



**HOUSTON HOUSING AUTHORITY**  
**BOARD OF COMMISSIONERS MEETING**  
**SEPTEMBER 12, 2023**  
**3:00 P.M.**

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



**HOUSTON**  
HOUSING AUTHORITY



# HOUSTON

HOUSING AUTHORITY

## Transforming Lives & Communities

2640 Fountain View Drive, Houston, Texas 77057 | Phone 713.260.0500 | David A. Northern, Sr., *President & CEO*

Board of Commissioners: LaRence Snowden, *Chair* | Kristy Kirkendoll | Dr. Max A. Miller, Jr. | Stephanie A.G. Ballard | Andrea Hilliard Cooksey | Kris Thomas

### BOARD OF COMMISSIONERS MEETING

Tuesday, SEPTEMBER 12, 2023

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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, SEPTEMBER 12, 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 August 15, 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. 3702:** Consideration and/or take action to authorize the President & CEO to submit the Fiscal Year 2024 Annual PHA Plan including the Moving to Work (MTW) Supplement and related documents to the US Department of Housing and Urban Development (HUD).

**Resolution No. 3703:** Deliberation and/or action to consider awarding Project-Based Vouchers to Houston DMA Housing III, LLC at Boulevard 61 Apartments.

**Resolution No. 3704:** Deliberation and/or action to consider awarding Project-Based Vouchers to NHP Foundation at Citadel on Elgin.

**Resolution No. 3705:** Consideration and/or take action to authorize the President & CEO or designee to execute a contract with Price Consulting, Inc. and Amtech Solutions, Inc. for the rehabilitation of HHA's existing and newly acquired properties.

**Resolution No. 3706:** Consideration and/or take action to authorize the President & CEO or designee to execute a contract with Key HTX Development & Holdings, Inc. and HD Supply Facilities Maintenance, Ltd. to furnish the material necessary for a complete installation of window air conditioning (AC) units at Cuney Homes, Irvinton Village, and Kelly Village apartments.

**Resolution No. 3707:** Consideration and/or take action to authorize the President & CEO or designee to execute a contract with multiple contractors to install window air conditioning (AC) units at Cuney Homes, Irvinton Village, and Kelly Village apartments.

**Resolution No. 3708:** Consideration and/or take action to authorize the President & CEO or designee to facilitate the acquisition and rehabilitation of the Beckley Apartments located at or about 7550 Wilshire Place, Houston, Texas 77040, and the execution of all required documents therefor.

**Resolution No. 3709:** Consideration and/or take action to authorize the President & CEO or designee to facilitate the acquisition and rehabilitation of the Highland Apartments located at or about 6969 Hollister Street, Houston, Texas 77040, and the execution of all required documents therefor.

**Resolution No. 3710:** Consideration and/or take action to authorize the President & CEO or designee to facilitate the acquisition and rehabilitation of The Meritage located at or about 4550 N. Braeswood Blvd., Houston, Texas 77096, and the execution of all required documents therefor.

**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



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

**TUESDAY, AUGUST 15, 2023**

A Meeting of the Board of Commissioners (“Board”) of the Houston Housing Authority (“HHA”) was held on Tuesday, August 15, 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 August 15, 2023 Board of Commissioners meeting minutes and asked for a motion to adopt the meeting minutes.

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

Chair Snowden asked if there is any discussion or objection to the August 15, 2023 Board of Commissioners meeting minutes. Having none, the minutes are adopted.

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

**PRESIDENT’S REPORT**

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

We are providing the Heat Relief Initiative to a total of 1,615 window A/C units to be installed at the Kelly Village, Cuney Homes, and Irvinton Village. Strategic communications plan was deployed to maximize the positive outreach and exposure of this initiative to promote HHA’s positive work and impact on clients. Multiple media

outlets have covered the story including NPR, Houston Style Magazine, and KPRC2. The hosted A/C Pre-bid meeting with 21 total attendees, a great turnout focusing on awarding contracts to minority/women-owned businesses and Section 3. The units provided were based on the configuration of bedrooms. One bedroom received one unit and two bedrooms received two units.

We have provided the commissioners and chairman with a copy of the Houston Housing Authority Property Portfolio. It is a compilation of all the agency's public housing sites in one comprehensive, engaging, and centralized document to include information on the scope of the agency's public housing operations and the critical essential resources we provide to the low-income communities throughout Houston.

We hosted a backpack extravaganza event and we gave away 400 backpacks with school supplies, and community resources. The event featured food, games, educational activities, and face painting and was in collaboration between "blessed to be a blessing" organization and Cargill/TEMCO.

We also had Leadership Development Training. HHA leadership members came together for a development session to strengthen our team and work toward progressing our common goal of unity. This session was for City Council Staff and beneficial to facilitate conversation and practical implementation of ways to work together effectively and efficiently in order to successfully accomplish our mission as an agency. We will continue these critical and necessary conversations moving forward to further strengthen our leadership alignment. City Council staff also was given a certificate for their attendance.

We had a great meeting with the Chicago and New York Housing Authorities and discussed how we are addressing the Homeless Coalition. We are excited to share knowledge with other Housing Authorities to become successful in this matter.

Lastly, we have completed the Resource Room in the front next to the lobby area for clients and landlords can come and do their business needs. We have several computers, printers and a library corner stocked with books for all to use.

This concludes my report unless you have any questions, Chairman.

Chairman: Let me just say 'Thanks' to the Houston Housing Authority and kuddos to all staff for their involvement at the Kelly Village, Cuney Homes and Irvinton Village. Do the 1,615 units cover all of the units?

Secretary Northern: It is based on bedroom size and configuration. In years past, HUD denied us the opportunity to get our clients ACs. I want to graduate the staff as they really fought for our clients in order to make this happen. We put the plan in place and it has come to fruition. Recently, there was a big story on heat relief throughout the country and how individuals in public housing missing out on the opportunity to have ACs. We want to be the strategic leader in that and so we want to show other housing authorities how we were able to get it done and get HUD's approval for that budget. So again, I want to thank all staff they're playing that role and I'm thinking something important for our clients.

Chairman states. We appreciate the great work that our staff is doing.

## **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 who would like to make public comments at this time.

## **PUBLIC HEARING**

Esperanza Rodriguez: I am from Irvington Village and recently voted in as Vice President and Honorary Deputy. I would like to request that you Table Resolution 3700 until next month and the reason is, I feel it's very important for the council to be able to have input regarding how services, or suggest how services are allocated.

Verdell Ingram: Shared her thoughts and appreciation of the Precinct 6 officers and the work that they do.

S.Smith: VASH client no longer being served by Veteran Affairs, requested to be ported out urgently.

## **NEW BUSINESS**

**Resolution No. 3698: Consideration and/or action to authorize the President & CEO or Designee to enter into a contract with ADP for HRIS/Payroll software system services.**

Secretary Northern stated that Resolution No. 3698 will be presented by Patricia Guerra, Human Resources Director.

Ms. Guerra stated Resolution No. 3698 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 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. Accordingly, staff recommends the Board adopt Resolution No. 3698.

ADP representative introduced himself and provided information about their company and stated that they continue to invest in not just the technology but the service to you and your people.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3698.

Commissioner Thomas moved to adopt Resolution No. 3698. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution. Having none, Resolution No. 3698 is adopted.

Chair Snowden stated we're looking for greater things and we hope that you are and your company are able to provide recognizing that the individuals that we serve as well as the staff that we have and need to make sure that we're moving things in the right direction.

**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.**



Secretary Northern stated that Resolution No. 3699 will be presented by Jay Mason, Director of REID.

Mr. Mason stated Resolution No. 3699 reads: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to take such actions necessary or convenient to approve the issuance by Lakeside Place PFC of the Lakeside Place PFC Multifamily Housing 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.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3699.

Commissioner Ballard moved to adopt Resolution No. 3699. Commissioner Cooksey seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution. Having none, Resolution No. 3699 is adopted.

**Resolution No. 3700: 2023 Law Enforcement Services Intergovernmental Agreement.**

Secretary Northern stated that Resolution No. 3700 will be presented by Brian Terry, Director of Security.

Mr. Terry stated Resolution No. 3700 reads. 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.

Mr. Chairman HHA has an agreement with Precinct 6 that the contract expires in September of this year. In 2018 approval to track and gave us the four additional one-year terms and that has expired so we come back today asking you continue the contract with Precinct 6. The new agreement, like the previous one, will be 80/20 split which means HHA pays 80% of the salary and the county pays 20% and we get 100% of their time. We do understand that \$2m of a lot of money but it is well spent. Security brings no revenue but it does bring us safety and security to our residents and to our clients and our properties.

We get 21 dedicated deputies who work on properties. They're dedicated to work our properties. That covers their vehicles, their gas, their hangers on the vehicles, bicycle patrol, and their high-water vehicles, that's the dedication they give us. We use their investigators, we use their internal affairs division, we use their lockup facilities, their entire command center and we do not have to pay for it. With this contract, I can pick up the phone and call about anyone at any time of day and get what we need. That's relationship building.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3700.

Commissioner Cooksey moved to adopt Resolution No. 3700. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution. Having none, Resolution No. 3698 is adopted.

**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.**

Secretary Northern stated that Resolution No. 3701 will be presented by Jay Mason, Director of REID.

Mr. Mason stated Resolution No. 3701 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 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.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3701.

Commissioner Thomas moved to adopt Resolution No. 3701. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution. Having none, Resolution No. 3701 is adopted.

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

**EXECUTIVE SESSION**

Chair Snowden suspended the Public Session on Tuesday, August 15, 2023 at 3:41 p.m. to convene into Executive Session to discuss personnel, legal and real estate issues in accordance with Sections 551.074, 551.071 and 551.072 respectively, of the Texas Government Code.

**PUBLIC SESSION RECONVENED**

Chair Snowden reconvened Public Session at 4:04 p.m.

Secretary Northern called the roll and declared a quorum present.

**ADJOURNMENT**

Chair Snowden remarked this concludes the items on today's agenda and declared the meeting adjourned at 4:05 p.m.

**RESPONSES TO COMMENTS RECEIVED AT THE TUESDAY, AUGUST 15, 2023  
BOARD OF COMMISSIONER MEETING**

A Meeting of the Board of Commissioners (“Board”) of the Houston Housing Authority (“HHA”) was held on Tuesday, August 15, 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 =** Esperanza Rodriguez: I am from Irvington Village and recently voted in as Vice President and Honorary Deputy. I would like to request that you Table Resolution 3700 until next month and the reason is, I feel it's very important for the council to be able to have input regarding how services, or suggest how services are allocated.

**C =** Verdell Ingram: Shared her thoughts and appreciation of the Precinct 6 officers and the work that they do.

**C =** S.Smith: VASH client no longer being served by Veteran Affairs, requested to be ported out urgently.

**R =** HHA ported his documents as requested. Receiving PHA didn’t respond as quickly as the client wanted so he canceled that port out and requested HHA send port documents to multiple locations and he would go with whoever responded first. That is not allowable under portability guidelines so client settled on Washington, DC. HHA ported client to that PHA and currently (within last week at last contact with client here at HHA) that process is continuing until Receiving PHA and the client completes port, client cancels port to that location and requests port to a different location, client moves to a unit within HHA jurisdiction, or if client cancels port and remains in current unit

**REQUEST FOR BOARD AGENDA ITEM****1. Brief Description of Proposed Item**

Consideration and/or take action to authorize the President & CEO to submit the Fiscal Year 2024 Annual PHA Plan including the Moving to Work (MTW) Supplement and related documents to the US Department of Housing and Urban Development (HUD).

**2. Date of Board Meeting:** September 12, 2023**3. Proposed Board Resolution:**

**Resolution:** That the Houston Housing Authority (HHA) Board of Commissioners hereby approves the Fiscal Year 2024 Annual PHA Plan including the Moving to Work (MTW) Supplement, the Five-Year Capital Fund Plan, the Public Housing Admissions and Continued Occupancy Policy (ACOP) and the Housing Choice Voucher Program (HCVP) Administrative Plan in substantially the form distributed to the Board, and authorizes HHA's President & CEO or their authorized designee to: 1) submit to the US Department of Housing and Urban Development (HUD) the HHA's Fiscal Year 2024 Annual PHA Plan including the MTW Supplement, Five Year Capital Fund Plan, the Public Housing ACOP and the HCVP Administrative Plan with all attached certifications, HUD forms, all necessary attachments and other documentation required for the receipt of capital funds and other program funds; 2) take all steps necessary to finalize and secure HUD approval and implement initiatives as described in the Annual PHA Plan including the MTW Supplement, Five Year Capital Fund Plan, Public Housing ACOP and HCVP Administrative Plan, subject to receipt of adequate funding from HUD; 3) certify that the public comment period and Public Hearing requirements have been met; and, 4) execute the HUD forms "Certifications of Compliance with PHA Plan and Related Regulations" and "MTW Certification of Compliance" in substantially the same forms attached hereto as Attachments A and B pursuant to the memorandum from Cupid Alexander, Vice President of Operations dated August 29, 2023 to David A. Northern, Sr., President & CEO.

**4. Department Head Approval** Signature Cupid Alexander Date: 9/1/2023

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

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

**VP of FO Approval** Signature Mike Rogers Date: 9/1/2023

**6. Approval of President & CEO** Signature David A. Northern, Sr. Date: 9/1/2023



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

## MEMORANDUM

**TO:** DAVID A. NORTHERN, SR., PRESIDENT & CEO  
**FROM:** CUPID ALEXANDER, SR. VICE PRESIDENT OF OPERATIONS  
**SUBJECT:** CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO TO SUBMIT THE FISCAL YEAR 2024 ANNUAL PHA PLAN INCLUDING THE MOVING TO WORK (MTW) SUPPLEMENT AND RELATED DOCUMENTS TO THE US DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)  
**DATE:** AUGUST 29, 2023

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This memorandum recommends that the Board of Commissioners approve and authorize the President and CEO to submit the Fiscal Year (FY) 2024 Annual PHA Plan including the Moving to Work (MTW) Supplement to the US Department of Housing and Urban Development (HUD).

### BACKGROUND:

The Annual PHA Plan process was established by section 5A of the United States Housing Act of 1937 (42 U.S.C. 1437 et seq.). The purpose of the Annual PHA Plan is to provide a framework for local accountability and an easily identifiable source by which public housing residents, participants in the tenant-based assistance programs, and other members of the public may locate basic PHA policies, rules and requirements concerning its operations, programs and services.

As a designated MTW agency, HHA is required to prepare and submit an MTW Supplement to the Annual PHA Plan prior to implementing any MTW waivers. The MTW Supplement describes the activities and waivers that HHA intends to implement using its MTW flexibility over the course of the fiscal year including any Agency-Specific or Safe Harbor Waivers. HUD approved HHA's FY 2023 Annual PHA Plan and MTW Supplement on January 30, 2023.

In accordance with HUD requirements, HHA posted a public notice, provided a public comment period and will conduct a public hearing on the draft FY 2024 Annual PHA Plan including the MTW Supplement and related documents and attachments.

The public comment period extended from July 17 through August 31, 2023. A series of meetings open to all HHA residents, program participants and the general public were conducted on July 19, August 2 and 9, 2023. A public hearing was held on September 12, 2023.

As part of the public comment process, the following draft documents were made available at HHA's central office, every public housing development, and on HHA's website:

1. Annual PHA Plan FY 2024 (HUD-50075 ST)
2. HUD-50075 ST Narratives
3. MTW Supplement (HUD 50075-MTW)
4. FY 2024 Admissions and Continued Occupancy (ACOP) and Summary of Changes
5. FY2024 Housing Choice Voucher Program Administrative Plan and Summary of Changes
6. FY 2022-2026 Capital Fund Program 5-Year Action Plan

A summary of key elements of the FY 2024 Annual PHA Plan and MTW Supplement follows:

### **Revision of Annual PHA Plan Elements**

*Statement of Housing Needs and Strategies* – The Plan provides updated information on HHA waiting lists and the need for affordable housing in Houston.

*Deconcentration and Other Policies Governing Eligibility, Selection and Admission* - The Plan incorporates HHA’s deconcentration policy.

*Financial Resources* – The Plan provides preliminary, estimated 2024 financial resources to further its mission of providing quality affordable housing to eligible households. HHA notes its intention to utilize the financial flexibility permitted pursuant to HUD’s MTW Operations Notice to maximize the use of available resources to fulfill its mission.

*Rent Determination* - HHA’s policies related to rent determination, initial eligibility and continued occupancy are included in the Public Housing ACOP and HCV Administrative Plan. HHA prepared modifications to both the ACOP and HCV Administrative Plan, including incorporating required HUD changes under the 2016 HOTMA legislation. As HUD requirements under HOTMA continue to evolve, further updates to HHA policies may be required in the coming year. As noted below, HHA is requesting a HUD waiver of HOTMA requirements to extend the “grace period” for over-income public housing households from 24 months to 36 months, at which time over-income households will be subject to an alternative rent and no longer be considered public housing tenants. Summaries of proposed changes and the revised policy documents were included in the public comment materials. The Annual PHA Plan also includes a summary of key elements related to HHA’s participation in a national MTW rent reform evaluation impacting the public housing and HCV programs for which enrollment has begun.

*Preferences* – The revised policy documents indicate that HHA will adopt the following additional/revised preferences for the Housing Choice Voucher (HCV) program:

- **Homeless Individuals/Families** - 250 new vouchers annually (in addition to one-time commitment of 450 vouchers leased per 2014 agreement).
- **Public Housing First Time Homebuyers** – Up to 20 vouchers annually for HHA public housing residents who have completed the Family Self-Sufficiency Program (FSS) Contract of Participation.
- **Re-Entry** – Up to 10 vouchers annually for applicants transitioning out of correctional institutional settings.
- **FUP/FYI** – Preference to Family Unification Program (FUP) and Foster Youth to Independence (FYI) participants who have reached the end of their FUP/FYI voucher term.

### **New Activities**

As required, the Annual PHA Plan includes a summary of HHA’s planned new activities by category including activities projected for 2024 and future years related to:

- Choice Neighborhoods (CN) including plans to submit a CN Implementation Grant application for Cuney Homes and the potential CN Planning Grant applications for Kelly Village and/or Irvinton Village.
- Mixed Finance/Modernization or Development including plans to preserve and expand affordable housing in Houston.
- Demolition/Disposition including plans to secure Section 18 demo/dispo approval at Clayton Homes, Forest Green and portions of Kelly Village and Irvinton Village.



- Designated Housing for Elderly and Disabled Families
- Rental Assistance Demonstration (RAD) Program including plans to convert Heatherbrook to project-based assistance under RAD.
- Project Based Vouchers (PBV) including plans to enter into PBV Housing Assistance Payments contracts for various sites.
- Other Capital Grant Programs including implementation of various capital fund activities in accordance with HHA's 5-Year Capital Plan for FY 2023-2027.

Other new activities proposed in FY 2024 include:

*HCV Landlord Incentives* - To encourage property owners throughout Houston to lease housing units through the HCV program and to expand housing choices for voucher holders, HHA plans to implement a series of new landlord incentives utilizing MTW funding and flexibility:

- **Leasing Incentives** – Up to 1 month contract rent for new units leased in high opportunity and other priority areas.
- **Vacancy Loss Payments** – Up to 1 month contract rent for vacancy loss when the owner agrees to lease the unit to a new voucher holder.
- **Damage Payments** – Up to 2 months contract rent for tenant-caused damage when the owner agrees to repair the unit and lease it to a new voucher holder.

*First Time Homebuyer Assistance* -HHA will implement an enhanced First Time Homebuyer Downpayment Assistance program using MTW funding and programmatic flexibility:

- Supports public housing residents and HCV participants who wish to purchase their first homes.
- Grants up to \$20K per household which can be combined with City-sponsored and other downpayment assistance programs.
- Part of a larger HHA initiative to support first time homeownership, including allocation of 20 HCV vouchers per year that can be used for home purchases by eligible public housing residents.

### **Progress Report**

The 2024 PHA Annual Plan includes a summary of HHA activities and progress over the past year in meeting agency goals and objectives.

### **MTW Supplement**

HUD approved HHA's previously submitted MTW Supplements for FY 2022 and 2023. The approved waivers and activities will continue in FY 2024. Per prior HUD and Board approvals and consistent with the application submitted to HUD by HHA under MTW Cohort #2, HHA will continue to implement a six-year alternative rent policy evaluation in both the public housing and Housing Choice Voucher (HCV) programs. All elderly and disabled households are excluded from the alternative rent policy evaluation. Other households including special purpose vouchers, Family Self-Sufficiency Program participants, households living in Jobs Plus developments and other groups identified in the MTW Supplement are also excluded.

New MTW waivers proposed for FY 2024 include:

- **HCV Landlord Incentives** – See above discussion of Leasing Incentives, Vacancy Loss and Damage payments.
- **Over-Income Households** – As referenced above, HUD’s new HOTMA rule defines “over-income” as public housing households that earn 120% or more of Area Median Income. The proposed MTW waiver extends the ‘grace period’ from 24 months years to 36 months, after which over-income households must pay a higher, alternatives rent.
- **Family Self-Sufficiency Program (FSS)** – Extends the term of the FSS Contract of Participation from 5 years to 7 years.

## **RECOMMENDATION**

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

**Resolution:** That the Houston Housing Authority (HHA) Board of Commissioners hereby approves the Fiscal Year 2024 Annual PHA Plan including the Moving to Work (MTW) Supplement, the Five-Year Capital Fund Plan, the Public Housing Admissions and Continued Occupancy Policy (ACOP and the Housing Choice Voucher Program (HCVP) Administrative Plan in substantially the form distributed to the Board, and authorizes HHA’s President & CEO or their authorized designee to: 1) submit to the US Department of Housing and Urban Development (HUD) the HHA’s Fiscal Year 2024 Annual PHA Plan including the MTW Supplement, Five Year Capital Fund Plan, the Public Housing ACOP and the HCVP Administrative Plan with all attached certifications, HUD forms, all necessary attachments and other documentation required for the receipt of capital funds and other program funds; 2) take all steps necessary to finalize and secure HUD approval and implement initiatives as described in the Annual PHA Plan including the MTW Supplement, Five Year Capital Fund Plan, Public Housing ACOP and HCVP Administrative Plan, subject to receipt of adequate funding from HUD; 3) certify that the public comment period and Public Hearing requirements have been met; and, 4) execute the HUD forms “Certifications of Compliance with PHA Plan and Related Regulations” and “MTW Certification of Compliance” in substantially the same forms attached hereto as Attachments A and B pursuant to the memorandum from Cupid Alexander, Vice President of Operations dated August 29, 2023 to David A. Northern, Sr., President & CEO.



Transforming Lives & Communities

#### REQUEST FOR BOARD AGENDA ITEM

**1. Brief Description of Proposed Item**

Deliberation and/or action to consider awarding Project-Based Vouchers to Houston DMA Housing III, LLC at Boulevard 61 Apartments

**2. Date of Board Meeting:** September 12, 2023

**3. Proposed Board Resolution:**

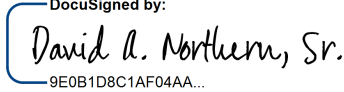
**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President & CEO to negotiate, execute and make necessary changes and corrections to conditionally award twenty-five (25) Project-Based Vouchers to Houston DMA Housing III, LLC at Boulevard 61 Apartments located at 6101 Richmond Avenue, Houston, Texas 77057 pursuant to the memorandum dated September 6, 2023 from Gilda Jackson, Director of Economic Opportunities, to David A. Northern, Sr. President & CEO.

**4. Department Head Approval** Signature  Date: 9/8/2023

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

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

**VP of FO Approval** Signature  Date: 9/8/2023

**6. Approval of President & CEO** Signature  Date: 9/8/2023



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

## MEMORANDUM

**TO:** DAVID A. NORTHERN, SR. PRESIDENT & CEO  
**FROM:** GILDA JACKSON, DIRECTOR, ECONOMIC OPPORTUNITIES  
**SUBJECT:** DELIBERATION AND/OR ACTION TO CONSIDER AWARDING PROJECT-BASED VOUCHERS TO HOUSTON DMA HOUSING III, LLC AT BOULEVARD 61 APARTMENTS  
**DATE:** SEPTEMBER 6, 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 conditionally award twenty-five (25) Project-Based Vouchers to Houston DMA III, LLC at Boulevard 61 Apartments at 6101 Richmond Ave., Houston, TX 77057.

### BACKGROUND

HUD authorizes HHA to administer a Project-Based Voucher (PBV) program as a part of its Housing Choice Voucher Program. The HHA Board of Commissioners created the PBV program on June 21, 2011 in accordance with Resolution No. 2524, *HCV Administrative Plan Attachment – Project-Based Voucher (PBV) Program Plan*. For project-based voucher assistance, HHA may use up to twenty (20) percent of its total authorized number of vouchers. This is known as “project-basing” when tenant-based vouchers or converted to a specific project. HHA is also authorized to allocate an additional 10% of its tenant-based vouchers for project-basing when requestors propose to serve:

1. Homeless families and individuals;
2. Families with veterans;
3. Disabled and elderly persons;

HHA also seeks the following criteria when considering to allocate PBVs to ensure the award will:

1. Target low-poverty areas where tenant-based vouchers are difficult to lease
2. Not exceed 40% of a site’s total units
3. Not exceed 15 years for the initial contract term.
4. Support new or under-construction units;

HHA may determine that circumstances exist where it is advantageous to project-base vouchers rather than tenant-basing subsidy, due to some of the following benefits:

- 1) Offers mutual benefits for the HHA to expand affordable housing units while also allowing Owners to leverage the voucher subsidy.
- 2) Encourages Owners to pursue new construction, rehabilitation or acquisition of existing properties;
- 3) Promote voucher utilization;
- 4) Expands housing choices for low-income and special populations;
- 5) Increase supportive housing options

The intent of the RFP 22-09 was to solicit proposals for eligible properties from property owners who are interested in receiving PBV assistance. Under HUD regulations, certain properties owned or controlled by HHA are eligible for PBV assistance and may be eligible for selection under this RFP. HHA will enter into PBV HAP Contracts with selected property owners for designated rental units for an initial term of up to fifteen (15) years subject to funding availability. Rental assistance subsidies will be provided while eligible families occupy the rental housing units determined to meet housing quality standards. HHA's published subsidy standards will determine the appropriate unit size for the family size and composition.

## EVALUATION PROCESS

To evaluate the proposals submitted, HHA established a PBV Selection Panel made up of the following three (3) HHA Staff:

- Marquise Jones, Program Manager, Economic Opportunities
- Van Tran, Special Programs Supervisor, Economic Opportunities
- Jenny Nguyen, Special Programs Assistant Supervisor, Economic Opportunities

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

Evaluation/Selection Criteria	Maximum Score
<b>Supportive Services Plan and Capacity</b> (Evaluated for all PSH, VASH and no-elderly/disabled projects for which more than 25% of units are proposed for PBV assistance or the project will serve the TAY preference)	20
<b>Financial Feasibility</b> (Evaluated for all projects)	20
<b>Previous Experience</b> of Applicant in Development and Property Management of Projects of Similar Scale for Similar Target Populations (Evaluated for all projects)	20
<b>Project Design</b> (Evaluated for all projects)	20
<b>Development Serves the Homeless or Chronic Homeless Community</b> (Evaluated for all projects) or the project will serve the TAY preference	20
<b>High Opportunity or City-Designated Revitalization Area</b> (Evaluated for all projects)	20
<b>Maximum Potential Points with Supportive Services Plan and Capacity</b>	120
<b>Maximum Potential Points – All other projects</b>	100
<b>Percent of Maximum Potential Points Required for PBV Award</b>	60%

The proposal(s) ranked as follows:

Rank	Firm/Company	M/WBE	Evaluation Rating
1	Boulevard 61	N/A	89/100

There are no conflicts of interest and DMA Development Company is not on the HUD Debarment List.

In addition to the conditions noted above, in advance of executing the HAP:

- An environmental review must be completed by the City of Houston, and the environmental certification or categorical exclusion has been approved by HUD. The project owner must provide all information required for the environmental review on a timely basis.
- The project owner must provide to HHA all of the information needed to execute the HAP documents including, but not limited to, submission of a detailed work description that includes working drawings and specifications and all other requirements found at 24 CFR 983.152
- All proposals submitted for PBV assistance in connection with the particular selection, including proposals submitted for selection in accordance with 24 CFR §983.51(b)(2); A copy of any standard operating procedures, worksheets, checklists, or any other work product used in the selection of PBV proposals; and if the proposal was selected pursuant to a request for proposals in accordance with 24 CFR §983.51(b)(1), a copy of the solicitation;

The HUD Field Office or HUD-approved independent entity may request from HHA additional documentation necessary to complete the review process. HHA's selection procedures must apply to all PBV proposals and must be designed in a manner that does not effectively eliminate the submission of proposals for non-PHA-owned units or give undue preferential treatment (e.g., additional points) to PHA-owned units. The HUD Field Office or HUD-approved independent entity must provide a letter stating that the PHA-owned units were appropriately selected based on the selection procedures specified in the PHA's Administrative Plan before the PHA may finalize the selection process, if and when applicable.

## **DESCRIPTION OF WINNING PROPOSAL**

### **Houston DMA Housing IIII, LLC at Boulevard 61 Apartments**

Boulevard 61 is a 100-unit Low Income Housing Tax Credit (LIHTC) Community that is administered by Section 42 of the IRS Code, and is designated to attract applicants for occupancy from all potentially eligible groups of people in the housing area regardless of race, color, religion, sex, national origin, disability, familial status, marital status, source of income, age, ancestry, medical condition, sexual orientation, or any other arbitrary basis. Boulevard 61 has 1-, 2-, and 3-bedroom apartments available for rent. The goal of this Tenant Selection Criteria is to establish a guideline for the selection of residents in accordance with HUD 4350.3 and Section 42 LIHTC regulations, which will enhance the quality of life for our residents and improve the financial viability of Boulevard 61.

Boulevard 61 will promote a greater choice of housing opportunities and avoid undue concentrations of low-income persons in areas containing a high proportion of low-income persons because it is in a tract Boulevard 61 will promote a greater choice of housing opportunities and avoid undue concentrations of low-income persons in areas containing a high proportion of low-income persons because it is in a tract with no current LIHTC housing in a high opportunity area with good transit and school access.

Boulevard 61 is a new construction development with 100 units at a variety of income levels ranging from 30% Area Median Income to market rate, including units at 50% and 60% Area Median Income as well. This mixture of unit type is consistent with the expansion of housing choice and limiting concentration of low-income persons and is consistent with DMA's focus on integrated mixed-income community design.

Boulevard 61 will allow low- and moderate-income individuals greater housing opportunities in a highly accessible area of Mid-west Houston with a variety of services and amenities, including excellent high



## Resolution No. 3703

frequency transit service. Few locations provide this type of true housing choice that is not reliant on residents owning their own vehicles to meet their basic needs.

This project is an exemplary proposal for Affirmatively Furthering Fair Housing. As a high-opportunity site near major regional job centers, community services, public amenities, and highly rated schools, the future mixed-income residents at Boulevard 61 will have incredible opportunities for success, wellness, and upward mobility, particularly compared to other parts of the Houston metro area that have historically received more tax credit developments.

DMA Properties, LLC was formed in March 2002 for the purpose of providing property management services to multifamily rental communities developed by DMA Development Company, LLC (DMA) and currently provides management and asset management services for more than 2,400 units of affordable and market rate housing, in addition to providing services for residents of DMA's communities. The company is 100% owned by Diana McIver and is certified by the Texas Comptroller of Public Accounts as a Historically Underutilized Business.

#### PROPERTY DETAILS

- Mid-rise community
- 100-units (25 proposed for PBV)
  - 1-br = 46 (11)
  - 2-br = 42 (10)
  - 3-br = 12 (4)
- ADA unit(s) will be available
- Amenities include a swimming pool, fitness center, business center, etc.
- Access (within .5 miles) to shopping, groceries, public schools, libraries, medical facilities, etc.

#### RECOMMENDATION

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

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President & CEO to negotiate, execute and make necessary changes and corrections to conditionally award twenty-five (25) Project-Based Vouchers to DMA Properties, LLC- Boulevard 61 at 6101 Richmond Ave., Houston, TX 77057 pursuant to the memorandum dated September 6, 2023 from Gilda Jackson, Director, Economic Opportunities to David A. Northern, Sr. President & CEO.



Transforming Lives & Communities

## REQUEST FOR BOARD AGENDA ITEM

### 1. Brief Description of Proposed Item

Deliberation and/or action to consider awarding Project-Based Vouchers to NHP Foundation at Citadel on Elgin.

### 2. Date of Board Meeting: September 12, 2023

### 3. Proposed Board Resolution:

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President & CEO to negotiate, execute and make necessary changes and corrections to conditionally award eighteen (18) Project-Based Vouchers to NHP Foundation at Citadel Apartments located at 3331 Elgin, Houston, TX 77004 pursuant to the memorandum dated August 30, 2023 from Gilda Jackson, Director of Economic Initiatives to David A. Northern, Sr. President & CEO.

### 4. Department Head Approval

Signature DocuSigned by:  
*Gilda Jackson*  
1256B21B737947A... Date: 9/8/2023

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

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

VP of FO Approval Signature DocuSigned by:  
*Mike Rogers*  
3FC87AD4710742D... Date: 9/8/2023

### 6. Approval of President & CEO

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



Transforming Lives & Communities

## MEMORANDUM

**TO:** DAVID A. NORTHERN, SR. PRESIDENT & CEO  
**FROM:** GILDA JACKSON, DIRECTOR OF ECONOMIC INITIATIVES  
**SUBJECT:** DELIBERATION AND/OR ACTION TO CONSIDER AWARDING PROJECT-BASED VOUCHERS TO NHP FOUNDATION AT CITADEL APARTMENTS  
**DATE:** AUGUST 30, 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 conditionally award eighteen (18) Project-Based Vouchers to NHP Foundation at Citadel Apartments at 3331 Elgin, Houston, TX 77004.

### BACKGROUND

HUD authorizes HHA to administer a Project-Based Voucher (PBV) program as a part of its Housing Choice Voucher Program. The HHA Board of Commissioners created the PBV program on June 21, 2011 in accordance with Resolution No. 2524, *HCV Administrative Plan Attachment – Project-Based Voucher (PBV) Program Plan*. For project-based voucher assistance, HHA may use up to twenty (20) percent of its total authorized number of vouchers. This is known as “project-basing” when tenant-based vouchers are converted to a specific project. HHA is also authorized to allocate an additional 10% of its tenant-based vouchers for project-basing when requestors propose to serve:

1. Homeless families and individuals;
2. Families with veterans;
3. Disabled and elderly persons;

HHA also seeks the following criteria when considering to allocate PBVs to ensure the award will:

1. Target low-poverty areas where tenant-based vouchers are difficult to lease
2. Not exceed 40% of a site’s total units
3. Not exceed 15 years for the initial contract term.
4. Support new or under-construction units;

HHA may determine that circumstances exist where it is advantageous to project-base vouchers rather than tenant-basing subsidy, due to some of the following benefits:

- 1) Offers mutual benefits for the HHA to expand affordable housing units while also allowing Owners to leverage the voucher subsidy.
- 2) Encourages Owners to pursue new construction, rehabilitation or acquisition of existing properties;
- 3) Promote voucher utilization;
- 4) Expands housing choices for low-income and special populations;

## 5) Increase supportive housing options

The intent of the RFP 22-09 was to solicit proposals for eligible properties from property owners who are interested in receiving PBV assistance. Under HUD regulations, certain properties owned or controlled by HHA are eligible for PBV assistance and may be eligible for selection under this RFP. HHA will enter into PBV HAP Contracts with selected property owners for designated rental units for an initial term of up to fifteen (15) years subject to funding availability. Rental assistance subsidies will be provided while eligible families occupy the rental housing units determined to meet housing quality standards. HHA's published subsidy standards will determine the appropriate unit size for the family size and composition.

**EVALUATION PROCESS:**

To evaluate the proposals submitted, HHA established a PBV Selection Panel made up of the following three (3) HHA Staff:

- Marquise Jones, Program Manager
- Van Tran, Special Programs Supervisor
- Jenny Nguyen, Special Programs Assistant Supervisor

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

Evaluation/Selection Criteria	Maximum Score
<b>Supportive Services Plan and Capacity</b> (Evaluated for all PSH, VASH and no-elderly/disabled projects for which more than 25% of units are proposed for PBV assistance or the project will serve the TAY preference)	20
<b>Financial Feasibility</b> (Evaluated for all projects)	20
<b>Previous Experience</b> of Applicant in Development and Property Management of Projects of Similar Scale for Similar Target Populations (Evaluated for all projects)	20
<b>Project Design</b> (Evaluated for all projects)	20
<b>Development Serves the Homeless or Chronic Homeless Community</b> (Evaluated for all projects) or the project will serve the TAY preference	20
<b>High Opportunity or City-Designated Revitalization Area</b> (Evaluated for all projects)	20
<b>Maximum Potential Points with Supportive Services Plan and Capacity</b>	120
<b>Maximum Potential Points – All other projects</b>	100
<b>Percent of Maximum Potential Points Required for PBV Award</b>	60%

The proposal(s) ranked as follows:

Rank	Firm/Company	M/WBE	Evaluation Rating
<b>1</b>	DMA Companies – Boulevard 61	N/A	89/100
<b>2</b>	DMA Companies – Ella Grand	N/A	70/100

<b>3</b>	<b>NHP Foundation – The Citadel on Elgin</b>	<b>N/A</b>	<b>60/100</b>
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In addition to the conditions noted above, in advance of executing the HAP:

- An environmental review must be completed by the City of Houston, and the environmental certification or categorical exclusion has been approved by HUD. The project owner must provide all information required for the environmental review on a timely basis.
- The project owner must provide to HHA all of the information needed to execute the HAP documents including, but not limited to, submission of a detailed work description that includes working drawings and specifications and all other requirements found at 24 CFR 983.152
- All proposals submitted for PBV assistance in connection with the particular selection, including proposals submitted for selection in accordance with 24 CFR §983.51(b)(2); A copy of any standard operating procedures, worksheets, checklists, or any other work product used in the selection of PBV proposals; and if the proposal was selected pursuant to a request for proposals in accordance with 24 CFR §983.51(b)(1), a copy of the solicitation;

The HUD Field Office or HUD-approved independent entity may request from HHA additional documentation necessary to complete the review process. HHA's selection procedures must apply to all PBV proposals and must be designed in a manner that does not effectively eliminate the submission of proposals for non-PHA-owned units or give undue preferential treatment (e.g., additional points) to PHA-owned units. The HUD Field Office or HUD-approved independent entity must provide a letter stating that the PHA-owned units were appropriately selected based on the selection procedures specified in the PHA's Administrative Plan before the PHA may finalize the selection process, if and when applicable.

## **DESCRIPTION OF WINNING PROPOSALS**

### **NHP Foundation at Citadel Apartments**

NHP Foundation is collaborating with the CHCDC Affordable Elderly, LLS to develop affordable supportive housing in Houston within the historic Third Ward on Elgin Street. The project aims to address the need for low-income housing among vulnerable homeless populations such as single and/or elderly adults/families who require supportive services.

NHP Foundation is a national non-profit housing developer that is dedicated to preserving and creating service-enriched housing. NHP Foundation has 80 years of experience in structuring and executing preservation transactions utilizing a multitude of federal and state financing tools and capital restructuring strategies. Currently, NHP Foundation owns 52 properties in 15 states and in DC, totaling 8,815 units of low and moderate-income housing. Their experience includes financing projects with 4% and 9% LIHTCs taxable, tax-exempt bonds, FHA financing, HUD financing and multiple state and local funding sources.

NHP Foundation has engaged Allied-Orion Group to serve as the property management agent, at Citadel Apartments. Allied-Orion Group has 19 years of property management experience with blended assets comprised of public housing, low-income tax credit, market units and RAD-converted sites.

NHP Foundation's Citadel Apartments are situated on approximately a .902-acre tract at the northeast corner of Elgin and Tierwester, within the Third Ward. The project completed construction in March 2023. Residents will have access to on-site supportive services provided by Change Happens.

**PROPERTY DETAILS**

- 1 story building
- 74-units comprised of 0-bedroom and 1-bedroom units with PBVs allocated to 18 units (24%)
- ADA Accessible Units
- Units have a private bath and small kitchenette with microwave and refrigerator.
- Rooftop courtyard
- On-site resident services
- Access (within .5 miles) to shopping, groceries, public schools, libraries, medical facilities, etc.
- Coin-operated washer/dryer facilities
- Private parking available on site

**RECOMMENDATION**

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

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President & CEO to negotiate, execute and make necessary changes and corrections to conditionally award one hundred (18) Project-Based Vouchers to NHP Foundation at Citadel Apartments at 3331 Elgin Street, Houston, Texas 77004, pursuant to the memorandum dated August 30, 2023 from Gilda Jackson, Director of Economic Initiatives to David A. Northern, Sr. President & CEO.





Transforming Lives &amp; Communities

**REQUEST FOR BOARD AGENDA ITEM****1. Brief Description of Proposed Item**

Consideration and/or take action to authorize the President & CEO or designee to execute a contract with Price Consulting, Inc. and Amtech Solutions, Inc. for the rehabilitation of HHA's existing and newly acquired properties.

**2. Date of Board Meeting:** September 12, 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 the top two (2) short-listed Building Envelope Consulting Firms identified in this Board Resolution, for an initial period of (2) years, with a one (1) year option to extend, in an amount not to exceed \$1,000,000 pursuant to the memorandum dated August 28, 2023, from Jay Mason, Director of REID to David A. Northern, Sr., President & CEO.

**4. Department Head Approval**

Signature

DocuSigned by:  
Jay Mason  
FB1ADD6791F24F3...

Date: 9/8/2023

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

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

**VP of FO Approval**

Signature

DocuSigned by:  
Mike Rogers  
3FC87AD4710742D...

Date: 9/8/2023

**6. Approval of President & CEO**

Signature

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

Date: 9/8/2023



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 PRICE CONSULTING, INC. AND AMTECH SOLUTIONS, INC. FOR THE REHABILITATION OF HHA'S EXISTING AND NEW PROPERTIES  
**DATE:** AUGUST 28, 2023

---

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorize the President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to a contract with the top two (2) short-listed Building Envelope Consultant Firms listed herein.

### BACKGROUND:

The Houston Housing Authority (HHA) requires Building Envelope Consultant services to conduct assessments of existing and newly acquired properties for the performance of roofs, exterior facades, openings (doors/windows), and structural integrity, as is required to preserve quality affordable housing. Additional work may include design and construction administration services.

### ADVERTISEMENT:

On March 24, 2023, a legal notice advertising RFP 23-16 Building Envelope Consultant was posted in the Houston Chronicle and Forward Times Newspapers, and in the Houston Business Journal.

In addition to posting RFP 23-16 on its website, HHA's Procurement Department sent e-mails to bidders on HHA's Bidder's List and sent to bidders identified by the requesting department.

Interested parties were also able to access RFP 23-16 by going to the websites of the City of Houston Office of Business Opportunity ("OBO"); the Greater Houston Black Chamber of Commerce ("GHBCC"); the Houston Minority Supplier Development Council ("HMSDC"); the Houston Chapter of the National Association of Minority Contractors ("NAMC"); Beaconbid.com; and to the Houston Office of the United States Small Business Administration ("SBA").

### EVALUATION PROCESS:

All responses to RFP 23-16 received by HHA by the specified due date were scored based on the following published scoring criteria:

Criteria	Max Points
Company Profile / History	5
Company Experience (In providing Building Envelope Consulting Services, managing construction budgets, planning and design schedules)	15
Personnel Qualifications	15
Project Methodology	10
Fees	10
Cost Control Measures	15
Supporting Data	10
M/WBE Requirements	10
Section 3 Requirements	10
<b>Total</b>	<b>100</b>

On May 1, 2023, HHA's Procurement Department opened the following sealed responses and they were subsequently scored by an Evaluation Committee consisting of the following HHA employees:

1. Khadija Darr, Sr VP of Administration
2. Diana Dmitriyeva, Capital Funds Project Manager
3. Ricardo Harris, Compliance Manager
4. Shona Smith-Ombogo, Sr Operations Manager

There are no conflicts of interest and firms not on the HUD Debarment List.

Rank	Firm/Company	M/WBE	M/WBE Participation	Score
1	Price Consulting, Inc.	No	Yes	86
2	Amtech Solutions, Inc.	Yes	Yes	81
3	BEAM Professionals	No	No	73
4	ECS Southwest, LLP.	No	No	69

HHA has previously utilized Price Consulting, Inc. (PCI) for the assessment and design work associated with roofs, exterior facades, openings and structural integrity of existing buildings, via Resolution No. 3205 (October, 2020).

Agency goal is to have all contracts utilizing sub-contractors to spend at least 30% of the project funds with M/WBE businesses.

## 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 the top two (2) short-listed Building Envelope Consulting Firms identified in this Board Resolution, for an initial period of (2) years, with a one (1) year option to extend, in an amount not to exceed \$1,000,000 pursuant to the memorandum dated September 5, 2023, from Jay Mason, Director of REID to David A. Northern, Sr., President & CEO.



Transforming Lives & Communities

## REQUEST FOR BOARD AGENDA ITEM

### 1. Brief Description of Proposed Item

Consideration and/or take action to authorize the President & CEO or designee to execute a contract with Key HTX Development & Holdings, Inc. and HD Supply Facilities Maintenance, Ltd. to furnish the material necessary for a complete installation of window air conditioning (AC) units at Cuney Homes, Irvinton Village, and Kelly Village apartments.

### 2. Date of Board Meeting: September 12, 2023


### 3. Proposed Board Resolution:

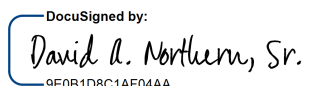
**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract Key HTX Development & Holdings, Inc. and HD Supply Facilities Maintenance, Ltd. to furnish the material necessary for a complete installation of window air conditioning (AC) units at Cuney Homes, Irvinton Village, and Kelly Village apartments in an amount not to exceed \$1,200,000.00 pursuant to the memorandum from Jay Mason, Director of REID dated August 29, 2023 to David A. Northern, Sr., President & CEO.

4. **Department Head Approval** Signature  Jay Mason Date: 9/8/2023

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

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

**VP of FO Approval** Signature  Mike Rogers Date: 9/8/2023

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



**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 KEY HTX DEVELOPMENT & HOLDINGS, INC. AND HD SUPPLY FACILITIES MAINTENANCE, LTD. TO FURNISH THE MATERIAL NECESSARY FOR A COMPLETE INSTALLATION OF WINDOW AC UNITS AT CUNEY HOMES, IRVINTON VILLAGE, AND KELLY VILLAGE APARTMENTS.  
**DATE:** AUGUST 29, 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 Key HTX Development & Holdings, Inc. and HD Supply Facilities Maintenance, Ltd. to furnish the material necessary for a complete installation of window air conditioning (AC) units at Cuney Homes, Irvinton Village, and Kelly Village apartments.

### BACKGROUND:

Several of the Houston Housing Authority's public housing developments (Cuney Homes, Irvinton Village/partial, and Kelly Village) were built in 1940's and do not offer air conditioning. At these properties, residents have been purchasing, installing, and maintaining their own window air conditioning (AC) units. This project is aimed at correcting the financial / physical / mental hardship imposed on our residents by providing the material necessary for a complete window AC unit installation, which includes the following items;

- Window AC Units
- Metal Infill Panels and Plywood
- Support Angles and Brackets
- Screw and Bolts
- Adhesive and Sealant

This material will provide a "permanent construction" installation (by fastening the window AC unit to the building structure), which is in accordance with the guidelines provided by the U.S. Department of Housing and Urban Development (HUD).

The project will be 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 \$1,615,000, so the lowest responsible bid is 38% below the estimated budget.

**EVALUATION PROCESS:**

In July of 2023, a legal notice advertising IFB 23-40 Air Conditioning Material Supply and Delivery (“IFB 23-40”) was posted in the Houston Chronicle and Forward Times Newspapers, and in the Houston Business Journal.

In addition to posting “IFB 23-40” 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 23-40” 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 August 24, 2023, HHA’s Procurement Department opened the following sealed bids in response to “IFB 23-40”:

Rank	Firm/Company	M/WBE	M/WBE Participation	Bid Price
1	HD Supply Facility Maintenance, Ltd.	N/A	No	*\$ 683,274.00
2	Key HTX Development & Holdings, Inc.	MBE	No	\$1,006,916.91
3	Able’s Construction Services, LLC.	N/A	No	\$1,475,738.55
4	Warehouse Recon, LLC.	N/A	No	\$1,582,570.00
5	Alza Kultura, LLC.	N/A	No	\$1,653,760.00

References have been checked & returned positive. There are no conflicts of interest and Key HTX Development and Holdings, Inc. 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. This is a “material only” solicitation and Key HTX Development & Holdings, Inc. did not identify any subcontracting utilization for this project. Key HTX Development & Holdings, Inc. is a Minority-Owned Business Enterprise (MBE) and a City of Houston certified Section 3 Business Concern.

Key HTX Development & Holdings, Inc. is exempt from Section 3 requirements as this is a “material only” solicitation.

Additionally, HHA’s Procurement and REID departments met with the team from Key HTX Development & Holdings, Inc. to discuss the project, pricing, and logistics to confirm that they have the capability and experience necessary to successfully complete this project.

\* HD Supply Facility Maintenance, Ltd. is not being selected as the prime awardee as they did not provide pricing to cover all of the required material, opting to provide the cost for the window AC units only. This project is expected to last 6-8 weeks and, with such a short timeline, having material available and onsite in a timely fashion is critical. Therefore, HD Supply is being identified as an alternate source for the purchase of the AC units. In the event that Key HTX Development & Holdings, Inc. is not able to meet the specified schedule, HHA will utilize HD Supply Facility Maintenance, Ltd. to supply the needed AC units.

The Not to Exceed (NTE) value of the contract is higher than the lowest responsive and responsible bid in order to adjust for a change in price in the event that it becomes necessary to purchase material and supplies from HD Supply Facility Maintenance, Ltd., who quoted a higher price per unit. Additionally, due to potential supply issues with the specified AC unit model, it may become necessary to utilize an equivalent, alternate model, which may have a higher cost per unit. All material costs will be based on the price provided in the bid documents.

HHA has previously utilized HD Supply Facility Maintenance, Ltd. to furnish and install carbon monoxide detectors at various HHA properties in the amount of \$2,005,976.34, via Resolution 3391 (April, 2022).

## **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 Key HTX Development & Holdings, Inc. and HD Supply Facilities Maintenance, Ltd. to furnish the material necessary for a complete installation of window air conditioning (AC) units at Cuney Homes, Irvinton Village, and Kelly Village apartments in an amount not to exceed \$1,200,000.00 pursuant to the memorandum from Jay Mason, Director of REID dated August 29, 2023 to David A. Northern, Sr., President & CEO.



Transforming Lives & Communities

#### REQUEST FOR BOARD AGENDA ITEM

#### 1. Brief Description of Proposed Item

Consideration and/or take action to authorize the President & CEO or designee to execute a contract with multiple contractors to install window air conditioning (AC) units at Cuney Homes, Irvinton Village, and Kelly Village apartments.

#### 2. Date of Board Meeting: September 12, 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 multiple contractors to install window air conditioning (AC) units at Cuney Homes, Irvinton Village, and Kelly Village apartments in an amount not to exceed \$1,049,750.00 pursuant to the memorandum from Jay Mason, Director of REID dated August 29, 2023 to David A. Northern, Sr., President & CEO.

#### 4. Department Head Approval

Signature

DocuSigned by:  
Jay Mason  
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Date: 9/8/2023

#### 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  
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Date: 9/8/2023

#### 6. Approval of President & CEO

Signature

DocuSigned by:  
David A. Northern, Sr.  
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Date: 9/8/2023





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 MULTIPLE CONTRACTORS TO INSTALL WINDOW AC UNITS AT CUNEY HOMES, IRVINTON VILLAGE, AND KELLY VILLAGE APARTMENTS.  
**DATE:** AUGUST 29, 2023

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorize the President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to a contract with multiple contractors to install window air conditioning (AC) units at Cuney Homes, Irvinton Village, and Kelly Village apartments.

### BACKGROUND:

Several of the Houston Housing Authority's public housing developments (Cuney Homes, Irvinton Village/partial, and Kelly Village) were built in the 1940's and do not offer air conditioning. At these properties, residents have been purchasing, installing, and maintaining their own window air conditioning (AC) units. This project is aimed at correcting the financial, physical, and mental hardships imposed on our residents by installing window AC units (qty: 1,615), in accordance with provided specifications, which include installation of the following items;

- Window AC Units
- Metal Infill Panels and Plywood
- Support Angles and Brackets
- Screw and Bolts
- Adhesive and Sealant

This method provides a "permanent construction" installation (by fastening the window AC unit to the building structure), which is in accordance with the guidelines provided by the U.S. Department of Housing and Urban Development (HUD).

The project will be 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 (supply and installation) was \$2,500,000. With the resolution for Supply of \$1,200,000 and the resolution for Installation of \$1,049,750, it is a combined total of \$2,200,000, which is 10% below the estimated budget.

**EVALUATION PROCESS:**

In August of 2023, a legal notice advertising IFB 23-41 Installation of A/C Units at Cuney Homes, Irvinton Village and Kelly Village ("IFB 23-41") was posted in the Houston Chronicle and Forward Times Newspapers, and in the Houston Business Journal.

In addition to posting "IFB 23-41" 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 23-41" by going to the websites of the City of Houston Office of Business Opportunity ("OBO"); the Greater Houston Black Chamber of Commerce ("GHBCC"); the Houston Minority Supplier Development Council ("HMSDC"); the Houston Chapter of the National Association of Minority Contractors ("NAMC"); and to the Houston Office of the United States Small Business Administration ("SBA").

Interested parties were invited to attend a non-mandatory, in-person pre-bid conference held on Saturday, August 12, 2023. Property site visits were held upon request.

On September 6, 2023, HHA's Procurement Department opened the following sealed bids in response to "IFB 23-41":

Rank	Firm/Company	M/WBE	M/WBE Participation
1	A. Alexander & Associates	N/A	Yes
2	Able's Construction Services, LLC.	N/A	No
3	ABM Building Services, LLC.	N/A	Yes
4	Alza Kultura, LLC.	N/A	No
5	AP Project Management, LLC.	M/WBE	No
6	Bragger Company, LLC.	N/A	Yes
7	CLI Energy and Construction, LLC.	MBE	No
8	Crown Peaks Homes, LLC	M/WBE	No
9	Dasac Cleaning Services, LLC.	MBE	No
10	Hermida Services	MBE	Yes
11	Impact Commercial Construction Company	M/WBE	No
12	Key HTX Development & Holdings, Inc	MBE	No
13	Maylan Staffing, LLC.	N/A	Yes
14	My Construction Company	M/WBE	No
15	Pennum, Inc.	N/A	No
16	Quality Works Construction, Inc.	MBE	No
17	Quinton King Construction	N/A	Yes
18	SNR Construction & Consulting, LLC.	M/WBE	No
19	Strategic Refrigeration, LLC.	N/A	Yes
20	Trans TEQ Environmental Solutions, Inc.	M/WBE	No
21	TPMG Construction	N/A	Yes
22	Trenton Development Group	MBE	No
23	Warehouse Recon, LLC.	N/A	No

There are no conflicts of interest and the selected contractors are 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. The companies utilizing M/WBE businesses for subcontracts have been identified in the chart above.

## **RECOMMENDATION**

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

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with multiple contractors to install window air conditioning (AC) units at Cuney Homes, Irvinton Village, and Kelly Village apartments in an amount not to exceed \$1,049,750.00 pursuant to the memorandum from Jay Mason, Director of REID dated August 29, 2023 to David A. Northern, Sr., President & CEO.

**REQUEST FOR BOARD AGENDA ITEM****1. Brief Description of Proposed Item**

Consideration and/or take action to authorize the President & CEO or designee to facilitate the acquisition and rehabilitation of the Beckley Apartments located at or about 7550 Wilshire Place, Houston, Texas 77040, and the execution of all required documents therefor.

**2. Date of Board Meeting:** September 12, 2023**3. Proposed Board Resolution:**

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or authorized representative of the Houston Housing Authority (the “**Authority**”) to take such actions necessary or convenient to facilitate the acquisition and rehabilitation of the Beckley Apartments located at or about 7550 Wilshire Place, Houston, Texas 77040 (the “**Project**”) using an ownership structure under Chapter 392 of the Texas Local Government Code and without the usage of a public facility corporation, pursuant to the memorandum from Jay Mason, Director of REID dated September 1, 2023, to David A. Northern, Sr., President & CEO.

**4. Department Head Approval**

Signature

DocuSigned by:  
Jay Mason  
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Date: 9/8/2023

**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

DocuSigned by:  
Mike Rogers  
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Date: 9/8/2023

**6. Approval of President & CEO**

Signature

DocuSigned by:  
David A. Northern, Sr.  
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Date: 9/8/2023



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 AUTHORIZED REPRESENTATIVE OF THE HOUSTON HOUSING AUTHORITY TO FACILITATE THE ACQUISITION AND REHABILITATION OF THE BECKLEY APARTMENTS LOCATED AT OR ABOUT 7550 WILSHIRE PLACE, HOUSTON, TEXAS 77040, AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.  
**DATE:** SEPTEMBER 1, 2023

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO or authorized representative of the Houston Housing Authority (the “**Authority**”) to take such actions necessary or convenient to facilitate the acquisition and rehabilitation of the Beckley Apartments located at or about 7550 Wilshire Place, Houston, Texas 77040 (the “**Project**”) using an ownership structure under Chapter 392 of the Texas Local Government Code and without the usage of a public facility corporation, and the execution of all required documents therefor.

### BACKGROUND

The Authority plans to acquire the site on which the Project is located (the “**Land**”) pursuant to certain assignments, a deed from the seller, and any other documentation required to consummate the acquisition of the Land (the “**Acquisition Documents**”).

Upon such acquisition, the Authority and LSC Beckley Owner II, LLC, a Delaware limited liability company (the “**Company**”), that of which the sole member is LSC Beckley Owner I, LP, a Delaware limited partnership (the “**Sole Member**”), that of which the general partner is APV Beckley GP LLC, a Texas limited liability company (the “**General Partner**”), that of which is wholly owned by APV Redevelopment Corporation, a Texas nonprofit corporation and sponsored affiliate of the Authority (“**APV**”), will enter into a ground lease (the “**Ground Lease**”) granting site control of the Land to the Company.

Pursuant to the terms of the Ground Lease, no less than 50% of the units in the Project will be reserved for or occupied by individuals or families earning less than 80% of area median income.

The ownership of the Project will be structured pursuant to Chapter 392 of the Texas Local Government Code (the “**Code**”), as opposed being structured pursuant to Chapter 303 of the Code, and will not involve the usage of a public facility corporation.

The Company desires to obtain a loan from Berkeley Point Capital LLC, a Delaware limited liability company and the Federal Home Loan Mortgage Corporation (together, the “**Lender**”) in an aggregate principal amount not to exceed \$29,000,000 (the “**Loan**”), and in connection therewith, the Lender may require the Authority to join in the execution of documents evidencing the Loan (the “**Loan Documents**”).

## 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 authorized representative of the Houston Housing Authority (the “**Authority**”) to take such actions necessary or convenient to facilitate the acquisition and rehabilitation of the Beckley Apartments located at or about 7550 Wilshire Place, Houston, Texas 77040 (the “**Project**”) using an ownership structure under Chapter 392 of the Texas Local Government Code and without the usage of a public facility corporation, pursuant to the memorandum from Jay Mason, Director of REID dated September 1, 2023, to David A. Northern, Sr., President & CEO.

**RESOLUTION NO. 3708**

**RESOLUTION AUTHORIZING THE PRESIDENT & CEO OR AUTHORIZED REPRESENTATIVE OF THE HOUSTON HOUSING AUTHORITY (THE “AUTHORITY”) TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO FACILITATE THE ACQUISITION AND REHABILITATION OF THE BECKLEY APARTMENTS LOCATED AT OR ABOUT 7550 WILSHIRE PLACE, HOUSTON, TEXAS 77040 (THE “PROJECT”), AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.**

WHEREAS, the Authority plans to acquire the site on which the Project will be located (the “**Land**”) pursuant to certain assignments, a deed from the seller, and any other documentation required to consummate the acquisition of the Land (the “**Acquisition Documents**”); and

WHEREAS, upon such acquisition, the Authority and LSC Beckley Owner II, LLC, a Delaware limited liability company (the “**Company**”), that of which the sole member is LSC Beckley Owner I, LP, a Delaware limited partnership (the “**Sole Member**”), that of which the general partner is APV Beckley GP LLC, a Texas limited liability company (the “**General Partner**”), that of which is wholly owned by APV Redevelopment Corporation, a Texas nonprofit corporation and sponsored affiliate of the Authority (“**APV**”), will enter into a ground lease (the “**Ground Lease**”) granting site control of the Land to the Company; and

WHEREAS, pursuant to the terms of the Ground Lease, no less than 50% of the units in the Project will be reserved for or occupied by individuals or families earning less than 80% of area median income; and

WHEREAS, the ownership of the Project will be structured pursuant to Chapter 392 of the Texas Local Government Code (the “**Code**”), as opposed being structured pursuant to Chapter 303 of the Code, and will not involve the usage of a public facility corporation; and

WHEREAS, the Company desires to obtain a loan from Berkeley Point Capital LLC, a Delaware limited liability company and the Federal Home Loan Mortgage Corporation (together, the “**Lender**”) in an aggregate principal amount not to exceed \$29,000,000 (the “**Loan**”), and in connection therewith, the Lender may require the Authority to join in the execution of documents evidencing the Loan (the “**Loan Documents**”);

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

BE IT RESOLVED, that the President and Chief Executive Officer of the Authority and/or any officer of the Authority and/or his/her designee (the “**Executing Officer**”), acting alone, is hereby authorized to review, approve and execute all certificates, affidavits, agreements, documents and other writings necessary and/or related to the foregoing matters the Executing Officer shall deem to be necessary or desirable in the consummation of the transactions herein contemplated, including, without limitation the Ground Lease, the Acquisition Documents, the Loan Documents, and any and all other documents contemplated in connection with the

Authority's acquisition of the Land, the Company's rehabilitation of the Project, the Loan, and any other Project financing that requires the Authority's signature (collectively, the "**Agreements**"); and

BE IT FURTHER RESOLVED, that all acts, transactions, or agreements undertaken prior hereto by the Executing Officer in connection with the foregoing matters are hereby ratified and confirmed as the valid actions of the Authority, effective as of the date such actions were taken; and

BE IT FURTHER RESOLVED, that the Executing Officer is hereby authorized and directed for and on behalf of, and as the act and deed of the Authority, to take such further action in the consummation of the transactions herein contemplated and to do any and all other acts and things necessary or proper in furtherance thereof, as the Executing Officer shall deem to be necessary or desirable, and all acts heretofore taken by the Executing Officer to such end are hereby expressly ratified and confirmed as the acts and deeds of the Authority.

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

*[Remainder of page intentionally left blank for signature]*



Resolution No. 3708

PASSED 12<sup>th</sup> of September, 2023.

ATTEST:

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CHAIR

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Secretary

**REQUEST FOR BOARD AGENDA ITEM****1. Brief Description of Proposed Item**

Consideration and/or take action to authorize the President & CEO or designee to facilitate the acquisition and rehabilitation of the Highland Apartments located at or about 6969 Hollister Street, Houston, Texas 77040, and the execution of all required documents therefor.

**2. Date of Board Meeting:** September 12, 2023**3. Proposed Board Resolution:**

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or authorized representative of the Houston Housing Authority (the “**Authority**”) to take such actions necessary or convenient to facilitate the acquisition and rehabilitation of the Highland Apartments located at or about 6969 Hollister Street, Houston, Texas 77040 (the “**Project**”) using an ownership structure under Chapter 392 of the Texas Local Government Code and without the usage of a public facility corporation, pursuant to the memorandum from Jay Mason, Director of REID dated September 1, 2023, to David A. Northern, Sr., President & CEO.

**4. Department Head Approval**

Signature

DocuSigned by:

Jay Mason

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Date: 9/8/2023

**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

DocuSigned by:

Mike Rogers

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Date: 9/8/2023

**6. Approval of President & CEO**

Signature

DocuSigned by:

David A. Northern, Sr.

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Date: 9/8/2023



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 AUTHORIZED REPRESENTATIVE OF THE HOUSTON HOUSING AUTHORITY TO FACILITATE THE ACQUISITION AND REHABILITATION OF THE HIGHLAND APARTMENTS LOCATED AT OR ABOUT 6969 HOLLISTER STREET, HOUSTON, TEXAS 77040, AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.  
**DATE:** SEPTEMBER 1, 2023

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO or authorized representative of the Houston Housing Authority (the “**Authority**”) to take such actions necessary or convenient to facilitate the acquisition and rehabilitation of the Highland Apartments located at or about 6969 Hollister Street, Houston, Texas 77040 (the “**Project**”) using an ownership structure under Chapter 392 of the Texas Local Government Code and without the usage of a public facility corporation, and the execution of all required documents therefor.

### BACKGROUND

The Authority plans to acquire the site on which the Project is located (the “**Land**”) pursuant to certain assignments, a deed from the seller, and any other documentation required to consummate the acquisition of the Land (the “**Acquisition Documents**”).

Upon such acquisition, the Authority and LSC Highland Owner II, LLC, a Delaware limited liability company (the “**Company**”), that of which the sole member is LSC Highland Owner I, LP, a Delaware limited partnership (the “**Sole Member**”), that of which the general partner is APV Highland GP LLC, a Texas limited liability company (the “**General Partner**”), that of which is wholly owned by APV Redevelopment Corporation, a Texas nonprofit corporation and sponsored affiliate of the Authority (“**APV**”), will enter into a ground lease (the “**Ground Lease**”) granting site control of the Land to the Company.

Pursuant to the terms of the Ground Lease, no less than 50% of the units in the Project will be reserved for or occupied by individuals or families earning less than 80% of area median income.

The ownership of the Project will be structured pursuant to Chapter 392 of the Texas Local Government Code (the “**Code**”), as opposed being structured pursuant to Chapter 303 of the Code, and will not involve the usage of a public facility corporation.

The Company desires to obtain a loan from Berkeley Point Capital LLC, a Delaware limited liability company and the Federal Home Loan Mortgage Corporation (together, the “**Lender**”) in an aggregate principal amount not to exceed \$28,000,000 (the “**Loan**”), and in connection therewith, the Lender may require the Authority to join in the execution of documents evidencing the Loan (the “**Loan Documents**”).

## 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 authorized representative of the Houston Housing Authority (the “**Authority**”) to take such actions necessary or convenient to facilitate the acquisition and rehabilitation of the Highland Apartments located at or about 6969 Hollister Street, Houston, Texas 77040 (the “**Project**”) using an ownership structure under Chapter 392 of the Texas Local Government Code and without the usage of a public facility corporation, pursuant to the memorandum from Jay Mason, Director of REID dated September 1, 2023, to David A. Northern, Sr., President & CEO.

**RESOLUTION NO. 3709**

**RESOLUTION AUTHORIZING THE PRESIDENT & CEO OR AUTHORIZED REPRESENTATIVE OF THE HOUSTON HOUSING AUTHORITY (THE “AUTHORITY”) TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO FACILITATE THE ACQUISITION AND REHABILITATION OF THE HIGHLAND APARTMENTS LOCATED AT OR ABOUT 6969 HOLLISTER STREET, HOUSTON, TEXAS 77040 (THE “PROJECT”), AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.**

WHEREAS, the Authority plans to acquire the site on which the Project will be located (the “**Land**”) pursuant to certain assignments, a deed from the seller, and any other documentation required to consummate the acquisition of the Land (the “**Acquisition Documents**”); and

WHEREAS, upon such acquisition, the Authority and LSC Highland Owner II, LLC, a Delaware limited liability company (the “**Company**”), that of which the sole member is LSC Highland Owner I, LP, a Delaware limited partnership (the “**Sole Member**”), that of which the general partner is APV Highland GP LLC, a Texas limited liability company (the “**General Partner**”), that of which is wholly owned by APV Redevelopment Corporation, a Texas nonprofit corporation and sponsored affiliate of the Authority (“**APV**”), will enter into a ground lease (the “**Ground Lease**”) granting site control of the Land to the Company; and

WHEREAS, pursuant to the terms of the Ground Lease, no less than 50% of the units in the Project will be reserved for or occupied by individuals or families earning less than 80% of area median income; and

WHEREAS, the ownership of the Project will be structured pursuant to Chapter 392 of the Texas Local Government Code (the “**Code**”), as opposed being structured pursuant to Chapter 303 of the Code, and will not involve the usage of a public facility corporation; and

WHEREAS, the Company desires to obtain a loan from Berkeley Point Capital LLC, a Delaware limited liability company and the Federal Home Loan Mortgage Corporation (together, the “**Lender**”) in an aggregate principal amount not to exceed \$28,000,000 (the “**Loan**”), and in connection therewith, the Lender may require the Authority to join in the execution of documents evidencing the Loan (the “**Loan Documents**”);

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

BE IT RESOLVED, that the President and Chief Executive Officer of the Authority and/or any officer of the Authority and/or his/her designee (the “**Executing Officer**”), acting alone, is hereby authorized to review, approve and execute all certificates, affidavits, agreements, documents and other writings necessary and/or related to the foregoing matters the Executing Officer shall deem to be necessary or desirable in the consummation of the transactions herein contemplated, including, without limitation the Ground Lease, the Acquisition Documents, the Loan Documents, and any and all other documents contemplated in connection with the

Authority's acquisition of the Land, the Company's rehabilitation of the Project, the Loan, and any other Project financing that requires the Authority's signature (collectively, the "**Agreements**"); and

BE IT FURTHER RESOLVED, that all acts, transactions, or agreements undertaken prior hereto by the Executing Officer in connection with the foregoing matters are hereby ratified and confirmed as the valid actions of the Authority, effective as of the date such actions were taken; and

BE IT FURTHER RESOLVED, that the Executing Officer is hereby authorized and directed for and on behalf of, and as the act and deed of the Authority, to take such further action in the consummation of the transactions herein contemplated and to do any and all other acts and things necessary or proper in furtherance thereof, as the Executing Officer shall deem to be necessary or desirable, and all acts heretofore taken by the Executing Officer to such end are hereby expressly ratified and confirmed as the acts and deeds of the Authority.

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

*[Remainder of page intentionally left blank for signature]*

Resolution No. 3709

PASSED 12<sup>th</sup> of September, 2023.

ATTEST:

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
Secretary

**REQUEST FOR BOARD AGENDA ITEM****1. Brief Description of Proposed Item**

Consideration and/or take action to authorize the President & CEO or designee to facilitate the acquisition and rehabilitation of The Meritage located at or about 4550 N. Braeswood Blvd., Houston, Texas 77096, and the execution of all required documents therefor.

**2. Date of Board Meeting:** September 12, 2023**3. Proposed Board Resolution:**

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or authorized representative of the Houston Housing Authority (the “**Authority**”) to take such actions necessary or convenient to facilitate the acquisition and rehabilitation of The Meritage located at or about 4550 N. Braeswood Blvd., Houston, Texas 77096 (the “**Project**”) using an ownership structure under Chapter 392 of the Texas Local Government Code and without the usage of a public facility corporation, pursuant to the memorandum from Jay Mason, Director of REID dated September 1, 2023, to David A. Northern, Sr., President & CEO.

**4. Department Head Approval**

Signature

DocuSigned by:

Jay Mason

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Date: 9/8/2023

**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

DocuSigned by:

Mike Rogers

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Date: 9/8/2023

**6. Approval of President & CEO**

Signature

DocuSigned by:

David A. Northern, Sr.

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Date: 9/8/2023





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 AUTHORIZED REPRESENTATIVE OF THE HOUSTON HOUSING AUTHORITY TO FACILITATE THE ACQUISITION AND REHABILITATION OF THE MERITAGE LOCATED AT OR ABOUT 4550 N. BRAESWOOD BLVD., HOUSTON, TEXAS 77096, AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.  
**DATE:** SEPTEMBER 1, 2023

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO or authorized representative of the Houston Housing Authority (the “**Authority**”) to take such actions necessary or convenient to facilitate the acquisition and rehabilitation of The Meritage located at or about 4550 N. Braeswood Blvd., Houston, Texas 77096 (the “**Project**”) using an ownership structure under Chapter 392 of the Texas Local Government Code and without the usage of a public facility corporation, and the execution of all required documents therefor.

### BACKGROUND

The Authority plans to acquire the site on which the Project is located (the “**Land**”) pursuant to certain assignments, a deed from the seller, and any other documentation required to consummate the acquisition of the Land (the “**Acquisition Documents**”).

Upon such acquisition, the Authority and LSC Meritage Owner II, LLC, a Delaware limited liability company (the “**Company**”), that of which the sole member is LSC Meritage Owner I, LP, a Delaware limited partnership (the “**Sole Member**”), that of which the general partner is APV The Meritage GP LLC, a Texas limited liability company (the “**General Partner**”), that of which is wholly owned by APV Redevelopment Corporation, a Texas nonprofit corporation and sponsored affiliate of the Authority (“**APV**”), will enter into a ground lease (the “**Ground Lease**”) granting site control of the Land to the Company.

Pursuant to the terms of the Ground Lease, no less than 50% of the units in the Project will be reserved for or occupied by individuals or families earning less than 80% of area median income.

The ownership of the Project will be structured pursuant to Chapter 392 of the Texas Local Government Code (the “**Code**”), as opposed being structured pursuant to Chapter 303 of the Code, and will not involve the usage of a public facility corporation.

The Company desires to obtain a loan from Berkeley Point Capital LLC, a Delaware limited liability company and the Federal Home Loan Mortgage Corporation (together, the “**Lender**”) in an aggregate principal amount not to exceed \$35,000,000 (the “**Loan**”), and in connection therewith, the Lender may require the Authority to join in the execution of documents evidencing the Loan (the “**Loan Documents**”).

## 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 authorized representative of the Houston Housing Authority (the “**Authority**”) to take such actions necessary or convenient to facilitate the acquisition and rehabilitation of The Meritage located at or about 4550 N. Braeswood Blvd., Houston, Texas 77096 (the “**Project**”) using an ownership structure under Chapter 392 of the Texas Local Government Code and without the usage of a public facility corporation, pursuant to the memorandum from Jay Mason, Director of REID dated September 1, 2023, to David A. Northern, Sr., President & CEO.

**RESOLUTION NO. 3710**

**RESOLUTION AUTHORIZING THE PRESIDENT & CEO OR AUTHORIZED REPRESENTATIVE OF THE HOUSTON HOUSING AUTHORITY (THE “AUTHORITY”) TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO FACILITATE THE ACQUISITION AND REHABILITATION OF THE MERITAGE LOCATED AT OR ABOUT 4550 N. BRAESWOOD BLVD., HOUSTON, TEXAS 77096 (THE “PROJECT”), AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.**

WHEREAS, the Authority plans to acquire the site on which the Project will be located (the “**Land**”) pursuant to certain assignments, a deed from the seller, and any other documentation required to consummate the acquisition of the Land (the “**Acquisition Documents**”); and

WHEREAS, upon such acquisition, the Authority and LSC Meritage Owner II, LLC, a Delaware limited liability company (the “**Company**”), that of which the sole member is LSC Meritage Owner I, LP, a Delaware limited partnership (the “**Sole Member**”), that of which the general partner is APV The Meritage GP LLC, a Texas limited liability company (the “**General Partner**”), that of which is wholly owned by APV Redevelopment Corporation, a Texas nonprofit corporation and sponsored affiliate of the Authority (“**APV**”), will enter into a ground lease (the “**Ground Lease**”) granting site control of the Land to the Company; and

WHEREAS, pursuant to the terms of the Ground Lease, no less than 50% of the units in the Project will be reserved for or occupied by individuals or families earning less than 80% of area median income; and

WHEREAS, the ownership of the Project will be structured pursuant to Chapter 392 of the Texas Local Government Code (the “**Code**”), as opposed being structured pursuant to Chapter 303 of the Code, and will not involve the usage of a public facility corporation; and

WHEREAS, the Company desires to obtain a loan from Berkeley Point Capital LLC, a Delaware limited liability company and the Federal Home Loan Mortgage Corporation (together, the “**Lender**”) in an aggregate principal amount not to exceed \$35,000,000 (the “**Loan**”), and in connection therewith, the Lender may require the Authority to join in the execution of documents evidencing the Loan (the “**Loan Documents**”);

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

BE IT RESOLVED, that the President and Chief Executive Officer of the Authority and/or any officer of the Authority and/or his/her designee (the “**Executing Officer**”), acting alone, is hereby authorized to review, approve and execute all certificates, affidavits, agreements, documents and other writings necessary and/or related to the foregoing matters the Executing Officer shall deem to be necessary or desirable in the consummation of the transactions herein contemplated, including, without limitation the Ground Lease, the Acquisition Documents, the Loan Documents, and any and all other documents contemplated in connection with the

Authority's acquisition of the Land, the Company's rehabilitation of the Project, the Loan, and any other Project financing that requires the Authority's signature (collectively, the "**Agreements**"); and

BE IT FURTHER RESOLVED, that all acts, transactions, or agreements undertaken prior hereto by the Executing Officer in connection with the foregoing matters are hereby ratified and confirmed as the valid actions of the Authority, effective as of the date such actions were taken; and

BE IT FURTHER RESOLVED, that the Executing Officer is hereby authorized and directed for and on behalf of, and as the act and deed of the Authority, to take such further action in the consummation of the transactions herein contemplated and to do any and all other acts and things necessary or proper in furtherance thereof, as the Executing Officer shall deem to be necessary or desirable, and all acts heretofore taken by the Executing Officer to such end are hereby expressly ratified and confirmed as the acts and deeds of the Authority.

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

*[Remainder of page intentionally left blank for signature]*

Resolution No. 3710

PASSED 12<sup>th</sup> of September, 2023.

ATTEST:

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CHAIR

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Secretary

## BOARD REPORT FOR MONTH ENDING AUGUST 31, 2023

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## EXECUTIVE SUMMARY

### LOW-INCOME PUBLIC HOUSING

The Low-Income Public Housing (LIPH) program had an adjusted vacancy rate of 2.4% on August 31, 2023. As of September 1, 2023, rent collection for August was 94.7% of rents billed on an adjusted cash accounting basis.

There are currently 31,711 active applications for the Public Housing Waiting List, which represents a decrease of 0.4% from last month.

Low-Income Public Housing						
	June		July		August	
Vacancy Rate	2.0%		2.1%		2.4%	
Rent Collection	91.7%		94.1%		94.7%	
Unit Turnaround Time (Days)	60		67		70	
Avg. Non-Emergency Work Order Days	1.19		1.56		1.95	
Waiting Lists	Duplicated	Unduplicated	Duplicated	Unduplicated	Duplicated	Unduplicated
	31,918	14,398	31,831	31,918	14,398	31,831

### HOUSING CHOICE VOUCHER PROGRAM

The HCV staff completed 1,385 annual re-examinations during August 2023. The HCV department also completed 247 interims, 361 change of units (moves), 208 new admissions, and 66 portability move-in transactions. On August 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 August 31, 2023 was 85%.

Voucher Programs			
	June	July	August
Households	19,439	19,552	19,632
ABA Utilization/Unit Utilization	100.8%/92.3%	102.9%/93.8%	105.7%/93.7%
Reporting Rate	88%	86%	85%
Annual Reexaminations Completed	609	891	1,385
HQS Inspections	2,853	2,497	2,508
Waitlist	17,769	17,769	17,769

## PROPERTY MANAGEMENT SUMMARY

PMC	Vacancy						Unit Turnaround Time (YTD)					
	June		July		August		June		July		August	
	%	Grade	%	Grade	%	Grade	Days	Grade	Days	Grade	Days	Grade
Orion	2.3	B	2.7	B	2.6	B	60.7	F	75.3	F	81.5	F
Lynd	1.9	A	0.9	A	0.5	A	50.9	F	48.2	E	44.6	E
J. Allen	1.7	A	1.9	A	3.0	B	61.2	F	62.7	F	62.5	F

PMC	Emergency Work Orders (Completed within 24 hours)						Routine Work Orders					
	June		July		August		June		July		August	
	%	Grade	%	Grade	%	Grade	Days	Grade	Days	Grade	Days	Grade
Orion	100	A	98.6	B	98.7	B	1.1	A	2.1	A	2.6	A
Lynd	100	A	100	A	100	A	2.8	A	1.1	A	1.2	A
J. Allen	100	A	100	A	100	A	2.2	A	2.3	A	2.8	A

PMC	Rent Collection					
	June		July		August	
	%	Grade	%	%	Grade	%
Orion	88.1	F	90.9	E	92.0	D
Lynd	100	A	100	A	100	A
J. Allen	93.3	D	96.1	B	96.5	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

<b>VACANCY RATE</b>  This indicator examines the vacancy rate, a PHA's progress in reducing vacancies, and unit turnaround time. Implicit in this indicator is the adequacy of the PHA's system to track the duration of vacancies and unit turnaround, including down time, make ready time, and lease up time.	Goal 2.0%	Actual 2.4%	A 0 to 2 <b>B 2.1 to 3</b> C 3.1 to 4 D 4.1 to 5 E 5.1 to 6 F ≥6.1
<b>RENT COLLECTION (YTD)</b>  This report examines the housing authority's ability to collect dwelling rent owed by residents in possession of units during the current fiscal year by measuring the balance of dwelling rents uncollected as a percentage of total dwelling rents to be collected.	Goal 98%	Actual 94.7%	A 98 to 100 B 96 to 97.9 <b>C 94 to 95.9</b> D 92 to 93.9 E 90 to 91.9 F ≤89.9
<b>EMERGENCY WORK ORDERS</b>  This indicator examines the average number of days that it takes for an emergency work order to be completed. Emergency work orders are to be completed within 24 hours or less and must be tracked.	Goal 100%	Actual 98.9%	A 99 to 100 <b>B 98 to 98.9</b> C 97 to 97.9 D 96 to 96.9 E 95 to 95.9 F ≤94.9
<b>NON-EMERGENCY WORK ORDERS</b>  This indicator examines the average number of days that it takes for a work order to be completed. Implicit in this indicator is the adequacy of HHA's work order system in terms of how HHA accounts for and controls its work orders and its timeliness in preparing/issuing work orders.	Goal 3 Days	Actual 1.95 Days	<b>A ≤24</b> B 25 to 30 C 31 to 40 D 41 to 50 E 51 to 60 F ≥61
<b>ANNUAL INSPECTIONS</b>  This indicator examines the percentage of units that HHA inspects on an annual basis in order to determine the short-term maintenance needs and long-term modernization needs. Implicit in this indicator is the adequacy of HHA's inspection program in terms of the quality of HHA's inspections, and how HHA tracks both inspections and needed repairs.  *PMC's have discretionary authority to select how many units to inspect each month, so long as all inspections are completed by September.	Goal 100%	Actual 74.1%	A 100 B 97 to 99 C 95 to 96.9 D 93 to 94.9 E 90 to 92.9 <b>F ≥89.9*</b>

## VACANCY RATE AND TURNAROUND DAYS

Low-Income Public Housing Development	PMC	ACC Units	Approv ed Units Offline	Total Available ACC Units	Occupied Units	Vacant Units	Occupancy Percentage	Grade	Total Vacant Days	Units Turne d YTD	Avg. Total Turnarou nd Days YTD	Grade
Bellerive	J. Allen	210	0	210	210	0	100.0%	A	800	26	31	C
Cuney Homes	Orion	553	0	553	526	27	95.1%	D	7,520	91	83	F
Ewing	Orion	40	0	40	40	0	100.0%	A	0	0	0	A
Fulton Village	Lynd	108	0	108	107	1	99.1%	A	558	12	47	E
Heatherbrook	Lynd	53	0	53	53	0	100.0%	A	200	5	40	D
Independence Heights	Orion	36	0	36	35	1	97.2%	B	236	3	79	F
Irvinton Village	J. Allen	318	10	308	298	10	96.8%	C	4,745	67	71	F
Kelly Village	J. Allen	270	0	270	256	14	94.8%	E	3,488	60	58	F
Kennedy Place	Orion	108	0	108	108	0	100.0%	A	291	9	32	D
Lincoln Park	Orion	200	0	200	193	7	96.5%	C	2,132	25	85	F
Lyerly	J. Allen	199	0	199	192	7	96.5%	C	2,160	26	83	F
Oxford Place	Orion	230	19	211	202	9	95.7%	D	1,800	19	95	F
<b>Totals</b>		<b>2,325</b>	<b>29</b>	<b>2,296</b>	<b>2,220</b>	<b>76</b>	<b>97.6%</b>	<b>B</b>	<b>23,930</b>	<b>343</b>	<b>70</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 Turne d YTD	Avg. Total Turnarou nd Days YTD	Grade
Long Drive	Tarantino	100	0	100	100	0	100.0%	A	104	9	12	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>104</b>	<b>9</b>	<b>12</b>	<b>A</b>

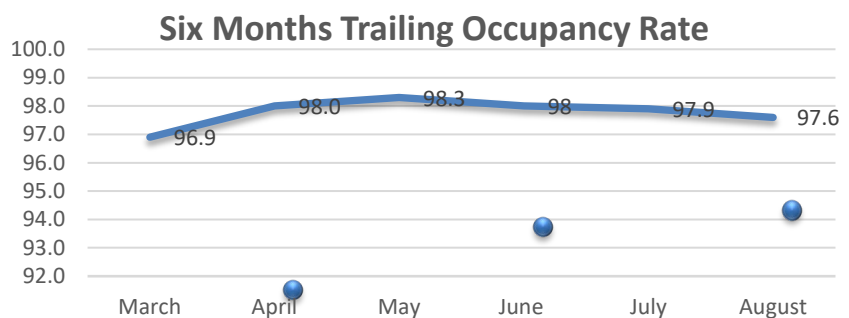
Tax Credit	PMC	TC Units	Units Offline	Total Available TC Units	Occupied Units	Vacant Units	Occupancy Percentage	Grade	Total Vacant Days	Units Turne d YTD	Avg. Total Turnarou nd Days YTD	Grade
Telephone Road	Tarantino	200	0	200	144	56	72.0%	F	0	41	0	A
<b>Totals</b>		<b>200</b>	<b>0</b>	<b>200</b>	<b>144</b>	<b>56</b>	<b>72.0%</b>	<b>F</b>	<b>0</b>	<b>41</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 Turne d YTD	Avg. Total Turnarou nd Days YTD	Grade
Allen Parkway Village	Orion	278	8	270	109	161	40.4%	F	0	0	0	A
Historic Oaks of APV	Orion	222	0	222	66	156	29.7%	F	0	0	0	A
HRI-Victory	Orion	140	0	140	123	17	87.9%	F	0	2	0	A
Sweetwater Point	Lynd	26	0	26	23	3	88.5%	F	0	7	0	A
<b>Totals</b>		<b>666</b>	<b>8</b>	<b>658</b>	<b>321</b>	<b>337</b>	<b>61.6%</b>	<b>F</b>	<b>0</b>	<b>9</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.

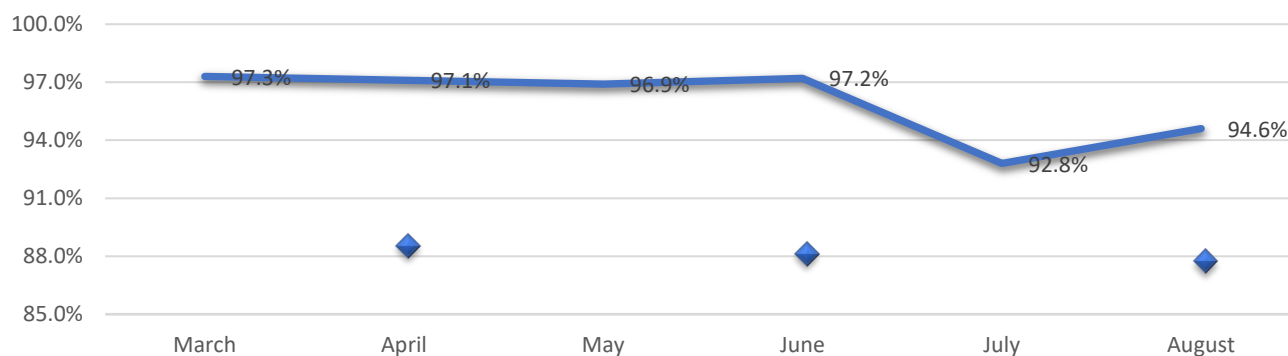
PHAS Score	Occupancy Rate	Avg. Total Turnaround Days
A	98 to 100	1 to 20
B	97 to 97.9	21 to 25
C	96 to 96.9	26 to 30
D	95 to 95.9	31 to 40
E	94 to 94.9	41 to 50
F	≤93.9	≥51



## 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	Lynd	176	53	87	36	3	98.3%
Mansions at Turkey Creek	Orion	252	0	252	0	21	91.7%
Independence Heights	Orion	154	36	118	0	5	96.8%
Peninsula Park	Orion	280	0	280	0	2	99.3%
Pinnacle at Wilcrest	Embrey	250	0	250	0	1	99.6%
Uvalde Ranch	Hettig-Kahn	244	0	244	0	18	92.6%
Willow Park	Embrey	260	0	260	0	0	100.0%
Telephone Rd	Tarantino	200	0	200	0	56	72.0%
<b>PH-LIHTC</b>							
Fulton Village	Lynd	108	108		0	1	99.1%
Lincoln Park	Orion	250	200		50	7	97.2%
Oxford Place	Orion	250	230		20	12	95.2%
<b>TOTALS</b>		<b>2424</b>	<b>627</b>	<b>1691</b>	<b>106</b>	<b>126</b>	<b>94.6%</b>
<b>RAD-PBV</b>							
Allen Parkway Village	Orion	278	278		0	161	42.1%
Historic Oaks of APV	Orion	222	222		0	156	29.7%
HRI-Victory	Orion	140	140		0	17	87.9%
Sweetwater Point	Lynd	260	26	234	0	15	94.2%
<b>TOTAL</b>		<b>900</b>	<b>666</b>	<b>234</b>	<b>0</b>	<b>349</b>	<b>63.5%</b>

### 6 Month Trailing Occupancy Rate



## RENT COLLECTION

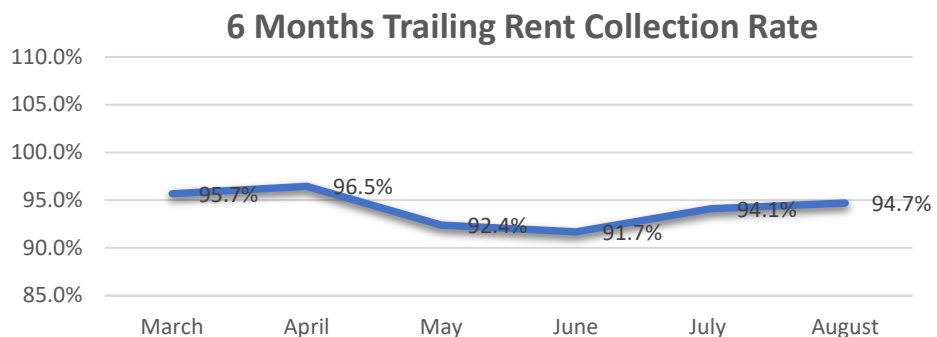
Low-Income Public Housing Development	PMC	Month Billed	Month Collected	% Collected	Grade	YTD Billed	YTD Collected	% YTD Collected	Grade
Bellerive	J. Allen	\$60,739	\$60,739	100.00%	A	\$460,810	\$460,389	99.91%	A
Cuney Homes	Orion	\$152,518	\$134,500	88.19%	F	\$1,171,100	\$1,047,710	89.46%	F
Ewing	Orion	\$9,916	\$9,229	93.07%	D	\$79,678	\$77,979	97.87%	B
Fulton Village	Lynd	\$35,126	\$35,126	100.00%	A	\$316,588	\$303,304	95.80%	C
Heatherbrook	Lynd	\$12,769	\$12,769	100.00%	A	\$124,439	\$121,600	97.72%	B
Independence Heights	Orion	\$5,520	\$5,520	100.00%	A	\$50,755	\$36,968	72.84%	F
Irvinton Village	J. Allen	\$82,360	\$79,214	96.18%	B	\$656,241	\$588,984	89.75%	F
Kelly Village	J. Allen	\$68,891	\$62,952	91.38%	E	\$575,852	\$547,651	95.10%	C
Kennedy Place	Orion	\$37,108	\$35,889	96.72%	B	\$301,522	\$290,678	96.40%	B
Lincoln Park	Orion	\$38,449	\$36,310	94.44%	C	\$337,550	\$322,468	95.53%	C
Lyerly	J. Allen	\$57,845	\$57,526	99.45%	A	\$448,517	\$447,961	99.88%	A
Oxford Place	Orion	\$33,683	\$33,683	100.00%	A	\$347,685	\$325,573	93.64%	D
<b>Totals</b>		<b>\$594,924</b>	<b>\$563,456</b>	<b>94.71%</b>	<b>C</b>	<b>\$4,870,737</b>	<b>\$4,571,264</b>	<b>93.85%</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	\$19,217	\$19,217	100.00%	A	\$165,330	\$162,932	98.55%	A
<b>Totals</b>		<b>\$19,217</b>	<b>\$19,217</b>	<b>100.00%</b>	<b>A</b>	<b>\$165,330</b>	<b>\$162,932</b>	<b>98.55%</b>	<b>A</b>
Tax Credit		Month Billed	Month Collected	% Collected	Grade	YTD Billed	YTD Collected	% YTD Collected	Grade
Telephone Road	Tarantino	\$25,717	\$25,717	100.00%	A	\$111,882	\$101,173	90.43%	E
<b>Totals</b>		<b>\$25,717</b>	<b>\$25,717</b>	<b>100.00%</b>	<b>A</b>	<b>\$111,882</b>	<b>\$101,173</b>	<b>90.43%</b>	<b>E</b>
RAD-PBV		Month Billed	Month Collected	% Collected	Grade	YTD Billed	YTD Collected	% YTD Collected	Grade
Allen Parkway Village	Orion	\$242,912	\$27,301	11.24%	F	\$1,121,250	\$305,149	27.22%	F
Historic Oaks of APV	Orion	\$43,945	\$15,052	34.25%	F	\$546,730	\$243,614	44.56%	F
HRI-Victory	Orion	\$39,339	\$34,123	86.74%	F	\$288,571	\$258,573	89.60%	F
Sweetwater	Lynd	\$238,280	\$213,597	89.64%	F	\$1,882,806	\$1,656,277	87.97%	F
<b>Totals</b>		<b>\$564,476</b>	<b>\$290,073</b>	<b>51.39%</b>	<b>F</b>	<b>\$3,839,357</b>	<b>\$2,463,612</b>	<b>64.17%</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



## 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	7	7	100.0%	A
Cuney Homes	Orion	58	58	100.0%	A
Ewing	Orion	19	19	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	0	0	N/A	A
Kennedy Place	Orion	0	0	N/A	A
Lincoln Park	Orion	2	1	50.0%	F
Lyerly	J. Allen	0	0	N/A	A
Oxford Place	Orion	0	0	N/A	A
<b>Totals</b>		<b>87</b>	<b>86</b>	<b>98.9%</b>	<b>B</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	4	4	100.0%	A
Historic Oaks of APV	Orion	3	3	100.0%	A
HRI-Victory	Orion	9	9	100.0%	A
Sweetwater Point	Lynd	41	41	100.0%	A
<b>Totals</b>		<b>57</b>	<b>57</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

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

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

## NON-EMERGENCY WORK ORDERS

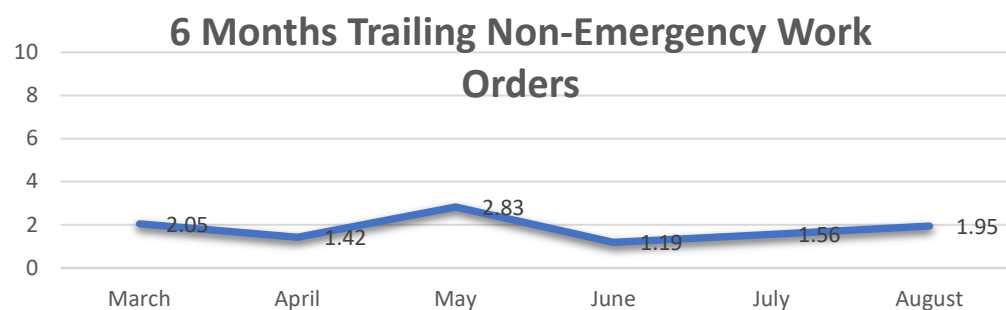
Low-Income Public Housing Development	PMC	Work Orders Generated	Average Completion Time (Days)	Grade
Bellerive	J. Allen	66	1.33	A
Cuney Homes	Orion	140	1.19	A
Ewing	Orion	30	2.15	A
Fulton Village	Lynd	21	1.05	A
Heatherbrook	Lynd	0	0.00	A
Independence Heights	Orion	0	0.00	A
Irvinton Village	J. Allen	188	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	88	88.0%	A
<b>Totals</b>		<b>100</b>	<b>88</b>	<b>88.0%</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>

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

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

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

\*PMC's have until September 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
<b>ANNUAL REEXAMINATIONS REPORTING RATE</b>	Goal 96%	Actual 85%	10	≥96
<p>This Indicator shows whether the Agency completes a re-examination for each participating family at least every twelve (12) months.</p>			5	90 to 95
			0	≤89
<b>CORRECT TENANT RENT CALCULATIONS</b>	Goal 98%	Actual 100%	5	98 to 100
<p>This Indicator shows whether the Agency correctly calculates the family's share of rent to owner in the Rental Voucher Program.</p>			0	≤97
<b>PRECONTRACT HQS INSPECTIONS</b>	Goal 100%	Actual 100%	5	98 to 100
<p>This Indicator shows whether newly leased units pass HQS inspection on or before the beginning date of the Assisted Lease and HAP Contract.</p>			0	≤97
<b>FSS ENROLLMENT</b>	Goal 80%	Actual 102%	10	≥80
<p>This Indicator shows whether the Agency has enrolled families in the FSS Program as required. To achieve the full points for this Indicator, a housing authority must have 80% or more of its mandatory FSS slots filled. There are currently 368 mandatory slots on the FSS Program; 375 families are currently enrolled.</p>			8	60 to 79
			5	≤59
<b>FSS ESCROW</b>	Goal 30%	Actual 55%	10	≥30
<p>This Indicator shows the extent of the Agency's progress in supporting FSS by measuring the percent of current FSS participants with FSS progress reports entered in the PIC system that have had increases in earned income which resulted in escrow account balances. To achieve the full points for this Indicator, at least 30% of a housing authority's enrolled families must have an escrow balance. There are 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>			5	≤29



SEPTEMBER 2023

## **RENOVATION PROJECTS**

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

- **Major Capital Projects**
  - Oxford Repairs due to Freeze – Project is in the punch list phase and is scheduled for completion this month. Fourteen (14) of the twenty-one (21) damaged resident units and the Daycare Center have been turned over to Operations.
  - Bellerive Exterior Wall Repairs (Due to Water Penetration) – Project is 100% complete.
  - License Plate Reader (LPR) Cameras – Installation is in progress, with most of the private (HHA-owned) property locations complete and the remaining five (5) scheduled for completion this month. The rest of the locations are currently in permitting with the City of Houston.

## **NEW DEVELOPMENT**

- Standard on Jensen (Replacement Housing for Clayton Homes) – will be named, *'The Bend'*:
  - Construction has started, with a projected occupancy in 2024. Construction is 36% 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 34% Complete.
  - Infrastructure Package – construction has started. Completed is anticipated to be around December 2023. Construction is 57% 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 ongoing, with a planned completion by the end of September 2023. The HHA is planning to schedule a ground-breaking ceremony in October. 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 re-occupancy from October through December 2023.

## **HURRICANE HARVEY**

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

### **2100 MEMORIAL**

- Construction continues with an estimated completion of March 11, 2024. Construction is at 71% 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. Demolition of the property is complete.
- **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

SEPTEMBER 2023

HHA'S PROCUREMENT DEPT.

Type	Solicitation #	Status	Department(s)	Description	Advertisement Date	Due Date
RFP	23-08	Open	HCV	Project Based Vouchers	1-31-23	9-15-2023
RFP	23-45	Open	REID	Pinnacle on Wilcrest Development Partner	9-25-23	9-25-2023

## OPERATING STATEMENTS: 7 MONTHS ENDING JULY 31, 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	767,786	5,330,375	5,356,406	26,031
<b>Operating Expenses</b>					
Salaries and Benefits	4,733,958	376,906	2,366,979	2,282,948	84,031
Facilities and Other Administrative Expenses	3,851,584	328,240	2,246,757	2,160,226	86,531
Total Central Office Expenses	8,585,542	705,146	4,613,736	4,443,174	170,562
Surplus/(Use) of Business Activities Funds for COCC	552,243	62,640	716,638	913,232	196,594

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	1,524,862	8,828,822	9,357,999	529,177
<b>Operating Expenses</b>					
Salaries and Benefits	8,398,269	808,176	4,199,135	3,979,081	220,054
Administrative Expenses	1,580,100	121,531	921,725	1,115,614	(193,889)
COCC-Management Fees	4,618,062	385,416	2,693,870	2,658,664	35,206
Total Operating Costs Expenses	14,596,431	1,315,123	7,814,729	7,753,359	61,370
Cash Flow (Deficit) from Operations	538,692	209,739	1,014,093	1,604,640	590,547
<b>Housing Assistance Payments (HAP)</b>					
<b>Housing Assistance Payment Subsidy</b>	175,000,000	14,344,423	102,083,333	102,636,665	553,332
Investment Income on HAP Reserves	0	0	0	0	0
<b>Housing Assistance Payments</b>	175,000,000	14,133,372	102,083,333	102,813,215	(729,882)
HAP Current Year Excess (Use)	0	211,051	0	(176,550)	(176,550)

## OPERATING STATEMENTS: 7 MONTHS ENDING JULY 31, 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	1,303,173	9,163,373	9,199,840	36,467
Tenant Rental Income	12,923,062	1,035,566	7,538,453	7,457,660	(80,793)
Other Income	870,965	60,582	508,063	497,609	(10,454)
Total Operating Income	29,502,667	2,399,321	17,209,889	17,155,109	(54,780)
<b>Operating Expenses</b>					
Administrative Expenses	9,177,403	931,017	5,353,485	5,283,448	70,037
Tenant Services	449,799	33,949	262,383	238,819	23,564
Utilities	3,281,262	290,689	1,914,070	1,903,147	10,923
Maintenance	9,179,106	770,795	5,354,479	5,352,619	1,860
Protective Services	2,224,127	166,788	1,297,407	1,238,182	59,225
Insurance Expense	1,756,251	167,276	1,024,480	1,049,740	(25,260)
Other General Expense	250,000	25,933	145,833	167,294	(21,461)
Total Routine Operating Expenses	26,317,948	2,386,447	15,352,136	15,233,249	118,887
Net Income from Operations	3,184,719	12,874	1,857,753	1,921,860	64,107
Non-Routine Maintenance	8,348,176	799,010	4,869,769	4,948,097	(78,328)
Debt Service	1,848,961	153,959	1,078,561	1,071,342	7,219
Debt Service- ESCO					
Cash Flow from Operations	(7,012,418)	(940,095)	(4,090,577)	(4,097,579)	(7,002)
Funds from Capital Funds	8,348,176	(153,959)	4,869,769	4,948,097	78,328
Cash Flow (Deficit) from Operations	1,335,758	(1,094,054)	779,192	850,518	71,326

## OPERATING STATEMENTS: 7 MONTHS ENDING JULY 31, 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	329,439	1,279,594	1,056,748	(222,846)
Tenant Rental Income	1,024,200	12,978	597,450	196,177	(401,273)
Other Income	1,640	450	957	4,631	3,674
<b>Total Operating Income</b>	<b>3,219,430</b>	<b>342,867</b>	<b>1,878,001</b>	<b>1,257,556</b>	<b>(620,445)</b>
<b>Operating Expenses</b>					
Administrative Expenses	828,483	100,237	483,282	440,507	42,775
Tenant Services	25,215	2,760	14,709	13,132	1,577
Utilities	403,756	62,071	235,524	161,033	74,491
Maintenance	422,320	43,443	246,353	275,976	(29,623)
Protective Services	85,000	22,443	49,583	63,537	(13,954)
Insurance Expense	250,000	36,011	145,833	89,711	56,122
Other General Expense	25,000	5,091	14,583	5,091	9,492
<b>Total Routine Operating Expenses</b>	<b>2,039,774</b>	<b>272,056</b>	<b>1,189,868</b>	<b>1,048,987</b>	<b>140,881</b>
<b>Net Income from Operations</b>	<b>1,179,656</b>	<b>70,811</b>	<b>688,133</b>	<b>208,569</b>	<b>(479,564)</b>
<b>Non-Routine Maintenance</b>	<b>125,000</b>	<b>0</b>	<b>72,917</b>	<b>0</b>	<b>72,917</b>
<b>Debt Service</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Cash Flow (Deficit) from Operations</b>	<b>1,054,656</b>	<b>70,811</b>	<b>615,216</b>	<b>208,569</b>	<b>(406,647)</b>

## OPERATING STATEMENTS: 7 MONTHS ENDING JULY 31, 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	1,126,580	6,456,801	5,479,070	(977,731)
Other Income	363,952	16,522	212,305	107,331	(104,974)
Total Operating Income	11,432,753	1,143,102	6,669,106	5,586,401	(1,082,705)
<b>Operating Expenses</b>					
Administrative Expenses	2,605,819	160,813	1,520,061	1,295,086	224,975
Tenant Services	126,752	4,653	73,939	43,602	30,337
Utilities	866,255	82,601	505,315	506,404	(1,089)
Maintenance	1,308,018	152,006	763,011	848,493	(85,483)
Protective Services	187,431	16,865	109,335	107,283	2,052
Insurance Expense	920,817	96,085	537,143	554,867	(17,724)
Other General Expense	11,800	675	6,883	7,489	(606)
Total Routine Operating Expenses	6,026,892	513,698	3,515,687	3,363,224	152,463
Net Income from Operations	5,405,861	629,404	3,153,419	2,223,177	(930,242)
Non-Routine Maintenance	425,000	28,064	247,917	231,846	16,071
Debt Service	4,264,905	170,738	2,487,861	1,072,814	1,415,047
Funds from Replacement Reserve	425,000	28,064	247,917	231,846	(16,071)
	0				
Cash Flow (Deficit) from Operations	1,140,956	458,666	665,558	1,150,363	484,805

**PUBLIC HOUSING OPERATIONS  
ASSET MANAGEMENT/RESIDENT SERVICES MONTHLY REPORT  
AUGUST 31, 2023**

**Activities & Events**

August 5, 2023	<p>Blessed to Be a Blessing Org. and Cargill, in partnership with HHA, hosted a community-wide Back to School Extravaganza at <b>Kelly Village</b>.</p> <ul style="list-style-type: none"> <li>• There were <b>250</b> families in attendance.</li> <li>• Distributed <b>200</b> backpacks, including school supplies.</li> <li>• The following community partners distributed education and awareness information: Community partners, Bruce Elementary, Fifth Ward CRC, HHA Economic Initiatives Programs (FFS, Client Services, Section 3), Center for Urban Transformation and Assurance Therapy Outreach.</li> </ul>
August 10, 2023	<ul style="list-style-type: none"> <li>• <b>91</b> seniors, at Lyerly, received food boxes from Houston Food Bank</li> </ul>
August 11, 2023	<ul style="list-style-type: none"> <li>• Fulton Village Resident Council hosted a 'Back to School' event serving <b>62</b> youth from the community.</li> </ul>
August 12, 2023	<ul style="list-style-type: none"> <li>• Ewing Resident Council hosted a 'Back to School' event for <b>20</b> youth from the community.</li> </ul>
August 18, 2023	<ul style="list-style-type: none"> <li>• Kennedy Place Resident Council hosted a "Back to School" event with <b>45</b> youth receiving school supplies and educational material from the community partners.</li> </ul>
August 21, 2023	<ul style="list-style-type: none"> <li>• <b>110</b> seniors, at Bellerive, received food boxes from Houston Food Bank.</li> </ul>
August 22, 2023	<ul style="list-style-type: none"> <li>• Irvinton Village Resident Council hosted a "Back to School" event with <b>87</b> school-age youth receiving school supplies and educational material from the community partners</li> </ul>
August 26, 2023	<ul style="list-style-type: none"> <li>• Cuney Homes Resident Council hosted a 'Back to School' event with over <b>100</b> school-age youth receiving school supplies and educational material from the community partners.</li> <li>• Oxford Place Resident Council hosted a 'Back to School event with <b>60</b> school-age youth receiving school supplies, haircuts and educational material from the community partners.</li> </ul>

**Newly Established Resident Council Community Collaborations**

- Assurance Therapy Outreach
- Fifth Ward CRC
- My Voice Counts
- My Melanin Women
- Sloan United Methodist Church



### **Resident Council Training - HUD Regulations Hosted by Dr. Cloyd**

August 5, 2023	Ewing
August 7, 2023	Fulton Village
August 9, 2023	Kelly Village
August 14, 2023	Lyerly
August 16, 2023	Ewing
August 23, 2023	Cuney Homes
August 24, 2023	Irvinton Village
August 30, 2023	Lincoln Park

### **Upcoming Resident Council Leadership Meeting**

- September 14, 2023 – Resident Leadership & Development Training at Kelly Village
- September 20, 2023 – Grandparents Day at the Astros Game