

HOUSTON HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING October 19, 2021 3:00 P.M.

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





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, October 19, 2021

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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, OCTOBER 19, 2021 3:00 PM Houston Housing Authority Central Office 2640 Fountain View Drive, Houston, TX 77057

AGENDA

- I. Call to Order
- II. Roll Call
- **III.** Introduction of a Spanish interpreter.
- IV. Approval of the September 21, 2021 Houston Housing Authority Board Meeting Minutes
- V. Interim President's Report
- VI. Public Comments
- VII. Public Hearing for Development of Greystar Buffalo Speedway Apartments
- VIII. Public Hearing for Acquisition, Lease, and Operation of The Highpoint at Cypresswood Apartments
- IX. Public Hearing for Acquisition, Lease, and Operation of The Kingsland West Apartments
- X. Public Hearing for Acquisition, Lease, and Operation of The Prose West Cypress Apartments
- XI. Old Business

Resolution No. 3327: Consideration and/or action to authorize the Interim President & CEO or designee to enter into a contract with Sankofa Research Institute to provide consulting services in support of the Choice Neighborhood People Plan.

XII. New Business

Resolution No. 3333: Consideration and/or action to authorize the Interim President & CEO or designee to renew employee health and welfare benefits effective January 1, 2022

Resolution No. 3334: Consideration and/or action to authorize the Interim President & CEO or designee to purchase desktop and laptop computers and associated accessories.

Resolution No. 3335: Consideration and/or to take action to authorize the Interim President & CEO or designee to Write-off vacant tenant accounts for July 1, 2021 to September 30, 2021

Resolution No. 3336: Consideration and/or to take action to authorize the Interim President & C.E.O. or designee to submit the Fiscal Year 2022 Annual PHA Plan to the U.S. Department of Housing and Urban Development

Resolution No. 3337: Consideration and/or action to authorize the Interim President & CEO or designee to implement revised utility allowance schedules for use in applicable Housing Choice Voucher Programs

XIII. 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. 3338: Authorizing Houston Housing Authority's facilitation of the acquisition of that certain parcel of land located at the southwest corner of Buffalo Speedway and Airport Boulevard, Houston, Texas 77045, the construction and development of the 378-unit Greystar Buffalo Speedway thereupon, and the execution of all required documents therefor.

Resolution No. 3339: Authorizing Houston Housing Authority's facilitation of the acquisition of, and the placement of "affordable" units at, Kingsland West Apartments located at 18325 Kingsland Blvd., Houston, Texas 77094, and the execution of all required documents therefor.

Resolution No. 3340: Authorizing Houston Housing Authority's facilitation of the acquisition of, and the placement of "affordable" units at, Prose West Cypress located at 19770 Clay Road, Katy, Texas 77449, and the execution of all required documents therefor.

Resolution No. 3341: Authorizing Houston Housing Authority's facilitation of the acquisition of, and the placement of "affordable" units at, Highpoint at Cypresswood located at 13920 Mandolin Drive, Houston, Texas 77070, and the execution of all required documents therefor.

Resolution No. 3342: Consideration and/or action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Aspen Oak Capital Partners for the acquisition of 2626 Fountain View, an apartment community located at or about 2626 Fountain View Dr., Houston, TX 77057

Resolution No. 3343: Consideration and/or action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Bridge Partners for the acquisition of The Dawson, an apartment community located at or about 13411 Briar Forest Dr. Houston, TX 77077

Resolution No. 3344: Consideration and/or action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Trammell Crow Residential to develop Allora Cinco Ranch, an apartment community that will be located at or about 20304 FM 1093, Richmond TX, 77047

Resolution No. 3345: Consideration and/or action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with The Morgan Group for the acquisition of Arlo Memorial, an apartment community located at or about 935 N. Wilcrest Dr. Houston, TX 77079

Resolution No. 3346: Consideration and/or action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Ascenda Capital & Post Investment Group for the acquisition of The Link, an apartment community located at or about 14723 W Oaks Plaza Dr. Houston, TX, 77082

Resolution No. 3347: Authorizing Houston Housing Authority to amend and restate that certain Memorandum of Understanding ("MOU") by and between the Authority and The NRP Group, and, *inter alia*, authorize certain subordinate loans for the development of the 800 Middle Street development (formerly known as EADO 800) (the "**Project**").

- **XIV.** Reconvene Public Session to take action on Executive Session agenda items.
- **XV.** 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, September 21, 2021

A Meeting of the Board of Commissioners ("Board") of the Houston Housing Authority ("HHA") was held on Tuesday, September 21, 2021, at the Houston Housing Authority Central Office, 2640 Fountain View Drive, Houston, Texas 77057.

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> <u>PARIS</u> was asked to introduce herself in Spanish and let the attendees know of her service.

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

Absent: Kristy Kirkendoll, Vice Chair

APPROVAL OF MINUTES

Chair Snowden stated the Board has had an opportunity to review the August 17, 2021, Board of Commissioners meeting minutes. He asked for a motion to adopt the August 17, 2021 meeting minutes.

Commissioner Thomas moved to adopt the August 17, 2021, Board of Commissioners meeting minutes. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to the August 17, 2021 Board of Commissioners meeting minutes. Having none, the minutes are adopted.

INTERIM PRESIDENT'S REPORT

Secretary Thiele expressed concern that COVID-19 was so high in Texas with over 3,938,756 confirmed cases and over 62,432 deaths. In Harris County there are 540,055 confirmed cases and almost 7.889 deaths. Now is not the time to let down your guard. Get vaccinated, get tested, mask up, social distance, wash your hands.

In regards to Tropical Storm Nicholas, there were approximately 400,000 people without power. In terms of our properties and our families, Sweetwater had some shingle damage, tree litter, and limbs down, fence damage. Considering what we have been through, historically, that was light.

I want to draw your attention to our New Website! Highly encourage folks to go to www.HousingforHouston.com. Great improvement and one of the things we are most proud of is that it has the ability to translate into lots of languages to make it easy for people to understand.

The Eviction Moratorium is over. Here at the HHA we honored the commitment of the administration and the voice from HUD and reinstated through the month of September. We will continue to work in support of our families, primarily with referrals to ERAP, <u>Houston-Harris County Emergency Rental Assistance Program</u> (houstonharrishelp.org).

August was Advocacy Month via NAHRO. We ccollectively sent over 43,000 letters and we can see that our elected officials and administration are paying attention to what we are asking related to the deep housing need and crisis that we are facing in the country and in Houston and Harris County specifically.

Currently in front us is the threat of a Government Shutdown. We will watch this very carefully to see if our elected officials decide whether or not they are going to raise the debt gap and move forward on stopgap funding.

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

PUBLIC COMMENTS

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

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

There were no Public Comments.

PUBLIC HEARING – THE HIGHBANK APARTMENTS

Chair Snowden stated we will now move to the Public Hearing for The Highbank Apartments.

Chair Snowden stated the The Highbank Apartments Public Hearing is now open for comments. If there is an individual of the public who wishes to comment, please raise your hand.

Chair Snowden stated there are no hands raised, the Public Hearing will close with no public comments being made regarding The Highbank Apartments.

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

NEW BUSINESS

Resolution No. 3326: Consideration and/or action to authorize the Interim President & CEO or designee to conditionally award Project-Based Vouchers to Jensen Apartments.

Secretary Thiele stated that he will present Resolution No. 3326 and Resolution No. 3327.

Secretary Thiele stated Resolution No. 3326 is that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to conditionally award eight-five (85) Project-Based Vouchers to Jensen Apartments located at or about 2701 Foote Houston, TX 77020 pursuant to the memorandum from Robin Walls, Vice President of HCVP dated September 7, 2021, to Mark Thiele, Interim President & CEO. Accordingly, staff recommends the Board adopt Resolution No. 3326.

Chair Snowden stated the Board has heard the resolution presented by Mr. Thiele and asked for a motion to adopt Resolution No. 3326.

Commissioner Cooksey moved to approve Resolution No. 3326. Commissioner Thomas seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3326. Having none, Resolution No. 3326 is adopted.

Chair Snowden stated we will move now to Resolution No. 3327. Chair Snowden state Secretary Thiele will read the resolution but as Chair, he will make a motion to Table this resolution for further review.

Resolution No. 3327: Consideration and/or action to authorize the Interim President & CEO or designee to enter into a contract with Sankofa Research Institute to provide consulting services in support of the Choice Neighborhood People Plan.

Secretary Thiele stated Resolution No. 3327 is 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 enter into a contract with Sankofa Research Institute to provide consulting services in support of the Choice Neighborhood People Plan in the amount not to exceed \$386,540 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, pursuant to the memorandum from Robin Walls, Vice President of HCVP dated September 8, 2021 to Mark Thiele, Interim President & CEO.

Chair Snowden stated the Board has heard the resolution presented by Secretary Thiele and asked for a motion to TABLE Resolution No. 3327.

Commissioner Cooksey moved to TABLE Resolution No. 3327. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to TABLE Resolution No. 3327.

Chair Snowden stated, I have some discussions/comments. I have had a brief conversation with the President & CEO. I think there is great work to be done. I want to make sure I dig deeper into what is being asked for the \$300,000. I also feel, this is for Mark and I will get with Mr. Griffin, because I have a concern as to where this is coming from. This resolution is dealing with Cuney Homes, which is Public Housing not vouchers. I want to start aligning things. There is a committee first, that has been set up to doing some great work with Choice Neighborhoods "CN". Now that we are all here, I want to make sure our Commissioners get involved as well because there will be some exciting things are going to happen in the Third Ward hopefully within the next year or two. To get there, we want to make sure we do things properly.

Being publicly said, I know this might hold things up or slow things down but I want to get this aligned with the committee.

I probably should have had conversations with you both prior to the meeting but I have not spoken with either of you and I want to make sure that is clear.

As far as proposals are coming in for work, dealing with CN, that it is done within what we feel the CN Committee, and because it's working with the Public Housing, that the PH Team is involved as well. Chair Snowden stated that concluded his discussion.

Chair Snowden stated we have a motion on the floor. All voted in favor of TABLING the Resolution No. 3327.

Chair Snowden stated we will move now to Resolution No. 3328.

Resolution No. 3328: Consideration and/or action to authorize the Interim President & CEO or designee to execute a contract with Jones Engineers, L.P. and E&C Engineers and Consultants for Mechanical, Electrical, and Plumbing (MEP) engineering services.

Secretary Thiele stated that Resolution No. 3328 through Resolution No. 3331 will be presented by Cody Roskelley, Vice President of REID.

Mr. Roskelley stated Resolution No. 3328 reads 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 Jones Engineers, L.P. and E&C Engineers and Consultants for Mechanical, Electrical, and Plumbing (MEP) engineering services related to Capital Funds and Construction Services projects in an amount not to exceed \$1,000,000.00 in the aggregate for two (2) years, with a one-year extension option, pursuant to the memorandum from Cody Roskelley dated August 31, 2021 to Mark Thiele, Interim President & CEO. Accordingly, staff recommends the Board adopt Resolution No. 3328.

Chair Snowden stated the Board has heard the resolution presented by Mr. Roskelley and asked for a motion to adopt Resolution No. 3328.

Commissioner Thomas moved to approve Resolution No. 3328. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3328. There were no discussion/questions from other commissioners.

Chair Snowden stated, I have discussions/questions. Speaking to Mr. Roskelley, I see that we are awarding to two of the contractors that are listed within the individuals that submitted proposals. Please explain to the commissioners how this process works.

Mr. Roskelley responded. Kevin Coleman, Procurement Manager, is here and he can correct me if I misstate anything. Jones Engineering LP is an MBE and scored the highest. When you have a short list, you offer the work to them first but you can also get a quote for the work first. If you are not happy with their quote then you can choose to take the second company on the list.

Chair Snowden asked Mr. Coleman if Mr. Roskelley explained that properly.

Mr. Coleman replied, yes he did.

Chair Snowden asked if the other Commissioners understands the process. All confirmed they understand.

Chair Snowden called for a vote for Resolution No. 3328. All voted in favor therefore the resolution is adopted.

Chair Snowden stated we will move now to Resolution No. 3329.

Resolution No. 3329: Consideration and/or action to authorize the Interim President & CEO or designee to execute a contract with CS Advantage USAA, Inc. to install new TPO roofing at Bellerive Senior Living Apartments.

Mr. Roskelley stated Resolution No. 3329 reads 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 CS Advantage USAA, Inc. to install new TPO roofing at Bellerive Senior Living Apartments in an amount not to exceed \$920,000.00 pursuant to the memorandum from Cody Roskelley, Vice President of REID dated September 2, 2021, to Mark Thiele, Interim President & CEO. Accordingly, staff recommends the Board adopt Resolution No. 3329.

Chair Snowden stated the Board has heard the resolution presented by Mr. Roskelley and asked for a motion to adopt Resolution No. 3329.

Commissioner Ballard moved to approve Resolution No. 3329. Commissioner Hernandez seconded the motion.

Chair Snowden stated, what we want to hear is why Bellerive is in need of roofing repairs. We need to publicly state exactly why we feel there is a need to replace the roof. We do not just haphazardly use people's money. We need reasons why we are submitting these resolutions and not just the reading of the resolutions. We need to make sure the public is aware of the situation. Mr. Thiele, please update us as to why we are to the point that Bellerive needs a roof.

Secretary Thiele replied, we did assessments. This is a flat asphalt roof and has exceeded its life expectancy. To prevent water intrusion, we are working to have a new TPO roof constructed.

Chair Snowden called for a vote to approve Resolution No. 3329. All voted in favor therefore Resolution No. 3329 is adopted.

Chair Snowden stated we will move now to Resolution No. 3330.

Resolution No. 3330: Consideration and/or action to authorize the Interim President & CEO or designee to execute a contract with Waste Connections of Texas for Solid Waste Removal Services.

Mr. Roskelley stated Resolution No. 3330 reads 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 Waste Connections of Texas for Solid Waste Removal Services in an amount not to exceed \$356,003.04 annually for two (2) years with an option to extend the contract one (1) additional year pursuant to the memorandum from Cody Roskelley, Vice President of REID dated September 3, 2021, to Mark Thiele, Interim President & CEO.

Mr. Roskelley explained this is a necessary service. Waste Connections of Texas is the existing contractor. This service was out for bid and Waste Connections had the best price.

Chair Snowden stated the Board has heard the resolution presented by Mr. Roskelley and asked for a motion to adopt Resolution No. 3330.

Commissioner Thomas moved to approve Resolution No. 3330. Commissioner Ballard seconded the motion.

Chair Snowden stated, I have questions/comments. This is going to be a Purchasing question. These extensions that we are giving for a contract for several years then we are saying with an extension. I need the board to have clarity on what this is because individuals are providing services. I do not want to be locked down in a contract.

Second comment, Purchasing and Legal may want to step up to the mic on this because I raised some concerns about this particular resolution because I understand there were some concerns with the bid time. I want to make sure we are clear as we move forward with processing bids. When we are putting things out for bid, maybe it is an understanding of the process, that we are clear when it is closed and what allows us to be able to reopen.

I want to raise that issue because Mark Thiele and I had that conversation. When I hear things like that in public and individuals of interested parties and others are asking me questions of such and that they have information and possibly documents, yes I am going on record saying this, I am going to be clear as a Board we are handling our business correctly and in order. Mr. Roskelley, you can step back from the mic because they chose not to join you in making a statement. I want to make sure the Board heard this as well because I am sure I am not the only one who hears things in public. People comment and raise issues to us and I want to make sure when I provide the answer that they are accurate and that he Board is handling its business properly and ethically and that the HHA is handling its business properly and ethically.

Although I did not get the responses or individuals to come to the mic, I will speak with you later to make sure I have clarity with regards to these extensions on the proposed resolutions.

Chair Snowden called for a vote to approve Resolution No. 3330. All voted in favor therefore Resolution No. 3330 is adopted.

Chair Snowden stated we will move now to Resolution No. 3331.

Resolution No. 3331: Consideration and/or action to authorize the Interim President & CEO or designee to increase the contract amount for Building Envelope Consulting Services at Houston Housing Authority properties.

Mr. Roskelley stated Resolution No. 3331 reads 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 contracts with Price Consulting, Inc. (PCI), TLC Engineering, and Terracon Consultants to increase the total contract amounts to an amount not to collectively exceed \$620,000 for Building Envelope Consulting Services at Houston Housing Authority properties pursuant to the memorandum from Cody Roskelley, Vice President of REID dated September 7, 2021, to Mark Thiele, Interim President & CEO. Accordingly, staff recommends the Board adopt Resolution No. 3331.

Chair Snowden stated the Board has heard the resolution presented by Mr. Roskelley and asked for a motion to adopt Resolution No. 3331.

Commissioner Thomas moved to approve Resolution No. 3331. Commissioner Cooksey seconded the motion.

Chair Snowden stated, I have questions/comments. We have two individuals who scored 80 on this evaluation process. Mr. Roskelley, Mr. Thiele and Mr. Coleman, how do you handle this?

Mr. Roskelley replied. Because you have two, you have to assume that they are essentially tied so you can take either one of them. The third one is a point below. It is a shortlist of three. Mr. Coleman, correct me if I misstate anything. If the other two have provided a price that is higher than what you thought was acceptable then you take it to the third one.

Chair Snowden stated, so in other words you would be going out to ask for additional pricing bids from folks on each project? Mr. Coleman, would you step up to the mic.

Chair Snowden repeated the question. What is the process of scoring and awarding work for two individuals who have identical scores?

Mr. Coleman asked if he could go back to Resolution No. 3328. With Architectural & Engineering "A&E" firms, you must go with the highest scoring first. If you do not like the amount that was quoted, you have to go to the second one. With the A&E firms, you have to go with the firm that scored the highest. Because Resolution No. 3331 was issued with an RFP, HHA can choose the firm that HHA would like to engage. If you cannot negotiate a price, then you can go to either one of the firms on the short list. In this case regarding Resolution No. 3331, Price Consulting, Inc. (PCI) and TLC Engineering, HHA had the flexibility to choose any of the firms to perform the work but with A&E firms, you have to go with the top ranking firm first.

Chair Snowden asked why is there a difference in how the A&E firms are handled and how an R&P is handled?

Mr. Coleman replied that this is a HUD requirement.

Chair Snowden called for a vote to approve Resolution No. 3331. All voted in favor therefore Resolution No. 3331 is adopted.

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

EXECUTIVE SESSION

Chair Snowden suspended the Public Session on Tuesday, September 21 at 3:30 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 4:22 p.m.

Secretary Thiele called the roll and declared a quorum present.

NEW BUSINESS continued.

Resolution No. 3332: Consideration and/or action to authorize the Houston Housing Authority's facilitation of the acquisition of, and the placement of "affordable" units at, The Highbank Apartments located at or about 8877 Frankway Drive, Houston, Texas 77096, and the execution of all required documents therefor.

Chair Snowden stated that the Board has heard the resolution and recommendation from staff. He asked for a motion to approve Resolution No. 3332.

Commissioner Cooksey moved to approve Resolution No. 3332. Commissioner Hernandez seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopt Resolution No. 3332. Having none, the Chairman called for a vote. All voted in favor therefore Resolution No. 3332 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 Ballard seconded. The meeting adjourned at 4:23 p.m.



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, SEPTEMBER 21, 2021 BOARD OF COMMISSIONER MEETING

A Meeting of the Board of Commissioners ("Board") of the Houston Housing Authority ("HHA") was held on Tuesday, September 21, 2021, at the Houston Housing Authority Central Office, 2640 Fountain View Drive, Houston, Texas 77057. The Board received no comments during the public comment period;

C = Comments Received R= HHA Response

PUBLIC COMMENTS

The Board received no comments during the public comment period.

Resolution No. 3327



REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or action to authorize the Interim President & CEO or designee to enter into a contract with Sankofa Research Institute to provide consulting services in support of the Choice Neighborhood People Plan.

- 2. Date of Board Meeting: September 21, 2021
- 3. Proposed Board 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 enter into a contract with Sankofa Research Institute to provide consulting services in support of the Choice Neighborhood People Plan in the amount not to exceed \$169,920 for an initial period of performance of one (1) year, with HHA having the option of extending the contract one (1) additional year, pursuant to the memorandum from Robin Walls, Vice President of HCVP dated September 8, 2021 to Mark Thiele, Interim President & CEO.

4.	Department Head Approval	Signature	10/14/2021 Date:
5.	Statement regarding availabili	ty of funds by VP of Fiscal Operati	ons
	Funds Budgeted and Available	X Yes No Source	Grant Funds / Operating Funds
	VP of FO Approval Signate	Ure	10/13/2021 Date:
6.	Approval of President & CEO	Docusigned by: Mark Thiele	10/14/2021
	Signat	ure6072D2C8367A4C7	Date:



MEMORANDUM

то:	MARK THIELE, INTERIM PRESIDENT & CEO
FROM:	ROBIN WALLS, VICE PRESIDENT OF HOUSING CHOICE VOUCHER PROGRAM
SUBJECT:	CONSIDERATION AND/OR ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR DESIGNEE TO ENTER INTO A CONTRACT WITH SANKOFA RESEARCH INSTITUTE TO DEVELOP THE CHOICE NEIGHBORHOOD PEOPLE PLAN
DATE:	SEPTEMBER 8, 2021

This memorandum recommends 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 enter into a contract with Sankofa Research Institute to provide consulting services in support of the Choice Neighborhood People Plan in the amount not to exceed \$169,920 for an initial period of performance of one (1) year, with HHA having the option of extending the contract one (1) additional year.

BACKGROUND:

On July 14, 2020, HUD issued a Choice Neighborhoods Planning Grants NOFA FR-6400-N-38 with an application due date of September 14, 2020. The Houston Housing Authority and the City of Houston as Co-Applicant was awarded a Choice Neighborhoods Planning Grant by the US Department of Housing and Urban Development (HUD). This grant leads a neighborhood planning process and develops a comprehensive neighborhood revitalization plan (Transformation Plan) for the Cuney Homes public housing development and the broader Third Ward neighborhood. The specific requirements of the Planning Grant are detailed in the 2020 HUD Choice Neighborhoods Planning Grant Notice of Funding Availability (NOFA) and the grant agreement. Pursuant to the NOFA, the Choice Neighborhoods program is focused on three core goals, each of which must be addressed in the Transformation Plan:

Housing- Replace distressed public and assisted housing with high-quality mixed-income housing that is well-managed and responsive to the surrounding neighborhood's needs.

People- Improve outcomes of households living in the target housing related to employment, income, health, and children's education.

Neighborhood- Create the conditions necessary for public and private reinvestment in distressed neighborhoods to offer the kinds of amenities and assets, including safety, good schools, and commercial activity, that are important to families' choices about their community.

Central to the planning process is the active engagement of a comprehensive and inclusive array of community stakeholders, including residents of Cuney Homes and the Third Ward, health care providers, educational institutions, employers, local government representatives, social service agencies, faithbased groups, and others. It is critical that the planning process be designed to encourage and support community engagement and result in a Transformation Plan that reflects a consensus vision for change in the areas of Housing, People, and Neighborhood.

A third-party Planning Coordinator has been selected to work with the City of Houston and HHA to organize and coordinate the overall Transformation Plan process. Sankofa Research Institute will provide additional consulting services designed to engage multiple critical Third Ward stakeholders in this critical assessment and planning process.

ADVERTISEMENT

On July 26, 2021, HHA'S Procurement Department posted RFP 21-39 on its website and placed a legal notice advertising the solicitation in the newspaper. HHA's Procurement Department developed a Bidders' List via the Bidders provided by other successful Choice Neighborhoods Grantees and other planners and planning teams that have developed successful plans in the City of Houston and Third Ward.

SELECTION

EVALUATION PROCESS

HHA staff, Robin Walls, Vice President of HCVP, Rhonda Foster, Asset Management Director and, Jay Mason, Manager of Construction Services, evaluated the two responsive proposals received,

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

Evaluation/Selection Criteria	Maximum Score
Offeror's experience and qualifications in performing similar type of work	20
Methodology/Project Plan	30
Proposed Fees	30
Cost Control	5
M/WBE Participation	10
Section 3 Participation	10
TOTAL POINTS	105

Rank	Firm/Company	M/WBE	Evaluation Rating
1	Sankofa Research Institute		95
2	Building Community/Design Workshop		86

References have been checked and returned positive. There are no conflicts of interest, and Sankofa Research Institute is not on the HUD Debarment List.

DESCRIPTION OF SANKOFA RESEARCH INSTITUTE

With almost ten years of experience, Sankofa Research Institute (SRI) has in-depth knowledge and expertise to undertake the scope of work for developing the Choice Neighborhood People Plan. The SRI team consists of deeply committed and invested individuals with a proven track record of providing

solutions to organizations and communities in the areas of community-based research and community engagement.

Sankofa is located in the Third Ward and deeply civically engaged in the community, including the involvement with the Emancipation Economic Development Council, the Greater Third Ward Super Neighborhood Association and the Third Ward Complete Communities Action Plan. SRI employs the Community Based participatory research (CBPR) model to identify community members as collaborators with academically trained researchers, community partners, and stakeholders in producing knowledge. Utilizing the CBPR model, SRI works with community-based organizations, nonprofits, foundations, and community members to generate evidence and information on issues that inform positive social change.

SANKOFA RESEARCH INSTITUTE RESPONSIBILITIES

The Choice Neighborhood People Plan is intended to improve households living in Cuney Homes related to employment and income, health, and children's education. Specific services, which includes, but is not limited to:

Administration and Organization

- Assist in identifying and inviting additional partners to sit on People Task Force.
- Establish meeting schedule with Task Force members at the first meeting
- Serve as an additional point of contact to convey information to People Task Force members (meeting/event reminders, information gathering, strategy, and plan reviews).
- With guidance from HHA/City/Planning Coordinator, lead Task Force meeting discussions and summarize outcomes of meetings.
- Participate in bi-weekly Core Team Meetings during the 2-year planning process.

Coordinate Information Exchange

- Share and review relevant plans, studies, and data regarding neighborhood health, education, employment, and youth-related conditions, services, and performance metrics to help understand Existing Conditions and Opportunities in the Choice Neighborhood.
- With the core planning team and People Task Force, identify other stakeholders to interview during information gathering and/or bring together in Focus Group discussions.

Plan Development

- Guide People Task Force to identify strengths and weaknesses of existing conditions and services available to Cuney Homes residents and neighborhood residents by focus area (health, education, employment, and youth).
- Work with People Task Force members to identify service gaps based on Needs Assessment Survey findings, prior neighborhood surveys/plans, and task force discussions.
 With People Task Force, established priority needs to address in People Plan.
- Identify overarching vision and goals for the People Plan with Task Force.
- Develop SMART strategies (specific, measurable, achievable, relevant, and time-bound) that respond directly to needs identified during Needs Assessment and planning process. Consider strategies that link to other Transformation Plan goals.
- Develop performance metrics for each People Plan strategy with Task Force.
- Work with stakeholders to identify and form partnerships for the implementation of each People Plan strategy.
- With Task Force, identify estimated timelines (short-, mid-, long-term) to complete each People Plan strategy.

For Draft Plan Document

- Outline People Plan components
- Assist Planning Coordinator in summarizing findings, strengths, deficiencies, and opportunities
- Provide text describing overall recommendations, priorities, and plan for implementation, including vision, goals, strategies, timelines for completion, responsible parties, funding resources
- Respond to HUD's comments on the Draft Plan by suggesting recommended changes.
- Review final plan (People Plan) document for consistency.

Community Engagement

- Community Engagement Plan- work with HHA, the city, Planning Coordinator, and Core Team to refine the components and timing of the community engagement plan.
- Resident and Capacity Building support training and capacity building of Cuney Homes residents to encourage their meaningful participation in the planning process. This may include training of resident ambassadors and assistance with Leadership Series coordination and administration. These activities could be expanded to be offered to neighborhood residents.
- Community Meetings Participate in four (4) community meetings.
- Focus Group Meetings (3) Assist in identifying participants for up to three (3) focus group meetings.
- Pop-ups / Special Events Assist Planning Coordinator in developing and administering smaller engagement activities such as a senior coffee hour, youth planning workshop, neighborhood workshop. Activities could include participation of ambassadors in organizing the events.

Needs Assessment Survey

- Work with People Task Force members and Core Team to develop meaningful questions to establish baseline data of both Cuney Homes residents and neighborhood residents.
- Validate survey tool.
- Oversee administration and collection of surveys from at least 51% of Cuney Homes households.
- Analyze findings of the survey.

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 enter into a contract with Sankofa Research Institute to develop the Choice Neighborhood People Plan in the amount not to exceed \$169,920 for an initial period of performance of one (1) year, with HHA having the option of extending the contract one (1) additional year, pursuant to the memorandum from Robin Walls, Vice President of HCVP dated September 8, 2021 to Mark Thiele, Interim President & CEO.

Resolution No. 3333

_ Date: __



REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or action to authorize the Interim President & CEO or designee to renew employee health and welfare benefits effective January 1, 2022

2. Date of Board Meeting: October 19, 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 contracts for Medical benefits, Vision Insurance, Dental Insurance, and Life & Accidental Death and Dismemberment (AD&D) Insurance provided by HHA to all active full-time employees for an estimated annual increase of \$87,311 over the prior plan year to the Authority pursuant to the October 5, 2021, memorandum from Dianne Mitchell, Human Resources Director to Mark Thiele, Interim President & CEO.

DocuSigned by:

Vianne Mitchell 10/13/2021 4. **Department Head Approval** -AC6094CAB4BB46B. Signature Date: 5. Statement regarding availability of funds by VP of Fiscal Operations 2022 Budgets Funds Budgeted and Available X Yes No Source DocuSigned by: Account # Mike Rogers Date: 10/13/2021 3FC87AD4710742D... **VP of FO Approval** Signature DocuSigned by: 6. **Approval of President & CEO** Mark Thiele 10/14/2021



Transforming Lives & Communities

MEMORANDUM

TO:	MARK THIELE, INTERIM PRESIDENT & CEO
FROM:	DIANNE MITCHELL, DIRECTOR, HUMAN RESOURCES $\mathcal{D}\mathcal{M}$
SUBJECT:	CONSIDERATION AND/OR ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR DESIGNEE TO RENEW EMPLOYEE HEALTH AND WELFARE BENEFITS EFFECTIVE JANUARY 1, 2022
DATE:	OCTOBER 5, 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 execute the renewal of the employee health and welfare benefits contracts for Medical with Cigna, for Vision with NVA, Dental and Life & AD&D insurance with Guardian for an estimated annual increase of \$87,311 over the prior plan year; with an effective date of January 1, 2022.

BACKGROUND

The contracts for the Houston Housing Authority's Medical, Vision, Dental, and Life and AD&D insurance are up for renewal. On behalf of the Houston Housing Authority, Gallagher Benefit Services issued Request-for-Proposals for Medical and Life & AD&D. Vision and Dental insurance received a 0% rate increase and/or rate guarantee.

EVALUATION PROCESS

All submissions were reviewed by Gallagher Benefit Services, HHA's employee benefits broker, who presented their recommendations to the Houston Housing Authority's Director of Human Resources, and who subsequently gave them to the Benefits Review Committee, which consists of Mark Thiele (Interim President & CEO), Michael Rogers (VP of Fiscal & Business Operations) and Dianne Mitchell (Human Resources Director). Please see Exhibit I for summaries of the renewal and competitive bid analysis conducted by Gallagher Benefit Services.

The Medical renewal has been received with a rate increase of 3%. For 2022, Cigna keeps the same plan design, co-pays, deductibles, and out-of-pocket maximums except for the Out of Network co-insurance changing from 60% to 50%. Cigna also includes a \$5,000 Wellness Fund for 2022. Medical proposals were received from Aetna, Blue Cross Blue Shield of Texas (BCBSTX), and United Healthcare (UHC). All three of the carriers provided fully insured quotes. Both BCBSTX and UHC were not competitive. While Aetna presented a competitive proposal, they could not match the current medical plan designs in place; thus, a reduction in benefits would be the result of moving to them as a medical carrier. Through Level Funding with Cigna, Houston Housing Authority received a surplus of funds for \$152,312 in 2021 because of plan performance in 2020. It was recommended that the medical carrier stay with Cigna Level Funded for a 3% annual renewal and maintain continuity in the plan design.

The Vision is in a rate guarantee with NVA with a 0% increase for all participants of Houston Housing Authority until 12/31/2023. It was recommended that the vison carrier remains with NVA.

The Dental insurance is in a rate guarantee until 12/31/2022 with Guardian with a 0% increase for all participants of the Houston Housing Authority. It was recommended that the dental carrier remains with Guardian.

The Basic Life & AD&D renewal has been received from Guardian with a \$9,721 or 29% annual increase from current costs. An analysis of the proposed rates and coverage was conducted for all proposals received. Proposals from Cigna were uncompetitive. It is recommended that the Basic Life & AD&D carrier remains with Guardian.

The Aetna Employee Assistance Program (EAP) was in a rate guarantee until 1/1/2023. We have increased our face-to-face visits from three to six for 2022. This change in the number of visits will increase to \$1,001 or 26% over current annual fees. It is recommended to add additional EAP face-to-face visits to assist employees with more mental health resources.

PROPOSED BENEFIT PROGRAM CHANGES EFFECTIVE JANUARY 1, 2022

- Medical Plan Renewal and Competitive Bid. The medical insurance carrier will remain with Cigna Health.
- Vision Insurance in a Rate Guarantee.
 The vision insurance carrier will remain with NVA.
- Dental Insurance Renewal.
 The dental insurance carrier will remain with Guardian.
- Basic Life & AD&D Insurance Renewal.Basic Life & AD&D insurance carrier will remain with Guardian.
- 5) Employee Assistance Plan (EAP) Renewal.The EAP will remain with Aetna with six face-to-face visits.

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 contracts for Medical benefits, Vision Insurance, Dental Insurance, and Life & Accidental Death and Dismemberment (AD&D) Insurance provided by HHA to all active full-time employees for an estimated annual increase of \$87,311 over the prior plan year to the Authority pursuant to the October 5, 2021, memorandum from Dianne Mitchell, Human Resources Director to Mark Thiele, Interim President & CEO.

Exhibit I

1) Medical Carrier Cigna Competitive Rate & No Plan Design Changes

- We recommend remaining with Cigna with a 3% renewal increase.
- Cigna is providing a \$5,000 wellness incentive for the agency's use for wellness initiatives.

Cigna Level Funded Medical Plan Designs and Rates

Carrier	Cigna - Cu	rrent 2021	Cigna - R	enewal 2022	Cigna - Negotia	ted Renewal 2022	
Plan	\$450 B CYC	\$1,250 BCYE	\$450 BCYC	\$1,250 BCYE	\$450 BCYC	\$1,250 BCYE	
	In/Out i	Network	In/Out	Network	In/Out Network		
Annual Deductible							
Individual	\$450/\$900	\$1,250 / \$2,500	\$450/ \$900	\$1,250 / \$2,500	\$450/ \$900	\$1,250 / \$2,500	
Family	\$1,350 / \$2,700	\$2,500 / \$5,000	\$1,350 / \$2,700	\$2,500 / \$5,000	\$1,350 / \$2,700	\$2,500 / \$5,000	
Out-of-Pocket Limit	The second second second second				Line for any second second		
Individual	\$2,000 / \$4,000	\$4,000 / \$8,000	\$2,000 / \$4,000	\$4,000 / \$8,000	\$2,000 / \$4,000	\$4,000 / \$8,000	
Family	\$6,000/\$12,000	\$8,000 / \$16,000	\$6,000 / \$12,000	\$8,000 / \$16,000	\$6,000 / \$12,000	\$8,000 / \$16,000	
Coinsurance	20% / 40%	2016 / 40%	20% / 40%	20% / 40%	20% / 50%	20% / 50%	
Office Visits/Exams	NUMBER OF STREET	10000340000000					
Preventive	Covered at 100% / 40% after ded	Covered at 100% / 40% after ded	Covered at 100% / 40% after ded	Covered at 100% / 40% after ded	Covered at 100% / 50% after ded	Covered at 100% / 50% after ded	
Primary Care Physician	\$25 copay / 40% after ded	\$25 copay / 40% after ded	\$25 copay / 40% after ded	\$25 copay / 40% after ded	\$25 copay / 50% after ded	\$25 copay / 50% after ded	
Specialist (Designated Network)	\$25 copay / 40% after ded	\$50 Copay / 40% after ded	\$25 copay / 40% after ded	\$50 Copay / 40% after ded	\$25 copay / 50% after ded	\$50 Copay / 50% after ded	
VirtualVisits	\$0 copay / 40% after ded	\$0 Copay / 40% after ded	\$0 copay / 40% after ded	\$0 Copay / 40% after ded	\$0 copay / 50% after ded	\$0 Copay / 50% after ded	
Urgent Care	1 Spottage 100 contractor 10 second	Contraction of Sector and Sector and Sector Sector					
Сорау	\$50 copay / 40% after ded	\$50 Copay / 40% after ded	\$50 copay / 40% after ded	\$50 Copay / 40% after ded	\$50 copay / \$0% after ded	\$50 Copay / 50% after ded	
Emergency Room	1.1.0.0.1.0.0.0.0.0.0.0.0.0.0.0.0.0.0.0	The second of the second second second			and the second second second		
Сорау	\$150 copay, then 20% \$150 Cop		\$150 copay, then 20%	\$150 Copay + Ded + then 20%	\$150 copay, then 20%	\$150 Copay + Ded + then 20%	
Inpatient Hospital					A second soften and share and s		
Deductible	20% after ded / 40% after ded	20% after ded / 40% after ded	20% after ded / 40% after ded	20% after ded / 40% after ded	20% after ded / 50% after ded	20% after ded / 50% after ded	
Outpatient Hospital	÷ .						
Deductible	20% after ded / 40% after ded	20% after ded / 40% after ded	20% after ded / 40% after ded	20% after ded / 40% after ded	20% after ded / 50% after ded	20% after ded / 50% after ded	
Prescription Drugs (Retail)		00000					
Generic / Tier 1	\$10 copay	\$10 copay	\$10 copay	\$10 copay	\$10 copay	\$10 copay	
Preferred / Tier 2	\$35 copay	\$35 copay	\$35 copay	\$35 copay	\$35 copay	\$35 copay	
Non-preferred / Tier 3	\$50 copay \$50 Copay		\$50 copay \$50 Copay		\$50 copay	\$50 Copay	
Mail Order	2x Retail	2x Retail	2x Retail	2x Retail	2x Retail	2x Retail	
Fully Insured Rates	Cigna - Cu	rrent 2021	Cigna - R	enewal 2022	Cigna - Negotiated Renewal 2022		
	BCYC Plan	BCYE Plan	BCYC Plan	BOXE Plan	BCYC Plan	6CYE Plan	
Employee Only	\$910.16	\$800.65	\$969.30	\$893.06	\$906.75	\$836,50	
Employee + Spouse	\$1,756.65	\$1,545.27	\$1,870.76	\$1,723.64	\$1,749.99	\$1,614.48	
Employee + Children	\$2,016.96	\$1,774.28	\$2,148.01	51,979.08	\$2,009.31	\$1,853.75	
Employee + Family	\$2,326.43	\$2,046.48	\$2,477.58	\$2,282.68	\$2,317.62	\$2,138.11	
Total Monthly Premium	\$65,942	\$148,074	\$70,227	\$165,165	\$65,693	\$154,705	
Total Annual Differential	\$2,56	8,190	\$2,824,697		\$2,6	44,779	
Total Dollar Differential			\$25	56,507	\$7	5,589	
Total Percent Differential			1	0.0%	3	.0%	
Rate Guarantee	12/31	/2021	12/3	31/2022	12/3	1/2022	

			Current Plan	1 Year - 2021			Renewal Plan Year - 2022					⊞ Difference
Coverage Tier	Enrollment	E Monthly Contribution	HHA Monthly Contribution	Monthly Funding Rates	ER Cost Share (%)	EE Per Pay Period Contribution	E ■ Monthly Contribution	HHA Monthly Contribution	Monthly Rates	ER Cost Share (%)	EE Per Pay Period Contribution	\$∆ EE per pay period
\$450 BCYC Plan												
Employee Only	29	\$285.65	\$624.51	\$910.16	68.6%	\$142.83	\$285.65	\$621.10	\$906.75	68.5%	\$142.83	\$0.00
Employee + Spous e	3	\$551.34	\$1,205.31	\$1,758.65	68.6%	\$275.67	\$551.34	\$1,198.65	\$1,749.99	68.5%	\$275.67	\$0.00
Employee + Child(ren)	2	\$633.02	\$1,383.94	\$2,016.96	68.6%	\$316.51	\$633.02	\$1,376.29	\$2,009.31	68.5%	\$316.51	\$0.00
Employee + Family	13	\$730.18	\$1,596.25	\$2,328.43	68.6%	\$365.09	\$730.18	\$1,587.44	\$2,317.62	68.5%	\$365.09	\$0.00
\$1,250 BC YE Plan												
Employee Only	61	\$176.14	\$624.51	\$800.65	78.0%	\$88.07	\$176.14	\$860.38	\$836.50	78.9%	\$88.07	\$0.00
Employee + Spous e	16	\$339.96	\$1,205.31	\$1,545.27	78.0%	\$169.98	\$339.96	\$1,274.52	\$1,614.48	78.9%	\$169.98	\$0.00
Employee + Child(ren)	27	\$390.34	\$1,383.94	\$1,774.28	78.0%	\$195.17	\$390.34	\$1,463.41	\$1,853.75	78.9%	\$195.17	\$0.00
Employee + Family	13	\$450.23	\$1,598.25	\$2,048.48	78.0%	\$225.12	\$450.23	\$1,687.88	\$2,138.11	78.9%	\$225.12	\$0.00
Total Composite	164	\$324.83	\$980.14	\$1,304.97	75.1%		\$324.83	\$1,019.06	\$1,343.89	75.8%		
Total Monthly		\$53 272	\$160 744	\$214 046			\$53 272	\$167 126	\$220 398			

Total Composite	164	\$324.83	\$980.14	\$1,304.97	75.1%	\$324.83	\$1,019.06	\$1,343.89	75.8%
Total Monthly		\$53,272	\$160,744	\$214,016		\$53,272	\$167,126	\$220,398	
Total Annual		\$639,268	\$1,928,923	\$2,568,190		\$639,268	\$2,005,511	\$2,644,779	
Change From Current (\$)						\$0	\$76,589	\$76,589	
Change From Current (%)						0.00%	3.97%	2.98%	

2) Vision Carrier Renewal

- We recommend renewing with NVA for Vision coverage.
- NVA Rate Guarantee for Vision.

	<u>Current / Re</u>	newal				
Carrier	NVA					
	In-Network/ Out	of Network				
Frequency (Exams / Lenses / Frames)	12 / 12 / 12					
Exam Copay (includes dilation)	\$10 copay / U	P to \$30				
Material Copay (Lens / Frames / Contacts)	\$0 copay / \	/aries				
Lenses Types						
Single/Bifocal/Trifocal/Lenticular	\$0 copay / Up					
Bifocal	\$0 copay / Up	o to \$48				
Trifocal	\$0 Copay / Up to \$58					
Lenticular	\$0 Copay / Up to \$90					
Frames						
	\$0 copay (up to \$130 Retail);	20% off balance / Up to				
	\$72					
Contact Lenses						
Medically Necessary	\$0 copay / Up to \$55					
Elective	\$0 copay (Up to \$100 R	etail) / Up to \$55				
Rates	Current	Renewal				
Employee Only	\$8.49	\$8.49				
Employee + Family	\$21.19	\$21.19				
Total Monthly Premium	\$2,341	\$2,341				
Total Annual Premium	\$28,087	\$28,087				
Dollar Differential		\$0				
Percentage Differential		0.0%				
Rate Guarantee	12/31/2023 12/31/2023					

3) Dental Carrier Renewal

- We recommend renewing with Guardian for Dental PPO and HMO coverage.
- Guardian proposed a 0% increase for Dental PPO and a 0% increase for Dental HMO.

Proposal			<u>Currer</u>	n <mark>t / Renewal</mark>	
Carrier	Guardian				
Network	DHM	0	PPO (NAP)		PPO (Value)
Annual Deductible					
Individual	None	9	\$50		\$50
Family	None	e	9	\$150	\$150
Annual Maximum	None	e	\$:	1,000	\$1,000
Preventative Services	\$5 Cop	ay	1	.00%	100%
Deductible Waived?	N/A			Yes	Yes
Basic Services	See Fee Scl	hedule	5	30%	100%
Major Services	See Fee Scl	hedule	5	50%	60%
Endodontics	See Fee Scl	hedule	50%		60%
Periodontics	See Fee Scl	hedule	50%		60%
Orthodontia Services	See Fee Scl	hedule	Not Covered		Not Covered
Lifetime Maximum	None		N/A		N/A
Eligibility	Adult and	Child	I	N/A	N/A
Out of Network Reimbursement Level	Fee Sche	dule	90th P	ercentile	MAC
Fully Insured Rates*		Current			Renewal
	DHMO	PPC)	DHMO	РРО
Employee Only	\$13.52	\$37.	79	\$13.52	\$37.79
Employee + Family	\$35.36	\$103	.62	\$35.36	\$103.62
Total Monthly Premium	\$2,091	\$5,5	72	\$2,091	\$5,572
Total Annual Premium		\$91,965			\$91,965
Total Dollar Differential					\$0
Percent Change Versus Current					0.0%
Rate Guarantee	12/31/2022			12/31/2022	

4) Basic Life/Accidental Death & Dismemberment Insurance Renewal

• We recommend remaining with Guardian for Basic Life and AD&D insurance. Guardian provided a 29% or \$9,721 increase for the renewal.

Proposal	Current	Penowal	
Carrier	<u>Current/Renewal</u> Guardian		
	Active Full time employees working 30 hours		
Eligibility	Active Full time emplo	byees working 50 hours	
Benefit Amount	150% of base may 1 \$10.00		
All Eligible Employees		00 Up to a max of \$350,000	
	-	duces 35%	
Benefit Reduction Schedule	-	duces 60%	
	Age 75 - re	duces 75%	
Waiver of Premium			
	,	led prior to age 60. If dee med	
Elimination Period	disabled, insurance will conti	nue until age 65 or if no longer	
	seih	hled	
Accelerated Benefit	75% of the d	eath benefit	
	Min: \$10,000; Max: \$262,500		
Portability	Included with EQI		
Conversion	Included		
Rates	Current	Renewal	
Life per \$1,000 of Volume	\$0.141	\$0.188	
AD&D per \$1,000 of Volume	\$0.020	\$0.020	
Volume	\$17,236,650	\$17,236,650	
Premium	\$17,230,050	Ş17,230,030	
Monthly Premium	\$2,775	\$3,585	
Annual Total	\$33,301	\$43,023	
Total Dollar Differential vs. Current	\$43,023 \$9,721		
		29.2%	
Percent Change vs. Current	12/21/2021		
Rate Guarantee	12/31/2021	12/31/2022	

5) Summary of Annual Cost Changes

	Total	\$ Increase	%Increase
Medical	\$2,644,779	\$76,589	3%
Dental	\$91,965	\$0	0%
Vision	\$31,746	\$0	0%
Basic Life AD&D	\$43,023	\$9,721	29%
EAP	\$4,842	\$1,001	26%
Estimated Total Annual Costs	\$2,816,355	\$87,311	

Resolution No. 3334



REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or action to authorize the Interim President & CEO or designee to purchase desktop and laptop computers and associated accessories.

2. Date of Board Meeting: October 19, 2021

3. Proposed Board Resolution:

Resolution:

6.

That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee 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 NETSYNC for the purchase of Desktop Computers, Laptop Computers, and associated accessories in an amount of \$450,052.25 pursuant to the memorandum dated October 5, 2021, from Roy Spivey, Director of Information Technology to Mark Thiele, Interim President & CEO.

4. Department Head Approval Signature _

Roy Spivey

10/13/2021 Date:_____

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

Funds Budgeted and Av	vailable X	Yes No	Source	Cares Act /	Operating Funds
VP of FO Approval	Signature _	DocuSigned by: Mile Rogers 3EC87AD4710742D		Date:	10/13/2021
Approval of President	& CEO Signature _	DocuSigned by: Mark Huille 6072D2C8367A4C7		Date: _	10/14/2021



Transforming Lives & Communities

MEMORANDUM

TO:MARK THIELE, INTERIM PRESIDENT & CEOFROM:ROY SPIVEY, DIRECTOR INFORMATION TECHNOLOGYSUBJECT:CONSIDERATION AND/OR ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR DESIGNEE TO
PURCHASE DESKTOP AND LAPTOP COMPUTERS AND ASSOCIATED ACCESSORIES.DATE:OCTOBER 5, 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 a contract with NETSYNC for the purchase of Desktop Computers, Laptop Computers, and associated accessories in an amount of \$450,052.25.

At the February 23, 2021 Board of Commissioner's Meeting, Board Resolution 3243 was approved to execute a contract with NETSYNC to purchase laptop computers and associated accessories in the amount of \$340,219.50.

BACKGROUND

A review by the IT Department indicates a need to purchase an additional 75 desktop computers and monitors (to update the aging desktop computers at 17 remote properties) and purchase 100 additional laptops (to replace the remaining aging computers at HHA's Administrative Offices).

The purchase of 75 desktop computers and 100 laptop computers and associated accessories will consist of:

- 100 Dell laptops model 5511 with I7 processor, 16 Gb RAM, and 512 Gb hard drive storage.
- 75 Dell desktops model OptiPlex 5090 Micro with I7 processor, 16 Gb RAM, and 512 Gb hard drive storage.
- 150 Dell LED monitors 24 inches
- 200 ViewSonic monitors 22 inches.
- 100 Dell Urban Backpack laptop case.
- 100 Dell Thunderbolt docking stations.

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

While we are implementing systems to make in-house and remote work more secure and efficient many users are still working on equipment that is aged and prone to issues. Purchasing new equipment will:

- Reduce the technical support hours
- Increase productive employee and PMC hours
- Provide Houston Housing Authority with faster computing equipment to staff.
- Create a more efficient work environment.
- Provide improved customer service.
- Provide an inventory of computers for future new hired employees

EVALUATION PROCESS

NETSYNC responded to Request for Proposal ("RFP") 21-02 Computer Laptops and Peripherals issued by HHA's Procurement Department, and their response was scored based on the following published criteria:

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

An Evaluation Committee consisting of Roy Spivey, Director of IT; William Bryant, Energy Manager; and Barry Hughes, Network Administrator, assigned the following scores to the Firms who responded to RFP 21-02:

Rank	Firm/Company	M/WBE	Total Points
1	Netsync Network Solutions	M/WBE	92
2	Malor & Company	MBE	81
3	Advanced Micro Systems	MBE	76.7
4	SHI Government Solutions	M/WBE	65
5	XEROX	N/A	64
6	Premier Logi Tech	N/A	60

During the evaluation of their proposal, NYSYNC provided documentation they are an authorized State of Texas Department of Information Resources ("DIR") Reseller of Dell Technology and is Dell's Gold Solution Provider.

"HHA" is a member of the State of Texas Cooperative Purchasing Program and will engage NYSYNC via their "DIR" Contract with the State of Texas.

The utilization of Cooperative Purchasing/Interlocal Agreement is a method of procurement identified in HHA's Procurement Policy which allows "HHA" to expedite the acquisition of goods and services.

The use of cooperative and interagency agreements is also authorized in the HUD Procurement Handbook.

There are no conflicts of interest, and NETSYNC is not on the HUD Debarment List.

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with NETSYNC for the purchase of Desktop Computers, Laptop Computers, and associated accessories in an amount of \$450,052.25 pursuant to the memorandum dated October 5, 2021, from Roy Spivey, Director of Information Technology to Mark Thiele, Interim President & CEO.

Resolution No. 3335



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 July 1, 2021 to September 30, 2021

2. Date of Board Meeting: October 19, 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 \$90,601.96 and make necessary changes and corrections pursuant to the memorandum from George D. Griffin III, Vice President of Housing Operations dated October 6, 2021 to Mark Thiele, Interim President & CEO.

4. Department Head Approval Signature Korge Duffin Date: 10-14-2021

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

	Funds Budgeted and Available X	Yes No Source	Property Ope	erating Budgets
	VP of FO Approval Signature	—Docusigned by: Milet Kogevs —3EC87AD4710742D	Date:	10/13/2021
6.	Approval of Interim President & CEC Signature	Docusigned by: Mark Thiele 6072D2C8367A4C7	Date: _	10/14/2021

Transforming Lives & Communities

MEMORANDUM

TO:	MARK THIELE, INTERIM PRESIDENT & CEO
FROM:	GEORGE D. GRIFFIN III, VICE PRESIDENT OF HOUSING OPERATIONS
	CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR DESIGNEE TO WRITE-OFF VACANT TENANT ACCOUNTS FOR JULY 1, 2021 TO SEPTEMBER 30, 2021
	OCTOBER 6, 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 \$90,601.96. This amount captures accounts written off for July 1, 2021, through September 30, 2021.

BACKGROUND:

The Houston housing authority (HHA) reduces public housing accounts receivable balances by writing off the outstanding debt owed by former tenants after the amount has been deemed uncollectible. Writeoffs are typically the result of tenants with balances owed to the HHA due to voluntary and involuntary move-outs. HHA writes off vacated tenant accounts considered to be uncollectible. This debt includes unpaid 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 collecting the debt. However, uncollected debt below \$50.00 is reflected on the report for recordkeeping purposes and will not be reported to the third-party collection agency.

During COVID, the HHA complied with the federal mandates authorizing Housing Authorities/Property Owners to execute rent moratoriums until 8/26/2021. The goal was to retain housing stability during the pandemic by refraining landlords/owners from pursuing evictions. In addition to suspending evictions, the HHA 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 also executed the following modified steps to collect rent and other charges:

- 1. Rent statements were provided to public housing tenants on a monthly basis listing their rent payment and any other financial obligations (i.e., excessive utilities, maintenance, legal fees, unreported income, and other fees). When payments were received and processed, the property manager confirmed the accuracy of the payment and recorded it in the system.
- 2. Tenants who did not submit payments by the 5th business day were sent reminder notices.
- 3. If payments were not received by the 10th day of the month, managements conducted courtesy calls to speak with tenants about their plans to pay their tenant charges.
- 4. In the event the tenant did not submit a payment, management was directed not to pursue involuntary evictions. In some cases, uncollected debt accrued on an account because of a tenant's decision to voluntarily vacate a unit.
- 5. Upon ending the household's participation in subsidized housing benefits and closure of their account, management filed the unpaid balance with the National Recovery Agency and 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, which is ratified, with quarterly resolutions.

Property Name	Write Off Amount		
APV	\$23,637.47		
Bellerive	\$213.00		
Clayton Homes	\$0.00		
Cuney Homes	\$17,209.50		
Ewing	\$0.00		
Forest Green	\$0.00		
Fulton Village	\$0.00		
Heatherbrook	\$675.06		
HOAPV	\$9,880.08		
HRI	\$0.00		
Independence Heights	\$0.00		
Irvinton Village	\$13,967.06		
Kelly Village	\$13,212.06		
Kennedy Place	\$7,231.22		
Lincoln Park	\$0.00		
Long Drive	\$701.69		
Lyerly	\$1,187.01		
Oxford Place	\$2,687.81		
Sweetwater Point	\$0.00		
Telephone Road	\$0.00		
Victory Place	\$0.00		
Grand Total	\$90,601.96		

The property names and recommended write-off amounts are as follows:
Uncollected Debt Categories	3 rd Quarter Write-off Totals			
Rent	\$54,392.90			
Retro Rent (Fraud)	\$0.00			
Maintenance Charges	\$33,588.99			
Legal Charges	\$0.00			
Utilities	\$2,183.71			
Other Fees	\$436.36			
Grand Total	\$90,601.96			

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

HHA is writing these debts off is 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 \$90,601.96 and make necessary changes and corrections pursuant to the memorandum from George D. Griffin III, Vice President of Housing Operations dated October 6, 2021, to Mark Thiele, Interim President & CEO.

			Hd	PHO WRITE OFFS				
			THIRD QU/	THIRD QUARTER 2021 WRITE OFF	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	Cannon, Brittany Chavon	8/11/2021	\$10,405.00	\$1,534.10	\$0.00	\$0.00	\$0.00	\$11,939.10
APV	Celestine, Pricilla	8/17/2021	\$0.00	\$221.26	\$0.00	\$0.00	\$0.00	\$221.26
APV	Waters, Warniek	8/10/2021	\$8,442.00	\$1,028.05	\$0.00	\$0.00	\$0.00	\$9,470.05
APV	Twilingiyemungu, Cyitaire	7/21/2021	\$1,448.00	\$559.06	\$0.00	\$0.00	\$0.00	\$2,007.06
APV								\$0.00
APV								\$0.00
APV								\$0.00
APV								\$0.00
APV								\$0.00
TOTAL			\$20,295.00	\$3,342.47	\$0.00	\$0.00	\$0.00	\$23,637.47
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	Gable, Jimmy	7/16/2021	\$213.00	\$0.00	\$0.00	\$0.00	\$0.00	\$213.00
TOTAL			\$213.00	\$0.00	\$0.00	\$0.00	\$0.00	\$213.00
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Clayton Homes					5			\$0.00
Clayton Homes								\$0.00
Clayton Homes								\$0.00
Clayton Homes								\$0.00
Clayton Homes								\$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
Cuney Homes	Wilkerson, Ajee	7/21/2021	\$1,405.00	\$462.00	\$0.00	\$25.98	\$0.00	\$1,892.98
Cuney Homes	Bradby, Keiara C	7/20/2021	\$771.00	\$706.85	\$0.00	\$7.02	\$0.00	\$1,484.87
Cuney Homes	Wilson, Ke-Yonna M	7/28/2021	\$1,299.18	\$2,373.51	\$0.00	\$397.28	\$0.00	\$4,069.97
Cuney Homes	Collins, Regina	7/31/2021	\$441.00	\$1,164.81	\$0.00	\$82.62	\$0.00	\$1,688.43
Cuney Homes	Nsabimana, Tharisise	8/2/2021	\$0.00	\$216.42	\$0.00	\$0.00	\$0.00	\$216.42
Cuney Homes	Whisler, Martisha M	8/5/2021	\$322.00	\$1,540.33	\$0.00	\$67.62	\$0.00	\$1,929.95
Cuney Homes	Sanders, Aulexus D	8/2/2021	\$1,835.00	\$764.00	\$0.00	\$50.40	\$0.00	\$2,649.40
Cuney Homes	Mayfield, Breanna N	8/26/2021	\$0.00	\$72.03	\$0.00	\$0.00	\$0.00	\$72.03
Cuney Homes	Stewart, Regionald	8/30/2021	\$0.00	\$0.00	\$0.00	\$20.46	\$282.00	\$302.46
Cuney Homes	Anderson, Cajazna D	9/27/2021	\$0.00	\$24.93	\$0.00	\$0.00	\$0.00	\$24.93
Cuney Homes	Campbell, Ambra J	9/21/2021	\$0.00	\$403.10	\$0.00	\$0.00	\$0.00	\$403.10
Cuney Homes	Johnson, Dorothy L	8/20/2021	\$42.00	\$402.39	\$0.00	\$54.93	\$103.00	\$602.32
Cuney Homes	Leban, Crystal	9/21/2021	\$898.00	\$931.00	\$0.00	\$0.00	\$15.00	\$1,844.00
Cuney Homes	Sweeney, Flenesha R	9/27/2021	\$0.00	\$27.28	\$0.00	\$0.00	\$1.36	\$28.64
Cuney Homes								\$0.00
Cuney Homes								\$0.00
Cuney Homes								\$0.00

Water Freationt Move Out Date Rent Oved Monte Free Oved Date Free Oved Date Free Oved Date Free Oved Date Free Oved Bolton	Cuney Homes TOTAL			\$7,013.18	\$9,088.65	\$0.00	\$706.31	\$401.36	\$0.00 \$17,209.50
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nonok international strond strond strond	Heatherbrook	Richardson, Andreniki	8/17/2021	\$0.00	\$675.06	\$0.00	\$0.00	\$0.00	\$675.06
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Andrews. Gladys K Bi20/2021 \$3:340.00 \$245.26 \$0.00	HOAPV	Jones, Marisia Shaborah	8/11/2021	\$0.00	\$382.00	\$0.00	\$10.00	\$0.00	\$392.00
Harris, Denise 8/31/2021 \$983.00 \$543.56 \$0.00 \$30.00 \$35.00	HOAPV	Andrews, Gladys K	8/20/2021	\$3,340.00	\$245.26	\$0.00	\$0.00	\$0.00	\$3,585.26
Image: constraint of the constraint	HOAPV	Harris, Denise	8/31/2021	\$993.00	\$543.56	\$0.00	\$0.00	\$35.00	\$1,571.56
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W Resident Move Out Date Rent Owed Maintenance rees Legal rees Utilities Owed Other Fees Owed idence Heights									
Idence Heights	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
	TOTAL			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Page 2

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Vilugge Devise Devise Result 550.00 549.06 50.00 549.06 50.00 540.06 50.00 5	Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Numppe Davis, Famile R G2/2021 S10.00 S00.00 S17.46 S10.00 <	Irvinton Village	Pineda, Rosa V	8/31/2021	\$0.00	\$235.78	\$0.00	\$19.06	\$0.00	\$254.84
Millighe Millight	Irvinton Village	Davis, Pamela R	6/29/2021	\$120.00	\$489.88	\$0.00	\$17.46	\$0.00	\$627.34
Wildlige Devise Canol D 82/202/21 5/2000 5/16.66 5/000 5/9.71 5/000 5/9.00 Wildlige Macrenal, Jaesica A 8/22/2271 8/2.22/2721 8/2.64/60 5/000 5/9.64 5/000 5/9.00	Irvinton Village	Medina, Ricardo	8/9/2021	\$321.00	\$0.00	\$0.00	\$0.00	\$0.00	\$321.00
Nilappe Needen 822/3021 \$51.06.00 \$51.06.00 \$51.06.00 \$51.06.00 \$51.06.00 \$50.00	Irvinton Village	Davis, Carol D	8/23/2021	\$0.00	\$418.66	\$0.00	\$0.27	\$0.00	\$418.93
Image Meshadi, Jossica A 8:22/2021 5:0.00 51:0.01	Irvinton Village	Joseph, Glenn	8/23/2021	\$1,205.00	\$169.60	\$0.00	\$238.18	\$0.00	\$1,612.78
Nillage Lementation Ber/20211 S50.00 S74.165 S50.00 S50.46 S00.00 S50.46 S00.00 S50.40 S00.00 <	Irvinton Village	Marshall, Jessica A	8/23/2021	\$2,524.60	\$3,033.27	\$0.00	\$169.67	\$0.00	\$5,727.54
Wildlige Henrique: Karna 81/12021 52.941.00 55.663 50.00 52.600 50.00	Irvinton Village	Levenstone, Nuria	8/6/2021	\$50.00	\$741.05	\$0.00	\$62.46	\$0.00	\$853.51
Wilege Wynn, Lynesa R 91/32021 \$162.00 \$516.35 \$10.00 \$555.66 \$50.00 \$55.06 \$50.00	Irvinton Village	Henriquez, Karina	8/1/2021	\$2,941.00	\$505.63	\$0.00	\$0.00	\$0.00	\$3,446.63
(Nilage)	Irvinton Village	Wvnn. Lvnessa R	9/13/2021	\$162.00	\$516.63	\$0.00	\$25.86	\$0.00	\$704.49
Nilage Nilage<	Irvinton Village	•							\$0.00
Village Village Section Section <t< td=""><td>Irvinton Village</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>\$0 00</td></t<>	Irvinton Village								\$0 00
Vittage Fresident Move OutDate Fr.332.60 S6.110.50 S32.36 S0.00 S33.2.66 S0.00 S33.2.66 S0.00 S1.00	Irvinton Villade								
Model Sr.3.3.3.60 S.6.110.50 S0.00 S.33.2.96 S0.00 S.33.2.96 S0.00 S0.	Irvinton Villade								00.08
Y Resident Move Out Date Rent Owed Description Legal Fees Unities Owed Other Bige Klemdia, Kleman / 730/2021 530.00 539.4.4 50.00 50.00 50.00 50.00 Bige Menjvar, Kleman / 730/2021 533.00 530.00 530.00 530.00 50.00	TOTAL			\$7,323.60	\$6,110.50	\$0.00	\$532.96	\$0.00	\$13,967.06
(m) (m) <td></td> <td>_</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>		_							
gee Kitanda, Musembya 77302021 S0.00 S0.00 <td>Property</td> <td>Resident</td> <td>Move Out Date</td> <td>Rent Owed</td> <td>Maintenance Fees Owed</td> <td>Legal Fees Owed</td> <td>Utilities Owed</td> <td>Other Fees Owed</td> <td>Actual Total to be Written Off</td>	Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Ige Meniyar. Christian A 77302021 \$2,355.00 \$1,300.90 \$2,000	celly Village	Kikanda, Musambya	7/30/2021	\$0.00	\$994.44	\$0.00	\$0.00	\$0.00	\$994.44
Ige Dotson, Sareta L 7/30/2021 S3.276.00 S4.70.31 S100 S167.19 S000 S167.10 S000 S167.13 S000 S167.14 S000 <td>(elly Village</td> <td>Menjivar, Christian A</td> <td>7/30/2021</td> <td>\$2,355.00</td> <td>\$1,380.99</td> <td>\$0.00</td> <td>\$202.61</td> <td>\$0.00</td> <td>\$3,938.60</td>	(elly Village	Menjivar, Christian A	7/30/2021	\$2,355.00	\$1,380.99	\$0.00	\$202.61	\$0.00	\$3,938.60
Ige Balazar, Diana 7729/2021 5400.00 583.62 50.00 583.62 50.00 </td <td>(elly Village</td> <td>Dotson, Saretta L</td> <td>7/30/2021</td> <td>\$3,276.00</td> <td>\$470.31</td> <td>\$0.00</td> <td>\$167.19</td> <td>\$0.00</td> <td>\$3,913.50</td>	(elly Village	Dotson, Saretta L	7/30/2021	\$3,276.00	\$470.31	\$0.00	\$167.19	\$0.00	\$3,913.50
Ige Odom, Destring T 7/30/2020 S361.00 S450.00 S60.03 S60.23 S0.00 S0.00 S0.00 S60.23 S0.00	(elly Village	Baltazar, Diana	7/29/2021	\$409.00	\$378.01	\$0.00	\$83.62	\$0.00	\$870.63
Image Mathews, Roger (L) 7/8/2021 \$52.50 \$100.00 \$59.66 \$50.00	(elly Village	Odom, Destiny T	7/30/2020	\$361.00	\$450.00	\$0.00	\$60.23	\$0.00	\$871.23
Ige Weeb, Slacey D 5/28/2021 5/000 5/28/201 5/000 5/204 5/000 <td>(elly Village</td> <td>Mathews, Roger L</td> <td>7/8/2021</td> <td>\$52.50</td> <td>\$100.00</td> <td>\$0.00</td> <td>\$9.66</td> <td>\$0.00</td> <td>\$162.16</td>	(elly Village	Mathews, Roger L	7/8/2021	\$52.50	\$100.00	\$0.00	\$9.66	\$0.00	\$162.16
Ige Holmes, James Melton $7/3/2021$ 819.62 80.00 86.95 80.00 </td <td>celly Village</td> <td>Webb, Stacey D</td> <td>5/28/2021</td> <td>\$0.00</td> <td>\$496.06</td> <td>\$0.00</td> <td>\$2.94</td> <td>\$0.00</td> <td>\$499.00</td>	celly Village	Webb, Stacey D	5/28/2021	\$0.00	\$496.06	\$0.00	\$2.94	\$0.00	\$499.00
lage Coleman. Lashaundrette M 9/3/2021 \$273.00 \$50.00 \$51.80 \$50.00 \$51.80 \$50.00	celly Village	Holmes, James Melton	7/9/2021	\$119.62	\$0.00	\$0.00	\$86.95	\$0.00	\$206.57
lageMoody, Trolyin $9/30/2021$ 50.00 $51/61.68$ 50.00 5229.44 50.00 50.00 lageHouldHouldS6,846.12S6,846.12S6,846.12S6,341.50S93.44 50.00 50.00 S93.44 50.00 <	celly Village	Coleman, Lashaundrette M	9/3/2021	\$273.00	\$0.00	\$0.00	\$91.80	\$0.00	\$364.80
lagel	celly Village	Moody, Troylynn	9/30/2021	\$0.00	\$1,161.69	\$0.00	\$229.44	\$0.00	\$1,391.13
γ $s, 3, 3, 4, 5, 3, 3, 1, 5, 0$ $s, 3, 3, 4, 4, 4, 3, 0, 0, 0$ $s, 3, 3, 4, 4, 4, 3, 0, 0, 0$ $s, 3, 3, 4, 4, 4, 4, 3, 0, 0, 0$ $s, 3, 3, 4, 4, 4, 4, 4, 4, 4, 4, 4, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0,$	celly Village								\$0.00
χ KesidentMove Out DateRent OwedMintenance FeesLegal FeesLegal FeesLegal FeesMovedCher Fees OwedMoved γ PlaceWillims, Martha Evette $7/30/2021$ $$0.00$	OTAL			\$6,846.12	\$5,431.50	\$0.00	\$934.44	\$0.00	\$13,212.06
γ ResidentMove Out DateRent OwedRent OwedRegal FeesLegal FeesUnities OwedOther Fees OwedOwed γ PlaceVilliams, Martha Evette7/30/2021 50.00 </td <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>									
v Place Williams, Martha Evette 7/30/2021 \$0.00 <t< td=""><td>roperty</td><td>Resident</td><td>Move Out Date</td><td>Rent Owed</td><td>Maintenance Fees Owed</td><td>Legal Fees Owed</td><td>Utilities Owed</td><td>Other Fees Owed</td><td>Actual Total to be Written Off</td></t<>	roperty	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
v Place Montelongo, Claudia 9/15/2021 \$1,684.00 \$5,146.80 \$0.00	Kennedy Place	Williams, Martha Evette	7/30/2021	\$0.00	\$400.42	\$0.00	\$0.00	\$0.00	\$400.42
Y \$1,684.00 \$5,547.22 \$0.00	Kennedy Place	Montelongo, Claudia	9/15/2021	\$1,684.00	\$5,146.80	\$0.00	\$0.00	\$0.00	\$6,830.80
YResidentMove Out DateRent OwedMaintenance FeesLegal FeesLegal FeesOwedOther Fees OwedParkParkOwedOwedOwedOwedOrectParkParkParkParkSo.00\$0.00\$0.00\$0.00\$0.00\$0.00ParkMarkMarkSo.00\$0.00\$0.00\$0.00\$0.00ParkMove Out DateRent OwedMaintenance FeesLegal FeesLegal FeesPark	rotal.			\$1,684.00	\$5,547.22	\$0.00	\$0.00	\$0.00	\$7,231.22
YResidentMove Out DateRent OwedLegal FeesLegal FeesUtilities OwedOther Fees OwedPark<									
Park Park <th< td=""><td>Property</td><td>Resident</td><td>Move Out Date</td><td>Rent Owed</td><td>Maintenance Fees Owed</td><td>Legal Fees Owed</td><td>Utilities Owed</td><td>Other Fees Owed</td><td>Actual Total to be Written Off</td></th<>	Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Park Park <th< td=""><td>incoln Park</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>\$0.00</td></th<>	incoln Park								\$0.00
Park Park Park Park Park S0.00 \$0.0	incoln Park								\$0.00
Park Park Image: Solution state sta	-incoln Park								\$0.00
y \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 y Resident Move Out Date Rent Owed Maintenance Fees Legal Fees Utilities Owed Other Fees Owed	Lincoln Park								\$0.00
Resident Move Out Date Rent Owed Maintenance Fees Legal Fees Utilities Owed Other Fees Owed	TOTAL			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Resident Move Out Date Rent Owed Maintenance Fees Legal Fees Utilities Owed Other Fees Owed									
	roperty	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed		Actual Total to be Written Off

Long Drive	Blackmon, Sheddreka Lynette	6/12/2021	\$0.00	\$701.69	\$0.00	\$0.00	\$0.00	\$701.69
TOTAL			\$0.00	\$701.69	\$0.00	\$0.00	\$0.00	\$701.69
				Maintenance Fees	l anal Fooc			
Property	Resident	Move Out Date	Rent Owed	Owed	Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Lyerly	Haynes, Clifford R	7/20/2021	\$34.00	\$173.01	\$0.00	\$0.00	\$0.00	\$207.01
Lyerly	Yu, Heimin	8/2/2021	\$46.00	\$125.00	\$0.00	\$0.00	\$0.00	\$171.00
Lyerly	Lusk, Sheryl Blanks	12/2/8	\$480.00	\$225.00	\$0.00	\$0.00	\$0.00	\$705.00
Lyerly	Reid, Kenneth K	9/24/2021	\$0.00	\$104.00	\$0.00	\$0.00	\$0.00	\$104.00
TOTAL			\$560.00	\$627.01	\$0.00	\$0.00	\$0.00	\$1,187.01
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	Cortez, Dilma Maxine	7/19/2021	\$396.00	\$386.25	\$0.00	\$0.00	\$0.00	\$782.25
Oxford Place	Williams. Shamecca L	7/7/2021	\$1.698.00	\$207.56	\$0.00	\$0.00	\$0.00	\$1.905.56
Oxford Place						-		\$0.00
Oxford Place								\$0.00
Oxford Place								\$0.00
TOTAL			\$2,094.00	\$593.81	\$0.00	\$0.00	\$0.00	\$2,687.81
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees	Legal Fees	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Sweetwater Point				Owed	Owed			\$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				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
Victory Place								\$0.00
Victory Place								\$0.00
TOTAL			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Grand Total		\$54,392.90	\$33,588.99	\$0.00	\$2,183.71	\$436.36	\$90,601.96
Droporty Namo			*			¢0.00	/90	
						nn-n¢	0%0	
APV	\$23,637.47			RENT		\$54,392.90	60%	
Bellerive	\$213.00			MAINTENANCE		\$33,588.99	37%	
Clayton Homes	\$0.00			LEGAL		\$0.00	0%	
Cuney Homes	\$17,209.50			UTILITIES		\$2,183.71	2%	
Ewing	\$0.00			FEES		\$436.36	0%	
Forest Green	\$0.00			TOTAL		\$90,601.96	100%	

Write Off Amount	\$23,637.47	\$213.00	\$0.00	\$17,209.50	\$0.00	\$0.00	\$0.00	\$675.06	\$9,880.08	
Property Name	APV	Bellerive	Clayton Homes	Cuney Homes	Ewing	Forest Green	Fulton Village	Heatherbrook	HOAPV	

HRI	\$0.00
Independence Heights	\$0.00
Irvinton Village	\$13,967.0 6
Kelly Village	\$13,212.06
Kennedy Place	\$7,231.22
Lincoln Park	\$0.00
Long Drive	\$701.69
Lyerly	\$1,187.0 1
Oxford Place	\$2,687.8 1
Sweetwater Point	\$0.00
Telephone Road	\$0.00
Victory Place	\$0.00
Grand Total	\$90,601.96

						2020			
	1	Lst Quarter	2	nd Quarter	3	Brd Quarter	4	Ith 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

					2021		
	1st Quarter	2	nd Quarter	,	Brd Quarter	4th Quarter	Totals
APV	\$ 5,479.26	\$	9,882.50	\$	23,637.47		\$ 38,999.23
Bellerive	\$ 11.00	\$	59.00	\$	213.00		\$ 283.00
Clayton Homes	\$ 595.98	\$	451.00	\$	-		\$ 1,046.98
Cuney Homes	\$ 20,884.13	\$	35,139.86	\$	17,209.50		\$ 73,233.49
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	\$	675.06		\$ 2,118.11
HOAPV	\$ -	\$	16,511.90	\$	9,880.08		\$ 26,391.98
HRI	\$ -	\$	-	\$	-		\$ -
Independence	\$ -	\$	-	\$	-		\$ -
Irvinton Village	\$ 34,170.20	\$	17,367.36	\$	13,967.06		\$ 65,504.62
Kelly Village	\$ 17,789.89	\$	6,505.68	\$	13,212.06		\$ 37,507.63
Kennedy Place	\$ 773.87	\$	-	\$	7,231.22		\$ 8,005.09
Lincoln Park	\$ 36.99	\$	6,797.17	\$	-		\$ 6,834.16
Long Drive	\$ 246.10	\$	94.07	\$	701.69		\$ 1,041.86
Lyerly	\$ 453.01	\$	428.50	\$	1,187.01		\$ 2,068.52
Oxford Place	\$ 298.25	\$	1,690.55	\$	2,687.81		\$ 4,676.61
Sweetwater	\$ 2,613.29	\$	-	\$	-		\$ 2,613.29
Telephone	\$ 211.00	\$	-	\$	-		\$ 211.00
Victory Place	\$ -	\$	-	\$			\$ -
Grand Total	\$ 85,955.03	\$	98,026.64	\$	90,601.96	\$-	\$ 274,583.63

Resolution No. 3336



REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or to take action to authorize the Interim President & C.E.O. or designee to submit the Fiscal Year 2022 Annual PHA Plan to the U.S. Department of Housing and Urban Development

- 2. Date of Board Meeting: October 19, 2021
- **3. Proposed Board Resolution:**

Resolution:

That the Houston Housing Authority Board of Commissioners authorizes the Interim President & C.E.O. to submit to HUD the Fiscal Year 2022 Annual PHA Plan ("The Annual Plan" or "The Plan"), with all attached certifications, HUD forms, all necessary attachments and other documentation required for the receipt of capital funds and other program funds, and to make any technical corrections, and to make the following certifications:

- 1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
- 2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
- 3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the R.A.B. (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
- 4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held, and conducted a hearing to discuss the Plan, and invited public comment.
- 5. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
- 6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those programs, addressing those impediments in a reasonable fashion in view of the resources available, and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing

that requires the PHA's involvement and by maintaining records reflecting these analyses and actions.

- 7. For PHA Plans that include a policy for site-based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in P.I.H. Notice 2010-25);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of a site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such a waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 C.F.R. part 903.7(c)(1).
- 8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
- 9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 C.F.R. Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
- 10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 C.F.R. Part 135.
- 11. The PHA will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 C.F.R. Part 24 as applicable.
- 12. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
- 13. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 C.F.R. Part 58 or Part 50, respectively.
- 14. With respect to public housing, the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
- 15. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
- 16. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 C.F.R. Part 35.
- 17. The PHA will comply with the policies, guidelines, and requirements of O.M.B. Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 C.F.R. Part 225, and 24 C.F.R. Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
- 18. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under regulations and included in its Plan.
- 19. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.

20. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

Pursuant to the memorandum dated October 6, 2021 from Mark Thiele, Interim President & CEO.

		DocuSigned by: Mark Huill		10/14/2021
4.	Department Head Approval	Signature6072D2C8367A4C7		Date:
5.	Statement regarding availab	ility of funds by V.P. of Fiscal Operations		
	Funds Budgeted and Availabl	e Yes No Source		
	VP of FO Approval Signa	iture	Date:	
6.	Approval of President & CEO	DocuSigned by: Mark Thick		10/14/2021
	Signa	oture6072D2C8367A4C7	_ Date: _	



MEMORANDUM

DATE:	OCTOBER 6, 2021
	HOUSING AND URBAN DEVELOPMENT
	DESIGNEE TO SUBMIT THE FISCAL YEAR 2022 ANNUAL PHA PLAN TO THE US DEPARTMENT OF
SUBJECT:	CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR
FROM:	MARK THIELE, INTERIM PRESIDENT & CEO
то:	HOUSTON HOUSING AUTHORITY BOARD

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the Interim President & C.E.O. to take all necessary actions to negotiate, execute and make necessary changes and corrections to submit the Fiscal Year 2022 PHA Annual Plan to the U.S. Department of Housing and Urban Development.

BACKGROUND:

The Annual PHA Plan process was established by section 5A of the United States Housing Act of 1937 (42 U.S.C. 1437 et seq.). The purpose of the Annual Plan is to provide a framework for local accountability and an easily identifiable source by which public housing residents, participants in the tenant-based assistance programs, and other members of the public may locate basic PHA policies, rules and requirements concerning its operations, programs and services. As a designated Moving to Work (MTW) agency, HHA will also be required to submit an MTW Supplement to the Annual PHA Plan in the near future and prior to implementing any MTW waivers.

HHA published the draft Fiscal Year Annual PHA Plan and related attachments, and provided a public comment period that extended from August 20, 2021 to October 4, 2021. The following draft documents were made available at HHA's central office, every public housing development, and on HHA's website:

- 1. Streamlined Annual PHA Plan F.Y. 2022 (HUD-50075 HP)
- 2. HUD-50075 HP Narratives
- 3. F.Y. 2022 Admissions and Continued Occupancy (ACOP) and Summary of Changes
- 4. FY2022 Housing Choice Voucher Program Administrative Plan and Summary of Changes
- 5. F.Y. 2021-2025 Capital Fund Program 5-Year Action Plan

HHA posted public notices on or before August 20, 2021 providing information on the Fiscal Year 2022 Annual PHA Plan public comment period, public meetings and hearing process. HHA conducted two public meetings for the R.A.B., residents and the public at large on August 26 and August 27. The meetings allowed residents, voucher holders and other community stakeholders to provide feedback and ask questions about the HHA's plans for the coming plan year. The public meetings were conducted virtually through Zoom sessions through on-line forums and via phone. The public notice indicated that a public hearing would be conducted by the HHA Board of Commissioners on October 19, 2021 at 3:00PM.

Revision of PHA Plan Elements

As described in more detail in the 2022 Annual PHA Plan documents referenced above, HHA revised/updated the following elements from the previously approved PHA Annual Plan

Financial Resources – The Plan provides preliminary, estimated 2022 financial resources to further its mission of providing quality affordable housing to eligible households. HHA notes that the agency secured Moving to Work (MTW) designation in F.Y. 2021 and that it intends to utilize the financial flexibility permitted pursuant to HUD's MTW Operations Notice to maximize the use of available resources to fulfill its mission. Annual operating budgets for F.Y. 2022 will be prepared during the August to November 2021 time frame for approval by the HHA and affiliate Boards.

Rent Determination - HHA's policies related to rent determination are included in the Public Housing Admissions and Continued Occupancy Policy (ACOP) and Housing Choice Voucher Program Administrative Plan. HHA prepared modifications to both the ACOP and HCV Administrative Plan, including incorporating streamlining changes allowable under existing HUD regulations and notices. Summaries of proposed changes and the revised policy documents were included in the public comment materials.

As noted, HHA has been designated an MTW agency by HUD as part of Cohort 2 of the MTW Expansion initiative. HHA will participate in a national rent reform evaluation that will impact both the public housing and Housing Choice Voucher programs. HHA projects that initial implementation of the MTW rent reform evaluation process will commence in F.Y. 2022 after all Board and HUD approvals have been obtained. HHA will prepare and distribute for public comment an MTW Supplement to the PHA Annual Plan that describes all of the elements of the new MTW rent reform policy and process. The MTW Supplement will also include other MTW waivers for which HHA will seek public comment, HHA Board and HUD approval.

Definition of Substantial Deviation and Significant Amendment or Modification – As required by HUD, the Annual PHA Plan includes definitions of substantial deviation and significant amendment or modification to the Annual PHA Plan and 5-Year PHA Plan, including deviations or amendments related to the Rental Assistance Demonstration conversion and/or Section 18 processes.

New Activities

As required, the Annual PHA Plan includes a summary of HHA's planned new activities by category including activities projected for 2022 and future years related to:

- Choice Neighborhoods
- Mixed Finance/Modernization or Development
- Demolition/Disposition
- Rental Assistance Demonstration Program
- Project Based Vouchers
- Other Capital Fund Activities

The Annual PHA Plan also references implementation of various capital fund activities in accordance with HHA's HUD-approved 5-Year Capital Plan for F.Y. 2021-2025.

Progress Report

The 2022 PHA Annual Plan includes a summary of HHA activities and progress over the past year in meeting agency goals and objectives.

RECOMMENDATION

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

Resolution:

That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO to submit to HUD the Fiscal Year 2022 Annual PHA Plan ("The Annual Plan" or "The Plan"), with all attached certifications, HUD forms, all necessary attachments and other documentation required for the receipt of capital funds and other program funds, and to make any technical corrections, and to make the following certifications:

- 1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
- 2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
- 3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the R.A.B. (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
- 4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
- 5. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
- 6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those programs, addressing those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.
- 7. For PHA Plans that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in P.I.H. Notice 2010-25);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of a site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such a waiting list is consistent with affirmatively furthering fair housing;

- The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 C.F.R. part 903.7(c)(1).
- 8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
- 9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 C.F.R. Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
- 10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 C.F.R. Part 135.
- 11. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 C.F.R. Part 24 as applicable.
- 12. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
- 13. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 C.F.R. Part 58 or Part 50, respectively.
- 14. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
- 15. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
- 16. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 C.F.R. Part 35.
- 17. The PHA will comply with the policies, guidelines, and requirements of O.M.B. Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 C.F.R. Part 225, and 24 C.F.R. Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
- 18. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
- 19. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
- 20. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

Pursuant to the memorandum dated October 6, 2021, from Mark Thiele, Interim President & CEO.

Resolution No. 3337



REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or action to authorize the Interim President & CEO or designee to implement revised utility allowance schedules for use in applicable Housing Choice Voucher Programs

2. Date of Board Meeting: October 19, 2021

3. Proposed Board Resolution:

Resolution:

6.

That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO to negotiate, execute and make necessary changes and corrections to revise the schedule of utility allowances for applicable Housing Choice Voucher Programs (including Housing Choice Voucher, Section 8 Moderate Rehabilitation, Moderate Rehabilitation for Single Room Occupancy, and Veterans Affairs Supportive Housing) effective December 1, 2021 to accommodate the changes documented in the September 2021 Utility Study and Survey conducted by the Nelrod Company, pursuant to the memorandum dated October 5, 2021 from Robin Walls, Vice President of HCVP to Mark Thiele, Interim President & CEO.

4.	Department Head Approval	Signature	10/13/2021 Date:
_			

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

Funds Budgeted and A	Available Yes	No No	Source		
VP of FO Approval	Signature			Date:	
Approval of Presiden	t & CEO	Man	signed by: & Huill		10/14/2021
	Signature	6072	02C8367A4C7	Date:	

HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO:	MARK THIELE, INTERIM PRESIDENT & CEO
FROM:	ROBIN WALLS, VICE PRESIDENT OF HCVP
	IMPLEMENTATION OF REVISED UTILITY ALLOWANCE SCHEDULES FOR USE IN APPLICABLE HOUSING CHOICE VOUCHER PROGRAMS
DATE:	OCTOBER 5, 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 revise the schedule of utility allowances for applicable Housing Choice Voucher Programs.

BACKGROUND:

HHA is responsible for reviewing its schedule of utility allowances used in its Housing Choice Voucher Programs on an annual basis. These programs include Housing Choice Voucher, Section 8 Moderate Rehabilitation, Moderate Rehabilitation for Single Room Occupancy, and Veterans Affairs Supportive Housing.

If utility rates have changed, in whole or in part, more than 10% since the last utility allowance schedule revision, HHA is required to revise the utility allowance schedule. In September 2021, the Nelrod Company conducted a survey and study of local utility rates. The results of the study (included below) indicated that utility rates changed more than the 10% threshold, thus requiring HHA to revise the utility allowance schedule accordingly.

Results by Utility

As required by HUD regulations 24 CFR 982.517, a comparison (annual review) was made of the utility rates and charges (August 2020) utilized in the previous study and the current utility rates and charges (September 2021).

- Reliant Energy's electric rates increased 5%, the monthly charges was removed, and taxes remain the same.
- CenterPoint Energy's natural gas rates increased 24%, the monthly charge increased 6%, and taxes remain the same.
- Single-Family water rates and charges increased a total of 16%, and Single-Family sewer rates and charges changed a total of 8%.
- Range and refrigerator proposed utility allowances remain the same.

Since the utility providers' rates and charges have changed more than 10%, the current utility allowance schedule will be adjusted. This does not mean that utility allowances will change by the actual percentage values listed above.

Example of 2 bedroom apartment unit type all gas appliances (4% decrease).

Effective 12/1/2020

Heating	\$7
Cooking	\$3
Other Electric	\$30
Air Conditioning	\$27
Water Heating	\$6
Water	\$30
Sewer	\$45
Trash Collection	-
Range/Microwave	-
Refrigerator	-
Other (Elec Fee)	\$15
Other (Gas Fee)	\$18
Total	\$181

Proposed 12/1/2021

	40						
Heating	\$9						
Cooking	\$4						
Other Electric	\$31						
Air Conditioning	\$28						
Water Heating	\$7						
Water	\$30						
Sewer	\$46						
Trash Collection	-						
Range/Microwave	-						
Refrigerator	-						
Other (Elec Fee)	\$0						
Other (Gas Fee)	\$19						
Total	\$174						
*							

*There is no longer other-monthly electric fee

Example of 3 bedroom detached house unit type with all electric appliances (1% decrease).

Effective 12/1/2020

Heating	\$21
Cooking	\$11
Other Electric	\$56
Air Conditioning	\$52
Water Heating	\$24
Water	\$41
Sewer	\$52
Trash Collection	-
Range/Microwave	-
Refrigerator	-
Other (Elec Fee)	\$15
Other (Gas Fee)	-
Total	\$272

Proposed 12/1/2021

Heating	\$22
Cooking	\$11
Other Electric	\$59
Air Conditioning	\$55
Water Heating	\$26
Water	\$42
Sewer	\$53
Trash Collection	-
Range/Microwave	-
Refrigerator	-
Other (Elec Fee)	\$0
Other (Gas Fee)	-
Total	\$268

*There is no longer other-monthly electric fee

The proposed utility allowance schedules for the four different applicable housing unit types are attached to this memorandum for your consideration. Our review of the Nelrod Company's survey and study shows their findings to be accurate and reasonable.

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO to negotiate, execute and make necessary changes and corrections to revise the schedule of utility allowances for applicable Housing Choice Voucher Programs (including Housing Choice Voucher, Section 8 Moderate Rehabilitation, Moderate Rehabilitation for Single Room Occupancy, and Veterans Affairs Supportive Housing) effective December 1, 2021 to accommodate the changes documented in the September 2021 Utility Study and Survey conducted by the Nelrod Company, pursuant to the memorandum dated October 5, 2021 from Robin Walls, Vice President of HCVP to Mark Thiele, Interim President & CEO.

Allowance for Tenant-**Furnished Utilities and Other** Services

										ctive ate
LOCALITY: HOUSTON, TX METROPOLITAN	AREA	UNIT TYPE DETACHEI								/2021
Utility or Service	2	Monthly Dollar Allowances								
Other of Service	-	0BR	1BR	2BR	3BR	4BR	5BR	6BR	7BR	8BR
Heating	a. Natural Gas	\$11	\$13	\$13	\$15	\$16	\$17	\$18	\$20	\$21
	b. Bottle Gas		<i>\</i>	710	<i>\</i>	<i>\</i>	<i>\\\</i>	Ŷ10	<i></i>	ŶĽ1
	c. Electric	\$16	\$18	\$20	\$22	\$25	\$27	\$29	\$31	\$33
	d. Coal/Other	+	+	+	+	+	7	+	<i>+</i>	7.5.5
Cooking	a. Natural Gas	\$2	\$2	\$4	\$4	\$6	\$6	\$7	\$8	\$8
5	b. Bottle Gas									
	c. Electric	\$5	\$6	\$9	\$11	\$14	\$17	\$18	\$19	\$20
	d. Coal/Other									
Other Electric - Lig		\$28	\$33	\$46	\$59	\$72	\$84	\$91	\$98	\$104
Air Conditioning		\$13	\$16	\$35	\$55	\$74	\$94	\$101	\$108	\$115
Water Heating	a. Natural Gas	\$5	\$6	\$8	\$11	\$14	\$17	\$18	\$20	\$21
-	b. Bottle Gas									
	c. Electric	\$14	\$17	\$21	\$26	\$30	\$35	\$38	\$40	\$43
	d. Coal/Other									
Water		\$22	\$24	\$33	\$42	\$50	\$59	\$64	\$70	\$79
Sewer		\$24	\$26	\$39	\$53	\$66	\$80	\$89	\$98	\$107
Trash Collection										
Range/Microwave	(If tenant supplies)	\$11	\$11	\$11	\$11	\$11	\$11	\$11	\$11	\$11
Refrigerator (If tena	nt supplies)	\$12	\$12	\$12	\$12	\$12	\$12	\$12	\$12	\$12
Other - Monthly El		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other - Monthly G		\$19	\$19	\$19	\$19	\$19	\$19	\$19	\$19	\$19
Actual Family Allowances T		compute allow	vance.				Utility	or Service	Per Mo	nth Cost
Complete Below for the ac	tual unit rented.						Heating			-
Name of Family							Cooking			-
							Other Ele	ctric		-
							Air Condi	tioning		-
							Water He	ating		-
Address of Unit							Water			-
							Sewer			-
							Trash Col			-
							Range/M			-
							Refrigerat			-
Smaller of bedroon	n or voucher						Other (Ele	-		-
							Other (Ga	-		-
							Тс	otal	\$	0

Allowance for Tenant-**Furnished Utilities and Other** Services

										ctive ate
LOCALITY: HOUSTON, TX METROPOLITAN /	AREA	UNIT TYPI Row Hous		ouse & Ser	ni-Detache	ed/ Duples	k (up to 4 u	nits)	12/1/2021	
Utility or Service	5	Monthly Dollar Allowances								
-		0BR	1BR	2BR	3BR	4BR	5BR	6BR	7BR	8BR
Heating	a. Natural Gas	\$11	\$13	\$13	\$14	\$15	\$16	\$17	\$18	\$20
	b. Bottle Gas									
	c. Electric	\$12	\$14	\$17	\$19	\$21	\$24	\$26	\$27	\$29
	d. Coal/Other									
Cooking	a. Natural Gas	\$2	\$2	\$4	\$4	\$6	\$6	\$7	\$8	\$8
	b. Bottle Gas									
	c. Electric	\$5	\$6	\$9	\$11	\$14	\$17	\$18	\$19	\$20
	d. Coal/Other									
Other Electric - Ligh	nting - Base	\$24	\$28	\$39	\$50	\$62	\$73	\$78	\$84	\$89
Air Conditioning		\$17	\$20	\$34	\$48	\$63	\$77	\$83	\$89	\$94
Water Heating	a. Natural Gas	\$5	\$6	\$8	\$11	\$14	\$17	\$18	\$20	\$21
	b. Bottle Gas									
	c. Electric	\$14	\$17	\$21	\$26	\$30	\$35	\$38	\$40	\$43
	d. Coal/Other									
Water		\$23	\$23	\$30	\$37	\$44	\$51	\$56	\$61	\$65
Sewer		\$35	\$36	\$46	\$56	\$66	\$77	\$83	\$90	\$97
Trash Collection										
Range/Microwave	(If tenant supplies)	\$11	\$11	\$11	\$11	\$11	\$11	\$11	\$11	\$11
Refrigerator (If tenar	nt supplies)	\$12	\$12	\$12	\$12	\$12	\$12	\$12	\$12	\$12
Other - Monthly Ele	ectric Fee	\$0	\$0	\$0	\$0	\$0	\$0	\$O	\$0	\$0
Other - Monthly Ga		\$19	\$19	\$19	\$19	\$19	\$19	\$19	\$19	\$19
Actual Family Allowances T			ance.		. ·		Utility c	or Service	Per Mo	nth Cost
Complete Below for the act							Heating		-	
Name of Family							Cooking			-
							Other Elec	ctric		-
							Air Condit	ioning		-
							Water He	ating		-
Address of Unit							Water			-
							Sewer			-
							Trash Coll			-
							Range/Mi			-
							Refrigerat			-
Smaller of bedroom	n or voucher						Other (Ele	-		-
							Other (Ga	s Fee)		-
							То	otal	\$	0

Allowance for Tenant-Furnished Utilities and Other Services

										ctive Ite	
LOCALITY: HOUSTON, TX METROPOLITAN /	AREA	UNIT TYPE: APARTMENTS (5 OR MORE UNITS PER BUILDING)								12/1/2021	
Utility or Service	2		100			1	llowance		700	000	
Heating	a. Natural Gas	0BR \$8	1BR \$8	2BR \$9	3BR \$10	4BR \$11	5BR \$12	6BR \$13	7BR \$13	8BR \$14	
neating	b. Bottle Gas	<u>ې د</u>	٥٢	29 	\$10	- <u>-</u>		\$12	\$12	Ş14	
	c. Electric	\$8	\$10	\$12	\$13	\$15	\$17	\$18	\$20	\$21	
	d. Coal/Other	ەر	ΔIO	عدد	ςτς	ريږ	/ ۲ چ	01¢	γzυ	۲۲¢	
Cooking		\$2	\$2	\$4	\$4	\$6	\$6	\$7	\$8	\$8	
COOKINg	a. Natural Gas b. Bottle Gas	ےد	ېد	<u>ې</u> 4	<u>ې</u> 4	<u>ې</u>	٥٢	/ ڊ	٥ږ	٥ږ	
	c. Electric	\$5	\$6	\$9	\$11	\$14	\$17	\$18	\$19	\$20	
	d. Coal/Other	ζζ.	ΨŪ	ÇÇ	711	714	71/		Υ.J	<i>γ</i> 20	
Other Electric - Ligh	-	\$19	\$22	\$31	\$40	\$49	\$57	\$62	\$66	\$70	
Air Conditioning		\$17	\$20	\$28	\$36	\$44	\$51 \$51	\$55	\$59	\$63	
Water Heating	a. Natural Gas	\$4	\$5	\$7	\$9	\$11	\$13	\$15	\$16	\$16	
	b. Bottle Gas	¥ .	÷.	÷.	÷	+	+	+=0	÷=•	+=•	
	c. Electric	\$11	\$13	\$17	\$21	\$24	\$28	\$30	\$32	\$34	
	d. Coal/Other		, -		,				1 -	1 -	
Water		\$23	\$23	\$30	\$37	\$44	\$51	\$56	\$61	\$65	
Sewer		\$35	\$36	\$46	\$56	\$66	\$77	\$83	\$90	\$97	
Trash Collection											
Range/Microwave	(If tenant supplies)	\$11	\$11	\$11	\$11	\$11	\$11	\$11	\$11	\$11	
Refrigerator (If tenar		\$12	\$12	\$12	\$12	\$12	\$12	\$12	\$12	\$12	
Other - Monthly Ele		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	, \$0	
Other - Monthly Ga		\$19	\$19	\$19	\$19	\$19	\$19	\$19	\$19	\$19	
Actual Family Allowances T				·	·	·		or Service		nth Cost	
Complete Below for the act							Heating			-	
Name of Family							Cooking		-		
							Other Elec	ctric		-	
							Air Condit	ioning		-	
							Water He	ating		-	
Address of Unit							Water			-	
							Sewer			-	
							Trash Coll			-	
							Range/Mi			-	
							Refrigerat			-	
Smaller of bedroom	n or voucher						Other (Ele	-		-	
							Other (Ga			-	
							То	otal	\$	0	

Allowance for Tenant-**Furnished Utilities and Other** Services

										ctive ate
LOCALITY: HOUSTON, TX METROPOLITAN	AREA	UNIT TYPE MOBILE H							12/1/2021	
Utility or Service	5	Monthly Dollar Allowances								
		0BR	1BR	2BR	3BR	4BR	5BR	6BR	7BR	8BR
Heating	a. Natural Gas		\$11	\$11	\$13	\$13	\$14	\$16	\$17	\$18
	b. Bottle Gas									
	c. Electric		\$20	\$21	\$21	\$22	\$22	\$24	\$25	\$27
	d. Coal/Other									
Cooking	a. Natural Gas		\$2	\$4	\$4	\$6	\$6	\$7	\$8	\$8
	b. Bottle Gas									
	c. Electric		\$6	\$9	\$11	\$14	\$17	\$18	\$19	\$20
	d. Coal/Other									
Other Electric - Ligh	nting - Base		\$33	\$46	\$59	\$72	\$84	\$91	\$98	\$104
Air Conditioning			\$19	\$33	\$46	\$60	\$73	\$79	\$84	\$90
Water Heating	a. Natural Gas		\$6	\$8	\$11	\$14	\$17	\$18	\$20	\$21
	b. Bottle Gas									
	c. Electric		\$17	\$21	\$26	\$30	\$35	\$38	\$40	\$43
	d. Coal/Other									
Water			\$24	\$33	\$42	\$50	\$59	\$64	\$70	\$79
Sewer			\$26	\$39	\$53	\$66	\$80	\$89	\$90	\$97
Trash Collection										
Range/Microwave	(If tenant supplies)		\$11	\$11	\$11	\$11	\$11	\$11	\$11	\$11
Refrigerator (If tenar	nt supplies)		\$12	\$12	\$12	\$12	\$12	\$12	\$12	\$12
Other - Monthly El	ectric Fee		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other - Monthly Ga	as Fee		\$19	\$19	\$19	\$19	\$19	\$19	\$19	\$19
Actual Family Allowances T	o be used by the family to	compute allow	ance.				Utility o	or Service	Per Mo	nth Cost
Complete Below for the act	ual unit rented.						Heating			-
Name of Family							Cooking		-	
							Other Ele	ctric		-
							Air Condit	ioning		-
							Water He	ating		-
Address of Unit							Water			-
							Sewer			-
							Trash Coll			-
							Range/Mi			-
							Refrigerat			-
Smaller of bedroom	n or voucher						Other (Ele			-
							Other (Ga	s Fee)		-
							Тс	otal	Ś	60

Resolution No. 3338



REQUEST FOR BOARD AGENDA ITEM

- 1. Brief Description of Proposed Item Authorizing Houston Housing Authority's facilitation of the acquisition of that certain parcel of land located at the southwest corner of Buffalo Speedway and Airport Boulevard, Houston, Texas 77045, the construction and development of the 378-unit Greystar Buffalo Speedway thereupon, and the execution of all required documents therefor.
- 2. Date of Board Meeting: October 19, 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 the southwest corner of Buffalo Speedway and Airport Boulevard, Houston, Texas 77045, the construction and development of the 378-unit Greystar Buffalo Speedway (the "**Project**") thereupon, pursuant to the memorandum from from Cody Roskelley, Vice President of REID dated October 7, 2021, Mark Thiele, Interim President & CEO.

4.	Department Head Approval	Signature	DocuSigned by: (ody Koskelley 8FC143A291EE443	Da	ate: <u>10/13/202</u> 1
5.	Statement regarding availabi	lity of funds by \	/P of Fiscal Operations		
	Funds Budgeted and Available	e X Yes	No Source Third P	arty Funding	5
	VP of FO Approval Signa	ture		_ Date:	
6.	Approval of Interim Presiden	t & CEO	DocuSigned by: Mark thicle		10/14/2021
	Signa	ture	6072D2C8367A4C7	_ Date:	

HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO: HOUSTON HOUSING AUTHORITY BOARD OF COMMISSIONERS

FROM: MARK THIELE, INTERIM PRESIDENT & CEO

SUBJECT: AUTHORIZING HOUSTON HOUSING AUTHORITY'S FACILITATION OF THE ACQUISITION OF THAT CERTAIN PARCEL OF LAND LOCATED AT THE SOUTHWEST CORNER OF BUFFALO SPEEDWAY AND AIRPORT BOULEVARD, HOUSTON, TEXAS 77045, THE CONSTRUCTION AND DEVELOPMENT OF THE 378-UNIT GREYSTAR BUFFALO SPEEDWAY THEREUPON, AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.
 DATE: OCTOBER 7, 2021

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorize the Houston Housing Authority (the "**Authority**") to take such actions necessary or convenient to facilitate the acquisition of that certain parcel of land located at the southwest corner of Buffalo Speedway and Airport Boulevard, Houston, Texas 77045, the construction and development of the 378-unit Greystar Buffalo Speedway (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 Buffalo Speedway Lessee, 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 \$41,000,000 (the "Loan") from BOKF NA d/b/a Bank of Texas ("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 that certain parcel of land located at the southwest corner of Buffalo Speedway and Airport Boulevard, Houston, Texas 77045, the construction and development of the 378-unit Greystar Buffalo Speedway (the "**Project**") thereupon, pursuant to the memorandum from Cody Roskelley, Vice President of REID dated October 7, 2021, Mark Thiele, Interim President & CEO

RESOLUTION NO. 3338

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 THE SOUTHWEST CORNER OF BUFFALO SPEEDWAY AND AIRPORT BOULEVARD, HOUSTON, TEXAS 77045, THE CONSTRUCTION AND DEVELOPMENT OF THE 378-UNIT GREYSTAR BUFFALO SPEEDWAY (THE "PROJECT") THEREUPON, 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 Buffalo Speedway Lessee, 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 \$41,000,000 (the "**Loan**") from BOKF NA d/b/a Bank of Texas ("**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 19th of October, 2021.

CHAIR

ATTEST:

Secretary

Resolution No. 3339



REQUEST FOR BOARD AGENDA ITEM

- 1. Brief Description of Proposed Item Authorizing Houston Housing Authority's facilitation of the acquisition of, and the placement of "affordable" units at, Kingsland West Apartments located at 18325 Kingsland Blvd., Houston, Texas 77094, and the execution of all required documents therefor.
- 2. Date of Board Meeting: October 19, 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, Kingsland West Apartments located at 18325 Kingsland Blvd., Houston, Texas 77094 (the "**Project**"), pursuant to the memorandum from Cody Roskelley, Vice President of REID dated October 7, 2021, Mark Thiele, Interim President & CEO

4. Department Head Approval Signature ______ (*sly kskilly*______ Date: 10/13/2021

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

Funds Budgeted and Av	ailable X Yes	No	Source Third	Party Funding	
VP of FO Approval	Signature			Date:	
Approval of Interim Pre	esident & CEO	Doce	isigned by: & Huille		10/14/2021
	Signature	6072	D2C8367A4C7	Date:	

6.

HOUSTON

Transforming Lives & Communities

MEMORANDUM

то:	HOUSTON HOUSING AUTHORITY BOARD OF COMMISSIONERS
FROM:	MARK THIELE, INTERIM PRESIDENT & CEO
SUBJECT:	AUTHORIZING HOUSTON HOUSING AUTHORITY'S FACILITATION OF THE ACQUISITION OF, AND THE PLACEMENT OF "AFFORDABLE" UNITS AT, THE KINGSLAND WEST APARTMENTS LOCATED AT 18325 KINGSLAND BLVD., HOUSTON, TEXAS 77094, AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.
DATE:	OCTOBER 7, 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, Kingsland West Apartments located at 18325 Kingsland Blvd., Houston, Texas 77094 (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 18325 Kingsland Blvd LP, a Delaware limited partnership (the "**Owner**") will enter into a lease agreement (the "**Lease Agreement**") granting site control of the Project to the Owner.

Pursuant to the terms of the Lease Agreement and regulatory agreement recorded against the property upon which the Project is constructed, no less than 50% of the units in the Project will be reserved 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 \$46,650,000 (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, Kingsland West Apartments located at 18325 Kingsland Blvd., Houston, Texas 77094 (the "**Project**"), pursuant to the memorandum from Cody Roskelley, Vice President of REID dated October 7, 2021, Mark Thiele, Interim President & CEO

RESOLUTION NO. 3339

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, KINGSLAND WEST APARTMENTS LOCATED AT 18325 KINGSLAND BLVD., HOUSTON, TEXAS 77094 (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 18325 Kingsland Blvd LP, a Delaware limited partnership (the "**Owner**") will enter into a lease agreement (the "**Lease Agreement**") granting site control of the Project to the Owner;

WHEREAS, pursuant to the terms of the Lease Agreement and regulatory agreement recorded against the property upon which the Project is constructed, no less than 50% of the units in the Project will be reserved 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 \$46,650,000 (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 October 19, 2021.

CHAIR

ATTEST:

Secretary

Resolution No. 3340



REQUEST FOR BOARD AGENDA ITEM

- 1. Brief Description of Proposed Item Authorizing Houston Housing Authority's facilitation of the acquisition of, and the placement of "affordable" units at, Prose West Cypress located at 19770 Clay Road, Katy, Texas 77449, and the execution of all required documents therefor.
- 2. Date of Board Meeting: October 19, 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, Prose West Cypress located at 19770 Clay Road, Katy, Texas 77449 (the "**Project**"), pursuant to the memorandum from Cody Roskelley, Vice President of REID dated October 7, 2021, Mark Thiele, Interim President & CEO

4.	Department Head Approval	Signature	— DocuSigned by: <u>(ody Koskelley</u> — 8FC143A291EE443	Dat	e: 10/13/2021	
5.	Statement regarding availability of funds by VP of Fiscal Operations					
	Funds Budgeted and Available	e X Yes N	lo Source Third	Party Funding		
	VP of FO Approval Signa	ture		Date:		
6.	Approval of Interim Presiden	t & CEO	Docusigned by: Mark Thick		10/14/2021	
	Signa	ture	6072D2C8367A4C7	Date:		

HOUSTON HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO:	HOUSTON HOUSING AUTHORITY BOARD OF COMMISSIONERS
FROM:	MARK THIELE, INTERIM PRESIDENT & CEO
SUBJECT:	AUTHORIZING HOUSTON HOUSING AUTHORITY'S FACILITATION OF THE ACQUISITION OF, AND THE PLACEMENT OF "AFFORDABLE" UNITS AT, PROSE WEST CYPRESS LOCATED AT 19770 CLAY ROAD, KATY, TEXAS 77449, AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.
DATE:	OCTOBER 7, 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, Prose West Cypress located at 19770 Clay Road, Katy, Texas 77449 (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 AO West Cypress Owner 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 has obtained a loan in an aggregate principal amount of \$43,000,000 (the "**Loan**") from Greystone Servicing Company LLC ("**Lender**"), to finance the Project and, in connection with a loan modification to the existing 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, Prose West Cypress located at 19770 Clay Road, Katy, Texas 77449 (the "**Project**"), pursuant to the memorandum from Cody Roskelley, Vice President of REID dated October 7, 2021, Mark Thiele, Interim President & CEO

RESOLUTION NO. 3340

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, PROSE WEST CYPRESS LOCATED AT 19770 CLAY ROAD, KATY, TEXAS 77449 (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 AO West Cypress Owner 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 has obtained a loan in an aggregate principal amount of \$43,000,000 (the "**Loan**") from Greystone Servicing Company LLC. ("**Lender**"), to finance the Project and, in connection with a loan modification to the existing 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 19th of October, 2021.

CHAIR

ATTEST:

Secretary



REQUEST FOR BOARD AGENDA ITEM

- 1. Brief Description of Proposed Item Authorizing Houston Housing Authority's facilitation of the acquisition of, and the placement of "affordable" units at, Highpoint at Cypresswood located at 13920 Mandolin Drive, Houston, Texas 77070, and the execution of all required documents therefor.
- 2. Date of Board Meeting: October 19, 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, Highpoint at Cypresswood located at 13920 Mandolin Drive, Houston, Texas 77070 (the "**Project**"), pursuant to the memorandum from Cody Roskelley, Vice President of REID dated October 7, 2021, Mark Thiele, Interim President & CEO

4. Department Head Approval Signature ______ (*sly Roskelly*_____ Date: 10/13/2021

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

Funds Budgeted and A	vailable X Yes	No No	Source Third	Party Fundin	5
VP of FO Approval	Signature			Date:	
Approval of Interim P	resident & CEO		suSigned by: No. Huiele		10/14/2021
	Signature	607	2D2C8367A4C7	Date:	

6.

HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO:	HOUSTON HOUSING AUTHORITY BOARD OF COMMISSIONERS
FROM:	MARK THIELE, INTERIM PRESIDENT & CEO
SUBJECT:	AUTHORIZING HOUSTON HOUSING AUTHORITY'S FACILITATION OF THE ACQUISITION OF, AND THE PLACEMENT OF "AFFORDABLE" UNITS AT, THE HIGHPOINT AT CYPRESSWOOD LOCATED AT 13920 MANDOLIN DRIVE, HOUSTON, TEXAS 77070, AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.
DATE:	OCTOBER 7, 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, Highpoint at Cypresswood located at 13920 Mandolin Drive, Houston, Texas 77070 (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 AO Highpoint Owner 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 \$37,500,000 (the "**Loan**") from Greystone Servicing Company LLC ("**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, Highpoint at Cypresswood located at 13920 Mandolin Drive, Houston, Texas 77070 (the "**Project**"), pursuant to the memorandum from Cody Roskelley, Vice President of REID dated October 7, 2021, Mark Thiele, Interim President & CEO

RESOLUTION NO. 3341

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, HIGHPOINT AT CYPRESSWOOD LOCATED AT 13920 MANDOLIN DRIVE, HOUSTON, TEXAS 77070 (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 AO Highpoint Owner 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 \$37,500,000 (the "Loan") from Greystone Servicing Company LLC ("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 19th of October, 2021.

CHAIR

ATTEST:

Secretary



REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Aspen Oak Capital Partners for the acquisition of 2626 Fountain View, an apartment community located at or about 2626 Fountain View Dr., Houston, TX 77057

2. Date of Board Meeting: October 19, 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 Oak Capital Partners for the acquisition of 2626 Fountain View, an apartment community located at or about 2626 Fountain View Dr. Houston TX 77057 for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Cody Roskelley, Vice President of REID dated October 6, 2021, to Mark Thiele, Interim President & CEO.

4.	Department Head Approval	Signature	Cod	u signed by: <u>Y Koskelley</u> 143A291EE443		Date: 10/13/2021
5.	Statement regarding availab	oility of funds by V	P of Fis	cal Operations		
	Funds Budgeted and Availab	le 🔄 Yes 🗌	No	Source		
	VP of FO Approval Signa	ature			Date:	
6.	Approval of President & CEC)	M	ocusigned by: ark thicle		10/14/2021
	Sign	ature	<u> </u>	072D2C8367A4C7	_ Date: _	

HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO:	MARK THIELE, INTERIM PRESIDENT & CEO
FROM:	CODY ROSKELLEY, VP REID
	CONSIDERATION AND/OR ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR DESIGNEE TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH ASPEN OAK CAPITAL PARTNERS FOR THE ACQUISITION OF 2626 FOUNTAIN VIEW, AN APARTMENT COMMUNITY THAT WILL BE LOCATED AT OR
	ABOUT 2626 FOUNTAIN VIEW DR., HOUSTON, TX 77057
DATE:	OCTOBER 6, 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 Oak Capital Partners for the acquisition of 2626 Fountain View, an apartment community located at or about 2626 Fountain View Houston, TX 77057.

BACKGROUND:

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

The Houston Housing Authority wishes to increase the number of affordable housing units available for qualified residents within its jurisdiction. To facilitate this, a Qualification Based Solicitation (QBS 21-41) was issued on August 24, 2021.

QBS 21-41 aims to solicit acquisition, rehabilitation, or construction opportunities involving affordable housing.

PROPOSED PARTNER & DEVELOPMENT:

Austin Alexander founded Aspen Oak in 2019, and 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 a sponsor 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.

"2626 Fountain View Apartments" is located at 2626 Fountain View Dr., Houston, Tx 77057, next to HHA's main office. This Class-A Property is located on approximately 5-acres within the core of Houston's Galleria/Uptown submarket. The Property is of high quality for a mixed-income community with top-of-the-line finishes and amenities, walkable grocery access, bus route, and zoned for Top- IO Houston ISO schools at the Elementary and Middle levels.

AFFORDABLE UNITS:

2626 Fountain View will have 9.96% of the units at 60% AMI rents, 40.21% of the units will be restricted to 80% AMI rents, and the remaining 49.82% rents will be at market rental rates.

	60% AMI	80% AMI	Market	Total
1 Bedroom	22	89	110	221
2 Bedrooms	6	24	30	60
Totals	28	113	140	281
Percentages	9.96%	40.21%	49.82%	100.00%

EVALUATION PROCESS:

The Evaluation Committee for QBS 21-41 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 <u>www.housingforhouston.com</u> on August 24, 2021. In response, the Houston Housing Authority received thirty-five deals/responses.

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 21-41 called for the evaluation committee to evaluate each submittal and recommend higher-scoring proposals.

The scoring criteria and results are listed below:

Criteria	Max Points	2626 Fountain View
Location	10	10
Depth of Affordability	10	6
Schools	10	5.99
\$ on the Front End	10	8
\$ During Operations	10	4
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	65.49

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 Oak Capital Partners for the acquisition of 2626 Fountain View, an apartment community located at or about 2626 Fountain View Dr. Houston TX 77057 for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Cody Roskelley, Vice President of REID dated October 6, 2021, to Mark Thiele, Interim President & CEO.



REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Bridge Partners for the acquisition of The Dawson, an apartment community located at or about 13411 Briar Forest Dr. Houston, TX 77077

2. Date of Board Meeting: October 19, 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 Bridge Partners for the acquisition of The Dawson, an apartment community located at or about 13411 Briar Forest Dr. Houston, TX 77077 for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Cody Roskelley, Vice President of REID dated October 6, 2021, to Mark Thiele, Interim President & CEO

			Docu	Signed by:			
4.	Department Head Approva	I Signature		1 Koskelley 43A291EE443		Date:_	10/13/2021
5.	Statement regarding availa	bility of funds by	VP of Fis	cal Operations			
	Funds Budgeted and Availa	ble Yes	No	Source			
	VP of FO Approval Sign	nature			_ Date:		
6.	Approval of President & CE	0	Maj	usigned by: & Huille			10/14/2021
	Sig	nature	6072	D2C8367A4C7	Date: _		

HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO:	MARK THIELE, INTERIM PRESIDENT & CEO
FROM:	CODY ROSKELLEY, VP REID
SUBJECT:	CONSIDERATION AND/OR ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR DESIGNEE TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH BRIDGE PARTNERS FOR THE ACQUISITION OF THE DAWSON, AN APARTMENT COMMUNITY THAT WILL BE LOCATED AT OR ABOUT 13411 BRIAR FOREST DR. HOUSTON, TX 77077
DATE:	OCTOBER 6, 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 Bridge Partners for the acquisition of The Dawson, an apartment community located at or about 13411 Briar Forest Dr. Houston, TX 77077.

BACKGROUND:

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

The Houston Housing Authority wishes to increase the number of affordable housing units available for qualified residents within its jurisdiction. To facilitate this, a Qualification Based Solicitation (QBS 21-41) was issued on August 24, 2021.

QBS 21-41 aims to solicit acquisition, rehabilitation, or construction opportunities involving affordable housing.

PROPOSED PARTNER & DEVELOPMENT:

Bridge Partners is an opportunistic real estate private equity investment firm headquartered near San Francisco, California. Founded in 1990, Bridge Partners specializes in the acquisition, rehabilitation, and management of multifamily and hospitality properties nationwide. Bridge Partners has completed over 200 transactions across 18 states and 50 domestic markets. Its existing portfolio features 30 properties throughout 16 states containing 7,000 units.

The Dawson, built in 2014, is a 354-unit, class "A" multi-housing wrap style community located in the heart of the Energy Corridor, minutes from Hwy 10 and George Bush Park. The property's location is 13411 Briar Forest Dr, Houston, TX 77077 and offers spacious studio, one and two-bedroom apartments.

AFFORDABLE UNITS:

9.8% of the units will be @ 60% AMI rents, 40.96% of the units will be @ 80% AMI rents, and 49.15% of the units will be at Market rates. The property has 23 studios, 264 one-bedroom, 68 two-bedrooms units.

	60% AMI	80% AMI	Market	Totals
Study	2	9	11	22
1 Bedroom	26	108	130	264
2 Bedrooms	7	28	33	68
Totals	35	145	174	354
Percentages	9.89%	40.96%	49.15%	100.00%

EVALUATION PROCESS:

The Evaluation Committee for QBS 21-41 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 <u>www.housingforhouston.com</u> on August 24, 2021. In response, the Houston Housing Authority received thirty-five deals/responses.

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 21-41 called for the evaluation committee to evaluate each submittal and recommend higher-scoring proposals.

The scoring criteria and results are listed below:

Criteria	Max Points	The Dawson
Location	10	4
Depth of Affordability	10	6
Schools	10	8.99
\$ on the Front End	10	8
\$ During Operations	10	6
Reasonable Developer	10	4
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 Bridge Partners for the acquisition of The Dawson, an apartment community located at or about 13411 Briar Forest Dr. Houston, TX 77077 for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Cody Roskelley, Vice President of REID dated October 6, 2021, to Mark Thiele, Interim President & CEO



REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Trammell Crow Residential to develop Allora Cinco Ranch, an apartment community that will be located at or about 20304 FM 1093, Richmond TX, 77047.

2. Date of Board Meeting: October 19, 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 Cinco Ranch, an apartment community that will be located at or about 20304 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, Vice President of REID dated October 6, 2021, to Mark Thiele, Interim President & CEO

			DocuSigned by:		
4.	Department Head Approval	Signature	Cody Roskelley BFC143A291EE443		Date: 10/13/2021
5.	Statement regarding availab	lity of funds by	VP of Fiscal Operatio	ns	
	Funds Budgeted and Available	e Yes	No Source		
	VP of FO Approval Signa	ture		Date: _	
6.	Approval of President & CEO		Docusigned by: Mark thick		10/14/2021
	Signa	ture	6072D2C8367A4C7	Date: _	

HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO:	MARK THIELE, INTERIM PRESIDENT & CEO
FROM:	CODY ROSKELLEY, VP REID
SUBJECT:	CONSIDERATION AND/OR ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR DESIGNEE TO
	EXECUTE A MEMORANDUM OF UNDERSTANDING WITH TRAMMELL CROW RESIDENTIAL FOR THE
	DEVELOPMENT OF ALLORA CINCO RANCH, AN APARTMENT COMMUNITY THAT WILL BE LOCATED AT
	OR ABOUT 20304 FM 1093, RICHMOND, TX, 77047.
DATE:	OCTOBER 6, 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 Cinco Ranch, an apartment community that will be located at or about 20304 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). In Houston, 155,582 families are currently living in poverty. Over 200,000 families in Houston pay greater than 30% of their income for housing. The existing housing stock only provides affordable opportunities for 76,725 families in Houston. This sheds light on the need for affordable housing for all families at all income ranges below 80% of AMI.

The Houston Housing Authority wishes to increase the number of affordable housing units available for qualified residents within its jurisdiction. To facilitate this, a Qualification Based Solicitation (QBS 21-41) was issued on August 24, 2021.

QBS 21-41 aims to solicit acquisition, rehabilitation, or construction opportunities involving affordable housing.

PROPOSED PARTNER & DEVELOPMENT:

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, we have built more than 250,000 premier multifamily residences, creating vibrant and amenity-rich communities that our residents are proud to call home. TCR has 12 offices across the United States, which provide an on-the-ground presence, deep network, and an understanding of 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 Cinco Ranch is a 351-unit Class A, the garden-style multifamily community proposed to be constructed proximate to the intersection of the Westpark Tollway and Mason Road in Richmond, TX, near northeast Harris County. The community will include 234 one-bedroom units and 117 two-bedroom units.

AFFORDABLE UNITS:

20.23% of the units will be at @ 60% AMI rents, 30.776% of the units will be at @ 80% AMI rents, and 49.008% will be at Market rates.

	60% AMI	80% AMI	Market	Totals
1 Bedroom	47	72	115	234
2 Bedrooms	24	36	57	117
Totals	71	108	172	351
Percentages	20.23%	30.77%	49.00%	100.00%

EVALUATION PROCESS:

The Evaluation Committee for QBS 21-41 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 <u>www.housingforhouston.com</u> on August 24, 2021. In response, the Houston Housing Authority received thirty-five deals/responses.

SCORING:

The scoring criteria for potential deals was changed in 2020 in order to help potential partners understand the number of different ways to improve an affordable deal. The terms of QBS 21-41 called for the evaluation committee to evaluate each submittal and recommend higher-scoring proposals.

The scoring criteria and results are listed below:

Criteria	Max Points	Allora Cinco Ranch
Location	10	4
Depth of Affordability	10	8
Schools	10	9.99
\$ on the Front End	10	6
\$ During Operations	10	2
Reasonable Developer	10	5
Term of Affordability	5	5
Flood Plain	5	3
\$/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	58.49

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 Cinco Ranch, an apartment community that will be located at or about 20304 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, Vice President of REID dated October 6, 2021, to Mark Thiele, Interim President & CEO.



REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with The Morgan Group for the acquisition of Arlo Memorial, an apartment community located at or about 935 N. Wilcrest Dr. Houston, TX 77079

2. Date of Board Meeting: October 19, 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 The Morgan Group for the acquisition of Arlo Memorial, an apartment community located at or about 935 N. Wilcrest Dr. Houston, TX 77079 for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Cody Roskelley, Vice President of REID dated October 6, 2021, to Mark Thiele, Interim President & CEO

4.	Department Head Approva	I Signature	DocuSigned by: (ody Koskelley 8FC143A291EE443		Date:
5.	Statement regarding availa	bility of funds by V	P of Fiscal Operations		
	Funds Budgeted and Availat	ole Yes	No Source		
	VP of FO Approval Sign	nature		Date: _	
6.	Approval of President & CE	0	Docusigned by: Mark Thiele		10/14/2021
	Sigr	nature	6072D2C8367A4C7	Date: _	

HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO:	MARK THIELE, INTERIM PRESIDENT & CEO
FROM:	CODY ROSKELLEY, VP REID
	CONSIDERATION AND/OR ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR DESIGNEE TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH THE MORGAN GROUP FOR THE ACQUISITION OF ARLO MEMORIAL, AN APARTMENT COMMUNITY THAT WILL BE LOCATED AT OR ABOUT 935 N. WILCREST DR. HOUSTON, TX 77079
	OCTOBER 6, 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 The Morgan Group for the acquisition of Arlo Memorial, an apartment community located at or about 935 N. Wilcrest Dr. Houston, TX 77079.

BACKGROUND:

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

The Houston Housing Authority wishes to increase the number of affordable housing units available for qualified residents within its jurisdiction. To facilitate this, a Qualification Based Solicitation (QBS 21-41) was issued on August 24, 2021.

QBS 21-41 aims to solicit acquisition, rehabilitation, or construction opportunities involving affordable housing.

PROPOSED PARTNER & DEVELOPMENT:

The Morgan Group specializes in the acquisition, development, and management of multi-family properties.

Ario Memorial is a 414-unit multi-family community located at 935 North Wilcrest, this four-story Class A community was built in 2015 along Interstate 10, visible to over 365,000 vehicles per day. Located at 935

North Wilcrest, Houston, TX 77079, the intersection of Interstate 10 and N Wilcrest Dr., The asset is wellpositioned to the Energy Corridor. Ario Memorial is a townhome-style community with attached garages and back yards. Constructed and initially occupied in 2015, the property is currently 94.00% leased and occupied.

AFFORDABLE UNITS:

10.14% of the units will be @ 60% AMI rents, 41.06% of the units will be @ 80% AMI rents, and 48.79% of the units will be at Market rental rates. The property has 326 one-bedroom, 76 two-bedrooms units, and 12 three-bedroom units.

	60% AMI	80% AMI	Market	Totals
1 Bedroom	33	134	159	326
2 Bedrooms	8	31	37	76
3 Bedrooms	1	5	6	12
Totals	42	170	202	414
Percentages	10.14%	41.06%	48.79%	100.00%

EVALUATION PROCESS:

The Evaluation Committee for QBS 21-41 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 <u>www.housingforhouston.com</u> on August 24, 2021. In response, the Houston Housing Authority received thirty-five deals/responses.

SCORING:

The scoring criteria for potential deals was changed in 2020 in order to help potential partners understand the number of different ways to improve an affordable deal. The terms of QBS 21-41 called for the evaluation committee to evaluate each submittal and recommend higher-scoring proposals.

The scoring criteria and results are listed below:

Criteria	Max Points	Arlo Memorial
Location	10	10
Depth of Affordability	10	6
Schools	10	8.33
\$ on the Front End	10	8
\$ During Operations	10	6
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	69.83

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 The Morgan Group for the acquisition of Arlo Memorial, an apartment community located at or about 935 N. Wilcrest Dr. Houston, TX 77079 for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Cody Roskelley, Vice President of REID dated October 6, 2021, to Mark Thiele, Interim President & CEO.



REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Ascenda Capital & Post Investment Group for the acquisition of The Link, an apartment community located at or about 14723 W Oaks Plaza Dr. Houston, TX, 77082

2. Date of Board Meeting: October 19, 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 Ascenda Capital and Post Investment Group for the acquisition of The Link, an apartment community located at or about 14723 W Oaks Plaza Dr. Houston, TX, 77082 for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Cody Roskelley, Vice President of REID dated October 6, 2021, to Mark Thiele, Interim President & CEO

4.	Department Head Approv	/al Signature	Lody Koskelley 8FC143A291EE443		Date: 10/13/2021
5.	Statement regarding avai	lability of funds by VP	of Fiscal Operations		
	Funds Budgeted and Avail	able Yes	No Source		
	VP of FO Approval Si	gnature		Date: _	
6.	Approval of President & C	CEO	DocuSigned by: Mark Hill		10/14/2021
	Si	gnature	8072D2C8307A4C7	Date: _	

HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO:	MARK THIELE, INTERIM PRESIDENT & CEO
FROM:	CODY ROSKELLEY, VP REID
SUBJECT:	CONSIDERATION AND/OR ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR DESIGNEE TO
	EXECUTE A MEMORANDUM OF UNDERSTANDING WITH ASCENDA CAPITAL AND POST INVESTMENT
	GROUP FOR THE ACQUISITION OF THE LINK, AN APARTMENT COMMUNITY AT OR ABOUT 14723 W
	OAKS PLAZA DR. HOUSTON, TX, 77082
DATE:	OCTOBER 6, 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 Ascenda Capital and Post Investment Group for the acquisition of The Link, an apartment community located at or about 14723 W Oaks Plaza Dr. Houston, TX, 77082.

BACKGROUND:

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

The Houston Housing Authority wishes to increase the number of affordable housing units available for qualified residents within its jurisdiction. To facilitate this, Qualification Based Solicitation (QBS 21-41) was issued on August 24, 2021.

QBS 21-41 aims to solicit acquisition, rehabilitation, or construction opportunities involving affordable housing.

PROPOSED PARTNER & DEVELOPMENT:

Ascenda Capital is a privately held real estate investment and development firm. They specialize in the acquisition and development of both affordable and market-rate multi-family real estate assets nationwide. They concentrate on markets positioned for long-term growth as determined by factors like job creation, economic stability, and high occupancy rates. While the firm's emphasis is the multi-family

industry in general, its specialty is market rate value-add, core plus, and Low-Income Housing Tax Credit (LIHTC) properties.

Founded in 2007, Post Investment Group is a private investment firm dedicated to investing in real estate, emphasizing affordable housing. Post specializes in distressed, value-add, ground-up development, and Low-Income Housing Tax Credit (LIHTC) multi-family investments throughout the United States. Post has acquired in excess of \$1.5 Billion of properties encompassing more than 24,000 units across 16 states and 48 cities. Headquartered in Los Angeles, CA, Post also maintains operations in Dallas, TX.

Situated on 21.90 acres, The Link is an existing 438-unit luxury rental community located minutes away from a wide selection of shops, restaurants, and businesses that offer a wide array of entertainment and recreational opportunities for families and children. Together, Post Investment Group and Ascenda Capital believe the proposal set forth herein for The Link presents an attractive opportunity to acquire, improve, and strategically position this 1999 (2018 renovated) vintage residential community.

After a thorough analysis of local market conditions and trends, the Respondent Team is confident the planned \$2,190,000 in renovations.

AFFORDABLE UNITS:

The Link will set aside 20.9% of units (88 units) as affordable housing for families and individuals earning 60% of Area Median Income, 30% of units (131 units) for families and individuals earning 80% of Area Median Income, with the remaining 219 units being market rate.

	60% AMI	80% AMI	Market	Total
1 Bedroom	44	66	110	220
2 Bedrooms	36	53	89	178
3 Bedrooms	8	12	20	40
Totals	88	131	219	438
Percentages	20.09%	29.91%	50.00%	100.00%

EVALUATION PROCESS:

The Evaluation Committee for QBS 21-41 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 <u>www.housingforhouston.com</u> on August 24, 2021. In response, the Houston Housing Authority received thirty-five deals/responses.

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 21-41 called for the evaluation committee to evaluate each submittal and recommend higher-scoring proposals.

The scoring criteria and results are listed below:

Criteria	Max Points	The Link
Location	10	4
Depth of Affordability	10	8
Schools	10	6.99
\$ on the Front End	10	6
\$ During Operations	10	8
Reasonable Developer	10	6
Term of Affordability	5	5
Flood Plain	5	5
\$/Land on the Backend	5	4
Preservation	5	0
HHA Resources	5	5
M/WBE Participation	5	5
Unit Mix	2.5	0
Mix with Market Units	2.5	2.5
Bonus Points	5	0
Total Points	100	65.49

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 Ascenda Capital and Post Investment Group for the acquisition of The Link, an apartment community located at or about 14723 W Oaks Plaza Dr. Houston, TX, 77082 for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Cody Roskelley, Vice President of REID dated October 6, 2021, to Mark Thiele, Interim President & CEO.



REQUEST FOR BOARD AGENDA ITEM

- 1. Brief Description of Proposed Item Authorizing Houston Housing Authority to amend and restate that certain Memorandum of Understanding ("MOU") by and between the Authority and The NRP Group, and, *inter alia*, authorize certain subordinate loans for the development of the 800 Middle Street development (formerly known as EADO 800) (the "Project").
- 2. Date of Board Meeting: October 19, 2021

3. Proposed Board Resolution:

Resolution:

That the Houston Housing Authority Board of Commissioners authorizes the Houston Housing Authority (the "Authority") to negotiate, approve and execute an Amended and Restated MOU between HHA and The NRP Group, memorializing the understanding of the parties to the matters described therein, including without limitation that the Authority will make a loan not to exceed \$6,875,000.00 to the Partnership in the event the \$9,525,000.00 infrastructure loan from the City of Houston is not awarded to the Partnership for the construction of offsite infrastructure benefitting the Project, as well as the responsibilities and any other matters that should be set forth regarding the development of the Project; and the execution of all required documents pursuant to the memorandum from Cody Roskelley, Vice President of REID dated October 7, 2021, Mark Thiele, Interim President & CEO.

4.	Department Head Approval Sig	nature		Date:		
5.	Statement regarding availability o	Statement regarding availability of funds by VP of Fiscal Operations				
	Funds Budgeted and Available X	Yes No	Source Third-P	arty Funding		
	VP of FO Approval Signature	1		Date:		
6.	Approval of Interim President & C	:0 /h	Cy	Date: 10-14-2021		



Transforming Lives & Communities

MEMORANDUM

TO:HOUSTON HOUSING AUTHORITY BOARD OF COMMISSIONERSFROM:MARK THIELE, INTERIM PRESIDENT & CEOSUBJECT:AUTHORIZING HOUSTON HOUSING AUTHORITY TO AMEND AND RESTATE THAT CERTAIN
MEMORANDUM OF UNDERSTANDING ("MOU") BY AND BETWEEN THE AUTHORITY AND THE NRP
GROUP, AND, INTER ALIA, AUTHORIZE CERTAIN SUBORDINATE LOANS FOR THE DEVELOPMENT OF THE
800 MIDDLE STREET DEVELOPMENT (FORMERLY KNOWN AS EADO 800) (THE "PROJECT").DATE:OCTOBER 7, 2021

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorize the Houston Housing Authority (the "**Authority**") to amend and restate that certain Memorandum of Understanding ("**MOU**") by and between the Authority and The NRP Group, and, inter alia, authorize certain subordinate loans for the development of the 800 Middle Street development (formerly known as EADO 800) (the "**Project**").

BACKGROUND:

On February 18, 2020, HHA's Board passed a resolution (No. 3141) which authorized HHA's Interim President & CEO to extend the purchase and sale agreement for the 800 Middle Street site.

On November 26, 2019, HHA's Board passed a resolution (No. 3116) to ratify Resolution 3063 which authorized HHA to negotiate and enter into one or more Memorandums of Understanding (MOU) with The NRP Group to provide additional affordable and mixed finance housing in the City of Houston and all actions previously taken pursuant to the same.

On November 26, 2019, HHA's Board passed a resolution (No. 3117) to ratify Resolution 3074 which authorized HHA to enter an MOU with The NRP Group and to acquire the 800 Middle Street site.

On March 13, 2018, HHA's Board passed a resolution (Resolution No. 2957) for HHA to negotiate one or more Memorandums of Understanding (the "MOUs") with The NRP Group for the development of certain projects, including the 800 Middle Street site.

On July 16, 2019, HHA's Board passed a resolution (No. 3074) authorizing finalization of the MOU with The NRP Group and assignment of the purchase and sale agreement to acquire the site.

Due to the passage of time and a change in market conditions, The NRP Group and HHA now seek to amend and restate the previously executed MOU. Amongst other items, additional financing is now required for the purpose of constructing certain offsite infrastructure improvements that will serve the Project (the "Infrastructure"). The partnership that will own the Project (the "Partnership") intends to obtain a \$9,525,000 loan from the City of Houston (the "City Loan") to finance the construction of the

Infrastructure. However, in the event the Partnership is not awarded the City Loan, the Partnership intends to contribute \$2,650,0000 towards the construction of the Infrastructure and the Housing Authority intends to make a loan to the Partnership to finance the balance of the Infrastructure costs (the "**HHA Backup Loan**"). The HHA Backup Loan shall not exceed \$6,875,000.00 and the financial terms shall be as set forth on the attached <u>Schedule 1.</u>

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 do the following:

- Authorize the HHA to negotiate, approve and execute an Amended and Restated MOU between HHA and NRP, memorializing the understanding of the parties to the matters described therein, including without limitation that HHA will make the HHA Backup Loan in the event the City Loan is not awarded to the Partnership for the construction of infrastructure at the Project, as well as the responsibilities and any other matters that should be set forth regarding the development of the Project.
- 2. Review, execute and approve all other documents necessary to effectuate the foregoing transactions, all on such terms and containing such provisions as the Interim President and Chief Executive Officer of the Authority shall deem appropriate, and the approval of the terms of each such instrument herein described by the Interim President and Chief Executive Officer of the Authority shall be conclusively evidenced by his execution and delivery thereof.
- 3. All acts heretofore taken by the Interim President and Chief Executive Officer or his designee to effectuate the foregoing transactions are hereby expressly ratified and confirmed as the acts and deeds of the Authority.

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

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the Houston Housing Authority (the "**Authority**") to negotiate, approve and execute an Amended and Restated MOU between HHA and The NRP Group, memorializing the understanding of the parties to the matters described therein, including without limitation that the Authority will make a loan not to exceed \$6,875,000.00 to the Partnership in the event the \$9,525,000.00 infrastructure loan from the City of Houston is not awarded to the Partnership for the construction of offsite infrastructure benefitting the Project, as well as the responsibilities and any other matters that should be set forth regarding the development of the Project; and the execution of all required documents pursuant to the memorandum from Cody Roskelley, Vice President of REID dated October 7, 2021, Mark Thiele, Interim President & CEO.



Schedule 1

Houston Housing Authority Houston, Texas

October 5, 2021

EADO 800 Ltd. Houston, Texas

> Re: Backup Financing Commitment for 800 Middle Street in the Event the \$9,525,000 Infrastructure Loan from the City of Houston is Not Awarded to the Partnership HHA \$6,875,000.00

Ladies and Gentlemen:

The Housing Authority of the City of Houston ("HHA") is pleased to provide the following proposal for discussion for certain financing for the development of 800 Middle Street.

The following terms and conditions are not intended to be exhaustive or all-inclusive as final documentation will include terms and conditions that are normally required in transactions similar to the transaction outlined herein.

BORROWER:	EADO 800 Ltd., a Texas limited partnership
LENDER:	HHA or an affiliated designee ("Lender")
TYPE OF LOAN/ REPAYMENT TERMS:	Repayment from net cash flow.
LOAN AMOUNT:	\$6,875,000.00
PREPAYMENT:	The loan may be prepaid in full at any time.
MATURITY:	Forty (40) years from date of closing.
INTEREST RATE:	1.0%
SECURITY:	Leasehold Mortgage recorded against subject property.

CLOSING COSTS:	Borrower shall pay all fees of Lender's counsel and all other fees and expenses incurred by Lender or Borrower in connection with this commitment or Loan, whether or not the Loan closes. Borrower understands that Lender will begin incurring these expenses upon your acceptance of this letter.
REPRESENTATIONS &	
WARRANTIES:	Borrower represents and warrants that all financial information and supporting documents represent an accurate presentation of all facts material to Lender's consideration of this proposal.
CONFIDENTIALITY:	All correspondence from Lender to Borrower, and all correspondence from Borrower to Lender is confidential.
GOVERNING LAW:	Texas Law shall govern this letter and if made, the Loan.
CONDITIONS:	This Loan is subject to approval by the Board of Commissioners of HHA and is subject to any required approval from HUD.

Other terms and conditions that are normal in transactions similar to the one outlined herein will be included in closing requirements. These terms will include, but not be limited to, adequate coverage of Hazard, Flood Insurance, and Title Insurance naming Lender loss payee. Additionally, Lender will determine appropriate covenants for the Loan.

This proposal is subject to final review and approval by Lender of the final negotiated structure. Lender will seek approval in order to move forward toward a closing of the loan transaction described herein, once you have indicated your interest. This proposal is also subject to the availability of funds.

Sincerely,

Mark Thiele, Interim President & CEO

HOUSING AUTHORITY Transforming Lives & Communities

RESOLUTION NO. 3347

RESOLUTION AUTHORIZING THE HOUSTON HOUSING AUTHORITY (THE "AUTHORITY") TO NEGOTIATE, APPROVE AND EXECUTE AN AMENDED AND RESTATED MOU BETWEEN HHA AND THE NRP GROUP, MEMORIALIZING THE UNDERSTANDING OF THE PARTIES TO THE MATTERS DESCRIBED THEREIN, INCLUDING WITHOUT LIMITATION THAT THE AUTHORITY WILL MAKE A LOAN NOT TO EXCEED \$6,875,000.00 TO THE PARTNERSHIP IN THE EVENT THE \$9,525,000.00 INFRASTRUCTURE LOAN FROM THE CITY OF HOUSTON IS NOT AWARDED TO THE PARTNERSHIP FOR THE CONSTRUCTION OF OFFSITE INFRASTRUCTURE BENEFITTING THE PROJECT, AS WELL AS THE RESPONSIBILITIES AND ANY OTHER MATTERS THAT SHOULD BE SET FORTH REGARDING THE DEVELOPMENT OF THE PROJECT; AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.

WHEREAS, the Authority has previously entered into that certain Memorandum of Understanding with The NRP Group for the development of the 800 Middle Street Project (formerly referred to as "EADO 800");

WHEREAS, the Authority desires to amend and restate the MOU to update the terms thereof as needed due to the passage of time, as well as authorize the Authority will make a loan not to exceed \$6,875,000.00 (the "HHA Backup Loan") to the limited partnership that will construct and own the Project (the "Partnership") in the event the \$9,525,000.00 infrastructure loan from the City of Houston (the "City Loan") is not awarded to the Partnership for the construction of offsite infrastructure benefitting the Project;

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 do the following:

1. Negotiate, approve and execute an Amended and Restated MOU between HHA and NRP, memorializing the understanding of the parties to the matters described therein, including without limitation that HHA will make the HHA Backup Loan in the event the City Loan is not awarded to the Partnership for the construction of infrastructure at the Project, as well as the responsibilities and any other matters that should be set forth regarding the development of the Project.
- 2. Review, execute and approve all other documents necessary to effectuate the foregoing transactions, all on such terms and containing such provisions as the Interim President and Chief Executive Officer of the Authority shall deem appropriate, and the approval of the terms of each such instrument herein described by the Interim President and Chief Executive Officer of the Authority shall be conclusively evidenced by his execution and delivery thereof.
- 3. All acts heretofore taken by the Interim President and Chief Executive Officer or his designee to effectuate the foregoing transactions are hereby expressly ratified and confirmed as the acts and deeds of the Authority.

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

[Remainder of page intentionally left blank for signature]

PASSED October 19, 2021.

ATTEST:

CHAIR

Secretary

BOARD REPORT FOR MONTH ENDING OCTOBER 31, 2021

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LOW-INCOME PUBLIC HOUSING

The Low-Income Public Housing (LIPH) program had an adjusted vacancy rate of 6.97% on September 30, 2021. As of October 1, 2021, rent collection for September was 98.55% of rents billed on an adjusted cash accounting basis.

There are currently 50,893 active applications for the Public Housing Waiting List, which represents a decrease of 4.4% in the last month.

Low-	Income Public Housir	ıg	
	July	August	September
Waiting Lists	54,114	53,155	50,893
Vacancy Rate	6.6%	7.4%	6.97%
Rent Collection	94.8%	96.9%	98.55%
Unit Turnaround Time (Days)	77.9	77.8	86.85
Avg. Non-Emergency Work Order Days	1.96	2.05	2.69

HOUSING CHOICE VOUCHER PROGRAM

The HCV staff completed 1,063 annual re-examinations during September. The HCV department also completed 256 interims, 74 change of units (moves), 81 new admissions, and 42 portability move-in transactions. On September 30, 2021, 498 families were enrolled in the Family Self Sufficiency (FSS) program; 242 of the 498 (49%) families eligible for escrow currently have an FSS escrow balance. The PIH Information Center (PIC) reporting rate for the one-month period ending September 30, 2021 was 78%.

	Voucher Programs		
	July	August	September
Households	18,710	18,644	18,596
ABA Utilization/Unit Utilization	91.4%/98.9%	91.2%/98.7%	90.5%/98.8%
Reporting Rate	72%	73.6%	78%
Annual Reexaminations Completed	1,485	1,689	1,063
HQS Inspections	2,082	2,370	1,917
Waitlist	24,430	24,179	24,031

PROPERTY MANAGEMENT SUMMARY

			Va	cancy				Unit T	urnarou	nd Time	(YTD)	
PMC	July		August September		July		August		September			
	%	Grade	%	Grade	%	Grade	Days	Grade	Days	Grade	Days	Grade
Orion	6.2	F	7.2	F	6.9	F	108.6	F	106.4	F	104.3	F
Lynd	0.5	А	0.5	А	0.5	Α	48.4	E	43.6	E	40.0	D
J. Allen	8.2	F	8.8	F	8.1	F	37.4	D	55.9	F	54.2	F

				Work Or vithin 24			Routine Work Orders					
PMC	July		y June Septem		ember	July		August		September		
	%	Grade	%	Grade	%	Grade	Days	Grade	Days	Grade	Days	Grade
Orion	100	Α	100	А	100	Α	2.3	А	3.3	А	3.1	А
Lynd	100	Α	100	А	100	Α	2.0	А	2.4	А	1.9	А
J. Allen	100	Α	100	А	100	Α	2.4	А	1.7	А	4.8	F

РМС	Rent Collection									
	Ju	ıly	Au	gust	September					
	%	Grade	%	Grade	%	Grade				
Orion	94.8	С	97.8	В	99.8	А				
Lynd	100	А	96.6	В	100	А				
J. Allen	93.7	D	95.6	C	95.6	В				

PHAS Score	Occupancy Rate	Avg. Total Turnaround Days	Rent Collection Percentage	Avg. W/O Days
А	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
E	94 to 94.9	41 to 50	90 to 91.9	51 to 60
F	≥93.9	≥51	≥89.9	≥61

PUBLIC HOUSING MANAGEMENT ASSESSMENT

VACANCY RATE	Goal 2.0%	Actual 6.97%	А	0 to 2
			В	2.1 to 3
This indicator examines the vacancy rate		-	C	3.1 to 4
unit turnaround time. Implicit in this inc	•	• •	D	4.1 to 5
to track the duration of vacancies and u ready time, and lease up time.	init turnaround, inclu	ding down time, make	Е	5.1 to 6
			F	≥6.1
RENT COLLECTION (YTD)	Goal 98%	Actual 98.55%	A	98 to 100
			В	96 to 97.9
This report examines the housing author			С	94 to 95.9
residents in possession of units during	· · ·		D	92 to 93.9
balance of dwelling rents uncollected as collected.	s a percentage or tota	al dwelling rents to be	Е	90 to 91.9
			F	≤89.9
EMERGENCY WORK ORDERS	Goal 100%	Actual 100%	Α	99 to 100
			В	98 to 98.9
This indicator examines the average nur	•		С	97 to 97.9
work order to be completed. Emergency	y work orders are to b	e completed within 24	D	96 to 96.9
hours or less and must be tracked.			E	95 to 95.9
			F	≤94.9
NON-EMERGENCY WORK ORDERS	Goal 3 Days	Actual 2.69 Days	А	≤24
			В	25 to 30
This indicator examines the average nun	•		С	31 to 40
be completed. Implicit in this indicator i			D	41 to 50
in terms of how HHA accounts for and c preparing/issuing work orders.	controls its work orde	rs and its timeliness in	E	51 to 60
			F	≥61
ANNUAL INSPECTIONS	Goal 100%	Actual 82.5%	А	100
			В	97 to 99
This indicator examines the percentage of	-		С	95 to 96.9
in order to determine the short-te		-	D	93 to 94.9
modernization needs. Implicit in this in program in terms of the quality of HH		•	E	90 to 92.9
inspections and needed repairs.			F	≥89.9*
*Under normal circumstances, PMC's ha units to inspect each month, so long as a		• •		

Low-Income Public Housing Development	РМС	ACC Units	Approv ed Units Offline	Total Available ACC Units	Occupied Units	Vacant Units	Occupancy Percentage	Grade	Total Vacant Days	Units Turne d YTD	Avg. Total Turnar ound Days YTD	Grade
Allen Parkway Village	Orion	278	8**	270	240	38	88.89%	F	806	11	73.27	F
Bellerive	J. Allen	210	0	210	206	4	98.10%	D	2424	23	105.39	F
Clayton Homes	J. Allen	184	0	184	128	56	69.57%	F	0	0	0	
Cuney Homes	Orion	553	0	553	508	45	91.86%	D	11,926	80	149.08	F
Ewing	Orion	40	0	40	40	0	100.00%	А	244	8	30.50	D
Forest Green	J. Allen	100	84**	16	16	0	100.00%	А	-	-	-	-
Fulton Village	Lynd	108	0	108	108	0	100.00%	А	278	4	69.50	F
Heatherbrook	Lynd	53	0	53	53	0	100.00%	А	82	5	16.40	А
Historic Oaks of APV	Orion	222	0	222	204	18	91.89%	D	1399	11	127.18	F
Independence Heights	Orion	36	0	36	36	0	100.00%	А	44	2	22.00	В
Irvinton Village	J. Allen	318	10**	308	294	14	95.45%	В	3409	59	57.78	D
Kelly Village	J. Allen	270	0	270	257	13	95.19%	С	1580	33	47.88	E
Kennedy Place	Orion	108	0	108	106	2	98.15%	А	214	10	21.40	В
Lincoln Park	Orion	200	0	200	197	3	98.50%	В	729	12	60.75	F
Lyerly	J. Allen	199	0	199	190	9	95.48%	С	1263	11	114.82	F
Oxford Place	Orion	230	18*	212	197	15	92.92%	С	898	21	42.76	E
Sweetwater	Lynd	26	0	26	25	1	96.15%	D	239	4	59.75	D
Totals		3135	102	3015	2805	218	93.03%	F	25,535	294	86.85	F
* 18 Units on "Offli **Vacancies occurre Section 8 New Construction Development		S8 NC Units	commodate Units Offline	internal trans Total Available S8 NC Units	Occupied Units	Vacant Units	Occupancy Percentage	Grade	Total Vacant Days	Units Turne d YTD	Avg. Total Turnar ound Days YTD	Grade
Long Drive	Tarantino	100	0	100	100	0	100%	А	517	16	32.31	В
Telephone Road	Tarantino	200	200	0	0	0	0%	N/A	0	0	0	N/A
Totals		300	200	100	100	1	100%	A	517	16	32.31	В
RAD-PBV	РМС	RAD- PBV Units	Units Offline	Total Available RAD PBV Units	Occupied Units	Vacant Units	Occupancy Percentage	Grade	Total Vacant Davs	Units Turne d YTD	Avg. Total Turnar ound Days YTD	Grade

VACANCY RATE AND TURNAROUND DAYS**

RAD-PBV PMC Units Offline Units Units Units Percentage Grade Days d YTD YTD Grade Victory-HRI 100 16 F 0 0 Orion 0 140 124 88.6% 0 А 0

16

124

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

200

0

140

Totals



F

89.6%

0

0

А

			Public				
Property	Property Manager	Total Units	Housing Units	Tax Credit Units	Market Units	Vacant Units	Occupied (%)
2100 Memorial	N/A	0	0	0	0	0	0.0%
Heatherbrook	Lynd	176	53	87	36	0	100%
Mansions at Turkey Creek	Orion	252	0	252	0	12	95.2%
Independence Heights	Orion	154	36	118	0	7	94.5%
Peninsula Park	Orion	280	0	280	0	1	99.6%
Pinnacle at Wilcrest	Embrey	250	0	250	0	7	97.2%
Sweetwater Point	Lynd	260	26	234	0	13	95.0%
Uvalde Ranch	Hettig- Kahn	244	0	244	0	2	99.1%
Willow Park	Embrey	260	0	260	0	0	100%
PH-LIHTC							
Fulton Village	Lynd	108	1	08	0	0	100%
HOAPV	Orion	222	66	156	0	18	91.9%
Lincoln Park	Orion	250	2	.00	50	4	98.4%
Oxford Place	Orion	250	2	30	20	4	98.4%
Victory-HRI	Orion	140	1	40	0	16	88.6%

TAX CREDIT APARTMENT LEASING/OCCUPANCY INFORMATION



6 Month Trailing Occupancy Rate

RENT COLLECTION*

Low-Income Public Housing									
Development	PMC	Month Billed	Month Collected	% Collected	Grade	YTD Billed	YTD Collected	% ytd collected	Grade
Allen Parkway Village	Orion	\$ 103,325	\$ 109,662	100.00%	А	\$839,459	\$815,749	97.18%	В
Bellerive	J. Allen	\$ 49,881	\$ 49,835	99.91%	А	\$406,228	\$405,013	99.70%	А
Clayton Homes	J. Allen	\$ 41,330	\$ 34,296	82.98%	F	\$336,983	\$312,217	92.65%	D
Cuney Homes	Orion	\$ 157,145	\$ 156,215	99.41%	А	\$1,174,656	\$1,124,310	95.71%	С
Ewing	Orion	\$ 8,261	\$ 9,282	100.00%	А	\$66,286	\$64,197	96.85%	В
Forest Green	J. Allen	\$ 5,685	\$ 5,299	93.21%	D	\$46,000	\$43,485	94.53%	С
Fulton Village	Lynd	\$ 31,515	\$ 35,735	100.00%	А	\$258,498	\$239,109	92.50%	D
Heatherbrook Apts.	Lynd	\$ 12,028	\$ 12,808	100.00%	А	\$92,720	\$89,602	96.64%	В
Historic Oaks of APV	Orion	\$ 54,996	\$ 53,780	97.79%	В	\$468,246	\$434,673	92.83%	D
Independence	Orion	\$ 4,005	\$ 3,121	77.92%	F	\$30,333	\$26,084	85.99%	F
rvinton Village	J. Allen	\$ 88,410	\$ 85,193	96.36%	В	\$649,245	\$608,952	93.79%	D
Kelly Village	J. Allen	\$ 64,772	\$ 62,360	96.28%	В	\$462,329	\$443,119	95.84%	С
Kennedy Place	Orion	\$ 40,673	\$ 39,502	97.12%	В	\$302,854	\$298,718	98.63%	А
Lincoln Park	Orion	\$ 40,979	\$ 40,318	98.39%	А	\$338,405	\$329,685	97.42%	В
Lyerly	J. Allen	\$ 49,717	\$ 49,447	99.46%	А	\$402,688	\$399,298	99.16%	А
Oxford Place	Orion	\$ 33,503	\$ 29,417	87.81%	F	\$264,882	\$248,965	93.99%	С
Sweetwater	Lynd	\$ 6,732	\$ 5,177	76.90%	F	\$46,511	\$42,151	90.63%	E
Fotals		\$ 792,955	\$ 781,445	98.55%	Α	\$6,186,323	\$5,925,328	95.78%	С
Section 8 New Construction Development	РМС	Month Billed	Month Collected	% Collected	Grade	YTD Billed	YTD Collected	%YTD Collected	Grade
Long Drive	Tarantino	\$ 20,449	\$ 18,009	88.07%	F	\$164,581	\$151,763	92.21%	D
Telephone Road	Tarantino	\$ 14,915	\$ 14,918	100.00%	А	\$166,747	\$162,670	97.55%	В
Totals		\$ 35,364.00	\$ 32,927.00	93.11%	D	\$331,328	\$314,433	94.90%	С
RAD-PBV	РМС	Month Billed	Month Collected	% Collected	Grade	YTD Billed	YTD Collected	%YTD Collected	Grade
Victory-HRI	Orion	\$ 21,179.00	\$ 21,356.99	100.00%	А	\$164,869	\$158,665	96.24%	В
Totals		\$ 21,179.00	\$ 21,356.99	100.00%	А	\$164,869	\$158,665	96.24%	В

*Significant progress has been made in rent collection due to HHA's participation in rental assistance programs and offering re-payment agreements.





Low-Income Public Housing		Emergency Work	Emergency W/O Completed within 24	Percentage Completed within	
Development	РМС	Orders Generated	hours	24 hours	Grade
Allen Parkway Village	Orion	15	15	100.0%	А
Bellerive	J. Allen	0	0	100.0%	А
Clayton Homes	J. Allen	4	4	100.0%	А
Cuney Homes	Orion	65	65	100.0%	А
Ewing	Orion	1	1	100.0%	А
Forest Green	J. Allen	0	0	-	-
Fulton Village	Lynd	0	0	-	-
Heatherbrook Apartments	Lynd	0	0	-	-
Historic Oaks of APV	Orion	0	0	-	-
Independence Heights	Orion	0	0	-	-
Irvinton Village	J. Allen	18	18	100.0%	А
Kelly Village	J. Allen	0	0	-	-
Kennedy Place	Orion	4	4	100.0%	А
Lincoln Park	Orion	0	0	-	-
Lyerly	J. Allen	0	0	100.0%	А
Oxford Place	Orion	0	0	-	-
Sweetwater	Lynd	0	0	-	-
Totals		108	108	100.0%	A
Section 8 New Construction Development		Emergency Work Orders Generated	Emergency W/O Completed within 24 hours	Percentage Completed within 24 hours	Grade
Long Drive	Tarantino	0	0	100.0%	A
Telephone Road	Tarantino	0	0	-	N/A
Totals		0	0	100.0%	А
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%	А
Totals		3	3	100.0%	А

EMERGENCY WORK ORDERS

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	≤9 4. 9

Low-Income Public Housing Development	РМС	Work Orders Generated	Average Completion Time (Days)	Grade
Allen Parkway Village	Orion	52	2.46	А
Bellerive	J. Allen	6	1.00	А
Clayton Homes	J. Allen	43	2.31	А
Cuney Homes	Orion	128	1.45	А
Ewing	Orion	9	1.00	А
Forest Green	J. Allen	26	2.00	А
Fulton Village	Lynd	3	1.00	А
Heatherbrook Apartments	Lynd	24	2.13	А
Historic Oaks of APV	Orion	12	3.36	А
Independence Heights	Orion	0	0	А
Irvinton Village	J. Allen	156	1.85	А
Kelly Village	J. Allen	64	12.00	А
Kennedy Place	Orion	15	1.00	А
Lincoln Park	Orion	85	2.13	А
Lyerly	J. Allen	110	4.39	А
Oxford Place	Orion	94	7.12	А
Sweetwater	Lynd	0	0.00	А
Totals		827	2.69	А

NON-EMERGENCY WORK ORDERS

tion	Work Orders	Average Completion	
	Generated	Time (Days)	Grade
Tarantino	83	1.05	А
Tarantino	4	1.00	А
	87	1.03	А
	Tarantino	GeneratedTarantino83Tarantino4	GeneratedTime (Days)Tarantino831.05Tarantino41.00

RAD-PBV		Work Orders Generated	Average Completion Time (Days)	Grade
Victory-HRI	Orion	0	0	-
Totals		0	0	-

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

6 Months Trailing Non-Emergency Work Orders



Low-Income Public Housing Development	РМС	YTD Inspections Due	YTD Inspections Performed	Percentage Complete	Grade
Bellerive	J. Allen	210	210	100%	А
Clayton Homes	J. Allen	184	0	0.0%	-
Cuney Homes	Orion	553	553	100%	А
Ewing	Orion	40	40	100%	А
Forest Green	J. Allen	16	16	100	А
Fulton Village	Lynd	108	25	55.55%	F
Heatherbrook Apartments	Lynd	53	53	100.0%	A
HOAPV/APV	Orion	500	496	99.2%	А
Independence Heights	Orion	36	20	55.5%	F
Irvinton Village	J. Allen	318	286	89.9%	F
Kelly Village	J. Allen	270	107	39.6%	F
Kennedy Place	Orion	108	108	100%	F
Lincoln Park	Orion	200	167	83.5%	F
Lyerly	J. Allen	199	199	100%	А
Oxford Place	Orion	230	230	100%	А
Sweetwater	Lynd	26	26	100%	А
Totals		3,051	2516	82.46%	А

ANNUAL INSPECTIONS

Low-Income Public

Housing Development	РМС	Inspections Due	Inspections Performed	Percentage Complete	Grade
Telephone Road	Tarantino	0	0	0.0%	-
Long Drive	Tarantino	100	98	98.0%	А
Totals		100	98	98.0%	А

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

PHAS	Inspections
Score	Performed YTD
А	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

3	core	Performance
	10	≥96
	5	90 to 95
ch	0	≤89
)%	5	98 to 100
	0	≤97
re of		
)%	5	98 to 100
	0	≤97
efore		
%	10	≥80
	8	60 to 79
gram	5	≤59
must		
410		
%	10	≥30
	5	≤29
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REAL ESTATE, INVESTMENT, AND DEVELOPMENT

OCTOBER 2021

REO PROJECTS

PUBLIC HOUSING DEFFERED MAINTENANCE AND CAPITAL IMPROVEMENTS

- Major Capital Projects
 - Cuney Homes Appliance Install: 98% complete waiting for correct fridge.
 - Kelly Village Appliances: 60% complete shortage of appliances

NEW DEVELOPMENT

- 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: Construction is complete.
- 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.
- Force Majeure Tax Credit Exchange was approved with no discussion.

REDEVELOPMENT – (RAD)

Allen Parkway Village

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

Historic Oaks of Allen Parkway Village

- Architectural plans for the rehab are complete and out for bid.
- We are working to replat the site.

HURRICANE HARVEY

Currently FEMA has obligated approximately \$20,000,000 for reimbursement. FEMA recently approved around \$39,000,000 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.
- Interior mitigation and demolition is ongoing.

TxDOT LAND SALES

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

OPEN SOLICITATION LOG OCTOBER 2021

HHA'S PROCUREMENT DEPT.

Type	Solicitation #	Status	Department(s)	Description	Advertisement Date	Due Date
IFB	21-40	OPEN	REID	The Rehabilitation of Units at Oxford Place Apartments	9-1-21	10-26-21
RFP	21-17	OPEN	НСИР	Project Based Vouchers	10-6-21	10-26-21
QBS	21-36	OPEN	REID	APV/HOAPV Developer	10-8-21	11-17-21
QBS	21-44	OPEN	REID	Environmental Engineering Services	10-8-21	11-17-21

OPERATING STATEMENTS: 8 MONTHS ENDING AUGUST 31, 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	4,507,065	4,713,900	206,835
Operating Expenses				
Salaries and Benefits	4,003,971	2,669,314	2,420,142	249,172
Facilities and Other Administrative				
Expenses	2,155,465	1,436,977	1,392,979	43,998
Total Central Office Expenses	6,159,436	4,106,291	3,813,121	293,170
Surplus/(Use) of Business Activities				
Funds for COCC	601,161	400,774	900,779	500,005

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	10,248,703	10,272,463	23,760
HUD Subsidy - Section 8 New Construction	1,702,790	1,135,193	1,053,969	(81,224)
Tenant Rental Income	16,037,300	10,691,533	10,786,067	94,534
Other Income	304,377	202,918	132,067	(70,851)
Total Operating Income	33,417,521	22,278,347	22,244,566	(33,781)
Operating Expenses				
Administrative Expenses	10,427,122	6,951,415	6,690,731	260,684
Tenant Services	731,802	487,868	412,149	75,719
Utilities	4,197,897	2,798,598	3,124,273	(325,675)
Maintenance	10,841,215	7,227,477	6,339,287	888,190
Protective Services	2,134,929	1,423,286	1,365,895	57,391
Insurance Expense	2,194,046	1,462,697	1,455,606	7,091
Other General Expense	376,500	251,000	222,091	28,909
Total Routine Operating Expenses	30,903,511	20,602,341	19,610,032	992,309
Net Income from Operations	2,514,010	1,676,007	2,634,534	958,527
Non-Routine Maintenance	4,000,000	2,666,667	1,652,315	1,014,352
Debt Service	873,193	582,129	578,594	3,535
Debt Service- ESCO	740,000	493,333	364,902	128,431
Provision/Reimbursement of Replacement Reserve	0	0	0	0
Cash Flow from Operations	(3,099,183)	(2,066,122)	38,723	2,104,845
Funds From Reserves/CFP	3,099,183	2,066,122	(38,723)	(2,104,845)
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	9,793,806	10,067,384	273,578
Operating Expenses				
Salaries and Benefits	6,848,940	4,565,960	4,286,811	279,149
Administrative Expenses	2,148,361	1,432,241	1,298,964	133,277
COCC-Management Fees	3,890,537	2,593,691	2,802,378	(208,687)
IT Initiative	250,000	166,667	0	166,667
Total Operating Costs Expenses	13,137,838	8,758,559	8,388,153	370,406
Cash Flow (Deficit) from Operations	1,552,871	1,035,248	1,679,231	643,983
Beginning Admin Operating Reserves	0	0	0	0
Ending Admin Operating Reserves	1,552,871	1,035,248	1,679,231	643,983
Housing Assistance Payments (HAP)				
Housing Assistance Payment Subsidy	170,000,000	113,333,333	112,280,746	(1,052,587)
Investment Income on HAP Reserves	0	0	0	0
Housing Assistance Payments	170,000,000	113,333,333	111,276,670	2,056,663
HAP Current Year Excess (Use)	0	0	1,004,076	1,004,076

OPERATING STATEMENTS: 8 MONTHS ENDING AUGUST 31, 2021

November

2021

Saturday	٥	13	20	27	
Friday	5 9:30am YWCA Senior Lunch Activity Program @Bellerive & Lyerly 10:00am Rental Assistance Workshop @Clayton	12 9:30am YWCA Senior Lunch Activity Program @Bellerive & Lyerly 3:00pm Kids Grub After School Program @APV, Lincoln, Oxford, Heatherbrook, & Independence	19 9:30am YWCA Senior Lunch Activity Program @Bellerive & Lyerly 12:00 Thanksgiving Luncheon @Allen Parkway	26 9:30am YWCA Senior Lunch Activity Program @Bellerive & Lyerly 3:00pm Kids Grub After School Program @APV, Lincoln, Oxford, Heatherbrook, & Independence	
Thursday	4 11:00am Medicare Workshop @Kennedy 6:00pm Resident Council Elections @Lincoln	11 9:30am YWCA Senior Lunch Activity Program @Bellerive & Lyerly 3:00pm Kids Grub After School Program @APV, Lincoln, Oxford, Heatherbrook, & Independence	18 9:30am YWCA Senior Lunch Activity Program @Bellerive & Lyerly 6:00pm Resident Council Elections @Allen Parkway	25 9:30am YWCA Senior Lunch Activity Program @Bellerive & Lyerly 3:00pm Kids Grub After School Program @APV, Lincoln, Oxford, Heatherbrook, & Independence	
Wednesday	3 9:30am YWCA Senior Lunch Activity Program @Bellerive & Lyerly 3:00pm Kids Grub After School Program @APV, Lincoln, Oxford, Heatherbrook, & Independence	10 1:00pm Bayou City Foot Program @Bellerive 2:00pm Job Fair @Kelly 3:00 Resident Council Elections @Bellerive 3:00pm FSS Orientation	17 9:00am Amerigroup Exercise @Bellerive 12:00 Thanksgiving Luncheon @Bellerive 5:30pm Resident Council Elections @Irvinton	24, 9:30am YWCA Senior Lunch Activity Program @Bellerive & Lyerly 3:00pm Kids Grub After School Program @APV, Lincoln, Oxford, Heatherbrook, & Independence	
Tuesday	2 9:30am YWCA Senior Lunch Activity Program @Bellerive & Lyerly 2:00pm Job Fair @Irvinton	9 2:00pm Healthy Living Fair @Irvinton 5:30pm Resident Council Elections @Kelly	16 9:00am Amerigroup Exercise @Lyerly 12:00 Thanksgiving Luncheon @Lyerly	23 3:00pm Kids Grub After School Program @APV, Lincoln, Oxford, Heatherbrook, & Independence	30 3:00pm Kids Grub After School Program @APV, Lincoln, Oxford, Heatherbrook, & Independence
Monday	1 9:30am YWCA Senior Lunch Activity Program @Bellerive & Lyerly 3:00pm Kids Grub After School Program @APV, Lincoln, Oxford, Heatherbrook, & Independence	8 9:30am YWCA Senior Lunch Activity Program @Bellerive & Lyerly 3:00pm Kids Grub After School Program @APV, Lincoln, Oxford, Heatherbrook, & Independence	15 9:30am YWCA Senior Lunch Activity Program @Bellerive & Lyerly 3:00pm Kids Grub After School Program @APV, Lincoln, Oxford, Heatherbrook, & Independence	22 9:30am YWCA Senior Lunch Activity Program @Bellerive & Lyerly 3:00pm Kids Grub After School Program @APV, Lincoln, Oxford, Heatherbrook, & Independence	29 9:30am YWCA Senior Lunch Activity Program @Bellerive & Lyerly 3:00pm Kids Grub After School Program @APV, Lincoln, Oxford, Heatherbrook, & Independence
Sunday		► 126	14	21	28