



HOUSTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
JULY 19, 2023
3:00 P.M.

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



HOUSTON
HOUSING AUTHORITY



HOUSTON

HOUSING AUTHORITY

Transforming Lives & Communities

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

Wednesday, July 19, 2023

TABLE OF CONTENTS

AGENDA	3
June 27, 2023 BOARD MEETING MINUTES	5
COMMENTS and RESPONSES	11
OLD BUSINESS	
Resolution No. 3686 Consideration and/or action to authorize the President & CEO or designee to execute a contract with Thompson Consulting Services, LLC, Tidal Basin Government Consulting, LLC, Integrated Solutions Consulting, IEM, and MPACT Strategic Consulting for Disaster Recovery Services at various HHA properties.	13
NEW BUSINESS	
Resolution No. 3690 Consideration and/or action to authorize the President & CEO or designee to Write-off vacant tenant accounts for April 1, 2023 to June 30, 2023.	17
Resolution No. 3691 Consideration and/or action to authorize the President & CEO or Designee to enter into contracts with ETC, InfoJini, HJ Staffing, HDC, and RS Recruiting Source for the ability to source temporary staff as required.	29
Resolution No. 3692 Consideration and/or action to authorize the President & CEO or designee to execute a contract with Yardi Systems, Inc for Yardi Voyager Cloud Software at the Houston Housing Authority main office and all associated properties.	33
Resolution No. 3693 Consideration and/or action to authorize the President & CEO or designee to execute a contract with Credence Construction, LLC. to replace the roof and repair exterior walls at Lincoln Park Apartment.	38

Resolution No. 3694 Consideration and/or action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Olive Tree Property Holdings LLC for the acquisition of The Life at Brighton Estates, an apartment community located at or about 130 Aldine Bender Rd, Houston, TX 77060.	41
Resolution No. 3695 Consideration and/or action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Olive Tree Property Holdings LLC, for the acquisition of The Life at Sterling Woods, an apartment community located at or about 8625 Winkler Dr., Houston, TX 77017.	48
Resolution No. 3696 Consideration and/or action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Olive Tree Property Holdings LLC for the acquisition of The Life at Clearwood, an apartment community located at or about 9465 Clearwood Dr., Houston, Texas 77075.	55
Resolution No. 3697 Consideration and/or action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Olive Tree Property Holdings LLC for the acquisition of The Life at Timber Ridge, an apartment community located at or about 5350 Aeropark Dr., Houston, Texas 77060.	62
BOARD REPORT	69
FINANCE REPORT	83
HHA CALENDAR OF EVENTS	87



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
WEDNESDAY, JULY 19, 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 June 27, 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.** Old Business

Resolution No. 3686: Consideration and/or action to authorize the President & CEO or designee to execute a contract with Thompson Consulting Services, LLC, Tidal Basin Government Consulting, LLC, Integrated Solutions Consulting, IEM, and MPACT Strategic Consulting for Disaster Recovery Services at various HHA properties.

VIII. New Business

Resolution No. 3690: Consideration and/or action to authorize the President & CEO or designee to Write-off vacant tenant accounts for April 1, 2023 to June 30, 2023.

Resolution No. 3691: Consideration and/or action to authorize the President & CEO or Designee to enter into contracts with ETC, InfoJini, HJ Staffing, HDC, and RS Recruiting Source for the ability to source temporary staff as required.

Resolution No. 3692: Consideration and/or action to authorize the President & CEO or designee to execute a contract with Yardi Systems, Inc for Yardi Voyager Cloud Software at the Houston Housing Authority main office and all associated properties.

Resolution No. 3693: Consideration and/or action to authorize the President & CEO or designee to execute a contract with Credence Construction, LLC. to replace the roof and repair exterior walls at Lincoln Park Apartment.

Resolution No. 3694: Consideration and/or action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Olive Tree Property Holdings LLC for the acquisition of The Life at Brighton Estates, an apartment community located at or about 130 Aldine Bender Rd, Houston, TX 77060.

Resolution No. 3695: Consideration and/or action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Olive Tree Property Holdings LLC, for the acquisition of The Life at Sterling Woods, an apartment community located at or about 8625 Winkler Dr., Houston, TX 77017.

Resolution No. 3696: Consideration and/or action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Olive Tree Property Holdings LLC for the acquisition of The Life at Clearwood, an apartment community located at or about 9465 Clearwood Dr., Houston, Texas 77075.

Resolution No. 3697: Consideration and/or action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Olive Tree Property Holdings LLC for the acquisition of The Life at Timber Ridge, an apartment community located at or about 5350 Aeropark Dr., Houston, Texas 77060.

IX. 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

X. Reconvene Public Session to take action on Executive Session agenda items.

XI. Adjournment

**MINUTES OF THE HOUSTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING**

TUESDAY, JUNE 27, 2023

A Meeting of the Board of Commissioners (“Board”) of the Houston Housing Authority (“HHA”) was held on Tuesday, June 27, 2023 at the Cuney Homes Community Center, 3260 Truxillo, Houston, TX 77004.

Chair Snowden called the meeting to order at 3:02 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
David A. Northern, Sr., Secretary

Absent: Dr. Max A. Miller, Jr., Commissioner

APPROVAL OF MINUTES

Chair Snowden stated the Board has had an opportunity to review the May 16, 2023 Board of Commissioners meeting minutes and asked for a motion to adopt the meeting minutes.

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

Chair Snowden asked if there is any discussion or objection to the May 16, 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 copy of the President’s report. The highlights of the report are as follows:

Construction updates: Telephone Road, residents began moving in June of this year. Clayton Homes Demolition is nearing completion. 2100Memorial, construction is planned to be fully completed by March 2024.

The Houston Housing Authority celebrated the grand opening of the HHA Training Center with an official ribbon-cutting ceremony to commemorate our commitment and dedication to professional development. Congresswoman Sheila Jackson Lee's office presented HHA with a Certificate of Congressional Recognition to acknowledge the HHA's accomplishment of providing quality equitable training services.

We have started our summer internship program and we have hired 5 interns who are doing great. We have had some issues with inspections being delayed so have been training a number of staff members with mock inspections at Cuney Homes.

My PHADA Presidency has concluded. I want to thank the board members and staff for allowing me to serve in this capacity. This concludes my President's Report.

Chairman stated, kudos to our President & CEO for his work with PHADA Over the years. He is looked upon, especially at conferences I've attended with him, as a source of intel and so we appreciate having him here and as we continue to support PHADA and the other advocacy groups. The other things that were mentioned, I'm sure we will in the future hear a lot about Telephone Road. If you could please get us some data points on the students' internships and things that are being held at the Housing Authority so that we can continue to highlight them amongst the other things that we're doing across the city.

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.

Veronica DeBoest: Cuney Homes Resident Council President. I appreciate the commissioners for being here today.

Edna Besiant: I am a 2100 Memorial resident and I would like to, by the way, thank you thank you thank you for all you did for us. I would like to know when is the opening 2100 memorial and what is the procedure for the reopening.

Chair Snowden stated, we normally don't respond to Public Comments during the meeting but because you're talking about 2100 Memorial and you have lived in the life of 2100! We are looking to open it in the early spring of 2024. You were there for 17 years so you knew what it was like. What we're putting there now is what all of the seniors should have. We appreciate the work that's being done by Columbia Residential and Block on that development and it is what all of our houses should look like. I am going to make sure that you don't have to make a call. You will be notified of the move dates.

Secretary Northern. Sir, that is the process that we're using for everyone. We will contact them directly and walk through the process to return to the building.

Mary Louise Williams reported that neighboring residents were tampering with her electricity meter, theft of mailed medication, the light on her stove was inoperable, and her car had been stolen.

Chairman stated someone will reach out to you to have a conversation with you before we leave today

Sheila Steptoe: Resident of Cuney Homes, presented questions and comments to HHA's Board of Commissioners regarding the Cuney Homes Resident Council. Ms. Steptoe inquired why all Cuney Homes youth were not invited to attend the upcoming sports event. Ms. Steptoe reported there were youths that reported they were not aware of the scheduled event.

Verdell Ingram: What is the procedure for doing a closed-door meeting with all board members and the secretary? The HHA website does not list all of the commissioner's email addresses. There are things that need to be said only to you and not to the public. She has requested a response in writing, please.

PUBLIC HEARING

NHH GRAY PUBLIC HEARING

Chair Snowden stated the Public Hearing for the Development of NHH GRAY is now open for comments. If there is an individual of the public who wishes to comment on this hearing, please raise your hand for any questions or comments.

Secretary Northern stated this project is in partnership with New Hope Housing. There are 135 total units, consisting of 112 one-bedroom units, and 23 two-bedroom units. We are also putting a number of project-based vouchers in to have deeper affordability.

Chair Snowden stated the public hearing is being held here at Cuney Homes because it is a requirement that it take place in proximity to the property development. The addresses are 2675 and 2604 Gray Street.

Chair Snowden stated hearing no comments, the Public Hearing will close with no public comments being made.

NEW BUSINESS

Resolution No. 3684: Consideration and/or action to authorize the Board of Commissioners ("Board") to approve and authorize amendments to the resolutions numbered 3612-3613, which were previously approved on April 25, 2023 and resolutions numbered 3614-3621, which were previously approved on May 16, 2023 by Board, for the sole purpose of changing and correcting resolution numbers from 3612-3621 to 3674-3683.

Secretary Northern stated that Resolution No. 3684 will be presented by Jennine Hovell-Cox, VP and General Counsel.

Ms. Hovell-Cox stated Resolution No. 3684 reads That the Houston Housing Authority Board of Commissioners approve and authorize amendments to the resolutions numbered 3612-3613, which were previously approved on April 25, 2023 and resolutions numbered 3614-3621, which were previously approved on May 16, 2023 by Board, for the sole purpose of changing and correcting resolution numbers from 3612-3621 to 3674-3683 as stated below. Accordingly, staff recommends the Board adopt Resolution No. 3684.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3684.

Commissioner Cooksey moved to adopt Resolution No. 3684. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution. Having none, Resolution No. 3684 is adopted.

Resolution No. 3685: Consideration and/or action to authorize the President & CEO or Designee to enter into contracts with ETC, InfoJini, HJ Staffing, HDC, and RS Recruiting Source for the ability to source temporary staff as required.

Secretary Northern stated that Resolution No. 3685 will be presented by Patricia Guerra, Director of Human Resources.

Ms. Guerra stated Resolution No. 3685 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 contracts with ETC, InfoJini, HJ Staffing, HDC, and RS Recruiting Source, for Temporary Staffing Services for a period not to exceed three (3) years, in an amount not to exceed \$1,200,000 in the aggregate pursuant to the memorandum from Patricia Guerra, Human Resources Director, dated June 12, 2023, to David A. Northern, Sr., President & CEO. Accordingly, staff recommends the Board adopt Resolution No. 3685.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3685.

Commissioner Cooksey moved to adopt Resolution No. 3685. Commissioner Thomas seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution.

Chair Snowden asked, do you know if any of these companies are rated MBE/MWBE? This is something that is normally listed in our evaluation rating sheet. I want future resolutions to include this information.

Ms. Guerra replied, no we do not know.

Chair Snowden stated we probably should have had that discussion before I moved to accept it. There is a motion on the floor so I'll call for a vote.

Commissioners voted Nay, therefor the resolution has been denied.

Chair Snowden state for all that are coming before us, keep our standards of how we report our information. I think that provides the essence of our openness to making sure that individuals know how we truly operate here at the housing authority.

Chair Snowden called for a vote. Commissioners voted Nay thereby Resolution No. 3685 being denied.

Resolution No. 3686: Consideration and/or action to authorize the President & CEO or designee to execute a contract with Thompson Consulting Services, LLC, Tidal Basin Government Consulting, LLC, and Integrated Solutions Consulting for Disaster Recovery Services at various HHA properties.

Secretary Northern stated that Resolution No. 3686-3689 will be presented by Jay Mason, Director of REID.

Mr. Mason stated Resolution No. 3686 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 three (3) year contract, with an option to extend for two (2) additional years, to Thompson Consulting Services, LLC., Tidal Basin Government Consulting, LLC., and Integrated Solutions Consulting for Disaster Recovery Services in an amount not to exceed \$600,000 per year, pursuant to the memorandum dated June 12, 2023, from Jay Mason, Director of REID, to David A. Northern, Sr., President & CEO. Accordingly, staff recommends the Board adopt Resolution No. 3686.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to TABLE Resolution No. 3686.

Commissioner Thomas moved to TABLE Resolution No. 3686. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to TABLING this resolution. Having none, Resolution No. 3686 is TABLED.

Resolution No. 3687: Consideration and/or action to authorize the President & CEO to take such actions necessary or convenient to approve the issuance by Lakeside Place PFC of the Lakeside Place PFC Multifamily Housing Mortgage Revenue Bonds (NHH Berry), Series 2023; Approving the form and substance of and 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.

Mr. Mason stated Resolution No. 3687 reads That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to take such actions necessary or convenient to approve the issuance by Lakeside Place PFC of the Lakeside Place PFC Multifamily Housing Mortgage Revenue Bonds (NHH Berry), Series 2023; Approving the form and substance of and 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 June 12, 2023, to David A. Northern, Sr., President & CEO. Accordingly, staff recommends the Board adopt Resolution No. 3687.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3687.

Commissioner Thomas moved to adopt Resolution No. 3687. Commissioner Cooksey seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution. Having none, Resolution No. 3687 is adopted.

Resolution No. 3688: Consideration and/or action to authorize the President & CEO to take such actions necessary or convenient to approve the issuance by Lakeside Place PFC of the Lakeside Place PFC Multifamily Housing Mortgage Revenue Bonds (NHH Gray), Series 2023; Approving the form and substance of and 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.

Mr. Mason stated Resolution No. 3688 reads That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to take such actions necessary or convenient to approve the issuance by Lakeside Place PFC of the Lakeside Place PFC Multifamily Housing Mortgage Revenue Bonds (NHH Gray), Series 2023; Approving the form and substance of and 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 June 12, 2023, to David A. Northern, Sr., President & CEO. Accordingly, staff recommends the Board adopt Resolution No. 3688.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3688.

Commissioner Ballard moved to adopt Resolution No. 3688. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution. Having none, Resolution No. 3688 is adopted.

Resolution No. 3689: Consideration and/or action to authorize the President & CEO to take such actions necessary or convenient to approve the issuance, sale and delivery by Lakeside Place PFC of the Lakeside Place PFC tax-exempt Multifamily Housing Revenue Notes (Oakwood Trails Apartments) Series 2023A and 2023B and taxable Multifamily Housing Revenue Note (Oakwood Trails Apartments) 2023C; Approving the form and substance of and 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.

Mr. Mason stated Resolution No. 3689 reads That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to take such actions necessary or convenient to approve the issuance, sale and delivery by Lakeside Place PFC of the Lakeside Place PFC tax-exempt Multifamily Housing Revenue Notes (Oakwood Trails Apartments) Series 2023A and 2023B and taxable Multifamily Housing Revenue Note (Oakwood Trails Apartments) 2023C; Approving the form and substance of and 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 June 12, 2023, to David A. Northern, Sr., President & CEO. Accordingly, staff recommends the Board adopt Resolution No. 3689.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3689.

Commissioner Ballard moved to adopt Resolution No. 3689. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution. Having none, Resolution No. 3689 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, June 27, 2023 at 3:39 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 3:52 p.m.

Secretary Northern called the roll and declared a quorum present.

ADJOURNMENT

Chair Snowden stated this concludes the items on today's agenda and declared the meeting adjourned at 3:53 p.m.

**RESPONSES TO COMMENTS RECEIVED AT THE TUESDAY, JUNE 27, 2023
BOARD OF COMMISSIONER MEETING**

A Meeting of the Board of Commissioners ("Board") of the Houston Housing Authority ("HHA") was held on Tuesday, June 27, 2023, at the Cuney Homes Community Center, 3260 Truxillo, Houston, TX 77004.

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 = Veronica DeBoest: Cuney Homes Resident Council President stated, I appreciate the commissioners for being here today.

C = Edna Besiant: I am a 2100 Memorial resident and I would like to say thank you thank you thank you for all you did for us. I would like to know when is the opening 2100 memorial and what is the procedure for the reopening.

R = Chair Snowden stated, *we normally don't respond to Public Comments during the meeting but because you're talking about 2100 Memorial and you have lived in the life of 2100! We are looking to open it in the early spring of 2024. You were there for 17 years so you knew what it was like. What we're putting there now is what all of the seniors should have. We appreciate the work that's being done by Columbia Residential and Block on that development and it is what all of our houses should look like. I am going to make sure that you don't have to make a call. You will be notified of the move dates.*

C = Mary Louise Williams reported that neighboring residents were tampering with her electricity meter, theft of mailed medication, the light on her stove was inoperable, and her car had been stolen.

R = *On July 3, 2023, Cuney Homes Manager met with Ms. MARY WILLIAMS, regarding the concerns reported to the HHA, at the June 2023 Board Meeting. Ms. Williams reported that neighboring residents were tampering with her electricity meter, theft of mailed medication, the light on her stove was inoperable, and her car had been stolen.*

During the visit, Ms. Williams confirmed she had not reported the incidents or concerns to the Management office. However, she did report the theft of her vehicle to law enforcement. While in the unit, the manager inspected the stove and confirmed the light was operable. The manager also inspected the electrical meter and did not find any signs of tampering. Also, after continued discussion, the manager determined that Ms. Williams' medication was stolen from her porch versus the mailbox.

At the conclusion of the manager's meeting with Ms. Williams, the resident requested a specific transfer request. Ms. Williams was provided with the required documents to complete for a transfer. She also provided copies of the police reports detailing the reported incidents with her request.

Precinct 6 patrols the Cuney Homes property daily for safety and security. During July's scheduled community meeting, law enforcement and management will inform residents about safety tips to safeguard their property and who should be notified when there are safety concerns, on site. Also, safety tips will be included on the monthly Rent Statements starting in August 2023. HHA's Asset Management staff is scheduled to meet with the resident, at a scheduled visit, on July 11, 2023, to review her transfer requests and documents, to discuss further action.

C = Sheila Steptoe: Resident of Cuney Homes, presented questions and comments to HHA's Board of Commissioners regarding the Cuney Homes Resident Council. Ms. Steptoe inquired why all Cuney Homes youth were not invited to attend the upcoming sports event. Ms. Steptoe reported there were youths that reported they were not aware of the scheduled event.

R = *At HHA's July 2023 Board Meeting, Ms. Sheila Steptoe a resident of Cuney Homes, presented questions and comments to HHA's Board of Commissioners regarding Cuney Homes Resident Council. Ms. Steptoe inquired why all Cuney Homes youth were not invited to attend the upcoming sports event. Ms. Steptoe reported there were youths that reported they were not aware of the scheduled event. Asset Management shared with Ms. Steptoe that Cuney Homes Resident Council distributed flyers throughout the site to parents and youth.*

Also, Ms. Steptoe requested an update regarding the contractor that the Resident Council sought out, without the HHA's permission. The contractor billed the council/HHA in the amount of \$30,000. Ms. Steptoe requested to know if this was paid. Asset Management confirmed and reported to Ms. Steptoe that HHA did not pay the contractor as the contract was not approved by the HHA and was not legally binding.

C = Verdell Ingram: What is the procedure for doing a closed-door meeting with all board members and the secretary? The HHA website does not list all of the commissioner's email addresses. There are things that need to be said only to you and not to the public. She has requested a response in writing, please.



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 contract with Thompson Consulting Services, LLC, Tidal Basin Government Consulting, LLC, Integrated Solutions Consulting, IEM, and MPACT Strategic Consulting for Disaster Recovery Services at various HHA properties.

2. Date of Board Meeting: July 19, 2023

3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute, and make necessary changes and corrections to a three (3) year contract, with an option to extend for two (2) additional years, to Thompson Consulting Services, LLC., Tidal Basin Government Consulting, LLC., Integrated Solutions Consulting, IEM, and MPACT Strategic Consulting for Disaster Recovery Services in an amount not to exceed \$600,000 per year, pursuant to the memorandum dated June 12, 2023, from Jay Mason, Director of REID, to David A. Northern, Sr., President & CEO.

4. **Department Head Approval** Signature DocuSigned by:
Jay Mason
FB1ADD6791F24F3... Date: 7/13/2023

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

Funds Budgeted and Available ☐ Yes ☐ No Source N/A

VP of FO Approval Signature DocuSigned by:
Mike Rogers
3EC87AD4710742D Date: 7/13/2023

6. **Approval of President & CEO** Signature DocuSigned by:
David A. Northern, Sr.
9E0B1D8C1AF04AA... Date: 7/13/2023



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO
FROM: JAY MASON, DIRECTOR REID
SUBJECT: CONSIDERATION AND/OR ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO EXECUTE A CONTRACT WITH THOMPSON CONSULTING SERVICES, LLC., TIDAL BASIN GOVERNMENT CONSULTING, LLC., INTEGRATED SOLUTIONS CONSULTING, IEM, AND MPACT STRATEGIC CONSULTING FOR DISASTER RECOVERY SERVICES AT VARIOUS HHA PROPERTIES.
DATE: JUNE 12, 2023

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO to take all necessary actions to negotiate, execute, and make necessary changes and corrections to a contract, with Thompson Consulting Services, LLC., Tidal Basin Government Consulting, LLC., Integrated Solutions Consulting, IEM, and MPACT Strategic Consulting for Disaster Recovery Services at various HHA properties.

BACKGROUND:

Hurricane Harvey struck the Greater Houston area in late August 2017, causing significant damage to the housing portfolio of the Houston Housing Authority (HHA). To facilitate the recovery effort, HHA contracted with a Consultant for Disaster Recovery Services.

Adjusters International (AI) was initially procured through the Choice Partners Co-op on September 21, 2017, as Program Managers for the FEMA Category B emergency phase. The contract with AI was extended several times until ultimately, it was no longer eligible for further renewals as its life had reached the five (5) year term (maximum allowed).

Significant progress has been made to close out as many claims as possible and work through the cost verification audits being performed by the Texas Department of Emergency Management (TDEM). However, several claims are still outstanding and additional disaster-related planning services are needed. Currently, the open claims include mitigation work at Mansions at Turkey Creek and Uvalde Ranch properties. In addition, significant funds have been allocated to the FEMA 428 projects. The 428 projects include Forest Green, 2100 Memorial, Irvinton Village, and Independence Heights II.

Disaster Recovery fees are eligible for reimbursement by FEMA via a direct administrative cost (DAC) process. The DAC is set at 4% of the total obligated project amount. An additional 1% DAC can be added to assist with the close-out in a timely manner. We intend to pursue the additional 1% on every claim.

ADVERTISEMENT:

On April 14, 2023, a legal notice advertising RFP 23-20 Disaster Recovery Services was posted in the Houston Chronicle and Forward Times Newspapers, and in the Houston Business Journal.

In addition to posting RFP 23-20 on its website, HHA's Procurement Department posted the solicitation on Beacon Bid which sent e-mails to bidders associated with the service and sent e-mails advertising this solicitation to potential Firms on HHA's Bidder's List; and sent to bidders identified by the requesting department.

Interested parties were also able to access RFP 23-20 by going to the websites of the City of Houston Office of Business Opportunity ("OBO"); the Greater Houston Black Chamber of Commerce ("GHBC"); the Houston Minority Supplier Development Council ("HMSDC"); the Houston Chapter of the National Association of Minority Contractors ("NAMC"); Beaconbid.com; and to the Houston Office of the United States Small Business Administration ("SBA").

EVALUATION PROCESS

The following HHA staff evaluated the eighteen (18) responsive proposals received:

- Jay Mason – Director of REID
- Diana Dmitriyeva – Manager of Capital Fund Projects
- Tamon Williams – Manager of Construction Services
- George Griffin III – Vice President of Housing Operations

The proposal was reviewed individually and evaluated according to the following seven (7) criteria:

Evaluation/Selection Criteria	Maximum Score
Company Profile	5
Experience in providing disaster recovery services	25
Qualifications of Proposed Staff	25
Plan and Methodology	20
Fees	20
M/WBE Participation	5
Total	100

Rank	Firm/Company	M/WBE	Sub-Contract with M/WBE	Evaluation Rating
1	Thompson Consulting Services, LLC	N/A	Yes	97
2	Tidal Basin	N/A	No	93
3	Integrated Solutions Consulting	N/A	Yes	93
4	IEM	M/WBE	Yes	92
5	MPACT Strategic Consulting	MBE	TBD	91
6	North Highland	N/A	Yes	90
7	CDR Emergency Management	MBE	Yes	90
8	DCMC Partners	N/A	No	89
9	Disaster Recovery Services	N/A	Yes	89
10	Guidehouse	N/A	Yes	89
11	Hagerty Consulting	N/A	TBD	87
12	Trilogy Engineering Services	M/WBE	Yes	86
13	TLC Engineering	MBE	Yes	84
14	Luther Speight & Co.	MBE	Yes	84
15	H. Davis Cole & Associates	N/A	Yes	83
16	Project Management Group	MBE	No	80
17	Meridian Strategic Services	N/A	Yes	72
18	RJS Global Consulting	N/A	No	66

HHA has previously utilized Tidal Basin Government Consulting, LLC. (Tidal Basin) to provide Disaster Recovery Services, under the company name of Adjusters International (AI). Tidal Basin merged with AI in 2016 and, although a new contract will be issued to Tidal Basin, they are the same organization.

References for Thompson Consulting Services, LLC, Integrated Solutions Consulting, IEM, and MPACT Strategic Consulting Solutions Consulting have been checked and returned positive.

Agency goal is to have all contracts utilizing sub-contractors to spend at least 30% of the project funds with M/WBE businesses. Thompson Consulting Services, Integrated Solutions Consulting, IEM and MPACT Strategic Consulting have stated that they will be sub-contracting at least 30% to M/WBE businesses. Tidal Basin expects to self-perform all work required by HHA.

There are no conflicts of interest, and these companies are not on the HUD Debarment List.

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute, and make necessary changes and corrections to a three (3) year contract, with an option to extend for two (2) additional years, to Thompson Consulting Services, LLC., Tidal Basin Government Consulting, LLC., Integrated Solutions Consulting, IEM, and MPACT Strategic Consulting for Disaster Recovery Services in an amount not to exceed \$600,000 per year, pursuant to the memorandum dated June 12, 2023, from Jay Mason, Director of REID, to David A. Northern, Sr., President & CEO.



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 Write-off vacant tenant accounts for April 1, 2023 to June 30, 2023.

2. Date of Board Meeting: July 19, 2023

3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to write off vacated tenant accounts in the amount of \$100,563.62 and make necessary changes and corrections pursuant to the memorandum from George D. Griffin III, Vice President of Housing Operations dated July 3, 2023, to David A. Northern, Sr., President & CEO.

4. Department Head Approval

Signature George D. Griffin III Date: 7/13/2023

DocuSigned by:

George D. Griffin III

B501C71F4DD949C...

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

Funds Budgeted and Available ☒ Yes ☐ No Source _____

VP of FO Approval

Signature Mike Rogers Date: 7/13/2023

DocuSigned by:

Mike Rogers

3FC87AD4710742D...

6. Approval of President & CEO

Signature David A. Northern, Sr. Date: 7/13/2023

DocuSigned by:

David A. Northern, Sr.

9E0B1D8C1AF04AA...



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO
FROM: GEORGE D. GRIFFIN III, VICE PRESIDENT OF HOUSING OPERATIONS
SUBJECT: CONSIDERATION AND/OR ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO WRITE-OFF VACANT TENANT ACCOUNTS FOR APRIL 1, 2023 TO JUNE 30, 2023
DATE: JULY 3, 2023

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to write-off vacated tenant accounts designated as uncollectible in the amount of \$100,563.62. This amount captures accounts written off for the months of April 1, 2023 through June 30, 2023.

BACKGROUND:

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

To ensure accuracy, the HHA followed up with the property management contractors (PMCs) to confirm their efforts to notify former tenants of their outstanding balances. Their confirmation of the balances also requires the PMCs to report tenant debt totaling \$50.00 and above, to a third-party collection agency (National Recovery Agency). HHA only write-offs debt for residents who are no longer participating in the program and for whom the HHA has no reasonable expectation of being able to collect the debt.

HHA executes the following process to collect rent and other charges:

1. Rent statements are provided to public housing tenants on a monthly basis listing their rent payment and any other financial obligations (i.e. excessive utilities, maintenance, legal fees, unreported income, and other fees). When payments are received and processed by the office, the property manager confirms the accuracy of the payment and records in the system.
2. Tenants who do not submit their payments by the 5th business day are sent reminder notices.
3. If payments are not received by the 10th day, managements conduct courtesy calls to speak with tenants about their plans to pay their tenant charges. Tenants are reminded about their options to establish a re-payment agreement, pursue rental assistance and/or request an interim change.

Households who openly communicate and cooperate regarding their situations are deemed responsive which allows Management to delay lease enforcement for non-payment of rent.

4. Households who do not honor their financial obligations nor respond to Management are deemed non-responsive resulting in the filing of a formal eviction, with the courts. Uncollected debt is accrued when tenants vacate their units without resolving their balances.
5. Upon ending the household's participation and closure of the tenants' account, management proceeds in filing the debt with the National Recovery Agency and to the Public Indian Housing Information Center (PIC) maintained by the Department of Housing & Urban Development. The data is reported every month to ensure timely submission with a desire to ratify the reported uncollected data with quarterly resolutions.

The property names and recommended write-off amounts are as follows:

Property Name	Write Off Amount
APV	\$0.00
Bellerive	\$166.00
Clayton Homes	\$0.00
Cuney Homes	\$24,286.75
Ewing	\$0.00
Forest Green	\$0.00
Fulton Village	\$3,834.00
Heatherbrook	\$2,193.11
HOAPV	\$0.00
HRI	\$0.00
Independence Heights	\$3,208.00
Irvinton Village	\$47,561.43
Kelly Village	\$12,172.89
Kennedy Place	\$257.00
Lincoln Park	\$662.11
Long Drive	\$277.70
Lyerly	\$300.63
Oxford Place	\$5,644.00
Sweetwater Point	\$0.00
Telephone Road	\$0.00
Victory Place	\$0.00
Grand Total	\$100,563.62

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

Uncollected Debt Categories	2 nd Quarter Write-off Totals
Rent	\$65,265.08
Retro Rent (Fraud)	\$0.00
Maintenance Charges	\$24,079.79
Legal Charges	\$1,293.00
Utilities	\$4,714.71
Other Fees	\$5,211.04
Grand Total	\$100,563.62

HHA is writing these debts off is consistent with HUD's regulations. Not writing off these debts negatively impacts the agency's scoring on acritical HUD management performance criteria.

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to write off vacated tenant accounts in the amount of \$100,563.62 and make necessary changes and corrections pursuant to the memorandum from George D. Griffin III, Vice President of Housing Operations dated July 3, 2023, to David A. Northern, Sr., President & CEO.

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

	2021				
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Totals
APV	\$ 5,479.26	\$ 9,882.50	\$ 23,637.47	\$ 9,019.19	\$ 48,018.42
Bellerive	\$ 11.00	\$ 59.00	\$ 213.00	\$ 291.50	\$ 574.50
Clayton Homes	\$ 595.98	\$ 451.00	\$ -	\$ 450.14	\$ 1,497.12
Cuney Homes	\$ 20,884.13	\$ 35,139.86	\$ 17,209.50	\$ 27,711.73	\$ 100,945.22
Ewing	\$ 2,059.06	\$ 862.00	\$ -	\$ 1,815.25	\$ 4,736.31
Forest Green	\$ -	\$ -	\$ -	\$ -	\$ -
Fulton Village	\$ -	\$ 1,127.00	\$ -	\$ -	\$ 1,127.00
Heatherbrook	\$ 333.00	\$ 1,110.05	\$ 675.06	\$ 5,883.84	\$ 8,001.95
HOAPV	\$ -	\$ 16,511.90	\$ 9,880.08	\$ 4,040.97	\$ 30,432.95
HRI	\$ -	\$ -	\$ -	\$ -	\$ -
Independence	\$ -	\$ -	\$ -	\$ -	\$ -
Irvinton Village	\$ 34,170.20	\$ 17,367.36	\$ 13,967.06	\$ 16,144.86	\$ 81,649.48
Kelly Village	\$ 17,789.89	\$ 6,505.68	\$ 13,212.06	\$ 4,619.99	\$ 42,127.62
Kennedy Place	\$ 773.87	\$ -	\$ 7,231.22	\$ 3,023.49	\$ 11,028.58
Lincoln Park	\$ 36.99	\$ 6,797.17	\$ -	\$ 966.35	\$ 7,800.51
Long Drive	\$ 246.10	\$ 94.07	\$ 701.69	\$ 2,703.78	\$ 3,745.64
Lyerly	\$ 453.01	\$ 428.50	\$ 1,187.01	\$ 367.50	\$ 2,436.02

Oxford Place	\$ 298.25	\$ 1,690.55	\$ 2,687.81	\$ 397.50	\$ 5,074.11
Sweetwater	\$ 2,613.29	\$ -	\$ -	\$ -	\$ 2,613.29
Telephone	\$ 211.00	\$ -	\$ -	\$ 49.00	\$ 260.00
Victory Place	\$ -	\$ -	\$ -	\$ -	\$ -
Grand Total	\$ 85,955.03	\$ 98,026.64	\$ 90,601.96	\$ 77,485.09	\$ 352,068.72

	2022				
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Totals
APV	\$ 236.06	\$ 14,147.98	\$ -	\$ -	\$ 14,384.04
Bellerive	\$ 50.00	\$ 204.00	\$ 151.00	\$ 159.00	\$ 564.00
Clayton Homes	\$ 90.81	\$ 12,331.54	\$ 7,698.86	\$ -	\$ 20,121.21
Cuney Homes	\$ 20,444.23	\$ 43,737.08	\$ 27,432.52	\$ 10,335.84	\$ 101,949.67
Ewing	\$ -	\$ 507.00	\$ 724.00	\$ -	\$ 1,231.00
Forest Green	\$ -	\$ -	\$ -	\$ 189.53	\$ 189.53
Fulton Village	\$ -	\$ -	\$ 10,178.50	\$ 9,902.49	\$ 20,080.99
Heatherbrook	\$ 1,749.37	\$ -	\$ 821.05	\$ 618.44	\$ 3,188.86
HOAPV	\$ 5,906.13	\$ 178.00	\$ 185.01	\$ -	\$ 6,269.14
HRI	\$ -	\$ -	\$ -	\$ -	\$ -
Independence	\$ -	\$ 84.00	\$ -	\$ -	\$ 84.00
Irvinton Village	\$ 42,104.04	\$ 59,593.03	\$ 25,159.80	\$ 14,798.45	\$ 141,655.32
Kelly Village	\$ 13,295.31	\$ 28,034.60	\$ 24,016.02	\$ 17,513.85	\$ 82,859.78
Kennedy Place	\$ 2,245.35	\$ 10,099.04	\$ 1,162.81	\$ -	\$ 13,507.20
Lincoln Park	\$ 1,605.00	\$ 2,543.05	\$ 1,756.47	\$ 2,748.48	\$ 8,653.00
Long Drive	\$ -	\$ 10,505.90	\$ 583.25	\$ -	\$ 11,089.15
Lyerly	\$ 3,341.00	\$ 1,938.00	\$ 1,918.60	\$ -	\$ 7,197.60
Oxford Place	\$ 3,804.52	\$ 3,839.75	\$ 12,906.24	\$ 865.00	\$ 21,415.51
Sweetwater	\$ -	\$ 1,263.08	\$ 8,309.00	\$ -	\$ 9,572.08
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -
Victory Place	\$ -	\$ -	\$ -	\$ -	\$ -
Grand Total	\$ 94,871.82	\$ 189,006.05	\$ 123,003.13	\$ 57,131.08	\$ 464,012.08

	2023				
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Totals
APV	\$ -				\$ -
Bellerive	\$ -				\$ -
Clayton Homes	\$ -				\$ -
Cuney Homes	\$ 27,782.07				\$ 27,782.07
Ewing	\$ -				\$ -
Forest Green	\$ 347.00				\$ 347.00
Fulton Village	\$ 3,555.69				\$ 3,555.69
Heatherbrook	\$ 530.50				\$ 530.50
HOAPV	\$ -				\$ -
HRI	\$ -				\$ -
Independence	\$ -				\$ -
Irvinton Village	\$ 26,535.36				\$ 26,535.36
Kelly Village	\$ 53,730.63				\$ 53,730.63

Kennedy Place	\$ -				\$ -
Lincoln Park	\$ 13,239.54				\$ 13,239.54
Long Drive	\$ -				\$ -
Lyerly	\$ 182.50				\$ 182.50
Oxford Place	\$ 4,363.00				\$ 4,363.00
Sweetwater	\$ -				\$ -
Telephone	\$ -				\$ -
Victory Place	\$ -				\$ -
Grand Total	\$ 130,266.29	\$ -	\$ -	\$ -	\$ 130,266.29

PHO WRITE OFFS									
APRIL - MAY 2023 WRITE OFF									
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off	
APV								\$0.00	
APV								\$0.00	
APV								\$0.00	
APV								\$0.00	
APV								\$0.00	
APV								\$0.00	
APV								\$0.00	
TOTAL			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off	
Bellerive	Derouselle, Leonard	5/22/2023	\$93.00	\$0.00	\$0.00	\$0.00	\$0.00	\$93.00	
Bellerive	Guo, Mingyang	5/16/2023	\$26.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26.00	
Bellerive	Tan, Zu-Zhi	4/11/2023	\$47.00	\$0.00	\$0.00	\$0.00	\$0.00	\$47.00	
TOTAL			\$166.00	\$0.00	\$0.00	\$0.00	\$0.00	\$166.00	
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off	
Clayton Homes								\$0.00	
Clayton Homes								\$0.00	
Clayton Homes								\$0.00	
Clayton Homes								\$0.00	
Clayton Homes								\$0.00	
Clayton Homes								\$0.00	
Clayton Homes								\$0.00	
TOTAL			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off	
Cuney Homes	Charles, Travicia D.	5/1/2023	\$39.00	\$283.66	\$0.00	\$204.09	\$30.00	\$556.75	
Cuney Homes	Hickman, Latasha C.	3/27/2023	\$707.75	\$387.22	\$0.00	\$200.23	\$391.00	\$1,686.20	
Cuney Homes	Huery, Ruby F.	4/6/2023	\$553.00	\$532.00	\$0.00	\$199.56	\$30.00	\$1,314.56	
Cuney Homes	Pericone, Robert M.	4/3/2023	\$608.00	\$2,789.94	\$0.00	\$43.02	\$45.00	\$3,485.96	
Cuney Homes	Scott, Jasmine C.	4/19/2023	\$0.00	\$242.46	\$0.00	\$10.83	\$0.00	\$253.29	
Cuney Homes	Shelvin, Maxine D.	4/6/2023	\$0.00	\$506.06	\$0.00	\$9.72	\$306.00	\$821.78	
Cuney Homes	Thomas, Richard III	4/13/2023	\$3,222.00	\$40.00	\$0.00	\$29.98	\$653.00	\$3,944.98	
Cuney Homes	Turner, Nannie M.	5/12/2023	\$460.00	\$398.01	\$0.00	\$34.02	\$95.00	\$987.03	
Cuney Homes								\$0.00	
Cuney Homes								\$0.00	
Cuney Homes								\$0.00	
Cuney Homes								\$0.00	
Cuney Homes								\$0.00	
Cuney Homes								\$0.00	
Cuney Homes								\$0.00	

Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Independence Heights	Cloud, Trann M.	3/27/2023	\$3,208.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,208.00
TOTAL			\$3,208.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,208.00
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Irvinton Village	Cervantes, Kovey A.	3/31/2023	\$22,015.32	\$461.46	\$646.00	\$319.44	\$270.00	\$23,712.22
Irvinton Village	Chandler, Myesha M.	4/4/2023	\$0.00	\$45.36	\$0.00	\$27.33	\$0.00	\$72.69
Irvinton Village	Foster, Kenneth L.	4/21/2023	\$0.00	\$1,396.11	\$0.00	\$0.00	\$0.00	\$1,396.11
Irvinton Village	George, Anthony T.	4/25/2023	\$1,170.00	\$393.96	\$0.00	\$40.55	\$75.00	\$1,679.51
Irvinton Village	Gunner, Gabrielle D.	4/3/2023	\$1,753.00	\$0.00	\$0.00	\$0.00	\$696.00	\$2,449.00
Irvinton Village	Hopkins, Felicia R.	5/2/2023	\$601.00	\$0.00	\$0.00	\$0.00	\$729.00	\$1,330.00
Irvinton Village	Johnson, Tammy	5/25/2023	\$0.00	\$548.16	\$0.00	\$0.00	\$11.01	\$559.17
Irvinton Village	Mosley, Kadija J.	4/3/2023	\$2,628.71	\$545.02	\$129.00	\$287.18	\$105.00	\$3,694.91
Irvinton Village	Tower, Shakil N.	5/5/2023	\$0.00	\$284.91	\$0.00	\$79.24	\$0.00	\$364.15
Irvinton Village								\$0.00
Irvinton Village								\$0.00
Irvinton Village								\$0.00
Irvinton Village								\$0.00
TOTAL			\$28,168.03	\$3,674.98	\$775.00	\$753.74	\$1,886.01	\$35,257.76
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Kelly Village	Bacon, Denise	5/11/2023	\$0.00	\$178.00	\$0.00	\$42.57	\$0.00	\$220.57
Kelly Village	Hawkins, Amber Y.	5/11/2023	\$0.00	\$40.39	\$0.00	\$0.61	\$0.00	\$41.00
Kelly Village	House, Danielle M.	5/11/2023	\$0.00	\$1,387.52	\$0.00	\$0.00	\$24.03	\$1,411.55
Kelly Village	Hunter, Alexia Y.	3/31/2023	\$197.00	\$673.27	\$259.00	\$367.89	\$105.00	\$1,602.16
Kelly Village	Johnson, Tenshia M.	4/3/2023	\$2,835.72	\$1,185.66	\$259.00	\$46.14	\$75.00	\$4,401.52
Kelly Village	Knighten, Terricka V.	5/24/2023	\$0.00	\$281.59	\$0.00	\$14.64	\$0.00	\$296.23
Kelly Village	Ward, Delonda N.	5/16/2023	\$528.00	\$1,026.81	\$0.00	\$391.79	\$30.00	\$1,976.60
Kelly Village								\$0.00
Kelly Village								\$0.00
Kelly Village								\$0.00
Kelly Village								\$0.00
Kelly Village								\$0.00
Kelly Village								\$0.00
TOTAL			\$3,560.72	\$4,773.24	\$518.00	\$863.64	\$234.03	\$9,949.63
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Kennedy Place	West, Royce	4/6/2023	\$27.00	\$50.00	\$0.00	\$0.00	\$180.00	\$257.00
Kennedy Place								\$0.00
Kennedy Place								\$0.00
TOTAL			\$27.00	\$50.00	\$0.00	\$0.00	\$180.00	\$257.00

Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Lincoln Park	Jiles, Terhonda L.	4/4/2023	\$0.00	\$616.56	\$0.00	\$21.55	\$0.00	\$638.11
Lincoln Park								\$0.00
Lincoln Park								\$0.00
Lincoln Park								\$0.00
TOTAL			\$0.00	\$616.56	\$0.00	\$21.55	\$0.00	\$638.11
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Long Drive	Banda, Deyanira	4/28/2023	\$0.00	\$159.70	\$0.00	\$0.00	\$0.00	\$159.70
Long Drive								\$0.00
Long Drive								\$0.00
TOTAL			\$0.00	\$159.70	\$0.00	\$0.00	\$0.00	\$159.70
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Lyerly	James, Keith	4/1/2023	\$0.00	\$210.12	\$0.00	\$0.00	\$0.00	\$210.12
Lyerly								\$0.00
Lyerly								\$0.00
Lyerly								\$0.00
Lyerly								\$0.00
Lyerly								\$0.00
TOTAL			\$0.00	\$210.12	\$0.00	\$0.00	\$0.00	\$210.12
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Oxford Place	Menefee, Tiara U.	4/1/2023	\$286.00	\$0.00	\$0.00	\$0.00	\$0.00	\$286.00
Oxford Place	Provost, Francelle L.	3/13/2023	\$0.00	\$403.00	\$0.00	\$0.00	\$0.00	\$403.00
Oxford Place								\$0.00
Oxford Place								\$0.00
TOTAL			\$286.00	\$403.00	\$0.00	\$0.00	\$0.00	\$689.00
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Sweetwater Point								\$0.00
Sweetwater Point								\$0.00
TOTAL			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Telephone Road								\$0.00
TOTAL			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Victory Place								\$0.00
Victory Place								\$0.00



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 enter into contracts with ETC, InfoJini, HJ Staffing, HDC, and RS Recruiting Source for the ability to source temporary staff as required.

2. Date of Board Meeting: July 19, 2023

3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or Designee to negotiate, execute and make necessary changes and corrections to contracts with ETC, InfoJini, HJ Staffing, HDC, and RS Recruiting Source, for Temporary Staffing Services for a period not to exceed three (3) years, in an amount not to exceed \$1,200,000 in the aggregate pursuant to the memorandum from Patricia Guerra, Director of Human Resources, Training, and Development, dated July 7, 2023, to David A. Northern, Sr., President & CEO.

4. Department Head Approval

Signature Patricia Guerra Date: 7/13/2023

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

Funds Budgeted and Available ☐ Yes ☐ No Source _____

VP of FO Approval Signature Mike Rogers Date: 7/13/2023

6. Approval of President & CEO

Signature David A. Northern, Sr. Date: 7/13/2023



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

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 EXECUTE SEPARATE CONTRACTS WITH ETC, INFOJINI, HJ STAFFING, HDC, AND RS RECRUITING SOURCE, FOR TEMPORARY STAFFING SERVICES
DATE: JULY 7, 2023

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to separate contracts with ETC, InfoJini, HJ Staffing, HDC, and RS Recruiting Source, for Temporary Staffing Services for a period not to exceed three (3) years, and in an amount not to exceed \$1,200,000 in the aggregate.

BACKGROUND:

The Houston Housing Authority Temporary Staffing Services contracts are not capable of fulfilling all the needs of the Agency. In order to increase the possible candidate pool to provide temporary staff to assist with short-term staffing needs due to special projects, temporary assignments and/or higher-than-normal work volume it is necessary to increase the number of staffing agencies that can be utilized.

ADVERTISEMENT:

In March 2023, the Houston Housing Authority's Procurement Department issued a legal notice advertising Request For Proposal 23-15 Temporary Staffing Services ("RFP 23-15") in the Houston Chronicle and Forward Times Newspapers, and the Houston Business Journal.

In addition to posting "RFP 23-15" on its website, HHA's Procurement Department sent e-mails advertising this solicitation to potential Firms on its Bidder's List. The Bidder's list was created using both HHA's and the City of Houston vendors' registration data.

Interested parties were also able to access "RFP 23-15" by going to the websites of the City of Houston Office of Business Opportunity (OBO); and the Greater Houston Black Chamber of Commerce (GHBCC).

EVALUATION PROCESS:

All responses to “RFP 23-15” received by the specified due date were scored based on the following published scoring criteria:

Evaluation/Selection Criteria	Maximum Score
Organizational Experience	20
Candidate Availability	25
Business Methods	25
Fees	25
Section 3 Participation	5
TOTAL POINTS	100

On April 11, 2023, HHA’s Procurement Department opened 40 sealed proposals listed below. The proposals were scored independently by an evaluation committee consisting of Patricia Guerra, Director of Human Resources, Na’Shon Edwards, Sr., Policy Director, Khadija Darr, Sr. Vice President of Administration, and Mike Rogers, Vice President of Fiscal & Business Operations.

Rank	Firm/Company	M/WBE	Sub-Contract with M/WBE	Evaluation Rating
1	ETC Houston	M/WBE	Yes	100
2	InfoJini Inc.	WBE	No	100
3	HJ Staffing	M/WBE	Yes	93
4	HDC	N/A	Yes	90
5	RS Recruiting Source	M/WBE	Yes	90
6	Diskriter	M/WBE	No	89
7	ASGS	MBE	Yes	88
8	Apple One	N/A	No	87
9	At Work Personnel	M/WBE	No	86
10	Global Force	WBE	No	86
11	22 nd Century Technology	MBE	Yes	85
12	All Temp 1 Personnel	MBE	Yes	85
13	Cambay Consulting	MBE	No	85
14	Compunnel Staffing	MBE	Yes	85
15	Kelly Professional	N/A	Yes	85
16	Object Win	MBE	No	85
17	Robert Half Protiviti	N/A	Yes	85
18	Next Career Path	MBE	No	84
19	Rose International	M/WBE	No	83
20	Infi Care	MBE	Yes	81

21	Vtech	MBE	No	81
22	Cogent Info Tech	MBE	No	80
23	ADA Staff	WBE	Yes	79
24	Lane Staffing	M/WBE	Yes	79
25	PMCS	MBE	Yes	79
26	EPSI Worx	MBE	Yes	78
27	Power Move Recruiting	M/WBE	No	78
28	RADgov	M/WBE	No	78
29	ESP Staffing	WBE	No	77
30	The Reserves Network	N/A	Yes	77
31	TLC Engineering	MBE	Yes	74
32	Resource Logistics	MBE	No	72
33	Clark Personnel	MBE	No	70
34	Disaster and Preparedness	MBE	No	69
35	Octagon Staffing	MBE	No	69
36	Health Care Staffing	MBE	No	65
37	Search Staff	M/WBE	No	65
38	ACR Technology	M/WBE	No	60
39	Human Capital Solutions	MBE	No	56
40	Citywide Pro Service	M/WBE	Yes	48

Agency goal is to have all contracts utilizing sub-contractors to spend at least 30% of the project funds with M/WBE businesses. ETC Houston, HJ Staffing, HDC and RS Recruiting Source have identified M/WBE firms they will utilize in the performance of the work. Infojini did not identify firms or state whether they would utilize M/WBE for any subcontracting needs.

There are no known conflicts of interest, and the recommended Firms are not on the HUD Debarment List.

RECOMMENDATION

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

Resolution: Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or Designee to negotiate, execute and make necessary changes and corrections to contracts with ETC, Infojini, HJ Staffing, HDC, and RS Recruiting Source, for Temporary Staffing Services for a period not to exceed three (3) years, in an amount not to exceed \$1,200,000 in the aggregate pursuant to the memorandum from Patricia Guerra, Director of Human Resources, Training, and Development, dated July 7, 2023, to David A. Northern, Sr., President & CEO.



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 contract with Yardi Systems, Inc for Yardi Voyager Cloud Software at the Houston Housing Authority main office and all associated properties.

2. Date of Board Meeting: July 19, 2023

3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with Yardi Systems, Inc., for Yardi Voyager Cloud software system at Houston Housing Authority main office and all associated properties, for the amount of \$4,938,862.79, and for five (5) years pursuant to the memorandum from Roy Spivey, Director Information Technology dated June 30, 2023 to David A. Northern, Sr., President & CEO.

4. Department Head Approval

Signature

DocuSigned by:

Roy Spivey

DDD377CD618F4E4...

Date: 7/13/2023

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

Funds Budgeted and Available ☐ Yes ☐ No Source

VP of FO Approval

Signature

DocuSigned by:

Mike Rogers

3EC87AD4710742D

Date: 7/13/2023

6. Approval of President & CEO

Signature

DocuSigned by:

David A. Northern, Sr.

9E0B1D8C1AF04AA...

Date: 7/13/2023



Transforming Lives & Communities

MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO
FROM: ROY SPIVEY, DIRECTOR INFORMATION TECHNOLOGY
SUBJECT: CONSIDERATION AND/OR ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO EXECUTE A CONTRACT WITH YARDI SYSTEMS, INC FOR YARDI VOYAGER CLOUD SOFTWARE AT THE HOUSTON HOUSING AUTHORITY MAIN OFFICE AND ALL ASSOCIATED PROPERTIES.
DATE: JUNE 30, 2023

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to a contract with Yardi Systems, Inc., for Yardi Voyager Cloud software system at Houston Housing Authority main office and all associated properties, for the amount of \$4,938,862.79, and for five (5) years.

BACKGROUND:

The Houston Housing Authority (HHA) has used the Emphasys software package called Elite for operations, HUD compliance and data transmission since 2007. As the normal course of business to ensure that we are using the software the meets HHA needs we sent out RFP 23-21 Primary Agency Software with responses due on April 2, 2023. After receiving the responses, an evaluation committee selected Yardi Software. The Yardi software system is a subscription cloud-based system that is both an operations and financial tool that manages both Section 8 (HCV) and PHO administration of HHA's portfolio. The package also provides the HHA with accounting, operations and reporting software. The Yardi response offered and priced the following modules:

- Yardi Voyager PHA
- RentCafe PHA
- RentCafe PHA Online RFTA
- Yardi Maintenance IQ
- Yardi Inspections IQ
- Yardi Budget & Forecasting
- Yardi Private Cloud
- Yardi Payment Processing
- Yardi Construction Manager
- Yardi Aspire Premium
- Screening Works Pro: Credit Reports
- Screening Works Pro: Civil Court Record Reports
- Screening Works Pro: Criminal Reports
- Screening Works Pro: Optional Add-On Services

The Yardi Voyager system offers many of the features that the HHA has been lacking and/or working to develop. There are hidden cost savings in improved functionality, reduced hardware maintenance, improved disaster recovery, redirection of resources and operational retraining. The agreement requires Yardi Systems to deliver modifications and enhancements to the software to keep up with HUD regulatory updates and other changes to reporting requirements.

Yardi offers the following cloud services:

- 24-hour I.T. support working closely with Yardi application support and development
- 24/7 accessibility from anywhere with an internet connection
- 24-hour monitoring of production server operations and data centers
- TLS encryption over the internet
- Multiple firewalls and intrusion prevention systems
- Guaranteed 99.9% availability
- Redundant server and network devices
- Ongoing nightly Yardi backup of data and systems
- Redundant internet service providers at each data center
- Yardi Private Cloud provides client dedicated database and application as well as a dedicated Virtual Private Network (VPN) tunneling

Yardi pricing structure is as follows:

Yardi Voyager HHA Proposal

Proposal Annual Fee			
Description	Quantity/Units	Unit Cost	Total
GSA - Yardi Voyager PHA	21916	\$17.00	\$372,572.00
Yardi Voyager Yardi Private Cloud	1	\$35,000.00	\$35,000.00
RentCafe PHA	21916	\$11.00	\$241,076.00
RentCafe RFTA	17716	\$3.00	\$53,148.00
Yardi Maintenance	4200	\$5.00	\$21,000.00
Yardi Inspection IQ	17716	\$2.00	\$35,432.00
Budgeting and Forecast	21916	\$0.00	\$0.00

Proposal Recurring Yearly Cost			\$758,228.00
--------------------------------	--	--	--------------

Additional Modules Annual Fee			
Description	Quantity/Units	Unit Cost	Total
Construction Manager	4200	\$9.00	\$37,800.00
Procure to Pay	4200	\$8.00	\$33,600.00
Yardi Aspire Premium	21916	\$3.00	\$65,748.00

Additional Recurring Yearly Cost			\$137,148.00
----------------------------------	--	--	--------------

One Time Cost			
Description	Quantity/Units	Unit Cost	Total
Implementation - Project Management and Training	1	\$365,190.00	\$365,190.00
Data Conversion	1	\$45,000.00	\$45,000.00

Total One Time Cost			\$410,190.00
---------------------	--	--	--------------

One Time Discount			
Description	Quantity/Units	Unit Cost	Total
One Time Discount			(\$225,000.00)

Total Discount			(\$225,000.00)
----------------	--	--	----------------

Estimated First Year Costs			\$1,518,316.00
----------------------------	--	--	----------------

The five-year estimated cost are as follows:

Estimated 5 Year Costs with 3% Yearly subscription increase	
First Year	\$1,080,566.00
Second Year	\$922,237.28
Third Year	\$949,904.40
Fourth Year	\$978,401.53
Fifth Year	\$1,007,753.58
Total Contract	\$4,938,862.79

Note: that first year includes first-year subscription plus implementation cost and one-time discount.

ADVERTISEMENT:

On April 14, 2023, a legal notice advertising RFP 23-21 Primary Agency Software was posted in the Houston Chronicle and subsequently in the Forward Times Newspaper, and in the Houston Business Journal.

In addition to posting RFP 23-21 on its website, HHA's Procurement Department sent e-mails advertising this solicitation to potential Firms on HHA's Bidder's List; a list of HUD software providers listed on The National Affordable Housing Management Association (NAHMA) website; and to potential firms identified by the requesting department.

Interested parties were also able to access RFP 23-21 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"); Beaconbid.com; and to the Houston Office of the United States Small Business Administration ("SBA").

EVALUATION PROCESS:

There were two responses to solicitation RFP 23-21. These responses were received from Emphasys Software and Yardi Systems. The responses were evaluated by a Six (6) member selection committee that consisted of the following:

RFP 23-21 Selection Committee		
Mike Rogers	VP of Fiscal & Business Operations	Finance
Rhonda Foster	Director of Asset Management	Public Housing Operations
Gary Baxter	Director of Housing Choice Voucher	Housing Choice Voucher Program
Diana Dmitriyeva	Manager Capital Funds Projects	Real Estate & Investment Dept
Leigha Greenleaf	Project Manager/OnBase Administrator	Information Technology
Corey Franklin	Special Assistant to the President & CEO	Executive

The Selection Committee used the following Evaluation/Selection Criteria:

Evaluation / Selection Criteria	Maximum Score
Company Profile	5
Proposed Technical Solution meets HHA's Specifications	45
Project Plan / Methodology	10
Fee Schedule / Pricing	15
Service Level Agreement (SLA) / Support	20
M/WBE Participation	5
TOTAL	100

After evaluating the two responses, the selection committee submitted the following scores:

Rank	Firm/Company	M/WBE	Evaluation Rating
1	Yardi Systems	MBE	82
2	Emphasys Software	-	75

References have been checked and returned positive. There are no conflicts of interest, and the firm(s) are not on the HUD Debarment List

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with Yardi Systems, Inc., for Yardi Voyager Cloud software system at Houston Housing Authority main office and all associated properties, for the amount of \$4,938,862.79, and for five (5) years pursuant to the memorandum from Roy Spivey, Director Information Technology dated June 30, 2023 to David A. Northern, Sr., President & CEO.



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 contract with Credence Construction, LLC. to replace the roof and repair exterior walls at Lincoln Park Apartment.

2. Date of Board Meeting: July 19, 2023

3. Proposed Board Resolution:


Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with Credence Construction, LLC. to replace the roof and repair exterior walls at Lincoln Park Apartment in an amount not to exceed \$1,275,200 pursuant to the memorandum from Jay Mason, Director of REID dated June 3, 2023 to David A. Northern, Sr., President & CEO.

4. Department Head Approval

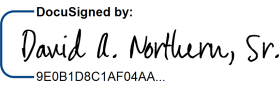
Signature  Date: 7/13/2023

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

Funds Budgeted and Available ☐ Yes ☐ No Source _____

VP of FO Approval Signature  Date: 7/13/2023

6. Approval of President & CEO

Signature  Date: 7/13/2023



Transforming Lives & Communities

MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO
FROM: JAY MASON, DIRECTOR OF REID
SUBJECT: CONSIDERATION AND/OR TO ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO EXECUTE A CONTRACT WITH CREDENCE CONSTRUCTION, LLC. TO REPLACE THE ROOF AND REPAIR EXTERIOR WALLS AT LINCOLN PARK APARTMENT
DATE: JUNE 3, 2023

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to a contract with Credence Construction, LLC. to replace the roof and repair exterior walls at Lincoln Park Apartment in an amount not to exceed \$1,275,200.

BACKGROUND:

In developing the Five (5) Year CFP Plan, the Houston Housing Authority (HHA) completed an exterior condition assessment of the Lincoln Park Apartments (September 2022). Upon investigation, it was determined that the roof was past its useful life and the exterior walls (comprising of siding and masonry) needed repairs. The scope of work for repairs includes the following;

- Replacement of roof, gutters, and downspouts.
- Repair/replacement of damaged siding and wood trim.
- Replacement of damaged brick.
- Replacement of missing/deteriorated sealant.

The specified repairs are a necessary capital improvements project, covered by HUD's Capital Funds Program (CFP). The Scope of Work (SOW) and Independent Cost Estimate (ICE) were developed by the REID Department in conjunction with our Building Envelope Consultant, Price Consulting, Inc.

The original ICE for this project was between \$2,600,000 and \$3,200,000, so the lowest responsible bid is 51% below the estimated budget.

EVALUATION PROCESS:

In April of 2023, a legal notice advertising IFB 23-13 Roof and Exterior Wall Renovations at Lincoln Park Apartments ("IFB 23-13") was posted in the Houston Chronicle and Forward Times Newspapers, and in the Houston Business Journal.

In addition to posting "IFB 23-13" on its website, HHA's Procurement Department sent e-mails advertising this solicitation to potential Firms on its Bidder's List; to the City of Houston Office of Business Opportunity ("OBO"); and to the Houston Minority Supplier Development Council ("HMSDC").

Interested parties were also able to access "IFB 23-13" 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”).

Interested parties were invited to attend a non-mandatory pre-bid conference either in-person or virtually with an opportunity for those attending to walk the site with HHA personnel. Additional site visits were held upon request.

On June 2, 2023, HHA’s Procurement Department opened the following sealed bids in response to “IFB 23-13”:

Rank	Firm/Company		M/WBE	M/WBE Participation	Bid Price
1	Credence Construction, LLC.	MBE	Yes		\$1,275,200.00
2	Omega Builders Group	N/A	TBD		\$1,894,230.00
3	PuroClean	N/A	No		\$1,923,325.01
4	RTC Restoration & Glass	N/A	No		\$2,799,924.00
5	TADCO	MBE	No		\$3,108,024.21
6	J.R. Roofing	N/A	Yes		\$3,964,569.84
7	United Restoration & Preservation	N/A	No		\$6,525,000.00
8	One Force Restoration / SERVPRO	N/A	TBD		\$7,864,579.79

HHA has previously utilized Credence Construction, LLC. to furnish and install gutters/downspouts at Kelly Village Apartments in the amount of \$167,501.00, via Resolution 3393 (August, 2022).

Agency goal is to have all contracts utilizing sub-contractors to spend at least 30% of the project funds with M/WBE businesses. Credence Construction, LLC. has stated they will subcontract \$135,000 to Ruiz Construction, LLC (MBE), \$170,000 to Britto Gutters, LLC (MBE), and \$200,000 to All Roofing, LLC (M/WBE, HUB).

Additionally, Credence Construction, LLC. will hire Section 3 participants to fill employment opportunities (roofers) and offer paid, on-the-job, training.

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

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with Credence Construction, LLC. to replace the roof and repair exterior walls at Lincoln Park Apartment in an amount not to exceed \$1,275,200 pursuant to the memorandum from Jay Mason, Director of REID dated June 3, 2023, to David A. Northern, Sr., President & CEO.



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 Olive Tree Property Holdings LLC for the acquisition of The Life at Brighton Estates, an apartment community located at or about 130 Aldine Bender Rd, Houston, TX 77060.

2. Date of Board Meeting: July 19, 2023

3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Olive Tree Property Holdings LLC for the acquisition of The Life at Brighton Estates, an apartment community located at or about 130 Aldine Bender Rd, Houston, TX 77060, for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Director of REID, dated July 5, 2023, to David A. Northern, Sr., President & CEO.

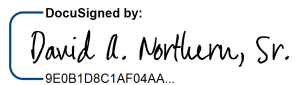
4. **Department Head Approval** Signature  Date: 7/13/2023

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

Funds Budgeted and Available ☐ Yes ☐ No Source _____

VP of FO Approval Signature  Date: 7/13/2023

6. Approval of President & CEO

Signature  Date: 7/13/2023



HOUSTON
HOUSING AUTHORITY

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 OLIVE TREE PROPERTY HOLDINGS LLC FOR THE ACQUISITION OF THE LIFE AT BRIGHTON ESTATES, AN APARTMENT COMMUNITY LOCATED AT OR ABOUT 130 ALDINE BENDER RD, HOUSTON, TX 77060.
DATE: JULY 5, 2023

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Olive Tree Property Holdings LLC for the acquisition of The Life at Brighton Estates, an apartment community located at or about 130 Aldine Bender Rd, Houston, TX 77060.

BACKGROUND:

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

The Houston Housing Authority wishes to increase the number of affordable housing units available for qualified residents within its jurisdiction. To facilitate this, a Qualification Based Solicitation (QBS 22-05) was issued on May 23, 2022.

QBS 22-05 aims to solicit acquisition, rehabilitation, or construction opportunities involving affordable housing.

PROPOSED PARTNER & DEVELOPMENT:

Olive Tree is pleased to present the Houston Housing Authority ("HHA") with an Affordable Housing Preservation opportunity for the Life at Sterling Woods, a 234-unit multifamily community located on 7 acres in Houston's Pasadena submarket, just northeast of the Hobby Airport. The Property consists of low-income housing tax credit ("LIHTC")/affordable units at 50% and 60% AMI rent thresholds for eligible seniors aged 55 and older. Olive Tree intends to preserve current affordable rents and restrictions at the Property long-term through regulatory agreements with HHA and HUD. Since acquiring the property in 2021, Olive Tree has completed numerous capital improvement projects, including security camera

installation, roof replacements across the property, and LED lighting conversions. This capital budget and scope of work have been prepared in the context of a public-private partnership with HHA. The Life at Sterling Woods has been well-maintained since its construction in 2006; this scope of improvements will position it for long-term viability.

AFFORDABLE UNITS:

The Life at Brighton Estates features a mix of 1 and 2-bedroom multifamily units, 10 units (4%) at the 50% AMI and 238 units (96%) are at the 60% AMI. Total of 248 affordable units

	50% AMI	60% AMI	Market	Totals	Avg. sq. ft.
1 Bedroom	6	84	0	90	750
2 Bedrooms	4	154	0	158	974
3 Bedrooms	0	0	0	0	-
Totals	10	238	0	248	893
Percentages	4.03%	95.97%	0.00%	100.00%	221,411

EVALUATION PROCESS:

The Evaluation Committee for QBS 22-05 consisted of Jay Mason, Director REID, Mike Rogers, Vice President of Fiscal & Business Operations, and David Cukierman, Consultant.

SCORING:

The scoring criteria for potential deals were changed in 2020 in order to help potential partners understand the number of ways to improve an affordable deal. The terms of QBS 22-05 called for the evaluation committee to evaluate each submittal and recommend higher-scoring proposals.

The scoring criteria and results are listed below:

DESCRIPTION	MAX. POINTS	Olive Tree Holdings - The Life at Brighton Estates (Insert Points Below)
Location	10	8
Depth of Affordability	10	10
Schools	10	3
\$ Front End	10	5
\$ Operations	10	2
Reasonable Developer \$	10	5
Term of Affordability	5	5
Flood Plain	5	5
\$/Land Back End	5	0
Preservation	5	5
HHA Resources	5	5
M/WBE Participation	5	5
Unit Mix	2.5	2.5
Mix with Market Units	2.5	0
Bonus Points	5	2
	100	62.5

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Olive Tree Property Holdings LLC for the acquisition of The Life at Brighton Estates, an apartment community located at or about 130 Aldine Bender Rd, Houston, TX 77060, for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Director of REID, dated July 5, 2023, to David A. Northern, Sr., President & CEO.

RESOLUTION NO. 3694

RESOLUTION AUTHORIZING THE PRESIDENT & CEO OR DESIGNEE OF THE HOUSTON HOUSING AUTHORITY (THE “AUTHORITY”) TO NEGOTIATE, EXECUTE AND MAKE NECESSARY CHANGES AND CORRECTIONS TO FACILITATE A MEMORANDUM OF UNDERSTANDING WITH OLIVE TREE PROPERTY HOLDINGS LLC FOR THE ACQUISITION OF THE LIFE AT BRIGHTON ESTATES LOCATED AT OR ABOUT 130 ALDINE BENDER ROAD, HOUSTON, TEXAS 77060 (THE “PROJECT”), FOR THE FORMATION OF HOUSING DEVELOPMENT PARTNERSHIP(S) TO PROVIDE ADDITIONAL AFFORDABLE HOUSING UNITS, 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 Olive Tree Property Holdings LLC (“**Olive Tree**”), for the acquisition of the Project;

WHEREAS, the Authority desires to form certain housing development partnership(s) to participate in the Project;

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 foregoing matters the Executing Officer shall deem to be necessary or desirable in the consummation of the transactions herein contemplated, including, without limitation the MOU, and any and all documents contemplated in connection with the MOU (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.

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

[Remainder of page intentionally left blank for signature]

Resolution No. 3694

PASSED 19th of July, 2023.

ATTEST:

CHAIR

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 Olive Tree Property Holdings LLC, for the acquisition of The Life at Sterling Woods, an apartment community located at or about 8625 Winkler Dr., Houston, TX 77017.

2. Date of Board Meeting: July 19, 2023

3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Olive Tree Property Holdings LLC, for the acquisition of The Life at Sterling Woods, an apartment community located at or about 8625 Winkler Dr., Houston, TX 77017, for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Director of REID, dated July 5, 2023, to David A. Northern, Sr., President & CEO.

4. Department Head Approval

Signature

DocuSigned by:
Jay Mason
FB1ADD6791F24F3...

Date: 7/13/2023

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

Funds Budgeted and Available ☐ Yes ☐ No Source _____

VP of FO Approval

Signature

DocuSigned by:
Mike Rogers
3FC87AD4710742D...

Date: 7/13/2023

6. Approval of President & CEO

Signature

DocuSigned by:
David A. Northern, Sr.
9E0B1D8C1AF04AA...

Date: 7/13/2023



HOUSTON
HOUSING AUTHORITY

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 OLIVE TREE PROPERTY HOLDINGS LLC, FOR THE ACQUISITION OF THE LIFE AT STERLING WOODS, AN APARTMENT COMMUNITY LOCATED AT OR ABOUT 8625 WINKLER DR., HOUSTON, TX 77017
DATE: JULY 5, 2023

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Olive Tree Property Holdings LLC, for the acquisition of The Life at Sterling Woods, an apartment community located at or about 8625 Winkler Dr., Houston, TX 77017

BACKGROUND:

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

The Houston Housing Authority wishes to increase the number of affordable housing units available for qualified residents within its jurisdiction. To facilitate this, a Qualification Based Solicitation (QBS 22-05) was issued on May 23, 2022.

QBS 22-05 aims to solicit acquisition, rehabilitation, or construction opportunities involving affordable housing.

PROPOSED PARTNER & DEVELOPMENT:

Olive Tree is a full-service, vertically integrated real estate investment firm with operations in The Woodlands, Texas, Dallas, Texas, Atlanta, Georgia, and New York City, with deep expertise and specialization within acquiring, repositioning, and operating workforce and affordable multifamily housing communities. In conjunction with its affiliate management organization, The Life Properties, Olive Tree

has acquired a portfolio of over 6,300 units – valuing over \$550 million – including 2,410 units in the Houston metro area, since its inception in 2017.

Olive Tree is pleased to present the Houston Housing Authority (“HHA”) with an Affordable Housing Preservation opportunity for the Life at Sterling Woods, a 234-unit multifamily community located on 7 acres in Houston’s Pasadena submarket, just northeast of the Hobby Airport. The Property consists of low-income housing tax credit (“LIHTC”)/affordable units at 50% and 60% AMI rent thresholds for eligible seniors aged 55 and older. Olive Tree intends to preserve current affordable rents and restrictions at the Property long-term through regulatory agreements with HHA and HUD. Since acquiring the property in 2021, Olive Tree has completed numerous capital improvement projects, including security camera installation, roof replacements across the property, and LED lighting conversions. This capital budget and scope of work has been prepared in the context of a public-private partnership with HHA. The Life at Sterling Woods has been well-maintained since its construction in 2006; this scope of improvements will position it for long-term viability.

AFFORDABLE UNITS:

The Life at Sterling Woods features a mix of 1 and 2-bedroom multifamily units, 117 units (50%) at the 50% AMI and 117 units (50%) are at the 60% AMI. Total of 234 affordable units

	50% AMI	60% AMI	Market	Totals	Avg. sq. ft.
1 Bedroom	50	47	0	97	616
2 Bedrooms	67	70	0	137	790
3 Bedrooms	0	0	0	0	-
Totals	117	117	0	234	718
Percentages	50.00%	50.00%	0.00%	100.00%	167,982

EVALUATION PROCESS:

The Evaluation Committee for QBS 22-05 consisted of Jay Mason, Director REID, Mike Rogers, Vice President of Fiscal & Business Operations, and David Cukierman, Consultant.

SCORING:

The scoring criteria for potential deals were changed in 2020 in order to help potential partners understand the number of ways to improve an affordable deal. The terms of QBS 22-05 called for the evaluation committee to evaluate each submittal and recommend higher-scoring proposals.

The scoring criteria and results are listed below:

DESCRIPTION	MAX. POINTS	Olive Tree Holdings - The Life at Sterling Woods (Insert Points Below)
Location	10	2
Depth of Affordability	10	10
Schools	10	3
\$ Front End	10	4
\$ Operations	10	2
Reasonable Developer \$	10	2
Term of Affordability	5	5
Flood Plain	5	5
\$/Land Back End	5	3
Preservation	5	5
HHA Resources	5	5
M/WBE Participation	5	5
Unit Mix	2.5	2.5
Mix with Market Units	2.5	0
Bonus Points	5	2
	100	55.5

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Olive Tree Property Holdings LLC, for the acquisition of The Life at Sterling Woods, an apartment community located at or about 8625 Winkler Dr., Houston, TX 77017, for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Director of REID, dated July 5, 2023, to David A. Northern, Sr., President & CEO.

RESOLUTION NO. 3695

RESOLUTION AUTHORIZING THE PRESIDENT & CEO OR DESIGNEE OF THE HOUSTON HOUSING AUTHORITY (THE “AUTHORITY”) TO NEGOTIATE, EXECUTE AND MAKE NECESSARY CHANGES AND CORRECTIONS TO FACILITATE A MEMORANDUM OF UNDERSTANDING WITH OLIVE TREE PROPERTY HOLDINGS LLC FOR THE ACQUISITION OF THE LIFE AT STERLING WOODS LOCATED AT OR ABOUT 8625 WINKLER DRIVE, HOUSTON, TEXAS 77017 (THE “PROJECT”), FOR THE FORMATION OF HOUSING DEVELOPMENT PARTNERSHIP(S) TO PROVIDE ADDITIONAL AFFORDABLE HOUSING UNITS, 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 Olive Tree Property Holdings LLC (“**Olive Tree**”), for the acquisition of the Project;

WHEREAS, the Authority desires to form certain housing development partnership(s) to participate in the Project;

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 foregoing matters the Executing Officer shall deem to be necessary or desirable in the consummation of the transactions herein contemplated, including, without limitation the MOU, and any and all documents contemplated in connection with the MOU (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.

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

[Remainder of page intentionally left blank for signature]

Resolution No. 3695

PASSED 19th of July, 2023.

ATTEST:

CHAIR

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 Olive Tree Property Holdings LLC for the acquisition of The Life at Clearwood, an apartment community located at or about 9465 Clearwood Dr., Houston, Texas 77075.

2. Date of Board Meeting: July 19, 2023

3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Olive Tree Property Holdings LLC for the acquisition of The Life at Clearwood, an apartment community located at or about 9465 Clearwood Dr., Houston, Texas 77075, for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Director of REID, dated July 5, 2023 to David A. Northern, Sr., President & CEO.

4. **Department Head Approval** Signature DocuSigned by: Jay Mason Date: 7/13/2023
FB1ADD6704F34F3...

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

Funds Budgeted and Available ☐ Yes ☐ No Source _____

VP of FO Approval Signature DocuSigned by: Mike Rogers Date: 7/13/2023
35C97AD4740742D...

6. Approval of President & CEO

Signature DocuSigned by: David A. Northern, Sr. Date: 7/13/2023
9E0B1D8C1AF04AA...



HOUSTON
HOUSING AUTHORITY

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 OLIVE TREE PROPERTY HOLDINGS LLC FOR THE ACQUISITION OF THE LIFE AT CLEARWOOD, AN APARTMENT COMMUNITY LOCATED AT OR ABOUT 9465 CLEARWOOD DR., HOUSTON, TEXAS 77075.
DATE: JULY 5, 2023

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Olive Tree Property Holdings LLC for the acquisition of The Life at Clearwood, an apartment community located at or about 9465 Clearwood Dr., Houston, Texas 77075.

BACKGROUND:

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

The Houston Housing Authority wishes to increase the number of affordable housing units available for qualified residents within its jurisdiction. To facilitate this, a Qualification Based Solicitation (QBS 22-05) was issued on May 23, 2022.

QBS 22-05 aims to solicit acquisition, rehabilitation, or construction opportunities involving affordable housing.

PROPOSED PARTNER & DEVELOPMENT:

Olive Tree is pleased to present the Houston Housing Authority ("HHA") with an Affordable Housing Preservation opportunity for the Life at Sterling Woods, a 234-unit multifamily community located on 7 acres in Houston's Pasadena submarket, just northeast of the Hobby Airport. The Property consists of low-income housing tax credit ("LIHTC")/affordable units at 50% and 60% AMI rent thresholds for eligible seniors aged 55 and older. Olive Tree intends to preserve current affordable rents and restrictions at the

Property long-term through regulatory agreements with HHA and HUD. Since acquiring the property in 2021, Olive Tree has completed numerous capital improvement projects, including security camera installation, roof replacements across the property, and LED lighting conversions. This capital budget and scope of work have been prepared in the context of a public-private partnership with HHA. The Life at Sterling Woods has been well-maintained since its construction in 2006; this scope of improvements will position it for long-term viability.

AFFORDABLE UNITS:

The Life at Clearwood features a mix of 2 and 3-bedroom multifamily units, with 276 units (100%) are at the 60% AMI. Total of 276 affordable units

	50% AMI	60% AMI	Market	Totals	Avg. sq. ft.
1 Bedroom	0	0	0	0	-
2 Bedrooms	0	60	0	60	1,029
3 Bedrooms	0	216	0	216	1,266
Totals	0	276	0	276	1,214
Percentages	0.00%	100.00%	0.00%	100.00%	335,184

EVALUATION PROCESS:

The Evaluation Committee for QBS 22-05 consisted of Jay Mason, Director REID, Mike Rogers, Vice President of Fiscal & Business Operations, and David Cukierman, Consultant.

SCORING:

The scoring criteria for potential deals were changed in 2020 in order to help potential partners understand the number of ways to improve an affordable deal. The terms of QBS 22-05 called for the evaluation committee to evaluate each submittal and recommend higher-scoring proposals.

The scoring criteria and results are listed below:

DESCRIPTION	MAX. POINTS	Olive Tree Holdings - The Life at Clearwood (Insert Points Below)
Location	10	2
Depth of Affordability	10	10
Schools	10	4
\$ Front End	10	5
\$ Operations	10	2
Reasonable Developer \$	10	2
Term of Affordability	5	5
Flood Plain	5	5
\$/Land Back End	5	3
Preservation	5	5
HHA Resources	5	5
M/WBE Participation	5	5
Unit Mix	2.5	2.5
Mix with Market Units	2.5	0
Bonus Points	5	2
	100	57.5

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Olive Tree Property Holdings LLC for the acquisition of The Life at Clearwood, an apartment community located at or about 9465 Clearwood Dr., Houston, Texas 77075, for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Director of REID, dated July 5, 2023 to David A. Northern, Sr., President & CEO.

RESOLUTION NO. 3696

RESOLUTION AUTHORIZING THE PRESIDENT & CEO OR DESIGNEE OF THE HOUSTON HOUSING AUTHORITY (THE “AUTHORITY”) TO NEGOTIATE, EXECUTE AND MAKE NECESSARY CHANGES AND CORRECTIONS TO FACILITATE A MEMORANDUM OF UNDERSTANDING WITH OLIVE TREE PROPERTY HOLDINGS LLC FOR THE ACQUISITION OF THE LIFE AT CLEARWOOD LOCATED AT OR ABOUT 9465 CLEARWOOD DRIVE, HOUSTON, TEXAS 77075 (THE “PROJECT”), FOR THE FORMATION OF HOUSING DEVELOPMENT PARTNERSHIP(S) TO PROVIDE ADDITIONAL AFFORDABLE HOUSING UNITS, 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 Olive Tree Property Holdings LLC (“**Olive Tree**”), for the acquisition of the Project;

WHEREAS, the Authority desires to form certain housing development partnership(s) to participate in the Project;

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, and any and all documents contemplated in connection with the MOU (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.

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

[Remainder of page intentionally left blank for signature]

Resolution No. 3696

PASSED 19th of July, 2023.

ATTEST:

CHAIR

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 Olive Tree Property Holdings LLC for the acquisition of The Life at Timber Ridge, an apartment community located at or about 5350 Aeropark Dr., Houston, Texas 77060.

2. Date of Board Meeting: July 19, 2023

3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Olive Tree Property Holdings LLC for the acquisition of The Life at Timber Ridge, an apartment community located at or about 5350 Aeropark Dr., Houston, Texas 77060, for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Director of REID, dated July 5, 2023, to David A. Northern, Sr., President & CEO.

4. Department Head Approval

Signature DocuSigned by:
Jay Mason
FB1ADD6791F24F3... Date: 7/13/2023

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

Funds Budgeted and Available ☐ Yes ☐ No Source _____

VP of FO Approval Signature DocuSigned by:
Mike Rogers
3FC87AD4710742D... Date: 7/13/2023

6. Approval of President & CEO

Signature DocuSigned by:
David A. Northern, Sr.
9E0B1D8C1AF04AA... Date: 7/13/2023



HOUSTON
HOUSING AUTHORITY

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 OLIVE TREE PROPERTY HOLDINGS LLC FOR THE ACQUISITION OF THE LIFE AT TIMBER RIDGE, AN APARTMENT COMMUNITY LOCATED AT OR ABOUT 5350 AEROPARK DR., HOUSTON, TEXAS 77060.
DATE: JULY 5, 2023

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Olive Tree Property Holdings LLC for the acquisition of The Life at Timber Ridge, an apartment community located at or about 5350 Aeropark Dr., Houston, Texas 77060.

BACKGROUND:

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

The Houston Housing Authority wishes to increase the number of affordable housing units available for qualified residents within its jurisdiction. To facilitate this, a Qualification Based Solicitation (QBS 22-05) was issued on May 23, 2022.

QBS 22-05 aims to solicit acquisition, rehabilitation, or construction opportunities involving affordable housing.

PROPOSED PARTNER & DEVELOPMENT:

Olive Tree is a full-service, vertically integrated real estate investment firm with operations in The Woodlands, Texas, Dallas, Texas, Atlanta, Georgia, and New York City, with deep expertise and specialization within acquiring, repositioning, and operating workforce and affordable multifamily housing communities. In conjunction with its affiliate management organization, The Life Properties, Olive Tree has acquired a portfolio of over 6,300 units – valuing over \$550 million – including 2,410 units in the Houston metro area, since its inception in 2017.

Resolution No. 3697

Olive Tree is pleased to present the Houston Housing Authority (“HHA”) with an Affordable Housing Preservation opportunity for the Life at Timber Ridge, a 316-unit multifamily community located on 36 acres in Houston’s Greenspoint submarket, off the North Sam Houston Parkway. Through a public-private partnership with Houston Housing Authority (“HHA”) and United States Department of Housing and Urban Development (“HUD”)-insured financing, Olive Tree will implement a substantial interior and exterior renovation project at the Property totaling over \$19,566 per unit, focused on retrofitting the Property with sustainable, energy-efficient systems, providing tenants with premier amenities, and upgrading units with Class A-quality finishing. In addition to the renewal of the Property’s physical condition, the current affordable rents at the Property will be preserved long-term through regulatory agreements with HHA and HUD, preventing exclusionary displacement of families in northeast Houston resulting from the loss of affordable housing stock which would otherwise revert to market rate at the end of the year 2034. This capital budget and scope of work has been prepared in the context of a public-private partnership with HHA. The Life at Timber Ridge has been well-maintained since its multiphase construction in 2002 and 2005.

AFFORDABLE UNITS:

The Life at Timber Ridge features a mix of 1, 2 and 3-bedroom multifamily units, 58 units (18%) at the 50% AMI and 258 units (81.65%) are at the 60% AMI. Total of 316 affordable units.

	5% AMI	60% AMI	Market	Totals	Avg. sq. ft.
1 Bedroom	9	31	0	40	652
2 Bedrooms	34	110	0	144	1,037
3 Bedrooms	15	117	0	132	1,303
Totals	58	258	0	316	1,099
Percentages	18.35%	81.65%	0.00%	100.00%	347,400

EVALUATION PROCESS:

The Evaluation Committee for QBS 22-05 consisted of Jay Mason, Director REID, Mike Rogers, Vice President of Fiscal & Business Operations, and David Cukierman, Consultant.

SCORING:

The scoring criteria for potential deals were changed in 2020 in order to help potential partners understand the number of ways to improve an affordable deal. The terms of QBS 22-05 called for the evaluation committee to evaluate each submittal and recommend higher-scoring proposals.

The scoring criteria and results are listed below:

DESCRIPTION	MAX. POINTS	Olive Tree Holdings - The Life at Timber Ridge (Insert Points Below)
Location	10	2
Depth of Affordability	10	10
Schools	10	4
\$ Front End	10	6
\$ Operations	10	2
Reasonable Developer \$	10	2
Term of Affordability	5	5
Flood Plain	5	5
\$/Land Back End	5	3
Preservation	5	5
HHA Resources	5	5
M/WBE Participation	5	5
Unit Mix	2.5	2.5
Mix with Market Units	2.5	2.5
Bonus Points	5	2
	100	61

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Olive Tree Property Holdings LLC for the acquisition of The Life at Timber Ridge, an apartment community located at or about 5350 Aeropark Dr., Houston, Texas 77060, for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Director of REID, dated July 5, 2023, to David A. Northern, Sr., President & CEO.

RESOLUTION NO. 3697

RESOLUTION AUTHORIZING THE PRESIDENT & CEO OR DESIGNEE OF THE HOUSTON HOUSING AUTHORITY (THE “AUTHORITY”) TO NEGOTIATE, EXECUTE AND MAKE NECESSARY CHANGES AND CORRECTIONS TO FACILITATE A MEMORANDUM OF UNDERSTANDING WITH OLIVE TREE PROPERTY HOLDINGS LLC FOR THE ACQUISITION OF THE LIFE AT TIMBER RIDGE LOCATED AT OR ABOUT 5350 AEROPARK DRIVE, HOUSTON, TEXAS 77060 (THE “PROJECT”), FOR THE FORMATION OF HOUSING DEVELOPMENT PARTNERSHIP(S) TO PROVIDE ADDITIONAL AFFORDABLE HOUSING UNITS, 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 Olive Tree Property Holdings LLC (“**Olive Tree**”), for the acquisition of the Project;

WHEREAS, the Authority desires to form certain housing development partnership(s) to participate in the Project;

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 foregoing matters the Executing Officer shall deem to be necessary or desirable in the consummation of the transactions herein contemplated, including, without limitation the MOU, and any and all documents contemplated in connection with the MOU (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.

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

[Remainder of page intentionally left blank for signature]

Resolution No. 3697

PASSED 19th of July, 2023.

ATTEST:

CHAIR

Secretary

BOARD REPORT FOR MONTH ENDING JUNE 30, 2023

I. Executive Summary70

II. Low Income Public Housing.....71

III. Housing Choice Voucher Program79

IV. Real Estate, Investment and Development80

V. Addendum: Open Solicitation Log82

VI. Addendum: Operating Statements83

EXECUTIVE SUMMARY

LOW-INCOME PUBLIC HOUSING

The Low-Income Public Housing (LIPH) program had an adjusted vacancy rate of 2.0% on June 30, 2023. As of July 1, 2023, rent collection for June was 91.7% of rents billed on an adjusted cash accounting basis.

There are currently 31,918 active applications for the Public Housing Waiting List, which represents a decrease of 0.45% from the month of May.

Low-Income Public Housing						
	April		May		June	
Vacancy Rate	2.0%		1.7%		2.0%	
Rent Collection	96.5%		92.4%		91.7%	
Unit Turnaround Time (Days)	58		57		60	
Avg. Non-Emergency Work Order Days	1.42		2.83		1.19	
Waiting Lists	Duplicated	Unduplicated	Duplicated	Unduplicated	Duplicated	Unduplicated
	32,208	14,498	32,061	14,498	31,918	14,398

***Correction update: In the May 2023 Executive Summary, there were 26,897 reported as active applications on the Public Housing Waiting List with a 0.4% decrease from the month of April. However, the correct number of active applications were 32,061, representing a 0.46% decrease from the month of April.**

HOUSING CHOICE VOUCHER PROGRAM

The HCV staff completed 463 annual re-examinations during May 2023. The HCV department also completed 212 interims, 248 change of units (moves), 197 new admissions, and 57 portability move-in transactions. On May 31, 2023, 381 families were enrolled in the Family Self Sufficiency (FSS) program; 212 of the 381 (56%) 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 May 31, 2023 was 89%.

Voucher Programs			
	April	May	June
Households	19,143	19,278	19,439
ABA Utilization/Unit Utilization	96.5%/93.4%	98%/92.2%	100.8%/92.3%
Reporting Rate	92%	89%	88%
Annual Reexaminations Completed	318	463	609
HQS Inspections	1,878	2,835	2,853
Waitlist	17,769	17,769	17,769

PROPERTY MANAGEMENT SUMMARY

PMC	Vacancy						Unit Turnaround Time (YTD)					
	April		May		June		April		May		June	
	%	Grade	%	Grade	%	Grade	Days	Grade	Days	Grade	Days	Grade
Orion	1.9	A	2.2	B	2.3	B	55.4	F	57.7	F	60.7	F
Lynd	0.5	A	0.5	A	1.9	A	49.9	E	51.6	F	50.9	F
J. Allen	2.9	B	1.5	A	1.7	A	61.1	F	56.5	F	61.2	F

PMC	Emergency Work Orders (Completed within 24 hours)						Routine Work Orders					
	April		May		June		April		May		June	
	%	Grade	%	Grade	%	Grade	Days	Grade	Days	Grade	Days	Grade
Orion	93.1	F	100	A	100	A	1.7	A	4.7	A	1.1	A
Lynd	100	A	100	A	100	A	0.0	A	7.9	A	2.8	A
J. Allen	100	A	100	A	100	A	2.6	A	2.3	A	2.2	A

PMC	Rent Collection					
	April		May		June	
	%	Grade	%	%	Grade	%
Orion	96.5	B	90.0	96.5	B	90.0
Lynd	84.0	F	96.0	84.0	F	96.0
J. Allen	99.0	A	94.0	99.0	A	94.0

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

PUBLIC HOUSING MANAGEMENT ASSESSMENT

VACANCY RATE This indicator examines the vacancy rate, a PHA's progress in reducing vacancies, and unit turnaround time. Implicit in this indicator is the adequacy of the PHA's system to track the duration of vacancies and unit turnaround, including down time, make ready time, and lease up time.	Goal 2.0%	Actual 2.0%	A 0 to 2 B 2.1 to 3 C 3.1 to 4 D 4.1 to 5 E 5.1 to 6 F ≥6.1
RENT COLLECTION (YTD) This report examines the housing authority's ability to collect dwelling rent owed by residents in possession of units during the current fiscal year by measuring the balance of dwelling rents uncollected as a percentage of total dwelling rents to be collected.	Goal 98%	Actual 91.7%	A 98 to 100 B 96 to 97.9 C 94 to 95.9 D 92 to 93.9 E 90 to 91.9 F ≤89.9
EMERGENCY WORK ORDERS This indicator examines the average number of days that it takes for an emergency work order to be completed. Emergency work orders are to be completed within 24 hours or less and must be tracked.	Goal 100%	Actual 100%	A 99 to 100 B 98 to 98.9 C 97 to 97.9 D 96 to 96.9 E 95 to 95.9 F ≤94.9
NON-EMERGENCY WORK ORDERS This indicator examines the average number of days that it takes for a work order to be completed. Implicit in this indicator is the adequacy of HHA's work order system in terms of how HHA accounts for and controls its work orders and its timeliness in preparing/issuing work orders.	Goal 3 Days	Actual 1.19 Days	A ≤24 B 25 to 30 C 31 to 40 D 41 to 50 E 51 to 60 F ≥61
ANNUAL INSPECTIONS This indicator examines the percentage of units that HHA inspects on an annual basis in order to determine the short-term maintenance needs and long-term modernization needs. Implicit in this indicator is the adequacy of HHA's inspection program in terms of the quality of HHA's inspections, and how HHA tracks both inspections and needed repairs. *PMC's have discretionary authority to select how many units to inspect each month, so long as all inspections are completed by September.	Goal 100%	Actual 67.4%	A 100 B 97 to 99 C 95 to 96.9 D 93 to 94.9 E 90 to 92.9 F ≥89.9*

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	210	0	100.0%	A	765	21	36	D
Cuney Homes	Orion	553	0	553	530	23	95.8%	D	6,633	108	61	F
Ewing	Orion	40	0	40	40	0	100.0%	A	55	3	18	A
Fulton Village	Lynd	108	0	108	108	0	100.0%	A	773	12	64	F
Heatherbrook	Lynd	53	0	53	51	2	96.2%	C	195	7	28	C
Independence Heights	Orion	36	0	36	35	1	97.2%	B	175	3	58	F
Irvinton Village	J. Allen	318	10	308	300	8	97.4%	B	4,953	74	67	F
Kelly Village	J. Allen	270	0	270	263	7	97.4%	B	3,356	60	56	F
Kennedy Place	Orion	108	0	108	106	2	98.1%	A	257	11	23	B
Lincoln Park	Orion	200	0	200	196	4	98.0%	A	1,945	27	72	F
Lyerly	J. Allen	199	0	199	196	3	98.5%	A	1,945	25	78	F
Oxford Place	Orion	230	19	211	205	6	97.2%	B	1,380	20	69	F
Totals		2325	29	2296	2240	56	98.0%	A	22,432	371	60	F

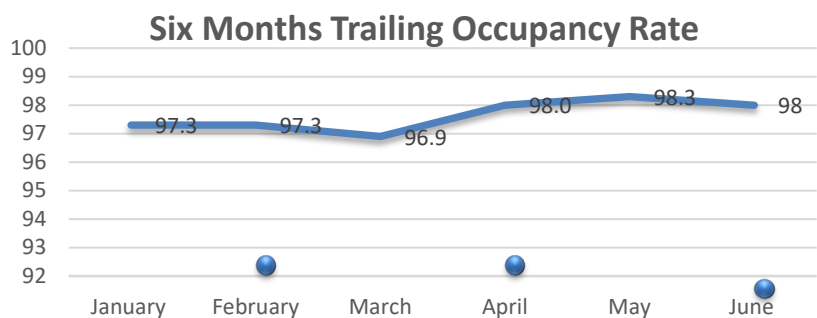
Section 8 New Construction Development	PMC	S8 NC Units	Units Offline	Total Available S8 NC Units	Occupied Units	Vacant Units	Occupancy Percentage	Grade	Total Vacant Days	Units Turne d YTD	Avg. Total Turnar ound Days YTD	Grade
Long Drive	Tarantino	210	0	210	210	0	100.0%	A	765	21	36	D
Telephone Road	Tarantino	553	0	553	530	23	95.8%	D	6,633	108	61	F
Totals		40	0	40	40	0	100.0%	A	55	3	18	A

RAD-PBV	PMC	RAD- PBV Units	Units Offline	Total Available RAD PBV Units	Occupied Units	Vacant Units	Occupancy Percentage	Grade	Total Vacant Days	Units Turne d YTD	Avg. Total Turnar ound Days YTD	Grade
Allen Parkway Village	Orion	278	8	270	123	147	45.6%	F	0	0	0	A
Historic Oaks of APV	Orion	222	0	222	111	111	50.0%	F	0	0	0	A
HRI-Victory	Orion	140	0	140	119	21	85.0%	F	0	0	0	A
Sweetwater Point	Lynd	26	0	26	24	2	92.3%	F	0	0	0	A
Totals		666	8	658	377	281	68.2%	F	0	0	0	A

*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.

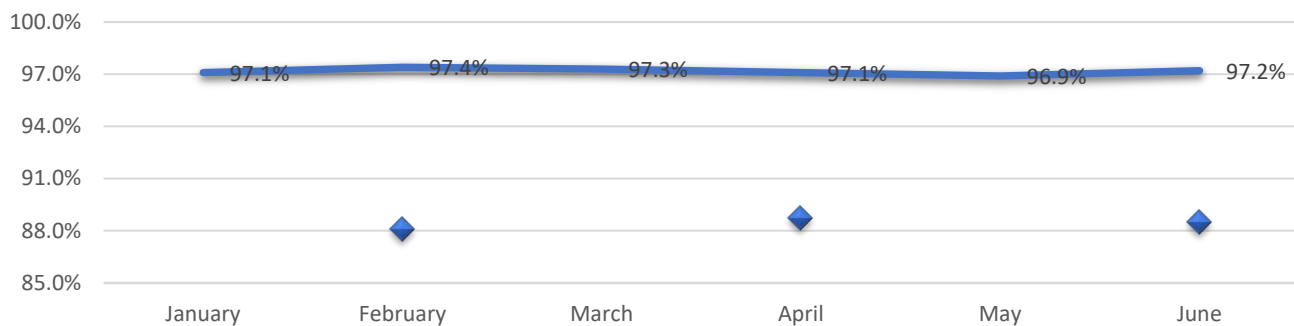
PHAS Score	Occupancy Rate	Avg. Total Turnaround Days
A	98 to 100	1 to 20
B	97 to 97.9	21 to 25
C	96 to 96.9	26 to 30
D	95 to 95.9	31 to 40
E	94 to 94.9	41 to 50
F	≤93.9	≥51



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	*CURRENTLY BEING REDEVELOPED						
Heatherbrook	Lynd	176	53	87	36	4	97.7%
Mansions at Turkey Creek	Orion	252	0	252	0	23	90.9%
Independence Heights	Orion	154	36	118	0	10	93.5%
Peninsula Park	Orion	280	0	280	0	5	98.2%
Pinnacle at Wilcrest	Embrey	250	0	250	0	0	100.0%
Uvalde Ranch	Hettig-Kahn	244	0	244	0	12	95.1%
Willow Park	Embrey	260	0	260	0	3	98.8%
PH-LIHTC							
Fulton Village	Lynd	108	108		0	0	100.0%
Lincoln Park	Orion	250	200		50	3	98.8%
Oxford Place	Orion	250	230		20	3	98.8%
TOTALS		2,224	627	1,491	106	63	2,224
RAD-PBV							
Allen Parkway Village	Orion	278	278		0	147	47.1%
Historic Oaks of APV	Orion	222	222		0	111	50.0%
HRI-Victory	Orion	140	140		0	21	85.0%
Sweetwater Point	Lynd	260	26	234	0	14	260
TOTAL		900	666	234	0	293	900

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	\$59,972	\$59,972	100.00%	A	\$339,566	\$339,317	99.93%	A
Cuney Homes	Orion	\$142,240	\$126,878	89.20%	F	\$876,091	\$789,589	90.13%	E
Ewing	Orion	\$10,428	\$10,287	98.65%	A	\$60,322	\$59,310	98.32%	A
Fulton Village	Lynd	\$54,016	\$54,016	100.00%	A	\$242,303	\$229,019	94.52%	C
Heatherbrook	Lynd	\$14,426	\$14,426	100.00%	A	\$98,004	\$95,165	97.10%	B
Independence Heights	Orion	\$12,125	\$6,391	52.71%	F	\$39,813	\$30,611	76.89%	F
Irvinton Village	J. Allen	\$84,373	\$72,989	86.51%	F	\$491,347	\$437,677	89.08%	F
Kelly Village	J. Allen	\$71,572	\$64,565	90.21%	E	\$434,281	\$412,019	94.87%	C
Kennedy Place	Orion	\$35,788	\$35,068	97.99%	A	\$228,462	\$218,837	95.79%	C
Lincoln Park	Orion	\$43,284	\$37,328	86.24%	F	\$258,648	\$246,782	95.41%	C
Lyerly	J. Allen	\$57,958	\$57,958	100.00%	A	\$333,381	\$333,144	99.93%	A
Oxford Place	Orion	\$39,784	\$33,985	85.42%	F	\$276,775	\$254,662	92.01%	D
Totals		\$625,965	\$573,862	91.68%	E	\$3,678,992	\$3,446,133	93.67%	D

Section 8 New Construction Development		Month Billed	Month Collected	% Collected	Grade	YTD Billed	YTD Collected	% YTD Collected	Grade
Long Drive	Tarantino	\$20,154	\$19,387	96.19%	B	\$123,335	\$121,117	98.20%	A
Telephone Road	Tarantino	\$10,109	\$34	0.34%	F	\$63,417	\$52,708	83.11%	F
Totals		\$30,263	\$19,421	64.17%	F	\$186,752	\$173,825	93.08%	D

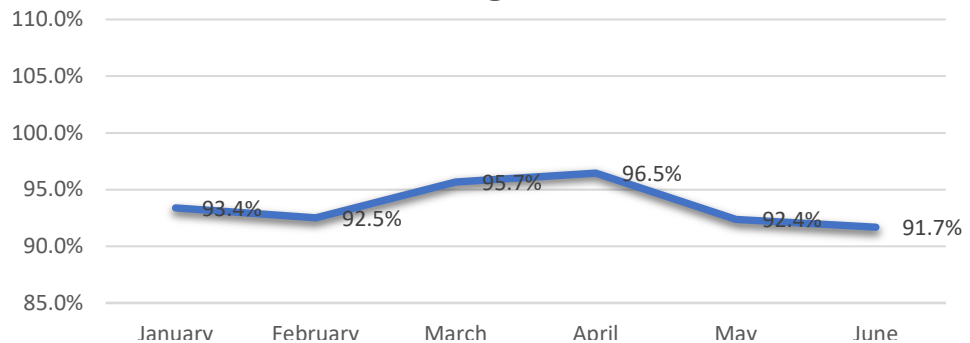
RAD-PBV		Month Billed	Month Collected	% Collected	Grade	YTD Billed	YTD Collected	% YTD Collected	Grade
Allen Parkway Village	Orion	\$226,615	\$25,200	11.12%	F	\$650,788	\$244,339	37.55%	F
Historic Oaks of APV	Orion	\$151,359	\$28,339	18.72%	F	\$448,888	\$211,237	47.06%	F
HRI-Victory	Orion	\$37,418	\$27,209	72.72%	F	\$211,767	\$191,521	90.44%	E
Sweetwater	Lynd	\$227,814	\$180,916	79.41%	F	\$1,406,246	\$1,229,846	87.46%	F
Totals		\$643,206	\$261,664	40.68%	F	\$2,717,689	\$1,876,943	69.06%	F

*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	Rent Collection Percentage
A	98 to 100
B	96 to 97.9
C	94 to 95.9
D	92 to 93.9
E	90 to 91.9
F	≤89.9

6 Months Trailing Rent Collection Rate



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	0	0	N/A	A
Cuney Homes	Orion	74	74	100.0%	A
Ewing	Orion	6	6	100.0%	A
Fulton Village	Lynd	0	0	N/A	A
Heatherbrook	Lynd	0	0	N/A	A
Independence Heights	Orion	0	0	N/A	A
Irvinton Village	J. Allen	0	0	N/A	A
Kelly Village	J. Allen	0	0	N/A	A
Kennedy Place	Orion	0	0	N/A	A
Lincoln Park	Orion	0	0	N/A	A
Lyerly	J. Allen	0	0	N/A	A
Oxford Place	Orion	0	0	N/A	A
Totals		80	80	100.0%	A

Section 8 New Construction Development		Emergency Work Orders Generated	Emergency W/O Completed within 24 hours	Percentage Completed within 24 hours	Grade
Long Drive	Tarantino	3	3	100.0%	A
Telephone Road	Tarantino	0	0	N/A	A
Totals		3	3	100.0%	

RAD-PBV		Emergency Work Orders Generated	Emergency W/O Completed within 24 hours	Percentage Completed within 24 hours	Grade
Allen Parkway Village	Orion	3	3	100.0%	A
Historic Oaks of APV	Orion	29	29	100.0%	A
HRI-Victory	Orion	2	2	100.0%	A
Sweetwater Point	Lynd	25	25	100.0%	A
Totals		59	59	100.0%	A

PHAS Score	Avg. W/O Days
A	99 to 100
B	98 to 98.9
C	97 to 97.9
D	96 to 96.9
E	95 to 95.9
F	≤94.9

*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.

NON-EMERGENCY WORK ORDERS

Low-Income Public Housing Development	PMC	Work Orders Generated	Average Completion Time (Days)	Grade
Bellerive	J. Allen	54	1.44	A
Cuney Homes	Orion	160	1.16	A
Ewing	Orion	16	1.33	A
Fulton Village	Lynd	66	2.84	A
Heatherbrook	Lynd	2	0.00	A
Independence Heights	Orion	0	0.00	A
Irvinton Village	J. Allen	237	1.64	A
Kelly Village	J. Allen	189	3.62	A
Kennedy Place	Orion	4	0.00	A
Lincoln Park	Orion	25	1.00	A
Lyerly	J. Allen	71	1.21	A
Oxford Place	Orion	2	0.00	A
Totals		826	1.19	A

Section 8 New Construction Development		Work Orders Generated	Average Completion Time (Days)	Grade
Long Drive	Tarantino	49	3.32	A
Telephone Road	Tarantino	5	0.00	A
Totals		54	1.66	A

RAD-PBV		Work Orders Generated	Average Completion Time (Days)	Grade
Allen Parkway Village	Orion	82	0.00	A
Historic Oaks of APV	Orion	58	0.00	A
HRI-Victory	Orion	66	0.00	A
Sweetwater Point	Lynd	220	0.00	A
Totals		426	0.00	A

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

*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.



ANNUAL INSPECTIONS

Low-Income Public Housing Development	PMC	YTD Inspections Due	YTD Inspections Performed	Percentage Complete	Grade
Bellerive	J. Allen	210	210	100.0%	A
Cuney Homes	Orion	553	250	45.2%	A
Ewing	Orion	40	40	100.0%	A
Fulton Village	Lynd	108	0	0.0%	A
Heatherbrook	Lynd	53	43	81.1%	A
Independence Heights	Orion	36	36	100.0%	A
Irvinton Village	J. Allen	308	254	82.5%	A
Kelly Village	J. Allen	270	170	63.0%	A
Kennedy Place	Orion	108	65	60.2%	A
Lincoln Park	Orion	200	149	74.5%	A
Lyerly	J. Allen	199	199	100.0%	A
Oxford Place	Orion	211	132	62.6%	A
Totals		2,296	1,548	67.4%	A

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

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

*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	Inspections Performed YTD
A	100%
B	97 to 99%
C	95 to 96.9%
D	93 to 94.9%
E	90 to 92.9%
F	≥89.9%

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

HOUSING CHOICE VOUCHER HUD-GRADED SEMAP INDICATORS

			Score	Performance
ANNUAL REEXAMINATIONS REPORTING RATE	Goal 96%	Actual 88%	10	≥96
<p>This Indicator shows whether the Agency completes a re-examination for each participating family at least every twelve (12) months.</p>			5	90 to 95
			0	≤89
CORRECT TENANT RENT CALCULATIONS	Goal 98%	Actual 100%	5	98 to 100
<p>This Indicator shows whether the Agency correctly calculates the family's share of rent to owner in the Rental Voucher Program.</p>			0	≤97
PRECONTRACT HQS INSPECTIONS	Goal 100%	Actual 100%	5	98 to 100
<p>This Indicator shows whether newly leased units pass HQS inspection on or before the beginning date of the Assisted Lease and HAP Contract.</p>			0	≤97
FSS ENROLLMENT	Goal 80%	Actual 91%	10	≥80
<p>This Indicator shows whether the Agency has enrolled families in the FSS Program as required. To achieve the full points for this Indicator, a housing authority must have 80% or more of its mandatory FSS slots filled. There are currently 410 mandatory slots on the FSS Program; 373 families are currently enrolled.</p>			8	60 to 79
			5	≤59
FSS ESCROW	Goal 30%	Actual 53%	10	≥30
<p>This Indicator shows the extent of the Agency's progress in supporting FSS by measuring the percent of current FSS participants with FSS progress reports entered in the PIC system that have had increases in earned income which resulted in escrow account balances. To achieve the full points for this Indicator, at least 30% of a housing authority's enrolled families must have an escrow balance. There are 373 families participating in the FSS program. Out of the 373 families, 201 (53%) of the families are eligible for escrow and currently have an FSS escrow balance.</p>			5	≤29

JULY 2023

RENOVATION 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. Project is in punch-list phase and is scheduled for completion this month.
 - Bellerive Exterior Wall Repairs (Due to Water Penetration) – Work has started and is scheduled to be completed in July, 2023. Project is on schedule for completion this month.
 - 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 complete.
 - Pneumatic Gas testing at Cuney Homes is complete.
 - License Plate Reader (LPR) Cameras – installation is tentatively scheduled to start on Monday, 7/31/23. Currently, working on a Communication Plan that will be distributed to all PHA residents before installation can begin.

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. Construction is 8% Complete.
- 800 Middle Street (Replacement Housing for Clayton Homes – will be named *'The Point at Bayou Bend'*):
 - Construction has started. Estimated full occupancy in December 2024. Construction is 7% Complete.
 - Infrastructure Package – construction has started. Completed is anticipated to be around December 2023. Construction is 55% Complete.
- 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 is complete and relocation activities are on-going, with a planned completion of the end of August 2023. The HHA is planning to schedule a ground-breaking ceremony in August. This is a shift from July 2023 to align with ongoing relocation activities.

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. Construction is 8% Complete (both APV and HOAPV).

Phase B relocation is ongoing with a planned completion by the end of July 2023. Phase A units are expected to be ready for re-occupancy from October through December 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. Construction is at 61% complete.

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

JULY 2023

HHA'S PROCUREMENT DEPT.

Type	Solicitation #	Status	Department(s)	Description	Advertisement Date	Due Date
RFP	23-08	Open	HCV	Project Based Vouchers	1-31-23	7-21-23
RFP	23-32	Open	REID	Procurement of Golf Carts	7-5-23	7-31-23

OPERATING STATEMENTS: 5 MONTHS ENDING MAY 31, 2023

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	769,875	3,807,410	3,835,179	27,769
Operating Expenses					
Salaries and Benefits	4,733,958	367,017	2,002,828	1,899,765	103,063
Facilities and Other Administrative Expenses	3,851,584	367,390	1,604,827	1,483,878	120,949
Total Central Office Expenses	8,585,542	734,407	3,577,309	3,383,643	224,012
Surplus/(Use) of Business Activities Funds for COCC	552,243	35,468	230,101	451,536	251,781

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	1,472,182	6,306,301	6,574,589	268,288
Operating Expenses					
Salaries and Benefits	8,398,269	593,460	3,553,114	3,110,727	442,387
Administrative Expenses	1,580,100	178,861	658,375	855,212	(196,837)
COCC-Management Fees	4,618,062	377,998	1,924,193	1,893,813	30,380
Total Operating Costs Expenses	14,596,431	1,150,319	6,135,681	5,859,752	275,929
Cash Flow (Deficit) from Operations	538,692	321,863	170,620	714,837	544,217
Housing Assistance Payments (HAP)					
Housing Assistance Payment Subsidy	175,000,000	15,131,051	72,916,667	73,829,591	912,924
Investment Income on HAP Reserves	0	0	0	0	0
Housing Assistance Payments	175,000,000	14,799,484	72,916,667	74,005,426	(1,088,759)
HAP Current Year Excess (Use)	0	331,567	0	(175,835)	(175,835)

OPERATING STATEMENTS: 5 MONTHS ENDING MAY 31, 2023

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	1,296,117	6,545,267	6,558,053	12,786
Tenant Rental Income	12,923,062	1,071,638	5,384,609	5,330,626	(53,983)
Other Income	870,965	66,690	362,902	359,103	(3,799)
Total Operating Income	29,502,667	2,434,445	12,292,778	12,247,782	(44,996)
Operating Expenses					
Administrative Expenses	9,177,403	826,368	3,823,918	3,564,624	259,294
Tenant Services	449,799	40,354	187,416	184,761	2,655
Utilities	3,281,262	265,253	1,367,193	1,331,579	35,614
Maintenance	9,179,106	790,243	3,824,628	3,781,883	42,745
Protective Services	2,224,127	177,517	926,720	872,537	54,183
Insurance Expense	1,756,251	145,298	731,771	709,409	22,362
Other General Expense	250,000	16,527	104,167	94,081	10,086
Total Routine Operating Expenses	26,317,948	2,261,560	10,965,812	10,538,874	426,938
Net Income from Operations	3,184,719	172,885	1,326,966	1,708,908	381,942
Non-Routine Maintenance	8,348,176	1,012,421	3,478,407	3,729,948	(251,541)
Debt Service	1,848,961	154,724	770,400	756,612	13,788
Debt Service- ESCO					
Cash Flow from Operations	(7,012,418)	(994,260)	(2,921,841)	(2,777,652)	144,189
Funds from Capital Funds	8,348,176	1,012,421	3,478,407	3,729,948	251,541
Cash Flow (Deficit) from Operations	1,335,758	18,161	556,566	952,296	395,730

OPERATING STATEMENTS: 5 MONTHS ENDING MAY 31, 2023

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	(34,981)	913,996	431,332	(482,664)
Tenant Rental Income	1,024,200	27,393	426,750	143,920	(282,830)
Other Income	1,640	450	683	3,987	3,304
Total Operating Income	3,219,430	(7,138)	1,341,429	579,239	(762,190)
Operating Expenses					
Administrative Expenses	828,483	28,325	345,201	276,540	68,661
Tenant Services	25,215	1,174	10,506	8,452	2,054
Utilities	403,756	11,370	168,232	85,600	82,632
Maintenance	422,320	37,654	175,967	179,266	(3,299)
Protective Services	85,000	4,293	35,417	21,801	13,616
Insurance Expense	250,000	5,611	104,167	27,721	76,446
Other General Expense	25,000	0	10,417	0	10,417
Total Routine Operating Expenses	2,039,774	88,427	849,906	599,380	250,526
Net Income from Operations	1,179,656	(95,565)	491,523	(20,141)	(511,664)
Non-Routine Maintenance	125,000	0	52,083	0	52,083
Debt Service	0	0	0	0	0
Cash Flow (Deficit) from Operations	1,054,656	(95,565)	439,440	(20,141)	(459,581)

OPERATING STATEMENTS: 5 MONTHS ENDING MAY 31, 2023

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	863,226	4,612,000	3,781,202	(830,798)
Other Income	363,952	31,235	151,647	86,356	(65,291)
Total Operating Income	11,432,753	894,461	4,763,647	3,867,558	(896,089)
Operating Expenses					
Administrative Expenses	2,605,819	193,525	1,085,758	966,465	119,293
Tenant Services	126,752	3,013	52,813	33,959	18,854
Utilities	866,255	75,567	360,940	353,803	7,137
Maintenance	1,308,018	126,954	545,008	595,851	(50,844)
Protective Services	187,431	15,425	78,096	75,612	2,484
Insurance Expense	920,817	82,233	383,674	382,409	1,265
Other General Expense	11,800	837	4,917	5,987	(1,070)
Total Routine Operating Expenses	6,026,892	497,554	2,511,205	2,414,086	97,119
Net Income from Operations	5,405,861	396,907	2,252,442	1,453,472	(798,970)
Non-Routine Maintenance	425,000	30,853	177,083	168,746	8,337
Debt Service	4,264,905	362,792	1,777,044	654,567	1,122,477
Funds from Replacement Reserve	425,000	0	177,083	0	(177,083)
	0				
Cash Flow (Deficit) from Operations	1,140,956	3,262	475,398	630,159	154,761

[illegible]