for the additional 78 units that will be sold.

## OPEN SOLICITATION LOG

JANUARY 2021

HHH's PROCUREMENT DEPT.


Type	Solicitation #	Department(s)	Description	Solicitation Dates	Due Dates
RFP	20-45	HR	Temporary Staffing Services	RFP Advertised 12-4-20	RFP Closing TBD
RFP	21-02	IT	Computer Laptops and Peripherals	RFP Advertised 1-8-21	RFP Closing 1-26-21
RFP	21-06	HCVP	Project Based Vouchers	RFP Advertised 1-10-21	RFP Closing 1-26-21
QBS	21-05	REID	Development Partners	QBS Advertised 1-14-21	QBS Closing 1-29-21
QBS	21-08	REID	Development Partners	QBS Advertised 1-14-21	QBS Closing 2-5-21

## PERIODIC REPORT: ESCO ENERGY SAVINGS

Below is a table showing the total ESCO savings and break-down of electric, water, and gas savings for various HHA property. The total yearly savings was \$2,731,433.02. This amount is an extra \$320,040 since last year. Total savings for resident paid units have remained the same at \$516,483.00.



## 2020 ESCO ENERGY SAVINGS REPORT- YEAR FOUR

	 <b>Electric Savings</b>	 <b>Water Savings</b>	 <b>Gas Savings</b>	<b>TOTAL SAVINGS</b>	
				Total Per Property	Resident Paid Units
APV	\$114,595.76	\$266,483.02	\$5,993.87	\$387,072.65	\$83,188.00
Bellerive	\$220,509.29	\$37,300.17	(\$2,264.69)	\$255,544.77	-
Clayton	\$126,925.94	\$34,1678.86	\$39,245.36	\$507,850.16	-
Cuney/Ewing	\$105,520.9	\$59,672.6	2,588.66	\$167,782.16	\$16,440.00
Forest Green	\$25,706.14	\$82,368.17	\$0.00	\$108,074.31	\$30,925.00
Fulton Village	\$9,435.1	\$28,473.33	\$0.00	\$37,908.43	\$60,860.00
HOAPV	\$213,843.98	\$66,379.5	\$100.89	\$280,324.37	\$67,885.00
HRI	\$1,120.31	\$0.00	\$0.00	\$1,120.31	\$31,416.00
Irvington Village	\$170,017.19	\$136,794.16	(\$4,134.31)	\$302,677.04	-
Kelly Village	\$123,216.63	\$101,492.79	\$3,831.34	\$228,540.76	-
Kennedy Place	\$7,663.9	\$1,915	\$0.00	\$9,578.9	\$51,818.00
Lincoln Park	\$28,563.19	\$30,106.33	(\$327.25)	\$58,342.27	\$40,336.00
Lyerly	\$110,102.76	\$105,722.56	(\$1,104.01)	\$214,721.31	-
Oxford Place	\$19,027.79	\$121,573.53	(\$14.67)	\$140,586.65	\$80,885.00
Victory Place	\$9,699.71	\$21,243.9	\$365.32	\$31,308.93	\$52,730.00
				<b>\$2,731,433.02</b>	<b>\$516,483.00</b>

**HHA TOTAL SAVINGS  
YEAR FOUR: \$2,731,433.02**

## OPERATING STATEMENTS: 11 MONTHS ENDING NOVEMBER 30, 2020

Central Office	Annual Budget 2020	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
<b>Operating Income</b>				
Total Operating Income	6,684,776	6,127,711	6,351,354	223,643
<b>Operating Expenses</b>				
Salaries and Benefits	4,233,276	3,880,503	3,484,086	396,417
Facilities and Other Administrative Expenses	1,927,120	1,766,527	1,630,919	135,608
Total Central Office Expenses	6,160,396	5,647,030	5,115,005	532,025
Surplus/(Use) of Business Activities Funds for COCC	524,380	480,682	1,236,349	755,667

Affordable Housing Rental Programs	Annual Budget 2020	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
<b>Operating Income</b>				
HUD Subsidy - Low Rent Housing	16,012,211	14,677,860	14,731,075	53,215
HUD Subsidy - Section 8 New Construction	2,026,477	1,857,604	1,551,126	(306,478)
Tenant Rental Income	16,264,936	14,909,525	14,861,632	(47,893)
Other Income	304,377	279,012	180,390	(98,622)
Total Operating Income	34,608,001	31,724,001	31,324,223	(399,778)
<b>Operating Expenses</b>				
Administrative Expenses	10,287,145	9,429,883	9,091,235	338,648
Tenant Services	701,764	643,284	487,438	155,846
Utilities	4,197,897	3,848,072	3,646,109	201,963
Maintenance	10,847,415	9,943,464	8,501,473	1,441,991
Protective Services	2,134,929	1,957,018	1,849,081	107,937
Insurance Expense	1,917,621	1,757,819	1,755,577	2,242
Other General Expense	376,500	345,125	340,499	4,626
Total Routine Operating Expenses	30,463,271	27,924,665	25,671,412	2,253,253
Net Income from Operations	4,144,730	3,799,336	5,652,811	1,853,475
Non-Routine Maintenance	5,375,000	4,927,083	2,109,664	2,817,419
Debt Service	948,193	869,177	867,836	1,341
Debt Service- ESCO	952,259	872,904	624,862	248,042
Provision/Reimbursement of Replacement Reserve	0	0	0	0
Cash Flow from Operations	(3,130,722)	(2,869,829)	2,050,449	4,920,278
Funds From Reserves/CFP	3,130,722	2,869,829	0	0
Cash Flow (Deficit) from Operations	0	(0)	2,050,449	4,920,278

Includes: Public Housing Units and Tax credit/market rate units located on Public Housing sites Section 8 New Construction Rental units



OPERATING STATEMENTS: 11 MONTH ENDING NOVEMBER 30, 2020

Housing Choice Voucher Program	Annual Budget 2020	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
<b>Administrative Operating Income</b>				
Total Operating Income	11,962,816	10,965,915	11,507,451	541,536
<b>Operating Expenses</b>				
Salaries and Benefits	6,661,037	6,105,951	5,576,133	529,818
Administrative Expenses	1,998,132	1,831,621	1,472,772	358,849
COCC-Management Fees	3,958,080	3,628,240	3,884,875	(256,635)
IT Initiative	680,000	623,333	166,574	456,759
Total Operating Costs Expenses	13,297,249	12,189,145	11,100,354	1,088,791
Cash Flow (Deficit) from Operations	(1,334,433)	(1,223,230)	407,097	1,630,327
<i>Beginning Admin Operating Reserves</i>	0	0	0	0
<i>Ending Admin Operating Reserves</i>	(1,334,433)	(1,223,230)	407,097	1,630,327
<b>Housing Assistance Payments (HAP)</b>				
<b>Housing Assistance Payment Subsidy</b>	150,000,000	151,250,000	154,110,687	2,860,687
Investment Income on HAP Reserves	0	0	0	-
<b>Housing Assistance Payments</b>	150,000,000	151,250,000	153,060,271	(1,810,271)
HAP Current Year Excess (Use)	0	0	1,050,416	1,050,416

# February

2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 9:30 YWCA Senior Lunch Program @ Bellerive & Lyerly 3pm KidzGrub APV, Irvinton & Fulton Village	2 9:30 YWCA Senior Lunch Program @ Bellerive & Lyerly 11am HISD Meal Program Clayton 3pm KidzGrub APV, Irvinton & Fulton Village	3 9:30 YWCA Senior Lunch Program @ Bellerive & Lyerly 11am HISD Meal Program @ Kelly 3pm KidzGrub APV, Irvinton & Fulton Village	4 9:30 YWCA Senior Lunch Program @ Bellerive & Lyerly 3pm KidzGrub APV, Irvinton & Fulton Village	5 9:30 YWCA Senior Lunch Program @ Bellerive & Lyerly 10am "Know Your Lease" Irvinton Village	6
7	8 9:30 YWCA Senior Lunch Program @ Bellerive & Lyerly 3pm KidzGrub APV, Irvinton & Fulton Village	9 9:30 YWCA Senior Lunch Program @ Bellerive & Lyerly 11am HISD Meal Program Clayton 3pm KidzGrub APV, Irvinton & Fulton Village	10 8:30am Food Bank Commodity Boxes @ Bellerive 11am HISD Meal Program @ Kelly 3pm KidzGrub APV, Irvinton & Fulton Village	11 8:30am Food Bank Commodity Boxes @ Lyerly 9:30 YWCA Senior Lunch Program @ Bellerive & Lyerly 3pm KidzGrub APV, Irvinton & Fulton Village	12 9:30 YWCA Senior Lunch Program @ Bellerive & Lyerly 10am "Know Your Lease" Fulton Village	13
14	15 9:30 YWCA Senior Lunch Program @ Bellerive & Lyerly 3pm KidzGrub APV, Irvinton & Fulton Village	16 9:30 YWCA Senior Lunch Program @ Bellerive & Lyerly 11am HISD Meal Program Clayton 3pm KidzGrub APV, Irvinton & Fulton Village	17 9:30 YWCA Senior Lunch Program @ Bellerive & Lyerly 11am HISD Meal Program @ Kelly 3pm KidzGrub APV, Irvinton & Fulton Village	18 9:30 YWCA Senior Lunch Program @ Bellerive & Lyerly 3pm KidzGrub APV, Irvinton & Fulton Village	19 9:30 YWCA Senior Lunch Program @ Bellerive & Lyerly 10am "Know Your Lease" Village	20
21	22 8:30am Food Bank Commodity Boxes @ Allen Parkway 9:30 YWCA Senior Lunch Program @ Bellerive & Lyerly 3pm KidzGrub APV, Irvinton & Fulton Village	23 9:30 YWCA Senior Lunch Program @ Bellerive & Lyerly 11am HISD Meal Program Clayton 3pm KidzGrub APV, Irvinton & Fulton Village	24 9:30 YWCA Senior Lunch Program @ Bellerive & Lyerly 11am HISD Meal Program @ Kelly 3pm KidzGrub APV, Irvinton & Fulton Village	25 9:30 YWCA Senior Lunch Program @ Bellerive & Lyerly 3pm KidzGrub APV, Irvinton & Fulton Village	26 9:30 YWCA Senior Lunch Program @ Bellerive & Lyerly 10am "Know Your Lease" Clayton Homes	27
28						