

HOUSTON HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING OCTOBER 17, 2023 3:00 P.M.

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





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

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BOARD OF COMMISSIONERS MEETING TUESDAY, OCTOBER 17, 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 September 12, 2023 Houston Housing Authority Board Meeting Minutes
- IV. Approval of the October 10, 2023 Houston Housing Authority Special Board Meeting Minutes
- V. President's Report
- VI. Introduction of a Spanish interpreter.
- **VII.** 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)
- VIII. New Business

Resolution No. 3712: Consideration and/or action to authorize the Houston Housing Authority Board of Commissioners to adopt the Policy on Safeguarding Personally Identifiable Information (PII) at the Houston Housing Authority.

Resolution No. 3713: Consideration and/or take action to authorize the renewal of employee health and welfare benefits effective January 1, 2024

Resolution No. 3714: Consideration and/or take action to authorize the President & CEO or designee to Write-off vacant tenant accounts for July 1, 2023 to September 30, 2023.

Resolution No. 3715: Consideration and/or take action to authorize the President & CEO or designee to enter into a contract with Civix for comprehensive Data and GIS Consulting Services. This engagement will encompass a thorough effort by Civix and MPACT to perform data and spatial analysis of both existing and

newly gathered HHA-related information, ultimately aiming to provide robust insights that will assist cross-functional teams and leadership in making informed strategic decisions.

- IX. Convene an Executive Session to discuss:
 - a. Personnel matters in accordance with Section 551.074 of the Texas Government Code
 - **b.** Legal issues in accordance with Section 551.071 of the Texas Government Code
 - c. Real estate matters in accordance with Section 551.072 of the Texas Government Code

Resolution No. 3716: Consideration and/or take action to authorize the President & CEO or designee to facilitate the acquisition of Trails at City Park located at or about 2201 West Orem Drive, Houston, Texas 77047, and the execution of all required documents therefor.

- **X.** Reconvene Public Session to take action on Executive Session agenda items.
- XI. Adjournment



2640 Fountain View Drive Houston, Texas 77057 713.260.0500 P 713.260.0547 TTY www.housingforhouston.com

MINUTES OF THE HOUSTON HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING

Tuesday, September 12, 2023

A Meeting of the Board of Commissioners ("Board") of the Houston Housing Authority ("HHA") was held on Tuesday, September 12, 2023, at the Houston Housing Authority Central Office, 2640 Fountain View Drive, Houston, Texas 77057.

Chair Snowden called the meeting to order at 3:02 p.m. Secretary Northern called the roll and declared a quorum present.

Present: LaRence Snowden, Chair

Kristy Kirkendoll, Vice Chair

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

Absent: Kris Thomas, Commissioner

APPROVAL OF MINUTES

Chair Snowden stated the Board has had an opportunity to review the September 12, 2023 Board of Directors meeting minutes and asked for a motion to adopt the meeting minutes.

Director Cooksey moved to adopt the meeting minutes and Director Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to the September 12, 2023 Board of Directors meeting minutes. Having none, the minutes are adopted.

Chair Snowden said we will now move to the President's Report.

PRESIDENT'S REPORT

Secretary Northern stated

Internal Strategic Goals: A set of five strategic goals for HHA to help internal staff understand the vision of the agency and the roadmap to accomplish these goals. The goals detail specific objectives the agency aims to achieve to enhance operations, growth, profitability, and reputation of the HHA.

Updated Fact Sheet to reflect updated information and provide a high-level operational overview of HHA programs, services, and housing locations

Golf Tournament Fundraiser Update, as of Monday, HHA has raised \$71,200 – More than any other year in event history. Six scholarships were given out, totaling \$29,000.

I want to acknowledge the major achievements of the PHO staff in achieving 100% occupancy for three HHA properties. This is a fantastic accomplishment and we congratulate the management at each property for their diligent work in this effort. Fulton Village, Ewing and Bellerive.

Back to school events at Cuney and Irvinton. Both communities hosted back-to-school events with supply giveaways and free resources for parents. Cuney had barbers and beauticians doing free haircuts and styling.

PUBLIC COMMENTS

Chair Snowden offered the use of an interpreter to be available to Spanish speakers who may need assistance for public comments only. Mr. Humberto Hernandez was asked to introduce himself in Spanish and let the attendees know of his service.

Chair Snowden stated that speakers will be allowed three (3) minutes for public comments. Speakers will only be allowed to speak once. I will inform you when your three minutes have expired. The Board will generally not provide responses to the comments or answer any questions. However, HHA residents making comments are encouraged to clearly state their name and the property where you reside. We will have someone from the property management team or from our staff, to reach out to you directly regarding any issue or concern you may have

Chair Snowden asked if there are any individuals that would like to make public comments at this time.

Alyson Griffin with Cross Country Mortgage: Today I want to speak to you about the success of the home ownership program and encourage the board to expand this program and help more families achieve the dream of home ownership. I think there's a big misconception in the marketplace, not within this room, but outside of this room who are these families. Since 2020 I went through my statistics of the families that closed between the Houston Housing Authority and Harris County Housing Authority, 70% of the families have gone to high-opportunity areas. The rental market, being as stressed as it is, these families are having a harder and harder time. I get a lot of phone calls and a lot of referrals. Families don't even know that home ownership is an option. I would encourage you to put something into place to help get the word out. Possibly have a committee of industry professionals that can gather together as a community and as a group of stakeholders and how can we help more families transition to home ownership.

Veralisa Hunter, Asset Coach with Covenant Community Capital

Covenant Community Capital is a local nonprofit organization that helps families reach the closing table. We've been in existence for 25 years and we've worked very closely with many of the families who purchased homes through the HCV program. I'm here today because we love helping Section 8 families. I've been with Covenant for 10 years so I've gotten a chance to really see the transition that families have to make. We actually need more training. We need a deep understanding of all of your policies because we have different profiles of clients who are impacted differently due to policies. The only way we can truly help families is to really understand the opportunity and what it means for them because each person's situation is unique and the opportunity impacts them differently. So more transparency and the written materials about how the program works and then train with the partners who have to work with these veterans.

Earl Hughes: Recipient of housing assistance here with your voucher program and I am going to talk a little bit about what the program has done for me. First of all, I came to Houston about 12 years ago and I was actually sleeping in my car, staying in shelters, eating at the food pantries for about 8 months 8 to 12 months. Because of the HCV program here, you all were giving me assistance with the voucher program. Now, 12 years later, I went from sleeping in my car to being a homeowner.

Sebastian Osueke: I am standing here today to return kindness and gratitude. Houston housing has been very very good to me and to my family. Without you, we would be homeless. Your staff is very help too.

Lawana Cartwright: My experience with the program started in the mid-2000s-2007. Allison Griffin and I have been working together with this program for years. When I was a counselor for Gateway Homes in 2008, my first customer on the program was a young single mother of three who came from Cuney Homes and she was able to purchase a new construction home with her voucher and with Alison being the lone officer. Since that time, she became self-sufficient and no longer needed the assistance of the program within five years of being a homeowner and this just goes to show the success of the program. Her children are all grown now she has grandchildren they're all thriving in their jobs and her children now are all homeowners so it's just another testament to the fact that when your parents or you know people that you live with show pride in home ownership that carries over to the next generation and that is the best way to build generational wealth and pride in home ownership. This program is much needed to help families achieve their dream of home ownership. I just feel that the word needs to be put out more through the housing counselors to let the participants of the voucher program know that this is something that is available to them and help them to strive to become homeowners. If they need assistance or help from local Realtors, Realtors are here to assist with that so that the voucher recipients, as well as the housing counselors, don't feel alone if there's something that they do not understand or need more instruction, Realtors are here. There are many resources to help these families and we need to expand upon these opportunities and resources.

Tina Alexander: I didn't know anything about the problem but I came up here and you helped me. I want to thank you all so very much.

Damaris Perry: I'm here today to paint a picture of what the Houston HCV program can do. 15 years stop working due to a disability. My wife was watching the news and saw Ms. Griffin explaining that people who have vouchers are able to purchase a home. Because of my illnesses, the possibility of becoming a homeowner seemed an impossibility. Ms. Griffin talked to us about the program with all of the things that we needed, we felt that this was something that we could possibly do. Yesterday, we just signed the contract and should be closing on our house in November. I just want to say to you how important these programs are. It needs to be talked about more when clients come to the office. No one ever explained to us that there was a program that could help us like this. Training should be put in place so the counselors can let the people know there are programs that are put in place to help.

Dominique Spivey: I'm a veteran and now as of yesterday a homeowner. I was homeless for a long time. I am thankful for the program but there are ways that you can do better. A lot of the employees do not have a lot of answers and some don't respect you. I'm a college graduate and they talk down to me because of the situation I was in.

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

Chair Snowden stated we always appreciate Public comments. We usually we don't normally make comments about them but I will say from the discussions today, that I want to establish a subcommittee of the Board of Commissioners.

I'm going to ask Commissioner Cooksey to lead that effort on just starting the conversation. I heard what you said today. To know that there are people out there who do recognize the good that the HHA is doing is appreciated. We also recognize that we can do more and we can do better. We will have possibly two other commissioners to work with the senior staff as well as some of the staff members of those individuals, the counselors and things that are helping. To pull them in to be a part of the conversation that we want to have to make sure that we are doing what we need to do at an accelerated pace. The program is out there and I'm sure there's going to need to be some appeal and discussions with HUD. We may be calling on you to provide these testimonies that I've heard today even more from some of the elected officials and leaders possibly. We will be following up on this.

Chair Snowden states: There are some things that are coming down at state that we need to be looking at as to how vouchers are looked upon and the value of a voucher. As the board chair for the Houston Housing Authority that is housed here at 2640 Fountain View, and we are operating as such, we will continue to do so that we can have others to come before us and continue to do the great work for the Houston Housing Authority.

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).

Secretary Northern stated Sarah Rashid will present this resolution. This is the first year that we have decided to put home ownership in the plan so we set aside 20 vouchers for public housing clients in order to have homeownership opportunities. With the flexibility of MTW, we are increasing our efforts of home ownership.

Sara Rashid states, as required through HUD, I'm going to walk you through a high-level overview of the Annual Plan. The documents were submitted with the annual plan this year are: The administrative plan which covers our voucher program. The admissions and continued occupancy plan which covers our public housing program. The annual plan which lays out the framework of how HHA will strategically move forward over the next year, 2024. The MTW supplement which expands on the annual plan and submits applications for waivers to HUD for us to use flexibility to develop policies that are made to fit the Houston population and the capital fund's five-year plan which is a funding source that supports the preservation and modernization of our public housing sites.

Some of the biggest proposed policy changes that you will see today and that we have briefed you on will include expanding our homeownership program to include grants of up to \$20,000 for down payment assistance and extending homeownership vouchers to public housing residents, extending the amount of time that over income tenants can stay in public housing, creating preferences in our voucher program for the homeless population and applicants transitioning out of correctional institution, and creating financial incentives focusing on landlord retention.

With this I bring to you Resolution 3702: 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.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3702.

Commissioner Miller moved to adopt Resolution No. 3702. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution. Having none, Resolution No. 3702 is adopted.

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

Secretary Northern stated that Resolution No. 3703 will be presented by Gilda Jackson, Director, Economic Opportunities.

Ms. Jackson stated Resolution No. 3703 reads: 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.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3703.

Commissioner Ballard moved to adopt Resolution No. 3703. Commissioner Cooksey seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution. Having none, Resolution No. 3703 is adopted.

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

Secretary Northern stated that Resolution No. 3704 will be presented by Gilda Jackson, Director, Economic Opportunities.

Ms. Jackson stated Resolution No. 3704 reads: 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.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3704.

Commissioner Miller moved to adopt Resolution No. 3704. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution. Having none, Resolution No. 3704 is adopted.

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.

Secretary Northern stated that Resolution No. 3705 will be presented by Jay Mason, Director of REID.

Mr. Mason stated Resolution No. 3705 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 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.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3705.

Commissioner Kirkendoll moved to adopt Resolution No. 3705. Commissioner Cooksey seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution. Having none, Resolution No. 3705 is adopted.

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.

Secretary Northern stated that Resolution No. 3706 will be presented by Jay Mason, Director of REID.

Mr. Mason stated Resolution No. 3706 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 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.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3706.

Commissioner Cooksey moved to adopt Resolution No. 3706. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution. Having none, Resolution No. 3706 is adopted.

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.

Secretary Northern stated that Resolution No. 3707 will be presented by Jay Mason, Director of REID.

Mr. Mason stated Resolution No. 3707 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 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.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3707.

Commissioner Miller moved to adopt Resolution No. 3707. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution. Having none, Resolution No. 3707 is adopted.

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.

Secretary Northern stated that Resolution No. 3708 will be presented by Jay Mason, Director of REID.

Mr. Mason stated Resolution No. 3708 reads: 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.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3708.

Commissioner Ballard moved to adopt Resolution No. 3708. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution. Having none, Resolution No. 3708 is adopted.

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.

Secretary Northern stated that Resolution No. 3709 will be presented by Jay Mason, Director of REID.

Mr. Mason stated Resolution No. 3709 reads: 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.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3709.

Commissioner Cooksey moved to adopt Resolution No. 3709. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution. Having none, Resolution No. 3709 is adopted.

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.

Secretary Northern stated that Resolution No. 3710 will be presented by Jay Mason, Director of REID.

Mr. Mason stated Resolution No. 3710 reads: 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.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3710.

Commissioner Miller moved to adopt Resolution No. 3710. Commissioner Cooksey seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution. Having none, Resolution No. 3710 is adopted.

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

EXECUTIVE SESSION

Chair Snowden stated there will be no Executive Session.

ADJOURNMENT

Chair Snowden remarked this concludes the items on today's agenda and declared the meeting adjourned at 4:01 p.m.



2640 Fountain View Drive Houston, Texas 77057 713.260.0500 P 713.260.0547 TTY www.housingforhouston.com

MINUTES OF THE HOUSTON HOUSING AUTHORITY SPECIAL BOARD OF COMMISSIONERS MEETING

TUESDAY, OCTOBER 10, 2023

A special Meeting of the Board of Commissioners ("Board") of the Houston Housing Authority ("HHA") was held on Tuesday, October 10, 2023, at the Houston Housing Authority Central Office, 2640 Fountain View Drive, Houston, Texas 77057.

Chair Snowden called the meeting to order at 8:33 a.m. Secretary Northern called the roll and declared a quorum present.

Present: LaRence Snowden, Chair

Kristy Kirkendoll, Vice Chair Kris Thomas, Commissioner

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

PUBLIC COMMENTS

Chair Snowden offered the use of an interpreter to be available to Spanish speakers who may need assistance for public comments only. Ms. Elizabeth Paris was asked to introduce herself in Spanish and let the attendees know of her service.

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 they 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 Comments were closed with no comments being made.

Chair Snowden said we will now move into Executive Session before New Business.

EXECUTIVE SESSION

Chair Snowden suspended the Public Session on Tuesday, October 10, 2023 at 8:35 a.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 the Public Session at 9:08 a.m.

Secretary Northern called the roll and declared a quorum present.

Noted for the record, Commissioner Cooksey arrived during Executive Session and was present when Public Session reconvened.

BUSINESS

Resolution No. 3711: Consideration and/or take action to authorize the President & CEO or designee to execute a Master Development Agreement with Integral/Rule Enterprises or Brinshore for the redevelopment of Cuney Homes located at 3260 Truxillo Street, Houston, Texas 77004 (the "**Project**"), to take such actions necessary or convenient to prepare and submit the Choice Neighborhoods Implementation Grant application, and the execution of all required documents therefor.

Secretary Northern stated that Resolution No. 3711 will be presented by Cupid Alexander, Senior Vice President of Operations.

Mr. Alexander stated Resolution No. 3711 reads that the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to execute a Master Development Agreement with Integral/Rule Enterprises or Brinshore for the redevelopment of the Project, to take such actions necessary or convenient to prepare and submit the Choice Neighborhoods Implementation Grant application, and the execution of all required documents therefor, pursuant to the memorandum from Cupid Alexander, Senior Vice President of Operations, dated October 5, 2023, to David A. Northern, Sr., President & CEO. Accordingly, staff recommends the Board adopt Resolution No. 3711.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3711.

Commissioner Miller moved to adopt Resolution No. 3711. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution. Having none, Resolution No. 3711 is adopted.

ADJOURNMENT

Chair Snowden remarked this concludes the items on today's agenda and declared the meeting adjourned at 9:28 a.m.



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RESPONSES TO COMMENTS RECEIVED AT THE TUESDAY, SEPTEMBER 12, 2023 BOARD OF COMMISSIONER MEETING

A Meeting of the Board of Commissioners ("Board") of the Houston Housing Authority ("HHA") was held on Tuesday, September 12, 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 = Alyson Griffin with Cross Country Mortgage: Today I want to speak to you about the success of the home ownership program and encourage the board to expand this program and help more families achieve the dream of home ownership. I think there's a big misconception in the marketplace, not within this room, but outside of this room who are these families. Since 2020 I went through my statistics of the families that closed between the Houston Housing Authority and Harris County Housing Authority, 70% of the families have gone to high-opportunity areas. The rental market, being as stressed as it is, these families are having a harder and harder time. I get a lot of phone calls and a lot of referrals. Families don't even know that home ownership is an option. I would encourage you to put something into place to help get the word out. Possibly have a committee of industry professionals that can gather together as a community and as a group of stakeholders and how can we help more families transition to home ownership.

C = Veralisa Hunter, Asset Coach with Covenant Community Capital

Covenant Community Capital is a local nonprofit organization that helps families reach the closing table. We've been in existence for 25 years and we've worked very closely with many of the families who purchased homes through the HCV program. I'm here today because we love helping Section 8 families. I've been with Covenant for 10 years so I've gotten a chance to really see the transition that families have to make. We actually need more training. We need a deep understanding of all of your policies because we have different profiles of clients who are impacted differently due to policies. The only way we can truly help families is to really understand the opportunity and what it means for them because each person's situation is unique and the opportunity impacts them differently. So more transparency and the written materials about how the program works and then train with the partners who have to work with these veterans.

C = Earl Hughes: Recipient of housing assistance here with your voucher program and I am going to talk a little bit about what the program has done for me. First of all, I came to Houston about 12 years ago and I was actually sleeping in my car, staying in shelters, eating at the food pantries for about 8 months 8 to 12 months. Because of the HCV program here, you all were giving me assistance with the voucher program. Now, 12 years later, I went from sleeping in my car to being a homeowner.

C = Sebastian Osueke: I am standing here today to return kindness and gratitude. Houston housing has been very very good to me and to my family. Without you, we would be homeless. Your staff is very help too.

C = Lawana Cartwright: My experience with the program started in the mid-2000s-2007. Allison Griffin and I have been working together with this program for years. When I was a counselor for Gateway Homes in 2008, my first customer on the program was a young single mother of three who came from Cuney Homes and she was able to purchase a new construction home with her voucher and with Alison being the lone officer. Since that time, she became self-sufficient and no longer needed the assistance of the program within five years of being a homeowner and this just goes to show the success of the program. Her children are all grown now she has grandchildren they're all thriving in their jobs and her children now are all homeowners so it's just another testament to the fact that when your parents or you know people that you live with show pride in home ownership that carries over to the next generation and that is the best way to build generational wealth and pride in home ownership. This program is much needed to help families achieve their dream of home ownership. I just feel that the word needs to be put out more through the housing counselors to let the participants of the voucher program know that this is something that is available to them and help them to strive to become homeowners. If they need assistance or help from local Realtors, Realtors are here to assist with that so that the voucher recipients, as well as the housing counselors, don't feel alone if there's something that they do not understand or need more instruction, Realtors are here. There are many resources to help these families and we need to expand upon these opportunities and resources.

C = Tina Alexander: I didn't know anything about the problem but I came up here and you helped me. I want to thank you all so very much.

C = Damaris Perry: I'm here today to paint a picture of what the Houston HCV program can do. 15 years stop working due to a disability. My wife was watching the news and saw Ms. Griffin explaining that people who have vouchers are able to purchase a home. Because of my illnesses, the possibility of becoming a homeowner seemed an impossibility. Ms. Griffin talked to us about the program with all of the things that we needed, we felt that this was something that we could possibly do. Yesterday, we just signed the contract and should be closing on our house in November. I just want to say to you how important these programs are. It needs to be talked about more when clients come to the office. No one ever explained to us that there was a program that could help us like this. Training should be put in place so the counselors can let the people know there are programs that are put in place to help.

C = Dominique Spivey: I'm a veteran and now as of yesterday a homeowner. I was homeless for a long time. I am thankful for the program but there are ways that you can do better. A lot of the employees do not have a lot of answers and some don't respect you. I'm a college graduate and they talk down to me because of the situation I was in.

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



2640 Fountain View Drive Houston, Texas 77057 713.260.0500 P 713.260.0547 TTY www.housingforhouston.com

RESPONSES TO COMMENTS RECEIVED AT THE TUESDAY, OCTOBER 10, 2023 SPECIAL BOARD OF COMMISSIONER MEETING

A Special Meeting of the Board of Commissioners ("Board") of the Houston Housing Authority ("HHA") was held on Tuesday, October 10, 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

The Board received no comments during the public comment period



REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or action to authorize the Houston Housing Authority Board of Commissioners to adopt the Policy on Safeguarding Personally Identifiable Information (PII) at the Houston Housing Authority.

- 2. Date of Board Meeting: October 17, 2023
- 3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners to adopt the Policy on Safeguarding Personally Identifiable Information (PII) at the Houston Housing Authority that is attached pursuant to the memorandum from Roy Spivey, Director of Information Technology, dated September 30, 2023, to David A. Northern, Sr., President & CEO.

DocuSigned by:

4.	Department Head Approval Signature	Date:
5.	Statement regarding availability of funds by VP of Fiscal Operations	
	Funds Budgeted and Available Yes No Source	
	VP of FO Approval Signature	Date:
6.	Approval of President & CEO Signature Docusigned by: David I. Northurn, Sr.	10/16/2023 _ Date:



MEMORANDUM

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

FROM: ROY SPIVEY, DIRECTOR INFORMATION TECHNOLOGY

SUBJECT: POLICY ON SAFEGUARDING PERSONALLY IDENTIFIABLE INFORMATION (PII)

DATE: SEPTEMBER 25, 2023

This memorandum recommends that the Houston Housing Authority Board of Commissioners adopt the attached Policy on Safeguarding Personally Identifiable Information (PII) at the Houston Housing Authority.

BACKGROUND:

The Houston Housing Authority (HHA), in the course of regular business, collects and uses various amounts of information from clients, vendors, and other parties. This data is a vital part of business operations and/or the authorization processing of Home Choice Vouchers and Housing Operations leasing. This data also contains Personally Identifiable Information (PII) used in this authorization and verification process. The Policy on Safeguarding Personally Identifiable Information (PII) formalizes the HHA methodology for protecting this PII information and conforming with HUD compliance for this data.

The Safeguarding Personally Identifiable Information (PII) Policy will become effective after passage.

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners to adopt the Policy on Safeguarding Personally Identifiable Information (PII) at the Houston Housing Authority that is attached pursuant to the memorandum from Roy Spivey, Director of Information Technology, dated September 30, 2023, to David A. Northern, Sr., President & CEO.



Houston Housing Authority Policy on Safeguarding Personally Identifiable Information (PII)

The purpose of this policy is to summarize the Houston Housing Authority's ("HHA") responsibilities regarding the protection of and prevention of potential breaches of Personally Identifiable Information (PII) that the HHA maintains on employees, vendors and clients. These policies are consistent with HUD's PIH Notice 2015-06 regarding Privacy Protection for Third Parties as well as standard employment practices.

HHA must ensure the privacy of employees, clients and vendors by safeguarding Personally Identifiable Information (PII) which includes information that can be used to distinguish or trace an individual's identity and also information that if lost, compromised or disclosed could substantially harm an individual. This includes but is not limited to —

Full name

Home address

Business contact information

Personal e-mail address

Social security number

Passport number

Driver's license number

Certificate number

Credit card numbers

Date of birth

Telephone number

Log in details

Personnel number

Vehicle identifier or serial number

Photograph or video identifiable to an individual Biometric information

Medical information

Criminal history

Other information related to an individual that may directly or indirectly identify that individual (e.g., salary, performance rating, purchase history, call history, etc.)

<u>Personally Identifiable Information (PII)</u> is defined as information which can be used to distinguish or trace an individual's identity, such as their name, social security number, biometric records, etc., and which alone or in combination with other personal or identifying information is linkable to a specific individual, such as date and place of birth, mother's maiden name, etc.

Sensitive Personally Identifiable Information when lost, compromised or disclosed without authorization could substantially harm an individual. Examples of sensitive PII include social security or driver's license numbers, medical records, and financial account numbers such as credit or debit card numbers.

The HHA has a responsibility to safeguard personally identifiable information (PII) and prevent potential breaches of this sensitive data. HHA is committed to protecting the privacy of individuals' information stored electronically or in paper form, in accordance with federal privacy laws, guidance, and best practices. HUD expects Public Housing Authorities who collect, use, maintain, or disseminate PII information to protect the privacy of that information in accordance with applicable law.

All Personally Identifiable Information (PII)

- Do not collect or maintain Personally Identifiable Information (PII) without proper authorization. Collect only the information that is needed for the purposes for which it is collected.
- When referencing Social Security Numbers, you may choose to use just the last four numbers.
- Only share or discuss PII with personnel who have a need to know for purposes of their work.
 Avoid discussing PII in front of unauthorized personnel, contractors or guests who may overhear your conversation.
- Hold meetings in a secure place if PII will be discussed. Treat notes and minutes from such meetings as confidential if they contain PII.
- Do not remove files with PII from the office without prior approval from the Vice-President of your Department.

Written Information

- All documents placed in wall or desktop mail trays must be in interoffice envelopes. HHA
 personnel should also hand-deliver documents containing PII whenever needed and as feasible.
 HHA personnel should not leave PII unattended on printers, facsimile machines, copiers, or in
 other common places
- Secure all hard copy files containing PII in lockable file cabinets. Be sure and lock the cabinets if you are leaving the area for any substantial period of time (for a meeting, lunch or at the end of the day).
- HHA personnel should physically secure PII when in transit by sealing it in an opaque envelope or container, and mail it using First Class or Priority Mail, or a comparable commercial service. HHA personnel should not mail, or send by courier PII on CDs, DVDs, hard drives, flash drives, USB drives, floppy disks, or other removable media unless the data is encrypted.
 - When sending PII via regular or express mail, use a second envelope for the document.
 Make sure the inner envelope is sealed and marked CONFIDENTIAL with the statement
 TO BE OPENED BY [the name of the addressee] ONLY.

- While a client is in your office other client information must be stored and or locked out of sight.
- Any documents containing SSN's that are not in a client's file must be shredded.
- Any files that need to be shredded must be locked up until you are able to shred them.
- Lock file cabinets and offices when out to lunch.
- Store client files in locked cabinets or designated areas at the end of the business day.

Electronic Information (Computer, Phone, Fax & Scanned)

- Secure access to your computer by creating a strong password.
- Do not leave messages containing sensitive information on voice mail.
- Lock all media (i.e. USB flash drives, CDs, etc.) that contain PII in a secure file box or cabinet. The label for this media should state that it contains PII.
- Do not place PII on shared drives such as the PASS drive unless it has been Password Protected. The password should only be given to employees who need the information.
- After scanning a document on a shared scanner, immediately file the scan on your computer and delete it from the shared scanner drive.
- When emailing PII outside of HHA, save it in a separate document and password-protect or encrypt it. Send the encrypted document as an email attachment and provide the password to the recipient in a separate email or by phone.
- When emailing a document that has a password, send the password in a separate email or a better method is to call the recipient and personally tell them the password.
- When faxing information, HHA personnel should include an advisory statement about the contents on the cover sheet and should notify the recipient before and after transmission.
- Don't leave client information screens visible when you leave your office.
- Log Out of your computer while at lunch or on break.
- Log Out and Shut Down your computer at the end of the business day.

It is the responsibility of all employees to make sure they are taking appropriate steps to ensure the privacy of sensitive information. Any concerns or suggestions you have about privacy issues should be shared with the Vice President of your Department.

Take care of our client information as if it is your own personal information.

Resolution No. 3712

EMPLOYEE ACKNOWLEDGEMENT

My signature below acknowledges that I have received a copy of the Houston Housing Authority's policy and procedures regarding Personally Identifiable Information (PII) and agree to abide by the standards stated herein. My signature below also acknowledges that I have reviewed the HHA's Non-Disclosure Agreement and its conditions regarding Personally Identifiable Information (PII). Violation of these terms can lead to legal ramifications.

Employee Signature	Date
Printed Name	Date
——————————————————————————————————————	 Date



REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or take action to authorize the renewal of employee health and welfare benefits effective January 1, 2024

- 2. Date of Board Meeting: October 17, 2023
- 3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO to execute and make necessary changes and corrections to the current contracts for Medical benefits, Vision Insurance, Dental Insurance, and Basic Life and Accidental Death and Dismemberment (AD&D) Insurance and enter into new contracts for employer-paid Short-term and Long-term Disability, Voluntary Life and AD&D, Voluntary Accident, Critical Illness, Hospital Indemnity Hospital and Legal provided by HHA to all active full-time employees for an annual estimated renewal package increase of \$876 over the prior plan year to the Authority pursuant to the October 11, 2023, memorandum from Patricia Guerra, Director of Human Resources, Training and Development to David A. Northern, Sr., President & CEO.

4.	Department Head Approval Signature	Date:
5.	Statement regarding availability of funds by VP of Fiscal Operations	
	Funds Budgeted and Available X Yes No Source	
	DocuSigned by: Account #	
	VP of FO Approval Signature DocuSigned by: Account # Mike Konus 3FCR7AD4710742D	Date:
6.	Approval of President & CEO	
	Signature David d. Northern, Sr.	Date:



MEMORANDUM

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

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

SUBJECT: CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE RENEWAL OF EMPLOYEE HEALTH

AND WELFARE BENEFITS EFFECTIVE JANUARY 1, 2024

DATE: OCTOBER 11, 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 execute the renewal of the employee health and welfare benefits contracts for Short-term and Long-term Disability with Blue Cross Blue Shield of Texas (BCBSTX), Vision with National Vision Administrators (NVA), Medical, Dental and Voluntary Accident, Critical Illness, Hospital Indemnity with Cigna, Basic and Voluntary Life & AD&D insurance with Guardian, Legal insurance with MetLife and Employee Assistance Program (EAP) with Aetna; with an effective date of January 1, 2024.

BACKGROUND

The current contracts for the Houston Housing Authority's Medical, Vision, Dental, Basic Life and AD&D are up for renewal. The Employee Assistance Program (EAP) with Aetna insurance is in a rate guarantee until 12/31/2025. On behalf of the Houston Housing Authority, Gallagher Benefit Services issued Request-for-Proposals for Medical, Dental, Vision, both Basic and Voluntary Life & AD&D, Short-term disability (employer and employee paid options), Long-term disability (employer and employee paid options), voluntary benefits including Accident, Critical Illness, Hospital Indemnity and Legal. Currently, Colonial provides individual policies for voluntary life/AD&D, Short-term disability, Long-term disability, Critical Illness, Accident, Cancer, and Hospital Indemnity which are employee funded.

EVALUATION PROCESS

All submissions were reviewed by Gallagher Benefit Services, HHA's employee benefits broker, who presented their recommendations to the Houston Housing Authority's President, Senior VP of Administration and VP of Fiscal & Business Operations. Please see Exhibit I for summaries of the renewal and competitive bid analysis conducted by Gallagher Benefit Services.

The negotiated overall renewal package including medical, dental, vision, Basic and Voluntary Life/AD&D, Short-term disability, Long-term disability, Voluntary Accident, Critical Illness, Hospital Indemnity, and Legal has received an overall with a rate reduction of 0% or \$876 overall annually. In addition to the current medical base and buy-up options, a third High Deductible Health Plan (HDHP) Option has been added. This will allow for more choices for employees to consider. While

BlueCross BlueShield of Texas (BCBSTX) did present proposals with savings, the change will include provider disruption of 70 current providers that HHA's employees and dependents are currently using that are not in the BCBSTX network.

The Vision has a rate increase of 4.85% or \$1,375 annual increase with a 4-year rate guarantee until 12/31/2027. It was recommended that the vision carrier remain with National Vision Administrators (NVA).

The initial PPO Dental renewal was 0% increase for the 2024 plan year for the same plan designs. It was recommended that the dental carrier move from Guardian to Cigna with an enhanced plan design. The new PPO options will feature a \$1,500 calendar year max and orthodontia for both children and adults with an increase of 7.87% or \$6,243 annual increase. The initial DHMO dental renewal was 0% increase. It was recommended to move to Cigna for a decrease of 1.83% or \$486 annual savings.

The Basic Life and AD&D renewal has been received from Guardian with a 0% annual increase from current costs. An analysis of the proposed rates and coverage was conducted for all proposals received. It is recommended that the Basic Life and AD&D carrier remain with Guardian. In addition, we are recommending adding Voluntary Life and AD&D to Guardian for ease of administration. The current provider is Colonial and the policies are individual. The voluntary Life and AD&D policy with Guardian is considered a new group and not a takeover from Colonial. Any employees who have coverage with Colonial can continue their policies on a direct pay basis after 12/31/2023.

The Aetna Employee Assistance Program (EAP) is in a rate guarantee until 12/31/2025. It is recommended to continue with this policy.

It is recommended to move the current employee-paid Short-term and Long-term disability individual policies from Colonial to an employer-paid group policy with BCBSTX.

It is recommended to move the current Voluntary Accident, Critical Illness and Hospital Indemnity policies from individual policies from Colonial to group policies with Cigna effective 1/1/2024. Any employees who have coverage with Colonial can continue the policies on a direct pay basis after 12/31/2023.

It is recommended to add a Voluntary Legal Insurance group policy with MetLife.

PROPOSED BENEFIT PROGRAM CHANGES EFFECTIVE JANUARY 1, 2024

- Medical Plan Renewal and Competitive Bid.
 The medical insurance carrier will remain with Cigna.
- Vision Insurance in a Rate Guarantee.
 The vision insurance carrier will remain with NVA.
- Dental Insurance Renewal.
 The dental insurance carrier will move to Cigna.
- Basic Life and AD&D Insurance Renewal.

Basic Life and AD&D insurance carriers will remain with Guardian.

- 5) Voluntary Life and AD&D Insurance Coverage
 The Voluntary Life and AD&D will move from individual policies with Colonial to group policy with Guardian.
- Employee Assistance Plan (EAP) Renewal.
 The EAP will remain with Aetna with ten face-to-face visits.
- 7) Voluntary Accident, Critical Illness and Hospital Indemnity Insurance Coverage
 The Voluntary Accident, Critical Illness, and Hospital Indemnity will move from individual
 Colonial to group policies with Cigna.
- 8) MetLife Legal The new voluntary MetLife Legal plan will be added as a new option for employees.
- 9) Short-term and Long-term disability Insurance Coverage
 The current employee paid short-term and long-term disability individual policies will
 move from Colonial to an employer-paid group policy with BCBSTX.

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 execute and make necessary changes and corrections to the current contracts for Medical benefits, Vision Insurance, Dental Insurance, and Basic Life and Accidental Death and Dismemberment (AD&D) Insurance and enter into new contracts for employer-paid Short-term and Long-term Disability, Voluntary Life and AD&D, Voluntary Accident, Critical Illness, Hospital Indemnity Hospital and Legal provided by HHA to all active full-time employees for an annual estimated renewal package increase of \$876 over the prior plan year to the Authority pursuant to the October 11, 2023, memorandum from Patricia Guerra, Director of Human Resources, Training and Development to David A. Northern, Sr., President & CEO.

Exhibit I

1) Medical Carrier - Remaining with Cigna with Level Funded Plans

- We recommend remaining with Cigna with an overall renewal package of an \$876 annual increase. (Note the medical increase is 3.18% or \$85,908 but the other coverage changes and credits below equal an overall renewal package increase of only \$876 annually.)
 - o Includes a \$70,000 admin credit, \$5,000 tech credit, and a \$13,500 wellness credit.
 - Three plan designs will be offered the next plan year including a new High Deductible Plan (HDHP) for employee choice.

Cigna Level Funded Medical Plan Designs and Rates

			CUR	RENT	NEGOTIATE	D RENEWAL	RENEWAL OPTION 2		
		r Name	Ci	gna	Ci	gna		Cigna	
	Plar	n Name	OAP Base	OAP Buy Up	OAP Base (17341821)	OAP Buy Up (17341817)	OAP Base (21478697)	HSA (21478700)	OAP Buy Up (21478694
PLAN DESIGN*									
In-Network Benefits			Open Access Plus	HSA Open Access Plus	Open Access Plus				
Deductible Type			Embedded	Embedded	Embedded	Embedded	Embedded	Aggregate	Embedded
Calendar Year (CY) Deductible (Individual	I / Family)	\$1,250 / \$2,500	\$450 / \$1,350	\$1,250 / \$2,500	\$450 / \$1,350	\$1,250 / \$2,500	\$1,700 / \$3,400	\$450 / \$1,350
Out-of-Pocket Max Type			Embedded	Embedded	Embedded	Embedded	Embedded	Aggregate	Embedded
CY Out-of-Pocket Max (Individual / Family)		\$4,000 / \$8,000	\$2,000 / \$6,000	\$4,000 / \$8,000	\$2,000 / \$6,000	\$4,000 / \$8,000	\$3,400 / \$6,800	\$2,000 / \$6,000
Coinsurance (member pays after deductib	ole)		20%	20%	20%	20%	20%	20%	20%
Preventive Care			Covered 100%	Covered 100%	Covered 100%				
Primary Care Visit			\$25 Copay	20% after deductible	\$25 Copay				
Specialist Visit			\$50 Copay	\$25 Copay	\$50 Copay	\$25 Copay	\$50 Copay	20% after deductible	\$25 Copay
Urgent Care			\$50 Copay	20% after deductible	\$50 Copay				
Emergency Room			\$150 Copay then 20% (Copay waived if admitted)	20% after deductible	\$150 Copay then 20% (Copay waived if admitted				
Inpatient Hospital			20% after deductible	20% after deductible	20% after deductible				
Outpatient Surgery			20% after deductible 20% after deductible	20% after deductible 20% after deductible	20% after deductible 20% after deductible	20% after deductible	20% after deductible	20% after deductible 20% after deductible	20% after deductible
			\$50 Copay	\$25 Copay	\$50 Copay	\$25 Copay	\$50 Copay	20% after deductible	\$25 Copay
Chiropractic (visit limits may apply)			(20 visits)	(20 visits)	(20 visits)				
			(== :::::::)	(== ::=:=)	(== ::=:=)	(== ::=:=)	\$50 Copay	(== ::::::)	\$25 Copay
			\$50 Copay	\$25 Copay	\$50 Copay	\$25 Copay	(20 visits)	0007 6 1 1 171	(20 visits)
Phys/Occ/Speech Therapy (visit limits may	y apply)		(PT: 20 visits;	(PT: 20 visits;	(PT: 20 visits;	(PT: 20 visits;	Inpatient: 20% after	20% after deductible (20 visits)	Inpatient: 20% after
			OT & ST: 20 visits)	deductible	(20 VISITS)	deductible			
			,	,	,	,	(60 Days)		(60 Days)
Diagnostic Test (X-ray, blood work)			Covered 100%	20% after deductible	Covered 100%				
Imaging (CT/PET scan, MRI)			20% after deductible	20% after deductible	20% after deductible				
Prescription Drug Benefit									
Retail			30 Days	30 Days	30 Days				
Tier I / Tier II / Tier III			\$10 / \$35 / \$50	\$10 / \$35 / \$50	\$10 / \$35 / \$50	\$10 / \$35 / \$50	\$10 / \$35 / \$50	20% after deductible	\$10 / \$35 / \$50
Specialty									
Mail Order			90 Days	90 Days	90 Days				
Tier I / Tier II / Tier III			\$20 / \$70 / \$100	\$20 / \$70 / \$100	\$20 / \$70 / \$100	\$20 / \$70 / \$100	\$20 / \$70 / \$100	20% after deductible	\$20 / \$70 / \$100
Out-of-Network Benefits									
Deductible Type			Embedded	Embedded	Embedded	Embedded	Embedded	Embedded	Embedded
CY Deductible (Individual / Family)			\$2,500 / \$5,000	\$900 / \$2,700	\$2,500 / \$5,000	\$900 / \$2,700	\$2,500 / \$5,000	\$3,400 / \$6,800	\$900 / \$2,700
Out-of-Pocket Max Type			Embedded	Embedded	Embedded	Embedded	Embedded	Embedded	Embedded
-								\$6,800 / \$13,600	
CY Out-of-Pocket Max (Individual / Family)		\$8,000 / \$16,000	\$4,000 / \$12,000	\$8,000 / \$16,000	\$4,000 / \$12,000	\$8,000 / \$16,000		\$4,000 / \$12,000
Coinsurance (member pays after deductib	ole)		50%	50%	50%	50%	50%	50%	50%
COST ANALYSIS	_								
PEPM Rates - Enrollment per Renewal	Plan 1	Plan 2	OAP Base	OAP Buy Up	OAP Base (17341821)	OAP Buy Up (17341817)	OAP Base (21478697)	HSA (21478700)	OAP Buy Up (21478694
Employee (EE) Only	61	38	\$844.88	\$915.82	\$861.66	\$934.36	\$871.72	\$718.09	\$944.95
EE + Spouse	6	4	\$1,630.68	\$1,767.50	\$1,663.15	\$1,803.22	\$1,682.50	\$1,385.96	\$1,823.73
EE + Child(ren)	29	5	\$1,872.30	\$2,029.40	\$1,909.54	\$2,070.42	\$1,931.79	\$1,591.30	\$2,093.97
EE + Family Total Enrollment	18 114	8 55	\$2,159.49	\$2,340.80	\$2,202.41	\$2,388.10	\$2,228.11	\$1,835.41	\$2,415.27
Estimated Monthly Premium	1114	- 55	\$154.489	\$70.745	\$157.560	\$72.175	\$159.398	\$0	\$72,995
Estimated Annual Premium			\$1,853,871	\$848,935	\$1,890,722	\$866,106	\$1,912,774	\$0	\$875,940
Dollar Difference	ce from C	Current	* ',,-	*****	\$36,851	\$17.171	\$58.902	\$0	\$27,006
Percent Chang					1.99%	2.02%	3.18%	0.00%	3.18%
Dollar Difference from Nego							\$22.051	\$0	\$9.835
Percent Change from Nego							1.17%	0.00%	1.14%
Total Combined Annual Cost					,				
			CUR	RENT	NEGOTIATE	D RENEWAL		RENEWAL OPTION 2	
Estimated Annual Premium			\$2,70	12,806	\$2,75	6,828		\$2,788,714	
Dollar Difference	ce from C	Current				,022		\$85,908	
Percent Chang	ge from C	Current			2.0	00%		3.18%	
PLAN PROVISIONS									
Rate Guarantee				ee ending 12/31/2023		ee ending 12/31/2024	1 Year	rate guarantee ending 12/3	31/2024
Eligibility			FTE 30i	HRS/WK	FTE 30i	HRS/WK		FTE 30HRS/WK	

*NOTE: Benefit deviations from Current are identified in blue font

Overall Marketing Summary

	Houston H	ousing Authority - 20	024 Renewal Opti	ion Summary		
	Houston H	ousing Authority - 20 Current Carriers Initial Renewal -	Cigna Medical/Cigna Dental/Guardia n Basic and Voluntary Life/NVS Vision - Negotiated	Cigna Medical (Replace current buy-	Cigna Medical (Add ADHP as a 3rd plan option Renewal Option) Cigna Dental/Guardian Basic and Voluntary Life+AD&D/NVS Vision/BCBSTXSTD and LTD Renewal	BCBS - Matching current medical plan designs (option to add HDHP as 3rd plan)/Cigna Dental/NVS Vision/Guardian Basic and Voluntary Life+AD&D/BCBSTX STD and LTD Renewal Option
	Current Carriers - 2023	2024 Status Quo	Status Quo	Option - 2024	Option - 2024	2024
Medical	\$2,702,806	\$3,035,358	\$2,756,828	\$2,579,260	\$2,788,714	\$2,667,670
Dental PPO	\$158,633	\$158,633	\$85,560	\$85,560	\$85,560	\$85,560
Dental DHMO	\$25,946	\$25,946	\$25,460	\$25,460	\$25,460	\$25,460
Vision	\$28,342	\$29,717	\$29,717	\$29,717	\$29,717	\$29,717
Basic Life/AD&D	\$40,469	\$40,469	\$40,469	\$40,469	\$40,469	\$40,469
Voluntary Life/AD&D*						
Short-term Disability*				\$39,576	\$39,576	\$39,576
Long-term Disability*				\$36,076	\$36,076	\$36,076
Voluntary Accident*						
Voluntary Critical Illness*						
MetLife Legal*						
Admin Credit**	(\$180,000)		(\$70,000)	(\$70,000)	(\$70,000)	(\$60,000
Tech Credit	\$0		(\$5,000)	(\$5,000)	(\$5,000)	\$0
Wellness Fund	(\$7,500)		(\$13,500)	(\$13,500)	(\$13,500)	\$0
Total	\$2,956,196	\$3,290,123	\$2,849,534	\$2,747,618	\$2,957,072	\$2,864,528
Overall Change from Current (\$)	N/A	\$333,927	(\$106,662)	(\$208,578)	\$876	(\$91,668
Overall Change from Current (%)	N/A	11%	-4%	-7%	0%	-39

Note: *The current voluntary life is with Colonial and individual polices. The group quotes are considered a "new case" thus no estimated costs since enrollment has not happened as of this documents. The STD and LTD are currently employee paid individual polices with different plan designs with Colonial. The Cigna voluntary accident and critical illness along with the MetLife quotes are listed but no costs are shown since this is an employee paid benefits.

There are no changes to employee contributions.

^{**} The current year admin credit and wellness fund totals are already factored into the medical total medical costs. They are shown as a reference but factored into the total.

2) Vision Carrier Renewal

- We recommend renewing with NVA for Vision coverage.
- 4.85% or \$1,375 annual increase to rates.

		CURF	RENT	REN	EWAL			
Ca	rrier Name	National Vision	Administrators	National Vision	National Vision Administrators			
	Plan Name	Vision	n Plan	Vision Plan				
PLAN DESIGN*								
Net	work Name	INN [NVA network]	OON	INN [NVA network]	OON			
Exam (including eyewear exam) Frequency Benefit		12 Months \$10 Copay	12 Months Reimburse up to \$30	12 Months \$10 Copay	12 Months Reimburse up to \$30			
Lenses		\$10 Copay	Reimburse up to \$50	\$10 Copay	Reimburse up to \$50			
Materials Copay Frequency Single Bifocal		\$0 Copay 12 Months \$0 Copay \$0 Copay	12 Months Reimburse up to \$36 Reimburse up to \$48	\$0 Copay 12 Months \$0 Copay \$0 Copay	12 Months Reimburse up to \$36 Reimburse up to \$48			
Trifocal		\$0 Copay	Reimburse up to \$58	\$0 Copay	Reimburse up to \$58			
Standard Progressive		\$50 Copay	NA	\$50 Copay	N/A			
Frames Frequency Allowance		12 Months Up to \$130 plus 20% off	12 Months Reimburse up to \$72	12 Months Up to \$130 plus 20% off	12 Months Reimburse up to \$72			
Contact Lenses Frequency		12 Months	12 Months	12 Months Conventional: Up to \$100	12 Months			
Allowance	Allowance		Conventional: Up to \$100 plus 15% off; Disposable: Up to \$100 plus 10% off		Reimburse up to \$55			
Medically Necessary		Covered in full	Reimburse up to \$210	plus 10% off Covered in full	Reimburse up to \$210			
Separate Fitting Allowance		10% off Retail	Included in the contact lens allowance	10% off Retail	Included in the contact lens allowance			
COST ANALYSIS								
PEPM Rates - Enrollment per Census	Enrollment	Vision	n Plan	Vision Plan				
Employee (EE) Only EE + Spouse	91 13	\$8. \$21	.19	\$8. \$22	.22			
EE + Child(ren) EE + Family	30 32	\$21 \$21		\$22 \$22	·· 			
Total Enrollment	166							
Estimated Monthly Premium		\$2,		\$2,				
Estimated Annual Premium		\$28,	,342	\$29.				
Dollar Difference fro				\$1,				
Percent Change fro	om Current			4.8	5%			
PLAN PROVISIONS								
Rate Guarantee Eligibility		4 Year rate guarante FTE 40H		4 Year rate guarante FTE 40F				
Liigibiiity		F1E 40F	INOTAL	F1E 40F	II NO/ YYEN			

3) Dental Carrier Renewal

- We recommend moving to Cigna Dental PPO and HMO coverage.
- Cigna Dental PPO will provide an increased calendar year maximum of \$1,500 and orthodontia for both children and adults.
- The Cigna dental PPO increase is increase is \$7.87% or \$6,243 annually.
- The Cigna DHMO option has a rate reduction of 1.87% or \$486 annually.

Cigna - Dental PPO

			2	CUR			(d		OPTION 1		(OPTION 3	
		rier Name			rdian		-		NA .	10000	CKG NA Dental DPPO Denta			II DPPO
PLAN DE SIGN*	۲	lan Name	Value	Plan	NAP	Plan	Denta	IDPPO	Denta	IDPPO	Denta	Dental UPPO		IDPPO
PUNUESISIN		Network	INN [DentalGuard Preferred]	00N	INN [DentalGuard Preferred]	OON	INN [Total Cigna DPPO]	OON	INN [Total Cigna DPPO]	OON	INN [Total Cigna DPPO]	OON	INN [Total Cigna DPPO]	OON
Calendar Year (CY) Deductible (Individual / Family)			\$50/\$150	\$50 / \$150	\$50/\$150	\$50 / \$150	\$50/\$150	\$50 / \$150	\$50 / \$150	\$50 / \$150	\$50 / \$150	\$50 / \$150	\$50 / \$150	\$50 / \$150
				100000000000000000000000000000000000000		100000000000000000000000000000000000000	Year 1: \$1000,	Year 1: \$1000,	Year 1: \$1000,	Year 1: \$1000,	Year 1: \$1500,	Year 1: \$1500,	Year 1: \$1500,	Year 1: \$1500,
Annual Maximum			\$1,000	\$1,000	\$1,000	\$1,000	Year 2: \$1250; Year 3: \$1500, Year 4: \$1750	Year 2: \$1250; Year 3: \$1500, Year 4: \$1750	Year 2: \$1250; Year 3: \$1500, Year 4: \$1750	Year 2: \$1250; Year 3: \$1500, Year 4: \$1750	Year 2: \$1660; Year 3: \$1800, Year 4: \$1960	Year 2: \$1850; Year 3: \$1800, Year 4: \$1950	Year 2: \$1850; Year 3: \$1800, Year 4: \$1950	Year 2: \$1650; Year 3: \$1800, Year 4: \$1950
Annual Maximum Provision			Rollover Threshold: \$500; Rollover Amount: \$250; Rollover Account Limit: \$1,000	Rollover Threshold: \$500: Rollover Amount: \$250: Rollover Account Limit: \$1,000	Rollover Threshold: \$500; Rollover Amount: \$250; Rollover Account Limit: \$1,000	Rolover Threshold: 3500; Rollover Amount: \$250; Rollover Account Limit: \$1,000	Progressive max with \$150 horements with preventative care	Progressive max with \$150 increments with preventative care						
Coinsurance Preventive Services			100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Cleaning Frequency			Once Everyd Months	Once Every® Months	Once Every® Months	Once Every® Months	1 Per 6 months	1 Per 6 months	1 Per 6 months	1 Per 6 months	1 Per 6 months	1 Per 6 months	1 Per 6 months	1 Per 6 months
Deductible Waived?			Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Basic			100%	100%	80%	80%	100%	100%	80%	80%	100%	100%	80%	80%
Periodontics			100%	100%	80%	80%	100%	100%	80%	80%	100%	100%	80%	80%
Endodontics			100%	100%	80%	80%	100%	100%	80%	80%	100%	100%	80%	80%
Major			60%	60%	50%	50%	60%	60%	50%	50%	60%	60%	50%	50%
Implants			Not Covered	Not Covered	Not Covered	Not Covered	Not Covered	Not Covered	Not Covered	Not Covered	Not Covered	Not Covered	Not Covered	Not Covered
Orthodontics			Not Covered	Not Covered	Not Covered	Not Covered	Not Covered	Not Covered	Not Covered	Not Covered	Not Covered	Not Covered	Not Covered	Not Covered
Maximum Age			NA	NA	NA	NA.	NA	NA.	N/A	NA	Adult & Dependent Child	Adult & Dependent Child	Adult & Dependent Child	Adult & Dependen Child
Deductible			NA	N/A	NA.	NA.	NA.	NA.	NA	NA	No	No	No	No
Lifetime Max			NA	N/A	NA.	NA.	NA.	NA.	NA	NA	\$1,500	\$1,500	\$1,500	\$1,500
Ortho Waiting Period			N/A	NA	NA	NA.	NA.	NA.	NA	NA	12 Months	12 Months	12 Months	12 Months
OON Reimbursement Level			UCA	190%	Fee St	chedule	M	AC	90th Percentile o	f Allowed Charges	M	AC	90th Percentile o	Allowed Charges
CO ST ANALY SIS														
PEPM Rates - Enrollment per Renewal Document	Plan 1	Plan 2		e Plan		Plan		IDPPO		DPPO		DPPO		DPPO
Employee (EE) Only EE + Family Total Enrollment	57 43 100	0		7.79 3.62		7.79 3.62		2.38 8.74		2.36 3.74		1.77 1.77		1.77 1.77
Estimated Monthly Premium	100	V	54	810		50	44	.660		10	57	130		0
Estimate d Annual Pre-mium				316		10		924		0	\$7,130 \$85,560		50 \$0	
Dollar Difference from Current		STATE OF THE PARTY			i i i i i i i i i i i i i i i i i i i		392		io		243		0	
Percent Change from Current						-14	36%	0.0	0%	7.8	37%	0.0	0%	
Total Combined Annual Cost														
Estimate d Annual Premium			8	\$79	316		8	\$67	,924		8	\$85	,560	
Dollar Diffe Percent C								-\$11,392 -14,36%					243 17%	
PLAN P ROVISIONS														
Rate Guarantee Eligibility	blue first			1 Year rate guarante FTE 30s				2 Year rate guaranti FTE 30	e ending 12/31/2025 RS/WK		3		ee ending 12/31/2025 HRS/WK	

TNO TE: Benefit deviations from Current are identified in blue font

Cigna - Dental HMO

	CURRENT	MARKET OPTION 1
Carrier Name	Guardian	CIGNA
Plan Name	Managed Dental Care (Plan U40G)	Dental DHMO
PLAN DESIGN*		
Network Name	Managed DentalGuard (MDG (TX))	· ·
Calendar Year (CY) Deductible (Individual / Family)	\$0 / \$0	\$0 / \$0
Annual Maximum	Unlimited	N/A
Office Visit	Office Visit Fee is \$5 Copay or \$10 Copay; Observation (during regularly scheduled hours): \$0 Copay; After regularly scheduled hours: \$50 Copay;	Office visit fee: \$ Copay; Office visit – After regularly scheduled hours: \$55 Copay
Coinsurance		
Preventive Services	Various copay applies	Various copay applies
Cleaning Frequency Deductible Waived?	2 times in 12 months	2 Per year
Basic	Yes Various copay applies	Various consu applica
Periodontics	Various copay applies Various copay applies	Various copay applies Various copay applies
Endodontics	Various copay applies	Various copay applies Various copay applies
Major	Various copay applies	Various copay applies
Major Waiting Period	various copay applies	vanous copay applies
Implants		Various copay applies
Orthodontics	Various copay applies	Various copay applies
Maximum Age	Adults & Child(ren) to age 18	Adult and Adolescent
Deductible	, , ,	
Lifetime Max	N/A	N/A
Ortho Waiting Period		
COST ANALYSIS		
PEPM Rates - Enrollment per Renewal Doc Enrollmen		Dental DHMO
Employee (EE) Only 71	\$13.52	\$13.27
EE + Family 34	\$35.36	\$34.69
Total Enrollment 105 Estimated Monthly Premium	62.4C2	#2 422
Estimated Mondily Fremium	\$2,162 \$25 ,946	\$2,122 _ \$25.4 60
Dollar Difference from Current	323,340	-\$486
Percent Change from Current		-1.87%
PLAN PROVISIONS	000000000000000000000000000000000000000	
Rate Guarantee	1 Year rate guarantee ending 12/31/2023	2 Year rate guarantee ending 12/31/2025
Premium Paid Basis		Voluntary (EE paid)
Required Employer Contribution		
Required Participation		Participation is below 88%. This will be based on the total eligible employees, identified as 197.
Eligibility	FTE 30HRS/WK	FTE 30HRS/WK

*NOTE: Benefit deviations from Current are identified in blue font

4) Basic Life/Accidental Death & Dismemberment Insurance Renewal

• We recommend remaining with Guardian for Basic Life and AD&D insurance. Guardian provided a 0% increase for the renewal.

		CURRENT	RENEWAL			
	Carrier Name	Guardian	Guardian			
PLAN DESIGN*						
Employee						
Life Benefit		1.5x Earnings to max \$350,000	1.5x Earnings to max \$350,000			
AD&D Benefit		Same as Life amount	Same as Life amount			
Benefit Reduction Schedule		35% at age 65; 60% at age 70; 75%	35% at age 65; 60% at age 70; 75%			
(% benefit reduces by at a	ge)	at age 75	at age 75			
Definition of Earnings		Basic Annual Earnings	Basic Annual Earnings			
Waiver of Premium		Included	Included			
Accelerated Benefit Amount		75% to max \$250,000	75% to max \$250,000			
Convertible/Portable		Included	Included			
Suicide Exclusion		Included	<u>Included</u>			
COST ANALYSIS						
Rates	Volume/Unit(s)	CURRENT	RENEWAL			
Life Rate Per \$1,000 Vol	\$18,229,300	\$0.165	\$0.165			
AD&D Rate Per \$1,000 Vol	\$18,229,300	\$0.020	\$0.020			
Estimated Monthly Premium		\$3,372	\$3,372			
Estimated Annual Premium		\$40,469	\$40.469			
	nce from Current		\$0			
	nge from Current		0.00%			
PLAN PROVISIONS						
Rate Guarantee		1 Year rate guarantee ending 12/31/2023	1 Year rate guarantee ending 12/31/2024			
Eligibility		FTE 40HRS/WK	FTE 40HRS/WK			

^{*}NOTE: Benefit deviations from Current are identified in blue font

5) Summary of Total Annual Cost Changes

	HOUSTON H	ousing Authority - 20				
			Cigna	Cigna Medical	Cigna Medical (Add	BCBS - Matching current
			Medical/Cigna	(Replace current buy-	HDHP as a 3rd plan	medical plan designs
			Dental/Guardia	up plan with	option Renewal	(option to add HDHP as
			n Basic and	HDHP)/Cigna	Option) / Cigna	3rd plan)/Cigna
			Voluntary	Dental/Guardian Basic	Dental/Guardian	Dental/NVS
			Life/NVS	and Voluntary	Basic and Voluntary	Vision/Guardian Basic
			Vision -	Life+AD&D/NV5	Life+AD&D/NV5	and Voluntary
		Current Carriers	Negotiated	Vision/ BCBSTX STD	Vision/BCBSTX STD	Life+AD&D/BCBSTX STD
		Initial Renewal -	Renewal - 2024	and LTD Renewal	and LTD Renewal	and LTD Renewal Option
	Current Carriers - 2023	2024 Status Quo	Status Quo	Option - 2024	Option - 2024	2024
Medical	\$2,702,806	\$3,035,358	\$2,756,828	\$2,579,260	\$2,788,714	\$2,667,670
Dental PPO	\$158,633	\$158,633	\$85,560	\$85,560	\$85,560	\$85,560
Dental DHMO	\$25,946	\$25,946	\$25,460	\$25,460	\$25,460	\$25,460
Vision	\$28,342	\$29,717	\$29,717	\$29,717	\$29,717	\$29,717
Basic Life/AD&D	\$40,469	\$40,469	\$40,469	\$40,469	\$40,469	\$40,469
Voluntary Life/AD&D*						
Short-term Disability*				\$39,576	\$39,576	\$39,576
Long-term Disability*				\$36,076	\$36,076	\$36,076
Voluntary Accident*						
Voluntary Critical Illness*						
MetLife Legal*						
Admin Credit**	(\$180,000)		(\$70,000)	(\$70,000)	(\$70,000)	(\$60,000
Tech Credit	\$0		(\$5,000)	(\$5,000)	(\$5,000)	\$0
Wellness Fund	(\$7,500)		(\$13,500)	(\$13,500)	(\$13,500)	\$0
Total	\$2,956,196	\$3,290,123	\$2,849,534	\$2,747,618	\$2,957,072	\$2,864,528
Overall Change from Current (\$)	N/A	\$333,927	(\$106,662)	(\$208,578)	\$876	(\$91,668
Overall Change from Current (%)	N/A	11%	-4%	-7%	0%	-39

Note: *The current voluntary life is with Colonial and individual polices. The group quotes are considered a "new case" thus no estimated costs since enrollment has not happened as of this documents. The STD and LTD are currently employee paid individual polices with different plan designs with Colonial. The Cigna voluntary accident and critical illness along with the MetLife quotes are listed but no costs are shown since this is an employee paid benefits.

^{**} The current year admin credit and wellness fund totals are already factored into the medical total medical costs. They are shown as a reference but factored into the total.



REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or take action to authorize the President & CEO or designee to Write-off vacant tenant accounts for July 1, 2023 to September 30, 2023

- 2. Date of Board Meeting: October 17, 2023
- 3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to write off vacated tenant accounts in the amount of \$140,664.05 and make necessary changes and corrections pursuant to the memorandum from George D. Griffin III, Vice President of Housing Operations dated October 2, 2023 to David A. Northern, Sr., President & CEO.

4.	Department Head Approval Signature Docusigned by: Gury D. Griffin III B501C71F4DD949C	. Date: 10/12/2023
5.	Statement regarding availability of funds by VP of Fiscal Operations	
	Funds Budgeted and Available X Yes No Source	
	VP of FO Approval Signature DocuSigned by: Mike Koners 3FC87AD4710742D Date:	10/12/2023
6.	Approval of President & CEO Signature Docusigned by: David L. Northurn, Sr. 9E0B1D8C1AF04AA Date:	.0/12/2023



Transforming Lives & Communities

MEMORANDUM

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

FROM: GEORGE D. GRIFFIN III, VICE PRESIDENT OF HOUSING OPERATIONS

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

WRITE-OFF VACANT TENANT ACCOUNTS FOR JULY 1, 2023 TO SEPTEMBER 30, 2023

DATE: OCTOBER 2, 2023

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to write-off vacated tenant accounts designated as uncollectible in the amount of \$140,664.05. This amount captures accounts written off for the months of July 1, 2023 through September 30, 2023.

BACKGROUND:

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

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

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

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

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

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

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

Property Name	Write Off Amount	
APV	\$0.00	
Bellerive	\$16.00	
Clayton Homes	\$0.00	
Cuney Homes	\$53,362.62	
Ewing	\$0.00	
Forest Green	\$0.00	
Fulton Village	\$0.00	
Heatherbrook	\$480.00	
HOAPV	\$0.00	
HRI	\$0.00	
Independence Heights	\$0.00	
Irvinton Village	\$43,676.12	
Kelly Village	\$23,290.10	
Kennedy Place	\$2,964.15	
Lincoln Park	\$6,261.02	
Long Drive	\$0.00	
Lyerly	\$4,075.07	
Oxford Place	\$6,474.97	
Sweetwater Point	\$0.00	
Telephone Road	\$64.00	
Victory Place	\$0.00	
Grand Total	\$140,664.05	

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

Uncollected Debt Categories	3 rd Quarter Write-off Totals		
Rent	\$92,622.36		
Retro Rent (Fraud)	\$0.00		
Maintenance Charges	\$28,430.74		
Legal Charges	\$3,677.00		
Utilities	\$10,776.31		
Other Fees	\$5,157.64		
Grand Total	\$140,664.05		

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

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to write off vacated tenant accounts in the amount of \$140,664.05 and make necessary changes and corrections pursuant to the memorandum from George D. Griffin III, Vice President of Housing Operations dated October 2, 2023 to David A. Northern, Sr., President & CEO.

			14	PHO WRITE OFFS				
			THIRD QUA	THIRD QUARTER 2023 WRITE OFF	ITE OFF			
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
APV								\$0.00
APV								\$0.00
APV								\$0.00
APV								\$0.00
APV								\$0.00
APV								\$0.00
APV			•	***	0	000	***	\$0.00
TOTAL			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees	Legal Fees	DewO seitiliti	Other Fees Owed	Actual Total to be Written Off
Gooden				Owed	Owed	BO 110 CO 111110		
Bellerive	Li, Chen Qi	9/7/2023	\$16.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16.00
Bellerive								\$0.00
Bellerive								\$0.00
TOTAL			\$16.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16.00
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Clayton Homes								\$0.00
Clayton Homes								\$0.00
Clayton Homes								\$0.00
Clayton Homes								\$0.00
Clayton Homes								\$0.00
Clayton Homes								\$0.00
Clayton Homes								\$0.00
TOTAL			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				-				
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Cuney Homes	Alexander, Elise L.	7/17/2023	\$3,057.82	\$545.05	\$0.00	\$191.08	\$416.00	\$4,209.95
Cuney Homes	Gadison, Jamira J.	7/24/2023	\$1,171.00	\$1,460.76	\$0.00	\$89.62	\$165.00	\$2,886.38
Cuney Homes	Horton, Deborah L.	7/27/2023	\$20.00	\$30.00	\$0.00	\$15.20	\$234.00	\$299.20
Cuney Homes	King, Essence A.	8/30/2023	\$1,136.25	\$2,168.06	\$0.00	\$852.00	\$300.00	\$4,456.31
Cuney Homes	Lane, Zaria J.	5/12/2023	\$0.00	\$288.46	\$0.00	\$7.65	\$0.00	\$296.11
Cuney Homes	Mack, Hillary C.	8/24/2023	\$15,894.17	\$1,377.74	\$0.00	\$1,758.36	\$195.00	\$19,225.27
Cuney Homes	Simmons, Breanna	8/30/2023	\$4,009.00	\$392.00	\$0.00	\$296.09	\$270.00	\$4,967.09
Cuney Homes	Woods, Deann L.	5/22/2023	\$12,512.00	\$534.00	\$0.00	\$662.87	\$240.00	\$13,948.87
Cuney Homes	Atkins, Ashton C.	1/31/2023	\$211.00	\$0.00	\$0.00	\$4.80	\$0.00	\$215.80
Cuney Homes	Murray, Emanuel V.	9/21/2023	\$1,560.52	\$640.51	\$0.00	\$310.61	\$346.00	\$2,857.64
Cuney Homes								\$0.00
Cuney Homes								\$0.00
Cuney Homes								\$0.00
Cuney Homes								\$0.00
Cuney Homes								\$0.00

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Homes								00 0#
Cilipey Homes								00.00
Cuney Homes								00:0\$
TOTAL			\$39,571.76	\$7,436.58	\$0.00	\$4,188.28	\$2,166.00	\$53,362.62
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Ewing								\$0.00
Ewing								\$0.00
Ewing								\$0.00
TOTAL			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				Maintenance Fees	I egal Faes			
Property	Resident	Move Out Date	Rent Owed	Owed	Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Forest Green								\$0.00
Forest Green								\$0.00
TOTAL			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Fulton Village								\$0.00
Fulton Village								\$0.00
Fulton Village								\$0.00
Fulton Village								\$0.00
Fulton Village								\$0.00
TOTAL			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Heatherbrook	Lee, Velicia C.	6/30/2023	\$0.00	\$480.00	\$0.00	\$0.00	\$0.00	\$480.00
Heatherbrook								\$0.00
TOTAL			\$0.00	\$480.00	\$0.00	\$0.00	\$0.00	\$480.00
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
HOAPV								\$0.00
HOAPV								\$0.00
HOAPV								\$0.00
HOAPV								\$0.00
HOAPV								\$0.00
HOAPV								\$0.00
HOAPV								\$0.00
TOTAL			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
HRI								\$0.00
HRI								\$0.00
TOTAL			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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Property	Resident	Move Out Date	Rent Owed	Maintenance Fees	Legal Fees	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Independence Heights				Dawo	Daw O			\$0.00
TOTAL			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Irvinton Village	Perez, Janie D.	7/24/2023	\$0.00	\$907.48	\$0.00	\$63.06	\$34.00	\$1,004.54
Irvinton Village	Thomas, Errika K.	7/20/2023	\$2,343.26	\$1,365.27	\$258.00	\$868.84	\$315.00	\$5,150.37
Irvinton Village	Alexander, George C.	8/18/2023	\$3,416.00	\$253.45	\$259.00	\$319.50	\$75.00	\$4,322.95
Irvinton Village	Broussard, Andrea C.	8/16/2023	\$0.00	\$234.74	\$0.00	\$21.66	\$0.00	\$256.40
Irvinton Village	Brown, Yasha Q.	8/21/2023	\$2,297.00	\$286.41	\$259.00	\$51.31	00'06\$	\$2,983.72
Irvinton Village	Collins, Davonna R.	8/17/2023	\$0.00	\$415.78	\$0.00	\$0.00	\$0.00	\$415.78
Irvinton Village	Jones, Nefertari	8/18/2023	\$1,454.00	\$300.16	\$518.00	\$258.55	\$240.00	\$2,770.71
rvinton Village	Knight, Laporsha D.	8/21/2023	\$1,595.00	\$260.18	\$259.00	\$85.41	00'06\$	\$2,289.59
rvinton Village	McBride, Teazea D.	8/18/2023	\$3,438.15	\$326.45	\$259.00	\$174.30	\$75.00	\$4,272.90
rvinton Village	Mederos, Damaris	8/17/2023	\$352.00	\$374.16	\$0.00	\$157.73	\$15.00	\$898.89
rvinton Village	Pellum, Corena S.	8/18/2023	\$10,939.00	\$353.16	\$388.00	\$9.15	\$195.00	\$11,884.31
rvinton Village	Cornett, April	9/20/2023	\$33.00	\$93.36	\$0.00	\$45.42	\$15.00	\$186.78
rvinton Village	Cornett, Fantasi	9/1/2023	\$2.00	\$212.66	\$0.00	\$136.74	\$0.00	\$351.40
rvinton Village	Dunford, Tashika J.	8/21/2023	\$3,621.72	\$518.95	\$129.00	\$470.28	\$135.00	\$4,874.95
rvinton Village	Rodgers, Brittany	9/20/2023	\$669.00	\$422.60	\$129.00	\$582.23	\$210.00	\$2,012.83
rvinton Village								\$0.00
TOTAL			\$30,160.13	\$6,324.81	\$2,458.00	\$3,244.18	\$1,489.00	\$43,676.12
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Kelly Village	Cooper, Roderick E.	7/27/2023	\$19.00	\$125.00	\$0.00	\$22.64	\$15.00	\$181.64
Kelly Village	Smith, Michael B.	7/14/2023	\$3,251.65	\$526.56	\$259.00	\$59.78	\$225.00	\$4,321.99
Kelly Village	Smith, Natasha M.	7/10/2023	\$572.00	\$423.00	\$0.00	\$335.06	\$108.00	\$1,438.06
Kelly Village	Brown, Ronald	8/15/2023	\$214.00	\$238.36	\$0.00	\$41.11	\$15.00	\$508.47
Kelly Village	Major, Carla A.	8/4/2023	\$90.00	\$1,250.00	\$0.00	\$173.34	\$15.00	\$1,528.34
Kelly Village	Price, Paula R.	8/14/2023	\$0.00	\$393.52	\$0.00	\$66.66	\$0.00	\$460.18
Kelly Village	Rochez, Justa N.	8/17/2023	\$1,159.00	\$1,310.33	\$0.00	\$186.12	\$30.00	\$2,685.45
Kelly Village	Smith, Melissa M.	8/18/2023	\$533.00	\$1,329.09	\$0.00	\$1,048.36	\$150.00	\$3,060.45
Kelly Village	Talor, Francis E.	8/17/2023	\$2,435.00	\$671.06	\$259.00	\$275.68	\$125.64	\$3,766.38
Kelly Village	Thomas, Rachelle A.	8/17/2023	\$2,521.00	\$796.06	\$259.00	\$653.56	\$75.00	\$4,304.62
Kelly Village	Hutto, Sulovia	8/21/2023	\$630.00	\$87.00	\$0.00	\$249.54	\$30.00	\$996.54
Kelly Village	Romero, Lilia B.	9/20/2023	\$0.00	\$16.00	\$0.00	\$21.98	\$0.00	\$37.98
Kelly Village								\$0.00
Kelly Village								\$0.00
TOTAL			\$11,424.65	\$7,165.98	\$777.00	\$3,133.83	\$788.64	\$23,290.10
				Mointenance	000			
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal rees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Kennedy Place	Brown, Jasmine	6/29/2023	\$1,160.82	\$1,336.33	\$442.00	\$25.00	\$0.00	\$2,964.15
Kennedy Place								\$0.00
Kennedy Place								000

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Property Reincoln Park Cannon, Lincoln Park Cannon, Lincoln Park Johnson Lincoln Park Williams, TOTAL Reincoln Drive Long Drive Long Drive Long Drive Long Drive Long Property Reincoln Cloud Lyerly Cloud Lyerly Guevar Lyerly Devree Long Lyerly Devree Lyerly Devree Long Lyerly Devree Long Lyerly Devree Lyerly	Resident		\$1,160.82	\$1,336.33	\$442.00		000	\$2,964.15
y Park Park Park Park Pive ive ive	ssident		÷ · · · · · · · ·		444£.00	\$25.00	\$0.00	, .
Park Park Park Park Park ive	sident	_		Maintonanco Ecos	Logal Eggs			
Park Park Park Park Note Note Note Note		Move Out Date	Rent Owed	Owed	Owed	Utilities Owed	Othe	Actual Total to be Written Off
Park Park ive ive ive	Cannon, Ushante D.	7/1/2023	\$0.00	\$0.00	\$0.00	\$0.00	\$279.00	\$279.00
Park y ve ive ive ive	Foster, Sherial R.	7/3/2023	\$3,463.00	\$0.00	\$0.00	\$163.02	\$150.00	\$3,776.02
y vive ive ive	Johnson, Dianna G.	7/2/2023	\$1,951.00	\$0.00	\$0.00	\$0.00	\$150.00	\$2,101.00
y ive	Williams, Makesha L.	9/8/2023	\$0.00	\$0.00	\$0.00	\$0.00	\$105.00	\$105.00
			\$5,414.00	\$0.00	\$0.00	\$163.02	\$684.00	\$6,261.02
A NA	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
e A.								\$0.00
e A.								\$0.00
								\$0.00
rty			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal rees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
	Cloudy, Lue D.	7/31/2023	\$0.00	\$370.06	\$0.00	\$0.00	\$0.00	\$370.06
	Guevara, Hester F.	7/31/2023	\$0.00	\$8.01	\$0.00	\$0.00	\$0.00	\$8.01
	Henry, Edward	8/21/2023	\$0.00	\$2,775.00	\$0.00	\$0.00	\$0.00	\$2,775.00
	Devroe, Clarence W.	9/27/2023	\$432.00	\$460.00	\$0.00	\$0.00	\$30.00	\$922.00
Lyerly								\$0.00
Lyerly								\$0.00
TOTAL			\$432.00	\$3,613.07	\$0.00	\$0.00	\$30.00	\$4,075.07
Property Re	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Oxford Place Hendersc	Henderson, Bernease	7/10/2023	\$0.00	\$2,073.97	\$0.00	\$22.00	\$0.00	\$2,095.97
	Barkin, Denietrel N.	9/12/2023	\$4,219.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,219.00
	Harrow-Sarage, Lamonica	9/19/2023	\$160.00	\$0.00	\$0.00	\$0.00	\$0.00	\$160.00
Oxford Place								\$0.00
TOTAL			\$4,379.00	\$2,073.97	\$0.00	\$22.00	\$0.00	\$6,474.97
Property Re	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Sweetwater Point								\$0.00
Sweetwater Point								\$0.00
TOTAL			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Property Re	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
ne Road	Jones, Lola M.	6/30/2023	\$64.00	\$0.00	\$0.00	\$0.00	\$0.00	\$64.00
TOTAL			\$64.00	\$0.00	\$0.00	\$0.00	\$0.00	\$64.00
					-			
Property Re	Resident	Move Out Date	Rent Owed	Maintenance Fees	Legal Fees	Utilities Owed	Other Fees Owed	Actual Total to be Written Off

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Victory Place							\$0.00
Victory Place							\$0.00
TOTAL		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Grand Total	\$92,622.36	\$28,430.74	\$3,677.00	\$10,776.31	\$5,157.64	\$140,664.05
Property Name	Write Off Amount	*	*UNREPORTED INCOME	3	\$0.00	%0	
	\$0.00		RENT		\$92,622.36	%99	
Bellerive	\$16.00		MAINTENANCE		\$28,430.74	50%	
Clayton Homes	\$0.00		LEGAL		\$3,677.00	3%	
Cuney Homes	\$53,362.62		UTILITIES		\$10,776.31	%8	
Ewing	\$0.00		FEES		\$5,157.64	4%	
Forest Green	\$0.00		TOTAL		\$140,664.05	100%	
Fulton Village	\$0.00						
Heatherbrook	\$480.00						
HOAPV	\$0.00						
	\$0.00						
ndependence Heights	\$0.00						
rvinton Village	\$43,676.12						
Kelly Village	\$23,290.10						
Kennedy Place	\$2,964.15						
Lincoln Park	\$6,261.02						
Long Drive	\$0.00						
Lyerly	\$4,075.07						
Oxford Place	\$6,474.97						
Sweetwater Point	\$0.00						
Telephone Road	\$64.00						
Victory Place	\$0.00						
Grand Total	\$140,664.05						



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 enter into a contract with Civix for comprehensive Data and GIS Consulting Services. This engagement will encompass a thorough effort by Civix and MPACT to perform data and spatial analysis of both existing and newly gathered HHA-related information, ultimately aiming to provide robust insights that will assist crossfunctional teams and leadership in making informed strategic decisions.

- 2. Date of Board Meeting: October 17, 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 Civix for comprehensive Data and GIS Consulting Services. This engagement will encompass a thorough effort by Civix and MPACT to perform data and spatial analysis of both existing and newly gathered HHA-related information, ultimately aiming to provide robust insights that will assist cross-functional teams and leadership in making informed strategic decisions. This contract is proposed at an amount, not to exceed 5 years and \$200,000, pursuant to a memorandum from Sarah Rashid, MTW and Policy Coordinator, and Cupid Alexander, Senior Vice President of Operations, dated October 4, 2023 to David A. Northern, Sr., President & CEO.

	A. Northern, Sr., President & Ci	EU. Docusigned by:		
4.	Department Head Approval	Signature		Date:
5.	Statement regarding availability	ty of funds by VP of Fiscal Operations		
	Funds Budgeted and Available	Yes No Source		
		DocuSigned by:		
	VP of FO Approval Signatu	ure Mike Rogers	Date:	10/12/2023
6.	Approval of President & CEO Signati	Javid d. Northurn, Sr. 9E0B1D8C1AF04AA	_ Date: _	10/12/2023
	· ·		_	·



Transforming Lives & Communities

MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO FROM: SARAH RASHID, MTW & POLICY COORDINATOR

CUPID ALEXANDER, SENIOR VICE PRESIDENT OF OPERATIONS

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

A CONTRACT WITH CIVIX FOR COMPREHENSIVE DATA AND GIS CONSULTING SERVICES. THIS ENGAGEMENT WILL ENCOMPASS A THOROUGH EFFORT BY CIVIX AND MPACT TO PERFORM DATA AND SPATIAL ANALYSIS OF BOTH EXISTING AND NEWLY GATHERED HHA-RELATED INFORMATION, ULTIMATELY AIMING TO PROVIDE ROBUST INSIGHTS THAT WILL ASSIST CROSS-FUNCTIONAL TEAMS AND LEADERSHIP IN MAKING INFORMED

STRATEGIC DECISIONS.

DATE: OCTOBER 4, 2023

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to execute a contract with Civix. This engagement will encompass a thorough effort by Civix and MPACT to perform data and spatial analysis of both existing and newly gathered HHA-related information, ultimately aiming to provide robust insights that will assist cross-functional teams and leadership in making informed strategic decisions.

BACKGROUND:

As HHA moves toward making more data-informed strategic decisions in 2024 and beyond, a clear need has emerged. We must engage industry experts to assist our cross-functional teams in enhancing decision-making processes, increasing efficiency, and developing innovative policies that best serve our HHA clients and strengthen our partnerships.

Currently, the Housing Authority lacks a reliable data infrastructure. While internal teams have made diligent efforts in the past to improve data quality, these attempts have not yielded the desired results. With the guidance of a Data and GIS consulting team, HHA anticipates a substantial improvement in the quality of our internal data processes. We also intend to cross-reference HHA data points with information available at the national, county, and city levels. This endeavor will enable us to create informative maps and dashboards, providing valuable insights into market factors, mobility patterns, neighborhood quality, and client access.

It's important to note that this contract entails an examination of our internal data by Civix, which includes a necessary "clean-up" of client information stored in our system of record for both current and waitlist data. This initiative will play a pivotal role in facilitating a smooth transition to the client management software planned for 2024.

Funding for this project will be sourced from the flexible funds provided to HHA through our Moving to Work Program. The Scope of Work and Cost Estimate have been meticulously developed through collaboration between MTW and Policy Coordinator, with invaluable support from the Senior Vice President of Operations.

ADVERTISEMENT:

On May 12, 2023, a legal notice advertising RFP 23-27 Data and GIS Consultant was posted in the Houston Chronicle and Forward Times Newspapers, and in the Houston Business Journal.

In addition to posting RFP 23-27 on its website, HHA's Procurement Department sent e-mails advertising this solicitation to potential Firms on HHA's Bidder's List; and sent to bidders identified by the requesting department.

Interested parties were also able to access RFP 23-27 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

The following HHA staff evaluated the seven (7) responsive proposals received:

- Sarah Rashid MTW & Policy Coordinator
- Mitchell Sykes Technical Support Manager
- Corey Franklin Special Assistant to the President & Chief Executive Officer
- Jennifer Jensen Executive Communications & Social Media Coordinator

The proposal was reviewed individually and evaluated according to the following six (6) criteria:

Evaluation/Selection Criteria	Maximum Score
Qualifications of firm and key staff	10
Related experience, samples and references	15
Demonstrable understanding of the project requirements and market locality	20
Plan and Methodology	25
Fees	25
M/WBE Participation	5
Total	100

Rank	Firm/Company	M/WBE	Sub-Contract with M/WBE	Evaluation Rating
1	GHD Digital	N/A	MBE	84
2	Civix	N/A	MBE	83
3	Dewberry	N/A	M/WBE	83
4	TRC Environmental Corporation	N/A	N/A	81
5	Aero Graphics	N/A	N/A	78
6	Hunt, Guillot & Associates, LLC	N/A	N/A	72
7	STAAR Global	N/A	N/A	69

The Evaluation Committee determined that the top three (3) Firms should be on a "shortlist."

The Evaluation Committee re-assessed/interviewed the top three (3) Firms, and Table 2 shows their final average revised scores.

Rank	Firm/Company	M/WBE	Sub-Contract with M/WBE	Evaluation Rating
1	Civix	N/A	MBE	91
2	Dewberry	N/A	M/WBE	89
3	GHD Digital	N/A	MBE	85

References for Civix have been checked and returned positive.

Agency goal is to have all contracts utilizing sub-contractors to spend at least 30% of the project funds with M/WBE businesses. Civix has stated that they will be sub-contracting at least 16.18% to an MBE business.

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

RECOMMENDATION

Accordingly, it is recommended 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 Civix for comprehensive Data and GIS Consulting Services. This engagement will encompass the thorough data to engage in Data and GIS consulting services and to perform data and spatial analysis of both existing and newly gathered HHA-related information, ultimately aiming to provide robust insights that will aid cross-functional teams in making informed strategic decisions. This contract is proposed at an amount, not to exceed 5 years and \$200,000, pursuant to a memorandum from Sarah Rashid, MTW and Policy Coordinator, and Cupid Alexander, Senior Vice President of Operations, dated October 4, 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 facilitate the acquisition of Trails at City Park located at or about 2201 West Orem Drive, Houston, Texas 77047, and the execution of all required documents therefor.

- 2. Date of Board Meeting: October 17, 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 of Trails at City Park located at or about 2201 West Orem Drive, Houston, Texas 77047 (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 October 17, 2023, to David A. Northern, Sr., President & CEO.

4.	Department Head Approval Si	ignature Mason FB1ADD6791F24F3		Date:
5.	Statement regarding availability	of funds by VP of Fiscal Operations		
	Funds Budgeted and Available	Yes No Source Third	Party Fu	nding
	VP of FO Approval Signature	DocuSigned by: Mike Kogers	_ Date:	10/12/2023
6.	Approval of President & CEO Signature	Docusigned by: David d. Northurn, Sr. 9E0B1D8C1AF04AA	Date:	10/12/2023



Transforming Lives & Communities

MEMORANDUM

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

FROM: JAY MASON, DIRECTOR OF REID

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

REPRESENTATIVE OF THE HOUSTON HOUSING AUTHORITY TO FACILITATE THE ACQUISITION OF TRAILS AT CITY PARK LOCATED AT OR ABOUT 2201 WEST OREM DRIVE, HOUSTON, TEXAS 77047, AND THE

EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.

DATE: OCTOBER 3, 2023

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 of Trails at City Park located at or about 2201 West Orem Drive, Houston, Texas 77047 (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 Civitas City Park Owner, LLC, a Delaware limited liability company (the "Company"), that of which the managing member is APV Trails at City Park MM, LLC, a Texas limited liability company (the "Managing Member"), 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 Company desires to obtain a loan from Berkeley Point Capital LLC, a Delaware limited liability company, d/b/a Newmark (the "Lender") in an aggregate principal amount not to exceed \$30,600,000 (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 No. 3716

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 of Trails at City Park located at or about 2201 West Orem Drive, Houston, Texas 77047 (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 October 17, 2023, to David A. Northern, Sr., President & CEO.

RESOLUTION NO. 3716

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 TRAILS AT CITY PARK LOCATED AT OR ABOUT 2201 WEST OREM DRIVE, HOUSTON, TEXAS 77047 (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 Civitas City Park Owner, LLC, a Delaware limited liability company (the "Company"), that of which the managing member is APV Trails at City Park MM, LLC, a Texas limited liability company (the "Managing Member"), 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;

WHEREAS, the Company desires to obtain a loan from Berkeley Point Capital LLC, a Delaware limited liability company, d/b/a Newmark (the "**Lender**") in an aggregate principal amount not to exceed \$30,600,000 (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 forgoing 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 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.

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PASSED 17 th of October, 2023.		
ATTEST:	CHAIR	
Secretary	_	

BOARD REPORT FOR MONTH ENDING SEPTEMBER 30, 2023

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EXECUTIVE SUMMARY

LOW-INCOME PUBLIC HOUSING

The Low-Income Public Housing (LIPH) program had an adjusted vacancy rate of 2.4% on September 30, 2023. As of October 1, 2023, rent collection for September was 86.7% of rents billed on an adjusted cash accounting basis.

There are currently 31,739 active applications for the Public Housing Waiting List, which represents a decrease of 0.1% from last month.

Low-Income Public Housing									
	July		Αι	ıgust	September				
Vacancy Rate	2	2.1%	2	.4%	2.4%				
Rent Collection	9.	4.1%	94	4.7%	86.7%				
Unit Turnaround Time (Days)		67		70	70				
Avg. Non-Emergency Work Order Days	1.56		1.95		1.96				
Waiting Lists	Duplicated	Duplicated Unduplicated		Unduplicated	Duplicated	Unduplicated			
vvaiting Lists	31,831	14,197	31,773	14,166	31,739	14,130			

HOUSING CHOICE VOUCHER PROGRAM

The HCV staff completed 1,881 annual re-examinations during September 2023. The HCV department also completed 331 interims, 290 change of units (moves), 211 new admissions, and 69 portability move-in transactions.

On September 30, 2023, 382 families were enrolled in the Family Self Sufficiency (FSS) program; 194 of the 382 (51%) 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 September 30, 2023 was 84%.

Voucher Programs									
July August September									
Households	19,552	19,632	19,634						
ABA Utilization/Unit Utilization	102.9%/93.8%	105.7%/93.7%	110.3%/94.4%						
Reporting Rate	86%	85%	84%						
Annual Reexaminations Completed	891	1,385	1,881						
HQS Inspections	2,497	2,508	2,166						
Waitlist	17,769	17,769	17,769						

PROPERTY MANAGEMENT SUMMARY

			Vac	Vacancy				Unit Turnaround Time (YTD)				
PMC	July		August September		ember	July		August		September		
	%	Grade	%	Grade	%	Grade	Days	Grade	Days	Grade	Days	Grade
Orion	2.7	В	2.6	В	2.6	В	75.3	F	81.5	F	82.7	F
Lynd	0.9	Α	0.5	Α	0.9	Α	48.2	Е	44.6	Е	46.0	Е
J. Allen	1.9	Α	3.0	В	2.9	В	62.7	F	62.5	F	60.9	F

		Emergency Work Orders (Completed within 24 hours)						Routine Work Orders				
PMC	July		August September		July		August		September			
	%	Grade	%	Grade	%	Grade	Days	Grade	Days	Grade	Days	Grade
Orion	98.6	В	98.7	В	100	Α	2.1	Α	2.6	Α	3.0	Α
Lynd	100	Α	100	Α	100	Α	1.1	Α	1.2	Α	1.5	Α
J. Allen	100	Α	100	Α	100	Α	2.3	Α	2.8	Α	2.6	Α

	Rent Collection									
PMC	Ju	ıly	August		September					
	%	Grade	%	%	Grade	%				
Orion	90.9	E	92.0	D	85.2	F				
Lynd	100	Α	100	Α	97.4	В				
J. Allen	96.1	В	96.5	В	86.3	F				

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

PUBLIC HOUSING MANAGEMENT ASSESSMENT

VACANCY RATE	Goal 2.0%	Actual 2.4%	Α	0 to 2
			В	2.1 to 3
This indicator examines the vacancy rate		-	С	3.1 to 4
unit turnaround time. Implicit in this in	•	D	4.1 to 5	
to track the duration of vacancies and u	unit turnaround, inclu	ding down time, make	Ε	5.1 to 6
ready time, and lease up time.			F	≥6.1
RENT COLLECTION (YTD)	Goal 98%	Actual 86.7%	Α	98 to 100
			В	96 to 97.9
This report examines the housing autho	•	-	С	94 to 95.9
residents in possession of units during	•		D	92 to 93.9
balance of dwelling rents uncollected a collected.	is a percentage of tota	al dwelling rents to be	Е	90 to 91.9
Collected.			F	≤89.9
EMERGENCY WORK ORDERS	Goal 100%	Actual 100%	Α	99 to 100
			В	98 to 98.9
This indicator examines the average nu		С	97 to 97.9	
work order to be completed. Emergenc hours or less and must be tracked.	y work orders are to b	e completed within 24	D	96 to 96.9
flours of less and must be tracked.			Е	95 to 95.9
			F	≤94.9
NON-EMERGENCY WORK ORDERS	Goal 3 Days	Actual 1.96 Days	Α	≤24
			В	25 to 30
This indicator examines the average nur	•		С	31 to 40
be completed. Implicit in this indicator in terms of how HHA accounts for and or	· · ·	•	D	41 to 50
preparing/issuing work orders.	controls its work order	is and its timeliness in	Е	51 to 60
preparing/issuing work orders.			F	≥61
ANNUAL INSPECTIONS	Goal 100%	Actual 92.3%	Α	100
			В	97 to 99
This indicator examines the percentage in order to determine the short-to-	•		С	95 to 96.9
modernization needs. Implicit in this in		•	D	93 to 94.9
program in terms of the quality of HF		•	E	90 to 92.9
inspections and needed repairs.			F	≥89.9*
*PMC's have discretional authority to se so long as all inspections are completed	•	o inspect each month,		

VACANCY RATE AND TURNAROUND DAYS

Low-Income			Approv	Total					Total	Units	Avg. Total Turnarou	
Public Housing	PMC	ACC Units	ed Units Offline	Available ACC Units	Occupied	Vacant	Occupancy	Grade	Vacant	Turne d YTD	nd Days YTD	Grade
Development Bellerive	J. Allen	210	0	210	Units 210	Units 0	Percentage 100.0%	A	Days 789	26	30	C
Cuney Homes	Orion	553	0	553	528	25	95.5%	D	7,847	88	89	F
Ewing	Orion	40	0	40	40	0	100.0%	A	0	0	0	A
Fulton Village	Lynd	108	0	108	106	2	98.1%	A	536	11	49	E
Heatherbrook	Lynd	53	0	53	53	0	100.0%	A	200	5	40	D
Independence	Orion	36	0	36	35	1	97.2%	В	236	3	79	F
Heights Irvinton Village	J. Allen	318	10	308	297	11	96.4%	С	4,884	70	70	F
Kelly Village	J. Allen	270	0	270	258	12	95.6%	D	3,699	63	59	F
Kennedy Place	Orion	108	0	108	108	0	100.0%	Α	269	9	30	С
Lincoln Park	Orion	200	0	200	192	8	96.0%	С	2,164	29	75	F
Lyerly	J. Allen	199	0	199	192	7	96.5%	С	2,145	30	72	F
Oxford Place	Orion	230	19	211	202	9	95.7%	D	1,979	22	90	F
Totals		2,325	29	2,296	2,221	75	97.6%	В	24,748	356	70	F
Section 8 New Construction Development	РМС	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	99	1	99.0%	Α	85	8	11	Α
Totals		100	0	100	99	1	99.0%	Α	85	8	11	Α
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	166	34	83.0%	F	0	28	0	Α
Totals		200	0	200	166	34	83.0%	F	0	28	0	Α
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	100	170	37.0%	F	0	0	0	Α
Historic Oaks of APV	Orion	222	0	222	55	167	24.8%	F	0	0	0	Α
HRI-Victory	Orion	140	0	140	125	15	89.3%	F	0	2	0	Α
Sweetwater Point	Lynd	26	0	26	22	4	84.6%	F	0	6	0	Α
Totals		666	8	658	302	356	58.9%	F	0	8	0	Α

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

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

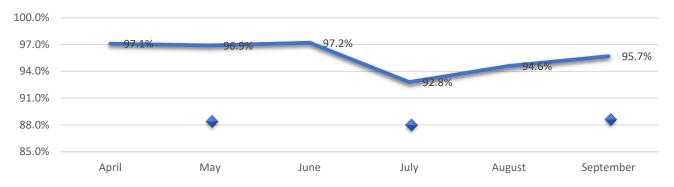
Ī	PHAS	Occupancy	Avg. Total			
	Score	Occupancy Rate	Turnaround			
	Score	Kate	Days			
	Α	98 to 100	1 to 20			
	В	97 to 97.9	21 to 25			
	С	96 to 96.9	26 to 30			
	D	95 to 95.9	31 to 40			
	E	94 to 94.9	41 to 50			
	F	≤93.9	≥51			



TAX CREDIT APARTMENT LEASING/OCCUPANCY INFORMATION

Property	Property Manager	Total Units	Public Housing Units	Total Tax Credit Units	Market Units	Vacant Tax Credit/Market Units	Occupied (%)
2100 Memorial	Ividilagei	Omts		ENTLY BEING			(70)
Heatherbrook	Lynd	176	53	87	36	3	98.3%
Mansions at Turkey Creek	Orion	252	0	252	0	17	93.3%
Independence Heights	Orion	154	36	118	0	5	96.8%
Peninsula Park	Orion	280	0	280	0	3	98.9%
Pinnacle at Wilcrest	Embrey	250	0	250	0	1	99.6%
Uvalde Ranch	Hettig- Kahn	244	0	244	0	19	92.2%
Willow Park	Embrey	260	0	260	0	3	98.8%
Telephone Rd	Tarantino	200	0	200	0	34	83.0%
PH-LIHTC							
Fulton Village	Lynd	108	1	08	0	2	98.1%
Lincoln Park	Orion	250	2	00	50	6	97.6%
Oxford Place	Orion	250	2	30	20	8	96.8%
TOTALS		2,424	627	1,691	106	101	2,424
RAD-PBV							
Allen Parkway Village	Orion	278	278		0	170	38.8%
Historic Oaks of APV	Orion	222	222		0	167	24.8%
HRI-Victory	Orion	140	1	40	0	15	89.3%
Sweetwater Point	Lynd	260	26	234	0	15	94.2%
TOTAL		900	666	234	0	367	61.8%

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	\$61,301	\$61,248	99.91%	Α	\$522,110	\$521,637	99.91%	А
Cuney Homes	Orion	\$145,534	\$116,670	80.17%	F	\$1,316,634	\$1,164,380	88.44%	F
Ewing	Orion	\$9,511	\$9,511	100.00%	Α	\$89,189	\$87,491	98.10%	Α
Fulton Village	Lynd	\$35,287	\$34,047	96.49%	В	\$351,875	\$337,351	95.87%	С
Heatherbrook	Lynd	\$12,570	\$12,570	100.00%	Α	\$137,009	\$134,170	97.93%	В
Independence Heights	Orion	\$4,766	\$3,508	73.60%	F	\$55,521	\$40,476	72.90%	F
Irvinton Village	J. Allen	\$78,786	\$49,349	62.64%	F	\$735,027	\$638,333	86.84%	F
Kelly Village	J. Allen	\$72,812	\$65,508	89.97%	E	\$648,664	\$613,159	94.53%	С
Kennedy Place	Orion	\$37,695	\$34,637	91.89%	E	\$339,217	\$325,315	95.90%	С
Lincoln Park	Orion	\$40,414	\$37,487	92.76%	D	\$377,964	\$359,955	95.24%	С
Lyerly	J. Allen	\$57,497	\$57,162	99.42%	Α	\$506,013	\$505,122	99.82%	Α
Oxford Place	Orion	\$32,629	\$28,582	87.60%	F	\$380,314	\$354,155	93.12%	D
Totals		\$588,801	\$510,279	86.66%	F	\$5,459,538	\$5,081,543	93.08%	D

Section 8 New Construction		Month	Month				YTD	% YTD	
Development		Billed	Collected	% Collected	Grade	YTD Billed	Collected	Collected	Grade
Long Drive	Tarantino	\$19,188	\$19,188	100.00%	А	\$184,518	\$182,120	98.70%	А
Totals		\$19,188	\$19,188	100.00%	Α	\$184,518	\$182,120	98.70%	Α
Tax Credit	PMC	Month Billed	Month Collected	% Collected	Grade	YTD Billed	YTD Collected	%YTD Collected	Grade
Telephone Road	Tarantino	\$141,694	\$141,355	99.76%	А	\$253,576	\$242,528	95.64%	С
Totals		\$141,694	\$141,355	99.76%	Α	\$253,576	\$242,528	95.64%	С
RAD-PBV		Month Billed	Month Collected	% Collected	Grade	YTD Billed	YTD Collected	% YTD Collected	Grade
Allen Parkway Village	Orion	\$243,173	\$23,545	9.68%	F	\$1,364,424	\$328,694	24.09%	F
Historic Oaks of APV	Orion	\$188,894	\$10,296	5.45%	F	\$735,623	\$253,910	34.52%	F
HRI-Victory	Orion	\$39,261	\$28,023	71.38%	F	\$327,832	\$286,596	87.42%	F
Sweetwater	Lynd	\$238,280	\$223,853	93.95%	D	\$2,121,086	\$1,880,130	88.64%	F
Totals		\$709,608	\$285,717	40.26%	F	\$4,548,965	\$2,749,329	60.44%	F

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

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

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



EMERGENCY WORK ORDERS

Low-Income Public		Emergency Work	Emergency W/O Completed within 24	Percentage Completed within	
Housing Development	PMC	Orders Generated	hours	24 hours	Grade
Bellerive	J. Allen	3	3	100.0%	Α
Cuney Homes	Orion	60	60	100.0%	Α
Ewing	Orion	8	8	100.0%	Α
Fulton Village	Lynd	0	0	N/A	Α
Heatherbrook	Lynd	0	0	N/A	Α
Independence Heights	Orion	0	0	N/A	Α
Irvinton Village	J. Allen	4	4	100.0%	Α
Kelly Village	J. Allen	3	3	100.0%	Α
Kennedy Place	Orion	0	0	N/A	Α
Lincoln Park	Orion	0	0	N/A	Α
Lyerly	J. Allen	0	0	N/A	Α
Oxford Place	Orion	0	0	N/A	Α
Totals		78	78	100.0%	Α

Section 8 New Construction Development		Emergency Work Orders Generated	Emergency W/O Completed within 24 hours	Percentage Completed within 24 hours	Grade
Long Drive	Tarantino	0	0	N/A	Α
Totals		0	0	N/A	Α
TAX CREDIT	РМС	Emergency Work Orders Generated	Emergency W/O Completed within 24 hours	Percentage Completed within 24 hours	Grade
Telephone Road	Tarantino	1	1	100.0%	Α
Totals		1	1	100.0%	Α
		Emergency Work	Emergency W/O Completed within 24	Percentage Completed within	
RAD-PBV		Orders Generated	hours	24 hours	Grade
Allen Parkway Village	Orion	1	1	100.0%	Α
Historic Oaks of APV	Orion	0	0	N/A	Α
HRI-Victory	Orion	9	9	100.0%	Α
Sweetwater Point	Lynd	55	55	100.0%	Α

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

Totals

65

100.0%

65

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^{*}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	41	1.20	Α
Cuney Homes	Orion	106	1.46	Α
Ewing	Orion	6	1.40	Α
Fulton Village	Lynd	35	1.00	Α
Heatherbrook	Lynd	21	2.38	Α
Independence Heights	Orion	0	0.00	Α
Irvinton Village	J. Allen	189	2.01	Α
Kelly Village	J. Allen	141	4.43	Α
Kennedy Place	Orion	2	0.00	Α
Lincoln Park	Orion	81	4.88	Α
Lyerly	J. Allen	75	1.32	Α
Oxford Place	Orion	38	3.44	Α
Totals		735	1.96	Α

Section 8 New Construction Development		Work Orders Generated	Average Completion Time (Days)	Grade
Long Drive	Tarantino	103	2.63	Α
Totals		103	2.63	Α
TAX CREDIT	РМС	Emergency Work Orders Generated	Emergency W/O Completed within 24 hours	Percentage Completed within 24 hours
Telephone Road	Tarantino	79	0.00	Α
Totals		79	0.00	Α
RAD-PBV		Work Orders Generated	Average Completion Time (Days)	Grade
Allen Parkway Village	Orion	38	0.00	Α
Historic Oaks of APV	Orion	6	0.00	А
HRI-Victory	Orion	78	0.00	Α
Sweetwater Point	Lynd	132	0.00	Α
Totals		254	0.00	Α

PHAS	Avg. W/O
Score	Days
Α	≤24
В	25 to 30
С	31 to 40
D	41 to 50
Е	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%	А
Cuney Homes	Orion	553	379	68.5%	F
Ewing	Orion	40	40	100.0%	Α
Fulton Village	Lynd	108	105	97.2%	В
Heatherbrook	Lynd	53	53	100.0%	Α
Independence Heights	Orion	36	36	100.0%	Α
Irvinton Village	J. Allen	308	308	100.0%	Α
Kelly Village	J. Allen	270	270	100.0%	Α
Kennedy Place	Orion	108	108	100.0%	А
Lincoln Park	Orion	200	200	100.0%	А
Lyerly	J. Allen	199	199	100.0%	А
Oxford Place	Orion	211	211	100.0%	А
Totals		2,296	2,119	92.3%	E

Section 8 New Construction Development	РМС	Inspections Due	Inspections Performed	Percentage Complete	Grade
Long Drive	Tarantino	100	100	100.0%	А
Totals		100	100	100.0%	Α
TAX CREDIT	РМС	Inspections Due	Inspections Performed	Percentage Complete	Grade
Telephone Road	Tarantino	200	0	0.0%	А
Totals		200	0	0.0%	Α

242 224	22.40	5	Inspections	Percentage	
RAD-PBV	PMC	Inspections Due	Performed	Complete	Grade
Allen Parkway Village	Orion	270	270	100.0%	Α
Historic Oaks of APV	Orion	222	222	100.0%	А
HRI-Victory	Orion	140	140	100.0%	А
Sweetwater Point	Lynd	26	26	100.0%	А
Totals		658	658	100.0%	Α

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

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

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

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

HOUSING CHOICE VOUCHER HUD-GRADED SEMAP INDICATORS

			Score	Performance			
ANNUAL REEXAMINATIONS REPORTING RATE	Goal 96%	Actual 84%	10	≥96			
			5	90 to 95			
This Indicator shows whether the Agency co	0	≤89					
participating family at least every twelve (1	2) months.						
CORRECT TENANT RENT CALCULATIONS	Goal 98%	Actual 100%	5	98 to 100			
This Indicator shows whether the Agency corrent to owner in the Rental Voucher Progra	0	≤97					
Paraerian et IIOS liverature	CI 1000/	A -t1 4000/	-	00 to 100			
PRECONTRACT HQS INSPECTIONS	Goal 100%	Actual 100%	5	98 to 100 ≤97			
This Indicator shows whether newly leased the beginning date of the Assisted Lease an	U	237					
FSS ENROLLMENT	Goal 80%	Actual 104%	10	≥80			
F33 ENROLLIVIENT	G0a1 60%	Actual 104%	8	60 to 79			
This Indicator shows whether the Agency ha	5	≤59					
as required. To achieve the full points for the have 80% or more of its mandatory FSS mandatory slots on the FSS Program; 382 fa	3	233					
F00 F000 000	G - 1 200/	A.I I. 540/	10	. 20			
rss escrow	G0ai 30%	Actual 51%	10 5	≥30 ≤29			
measuring the percent of current FSS parentered in the PIC system that have had incrin escrow account balances. To achieve th 30% of a housing authority's enrolled familia are 382 families participating in the FSS parentered.	FSS Escrow Goal 30% Actual 51% 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 382 families participating in the FSS program. Out of the 382 families, 194 (51%) of the families are eligible for escrow and currently have an FSS escrow balance.						

REAL ESTATE, INVESTMENT, AND DEVELOPMENT

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. Eighteen (18) of the twenty-one (21) damaged resident units and the Daycare Center were turned over to Operations last month.
 - o 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 one (1) 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 October 2024. Lease up coordination will start in January 2024 for the relocation of Clayton Residents. Construction is 50% 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, with the first units being available for lease the third quarter of 2024. Construction is 38% Complete.
 - o Infrastructure Package construction has started. Completed is anticipated to be around December 2023. Construction is 59% Complete.
- Kelly II: In December of 2020, we closed on all the lots owned by 5th ward. Lot 6, closing is expected in within the next 60 days.
- Telephone Road (9% LIHTC). Construction is complete and relocation activities are ongoing, with a planned completion of the end of September 2023. The HHA is planning to schedule a ground-breaking ceremony in November. This is a shift from July 2023 to align with ongoing relocation activities.

REDEVELOPMENT – (9% LIHTC)

See Telephone Road above.

<u>REDEVELOPMENT – (RAD)</u>

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 12% Complete (both APV and HOAPV). Phase A Construction

Phase B relocation is ongoing with a planned completion by the end of October 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 is 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.

Туре	Solicitation #	Status	Department(s)	Description	Advertisement Date	Due Date
RFP	23-08	Open	НСУ	Project Based Vouchers	1-31-23	10-20-2023
IFB	23-47	Open	REID	Roof Replacement and Various Repairs at Heatherbrook	9-25-23	10-23-2023
IFB	23-48	open	REID	Replacement of Roof at Bellerive Senior Living Apartments Complex	9-25-2023	10-30-2023
RFP	23-44	Open	РНО	Debt Collection Services	10-9-2023	10-31-2023

Central Office	Annual Budget 2023	Month To Date	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
Operating Income					
Total Operating Income	9,137,785	741,359	6,091,857	6,097,765	5,908
Operating Expenses					
Salaries and Benefits	4,733,958	883,294	3,277,356	3,166,242	111,114
Facilities and Other					
Administrative Expenses	3,851,584	334,990	2,567,723	2,495,216	72,507
Total Central Office Expenses	8,585,542	1,218,284	5,845,078	5,661,458	183,620
Surplus/(Use) of Business					
Activities Funds for COCC	552,243	(476,925)	246,778	436,307	189,529

Housing Choice Voucher Program	Annual Budget 2023	Month To Date	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
Administrative Operating Income					
Total Operating Income	15,135,123	1,195,140	10,090,082	10,553,139	463,057
Operating Expenses					
Salaries and Benefits	8,398,269	1,421,001	5,814,186	5,400,082	414,104
Administrative Expenses	1,580,100	117,977	1,053,400	1,233,591	(180,191)
COCC-Management Fees	4,618,062	417,145	3,078,708	3,075,809	2,899
Total Operating Costs Expenses	14,596,431	1,956,123	9,946,294	9,709,482	236,812
Cash Flow (Deficit) from Operations	538,692	(760,983)	143,788	843,657	699,869
Housing Assistance Payments (HAP)					
Housing Assistance Payment Subsidy	175,000,000	14,383,057	116,666,667	117,019,722	353,055
Investment Income on HAP Reserves	0	0	0	0	0
Housing Assistance Payments	175,000,000	14,755,232	116,666,667	117,568,447	(901,780)
HAP Current Year Excess (Use)	0	(372,175)	0	(548,725)	(548,725)

Affordable Housing Rental Programs	Annual Budget 2023	Month To Date	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
Operating Income					
HUD Subsidy - Low Rent					
Housing2826	15,708,640	1,285,755	10,472,427	10,485,595	13,168
Tenant Rental Income	12,923,062	1,045,029	8,615,375	8,502,689	(112,686)
Other Income	870,965	33,285	580,643	530,894	(49,749)
Total Operating Income	29,502,667	2,364,069	19,668,445	19,519,178	(149,267)
Operating Expenses					
Administrative Expenses	9,177,403	764,994	6,118,269	6,048,442	69,827
Tenant Services	449,799	36,039	299,866	274,858	25,008
Utilities	3,281,262	275,001	2,187,508	2,178,148	9,360
Maintenance	9,179,106	685,173	6,119,404	6,037,792	81,612
Protective Services	2,224,127	176,034	1,482,751	1,414,216	68,535
Insurance Expense	1,756,251	125,000	1,170,834	1,174,740	(3,906)
Other General Expense	250,000	13,955	166,667	181,249	(14,582)
Total Routine Operating	26 247 242	2.075.405	47.545.200	47 200 445	225.054
Expenses	26,317,948	2,076,196	17,545,299	17,309,445	235,854
Net Income from Operations	3,184,719	287,873	2,123,146	2,209,733	86,587
Non-Routine Maintenance	8,348,176	706,365	5,565,451	5,654,462	(89,011)
Debt Service	1,848,961	150,000	1,232,641	1,221,342	11,299
Debt Service- ESCO	1,040,301	130,000	1,232,041	1,221,342	11,233
Cash Flow from Operations	(7,012,418)	(568,492)	(4,674,945)	(4,666,071)	8,874
Funds from Capital Funds	8,348,176	(150,000)	5,565,451	5,654,462	89,011
Cash Flow (Deficit) from Operations	1,335,758	(718,492)	890,505	988,391	97,886

SECTION 8 – NEW CONSTRUCTION	Annual Budget 2023	Month To Date	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
Operating Income					
HUD Subsidy – Section 8 New					
Construction	2,193,590	173,911	1,462,393	1,230,659	(231,734)
Tenant Rental Income	1,024,200	30,152	682,800	226,329	(456,471)
Other Income	1,640	(450)	1,093	4,181	3,088
Total Operating Income	3,219,430	203,613	2,146,287	1,461,169	(685,118)
Operating Expenses					
Administrative Expenses	828,483	36,244	552,322	476,751	75,571
Tenant Services	25,215	1,240	16,810	14,372	2,438
Utilities	403,756	30,000	269,171	191,033	78,138
Maintenance	422,320	27,489	281,547	303,465	(21,918)
Protective Services	85,000	15,000	56,667	78,537	(21,870)
Insurance Expense	250,000	14,575	166,667	104,286	62,381
Other General Expense	25,000	2,450	16,667	7,541	9,126
Total Routine Operating					
Expenses	2,039,774	126,998	1,359,849	1,175,985	183,864
Net Income from Operations	1,179,656	76,615	786,437	285,184	(501,253)
Non-Routine Maintenance	125,000	0	83,333	0	83,333
Debt Service	0	0	0	0	0
	0	0	0	0	0
Cash Flow (Deficit) from					
Operations	1,054,656	76,615	703,104	285,184	(417,920)

RAD PROPERTIES	Annual Budget 2023	Month To Date	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
Operating Income					
Rental Income	11,068,801	713,504	7,379,201	6,192,574	(1,186,627)
Other Income	363,952	24,644	242,635	131,975	(110,660)
Total Operating Income	11,432,753	738,148	7,621,835	6,324,549	(1,297,286)
Operating Expenses					
Administrative Expenses	2,605,819	145,250	1,737,213	1,440,336	296,877
Tenant Services	126,752	(1,711)	84,501	41,891	42,610
Utilities	866,255	109,932	577,503	616,336	(38,833)
Maintenance	1,308,018	103,433	872,012	951,926	(79,914)
Protective Services	187,431	15,292	124,954	122,575	2,379
Insurance Expense	920,817	27,123	613,878	581,990	31,888
Other General Expense	11,800	7,879	7,867	15,368	(7,501)
Total Routine Operating Expenses	6,026,892	407,198	4,017,928	3,770,422	247,506
Net Income from Operations	5,405,861	330,950	3,603,907	2,554,127	(1,049,780)
Non-Routine Maintenance	425,000	32,026	283,333	263,872	19,461
Debt Service	4,264,905	150,771	2,843,270	1,223,585	1,619,685
Funds from Replacement Reserve	425,000	32,026	283,333	263,872	(19,461)
	0	·	•	-	
Cash Flow (Deficit) from Operations	1,140,956	180,179	760,637	1,330,542	569,905