

HOUSTON HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING February 23, 2021

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: 852-8906 6076





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

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BOARD OF COMMISSIONERS MEETING TUESDAY, FEBRUARY 23, 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: 852 8906 6076

AGENDA

- I. Call to Order
- II. Roll Call
- III. Introduction of the Spanish Interpreter
- IV. Approval of the January 26, 2021 Houston Housing Authority Board Meeting Minutes
- V. Interim President's Report
- VI. Public Comments (To Make Comments during the Public Comments Section Push *9 to raise hand for your question/comment.)
- VII. New Business
 - **a. Resolution No. 3241:** Consideration to authorize the Interim President & CEO or designee to award Project-Based Vouchers to Brinshore Development, LLC (Manson Place)
 - **b. Resolution No. 3242:** Consideration to authorize the Interim President & CEO or designee to execute a contract with ERC for the street repairs at Long Drive town-homes
 - c. Resolution No. 3243: Consideration to authorize the Interim President & CEO or designee to execute a contract with NETSYNC Network Solutions for purchase of laptop computers with associated accessories
 - **d. Resolution No. 3244:** Consideration to authorize the Interim President & CEO or designee to create Jensen PFC, a public facility corporation

e. Resolution No. 3245: Consideration to authorize the Interim President & CEO or designee to facilitate the development of the Standard at Jensen located at or about the southwest corner of Jensen Drive and Clinton Drive, Houston, Texas

VIII. 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
- IX. Reconvene Public Session
- **X.** Adjournment

HOUSTON HOUSING AUTHORITY

MINUTES OF THE BOARD OF COMMISSIONERS MEETING Tuesday, January 26, 2021

A Meeting of the Board of Commissioners ("Board") of the Houston Housing Authority ("HHA") was held on Tuesday, January 26, 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 1-877-853-5257, the local number was 1-346-248-7799 and the meeting identification number was 884 2844 8412.

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 Guillermo "Will" Hernandez, Commissioner

Dr. Max A. Miller, Jr., Commissioner

Mark Thiele, Secretary Kris Thomas, Commissioner

ANNUAL MEETING – ELECTION OF BOARD OFFICERS

Chair Snowden stated at this time, Secretary Thiele will conduct the election process.

Secretary Thiele called for nominations for the position of Chair of the Houston Housing Authority Board of Commissioners.

Commissioner Cooksey nominated Chair Snowden for the position of Chair.

Secretary Thiele asked if there are any other nominations, having none, he called for a vote to close the nominations.

Commissioner Cooksey moved to close the vote on nominations for Chair, Commissioner Thomas seconded the motion.

Secretary Thiele asked if anyone opposed the close of nominations, having none, the nominations for Chair were closed.

Secretary Thiele called for a vote to re-elect Chair Snowden by saying all in favor signify by saying aye. All Commissioners signified by saying aye.

Secretary Thiele stated the vote is unanimous. Commissioner Snowden is re-elected to the position of Chair of the Houston Housing Authority Board of Commissioners.

Secretary Thiele called for nominations for the position of Vice Chair of the Houston Housing Authority Board of Commissioners.

Chair Snowden nominated Commissioner Kirkendoll for the position of Vice Chair.

Secretary Thiele asked if there are any other nominations, having none, he called for a vote to close the nominations.

Commissioner Cooksey moved to close the vote on nominations for Vice Chair, Commissioner Thomas seconded the motion.

Secretary Thiele asked if anyone opposed the close of nominations, having none, the nominations for Vice Chair are closed.

Secretary Thiele called for a vote to re-elect Commissioner Kirkendoll for Vice Chair by saying all in favor signify by saying aye. All Commissioners signified by saying aye.

Secretary Thiele stated the vote is unanimous. Commissioner Kirkendoll is re-elected to the position of Vice Chair of the Houston Housing Authority Board of Commissioners.

Secretary Thiele congratulated Chair Snowden and Vice Chair Kirkendoll for their re-election.

Chair Snowden thanked the Commissioners for re-electing him to this position. I appreciate your confidence in me in continuing work. We have had some great successes but we have got a lot of work to do. I hope by next meeting I will have a follow up on the accomplishments and I think Secretary Thiele will be presenting later to us if he has already discussed with you. I am excited about what is in front of us as well. The obstacles will remain in place but we are a mighty force to deal with. I think we have a lot of the right things in place to continue to do the work that really fits within the mission of this organization.

I always say it is important that we place our clients and the individuals that we serve as the main priority for the work of this agency. As they are making changes on the national level with HUD, I think that it is important that we start looking and becoming more strategically or visionary about what we are able to do for housing affordability. I have talked with Mayor Turner and other elected officials, as well as others within the community. We all recognize that housing affordability and the desperate need for more of it is important. We will continue to do what we can and what we should be doing. We will also continue to push the envelope and making sure the tools that are out there are available to us. That we use them to the best of our ability.

I will close by saying it is important also that we continue to educate the people around us not just our clients and the people we serve but the individuals we do business with, in the community and across this city, and also our elected officials because as we all have learned and what I have learned most is that we do not know it all. But it is important that we use what we do know to make sure that we continue to provide those necessary resources. I am excited about what is in front of us. I do not take this opportunity lightly. I can share with you my time and commitment has really escalated over the past year during this interim period we have been through. I must say that we have learned, we have grown and will continue to grow. I look forward to more work and more engagement with each of you.

APPROVAL OF MINUTES

Chair Snowden stated the Board has had an opportunity to review the December 12, 2020, Board of Commissioners Meeting minutes. He asked for a motion to adopt the December 12, 2020 meeting minutes.

Commissioner Thomas moved to adopt the December 12, 2020, Board of Commissioners meeting minutes. Commissioner Cooksey seconded the motion.

Chair Snowden asked if there is any discussion or objection to the December 12, 2020 Board of Commissioners Meeting minutes. Having none, the minutes passed unanimously and are adopted.

Chair Snowden stated the Board has had an opportunity to review the January 5, 2021 meeting minutes. He asked for a motion to adopt the January 5, 2021 meeting minutes.

Commissioner Miller moved to adopt the January 5, 2021, Board of Commissioners meeting minutes. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to the January 5, 2021 Board of Commissioners meeting minutes. Having none, the minutes passed unanimously and are adopted.

Chair Snowden stated we will now move to the Interim President's report.

INTERIM PRESIDENT'S REPORT

Secretary Thiele congratulated Chair Snowden and Vice Chair Kirkendoll on the election. We as staff deeply appreciate your energy and demonstrated deep commitment to outstanding leadership of this agency. As we move forward, what we have to do, I agree that it is a tall order and we seek to achieve much. It could not be a more serious moment in time, with over 2,270,000 confirmed COVID cases in Texas and over 35,000 deaths. In Harris County there are over 301,000 confirmed cases and over 4,000 deaths.

As I have said over and over: Get tested, get tested, get tested, mask up, social distance, wash your hands, and love your family from a distance and now get vaccinated. The HHA's top priority is health and safety to those we serve amid the pandemic. We are pleased to inform our families, and we have done so directly, for our elderly families, that appointments for vaccinations are available at designated City of Houston Health Centers and designated Multi-Service Centers. The opportunity is for seniors 65 and older and for seniors 60 and older with underlying conditions. We have been in touch with the Area Agency on Aging. Their intake number is 832-393-4301 you will need to leave a message and they will call you back. We do encourage folks to call now for the vaccination. The staff is beginning to get vaccinated and with a number of our elderly beginning to get vaccinated. We continue to work with the health department and the Area Agency on Aging to assist in facilitating vaccinations towards folks that we serve.

I also say it was not that long ago that I heard the great Eugene Robinson, the Pulitzer Prize winning Washington Post writer, indicate to housers, that we were not only not at the table but we were not in the room and this was back in Cleveland.

We are very pleased to have made first day agenda of the new administration in terms of the extension of the eviction moratorium to the end of March. We watch with bated breath as they try to move forward with a \$1.9 trillion legislative proposal for comprehensive COVID-19 relief, to include another extension of that

moratorium, some \$30 billion in emergency rental and utility assistance, additional stimulus checks and \$5 billion to address the health and housing needs of the people experiencing homelessness. Houston and Harris County have already invested some \$150 million into the relief, rental assistance and direct assistance. We have had great leadership at a local level and we continue to call for that as we move forward.

Other things of note, HHA was awarded an additional 25 vouchers and \$324,000 under the Foster Youth to Independence initiative targeting housing assistance to young people in our foster care and who are in extreme risk of experiencing homelessness that builds upon our FUP program and initiatives taken at our own behest previous to that. We also received an award of Carbon Monoxide Grant, \$250,000 to install and replace carbon monoxide detectors in our public housing developments so I would like recognize both the HCVP program and Public Housing Operations program for pursuing these opportunities. This last item results in a minor adjustment to our annual plan which had been submitted right about the same time that award was coming to us. We also submitted a Moving To Work (MTW) application as a result of your permission in an earlier meeting this month and we appreciate that.

As Chair Snowden has mentioned, there has been outstanding work done and I have shared with you those accomplishments and will continue to share with you so you can pass the good word on to other folks. There is a lot of work being done here, Mr. Chairman and Board of Commissioners under your outstanding direction. We deeply appreciate it.

Secretary Thiele stated that this concludes his Interim President's Report respectfully submitted.

Chair Snowman thanked Secretary Thiele for his remarks and stated we will now move 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. It was determined that there would be no Public Comments.

Chair Snowden stated he will now move forth with the New Business.

NEW BUSINESS

Resolution No. 3235: Consideration to authorize the Interim President & CEO or designee to Write-off he Interim President & CEO or designee to Write

Secretary Thiele stated that Resolution No. 3235 will be presented by Mr. George Griffin, III, Vice President of Public Housing Operations.

Mr. Griffin stated that Resolution No. 3235 is the HHA Board of Commissioners authorizes the Interim President & CEO or designee to write off vacated tenant accounts for the period of October 1, 2020 to December 31, 2020 in the amount of \$22,220.48. HUD requires housing authorities to reduce public housing

accounts receivable balances quarterly by writing off outstanding debt that are owed by former tenants after the debt has been deemed as uncollectable. This is usually as a result of voluntary and/or involuntary move outs. This debt includes rent additional rent resulting from unreported income, maintenance fees, legal fees, excessive utilities and other fees. Therefore, this resolution recommends authorizing the Interim President & CEO to take all necessary actions, to negotiate, execute and make changes and corrections to write off vacated tenant designated accounts that is deemed uncollectible in the amount of \$22,220.48. Staff recommends the Board adopt this resolution.

Chair Snowden stated the Board has heard the resolution presented by Mr. Griffin and asked for a motion to adopt Resolution No. 3235.

Commissioner Thomas moved to approve Resolution No. 3235. Commissioner Cooksey seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3235. Having none, Resolution No. 3235 is adopted.

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

Secretary Thiele stated that Resolution No. 3236 will be presented by Mr. Michael Rogers, Vice President of Fiscal Operations.

Mr. Rogers stated that this resolution seeks authorization for 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. Texas Municipal League has been one of our primary insurers for a lengthy period of time. We are able to work with them through our position as a governmental agency. The premium for the current year is coming in at a reduced level from what we have asked for in previous years and that is due to the fact that some of the assets that we previously insured are no longer eligible to be covered by this pool. That means the units at Clayton that were sold to TxDOT and the removal of the Telephone Road building when it was moved over into the new Tax Credit Partnership for it to be redeveloped. As you can see from the detail, they provide a wide variety of insurance for us with the largest amount of it due to the property insurance that we cover. They have been extremely responsive to us in the past and continue to be with any claims that we file. Staff recommends the Board adopt this resolution.

Chair Snowden stated the Board has heard the resolution presented by Mr. Rogers and asked for a motion to adopt Resolution No. 3236.

Commissioner Thomas moved to approve Resolution No. 3236. Commissioner Cooksey seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3236. Having none, Resolution No. 3236 is adopted.

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

Secretary Thiele stated that Resolution No. 3237 will be presented by Mr. Alan Isa, Policy Analyst.

Mr. Isa state that Resolution No. 3237 seeks authorization for the Interim President & CEO or designee to sign the FY 2020 Choice Neighborhood Planning Grant Agreement and the Assistance Award/Amendment. HHA

received an official letter from HUD on December 16, 2020 notifying us that HHA has been selected for the Planning Grant and received a FY 2020 Choice Neighborhoods Planning Grant Agreement. In the letter, HUD also asked for several of the documents and the official grant agreement be signed and returned back to them by February 1, 2021. The letter also specified HHA to obtain a Board Resolution authorizing the lead grantee's Executive Director to sign the HUD-1044 form and the Grant Agreement. Finally, the resolution also asks you to authorize the Interim President & CEO to perform any and all actions as necessary to be carried out per the Grant Agreement and what is stated in the resolution as the lead grantee. Staff recommends the Board adopt of this resolution.

Chair Snowden stated the Board has heard the resolution presented by Mr. Isa and asked for a motion to adopt Resolution No. 3237.

Commissioner Miller moved to approve Resolution No. 3237. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3237. Having none, Resolution No. 3237 is adopted.

Chair Snowden stated we will be hearing more about the FY 2020 Choice Neighborhood Planning Grant in the near future. We will definitely have a session, Secretary Thiele, to bring the commissioners up to speed on all of the good things that can come and will provide them an update. We will talk a bit as part of the about that development discussion.

Secretary Thiele replied looking forward to it.

Resolution No. 3238: Consideration to authorize the Interim President & CEO or designee to execute a contract with A-Rocket Moving & Storage, Inc.

Secretary Thiele stated that Resolution No. 3238 will be presented by Mrs. Donna Dixon, Director of Community Affairs and Communications.

Mrs. Dixon stated this resolution seeks authorization for the Interim President & CEO or designee to execute a contract with A-Rocket Moving & Storage, Inc. This contract will be for moving services at various Houston Housing Authority's developments being affected by either RAD, the TxDOT highway extension program or building rehab. The moving company will move all of the residents into their stated residency. For the seniors and people with disabilities, the moving company will pack and unpack the residents. Staff recommends the Board adopt this resolution.

Chair Snowden stated the Board has heard the resolution presented by Ms. Dixon and asked for a motion to adopt Resolution No. 3238.

Commissioner Ballard moved to approve Resolution No. 3238. Commissioner Thomas seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3238. Having none, Resolution No. 3238 is adopted.

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

Secretary Thiele stated that Resolution No. 3239 will be presented by Mr. Cody Roskelley, Vice President of Real Estate Investment and Development.

Mr. Roskelley stated Resolution No. 3239 is that the HHA 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. Staff recommends the Board adopt this resolution.

Chair Snowden stated the Board has heard the resolution presented by Mr. Roskelley and asked for a motion to adopt Resolution No. 3239.

Commissioner Miller moved to approve Resolution No. 3239. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3239. Having none, Resolution No. 3239 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, January 26, 2021 at 3:29 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 4:03 p.m.

Chair Snowden stated that Commissioner Hernandez was present during the Executive Session and it should be noted in the minutes.

Secretary Thiele offered to call roll. Chair Snowden stated he could see all of the Commissioners were present therefore a quorum was declared.

NEW BUSINESS continued...

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

Chair Snowden stated that the Board has heard the resolution and asked for a motion to approve Resolution No. 3240.

Commissioner Miller moved to approve Resolution No. 3240. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopt Resolution No. 3240. Having none, Resolution No. 3240 is adopted.

Chair Snowden stated we will move now to Resolution No. 3240.

ADJOURNMENT

Chair Snowden remarked this concludes the items on today's agenda. In wrapping up, I would like to say thank you to everyone who remained with us, to our Commissioners and staff. Let me also say again thank you for your support and allowing me to continue to lead as the Chairman of the Board for the work we have to do into the future.

Chair Snowden concluded by stating, I will be in touch with the Commissioners individually to talk about some of the things we have ongoing for the upcoming month.

Chair Snowden asked for a motion to adjourn the meeting.

Commissioner Cooksey moved to adjourn. Commissioner Miller seconded. The meeting adjourned at 4:06 p.m.



Transforming Lives & Communities

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RESPONSES TO COMMENTS RECEIVED AT THE TUESDAY, JANUARY 26, 2021 **BOARD OF COMMISSIONERS MEETING**

A Meeting of the Board of Commissioners ("Board") of the Houston Housing Authority ("HHA") was held on Tuesday, January 26, 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

There were no Public Comments received during the January 26, 2021 Board of Commissioners Meeting

Resolution No. 3241



Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration to authorize the Interim President & CEO or designee to award Project-Based Vouchers to Brinshore Development, LLC (Manson Place)

- 2. Date of Board Meeting: February 23, 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 conditionally award sixty-six (66) Project-Based Vouchers to Brinshore Development, LLC (Manson Place) at the SWQ of Reeves Street and Scott Street Houston, TX 77004, pursuant to the memorandum dated February 1, 2021 from Robin Walls, Vice President of HCVP to Mark Thiele, Interim President & CEO.

4.	Department Head Approval	Robin	igned by: Walls E61026640A.	Date: 419/802
5.	Statement regarding availabil	ity of funds by VP of Fiscal	Operations	
	Funds Budgeted and Available	X Yes No	Source HAP FUNDS	
	VP of FO Approval Signat	ure	Date:	2/19/2021
6.	Approval of President & CEO Signat	Docusigned by: Mark Thick BOTZODCESATAGO	Date: _	2/19/2021

Resolution No. 3241



Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration to authorize the Interim President & CEO or designee to award Project-Based Vouchers to Brinshore Development, LLC (Manson Place)

- **2. Date of Board Meeting:** February 23, 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 conditionally award sixty-six (66) Project-Based Vouchers to Brinshore Development, LLC (Manson Place) at the SWQ of Reeves Street and Scott Street Houston, TX 77004, pursuant to the memorandum dated February 1, 2021 from Robin Walls, Vice President of HCVP to Mark Thiele, Interim President & CEO.

4.	Department Head Approval Signature DocuSigned by: Robin Walls 532F7E61026640A		Date:
5.	Statement regarding availability of funds by VP of Fiscal Operation Funds Budgeted and Available X Yes No Source	ions HAP FUNDS	
	VP of FO Approval Signature Docusigned by: Mike Kogus 3FC87AD4740742D	Date: _	2/19/2021
6.	Approval of President & CEO Signature Docusigned by: Mark Tuill 6072D2C8367A4C7	Date: _	2/19/2021



Transforming Lives & Communities

MEMORANDUM

TO: MARK THIELE, INTERIM PRESIDENT & CEO FROM: ROBIN WALLS, VICE PRESIDENT OF HCVP

SUBJECT: CONSIDERATION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR DESIGNEE TO AWARD PROJECT-

BASED VOUCHERS TO BRINSHORE DEVELOPMENT, LLC (MANSON PLACE)

DATE: FEBRUARY 1, 2021

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 conditionally award sixty-six (66) Project-Based Vouchers to Brinshore Development, LLC (Manson Place) at the SWQ of Reeves Street and Scott Street Houston, TX 77004.

BACKGROUND

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

- 1. Homeless families and individuals;
- 2. Families with veterans; and
- 3. Disabled and elderly person provided supportive services.

HHA may determine that circumstances exist where it is advantageous to project-base vouchers rather than tenant-basing the same subsidy. PBVs allow the property owners to leverage the voucher subsidy, which can be valuable to the HHA in achieving certain goals. Employed appropriately, PBVs can encourage new construction, rehabilitation or acquisition of existing properties; promote voucher utilization; expand housing choices; serve special populations; increase supportive housing options and deconcentrate poverty.

The intent of the RFP 20-54 was to solicit proposals for eligible properties from eligible property owners for PBV assistance. Under HUD regulations, certain properties owned or controlled by HHA are eligible for PBV assistance and may be eligible for selection under this RFP. HHA will enter into PBV HAP Contracts with selected property owners for designated rental units for an initial term of up to fifteen (15) years, subject to funding availability. Rental assistance subsidies will be provided while eligible families occupy the rental housing units and the units meet other program standards. HHA's published subsidy standards will determine the appropriate unit size for the family size and composition.

As a new construction project, HHA and the project owner must enter into an Agreement to Enter into a Housing Assistance Payments Contract (AHAP). Construction cannot commence until the AHAP is executed. In addition to the conditions noted above, in advance of executing the AHAP:

- A subsidy layering review must be completed by HUD or a recognized Housing Credit Agency, with
 a determination made that the PBV assistance is in accordance with HUD subsidy layering
 requirements. The project owner must provide all information required for the subsidy layering
 review on a timely basis.
- An environmental review must be completed by the City of Houston, and the environmental certification or categorical exclusion has been approved by HUD. The project owner must provide all information required for the environmental review on a timely basis.
- The project owner must provide to HHA all of the information needed to execute the AHAP documents including, but not limited to, submission of a detailed work description that includes working drawings and specifications and all other requirements found at 24 CFR 983.152.

EVALUATION PROCESS

To evaluate the proposals submitted, HHA established a PBV Selection Panel made up of the following HHA Staff: Robin Walls, Vice President, HCVP, Mike Rogers, Director of Finance and Jonathan Zimmerman, Senior Policy Analyst

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

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

Resolution No. 3241

Evaluation Criteria	Brinshore
Supportive Services Plan and Capacity (Evaluated for all PSH, VASH,	20
and no-elderly/disabled projects for which more than 25% of units	
are proposed for PBV assistance or the project will serve the TAY	
preference)	
Financial Feasibility (Evaluated for all projects)	15
Previous Experience of Applicant in Development and Property	20
Management of Projects of Similar Scale for Similar Target	
Populations (Evaluated for all projects)	
Project Design (Evaluated for all projects)	20
Development Serves the Homeless or Chronic Homeless	7
Community (Evaluated for all projects) or the project will serve the	
TAY preference	
High Opportunity or City-Designated Revitalization Area (Evaluated	12
for all projects)	
Total Points Possible (70% of Possible Points Required for Award)	94

Rank	Firm/Company	M/WBE	Evaluation
			Rating
1	Brinshore Development, LLC		94

 References have been checked and returned positive. There are no conflicts of interest and Brinshore Development, LLC is not on the HUD Debarment List.

DESCRIPTION OF WINNING PROPOSAL

Brinshore Development, LLC

Brinshore Development, LLC (Manson Place) will serve Parent Scholars, single-parents enrolled in full-time post-secondary education. The program and services will be provided by Family Scholar House, which is a successful "two-generation" housing model that seeks to end the cycle of poverty by focusing on education for parents and children while providing pathways to self-sufficiency. Brinshore, in partnership with Family Scholar House, will create an affiliate services provider in Houston in order to utilize their expertise, programs, and processes to help achieve the same successful outcomes for Parent Scholars that Family Scholar House has accomplished in other locations.

The development will include approximately 80 units (all two and three bedrooms) of housing with amenities and supportive services tailored to help Parent Scholars successfully earn their degree while promoting the education of their children. In order for parents to focus on their post-secondary education as well as their children, the residents do not typically have sufficient income so project-based vouchers are necessary. Project-based vouchers are requested so that the Applicant can provide Parent Scholars with quality, affordable housing and help two generations break the cycle of poverty on a path towards self-sufficiency.

Manson Place is located near the University of Houston and Texas Southern University along the light rail. The development will promote education for multiple generations and self-sufficiency for Parent Scholars within high-quality, safe, affordable housing and services. Often these Parent Scholars are unhoused, at risk of homeless, or are victims of domestic violence, and helping them to achieve their educational goals is a means toward self-sufficiency and off of public assistance permanently.

In addition to the housing and partnerships focused on Parent Scholars successfully completing a full-time post-secondary degree, the community will include spaces and amenities for children, including onsite or nearby Early Childhood Education in the Holman Street Baptist Church adjacent to the project. The project will also include playrooms adjacent to study rooms so that Parent Scholars can attend to their studies with their children safe and observed nearby.

Manson Place will provide more than just affordable housing by promoting a pathway to self-sufficiency for single-parent households seeking a post-secondary degree. A commitment of Project-Based vouchers would make the development a competitive tax credit application and the Applicant more likely to be successful in efforts to provide affordable housing that serves generations, Parent Scholars, and their children towards self-sufficiency through the pairing of education and housing.

PROPERTY DETAILS

- 2- and 3-bedroom units
- ADA Accessible Units
- Off-street parking
- Children playgrounds/indoor play areas
- Study areas
- Large community space
- Porches, decks, personal backyards
- Laundry facilities
- New construction- updated designs are in progress

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 conditionally award sixty-six (66) Project-Based Vouchers to Brinshore Development, LLC (Manson Place) at the SWQ of Reeves Street and Scott Street Houston, TX 77004, pursuant to the memorandum dated February 1, 2021 from Robin Walls, Vice President of HCVP to Mark Thiele, Interim President & CEO.



						Brinsho	Brinshore Development,LLC	n,111C						
					Ť	DEVE SIman Apa	LOPMENT MO	DEVELOPMENT MODEL Holman Apartments ^{Hou} ston, TX						
						DEVELOP	: DEVELOPMENT INPUTB UDGET	UDGET						
		TOTAL		PER SC	PER S. SQ. FT. M	Service Months MonthUs ed				TOTAL	PER	SQ. FT.	Service Months MonthUs ed	onths
Total Units/NetRe ntableS quare Feet				80 UNITS	80,400 TSF						808 UNITS	8080 ,400 UTS NRSF		
LAND:		\$1 500 000	18 750	18 44	-	F	S	STARTU P COSTS: Advertising / Promotion			0		٥	9
LandH oldingC osts		\$35,000	438	0.44			. a .	Leasing Brochures				00.0	. 0. () — ·
OptionF ee/AcquisitionC osts ClosingC ost& Aca. Legal Fees		\$15.000	0 188	0.00			a a	Design/Graphics/Displays Lease-UpE xpensesI nitial		\$25,000			6 2	- 8
TotalL and			\$1,550,000\$19			19.28	9 4	Lease-UpE xpenses		\$134,000	1,675	1.67	15	5 -
DIRECTC ONSTRUCTION COSTS;							3	Total StartU p Costs			\$1		52,188	2.18
ConstructionC ost \$105.00		\$8,442,000105	,525	105.00	4 -	4 4	~	RESERVES						
head		\$202,040	2,526	2.51	-	. 4	ō	OperatingD e citRe serve(Equity)	6 months	\$406,799	30'5		24	-
Builder's Prot 60%, Contingency		\$606,120	7,577	7.54	° =	4 c	ōĕ	OtherO perating Reserve Additional Const.l nterest(Lende r)	% %	0\$ \$0	0 0	0.00	-	_
		\$520,000	6,500	6.47	. m	0 00		TotalR eserves			\$406,799		\$5,085	5.06
Site Work, Roads, RetainingWa IIs Amenities		\$450,000	8,000	5.60	- &	m 7	O	OTHER DEVELOPMENTC OSTS/FEES:						
		\$250,000				3.11	Ra	RateLoc kF ee	^д оов,	0\$			-	-
Pool & Decking Parkina Garage	% %			0.0			రి జి	Const. Loan OriginationFee	,000 ₆	\$136,000	007,1	1.69		
, Cabling, Fencing, Sign	\$200,000			2.49			le le	Lender Due Diligence& Fees	000	\$45,000				
Bond Premium 1 ₀₀		\$106,581	1,332	1.33		- 0	<u> </u>	Tax CreditSynd icationC ost		\$50,000	0 625			
TotalDi rect Costs	150.85	000'00*	\$12,127,961\$151		1	150.85	2	Legal Fees- Lender	\$50,000				-	-
						1		Legal Fees- Borrower's Counsel	895,000	00	1,188			
INDIRECTC ONSTRUCTION COSTS:		\$240,000	0650	0 45	-	F		Legal Fees-Or ganization	0\$	80	0 250	0.00		
Architectural	\$500,000	00000	6,250	6.22	-	-		Cost Certi cation	000'08\$					
Civil Engineering	\$100,000		1,250	1.24			# 4	Title Fee		\$110,000	1,375	1.37		
M/E/P/3 Engineering Interior Design	\$35,000		813 438	0.8			3 2	and Party Const. InspectionFees		000'02\$				
Landscape/IrrigationD esign	\$35,000		438	0.44			δĊ	Other1		\$0		0.00		
Keimbursable Expenses Design/Civil- Const Admn. 14	000,62\$	\$150,000	313	1.87	-	14	5	Orner rees and reimpursables Total OtherD evelopmentC ost:	nentC ost:	00,514	2\$	\$ \$ \$8	,894.00	8.85
MarketSt udy		\$10,000	125	0.12										
Surveys & P latting		\$35,000	438	0.44		_	Ac	Additional Const.l nterest(Lende r)	фо.,	0\$		0.00		
PropertyTaxes 0.028		\$38,500	481	0.48		= .	ŏ,	Construction Period Interest	50%	\$668,679	9 8,358			
Insurance Environmental Reports		\$2,000	52 63	0.02			0	tall nterimi nterest:		\$70'800¢		8.32		1
Other:		\$75,000	938	0.93	-	_	Ļ			-				ſ
LeveragingC ostNeeded	\$25,000		038	0.00			řž	HousingC onsultantFee Net Developer Fee		\$167,500		25.14	-	_
Arch. Rendering Service		\$15,000	188	0.19	-	_		TotalD eveloper Fee			\$2,188,733		\$27,359 2	27.22
Municipal Fees W/S Tank eee	Ş	\$400,000	2,000	4.98	-	_	≥ 0	INTERIM INTEREST: GENERAL CONTINGENCY:						
MeterFies	S 05		0	0.00			D	as percent of construction cost-	9 ₀₀ %	\$0.0	0	0.00	9	8
Impact Fees	\$300,000		3,750	3.73			•	GBOSSD EVELOPMENT COSTS.		\$10 741 242	246 766245	245 54		
Parkr ees Permit& Misc Fees	\$100,000		1,250	1.24				DEVELOPER FEE		t7' t)' 2 ¢				
Builder's Risk		\$44,000	550	0.55		- 41								
tall ndirect Costs	Of Unit		\$1,662,551\$20		-	20.68								
FURNISHINGS/EQUIPMENT:							ĺ							
Weight Room Equipment		\$3		438	0.44	œ c								
Pool Purniturea Equipment Model Apartments		\$1.5		438 188	0.19	ω ω								
Club& Rec. Room Furnishings		\$100	\$100,000	1,250	1.24	∞ 0								
Office Equipment Golf Carry Lea sing Only)		1 56		63	0.06	0 00	_							
Maintenahce Equipment Interior Designer Fee		\$10	\$10,000	125 313	0.12	ω ω								
Total Furnishing/Equipment				\$250,000	\$3,125	3.11	-T-							
							ı							

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Page 2 of 2

Brinshore Development, LLC DEVELOPMENT MODEL Holman Apartments: Houston, TX

DEVELOPMENT ECONOMICS

NRSF MONTH \$0.97

MONTH

NRSF YEAR \$11.69

PRO FORMA ADDITIONAL INCOME

UNIT

TOTAL

\$939,648

\$11,746

\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00

\$0.00 \$0.24 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00

\$ Per Unit \$5.00 \$99.06 \$22.00 \$15.00 \$15.00 \$50.00 \$50.00 \$15.00 \$50.00

				UNIT MIX & B	UNIT MIX & BASE RENT SCHEDULE				
(at date	of substa	(at date of substantial completion)							
5	TINO	LIND	FIND		Z.R.	TOTAL	RENT/UNIT/	TOTAL	RENT/PSF/
TYI	TYPE	DESCRIPTION	COUNT	%	AREA	AREA	MONTH	MONTHLY	MONTH
A1 - 30% AMI	J% AMI	1BR/1BA							
A1 - 50% AMI	J% AMI	1BR/1BA							
A1 - 60% AMI	J% AMI	1BR/1BA							
A1 - 80% AMI	J% AMI	1BR/1BA							
A1 - MARKET	ARKET	1BR/1BA							
B1 - 30% AMI	% AMI	2BR/2BA	7	%6	975	6,825	\$910	\$6,370	0.933
B1 - 50% AMI	3% AMI	2BR/2BA	31	36%	975	30,225	\$910	\$28,210	0.933
B1 - 60% AM	3% AMI	2BR/2BA	25	31%	975	24,375	\$910	\$22,750	0.933
B1 - 80% AM	% AMI	2BR/2BA	-	1%	975	975	\$910	\$910	0.933
B1 - MARKET	ARKET	2BR/2BA			975		\$1,050		1.077
C1 - 30% AMI	J% AMI	3BR/2BA	-	1%	1,125	1,125	\$1,254	\$1,254	1.115
C1 - 50% AMI	J% AMI	3BR/2BA	-	1%	1,125	1,125	\$1,254	\$1,254	1.115
C1 - 60% AMI	J% AMI	3BR/2BA	Ξ	14%	1,125	12,375	\$1,254	\$13,794	1.115
C1 - 80% AMI	J% AMI	3BR/2BA	က	4%	1,125	3,375	\$1,254	\$3,762	1.115
C1 - MARKET	ARKET	3BR/2BA			1,125		\$1,250		1.11
		TOTALS	80	100%	1,005	80,400	626\$	\$78,304	\$0.974
					C/\4		0//4		٥/ ٧

I. PROJECT USES		Per Unit	Per SF	
Construction/Development Costs	\$18,241,242 (1)	\$228,016	\$226.88	
Land	1,500,000	\$18,750	\$18.66	

\$245.54	\$246,766 \$245.54		\$19,741,242		Total Sources
\$0.00	\$0	8			DR Funds
\$0.00	\$0	%0			Match
\$0.00	\$0	%0			Investor Equity
\$0.01	\$13	%0	1,000		Municipal Contribution
\$5.44	\$5,463	5%	437,068	21.62%	Deferred Development Fe
\$164.82	\$165,640	%29	\$13,251,175		LIHTC Equity
\$75.27	\$75,650	31%	\$6,052,000		Debt Financing
					PROJECT SOURCES
\$245.54	\$246,766		\$19,741,242		Total Uses
\$18.66	\$18,750	'	1,500,000		Land
\$226.88	\$228,016	_	\$18,241,242 (1)		Construction/Development Costs

II. INVESTOR IRR CALCULATION:		
Sale at end of year 5-	Project IRR #VALUE!	:OEi
	Investor IRR #VALUE!	:UEi
UNLEVERAGED YIELD AT YEAR 3 STABILIZATION:	STABILIZATION:	2.28%

(1) Cost at Date of Substantial Completion.

(2) IRR Based On The Following Criteria:

Investment Basis Ea	Investment Basis Equal To Cost At Stabilization.	fion.
Inflation Factor - Income:	(ava)	2.00%
Inflation Factor - Expenses:	(avg)	3.00%
Vacancy Rate:		7.50%
Exit Cap Rate:		%00%
Cost of Sales:		2.00%

Investor Preferred Returns	rns
Investor Preferred Return	0.00%
Soft Funds	0.00%
Sponsor Preferred Return	0.00%

Total Potential Income		\$958,848	\$11,986	\$11.93	666\$	\$0.99
(*) less Vacancy @	7.5%	7.5% (\$71,914)	(668\$)	(\$0.89)	(\$75)	(\$0.07)
Total Collected Income less Operating Expenses	\$5,588.41	\$886,934 (\$447,073)	\$11,087 (\$5,588)	\$11.03 (\$5.56)	\$924 (\$466)	\$0.92
NET OPERATING INCOME		\$439,861	\$5,498	\$5.47	\$458	\$0.46

Annualized	Growth and	Annualized Growth and Variable Rates		Operating E
	Rental	Operating	Vacancy	Administratio
Period	Income	Expenses	Factor	Managemen
EAR 1	%00.0	0.00%	n/a	Advertising &
EAR 2	2.00%	3.00%	7.50%	Repairs & M
EAR 3	2.00%	3.00%	7.50%	Real Estate 1
EAR 4	2.00%	3.00%	7.50%	Personnel
EAR 5	2.00%	3.00%	7.50%	Insurance
EAR 6	2.00%	3.00%	7.50%	Utilities
EAR 7	2.00%	3.00%	7.50%	Reserve
EAR 8	2.00%	3.00%	7.50%	Total Opera
EAR 9	2.00%	3.00%	7.50%	
EAR 10	2.00%	3.00%	7.50%	
EAR 11	2.00%	3.00%	7.50%	
EAR 12	2.00%	3.00%	7.50%	_
*Year 2 Growth Begins At Stabilization	Stabilization			

Key Dates	
onstruction Start Date:	07/01/22
onstruction Period (to D.O.S.C.):	4
bsorption Per Month	10
eginning Operating Month:	10
irst Full Month of Stabilization:	18
tate of Stabilization	01/01/24

minimum to and for forming the latter of the	100000000000000000000000000000000000000
sponsor Developer	ΝΑ
nvestor	Ϋ́
soft Funds	ΑN
otal	0.00%
Partnership Sale Distribution (N/A, see CF Waterfall)	: CF Waterfall)
sponsor Developer	0.00%
nvestor	0.00%
off Funds	0.00%
otal	00.00

	Operating Expenses	Total	Per Unit	Per SF
ķ	Administration	\$24,000	300	\$0.30
	Management Fee	\$39,912	499	\$0.50
Г	Advertising & Promotions	\$10,000	125	\$0.12
. 0	Repairs & Maintenance	\$48,000	900	\$0.60
	Real Estate Taxes	\$123,161	1540	\$1.53
. 0	Personnel	\$96,000	1200	\$1.19
. 0	Insurance	\$30,000	375	\$0.37
.0	Utilities	\$56,000	700	\$0.70
.0	Reserve	\$20,000	250	\$0.25
. 0	Total Operating Expenses	\$447,073	\$5,588	\$5.56

Permanent Loan Information	ation		
Principal	s	6,052,000	
Interest Rate		5.000%	
Amortization		35	
Periods per year		12	
Start date		7/1/2022	
MIP	s		
Monthly Pmt (Inc MIP)	s	30,543.70	30,543.70 \$ 366,524
	l		

Debt & Equity Ratios	Ratios
Debt	30.66%
Equity	67.12%
Deferred Dev Fee	2.21%
Equity Ratios	90
Equity	NA
Soft Funds	Ϋ́
Sponsor/Developer	NA

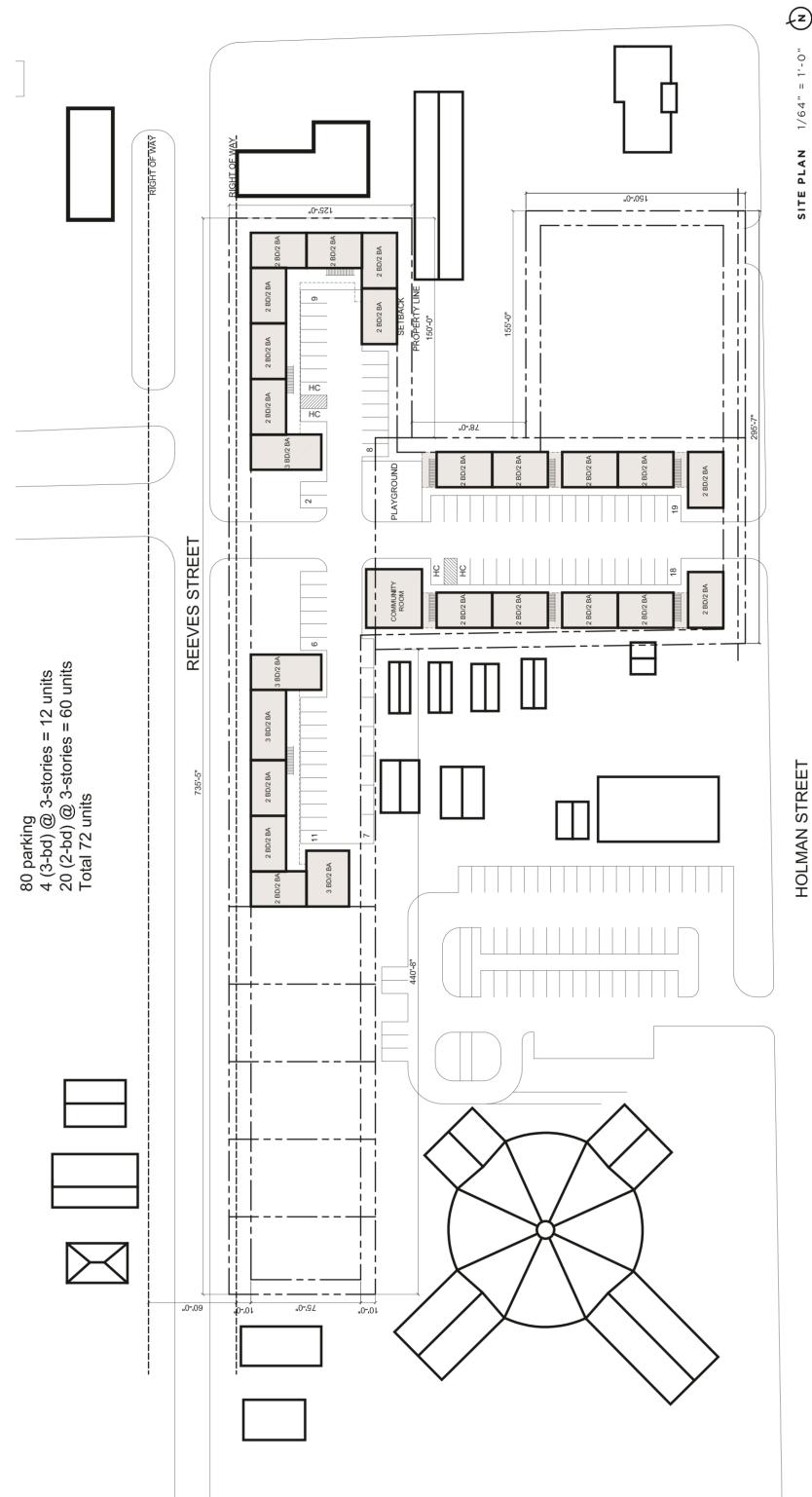
	000		
Per (\$18,750 Per L	\$1,500,000	Price
Units	40		Density
Acre	2.000 Acre		Size
		Land Information	

	2.000 Acres	40 Units/Acre	\$18,750 Per Unit	\$17.22 Per LASF
	2.000	40	\$18,750	\$17.22
Land Information			\$1,500,000	
	ize	Density	rice	



Design Narrave

Updated designs are in progress but a current site plan is included. Since this is ancipated to be a 2021 9% LIHTC applicaon to TDHCA, the designs will progress over the next few months and can be provided when complete. The designs will include community space and services focused on providing Parent Scholars and their children a welcoming and safe environment that will include playgrounds, study areas, indoor play areas, and larger community spaces.



ALLEY POYNER MACCHIETTO ARCHITECTURE

Brinshore - Holman Baptist Site | 2020.10.23 | 18123

Resolution No. 3242



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 ERC for the street repairs at Long Drive town-homes

- **2. Date of Board Meeting:** February 23, 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 ERC Environmental & Construction Services, Inc. (dba ERC) to perform street repairs at Long Drive Townhomes in the amount of \$132,554.15, pursuant to the memorandum from Cody Roskelley, Vice President of REID dated January 26, 2020 to Mark Thiele, Interim President & CEO.

4.	Department Head Approval	Signature	Docusigned by: (ody Roskell 8EC143A291EE443.	ey	2/18/2021 Date:	
5.	Statement regarding availability of funds by VP of Fiscal Operations					
	Funds Budgeted and Available	X Yes	No Source	property fu	nds	
	VP of FO Approval Signate	ure Mike Kop	by: YU'S ^{0742D}	Date: _	2/18/2021	
6.	Approval of President & CEO Signate	ure Nocusigned by		Date: _	2/19/2021	



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 ERC FOR THE STREET REPAIRS AT LONG DRIVE TOWN-HOMES

DATE: JANUARY 26, 2020

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 ERC Environmental & Construction Services, Inc. (dba ERC) to perform street repairs at Long Drive Townhomes.

BACKGROUND:

The Houston Housing Authority has reviewed existing street paving conditions at Long Drive town-homes. Substantial and critical damages around storm-water inlets centered in the middle of roads were assessed and determined to be fixed immediately. The work is identified to include repairs to storm-water piping, inlet connections, regrading of ground soil, and concrete paving. Access to, out, and around the site is a major challenge nearly impossible at the moment.

In November of 2020, HHA's Procurement Department issued a legal notice advertising Invitation for Bid (IFB) 20-53 Street Repair at Long Drive Townhomes in the Houston Business Journal, and in the Houston Chronicle, and Forward Times Newspapers.

In addition to posting IFB 20-53 Street Repair at Long Drive Townhomes on its website, HHA's Procurement Department sent e-mails advertising this solicitation to potential Firms on its Bidder's List; to the City of Houston Office of Business Opportunity (OBO); the Greater Houston Black Chamber of Commerce (GHBCC); the Houston Minority Supplier Development Council (HMSDC); the Houston Chapter of the National Association of Minority Contractors (NAMC); and to the Houston Office of U.S. Small Business Administration (SBA).

Interested parties were also able to access IFB 20-53 by going to the websites of the City of Houston Office of Business Opportunity (OBO); the Greater Houston Black Chamber of Commerce (GHBCC); the Houston Minority Supplier Development Council (HMSDC); the Houston Chapter of the National Association of Minority Contractors (NAMC); and to the Houston Office of U.S. Small Business Administration (SBA).

EVALUATION PROCESS

On December 9, 2020, HHA's Procurement Department opened sealed bids submitted by the following companies:

Rank	Firm/Company	M/WBE	Total Bid Price
1	ERC Environmental & Construction	N/A	\$132,554.15
	Services, Inc. (dba ERC)		
2	Coast to Coast Construction	N/A	\$159,500.00
3	Jerdon Enterprise, L.P.	N/A	\$212,659.45

Subsequent to the vetting of the bids, it was determined that ERC Environmental & Construction Services, Inc. (dba ERC) is the lowest responsive and responsible bidder.

ERC Environmental & Construction Services, Inc. (dba ERC) has agreed to hire Section 3 participants to fill employment opportunities listed in the solicitation and make every effort to subcontract with M/WBE Firms.

There are no conflicts of interest, and ERC Environmental & Construction Services, Inc. (dba ERC) has received contracts from HHA in the past, and ERC Environmental & Construction Services, Inc. (dba ERC) 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 ERC Environmental & Construction Services, Inc. (dba ERC) to perform street repairs at Long Drive Townhomes in the amount of \$132,554.15, pursuant to the memorandum from Cody Roskelley, Vice President of REID dated January 26, 2020 to Mark Thiele, Interim President & CEO.

Resolution No. 3243



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 NETSYNC Network Solutions for purchase of laptop computers with associated accessories

- **2. Date of Board Meeting:** February 23, 2021
- 3. Proposed Board Resolution:

Resolution:

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 NETSYNC for the purchase of Laptop Computers and associated accessories in an amount of \$340,219.50, pursuant to the memorandum dated February 8, 2021 from Roy Spivey, Director of Information Technology to Mark Thiele, Interim President & CEO.

	from Roy Spivey, Director of	Information Technolog	By to IVIARK INI	iele, interim Pre	esident & CEO.
4.	Department Head Approval	Signature	Roy Spivey DDD377CD618F4E	4	Date:
5.	Statement regarding availab	ility of funds by VP of	Fiscal Operat	ions	
	Funds Budgeted and Availabl	e X Yes N	o Source_	COVID - CARE	ES ACT FUNDS
	VP of FO Approval Signa	Docusigned by: Mike Kogen 3FC87AD47107421)	Date: _	2/18/2021
6.	Approval of President & CEO Signa	Mark thick	·	Date: _	2/19/2021



Transforming Lives & Communities

MEMORANDUM

TO: MARK THIELE, INTERIM PRESIDENT & CEO

FROM: ROY SPIVEY, DIRECTOR INFORMATION AND TECHNOLOGY

SUBJECT: CONSIDERATION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR DESIGNEE TO EXECUTE A

CONTRACT WITH NETSYNC NETWORK SOLUTIONS FOR PURCHASE OF LAPTOP COMPUTERS WITH

ASSOCIATED ACCESSORIES

DATE: FEBRUARY 8, 2021

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 NETSYNC for the purchase of laptop computers and associated accessories in an amount of \$340,219.50.

Additionally, this memorandum recommends that if the contract with NETSYNC is terminated before the contract expires, the Interim President & CEO has the option to purchase the laptop computers and associated accessories from the firm with the next highest score.

BACKGROUND

Due to the pandemic, it has come necessary for a significant number of employees to work remotely. To accomplish this, remote users were initially assigned older equipment. This has allowed the Houston Housing Authority to continue to provide quality services during these times.

While we are implementing systems to make remote work more secure and efficient many users are still working on equipment initially supplied at the beginning of the pandemic. Purchasing new equipment will:

- Reduce the remote technical support
- Increase employee productivity
- Provide Houston Housing equipment to remote employees
- Create a more efficient remote work environment
- Provide an inventory of computers for future additional employees

The 118 laptop computers and associated accessories will consist of:

- 15 Dell laptops model 7420 with I7 processor, 16 Gb RAM and 512 Gb hard drive storage.
- 100 Dell laptops model 551 with I7 processor, 16 Gb RAM and 512 Gb hard drive storage.
- 3 Rugged laptops model 7220 with I7 processor, 16 Gb RAM and 512 Gb hard drive storage.
- 100 ViewSonic LED monitors 22 inches
- 100 Dell Urban Backpack laptop case

100 Dell Thunderbolt docking stations.

The cost for the purchase of the laptop computers and associated accessories will be funded through the CARES ACT.

In January of 2021, HHA's Procurement Department issued a legal notice advertising Request for Proposal (RFP) 21-02 Computer Laptops and Peripherals in the Houston Business Journal, Houston Chronicle, and Forward Times Newspapers

In addition to posting RFP 21-02 on its website, HHA's Procurement Department sent e-mails advertising this solicitation to potential Firms on its Bidder's List; to the City of Houston Office of Business Opportunity (OBO); the Greater Houston Black Chamber of Commerce (GHBCC); the Houston Minority Supplier Development Council (HMSDC); and to Dell Authorized M/WBE Resellers.

Interested parties were also able to access RFP 21-02 by going to the websites of the City of Houston Office of Business Opportunity (OBO); the Greater Houston Black Chamber of Commerce (GHBCC); the Houston Minority Supplier Development Council (HMSDC); the Houston Chapter of the National Association of Minority Contractors (NAMC); and to the Houston Office of U.S. Small Business Administration (SBA).

All responses to RFP 21-02 received by the specified due date were scored based on the following published scoring criteria:

Item	Criteria	Max. Points
1	Specifications	25
2	Price	35
3	Delivery	15
4	M/WBE Participation	20
5	Section 3 Participation	5
	TOTAL POINTS	100

EVALUATION PROCESS

On January 26, 2021, HHA's Procurement Department opened sealed proposals submitted by the following companies which were subsequently scored independently by an Evaluation Committee:

Rank	Firm/Company	M/WBE	Price	Total Points
1	Netsync Network Solutions	M/WBE	\$340,219.50	92
2	Malor & Company	MBE	\$269,529.50	81
3	Advanced Micro Systems	MBE	\$299,584.45	76.7
4	SHI Government Solutions	M/WBE	\$384,640.74	65
5	XEROX	N/A	\$365,363.30	64
6	Premier Logi Tech	N/A	\$298,716.74	60

The Evaluation Committee consisted of:

- Roy Spivey, Director of IT
- William Bryant, Energy Manager
- Barry Hughes, Network Administrator

The winning response was presented by NETSYNC. This organization is an M/WBE and presented the total cost pricing of \$340,219.50. This price includes all shipping, handling and equipment with their documented costs.

Should we find that the winning response is not able to complete all requirement of the RFP the award will go to the response with the next highest score.

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 take all necessary actions to negotiate, execute and make necessary changes and corrections to a contract with NETSYNC for the purchase of Laptop Computers and associated accessories in an amount of \$340,219.50, pursuant to the memorandum dated February 8, 2021 from Roy Spivey, Director of Information Technology to Mark Thiele, Interim President & CEO.

BOARD REPORT FOR MONTH ENDING JANUARY 31, 2020

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EXECUTIVE SUMMARY

LOW-INCOME PUBLIC HOUSING

The Low-Income Public Housing (LIPH) program had an adjusted vacancy rate of 5.74% on January 31, 2020. As of February 1, 2021, rent collection for January was 96.4% of rents billed on an adjusted cash accounting basis.

There are currently 63,194 active applications for the Public Housing Waiting List, which represents a decrease of 13.1%* in the last month.

Low-Income Public Housing								
November December January								
Waiting Lists	74,934	72,730	63,194*					
Vacancy Rate	5.3%	5.05%	5.74%					
Rent Collection	91.9%	95.9%	96.4%					
Unit Turnaround Time (Days)	60.95	65.0	112.5					
Avg. Non-Emergency Work Order Days	2.3	1.77	2.93					

^{*}the decrease is based on HHA updating the waitlist for certain properties in January. The waitlist decreased from 72,730 to 63,194.

HOUSING CHOICE VOUCHER PROGRAM

The HCV staff completed 3,816 annual re-examinations during January. The HCV department also completed 425 interims, 48 change of units (moves), 149 new admissions, and 25 portability move-in transactions. On January 31, 2021, 488 families were enrolled in the Family Self Sufficiency (FSS) program; 257 of the 488 (53%) 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									
November December January									
Households	18,486	18,611	18,601						
ABA Utilization/Unit Utilization	100.9%/100.8%	101.0%/100.7%	99.6%/101.1%						
Reporting Rate	92.7%*	90.4%*	90.4%**						
Annual Reexaminations Completed	556	628	848						
HQS Inspections	279	2,248	3,816						
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.

^{**} Rate as of December 31, 2020. Data is not be available until 2/17/2021 for January 2021.

PROPERTY MANAGEMENT SUMMARY

	Vacancy					Unit Turnaround Time (YTD)						
PMC	November		December		January		November		December		January	
	%	Grade	%	Grade	%	Grade	Days	Grade	Days	Grade	Days	Grade
Orion	5.0	D	4.6	D	5.0	D	62.3	F	68.2	F	143.0	F
Lynd	0.5	Α	0.5	Α	1.6	Α	52.5	Е	50.7	Е	0	Α
J. Allen	6.4	F	6.5	F	7.4	F	52.1	Е	59.6	Е	105.5	F

PMC	Emergency Work Orders (Completed within 24 hours)					Routine Work Orders							
	November		December		Janı	January		November		December		January	
	%	Grade	%	Grade	%	Grade	Days	Grade	Days	Grade	Days	Grade	
Orion	100	Α	100	Α	100	Α	2.4	Α	2.2	Α	2.7	Α	
Lynd	100	Α	100	Α	100	Α	1.0	Α	1.0	Α	0	Α	
J. Allen	100	Α	100	Α	100	Α	1.5	Α	1.5	Α	1.5	Α	

РМС	Rent Collection								
	November		Dece	mber	January				
	%	Grade	%	Grade	%	Grade			
Orion	91.7	E	94.9	С	97.3	В			
Lynd	97.5	В	98.7	Α	87.1	F			
J. Allen	91.3	E	96.7	В	96.7	В			

PHAS Score	Occupancy Rate	Avg. Total Turnaround Days	Rent Collection Percentage	Avg. W/O Days
Α	98 to 100	1 to 20	98 to 100	≤24
В	97 to 97.9	21 to 25	96 to 97.9	25 to 30
С	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
Е	94 to 94.9	41 to 50	90 to 91.9	51 to 60
F	≥93.9	≥51	≥89.9	≥61

PUBLIC HOUSING MANAGEMENT ASSESSMENT

VACANCY RATE	Goal 2.0%	Actual 5.74%	Α	0 to 2					
			В	2.1 to 3					
This indicator examines the vacancy rate			С	3.1 to 4					
unit turnaround time. Implicit in this inc	D	4.1 to 5							
to track the duration of vacancies and u	Е	5.1 to 6							
ready time, and lease up time.			F	≥6.1					
RENT COLLECTION (YTD)	Goal 98%	Actual 96.4%	Α	98 to 100					
			В	96 to 97.9					
This report examines the housing author	•		С	94 to 95.9					
residents in possession of units during	•		D	92 to 93.9					
balance of dwelling rents uncollected as collected.	s a percentage of tota	ii dweiling rents to be	Ε	90 to 91.9					
Collected.			F	≤89.9					
EMERGENCY WORK ORDERS	Goal 100%	Actual 100%	Α	99 to 100					
		_	В	98 to 98.9					
This indicator examines the average nur	•	• ,	С	97 to 97.9					
work order to be completed. Emergency hours or less and must be tracked.	work orders are to be	e completed within 24	D	96 to 96.9					
nours or less and must be tracked.			Ε	95 to 95.9					
			F	≤94.9					
NON-EMERGENCY WORK ORDERS	Goal 25 Days	Actual 2.93 Days	Α	≤24					
			В	25 to 30					
This indicator examines the average nun	·		С	31 to 40					
be completed. Implicit in this indicator i in terms of how HHA accounts for and c		-	D	41 to 50					
preparing/issuing work orders.	ontiols its work order	3 and its timeliness in	E	51 to 60					
			F	≥61					
	0 1 10001	A . 14 00/	_	100					
ANNUAL INSPECTIONS	Goal 100%	Actual* 0%	A	100					
This indicator examines the percentage of	of units that UUA inspe	octs on an annual basis	В	97 to 99					
in order to determine the short-te	•		С	95 to 96.9					
modernization needs. Implicit in this in		_	D	93 to 94.9					
program in terms of the quality of HH	•	•	E	90 to 92.9					
inspections and needed repairs.	, ,								
*PMC's have discretional authority to se so long as all inspections are completed	· ·	o inspect each month,							

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	95.93%	D	508	3	169	F
Bellerive	J. Allen	210	0	210	202	8	96.19%	С	0	0	0	Α
Clayton Homes	J. Allen	184	112	184	132	52	71.74%	F	0	0	0	Α
Cuney Homes	Orion	553	0	553	504	49	91.14%	F	140	1	140	F
Ewing	Orion	40	0	40	40	0	100.00%	Α	72	1	72	F
Forest Green	J. Allen	100	84*	16	16	0	100.00%	Α	0	0	0	Α
Fulton Village	Lynd	108	0	108	107	1	99.07%	Α	0	0	0	Α
Heatherbrook	Lynd	53	0	53	53	0	100.00%	Α	0	0	0	Α
Historic Oaks of APV	Orion	222	0	222	211	11	95.05%	D	19	1	19	Α
Independence Heights	Orion	36	0	36	35	1	97.22%	В	0	0	0	Α
Irvinton Village	J. Allen	318	10	308	292	16	94.81%	E	739	7	105.6	F
Kelly Village	J. Allen	270	1	269	260	9	96.65%	С	210	2	105	F
Kennedy Place	Orion	108	0	108	108	0	100.00%	Α	0	0	0	Α
Lincoln Park	Orion	200	0	200	198	2	99.00%	Α	139	1	139	F
Lyerly	J. Allen	199	0	199	196	3	98.49%	Α	86	1	86	F
Oxford Place	Orion	230	0	230	221	9	96.09%	С	0	0	0	Α
Sweetwater	Lynd	26	0	26	24	2	92.31%	F	0	0	0	Α
Totals	-	3135	215	3032	2858	175	94.26%	Е	1913	17	112.53	F
		•							ì			

^{*} represents the previously HUD Approved Offline Units that now expired

											Avg.	
											Total	
				Total							Turnar	
Section 8 New				Available					Total	Units	ound	
Construction		S8 NC	Units	S8 NC	Occupied	Vacant	Occupancy		Vacant	Turne	Days	
Development	PMC	Units	Offline	Units	Units	Units	Percentage	Grade	Days	d YTD	YTD	Grade
Long Drive	Tarantino	100	0	100	99	1	99.0%	Α	0	0	0	Α
Telephone Road	Tarantino	100	0	96	96	0	100.0%	Α	0	0	0	Α
Totals		200	0	196	195	1	99.5%	Α	0	0	0	Α

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
		00	• • • • • • • • • • • • • • • • • • • •	• • • • • • • • • • • • • • • • • • • •	•	•		0.000	,-			0.000
Victory-HRI	Orion	100	0	140	128	12	91.4%	F	0	0	0	Α
Totals		200	0	140	128	12	91.4%	F	0	0	0	Α

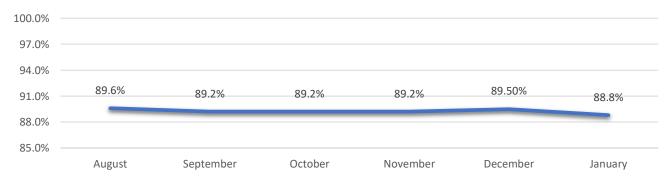
		Avg. Total
PHAS	Occupancy	Turnaround
Score	Rate	Days
Α	98 to 100	1 to 20
В	97 to 97.9	21 to 25
С	96 to 96.9	26 to 30
D	95 to 95.9	31 to 40
E	94 to 94.9	41 to 50
F	≥93.9	≥51



TAX CREDIT APARTMENT LEASING/OCCUPANCY INFORMATION

	Property	Total	Public Housing	Tax Credit	Market	Vacant	Occupied
Property	Manager	Units	Units	Units	Units	Units	(%)
2100 Memorial	Lynd	197	0	197	0	197	0%
Heatherbrook	Lynd	176	53	87	36	2	99%
Mansions at Turkey Creek	Orion	252	0	252	0	21	92%
Independence Heights	Orion	154	36	118	0	6	96%
Peninsula Park	Orion	280	0	280	0	4	99%
Pinnacle at Wilcrest	Embrey	250	0	250	0	7	97%
Sweetwater Point	Lynd	260	26	234	0	18	93%
Uvalde Ranch	Hettig- Kahn	244	0	244	0	18	93%
Willow Park	Embrey	260	0	260	0	3	99%
PH-LIHTC							
Fulton Village	Lynd	108	1	.08	0	1	99%
HOAPV	Orion	222	66	156	0	11	95.5%
Lincoln Park	Orion	250	2	.00	50	7	97%
Oxford Place	Orion	250	2	30	20	11	96%
Victory-HRI	Orion	140	1	.40	0	12	91%

6 Month Trailing Occupancy Rate



RENT COLLECTION

% YTD

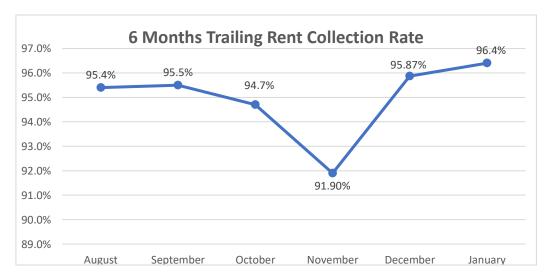
Monthly

Low-Income Public Housing Development	PMC	Monthly Rent Billed	Rent Collected	% Collected	Grade	YTD Rent Billed	YTD Rent Collected	Rent Collected	Grade
Allen Parkway Village	Orion	\$97,349	\$93,635	96.18%	F	\$97,349	\$93,635	96.18%	В
Bellerive	J. Allen	\$51,390	\$51,390	100.00%	Α	\$51,390	\$51,390	100.00%	Α
Clayton Homes	J. Allen	\$42,260	\$40,652	96.19%	Е	\$42,260	\$40,652	96.19%	В
Cuney Homes	Orion	\$122,399	\$120,801	98.69%	Α	\$122,399	\$120,801	98.69%	Α
Ewing	Orion	\$7,329	\$7,329	100.00%	Α	\$7,329	\$7,329	100.00%	Α
Forest Green	J. Allen	\$4,964	\$4,895	98.61%	D	\$4,964	\$4,895	98.61%	Α
Fulton Village	Lynd	\$31,766	\$25,694	80.89%	F	\$31,766	\$25,694	80.89%	F
Heatherbrook Apts.	Lynd	\$11,085	\$10,921	98.52%	В	\$11,085	\$10,921	98.52%	Α
Historic Oaks of APV	Orion	\$57,752	\$53,542	92.71%	Α	\$57,752	\$53,542	92.71%	D
Independence Heights	Orion	\$3,047	\$3,047	100.00%	F	\$3,047	\$3,047	100.00%	Α
Irvinton Village	J. Allen	\$73,183	\$65,723	89.81%	С	\$73,183	\$65,723	89.81%	F
Kelly Village	J. Allen	\$53,609	\$53,609	100.00%	В	\$53,609	\$53,609	100.00%	Α
Kennedy Place	Orion	\$35,501	\$35,175	99.08%	D	\$35,501	\$35,175	99.08%	Α
Lincoln Park	Orion	\$45,364	\$45,364	100.00%	Α	\$45,364	\$45,364	100.00%	Α
Lyerly	J. Allen	\$50,694	\$50,694	100.00%	Α	\$50,694	\$50,694	100.00%	Α
Oxford Place	Orion	\$32,075	\$30,987	96.61%	В	\$32,075	\$30,987	96.61%	В
Sweetwater	Lynd	\$5,613	\$5,602	99.80%	Α	\$5,613	\$5,602	99.80%	Α
Totals		\$725,381	\$699,061	96.37%	В	\$725,381	\$699,061	96.37%	В
Section 8 New Construction Development		Month Billed	Month Collected	% Collected	Grade	YTD Billed	YTD Collected	% YTD Collected	Grade
Long Drive	Tarantino	\$20,271	\$19,481	96.10%	C				
Telephone Road	Tarantino	\$26,705	\$26,705	96.10% 100.00%	A	\$20,271 \$26,705	\$19,481 \$26,705	96.10% 100.00%	B A
Totals	Tarantino	\$46,976	\$46,186	98.32%		\$46,976	\$46,186	98.32%	
101013		7-0,570	7-0,100	98.32%	Α	\$40,970	\$ 4 0,180	98.32%	Α

RAD-PBV		Month Billed	Month Collected	% Collected	Grade	YTD Billed	YTD Collected	% YTD Collected	Grade
Victory-HRI	Orion	\$23,117	\$23,117	100.00%	Α	\$23,117	\$23,117	100.00%	Α
Totals		\$23,117	\$23,117	100.00%	А	\$23,117	\$23,117	100.00%	А

In addition to Tenants' portion of the rent, Victor/HRI have received RADHAP payment of \$200,766.00

Rent
Collection
Percentage
98 to 100
96 to 97.9
94 to 95.9
92 to 93.9
90 to 91.9
≥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	8	8	100.0%	Α
Bellerive	J. Allen	44	44	100.0%	Α
Clayton Homes	J. Allen	29	29	100.0%	Α
Cuney Homes	Orion	108	108	100.0%	Α
Ewing	Orion	0	0	-	N/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	5	5	100.0%	Α
Independence Heights	Orion	0	0	-	N/A
Irvinton Village	J. Allen	3	3	100.0%	Α
Kelly Village	J. Allen	0	0	-	N/A
Kennedy Place	Orion	31	31	100.0%	Α
Lincoln Park	Orion	0	0	-	N/A
Lyerly	J. Allen	8	8	100.0%	Α
Oxford Place	Orion	0	0	-	N/A
Sweetwater	Lynd	1	1	100.0%	Α
Totals		237	237	100.0%	Α
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	17	17	100.0%	Α
Telephone Road	Tarantino	0	0	-	N/A
Totals		17	17	100.0%	Α
		Emergency Work	Emergency W/O Completed within 24	Percentage Completed within	

PHAS	Avg. W/O
Score	Days
Α	99 to 100
В	98 to 98.9
С	97 to 97.9
D	96 to 96.9
Е	95 to 95.9
F	≤94.9

Orion

RAD-PBV

Totals

Victory-HRI

Orders Generated

7

hours

7

7

24 hours

100.0%

100.0%

Grade

NON-EMERGENCY WORK ORDERS

Low-Income Public Housing Development	PMC	Work Orders Generated	Average Completion Time (Days)	Grade
Allen Parkway Village	Orion	94	2.10	Α
Bellerive	J. Allen	52	1.00	Α
Clayton Homes	J. Allen	35	1.09	Α
Cuney Homes	Orion	116	1.14	Α
Ewing	Orion	5	1.00	Α
Forest Green	J. Allen	0	0.00	Α
Fulton Village	Lynd	0	0.00	Α
Heatherbrook Apartments	Lynd	0	0.00	Α
Historic Oaks of APV	Orion	37	11.00	Α
Independence Heights	Orion	2	0.00	Α
Irvinton Village	J. Allen	149	1.27	Α
Kelly Village	J. Allen	104	1.93	Α
Kennedy Place	Orion	22	1.91	Α
Lincoln Park	Orion	4	2.00	Α
Lyerly	J. Allen	1	21.00	Α
Oxford Place	Orion	106	2.38	Α
Sweetwater	Lynd	2	2.00	Α
Totals		697	2.93	А

Section 8 New Construction		Work Orders	Average Completion	
Development		Generated	Time (Days)	Grade
Long Drive	Tarantino	68	1.06	А
Telephone Road	Tarantino	41	1.07	А
Totals		109	1.07	Α

RAD-PBV		Work Orders Generated	Average Completion Time (Days)	Grade
Victory-HRI	Orion	36	2.00	Α
Totals		36	2.00	А

PHAS	Avg. W/O
Score	Days
Α	≤24
В	25 to 30
С	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	0	0.0%	N/A
Cuney Homes	Orion	553	0	0.0%	N/A
Ewing	Orion	40	0	0.0%	N/A
Forest Green	J. Allen	16	0	0.0%	N/A
Fulton Village	Lynd	108	0	0.0%	N/A
Heatherbrook Apartments	Lynd	53	0	0.0%	N/A
HOAPV/APV	Orion	500	0	0.0%	N/A
Independence Heights	Orion	36	0	0.0%	N/A
Irvinton Village	J. Allen	318	0	0.0%	N/A
Kelly Village	J. Allen	270	0	0.0%	N/A
Kennedy Place	Orion	108	0	0.0%	N/A
Lincoln Park	Orion	200	0	0.0%	N/A
Lyerly	J. Allen	199	0	0.0%	N/A
Oxford Place	Orion	230	0	0.0%	N/A
Sweetwater	Lynd	26	0	0.0%	N/A
Totals	-	3,051	0	0.0%	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	0	0.0%	N/A
Totals		300	0	0.0%	N/A

RAD-PBV	PMC	Inspections Due	Inspections Performed	Percentage Complete	Grade
Victory-HRI	Orion	140	0	0.0%	N/A
Totals		140	0	0.0%	N/A

PHAS	Inspections
Score	Performed YTD
Α	100%
В	97 to 99%
С	95 to 96.9%
D	93 to 94.9%
E	90 to 92.9%
F	≥89.9%

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

HOUSING CHOICE VOUCHER HUD-GRADED SEMAP INDICATORS

			Score	Performance
ANNUAL REEXAMINATIONS REPORTING RATE	Goal 96%	65%*	10	≥96
			5	90 to 95
This Indicator shows whether the Agency of	•	nination for each	0	≤89
participating family at least every twelve (1	2) months.			
CORRECT TENANT RENT CALCULATIONS	Goal 98%	Actual 100%	5	98 to 100
COMMENT FEMALE RELEGIATIONS	G001 3070	/\ctdd/100/0	0	≤97
This Indicator shows whether the Agency co	orrectly calculates t	he family's share of		237
rent to owner in the Rental Voucher Progra				
PRECONTRACT HQS INSPECTIONS	Goal 100%	Actual 100%	5	98 to 100
			0	≤97
This Indicator shows whether newly leased				
the beginning date of the Assisted Lease an	id HAP Contract.			
FSS ENROLLMENT	Goal 80%	Actual 100%	10	≥80
F33 ENROLLIVIENT	G0ai 60%	Actual 100%	8	60 to 79
This Indicator shows whether the Agency h	as enrolled families	in the FSS Program	5	≤59
as required. To achieve the full points for t		233		
have 80% or more of its mandatory FSS				
mandatory slots on the FSS Program; 476 fa	amilies are currentl	y enrolled.		
FSS Escrow	Goal 30%	Actual 52%	10	≥30
			5	≤29
This Indicator shows the extent of the Ag				
measuring the percent of current FSS pa				
entered in the PIC system that have had incr				
in escrow account balances. To achieve the 30% of a housing authority's enrolled family	•			
families participate in the FSS program. 25				
escrow currently have an FSS escrow balan				

^{*} Rate as of December 31, 2020. Data is not be available until 2/17/2021 for January 2021.

REO PROJECTS

PUBLIC HOUSING DEFFERED MAINTENANCE AND CAPITAL IMPROVEMENTS

- Major Capital Projects
 - o Kelly Village Heaters: The heater replacement is 50% complete.
 - o Kelly Village Roofs: The roof job is 100% complete.
 - o Kelly Village Appliances: The installations have started.
 - o HOAPV Trash chutes: The trash chutes are 100% complete.
 - Lincoln Park Gutters: The contract has been executed, and work is to commence in the near future.

NEW DEVELOPMENT

- Independence Heights: TDHCA issued the 8609s.
- Standard Heights: Construction is complete.
- 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.
- Richest: The property is under construction.
- Kelly II: In December of 2020, we closed on all of the lots owned by 5th ward except for lot 6. We continue to work with 5th 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

- Architectural plans for the rehab are complete and out for bid.
- We are currently working on the application for the 4% bond.

Historic Oaks of Allen Parkway Village

- Architectural plans for the rehab are complete and out for bid.
- 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

Currently FEMA has obligated approximately \$20,000,000 for reimbursement. FEMA recently approved over \$30,000,000 in 428 projects.

FOREST GREEN

• FEMA has granted this project the 428 status, so we can continue designing the project.

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

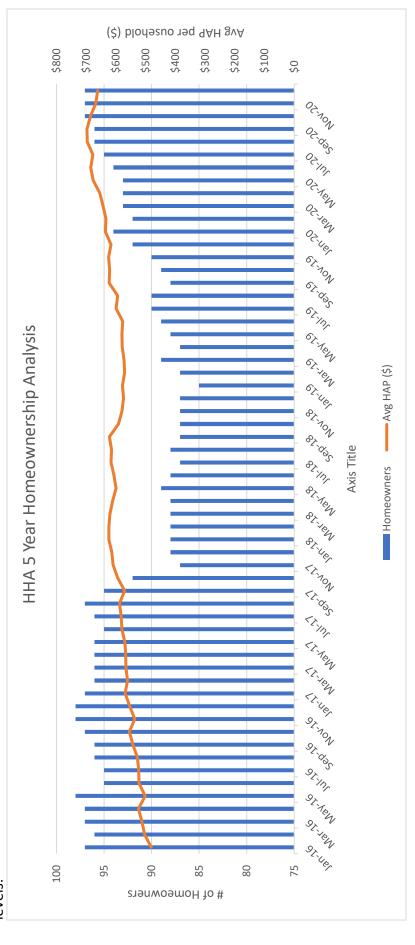
FEBRUARY 2021

HHA'S PROCUREMENT DEPT.

Туре	Solicitation #	Department(s)	Description	Solicitation Dates	Due Dates
RFP	21-01	ЬНО	Leadership Training and Development of Resident Councils	RFP Advertised 1-27-21	RFP Closing 2-24-21
RFP	21-10	HCVP	Project Based Voucher	RFP Advertised 2-3-21	RFP Closing 2-24-21
RFP	21-07	REID	Real Estate Brokerage Services	RFP Advertised 1-14-21	RFP Closing 2-26-21
IFB	21-03	REID	The Rehabilitation of APV and HOAPV	IFB Advertised 1-25-21	IFB Closing 3-19-21

PERIODIC REPORT: HHA HOMEOWNERSHIP PROGRAM ANALYSIS

Below are tables showing 5-year data on HHA Homeownership program. In 5 years, there were an average of 92 families on the Homeownership program, subsidized by \$55,000 in annual HAP, which equals \$595.00 per household. In 2020, despite COVID, HHA was able to welcome 7 new FSS graduates as new homeowners. The data shows that HHA's Homeownership Program is almost back to pre-Harvey



	2016	2017	2018	2019	2020	5-vear total	Year	New Home Owners (FSS Gra
	2777		2010	2017	2020	year total	2000	
111		0.00		200	0.00		2010	
Avg Annual Homeownersnip	90./	94.3	8/./	88./	94.8	47.4	2017	
۷۷g Annual Total HAP	\$50,612.00	\$54,714.92	\$53,202.25	54,714.92 \$53,202.25 \$52,734.75 \$63,299.58 \$54,912.70	\$63,299.58	\$54,912.70	2018	
Ave HAP Per Household	\$ 523.57 \$	\$ 580.53 \$	\$ 606.87	\$ 594.75 \$	\$ 668.07	\$ 594.76	2019	
0.000	4			4		÷ 55 5		
							2020	

2016	8
2018 2019	1 10
2020	7

OPERATING STATEMENTS: 12 MONTHS ENDING DECEMBER 31, 2020

Central Office	Annual Budget 2020	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
Operating Income				
Total Operating Income	6,684,776	6,684,776	6,901,104	216,328
Operating Expenses				
Salaries and Benefits	4,233,276	4,233,276	3,812,586	420,690
Facilities and Other Administrative Expenses	1,927,120	1,927,120	1,788,560	138,560
Total Central Office Expenses	6,160,396	6,160,396	5,601,146	559,250
Surplus/(Use) of Business Activities Funds for COCC	524,380	524,380	1,299,958	775,578

Affordable Housing Rental Programs	Annual Budget 2020	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
Operating Income				
HUD Subsidy - Low Rent Housing	16,012,211	16,012,211	16,031,075	18,864
HUD Subsidy - Section 8 New				
Construction	2,026,477	2,026,477	1,700,275	(326,202)
Tenant Rental Income	16,264,936	16,264,936	16,231,741	(33,195)
Other Income	304,377	304,377	197,292	(107,085)
Total Operating Income	34,608,001	34,608,001	34,160,383	(447,618)
Operating Expenses				
Administrative Expenses	10,287,145	10,287,145	10,015,881	271,264
Tenant Services	701,764	701,764	542,490	159,274
Utilities	4,197,897	4,197,897	4,046,689	151,208
Maintenance	10,847,415	10,847,415	9,502,467	1,344,948
Protective Services	2,134,929	2,134,929	2,042,885	92,044
Insurance Expense	1,917,621	1,917,621	1,913,501	4,120
Other General Expense	376,500	376,500	374,372	2,128
Total Routine Operating Expenses	30,463,271	30,463,271	28,438,285	2,024,986
Net Income from Operations	4,144,730	4,144,730	5,722,098	1,577,368
New Destine Maintenance	5 275 000	F 27F 000	2 260 240	2.405.602
Non-Routine Maintenance	5,375,000	5,375,000	2,269,318	3,105,682
Debt Service	948,193	948,193	946,607	1,586
Debt Service- ESCO	952,259	952,259	809,789	142,470
Provision/Reimbursement of				•
Replacement Reserve	0	0	0	0
Cash Flow from Operations	(3,130,722)	(3,130,722)	1,696,384	4,827,106
Funds From Reserves/CFP	3,130,722	3,130,722	0	0
Cash Flow (Deficit) from Operations	0	0	1,696,384	4,827,106

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

Housing Choice Voucher Program	Annual Budget 2020	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
Administrative Operating Income				
Total Operating Income	11,962,816	11,962,816	12,578,344	615,528
Operating Expenses				
Salaries and Benefits	6,661,037	6,661,037	6,136,548	524,489
Administrative Expenses	1,998,132	1,998,132	1,585,132	413,000
COCC-Management Fees	3,958,080	3,958,080	4,159,810	(201,730)
IT Initiative	680,000	680,000	166,574	513,426
Total Operating Costs Expenses	13,297,249	13,297,249	12,048,064	1,249,185
Cash Flow (Deficit) from Operations	(1,334,433)	(1,334,433)	530,280	1,864,713
Beginning Admin Operating Reserves	0	0	0	0
Ending Admin Operating Reserves	(1,334,433)	(1,334,433)	530,280	1,864,713
Housing Assistance Payments (HAP)				
Housing Assistance Payment Subsidy	150,000,000	165,000,000	168,387,847	3,387,847
Investment Income on HAP Reserves	0	0	0	-
Housing Assistance Payments	150,000,000	165,000,000	167,273,148	(2,273,148)
HAP Current Year Excess (Use)	0	0	1,114,699	1,114,699

March

Saturday	9	13	20	27	
Friday	5 3pm KidzGrub @APV, Fulton & Irvinton	3pm KidzGrub @APV, Fulton & Irvinton 4pm Client Services &RC meeting @Clayton	3pm KidzGrub @APV, Fulton & Irvinton 4pm Job Readiness @ Fulton Village	26 2pm Job Readiness @Kelly 3pm KidzGrub @APV, Fulton & Irvinton	
Thursday	4 10am Resident Council Meeting @Oxford 12pm Resident Council Meeting @Heatherbrook 3pm KidzGrub @APV, Fulton & Irvinton	2pm Client Services & RC meeting @Kennedy 3pm KidzGrub @APV, Fulton & Irvinton	2pm Client Services & RC meeting @Fulton 3pm KidzGrub @APV, Fulton & Irvinton 4pm Job Readiness @Kennedy	25 2pm Job Readiness @Irvinton Village 3pm KidzGrub @APV, Fulton & Irvinton	
Wednesday	3 11am HISD Meal Distribution @Kelly 11am Resident Council Meeting @Independence 3pm KidzGrub @APV, Fulton & Irvinton	11am HISD Meal Distribution @Kelly Village 1pm Know Your Lease @Cuney 3pm KidzGrub @APV, Fulton & Irvinton	2pm Client Services & RC meeting @Kelly 3pm KidzGrub @APV, Fulton & Irvinton 4pm Job Readiness @Clayton	24, 11am HISD Meal Distribution @Kelly 1pm Know Your Lease @Cuney 3pm KidzGrub @APV, Fulton & Irvinton	31 11am HISD Meal Distribution @Kelly 3pm KidzGrub @APV, Fulton & Irvinton
Tuesday	2 11am HISD Meal Distribution @Clayton 1pm Resident Council Meeting @Cuney 3pm KidzGrub @APV, Fulton & Irvinton	9 11am HISD Meal Distribution Clayton@ 11am Diversity Job Fair @ Cuney 2pm United Health Care Virtual Bingo @ Bellerive	16 10am Resident Council Meeting @Lincoln 2pm Client Services & RC meeting @Irvinton 3pm KidzGrub @APV, Fulton & Irvinton	23 11am HISD Meal Distribution @Clayton 3pm KidzGrub @APV, Fulton & Irvinton	30 11am HISD Meal Distribution @Clayton 3pm KidzGrub @APV, Fulton & Irvinton
Monday	1 3pm KidzGrub @APV, Fulton & Irvinton	8 3pm KidzGrub @APV, Fulton & Irvinton	15 3pm KidzGrub @APV, Fulton & Irvinton	32m KidzGrub @APV, Fulton & Irvinton	29 11am Houston Job Fair @Cuney 3pm KidzGrub @APV, Fulton & Irvinton
Sunday		7	14	21	28