



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

RESOLUTION NO. 3513

At the meeting of the Houston Housing Authority Board of Commissioners, **September 19, 2022**, the following resolution was moved by **Max Miller** and seconded by **Stephanie Ballard**:

Resolution: Declaring the intent to issue bonds to provide financing for a multifamily residential rental development for persons of low income (The Life at Timber Ridge); Prescribing certain terms and conditions of such bonds; Authorizing the filing of an application for allocation of private activity bonds with the Texas Bond Review Board; and containing other provisions relating to the subject

A true and accurate copy of the vote is listed below, and a true and correct copy of the Resolution that was approved is attached hereto.

Name	Aye	No	Abstain	Name	Aye	No	Abstain
L. Snowden, Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	G. Hernandez*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. Kirkendoll, Vice Chair*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. Cooksey*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. Thomas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	S. Ballard	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. Miller	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

***Absent:** *K. Kirkendoll, A. Cooksey, and G. Hernandez*

(SEAL)



DocuSigned by:

David A. Northern, Sr.

9E0B1D8C1AF04AA...

David A. Northern, Sr., Secretary
HHA Board of Commissioners



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or take action to authorize the President & CEO or designee to execute a contract with Nan-McKay and Associates, INC., to provide staff and management level training and overviews of ongoing HUD regulations, requirements, and best practices for the administration of tenant-and voucher-based programs

2. Date of Board Meeting: September 19, 2022

3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with Nan McKay and Associates, Inc., to provide training and development services for the tenant and voucher-based programs, financial, and procurement program deliverables across the Houston Housing Authority's portfolio for three (3) years with two (2) one-year options in one (1) year increments at \$210,000.00 per year, pursuant to the memorandum from Cupid Alexander, Senior Vice President dated August 30, 2022, to David A. Northern, Sr., President & CEO.

4. Department Head Approval

Signature DocuSigned by:
Cupid Alexander
BABA1CCE4B3547A Date: 9/14/2022

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

Funds Budgeted and Available Yes No Source _____

VP of FO Approval Signature DocuSigned by:
Mike Rogers
3FC87AD4710742D Date: 9/14/2022

6. Approval of President & CEO

Signature DocuSigned by:
David A. Northern, Sr.
9E0B1D8C1AF04AA Date: 9/14/2022



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO
FROM: CUPID ALEXANDER, SENIOR VICE PRESIDENT
SUBJECT: CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO EXECUTE A CONTRACT WITH NAN-MCKAY AND ASSOCIATES, INC., TO PROVIDE STAFF AND MANAGEMENT LEVEL TRAINING AND OVERVIEWS OF ONGOING HUD REGULATIONS, REQUIREMENTS, AND BEST PRACTICES FOR THE ADMINISTRATION OF TENANT-AND VOUCHER-BASED PROGRAMS
DATE: AUGUST 30, 2022

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to take all necessary actions to negotiate, execute and make necessary changes and corrections to a contract with Nan McKay and Associates, Inc., to provide training, testing, and certification services for tenant and project-based voucher programs, public housing administration, financial and capital fund programming, and procurement practices across Houston Housing Authorities portfolio.

BACKGROUND:

HHA intends to execute a Training Consultant agreement for a three (3) year term and two (2), 1-year, options to extend with an experienced Training Consultant (the "Consultant"), to which the Consultant will provide professional oversight for the Houston Housing Authority, not be limited to:

1. Professional training services through a series of class offerings and certification testing. This will assist HHA with increasing staff knowledge and capacity.
2. Assisting HHA's staff in understanding eligibility requirements, certifying income, determining rents, and managing housing choice voucher program deliverables.
3. Training on blended occupancy management, including Low-Income Housing Tax Credit (LIHTC) review, review of the rental assistance demonstration (RAD) program, review of the public housing, the HOME program, Managing eligibility, calculating gross income, preparing to rent the unit, recertifications, moves/transfers/terminations, and examination/certification.
4. Training and review of the Capital Fund Program, including an overview of the CFP final rule, new submission requirements, linkage of the CFP and PHA plan process, new/existing eligible and ineligible costs, obligation and expenditure deadlines, physical needs assessment (PNA), scoring under the public housing assessment system (PHAS), strategies to maximize occupancy, project report examples, compliance/penalties/sanctions examples, and examination/certification.
5. Development and managing Project Based Voucher (PBV), including; identifying the key basic program elements and requirements for project-based voucher properties, identifying information related to PBV that must be included in both the PHA plan/five-year plan/administrative plan, training on

- regulations, eligibility, waiting list management, requirements of PBV, connection to RAD and examination/certification.
6. Error reduction training through effective interviewing for program integrity, including training on how to identify the skills needed to interview effectively, learning a planned approach to interviewing, improving listening skills, case studies on effective communication with vulnerable families and tenants, and examination/certification.
 7. Training on fair housing and reasonable accommodation processes, including preparing for HUD and FHEO civil right monitoring, fair housing reviews, complaint investigations, complying with requirements for best practices with the violence against women act (VAWA), guidance on limited proficiency in English services, training on pertinent federally protected classes such as race, familial status, and national origin, sexual harassment and hate crime training, section 3 requirements for housing authorities and their contractors, and examination/certification.
 8. Training on the Family Self Sufficiency Program (FSS), including how to successfully use the program coordinating committee, FSS intake and family selection (eligible families, transfers, targeted selections, motivational screening/denials), contract participation and requirements, training and service plans, escrow accounts (and how they work), portability, case management, marketing the FSS, barriers to success and remediation and examination/certification.
 9. Hearing Officer Specialist training, including training on critical thinking skills, HUD regulations, guidance into PHA policies and procedures, hearing and grievance processes, training on conducting orderly appeals and hearings, identifying public housing regulations for informal hearings for applicants and grievance hearing for tenants, and examination/certification.
 10. Training in Housing Choice Voucher (HCV) customer service, understanding the importance of customer service, dealing with upset customers, interviewing persons with disabilities, creating a customer service environment, PHA's service delivery plans (strengths/weaknesses), and certificate of participation.
 11. HCV/PBV training in rent calculation, including how to read and interpret a 50058, calculate income using 23 CRF part 5, which is universal to all HUD programs, recognizing earned income disallowance (EID), asset calculation, adjusted income calculation, total tenant payout calculation training, all aspects of housing assistance payment (HAP)/rent/utility allowance, case studies on family composition and rent calculation, and examination/certification.
 12. Additional Nan McKay training offerings include HCV Executive Management, HCV financial accounting and reporting, HCV financial management, HCV Specialist training, SEMAP self-assessment training, Uniform Physical condition Standards (UPCS) training, Supervision, and management training, Project-based Maintenance management, Procurement/Section 3, and Public Housing Management.

ADVERTISEMENT:

On July 14, 2022, a legal notice advertising RFP 22-36 Employee Training Center was posted in the Houston Chronicle and Forward Times Newspapers, and the Houston Business Journal.

In addition to posting RFP 22-36 on its website, HHA's Procurement Department sent e-mails advertising this solicitation to potential Firms on its Bidder's List; to the City of Houston Office of Business Opportunity ("OBO"); and to the Houston Minority Supplier Development Council ("HMSDC").

Interested parties were also able to access RFP 22-36 by going to the websites of the City of Houston Office of Business Opportunity ("OBO"); the Greater Houston Black Chamber of Commerce ("GHBC"); the Houston Minority Supplier Development Council ("HMSDC"); the Houston Chapter of the National Association of Minority Contractors ("NAMC"); and to the Houston Office of the United States Small Business Administration ("SBA").

EVALUATION PROCESS:

HHA staff, Cupid Alexander, Senior Vice President of Operations, Cheryl Rivers, Interim Vice President of the Housing Choice Voucher Program, and Rhonda Foster, Asset Management Director, evaluated the one responsive proposal received. The proposal was reviewed individually and evaluated according to the following six (6) criteria:

Evaluation/Selection Criteria	Maximum Score
Company Profile	10
Experience	20
Methodology	25
Qualifications of Personnel	25
Cost Control	15
M/WBE Participation	5
Total	100

Rank	Firm/Company	M/WBE	Evaluation Rating
1	Nan McKay	N/A	92

References have been checked and returned positive. There are no conflicts of interest, and the firm 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 President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with Nan McKay and Associates, Inc., to provide training and development services for the tenant and voucher-based programs, financial, and procurement program deliverables across the Houston Housing Authority's portfolio for three (3) years with two (2) one-year options in one (1) year increments at \$210,000.00 per year, pursuant to the memorandum from Cupid Alexander, Senior Vice President dated August 30, 2022, to David A. Northern, Sr., President & CEO.