



**HOUSTON HOUSING AUTHORITY**  
BOARD OF COMMISSIONERS MEETING  
AUGUST 15, 2023  
3:00 P.M.

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



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**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**

**Tuesday, August 15, 2023**

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**BOARD OF COMMISSIONERS MEETING**

**TUESDAY, AUGUST 15, 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 July 19, 2023 Houston Housing Authority Board Meeting Minutes
- IV. President's Report
- V. Introduction of a Spanish interpreter.
- VI. Public Comments [\(To Make Comments during the Public Comments Section – Please add your name to the sign-in sheet when you enter the Board Meeting\)](#)
- VII. New Business

**Resolution No. 3698:** That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or Designee to negotiate, execute and make necessary changes and corrections to the contract with ADP, for HRIS and Payroll System services for a period not to exceed five (5) years, in an amount not to exceed \$100,000 annually pursuant to the memorandum from Patricia Guerra, Director of Human Resources, Training, and Development, dated August 07, 2023, to David A. Northern, Sr., President & CEO.

**Resolution No. 3699:** Consideration and/or take 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 Revenue Bonds (Brookside Gardens Apartments) 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.

**Resolution No. 3700:** That the Houston Housing Authority Board of Commissioners authorizes the President & CEO to execute a one-year intergovernmental agreement with an option to renew for four

(4) additional one-year terms not to exceed \$2,376,946.78 annually with Harris County through its Constable Precinct 6 Office for Law Enforcement Services at Houston Housing Authority properties and make any necessary changes, pursuant to the memorandum dated August 1, 2023, from Brian A. Terry, Director of Security to David A. Northern, Sr., President & CEO.

**Resolution No. 3701:** Consideration and/or action to authorize the President & CEO or designee to execute a contract with Geofill Construction to replace the roof and repair exterior walls at Kennedy Place Apartments.

**VIII.** Convene an Executive Session to discuss:

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

**IX.** Reconvene Public Session to take action on Executive Session agenda items.

**X.** Adjournment



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

**WEDNESDAY, JULY 19, 2023**

A Meeting of the Board of Commissioners (“Board”) of the Houston Housing Authority (“HHA”) was held on Wednesday, July 19, 2023 at the Houston Housing Authority Central Office, 2640 Fountain View Drive, Houston, Texas 77057.

Chair Snowden called the meeting to order at 3:04 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 Parris 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 June 27, 2023 Board of Commissioners meeting minutes and asked for a motion to adopt the meeting minutes.

Commissioner Kris Thomas moved to adopt the meeting minutes and Commissioner Stephanie Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to the June 27, 2023 Board of Commissioners meeting minutes. Having none, the minutes are adopted.

Chair Snowden said we will now move into our President’s Report.

**PRESIDENT’S REPORT**

Secretary Northern stated the Commissioners have a copy of the President’s report. The highlights of the report are as follows:

We had great success at the Cuney Food Pantry grand opening. We reached out to our partners and had a number of people provide financial support to help purchase more fresh food for the community. Also, we

recently took over 65 plus kids plus chaperones to the Astros game. I personally accompanied them and each child received an Astros replica ring. It was very exciting for the young kids to have an opportunity to attend and go home with a piece of Astros history.

On your desk, we have provided a REID Development Report which gives an update to all current and ongoing projects. Lastly, we had two community closings this past week. New Hope Berry and New Hope Gray. New Hope Berry is a family site with some 230 units and New Hope Gray is the senior site 55 and up with 135 units and that is in partnership with New Hope Housing.

This concludes my report unless you have any questions Chairman.

Chairman: Let me just say 'Thanks' to the Houston Housing Authority. Texas Southern University runs a Verizon mentoring program for STEM focus - training youngsters in 6<sup>th</sup>, 7<sup>th</sup>, and 8th grade in stem areas. They had a chance to visit the aviation facilities on our campus and are experiencing robotics, AR VR, and 3-D Printing. They are finishing up a 3-week program and I would like to commend the Houston Housing Authority for allowing 15 of our 140 kids that are joining us each day for the last three weeks. They are doing a great job and hopefully, they are learning some things to take back. It was for a grant I wrote some years ago and we appreciate the work they do. Thank you again to the Houston Housing Authority for engaging with us. Any other comments?

## **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.

Kelvin Williams stated we are not in compliance with the organization. He said he is the owner of the HHA and this is an illegal meeting. Each board member is responsible for your actions. You are not the Authority. You are not a legal organization and have been out of compliance since 1987. Ever since Mayor Turner appointed you, you are illegally operating.

## **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.**

Secretary Northern stated that Resolution No. 3686 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., 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. 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 adopt Resolution No. 3686.

Commissioner Kristy Kirkendoll moved to adopt Resolution No. 3686. Commissioner Kris Thomas seconded the motion.

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

## **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.**

Secretary Northern stated that Resolution No. 3690 will be presented by George D. Griffin III, Vice President of Housing Operations.

Mr. Griffin stated 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.

The amount for this quarter is a 23% decrease from the first quarter and a 46.8% decrease from the same time last year in 2022. HUD requires housing authorities to reduce public housing accounts receivable balances by writing off outstanding debt that is owed by former tenants after the debt has been deemed uncollectible. This debt includes rent additional rent resulting from unreported income, maintenance fees, legal fees, excessive utilities and other fees. Tenant debt that totaling \$50 or more is sent to a third-party collection agency which currently is National Recovery Agency. Outstanding tenant debt is typically sent to this collection agency within 60 days of write-offs and once this debt has been received, it is split 50/50 between the collection agency and HHA.

Therefore resolution 3690 recommends 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. Accordingly, staff recommends the Board adopt Resolution No. 3690.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3690.

Commissioner Kris Thomas moved to adopt Resolution No. 3690. Commissioner Stephanie Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution. Having none, Resolution No. 3690 is adopted.

### **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.**

Secretary Northern stated that Resolution No. 3691 will be presented by Patricia Guerra, Director of Human Resources.

Ms. Guerra stated we currently have three staffing agencies on contract but we have found it challenging to retain the talent for our needs. A couple of months ago we went through the normal RFP process and received 40 respondents, of those we have selected five. This resolution actually did come to the board last month but we were missing M/WBE and WBE designations.

Resolution No. 3691 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, Director of Human Resources, Training, and Development, dated July 7, 2023, to David A. Northern, Sr., President & CEO. Accordingly, staff recommends the Board adopt this resolution.

Chairman stated this probably should have been in Old Business since it went before the board in July.

Anna Hawkins stated the July resolution was denied therefore a new resolution was required.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3691.

Commissioner Andrea Cooksey moved to adopt Resolution No. 3691. Commissioner Kristy Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution. Having none, Resolution No. 3691 is adopted.

**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.**

Secretary Northern stated that Resolution No. 3692 will be presented by Roy Spivey, Director Information Technology.

Mr. Spivey stated Resolution No. 3692 reads. That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with 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. Accordingly, staff recommends the Board adopt Resolution No. 3692.

HHA has used Emphasis software package called Lead for Operations in compliance and data transmission since 2007. As a normal course of business to ensure that we're using software that meets HHA needs, we send out RFP 2321. There were two responses to the solicitation. these responses were from Emphasis Software and Yardi Systems. Their responses were evaluated by a six-member selection committee that consisted of Mike Rogers, Rhonda Foster, Gary Baxter, Diana Dmitriyeva, Leigha Greenleaf and Corey Franklin. After evaluating the two responses, the selection committee selected Yardi Systems which is an MBE company. Yardi Systems offers many features that HHA has been lacking or that we are trying to process and develop. Staff recommends the approval of this resolution.



Secretary Northern asked Mr. Spivey to talk more about the financial obligations of the Housing Authority and how we plan to move this contract forward.

Director Spivey replied, we still need to negotiate the contract so there are many questions that have not been finalized such as when payments start.

Secretary Northern said, Sir just if you would allow me to add, our current software system is currently not capable of handling this size of a housing authority so we're going to move forward with Yardi for a five-year contract. Part of that contract is implementation which could transfer data from the current system over to the Yardi system. If you look at the numbers over five years, our estimate is close to \$5 million. If we look at the unit count in terms of how many vouchers we have is close to 24,000 that's \$208 per unit so we feel that's an acceptable price related to this type of service for the organization.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3692.

Commissioner Kristy Kirkendoll moved to adopt Resolution No. 3692. Commissioner Andrea Cooksey seconded the motion.

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

Chair Snowden's comments, I guess looking at the time frame and I think I might have a discussion with you all during that negotiation period. We need to really consider talking about initially a three-year contract. I don't want to bind the authority five years out, especially with something new that we're going into. I don't want to have to fight folks from Yardi but we will if we need to. I like three years rather than 5 years. I need you all to do what's best for the Housing Authority and I don't like to bind our hands for extended periods unless there are significant cost breaks and significant benefits to us. Legal, I want to make sure we go that we are, as well as the individuals that are using the system, that they're engaged in making sure that the implementation is in place, and those questions that I asked you like about when things start during this implementation over period And how our data is maintained. We make sure those things are secured. I want to make sure that we have some discussion about this before the final ink is put on. Any other questions or any other discussion?

Commissioner Cooksey's comments: The only other comment to make sure they have adequate training for us to transition because I think the system is needed and I think it handles more than anything and they can eliminate some of the waiting time from understanding correctly for our clients that need to be serviced. I think this will help serve them so we want to make sure that we get some on board training you know for the staff.

Mr. Spivey's reply, as part of the implementation, there's a full training component to it in which every staff member is trained.

Chair Snowden stated, let's be very clear, we're migrating over, jumping on another train of sorts, and I think it's a train for us that has the benefits as we are looking to grow and expand, we oftentimes say that we're not just your typical Housing Authority. There are many things that we do, we need to make sure that all that we have and that the services and products that we have, we are able to use them to benefit from them. So let's make sure that as we are migrating over, moving over that there is that necessary training so that we aren't caught off guard and all of the security is in place so that we aren't losing things on the back end.

Chairman called for a vote. All voted in favor. Resolution No. 3692 is adopted.

**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.**

Secretary Northern stated that Resolution No. 3693 will be presented by Jay Mason, Director of REID.

Mr. Mason stated Resolution No. 3693 reads. That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with 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. Accordingly, staff recommends the Board adopt Resolution No. 3693.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3693.

Commissioner Kristy Kirkendoll moved to adopt Resolution No. 3693. Commissioner Stephanie Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution. Having none, Resolution No. 3693 is adopted.

**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.**

Secretary Northern stated that Resolution No. 3694 will be presented by Jay Mason, Director of REID.

Mr. Mason stated Resolution No. 3694 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 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. Accordingly, staff recommends the Board adopt Resolution No. 3694.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3694.

Commissioner Kristy Kirkendoll moved to adopt Resolution No. 3694. Commissioner Kris Thomas seconded the motion.

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

Secretary Northern stated, I want to point out that this is a low-income housing tax credit deal along with the others on our agenda and we really feel that all of these deals provide the needed resources of more affordable housing for our clients. I just want to make sure that we point out that this is a low-income housing tax credit deal.

Chair Snowden commented I am glad you are saying that. We want to make sure we're clear. This is a low-income tax credit deal and housing authorities do it all the time. It's always a benefit to us to be involved. Thank you for that clarity.

Any more discussion? Having none, called for a vote. All voted in favor and therefore Resolution No. 3694 is adopted.

**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.**

Secretary Northern stated that Resolution No. 3695 will be presented by Jay Mason, Director of REID.

Mr. Mason stated Resolution No. 3695 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 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. Accordingly, staff recommends the Board adopt Resolution No. 3695.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3695.

Commissioner Kristy Kirkendoll moved to adopt Resolution No. 3695. Commissioner Kris Thomas seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution. Having none, Resolution No. 3695 is adopted.

**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.**

Secretary Northern stated that Resolution No. 3696 will be presented by Jay Mason, Director of REID.

Mr. Mason stated Resolution No. 3696 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 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. Accordingly, staff recommends the Board adopt Resolution No. 3696.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3696.

Commissioner Kristy Kirkendoll moved to adopt Resolution No. 3696. Commissioner Andrea Cooksey seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution. Having none, Resolution No. 3696 is adopted.

**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.**

Secretary Northern stated that Resolution No. 3697 will be presented by Jay Mason, Director of REID.

Mr. Mason stated Resolution No. 3697 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 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. Accordingly, staff recommends the Board adopt Resolution No. 3697.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3697.

Commissioner Kristy Kirkendoll moved to adopt Resolution No. 3697. Commissioner Stephanie Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution. Having none, Resolution No. 3697 is adopted.

On these transactions, I know we're moving into an MOU with Olive Tree, as we are doing all of these transactions, we are always pushing for more affordability. As we look at what we are up against here in Houston and beyond, it's a must that we are always looking and pushing our developers and partners and let them know the true mission of HHA and the work that we do. It's important that you are recognizing who we are working for and it is those that have the least. I want you to see with Olive Tree, how they can do better.

#### **EXECUTIVE SESSION**

Chair Snowden stated there is no need for an Executive Session.

#### **ADJOURNMENT**

Chair Snowden remarked this concludes the items on today's agenda and declared the meeting adjourned at 3:42 p.m.



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**RESPONSES TO COMMENTS RECEIVED AT THE TUESDAY, JULY 18, 2023  
BOARD OF COMMISSIONER MEETING**

A Meeting of the Board of Commissioners (“Board”) of the Houston Housing Authority (“HHA”) was held on Tuesday, July 18, 2023, at the Houston Housing Authority Central Office, 2640 Fountain View Drive, Houston, Texas 77057.

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

**C = Comments Received**

**R= HHA Response**

**PUBLIC COMMENTS**

**C =** Kelvin Williams stated we are not in compliance with the organization. He said he is the owner of the HHA and this is an illegal meeting. Each board member is responsible for your actions. You are not the Authority. You are not a legal organization and has been out of compliance since 1987. Ever since Mayor Turner appointed you, you are illegally operating.



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**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 a contract with ADP for HRIS/Payroll software system services.

**2. Date of Board Meeting:** August 15, 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 the contract with ADP, for HRIS and Payroll System services for a period not to exceed five (5) years, in an amount not to exceed \$100,000 annually pursuant to the memorandum from Patricia Guerra, Director of Human Resources, Training, and Development, dated August 07, 2023, to David A. Northern, Sr., President & CEO.

**4. Department Head Approval**      DocuSigned by:  
Signature Patricia Guerra      Date: 8/10/2023  
9DB8924D2B5F4C1...

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

Funds Budgeted and Available     Yes     No    Source \_\_\_\_\_

**VP of FO Approval**      DocuSigned by:  
Signature Mike Rogers      Date: 8/10/2023  
3EC87AD4710742D

**6. Approval of President & CEO**      DocuSigned by:  
Signature David A. Northern, Sr.      Date: 8/10/2023  
9E0B1D8C1AF04AA...



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**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 A CONTRACT WITH ADP FOR HRIS/PAYROLL SYSTEM SERVICES  
**DATE:** AUGUST 10, 2023

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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 the contract with ADP for HRIS/Payroll system services for a period not to exceed five (5) years, and in an amount not to exceed \$100,000 annually.

**BACKGROUND:**

The current Houston Housing Authority HRIS/Payroll system services contract is not fulfilling all the needs of the Agency. It became necessary for HHA to seek a new HRIS/Payroll system solution in order for HHA to provide a more effective, innovative, dynamic, and easy-to-use solution for all HHA end-users.

By implementing an improved HRIS/Payroll system, HHA will become more efficient in the areas of recruiting, employee onboarding, reporting/analytics, metrics, performance management, time and attendance, payroll processing, compliance, and benefits administration.,

**ADVERTISEMENT:**

In May 2023, the Houston Housing Authority's Procurement Department issued a legal notice advertising Request for Proposal 23-28 HRIS & Payroll System ("RFP 23-28") in the Houston Chronicle and Forward Times Newspapers, and the Houston Business Journal.

In addition to posting "RFP 23-28" 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. Additional notifications were sent to companies identified by the HR department and based on searches performed online by the procurement team. The Procurement team additionally posted the solicitation on [www.beaconbid.com](http://www.beaconbid.com) and notified all relevant vendors that had registered with the website.

Interested parties were also able to access RFP 23-28 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:**

On July 11, 2023, HHA's Procurement Department opened three (3) sealed proposals, which were evaluated, independently, by the following HHA staff:

- Khadija Darr (Sr. Vice President of Administration)
- Patricia Guerra (Director of Human Resources, Training, and Development)
- Mike Rogers (Vice President of Fiscal & Business Operations)
- Roy Spivey (Director of Information Technology)
- Cupid Alexander (Sr. Vice President of Operations)

All responses to “RFP 23-28” received by the specified due date were scored based on the following published scoring criteria:

Evaluation Criteria	Description	Maximum Points
Criteria 1:	Experience and Qualification: Contractual and technical experience in performing work of similar size and scope. Qualifications of staff and adequacy of labor commitment to meet or exceed project timelines.	30
Criteria 2:	References: Assessment of vendor previous projects.	5
Criteria 3:	Project Approach/Methodology: Proposal demonstrates understanding of HHA needs and requirements. Project approach and methodology meets or exceeds project timelines and implementation/performance expectations.	25
Criteria 4:	Costs	40
	<b>TOTAL POINTS</b>	<b>100</b>

Based on the committee scores the three companies were ranked as follows:

Rank	Firm/Company	M/WBE	Sub-Contract with M/WBE	Evaluation Rating
1	ADP	N/A	N/A	91
2	PDS	WBE	N/A	81
3	Compunnel	MBE	Yes	63

The agency's goal is to have all contracts utilizing sub-contractors to spend at least 30% of the project funds with M/WBE businesses. ADP intends to self-perform all work related to these services and will not utilize sub-contractors.

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

## RECOMMENDATION

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

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or Designee to negotiate, execute and make necessary changes and corrections to the contract with ADP, for HRIS and Payroll System services for a period not to exceed five (5) years, in an amount not to exceed \$100,000 annually pursuant to the memorandum from Patricia Guerra, Director of Human Resources, Training, and Development, dated August 07, 2023, to David A. Northern, Sr., President & CEO.





**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**REQUEST FOR BOARD AGENDA ITEM**


**1. Brief Description of Proposed Item**

Consideration and/or take action to authorize the President & CEO to take such actions necessary or convenient to approve the issuance by Lakeside Place PFC of the Lakeside Place PFC Multifamily Housing Revenue Bonds (Brookside Gardens Apartments) 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.

**2. Date of Board Meeting:** August 15, 2023


**3. Proposed Board Resolution:**

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to take such actions necessary or convenient to approve the issuance by Lakeside Place PFC of the Lakeside Place PFC Multifamily Housing Revenue Bonds (Brookside Gardens Apartments) 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 August 15, 2023, to David A. Northern, Sr., President & CEO.

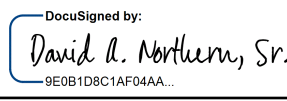
**4. Department Head Approval**    Signature     Date: 8/10/2023

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

Funds Budgeted and Available  Yes  No    Source Third Party Funding

**VP of FO Approval**    Signature     Date: 8/10/2023

**6. Approval of President & CEO**

Signature     Date: 8/10/2023



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**MEMORANDUM**

**TO:** DAVID A. NORTHERN, SR., PRESIDENT & CEO  
**FROM:** JAY MASON, DIRECTOR OF REID  
**SUBJECT:** CONSIDERATION AND/OR TAKE 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 REVENUE BONDS (BROOKSIDE GARDENS APARTMENTS) 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.  
**DATE:** AUGUST 1, 2023

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to take such actions necessary or convenient to approve the issuance by Lakeside Place PFC of the Lakeside Place PFC Multifamily Housing Revenue Bonds (Brookside Gardens Apartments) 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, and the execution of all required documents therefor, pursuant to the memorandum from Jay Mason, Director of REID dated August 15, 2023, to David A. Northern, Sr., President & CEO.

**BACKGROUND**

Lakeside Place PFC (the “**Issuer**”) was created by the Housing Authority of the City of Houston dba Houston Housing Authority (the “**Sponsor**”) pursuant to the provisions of the Public Facility Corporation Act, Chapter 303, Texas Local Government Code, as amended (the “**Act**”).

Section 303.071 if the Act requires that the governing body of the Sponsor approve by resolution any of the Issuer’s bonds.

It is deemed necessary and advisable that this Resolution be adopted.

**RECOMMENDATION**

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

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to take such actions necessary or convenient to approve the issuance by Lakeside Place PFC of the Lakeside Place PFC Multifamily Housing Revenue Bonds (Brookside Gardens Apartments) Series 2023; Approving the form and substance of and authorizing the

Resolution No. 3699

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 August 15, 2023, to David A. Northern, Sr., President & CEO.

**HOUSING AUTHORITY OF THE CITY OF HOUSTON  
RESOLUTION NO. 3699**

RESOLUTION APPROVING THE ISSUANCE, SALE AND DELIVERY BY LAKESIDE PLACE PFC OF ITS MULTIFAMILY HOUSING REVENUE BONDS (BROOKSIDE GARDENS APARTMENTS) 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

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

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

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

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

Section 1. The Resolution authorizing the issuance of Lakeside Place PFC Multifamily Housing Revenue Bonds (Brookside Gardens Apartments) Series 2023 (the “Bonds”), adopted by the Board of Directors of the Issuer (the “Issuer Resolution”), a copy of which is attached hereto as Exhibit A and made a part hereof for all purposes, is hereby approved.

Section 2. The Bonds, which will be issued in an aggregate principal amount not to exceed \$37,500,000, to finance the acquisition and rehabilitation of a multifamily housing residential rental development located at approximately 3525 South Sam Houston Parkway East, Houston, Texas 77047, including, without limitation, utilities, foundation, structures and equipment (collectively, the “Project”), and owned and operated by Brookside Gardens Apartments, LLC are hereby approved pursuant to Section 303.071 of the Act.

Section 3. The approval herein given is in accordance with the provisions of Section 303.071 of the Act and is not to be construed as any undertaking by the Sponsor, and the Bonds shall never constitute and indebtedness or pledge of the Sponsor, the City of Houston or the State of Texas, within the meaning of any constitutional or statutory provision, and the holder of the Bonds shall never be paid in whole or in part out of any funds raised or to be raised by taxation or any other revenues of the Issuer, the Sponsor, the City of Houston or the State of Texas except those revenues assigned and pledged by the Issuer in the Indenture (as defined in the Issuer Resolution).

Section 4. The issuance of the Bonds to assist in the financing of the Project will promote the public purposes set forth in Section 303.002 of the Act, will accomplish a valid public

purpose of the Sponsor by providing for the acquisition, rehabilitation, equipping, furnishing and placement in service of public facilities in an orderly, planned manner and at the lowest possible borrowing costs, and will provide decent, safe, and sanitary urban housing for persons of low and moderate income.

Section 5. An income that is greater than 120% of median gross income for the Houston area is the amount of income that the Sponsor considers necessary for families or persons to live, without financial assistance, in decent, safe and sanitary housing without overcrowding.

Section 6. The programs and expenditures authorized and contemplated by the Issuer Resolution are hereby in all respects approved.

Section 7. The President and Secretary of the Sponsor and the other officers of the Sponsor are hereby authorized, jointly and severally, to execute and deliver such endorsements, instruments, certificates, documents, or papers necessary and advisable to carry out the intent and purposes of this Resolution.

Section 8. This resolution shall be in full force and effect from and upon its adoption.

[Remainder of page intentionally left blank for signature]

PASSED this 15th day of August, 2023

ATTEST:

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Chair

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Secretary

**Exhibit A**

**ISSUER RESOLUTION**

*[To be attached]*



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**REQUEST FOR BOARD AGENDA ITEM**

**1. Brief Description of Proposed Item**

2023 Law Enforcement Services Intergovernmental Agreement.

**2. Date of Board Meeting:** August 15, 2023

**3. Proposed Board Resolution:**

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to execute a one-year intergovernmental agreement with an option to renew for four (4) additional one-year terms not to exceed \$2,376,946.78 annually with Harris County through its Constable Precinct 6 Office for Law Enforcement Services at designated Houston Housing Authority properties and make any necessary changes, pursuant to the memorandum dated August 1, 2023, from Brian A. Terry, Director of Security to David A. Northern, Sr., President & CEO.

**4. All Backup attached?**

Yes  No

*If no, what is missing and when will it be submitted:* \_\_\_\_\_

**5. Department Head Approval**

Signature DocuSigned by:  
*George D. Griffin III*  
B501C71F4DD949C... Date: 8/10/2023

**6. Statement regarding availability of funds by VP of Fiscal Operations**

Funds Budgeted and Available  Yes  No Source \_\_\_\_\_

Account # \_\_\_\_\_

**VP of FO Approval** Signature DocuSigned by:  
*Mike Rogers*  
3FC87AD4710742D... Date: 8/10/2023

**7. Approval of President & CEO**

Signature DocuSigned by:  
*David A. Northern, Sr.*  
9E0B1D8C1AF04AA... Date: 8/10/2023





**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**MEMORANDUM**

**TO:** DAVID A. NORTHERN, SR., PRESIDENT & CEO  
**FROM:** BRIAN A. TERRY, DIRECTOR OF SECURITY  
**SUBJECT:** 2023 LAW ENFORCEMENT SERVICES INTERGOVERNMENTAL AGREEMENT  
**DATE:** AUGUST 2, 2023

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This memorandum recommends that the Houston Housing Authority’s Board of Commissioners, authorize the President and CEO to execute a one-year intergovernmental agreement with an option to renew for four (4) additional one-year terms not to exceed \$2,376,946.78 annually with Harris County through its Constable Precinct 6 Office for Law Enforcement Services at Houston Housing Authority properties. This agreement will govern the provision of law enforcement services at multi-family communities owned by HHA and its office at 2640/2636 Fountain View Drive, Houston, TX 77057.

**BACKGROUND**

The HHA has an intergovernmental agreement with Harris County, as allowed by HUD procurement rules, and pursuant to Texas Government Code Chapter 791, “Interlocal Cooperation Contracts”, which authorizes entities to contract to the greatest extent possible to increase the efficiency and effectiveness of local government.

In 2018, the Board approved Resolution No. 3003 authorizing HHA to execute an agreement with Harris County for one year with an option to renew for four (4) additional one-year terms. The current contract expires on September 30, 2023, and the HHA has exhausted its (4) additional one-year term extension that the Board of Commissioners authorized in 2018.

The HHA has decided to continue its existing longstanding relationship with Harris County Constables by entering into an intergovernmental agreement for law enforcement services. Under the current contract, Law Enforcement Services Deputies patrol properties, Allen Parkway Village, Historic Rental Properties, Victory Place, Ewing, Cuney Homes, Long Drive, Clayton Homes, Kennedy Place, Kelly Village, Fulton Village, Irvinton Village, Oxford Place, Forest Green, Heatherbrook, Lincoln Park, and the HHA’s main office buildings. The new contract will mirror the same properties that are in the last contract excluding Clayton Homes.

The following chart indicates the impact of law enforcement services provided by Harris County Precinct 6 Deputies from 2014-2022.

## Public Housing Security Yearly Stat Comparison 2014-2022

TYPE	2014	2015	2016	2017	2018	2019	2020	2021	2022
Arrest Totals	528	395	172	168	165	114	110	124	86
Citations Issued	20	36	10	18	14	20	14	5	12
Criminal Trespass Warnings	105	54	17	79	83	24	12	39	35
Calls for Service	1,840	1,468	1,760	1,727	1,854	2,218	2,256	2,020	1,723
Narcotics Seized (Grams)	2,052	2,451	1,302	767	672	1,204	947	1,178	5,004
On View Incidents	1,217	879	533	846	845	717	404	313	189
Property Patrols	14,641	11,455	10,670	15,163	12,510	13,066	18,424	17,065	13,593
Reports Entered	1,136	774	609	544	563	646	765	640	516
Towed Vehicles	26	48	13	26	20	13	15	13	15
Weapons Seized	31	20	14	14	24	19	47	19	9
To Be Warrants	48	23	22	26	30	43	64	35	45

Therefore, to continue securing HHA'S properties, addressing the calls for service, ensuring routine patrols of all properties, and creating safer communities and living environments for the families living in public housing, the HHA recommends an agreement with Harris County for Contract Deputies to perform Law Enforcement services. The HHA has the option to increase/decrease the number of deputies during the option years. Currently, HHA employs 21 officers and intends to employ that same number over the next 4 years. The new agreement, like the previous, will be at an 80-20 split in which the HHA will pay 80% of the deputy's salary and the County pays 20% with a 5% increase each year as noted below:

HHA Cost per Year	Number of Officers	Total per Year
\$93,120.00	21	\$1,955,520.00
\$97,776.00	21	\$2,053,296.00
\$102,664.80	21	\$2,155,960.80
\$107,798.04	21	\$2,263,758.84
\$113,187.94	21	\$2,376,946.78

### RECOMMENDATION

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

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to execute a one-year intergovernmental agreement with an option to renew for four (4) additional one-year terms not to exceed \$2,376,946.78 annually with Harris County through its Constable Precinct 6 Office for Law Enforcement Services at designated Houston Housing Authority properties and make any necessary changes, pursuant to the memorandum dated August 1, 2023, from Brian A. Terry, Director of Security to David A. Northern, Sr., President & CEO.



**HOUSTON**  
HOUSING AUTHORITY

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 Geofill Construction to replace the roof and repair exterior walls at Kennedy Place Apartments.

**2. Date of Board Meeting:** August 15, 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 Geofill Construction to replace the roof and repair exterior walls at Kennedy Place Apartments in an amount not to exceed \$1,545,840 pursuant to the memorandum from Jay Mason, Director of REID dated August 1, 2023, to David A. Northern, Sr., President & CEO.

**4. Department Head Approval**    Signature DocuSigned by:  
*Jay Mason*  
FB1ADD6791F24F3...    Date: 8/10/2023

**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*  
3FC87AD4740742D...    Date: 8/10/2023

**6. Approval of President & CEO**    Signature DocuSigned by:  
*David A. Northern, Sr.*  
9E0B1D8C1AF04AA...    Date: 8/10/2023



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**MEMORANDUM**

**TO:** DAVID A. NORTHERN, SR., PRESIDENT & CEO  
**FROM:** JAY MASON, DIRECTOR OF REID  
**SUBJECT:** CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO EXECUTE A CONTRACT WITH GEOFILL CONSTRUCTION TO REPLACE THE ROOF AND REPAIR EXTERIOR WALLS AT KENNEDY PLACE APARTMENTS.  
**DATE:** AUGUST 1, 2023

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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 Geofill Construction to replace the roof and repair exterior walls at Kennedy Place Apartment in an amount not to exceed \$1,545,840.

**BACKGROUND:**

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

- Replacement of roof, gutters, and downspouts.
- Repair/replacement of stucco coating.
- Replacement of damaged brick.
- Replacement of missing/deteriorated sealant.
- Replacement of damaged garage doors.

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 \$1,500,000 and \$1,800,000, so the lowest responsible bid is within the estimated budget.

**EVALUATION PROCESS:**

In May of 2023, a legal notice advertising IFB 23-22 Roof and Exterior Wall Renovations at Kennedy Place Apartments (“IFB 23-22”) was posted in the Houston Chronicle and Forward Times Newspapers, and in the Houston Business Journal.

In addition to posting “IFB 23-22” 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 23-22” by going to the websites of the City of Houston Office of Business Opportunity (“OBO”); the Greater Houston Black Chamber of Commerce (“GHBC”); the Houston Minority Supplier Development Council (“HMSDC”); the Houston Chapter of the National Association of Minority Contractors (“NAMC”); and to the Houston Office of the United States Small Business Administration (“SBA”).

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 8, 2023, HHA’s Procurement Department opened the following sealed bids in response to “IFB 23-22”:

Rank	Firm/Company	M/WBE	M/WBE Participation	Bid Price
1	PuroClean – West Houston	N/A	No	*\$761,434.46
2	Geofill Construction	N/A	Yes	\$1,545,840.00
3	Crystal Roofing, LLC.	MBE	Yes	\$1,628,000.00
4	RTC Restoration & Glass, Inc.	N/A	No	\$2,206,594.00
5	Guaranteed Builders, Inc.	N/A	No	\$2,295,895.00
6	United Restoration & Preservation, Inc.	N/A	No	\$4,140,337.50
7	J.R. Jones Roofing, Inc.	N/A	Yes	\$4,171,752.00
8	TADCO, LLC.	MBE	No	\$4,199,408.33

References have been checked & returned positive. There are no conflicts of interest and Geofill Construction is not on the HUD Debarment List.

Agency goal is to have all contracts utilizing sub-contractors to spend at least 30% of the project funds with M/WBE businesses. Geofill Construction has stated they will subcontract \$389,000 (25% of total contract amount) to Mighty Dog Roofing (WBE).

Additionally, Geofill Construction will hire Section 3 participants to fill employment opportunities (laborers) and offer paid, on the job, training.

\*The PuroClean – West Houston bid was deemed non-responsive because their sealed bid did not include the required Bid Bond. HHA’s Procurement Policy requires a Bid Bond to be submitted for construction contracts exceeding \$100,000, and per Section 9 of HUD Form 5369 (which was included in “IFB 23-22”), a bid shall be rejected if it does not contain a bid guarantee.

**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 Geofill Construction to replace the roof and repair exterior walls at Kennedy Place Apartments in an amount not to exceed \$1,545,840 pursuant to the memorandum from Jay Mason, Director of REID dated August 1, 2023, to David A. Northern, Sr., President & CEO.

**BOARD REPORT FOR MONTH ENDING JULY 31, 2023**

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- II.** Low Income Public Housing.....32
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- VI.** Addendum: Operating Statements .....44

## EXECUTIVE SUMMARY

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### LOW-INCOME PUBLIC HOUSING

The Low-Income Public Housing (LIPH) program had an adjusted vacancy rate of 2.1% on July 31, 2023. As of August 1, 2023, rent collection for July was 94.1% of rents billed on an adjusted cash accounting basis.

There are currently 31,831 active applications for the Public Housing Waiting List, which represents a decrease of 0.3% from last month.

Low-Income Public Housing						
	May		June		July	
Vacancy Rate	1.7%		2.0%		2.1%	
Rent Collection	92.4%		91.7%		94.1%	
Unit Turnaround Time (Days)	57		60		67	
Avg. Non-Emergency Work Order Days	2.83		1.19		1.56	
Waiting Lists	<b>Duplicated</b>	<b>Unduplicated</b>	<b>Duplicated</b>	<b>Unduplicated</b>	<b>Duplicated</b>	<b>Unduplicated</b>
	32,061	14,498	31,918	14,398	31,831	14,197

### HOUSING CHOICE VOUCHER PROGRAM

The HCV staff completed 891 annual re-examinations during July 2023. The HCV department also completed 221 interims, 234 change of units (moves), 214 new admissions, and 50 portability move-in transactions. On July 31, 2023, 375 families were enrolled in the Family Self Sufficiency (FSS) program; 206 of the 375 (55%) 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 July 31, 2023 was 86%.

Voucher Programs			
	May	June	July
Households	19,278	19,439	19,552
ABA Utilization/Unit Utilization	98%/92.2%	100.8%/92.3%	102.9%/93.8%
Reporting Rate	89%	88%	86%
Annual Reexaminations Completed	463	609	891
HQS Inspections	2,835	2,853	2,497
Waitlist	17,769	17,769	17,769



## PROPERTY MANAGEMENT SUMMARY

PMC	Vacancy						Unit Turnaround Time (YTD)					
	May		June		July		May		June		July	
	%	Grade	%	Grade	%	Grade	Days	Grade	Days	Grade	Days	Grade
Orion	2.2	B	2.3	B	2.7	B	57.7	F	60.7	F	75.3	F
Lynd	0.5	A	1.9	A	0.9	A	51.6	F	50.9	F	48.2	E
J. Allen	1.5	A	1.7	A	1.9	A	56.5	F	61.2	F	62.7	F

PMC	Emergency Work Orders (Completed within 24 hours)						Routine Work Orders					
	May		June		July		May		June		July	
	%	Grade	%	Grade	%	Grade	Days	Grade	Days	Grade	Days	Grade
Orion	100	A	100	A	98.6	B	4.7	A	1.1	A	2.1	A
Lynd	100	A	100	A	100	A	7.9	A	2.8	A	1.1	A
J. Allen	100	A	100	A	100	A	2.3	A	2.2	A	2.3	A

PMC	Rent Collection					
	May		June		July	
	%	Grade	%	%	Grade	%
Orion	90.0	E	88.1	F	90.9	E
Lynd	96.0	B	100	A	100	A
J. Allen	94.0	C	93.3	D	96.1	B

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

<p><b>VACANCY RATE</b></p> <p>Goal 2.0%      Actual 2.1%</p> <p>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.</p>	<p>A 0 to 2</p> <p>B 2.1 to 3</p> <p>C 3.1 to 4</p> <p>D 4.1 to 5</p> <p>E 5.1 to 6</p> <p>F ≥6.1</p>
<p><b>RENT COLLECTION (YTD)</b></p> <p>Goal 98%      Actual 94.1%</p> <p>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.</p>	<p>A 98 to 100</p> <p>B 96 to 97.9</p> <p>C 94 to 95.9</p> <p>D 92 to 93.9</p> <p>E 90 to 91.9</p> <p>F ≤89.9</p>
<p><b>EMERGENCY WORK ORDERS</b></p> <p>Goal 100%      Actual 98.7%</p> <p>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.</p>	<p>A 99 to 100</p> <p>B 98 to 98.9</p> <p>C 97 to 97.9</p> <p>D 96 to 96.9</p> <p>E 95 to 95.9</p> <p>F ≤94.9</p>
<p><b>NON-EMERGENCY WORK ORDERS</b></p> <p>Goal 3 Days      Actual 1.56 Days</p> <p>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.</p>	<p>A ≤24</p> <p>B 25 to 30</p> <p>C 31 to 40</p> <p>D 41 to 50</p> <p>E 51 to 60</p> <p>F ≥61</p>
<p><b>ANNUAL INSPECTIONS</b></p> <p>Goal 100%      Actual 74.1%</p> <p>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.</p> <p>*PMC's have discretional authority to select how many units to inspect each month, so long as all inspections are completed by September.</p>	<p>A 100</p> <p>B 97 to 99</p> <p>C 95 to 96.9</p> <p>D 93 to 94.9</p> <p>E 90 to 92.9</p> <p>F ≥89.9*</p>

## VACANCY RATE AND TURNAROUND DAYS

Low-Income Public Housing Development	PMC	ACC Units	Approved Units Offline	Total Available ACC Units	Occupied Units	Vacant Units	Occupancy Percentage	Grade	Total Vacant Days	Units Turned YTD	Avg. Total Turnaround Days YTD	Grade
Bellerive	J. Allen	210	0	210	210	0	100.0%	A	803	26	31	C
Cuney Homes	Orion	553	0	553	530	23	95.8%	D	6,933	85	82	F
Ewing	Orion	40	0	40	40	0	100.0%	A	9	2	5	A
Fulton Village	Lynd	108	0	108	108	0	100.0%	A	674	12	56	F
Heatherbrook	Lynd	53	0	53	52	1	98.1%	A	194	6	32	D
Independence Heights	Orion	36	0	36	35	1	97.2%	B	206	3	69	F
Irvinton Village	J. Allen	318	10	308	301	7	97.7%	B	4,789	67	71	F
Kelly Village	J. Allen	270	0	270	264	6	97.8%	B	3,350	56	60	F
Kennedy Place	Orion	108	0	108	106	2	98.1%	A	262	10	26	C
Lincoln Park	Orion	200	0	200	194	6	97.0%	B	1,991	26	77	F
Lyerly	J. Allen	199	0	199	193	6	97.0%	B	2,027	26	78	F
Oxford Place	Orion	230	19	211	202	9	95.7%	D	1,599	20	80	F
<b>Totals</b>		<b>2,325</b>	<b>29</b>	<b>2,296</b>	<b>2,235</b>	<b>61</b>	<b>97.9%</b>	<b>B</b>	<b>22,837</b>	<b>339</b>	<b>67</b>	<b>F</b>

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 Turned YTD	Avg. Total Turnaround Days YTD	Grade
Long Drive	Tarantino	100	0	100	100	0	100.0%	A	114	10	11	A
<b>Totals</b>		<b>100</b>	<b>0</b>	<b>100</b>	<b>100</b>	<b>0</b>	<b>100.0%</b>	<b>A</b>	<b>114</b>	<b>10</b>	<b>11</b>	<b>A</b>

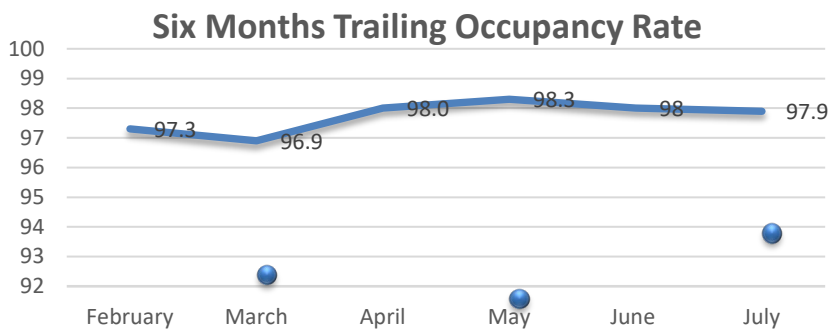
Tax Credit	PMC	TC Units	Units Offline	Total Available TC Units	Occupied Units	Vacant Units	Occupancy Percentage	Grade	Total Vacant Days	Units Turned YTD	Avg. Total Turnaround Days YTD	Grade
Telephone Road	Tarantino	200	0	200	97	103	48.5%	F	0	39	0	A
<b>Totals</b>		<b>200</b>	<b>0</b>	<b>200</b>	<b>97</b>	<b>103</b>	<b>48.5%</b>	<b>F</b>	<b>0</b>	<b>39</b>	<b>0</b>	<b>A</b>

RAD-PBV	PMC	RAD-PBV Units	Units Offline	Total Available RAD PBV Units	Occupied Units	Vacant Units	Occupancy Percentage	Grade	Total Vacant Days	Units Turned YTD	Avg. Total Turnaround Days YTD	Grade
Allen Parkway Village	Orion	278	8	270	118	152	43.7%	F	0	0	0	A
Historic Oaks of APV	Orion	222	0	222	85	137	38.3%	F	0	0	0	A
HRI-Victory	Orion	140	0	140	123	17	87.9%	F	0	0	0	A
Sweetwater Point	Lynd	26	0	26	23	3	88.5%	F	0	0	0	A
<b>Totals</b>		<b>666</b>	<b>8</b>	<b>658</b>	<b>349</b>	<b>309</b>	<b>64.6%</b>	<b>F</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>A</b>

\*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.

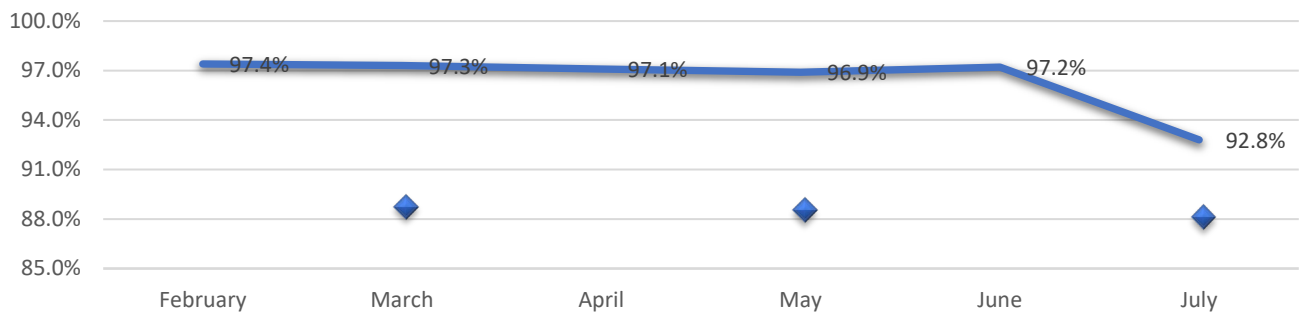
PHAS Score	Occupancy Rate	Avg. Total Turnaround Days
A	98 to 100	1 to 20
B	97 to 97.9	21 to 25
C	96 to 96.9	26 to 30
D	95 to 95.9	31 to 40
E	94 to 94.9	41 to 50
F	≤93.9	≥51



## 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	<b>*CURRENTLY BEING REDEVELOPED</b>						
Heatherbrook Mansions at Turkey Creek	Lynd	176	53	87	36	3	98.3%
Independence Heights	Orion	252	0	252	0	19	92.5%
Peninsula Park	Orion	154	36	118	0	6	96.1%
Pinnacle at Wilcrest	Orion	280	0	280	0	5	98.2%
Uvalde Ranch	Embrey	250	0	250	0	1	99.6%
Willow Park Telephone Rd	Hettig-Kahn	244	0	244	0	16	93.4%
	Embrey	260	0	260	0	1	99.6%
	Tarantino	200	0	200	0	103	48.5%
<b>PH-LIHTC</b>							
Fulton Village	Lynd	108	108		0	0	100.0%
Lincoln Park	Orion	250	200		50	5	98.0%
Oxford Place	Orion	250	230		20	7	97.2%
<b>TOTALS</b>		<b>2,424</b>	<b>627</b>	<b>1,691</b>	<b>106</b>	<b>166</b>	<b>92.8%</b>
<b>RAD-PBV</b>							
Allen Parkway Village	Orion	278	278		0	152	45.3%
Historic Oaks of APV	Orion	222	222		0	137	38.3%
HRI-Victory	Orion	140	140		0	17	87.9%
Sweetwater Point	Lynd	260	26	234	0	13	95.0%
<b>TOTAL</b>		<b>900</b>	<b>666</b>	<b>234</b>	<b>0</b>	<b>319</b>	<b>66.6%</b>

### 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
<b>Totals</b>		<b>\$625,965</b>	<b>\$573,862</b>	<b>91.68%</b>	<b>E</b>	<b>\$3,678,992</b>	<b>\$3,446,133</b>	<b>93.67%</b>	<b>D</b>

Section 8 New Construction Development		Month Billed	Month Collected	% Collected	Grade	YTD Billed	YTD Collected	% YTD Collected	Grade
Long Drive	Tarantino	\$22,778	\$22,598	99.21%	A	\$146,113	\$143,715	98.36%	A
<b>Totals</b>		<b>\$22,778</b>	<b>\$22,598</b>	<b>99.21%</b>	<b>A</b>	<b>\$146,113</b>	<b>\$143,715</b>	<b>98.36%</b>	<b>A</b>

Tax Credit	PMC	Month Billed	Month Collected	% Collected	Grade	YTD Billed	YTD Collected	% YTD Collected	Grade
Telephone Road	Tarantino	\$22,748	\$22,748	100.00%	A	\$86,165	\$75,456	87.57%	F
<b>Totals</b>		<b>\$22,748</b>	<b>\$22,748</b>	<b>100.00%</b>	<b>A</b>	<b>\$86,165</b>	<b>\$75,456</b>	<b>87.57%</b>	<b>F</b>

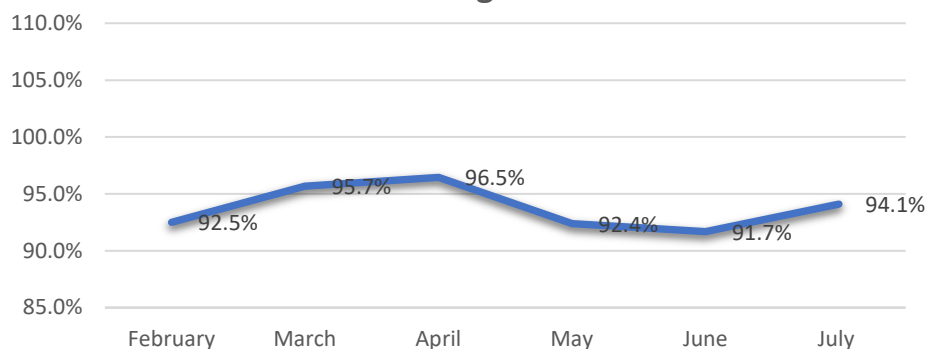
RAD-PBV		Month Billed	Month Collected	% Collected	Grade	YTD Billed	YTD Collected	% YTD Collected	Grade
Allen Parkway Village	Orion	\$227,550	\$33,509	14.73%	F	\$878,338	\$277,848	31.63%	F
Historic Oaks of APV	Orion	\$53,897	\$17,324	32.14%	F	\$502,784	\$228,561	45.46%	F
HRI-Victory	Orion	\$37,465	\$32,929	87.89%	F	\$249,232	\$224,450	90.06%	E
Sweetwater	Lynd	\$238,280	\$212,834	89.32%	F	\$1,644,526	\$1,442,680	87.73%	F
<b>Totals</b>		<b>\$557,191</b>	<b>\$296,595</b>	<b>53.23%</b>	<b>F</b>	<b>\$3,274,880</b>	<b>\$2,173,539</b>	<b>66.37%</b>	<b>F</b>

\*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	67	67	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	1	1	100.0%	A
Kelly Village	J. Allen	1	1	100.0%	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	1	0	0.0%	A
<b>Totals</b>		<b>76</b>	<b>75</b>	<b>98.7%</b>	<b>A</b>

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

TAX CREDIT	PMC	Emergency Work Orders Generated	Emergency W/O Completed within 24 hours	Percentage Completed within 24 hours	Grade
Telephone Road	Tarantino	2	2	100.0%	A
<b>Totals</b>		<b>2</b>	<b>2</b>	<b>100.0%</b>	<b>A</b>

RAD-PBV		Emergency Work Orders Generated	Emergency W/O Completed within 24 hours	Percentage Completed within 24 hours	Grade
Allen Parkway Village	Orion	7	7	100.0%	A
Historic Oaks of APV	Orion	7	7	100.0%	A
HRI-Victory	Orion	7	7	100.0%	A
Sweetwater Point	Lynd	18	18	100.0%	A
<b>Totals</b>		<b>39</b>	<b>39</b>	<b>100.0%</b>	<b>A</b>

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

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## NON-EMERGENCY WORK ORDERS

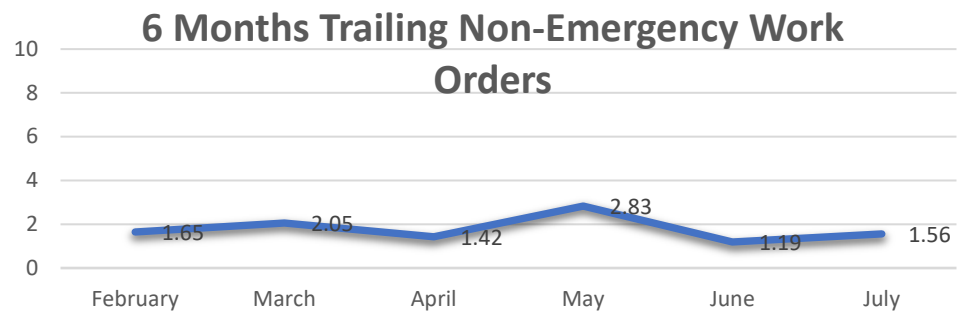
Low-Income Public Housing Development	PMC	Work Orders Generated	Average Completion Time (Days)	Grade
Bellerive	J. Allen	66	1.33	A
Cuney Homes	Orion	140	1.19	A
Ewing	Orion	30	2.15	A
Fulton Village	Lynd	21	1.05	A
Heatherbrook	Lynd	0	0.00	A
Independence Heights	Orion	0	0.00	A
Irvinton Village	J. Allen	188	1.60	A
Kelly Village	J. Allen	177	3.93	A
Kennedy Place	Orion	0	0.00	A
Lincoln Park	Orion	46	3.38	A
Lyerly	J. Allen	96	1.30	A
Oxford Place	Orion	88	2.79	A
<b>Totals</b>		<b>852</b>	<b>1.56</b>	<b>A</b>

Section 8 New Construction Development		Work Orders Generated	Average Completion Time (Days)	Grade
Long Drive	Tarantino	14	3.25	A
<b>Totals</b>		<b>14</b>	<b>3.25</b>	<b>A</b>
TAX CREDIT	PMC	Emergency Work Orders Generated	Emergency W/O Completed within 24 hours	Percentage Completed within 24 hours
Telephone Road	Tarantino	15	0.00	A
<b>Totals</b>		<b>15</b>	<b>0.00</b>	<b>A</b>
RAD-PBV		Work Orders Generated	Average Completion Time (Days)	Grade
Allen Parkway Village	Orion	109	0.00	A
Historic Oaks of APV	Orion	27	0.00	A
HRI-Victory	Orion	64	0.00	A
Sweetwater Point	Lynd	161	0.00	A
<b>Totals</b>		<b>361</b>	<b>0.00</b>	<b>A</b>

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	308	100.0%	A
Kelly Village	J. Allen	270	270	100.0%	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
<b>Totals</b>		<b>2,296</b>	<b>1,702</b>	<b>74.1%</b>	<b>A</b>

Section 8 New Construction Development	PMC	Inspections Due	Inspections Performed	Percentage Complete	Grade
Long Drive	Tarantino	100	76	76.0%	A
<b>Totals</b>		<b>100</b>	<b>76</b>	<b>76.0%</b>	<b>A</b>

TAX CREDIT	PMC	Inspections Due	Inspections Performed	Percentage Complete	Grade
Telephone Road	Tarantino	200	0	0.0%	A
<b>Totals</b>		<b>200</b>	<b>0</b>	<b>0.0%</b>	<b>A</b>

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
<b>Totals</b>		<b>658</b>	<b>310</b>	<b>47.1%</b>	<b>A</b>

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\*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 30<sup>th</sup> 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
<p><b>ANNUAL REEXAMINATIONS REPORTING RATE</b></p> <p>This Indicator shows whether the Agency completes a re-examination for each participating family at least every twelve (12) months.</p>	<p>Goal 96%</p>	<p>Actual 86%</p>	<p>10</p> <p>5</p> <p>0</p>	<p>≥96</p> <p>90 to 95</p> <p>≤89</p>
<p><b>CORRECT TENANT RENT CALCULATIONS</b></p> <p>This Indicator shows whether the Agency correctly calculates the family's share of rent to owner in the Rental Voucher Program.</p>	<p>Goal 98%</p>	<p>Actual 100%</p>	<p>5</p> <p>0</p>	<p>98 to 100</p> <p>≤97</p>
<p><b>PRECONTRACT HQS INSPECTIONS</b></p> <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>	<p>Goal 100%</p>	<p>Actual 100%</p>	<p>5</p> <p>0</p>	<p>98 to 100</p> <p>≤97</p>
<p><b>FSS ENROLLMENT</b></p> <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 368 mandatory slots on the FSS Program; 375 families are currently enrolled.</p>	<p>Goal 80%</p>	<p>Actual 102%</p>	<p>10</p> <p>8</p> <p>5</p>	<p>≥80</p> <p>60 to 79</p> <p>≤59</p>
<p><b>FSS ESCROW</b></p> <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 375 families participating in the FSS program. Out of the 375 families, 206 (55%) of the families are eligible for escrow and currently have an FSS escrow balance.</p>	<p>Goal 30%</p>	<p>Actual 55%</p>	<p>10</p> <p>5</p>	<p>≥30</p> <p>≤29</p>

# REAL ESTATE, INVESTMENT, AND DEVELOPMENT

AUGUST 2023

## RENOVATION PROJECTS

### **PUBLIC HOUSING DEFERRED MAINTENANCE AND CAPITAL IMPROVEMENTS**

- **Major Capital Projects**
  - Oxford Repairs due to Freeze – Project is in punchlist phase but and is scheduled for completion this month. Majority of the units have been turned over to operations for lease-up.
  - Bellerive Exterior Wall Repairs (Due to Water Penetration) – Project is in punchlist phase (minimal) and is scheduled to be finalized this month.
  - License Plate Reader (LPR) Cameras – installation is scheduled to start on Monday, 8/14/23. Communication Plan has been finalized and is being distributed to residents.

## 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 5<sup>th</sup> ward except for lot 6. We continue to work with 5<sup>th</sup> 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 **September**. 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 **10%** 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 reoccupancy 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 **68%** 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. **Demolition is 98% complete, contractor just grading the property and removing trash.**
- **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

AUGUST 2023

HHHA'S PROCUREMENT DEPT.

Type	Solicitation #	Status	Department(s)	Description	Advertisement Date	Due Date
RFP	23-38	Open	REID	Security Guard Services	7-28-23	8-16-23
IFB	23-40	Open	REID	Air Conditioning Material Supply and Delivery	7-26-23	8-17-23
RFP	23-08	Open	HCV	Project Based Vouchers	1-31-23	8-18-23
IFB	23-30	Open	REID	Replacement of Heaters at Cuney Homes Apartments	7-28-23	8-29-23
IFB	23-41	Open	REID	Installation of A/C Units at Cuney Homes, Irvinton Village and Kelly Village	8-3-23	9-6-23

## OPERATING STATEMENTS: 6 MONTHS ENDING JUNE 30, 2023

Central Office	Annual Budget 2023	Month To Date	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
<b>Operating Income</b>					
Total Operating Income	9,137,785	1,523,316	4,568,893	4,588,620	19,728
<b>Operating Expenses</b>					
Salaries and Benefits	4,733,958	373,294	2,002,828	1,906,042	96,786
Facilities and Other Administrative Expenses	3,851,584	715,498	1,925,792	1,831,986	93,806
Total Central Office Expenses	8,585,542	1,088,792	4,292,771	3,738,028	190,592
Surplus/(Use) of Business Activities Funds for COCC	552,243	434,524	276,122	850,592	210,320

Housing Choice Voucher Program	Annual Budget 2023	Month To Date	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
<b>Administrative Operating Income</b>					
Total Operating Income	15,135,123	2,730,730	7,567,562	7,833,137	265,575
<b>Operating Expenses</b>					
Salaries and Benefits	8,398,269	653,638	3,553,114	3,170,905	382,209
Administrative Expenses	1,580,100	317,732	790,050	994,083	(204,033)
COCC-Management Fees	4,618,062	757,433	2,309,031	2,273,248	35,783
Total Operating Costs Expenses	14,596,431	1,728,803	6,652,195	6,438,236	213,959
Cash Flow (Deficit) from Operations	538,692	1,001,927	915,367	1,394,901	479,534
<b>Housing Assistance Payments (HAP)</b>					
<b>Housing Assistance Payment Subsidy</b>	175,000,000	14,462,651	87,500,000	88,292,242	792,242
Investment Income on HAP Reserves	0	0	0	0	0
<b>Housing Assistance Payments</b>	175,000,000	14,674,417	87,500,000	88,679,843	(1,179,843)
HAP Current Year Excess (Use)	0	(211,766)	0	(387,601)	(387,601)

## OPERATING STATEMENTS: 6 MONTHS ENDING JUNE 30, 2023

Affordable Housing Rental Programs	Annual Budget 2023	Month To Date	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
<b>Operating Income</b>					
HUD Subsidy - Low Rent Housing2826	15,708,640	2,634,731	7,854,320	7,896,667	42,347
Tenant Rental Income	12,923,062	2,163,106	6,461,531	6,422,094	(39,437)
Other Income	870,965	144,614	435,483	437,027	1,545
<b>Total Operating Income</b>	<b>29,502,667</b>	<b>4,942,451</b>	<b>14,751,334</b>	<b>14,755,788</b>	<b>4,455</b>
<b>Operating Expenses</b>					
Administrative Expenses	9,177,403	1,614,175	4,588,702	4,352,431	236,271
Tenant Services	449,799	60,463	224,900	204,870	20,030
Utilities	3,281,262	546,132	1,640,631	1,612,458	28,173
Maintenance	9,179,106	1,590,184	4,589,553	4,581,824	7,729
Protective Services	2,224,127	376,374	1,112,064	1,071,394	40,670
Insurance Expense	1,756,251	318,353	878,126	882,464	(4,339)
Other General Expense	250,000	63,807	125,000	141,361	(16,361)
<b>Total Routine Operating Expenses</b>	<b>26,317,948</b>	<b>4,569,488</b>	<b>13,158,974</b>	<b>12,846,802</b>	<b>312,172</b>
<b>Net Income from Operations</b>	<b>3,184,719</b>	<b>372,963</b>	<b>1,592,360</b>	<b>1,908,986</b>	<b>316,627</b>
Non-Routine Maintenance	8,348,176	1,431,560	4,174,088	4,149,087	25,001
Debt Service	1,848,961	315,495	924,481	917,383	7,098
Debt Service- ESCO					
<b>Cash Flow from Operations</b>	<b>(7,012,418)</b>	<b>(1,374,092)</b>	<b>(3,506,209)</b>	<b>(3,157,484)</b>	<b>348,725</b>
Funds from Capital Funds	8,348,176	1,012,421	4,174,088	4,149,087	(25,001)
<b>Cash Flow (Deficit) from Operations</b>	<b>1,335,758</b>	<b>(361,671)</b>	<b>667,879</b>	<b>991,603</b>	<b>323,724</b>

## OPERATING STATEMENTS: 6 MONTHS ENDING JUNE 30, 2023

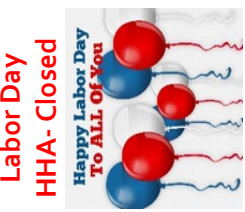


SECTION 8 – NEW CONSTRUCTION	Annual Budget 2023	Month To Date	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
<b>Operating Income</b>					
HUD Subsidy – Section 8 New Construction	2,193,590	260,996	1,096,795	727,309	(369,486)
Tenant Rental Income	1,024,200	66,672	512,100	183,199	(328,901)
Other Income	1,640	644	820	4,181	3,361
Total Operating Income	3,219,430	328,312	1,609,715	914,689	(695,026)
<b>Operating Expenses</b>					
Administrative Expenses	828,483	92,055	414,242	340,270	73,972
Tenant Services	25,215	3,094	12,608	10,372	2,236
Utilities	403,756	24,732	201,878	98,962	102,916
Maintenance	422,320	90,921	211,160	232,533	(21,373)
Protective Services	85,000	23,586	42,500	41,094	1,406
Insurance Expense	250,000	31,590	125,000	53,700	71,300
Other General Expense	25,000	0	12,500	0	12,500
Total Routine Operating Expenses	2,039,774	265,978	1,019,887	776,931	242,956
Net Income from Operations	1,179,656	62,334	589,828	137,758	(452,070)
Non-Routine Maintenance	125,000	0	62,500	0	62,500
Debt Service	0	0	0	0	0
	0	0	0	0	0
Cash Flow (Deficit) from Operations	1,054,656	62,334	527,328	137,758	(389,570)

## OPERATING STATEMENTS: 6 MONTHS ENDING JUNE 30, 2023

RAD PROPERTIES	Annual Budget 2023	Month To Date	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
<b>Operating Income</b>					
Rental Income	11,068,801	1,434,514	5,534,401	4,352,490	(1,181,911)
Other Income	363,952	35,688	181,976	90,809	(91,167)
<b>Total Operating Income</b>	<b>11,432,753</b>	<b>1,470,202</b>	<b>5,716,377</b>	<b>4,443,299</b>	<b>(1,273,078)</b>
<b>Operating Expenses</b>					
Administrative Expenses	2,605,819	361,333	1,302,910	1,134,273	168,637
Tenant Services	126,752	8,003	63,376	38,949	24,427
Utilities	866,255	145,567	433,128	423,803	9,325
Maintenance	1,308,018	227,590	654,009	696,487	(42,478)
Protective Services	187,431	30,231	93,716	90,418	3,298
Insurance Expense	920,817	158,606	460,409	458,782	1,627
Other General Expense	11,800	1,664	5,900	6,814	(914)
<b>Total Routine Operating Expenses</b>	<b>6,026,892</b>	<b>932,994</b>	<b>3,013,446</b>	<b>2,849,526</b>	<b>163,920</b>
<b>Net Income from Operations</b>	<b>5,405,861</b>	<b>537,208</b>	<b>2,702,931</b>	<b>1,593,773</b>	<b>(1,109,158)</b>
Non-Routine Maintenance	425,000	65,889	212,500	203,782	8,718
Debt Service	4,264,905	610,301	2,132,453	902,076	1,230,377
Funds from Replacement Reserve	425,000	0	212,500	203,782	(8,718)
	0				
<b>Cash Flow (Deficit) from Operations</b>	<b>1,140,956</b>	<b>(138,982)</b>	<b>570,478</b>	<b>691,697</b>	<b>121,219</b>



# September 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3	 <p><b>Labor Day</b> <b>HHA- Closed</b> <b>Happy Labor Day To ALL Of You</b></p>	<p>4</p> <p>HHA/Senior/Grandparent Day @ Lyerly 9AM- 10:30 AM- Coffee! Conversation! And Benefits Choices 10AM Jobs Plus/Workforce Solutions: Resume Writing Seminar @ Oxford Place 11AM Summer Lunch @ Kennedy 11AM Tenant Relations- EPP 2nd Chance Mtg. 12:30 PM- 2:30 PM- UoFH- Healthy Eating! 2PM Tenant Relations- EPP 2nd Chance Mtg 3PM- 5PM- Happy Houston- How to manage Your Medicine &amp; Flu Shots. PM- Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford &amp; YMCA Afterschool Program @ Cuney Homes, (M- F)</p>	<p>6</p> <p>HHA/Senior/Grandparents Day @ Allen Parkway 10AM Jobs Plus/Orientation "Labor of Love Owning Your Own Business" @ Oxford Place 11AM Summer Lunch @ Kennedy 11AM Tenant Relations- EPP 2nd Chance Mtg. 12:30PM- 2:30 PM- UoFH- Healthy Eating! 2PM Tenant Relations- EPP 2nd Chance Mtg 3PM- 5PM- Happy Houston- How to manage Your Medicine &amp; Flu Shots. PM- Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford &amp; YMCA Afterschool Program @ Cuney Homes, (M- F)</p>	<p>7</p> <p>HHA/Senior/Grandparents Day @ Bellierve 9AM- 10:30 AM- Coffee! Conversation! And Benefits Choices 11AM Summer Lunch @ Kennedy 11AM Tenant Relations- EPP 2nd Chance Mtg. 12:30PM- 2:30 PM- UoFH- Healthy Eating! 1PM- Jobs Plus/Workforce Solutions: Resume Writing Seminar @ Oxford Place 2PM Tenant Relations- EPP 2nd Chance Mtg 3PM- 5PM- Happy Houston- How to manage Your Medicine &amp; Flu Shots. 3PM- Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford &amp; YMCA Afterschool Program @ Cuney Homes, (M- F)</p>	<p>8</p> <p>9AM- YWCA Congregate Meals @ Bellierve &amp; Lyerly &amp; Senior Circle: Heatherbrook &amp; Sweetwater (M-F) 10AM- Jobs Plus Orientation Mtg. 11AM Summer Lunch @ Kennedy Place 11AM Tenant Relations- EPP Mtg. 2PM Tenant Relations EPP Mtg. 3PM- Kidz Grub @ Fulton, HOAPV, Independence, Lincoln, Oxford &amp; YMCA Afterschool @ Cuney (M-F) 3PM JP Treats &amp; Conversation @ Oxford</p>	<p>9</p> <p>9AM- YWCA Congregate Meals @ Bellierve &amp; Lyerly &amp; Senior Circle: Heatherbrook &amp; Sweetwater (M-F) 10AM- Jobs Plus Orientation Mtg. 11AM Summer Lunch @ Kennedy Place 11AM Tenant Relations- EPP Mtg. 2PM Tenant Relations EPP Mtg. 3PM- Kidz Grub @ Fulton, HOAPV, Independence, Lincoln, Oxford &amp; YMCA Afterschool @ Cuney (M-F) 3PM JP Treats &amp; Conversation @ Oxford</p>
10	 <p>10</p> <p>9AM- YWCA Congregate Meals @ Bellierve &amp; Lyerly Senior Hi-Rise &amp; Senior Circle @ Heatherbrook &amp; Sweetwater (M-F) 10AM- Jobs Plus Orientation Mtg. @ Oxford 11AM Summer Lunch @ Kennedy Place 11AM Tenant Relations – EPP 2nd Chance Mtg. 2 PM Tenant Relations- EPP 2nd Chance Mtg. 2PM Financial Literacy Workshop Cuney Homes 3PM- Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford &amp; YMCA Afterschool Prog. @ Cuney (M-F)</p>	<p>11</p> <p>9AM- YWCA Congregate Meals @ Bellierve &amp; Lyerly Senior Hi-Rise &amp; Senior Circle @ Heatherbrook &amp; Sweetwater (M-F) 10AM- Jobs Plus Orientation Mtg. @ Oxford 11AM Summer Lunch @ Kennedy Place 11AM Tenant Relations – EPP 2nd Chance Mtg. 2 PM Tenant Relations- EPP 2nd Chance Mtg. 2PM Financial Literacy Workshop Cuney Homes 3PM- Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford &amp; YMCA Afterschool Prog. @ Cuney (M-F)</p>	<p>13</p> <p>9AM- YWCA Congregate Meals @ Bellierve &amp; Lyerly Senior Hi-Rise &amp; Senior Circle @ Heatherbrook &amp; Sweetwater (M-F) 10AM- Jobs Plus Orientation "The Key Components of Entrepreneurship Pt. 1." @ Oxford 11 AM Summer Lunch @ Kennedy Place 11AM Financial Literacy EPP Workshop 2PM- Financial Literacy EPP Workshop 3PM- Financial Literacy @ Kennedy Place 3PM- Kidz Grub @ Fulton, HOAPV, Independence, Lincoln, Oxford &amp; YMCA Afterschool Program @ Cuney (M-F)</p>	<p>14</p> <p>9AM- YWCA Congregate Meals @ Bellierve &amp; Lyerly Senior Hi-Rise &amp; Senior Circle @ Heatherbrook &amp; Sweetwater, (M-F) 11AM Summer Lunch @ Kennedy Place 11AM Tenant Relations- EPP 2nd Chance Mtg. 1PM Jobs Plus/Workforce Solutions: Career Exploration Job Search Seminar @ Oxford 2PM Tenant Relations- EPP 2nd Chance Mtg. 3PM- Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford &amp; YMCA Afterschool Program @ Cuney, (M- F)</p>	<p>15</p> <p>9AM- YWCA Congregate Meals @ Bellierve &amp; Lyerly &amp; Senior Circle: Heatherbrook &amp; Sweetwater (M-F) 10AM- Jobs Plus Orientation Mtg. 11AM Summer Lunch @ Kennedy Place 11AM Tenant Relations- EPP Mtg. 2PM Tenant Relations EPP Mtg. 3PM- Kidz Grub @ Fulton, HOAPV, Independence, Lincoln, Oxford &amp; YMCA Afterschool @ Cuney (M-F) 3PM JP Treats &amp; Conversation @ Oxford</p>	<p>16</p> <p>9AM- YWCA Congregate Meals @ Bellierve &amp; Lyerly &amp; Senior Circle: Heatherbrook &amp; Sweetwater (M-F) 10AM- Jobs Plus Orientation Mtg. 11AM Summer Lunch @ Kennedy Place 11AM Tenant Relations- EPP Mtg. 2PM Tenant Relations EPP Mtg. 3PM- Kidz Grub @ Fulton, HOAPV, Independence, Lincoln, Oxford &amp; YMCA Afterschool @ Cuney (M-F) 3PM JP Treats &amp; Conversation @ Oxford</p>
17	<p>17</p> <p>9 AM- YWCA Congregate Meals @ Bellierve &amp; Lyerly Senior Hi-Rise &amp; Senior Circle @ Heatherbrook &amp; Sweetwater (M-F) 10AM- Jobs Plus Orientation Mtg. @ Oxford 11 AM Summer Lunch @ Kennedy Place 11 AM Tenant Relations – EPP 2nd Chance Mtg. 2 PM Tenant Relations- EPP 2nd Chance Mtg. 3PM More Money Monday Cuney Homes 3 PM- Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford &amp; YMCA Afterschool Prog. @ Cuney (M-F)</p>	<p>18</p> <p>9 AM- YWCA Congregate Meals @ Bellierve &amp; Lyerly Senior Hi-Rise &amp; Senior Circle @ Heatherbrook &amp; Sweetwater (M-F) 10AM- Jobs Plus Orientation Mtg. @ Oxford 11 AM Summer Lunch @ Kennedy Place 11 AM Tenant Relations – EPP 2nd Chance Mtg. 2 PM Tenant Relations- EPP 2nd Chance Mtg. 3PM More Money Monday Cuney Homes 3 PM- Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford &amp; YMCA Afterschool Prog. @ Cuney (M-F)</p>	<p>20</p> <p>9 AM- YWCA Congregate Meals @ Bellierve &amp; Lyerly Senior Hi-Rise &amp; Senior Circle @ Heatherbrook &amp; Sweetwater (M-F) 10AM- Jobs Plus Orientation "The Key Components of Entrepreneurship Pt. 2." @ Oxford 11 AM Summer Lunch @ Kennedy Place 11 AM Financial Literacy EPP Workshop 2 PM- Financial Literacy EPP Workshop 3PM- Financial Literacy @ Kennedy Place 3 PM- Kidz Grub @ Fulton, HOAPV, Independence, Lincoln, Oxford &amp; YMCA Afterschool Prog. @ Cuney (M-F)</p>	<p>21</p> <p>9 AM- YWCA Congregate Meals @ Bellierve &amp; Lyerly Senior Hi-Rise &amp; Senior Circle @ Heatherbrook &amp; Sweetwater, (M-F) 11 AM Summer Lunch @ Kennedy Place 11 AM Tenant Relations- EPP 2nd Chance Mtg. 1PM Jobs Plus/Workforce Solutions: Career Exploration Job Search @ Oxford 2 pm Tenant Relations- EPP 2nd Chance Mtg. 3 PM- Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford &amp; YMCA Afterschool Program @ Cuney, (M- F)</p>	<p>22</p> <p>9 AM- YWCA Congregate Meals @ Bellierve &amp; Lyerly &amp; Senior Circle: Heatherbrook &amp; Sweetwater (M-F) 10AM- Jobs Plus business &amp; Career Fair 11AM Summer Lunch @ Kennedy Place 11AM Tenant Relations- EPP Mtg. 2PM Tenant Relations EPP Mtg. 3PM Housekeeping 101 Cuney Homes 3PM- Kidz Grub @ Fulton, HOAPV, Independence, Lincoln, Oxford &amp; YMCA Afterschool @ Cuney (M-F) 3PM JP Treats &amp; Conversation @ Oxford</p>	 <p>23</p> <p>9 AM- YWCA Congregate Meals @ Bellierve &amp; Lyerly &amp; Senior Circle: Heatherbrook &amp; Sweetwater (M-F) 10AM- Jobs Plus business &amp; Career Fair 11AM Summer Lunch @ Kennedy Place 11AM Tenant Relations- EPP Mtg. 2PM Tenant Relations EPP Mtg. 3PM Housekeeping 101 Cuney Homes 3PM- Kidz Grub @ Fulton, HOAPV, Independence, Lincoln, Oxford &amp; YMCA Afterschool @ Cuney (M-F) 3PM JP Treats &amp; Conversation @ Oxford</p>
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