



HOUSTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
NOVEMBER 14, 2023
3:00 P.M.

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



HOUSTON
HOUSING AUTHORITY



HOUSTON

HOUSING AUTHORITY

Transforming Lives & Communities

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

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

BOARD OF COMMISSIONERS MEETING

Tuesday, November 14, 2023

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

BOARD OF COMMISSIONERS MEETING
TUESDAY, NOVEMBER 14, 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 October 17, 2023 Houston Housing Authority Board Meeting Minutes
- IV.** President's Report
- V.** Introduction of a Spanish interpreter.
- VI.** Public Comments [\(To Make Comments during the Public Comments Section – Please add your name to the sign-in sheet when you enter the Board Meeting\)](#)
- VII.** New Business

Resolution No. 3717: Consideration and/or take action to authorize the President & CEO or designee to approve dates for the 2024 Board of Commissioners' Meetings.

Resolution No. 3718: Consider and/or take action to authorize the President & CEO or designee to execute a contract with Cardiac Solutions to provide automated external defibrillator (AED) and automatic chest compressions (ACC) devices with ancillary program management services and staff training across all HHA Public Housing Properties for the amount of \$1,644,019.19 with services not to exceed (5) years.

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Resolution No. 3720: Consideration and/or take action to Update Utility Allowance Rates for Applicable Public Housing Developments

Resolution No. 3721: Consideration and/or take action to authorize the President & CEO or designee to facilitate the refinance of the Heatherbrook Apartments located at 2000 Tidwell Rd., Houston, Texas 77093, and the acquisition of the limited partners partnership interests in Houston Heatherbrook Limited Partnership, and the execution of all required documents therefor.

VIII. Convene an Executive Session to discuss:

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

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

X. Adjournment

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

Tuesday, October 17, 2023

A Meeting of the Board of Commissioners (“Board”) of the Houston Housing Authority (“HHA”) was held on Tuesday, October 17, 2023, at the Houston Housing Authority Central Office, 2640 Fountain View Drive, Houston, Texas 77057.

Chair Snowden called the meeting to order at 3:01 p.m. Secretary Northern called the roll and declared a quorum present.

Present: LaRence Snowden, Chair
Kris Thomas, Commissioner
Kristy Kirkendoll, Vice Chair
Andrea Hilliard Cooksey, Commissioner
Stephanie A.G. Ballard, Commissioner
David A. Northern, Sr., Secretary

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

APPROVAL OF MINUTES

Chair Snowden stated the Board has had an opportunity to review the 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.

Chair Snowden stated the Board has had an opportunity to review the October 10, 2023 Special 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 Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to the October 10, 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 HHA and Columbia Residential held a community meeting at the Boys and Girls Club Center for former 2100 Memorial residents to share information on the new complex, features, progress, application process, right to return, and other relevant information to make their transition as seamless as possible if they choose to move back.

The Golf Tournament Fundraiser raised \$91,110 to fund scholarships for our clients to continue their higher education. Six scholarship recipients were awarded this year.

Also attended the Knowles Rowland Center Celebration. HHA partnered with Bread of Life Inc., on a project to rebuild and repurpose the Knowles-Rowland Center for Youth. Beyoncé made a guest appearance to celebrate the project and the partnership. This new building will serve as housing for those who don't have a home in Houston. HHA provided 31 vouchers to the recipients.

We received information regarding unclaimed funds from the State of Texas, Texas Comptroller Office, and completed the paperwork spearheaded by Corey Franklin and Mike Rogers. HHA recovered \$26,000 in previously unclaimed funds. Funds can be used to support the HHA's initiatives of providing safe and affordable housing to our program participants or support employee-related items. We will continue to review the website on a yearly basis to capture all the money due to the Houston Housing Authority.

Chairman Snowden gave kudos to Donna Dixon and her crew for the money raised during the Golf Tournament. In regards to CNI - Chairman Snowden also gave kudos to those with a key role in our success. Ms. Delores Ford, the new resident President for Cuney Homes, Sasha Marshall-Smith and Cupid Alexander for getting the plan over the finish line at the end of September. Thank you for all the work being done. The HHA agency is on a good path and all is in order.

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 Parris was asked to introduce herself 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 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.

Jon Rosenthal, Texas State Representative, House District 135 and I am a vocal advocate for homeownership and here to help and to get to know HHA.

Renee Gervais, KB Homes, here to support the housing voucher program as homeownership is extremely important for Houstonians.

Shad Bogany, Broker for Better Homes and Gardens, asking the Board to consider raising the housing voucher program amount and for HHA to host a stakeholder meeting. Mr. Marquis is also a former chair of HAR.

Eunice Banks, a former tenant of the Family Self Sufficiency Program, asked the Board to continue supporting and spark changes to the program as well as to educate the residents. Ms. Banks became a homeowner and was able to raise her children then years later sold her home for a generous profit and was able to give to her grandchildren for their future.

Jessica Eblen, 1st Class Real Estate Luxury Living Offer Agent, Broker is requesting HHA to educate the tenants, realtors, builders, and mortgage lenders. Ms. Eblen created a video on YouTube and receives five calls per month asking about the program.

David Rosales, Mortgage Banker with Amegy Bank, was challenged by Alyson Griffin with Cross Country Mortgage to get involved and assist residents with the Section 8 voucher program. We believe in helping families build wealth and change lives. How can we build this up even more and that is to get the families bankable ready.

Melissa McDonough, Texas State Congressional District 38 and running for congressional district 38. I would love to take your voice and what matters to you to do your job and make it a reality for our community, and especially for our candidates.

Veralisa Hunter, Covenant Capital and I want to learn more about the housing choice voucher program and how I can share the knowledge. I have offered to start a company to help address the housing choice voucher program.

Lakeisha Lott, a resident who used the FSS program. In August 2020, Ms. Lott became a homeowner and it was all because of the program.

Brad Tiffan, Senior Vice President of Legend Homes Builder and we have collaborated closely with families benefiting from the housing choice voucher program. Our aspiration is to extend this support to a broader audience. Legend Homes is eager to explore a partnership with HHA with the sincere intention of enhancing efforts to facilitate homeownership for families.

Todd Barrow, Chesmar Homes is asking for vouchers to keep up with the home median pricing and commerce. The current voucher amount is too low so please just do what is right.

Alyson Griffin with Cross Country Mortgage: After leaving the last meeting I realized that it takes a village to help families on the housing choice voucher program to become homeowners. That entails builders, lenders, realtors, and the HHA to name a few. Let's work on a plan to achieve this. All the people are here today so you can hear firsthand how we are helping families become homeowners and we are here to continue to help. I also want to recognize and thank two key HHA employees, Jordan and Melody. They went above and beyond to help rework the numbers for a family to be able to close on the home in November. There are laws that support buyers from discrimination, Equal Credit Opportunity Act. I look forward to this village to come together and help all the families.

Dominique Spivey: My experience with the FSS program was successful and I would like to offer myself as an ambassador for the program. I encountered discrimination and I do not want others to struggle. I would like to sit with administrative staff to provide my assistance with policies for future homeowners.

Chair Snowden stated: that there is a sense of urgency to educate all and it is a must. The FSS program is not an easy process and requires making a commitment. There's an opportunity for congressional members, state representatives, and advocates to go to DC and speak to individuals to obtain increases. Please let them know

that HHA is not the enemy and we are indeed part of the solution. There are rules and regulations with any federal monies and we all have to abide.

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.

Secretary Northern stated Roy Spivey, Director of Information Technology will present this resolution.

Mr. Spivey stated Resolution 3712 reads: 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.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3712.

Commissioner Thomas moved to adopt Resolution No. 3712. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution. Having none, Resolution No. 3712 is adopted.

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

Secretary Northern stated that Resolution No. 3713 will be presented by Patricia Guerra, Director of Human Resources, Training and Development.

Ms. Guerra stated our intent was to really enrich our current benefits without increasing that cost to employees or to HHA.

- 1) Cigna will continue to be the medical plan. We currently have two healthcare plans available to employees. We added a third plan which is a high-deductible health care plan. We offer healthcare savings accounts;
- 2) Vision coverage will remain with MDA. There was a bit of an increase in that offering;
- 3) Dental had a small increase to increase the financial benefit;
- 4) Guardian Basic Life and AD&D will continue with no price increase;
- 5) We also offer additional Volunteer Life and AD&D coverage for employees who wish to elect a higher amount;
- 6) The Employee Assistance Program will continue with Aetna as this was the richer plan. This does have to have face-to-face visits for each family member within the household;
- 7) Colonial Life, is a different type of administrative offering;

We recommend Cigna for voluntary accident, critical illness, and hospital indemnity and this is at the cost of the employee. We recommend to add MetLife Legal as an option for employees at their cost. We are proposing to add Short-Term and Long-Term Disability and will be employer paid. These changes do not increase employee contribution and does cause a small increase to HHA over cost.

Ms. Guerra stated Resolution No. 3713 reads: 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.

Chair Snowden had a couple of questions and requested Mr. Gallagher to approach the podium. You stated there was no impact on the cost to the employees and there is a small impact to the agency in the amount of \$876. Chair Snowden wanted clarification of the cost to the agency.

Ms. Guerra said \$876 total for the year and not per person.

Chair Snowden requested that we look at other agencies our size and within Texas to compare where we stand. Their coverages and amount versus HHA.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3713.

Commissioner Cooksey moved to adopt Resolution No. 3713. Commissioner Thomas seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution. Having none, Resolution No. 3713 is adopted.

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.

Secretary Northern stated that Resolution No. 3714 will be presented by George D. Griffin III, Vice President of Housing Operations.

Mr. Griffin stated this is a standard resolution presented to the Board on a quarterly basis. Therefore Resolution 3714 recommends that the Houston Housing Authority Board of Commissioners authorize the President & CEO or designee to write off vacated tenant accounts designated as uncollectible in the amount of \$140,664.05 for the captured months of July 1, 2023 through September 30, 2023.

You'll notice this is a 30% increase from the second quarter write-offs which did \$100,005.64. This brings us to a year-to-date totals for write-offs at \$371,004.94, which is a slight increase at this time, last year. HUD requires housing authorities to reduce 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. This debt includes rent, additional rent, resulting from unrecorded income, maintenance fees, legal fees, excessive utilities, and other fees. Unfortunately, I do expect this debt to increase in the future due to the economic climate that we're all experiencing. This upward trend is obviously adversely affecting everyone. But no other demographic or group is affected more than our clients and our residents. HHA and its property management agents are committed to preventing homelessness by educating our clients on available options and when our clients and residents experience hardships. Some of the things that we do to remain committed is collecting rents, but then balancing the dynamics of not increasing homelessness. When rent is not received by the 5th of every month, we send notices, and usually between the 5th and the 10th of each month, we will do home visits. After that, we actually make phone calls and present options such as our repayment agreement. In certain situations, we also refer to our Client Services Specialist to identify other available resources. Many of you know during COVID, we had Baker Ripley, we had Catholic Charities, unfortunately, those resources have dried up. There were also moratoriums that are no longer available for our clients.

Mr. Griffin stated Resolution No. 3714 recommends: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to write off vacated tenant accounts designated as uncollectable 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.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3714.

Commissioner Kirkendoll moved to adopt Resolution No. 3714. Commissioner Cooksey seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution. Having none, Resolution No. 3714 is adopted.

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.

Secretary Northern stated that Resolution No. 3715 will be presented by Cupid Alexander, Senior Vice President of Operations.

Mr. Alexander stated: I'm excited to present an opportunity that not only aligns with our mission but also underscores a commitment to inclusivity. This opportunity is centered around geographic information systems technology which has the potential to significantly enhance our data analysis capabilities, and empower our decision-making process. The use of GIS technology represents a host of positives for the Houston Housing Authority. It allows us to enhance our data visualization, optimize resource allocation, engage with our community more effectively, realize cost savings and ensure compliance with regulations, all while advancing our mission of providing quality housing solutions and support services. Using the two maps provided is an example of what can be done through this contract, but more importantly, it helps visualize where there might be opportunities for the Houston Housing Authority to advocate on behalf of the clients that we serve. If you look at this example, you will see there is light colored areas, and there are dots. These dots indicate grocery stores, banks and healthcare facilities. Notice in the light areas, many dots are missing. I was not going to mention this, however, you just heard about the Community Reinvestment Act and the need for banking solutions. There is a requirement for banks to invest in the areas but that's only if you have a bank in your community and in many communities where our residents live, there is a lack of ability to leverage financial resources because there are simply no banking options. Through contracts like this, we have the ability to visualize and indicate where there may be additional investments to advocate for.

Mr. Jared Genova stated that he is a Project Manager with Civix, a national professional services firm that works with the public sector agencies across the country, on community development, grants management, disaster recovery, and technology services, including GIS services, and database services. We specialize in meshing these two things together and being able to understand the needs of the Houston Housing Authority, and also looking at what kinds of technology services solutions can best help you to do your jobs. Our team is a really great example of bringing these two things together. We are also joined by a local Houston-based firm here, MPACT Consulting and I am joined by a couple of colleagues here today. Their MBE (Minority Business Enterprises) and HUD-certified firm, based here in Houston, and they will be supporting us on this engagement throughout. We are looking forward to getting into all the types of data the Houston Housing Authority already has, and also those that might need to be collected in the future. Just as an example, the types of data that you already have, certainly tell the story. And being able to layer those and disaggregate them where possible to really understand

the impact that you're already having, and the impact that you might be able to have in the future across Houston across the ETJ. That is really what's going to help drive those next decision points. We are here to help support your decision-making in the future and we look forward to working with you and staff moving forward.

Mr. Alexander stated: What makes this opportunity even more remarkable is the top three responders among the seven total submissions for this opportunity, were Minority Business Enterprises (MBE), this is a testament to our dedication to fostering diversity and promoting economic growth in our community, and doing so intentionally and inter-sectionally.

Mr. Alexander stated Resolution No. 3715 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 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.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3715.

Commissioner Cooksey moved to adopt Resolution No. 3715. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution. Having none, Resolution No. 3715 is adopted.

Chair Snowden stated: a couple of items 1) individuals taking data and collecting data need training and; 2) training for those entering the data and they are responsible for checking the data being entered and verifying. How will staff and agency handle making sure this is handled properly?

Mr. Alexander stated the team is going through extensive amounts of data checking each file and correcting information that may have been transposed and any errors found. We have to check our data while moving from the old system to Yardi. Once we get to GIS Specialist the information will be correct.

Chair Snowden asked how Civix and MPACT work in conjunction with other HUD tools and systems currently in place so it does not become a point to question where people are.

Mr. Alexander stated the GIS is now in use with HUD, most housing authorities, and housing and redevelopment agencies. I have used GIS and will be checking.

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.

Secretary Northern stated that Resolution No. 3716 will be presented by Jay Mason, Director of REID.

Mr. Mason stated Resolution No. 3716 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 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.

Jay Mason stated: staff recommends approval of this resolution primarily because this development has 288 units with 50% being affordable with a little over 60% of the units being at 60% AMI with the remainder of the affordable units, or 86 units, being at 80% AMI. We have done our analysis on this development and the additional affordability brings us to the total public benefit for residents out of a little over 90% which meets Houston Housing Authority's criteria. Again, this is the reason why the staff recommends approval of this resolution.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3716.

Commissioner Kirkendoll moved to adopt Resolution No. 3716. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution. Having none, Resolution No. 3716 is adopted.

Chairman stated he has a couple of points:

- 1) We will have meetings and discussions with the sub-committee;
- 2) For those mapping the location, I recall is at the West City Park area between Almeda and Highway 288 for count workers who may want to move closer to the city is the West Orem exit. That area is called City Park. Fair Housing advocates pushed us up to this area years ago and could be a win. We recognize that this is not a PFC transaction. It is under the 392 that has been issued by the state.

Mr. Northern stated to make note of the Development Report provided to the Board of Directors.

Chair Snowden confirmed Development Report was provided to the Board of Directors.

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

EXECUTIVE SESSION

Chair Snowden stated there would be no Executive Session.

ADJOURNMENT

Chair Snowden remarked this concludes the items on today's agenda and declared the meeting adjourned at 4:21 p.m.

**RESPONSES TO COMMENTS RECEIVED AT THE TUESDAY, OCTOBER 17, 2023
BOARD OF COMMISSIONER MEETING**

A Meeting of the Board of Commissioners (“Board”) of the Houston Housing Authority (“HHA”) was held on Tuesday, October 17, 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 = Jon Rosenthal, Texas State Representative, House District 135 and I am a vocal advocate for homeownership and here to help and to get to know HHA.

C = Renee Gervais, KB Homes, here to support the housing voucher program as homeownership is extremely important for Houstonians.

C = Shad Bogany, Broker for Better Homes and Gardens, asking the Board to consider raising the housing voucher program amount and for HHA to host a stakeholder meeting. Mr. Marquis is also a former chair of HAR.

C = Eunice Banks, a former tenant of the Family Self Sufficiency Program, asked the Board to continue supporting and spark changes to the program as well as to educate the residents. Ms. Banks became a homeowner and was able to raise her children then years later sold her home for a generous profit and was able to give to her grandchildren for their future.

C = Jessica Eblen, 1st Class Real Estate Luxury Living Offer Agent, Broker is requesting HHA to educate the tenants, realtors, builders, and mortgage lenders. Ms. Eblen created a video on youtube and receives five calls per month asking about the program.

C = David Rosales, Mortgage Banker with Amegy Bank, was challenged by Alyson Griffin with Cross Country Mortgage to get involved and assist residents with the Section 8 voucher program. We believe in helping families build wealth and change lives. How can we build this up even more and that is to get the families bankable ready.

C = Melissa McDonough, Texas State Congressional District 38 and running for congressional district 38. I would love to take your voice and what matters to you to do your job and make it a reality for our community, and especially for our candidates.

C = Veralisa Hunter, Covenant Capital and I want to learn more about the housing choice voucher program and how I can share the knowledge. I have offered to start a company to help address the housing choice voucher program.

C = Lakeisha Lott, a resident who used the FSS program. In August 2020, Ms. Lott became a homeowner and it was all because of the program.

C = Brad Tiffan, Senior Vice President of Legend Homes Builder and we have collaborated closely with families benefiting from the housing choice voucher program. Our aspiration is to extend this support to a broader audience. Legend Homes is eager to explore a partnership with HHA with the sincere intention of enhancing efforts to facilitate homeownership for families.

C = Todd Barrow, Chesmar Homes is asking for vouchers to keep up with the home median pricing and commerce. The current voucher amount is too low so please just do what is right.

C = Alyson Griffin with Cross Country Mortgage: After leaving the last meeting I realized that it takes a village to help families on the housing choice voucher program to become homeowners. That entails builders, lenders, realtors, and the HHA to name a few. Let's work on a plan to achieve this. All the people are here today so you can hear firsthand how we are helping families become homeowners and we are here to continue to help. I also want to recognize and thank two key HHA employees, Jordan and Melody. They went above and beyond to help rework the numbers for a family to be able to close on the home in November. There are laws that support buyers from discrimination, Equal Credit Opportunity Act. I look forward to this village to come together and help all the families.

C = Dominique Spivey: My experience with the FSS program was successful and I would like to offer myself as an ambassador for the program. I encountered discrimination and I do not want others to struggle. I would like to sit with administrative staff to provide my assistance with policies for future homeowners.



Transforming Lives & Communities

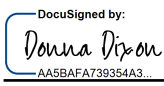
REQUEST FOR BOARD AGENDA ITEM**1. Brief Description of Proposed Item**

Consideration and/or take action to authorize the President & CEO or designee to approve dates for the 2024 Board of Commissioners' Meetings.

2. Date of Board Meeting: November 14, 2023**3. Proposed Board Resolution:**


Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO to negotiate, execute, and make necessary changes and corrections to the dates for the January 2024 – December 2024 Board of Commissioners meetings, pursuant to the memorandum dated October 26, 2023, from Donna Dixon, Director of Community Affairs & Customer Service to David A. Northern, Sr., President & CEO.

Date	Location
January 23, 2024	2640 Fountain View, Houston, TX 77057
February 20, 2024	2640 Fountain View, Houston, TX 77057
March 19, 2024	2640 Fountain View, Houston, TX 77057
April 16, 2024	2640 Fountain View, Houston, TX 77057
May 21, 2024	2640 Fountain View, Houston, TX 77057
June 25, 2024	2640 Fountain View, Houston, TX 77057
July 16, 2024	2640 Fountain View, Houston, TX 77057
August 20, 2024	2640 Fountain View, Houston, TX 77057
September 17, 2024	2640 Fountain View, Houston, TX 77057
October 15, 2024	2640 Fountain View, Houston, TX 77057
November 19, 2024	2640 Fountain View, Houston, TX 77057
December 17, 2024	2640 Fountain View, Houston, TX 77057

4. Department Head Approval Signature  Date: 11/8/2023

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

Funds Budgeted and Available ☐ Yes ☐ No Source _____

VP of FO Approval Signature  Date: 11/8/2023

6. Approval of President & CEO

Signature  Date: 11/8/2023



Transforming Lives & Communities

MEMORANDUM

TO: DAVID A. NORTHERN SR., PRESIDENT & CEO
FROM: DONNA DIXON, DIRECTOR OF COMMUNITY AFFAIRS & CUSTOMER SERVICE
SUBJECT: CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO APPROVE DATES FOR THE 2024 BOARD OF COMMISSIONERS' MEETINGS.
DATE: OCTOBER 27, 2023

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorize the President & CEO or designee to take all necessary actions to negotiate, execute, and make necessary changes and corrections to approve dates for the 2024 Board of Commissioners meetings.

BACKGROUND

The proposed schedule continues the Board's tradition of meeting at 3:00 p.m. on the third Tuesday of each month, except for January and June, which have been moved due to agency holidays. The January and June board meetings will be on the fourth Tuesday of the month.

All meetings for 2024 will be held at the Houston Housing Authority's central office at 2640 Fountain View Drive, Houston, TX 77057. All board meetings, changes of dates, or special board meetings will be posted in accordance with the Texas Open Meetings Act.

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO to negotiate, execute, and make necessary changes and corrections to the dates for the January 2024 – December 2024 Board of Commissioners meetings, pursuant to the memorandum dated October 26, 2023, from Donna Dixon, Director of Community Affairs & Customer Service to David A. Northern, Sr., President & CEO.

Date	Location
January 23, 2024	2640 Fountain View, Houston, TX 77057
February 20, 2024	2640 Fountain View, Houston, TX 77057
March 19, 2024	2640 Fountain View, Houston, TX 77057
April 16, 2024	2640 Fountain View, Houston, TX 77057
May 21, 2024	2640 Fountain View, Houston, TX 77057
June 25, 2024	2640 Fountain View, Houston, TX 77057
July 16, 2024	2640 Fountain View, Houston, TX 77057
August 20, 2024	2640 Fountain View, Houston, TX 77057
September 17, 2024	2640 Fountain View, Houston, TX 77057
October 15, 2024	2640 Fountain View, Houston, TX 77057
November 19, 2024	2640 Fountain View, Houston, TX 77057
December 17, 2024	2640 Fountain View, Houston, TX 77057



Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consider and/or take action to authorize the President & CEO or designee to execute a contract with Cardiac Solutions to provide automated external defibrillator (AED) and automatic chest compressions (ACC) devices with ancillary program management services and staff training across all HHA Public Housing Properties for the amount of \$1,644,019.19 with services not to exceed (5) years.

2. Date of Board Meeting: November 14, 2023

3. Proposed Board Resolution:

Resolution: The Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to execute a contract with Cardiac Solutions to provide automated external defibrillator (AED) and automatic chest compressions (ACC) devices with ancillary program management services attached according to the memorandum from Na'Shon Edwards, Sr., Policy Advisor to the President & CEO, dated October 30, 2023, to David A. Northern, Sr., President & CEO.

4. Department Head Approval Signature Na'Shon Edwards, Sr. Date: 11/8/2023

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

Funds Budgeted and Available ☐ Yes ☐ No Source _____

VP of FO Approval Signature Mike Rogers Date: 11/8/2023

6. Approval of President & CEO

Signature David A. Northern, Sr. Date: 11/8/2023



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO
FROM: NA'SHON EDWARDS, SR., POLICY ADVISOR
SUBJECT: CONSIDER AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO EXECUTE A CONTRACT WITH CARDIAC SOLUTIONS TO PROVIDE AUTOMATED EXTERNAL DEFIBRILLATOR (AED) AND AUTOMATIC CHEST COMPRESSIONS (ACC) DEVICES WITH ANCILLARY PROGRAM MANAGEMENT SERVICES AND STAFF TRAINING ACROSS ALL HHA PUBLIC HOUSING PROPERTIES FOR THE AMOUNT OF \$1,644,019.19 WITH SERVICES NOT TO EXCEED (5) YEARS
DATE: OCTOBER 30, 2023

This memorandum recommends that the Houston Housing Authority Board of Commissioners approve and authorize the President & CEO or designee to execute a contract with Cardiac Solutions to provide automated external defibrillator (AED) and automatic chest compressions (ACC) devices with ancillary program management services, and staff training for the amount of \$1,644,019.19 with services not to exceed (5) years.

BACKGROUND:

The Houston Housing Authority (HHA) has had two significant incidences that required medical emergency services since March 2023. The common denominator during both incidences was that (1) the HHA staff did not have the necessary devices to provide immediate medical assistance, and (2) the HHA staff did not have the necessary training to provide medical assistance to the persons experiencing the medical emergency. After a survey of HHA Public Housing Properties, it was determined that there are a total of (0) medical devices that could be identified that could be used to save a client or staff on any of the Public Housing Properties. A solicitation was published on September 21, 2023, with a deadline of October 3, 2023. There were a total of (5) responses, and after review, Cardiac Solutions was selected.

ADVERTISEMENT:

On September 13, 2023, a legal notice advertising RFP 23-46 AED and ACC Device Supply and Management was posted in the Houston Chronicle and Forward Times Newspapers, and in the Houston Business Journal.

In addition to posting RFP 23-46 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. The solicitation was also posted on www.beaconbid.com.

Interested parties were also able to access RFP 23-46 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:

- Na'Shon Edwards, Sr. – Policy Advisor to the President and CEO
- David Cukierman – Executive Analyst
- Joanne Gladney – HCVP Family Self-Sufficiency/Homeownership Supervisor

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

Evaluation/Selection Criteria	Maximum Score
Company Profile, Experience and Skill	10
List of Clients/Projects over the past 2 years where similar services were provided	15
List of Qualifications of Personnel	20
Work Plan	15
Training Services	15
Fee Schedule	15
M/WBE Participation	10
Total	100

Rank	Firm/Company	M/WBE	Sub-Contract with M/WBE	Evaluation Rating
1	Cardiac Solutions	WBE	N/A	84
2	ThinkSafe	WBE	TBD	77
3	Uncharted Territory	MBE	N/A	74
4	Partnering for Progress	N/A	N/A	63
5	SK3 LLC	N/A	N/A	63

References for Cardiac Solutions have been checked and returned positive.

The agency's goal is to have all contracts utilizing sub-contractors to spend at least 30% of the project funds with M/WBE businesses. Cardiac Solutions intends to self-perform the project and all requirements.

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

RECOMMENDATION

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

Resolution: The Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to execute a contract with Cardiac Solutions to provide automated external defibrillator (AED) and automatic chest compressions (ACC) devices with ancillary program management services, and staff training attached according to the memorandum from Na'Shon Edwards, Sr., Policy Advisor to the President & CEO, dated October 30, 2023, to David A. Northern, Sr., President & CEO.



Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or take action to authorize the President & CEO or designee to execute a contract with Quick Protection Inc., for security service at 8945 Forest Hollow, Forest Green Apartments in an amount not to exceed \$246,479.14 per year, (based on an hourly rate of \$28.13 for regular time and \$36.75 for overtime and holidays) for a period of three (3) years with an option to renew for two (2) additional years in one (1) year increments.

2. Date of Board Meeting: November 14, 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 Quick Protection Inc., for security service at 8945 Forest Hollow, Forest Green Apartments in an amount not to exceed \$246,479.14 per year, (based on an hourly rate of \$28.13 for regular time and \$36.75 for overtime and holidays), for a period three (3) years with an option to renew for two (2) additional years in one (1) year increments, pursuant to the memorandum from Jay Mason Director of REID dated November 1, 2023, to David A. Northern, Sr., President & CEO.

4. Department Head Approval

Signature DocuSigned by:
Jay Mason
EB1ADD6791E24E3 Date: 11/9/2023

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

Funds Budgeted and Available ☐ Yes ☐ No Source _____

VP of FO Approval Signature DocuSigned by:
Mike Rogers
3FC87AD4710742D... Date: 11/9/2023

6. Approval of President & CEO

Signature DocuSigned by:
David A. Northern, Sr.
9E0B1D8C1AF04AA... Date: 11/9/2023



Transforming Lives & Communities
MEMORANDUM

TO: DAVID A NORTHERN SR., PRESIDENT & CEO
FROM: JAY MASON, DIRECTOR OF REAL ESTATE AND INVESTMENT DEVELOPMENT
SUBJECT: CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO EXECUTE A CONTRACT WITH QUICK PROTECTION INC., FOR SECURITY SERVICE AT 8945 FOREST HOLLOW, FOREST GREEN APARTMENTS IN AN ANNUAL AMOUNT OF \$246,479.14 PER YEAR FOR A PERIOD OF THREE (3) YEARS WITH AN OPTION TO RENEW FOR TWO (2) ADDITIONAL YEARS IN ONE (1) YEAR INCREMENTS.
DATE: NOVEMBER 1, 2023

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorize the President & and CEO to take all necessary actions to negotiate, execute, and make necessary changes and corrections to a three-year contract in an amount not to exceed \$246,479.14 per year, (based on an hourly rate of \$28.13 for regular time and \$36.75 for overtime and holidays) with the option to renew the contract for two (2) additional years in (1) year increments with Quick Protection Inc. Security Services. This will provide 24-hour, 7 days a week of armed security services for the vacant property located at 8945 Forest Hollow known as Forest Green Apartments. These services may be used at other vacant properties as necessary.

BACKGROUND:

After recent incidents at vacant properties, it is necessary for the Houston Housing Authority to provide twenty-four (24) hour security services to properties that are currently vacant to prevent trespassers and criminal activity from taking place until such time that the property can be approved for demolition.

The intent of "RFP 23-38" is to establish a contract with a Security company, that can provide year-round armed security services to these locations.

ADVERTISEMENT:

In July 2023, the Houston Housing Authority's Procurement Department issued a legal notice advertising Request for Proposal 23-38 Security Guard Services ("RFP 23-38") in the Houston Chronicle and Forward Times Newspapers, and the Houston Business Journal.

In addition to posting "RFP 23-38" on its website, HHA's Procurement Department sent e-mails advertising this solicitation to potential Firms on its Bidder's List. The Bidder's list was created using both HHA's and the City of Houston vendors' registration data and Choice Partners. Additional notifications were sent to companies identified by the REID and based on searches performed online by the procurement team.

Interested parties were also able to access RFP 23-38 by going to the websites of the City of Houston Office of Business Opportunity ("OBO"); the Greater Houston Black Chamber of Commerce ("GHBCC"); the Houston Minority Supplier Development Council ("HMSDC"); the Houston Chapter of the National Association of Minority Contractors ("NAMC"); and to the Houston Office of the United States Small Business Administration ("SBA").

EVALUATION PROCESS

On August 16, 2023, HHA's Procurement Department opened thirteen (13) sealed proposals, which were evaluated, independently, by the following HHA staff:

- Bill Bryant – Energy Manager
- Brian Terry – Director of Security
- Na'Shon Edwards, Sr. – Policy Advisor to the President & CEO

All responses to RFP 23-38 received by the specified due date were scored based on the following published scoring criteria:

EVALUATION CRITERIA	DESCRIPTION	MAX. POINTS
Criteria 1:	Professional Qualifications & Experience	30
Criteria 2:	Ability to Provide Electronic Incident Reports	30
Criteria 3:	References	10
Criteria 4:	Fees	20
Criteria 5:	M/WBE Participation	5
Criteria 6:	Section 3 Utilization and Commitment	5
<u>TOTAL</u>		100

This chart below provides the scores of the responses reviewed by HHA's Procurement Department.

Rank	Firm/Company	M/WBE	M/WBE Participation	Evaluation Rating
1	Quick Protection	MBE	N/A	93
1	Strategic Protection	M/WBE	N/A	92
2	City Wide Security	MBE	WBE	91
3	Ark of Safety	MBE	N/A	89
4	Vets Securing America	N/A	N/A	88
5	D2D Security Services	M/WBE	MBE	84
6	Accurate Security	MBE	N/A	84
7	Overwatch Security	N/A	N/A	82
8	Nations Guard	MBE	N/A	80
9	GPI Defense	N/A	N/A	78
10	J&J Protection	MBE	N/A	78
11	Verintegra Security	N/A	MBE	70
12	Ranger Security	N/A	N/A	48

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

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

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with Quick Protection Inc., for security service at 8945 Forest Hollow, Forest Green Apartments for an amount not to exceed \$246,479.14 per year, (based on an hourly rate of \$28.13 for regular time and \$36.75 for overtime and holidays), for a period of three (3) years with an option to renew for two (2) additional years in one (1) year increments, pursuant to the memorandum from Jay Mason Director of REID dated November 1, 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 Update Utility Allowance Rates for Applicable Public Housing Developments

2. Date of Board Meeting: November 14, 2023

3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO to update the utility allowance rates in accordance with the utility allowance study for applicable Public Housing and Tax Credit Developments and make any corrections and changes, pursuant to the memorandum dated November 1, 2023, from Jay Mason, Director of REID to David A. Northern, Sr., President & CEO.

4. All Backup attached?
☒

Yes

☐

No

If no, what is missing and when will it be submitted: _____

5. Department Head Approval

Signature

DocuSigned by:

Jay Mason

FB1ADD6791F24F3...

Date: 11/8/2023

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

Funds Budgeted and Available

☐

Yes

☐

No

Source

Account #

VP of FO Approval

Signature

DocuSigned by:

Mike Rogers

3FC87AD4710742D...

Date: 11/8/2023

7. Approval of President & CEO

Signature

DocuSigned by:

David A. Northern, Sr.

9E0B1D8C1AF04AA...

Date: 11/8/2023



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO: DAVID A NORTHERN, SR., PRESIDENT & CEO
FROM: JAY MASON, DIRECTOR OF REAL ESTATE AND INVESTMENT DEVELOPMENT
SUBJECT: CONSIDERATION AND/OR TAKE ACTION TO UPDATE UTILITY ALLOWANCE RATES FOR APPLICABLE PUBLIC HOUSING DEVELOPMENTS
DATE: NOVEMBER 1, 2023

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorize the President and CEO to update the utility allowance rates for applicable Public Housing and Tax Credit Developments.

BACKGROUND:

The Houston Housing Authority (HHA) is required to review at least annually the basis on which utility allowances have been established and, if reasonably required in order to continue adherence to HUD regulations, shall establish revised allowances. The review shall include all changes in circumstances (including completion of modernization and/or other energy conservation measures implemented by HHA) indicating the probability of a significant change in reasonable consumption requirements and changes in utility rates.

In June 2015, HHA entered into an energy performance contract with Siemens Industry Inc. for energy improvements at the majority of HHA public housing properties. The project provided a broad range of energy improvements to reduce the consumption and related cost of energy and water use in the facilities and by implementing Facility Improvement Measures (FIMs). Included in the Energy Performance Contract Siemens is to provide the Houston Housing Authority with an updated utility allowance study annually.

METHODOLOGY:

The establishment of the building allowances is based on accepted engineering heat loss/gain calculation methods that recognize the thermal design characteristics of each representative unit type. The utility allowances are based on all building-related requirements including heating, lighting, refrigeration, small appliances, domestic water heating, and cooking, as required in 24 CFR Part 965 of the Code of Federal Regulations.

This study is a result of two interrelated phases: 1. The on-site survey, and the utility data analysis completed by Siemens. 2. The on-site survey entails a combination of management and staff interviews, and representative unit surveys to include but not be limited to, 3. Standard of living, 4. Building construction, 4. Type of HVAC equipment, 5. Peripheral equipment, 6. Use of building plans to determine wall, roof, ceiling and window areas, 7. Local climatological data, 8. And operating hours for lighting, HVAC equipment, and Authority and tenant-supplied appliances. The on-site data is in turn analyzed by

combining essential as well as specific "standard of living" allowances to determine the total utility allowances for each particular unit type.

There are several factors to be taken into account when creating utility allowances. The first is the type of methodology. There are two accepted approaches and Siemens utilizes both methods. The two HUD-accepted approaches are 1. Engineering-Based Methodology – Allowances based on engineering calculations and standard consumption tables. 2. Average Consumption-Based Methodology – allowances based on actual resident utility bills.

The second important consideration when creating an allowance study is to follow HUD's Federal Regulations concerning Resident Paid Utility Allowances. HUD gives the freedom to each housing authority to develop their allowances choosing the methodology that works best for their organization; however, requirements are placed on which end uses are covered by the allowances. The main goal of the allowances should be to encourage energy-conservative households. The residents should be consuming energy in a fashion that meets their needs and affords them to live comfortably while staying within the guidelines or regulations established by HUD.

HHA staff carefully reviewed and evaluated the study's new utility allowance rates against each dwelling unit category and unit size to determine the extent of energy savings and change. Relative to the air conditioning individual relief amounts, Siemens provided calculated updates for tax credit developments and an amount of relief per unit for non-tax credit developments.

A list of updated utility allowance rates are as follows:

NOTE: Utility allowances for this period have significantly decreased. This decrease is due to lower energy rates for natural gas and electricity generation cost during this period.

Historic Oaks of Allen Parkway (HOAPV) and Allen Parkway Village (APV) were converted to RAD in August 2022 and have been removed from this year's reporting (2023)

TX 5-05 Ewing Apartments	NEW 2024	2023	CHANGE	2024 with AC	2023 with AC	CHANGE with AC
1BR 1BA	\$71.00	\$93.00	-24%	\$75.00	\$102.00	-26%
2BR 1BA	\$93.00	\$127.00	-27%	\$99.00	\$142.00	-30%

TX 5-08 Heatherbrook	NEW 2024	2023	CHANGE	2024 with AC	2023 with AC	CHANGE with AC
2BR	\$69.00	\$107.00	-36%	\$73.00	\$149.00	-51%
3BR	\$82.00	\$129.00	-36%	\$88.00	\$171.00	-49%
4BR	\$98.00	\$153.00	-36%	\$107.00	\$204.00	-48%

TX 5-09 Forest Green	NEW 2024	2023	CHANGE	2024 with AC	2023 with AC	CHANGE with AC
2BR	\$65.00	\$103.00	-37%	\$69.00	\$118.00	-42%
3BR	\$86.00	\$137.00	-37%	\$92.00	\$158.00	-42%
4BR	\$100.00	\$160.00	-38%	\$109.00	\$187.00	-42%

TX 5-11 Fulton Village	NEW 2024	2023	CHANGE	2024 with AC	2023 with AC	CHANGE with AC
1BR	\$64.00	\$73.00	-12%	\$68.00	\$82.00	-17%
2BR	\$70.00	\$81.00	-14%	\$76.00	\$96.00	-21%
3BR	\$75.00	\$87.00	-14%	\$104.00	\$108.00	-4%
4BR	\$81.00	\$94.00	-14%	\$92.00	\$121.00	-24%

TX 5-19 Kennedy Place	NEW 2024	2023	CHANGE	2024 with AC	2023 with AC	CHANGE with AC
1BR	\$46.00	\$72.00	-36%	\$60.00	\$81.00	-26%
2BR	\$61.00	\$96.00	-36%	\$67.00	\$111.00	-40%
3BR	\$74.00	\$117.00	-37%	\$83.00	\$138.00	-40%
4BR	\$84.00	\$134.00	-37%	\$95.00	\$161.00	-41%

TX 5-18 Lincoln Park	NEW 2024	2023	CHANGE	2024 with AC	2023 with AC	CHANGE with AC
1BR	\$56.00	\$88.00	-36%	\$60.00	\$74.00	-19%
2BR	\$72.00	\$114.00	-37%	\$78.00	\$96.00	-19%
3BR	\$90.00	\$142.00	-37%	\$99.00	\$115.00	-14%

TX 5-15 Oxford Place	NEW 2024	2023	CHANGE	2024 with AC	2023 with AC	CHANGE with AC
1BR	\$62.00	\$64.00	-3%	\$66.00	\$122.00	-46%
2BR	\$86.00	\$84.00	2%	\$92.00	\$172.00	-47%
3BR	\$98.00	\$101.00	-3%	\$107.00	\$213.00	-50%

TX 5-21 Independence Heights	NEW 2024	2023	CHANGE	2024 with AC	2023 with AC	CHANGE with AC
1BR	\$91.00	\$91.00	0%	\$113.00	\$121.00	-7%
2BR	\$118.00	\$117.00	1%	\$148.00	\$159.00	-7%
3BR	\$145.00	\$142.00	2%	\$184.00	\$196.00	-6%

TX 5-16 Sweetwater Point	NEW 2024	2023	CHANGE	2023 with AC	2023 with AC	CHANGE with AC
2BR	\$74.00	\$121.00	-39%	N/A	N/A	N/A
3BR	\$87.00	\$144.00	-40%	N/A	N/A	N/A

SUBMETERED UTILITY ALLOWANCES (NO CHANGE)

Project Name	Natural Gas (ccf)			Electricity (KWH)		
TX 5-05.1 Cuney Homes	NEW 2024	2023	CHANGE	NEW 2024	2023	CHANGE
1BR	19	19	0%	149	149	0%
2BR	25	25	0%	166	166	0%
3BR	28	28	0%	178	178	0%
4BR	33	33	0%	194	194	0%

TX 5-07 Irvinton Village	NEW 2024	2023	CHANGE	NEW 2024	2023	CHANGE
1BR	15	15	0%	133	133	0%
2BR	25	25	0%	151	151	0%
3BR	29	29	0%	161	161	0%
4BR	34	34	0%	174	174	0%

TX 5-14 Kelly Village	NEW 2024	2023	CHANGE	NEW 2024	2023	CHANGE
1BR-Elec Heat	8	8	0%	329	329	0%
2BR-Elec Heat	12	12	0%	346	346	0%
3BR-Elec Heat	16	16	0%	361	361	0%
4BR-Elec Heat	19	19	0%	400	400	0%
1BR-Gas Heat	18	18	0%	139	139	0%
2BR-Gas Heat	24	24	0%	152	152	0%
3BR-Gas Heat	29	29	0%	162	162	0%
4BR-Gas Heat	35	35	0%	171	171	0%

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 update the utility allowance rates in accordance with the utility allowance study for applicable Public Housing and Tax Credit Developments and make any corrections and changes, pursuant to the memorandum dated November 1, 2023, from Jay Mason, Director of REID to David A. Northern, Sr., President & CEO.



Transforming Lives & Communities

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

Consideration and/or take action to authorize the President & CEO or designee to facilitate the refinance of the Heatherbrook Apartments located at 2000 Tidwell Rd., Houston, Texas 77093, and the acquisition of the limited partners partnership interests in Houston Heatherbrook Limited Partnership, and the execution of all required documents therefor.

2. Date of Board Meeting: November 14, 2023**3. Proposed Board Resolution:**

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the Houston Housing Authority (the “**Authority**”) to take such actions necessary or convenient with regard to the Heatherbrook Apartments located at 2000 Tidwell Rd., Houston, Texas 77093 (the “**Project**”) to facilitate: (A) the refinance of the Project; (B) the acquisition of the limited partners partnership interests in Houston Heatherbrook Limited Partnership (the “**Partnership**”); (C) such other actions necessary or convenient to carry out this resolution; and (D) the execution of all required documents therefor, pursuant to the memorandum from Jay Mason, Director of REID, dated November 6, 2023, to David A. Northern, Sr., President & CEO.

4. Department Head Approval

Signature

DocuSigned by:
Jay Mason
EB1ADD6791E24E3

Date: 11/8/2023

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

Funds Budgeted and Available

☒

Yes

☐

No

Source Third Party Funding

VP of FO Approval

Signature

DocuSigned by:
Mike Rogers
3FC87AD4710742D...

Date: 11/8/2023

6. Approval of President & CEO

Signature

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

Date: 11/8/2023



Transforming Lives & Communities

MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO
FROM: JAY MASON, DIRECTOR OF REID
SUBJECT: CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO FACILITATE THE REFINANCE OF THE HEATHERBROOK APARTMENTS LOCATED AT 2000 TIDWELL RD., HOUSTON, TEXAS 77093, AND THE ACQUISITION OF THE LIMITED PARTNERS PARTNERSHIP INTERESTS IN HOUSTON HEATHERBROOK LIMITED PARTNERSHIP, AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.
DATE: NOVEMBER 6, 2023

This memorandum recommends that the Houston Housing Authority (the “**Authority**”) Board of Commissioners authorize the President & CEO or designee to take all actions necessary or convenient with regard to the Heatherbrook Apartments located at 2000 Tidwell Rd., Houston, Texas 77093 (the “**Project**”) to facilitate: (A) the refinance of the Project; (B) the acquisition of the limited partners partnership interests in Houston Heatherbrook Limited Partnership (the “**Partnership**”); (C) such other actions necessary or convenient to carry out this resolution; and (D) the execution of all required documents therefor.

BACKGROUND:

The Authority owns the land on which the Project is constructed and entered into that certain Ground Lease dated December 16, 2003 (the “**Ground Lease**”) granting site control of the land to the Partnership.

APV Redevelopment Corporation (“**APV**”) is the sole member of APV-Heatherbrook GP, LLC, a Texas limited liability company (the “**General Partner**”), and General Partner is the general partner of the Partnership.

The Partnership is governed by that certain Amended and Restated Agreement of Limited Partnership dated as of December 16, 2003, as amended (the “**Partnership Agreement**”).

APV Partners Corporation desires to acquire the partnership interests of Hudson/Heatherbrook LLC, a Delaware limited liability company, and JER Hudson SLP LLC, a Delaware limited liability company (collectively, the “**Limited Partners**”) pursuant to a purchase and sale agreement, assignments and related documents, and such other documents and instruments in connection therewith as may be necessary or desirable to effectuate the purchase (collectively, the “**Purchase Documentation**”).

The Authority, as landlord under the Ground Lease, desires to consent to APVPC’s acquisition of the Limited Partners’ partnership interests as required by the Partnership Agreement.

Subsequent to the acquisition of the Limited Partners' partnership interests, the Partnership desires to refinance the existing permanent financing for the Project ("**Existing Loan**") by obtaining a new loan in an amount not to exceed \$6,000,000 ("**Refinance Loan**") from Zions Bancorporation, N.A. dba Amegy Bank, pay off the Existing Loan and release the associated documents securing the Existing Loan, and finance the construction of certain renovations and improvements to the Project.

The Refinance Loan will be made pursuant to a promissory note (the "**Note**") to be secured, inter alia, by a leasehold deed of trust (together with the Note, a loan agreement, a guaranty agreement, and all other security agreements, subordination agreements, UCC financing statements, certificates, affidavits, directions, amendments, indemnifications, notices, requests, demands, waivers, further assurances or other instruments or communications in the name of and on behalf of the Partnership or otherwise, as may be deemed to be necessary or advisable in order to carry into effect or to comply with the requirements of the instruments approved or authorized by these resolutions in connection with the Refinance Loan, all of such loan and security documents are hereinafter collectively referred to as the "**Loan Documents**").

APPROVALS

The Board of Commissioners of the Authority (the "**Board**") authorizes the President and Chief Executive Officer of the Authority and/or his designee to review, approve and execute the Purchase Documentation, the Loan Documents, and all certificates, affidavits, agreements, documents and other writings necessary and/or related to the foregoing matters the President and Chief Executive Officer shall deem to be necessary or desirable in the consummation of the transactions herein contemplated.

The Board authorizes that all acts, transactions, or agreements undertaken prior hereto by the President and Chief Executive Officer of the Authority or his designee, in connection with the foregoing matters are hereby ratified and confirmed as the valid actions of the Authority, effective as of the date such actions were taken.

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

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the Houston Housing Authority (the "**Authority**") to take such actions necessary or convenient with regard to the Heatherbrook Apartments located at 2000 Tidwell Rd., Houston, Texas 77093 (the "**Project**") to facilitate: (A) the refinance of the Project; (B) the acquisition of the limited partners partnership interests in Houston Heatherbrook Limited Partnership (the "**Partnership**"); (C) such other actions necessary or convenient to carry out this resolution; and (D) the execution of all required documents therefor, pursuant to the memorandum from Jay Mason, Director of REID, dated November 6, 2023, to David A. Northern, Sr., President & CEO.

RESOLUTION NO. 3721

RESOLUTION AUTHORIZING THE PRESIDENT & CEO OR DESIGNEE TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT WITH REGARD TO THE HEATHERBROOK APARTMENTS LOCATED AT 2000 TIDWELL RD., HOUSTON, TEXAS 77093 (THE “PROJECT”) TO FACILITATE: (A) THE REFINANCE OF THE PROJECT; (B) THE ACQUISITION OF THE LIMITED PARTNERS PARTNERSHIP INTERESTS IN HOUSTON HEATHERBROOK LIMITED PARTNERSHIP (THE “PARTNERSHIP”); (C) SUCH OTHER ACTIONS NECESSARY OR CONVENIENT TO CARRY OUT THIS RESOLUTION; AND (D) THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.

WHEREAS, the Houston Housing Authority (“**Authority**”) owns the land on which the Project is constructed and entered into that certain Ground Lease dated December 16, 2003 (the “**Ground Lease**”) granting site control of the land to the Partnership;

WHEREAS, APV Redevelopment Corporation (“**APV**”) is the sole member of APV-Heatherbrook GP, LLC, a Texas limited liability company (the “**General Partner**”), and General Partner is the general partner of the Partnership;

WHEREAS, the Partnership is governed by that certain Amended and Restated Agreement of Limited Partnership dated as of December 16, 2003, as amended (the “**Partnership Agreement**”);

WHEREAS, APV Partners Corporation desires to acquire the partnership interests of Hudson/Heatherbrook LLC, a Delaware limited liability company, and JER Hudson SLP LLC, a Delaware limited liability company (collectively, the “**Limited Partners**”) pursuant to a purchase and sale agreement, assignments and related documents, and such other documents and instruments in connection therewith as may be necessary or desirable to effectuate the purchase (collectively, the “**Purchase Documentation**”);

WHEREAS, the Authority, as landlord under the Ground Lease, desires to consent to APVPC’s acquisition of the Limited Partners’ partnership interests as required by the Partnership Agreement;

WHEREAS, subsequent to the acquisition of the Limited Partners’ partnership interests, the Partnership desires to refinance the existing permanent financing for the Project (“**Existing Loan**”) by obtaining a new loan in an amount not to exceed \$6,000,000 (“**Refinance Loan**”) from Zions Bancorporation, N.A. dba Amegy Bank, pay off the Existing Loan and release the associated documents securing the Existing Loan, and finance the construction of certain renovations and improvements to the Project;

WHEREAS, the Refinance Loan will be made pursuant to a promissory note (the “**Note**”) to be secured, *inter alia*, by a leasehold deed of trust (together with the Note, a loan agreement, a guaranty agreement, and all other security agreements, subordination agreements, UCC financing statements, certificates, affidavits, directions, amendments, indemnifications, notices, requests,

demands, waivers, further assurances or other instruments or communications in the name of and on behalf of the Partnership or otherwise, as may be deemed to be necessary or advisable in order to carry into effect or to comply with the requirements of the instruments approved or authorized by these resolutions in connection with the Refinance Loan, all of such loan and security documents are hereinafter collectively referred to as the “**Loan Documents**”);

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

BE IT RESOLVED, that the President and Chief Executive Officer of the Authority and/or his designee is hereby authorized to review, approve and execute the Purchase Documentation, the Loan Documents, and all certificates, affidavits, agreements, documents and other writings necessary and/or related to the forgoing matters the President and Chief Executive Officer shall deem to be necessary or desirable in the consummation of the transactions herein contemplated;

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

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

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

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PASSED this 14th day of November, 2023.

ATTEST:

CHAIR

Secretary

BOARD REPORT FOR MONTH ENDING OCTOBER 31, 2023

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EXECUTIVE SUMMARY

LOW-INCOME PUBLIC HOUSING

The Low-Income Public Housing (LIPH) program had an adjusted vacancy rate of 2.6% on October 31, 2023. As of November 1, 2023, rent collection for October was 98.5% of rents billed on an adjusted cash accounting basis.

There are currently 31,665 active applications for the Public Housing Waiting List, which represents a decrease of 0.2% from last month.

Low-Income Public Housing						
	August		September		October	
Vacancy Rate	2.4%		2.4%		2.6%	
Rent Collection	94.7%		86.7%		98.5%	
Unit Turnaround Time (Days)	70		70		67	
Avg. Non-Emergency Work Order Days	1.95		1.96		2.05	
Waiting Lists	Duplicated	Unduplicated	Duplicated	Unduplicated	Duplicated	Unduplicated
	31,773	14,166	31,739	14,130	31,665	14,097

HOUSING CHOICE VOUCHER PROGRAM

The HCV staff completed 2,293 annual re-examinations during October 2023. The HCV department also completed 655 interims, 315 change of units (moves), 207 new admissions, and 86 portability move-in transactions.

On October 31, 2023, 395 families were enrolled in the Family Self Sufficiency (FSS) program; 196 of the 395 (50%) 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 October 31, 2023 was 84%.

Voucher Programs			
	August	September	October
Households	19,632	19,634	19,436
ABA Utilization/Unit Utilization	105.7%/93.7%	110.3%/94.4%	114.8%/95%
Reporting Rate	85%	84%	*84%
Annual Reexaminations Completed	1,385	1,881	2,293
HQS Inspections	2,508	2,166	2,243
Waitlist	17,769	17,769	17,769

PROPERTY MANAGEMENT SUMMARY

PMC	Vacancy						Unit Turnaround Time (YTD)					
	August		September		October		August		September		October	
	%	Grade	%	Grade	%	Grade	Days	Grade	Days	Grade	Days	Grade
Orion	2.6	B	2.6	B	2.6	B	81.5	F	82.7	F	81.4	F
Lynd	0.5	A	0.9	A	2.3	B	44.6	E	46.0	E	39.1	D
J. Allen	3.0	B	2.9	B	2.6	B	62.5	F	60.9	F	57.6	F

PMC	Emergency Work Orders (Completed within 24 hours)						Routine Work Orders					
	August		September		October		August		September		October	
	%	Grade	%	Grade	%	Grade	Days	Grade	Days	Grade	Days	Grade
Orion	98.7	B	100	A	93.5	F	2.6	A	3.0	A	2.3	A
Lynd	100	A	100	A	100	A	1.2	A	1.5	A	2.4	A
J. Allen	100	A	100	A	100	A	2.8	A	2.6	A	3.0	A

PMC	Rent Collection					
	August		September		October	
	%	Grade	%	%	Grade	%
Orion	92.0	D	85.2	F	98.3	A
Lynd	100	A	97.4	B	100	A
J. Allen	96.5	B	86.3	F	98.4	A

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

PUBLIC HOUSING MANAGEMENT ASSESSMENT

VACANCY RATE This indicator examines the vacancy rate, a PHA's progress in reducing vacancies, and unit turnaround time. Implicit in this indicator is the adequacy of the PHA's system to track the duration of vacancies and unit turnaround, including down time, make ready time, and lease up time.	Goal 2.0%	Actual 2.6%	A 0 to 2 B 2.1 to 3 C 3.1 to 4 D 4.1 to 5 E 5.1 to 6 F ≥6.1
RENT COLLECTION (YTD) This report examines the housing authority's ability to collect dwelling rent owed by residents in possession of units during the current fiscal year by measuring the balance of dwelling rents uncollected as a percentage of total dwelling rents to be collected.	Goal 98%	Actual 98.5%	A 98 to 100 B 96 to 97.9 C 94 to 95.9 D 92 to 93.9 E 90 to 91.9 F ≤89.9
EMERGENCY WORK ORDERS This indicator examines the average number of days that it takes for an emergency work order to be completed. Emergency work orders are to be completed within 24 hours or less and must be tracked.	Goal 100%	Actual 94.0%	A 99 to 100 B 98 to 98.9 C 97 to 97.9 D 96 to 96.9 E 95 to 95.9 F ≤94.9
NON-EMERGENCY WORK ORDERS This indicator examines the average number of days that it takes for a work order to be completed. Implicit in this indicator is the adequacy of HHA's work order system in terms of how HHA accounts for and controls its work orders and its timeliness in preparing/issuing work orders.	Goal 3 Days	Actual 2.05 Days	A ≤24 B 25 to 30 C 31 to 40 D 41 to 50 E 51 to 60 F ≥61
ANNUAL INSPECTIONS This indicator examines the percentage of units that HHA inspects on an annual basis in order to determine the short-term maintenance needs and long-term modernization needs. Implicit in this indicator is the adequacy of HHA's inspection program in terms of the quality of HHA's inspections, and how HHA tracks both inspections and needed repairs. *PMC's have discretionary authority to select how many units to inspect each month, so long as all inspections are completed by September.	Goal 100%	Actual 100.0%	A 100 B 97 to 99 C 95 to 96.9 D 93 to 94.9 E 90 to 92.9 F ≥89.9*

VACANCY RATE AND TURNAROUND DAYS

Low-Income Public Housing Development	PMC	ACC Units	Approv ed Units Offline	Total Available ACC Units	Occupied Units	Vacant Units	Occupancy Percentage	Grade	Total Vacant Days	Units Turne d YTD	Avg. Total Turnarou nd Days YTD	Grade
Bellerive	J. Allen	210	0	210	209	1	99.5%	A	793	27	29	C
Cuney Homes	Orion	553	0	553	516	37	93.3%	F	8,192	95	86	F
Ewing	Orion	40	0	40	40	0	100.0%	A	0	0	0	A
Fulton Village	Lynd	108	0	108	105	3	97.2%	B	537	13	41	E
Heatherbrook	Lynd	53	0	53	52	1	98.1%	A	206	6	34	D
Independence Heights	Orion	36	0	36	36	0	100.0%	A	230	3	77	F
Irvinton Village	J. Allen	318	10	308	296	12	96.1%	C	4,787	78	61	F
Kelly Village	J. Allen	270	0	270	261	9	96.7%	C	3,799	66	58	F
Kennedy Place	Orion	108	0	108	107	1	99.1%	A	293	9	33	D
Lincoln Park	Orion	200	0	200	193	7	96.5%	C	2,351	32	73	F
Lyerly	J. Allen	199	0	199	194	5	97.5%	B	2,138	29	74	F
Oxford Place	Orion	230	19	211	201	10	95.3%	D	2,126	23	92	F
Totals		2,325	29	2,296	2210	86	97.4%	B	25,452	381	67	F

Section 8 New Construction Development	PMC	S8 NC Units	Units Offline	Total Available S8 NC Units	Occupied Units	Vacant Units	Occupancy Percentage	Grade	Total Vacant Days	Units Turne d YTD	Avg. Total Turnarou nd Days YTD	Grade
Long Drive	Tarantino	100	0	100	99	0	99.0%	A	133	8	17	A
Totals		100	0	100	99	0	99.0%	A	133	8	17	A

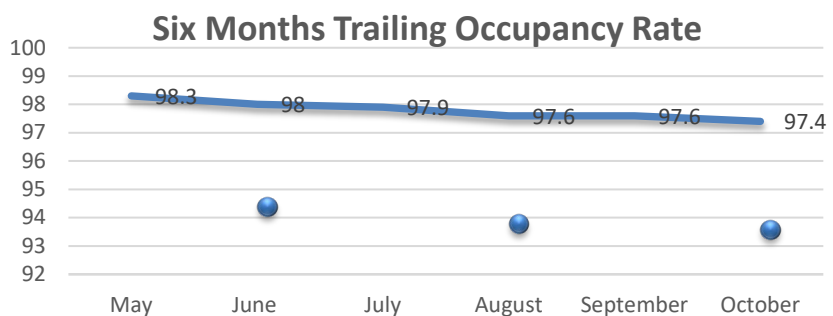
Tax Credit	PMC	TC Units	Units Offline	Total Available TC Units	Occupied Units	Vacant Units	Occupancy Percentage	Grade	Total Vacant Days	Units Turne d YTD	Avg. Total Turnarou nd Days YTD	Grade
Telephone Road	Tarantino	200	0	200	189	11	94.5%	E	0	23	0	A
Totals		200	0	200	189	11	94.5%	E	0	23	0	A

RAD-PBV	PMC	RAD- PBV Units	Units Offline	Total Available RAD PBV Units	Occupied Units	Vacant Units	Occupancy Percentage	Grade	Total Vacant Days	Units Turne d YTD	Avg. Total Turnarou nd Days YTD	Grade
Allen Parkway Village	Orion	278	8	270	98	172	36.3%	F	0	0	0	A
Historic Oaks of APV	Orion	222	0	222	49	173	22.1%	F	0	0	0	A
HRI-Victory	Orion	140	0	140	120	20	85.7%	F	0	0	0	A
Sweetwater Point	Lynd	26	0	26	4	22	15.4%	F	0	8	0	A
Totals		666	8	658	271	387	39.9%	F	0	8	0	A

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

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

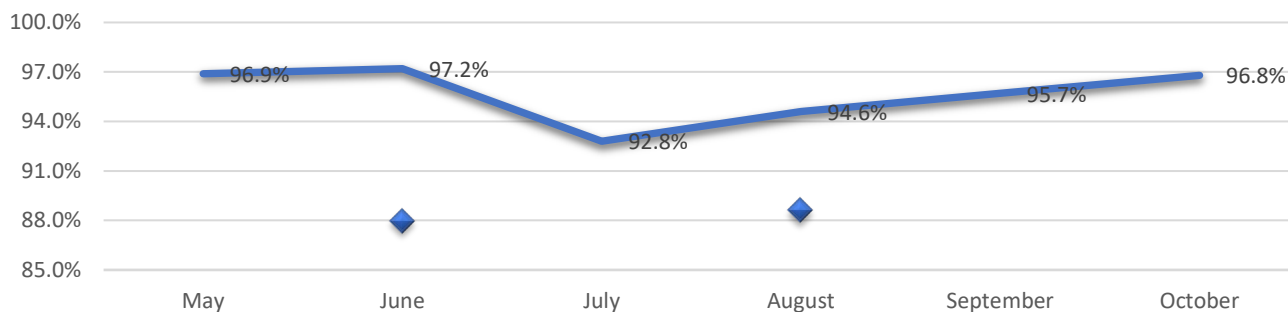
PHAS Score	Occupancy Rate	Avg. Total Turnaround Days
A	98 to 100	1 to 20
B	97 to 97.9	21 to 25
C	96 to 96.9	26 to 30
D	95 to 95.9	31 to 40
E	94 to 94.9	41 to 50
F	≤93.9	≥51



TAX CREDIT APARTMENT LEASING/OCCUPANCY INFORMATION

Property	Property Manager	Total Units	Public Housing Units	Total Tax Credit Units	Market Units	Vacant Tax Credit/Market Units	Occupied (%)
2100 Memorial	*CURRENTLY BEING REDEVELOPED						
Heatherbrook	Lynd	176	53	87	36	1	99.4%
Mansions at Turkey Creek	Orion	252	0	252	0	12	95.2%
Independence Heights	Orion	154	36	118	0	7	95.5%
Peninsula Park	Orion	280	0	280	0	7	97.5%
Pinnacle at Wilcrest	Embrey	250	0	250	0	6	97.6%
Uvalde Ranch	Hettig-Kahn	244	0	244	0	14	94.3%
Willow Park	Embrey	260	0	260	0	1	99.6%
Telephone Rd	Tarantino	200	0	200	0	11	94.5%
PH-LIHTC							
Fulton Village	Lynd	108	108		0	3	97.2%
Lincoln Park	Orion	250	200		50	5	98.0%
Oxford Place	Orion	250	230		20	9	96.4%
TOTALS		2,424	627	1,691	106	76	96.8%
RAD-PBV							
Allen Parkway Village	Orion	278	278		0	172	38.1%
Historic Oaks of APV	Orion	222	222		0	173	22.1%
HRI-Victory	Orion	140	140		0	20	85.7%
Sweetwater Point	Lynd	260	26	234	0	11	95.8%
TOTAL		900	666	234	0	376	60.4%

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	\$61,675	\$61,668	99.99%	A	\$583,785	\$583,305	99.92%	A
Cuney Homes	Orion	\$146,735	\$146,735	100.00%	A	\$1,463,369	\$1,311,116	89.60%	F
Ewing	Orion	\$9,836	\$9,560	97.20%	B	\$99,025	\$97,051	98.01%	A
Fulton Village	Lynd	\$33,443	\$33,443	100.00%	A	\$385,318	\$370,794	96.23%	B
Heatherbrook	Lynd	\$12,615	\$12,615	100.00%	A	\$149,624	\$146,785	98.10%	A
Independence Heights	Orion	\$4,807	\$3,594	74.77%	F	\$60,328	\$44,070	73.05%	F
Irvinton Village	J. Allen	\$78,074	\$78,074	100.00%	A	\$813,101	\$716,407	88.11%	F
Kelly Village	J. Allen	\$71,192	\$68,378	96.05%	B	\$719,856	\$681,537	94.68%	C
Kennedy Place	Orion	\$37,475	\$37,475	100.00%	A	\$376,692	\$362,790	96.31%	B
Lincoln Park	Orion	\$44,349	\$44,349	100.00%	A	\$422,313	\$404,304	95.74%	C
Lyerly	J. Allen	\$60,271	\$58,849	97.64%	B	\$566,284	\$563,971	99.59%	A
Oxford Place	Orion	\$32,745	\$29,449	89.93%	F	\$413,059	\$383,603	92.87%	D
Totals		\$593,217	\$584,190	98.48%	A	\$6,052,756	\$5,665,733	93.61%	D

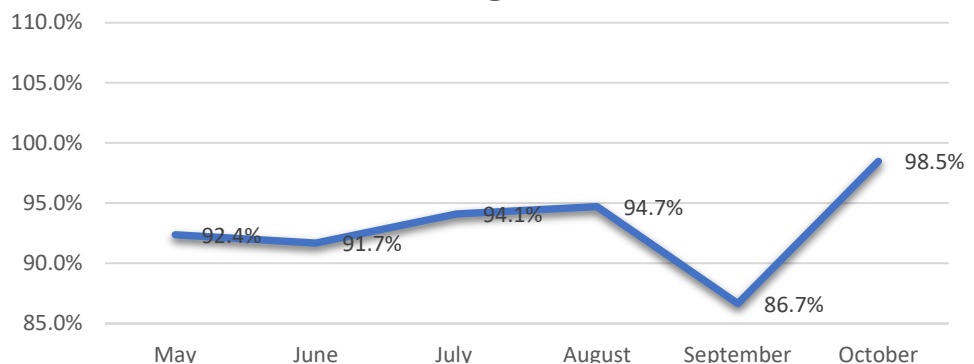
Section 8 New Construction Development		Month Billed	Month Collected	% Collected	Grade	YTD Billed	YTD Collected	% YTD Collected	Grade
Long Drive	Tarantino	\$21,710	\$20,619	94.97%	C	\$206,229	\$202,740	98.31%	A
Totals		\$21,710	\$20,619	94.97%	C	\$206,229	\$202,740	98.31%	A
Tax Credit		Month Billed	Month Collected	% Collected	Grade	YTD Billed	YTD Collected	% YTD Collected	Grade
Telephone Road	Tarantino	\$56,045	\$55,424	98.89%	A	\$309,621	\$297,952	96.23%	B
Totals		\$56,045	\$55,424	98.89%	A	\$309,621	\$297,952	96.23%	B
RAD-PBV		Month Billed	Month Collected	% Collected	Grade	YTD Billed	YTD Collected	% YTD Collected	Grade
Allen Parkway Village	Orion	\$252,587	\$25,649	10.15%	F	\$1,617,011	\$354,343	21.91%	F
Historic Oaks of APV	Orion	\$196,524	\$9,445	4.81%	F	\$932,148	\$263,355	28.25%	F
HRI-Victory	Orion	\$74,828	\$30,719	41.05%	F	\$402,660	\$317,315	78.80%	F
Sweetwater	Lynd	\$239,212	\$239,212	100.00%	A	\$2,360,298	\$2,119,342	89.79%	F
Totals		\$763,151	\$305,025	39.97%	F	\$5,312,116	\$3,054,354	57.50%	F

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

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

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

6 Months Trailing Rent Collection Rate



EMERGENCY WORK ORDERS

Low-Income Public Housing Development	PMC	Emergency Work Orders Generated	Emergency W/O Completed within 24 hours	Percentage Completed within 24 hours	Grade
Bellerive	J. Allen	4	4	100.0%	A
Cuney Homes	Orion	93	87	93.5%	F
Ewing	Orion	13	12	92.3%	F
Fulton Village	Lynd	0	0	100.0%	A
Heatherbrook	Lynd	0	0	100.0%	A
Independence Heights	Orion	0	0	100.0%	A
Irvinton Village	J. Allen	6	6	100.0%	A
Kelly Village	J. Allen	0	0	100.0%	A
Kennedy Place	Orion	0	0	100.0%	A
Lincoln Park	Orion	1	1	100.0%	A
Lyerly	J. Allen	0	0	100.0%	A
Oxford Place	Orion	0	0	100.0%	A
Totals		117	110	94.0%	

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

TAX CREDIT	PMC	Emergency Work Orders Generated	Emergency W/O Completed within 24 hours	Percentage Completed within 24 hours	Grade
Telephone Road	Tarantino	3	3	100.0%	A
Totals		3	3	100.0%	A

RAD-PBV		Emergency Work Orders Generated	Emergency W/O Completed within 24 hours	Percentage Completed within 24 hours	Grade
Allen Parkway Village	Orion	6	6	100.0%	A
Historic Oaks of APV	Orion	2	2	100.0%	A
HRI-Victory	Orion	6	6	100.0%	A
Sweetwater Point	Lynd	16	16	100.0%	A
Totals		30	30	100.0%	A

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

*APV/HOAPV has been under renovation/RAD conversion as of August 31, 2022
 *Clayton Homes has been removed due to TxDOT expansion as of August 31, 2022.
 *Forest Green has been removed from PHO portfolio as of January 1, 2023.

NON-EMERGENCY WORK ORDERS

Low-Income Public Housing Development	PMC	Work Orders Generated	Average Completion Time (Days)	Grade
Bellerive	J. Allen	34	1.36	A
Cuney Homes	Orion	206	1.87	A
Ewing	Orion	13	1.00	A
Fulton Village	Lynd	16	1.00	A
Heatherbrook	Lynd	14	4.00	A
Independence Heights	Orion	0	0.00	A
Irvinton Village	J. Allen	278	2.07	A
Kelly Village	J. Allen	292	4.65	A
Kennedy Place	Orion	2	2.00	A
Lincoln Park	Orion	69	3.81	A
Lyerly	J. Allen	105	1.13	A
Oxford Place	Orion	14	1.67	A
Totals		1,043	2.05	A

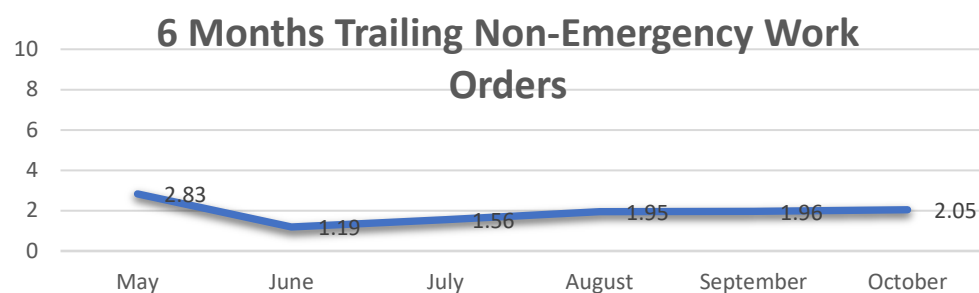
Section 8 New Construction Development		Work Orders Generated	Average Completion Time (Days)	Grade
Long Drive	Tarantino	89	2.18	A
Totals		89	2.18	A
TAX CREDIT	PMC	Emergency Work Orders Generated	Emergency W/O Completed within 24 hours	Percentage Completed within 24 hours
Telephone Road	Tarantino	98	0.00	A
Totals		98	0.00	A
RAD-PBV		Work Orders Generated	Average Completion Time (Days)	Grade
Allen Parkway Village	Orion	109	0.00	A
Historic Oaks of APV	Orion	27	0.00	A
HRI-Victory	Orion	64	0.00	A
Sweetwater Point	Lynd	161	0.00	A
Totals		361	0.00	A

*APV/HOAPV has been under renovation/RAD conversion as of August 31, 2022

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

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

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



ANNUAL INSPECTIONS

Low-Income Public Housing Development	PMC	YTD Inspections Due	YTD Inspections Performed	Percentage Complete	Grade
Bellerive	J. Allen	210	210	100.0%	A
Cuney Homes	Orion	553	553	100.0%	A
Ewing	Orion	40	40	100.0%	A
Fulton Village	Lynd	108	108	100.0%	A
Heatherbrook	Lynd	53	53	100.0%	A
Independence Heights	Orion	36	36	100.0%	A
Irvinton Village	J. Allen	308	308	100.0%	A
Kelly Village	J. Allen	270	270	100.0%	A
Kennedy Place	Orion	108	108	100.0%	A
Lincoln Park	Orion	200	200	100.0%	A
Lyerly	J. Allen	199	199	100.0%	A
Oxford Place	Orion	211	211	100.0%	A
Totals		2,296	2,296	100.0%	A

Section 8 New Construction Development	PMC	Inspections Due	Inspections Performed	Percentage Complete	Grade
Long Drive	Tarantino	100	100	100.0%	A
Totals		100	100	100.0%	A
TAX CREDIT	PMC	Inspections Due	Inspections Performed	Percentage Complete	Grade
Telephone Road	Tarantino	200	200	100.0%	A
Totals		200	200	100.0%	A

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

*APV/HOAPV has been under renovation/RAD conversion as of August 31, 2022.

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

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

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

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

HOUSING CHOICE VOUCHER HUD-GRADED SEMAP INDICATORS

			Score	Performance
ANNUAL REEXAMINATIONS REPORTING RATE	Goal 96%	Actual 84%	10	≥96
This Indicator shows whether the Agency completes a re-examination for each participating family at least every twelve (12) months.			5	90 to 95
			0	≤89
CORRECT TENANT RENT CALCULATIONS	Goal 98%	Actual 100%	5	98 to 100
This Indicator shows whether the Agency correctly calculates the family's share of rent to owner in the Rental Voucher Program.			0	≤97
PRECONTRACT HQS INSPECTIONS	Goal 100%	Actual 100%	5	98 to 100
This Indicator shows whether newly leased units pass HQS inspection on or before the beginning date of the Assisted Lease and HAP Contract.			0	≤97
FSS ENROLLMENT	Goal 80%	Actual 107%	10	≥80
This Indicator shows whether the Agency has enrolled families in the FSS Program as required. To achieve the full points for this Indicator, a housing authority must have 80% or more of its mandatory FSS slots filled. There are currently 368 mandatory slots on the FSS Program; 395 families are currently enrolled.			8	60 to 79
			5	≤59
FSS ESCROW	Goal 30%	Actual 50%	10	≥30
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 395 families participating in the FSS program. Out of the 395 families, 196 (50%) of the families are eligible for escrow and currently have an FSS escrow balance.			5	≤29

OCTOBER 2023

RENOVATION PROJECTS

PUBLIC HOUSING DEFERRED MAINTENANCE AND CAPITAL IMPROVEMENTS

- **Major Capital Projects**
 - **Oxford Repairs due to Freeze** – Two units remain to be completed by end of November 2023
 - **License Plate Reader (LPR) Cameras** – Installation is in progress, with Phase 1 - 35 Cameras in Service 46 units in permit phase; Phase II – has 16 locations with 13 locations in Service with 13 locations in permitting
 - **AC Unit Installs** – 1615 AC Units were installed over the last two months at Kelly Village, Irvinton and Cuney Homes. This project, a first by HHA utilized small business contractor and section 3 works to complete this install. Currently, the project is complete with the exception of punch list items.

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 45% 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 44% Complete.
 - 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 30 days.
- Telephone Road (9% LIHTC). Construction is complete and relocation activities are on-going, with a planned completion of the end of September 2023.

REDEVELOPMENT – (9% LIHTC)

- See Telephone Road above.

REDEVELOPMENT – (RAD)

Allen Parkway Village & Historic Oaks of Allen Parkway Village

In August 2022, construction activities started with site work. Since August 2022, the HHA has been working to relocate approximately one-quarter of the residents to alternate accommodations to facilitate the interior renovations. This work was completed in the middle of January 2023, allowing the interior renovations of these units to commence – Phase A. Construction is 13% Complete (both APV and HOAPV). Phase A and B construction are running concurrently with an anticipated completion of May 2024.

HURRICANE HARVEY

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

2100 MEMORIAL

- Construction continues with an estimated completion of March 11, 2024. Construction is at 81% 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 by the end of 2023
- **Kelly II:** The HHA is getting an appraisal done. HHA and TxDOT to resume negotiations after completion of land appraisals.

OPEN SOLICITATION LOG

OCTOBER 2023

HHA'S PROCUREMENT DEPT.

Type	Solicitation #	Status	Department(s)	Description	Advertisement Date	Due Date
IFB	23-48	Open	REID	Replacement of Roof at Bellerive Senior Living Apartments Complex	9-25-2023	10-30-2023

OPERATING STATEMENTS: 9 MONTHS ENDING SEPTEMBER 30, 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	776,992	6,853,339	6,874,757	21,418
Operating Expenses					
Salaries and Benefits	4,733,958	381,586	3,641,506	3,547,828	93,678
Facilities and Other Administrative Expenses	3,851,584	355,139	2,888,688	2,850,355	38,333
Total Central Office Expenses	8,585,542	736,725	6,530,194	6,398,183	132,011
Surplus/(Use) of Business Activities Funds for COCC	552,243	40,267	323,145	476,574	153,429

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	1,100,061	11,351,342	11,653,200	301,858
Operating Expenses					
Salaries and Benefits	8,398,269	688,557	6,460,207	6,088,639	371,568
Administrative Expenses	1,580,100	214,062	1,185,075	1,447,653	(262,578)
COCC-Management Fees	4,618,062	420,215	3,463,547	3,496,024	(32,478)
Total Operating Costs Expenses	14,596,431	1,322,834	11,108,828	11,032,316	76,512
Cash Flow (Deficit) from Operations	538,692	(222,773)	242,514	620,884	378,370
Housing Assistance Payments (HAP)					
Housing Assistance Payment Subsidy	175,000,000	13,891,734	131,250,000	130,911,456	(338,544)
Investment Income on HAP Reserves	0	0	0	0	0
Housing Assistance Payments	175,000,000	13,482,550	131,250,000	131,050,997	199,003
HAP Current Year Excess (Use)	0	409,184	0	(139,541)	(139,541)

OPERATING STATEMENTS: 9 MONTHS ENDING SEPTEMBER 30, 2023

Affordable Housing Rental Programs	Annual Budget 2023	Month To Date	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
Operating Income					
HUD Subsidy - Low Rent Housing2826	15,708,640	1,298,234	11,781,480	11,783,829	2,349
Tenant Rental Income	12,923,062	1,115,559	9,692,297	9,618,248	(74,049)
Other Income	870,965	78,706	653,224	609,600	(43,624)
Total Operating Income	29,502,667	2,492,499	22,127,000	22,011,677	(115,323)
Operating Expenses					
Administrative Expenses	9,177,403	702,330	6,883,052	6,750,772	132,280
Tenant Services	449,799	35,248	337,349	310,106	27,243
Utilities	3,281,262	274,408	2,460,947	2,452,556	8,391
Maintenance	9,179,106	777,750	6,884,330	6,815,542	68,788
Protective Services	2,224,127	175,132	1,668,095	1,589,348	78,747
Insurance Expense	1,756,251	156,375	1,317,188	1,331,115	(13,927)
Other General Expense	250,000	23,132	187,500	204,381	(16,881)
Total Routine Operating Expenses	26,317,948	2,144,375	19,738,461	19,453,820	284,641
Net Income from Operations	3,184,719	348,124	2,388,539	2,557,857	169,318
Non-Routine Maintenance (Capital Funds)					
Debt Service	8,348,176	693,427	6,261,132	6,347,889	(86,757)
Debt Service- ESCO					
Cash Flow from Operations	(7,012,418)	(489,523)	(5,259,314)	(5,155,594)	103,720
Funds from Capital Funds	8,348,176	(144,220)	6,261,132	6,347,889	86,757
Cash Flow (Deficit) from Operations	1,335,758	(633,743)	1,001,819	1,192,295	190,477

OPERATING STATEMENTS: 9 MONTHS ENDING SEPTEMBER 30, 2023

SECTION 8 – NEW CONSTRUCTION	Annual Budget 2023	Month To Date	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
Operating Income					
HUD Subsidy – Section 8 New Construction	2,193,590	263,948	1,645,193	1,494,607	(150,586)
Tenant Rental Income	1,024,200	20,204	768,150	246,533	(521,617)
Other Income	1,640	0	1,230	4,181	2,951
Total Operating Income	3,219,430	284,152	2,414,573	1,745,321	(669,252)
Operating Expenses					
Administrative Expenses	828,483	129,238	621,362	605,989	15,373
Tenant Services	25,215	2,000	18,911	16,372	2,539
Utilities	403,756	45,517	302,817	236,550	66,267
Maintenance	422,320	63,854	316,740	367,319	(50,579)
Protective Services	85,000	14,870	63,750	93,407	(29,657)
Insurance Expense	250,000	27,565	187,500	131,851	55,649
Other General Expense	25,000	1,050	18,750	8,591	10,159
Total Routine Operating Expenses	2,039,774	284,094	1,529,831	1,460,079	69,752
Net Income from Operations	1,179,656	58	884,742	285,242	(599,500)
Non-Routine Maintenance	125,000	0	93,750	0	93,750
Debt Service	0	0	0	0	0
Cash Flow (Deficit) from Operations	1,054,656	58	790,992	285,242	(505,750)

OPERATING STATEMENTS: 9 MONTHS ENDING SEPTEMBER 30, 2023

RAD PROPERTIES	Annual Budget 2023	Month To Date	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
Operating Income					
Rental Income	11,068,801	602,397	8,301,601	6,794,971	(1,506,630)
Other Income	363,952	11,761	272,964	143,736	(129,228)
Total Operating Income	11,432,753	614,158	8,574,565	6,938,707	(1,635,858)
Operating Expenses					
Administrative Expenses	2,605,819	223,554	1,954,364	1,663,890	290,474
Tenant Services	126,752	5,237	95,064	47,128	47,936
Utilities	866,255	88,711	649,691	705,047	(55,356)
Maintenance	1,308,018	129,307	981,014	1,081,233	(100,220)
Protective Services	187,431	16,110	140,573	138,685	1,888
Insurance Expense	920,817	82,888	690,613	664,878	25,735
Other General Expense	11,800	1,980	8,850	17,348	(8,498)
Total Routine Operating Expenses	6,026,892	547,787	4,520,169	4,318,209	201,960
Net Income from Operations	5,405,861	66,371	4,054,396	2,620,498	(1,433,898)
Non-Routine Maintenance	425,000	34,004	318,750	297,876	20,874
Debt Service	4,264,905	150,482	3,198,679	1,374,067	1,824,612
Funds from Replacement Reserve	425,000	34,004	318,750	297,876	(20,874)
	0				
Cash Flow (Deficit) from Operations	1,140,956	(84,111)	855,717	1,246,431	390,714

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
							
3	9:30 AM - YWCA Senior Lunch @Bellelve 9:30 AM - YWCA Senior Lunch @Lyerly 11AM - Client Services' Tenant Relations Meeting 2PM- Client Services' Tenant Relations Meeting 3PM- Financial Literacy Workshop Cunev/Homes 2PM- Jobs Plus Orientation/Workforce "Season Positions" @ Oxford 3PM- Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Prog. @ Cunev Harris County/Public Health Fairs @ HHA Site(s)	4 9:30 AM - YWCA Senior Lunch @Bellelve 9:30 AM - YWCA Senior Lunch @Lyerly 10AM Jobs Plus/Workforce Solutions: Career Exploration Job Search Seminar @ Oxford 11AM - Client Services' Tenant Relations Meeting 2PM- Client Services' Tenant Relations Meeting 3 PM- Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Program @ Cunev	5 9:30 AM - YWCA Senior Lunch @Bellelve 9:30 AM - YWCA Senior Lunch @Lyerly 10AM Exercise Class Braeswood 11AM- Jobs Plus Orientation "Looking Towards the Future" @ Oxford 11 AM Workforce Solutions Navigating Work in Texas @ Oxford 11AM Financial Literacy EPP Workshop 12PM- Tenant Relations- Employment for the Holidays @ Fulton Village 2PM- Financial Literacy @ Kennedy Place 3PM- Kidz Grub @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Prog. @ Cunev 4PM- Tenant Relations- Employment for the Holidays @ Lincoln Park	6 9:30 AM - YWCA Senior Lunch @Bellelve 9:30 AM - YWCA Senior Lunch @Lyerly 10 AM Exercise Class Braeswood 11AM- Jobs Plus Orientation "Looking Towards the Future" @ Oxford 11 AM Workforce Solutions Navigating Work in Texas @ Oxford 11AM Financial Literacy EPP Workshop 12PM- Tenant Relations- Employment for the Holidays @ Fulton Village 2PM- Financial Literacy @ Kennedy Place 3PM- Kidz Grub @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Prog. @ Cunev 4PM- Tenant Relations- Employment for the Holidays @ Lincoln Park	7 9:30 AM - YWCA Senior Lunch @Bellelve 9:30 AM - YWCA Senior Lunch @Lyerly 11AM - Client Services' Tenant Relations Meeting 11AM- Jobs Plus/Workforce Solutions: Career Exploration Job Search Seminar @ Oxford 2PM- Client Services' Tenant Relations Meeting 3PM- Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Program @ Cunev, (M- F)	8 9:30 AM - YWCA Senior Lunch @Bellelve 9:30 AM - YWCA Senior Lunch @Lyerly 10AM - YWCA Senior Lunch @Lyerly 11AM - Client Services' Tenant Relations Meeting 11AM- Client Services' Tenant Relations Meeting 2PM- Client Services' Tenant Relations Meeting 3PM- Kidz Grub @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool @ Cunev 3PM JP Treats & Conversation @ Oxford	9
10	8:30 AM - Food Box Distribution @ Allen Parkway 9:30 AM - YWCA Senior Lunch @Bellelve 9:30 AM - YWCA Senior Lunch @Lyerly 11 AM - Client Services' Tenant Relations Meeting 2PM - Jobs Plus Orientation/Workforce "Season Positions" @ Oxford 2 PM- Client Services' Tenant Relations Meeting 3PM More Money Monday Cunev/Homes 3 PM- Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Prog. @ Cunev	11 9:30 AM - YWCA Senior Lunch @Bellelve 9:30 AM - YWCA Senior Lunch @Lyerly 10AM Workforce Solutions: Workforce Solutions "How to Start a Business Seminar" @ Oxford 11 AM – Client Services' Tenant Relations Meeting 2PM- Client Services' Tenant Relations Meeting 3 PM- Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Program @ Cunev 4 PM Tenant Relations- Employment for the Holiday's @ Kelly Village	12 9:30 AM - YWCA Senior Lunch @Bellelve 9:30 AM - YWCA Senior Lunch @Lyerly 10AM Workforce Solutions: Workforce Solutions "How to Start a Business Seminar" @ Oxford 11 AM – Client Services' Tenant Relations Meeting 2PM- Client Services' Tenant Relations Meeting 3 PM- Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Program @ Cunev 4 PM Tenant Relations- Employment for the Holiday's @ Kelly Village	13 9:30 AM - YWCA Senior Lunch @Bellelve 9:30 AM - YWCA Senior Lunch @Lyerly 10 AM Exercise Class Braeswood 11AM- Jobs Plus Orientation "Personal Resolutions" @ Oxford 11 AM Financial Literacy EPP Workshop 3PM Financial Literacy @ Kennedy Place 3 PM- Kidz Grub @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Prog. @ Cunev 4PM- Tenant Relations- Employment for the Holiday's @ Winton Village	14 9:30 AM - YWCA Senior Lunch @Bellelve 9:30 AM - YWCA Senior Lunch @Lyerly 11 AM- Client Services' Tenant Relations Meeting 12PM Employment for the Holiday's @ Fulton 13PM Jobs Plus/Workforce Solutions: Career Exploration Job Search @ Oxford 2 PM- Client Services' Tenant Relations Meeting 3 PM- Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Program @ Cunev, (M- F)	15 9:30 AM - YWCA Senior Lunch @Bellelve 9:30 AM - YWCA Senior Lunch @Lyerly 10AM - Jobs Plus resources & Employment Fair @ Oxford 11AM- Client Services' Tenant Relations Meeting 2PM- Client Services' Tenant Relations Meeting 3PM Housekeeping 101 Cunev Homes 3PM- Kidz Grub @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool @ Cunev 3PM JP Treats & Conversation @ Oxford	16 9AM- 12PM- Congress Woman- Sheila Jackson-Lee – Annual Toys for Kids Celebration
17	9:30 AM - YWCA Senior Lunch @Bellelve 9:30 AM - YWCA Senior Lunch @Lyerly 11AM - Client Services' Tenant Relations Meeting 2PM - Jobs Plus Orientation/Workforce "Season Positions" @ Oxford 2PM Financial Literacy Workshop Cunev/Homes 3PM- Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Prog. @ Cunev	18 9:30 AM - YWCA Senior Lunch @Bellelve 9:30 AM - YWCA Senior Lunch @Lyerly 11AM - Client Services' Tenant Relations Meeting 2PM - Jobs Plus Orientation/Workforce "Season Positions" @ Oxford 2PM Financial Literacy Workshop Cunev/Homes 3PM- Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Prog. @ Cunev	19 9:30 AM - YWCA Senior Lunch @Bellelve 9:30 AM - YWCA Senior Lunch @Lyerly 10AM Jobs Plus/Workforce Solutions: Career Exploration Job Search Seminar @ Oxford 11AM – Client Services' Tenant Relations Meeting 12PM Employment for the Holiday's @ Heatherbrook 2PM- Client Services' Tenant Relations Meeting 3PM- Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Program @ Cunev 4PM Tenant Relations- Employment for the Holiday's @ Oxford Place	20 9:30 AM - YWCA Senior Lunch @Bellelve 9:30 AM - YWCA Senior Lunch @Lyerly 10 AM Exercise Class Braeswood 10AMto10AM- Jobs Plus Orientation "Professional Resolutions" @ Oxford 11AM Financial Literacy EPP Workshop 2PM- Financial Literacy @ Kennedy Place 3PM- Kidz Grub @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Prog. @ Cunev	21 9:30 AM - YWCA Senior Lunch @Bellelve 9:30 AM - YWCA Senior Lunch @Lyerly 11AM – Client Services' Tenant Relations Meeting 13PM Jobs Plus/Workforce Solutions Labor Market Info @ Oxford 2PM- Client Services' Tenant Relations Meeting 3PM- Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Program @ Cunev,	22 9:30 AM - YWCA Senior Lunch @Bellelve 9:30 AM - YWCA Senior Lunch @Lyerly 10AM - Jobs Plus Orientation Mtg. 11AM- Client Services' Tenant Relations Meeting 12PM- Client Services' Tenant Relations Meeting 3PM- Kidz Grub @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool @ Cunev 3PM JP Treats & Conversation @ Oxford	23 
24	HOLIDAY (HHA Closed) 	25 9:30 AM - YWCA Senior Lunch @Bellelve 9:30 AM - YWCA Senior Lunch @Lyerly 10AM Jobs Plus/Workforce Solutions: Career Exploration Job Search Seminar @ Oxford 11AM – Client Services' Tenant Relations Meeting 12PM Employment for the Holiday's @ Heatherbrook 2PM- Client Services' Tenant Relations Meeting 3PM- Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Program @ Cunev 4PM Tenant Relations- Employment for the Holiday's @ Oxford Place	26 9:30 AM - YWCA Senior Lunch @Bellelve 9:30 AM - YWCA Senior Lunch @Lyerly 10AM Jobs Plus/Workforce Solutions: Career Exploration Job Search Seminar @ Oxford 11AM – Client Services' Tenant Relations Meeting 12PM Employment for the Holiday's @ Heatherbrook 2PM- Client Services' Tenant Relations Meeting 3PM- Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Program @ Cunev 4PM Tenant Relations- Employment for the Holiday's @ Oxford Place	27 9:30 AM - YWCA Senior Lunch @Bellelve 9:30 AM - YWCA Senior Lunch @Lyerly 10 AM Exercise Class Braeswood 10AMto10AM- Jobs Plus Orientation @ Oxford 11AM Financial Literacy EPP Workshop 2PM- Financial Literacy @ Kennedy Place 3PM- Kidz Grub @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Prog. @ Cunev	28 9:30 AM - YWCA Senior Lunch @Bellelve 9:30 AM - YWCA Senior Lunch @Lyerly 11AM – Client Services' Tenant Relations Meeting 13PM Jobs Plus/Workforce Solutions Labor Market Info @ Oxford 2PM- Client Services' Tenant Relations Meeting 3PM- Kidz Grub Meals @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool Program @ Cunev,	29 9:30 AM - YWCA Senior Lunch @Bellelve 9:30 AM - YWCA Senior Lunch @Lyerly 10AM - Jobs Plus Orientation Mtg. 11AM- Client Services' Tenant Relations Meeting 2PM- Client Services' Tenant Relations Meeting 3PM- Kidz Grub @ Fulton, HOAPV, Independence, Lincoln, Oxford & YMCA Afterschool @ Cunev 3PM JP Treats & Conversation @ Oxford	30
31 							