

HOUSTON HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING August 17, 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: 817 6908 3111





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, August 17, 2021

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Transforming Lives & Communities

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BOARD OF COMMISSIONERS MEETING TUESDAY, AUGUST 17, 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 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: 817 6908 3111

AGENDA

- I. Call to Order
- II. Roll Call
- III. Introduction of Spanish Interpreter
- IV. Approval of the July 20, 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.** Public Hearing for Acquisition, Lease, and Operation of Memorial at Six (To Make Comments during the Public Hearing Push *9 to raise hand for your question/ comment)
- VIII. Public Hearing for Acquisition, Lease, and Operation of The Broadway Apartments (To Make Comments during the Public Hearing Push *9 to raise hand for your question/ comment)
- IX. Public Hearing for Acquisition, Lease, and Operation of Towne West Apartments (To Make Comments during the Public Hearing Push *9 to raise hand for your question/ comment)
- X. New Business

Resolution No. 3312: Consideration and/or to take action to authorize the Interim President & CEO or designee to Write-off vacant tenant accounts for April 1, 2021 to June 30, 2021

Resolution No. 3313: Consideration and/or to take action to authorize the Interim President & CEO or designee to enter into a Memorandum of Understanding (MOU) with Harris County Domestic Violence Coordinating Council (HCDVCC)

Resolution No: 3314: Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a contract with edOpp Solutions for Management Training & Development Services

Resolution No. 3315: Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a contract with Edgemere Consulting Corporation and Du & Associates for Consulting Services

Resolution No. 3316: Consideration and/or to take action to authorize the Interim President & CEO or designee to increase the contract amount with GSMA, for Architectural and Engineering (A&E) Services at Allen Parkway Village (APV) and Historic Oaks Allen Parkway Village (HOAPV)

Resolution No: 3317: Consideration and/or to take action to authorize the Interim President & CEO or designee to accept the Agencies in Action energy incentive from CenterPoint Energy

XI. Convene an Executive Session to discuss:

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

Resolution No. 3318: Consideration and/or to take action to authorize the Interim President & CEO or designee to facilitate the acquisition of, and the placement of "affordable" units at, The Broadway Apartments located at 8965 N. Broadway, Houston, Texas 77034, and the execution of all required documents therefor

Resolution No. 3319: Consideration and/or to take action to authorize the Interim President & CEO or designee to facilitate the acquisition of and the placement of "affordable" units at, Towne West Apartments located at 14906 Westpark Drive, Houston, Texas 77082, and the execution of all required documents therefor

Resolution No. 3320: Consideration and/or to take action to authorize the Interim President & CEO or designee to facilitate the acquisition of that certain parcel of land located at 850 Addicks-Howell Road, Houston, Texas 77079, the construction and development of the 297-unit Memorial at Six, and the execution of all required documents therefor

Resolution No. 3321: Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Aspen Oaks Capital Partners for the acquisition of Highpoint at Cypress, an apartment community that is located at or about 13902 Mandolin Dr., Houston, TX 77070

Resolution No. 3322: Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Trammell Crow Residential for the Development of Allora District West, an apartment community that is located at or about 22125 FM 1093, Richmond, TX 77047

Resolution No. 3323: Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Trammell Crow Residential for the Development of Allora Kingwood, an apartment community that is located at or about 5814 Splitting Willow Court, Porter, TX 77365

Resolution No. 3324: Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Trammell Crow Residential for the Development of Allora New Forest, an apartment community that is located at or about 14615 Carmine Glen Dr., Houston, TX 77049

Resolution No. 3325: Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Fairstead for the acquisition and rehab of Coopertree Village, an apartment community that is located at or about 1415 West Gulf Bank Road, Houston, TX 77088

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



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

MINUTES OF THE HOUSTON HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING

Tuesday, July 20, 2021

A Meeting of the Board of Commissioners ("Board") of the Houston Housing Authority ("HHA") was held on Tuesday, July 20, 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 812 6428 0441.

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 be need assistance for public comments only. <u>ELIZABETH</u> PARIS was asked to introduce herself in Spanish and let the attendees know of her service.

Present: LaRence Snowden, Chair

Kristy Kirkendoll, Vice Chair Kris Thomas, Commissioner

Andrea Hilliard Cooksey, Commissioner Stephanie A.G. Ballard, Commissioner

Mark Thiele, Secretary

ABSENT: Commissioners Guillermo "Will" Hernandez and Dr. Max A. Miller, Jr.

APPROVAL OF MINUTES

Chair Snowden stated the Board has had an opportunity to review the June 22, 2021, Board of Commissioners meeting minutes. He asked for a motion to adopt the June 22, 2021 meeting minutes.

Commissioner Thomas moved to adopt the June 22, 2021, Board of Commissioners meeting minutes. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to the June 22, 2021 Board of Commissioners meeting minutes. Having none, the minutes passed unanimously and are adopted.

INTERIM PRESIDENT'S REPORT

We start on a serious note as we have been in the State of Texas, with 3,033,479 confirmed COVID cases and 52,956 have passed. In Harris County Houston, 407,863 confirmed cases, 6,659 souls have passed and COVID numbers are rising. This is becoming a pandemic of the unvaccinated. The delta variant is serious business. Now is not the time to let down your guard. Please take the opportunity to get vaccinated and also get tested. Please continue to mask up, practice social distancing and wash your hands as we take care of one another.

We did another vaccination event this Saturday at Irvinton Village in partnership with Congresswoman Sheila Jackson-Lee, UMMC and Angels Serving with a Purpose and we were able to vaccinate an additional 21 individuals including 14 of the residents. I want to thank the PHO team George Griffin, Cheryl Rivers, Gilda Jackson, Debra, Brian Terry as well as Donna Dixon and management, J Allen, for rallying to get this done in a tight window. We will see more of these events as we can continue to work to take care of each other as we move forward in these challenging times.

The last few weeks HHA has received, from one of our industry organizations, NAHRO, nine awards. Commissioners and audience, we deeply appreciate the work done by staff. I think 9 is our record. This represents HRDT, Human Resources Training and Development, and their efforts last year with; 2020 Seeing Things in a New Light – Cultural Diversity. Carla Ferguson of MyGoals: The Year of Change and Cody Roskelley, of REID and the work that we have done together as a Board; Fixing the Affordable Housing Problem in Houston – One Deal at a Time.

Gilda Jackson in Public Housing Operations with 132,000 meals provided, and the efforts in support of the census; HHA Says Yes to the Census and Breaking Bread Together Apart. Khalilah Smith in the Housing Choice Voucher Program: Surviving the Pandemic One Zoom Briefing at a Time. We were also pleased to celebrate Donna Dixon, Director of Community Affairs; Protection and Hope: Houston Resident Provides Custom Masks for the Community and the work that we have done with our PR firm Etched, Tackling NIMBY Stigmas: Grass Roots Housing Video Series.

All received Awards of Merit and the first 3 mentioned were Awards of Excellence Nominees. This highlights the year of outstanding working done by staff during this tremendously challenging time.

At a high level we were pleased to see House Appropriations Committee approving a generous T-HUD funding bill and we are appreciative, obviously we need to get you finish line. The President's budget, a good number for us the House and we will see what the Senate does. We call on all of our elected representatives to meet this moment of tremendous housing need. To that end, we also participated in Housing is Infrastructure call-in day and made a variety of calls as well as sent letters to encourage our electeds to think about Housing as Infrastructure.

A couple of other things to mention, as of this moment the Federal Eviction Moratorium is ending at the end of this month. We are very concerned about this. We take strong actions relative to our own residents in the community at large. We expect this to be very damaging and we would encourage folks to think about creative ways to continue to extend and to work with other programs. We were pleased to see that the State Eviction diversion program launched in response to the COVID 19 Pandemic was extended according to an emergency order from the Texas Supreme Court released on Monday originally set to expire July 27th and the new order extends it until October 1st.

The final thing I'll leave you all with is the note of optimism from our NAHRO symposium earlier this month. We spoke to a number of folks around the country including very high-level HUD officials, officials from partner organizations and other electeds, there is conversation currently about universal vouchers and federal source of income discrimination legislation. Both of which are tremendously important to us. We would love to see national action to eliminate the ability for folks to discriminate against voucher holders based on source of income and as well to fully fund vouchers for the eligible. To just briefly explain universal vouchering, currently there's one voucher available for every five eligible families. Universal vouchering is the remaining 4 vouchers. We would love to see that fully funded, \$62 billion will be the annual price tag which in my mind, although considerable taxpayer resources have been recently obligated, is the right thing to do for the country. That's my report, Commissioners respectfully submitted.

Chair Snowden stated, thank you Secretary Thiele. I would like to say kudos to Gilda Jackson. Gilda had partnered with TSU and the Verizon Innovative Learning program and brought forth about 45+ young men (6th, 7th and 8th graders) this summer to participate virtually in a STEM focused program. I have to personally say thank you and Texas Southern and the Verizon program also thanks you. We will be doing an in-person engagement in the Fall and Spring. I received a call from the Verizon Foundation and they will be reaching out to us as well.

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. No hands were raised.

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

NEW BUSINESS

Resolution No. 3297: Consideration and/or to take action to authorize the Interim President & CEO or designee to enter into contracts with The Reserves Network, Inc., (dba ExecuTeam Staffing), COGENT Infotech Corporation, and RADgov, Inc. for Temporary Staffing Services

Secretary Thiele stated that Resolution No. 3297 will be presented by Ms. Dianne Mitchell, Director of HR.

Ms. Mitchell stated Resolution No. 3297 recommends that the HHA Board of Commissioners authorize the Interim President & CEO to take all necessary action to create, execute and make necessary changes and corrections to separate contracts with The Reserves Network, Inc., (dba ExecuTeam Staffing), COGENT Infotech Corporation, and RADgov, Inc. for Temporary Staffing Services for a period not to exceed five (5) years, in an amount not to exceed \$1,000,000.00. HHA request the Board to approve Resolution No. Resolution No. 3297.

Chair Snowden stated the Board has heard the resolution presented by Ms. Mitchell and asked for a motion to adopt Resolution No. 3297.

Commissioner Cooksey moved to approve Resolution No. 3297. Commissioner Thomas seconded the motion.

Chair Snowden asked if there is any discussion regarding Resolution No. 3297.

Chair Snowden stated I do have something to discuss.

Any objection or discussion....I do have some discussion and want to make sure I went on record with this. I understand to our, as Dianne and Mark brought this up many a time, I want to really discuss these minority MWBE points that we are giving for people who are saying that they're going to use minority firms and not really being a minority firm so I want to discuss that whether it needs to be with Legal. I will probably bring this up a couple more times with this procurement issue that I'm seeing here especially seeing it now and it's becoming

more evident. I thought I had discussed it enough that we wouldn't be at this point. I would say that I am not happy with these Resolutions overall. We are going to move forward but we are going to make some corrections on the back end with some of the procurement issues, Mr. Coleman, that I'm seeing that I think we need to have some discussion about and to Ms. Mitchell with this piece of temporary, I noticed as I walked through it that the individuals and those that are receiving some of these MWBE points that are saying that they're going to use, agreeing to and so I want to make sure that we have policies in place that will make sure these individuals will adhere to it.

Chair Snowden asked if there is any objection to approve Resolution No. 3297. Having none, Resolution No. 3297 is adopted.

Chair Snowden stated we will move now to Resolution No. 3298.

Resolution No. 3298: Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a contract with Carahsoft Technology Corporation for Software Licenses and Services

Secretary Thiele stated that Resolution Nos. 3298, 3299 and 3300 will be presented by Ms. Robin Walls, Vice President of HCVP.

Ms. Walls stated Resolution No. 3298 requests 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 Carahsoft Technology Corporation for Software Licenses and Services in an amount not exceed \$196,152 in the aggregate for one (1) year pursuant to the memorandum from Robin Walls to Mark Thiele, Interim President & CEO. These licenses are for DocuSign. DocuSign is a technology that we have been using to have our residents and applicants complete applications online. This new version of DocuSign will also allow for SMS technology meaning that we can also send the applications via text messaging as well. Accordingly, staff recommends the Board adopt Resolution No. 3298.

Chair Snowden stated the Board has heard the resolution presented by Ms. Walls and asked for a motion to adopt Resolution No. 3298.

Commissioner Cooksey moved to approve Resolution No. 3298. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3298. Having none, Resolution No. 3298 is adopted.

Chair Snowden stated we will move now to Resolution No. 3299.

Resolution No. 3299: Consideration and/or to take action to authorize the Interim President & CEO or designee to conditionally award Project-Based Vouchers to Tejano Center

Ms. Walls stated Resolution No. 3299 requests that the HHA Board of Commissioners authorizes the Interim President & CEO to negotiate, execute and make necessary changes and corrections to conditionally award eighty-nine (89) Project-Based Vouchers to Tejano Center (Sunrise Lofts) located at 3103 McKinney Houston, TX 77003, pursuant to the memorandum dated July 8, 2021, from Robin Walls to Mark Thiele, Interim President & CEO. The focus for this particular project-based voucher resolution will be used aging out of foster care which is a particularly vulnerable group of individuals who have experienced homelessness and is in fact the group that is most at risk for homelessness. The Tejano Center has worked aggressively and is using both the City financing as well as project based vouchers to potentially execute this new development. Accordingly, staff recommends the Board adopt Resolution No. 3299.

Chair Snowden stated the Board has heard the resolution presented by Ms. Walls and asked for a motion to adopt Resolution No. 3299.

Commissioner Thomas moved to approve Resolution No. 3299. Commissioner Cooksey seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3299. Having none, Resolution No. 3299 is adopted.

Chair Snowden stated we will move now to Resolution No. 3300.

Resolution No. 3300: Consideration and/or to take action to authorize the Interim President & CEO or designee to enter into a Memorandum of Understanding (MOU) with the Coalition for the Homeless (CFTH) to administer Emergency Housing Vouchers

Ms. Walls stated Resolution No. 3300 requests that the HHA Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes or corrections and enter into a Memorandum of Understanding (MOU) with the Coalition for the Homeless (CFTH) to administer 771 Emergency Housing Vouchers awarded by HUD to the Houston Housing Authority, pursuant to the memorandum from Robin Walls to Mark Thiele. With respect to the Emergency Housing Vouchers, EHV's were authorized by HUD and via the American Rescue Plan. With respect to this authorization of EHV's are targeted to provide and help assist individuals and families who are homeless, at risk of homelessness or fleeing or attempting to flee domestic violence. With respect to the 771 vouchers, housing assistance payments can equal to \$7.6 million and split service fees of \$2.698 million. Accordingly, staff recommends the Board adopt Resolution No. 3300.

Chair Snowden stated the Board has heard the resolution presented by Ms. Walls and asked for a motion to adopt Resolution No. 3300.

Commissioner Kirkendoll moved to approve Resolution No. 3300. Commissioner Thomas seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3300. Having none, Resolution No. 3300 is adopted.

Chair Snowden stated we will move now to Resolution No. 3301.

Resolution No. 3301: Consideration and/or to take action to authorize the Interim President & CEO or designee to execute contracts with Walter P. Moore and Associates, Inc., Ally General Solutions, LLC, and Gradient Group, LLC for Civil Engineering Services

Secretary Thiele stated that Resolution Nos. 3301 and 3302 will be presented by Mr. Cody Roskelley, Vice President of Real Estate Investment & Development.

Mr. Roskelley stated Resolution No. 3301 requests that the HHA Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to contracts with Walter P Moore and Associates, Inc., Ally General Solutions, LLC, and Gradient Group, LLC for Civil Engineering Services related to Capital Funds and Construction Services projects in an amount not to exceed \$300,000.00 in the aggregate for two (2) years, with a one-year extension option, pursuant to the memorandum from Cody Roskelley, VP of REID dated July 7, 2021, to Mark Thiele, Interim President & CEO. Accordingly, staff recommends the Board adopt Resolution No. 3301.

Chair Snowden stated the Board has heard the resolution presented by Mr. Roskelley and asked for a motion to adopt Resolution No. 3301.

Commissioner Thomas moved to approve Resolution No. 3301. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3301. Having none, Resolution No. 3301 is adopted.

Chair Snowden stated we will move now to Resolution No. 3302.

Resolution No. 3302: Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a contract for Architectural and Engineering (A&E) Services at Allen Parkway Village (APV) and Historic Oaks Allen Parkway Village (HOAPV)

Mr. Roskelley stated Resolution No. 3302 requests 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 GSMA, for Architectural and Engineering (A&E) Services, at Allen Parkway Village (APV) and Historic Oaks Allen Parkway Village (HOAPV), for the amount of \$1,700,000.00, for two (2) years, with a one-year extension option, pursuant to the memorandum from Cody Roskelley dated July 7, 2021, to Mark Thiele, Interim President & CEO. Accordingly, staff recommends the Board adopt Resolution No. 3302.

Chair Snowden stated the Board has heard the resolution presented by Mr. Roskelley and asked for a motion to adopt Resolution No.3302.

Commissioner Thomas moved to adopt Resolution No. 3302. Commissioner Kirkendoll seconded the motion.

Chair Snowden stated the Chair has discussion about this resolution.

Chair Snowden stated I noticed, Mr. Roskelley, you say this contract of \$1.7 million but you're saying an option of an additional year. Can you give me some explanation on that?

Mr. Roskelley stated, GSMA is already the architect of record on this project and they have an existing contract. We are just upping the amount because they're expanding their services. Given the fact that we just barely received our bond allocation and we wanted to have them to be the architect that would help oversee construction and that's going to be about a two-year period for overseeing the renovation of APV and HOAPV and that's why we not only wanted add to the time but also the amount.

Chair Snowden stated that is different than what you are presenting to me. You are saying that you are executing another contract not an extension of a contract. Secretary Thiele, I would like to have further discussion upon hearing Mr. Roskelley's comments today. Rather than say no to the resolution I think we should have it tabled.

Secretary Thiele stated we currently have a motion and a second on the floor, how would you like to proceed?

Chair Snowden has asked Keland Lewis, Interim General Counsel for proper procedure for rescinding a motion.

Mr. Lewis stated it is at the Board's discretion.

Commissioner Thomas stated she would like to rescind the motion.

Chair Snowden asked for a motion to TABLE Resolution No. 3302 to have further discussion.

Commissioner Thomas moved to TABLE Resolution No. 3302. Commissioner Cooksey seconded the motion.

Chair Snowden asked if there is any discussion or objection to TABLING Resolution No. 3302. Having none, Resolution No. 3302 is TABLED.

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

EXECUTIVE SESSION

Chair Snowden suspended the Public Session on July 20, 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 4:10 p.m.

Secretary Thiele called the roll and declared a quorum present. Commissioner Hernandez and Commissioner Miller were not present.

NEW BUSINESS continued...

Chair Snowden stated Resolution No. 3305 and Resolution No. 3309 will be removed from today's agenda.

Proper procedure states that we have a motion therefore Chair Snowden motioned and Commissioner Thomas seconded.

Chair Snowden asked if there is any discussion or objection to removing Resolution No. 3305 and Resolution No. 3309 from the agenda. Having none, Resolution No. 3305 and Resolution No. 3309 are removed.

Resolution No. 3303: Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with AMTEX for the development of Barker Oaks, an apartment community that will be located at or about 2250 Barker Oaks Dr., Houston, TX 77077

Chair Snowden stated that the Board has heard the reading of the resolution. He asked for a motion to approve Resolution No. 3303.

Commissioner Thomas moved to approve Resolution No. 3303. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopt Resolution No. 3303. Having none, Resolution No. 3303 is adopted.

Chair Snowden stated we will move now to Resolution No. 3304.

Resolution No. 3304: Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Allied Orion for the development of EADO, an apartment community that will be located at or about the northeast corner of Emancipation Avenue and Leeland Street, Houston, TX 77003

Chair Snowden stated that the Board has heard the reading of the resolution. He asked for a motion to approve Resolution No. 3304.

Commissioner Thomas moved to approve Resolution No. 3304. Commissioner Cooksey seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopt Resolution No. 3304. Having none, Resolution No. 3304 is adopted.

Chair Snowden stated we will move now to Resolution No. 3306.

Resolution No. 3306: Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with The Morgan Group for the acquisition of The Highbank, an apartment community located at or about 8877 Frankway Dr., Houston, TX 77096

Chair Snowden stated that the Board has heard the reading of the resolution. He asked for a motion to approve Resolution No. 3306.

Commissioner Ballard moved to approve Resolution No. 3306. Commissioner Thomas seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopt Resolution No. 3306. Having none, Resolution No. 3306 is adopted.

Chair Snowden stated we will move now to Resolution No. 3307.

Resolution No. 3307: Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Belveron Partners, LLC and Redbud Realty Partners, LLC for the acquisition of San Cierra Apartments, an apartment community located at or about 15500 Cutten Rd, Houston, TX 77070

Chair Snowden stated that the Board has heard the reading of the resolution. He asked for a motion to approve Resolution No. 3307.

Commissioner Thomas moved to approve Resolution No. 3307. Commissioner Cooksey seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopt Resolution No. 3307. Having none, Resolution No. 3307 is adopted.

Chair Snowden stated we will move now to Resolution No. 3308.

Resolution No. 3308: Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Aspen Oaks Capital Partners for the acquisition of Prose West Cypress, an apartment community located at or about 19770 Clay Road, Katy, TX 77449

Chair Snowden stated that the Board has heard the reading of the resolution. He asked for a motion to approve Resolution No. 3308.

Commissioner Thomas moved to approve Resolution No. 3308. Commissioner Cooksey seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopt Resolution No. 3308. Having none, Resolution No. 3308 is adopted.

Chair Snowden stated we will move now to Resolution No. 3310.

Resolution No. 3310: Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Elmington Capital Group for the development of Tidwell Flats, an apartment community that will be located at or about the Northeast intersection of Tidwell Road and Mesa Drive, Houston, TX 77078

Chair Snowden stated that the Board has heard the reading of the resolution. He asked for a motion to TABLE Resolution No. 3310.

Commissioner Thomas moved to TABLE Resolution No. 3310. Commissioner Cooksey seconded the motion.

Chair Snowden asked if there is any discussion or objection to TABLING Resolution No. 3310. Having none, Resolution No. 3310 is TABLED.

Chair Snowden stated we will move now to Resolution No. 3311.

Resolution No. 3311: Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Elmington Capital Group for the development of Almeda Flats, an apartment community that will be located at or about the Southwest corner of Almeda Road and Fuqua Street, Houston, TX 77053

Chair Snowden stated that the Board has heard the reading of the resolution. He asked for a motion to approve Resolution No. 3311.

Commissioner Ballard moved to approve Resolution No. 3311. Commissioner Thomas seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopt Resolution No. 3311. Having none, Resolution No. 3311 is adopted.

ADJOURNMENT

Chair Snowden remarked this concludes the items on today's agenda. He thanked the Commissioners for their time and commitment.

Chair Snowden asked for a motion to adjourn the meeting.

Commissioner Cooksey moved to adjourn. Commissioner Thomas seconded. The meeting adjourned at 4:17 p.m.



Transforming Lives & Communities

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

RESPONSES TO COMMENTS RECEIVED AT THE TUESDAY, JULY 20, 2021 BOARD OF COMMISSIONERS MEETING

A Meeting of the Board of Commissioners ("Board") of the Houston Housing Authority ("HHA") was held on Tuesday, July 20, 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 made during the July 20, 2021 Board of Commissioners Meeting.

Resolution No. 3312



Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or to take action to authorize the Interim President & CEO or designee to Write-off vacant tenant accounts for April 1, 2021, to June 30, 2021

- 2. Date of Board Meeting: August 17, 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 \$98,026.64 and make necessary changes and corrections pursuant to the memorandum from George D. Griffin III, Vice President of Housing Operations dated August 2, 2021, to Mark Thiele, Interim President & CEO.

	President of Housing	operations dated A	August 2, 2021, to Mark Thie	ie, interim i	resident & CEO.
4.	Department Head Ap	proval Signatur	Gury D. Griffin III		Date: 8/11/2021
5.	Statement regarding	availability of fund	ls by VP of Fiscal Operations	5	
	Funds Budgeted and A	Available X Ye	No Source		
	VP of FO Approval	Signature		Date: _	
6.	Approval of Interim P	resident & CEO	Docusigned by: Mark Thick		8/12/2021
		Signature	6072D2C8367A4C7	Date: _	



Transforming Lives & Communities

MEMORANDUM

TO: MARK THIELE, INTERIM PRESIDENT & CEO

FROM: GEORGE D. GRIFFIN III, VICE PRESIDENT OF HOUSING OPERATIONS

SUBJECT: CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR

DESIGNEE TO WRITE-OFF VACANT TENANT ACCOUNTS FOR APRIL 1, 2021 TO JUNE 30, 2021

DATE: AUGUST 2, 2021

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to write-off vacated tenant accounts designated as uncollectible in the amount of \$98,026.64. This amount captures accounts written off for the months of April 1, 2021 through June 30, 2021.

BACKGROUND:

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

To ensure accuracy, the HHA followed up with the property management contractors (PMCs) to confirm their efforts to notify former tenants of their outstanding balances. Their confirmation of the balances also requires the PMCs to report tenant debt totaling \$50.00 and above, to a third-party collection agency (National Recovery Agency). HHA only write-offs debt for residents who 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 October 3, 2021. 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 5th business day are sent reminder notices.
- 3. If payments are not received by the 10th day, managements conduct courtesy calls to speak with tenants about their plans to pay their tenant charges.
- 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:

Property Name	Write Off Amount
APV	\$9,882.50
Bellerive	\$59.00
Clayton Homes	\$451.00
Cuney Homes	\$35,139.86
Ewing	\$862.00
Forest Green	\$0.00
Fulton Village	\$1,127.00
Heatherbrook	\$1,110.05
HOAPV	\$16,511.90
HRI	\$0.00
Independence Heights	\$0.00
Irvinton Village	\$17,367.36
Kelly Village	\$6,505.68
Kennedy Place	\$0.00
Lincoln Park	\$6,797.17
Long Drive	\$94.07
Lyerly	\$428.50
Oxford Place	\$1,690.55
Sweetwater Point	\$0.00
Telephone Road	\$0.00
Victory Place	\$0.00
Grand Total	\$98,026.64

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

Uncollected Debt Categories	2 nd Quarter Write-off Totals
Rent	\$64,621.95
Retro Rent (Fraud)	\$0.00
Maintenance Charges	\$27,304.78
Legal Charges	\$251.00
Utilities	\$2,882.64
Other Fees	\$2,966.27
Grand Total	\$98,026.64

HHA is writing these debts off consistent with HUD's regulations. 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 \$98,026.64 and make necessary changes and corrections pursuant to the memorandum from George D. Griffin III, Vice President of Housing Operations dated August 2, 2021 to Mark Thiele, Interim President & CEO.

			Ы	PHO WRITE OFFS				
			SECOND QU	QUARTER 2021 WRITE	RITE 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	Bush, Erica N.	4/9/2021	\$0.00	\$201.51	\$0.00	\$19.00	\$0.00	\$220.51
APV	Childress, Trinita E.	4/2/2021	\$1,931.50	\$173.01	\$0.00	\$0.00	\$0.00	\$2,104.51
APV	Coleman, Jacqueline F.	4/19/2021	\$326.00	\$0.00	\$0.00	\$0.00	\$0.00	\$326.00
APV	Morgan, Jercoria M.	4/1/2021	\$0.00	\$293.00	\$0.00	\$0.00	\$0.00	\$293.00
APV	Sampson, Nicole L.	5/17/2021	\$111.99	\$204.26	\$0.00	\$0.00	\$0.00	\$316.25
APV	White, Ashley D.	5/19/2021	\$0.00	\$893.50	\$0.00	\$42.13	\$0.00	\$935.63
APV	Mcconico, Mariah T.	5/17/2021	\$395.00	\$631.24	\$0.00	\$0.00	\$0.00	\$1,026.24
APV	Deshotel, Freda	6/29/2021	\$3,415.00	\$645.05	\$0.00	\$0.00	\$0.00	\$4,060.05
APV	Kamiri, Jean De Dieu	6/7/2021	\$304.00	\$296.31	\$0.00	\$0.00	\$0.00	\$600.31
TOTAL			\$6,483.49	\$3,337.88	\$0.00	\$61.13	\$0.00	\$9,882.50
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Bellerive	Tran, Nghia Nguyen-Thii	4/13/2021	\$59.00	\$0.00	\$0.00	\$0.00	\$0.00	\$59.00
TOTAL			\$59.00	\$0.00	\$0.00	\$0.00	\$0.00	\$59.00
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Clayton Homes	Williams, Brizzick	5/12/2021	\$451.00	\$0.00	\$0.00	\$0.00	\$0.00	\$451.00
Clayton Homes								\$0.00
Clayton Homes								\$0.00
Clayton Homes								\$0.00
Clayton Homes								\$0.00
TOTAL			\$451.00	\$0.00	\$0.00	\$0.00	\$0.00	\$451.00
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Cuney Homes	Flakes, Kay R.	4/6/2021	\$0.00	\$138.30	\$0.00	\$41.61	\$150.00	\$329.91
Cuney Homes	Griffin, Dalecia J.	4/7/2021	\$4,340.00	\$504.00	\$0.00	\$33.96	\$150.00	\$5,027.96
Cuney Homes	Hamilton, Janae S.	4/21/2021	\$2,853.00	\$355.11	\$0.00	\$13.22	\$0.00	\$3,221.33
Cuney Homes	McClain, Rita T.	4/5/2021	\$0.00	\$0.00	\$0.00	\$0.00	\$102.50	\$102.50
Cuney Homes	Medina, Cynthia A.	3/31/2021	\$0.00	\$811.50	\$0.00	\$64.26	\$150.00	\$1,025.76
Cuney Homes	Reagins, Montikia A.	3/31/2021	\$1,518.00	\$536.50	\$0.00	\$12.90	\$150.00	\$2,217.40
Cuney Homes	Salgado, Bridget A.	3/31/2021	\$2,694.00	\$644.00	\$0.00	\$129.23	\$201.00	\$3,668.23
Cuney Homes	Smith, Deborah M.	3/1/2021	\$0.00	00'0\$	\$0.00	\$0.00	\$21.77	\$21.77
Cuney Homes	Wilson, Tiffany N.	3/31/2021	\$100.00	\$474.00	\$0.00	\$101.55	\$150.00	\$825.55
Cuney Homes	Franklin, Laderric R.	5/3/2021	\$2,563.00	\$580.31	\$0.00	\$58.89	\$0.00	\$3,202.20
Cuney Homes	Jones, Imani	5/8/2021	\$0.00	\$0.00	\$0.00	\$11.22	\$80.00	\$91.22
Cuney Homes	McFarland, Kenya D.	5/17/2021	\$5,060.98	\$689.06	\$0.00	\$5.46	\$0.00	\$5,755.50
Cuney Homes	Polycalyro, Cishahayo	5/14/2021	\$0.00	\$361.71	\$0.00	\$1.68	\$0.00	\$363.39
Cuney Homes	Roberson, Sonya	5/3/2021	\$90.00	\$158.55	\$0.00	\$15.86	\$0.00	\$264.41
Cuney Homes	Alexander, John H.	6/24/2021	\$0.00	\$191.57	\$0.00	\$0.00	\$0.00	\$191.57
Cuney Homes	Edwards, Aime S.	6/4/2021	\$2,295.00	\$1,334.00	\$0.00	\$375.01	\$150.00	\$4,154.01
Cuney Homes	Hughes, Kevin	6/4/2021	\$34.00	\$1,349.00	\$0.00	\$39.09	\$221.00	\$1,643.09

8/12/2021

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Cunev Homes	McGowan, Debreka M.	6/23/2021	\$1,046,00	\$429.06	\$0.00	\$15.86	\$0.00	\$1,490.92
Cuney Homes	Oler, Trashana N.	6/1/2021	\$0.00	\$1,524.00	\$0.00	\$19.14	\$0.00	\$1,543.14
TOTAL			\$22,593.98	\$10,080.67	\$0.00	\$938.94	\$1,526.27	\$35,139.86
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Ewing	Richards, Linda N.	4/7/2021	\$0.00	\$762.00	\$0.00	\$0.00	\$100.00	\$862.00
Ewing								\$0.00
Ewing								\$0.00
TOTAL			\$0.00	\$762.00	\$0.00	\$0.00	\$100.00	\$862.00
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Forest Green				5	5			\$0.00
TOTAL			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Fulton Village	Contreras, Salena D.	8/23/2019	\$1,127.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,127.00
TOTAL			\$1,127.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,127.00
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Heatherbrook	Stone, Alexandria M.	4/26/2021	\$97.00	\$671.99	\$0.00	\$0.00	\$0.00	\$768.99
Heatherbrook	Herrera, Brittney M.	6/8/2021	\$0.00	\$341.06	\$0.00	\$0.00	\$0.00	\$341.06
TOTAL			\$97.00	\$1,013.05	\$0.00	\$0.00	\$0.00	\$1,110.05
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
HOAPV	Blachard, Timothy L.	4/8/2021	\$1,254.00	\$0.00	\$0.00	\$0.00	\$859.00	\$2,113.00
HOAPV	Dang, Ru P.	4/1/2021	\$0.00	\$369.06	\$0.00	\$0.00	\$0.00	\$369.06
HOAPV	Davis, Minnie O.	3/26/2021	\$0.00	\$468.06	\$0.00	\$0.00	\$0.00	\$468.06
HOAPV	Durisseau, Sussan H.	4/14/2021	\$110.00	\$85.00	\$0.00	\$0.00	\$0.00	\$195.00
HOAPV	Laster, Larry C.	5/13/2021	\$1,256.00	\$76.10	\$0.00	\$0.00	\$0.00	\$1,332.10
HOAPV	Diaz Villegas, Gloria M.	6/8/2021	\$1,238.00	\$126.51	\$0.00	\$0.00	\$150.00	\$1,514.51
HOAPV	Mooring, Lashon D.	6/17/2021	\$852.92	\$0.00	\$0.00	\$0.00	\$0.00	\$852.92
HOAPV	Sonnier, Ernest	6/25/2021	\$3,162.00	\$523.25	\$0.00	\$0.00	\$0.00	\$3,685.25
TOTAL			\$13,784.92	\$1,717.98	\$0.00	\$0.00	\$1,009.00	\$16,511.90
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
HRI								\$0.00
HRI								\$0.00
TOTAL			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
					•			
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Independence Heights								\$0.00

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TOTAL			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees	Legal Fees	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Irvinton Village	Logan Audrie D	4/7/2021	00 0\$	\$2.298.02	00 0\$	\$4.27	00 0\$	\$2 302 29
	Oneal, Kathryn E.	4/26/2021	\$257.00	\$578.29	\$0.00	\$100.32	\$0.00	\$935.61
Irvinton Village	Cooper, Chelsey S.	5/31/2021	\$873.00	\$234.06	\$0.00	\$3.30	\$0.00	\$1,110.36
Irvinton Village	Joyce, Marion	5/12/2021	\$0.00	\$0.00	\$0.00	\$26.72	\$0.00	\$26.72
Irvinton Village	Walker, Shirley A.	5/25/2021	\$0.00	\$626.55	\$0.00	\$107.91	\$0.00	\$734.46
Irvinton Village	Williams, Crystal A.	5/31/2021	\$27.00	\$194.06	\$0.00	\$59.24	\$0.00	\$280.30
Irvinton Village	Lane, Tina L.	6/23/2021	\$1,247.80	\$631.84	\$0.00	\$71.14	\$0.00	\$1,950.78
Irvinton Village	Maldonado, Lisa M.	6/3/2021	\$3,931.00	\$1,021.19	\$0.00	\$317.61	\$0.00	\$5,269.80
Irvinton Village	Shief, Brittany D.	6/30/2021	\$4,536.00	\$221.04	\$0.00	\$0.00	\$0.00	\$4,757.04
Irvinton Village								\$0.00
Irvinton Village								\$0.00
Irvinton Village								\$0.00
Irvinton Village								\$0.00
TOTAL			\$10,871.80	\$5,805.05	\$0.00	\$690.51	\$0.00	\$17,367.36
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Kelly Village	Brass, Courtney	4/15/2021	\$295.76	\$0.00	\$0.00	\$42.09	\$0.00	\$337.85
Kelly Village	Burney, Leticia D.	4/15/2021	\$1,204.00	\$0.00	\$0.00	\$1.80	\$301.00	\$1,506.80
Kelly Village	Monroe, Constance Y.	4/21/2021	\$0.00	\$195.00	\$0.00	\$5.40	\$0.00	\$200.40
Kelly Village	Pete, Amanda K.	5/27/2021	\$0.00	\$125.10	\$0.00	\$0.00	\$0.00	\$125.10
Kelly Village	Rideau, Monica	1/20/2020	\$549.00	\$158.01	\$251.00	\$177.72	\$30.00	\$1,165.73
Kelly Village	Sharp, Shakora E.	5/27/2021	\$684.00	\$250.00	\$0.00	\$398.53	\$0.00	\$1,332.53
Kelly Village	Brown, Isabel I.	5/28/2021	\$345.00	\$0.00	\$0.00	\$0.00	\$0.00	\$345.00
Kelly Village	Byars, Kendra N.	6/1/2021	\$847.00	\$450.00	\$0.00	\$195.27	\$0.00	\$1,492.27
TOTAL			\$3,924.76	\$1,178.11	\$251.00	\$820.81	\$331.00	\$6,505.68
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees	Legal Fees	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Kennedy Place								\$0.00
Kennedy Place								\$0.00
TOTAL			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Lincoln Park	Robertson, Myrtle	4/15/2021	\$0.00	\$272.00	\$0.00	\$0.00	\$0.00	\$272.00
Lincoln Park	Waddel, Kimberly N.	5/3/2021	\$0.00	\$1,148.18	\$0.00	\$0.00	\$0.00	\$1,148.18
Lincoln Park	Latin, Detra L.	6/3/2021	\$466.00	\$244.99	\$0.00	\$0.00	\$0.00	\$710.99
Lincoln Park	Lewis, Monique A.	6/3/2021	\$4,645.00	\$21.00	\$0.00	\$0.00	\$0.00	\$4,666.00
TOTAL			\$5,111.00	\$1,686.17	\$0.00	\$0.00	\$0.00	\$6,797.17
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Long Drive	Sanchez, Amanda I.	4/29/2021	\$0.00	\$94.07	\$0.00	\$0.00	\$0.00	\$94.07
TOTAL			\$0.00	\$94.07	\$0.00	\$0.00	\$0.00	\$94.07

Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Lyerly	Chery, Roland	4/16/2021	\$0.00	\$102.00	\$0.00	\$0.00	\$0.00	\$102.00
Lyerly	Jones, Clifford C.	5/14/2021	\$0.00	\$208.50	\$0.00	\$0.00	00.0\$	\$208.50
Lyerly	Skog, Geraldine M.	6/30/2021	\$118.00	\$0.00	\$0.00	\$0.00	00'0\$	\$118.00
TOTAL			\$118.00	\$310.50	\$0.00	\$0.00	\$0.00	\$428.50
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Oxford Place	Pennington, Lynishia S.	4/2/2021	\$0.00	\$6.25	\$0.00	\$0.00	\$0.00	\$6.25
Oxford Place	Tomlinson, Rolanda	9/10/2020	\$0.00	\$0.00	\$0.00	\$192.25	\$0.00	\$192.25
Oxford Place	Ware, Kiosha S.	3/29/2021	\$0.00	\$1,311.80	\$0.00	\$0.00	\$0.00	\$1,311.80
Oxford Place	Wolridge, Devin	4/30/2021	\$0.00	\$1.25	\$0.00	\$136.00	\$0.00	\$137.25
Oxford Place	Warner, Ananeshia N.	5/31/2021	\$0.00	\$0.00	\$0.00	\$43.00	\$0.00	\$43.00
TOTAL			\$0.00	\$1,319.30	\$0.00	\$371.25	\$0.00	\$1,690.55
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Sweetwater Point								\$0.00
Sweetwater Point								\$0.00
TOTAL			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Telephone Road								\$0.00
TOTAL			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Victory Place								\$0.00
Victory Place								\$0.00
TOTAL			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Grand Total		\$64,621.95	\$27,304.78	\$251.00	\$2,882.64	\$2,966.27	\$98,026.64

24

%0	%99	78%	%0	3%	3%	100%
\$0.00	\$64,621.95	\$27,304.78	\$251.00	\$2,882.64	\$2,966.27	\$98,026.64
*UNREPORTED INCOME	RENT	MAINTENANCE	LEGAL	UTILITIES	FEES	TOTAL

Property Name	Write Off Amount
APV	\$9,882.50
Bellerive	\$59.00
Clayton Homes	\$451.00
Cuney Homes	\$35,139.86
Ewing	\$862.00
Forest Green	\$0.00
Fulton Village	\$1,127.00
Heatherbrook	\$1,110.05
НОАРV	\$16,511.90
HRI	\$0.00
Independence Heights	\$0.00
Irvinton Village	\$17,367.36

Page 4

Kelly Village	\$6,505.68
Kennedy Place	\$0.00
Lincoln Park	\$6,797.17
Long Drive	\$94.07
Lyerly	\$428.50
Oxford Place	\$1,690.55
Sweetwater Point	\$0.00
Telephone Road	\$0.00
Victory Place	\$0.00
Grand Total	\$98,026.64

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

	1	st Quarter	2	nd Quarter	3rd Quarter	4th Quarter	Totals
APV	\$	5,479.26	\$	9,882.50			\$ 15,361.76
Bellerive	\$	11.00	\$	59.00			\$ 70.00
Clayton Homes	\$	595.98	\$	451.00			\$ 1,046.98
Cuney Homes	\$	20,884.13	\$	35,139.86			\$ 56,023.99
Ewing	\$	2,059.06	\$	862.00			\$ 2,921.06
Forest Green	\$	-	\$	-			\$ -
Fulton Village	\$	-	\$	1,127.00			\$ 1,127.00
Heatherbrook	\$	333.00	\$	1,110.05			\$ 1,443.05
HOAPV	\$	-	\$	16,511.90			\$ 16,511.90
HRI	\$	-	\$	-			\$ -
Independence	\$	-	\$	-			\$ -
Irvinton Village	\$	34,170.20	\$	17,367.36			\$ 51,537.56
Kelly Village	\$	17,789.89	\$	6,505.68			\$ 24,295.57
Kennedy Place	\$	773.87	\$	-			\$ 773.87
Lincoln Park	\$	36.99	\$	6,797.17			\$ 6,834.16
Long Drive	\$	246.10	\$	94.07			\$ 340.17
Lyerly	\$	453.01	\$	428.50			\$ 881.51

Oxford Place	\$ 298.25	\$ 1,690.55					\$ 1,988.80
Sweetwater	\$ 2,613.29	\$ -					\$ 2,613.29
Telephone	\$ 211.00	\$ -					\$ 211.00
Victory Place	\$ -	\$ -					\$ -
Grand Total	\$ 85,955.03	\$ 98,026.64	\$	-	\$	-	\$ 183,981.67

Resolution No. 3313



Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or to take action to authorize the Interim President & CEO or designee to enter into a Memorandum of Understanding (MOU) with Harris County Domestic Violence Coordinating Council (HCDVCC)

- 2. Date of Board Meeting: August 17, 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 or corrections and enter into an additional Memorandum of Understanding (MOU) with Harris County Domestic Violence Coordinating Council (HCDVCC) for the purpose of administering Emergency Housing Vouchers that are specifically for victims of domestic violence pursuant to the memorandum from Robin Walls, Vice President of HCVP dated August 2, 2021, to Mark Thiele, Interim President & CEO.

-DocuSianed by:

4.	Department Head Approva	I Signature	Robin Walls		8/12/2021 Date:
5.	Statement regarding availa	bility of funds by V	P of Fiscal Operations		
	Funds Budgeted and Availab	ole Yes	No Source		
	VP of FO Approval Sign	nature		Date: _	
6.	Approval of President & CE	O Docus	signed by: 2 Thill		8/11/2021
	Sigr	nature6072D	2C8367A4C7	Date: _	



Transforming Lives & Communities

MEMORANDUM

TO: MARK THIELE, INTERIM PRESIDENT & CEO

FROM: ROBIN WALLS, VICE PRESIDENT OF HOUSING CHOICE VOUCHER PROGRAM

SUBJECT: CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR

DESIGNEE TO ENTER INTO A MEMORANDUM OF UNDERSTANDING (MOU) WITH HARRIS COUNTY

DOMESTIC VIOLENCE COORDINATING COUNCIL (HCDVCC)

DATE: AUGUST 2, 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 and enter into an additional memorandum of understanding with Harris County Domestic Violence Coordinating Council (HCDVCC) to administer Emergency Housing Vouchers for victims of domestic violence as awarded by HUD on June 10, 2021, effective date of July 1, 2021, as established by PIH Notice 2021-15.

BACKGROUND:

The Department of Housing and Urban Development (HUD) awarded housing authorities Emergency Housing Vouchers (EHV), as authorized by the American Rescue Plan (ARP). The ARP authorized HUD to allocate vouchers through an allocation formula designed to direct emergency housing vouchers to the areas where the EHV's eligible populations have the greatest need while also considering PHA capacity.

EHVs are provided to help assist individuals and families who are

- Homeless
- At the risk of homelessness
- Fleeing or attempting to escape domestic violence, dating violence, sexual assault, stalking or human trafficking, or recently homeless

The PIH notice requires explicitly that housing authorities establish a cooperation agreement, known as a Memorandum of Understanding (MOU), with their local Continuum of Care provider. The local entity serving in this function for the purpose of domestic violence referrals is the Harris County Domestic Violence Coordinating Council (HCDVCC).

HHA was awarded 711 EHV vouchers. EHV vouchers are for no more than 12 months, with an initial funding term that will expire on December 31, 2022. Initial funding allocated is in the chart below:

Housing Assistance Payments	Preliminary Fees	Service Fees	Administrative Fees
\$7,630,956	\$308,400	\$2,698,500	\$737,940

Resolution No. 3313

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 or corrections and enter into an additional Memorandum of Understanding (MOU) with Harris County Domestic Violence Coordinating Council (HCDVCC) for the purpose of administering Emergency Housing Vouchers that are specifically for victims of domestic violence pursuant to the memorandum from Robin Walls, Vice President of HCVP dated August 2, 2021, to Mark Thiele, Interim President & CEO.

Resolution No. 3314



Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a contract with edOpp Solutions for Management Training & Development Services.

- **2. Date of Board Meeting:** August 17, 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 edOpp Solutions for Management Training & Development Services for a cost not to exceed \$185,000 for services pertaining to Peak Performance Power for Managers for a period of one (1) year with renewal options for two (2) years, pursuant to the memorandum from Robin Walls, Vice President of HCVP dated August 2, 2021, to Mark Thiele, Interim President & CEO.

4.	Department Head Approval	Signature Social School	8/12/2021 Date:
5.	Statement regarding availabili	ty of funds by VP of Fiscal Operations	
	Funds Budgeted and Available		G BUDGET / CARES FUNDS
	VP of FO Approval Signatu	Docusigned by: Mike Kogers 3FC87AD4710742D Date:	8/12/2021
6.	Approval of President & CEO	Docusigned by: Mark Thick	8/12/2021
	Signatu	ure Date: _	



Transforming Lives & Communities

MEMORANDUM

TO: MARK THIELE, INTERIM PRESIDENT & CEO

FROM: ROBIN WALLS, VICE PRESIDENT OF HOUSING CHOICE VOUCHER PROGRAM

SUBJECT: CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR

DESIGNEE TO EXECUTE A CONTRACT WITH EDOPP SOLUTIONS FOR MANAGEMENT TRAINING &

DEVELOPMENT SERVICES

DATE: AUGUST 2, 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 edOpp Solutions for Management Training & Development Services for a cost not to exceed \$185,000 for services pertaining to Peak Performance Power for Managers for a period of one (1) year with renewal options for two (2) years.

BACKGROUND:

In 2018, the Houston Housing Authority Board of Commissioners recommended training for the HCVP supervisors. In August of 2018, HCVP procured EdOpp Solution, LLC services for employee training and development. Over the past two years, we have seen a rise in accountability and caliber of work from our HCVP supervisors. Aside from supervisory trainings that cover an array of skills from time management to effective listening tools, EdOpp Solutions, LLC has served as professional development coaches for employees dealing with internal and external issues that adversely impact their work, mediated workplace disagreements, and have provided innovative tools to boost employee morale and production via their Peak Performance Program. Since the onset of COVID-19 in March of 2020, we have found that EdOpp's training has been effective in helping staff successfully transition to working remotely, all while being delicate with the sensitivity of the global pandemic we are experiencing.

EdOpp Solution, LLC, a MWBE vendor, was founded in 2009 by President, Crystal L. Bessix. They offer a flexible approach to provide education in alignment with workforce needs rather than academic standards. As the total solutions provider for businesses, nonprofits, and government agencies, edOpp transforms Workplace Learning, fosters Transformational Coaching, innovates Business Strategy, optimizes Digital Learning, and impacts Workforce Development.

The Housing Choice Voucher Programs Department will work with the Finance Department to utilize the Coronavirus Aid, Relief, and Economic Security (CARES) Act funds appropriately in support of this purchase.

SCOPE OF WORK:

Since 2018, edOpp has partnered with HHA to facilitate effective service delivery of monthly training courses, one-to-one performance coaching, group coaching, learning consulting, and a range of assessments for up to 25 personnel, including Supervisors, Assistant Supervisors, and Senior Housing Specialists. In the upcoming year, edOpp will provide the Peak Performance Power for Managers, which is a 12-month flexible workplace-learning program that extensively covers employees' needs, tools, and management skills required to achieve individual and organizational performance.

Program Objectives and Outcomes of the Peaks Performance Power for Managers are to improve hiring decisions, training new staff, performance management, and reduce turnover.

Instructor led training classes will cover the following areas:

- Building a strong team that supports and encourages collaboration.
- Onboarding new staff, including training.
- Evaluating subordinates to identify existing competencies and areas for development.
- Recognizing and managing staff performance. Bolstering engagement. Identifying, documenting, and addressing poor performance
- Delivering performance feedback and evaluation. Handling disciplinary actions.
- Coaching subordinates to develop relevant knowledge, skills, and abilities.
- Performing effective conflict resolutions.
- Fostering an open, transparent and respectful work environment.
- Delivering best-in-class customer services.

For services performed by edOpp, the cost shall not exceed \$185,000 for the Peak Performance Power for Managers Program services.

- edOpp Solutions will provide all necessary personnel, materials, and resource(s) needed to facilitate in-person and online training courses and coaching sessions to be invoiced monthly
- Facilitation of (10) Supervisory Skills Full Day or Half Day training courses. Training courses include all Student handouts, activity guides, or workbooks.
- Facilitation of monthly 1-hour coaching sessions based on HCVP needs. Total of 12 coaching sessions per employee.
- Conduct (2) Supervisory Skills Assessments (Baseline and Post)
- Project management includes administrative and communication expenses related to strategic follow-up support, progress meetings with HCVP Vice President, reporting, and program evaluation survey

Additional services at the following rates will be provided upon written request from HHA:

Additional One-on One Coaching Session: \$100/hour Group Coaching Sessions: \$200/hour

Additional Online Leadership Assessments and Debrief: \$100/assessment per person

Customized Employee Learning \$250/hour Learning Consulting/Project Management \$125/hour

Resolution No. 3314

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 edOpp Solutions for Management Training & Development Services for a cost not to exceed \$185,000 for services pertaining to Peak Performance Power for Managers for a period of one (1) year with renewal options for two (2) years, pursuant to the memorandum from Robin Walls, Vice President of HCVP dated August 2, 2021 to Mark Thiele, Interim President & CEO.

Resolution No. 3315



Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

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

- 2. Date of Board Meeting: August 17, 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 Edgemere Consulting Corporation, in the amount not to exceed \$180,000 and Du & Associates in the amount not to exceed \$180,000 for Consultant Services for a length of one (1) year, with HHA having the option of extending the contract two (2) additional years, pursuant to the memorandum from Robin Walls, Vice President of HCVP dated July 29, 2021, to Mark Thiele, Interim President & CEO.

4.	Department Head Approval	Signature	Robin Walls		8/12/2021 Date:
5.	Statement regarding availab	ility of funds by	y VP of Fiscal Opera	tions	
	Funds Budgeted and Availabl	le X Yes	No Source	HCV OPERATIN	G BUDGET 2021/2027
		Doc	uSigned by:		_
	VP of FO Approval Signa	ature Mile	e Rogers 87AD4770742D	Date: _	8/12/2021
6.	Approval of President & CEO)	Docusigned by: Mark Thick		8/12/2021
	Signa	ature	6072D2C8367A4C7	Date: _	



Transforming Lives & Communities

MEMORANDUM

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

SUBJECT: CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR

DESIGNEE TO EXECUTE A CONTRACT WITH EDGEMERE CONSULTING CORPORATION AND DU &

ASSOCIATES FOR CONSULTING SERVICES

DATE: JULY 29, 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 two vendors, two vendors, Edgemere Consulting Corporation in the amount not to exceed \$180,000 and Du and Associates in the amount not to exceed 180,000 for Consulting Services for a length of one (1) year.

BACKGROUND:

HHA continually reviews how services are delivered to applicants, public housing residents and HCVP participants. On-going initiatives include expanding the project-based voucher portfolio, focusing on serving homeless households, and developing a mobility program.

In addition to initiatives that enhance its core service mission, HHA is simultaneously exploring technological solutions that will transform, streamline and economize its service delivery model. HHA's goal is to transform itself from traditional, paper-based processing for its core functions to utilizing webbased technology for all operational functions when financially and technologically feasible. A recent example is the online waitlist application process for the Housing Choice Voucher (HCV) Program. Planned technological solutions include enhancing our current owner portal and developing a tenant web portal.

The intent of the RFP 21-37 was to solicit proposals to establish a contract for consulting services. HHA requested proposals from qualified consultants with relevant experience for services associated with program policy, procedure development, information technology, quality control, and staff training. HHA will enter into a contract with selected vendors for an initial period of performance of one (1) year, with HHA having the option of extending the contract two (2) additional years, in one (1) year increments.

EVALUATION PROCESS:

The proposals were scored independently by an evaluation committee consisting of Robin Walls, VP of HCVP, Khalilah Smith, HVCP Management Analyst, and Cody Roskelley, Vice President, REID.

Evaluation/Selection Criteria	Maximum Score
Offeror's qualifications and experience in performing similar work and record of performance, including prior work with HHA.	45
Methodology / Project Plan	30
Proposed Fees	30
Cost Control	10
M/WBE Participation	5
Section 3 Participation	5
Total Points Possible	125

Rank	Firm/Company	M/WBE	Evaluation Rating
1	Edgemere	N/A	114.8
2	Du and Associates	M/WBE	107.2
3	AvachaTech	N/A	51.7

Evaluation Criteria	Edgemere	Du and Associates
Offeror's qualifications and experience in performing similar work and record of performance, including prior work with HHA.	43.3	40
Methodology / Project Plan	27.6	26.6
Proposed Fees	27.3	23.3
Cost Control	9	9
M/WBE Participation	3.3	4
Section 3 Participation	4.3	4.3
Total Points	114.8	107.2

 References have been checked and returned positive. There are no conflicts of interest, and Edgemere and Du & Associates are not on the HUD Debarment List

DESCRIPTION OF WINNING PROPOSALS

Edgemere

Edgemere Consulting Corporation has been providing management, consulting, training, and technical assistance services to Public Housing Authorities and other affordable housing providers since 1993. In 2015, Edgemere was selected to provide Consulting Services for the Housing Choice Vouchers Programs (HCVP) Department. In February of 2018, it was determined that it was appropriate that Edgemere would continue to provide professional services to HVCP, and a new two (2) year-contract was signed. In January

of 2020, it was again determined that additional professional services were necessary, and the current two (2) year-contract was executed.

As professionals with extensive experience in all aspects of housing program operations, Edgemere has a documented track record of working with other public housing authorities that administer Housing Choice Voucher (Section 8), Public Housing, Moving to Work (MTW), Low Income Housing Tax Credit and other programs. With the wealth of hands-on experience and knowledge, Edgemere has the ability to provide a wide range of technical assistance and training services to meet HHA's needs.

Edgemere provides expertise and services in a variety of areas, including:

- Program and Policy Development
- Housing Choice Voucher Programs
- o The Low-Income Housing Tax Credit (LIHTC) Program
- o Information Technology Systems
- Technical Assistance

Du & Associates

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

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

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 Edgemere Consulting Corporation, in the amount not to exceed \$180,000 and Du & Associates in the amount not to exceed \$180,000 for Consultant Services for a length of one (1) year, with HHA having the option of extending the contract two (2) additional years, pursuant to the memorandum from Robin Walls, Vice President of HCVP dated July 29, 2021, to Mark Thiele, Interim President & CEO.



REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or to take action to authorize the Interim President & CEO or designee to increase the contract amount with GSMA, for Architectural and Engineering (A&E) Services at Allen Parkway Village (APV) and Historic Oaks Allen Parkway Village (HOAPV)

- 2. Date of Board Meeting: August 17, 2021
- 3. Proposed Board Resolution:

Resolution: The Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to increase the contract amount with GSMA, for Architectural and Engineering (A&E) Services, to \$1,700,000.00 for two (2) years, with a one-year extension option, pursuant to the memorandum from Cody Roskelley, Vice President of REID dated June 7, 2021, to Mark Thiele, Interim President & CEO

4.	Department Head Approval	Signature	Ly Koskelley FC143A291EE443	Date:8/11/2021
5.	Statement regarding availabili	ty of funds by VP of Fisc	al Operations	
	Funds Budgeted and Available		Source project de	velopment budget
	VP of FO Approval Signate	ure	. Date	8/11/2021 e:
6.	Approval of President & CEO	Docusigned by: Mark Thille		8/11/2021
	Signati	ure6072D2C8367A4C7	Date	e:



Transforming Lives & Communities

MEMORANDUM

TO: MARK THIELE, INTERIM PRESIDENT & CEO FROM: CODY ROSKELLEY, VICE PRESIDENT, REID

SUBJECT: CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR

DESIGNEE TO INCREASE THE CONTRACT AMOUNT WITH GSMA, FOR ARCHITECTURAL AND ENGINEERING (A&E) SERVICES AT ALLEN PARKWAY VILLAGE (APV) AND HISTORIC OAKS ALLEN

PARKWAY VILLAGE (HOAPV)

DATE: JUNE 7, 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 increase existing contract 19-31 with GSMA, for Architectural and Engineering (A&E) Services at Allen Parkway Village (APV) and Historic Oaks Allen Parkway Village (HOAPV), to \$1,700,000.00 and to extend the contract for two (2) years, with a one-year extension option.

BACKGROUND:

HHA is currently working on the rehabilitation plan for both APV and HOAPV to preserve quality affordable housing so that the properties can eventually be converted to RAD. HHA, as part of the plan, engaged A & E Services as part of this redevelopment plan through resolution – QBS #19-31 in November 2019 and Resolution No. 3121 in December 2019.

The HHA contracted with GMSA in April 2020 at a contract sum of \$931,500.00 plus reimbursable expenses. The request is to increase the total amount of the contract to \$1,700,000.00 to cover Architect/Engineer (A&E) Services additional scope as follows:

- Furniture Finishes and Equipment (FFE) Design and Documentation Services for the common buildings.
- Archaeological Services for a survey and for excavation activities as requested by the City of Houston;
- Documentation of Four (4) Separate Apartment Units for APV to make units ready as soon as possible;
- The required specialized historic consultant that is required for construction administration services for the HOAPV Administration Building Basement Project and the Rehab of HOAPV project;
- Modernization of Eleven (11) HOAPV Elevators;
- For the increase in the project's construction cost;
- To provide a reasonable contingency for unforeseen conditions;
- Additional permitting as requested by the City of Houston Permitting Department;

- For Community Meetings as required by TDHCA;
- Potential modifications to the scope of work, with the onboarding of the Investor Partner;
- Also, with the proposed construction start of HOAPV/ APV, in January 2022, we are requesting as part of this resolution to extend the contract for two years, through July 2023, with the option of a one-year extension to cover the anticipated construction duration.

EVALUATION PROCESS:

(QBS) 19-31 Architectural and Engineering (A&E) Services for the Rehabilitation of APV & HOAPV Apartments contained the following evaluation criteria that would be used to score and evaluate each response:

From (QBS) 19-31 – November 2019:

Evaluation/Selection Criteria	Maximum Score
Company Profile	20
Personal Qualifications	15
Demonstrated related Experience	25
Experience with TDHCA requirements and regulations	20
HUD and City, State and Federal Codes	15
Project Planning/ Methodology	10
Budget/ Cost Control	15
M/WMBE Participation	5
Section 3 Participation	5
Total Points	130

Upon evaluation, the firms were ranked as follows:

Rank	Firm/Company	M/WBE	Evaluation Rating
1	GSMA	MBE	120
2	Smith & Company	MBE	100
3	eStudio	MBE	94
4	Tyson & Billy Architects	MBE	87
5	AT3+RDC	MBE	83

 References were checked and returned positive. There are no conflicts of interest and firms are not on the HUD Debarment List.

RECOMMENDATION

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

Resolution: The Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to increase the contract amount with GSMA, for Architectural and Engineering (A&E) Services, to \$1,700,000.00 for two (2) years, with a one-year extension option, pursuant to the memorandum from Cody Roskelley, Vice President of REID dated June 7, 2021, to Mark Thiele, Interim President & CEO



Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or to take action to authorize the Interim President & CEO or designee to accept the Agencies in Action energy incentive from CenterPoint Energy

- 2. Date of Board Meeting: August 17, 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 accept the "Agencies in Action" energy incentive from CenterPoint in the amount of \$408,000 for HVAC replacements at Heatherbrook Apartments, pursuant to the memorandum from Cody Roskelley, VP REID dated August 4, 2021, to Mark Thiele, Interim President & CEO.

DocuSigned by:

4.	Department Head App	proval	Signature		Roskelley		Date:8/11	/2021
5.	Statement regarding a	availability	of funds by V	/P of Fis	cal Operatio	ns		
	Funds Budgeted and A	vailable [Yes	No	Source			
	VP of FO Approval	Signatur	e			Date:		
			Perm	Ciamad bu				
6.	Approval of President	& CEO	- /	signed by: k Thirl	i		8/11/2021	-
		Signatur	e60720	D2C8367A4C7	7	Date:		



MEMORANDUM

TO: MARK THIELE, INTERIM PRESIDENT & CEO

FROM: CODY ROSKELLEY, VP REID

SUBJECT: CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR

DESIGNEE TO ACCEPT THE "AGENCIES IN ACTION" ENERGY INCENTIVE FROM CENTERPOINT ENERGY

DATE: AUGUST 4, 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 accept an energy incentive offer from CenterPoint Energy's Agencies in Action Program in the amount of \$408,000 for HVAC replacements at Heatherbrook Apartments.

BACKGROUND:

The Houston Housing Authority (HHA) completed the detailed requirements for participation in the multifamily retrofit projects for the *2021 CenterPoint Energy Agencies in Action Programs*. Eligible respondents for this proposal included but were not limited to property management companies, property owners, HVAC dealers, Housing Authorities, not-for-profit agencies, or mechanical contractors. CenterPoint Energy, Inc. (CNP), headquartered in Houston, Texas, is a domestic energy delivering company that includes electric transmission and distribution, natural gas distribution and sales, interstate pipeline, and gathering operations for over five million customers.

Designed in compliance with the Public Utility Commission of Texas Rule 25.181, the primary purpose of CNP's energy efficiency programs is to reduce peak demand and annual energy use. To achieve its energy-saving goals, CNP implements a range of standard offers and market transformation programs that result in reduced peak demand and annual energy consumption.

In addition to overall efficiency goals, different goals have been established for "hard to reach" customers, defined as residential customers with total household incomes at or below 200% of current federal poverty guidelines. The "Agency in Action" program provides funding for installing cost-effective measures at the homes of these eligible customers.

CenterPoint awarded the Houston Housing Authority \$408,000 as part of the Agencies in Action Program to install highly efficient heat pump systems in the 176 units at Heatherbrook Apartments. The Housing Authority will pay the balance of \$180,199.35 from the Property Reserve Account. As a bonus, smart thermostats donated by Trickle Star will be installed in each unit. They will provide technical assistance with setting up and explaining the functions of the thermostat. This is a big energy saver because the thermostat learns the heating and cooling patterns in the home.

For the past six years, CNP has issued similar proposals for projects to replace existing central AC/electric resistance heating systems in older all-electric multifamily properties that serve income-eligible CNP residential customers. As a result, the Houston Housing Authority was awarded two of these incentives and replaced 500 inefficient central AC and resistance heating systems at Oxford Place Apartments and Lincoln Park Apartments.

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 accept the "Agencies in Action" energy incentive from CenterPoint in the amount of \$408,000 for HVAC replacements at Heatherbrook Apartments, pursuant to the memorandum from Cody Roskelley, VP REID dated August 4, 2021, to Mark Thiele, Interim President & CEO.



Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or to take action to authorize the Interim President & CEO or designee to facilitate the acquisition of, and the placement of "affordable" units at, The Broadway Apartments located at 8965 N. Broadway, Houston, Texas 77034, and the execution of all required documents therefor

- 2. Date of Board Meeting: August 17, 2021
- 3. Proposed Board Resolution:

Resolution:

That the Houston Housing Authority Board of Commissioners authorizes the Houston Housing Authority (the "Authority") to take such actions necessary or convenient to facilitate the acquisition of, and the placement of "affordable" units at, The Broadway Apartments located at 8965 N. Broadway, Houston, Texas 77034 (the "Project"), pursuant to the memorandum from Cody Roskelley, VP REID dated August 4, 2021, to Mark Thiele, Interim President & CEO.

	Cody Roskelley, VP REID da		Mark Tillele, Illlellill Presic DocuSigned by:	ient & CEO.
4.	Department Head Approva	al Signature	ody Roskelley	Date: 8/11/2021
5.	Statement regarding availar Funds Budgeted and Availa		·	unding
	VP of FO Approval Sig	nature	Date	e:
6.	Approval of Interim Presid	ent & CEO Mark 6072D2C8:	ed by: Tuille 367A4C7 Date	8/11/2021
	316		Date	·



Transforming Lives & Communities

MEMORANDUM

TO: MARK THIELE, INTERIM PRESIDENT & CEO FROM: CODY ROSKELLEY, VICE PRESIDENT OF REID

SUBJECT: CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR

DESIGNEE TO FACILITATE THE ACQUISITION OF, AND THE PLACEMENT OF "AFFORDABLE" UNITS AT, THE BROADWAY APARTMENTS LOCATED AT 8965 N. BROADWAY, HOUSTON, TEXAS 77034, AND THE

EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR

DATE: JULY 30, 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 acquisition of, and the placement of "affordable" units at, The Broadway Apartments located at 8965 N. Broadway, Houston, Texas 77034 (the "**Project**"), and the execution of all required documents therefor.

BACKGROUND:

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

The PFC and Post HOU Broadway Holdings, LLC, a Delaware limited liability company (the "**Owner**") will enter into a lease agreement (the "**Lease Agreement**") granting site control of the Project to the Owner.

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

The Owner will obtain a loan in an aggregate principal amount not to exceed \$23,120,000 (the "Loan") from Jones Lang LaSalle Americas, Inc. ("Lender"), to finance the Project and, in connection with the making of the Loan, Lender will require PFC to join in the execution of documents evidencing and/or securing the Loan (collectively, the "Loan Documents").

APPROVALS

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

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

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

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the Houston Housing Authority (the "**Authority**") to take such actions necessary or convenient to facilitate the acquisition of, and the placement of "affordable" units at, The Broadway Apartments located at 8965 N. Broadway, Houston, Texas 77034 (the "**Project**"), pursuant to the memorandum from Cody Roskelley, VP REID dated August 4, 2021, to Mark Thiele, Interim President & CEO.

RESOLUTION NO. 3318

RESOLUTION AUTHORIZING THE HOUSTON HOUSING AUTHORITY (THE "AUTHORITY") TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO FACILITATE THE ACQUISITION OF, AND THE PLACEMENT OF "AFFORDABLE" UNITS AT, THE BROADWAY APARTMENTS LOCATED AT 8965 N. BROADWAY, HOUSTON, TEXAS 77034 (THE "PROJECT"), AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.

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

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

WHEREAS, the PFC and Post HOU Broadway Holdings, LLC, a Delaware limited liability company (the "**Owner**") will enter into a lease agreement (the "**Lease Agreement**") granting site control of the Project to the Owner;

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

WHEREAS, the Owner will obtain a loan in an aggregate principal amount not to exceed \$23,120,000 (the "**Loan**") from Jones Lang LaSalle Americas, Inc. ("**Lender**"), to finance the Project and, in connection with the making of the Loan, Lender will require PFC to join in the execution of documents evidencing and/or securing the Loan (collectively, the "**Loan Documents**");

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

BE IT RESOLVED, that the 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 necessary and/or related to the forgoing matters the Interim President and Chief Executive Officer shall deem to be necessary or desirable in the consummation of the transactions herein contemplated;

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

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

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

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

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PASSED of August, 2021.	
ATTEST:	CHAIR
Secretary	



Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or to take action to authorize the Interim President & CEO or designee to facilitate the acquisition of and the placement of "affordable" units at, Towne West Apartments located at 14906 Westpark Drive, Houston, Texas 77082, and the execution of all required documents therefor

- 2. Date of Board Meeting: August 17, 2021
- 3. Proposed Board Resolution:

Resolution:

That the Houston Housing Authority Board of Commissioners authorizes the Houston Housing Authority (the "**Authority**") to take such actions necessary or convenient to facilitate the acquisition of, and the placement of "affordable" units at, Towne West Apartments located at 14906 Westpark Drive, Houston, Texas 77082 (the "**Project**"), pursuant to the memorandum from Cody Roskelley, VP REID dated July 30, 2021, to Mark Thiele, Interim President & CEO.

4.	Department Head Approval	Signature	Cody Roskelly 8FC143A291EE443		Date: 8/11/2021
5.	Statement regarding availabil	ity of funds by VP	of Fiscal Operations		
	Funds Budgeted and Available	X Yes	No Source Third F	arty Fund	ling
	VP of FO Approval Signat	ure		_ Date: _	
6.	Approval of Interim President	& CEO	usigned by: Vk Thich		8/11/2021
	Signat	ure	2D2C8367A4C7	_ Date: _	



Transforming Lives & Communities

MEMORANDUM

TO: MARK THIELE, INTERIM PRESIDENT & CEO FROM: CODY ROSKELLEY, VICE PRESIDENT OF REID

SUBJECT: CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR

DESIGNEE TO FACILITATE THE ACQUISITION OF AND THE PLACEMENT OF "AFFORDABLE" UNITS AT, TOWNE WEST APARTMENTS LOCATED AT 14906 WESTPARK DRIVE, HOUSTON, TEXAS 77082, AND THE

EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR

DATE: JULY 30, 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 acquisition of, and the placement of "affordable" units at, Towne West Apartments located at 14906 Westpark Drive, Houston, Texas 77082 (the "**Project**"), and the execution of all required documents therefor.

BACKGROUND:

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

The PFC and Post Towne West Holdings, LLC, a Delaware limited liability company (the "**Owner**") will enter into a lease agreement (the "**Lease Agreement**") granting site control of the Project to the Owner.

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

The Owner will obtain a loan in an aggregate principal amount not to exceed \$49,000,000 (the "Loan") from CBRE Multifamily Capital, Inc. ("Lender"), to finance the Project and, in connection with the making of the Loan, Lender will require PFC to join in the execution of documents evidencing and/or securing the Loan (collectively, the "Loan Documents").

APPROVALS

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

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

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

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the Houston Housing Authority (the "**Authority**") to take such actions necessary or convenient to facilitate the acquisition of, and the placement of "affordable" units at, Towne West Apartments located at 14906 Westpark Drive, Houston, Texas 77082 (the "**Project**"), pursuant to the memorandum from Cody Roskelley, VP REID dated July 30, 2021, to Mark Thiele, Interim President & CEO.

RESOLUTION NO. 3319

RESOLUTION AUTHORIZING THE HOUSTON HOUSING AUTHORITY (THE "AUTHORITY") TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO FACILITATE THE ACQUISITION OF, AND THE PLACEMENT OF "AFFORDABLE" UNITS AT, TOWNE WEST APARTMENTS LOCATED AT 14906 WESTPARK DRIVE, HOUSTON, TEXAS 77082 (THE "PROJECT"), AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.

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

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

WHEREAS, the PFC and Post Towne West Holdings, LLC, a Delaware limited liability company (the "**Owner**") will enter into a lease agreement (the "**Lease Agreement**") granting site control of the Project to the Owner;

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

WHEREAS, the Owner will obtain a loan in an aggregate principal amount not to exceed \$49,000,000 (the "**Loan**") from CBRE Multifamily Capital, Inc. ("**Lender**"), to finance the Project and, in connection with the making of the Loan, Lender will require PFC to join in the execution of documents evidencing and/or securing the Loan (collectively, the "**Loan Documents**");

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

BE IT RESOLVED, that the 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 necessary and/or related to the forgoing matters the Interim President and Chief Executive Officer shall deem to be necessary or desirable in the consummation of the transactions herein contemplated;

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

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

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

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

[Remainder of page intentionally left blank for signature]

PASSED of August, 2021.		
ATTEST:	CHAIR	
Secretary		



Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or to take action to authorize the Interim President & CEO or designee to facilitate the acquisition of that certain parcel of land located at 850 Addicks-Howell Road, Houston, Texas 77079, the construction and development of the 297-unit Memorial at Six, and the execution of all required documents therefor

- 2. Date of Board Meeting: August 17, 2021
- 3. Proposed Board Resolution:

Resolution:

That the Houston Housing Authority Board of Commissioners authorizes the Houston Housing Authority (the "Authority") to take such actions necessary or convenient to facilitate the acquisition of that certain parcel of land located at 850 Addicks-Howell Road, Houston, Texas 77079, the construction and development of the 297-unit Memorial at Six (the "Project") thereupon, pursuant to the memorandum from Cody Roskelley, VP REID dated August 4, 2021 to Mark Thiele, Interim President & CEO.

4.	Department Head Approve	al Signature	Cody Roskelley 8FC143A291EE443	Da	te: <u>8/11/2021</u>
5.	Statement regarding availa	ability of funds by	VP of Fiscal Operations	;	
	Funds Budgeted and Availa	able X Yes	No Source Third	l Party Funding	5
	VP of FO Approval Sig	gnature		Date:	
6.	Approval of Interim Presid	lent & CEO	—Docusigned by: Mark Thille		8/11/2021
	Sig	nature	6072D2C8367A4C7	Date:	



Transforming Lives & Communities

MEMORANDUM

TO: MARK THIELE, INTERIM PRESIDENT & CEO FROM: CODY ROSKELLEY, VICE PRESIDENT OF REID

SUBJECT: CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR

DESIGNEE TO FACILITATE THE ACQUISITION OF THAT CERTAIN PARCEL OF LAND LOCATED AT 850 ADDICKS-HOWELL ROAD, HOUSTON, TEXAS 77079, THE CONSTRUCTION AND DEVELOPMENT OF THE

297-UNIT MEMORIAL AT SIX, AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR

DATE: AUGUST 3, 2021

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorize the Houston Housing Authority (the "Authority") to take such action to facilitate the acquisition of that certain parcel of land located at 850 Addicks-Howell Road, Houston, Texas 77079 (the "Land"), the construction and development of the 297-unit Memorial at Six (the "Project") thereupon, and the execution of all required documents therefor.

BACKGROUND:

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

The PFC and Memorial at Six Lessee, LLC, a Texas limited liability company (the "Owner") will enter into a lease agreement (the "Lease Agreement") granting site control of the Land and the Project to the Owner.

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

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 to review, approve and execute all certificates, affidavits, agreements, documents and other writings necessary and/or related to the forgoing matters (collectively the "Agreements") the Interim President and Chief Executive Officer shall deem to be necessary or desirable in the consummation of the transactions herein contemplated.

The Board authorizes that all acts, transactions, or agreements undertaken prior hereto by the Interim President and Chief Executive Officer of the Authority or his designee, in connection with the foregoing

matters are hereby ratified and confirmed as the valid actions of the Authority, effective as of the date such actions were taken.

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

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the Houston Housing Authority (the "Authority") to take such actions necessary or convenient to facilitate the acquisition of that certain parcel of land located at 850 Addicks-Howell Road, Houston, Texas 77079, the construction and development of the 297-unit Memorial at Six (the "Project") thereupon, pursuant to the memorandum from Cody Roskelley, VP REID dated August 4, 2021 to Mark Thiele, Interim President & CEO.

RESOLUTION NO. 3320

RESOLUTION AUTHORIZING THE HOUSTON HOUSING AUTHORITY (THE "AUTHORITY") TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO FACILITATE THE ACQUISITION OF THAT CERTAIN PARCEL OF LAND LOCATED AT 850 ADDICKS-HOWELL ROAD, HOUSTON, TX 77079 (THE "LAND"), THE CONSTRUCTION AND DEVELOPMENT OF THE 297-UNIT MEMORIAL AT SIX (THE "PROJECT") THEREUPON, AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.

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

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

WHEREAS, the PFC and Memorial at Six Lessee, LLC, a Texas limited liability company (the "**Owner**") will enter into a lease agreement (the "**Lease Agreement**") granting site control of the Land and the Project to the Owner;

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

NOW, THEREFORE, in connection with the foregoing, 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 necessary and/or related to the forgoing matters (collectively the "Agreements") the Interim President and Chief Executive Officer shall deem to be necessary or desirable in the consummation of the transactions herein contemplated;

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

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

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

[Remainder of page intentionally left blank for signature]

PASSED this day of	, 2021.
ATTEST:	CHAIR
Secretary	_



Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Aspen Oaks Capital Partners for the acquisition of Highpoint at Cypress, an apartment community that is located at or about 13902 Mandolin Dr., Houston, TX 77070

- 2. Date of Board Meeting: August 17, 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 a Memorandum of Understanding with Aspen Oaks Capital Partners for the acquisition of Highpoint at Cypress, an apartment community located at or about 13902 Mandolin Dr., Houston, TX 77070 for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Cody Roskelley, VP REID dated August 4, 2021, to Mark Thiele, Interim President & CEO.

4.	Department Head Approval	Signature	DocuSigne (ody R 8FC143A2	ed by: 88kelley 91EE443		Date: 8/11/2021
5.	Statement regarding availabi	lity of funds by	VP of Fisca	l Operations		
	Funds Budgeted and Available	e Yes	No	Source		
	VP of FO Approval Signa	ture			Date:	
6.	Approval of President & CEO		Mark	igned by: 2 Thick		8/11/2021
	Signa	ture	6072D	2C8367A4C7	Date: _	



MEMORANDUM

TO: MARK THIELE, INTERIM PRESIDENT & CEO

FROM: CODY ROSKELLEY, VP REID

SUBJECT: CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR

DESIGNEE TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH ASPEN OAKS CAPITAL PARTNERS FOR THE ACQUISITION OF HIGHPOINT AT CYPRESS, AN APARTMENT COMMUNITY THAT IS LOCATED AT

OR ABOUT 13902 MANDOLIN DR., HOUSTON, TX 77070.

DATE: AUGUST 4, 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 facilitate a Memorandum of Understanding with Aspen Oaks Capital Partners for the acquisition of Highpoint at Cypress, an apartment community located at or about 13902 Mandolin Dr., Houston, TX 77070.

BACKGROUND:

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

The Houston Housing Authority wishes to increase affordable housing units available for qualified residents within its jurisdiction. To facilitate this, Qualification Based Solicitation (QBS 21-32) was issued on May 28, 2021.

This goal of QBS 21-32 is to solicit acquisition, rehabilitation or construction opportunities involving affordable housing.

PROPOSED PARTNER & ACQUISITION:

Austin Alexander founded Aspen Oak in 2019. He was joined by partners Clark McLaughlin and Duncan Butler in 2020. The firm is focused on acquiring, operating, and developing workforce and affordable multi-family assets in growth markets throughout the United States. The principals have acquired over 10,000 multi-family units as sponsors and over 4,000 multi-family units in a limited partner capacity.

Aspen Oak's current investment portfolio includes over 6,000 multi-family units comprising over \$1.5 billion of total asset value across 20 assets.

Highpoint at Cypresswood is a recently renovated 336-unit Class A, multi-family community currently being operated in northwest Harris County, near the intersection of SH 249 and Cypresswood Drive, proximate to the Champion Forest master-planned community. Completed in 2013 by Stonelake Capital Partners, a significant reinvestment in the renovation was recently made by its current owner LivCor, a Blackstone Portfolio Company.

AFFORDABLE UNITS:

The 336-units units are comprised of 19.94% of the units (67 units) being 60% of the Area Median Income, 30.36% (102 units) being 80% AMI, and 49.70% (167 units) being market units.

	60% AMI	80% AMI	Market	Totals
1 Bedroom	54	81	133	268
2 Bedrooms	13	21	34	68
Totals	67	102	167	336
Percentages	19.94%	30.36%	49.70%	100.00%

EVALUATION PROCESS:

The Evaluation Committee for QBS 21-32 consisted of Cody Roskelley, Vice President of REID, Mike Rogers, Vice President of Finance, and David Cukierman, Consultant.

The solicitation was advertised in the Houston Chronicle, The Forward Times, and www.housingforhouston.com on May 28, 2021. In response, the Houston Housing Authority received thirteen responses, of which all thirteen were evaluated.

SCORING

The scoring criteria for potential deals was changed in 2020 to help potential partners understand the number of different ways to improve an affordable deal. The terms of QBS 21-32 called for the evaluation committee to evaluate each submittal and to recommend higher-scoring proposals.

The scoring criteria and results are listed below:

Criteria	Max Points	Points Scored
Location	10	10
Depth of Affordability	10	8
Schools	10	6.99
\$ on the Front End	10	6
\$ During Operations	10	10
Reasonable Developer	10	2
Term of Affordability	5	5
Flood Plain	5	5
\$/Land on the Backend	5	3
Preservation	5	0
HHA Resources	5	5
M/WBE Participation	5	5
Unit Mix	2.5	0
Mix with Market Units	2.5	2.5
Bonus Points	5	0
Total Points	100	68.49

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 facilitate a Memorandum of Understanding with Aspen Oaks Capital Partners for the acquisition of Highpoint at Cypress, an apartment community located at or about 13902 Mandolin Dr., Houston, TX 77070 for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Cody Roskelley, VP REID dated August 4, 2021, to Mark Thiele, Interim President & CEO.



Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Trammell Crow Residential for the Development of Allora District West, an apartment community that is located at or about 22125 FM 1093, Richmond, TX 77047

- 2. Date of Board Meeting: August 17, 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 a Memorandum of Understanding with Trammell Crow Residential for the development of Allora District West, an apartment community located at or about 22125 FM 1093, Richmond, TX 77047 for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Cody Roskelley, VP REID dated August 4, 2021, to Mark Thiele, Interim President & CEO.

4.	Department Head Ap	proval	Signature	Cody	Roskelley 43A291EE443		Date: 8/11/2021
5.	Statement regarding	availabilit	y of funds by	VP of Fis	scal Operations	;	
	Funds Budgeted and A	Available	Yes	No	Source		
	VP of FO Approval	Signatu	re			Date:	
6.	Approval of President	t & CEO		- /	cusigned by: No Thicle		8/11/2021
		Signatu	re	607	2D2C8367A4C7	Date: _	



MEMORANDUM

TO: MARK THIELE, INTERIM PRESIDENT & CEO

FROM: CODY ROSKELLEY, VP REID

SUBJECT: CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR

DESIGNEE TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH TRAMMELL CROW RESIDENTIAL FOR THE DEVELOPMENT OF ALLORA DISTRICT WEST, AN APARTMENT COMMUNITY THAT IS LOCATED

AT OR ABOUT 22125 FM 1093, RICHMOND, TX 77047.

DATE: AUGUST 4, 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 facilitate a Memorandum of Understanding with Trammell Crow Residential for the development of Allora District West, an apartment community located at or about 22125 FM 1093, Richmond, TX 77047.

BACKGROUND:

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

The Houston Housing Authority wishes to increase affordable housing units available for qualified residents within its jurisdiction. To facilitate this, Qualification Based Solicitation (QBS 21-32) was issued on May 28, 2021.

This goal of QBS 21-32 is to solicit acquisition, rehabilitation, or construction opportunities involving affordable housing.

PROPOSED PARTNER & ACQUISITION:

Trammell Crow Residential (TCR) is a pioneer of U.S. multifamily real estate and has developed more apartments than any other firm. 40 years, they have built more than 250,000 premier multifamily residences, creating vibrant and amenity-rich communities that residents are proud to call home. TCR has 12 offices across the United States, which provides an on-the-ground presence, deep network, and understanding of the local market dynamics. Allora communities feature clubhouses, swimming pools, fitness centers, large living spaces, and quality finishes. Strategically located in suburban and urban markets with high population and job growth, these lifestyle-focused residences are conveniently located near employment, transportation, schools, retail, and entertainment.

Allora District West is a 324-unit Class A, garden-style multifamily community proposed to be constructed proximate to the intersection of HW 99 and West Park Toll Road. The community will include 216 one-bedroom units and 108 two-bedroom units.

AFFORDABLE UNITS:

20.06% would be @ 60% AMI, 30.56% would be @ 80% AMI, and 49.38% will be at Market rates.

	60% AMI	80% AMI	Market	Totals
1 Bedroom	43	66	107	216
2 Bedrooms	22	33	53	108
Totals	65	99	160	324
Percentages	20.06%	30.56%	49.38%	100.00%

EVALUATION PROCESS

The Evaluation Committee for QBS 21-32 consisted of Cody Roskelley, Vice President of REID, Mike Rogers, Vice President of Finance, and David Cukierman, Consultant.

The solicitation was advertised in the Houston Chronicle, The Forward Times, and www.housingforhouston.com on May 28, 2021. In response, the Houston Housing Authority received thirteen responses, of which all thirteen were evaluated.

SCORING

The scoring criteria for potential deals were changed in 2020 in order to help potential partners understand the number of different ways to improve an affordable deal. The terms of QBS 21-32 called for the evaluation committee to evaluate each submittal and to recommend higher-scoring proposals.

The scoring criteria and results are listed below:

Criteria	Max Points	Points Scored
Location	10	4
Depth of Affordability	10	8
Schools	10	8.99
\$ on the Front End	10	6
\$ During Operations	10	10
Reasonable Developer	10	6
Term of Affordability	5	5
Flood Plain	5	5
\$/Land on the Backend	5	3
Preservation	5	0
HHA Resources	5	5
M/WBE Participation	5	5
Unit Mix	2.5	0
Mix with Market Units	2.5	2.5
Bonus Points	5	0
Total Points	100	68.49

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 facilitate a Memorandum of Understanding with Trammell Crow Residential for the development of Allora District West, an apartment community located at or about 22125 FM 1093, Richmond, TX 77047 for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Cody Roskelley, VP REID dated August 4, 2021, to Mark Thiele, Interim President & CEO

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Resolution No. 3323



Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Trammell Crow Residential for the Development of Allora Kingwood, an apartment community that is located at or about 5814 Splitting Willow Court, Porter, TX 77365

- 2. Date of Board Meeting: August 17, 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 a Memorandum of Understanding with Trammell Crow Residential for the development of Allora Kingwood, an apartment community located at or about 5814 Splitting Willow Court, Porter, TX 77365 for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Cody Roskelley, VP REID dated August 4, 2021, to Mark Thiele, Interim President & CEO.

4.	Department Head Approv	ral Signature	DocuSigned by: (oly Koskelley 8FC143A291EE443		Date: 8/11/2021
5.	Statement regarding avail	lability of funds by			
	Funds Budgeted and Avail	able Yes	No Source		
	VP of FO Approval Signature	gnature		_ Date:	
6.	Approval of President & C	CEO	Docusigned by: Mark Thick		8/11/2021
	Si	gnature	6072D2C8367A4C7	_ Date: _	



Transforming Lives & Communities

MEMORANDUM

TO: MARK THIELE, INTERIM PRESIDENT & CEO

FROM: CODY ROSKELLEY, VP REID

SUBJECT: CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR

DESIGNEE TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH TRAMMELL CROW RESIDENTIAL FOR THE DEVELOPMENT OF ALLORA KINGWOOD, AN APARTMENT COMMUNITY THAT IS LOCATED AT

OR ABOUT 5814 SPLITTING WILLOW COURT, PORTER, TX 77365.

DATE: AUGUST 4, 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 facilitate a Memorandum of Understanding with Trammell Crow Residential for the development of Allora Kingwood, an apartment community located at or about 5814 Splitting Willow Court, Porter, TX 77365.

BACKGROUND:

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

The Houston Housing Authority wishes to increase affordable housing units available for qualified residents within its jurisdiction. To facilitate this, Qualification Based Solicitation (QBS 21-32) was issued on May 28, 2021.

The goal of QBS 21-32 is to solicit acquisition, rehabilitation, or construction opportunities involving affordable housing.

PROPOSED PARTNER & ACQUISITION:

Trammell Crow Residential (TCR) is a pioneer of U.S. multifamily real estate and has developed more apartments than any other firm. Over 40 years, they have built more than 250,000 premier multifamily residences, creating vibrant and amenity-rich communities that residents are proud to call home. TCR has 12 offices across the United States, which provide an on-the-ground presence, deep network, and understanding the local market dynamics. Allora communities feature clubhouses, swimming pools,

fitness centers, large living spaces, and quality finishes. Strategically located in suburban and urban markets with high population and job growth, these lifestyle-focused residences are conveniently located near employment, transportation, schools, retail, and entertainment.

Allora Kingwood is a 324-unit Class A, garden-style multifamily community proposed to be constructed proximate to the intersection of North Lake Houston Parkway & Mills Branch Drive. The community will include 216 one-bedroom units and 108 two-bedroom units.

AFFORDABLE UNITS:

20.06% would be @ 60% AMI, 30.56% would be @ 80% AMI, and 49.38% will be at Market rates.

	60% AMI	80% AMI	Market	Totals
1 Bedroom	43	66	107	216
2 Bedrooms	22	33	53	108
Totals	65	99	160	324
Percentages	20.06%	30.56%	49.38%	100%

EVALUATION PROCESS

The Evaluation Committee for QBS 21-32 consisted of Cody Roskelley, Vice President of REID, Mike Rogers, Vice President of Finance, and David Cukierman, Consultant.

The solicitation was advertised in the Houston Chronicle, The Forward Times, and www.housingforhouston.com on May 28, 2021. In response, the Houston Housing Authority received thirteen responses, of which all thirteen were evaluated.

SCORING

The scoring criteria for potential deals were changed in 2020 in order to help potential partners understand the number of different ways to improve an affordable deal. The terms of QBS 21-32 called for the evaluation committee to evaluate each submittal and to recommend higher-scoring proposals.

The scoring criteria and results are listed below:

Criteria	Max Points	Points Scored
Location	10	10
Depth of Affordability	10	8
Schools	10	6.99
\$ on the Front End	10	6
\$ During Operations	10	10
Reasonable Developer	10	6
Term of Affordability	5	5
Flood Plain	5	5
\$/Land on the Backend	5	3
Preservation	5	0
HHA Resources	5	5
M/WBE Participation	5	5
Unit Mix	2.5	0
Mix with Market Units	2.5	2.5
Bonus Points	5	0
Total Points	100	72.49

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 facilitate a Memorandum of Understanding with Trammell Crow Residential for the development of Allora Kingwood, an apartment community located at or about 5814 Splitting Willow Court, Porter, TX 77365 for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Cody Roskelley, VP REID dated August 4, 2021, to Mark Thiele, Interim President & CEO.

Resolution No. 3324



Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Trammell Crow Residential for the Development of Allora New Forest, an apartment community that is located at or about 14615 Carmine Glen Dr., Houston, TX 77049

- 2. Date of Board Meeting: August 17, 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 a Memorandum of Understanding with Trammell Crow Residential for the development of Allora New Forest, an apartment community located at or about 14615 Carmine Glen Dr., Houston, TX 77049 for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Cody Roskelley, VP REID dated August 4, 2021, to Mark Thiele, Interim President & CEO.

DocuSigned by:

4.	Department Head App	proval	Signature _	(ody K 8FC143A2	Poskelley		Date: 8/11/2021
5.	Statement regarding a	availabilit	y of funds b	y V.P. of F	iscal Opera	ations	
	Funds Budgeted and A	vailable	Yes	No	Source_		
	VP of FO Approval	Signatu	ire			Date:	
6.	Approval of President	& CEO			gned by: . Thill		8/11/2021
		Signatu	ire	(C8367A4C7	Date: _	



Transforming Lives & Communities

MEMORANDUM

TO: MARK THIELE, INTERIM PRESIDENT & CEO

FROM: CODY ROSKELLEY, VP REID

SUBJECT: CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR

DESIGNEE TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH TRAMMELL CROW RESIDENTIAL FOR THE DEVELOPMENT OF ALLORA NEW FOREST, AN APARTMENT COMMUNITY THAT IS LOCATED AT

OR ABOUT 14615 CARMINE GLEN DR., HOUSTON, TX 77049.

DATE: AUGUST 4, 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 facilitate a Memorandum of Understanding with Trammell Crow Residential for the development of Allora New Forest, an apartment community located at or about 14615 Carmine Glen Dr., Houston, TX 77049.

BACKGROUND:

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

The Houston Housing Authority wishes to increase the number of affordable housing units available for qualified residents within its jurisdiction. To facilitate this, Qualification Based Solicitation (QBS 21-32) was issued on May 28, 2021.

The goal of QBS 21-32 is to solicit acquisition, rehabilitation, or construction opportunities involving affordable housing.

PROPOSED PARTNER & ACQUISITION:

Trammell Crow Residential (TCR) is a pioneer of U.S. multifamily real estate and has developed more apartments than any other firm. Over 40 years, they have built more than 250,000 premier multifamily residences, creating vibrant and amenity-rich communities that residents are proud to call home. TCR has 12 offices across the United States, which provide an on-the-ground presence, deep network, and understanding the local market dynamics. Allora communities feature clubhouses, swimming pools,

fitness centers, large living spaces, and quality finishes. Strategically located in suburban and urban markets with high population and job growth, these lifestyle-focused residences are conveniently located near employment, transportation, schools, retail, and entertainment.

Allora New Forest is a 351-unit Class A, garden-style multifamily community proposed to be constructed proximate to the intersection of U.S. 90A and Beltway 8 in near northeast Harris County. The community will include 234 one-bedroom units and 117 two-bedroom units.

AFFORDABLE UNITS:

19.66% would be @ 60% AMI, 30.77% would be @ 80% AMI, and 49.57% will be at Market rates.

	60% AMI	80% AMI	Market	Totals
1 Bedroom	46	72	116	234
2 Bedrooms	23	36	58	117
Totals	69	108	174	351
Percentages	19.66%	30.77%	49.57%	100.00%

EVALUATION PROCESS

The Evaluation Committee for QBS 21-32 consisted of Cody Roskelley, Vice President of REID, Mike Rogers, Vice President of Finance, and David Cukierman, Consultant.

The solicitation was advertised in the Houston Chronicle, The Forward Times, and www.housingforhouston.com on May 28, 2021. In response, the Houston Housing Authority received thirteen responses, of which all thirteen were evaluated.

SCORING

The scoring criteria for potential deals were changed in 2020 in order to help potential partners understand the number of different ways to improve an affordable deal. The terms of QBS 21-32 called for the evaluation committee to evaluate each submittal and to recommend higher-scoring proposals.

The scoring criteria and results are listed below:

Criteria	Max Points	Points Scored
Location	10	0
Depth of Affordability	10	8
Schools	10	6.99
\$ on the Front End	10	6
\$ During Operations	10	10
Reasonable Developer	10	6
Term of Affordability	5	5
Flood Plain	5	5
\$/Land on the Backend	5	3
Preservation	5	0
HHA Resources	5	5
M/WBE Participation	5	5
Unit Mix	2.5	0
Mix with Market Units	2.5	2.5
Bonus Points	5	0
Total Points	100	62.49

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 facilitate a Memorandum of Understanding with Trammell Crow Residential for the development of Allora New Forest, an apartment community located at or about 14615 Carmine Glen Dr., Houston, TX 77049 for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Cody Roskelley, VP REID dated August 4, 2021, to Mark Thiele, Interim President & CEO.

Resolution No. 3325



Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Fairstead for the acquisition and rehab of Coopertree Village, an apartment community that is located at or about 1415 West Gulf Bank Road, Houston, TX 77088

- 2. Date of Board Meeting: August 17, 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 a Memorandum of Understanding with Fairstead for the acquisition and rehab of Coppertree Village, an apartment community located at or about 1415 West Gulf Bank Road, Houston, TX 77088 for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Cody Roskelley, VP REID dated August 4, 2021, to Mark Thiele, Interim President & CEO

4.	Department Head Approval	Signature	Codi	1 Koskelley 43A291EE443		Date: 8/11/2021
5.	Statement regarding availabil	ity of funds by	VP of Fisc	al Operations		
	Funds Budgeted and Available	Yes	No	Source		
	VP of FO Approval Signat	ure			_ Date:	
6.	Approval of President & CEO		Ma	susigned by: Mc Thille		8/11/2021
	Signat	ure	607	2D2C8367A4C7	Date: _	



Transforming Lives & Communities

MEMORANDUM

TO: MARK THIELE, INTERIM PRESIDENT & CEO

FROM: CODY ROSKELLEY, VP REID

SUBJECT: CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR

DESIGNEE TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH FAIRSTEAD FOR THE ACQUISITION AND REHAB OF COOPERTREE VILLAGE, AN APARTMENT COMMUNITY THAT IS LOCATED

AT OR ABOUT 1415 WEST GULF BANK ROAD, HOUSTON, TX 77088

DATE: AUGUST 4, 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 facilitate a Memorandum of Understanding with Fairstead for the acquisition and rehab of Coppertree Village, an apartment community this is located at or about 1415 West Gulf Bank Road, Houston, TX 77088.

BACKGROUND:

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

The Houston Housing Authority wishes to increase affordable housing units available for qualified residents within its jurisdiction. To facilitate this, Qualification Based Solicitation (QBS 21-32) was issued on May 28, 2021.

This goal of QBS 21-32 is to solicit acquisition, rehabilitation, or construction opportunities involving affordable housing.

PROPOSED PARTNER & ACQUISITION:

Fairstead is a for-profit, mission-driven acquirer, developer, and manager of affordable housing. Fairstead is an experienced developer of affordable housing communities located across the country and specializes in acquiring and rehabilitating preservation projects. Fairstead owns over 11,500 units in 14 states, of which approximately 7,000 are affordable or workforce housing, and over half of which have undergone major renovations under Fairstead's ownership. Fairstead Affordable has recently closed or gone under

contract on over I0,000 affordable and workforce housing units, including Project-Based Section 8 housing and Low-Income Housing Tax Credit housing across the country. Additionally, Fairstead Management has an in-house property management arm. Fairstead Management's current portfolio includes about 3,100 mixed-income units and approximately 6,400 affordable units. A trusted institutional and community partner, they are dedicated to the preservation of affordable housing. Fairstead Management properties include; Project-based Section 8 and Low-Income Housing Tax Credit properties, mixed-income, workforce, and some mixed-use communities. Fairstead provides in-house training for community and regional managers and extensive training on compliance and fair housing practices.

Coppertree Village is a 324-unit, garden-style multifamily property built in 1972 and renovated in 2006. Fairstead proposes to undertake a major rehabilitation and renovation of Coppertree Village. In addition to the acquisition cost of \$32,350,000, Fairstead proposes to reinvest approximately \$38.6 million. More than \$22.2 million (\$68,000 per unit) will be invested in exterior and interior improvements.

AFFORDABLE UNITS:

The 324-units comprise 18.83% of the units (61units) LIHTC Tax Credit units, and 81.17% (263 units) are HAP units. The property will not have market units.

	LIHTC Tax Credit	HAP	Market	Totals
1 Bedroom	18	156	0	174
2 Bedrooms	43	107	0	150
Totals	61	263	0	324
Percentages	18.83%	81.17%	0.00%	100.00%

EVALUATION PROCESS

The Evaluation Committee for QBS 21-32 consisted of Cody Roskelley, Vice President of REID, Mike Rogers, Vice President of Finance, and David Cukierman, Consultant.

The solicitation was advertised in the Houston Chronicle, The Forward Times, and www.housingforhouston.com on May 28, 2021. In response, the Houston Housing Authority received thirteen responses, of which all thirteen were evaluated.

SCORING

The scoring criteria for potential deals were changed in 2020 to help potential partners understand the number of ways to improve an affordable deal. The terms of QBS 21-32 called for the evaluation committee to evaluate each submittal and to recommend higher-scoring proposals.

The scoring criteria and results are listed below:

Criteria	Max Points	Points Scored
Location	10	8
Depth of Affordability	10	10
Schools	10	2.99
\$ on the Front End	10	2
\$ During Operations	10	4
Reasonable Developer	10	8
Term of Affordability	5	5
Flood Plain	5	5
\$/Land on the Backend	5	2
Preservation	5	5
HHA Resources	5	5
M/WBE Participation	5	2.5
Unit Mix	2.5	0
Mix with Market Units	2.5	0
Bonus Points	5	3.5
Total Points	100	59.99

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 facilitate a Memorandum of Understanding with Fairstead for the acquisition and rehab of Coppertree Village, an apartment community located at or about 1415 West Gulf Bank Road, Houston, TX 77088 for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Cody Roskelley, VP REID dated August 4, 2021, to Mark Thiele, Interim President & CEO.

BOARD REPORT FOR MONTH ENDING JULY 31, 2021

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EXECUTIVE SUMMARY

LOW-INCOME PUBLIC HOUSING

The Low-Income Public Housing (LIPH) program had an adjusted vacancy rate of 6.6% on July 31, 2021. As of August 1, 2021, rent collection for July was 94.8% of rents billed on an adjusted cash accounting basis.

There are currently 54,114 active applications for the Public Housing Waiting List, which represents a decrease of 1.01% in the last month.

Low-Income Public Housing					
May June July					
Waiting Lists	55,032	54,667	54,114		
Vacancy Rate	4.4%	4.7%	6.6%		
Rent Collection	95.9%	96.7%	94.8%		
Unit Turnaround Time (Days)	104.5	110.5	77.9		
Avg. Non-Emergency Work Order Days	1.91	3.47	1.96		

HOUSING CHOICE VOUCHER PROGRAM

The HCV staff completed 1,485 annual re-examinations during July. The HCV department also completed 290 interims, 97 change of units (moves), 132 new admissions, and 40 portability move-in transactions. On July 31, 2021, 498 families were enrolled in the Family Self Sufficiency (FSS) program; 243 of the 447 (50%) families eligible for escrow currently have an FSS escrow balance. The PIH Information Center (PIC) reporting rate for the one-month period ending July 31, 2021 was 72%.

Voucher Programs						
May June July						
Households	18,694	18,748	18,710			
ABA Utilization/Unit Utilization	91.9%/99.4%	91.7%/99.1%	91.4%/98.9%			
Reporting Rate	74%	72%	72%			
Annual Reexaminations Completed	999	1,319	1,485			
HQS Inspections	3,474	3,345	2,082			
Waitlist	25,571	25,571	24,430			

PROPERTY MANAGEMENT SUMMARY

			cancy		Unit Turnaround Time (YTD)							
PMC	May June		July		May		June		July			
	%	Grade	%	Grade	%	Grade	Days	Grade	Days	Grade	Days	Grade
Orion	6.1	F	6.5	F	6.2	F	116.1	F	121.3	F	108.6	F
Lynd	0.5	Α	1.1	Α	0.5	Α	69.2	F	69	F	48.4	Е
J. Allen	2.5	В	2.7	В	8.2	F	92.1	F	86	F	37.4	D

		Emergency Work Orders (Completed within 24 hours)						Routine Work Orders							
PMC	May		June		Ju	ıly	М	ау	Jı	ine	Jı	yly			
	%	Grade	%	Grade	%	Grade	Days	Grade	Days	Grade	Days	Grade			
Orion	100	Α	100	Α	100	Α	1.8	Α	2.0	Α	2.3	Α			
Lynd	100	Α	100	Α	100	Α	3.2	Α	7.0	Α	2.0	Α			
J. Allen	100	Α	100	Α	100	Α	1.7	Α	2.5	Α	2.4	Α			

	Rent Collection										
PMC	М	ay	Ju	ine	July						
	% Grade		%	Grade	%	Grade					
Orion	96.7%	В	97.4%	В	94.8%	С					
Lynd	82.2%	F	99.0%	Α	100%	Α					
J. Allen	97.2%	В	95.9%	С	93.7%	D					

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 6.6%	Α	0 to 2
			В	2.1 to 3
This indicator examines the vacancy rat		•	С	3.1 to 4
unit turnaround time. Implicit in this in	·	•	D	4.1 to 5
to track the duration of vacancies and ready time, and lease up time.	unit turnaround, includ	ling down time, make	Ε	5.1 to 6
ready time, and lease up time.			F	≥6.1
RENT COLLECTION (YTD)	Goal 98%	Actual 94.8%	Α	98 to 100
			В	96 to 97.9
This report examines the housing authorized		-	С	94 to 95.9
residents in possession of units durin	•		D	92 to 93.9
balance of dwelling rents uncollected collected.	as a percentage of tota	i dwelling 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 nu	•	• ,	С	97 to 97.9
work order to be completed. Emergen	cy work orders are to be	e completed within 24	D	96 to 96.9
hours or less and must be tracked.			Ε	95 to 95.9
			F	≤94.9
NON-EMERGENCY WORK ORDERS	Goal 25 Days	Actual 1.96 Days	Α	≤24
			В	25 to 30
This indicator examines the average nu	-		С	31 to 40
be completed. Implicit in this indicator in terms of how HHA accounts for and			D	41 to 50
preparing/issuing work orders.	controls its work order	s and its timeliness in	Ε	51 to 60
preparing/issuing work orders.			F	≥61
Annual Inspections	Goal 100%	Actual* 61.9%	Α	100
			В	97 to 99
This indicator examines the percentage	•		С	95 to 96.9
in order to determine the short-		_	D	93 to 94.9
modernization needs. Implicit in this i program in terms of the quality of H	•	•	E	90 to 92.9
inspections and needed repairs.			F	≥89.9*
*PMC's have discretional authority to s so long as all inspections are completed	·	o inspect each month,		

VACANCY RATE AND TURNAROUND DAYS**

Allen Parkway Village Orion 278 6 272 244 28 89.71% F 673 11 61 F Bellerive J. Allen 210 0 210 197 13 93.81% D 930 10 93 F Clayton Homes J. Allen 296 112 184 128 56 69.57% F -	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
Clayton Homes J. Allen 296 112 184 128 56 69.57% F Cuney Homes Orion 564 0 553 510 43 92.22% D 9406 61 154 F Ewing Orion 40 0 40 40 0 100.00% A 217 7 31 D Forest Green J. Allen 100 84 16 16 0 100.00% A 268 3 89 F Heatherbrook Lynd 53 0 53 53 0 100.00% A 72 4 18 A Historic Oaks of APV Orion 222 0 222 208 14 93.69% D 1164 10 116.4 F Independence Heights Irvinton Village J. Allen 318 10 308 300 8 97.40% B 2100 63 33.3 D Kelly Village J. Allen 333 0 270 259 11 95.93% C 1189 25 47.56 E Kennedy Place Orion 250 0 200 195 5 97.50% B 590 9 65.5 F Lyerly J. Allen 199 0 199 190 9 95.48% C 714 8 89.2 F Oxford Place Orion 250 17 213 202 11 94.84% C 898 18 49.8 E Sweetwater Lynd 26 0 26 25 1 96.15% D 118 3 39.3 D	,	Orion	278	6	272	244	28	89.71%	F	673	11	61	F
Cuney Homes Orion 564 0 553 510 43 92.22% D 9406 61 154 F Ewing Orion 40 0 40 40 0 100.00% A 217 7 31 D Forest Green J. Allen 100 84 16 16 0 100.00% A - <td>Bellerive</td> <td>J. Allen</td> <td>210</td> <td>0</td> <td>210</td> <td>197</td> <td>13</td> <td>93.81%</td> <td>D</td> <td>930</td> <td>10</td> <td>93</td> <td>F</td>	Bellerive	J. Allen	210	0	210	197	13	93.81%	D	930	10	93	F
Ewing Orion 40 0 40 40 0 100.00% A 217 7 31 D Forest Green J. Allen 100 84 16 16 0 100.00% A - <t< td=""><td>Clayton Homes</td><td>J. Allen</td><td>296</td><td>112</td><td>184</td><td>128</td><td>56</td><td>69.57%</td><td>F</td><td>-</td><td>-</td><td>-</td><td>-</td></t<>	Clayton Homes	J. Allen	296	112	184	128	56	69.57%	F	-	-	-	-
Forest Green J. Allen 100 84 16 16 0 100.00% A 268 3 89 F Fulton Village Lynd 108 0 108 108 0 100.00% A 268 3 89 F Heatherbrook Lynd 53 0 53 53 0 100.00% A 72 4 18 A Historic Oaks of APV Independence Heights Irvinton Village J. Allen 318 10 308 300 8 97.40% B 2100 63 33.3 D Kelly Village J. Allen 333 0 270 259 11 95.93% C 1189 25 47.56 E Kennedy Place Orion 108 0 108 107 1 99.07% A 71 3 23.3 B Lincoln Park Orion 250 0 200 195 5 97.50% B 590 9 65.5 F Lyerly J. Allen 199 0 199 190 9 95.48% C 714 8 89.2 F Oxford Place Orion 250 17 213 202 11 94.84% C 898 18 49.8 E Sweetwater Lynd 26 0 26 25 1 96.15% D 118 3 39.3 D	Cuney Homes	Orion	564	0	553	510	43	92.22%	D	9406	61	154	F
Fulton Village Lynd 108 0 108 108 0 100.00% A 268 3 89 F Heatherbrook Lynd 53 0 53 53 0 100.00% A 72 4 18 A Historic Oaks of APV Orion 222 0 222 208 14 93.69% D 1164 10 116.4 F Independence Heights Orion 36 0 36 36 0 100.00% A 45 2 22.5 B Irvinton Village J. Allen 318 10 308 300 8 97.40% B 2100 63 33.3 D Kelly Village J. Allen 333 0 270 259 11 95.93% C 1189 25 47.56 E Kennedy Place Orion 108 0 108 107 1 99.07% A 71	Ewing	Orion	40	0	40	40	0	100.00%	Α	217	7	31	D
Heatherbrook Lynd 53 0 53 53 0 100.00% A 72 4 18 A Historic Oaks of APV Orion 222 0 222 208 14 93.69% D 1164 10 116.4 F Independence Heights Orion 36 0 36 36 0 100.00% A 45 2 22.5 B Irvinton Village J. Allen 318 10 308 300 8 97.40% B 2100 63 33.3 D Kelly Village J. Allen 333 0 270 259 11 95.93% C 1189 25 47.56 E Kennedy Place Orion 108 0 108 107 1 99.07% A 71 3 23.3 B Lincoln Park Orion 250 0 200 195 5 97.50% B 590	Forest Green	J. Allen	100	84	16	16	0	100.00%	Α	-	-	-	-
Historic Oaks of APV Orion 222 0 222 208 14 93.69% D 1164 10 116.4 F Independence Heights Orion 36 0 36 36 0 100.00% A 45 2 22.5 B Irvinton Village J. Allen 318 10 308 300 8 97.40% B 2100 63 33.3 D Kelly Village J. Allen 333 0 270 259 11 95.93% C 1189 25 47.56 E Kennedy Place Orion 108 0 108 107 1 99.07% A 71 3 23.3 B Lincoln Park Orion 250 0 200 195 5 97.50% B 590 9 65.5 F Lyerly J. Allen 199 0 199 190 9 95.48% C 714 8 89.2 F Oxford Place Orion 250 17 213 202 11 94.84% C 898 18 49.8 E Sweetwater Lynd 26 0 26 25 1 96.15% D 118 3 39.3 D	Fulton Village	Lynd	108	0	108	108	0	100.00%	Α	268	3	89	F
APV Orion 222 0 222 208 14 93.69% D 1164 10 116.4 F Independence Heights Independence Heights Irvinton Village J. Allen 318 10 308 300 8 97.40% B 2100 63 33.3 D Kelly Village J. Allen 333 0 270 259 11 95.93% C 1189 25 47.56 E Kennedy Place Orion 108 0 108 107 1 99.07% A 71 3 23.3 B Lincoln Park Orion 250 0 200 195 5 97.50% B 590 9 65.5 F Lyerly J. Allen 199 0 199 190 9 95.48% C 714 8 89.2 F Oxford Place Orion 250 17 213 202 11 94.84% C 898 18 49.8 E Sweetwater Lynd 26 0 26 25 1 96.15% D 118 3 39.3 D	Heatherbrook	Lynd	53	0	53	53	0	100.00%	Α	72	4	18	Α
Heights Orion 36 0 36 36 0 100.00% A 45 2 22.5 B Irvinton Village J. Allen 318 10 308 300 8 97.40% B 2100 63 33.3 D Kelly Village J. Allen 333 0 270 259 11 95.93% C 1189 25 47.56 E Kennedy Place Orion 108 0 108 107 1 99.07% A 71 3 23.3 B Lincoln Park Orion 250 0 200 195 5 97.50% B 590 9 65.5 F Lyerly J. Allen 199 0 199 190 9 95.48% C 714 8 89.2 F Oxford Place Orion 250 17 213 202 11 94.84% C 898 18		Orion	222	0	222	208	14	93.69%	D	1164	10	116.4	F
Kelly Village J. Allen 333 0 270 259 11 95.93% C 1189 25 47.56 E Kennedy Place Orion 108 0 108 107 1 99.07% A 71 3 23.3 B Lincoln Park Orion 250 0 200 195 5 97.50% B 590 9 65.5 F Lyerly J. Allen 199 0 199 190 9 95.48% C 714 8 89.2 F Oxford Place Orion 250 17 213 202 11 94.84% C 898 18 49.8 E Sweetwater Lynd 26 0 26 25 1 96.15% D 118 3 39.3 D	•	Orion	36	0	36	36	0	100.00%	Α	45	2	22.5	В
Kennedy Place Orion 108 0 108 107 1 99.07% A 71 3 23.3 B Lincoln Park Orion 250 0 200 195 5 97.50% B 590 9 65.5 F Lyerly J. Allen 199 0 199 190 9 95.48% C 714 8 89.2 F Oxford Place Orion 250 17 213 202 11 94.84% C 898 18 49.8 E Sweetwater Lynd 26 0 26 25 1 96.15% D 118 3 39.3 D	Irvinton Village	J. Allen	318	10	308	300	8	97.40%	В	2100	63	33.3	D
Lincoln Park Orion 250 0 200 195 5 97.50% B 590 9 65.5 F Lyerly J. Allen 199 0 199 190 9 95.48% C 714 8 89.2 F Oxford Place Orion 250 17 213 202 11 94.84% C 898 18 49.8 E Sweetwater Lynd 26 0 26 25 1 96.15% D 118 3 39.3 D	Kelly Village	J. Allen	333	0	270	259	11	95.93%	С	1189	25	47.56	Е
Lyerly J. Allen 199 0 199 190 9 95.48% C 714 8 89.2 F Oxford Place Orion 250 17 213 202 11 94.84% C 898 18 49.8 E Sweetwater Lynd 26 0 26 25 1 96.15% D 118 3 39.3 D	Kennedy Place	Orion	108	0	108	107	1	99.07%	Α	71	3	23.3	В
Oxford Place Orion 250 17 213 202 11 94.84% C 898 18 49.8 E Sweetwater Lynd 26 0 26 25 1 96.15% D 118 3 39.3 D	Lincoln Park	Orion	250	0	200	195	5	97.50%	В	590	9	65.5	F
Sweetwater Lynd 26 0 26 25 1 96.15% D 118 3 39.3 D	Lyerly	J. Allen	199	0	199	190	9	95.48%	С	714	8	89.2	F
	Oxford Place	Orion	250	17	213	202	11	94.84%	С	898	18	49.8	Е
Totals 2201 220 2019 2919 200 02 27% E 19/55 227 77.0 E	Sweetwater	Lynd	26	0	26	25	1	96.15%	D	118	3	39.3	D
10tals 3391 229 3016 2616 200 93.37% 1 18433 237 77.5	Totals	•	3391	229	3018	2818	200	93.37%	F	18455	237	77.9	F

^{* 18} Units on "Offline" due to the state wide freeze at Oxford.

^{**}Vacancies occurred at the direction of the HHA to accommodate internal transfers, Harvey/Freeze damaged repairs and/or were COVID-related.

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	98	2	98.0%	A	288	12	24	A
Telephone Road	Tarantino	200	200	0	0	0	0%	N/A	0	0	0	Α
Totals	•	300	200	100	98	2	98.0%	Α	191	9	21	В

		RAD- PBV	Units	Total Available RAD PBV	Occupied	Vacant	Occupancy		Total Vacant	Units Turne	Avg. Total Turnar ound Days	
RAD-PBV	PMC	Units	Offline	Units	Units	Units	Percentage	Grade	Days	d YTD	YTD	Grade
Victory-HRI	Orion	100	0	140	126	14	90.0%	F	0	0	0	Α
Totals		200	0	140	126	14	90.0%	F	0	0	0	Α

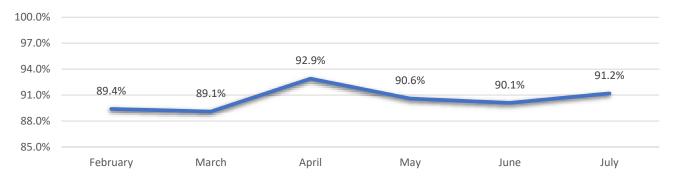
		Avg. Total
PHAS	Occupancy	Turnaround
Score	Rate	Days
Α	98 to 100	1 to 20
В	97 to 97.9	21 to 25
С	96 to 96.9	26 to 30
D	95 to 95.9	31 to 40
Е	94 to 94.9	41 to 50
F	≥93.9	≥51



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	0.0%
Heatherbrook	Lynd	176	53	87	36	2	98.9%
Mansions at Turkey Creek	Orion	252	0	252	0	7	97.2%
Independence Heights	Orion	154	36	118	0	10	93.5%
Peninsula Park	Orion	280	0	280	0	0	100%
Pinnacle at Wilcrest	Embrey	250	0	250	0	7	97.2%
Sweetwater Point	Lynd	260	26	234	0	8	96.9%
Uvalde Ranch	Hettig- Kahn	244	0	244	0	1	99.6%
Willow Park	Embrey	260	0	260	0	2	99.2%
PH-LIHTC							
Fulton Village	Lynd	108	1	.08	0	0	100%
HOAPV	Orion	222	66	156	0	15	93.2%
Lincoln Park	Orion	250	2	.00	50	3	98.8%
Oxford Place	Orion	250	230		20	2	99.2%
Victory-HRI	Orion	140	1	.40	0	14	90.0%

6 Month Trailing Occupancy Rate



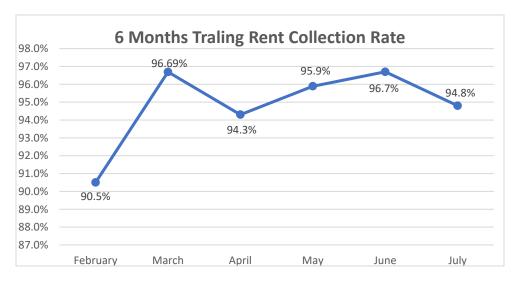
RENT COLLECTION*

Low-Income Public		Monthly	Monthly Rent	%		YTD Rent	YTD Rent	% YTD Rent	
Housing Development	PMC	Rent Billed	Collected	Collected	Grade	Billed	Collected	Collected	Grade
Allen Parkway Village	Orion	\$103,195	\$89,885	87.10%	F	\$634,992	\$612,565	96.47%	В
Bellerive	J. Allen	\$50,476	\$50,476	100.00%	Α	\$306,103	\$305,255	99.72%	Α
Clayton Homes	J. Allen	\$41,858	\$34,523	82.48%	F	\$254,275	\$237,575	93.43%	D
Cuney Homes	Orion	\$154,361	\$154,361	100.00%	Α	\$856,423	\$807,007	94.23%	С
Ewing	Orion	\$10,941	\$8,047	73.55%	F	\$49,899	\$46,789	93.77%	D
Forest Green	J. Allen	\$6,106	\$6,106	100.00%	Α	\$33,724	\$31,595	93.69%	D
Fulton Village	Lynd	\$31,793	\$31,793	100.00%	Α	\$193,592	\$169,984	87.81%	F
Heatherbrook Apts.	Lynd	\$13,742	\$13,742	100.00%	Α	\$69,496	\$66,109	95.13%	С
Historic Oaks of APV	Orion	\$57,404	\$57,404	100.00%	Α	\$356,074	\$323,717	90.91%	E
Independence Heights	Orion	\$3,803	\$3,803	100.00%	Α	\$21,988	\$18,623	84.70%	F
Irvinton Village	J. Allen	\$81,939	\$72,235	88.16%	F	\$470,445	\$442,422	94.04%	С
Kelly Village	J. Allen	\$56,676	\$56,332	99.39%	Α	\$336,585	\$322,267	95.75%	С
Kennedy Place	Orion	\$38,865	\$37,586	96.71%	В	\$225,788	\$222,822	98.69%	Α
Lincoln Park	Orion	\$41,939	\$41,939	100.00%	Α	\$255,133	\$249,194	97.67%	В
Lyerly	J. Allen	\$50,029	\$49,300	98.54%	Α	\$303,637	\$300,788	99.06%	Α
Oxford Place	Orion	\$33,502	\$28,274	84.40%	F	\$197,040	\$185,209	94.00%	С
Sweetwater	Lynd	\$5,407	\$5,407	100.00%	Α	\$34,459	\$32,849	95.33%	С
Totals		\$782,036	\$741,211	94.78%	С	\$4,599,654	\$4,374,769	95.11%	С
Section 8 New									
Construction Development		Month Billed	Month Collected	% Collected	Grade	YTD Billed	YTD Collected	% YTD Collected	Grade
Long Drive	Tarantino	\$20,701	\$18,605	89.87%	F	\$122,704	\$112,326	91.54%	Е
Telephone Road	Tarantino	\$15,056	\$15,056	100.00%	Α	\$136,764	\$132,687	97.02%	В
Totals		\$35,757	\$33,661	94.14%	С	\$259,468	\$245,013	94.43%	С

		Month	Month	%			YTD	% YTD	
RAD-PBV		Billed	Collected	Collected	Grade	YTD Billed	Collected	Collected	Grade
Victory-HRI	Orion	\$21,318	\$20,737	97.27%	F	\$122,372	\$116,571	95.26%	С
Totals		\$21,318	\$20,737	97.27%	В	\$122,372	\$116,571	95.26%	С

*Collection goals were below standards due to HHA's compliance with the CDC's eviction moratorium. PMCs have been authorized by the HHA to suspend some traditional rent collection efforts.

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		Emergency Work	Emergency W/O Completed within 24	Percentage Completed within	
Development	PMC	Orders Generated	hours	24 hours	Grade
Allen Parkway Village	Orion	31	31	100.0%	Α
Bellerive	J. Allen	37	37	100.0%	Α
Clayton Homes	J. Allen	8	8	100.0%	Α
Cuney Homes	Orion	77	77	100.0%	Α
Ewing	Orion	2	2	100.0%	Α
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	4	4	100.0%	Α
Independence Heights	Orion	0	0	-	N/A
Irvinton Village	J. Allen	64	64	100.0%	Α
Kelly Village	J. Allen	6	6	100.0%	Α
Kennedy Place	Orion	9	9	100.0%	Α
Lincoln Park	Orion	0	0	-	N/A
Lyerly	J. Allen	3	3	100.0%	Α
Oxford Place	Orion	0	0	-	N/A
Sweetwater	Lynd	0	0	-	N/A
Totals		241	241	100.0%	Α
Section 8 New		Emergency Work	Emergency W/O Completed within 24	Percentage Completed within	

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

RAD-PBV		Emergency Work Orders Generated	Emergency W/O Completed within 24 hours	Percentage Completed within 24 hours	Grade
Victory-HRI	Orion	3	3	100.0%	Α
Totals		3	3	100.0%	Α

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
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	92	3.44	А
Bellerive	J. Allen	51	1.05	Α
Clayton Homes	J. Allen	65	1.90	Α
Cuney Homes	Orion	102	1.22	Α
Ewing	Orion	13	1.00	Α
Forest Green	J. Allen	12	3.00	Α
Fulton Village	Lynd	1	1.00	Α
Heatherbrook Apartments	Lynd	24	2.00	Α
Historic Oaks of APV	Orion	70	2.13	Α
Independence Heights	Orion	10	1.00	Α
Irvinton Village	J. Allen	209	2.40	Α
Kelly Village	J. Allen	63	4.46	Α
Kennedy Place	Orion	11	1.00	Α
Lincoln Park	Orion	35	2.11	Α
Lyerly	J. Allen	66	1.77	Α
Oxford Place	Orion	131	2.87	Α
Sweetwater	Lynd	11	1.00	Α
Totals		697	1.96	А

Section 8 New Construction		Work Orders	Average Completion	
Development		Generated	Time (Days)	Grade
Long Drive	Tarantino	88	1.22	Α
Telephone Road	Tarantino	0	0.00	N/A
Totals		139	3.01	A

RAD-PBV		Work Orders Generated	Average Completion Time (Days)	Grade
Victory-HRI	Orion	10	2.00	Α
Totals		10	2.00	A

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	210	100.0%	Α
Clayton Homes	J. Allen	184	0	0.0%	F
Cuney Homes	Orion	553	430	77.8%	F
Ewing	Orion	40	40	100.0%	Α
Forest Green	J. Allen	16	0	0.0%	F
Fulton Village	Lynd	108	25	23.1%	F
Heatherbrook Apartments	Lynd	53	53	100.0%	А
HOAPV/APV	Orion	500	330	66.0%	F
Independence Heights	Orion	36	12	33.3%	F
Irvinton Village	J. Allen	318	111	34.9%	F
Kelly Village	J. Allen	270	107	39.6%	F
Kennedy Place	Orion	108	84	77.8%	F
Lincoln Park	Orion	200	167	83.5%	F
Lyerly	J. Allen	199	128	64.3%	F
Oxford Place	Orion	230	167	72.6%	F
Sweetwater	Lynd	26	24	92.3%	Е
Totals		3,051	1,888	61.9%	F

Low-Income Public

Housing Development	PMC	Inspections Due	Inspections Performed	Percentage Complete	Grade
Telephone Road	Tarantino	200	0	0.0%	F
Long Drive	Tarantino	100	55	55.0%	F
Totals		300	55	18.3%	F

RAD-PBV	PMC	Inspections Due	Inspections Performed	Percentage Complete	Grade
Victory-HRI	Orion	140	140	100%	Α
Totals		140	140	100%	Α

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%	47%	10	≥96
			5	90 to 95
This Indicator shows whether the Agency co	•	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
			0	≤97
This Indicator shows whether the Agency co	orrectly calculates t	he family's share of		
rent to owner in the Rental Voucher Progra	ım.			
PRECONTRACT HQS INSPECTIONS	Goal 100%	Actual 100%	5	98 to 100
	ita maaa UOC imaa		0	≤97
This Indicator shows whether newly leased the beginning date of the Assisted Lease an		ection on or before		
the beginning date of the Assisted Lease an	d HAF Contract.			
FSS ENROLLMENT	Goal 80%	Actual 100%	10	≥80
			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				
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 50%	10	≥30
			5	≤29
This Indicator shows the extent of the Ag				
measuring the percent of current FSS parentered in the PIC system that have had incr				
in escrow account balances. To achieve th				
30% of a housing authority's enrolled famil	•	•		
families participate in the FSS program. 24				
escrow currently have an FSS escrow balan	ce.			

REO PROJECTS

PUBLIC HOUSING DEFFERED MAINTENANCE AND CAPITAL IMPROVEMENTS

- Major Capital Projects
 - Cuney Homes Appliance Install: 30% complete
 - o Ewing HVAC: 100% Complete
 - Kelly Village Appliances: 30% complete shortage of appliances
 - Long Drive driveway repairs: 100% complete.

NEW DEVELOPMENT

- Independence Heights: TDHCA issued the 8609s.
- Standard Heights: Construction is complete. Working on perm loan.
- 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.
- West Dallas: The property is under construction.
- Waterworks Highline: The property is under construction.
- Summer Street: The property will soon be under construction.
- Smart Living at West 12th: The property is under construction.
- Richcrest: 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 is ongoing.

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.
- We received a bond allocation.

Historic Oaks of Allen Parkway Village

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

- We are working to replat the site.
- We received our bond allocation.

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 around \$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 have closed on the \$25M Grant.
- The bond financing has closed.

TXDOT LAND SALES

- Clayton: Phase 1 has closed. Demo of Phase 1 is complete.
- Kelly II: Negotiations with FEMA are pending.

OPEN SOLICITATION LOG

JULY 2021

HHA'S PROCUREMENT DEPT.

Type	Solicitation #	Department(s)	Description	Solicitation Dates	Due Dates
IFB	21-35	REID	Roof Replacement at Bellerive Senior Living	7-21-21	8-25-21
			Apartment Complex		
IFB	21-34	REID	The Rehabilitation of Units	8-4-21	9-17-21
			at Oxford Place		
			Apartments		

Periodic Report: HHA Voucher Holder Distribution

shows the Mean Annual Income of Households in each Payment Standard Tier as well as the percentage of elderly households. The data comes from the Below is a table showing the racial and ethnic demographics of HCVP participants in the recently HUD approved HHA Payment Standards. The table also HUD PIC system, which was pulled August 1, 2021.

Tier D had the most households (4,634), followed by C, B, A-1, and A-2. The Average Annual Income differed approximately \$3,600 between Tier A-1 households and Tier-D households. 20% of HHA voucher holders are elderly distributed among all Payment Standards, with Tier D having the greatest number of Elderly households among all HHA Payment Standard tiers.

Voucher Holder Demographics/Tier	Tier A-1	Tier A-2	Tier B	Tier C	Tier D
White	8.8%	10.7%	9.3%	7.3%	%9.7
Black	%8.68	87.2%	89.5%	88.7%	%5'06
Asian	0.8%	1.7%	%9.0	2.8%	1.3%
Other	0.5%	0.4%	0.5%	1.2%	%9:0
Hispanic	%5'9	9.4%	%0'9	12.6%	%E'9
Mean Annual Income	\$16,299.89	\$15,744.16	\$14,618.44	\$14,346.61	\$12,698.16
Elderly (62 and up)	11.1%	12.8%	16.0%	22.4%	28.9%
Total Households	1,710	234	2,911	4,033	4,634

OPERATING STATEMENTS: 6 MONTHS ENDING JUNE 30, 2021

Central Office	Annual Budget 2021	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
Operating Income				
Total Operating Income	6,760,597	3,380,299	3,528,153	147,855
Operating Expenses				
Salaries and Benefits	4,003,971	2,001,986	1,848,064	153,922
Facilities and Other Administrative				
Expenses	2,155,465	1,077,733	1,038,580	39,153
Total Central Office Expenses	6,159,436	3,079,718	2,886,644	193,074
Surplus/(Use) of Business Activities				
Funds for COCC	601,161	300,581	641,509	340,929

Affordable Housing Rental Programs	Annual Budget 2021	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
Operating Income				
HUD Subsidy - Low Rent Housing	15,373,054	7,686,527	7,667,653	(18,874)
HUD Subsidy - Section 8 New Construction	1,702,790	851,395	857,066	5,671
Tenant Rental Income	16,037,300	8,018,650	7,984,946	(33,704)
Other Income	304,377	152,189	86,001	(66,188)
Total Operating Income	33,417,521	16,708,761	16,595,666	(113,095)
Operating Expenses				
Administrative Expenses	10,427,122	5,213,561	4,878,997	334,564
Tenant Services	731,802	365,901	297,270	68,631
Utilities	4,197,897	2,098,949	2,421,782	(322,834)
Maintenance	10,841,215	5,420,608	4,642,448	778,160
Protective Services	2,134,929	1,067,465	973,094	94,371
Insurance Expense	2,194,046	1,097,023	1,110,334	(13,311)
Other General Expense	376,500	188,250	163,887	24,363
Total Routine Operating Expenses	30,903,511	15,451,756	14,487,812	963,944
Net Income from Operations	2,514,010	1,257,005	2,107,854	850,849
Non-Routine Maintenance	4,000,000	2,000,000	1,251,873	748,127
Debt Service	873,193	436,597	431,198	5,399
Debt Service- ESCO	740,000	370,000	363,316	6,684
Provision/Reimbursement of Replacement Reserve	0	0	0	0
Cash Flow from Operations	(3,099,183)	(1,549,592)	61,467	1,611,059
Funds From Reserves/CFP	3,099,183	1,549,592	(61,467)	(1,611,059)
Cash Flow (Deficit) from Operations	0	0	0	0

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 2021	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
Administrative Operating Income				
Total Operating Income	14,690,709	7,345,355	7,507,212	161,857
Operating Expenses				
Salaries and Benefits	6,848,940	3,424,470	3,255,298	169,172
Administrative Expenses	2,148,361	1,074,181	948,111	126,070
COCC-Management Fees	3,890,537	1,945,269	2,088,692	(143,424)
IT Initiative	250,000	125,000	85,283	39,717
Total Operating Costs Expenses	13,137,838	6,568,919	6,377,384	191,535
Cash Flow (Deficit) from Operations	1,552,871	776,436	1,129,828	353,392
Beginning Admin Operating Reserves	0.00	0	0	0
Ending Admin Operating Reserves	1,552,871	776,436	1,129,828	353,392
Housing Assistance Payments (HAP)				
Housing Assistance Payment Subsidy	170,000,000	85,000,000	85,047,634	47,634
Investment Income on HAP Reserves	0	0	0	0
Housing Assistance Payments	170,000,000	85,000,000	84,451,748	548,252
HAP Current Year Excess (Use)	0	0	595,886	595,886

September

	4	11	18
Saturday			
Friday	gam COVID Test & Vaccines (a) HOAPV toam Eviction Prevention Mtg. 3pm Kidz Grub (a)Fulton, HOAPV, Lincoln Park, Oxford 3pm YMCA Afterschool (a) Cuney 3pm Portfolio Afterschool (a) Independence Heights	10am Eviction Prevention Mtg. 2pm Grandparent's Day Celebration Fulton & Irvinton Village 3pm Kidz Grub @Fulton 3pm YMCA Afterschool @ Cuney 3pm Portfolio Afterschool @ Independence Heights	17
Thursday	gam COVID 19 Test & Vaccines (a) Lyerly 10am Eviction Prevention Mtg. 12pm Oxford Site Mgt. 3pm Kidz Grub (a)Fulton, HOAPV, Lincoln, Oxford 3pm YMCA Afterschool (a) Cuney 3pm Portfolio Afterschool (a) Independence Heights	gam Vaccine Shuttle (Family Sites) aoam Eviction Prevention Mtg. aoam Heathebrook Mgt. azpm Oxford Site Mgt. a:3opm Benefits Check Up @ Lyerly gpm Kidz Grub @Fulton gpm YMCA Afterschool @ Cuney gpm Portfolio Afterschool @	16
Wednesday	9am COVID 19 Test & Vaccines (a) Bellerive 10am Eviction Prevention Mtg. 3pm Kidz Grub (a)Fulton, HOAPV, Lincoln Park, Oxford 3pm YMCA Afterschool (a) Cuney 3pm Portfolio Afterschool (a) Independence Heights	9am Vaccine Shuttle (Family Sites) 10am Eviction Prevention Mtg. 112pm Lincoln Site Mtg. 11:30pm Benefits Check @ Bellerive 3pm Kidz Grub @Fulton 3pm YMCA Afterschool @ Cuney 3pm Portfolio Afterschool @ Independence Heights 4pm Suicide Prevention Irvinton	15
Tuesday		gam Vaccine Shuttle (Family Sites) 10am Eviction Prevention Mtg. 1pm Cuney /Ewing Mtg. 3pm YMCA Afterschool @ Cuney 3pm Portfolio Afterschool @ Independence Heights	14
Monday		6 3pm Kidz Grub @Fulton 3pm Kidz Grub @Fulton 3pm YMCA Afterschool @ Cuney Homes 3pm Portfolio Afterschool @ Independence Heights *Labor Day Holiday	13
Sunday		rv.	12

	25		
10am Eviction Prevention Mtg. 11am Grand Parents Celebration (a) Historic Oaks of Allen Parkway 3pm Kidz Grub (a) Fulton 3pm YMCA Afterschool (a) Cuney 3pm Portfolio Afterschool (a) Independence Heights	10am Eviction Prevention Mtg. 3pm Kidz Grub @Fulton 3pm YMCA Afterschool @ Cuney 3pm Portfolio Afterschool @ Independence Heights		
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gam Vaccine Shuttle (Family Sites) 10am Eviction Prevention Mtg. 1pm Missouri City Links Stem Camp 1pm Cuney/Ewing Mtg. 3pm Kidz Grub @Fulton 3pm YMCA Afterschool @ Cuney 3pm Portfolio Afterschool @ Independence Heights 4pm Kennedy RC meeting 4pm Missouri City Links Stem Camp	gam Vaccine Shuttle (Family Sites) toam Eviction Prevention Mtg. tpm Missouri City Links Stem Camp tpm Cuney/Ewing Mtg. 3pm Kid zGrub @Fulton 3pm YMCA Afterschool @ Cuney 3pm Portfolio Afterschool @ Independence Heights 4pm Missouri City Links Stem Camp	gam Vaccine Shuttle (Family Sites) toam Eviction Prevention Mtg. the Missouri City Links Stem Camp the Cuney/Ewing Mtg. 3pm Kidz Grub @Fulton 3pm YMCA Afterschool @ Cuney 3pm Portfolio Afterschool @ Independence Heights 4pm Missouri City Links Stem Camp	
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	19	26	