

HOUSTON HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING MAY 16, 2023 3:00 P.M.

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





2640 Fountain View Drive, Houston, Texas 77057 | Phone 713.260.0500 | David A. Northern, Sr., President & CEO
Board of Commissioners: LaRence Snowden, Chair | Kristy Kirkendoll | Dr. Max A. Miller, Jr. | Stephanie A.G. Ballard | Andrea Hilliard Cooksey | Kris Thomas

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HHA CALENDAR OF EVENTS



2640 Fountain View Drive, Houston, Texas 77057 | Phone 713.260.0500 | David A. Northern, Sr., President & CEO Board of Commissioners: LaRence Snowden, Chair | Kristy Kirkendoll | Dr. Max A. Miller, Jr. | Stephanie A.G. Ballard | Andrea Hilliard Cooksey | Kris Thomas

BOARD OF COMMISSIONERS MEETING TUESDAY, MAY 16, 2023 3:00 PM

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

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of the April 25, 2023 Houston Housing Authority Board Meeting Minutes
- IV. President's Report
- V. Introduction of a Spanish interpreter.
- **VI.** Public Comments (To Make Comments during the Public Comments Section Please add your name to the sign-in sheet when you enter the Board Meeting)
- VII. New Business

Resolution No. 3614: Consideration and/or action to authorize the President & CEO or designee to award and execute a contract with Etched Communication for Public Relations Services.

Resolution No. 3615: Approval of the Houston Housing Authority Cost Allocation Plan

Resolution No. 3616: Consideration and/or action to authorize the President & CEO or designee to enter into Insurance Contracts for the Policy Year 2023/2024 with Housing Authority Insurance Group.

Resolution No. 3617: Consideration and/or action to authorize the President & CEO or designee to execute any and all documents, or take any other action, that is necessary or desirable to approve and enter into a Project-Based Voucher Program PBV Housing Assistance Payments Contract in relation to the acquisition and development of Campanile on Minimax to be located at or about 610 West Loop at Minimax Dr., Houston, Texas 77008.

Resolution No. 3618: Consideration and/or action to authorize the President & CEO or designee to make necessary changes and corrections to modify Section 1.10(I) (Employee Status Changes - Provisional Appointment/Temporary Assignment) of the Houston Housing Authority Employee Handbook Policy last adopted by the Board of Commissioners on December 14, 2021.

Resolution No. 3619: Consideration and/or action to authorize the President & CEO or designee to approve Lakeside Place PFC's Issuance, Sale and Delivery of Multifamily Housing Revenue Bonds (Pinnacle at Wilcrest) Series 2023.

Resolution No. 3620: Consideration and/or action to authorize the President & CEO or designee to execute any and all documents, or take any other action, that is necessary or desirable to approve and enter into a Project-Based Voucher Program PBV Housing Assistance Payments Contract in relation to the acquisition and development of NHH Gray to be located at approximately 2675 & 2604 Gray Street, Houston, Texas 77004

VIII. 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. 3621: Consideration and/or action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Fairfield Residential for the development of Pinnacle on Wilcrest located at 9520 Wilcrest Drive, Houston, Texas 77099 (the "**Project**"), to take such actions necessary or convenient to facilitate the conveyance and development of the Project and the execution of all required documents therefor.

- **IX.** Reconvene Public Session to take action on Executive Session agenda items.
- X. 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, APRIL 25, 2023

A Meeting of the Board of Commissioners ("Board") of the Houston Housing Authority ("HHA") was held on Tuesday, April 25, 2023 at the Houston Housing Authority Central Office, 2640 Fountain View Drive, Houston, Texas 77057.

Chair Snowden called the meeting to order at 3:06 p.m. Secretary Northern called the roll and declared a quorum present. Chair Snowden offered the use of an interpreter to be available to Spanish speakers who may need assistance for public comments only. Ms. Elizabeth Paris was asked to introduce herself in Spanish and let the attendees know of her service.

Present: LaRence Snowden, Chair

Kristy Kirkendoll, Vice Chair Kris Thomas, Commissioner

Andrea Hilliard Cooksey, Commissioner Stephanie A.G. Ballard, Commissioner Dr. Max A. Miller, Jr., Commissioner David A. Northern, Sr., Secretary

APPROVAL OF MINUTES

Chair Snowden stated the Board has had an opportunity to review the March 21, 2023 Board of Commissioners meeting minutes and asked for a motion to adopt the meeting minutes.

Commissioner Miller moved to adopt the meeting minutes and Commissioner Thomas seconded the motion.

Chair Snowden asked if there is any discussion or objection to the March 21, 2023 Board of Commissioners meeting minutes. Having none, the minutes are adopted.

Chair Snowden said we will now move into our new business.

PRESIDENT'S REPORT

Secretary Northern stated the Commissioners have a written report but wanted to briefly go over a few items.

I'm excited to announce that we were able to launch our Affordable Housing Houston Website so that we can provide more opportunities for our citizens and our clients to find affordable housing throughout the city of Houston. We also had a Homebuyer Event where the HHA partnered with the City of Houston Housing and Community Development Department as a participant in their April Homebuyer Fair. We had a booth set up to share information about our agency with the hundreds of people that came to the event, this was in support of

the city's initiative to build 3,000 new affordable, disaster-resilient, energy-efficient homes. We had an Easter community event at Oxford Place and the Random Acts of Kindness day at Cuney Homes. The All-Star players from TSU came over to Cuney Homes and spent some time with the residents.

Chair Snowden said kudos to launching the Affordable Housing website. We are working with our PFC's and trying to provide services for our clients and others within the city that need access to affordable housing. This website really provides a good service. If you haven't had a chance to see it, please do because it provides some great information that the community needs.

I want to make sure that it's noted that during the All-Star event, it was really focused on HBCU's and so for those that are products of historically black colleges and universities, it was really an opportunity for those individuals to shine. For those of us that work at HBCU's as well, I got a chance to walk over and be a part of it. Kudos for that and the involvement of Cuney I think everyone came out.

PUBLIC COMMENTS

Chair Snowden stated that 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.

Jack Baber: In the near future you will be evaluating three more apartment projects to the one project you recently placed under the PFC affordable housing program in our district. The first project was 210 units and removed \$29 million of assessed valuation from our tax roll. The three projects you will be evaluating will remove another 16% for total reduction of our taxable value of \$117 million and the elimination of about \$410,000 of revenue. PFC program districts like mine agonize over operations aging infrastructure and tax rates and then, out of the blue you change everything.

First issue, while you may not be required, I would suggest that you consider giving other public servants like me a heads up and a chance to advise you of what effect your actions may take on our operations as well as the lives of our taxpayers and residents. The second issue is the fact that you will be considering making more than 20% of our tax base nontaxable. Is that a fair and equitable sharing of cost for affordable housing programs? that's my question. 20% is a big chunk. Maybe you can consider limiting your programs to no more than 5-8% of any authority's tax base, not 20%. Additionally, the unpredictability of this program undoubtedly has risk factors. Third issue is that we can't replace all of our tax revenue then the 550 single-family homes in our district, more than 75% of which are homesteads over 65 veterans or handicapped, their tax rates will have to go up and increase and meet our obligations. You have Middle St. Partners application coming for 964 more units but we have no idea when because that's not a notice we get from HHA. They scored 67.5 out of 100 on your score. 67.5 is not a very good not a sufficient amount to justify what you're doing in my district and the other districts as well.

I don't know why you do so many projects in one district? I just don't know. Thank you for your time.

JB Lyman, HPD Tech Ops: Here in support of Resolution 3613, the Flock LPR cameras. We have about 1700 officers that have access to this depending on which side city. The number of officers is based on camera availability in the area.

Anibeth Turcios, GNMD: In support of Resolution 3613, Flock LPR cameras. GNMD enhances the district and increase economic activity in commercial property owners and businesses. The District promotes public safety in the area and works to create a safe environment. One of the things we do is try to seek additional investments in public and private funds to come into our area and infrastructure projects to come into the District. We support the use of flock cameras to assist with HHA public safety because it has helped us. Seeing the enhancement and beautification in the area and it's also deterred some of the crime in the area. We are currently working with local law enforcement partners help their security and some of the issues near north side and we have found the camera will be really helpful in deterring some of the crime currently in the area.

Pamela Guerra, GNMD: We have partnered with HPD to give them access to Flock LPRS. We have found that we have found that local law enforcement has been able to address multiple safety issues and arrests. We have expanded our cameras into 6 counties. Chief Finner and his assistant Chiefs have expressed their gratitude and our officers are thankful to have it.

NEW BUSINESS

Resolution No. 3612: Consideration and/or action to authorize the President & CEO or designee to Write-off vacant tenant accounts for January 1, 2023 to March 31, 2023.

Secretary Northern stated that Resolution No. 3612 will be presented by Rhonda Foster, Asset Management Director.

Ms. Foster stated Resolution No. 3611 requests That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to write off vacated tenant accounts in the amount of \$130,266.29 and make necessary changes and corrections pursuant to the memorandum from George D. Griffin III, Vice President of Housing Operations, dated April 4, 2023 to David A. Northern, Sr., President & CEO. Accordingly, staff recommends the Board adopt this resolution.

Chair Snowden stated that the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3612.

Commissioner Cooksey moved to adopt Resolution No. 3612. Commissioner Thomas seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting Resolution No. 3612. Having none, the Chairman called for a vote. All voted in favor therefore Resolution No. 3612 is adopted.

Chair Snowden said to let the minutes show that Commissioner Kirkendoll arrived at 3:14pm.

Resolution No. 3613: Consideration and/or action to authorize the President & CEO or designee to execute a contract with Flock Safety to furnish and install License Plate Reader (LPR) Cameras at all HHA properties. The contract with Flock Safety is a sole-source award, which has been approved by the U.S. Department of Housing and Urban Development (HUD).

Secretary Northern stated that Resolution No. 3613 will be presented by Jay Mason, Director of REID but before he does, I want to go over a few details.

Sole Source is a program that HUD has when we do procurement. We decided to go with the Sole Source because that's what the Houston Police Department utilizes. We wrote HUD and and they approved the request. Mr. Terry and myself met with the Police Chief Finner last year and talked about public safety and what will work well to help us create a better opportunity for our clients to be safe and deter crime on our properties and so we decided to go this route and partner with the Houston Police Department.

Mr. Mason stated Resolution No. 3613 reads 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 Flock Safety to furnish and install License Plate Reader (LPR) cameras at all HHA properties in an amount not to exceed \$2,284,080.00 pursuant to the memorandum from Jay Mason, Director of REID, dated April 4, 2023, to David A. Northern, President & CEO. Accordingly, staff recommends the Board adopt this resolution.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3613.

Commissioner Miller moved to adopt Resolution No. 3613. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion regarding this resolution.

Chair Snowden stated he would like to hear from the Flock representative before we approve resolution.

Flock: I'm a former police officer and criminal investigator. I can tell you I've seen in this last year and a half since I've been here making an incredible impact not only in my community but across the greater metro. When I first started I worked a lot with political subdivisions, which is a brand-new territory for me, outside of law enforcement agencies and different partners that we have. I promise you'll see significant impact.

Chair Snowden: In protecting the use of the equipment, protects the property but also the community around, right? Is it just watching the license plates that come in and out of our property?

Secretary Northern: Sir, the way the cameras will be displayed on our properties, it will also show the streets and not our entrances and exits.

Chair Snowden: I was just noting that 18 are designated at Cuney and then another 14 Fulton and I don't see a large number at Irvinton, etc.

Secretary Northern: The number of cameras is based on the property size and number of entrances and exits. Another benefit is that if we decide to move forward with our Choice Neighborhood Initiative, we can we can take those cameras and move them elsewhere.

Chair Snowden: I want to make sure our clients guess my thing is not only drawback is not a drawback officer want you to know is not a drawback but you have to raise these questions is that I like protection is that to make sure that our clients and individuals don't get the wrong perception of them being spied on or you know Big Brother watching over them I would also ask and get with Jennifer and Etch to make sure that as we're communicating this to the clients and make sure they are aware of what we are doing and what the benefits are. Also, to make sure that as we are using this, that we are using it as a tool to benefit us and that it's not used as a tool to cause additional issues or concerns that our clients, who are already at times feeling like they are being watched, things like that. I don't want them to get that type of feeling.

Secretary Northern: We have communication plan we plan on going out to the property to also pass out information for those individuals that may not come to the meetings and to reassure you and reassure our clients the only time the camera kind of attacks a plate is if the police have already put the plate in the system. It records every play but until the plate is entered into the system by HPD going system, then it connects.

Flock: There's also a very robust ethically designed auditing feature for the platform. Everybody's kept above board, HD has a policy and procedure on how they're able to use utilize it. Furthermore, this is not something we're keeping for years. We actually have a 30-day rolling delete retention policy.

Chair Snowden asked if there is any objection to adopting this resolution. Having none, Resolution No. 3613 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, April 25, 2023 at 3:41 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 4:32 p.m.

Secretary Northern called the roll and declared a quorum present.

ADJOURNMENT

Chair Snowden remarked this concludes the items on today's agenda and declared the meeting adjourned at 4:33 p.m.



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RESPONSES TO COMMENTS RECEIVED AT THE TUESDAY, APRIL 25, 2023 BOARD OF COMMISSIONER MEETING

A Meeting of the Board of Commissioners ("Board") of the Houston Housing Authority ("HHA") was held on Tuesday, April 25, 2023, at the Houston Housing Authority Central Office, 2640 Fountain View Drive, Houston, Texas 77057.

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

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

PUBLIC COMMENTS

C = Jack Baber: In the near future you will be evaluating three more apartment projects to the one project you recently placed under the PFC affordable housing program in our district. The first project was 210 units and removed \$29 million of assessed valuation from our tax roll. The three projects you will be evaluating will remove another 16% for total reduction of our taxable value of \$117 million and the elimination of about \$410,000 of revenue. PFC program districts like mine agonize over operations aging infrastructure and tax rates and then, out of the blue you change everything.

First issue, while you may not be required, I would suggest that you consider giving other public servants like me a heads up and a chance to advise you of what effect your actions may take on our operations as well as the lives of our taxpayers and residents. The second issue is the fact that you will be considering making more than 20% of our tax base nontaxable. Is that a fair and equitable sharing of cost for affordable housing programs? that's my question. 20% is a big chunk. Maybe you can consider limiting your programs to no more than 5-8% of any authority's tax base, not 20%. Additionally, the unpredictability of this program undoubtedly has risk factors. Third issue is that we can't replace all of our tax revenue then the 550 single-family homes in our district, more than 75% of which are homesteads over 65 veterans or handicapped, their tax rates will have to go up and increase and meet our obligations. You have Middle St. Partners application coming for 964 more units but we have no idea when because that's not a notice we get from HHA. They scored 67.5 out of 100 on your score. 67.5 is not a very good not a sufficient amount to justify what you're doing in my district and the other districts as well.

I don't know why you do so many projects in one district? I just don't know. Thank you for your time.

C = JB Lyman, HPD Tech Ops: Here in support of Resolution 3613, the Flock LPR cameras. We have about 1700 officers that have access to this depending on which side city. The number of officers is based on camera availability in the area.

C = Anibeth Turcios, GNMD: In support of Resolution 3613, Flock LPR cameras. GNMD enhances the district and increase economic activity in commercial property owners and businesses. The District promotes public safety in the area and works to create a safe environment. One of the things we do is try to seek additional investments in public and private funds to come into our area and infrastructure projects to come into the District. We support the use of flock cameras to assist with HHA public safety because it has helped us. Seeing the enhancement and beautification in the area and it's also deterred some of the crime in the area. We are currently working with local law enforcement partners help their security and some of the issues near north side and we have found the camera will be really helpful in deterring some of the crime currently in the area.

C = Pamela Guerra, GNMD: We have partnered with HPD to give them access to Flock LPRS. We have found that we have found that local law enforcement has been able to address multiple safety issues and arrests. We have expanded our cameras into 6 counties. Chief Finner and his assistant Chiefs have expressed their gratitude and our officers are thankful to have it.



REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or action to authorize the President & CEO or designee to award and execute a contract with Etched Communication for Public Relations Services.

- 2. Date of Board Meeting: May 16, 2023
- 3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate and execute a one-year contract not to exceed \$300,000 per year with an option to extend the contract two additional years in one-year increments, to Etched Communication and make necessary changes or corrections, pursuant to the memorandum dated April 27, 2023 from Jennifer Jensen, Communications & Social Media Coordinator to David A. Northern, Sr., President & CEO.

4.	Department Head Approval	Signature DocuSigned by:		Date: 5/10/2023
5.	Statement regarding availability	y of funds by VP of Fiscal Operations		
	Funds Budgeted and Available	X Yes No Source		
	VP of FO Approval Signatur	re	_ Date: _	5/10/2023
6.	Approval of President & CEO	DocuSigned by:		
	Signatu	re	_ Date: _	5/10/2023



MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO

FROM: JENNIFER JENSEN, COMMUNICATIONS & SOCIAL MEDIA COORDINATOR

SUBJECT: CONSIDERATION AND/OR ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO AWARD

AND EXECUTE A CONTRACT WITH ETCHED COMMUNICATION FOR PUBLIC RELATIONS SERVICES.

DATE: APRIL 27, 2023

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to award and execute a contract with Etched Communication for Public Relations Services.

BACKGROUND:

Etched Communication (Etched) is a full-service, award-winning MWBE-certified communication agency. The professional services provided by Etched to HHA include, but are not limited to, strategic public relations planning and management, media relations, and crisis communication.

The Houston Housing Authority has experienced a high volume of media requests and visibility due to heightened public interest in a number of agency initiatives that require public relations support to assist in media responses, crisis prevention strategy, and proactive agency messaging to fortify the reputation of the HHA. Due to the amount of PR services required to address the high volume of media inquiries and the need for public relations deliverables, the agency has reached the maximum funding amount in the past contract, thus justifying the increase in the new contract estimate.

To date Etched has assisted in developing comprehensive public relations strategy and deliverables, including but not limited to:

- Crisis planning and development
 - Developing strategic PR crisis prevention plans
 - o Developing strategic media approaches and responses
 - Developing Houston Housing Authority message
- Media relations management
 - Facilitating media outreach
 - Writing and distributing press releases
 - Providing media training to agency spokespersons
 - Following up with reporters to provide additional information
 - Compiling and providing media updates

Etched has been a contracted partner of the HHA since 2016 and has an established knowledge of the agency's historic and present operations, which provides a valuable asset to represent the agency effectively and comprehensively. The Etched team has assisted HHA in developing, managing, and executing comprehensive external strategies, support tactics, and communication assets in response to

media investigations and inquiries regarding agency operations. Outputs of their counsel included support for our crisis response team, including expert assistance with crisis protocols for the main office and our properties, formal written and visual assets, and crisis management expertise. Vital assistance in written communication assets includes press releases, media interview talking points, and graphic design for high-profile reports. The visual assets the team created helps to effectively communicate urgent updates to government officials, community partners, local stakeholders, and media outlets. Support and guidance from Etched has been instrumental in helping HHA manage crisis situations and respond strategically to ensure the agency is represented in the best and most accurate manner.

ADVERTISEMENT:

In January 4, 2023, a legal notice advertising RFP 22-53 Agency-Wide Public Relations Services was posted in the Houston Chronicle and Forward Times Newspapers, and in the Houston Business Journal.

In addition to posting RFP 22-53 on its website, HHA's Procurement Department sent e-mails advertising this solicitation to potential firms on its bidder's List.

Interested parties were also able to access RFP 22-53 by going to the websites of the City of Houston Office of Business Opportunity ("OBO"); the Greater Houston Black Chamber of Commerce ("GHBCC"); the Houston Minority Supplier Development Council ("HMSDC"); the Houston Chapter of the National Association of Minority Contractors ("NAMC"); and to the Houston Office of the United States Small Business Administration ("SBA").

EVALUATION PROCESS

The following HHA staff evaluated the five (5) responsive proposals received:

- 1. Jennifer Jensen Communications & Social Media Coordinator
- 2. Cupid Alexander Senior Vice President, Operations
- 3. Khadija Darr Senior Vice President, Administration
- 4. Corey Franklin Special Assistant to the President & Chief Executive Officer

Each proposal was reviewed against the following evaluation criteria:

Evaluation/Selection Criteria	Maximum Score
Experience and Qualifications	55
Fees	35
M/WBE Participation	5
Section 3 Participation	5
Total Points Possible	100

After each scoresheet was submitted the totals were averaged as follows:

Rank	Firm/Company	M/WBE	Evaluation Rating
1	Etched Communications	M/WBE	89
2	Outreach		77
3	Elmore	WBE	71
4	Connective Agency	M/WBE	63
5	PR Firm	M/WBE	53

 References for Etched Communication have been checked and returned positive. There are no conflicts of interest, and they are not on the HUD Debarment List

The committee determined that the most responsive bidder recommended to receive a contract for consultant services is Etched Communications.

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 and execute a one-year contract not to exceed \$300,000 per year with an option to extend the contract two additional years in one-year increments, to Etched Communication and make necessary changes or corrections, pursuant to the memorandum dated April 27, 2023 from Jennifer Jensen, Communications & Social Media Coordinator to David A. Northern, Sr., President & CEO.



REQUEST FOR BOARD AGENDA ITEM

1.	Brief Description of Proposed	d Item
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Approval of the Houston Housing Authority Cost Allocation Plan

- 2. Date of Board Meeting: May 16, 2023
- 3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO to implement the Houston Housing Authority Cost Allocation Plan and make all necessary corrections and changes to implement the Houston Housing Authority cost Allocation Plan pursuant to the memorandum dated May 2, 2023, from Michael Rogers, Vice President of Fiscal & Business Operations to David A. Northern, Sr. President & CEO.

4.	Department Head Approval	Signature		Date: 5/10/2023
5.	Statement regarding availabil	ity of funds by VP of Fiscal Operations		
	Funds Budgeted and Available	Yes No Source		
		DocuSigned by:		
	VP of FO Approval Signat	ure	_ Date:	5/10/2023
6.	Approval of President & CEO			
0.	Signat	ure	_ Date: _	5/10/2023



MEMORANDUM

TO: DAVID A. NORTHERN, SR.

FROM: MICHAEL ROGERS, VICE PRESIDENT FISCAL & BUSINESS OPERATIONS

SUBJECT: HOUSTON HOUSING AUTHORITY COST ALLOCATION PLAN

DATE: MAY 2, 2023

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO to implement the Houston Housing Authority Cost Allocation Plan.

BACKGROUND:

Housing Authorities will maintain a cost allocation plan that meets OMB's requirements (2 CFR 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) and HUD regulations related to the asset management model.

A cost allocation plan will be prepared each fiscal year on the same schedule as the operating budgets. The operating budgets will be based on the cost allocation plan. The cost allocation plan will be approved by the Board of Commissioners, on the same schedule as the operating budgets. The approved cost allocation plan will be used to allocate costs at the beginning of the PHA's fiscal year.

The cost allocation plan will include the direct and indirect costs for each project and program. Direct costs are those that can be directly traced to a project or program and will be charged to the respective project or program accordingly. Indirect Costs are those costs that may benefit several projects or programs and cannot be specifically traced to any one project or program.

The cost allocation plan will document the method used to allocate the program's share of indirect costs, a description of the methodology used, the mathematical calculation and the underlying data used in the calculation. The cost allocation plan and documentation will be maintained in accordance with the PHA's documentation retention policy and treated as an accounting record.

To ensure costs are allocated in a fair and equitable manner, multiple cost allocation methods may be used. The cost allocation method used should result in an equitable distribution of costs that meet all other OMB and HUD requirements, be supportable and allocate only eligible costs.

PHAs are prohibited from allocating or charging costs based on a methodology that simply allocates or charges costs to the program with the most available resources, such a methodology is non-compliant with OMB rules

The Houston Housing Authority Cost Allocation plan follows this resolution.

Resolution No. 3615

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 to implement the Houston Housing Authority Cost Allocation Plan and make all necessary corrections and changes to implement the Houston Housing Authority cost Allocation Plan pursuant to the memorandum dated May 2, 2023, from Michael Rogers, Vice President of Fiscal & Business Operations to David A. Northern, Sr. President & CEO.

Houston Housing Authority Cost Allocation Plan

The Houston Housing Authority, TX005, (HHA) is electing to use a cost-allocation methodology described in the following Policy and Procedures for Cost Allocation memorandum.

Policy and Procedures for Cost Allocation

BACKGROUND INFORMATION

Proper accounting includes the charging of appropriate costs to the various programs and projects a PHA administers and is a requirement of the U.S. Office of Management and Budget (OMB) and HUD. The proper accounting of costs is important to understanding the financial operations and health of an agency and its programs.

How a cost is charged is dependent on the type of cost incurred. **Direct costs** are costs that can be directly traced to a project or program and will be charged to the respective project or program accordingly. **Indirect costs** are those costs that may benefit several projects or programs and cannot be specifically traced to any one project or program; for example, Office Rent for an agency administering multiple programs. In the case of indirect costs such as Office Rent, HHA will need to have a fair and reasonable method by which to charge the cost to the different programs and projects that receive the benefit. In other words, the cost must be spread (i.e., allocated) to multiple projects or programs. The method by which indirect costs are charged is known as **cost allocation**.

Housing Authorities are required to have a cost allocation plan that meets OMB's requirements (2 CFR 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards). PHAs under asset management are required to comply with HUD's guidance for the asset management model as defined by the handbook, "Changes in Financial Management and Reporting for Public Housing Agencies Under the New Operating Fund Rule". HUD's handbook states that PHAs under asset management that have adopted a central office cost center, must also differentiate front-line allocated costs, fee-for-service costs, and/or shared resource costs depending on how the PHA has organized its services. PHAs are prohibited from allocating or charging costs based on a methodology that simply allocates or charges costs to the program with the most available resources, such a methodology is non-compliant with OMB rules.

When developing a cost allocation plan, a PHA may utilize several acceptable formats and methods for allocating indirect costs. Key items to remember when developing a cost allocation plan is to ensure that the PHA's cost allocation plan,

- Is supported (i.e., provides information on how the cost allocation rate was determined and the underlying documentation);
- Provides a fair and reasonable methodology to allocate the costs;
- Allocates only eligible costs to the project or program; and
- Is implemented, meaning indirect costs are allocated to the different projects and programs based on the approved cost allocation plan.

The cost allocation policy and procedures apply to all programs, including federal and non-federal, and programs subject to partnership agreements, regulatory agreements, and/or financial agreements unless specifically noted in the above-mentioned agreements.

COST ALLOCATION POLICY

HHA will maintain a cost allocation plan that meets OMB's requirements (2 CFR 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) and HUD regulations related to the asset management model as defined by the handbook, "Changes in Financial Management and Reporting for Public Housing Agencies Under the New Operating Fund Rule".

A cost allocation plan will be prepared each fiscal year on the same schedule as the operating budgets. The operating budgets will be based on the new cost allocation plan. The cost allocation plan will be provided and approved by the Board of Commissioners, on the same schedule as the operating budgets. The approved cost allocation plan will be used to allocate costs at the beginning of the PHA's fiscal year.

The cost allocation plan will include the direct and indirect costs for each project and program. **Direct costs** are costs that can be directly traced to a project or program and will be charged to the respective project or program accordingly. **Indirect costs** are those costs that may benefit several projects or programs and cannot be specifically traced to any one project or program; for example, the executive director's salary for an agency administering multiple programs.

HHA has adopted a central office cost center model. Therefore, HHA's cost allocation plan will outline all costs in accordance with the categories listed below.

- Fee Expense (i.e., costs that are to be charged to the COCC, including any fee-for-service activity as determined by Chapter 7 and specifically Table 7.1 and 7.2 of the handbook, "Changes in Financial Management and Reporting for Public Housing Agencies Under the New Operating Fund Rule".
- Front-Line Administrative Costs as allowed by Section 7.10 of the handbook, "Changes in Financial Management and Reporting for Public Housing Agencies Under the New Operating Fund Rule".
- Shared Resource Costs as allowed by Section 7.10 of the handbook, "Changes in Financial Management and Reporting for Public Housing Agencies Under the New Operating Fund Rule".
- Front-Line Cost as determined by Chapter 7 and specifically Table 7.1 and 7.2 of the handbook,
 "Changes in Financial Management and Reporting for Public Housing Agencies Under the New
 Operating Fund Rule".

HHA will use a fee-for-service methodology to recover COCC expenses as mandated by the asset management model. Fees will be paid from each program based on the approved rates established by the funding agency, regulatory agreements, financial agreements, partnership agreements, and HHA.

The cost allocation plan will document the method used to allocate the program's share of **indirect costs** by cost item, a description of the methodology(s) used, the mathematical calculation(s), and the underlying data used in the calculation. The cost allocation plan and documentation will be maintained in accordance with the HHA's documentation retention policy and treated as an accounting record.

To ensure costs are allocated in a fair and equitable manner, multiple cost allocation methods will be evaluated. HHA shall determine the cost allocation methods that are used to provide an equitable distribution of costs that meet all other OMB and HUD requirements, e.g., supportable and allocating only eligible costs. The cost allocation method shall be documented as part of the annual budget process and is subject to modification should circumstances arise during operations that would justify a different cost allocation method be adopted.

The cost allocation plan will be reviewed and updated when needed. For example, if HHA starts a new program mid-year, the cost allocation plan would need to be updated to make sure the new program is charged its fair share of overhead costs.

PHAs are prohibited from allocating or charging costs based on a methodology that simply allocates or charges costs to the program with the most available resources, such a methodology is non-compliant with OMB rules.

COST ALLOCATION PROCEDURES

The following procedures related to cost allocation and the cost allocation plan are provided below.

- Examination of Costs
- Cost Allocation Methodology
- Cost Allocation Plan

Examination of Costs

Annually all costs of the PHA will be reviewed by the appropriate finance, executive and program staff to determine if program and project costs are correctly classified and accounted for as <u>fee expense</u>, <u>front-line cost</u>, <u>front-line administrative</u>, and/or <u>shared resource costs</u> and that identified <u>indirect costs</u> are allocated using a fair and reasonable methodology.

- Employee Costs. Each employee's job duties will be examined to determine the proper placement and accounting of the costs. The examination of job duties will be based on the written description and the actual duties currently performed by the individual. From this analysis, a Schedule of Salaries, Benefits and Positions will be prepared showing the placement of the costs and the cost allocation method used to base the cost distribution (if necessary). The schedule will list each employee and will provide the <u>current</u> salary and benefits and the <u>proposed</u> salary and benefits. The schedule will be provided as part of the overall budget approval process.
- Other Costs. Other costs associated with the programs and projects will be examined to
 determine if each cost is accounted for as a direct or indirect cost. If a cost is determined to be
 an indirect cost, management will complete a cost/benefit analysis to determine if the activity
 and associated cost could be obtained differently and accounted for as a direct cost. If the cost
 is determined to be indirect, the cost allocation method should be determined and
 documented.

Cost Allocation Methodology

To limit the number of cost allocation methods to be maintained and applied, HHA will group similar costs and establish one cost allocation methodology for each group. Below are examples of cost allocation methods that can be used for employees that provide the same service to multiple programs or projects and costs related to a central office building.

- 1. **Employees Providing Same Services to Multiple Programs or Projects**. The following activities are frequently performed across programs/projects by the same employee.
 - a. Waiting List and Screening. For centralized or shared resources for waiting list and screening activities (waitlist clerk), costs will be allocated on the number of project or program units.
 - b. Leasing and Occupancy. For centralized or shared resources for leasing and occupancy activity (recertification clerk), costs will be allocated on the number of leased units.
 - c. *Rent Collection*. For centralized or shared resources for rent collection (centralized rent collection), costs will be allocated on the number of leased units.
 - d. *Work Order Processing*. For centralized or shared resources for work order processing (work order clerk), costs will be allocated on the number of work orders received.
 - e. Other Shared Resource Costs. Costs for services provided between projects or programs, e.g., a project manager that is shared between two projects, will be allocated based on an equitable method for each project. Acceptable methods may be based on the number of ACC units for each project manager or the number of total family members for tenant services staff. The method used to allocate costs between projects will be documented in the cost allocation plan.
- 2. Time Study. If any of the above methods do not provide a reasonable methodology to allocate costs or the employee's duties are considered both front-line and fee expense, a time study will be conducted annually for a one-month period to arrive at allocation rates. The time study should be conducted in an average month prior to the beginning of the fiscal year to allow for operating budget development, analysis and approval. The time study will capture the employee's direct time for each project, program, and time associated with fee expense (i.e., duties associated with COCC activity).
- 3. Costs Related to Office Building. Costs pertaining to the central office building may include telephone, internet, supplies, rent, and utilities where the cost is not broken out/identifiable by individual program. These costs will be charged to the COCC and other programs receiving benefit (for example, the HCV program) based on the number of FTEs (full-time equivalents) assigned between the COCC and other programs. The number of FTEs will be based on the calculation provided in the Schedule of Salaries and Positions.

Cost Allocation Plan

The cost allocation plan will provide a list of each type of cost and the basis for the allocation between the programs. The plan is to be completed prior to the beginning of the fiscal year, prepared in conjunction with the preparation of the PHA's operating budgets, and finalized before the presentation of the operating budgets to the Board of Commissioners. The plan will be signed and dated by the Vice President of Fiscal & Business Operations, the Senior Vice President of Administration, where applicable, and the Executive Director.

The cost allocation plan will document how each cost was categorized as a fee expense, front-line cost, front-line administrative cost and/or shared resource cost. Where each of the cost items is not a direct cost, the cost allocation plan will document the method used to allocate the program's share of indirect costs by cost item, a description of the methodology(s) used, the mathematical calculation(s) and the underlying data used in the calculation. The cost allocation plan and documentation will be maintained in accordance with the PHA's documentation retention policy and treated as an accounting record.

If HHA changes its service delivery model, the cost allocation plan will be reviewed, updated and implemented as needed to ensure costs are charged fairly.

Inclusion of Cost Allocation Policies and Procedures as part of the annual Budget Process

Annually during the preparation of the operating budget, anticipated costs will be evaluated and budgeted in accordance with this Cost Allocation Plan.

During the year if it is determined that the Cost Allocation assumptions made during the budgeting process are proving to be inaccurate then the appropriate adjustment will be made.



REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or action to authorize the President & CEO or designee to enter into Insurance Contracts for the Policy Year 2023/2024 with Housing Authority Insurance Group.

- 2. Date of Board Meeting: May 16, 2023
- 3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO to execute insurance contracts for the 2023/2024 policy year with the Housing Authority Insurance Group (HAIG), including directors and officers general liability, property, building contents, boiler & machinery, umbrella, windstorm and such other coverage that may be required for a combined premium not to exceed \$1,450,000 for the policy year, pursuant to the memorandum dated May 2, 2023 from Michael Rogers, Vice President of Fiscal and Business Operations to David A. Northern, Sr, President and CEO.

4.	Department Head Approval	Signature		Date:
5.	Statement regarding availabili	ty of funds by VP of Fiscal Operat	tions	
	Funds Budgeted and Available	X Yes No Source	2023/24 Opera	ating Budget
	VP of FO Approval Signatu	Ure	Date: _	5/10/2023
6.	Approval of President & CEO	DocuSigned by:		
	Signati	ure David d. Northum, Sr.	Date: _	5/10/2023



MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO

FROM: MICHAEL ROGERS, VICE PRESIDENT OF FISCAL AND BUSINESS OPERATIONS

SUBJECT: CONSIDERATION AND/OR ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO ENTER INTO

INSURANCE CONTRACTS FOR THE POLICY YEAR 2023/2024 WITH HOUSING AUTHORITY INSURANCE

GROUP

DATE: MAY 2, 2023

This memorandum recommends that the Houston Housing Authority Board of Commissioners, authorize the Interim President & CEO enters into contracts with the Housing Authority Insurance Group (HAIG) for the 2023/2024 policy year.

BACKGROUND:

The Housing Authority Insurance Group (HAIG) is a member-owned company that serves public housing authorities, 501(c)(3) nonprofits, affordable housing providers, low income housing and multifamily apartment owners under the low-income housing tax credit programs with special, niche insurance programs. HHA is a member/owner and is eligible to receive dividends from HAIG when such distributions are made.

The Housing Authority Insurance Group also has a bid waiver from the US Department of Housing and Urban Development (HUD).

Existing properties covered under the HAIG policies include those properties owned by limited partnerships affiliated with HHA and contain a mixture of public housing units along with tax credit and market rate units on certain properties.

Tax Credit Properties included on these policies are as follows:

Heatherbrook - 176 Units

Fulton - 108 Units

Oxford - 250 units

Historic Oaks of Allen Parkway – now under re-development partnership budget

Victory - 100 Units

Lincoln - 250 Units

Independence Heights – 154 Units

A historical comparison of the three most recent policy years along with premiums for the current policy year are shown below:

PROPERTY	UNITS	PREMIUM 2020/21	PREMIUM 2021/22	PREMIUM 2022/23	PREMIUM 2023/24
FULTON VILLAGE	108	67,193	83,041	77,690	136,988
VICTORY APARTMENTS	100	59,566	76,020	78,174	132,569
HOAPV & APV	500	314,637	360,289	385,000	0
HEATHERBROOK	176	138,419	174,632	189,126	316,220
LINCOLN PARK	250	119,498	136,894	156,279	225,566
OXFORD COMMUNITY	250	119,071	137,132	147,465	293,917
INDEPENDENCE					
HEIGHTS	154	133,719	149,246	175,000	259,627
BOILERS & MACHINERY		12,033	13,036	6,589	11,695
PROPERTY INSURANCE		964,136	1,130,290	1,215,323	1,215,323
DIRECTORS & OFFICERS		19,180	29,868	35,000	26,506
TOTAL PREMIUMS		983,316	1,160,158	1,250,323	1,403,088
RESOLUTION		1,000,000	1,200,000	1,300,000	1,450,000
NOT TO EXCEED LIMIT		11.11%	20.00%	8.33%	11.54%

The current policy period expires in May 2023 for all properties and coverages.

The market in Texas has been very tight over the past few years as many of the larger providers for these types of policies have opted to not write new policies in Texas or limit their exposures on specific properties or within geographic areas often causing policies to have to be bundled to achieve the desired overall coverage levels. Those that are continuing to offer policies have raised a number of their underwriting standards including increased per square foot replacement cost coverage.

This is causing an overall price increase of 11.54%. The rate of overall increase would actually be much higher if the combined 500 units of Allen Parkway Village were still included in this pool of properties. This property is now under an extensive renovation program and the cost of the insurance has been rolled into the overall development budget.

We have had coverage with HAIG for a number of years on these tax credit properties and have found that their claims processing and overall customer service have been good.

In addition, on some of these tax credit properties, there are third-party lenders and equity investors that have insurance requirements that are included in the policy coverages.

Resolution No. 3616

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 to execute insurance contracts for the 2023/2024 policy year with the Housing Authority Insurance Group (HAIG), including directors and officers general liability, property, building contents, boiler & machinery, umbrella, windstorm and such other coverage that may be required for a combined premium not to exceed \$1,450,000 for the policy year, pursuant to the memorandum dated May 2, 2023 from Michael Rogers, Vice President of Fiscal and Business Operations to David A. Northern, Sr, President and CEO.



REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or action to authorize the President & CEO or designee to execute any and all documents, or take any other action, that is necessary or desirable to approve and enter into a Project-Based Voucher Program PBV Housing Assistance Payments Contract in relation to the acquisition and development of Campanile on Minimax to be located at or about 610 West Loop at Minimax Dr., Houston, Texas 77008.

- 2. Date of Board Meeting: May 16, 2023
- 3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to execute any and all documents, or take any other action, that is necessary or desirable to approve and enter into a Project-Based Voucher Program PBV Housing Assistance Payments Contract in relation to the acquisition and development of Campanile on Minimax to be located at or about 610 West Loop at Minimax Dr., Houston, Texas 77008, pursuant to the memorandum from Jay Mason, Director of REID dated May 5, 2023, to David A. Northern, Sr., President & CEO.

4.	Department Head Approval	Signature		Date: 5/10/2023
5.	Statement regarding availabili	ty of funds by VP of Fiscal Operations		
	Funds Budgeted and Available	X Yes No Source Third	Party Fur	nding
	VP of FO Approval Signatu	ure	Date:	5/10/2023
6.	Approval of President & CEO	Docusigned by:		5/10/2023
	Signati	ure David l. Northum, Sr.	_ Date: _	5/10/2023

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MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO

FROM: JAY MASON, DIRECTOR OF REID

SUBJECT: CONSIDERATION AND/OR ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO EXECUTE ANY AND

ALL DOCUMENTS, OR TAKE ANY OTHER ACTION, THAT IS NECESSARY OR DESIRABLE TO APPROVE AND ENTER INTO A PROJECT-BASED VOUCHER PROGRAM PBV HOUSING ASSISTANCE PAYMENTS CONTRACT IN RELATION TO THE ACQUISITION AND DEVELOPMENT OF CAMPANILE ON MINIMAX TO BE LOCATED AT OR ABOUT 610

WEST LOOP AT MINIMAX DR., HOUSTON, TEXAS 77008.

DATE: MAY 5, 2023

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to execute any and all documents, or take any other action, that is necessary or desirable to approve and enter into a Project-Based Voucher Program PBV Housing Assistance Payments Contract in relation to the acquisition and development of Campanile on Minimax to be located at or about 610 West Loop at Minimax Dr., Houston, Texas 77008 (the "**Project**").

BACKGROUND

On March 9, 2023, the Board of Commissioners of the Houston Housing Authority (the "Authority") adopted Resolution No. 3641 (the "Resolution") authorizing the President and CEO or designee to take such actions necessary or convenient to facilitate the acquisition and development of the Project.

The Authority reaffirms its desire to participate in the acquisition and development of the Project.

Upon such acquisition, Campanile on Minimax, LP, a Texas limited partnership (the "Partnership") will enter into development financing for the Project as provided for in the Resolution and desires that certain of the units in the Project be project-based voucher units under the HUD Section 8 Project Based Voucher program ("PBV Units") and in connection therewith, the Partnership desires to enter into a Section 8 Project-Based Voucher Program PBV Housing Assistance Payment Contract and related documents to be entered into by the Partnership, including but not limited to certifications, assignments and such other documents, all upon such terms and conditions as the Partnership deems reasonable (the "PBV Documents").

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to take such actions necessary or convenient to execute any and all documents, or take any other action, that is necessary or desirable to approve and enter into a Project-Based Voucher Program PBV Housing Assistance Payments Contract in relation to the acquisition and development of Campanile on Minimax to be located at or about 610 West Loop at Minimax Dr., Houston, Texas 77008, pursuant to the memorandum from Jay Mason, Director of REID dated May 5, 2023, to David A. Northern, Sr., President & CEO.

RESOLUTION NO. 3617

RESOLUTION AUTHORIZING THE PRESIDENT & CEO OR DESIGNEE TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO EXECUTE ANY AND ALL DOCUMENTS, OR TAKE ANY OTHER ACTION, THAT IS NECESSARY OR DESIRABLE TO APPROVE AND ENTER INTO A PROJECT-BASED VOUCHER PROGRAM PBV HOUSING ASSISTANCE PAYMENTS CONTRACT IN RELATION TO THE ACQUISITION AND DEVELOPMENT OF CAMPANILE ON MINIMAX TO BE LOCATED AT OR ABOUT 610 WEST LOOP AT MINIMAX DR., HOUSTON, TEXAS 77008 (THE "**PROJECT**").

WHEREAS, on March 9, 2023, the Board of Commissioners of the Houston Housing Authority (the "**Authority**") adopted Resolution No. 3641 (the "**Resolution**") authorizing the President and CEO or designee to take such actions necessary or convenient to facilitate the acquisition and development of the Project; and

WHEREAS, the Authority reaffirms its desire to participate in the acquisition and development of the Project; and

WHEREAS, upon such acquisition, Campanile on Minimax, LP, a Texas limited partnership (the "Partnership") will enter into development financing for the Project as provided for in the Resolution and desires that certain of the units in the Project be project-based voucher units under the HUD Section 8 Project Based Voucher program ("PBV Units") and in connection therewith, the Partnership desires to enter into a Section 8 Project-Based Voucher Program PBV Housing Assistance Payment Contract and related documents to be entered into by the Partnership, including but not limited to certifications, assignments and such other documents, all upon such terms and conditions as the Partnership deems reasonable (the "PBV Documents");

WHEREAS, it is deemed necessary and advisable that this resolution be adopted;

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

BE IT RESOLVED, that the President and Chief Executive Officer of the Authority and/or any officer of the Authority and/or his/her designee (the "Executing Officer"), acting alone, 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 Executing Officer shall deem to be necessary or desirable in the consummation of the transactions herein contemplated, including, without limitation the PBV Documents, and any other Project financing that require the Authority's signature (collectively, the "Agreements");

BE IT FURTHER RESOLVED, that all acts, transactions, or agreements undertaken prior hereto by the 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 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

Resolution No. 3617

things necessary or proper in furtherance thereof, as the President and Chief Executive Officer shall deem to be necessary or desirable, and all acts heretofore taken by the designee of the 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 16 ^{tl}	of May,	2023.
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	CHAIR	
ATTEST:		
Secretary		



REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or action to authorize the President & CEO or designee to make necessary changes and corrections to modify Section 1.10(I) (Employee Status Changes - Provisional Appointment/Temporary Assignment) of the Houston Housing Authority Employee Handbook Policy last adopted by the Board of Commissioners on December 14, 2021.

- **2. Date of Board Meeting:** May 16, 2023
- 3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to make necessary changes and corrections to modify Section 1.10(I) (Employee Status Changes - Provisional Appointment/Temporary Assignment) of the Houston Housing Authority Employee Handbook Policy last adopted by the Board of Commissioners on December 14, 2021, pursuant to the memorandum from Patricia Guerra, Director of Human Resources, Training and Development dated May 8, 2023, to David A. Northern, Sr., President & CEO.

4.	Department Head Appr	oval Sig	gnature Patricia Gurra 9DB8924D2B5F4C1		Date: 5/10/2023
5.	Statement regarding availability of funds by VP of Fiscal Operations				
	Funds Budgeted and Available Yes No Source Not Applicable				
	VP of FO Approval	Signature	DocuSigned by: Mike Kogers 3FC87AD4710742D	Date: _	5/10/2023
6.	Approval of President 8	k CEO	DocuSigned by:		- 4 (
		Signature	David d. Northern, Sr.	Date:	5/10/2023



MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO

FROM: PATRICIA GUERRA, DIRECTOR OF HUMAN RESOURCES, TRAINING AND DEVELOPMENT

SUBJECT: CONSIDERATION AND/OR ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO MAKE

NECESSARY CHANGES AND CORRECTIONS TO MODIFY SECTION 1.10(I) (EMPLOYEE STATUS CHANGES - PROVISIONAL APPOINTMENT/TEMPORARY ASSIGNMENT) OF THE HOUSTON HOUSING AUTHORITY EMPLOYEE HANDBOOK POLICY LAST ADOPTED BY THE BOARD OF COMMISSIONERS ON DECEMBER 14,

2021.

DATE: MAY 8, 2023

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to make the necessary changes and corrections to modify Section 1.10(I) (Employee Status Changes - Provisional Appointment/Temporary Assignment) of the Houston Housing Authority Employee Handbook Policy last adopted by the Board of Commissioners on December 14, 2021.

BACKGROUND:

The current employee policy states the following regarding provisional/temporary employment:

SECTION 1.10 EMPLOYEE STATUS CHANGES

Provisional Appointments

A provisional appointment (or "acting" status) may occur when any of the following circumstances exist:

- **A.** There is an immediate need to fill a position due to the nature of the job.
- **B.** Efforts to find qualified applicants for a new, changed, or the vacated position has been unsuccessful.
- **C.** There is a proven history of difficulty in filling or maintaining personnel in the position.
- **D.** The department head submits a special request.

Provisional appointments should be limited to exempt classifications only and shall not exceed the 120-day period unless extended by the President & CEO or designee.

Provisional appointments are not required to be posted. Provisional appointments should generally be compensated in the salary range of the position for which the appointment is made, but in no event may compensation exceed the budgeted amount for the appointment

Provisional Appointment/Temporary Assignment

Occasionally it may be necessary to temporarily assign an employee to a job other than their regular job. The following statements describe the policies governing compensation for temporary assignments.

If an employee is assigned to an existing job with a greater scope of responsibility than their regular job and provided the employee performs the essential functions and assumes the overall duties of the higher-paid job for the designated period, the employee will be considered to be on a provisional appointment/temporaryassignment.

The temporary promotion increase for management employees will be based on the **<u>Promotion</u> <u>Increase</u>** section yet will be paid for the temporary term of the assignment only.

The recommended changes to the above policy will mitigate potential legal risk to the Houston Housing Authority related to changes in base compensation upon completion of the provisional placement, and include the following:

SECTION 1.10 EMPLOYEE STATUS CHANGES

Provisional Appointments

A provisional appointment (or "acting" status) may occur when any of the following circumstances exist:

- **E.** There is an immediate need to fill a position due to the nature of the job.
- **F.** Efforts to find qualified applicants for a new, changed, or the vacated position has been unsuccessful.
- **G.** There is a proven history of difficulty in filling or maintaining personnel in the position.
- **H.** The department head submits a special request.

Provisional appointments should be limited to exempt classifications only and shall not exceed the 90-day period unless extended by the President & CEO or designee.

Provisional appointments are not required to be posted. Provisional appointments will be compensated at the minimum of the salary range for the provisional position or will receive a ten percent increase to the employee's current regular compensation, whichever is greater. In no event may compensation exceed the budgeted amount for the appointment

Provisional appointments will receive a monthly stipend equal to 1/12th of the above referenced compensation during each month that the employee is in the provisional position. The employee's annual compensation will not be increased in HHA's payroll system. The monthly provisional stipend will be taxed as earned compensation, but will not be eligible for HHA pension contribution.

Provisional Appointment/Temporary Assignment

Occasionally it may be necessary to temporarily assign an employee to a job other than their regular job. The following statements describe the policies governing compensation for temporary assignments.

Resolution No. 3618

If an employee is assigned to an existing job with a greater scope of responsibility than their regular job and provided the employee performs the essential functions and assumes the overall duties of the higher-paid job for the designated period, the employee will be considered to be on a provisional/temporary assignment.

The provisional/temporary assignment compensation management employees will be based on the <u>Provisional Appointments</u> section referenced above and will be paid for the temporary term of the assignment only.

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 make the necessary changes and corrections to modify the existing *Provisional Appointment/Temporary Assignment* Employee Handbook policy pursuant to the memorandum from Patricia Guerra, Director of Human Resources, Training and Development dated May 08, 2023, to David A. Northern, Sr., President & CEO.



REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or action to authorize the President & CEO or designee to approve Lakeside Place PFC's Issuance, Sale and Delivery of Multifamily Housing Revenue Bonds (Pinnacle at Wilcrest) Series 2023

- 2. Date of Board Meeting: May 16, 2023
- 3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to take such actions necessary or convenient to approve Lakeside Place PFC's Issuance, Sale, and Delivery of Multifamily Housing Revenue Bonds (Pinnacle at Wilcrest) Series 2023; Authorizing the Execution and Delivery of Documents and Instruments Necessary to Carry Out the Financing of such Multifamily Rental Residential Development; and containing other Provisions Relating to the Subject, pursuant to the memorandum from Jay Mason, Director of REID dated May 2, 2023, to David A. Northern, Sr., President & CEO.

4.	Department Head Approval	Signature Jay Mason FENADDA791F24F3	Date: 5/10/2023
5.	Statement regarding availabili	ty of funds by VP of Fiscal Opera	tions
	Funds Budgeted and Available	X Yes No Source	Third Party Funding
	VP of FO Approval Signate	ure Mike Kogers 3FC87AD4710742D	Date: 5/10/2023
6.	Approval of President & CEO Signate	Docusigned by: David d. Northurn, Sr.	Date:



MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO

FROM: JAY MASON, DIRECTOR OF REID

SUBJECT: CONSIDERATION AND/OR ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO APPROVE

LAKESIDE PLACE PFC'S ISSUANCE, SALE AND DELIVERY OF MULTIFAMILY HOUSING REVENUE BONDS

(PINNACLE AT WILCREST) SERIES 2023

DATE: MAY 2, 2023

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to take such actions necessary or convenient to approve Lakeside Place PFC's Issuance, Sale, and Delivery of Multifamily Housing Revenue Bonds (Pinnacle at Wilcrest) Series 2023; Authorizing the Execution and Delivery of Documents and Instruments Necessary to Carry Out the Financing of such Multifamily Rental Residential Development; and containing other Provisions Relating to the Subject.

BACKGROUND

Lakeside Place PFC (the "Issuer") was created by the Houston Housing Authority (the "Sponsor") pursuant to the provisions of the Public Facility Corporation Act, Chapter 303, Texas Local Government Code, as amended (the "Act"). Section 303.071 of the Act requires that the governing body of the Sponsor approve by resolution any of the Issuer's bonds.

APPROVALS

The Sponsor authorizes the issuance by the Issuer of its Lakeside Place PFC Multifamily Housing Revenue Bonds (Pinnacle at Wilcrest) Series 2023 (the "Bonds"), and such other terms as reasonably acceptable to the Issuer. The activities and expenditures as authorized and contemplated by a resolution adopted by the Board of Directors of the Issuer (the "Issuer Resolution") are hereby in all respects approved. The approval herein given is in accordance with the provisions of Section 303.071 of the Act and is not to be construed as any undertaking by the Sponsor, and the Bonds shall never constitute an indebtedness or pledge of the Sponsor, the City of Houston, Harris County, or the State of Texas, within the meaning of any constitutional or statutory provision, and the owners of the Bonds shall never be paid in whole or in part out of any funds raised or to be raised by taxation or any other revenues of the Issuer, the Sponsor, the City of Houston, Harris County, or the State of Texas except those revenues assigned and pledged by the Issuer in the Trust Indenture. The officers of the Sponsor are hereby authorized, jointly and severally, to execute and deliver such endorsements, instruments, certificates, documents, or papers necessary and advisable to carry out the intent and purposes of this Resolution.

Resolution No. 3619

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 take such actions necessary or convenient to approve Lakeside Place PFC's Issuance, Sale, and Delivery of Multifamily Housing Revenue Bonds (Pinnacle at Wilcrest) Series 2023; Authorizing the Execution and Delivery of Documents and Instruments Necessary to Carry Out the Financing of such Multifamily Rental Residential Development; and containing other Provisions Relating to the Subject, pursuant to the memorandum from Jay Mason, Director of REID dated May 2, 2023, to David A. Northern, Sr., President & CEO.

RESOLUTION NO. 3619

RESOLUTION APPROVING ISSUANCE BY LAKESIDE PLACE PFC OF THE LAKESIDE PLACE PFC MULTIFAMILY HOUSING REVENUE BONDS (PINNACLE AT WILCREST), SERIES 2023; AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS AND INSTRUMENTS NECESSARY TO CARRY OUT THE FINANCING OF SUCH MULTIFAMILY RENTAL RESIDENTIAL DEVELOPMENT; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT

WHEREAS, the Lakeside Place PFC (the "Issuer") was created by the Houston Housing Authority (the "Sponsor") pursuant to the provisions of the Public Facility Corporation Act, Chapter 303, Texas Local Government Code, as amended (the "Act"); and

WHEREAS, Section 303.071 of the Act requires that the governing body of the Sponsor approve by resolution any of the Issuer's bonds; and

WHEREAS, the Board of Directors of the Issuer (the "Board") has determined to authorize the issuance, sale and delivery of the Issuer's Multifamily Housing Revenue Bonds (Pinnacle at Wilcrest), Series 2023 (the "Bonds"), pursuant to and in accordance with the terms of an Indenture of Trust or other similar document (the "Trust Indenture"), between the Issuer and the trustee named therein; and

WHEREAS, the Board will consider a resolution authorizing the issuance of the Bonds (the "Issuer Resolution"); and

WHEREAS, the proceeds of the sale of the Bonds will be used for the purpose of lending the funds to Pinnacle at Wilcrest Redevelopment, LP, a Texas limited partnership (the "Borrower"), to provide financing for the acquisition and rehabilitation of a multifamily rental housing development located at approximately 9520 Wilcrest Drive, Houston, Texas 77099 known as the Pinnacle on Wilcrest (the "Project"), all in accordance with the Constitution and laws of the State of Texas; and

WHEREAS, it is deemed necessary and advisable that this Resolution be adopted;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSTON HOUSING AUTHORITY THAT:

- Section 1. The issuance of the Bonds by the Issuer as contemplated herein, and such other terms as reasonably acceptable to the Issuer, is hereby approved. The activities and expenditures as authorized and contemplated by the Issuer Resolution are hereby in all respects approved.
- Section 2. The approval herein given is in accordance with the provisions of Section 303.071 of the Act and is not to be construed as any undertaking by the Sponsor, and the Bonds shall never constitute an indebtedness or pledge of the Sponsor, the City of Houston, Harris County, or the State of Texas, within the meaning of any constitutional or statutory provision, and the owners of the Bonds shall never be paid in whole or in part out of any funds raised or to be raised by taxation

or any other revenues of the Issuer, the Sponsor, the City of Houston, Harris County, or the State of Texas except those revenues assigned and pledged by the Issuer in the Trust Indenture.

- Section 3. The officers of the Sponsor are hereby authorized, jointly and severally, to execute and deliver such endorsements, instruments, certificates, documents, or papers necessary and advisable to carry out the intent and purposes of this Resolution.
- Section 4. This Resolution was considered and adopted at a meeting of the Board of Commissioners of the Sponsor that was noticed, convened, and conducted in full compliance with the Texas Open Meetings Act, Chapter 551 of the Texas Government Code.
- Section 5. This Resolution shall be in full force and effect from and upon its adoption.

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PASSED 16 th of May, 2023.		
ATTEST:	CHAIR	
Secretary		



REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or action to authorize the President & CEO or designee to execute any and all documents, or take any other action, that is necessary or desirable to approve and enter into a Project-Based Voucher Program PBV Housing Assistance Payments Contract in relation to the acquisition and development of NHH Gray to be located at approximately 2675 & 2604 Gray Street, Houston, Texas 77004.

- 2. Date of Board Meeting: May 16, 2023
- 3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to execute any and all documents, or take any other action, that is necessary or desirable to approve and enter into a Project-Based Voucher Program PBV Housing Assistance Payments Contract in relation to the acquisition and development of NHH Gray to be located at approximately 2675 & 2604 Gray Street, Houston, Texas 77004 (the "**Project**"), pursuant to the memorandum from Jay Mason, Director of REID dated May 11, 2023, to David A. Northern, Sr., President & CEO.

	Northern, Sr., President & CEO	DocuSigned by:		
4.	Department Head Approval	SignatureFB1ADD6791F24F3		Date: 5/11/2023
5.	Statement regarding availabil			
	Funds Budgeted and Available	X Yes No Source	Third Party Fur	nding
	VP of FO Approval Signat	ure	Date:	5/11/2023
6.	Approval of President & CEO	David a. Northurn, Sr.	Data	5/11/2023



Transforming Lives & Communities

MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO

FROM: JAY MASON, DIRECTOR OF REID

SUBJECT: CONSIDERATION AND/OR ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO EXECUTE

ANY AND ALL DOCUMENTS, OR TAKE ANY OTHER ACTION, THAT IS NECESSARY OR DESIRABLE TO APPROVE AND ENTER INTO A PROJECT-BASED VOUCHER PROGRAM PBV HOUSING ASSISTANCE PAYMENTS CONTRACT IN RELATION TO THE ACQUISITION AND DEVELOPMENT OF NHH GRAY TO BE

LOCATED AT APPROXIMATELY 2675 & 2604 GRAY STREET, HOUSTON, TEXAS 77004.

DATE: MAY 11, 2023

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to execute any and all documents, or take any other action, that is necessary or desirable to approve and enter into a Project-Based Voucher Program PBV Housing Assistance Payments Contract in relation to the acquisition and development of NHH Gray to be located at approximately 2675 & 2604 Gray Street, Houston, Texas 77004 (the "**Project**").

BACKGROUND

The Board of Commissioners of the Houston Housing Authority (the "**Authority**") desires to participate in the acquisition and development of the Project.

As part of the development, NHH Gray, LLC, a Texas limited liability company (the "Company") will enter into development financing for the Project desires that up to 67 of the units in the Project be project-based voucher units under the HUD Section 8 Project Based Voucher program ("PBV Units") and in connection therewith, as subject to HUD requirements, the Company desires to enter into a Section 8 Project-Based Voucher Program PBV Housing Assistance Payment Contract and related documents to be entered into by the Company, including but not limited to certifications, assignments and such other documents, all upon such terms and conditions as the Company and the Authority deem reasonable (the "PBV Documents").

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to take such actions necessary or convenient to execute any and all documents, or take any other action, that is necessary or desirable to approve and enter into a Project-Based Voucher Program PBV Housing Assistance Payments Contract in relation to the acquisition and development of NHH Gray to be located at approximately 2675 & 2604 Gray Street, Houston, Texas 77004, pursuant to the memorandum from Jay Mason, Director of REID dated May 11, 2023, to David A. Northern, Sr., President & CEO.

RESOLUTION NO. 3620

RESOLUTION AUTHORIZING THE PRESIDENT & CEO OR DESIGNEE TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO EXECUTE ANY AND ALL DOCUMENTS, OR TAKE ANY OTHER ACTION, THAT IS NECESSARY OR DESIRABLE TO APPROVE AND ENTER INTO A PROJECT-BASED VOUCHER PROGRAM PBV HOUSING ASSISTANCE PAYMENTS CONTRACT IN RELATION TO THE ACQUISITION AND DEVELOPMENT OF NHH GRAY TO BE LOCATED AT APPROXIMATELY 2675 & 2604 GRAY STREET, HOUSTON, TEXAS 77004 (THE "**PROJECT**").

WHEREAS, the Board of Commissioners of the Houston Housing Authority (the "Authority") desires to participate in the acquisition and development of the Project; and

WHEREAS, NHH Gray, LLC, a Texas limited liability company (the "Company") will enter into development financing for the Project and desires that up to 67 of the units in the Project be project-based voucher units under the HUD Section 8 Project Based Voucher program ("PBV Units") and in connection therewith, the Company desires to enter into a Section 8 Project-Based Voucher Program PBV Housing Assistance Payment Contract and related documents to be entered into by the Company, including but not limited to certifications, assignments and such other documents, all upon such terms and conditions as the Company and the Authority deem reasonable (the "PBV Documents");

WHEREAS, it is deemed necessary and advisable that this resolution be adopted;

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

BE IT RESOLVED, that the President and Chief Executive Officer of the Authority and/or any officer of the Authority and/or his/her designee (the "Executing Officer"), acting alone, 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 Executing Officer shall deem to be necessary or desirable in the consummation of the transactions herein contemplated, including, without limitation the PBV Documents (collectively, the "Agreements");

BE IT FURTHER RESOLVED, that all acts, transactions, or agreements undertaken prior hereto by the 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 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 President and Chief Executive Officer shall deem to be necessary or desirable, and all acts heretofore taken by the designee of the President and Chief Executive Officer to such end are hereby expressly ratified and confirmed as the acts and deeds of the Authority.

Resolution No. 3620

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

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PASSED	16 th	of May,	2023.
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	CHAIR	
ATTEST:		
Secretary		



Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Fairfield Residential for the development of Pinnacle on Wilcrest located at 9520 Wilcrest Drive, Houston, Texas 77099 (the "**Project**"), to take such actions necessary or convenient to facilitate the conveyance and development of the Project, and the execution of all required documents therefor.

- 2. Date of Board Meeting: May 16, 2023
- 3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to execute a Memorandum of Understanding with Fairfield Residential for the Development of Pinnacle on Wilcrest located at 9520 Wilcrest Drive, Houston, Texas 77099 (the "**Project**"), to take such actions necessary or convenient to facilitate the conveyance and development of the Project, and the execution of all required documents therefor, pursuant to the memorandum from Jay Mason, Director of REID dated May 2, 2023, to David A. Northern, Sr., President & CEO.

4.	Department Head Approval	DocuSigned by: Jay Mason FB1ADD6791F24F3		Date: 5/11/2023
5.	Statement regarding availability	ty of funds by VP of Fiscal Opera	tions	
	Funds Budgeted and Available	X Yes No Source	Third Party Fu	nding
	VP of FO Approval Signatu	Ire Mike Rogers	Date:	5/11/2023
6.	Approval of President & CEO Signatu	Docusigned by: David L. Northurn, Sr. 9E0B1D8C1AF04AA	Date:	5/11/2023
	5.0			



Transforming Lives & Communities

MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO

FROM: JAY MASON, DIRECTOR OF REID

SUBJECT: CONSIDERATION AND/OR ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO EXECUTE A

MEMORANDUM OF UNDERSTANDING WITH FAIRFIELD RESIDENTIAL FOR THE DEVELOPMENT OF PINNACLE ON WILCREST LOCATED AT 9520 WILCREST DRIVE, HOUSTON, TEXAS 77099 (THE "PROJECT"), TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO FACILITATE THE CONVEYANCE AND DEVELOPMENT OF THE PROJECT, AND THE EXECUTION OF ALL REQUIRED DOCUMENTS

THEREFOR.

DATE: MAY 2, 2023

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to execute a Memorandum of Understanding with Fairfield Residential for the Development of Pinnacle on Wilcrest located at 9520 Wilcrest Drive, Houston, Texas 77099 (the "**Project**"), to take such actions necessary or convenient to facilitate the conveyance and development of the Project, and the execution of all required documents therefor, pursuant to the memorandum from Jay Mason, Director of REID dated March 21, 2023, to David A. Northern, Sr., President & CEO.

BACKGROUND

The Authority desires to negotiate and enter into a Memorandum of Understanding ("MOU") to set forth the terms of the agreement with Fairfield Residential ("Fairfield"), for the redevelopment of the Project;

The Authority owns the site on which Project is located (the "Land");

The Authority leases the Land to VSPFC-Wilcrest Apartments, L.P., a Texas limited partnership (the "Current Owner") pursuant to that certain Ground Lease dated as of December 21, 2004 (the "Ground Lease");

The Current Owner desires to convey its interest in the Project to Pinnacle at Wilcrest Redevelopment, LP, a Texas limited partnership (the "Partnership") pursuant to a purchase and sale agreement, bill of sale, assignments and related documents;

The Authority, the Current Owner, and the Partnership may enter into certain amendments and assignments (collectively, the "**Ground Lease Documents**") related to the Ground Lease.

Resolution No. 3621

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 execute a Memorandum of Understanding with Fairfield Residential for the development of Pinnacle on Wilcrest located at 9520 Wilcrest Drive, Houston, Texas 77099 (the "**Project**"), to take such actions necessary or convenient to facilitate the conveyance and development of the Project, and the execution of all required documents therefor, pursuant to the memorandum from Jay Mason, Director of REID dated May 2, 2023, to David A. Northern, Sr., President & CEO.

RESOLUTION NO. 3621

RESOLUTION AUTHORIZING THE PRESIDENT & CEO OR AUTHORIZED REPRESENTATIVE OF THE HOUSTON HOUSING AUTHORITY (THE "AUTHORITY") TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH FAIRFIELD RESIDENTIAL FOR THE DEVELOPMENT OF PINNACLE ON WILCREST LOCATED AT 9520 WILCREST DRIVE, HOUSTON, TEXAS 77099 (THE "PROJECT"), TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO FACILITATE THE CONVEYANCE AND DEVELOPMENT OF THE PROJECT, AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.

WHEREAS, the Authority desires to negotiate and enter into a Memorandum of Understanding ("MOU") to set forth the terms of the agreement with Fairfield Residential ("Fairfield"), for the redevelopment of the Project;

WHEREAS, the Authority owns the site on which Project is located (the "Land");

WHEREAS, the Authority leases the Land to VSPFC-Wilcrest Apartments, L.P., a Texas limited partnership (the "Current Owner") pursuant to that certain Ground Lease dated as of December 21, 2004 (the "Ground Lease");

WHEREAS, the Current Owner desires to convey its interest in the Project to Pinnacle at Wilcrest Redevelopment, LP, a Texas limited partnership (the "**Partnership**") pursuant to a purchase and sale agreement, bill of sale, assignments and related documents;

WHEREAS, the Authority, the Current Owner, and the Partnership may enter into certain amendments and assignments (collectively, the "**Ground Lease Documents**") related to the Ground Lease;

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

BE IT RESOLVED, that the President and Chief Executive Officer of the Authority and/or any officer of the Authority and/or his/her designee (the "Executing Officer"), acting alone, 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 Executing Officer shall deem to be necessary or desirable in the consummation of the transactions herein contemplated, including, without limitation the MOU, Ground Lease Documents, and any and all documents contemplated in connection with the Partnership's acquisition of the Project, and any documents contemplated in connection with the Ground Lease, and any other Project financing that require the Authority's signature (collectively, the "Agreements");

BE IT FURTHER RESOLVED, that all acts, transactions, or agreements undertaken prior hereto by the 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

Resolution No. 3621

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

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

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PASSED 16 th of May, 2023.		
ATTEST:	CHAIR	
Secretary	_	

BOARD REPORT FOR MONTH ENDING APRIL 30, 2023

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EXECUTIVE SUMMARY

LOW-INCOME PUBLIC HOUSING

The Low-Income Public Housing (LIPH) program had an adjusted vacancy rate of 2.0% on April 30, 2023. As of May 1, 2023, rent collection for April was 96.5% of rents billed on an adjusted cash accounting basis.

There are currently 27,018 active applications for the Public Housing Waiting List, which represents a decrease of 0.5% from last month.

Low-Income Public Housing								
	Feb	ruary		March		April		
Vacancy Rate	2	.7%		3.1%		2.0%		
Rent Collection	92.5%		95.7%			96.5%		
Unit Turnaround Time (Days)	59		57			58		
Avg. Non-Emergency Work Order Days	. Non-Emergency		2.05			1.42		
	Duplicated	Unduplicated	Year	Duplicated	Unduplicated	Duplicated	Unduplicated	
Waiting Lists	27,289	9,669	2017	27,143	9,635	27,018	9,545	
	21,209	3,009	2023	5,200	4,863	5,190	4,853	

HOUSING CHOICE VOUCHER PROGRAM

The HCV staff completed 318 annual re-examinations during April 2023. The HCV department also completed 620 interims, 156 change of units (moves), 236 new admissions, and 38 portability move-in transactions. On April 30, 2023, 374 families were enrolled in the Family Self Sufficiency (FSS) program; 185 of the 374 (49%) families are eligible for escrow and currently have an FSS escrow balance.

The PIH Information Center (PIC) reporting rate for the one-month period ending April 30, 2023 was 92%.

Voucher Programs								
February March April								
Households	19,011	19,097	19,143					
ABA Utilization/Unit Utilization	90.2%/94.8%	89.8%/94.6%	96.5%/93.4%					
Reporting Rate	96%	94%	92%					
Annual Reexaminations Completed	363	347	318					
HQS Inspections	1,946	2,343	1,878					
Waitlist	17,769	17,769	17,769					

PROPERTY MANAGEMENT SUMMARY

	Vacancy						Unit Turnaround Time (YTD)						
PMC	February		March		Αŗ	April		February		March		April	
	%	Grade	%	Grade	%	Grade	Days	Grade	Days	Grade	Days	Grade	
Orion	1.5	Α	1.9	Α	1.9	Α	63.9	F	57.0	F	55.4	F	
Lynd	1.4	Α	1.4	Α	0.5	Α	47.9	Е	49.4	Е	49.9	Е	
J. Allen	5.1	E	5.8	Е	2.9	В	54.2	F	58.4	F	61.1	F	

			Work Or vithin 24		Routine Work Orders							
PMC	Feb	ruary	Ma	arch	Αŗ	oril	Febr	uary	Ma	arch	A	pril
	%	Grade	%	Grade	%	Grade	Days	Grade	Days	Grade	Days	Grade
Orion	93.4	F	97.1	С	93.1	F	1.4	Α	1.9	Α	1.7	Α
Lynd	100	Α	100	Α	100	Α	3.9	Α	2.8	Α	0.0	Α
J. Allen	100	Α	100	Α	100	Α	2.6	Α	2.2	Α	2.6	Α

			Rent C	ollection		
PMC	Febr	uary	Ma	arch	Ар	oril
	%	Grade	%	Grade	%	Grade
Orion	90.7	E	96.1	В	96.5	В
Lynd	99.8	Α	91.0	E	84.0	F
J. Allen	93.1	D	96.1	В	99.0	Α

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

PUBLIC HOUSING MANAGEMENT ASSESSMENT

VACANCY RATE	Goal 2.0%	Actual 2.0%	А	0 to 2
VACANCY NATE	G0ai 2.0%	Actual 2.0%	В	2.1 to 3
This indicator examines the vacancy rat	e. a PHA's progress in re	educing vacancies, and	С	3.1 to 4
unit turnaround time. Implicit in this ir			D	4.1 to 5
to track the duration of vacancies and	unit turnaround, inclu	ding down time, make	E	5.1 to 6
ready time, and lease up time.			F	≥6.1
-				
RENT COLLECTION (YTD)	Goal 98%	Actual 96.5%	Α	98 to 100
			В	96 to 97.9
This report examines the housing author			С	94 to 95.9
residents in possession of units durin	•		D	92 to 93.9
balance of dwelling rents uncollected a collected.	as a percentage of tota	al dwelling rents to be	Ε	90 to 91.9
collected.			F	≤89.9
EMERGENCY WORK ORDERS	Goal 100%	Actual 93.9%	Α	99 to 100
			В	98 to 98.9
This indicator examines the average nu	•	• .	С	97 to 97.9
work order to be completed. Emergenthours or less and must be tracked.	cy work orders are to b	e completed within 24	D	96 to 96.9
nours or less and must be tracked.			E	95 to 95.9
			F	≤94.9
	0 100	4		12.4
NON-EMERGENCY WORK ORDERS	Goal 3 Days	Actual 1.42 Days	A	≤24
This indicator examines the average nu	mhar of days that it tal	kas for a work order to	В	25 to 30
This indicator examines the average nu be completed. Implicit in this indicator	·		C	31 to 40
in terms of how HHA accounts for and		•	D	41 to 50
preparing/issuing work orders.	controls to work or de	is and its timeliness in	E	51 to 60
			F	≥61
Annual Inspections	Cool 100%	Actual 36.8%	۸	100
ANNUAL INSPECTIONS	Goal 100%	Actual 30.8%	A	97 to 99
This indicator examines the percentage	of units that HHA inspe	acts on an annual basis	В	
in order to determine the short-	· ·		С	95 to 96.9
modernization needs. Implicit in this i		_	D	93 to 94.9
program in terms of the quality of H		·	E	90 to 92.9
inspections and needed repairs.			F	≥89.9*
*PMC's have discretional authority to s so long as all inspections are completed		to inspect each month,		

VACANCY RATE AND TURNAROUND DAYS

Low-Income Public Housing Development	PMC	ACC Units	Approv ed Units Offline	Total Available ACC Units	Occupied Units	Vacant Units	Occupancy Percentage	Grade	Total Vacant Days	Units Turne d YTD	Avg. Total Turnar ound Days YTD	Grade
Bellerive	J. Allen	210	0	210	207	3	98.6%	Α	1,011	26	39	D
Cuney Homes	Orion	553	0	553	528	25	95.5%	D	7,426	130	57	F
Ewing	Orion	40	0	40	40	0	100.0%	Α	96	4	24	В
Fulton Village	Lynd	108	0	108	107	1	99.1%	Α	757	14	54	F
Heatherbrook	Lynd	53	0	53	53	0	100.0%	Α	192	5	38	D
Independence Heights	Orion	36	0	36	36	0	100.0%	Α	139	2	70	F
Irvinton Village	J. Allen	318	10	308	295	13	95.8%	D	5,417	79	69	F
Kelly Village	J. Allen	270	0	270	259	11	95.9%	D	3,423	58	59	F
Kennedy Place	Orion	108	0	108	107	1	99.1%	Α	265	11	24	В
Lincoln Park	Orion	200	0	200	193	7	96.5%	С	2,154	32	67	F
Lyerly	J. Allen	199	0	199	195	4	98.0%	Α	2,315	36	64	F
Oxford Place	Orion	230	19	211	206	5	97.6%	В	1,325	27	49	Е
Totals		2325	29	2296	2226	70	98.0%	Α	24,520	424	58	F

											Avg.	
											Total	
				Total							Turnar	
Section 8 New				Available					Total	Units	ound	
Construction		S8 NC	Units	S8 NC	Occupied	Vacant	Occupancy		Vacant	Turne	Days	
Development	PMC	Units	Offline	Units	Units	Units	Percentage	Grade	Days	d YTD	YTD	Grade
Long Drive	Tarantino	100	0	100	100	0	100.0%	Α	262	15	17	Α
Telephone Road	Tarantino	200	163	37	37	0	100.0%	Α	2003	10	200	F
Totals		300	163	137	137	0	100.0%	Α	2265	25	91	F

RAD-PBV	РМС	RAD- PBV Units	Units Offline	Total Available RAD PBV Units	Occupied Units	Vacant Units	Occupancy Percentage	Grade	Total Vacant Days	Units Turne d YTD	Avg. Total Turnar ound Days YTD	Grade
Allen Parkway Village	Orion	278	8	270	128	142	47.4%	F	0	0	0	Α
Historic Oaks of APV	Orion	222	0	222	135	87	60.8%	F	0	0	0	Α
HRI-Victory	Orion	140	0	140	117	23	83.6%	F	0	0	0	Α
Sweetwater Point	Lynd	26	0	26	24	2	92.3%	F	0	0	0	Α
Totals		666	8	658	404	254	71.0%	F	0	0	0	Α

^{*}Clayton Homes has been removed due to TxDot expansion as of August 31, 2022.

^{*}Forest Green has been removed from PHO portfolio as of January 1, 2023.

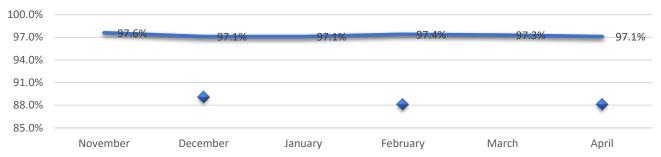
PHAS Score	Occupancy Rate	Avg. Total Turnaround Days
Α	98 to 100	1 to 20
В	97 to 97.9	21 to 25
С	96 to 96.9	26 to 30
D	95 to 95.9	31 to 40
E	94 to 94.9	41 to 50
F	≤93.9	≥51



TAX CREDIT APARTMENT LEASING/OCCUPANCY INFORMATION

Property	Property Manager	Total Units	Public Housing Units	Total Tax Credit Units	Market Units	Vacant Tax Credit/Market Units	Occupied (%)
2100 Memorial	ivialiagei	Offics		ENTLY BEING			(70)
Heatherbrook	Lynd	176	53	87	36	3	98.3%
Mansions at Turkey Creek	Orion	252	0	252	0	20	92.1%
Independence Heights	Orion	154	36	118	0	14	90.9%
Peninsula Park	Orion	280	0	280	0	6	97.9%
Pinnacle at Wilcrest	Embrey	250	0	250	0	0	100.0%
Uvalde Ranch	Hettig- Kahn	244	0	244	0	13	94.7%
Willow Park	Embrey	260	0	260	0	1	99.6%
PH-LIHTC							
Fulton Village	Lynd	108	1	.08	0	1	99.1%
Lincoln Park	Orion	250	2	.00	50	2	99.2%
Oxford Place	Orion	250	2	30	20	5	98.0%
TOTALS		2,224	627	1,491	106	65	97.1%
RAD-PBV							
Allen Parkway Village	Orion	278	2	78	0	142	48.9%
Historic Oaks of APV	Orion	222	2	22	0	87	60.8%
HRI-Victory	Orion	140	1	40	0	23	83.6%
Sweetwater Point	Lynd	260	26	234	0	13	95.0%
TOTAL		900	666	234	0	265	72.1%

6 Month Trailing Occupancy Rate



RENT COLLECTION

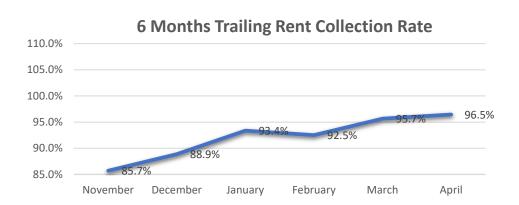
Low-Income Public Housing Development	PMC	Month Billed	Month Collected	% Collected	Grade	YTD Billed	YTD Collected	% YTD Collected	Grade
Bellerive	J. Allen	\$55,443	\$55,424	99.97%	Α	\$222,681	\$222,432	99.89%	Α
Cuney Homes	Orion	\$144,798	\$134,451	92.85%	D	\$591,385	\$541,568	91.58%	E
Ewing	Orion	\$10,179	\$9,857	96.84%	В	\$39,592	\$39,035	98.59%	Α
Fulton Village	Lynd	\$35,577	\$29,149	81.93%	F	\$143,844	\$132,762	92.30%	D
Heatherbrook	Lynd	\$18,140	\$15,978	88.08%	F	\$67,407	\$64,813	96.15%	В
Independence Heights	Orion	\$8,309	\$8,309	100.00%	Α	\$22,526	\$19,114	84.85%	F
Irvinton Village	J. Allen	\$79,188	\$79,188	100.00%	Α	\$323,837	\$297,768	91.95%	Е
Kelly Village	J. Allen	\$68,947	\$66,631	96.64%	В	\$289,021	\$273,767	94.72%	С
Kennedy Place	Orion	\$37,098	\$35,224	94.95%	С	\$155,741	\$146,835	94.28%	С
Lincoln Park	Orion	\$43,278	\$45,518	105.18%	Α	\$172,325	\$170,430	98.90%	Α
Lyerly	J. Allen	\$55,530	\$55,314	99.61%	Α	\$217,209	\$216,972	99.89%	Α
Oxford Place	Orion	\$48,022	\$48,022	100.00%	Α	\$199,696	\$185,319	92.80%	D
Totals	•	\$604,508	\$583,063	96.45%	В	\$2,445,265	\$2,310,815	94.50%	С

Section 8 New Construction Development		Month Billed	Month Collected	% Collected	Grade	YTD Billed	YTD Collected	% YTD Collected	Grade
Long Drive	Tarantino	\$21,414	\$20,250	94.56%	С	\$83,432	\$82,268	98.60%	Α
Telephone Road	Tarantino	\$10,750	\$10,750	100.00%	Α	\$42,882	\$42,580	99.30%	Α
Totals		\$32,164	\$31,000	96.38%	В	\$126,314	\$124,848	98.84%	Α
RAD-PBV		Month Billed	Month Collected	% Collected		YTD Billed	YTD	% YTD	Cuada
			conceted	70 Conected	Grade	TID Billed	Collected	Collected	Grade
Allen Parkway Village	Orion	\$47,871	\$29,284	61.17%	Grade F	\$375,587	\$185,144	49.29%	F
Allen Parkway Village Historic Oaks of APV	Orion Orion	\$47,871 \$37,687							
, ,			\$29,284	61.17%	F	\$375,587	\$185,144	49.29%	F
Historic Oaks of APV	Orion	\$37,687	\$29,284 \$37,687	61.17% 100.00%	F A	\$375,587 \$263,516	\$185,144 \$151,879	49.29% 57.64%	F F

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^{*}Forest Green has been removed from PHO portfolio as of January 1, 2023.

	Rent
PHAS	Collection
Score	Percentage
Α	98 to 100
В	96 to 97.9
С	94 to 95.9
D	92 to 93.9
E	90 to 91.9
F	≤89.9



EMERGENCY WORK ORDERS

Low-Income Public Housing Development	PMC	Emergency Work Orders Generated	Emergency W/O Completed within 24 hours	Percentage Completed within 24 hours	Grade
Bellerive	J. Allen	4	4	100.0%	Α
Cuney Homes	Orion	81	75	92.6%	F
Ewing	Orion	6	6	100.0%	Α
Fulton Village	Lynd	0	0	N/A	Α
Heatherbrook	Lynd	0	0	N/A	Α
Independence Heights	Orion	0	0	N/A	Α
Irvinton Village	J. Allen	0	0	N/A	Α
Kelly Village	J. Allen	8	8	100.0%	Α
Kennedy Place	Orion	0	0	N/A	Α
Lincoln Park	Orion	0	0	N/A	Α
Lyerly	J. Allen	0	0	N/A	Α
Oxford Place	Orion	0	0	N/A	Α
Totals		99	93	93.9%	F

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

RAD-PBV		Emergency Work Orders Generated	Emergency W/O Completed within 24 hours	Percentage Completed within 24 hours	Grade
Allen Parkway Village	Orion	8	8	100.0%	Α
Historic Oaks of APV	Orion	5	5	100.0%	Α
HRI-Victory	Orion	6	6	100.0%	Α
Sweetwater Point	Lynd	10	10	100.0%	Α
Totals		29	29	100.0%	Α

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

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NON-EMERGENCY WORK ORDERS

Low-Income Public Housing Development	PMC	Work Orders Generated	Average Completion Time (Days)	Grade
Bellerive	J. Allen	57	1.91	А
Cuney Homes	Orion	165	2.10	Α
Ewing	Orion	21	1.90	Α
Fulton Village	Lynd	14	0.00	Α
Heatherbrook	Lynd	26	0.00	Α
Independence Heights	Orion	0	0.00	Α
Irvinton Village	J. Allen	184	1.67	Α
Kelly Village	J. Allen	125	5.10	Α
Kennedy Place	Orion	3	1.00	Α
Lincoln Park	Orion	44	0.00	Α
Lyerly	J. Allen	72	1.37	Α
Oxford Place	Orion	7	2.00	Α
Totals		718	1.42	Α

Section 8 New Construction Development		Work Orders Generated	Average Completion Time (Days)	Grade
Long Drive	Tarantino	194	2.34	А
Telephone Road	Tarantino	1	1.00	Α
Totals		195	1.67	Α
RAD-PBV		Work Orders Generated	Average Completion Time (Days)	Grade
Allen Parkway Village	Orion	39	0.00	Α
Historic Oaks of APV	Orion	17	0.00	А
HRI-Victory	Orion	25	0.00	А
Sweetwater Point	Lynd	200	0.00	А
Totals		281	0.00	Α

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

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ANNUAL INSPECTIONS

Low-Income Public Housing Development	РМС	YTD Inspections Due	YTD Inspections Performed	Percentage Complete	Grade
Bellerive	J. Allen	210	210	100.0%	Α
Cuney Homes	Orion	553	128	23.1%	Α
Ewing	Orion	40	40	100.0%	Α
Fulton Village	Lynd	108	0	0.0%	Α
Heatherbrook	Lynd	53	43	81.1%	Α
Independence Heights	Orion	36	36	100.0%	А
Irvinton Village	J. Allen	308	64	20.8%	Α
Kelly Village	J. Allen	270	60	22.2%	Α
Kennedy Place	Orion	108	43	39.8%	Α
Lincoln Park	Orion	200	28	14.0%	Α
Lyerly	J. Allen	199	128	64.3%	Α
Oxford Place	Orion	211	65	30.8%	Α
Totals		2,296	845	36.8%	Α
·					

Section 8 New Construction Development	PMC	Inspections Due	Inspections Performed	Percentage Complete	Grade
Long Drive	Tarantino	100	60	60.0%	Α
Telephone Road	Tarantino	42	0	0.0%	Α
Totals		142	60	42.3%	Α

RAD-PBV	PMC	Inspections Due	Inspections Performed	Percentage Complete	Grade
Allen Parkway Village	Orion	270	49	18.1%	А
Historic Oaks of APV	Orion	222	121	54.5%	Α
HRI-Victory	Orion	140	140	100.0%	А
Sweetwater Point	Lynd	26	0	0.0%	А
Totals		658	310	47.1%	Α

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

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

HOUSING CHOICE VOUCHER HUD-GRADED SEMAP INDICATORS

			Score	Performance
Annual Reexaminations Reporting Rate	Goal 96%	Actual 92%	10	≥96
			5	90 to 95
This Indicator shows whether the Agency c participating family at least every twelve (1	0	≤89		
CORRECT TENANT RENT CALCULATIONS	Goal 98%	Actual 100%	5	98 to 100
This Indicator shows whether the Agency or rent to owner in the Rental Voucher Progra	•	he family's share of	0	≤97
PRECONTRACT HQS INSPECTIONS	Goal 100%	Actual 100%	5	98 to 100
This Indicator shows whether newly leased the beginning date of the Assisted Lease ar		ection on or before	U	≤97
FSS ENROLLMENT	Goal 80%	Actual 91%	10	≥80
F33 ENROLLIMENT	Gual 80%	Actual 91/0	8	60 to 79
This Indicator shows whether the Agency has required. To achieve the full points for thave 80% or more of its mandatory FSS mandatory slots on the FSS Program; 374 f	his Indicator, a hou slots filled. There	sing authority must are currently 410	5	≤59
FSS Escrow	Goal 30%	Actual 49%	10	≥30
100 200.000	304. 3079	7100001 1370	5	≤29
This Indicator shows the extent of the Agmeasuring the percent of current FSS particles of the PIC system that have had income in escrow account balances. To achieve the 30% of a housing authority's enrolled families participate in the FSS program. 18 escrow currently have an FSS escrow balance.				

REAL ESTATE, INVESTMENT, AND DEVELOPMENT

May 2023

REO PROJECTS

PUBLIC HOUSING DEFERRED MAINTENANCE AND CAPITAL IMPROVEMENTS

- Major Capital Projects
 - Oxford Repairs due to Freeze construction is in process and anticipated to be complete in May
 2023. The delay from March to May 2023 was due to appliance deliveries.
 - Bellerive Exterior Wall Repairs (Due to Water Penetration) Work has started and scheduled to completed in July, 2023. The delay from May to July is due to weather.
 - Irvinton Demolition of Bldg. 127 construction started on Monday, 5/8/23, with abatement duration of two (2) weeks and demolition duration of five (5) weeks. Project is scheduled for completion in June, 2023 (pending weather).
 - o Pneumatic Gas testing at Irvinton Village is complete.
 - Pneumatic Gas testing at Cuney Homes is in progress with scheduled completion in May, 2023.

NEW DEVELOPMENT

- Standard on Jensen (Replacement Housing for Clayton Homes) will be named, 'The Bend at Eado':
 - Construction has started, with a projected occupancy in 2024.
- 800 Middle Street (Replacement Housing for Clayton Homes will be named 'The Point at Bayou Bend'):
 - o Construction has started. Estimated full occupancy in December 2024.
 - o Infrastructure Package construction has started. Completed is anticipated to be around December 2023.
- Kelly II: In December of 2020, we closed on all the lots owned by 5th ward except for lot 6. We continue to work with 5th Ward CRC to close the last remaining lot. The project presentation to City Council and then to TDECQ has been delayed;
- Telephone Road (9% LIHTC). Construction Completion is delayed due to defective part in the Fire System Controller. The HHA is reviewing options to provide get a temporary certificate of occupancy.

REDEVELOPMENT – (9% LIHTC)

See Telephone Road above.

REDEVELOPMENT - (RAD)

Allen Parkway Village & Historic Oaks of Allen Parkway Village

In August 2022, construction activities started with site work. Since August 2022, the HHA has been working to relocate approximately one-quarter of the residents to alternate accommodations to facilitate the interior renovations. This work was completed in the middle of January 2023, allowing the interior renovations of these units to commence – Phase A.

In February 2023, the focus shifts to relocating residents in Phase B for an anticipated construction start in the third quarter of 2023

HURRICANE HARVEY

Currently, FEMA has obligated approximately \$39,450,310 for reimbursement. FEMA – 428 Projects total \$39,400,000 and the totally obligated by FEMA is \$52.9 million.

2100 MEMORIAL

• Construction continues with an estimated completion of March 11, 2024.

TXDOT LAND SALES

- Clayton: All residents have been relocated off the property. HHA is currently working with TxDOT to close Phase 2 of the deal. Closing will occur at the completion of the demolition.
- **Kelly II:** Title 6 investigation has been lifted. The HHA is getting an appraisal done. HHA and TxDOT to resume negotiations after completion of land appraisals.

OPEN SOLICITATION LOG

MAY 2023

HHA'S PROCUREMENT DEPT.

Туре	Solicitation #	Status	Department(s)	Description	Advertisement Date	Due Date
RFP	23-08	Open	НСУ	Project Based Vouchers	1-31-23	5-19-23
RFP	23-16	Open	Ħ	Primary Agency Software	4-14-23	5-25-23
IFB	23-22	Open	REID	Roof and Exterior Walls at Kennedy Park Apartments	5-10-23	6-6-23

Central Office	Annual Budget 2023	Month To Date	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
Operating Income					
Total Operating Income	9,137,785	761,219	2,284,446	2,292,720	8,274
Operating Expenses					
Salaries and Benefits	4,733,958	495,797	1,274,527	1,172,969	101,558
Facilities and Other					
Administrative Expenses	3,851,584	346,868	962,896	790,059	172,837
Total Central Office Expenses	8,585,542	842,665	2,146,386	1,963,028	274,395
Surplus/(Use) of Business					
Activities Funds for COCC	552,243	(81,446)	138,061	329,692	282,669

Housing Choice Voucher Program	Annual Budget 2023	Month To Date	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
Administrative Operating					
Income					
Total Operating Income	15,135,123	1,253,232	3,783,781	3,825,080	41,299
Operating Expenses					
Salaries and Benefits	8,398,269	909,825	2,261,072	1,836,830	424,242
Administrative Expenses	1,580,100	82,272	395,025	542,623	(147,598)
COCC-Management Fees	4,618,062	373,602	1,154,516	1,117,045	37,471
Total Operating Costs Expenses	14,596,431	1,365,699	3,810,613	3,496,498	314,115
Cash Flow (Deficit) from Operations	538,692	1,739,301	(26,832)	328,582	355,414
Housing Assistance Payments (HAP)					
Housing Assistance Payment Subsidy	175,000,000	15,112,298	43,750,000	44,123,913	373,913
Investment Income on HAP Reserves	0		0	0	0
Housing Assistance Payments	175,000,000	14,699,534	43,750,000	44,598,044	(848,044)
HAP Current Year Excess (Use)	0	412,764	0	(474,131)	(474,131)

Affordable Housing Rental Programs	Annual Budget 2023	Month To Date	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
Operating Income					
HUD Subsidy - Low Rent					
Housing2826	15,708,640	1,304,530	3,927,160	3,945,652	18,492
Tenant Rental Income	12,923,062	1,062,305	3,230,766	3,196,595	(34,171)
Other Income	870,965	71,597	217,741	219,216	1,475
Total Operating Income	29,502,667	2,438,432	7,375,667	7,361,463	(14,204)
Operating Expenses					
Administrative Expenses	9,177,403	849,916	2,294,351	1,975,823	318,528
Tenant Services	449,799	37,539	112,450	105,331	7,119
Utilities	3,281,262	301,423	820,316	814,683	5,633
Maintenance	9,179,106	872,940	2,294,777	2,203,686	91,091
Protective Services	2,224,127	184,330	556,032	524,293	31,739
Insurance Expense	1,756,251	156,383	439,063	432,487	6,576
Other General Expense	250,000	20,000	62,500	61,474	1,026
Total Routine Operating Expenses	26,317,948	2,422,531	6,579,487	6,117,777	461,710
Net Income from Operations	3,184,719	15,901	796,180	1,243,686	447,506
·		•	•		
Non-Routine Maintenance	8,348,176	922,510	2,087,044	1,583,369	503,675
Debt Service	1,848,961	151,256	462,240	446,977	15,263
Debt Service- ESCO					
Cash Flow from Operations	(7,012,418)	(1,057,865)	(1,753,105)	(786,660)	966,445
Funds from Capital Funds	8,348,176	1,583,369	2,087,044	1,583,369	(503,675)
Cash Flow (Deficit) from Operations	1,335,758	525,504	333,940	796,709	462,770

SECTION 8 – NEW CONSTRUCTION	Annual Budget 2023	Month To Date	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
Operating Income					
HUD Subsidy – Section 8 New					
Construction	2,193,590	111,290	548,398	352,603	(195,795)
Tenant Rental Income	1,024,200	29,155	256,050	87,379	(168,671)
Other Income	1,640	1,568	410	3,295	2,885
Total Operating Income	3,219,430	142,013	804,858	443,277	(361,581)
Operating Expenses					
Administrative Expenses	828,483	86,343	207,121	165,145	41,976
Tenant Services	25,215	1,500	6,304	5,275	1,029
Utilities	403,756	21,404	100,939	40,292	60,647
Maintenance	422,320	44,865	105,580	94,820	10,760
Protective Services	85,000	4,462	21,250	13,216	8,034
Insurance Expense	250,000	6,325	62,500	16,522	45,978
Other General Expense	25,000	1,092	6,250	5,175	1,075
Total Routine Operating					
Expenses	2,039,774	165,991	509,944	340,445	169,499
Net Income from Operations	1,179,656	(23,978)	294,914	102,832	(192,082)
Non-Routine Maintenance	125,000	0	31,250	0	31,250
Debt Service	0	0	0	0	0
	0		0	0	0
Cash Flow (Deficit) from					
Operations	1,054,656	(23,978)	263,664	102,832	(160,832)

RAD PROPERTIES	Annual Budget 2023	Month To Date	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
Operating Income					
Rental Income	11,068,801	855,676	2,767,200	2,267,999	(499,201)
Other Income	363,952	16,691	90,988	58,104	(32,884)
Total Operating Income	11,432,753	872,367	2,858,188	2,326,103	(532,085)
Operating Expenses					
Administrative Expenses	2,605,819	226,777	651,455	586,980	64,475
Tenant Services	126,752	30,773	31,688	41,098	(9,410)
Utilities	866,255	59,931	216,564	211,739	4,825
Maintenance	1,308,018	105,693	327,005	352,847	(25,843)
Protective Services	187,431	13,763	46,858	45,443	1,415
Insurance Expense	920,817	72,604	230,204	227,846	2,358
Other General Expense	11,800	781	2,950	4,543	(1,593)
Total Routine Operating Expenses	6,026,892	510,322	1,506,723	1,470,496	36,227
Net Income from Operations	5,405,861	362,045	1,351,465	855,607	(495,858)
Non-Routine Maintenance	425,000	25,644	106,250	101,487	4,763
Debt Service	4,264,905	73,362	1,066,226	214,215	852,011
Funds from Replacement Reserve	425,000	0	106,250	0	(106,250)
	0		-		
Cash Flow (Deficit) from Operations	1,140,956	263,039	285,239	539,905	254,666

June

Saturday	R	10	17	24		
Friday	9:30 AM- YWCA Senior Lunch @ Bellerive 9:30 AM- YWCA Senior Lunch @ Lyerly 9:30 AM- WIGH Senior Lunch @ Lyerly 9:30 AM- Alliance @ Oxford 11AM- Client Services' Tenant Relations 2PM- Client Services' Tenant Relations 2PM- Rinancial Literacy Workshop Cuncy 3PM- Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Prog. @ Cuncy	9:30 AM- YWCA Senior Lunch @Bellerive 9:30 AM- YWCA Senior Lunch @Lyerly 9:30 AM- YWCA Senior Lunch @Lyerly 1.24M- Client Services' Tenant Relations 2PM- Client Services' Tenant Relations 2PM Financial Literacy Workshop Cuney 3.54M- Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Prog. @ Cuney	16 9:30 AM- YWCA Senior Lunch @ Bellerive 9:30 AM- YWCA Senior Lunch @ Lyerly 9:30 AM Alliance @ Oxford 11AM- Client Services' Tenant Relations 2PM- Client Services' Tenant Relations 2PM Financial Literacy Workshop Cuney 3PM- Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Prog. @ Cuney	9:30 AM- YWCA Senior Lunch @ Bellerive 9:30 AM- YWCA Senior Lunch @ Lyerly 9:30 AM- YWCA Senior Lunch @ Lyerly 1.1 AM- Client Services Tenant Relations 2.1 AM- Client Services Tenant Relations 2.1 AM- Financial Literacy Workshop Cuncy 3.1 AM- Kidz Grub Meals @ Putton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Prog. @ Cuncy	9:30 AM- YWCA Senior Lunch @ Bellerive 9:30 AM- YWCA Senior Lunch @ Lyerly 9:30 AM- WWCA Senior Lunch @ Lyerly 1.1 AM- Client Services Tenant Relations 2PM- Client Services Tenant Relations 2PM- Glient Services Tenant Relations 2PM Financial Literacy Workshop Cuney 3PM- Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Prog. @ Cuney	
Thursday	9:30 AM- YWCA Senior Lunch @Bellerive 9:30 AM- YWCA Senior Lunch @Lyerly 9:30 AM- YWCA Senior Lunch @Lyerly 13:40 AM- Client Services' Tenant Relations 2PM- Client Services' Tenant Relations 2PM- Financial Literacy Workshop Cuney 3PM- Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Prog. @ Cuney	9:30 AM- YWCA Senior Lunch @Bellerive 9:30 AM- YWCA Senior Lunch @Lyerly 9:30 AM- YWCA Senior Lunch @Lyerly 9:30 AM Alliance @ Oxford and 1.4AM-Client Services' Tenant Relations 2PM-Client Services' Tenant Relations 2PM Financial Literacy Workshop Cuney 3PM- Kidz Grub Meals @ Pulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Prog. @ Cuney	9:30 AM- YWCA Senior Lunch @Bellerive 9:30 AM- YWCA Senior Lunch @Lyerly 9:30 AM- YWCA Senior Lunch @Lyerly 9:30 AM Alliance @ Oxford and 1.4AM-Client Services' Tenant Relations 2PM- Glent Services' Tenant Relations 2PM Financial Literacy Workshop Cuney 3PM- Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Prog. @ Cuney	9:30 AM- YWCA Senior Lunch @Bellerive 9:30 AM- YWCA Senior Lunch @Lyerly 1.4M—Client Services' Tenant Relations 2 PM - Jobs Plus Career Fair @ Oxford 2 PM- Client Services' Tenant Relations 2 PM Financial Literacy Workshop Cuney 3 PM- Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Prog. @ Cuney	9:30 AM- YWCA Senior Lunch @Bellerive 9:30 AM- YWCA Senior Lunch @Lyerly 9:30 AM Alliance @ Oxford 1.30 AM Alliance & Oxford 1.30 AM Alliance Sovices' Tenant Relations 2.2M- Client Services' Tenant Relations 2.2M Financial Literacy Workshop Cuney 3.7M- Kidz Grub Meals @ Pulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Prog. @ Cuney	
Wednesday		9:30 AM- YWCA Senior Lunch @Bellerive 9:30 AM- YWCA Senior Lunch @Lyerly 9:30 AM Alliance @ Oxford 114AM- Jobs Plus Empowerment Wednesday @ Oxford Place 2 PM- Client Services' Tenant Relations 2 PM Financial Literacy Workshop Cuney 3 PM- Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Prog. @ Cuney	9:30 AM- YWCA Senior Lunch @Bellerive 9:30 AM- VWCA Senior Lunch @Lyerly 11.4M - Jobs Plus Empowerment 2 PM- Client Services' Tenant Relations 2 PM Financial Literacy Workshop Cuney 3 PM- Kitz Grub Meals @ Fulton, HOAPV, 11 ndependence, Lincoln, Oxford & YMCA Afterschool Prog. @ Cuney 3 PM Jobs Plus Orientation @ Oxford	9:30 AM- YWCA Senior Lunch @Bellerive 9:30 AM- YWCA Senior Lunch @Lyerly 9:30 AM- Jobs Plus - Alliance @ Oxford 11.40M- Client Services? Tenant Relations 2PM- Client Services? Tenant Relations 2PM- Client Services? Tenant Relations 3PM- Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Prog. @ Cuney	9:30 AM- YWCA Senior Lunch @Bellerive 9:30 AM- YWCA Senior Lunch @Lyerly 11AM- Empowerment Wed. @ Oxford 2PM- Client Senvices Tenant Relations 2PM- Client Senvices Tenant Relations 3PM- Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Prog. @ Cuney 3:00 PM- Jobs Plus Orientation @ Oxford	
Tuesday		6 9:30 AM- YWCA Senior Lunch @Bellerive 9:30 AM- YWCA Senior Lunch @Lyerly 10:00 AM – JP WFS Seminar @ Oxford 11.4 AM- Client Services? Tenant Relations 2.PM- Client Services? Tenant Relations 2.PM- Financial Literacy Workshop Cuney 3.PM- Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Prog. @ Cuney	9:30 AM- YWCA Senior Lunch @Bellerive 9:30 AM- YWCA Senior Lunch @Lyerly 9:30 AM- YWCA Senior Lunch @Lyerly 9:30 AM- Alliance @ Oxford 11.4 AM- Client Services Tenant Relations 2.PM- Client Services Tenant Relations 2.PM Financial Literacy Workshop Cuney 3.PM- Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Prog. @ Cuney	9:30 AM- YWCA Senior Lunch @Bellerive 9:30 AM- YWCA Senior Lunch @Lyerly 10:00 AM - WFS Seminar @ Oxford 11.4 AM- Client Services? Tenant Relations 2.PM- Client Services? Tenant Relations 2.PM- Financial Literacy Workshop Cuney 3.PM- Kida Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Prog. @ Cuney	9:30 AM- YWCA Senior Lunch @Bellerive 9:30 AM- YWCA Senior Lunch @Lyerly 9:30 AM Alliance @ Oxford 2 PM- Client Services' Tenant Relations 2 PM Financial Literacy Workshop Cuney 3 PM- Kidz Groub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Prog. @ Cuney	
Monday		9:30 AM- YWCA Senior Lunch @Bellerive 9:30 AM- YWCA Senior Lunch @Lyerly 9:30 AM- YWCA Senior Lunch @Lyerly 9:30 AM Jobs Plus - Alliance @ Oxford 11AM- Client Services? Tenant Relations 2PM- Client Services? Tenant Relations 2PM- Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Prog. @ Cuney	9:30 AM- YWCA Senior Lunch @Bellerive 9:30 AM- YWCA Senior Lunch @Lyerly 9:30 AM- YWCA Senior Lunch @Lyerly 9:30 AM- WWCA Senior Lunch @Lyerly 11.1AM- Client Services Tenant Relations 2 PM- Client Services Tenant Relations 2 PM- Kidz Grub Meals @ Fulton, HOAPV, Independence, Linroln, Oxford & YMCA Afterschool Prog. @ Cuney	9:30 AM- YWCA Senior Lunch @Bellerive 9:30 AM- YWCA Senior Lunch @Lyerly 1.1.4M- Client Services Tenant Relations 2 PM- Client Services Tenant Relations 2 PM Financial Literacy Workshop Cuney 3 PM- Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Prog. @ Cuney	9:30 AM- YWCA Senior Lunch @Bellerive 9:30 AM- YWCA Senior Lunch @Lyerly 9:30 AM- YWCA Senior Lunch @Lyerly 9:30 AM- YWCA Senior Lunch @Lyerly 1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.	
Sunday		4	ਜ਼ 72	18 Happy Father's Day	25	