



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

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



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Transforming Lives & Communities

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

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

BOARD OF COMMISSIONERS MEETING

Tuesday, DECEMBER 19, 2023

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Consideration and/or take action to authorize the President & CEO or designee to take all actions necessary or convenient to negotiate, execute, make changes to, and facilitate an easement agreement with the Buffalo Bayou Partnership; and approving such other actions necessary or convenient to carry out this resolution; and the execution of all required documents therefor.

40

Resolution No. 3727

Consideration and/or take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Columbia Independence Heights, LLC for the development of Independence Heights II (the "Project") to be located at or about North Main, Crosstimbers Road, Yale Street and 45th Street, Houston, Texas, to take such actions necessary or convenient to facilitate the development of the Project, and the execution of all required documents therefor.

49

Resolution No. 3728

Consideration and/or take action to authorize the President & CEO or designee to facilitate the acquisition and rehabilitation of Alexis Luxury Apartments located at or about 4604 Cypresswood Dr., Spring, Texas 77379, and the execution of all required documents therefor.

53

Resolution No. 3729

Consideration and/or take action to authorize the President & CEO or designee to facilitate the acquisition and rehabilitation of Apex Apartments located at or about 8520 Madie Dr., Houston, Texas 77022, and the execution of all required documents therefor.

59

Resolution No. 3730

Consideration and/or take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with SLM Woodland Hills DevCo, LLC for the construction of The Arboretum at Woodland Hills, an apartment community to be located at or about 4028 FM 1960 Rd., Humble, Texas 77346.

65

Resolution No. 3731

Consideration and/or take action to authorize the President & CEO or designee to facilitate the acquisition of Bellfort Pines located at or about 8300 Canyon Street, Houston, Texas 77051, and the execution of all required documents therefor.

70

Resolution No. 3732

Consideration and/or take action to authorize the President & CEO or designee to facilitate the acquisition of Millstone Apartments located at or about 23405 W. Fernhurst Dr., Katy, Texas 77494, and the execution of all required documents therefor.

76

Resolution No. 3733

Consideration and/or take action to authorize the President & CEO or designee to facilitate the acquisition of Deerwood Pines located at or about 414 Maxey Road, Houston, Texas 77013, and the execution of all required documents therefor.

82

Resolution No. 3734

Consideration and/or take action to authorize the President & CEO or designee to facilitate the acquisition of Collingham Park located at or about 10800 Kipp Way Street, Houston, Texas 77099, and the execution of all required documents therefor.

88

Resolution No. 3735

Consideration and/or take action to authorize the President & CEO or designee to facilitate the acquisition of Highland Meadow Village located at or about 10990 Highland Meadow Village Drive, Houston, Texas 77089, and the execution of all required documents therefor.

94

Resolution No. 3736

Consideration and/or take action to authorize the President & CEO or designee to facilitate the acquisition of Encore Montrose located at or about 4508 Graustark Street, Houston, Texas 77006, and the execution of all required documents therefor.

100

BOARD REPORT

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FINANCE REPORT

120



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, DECEMBER 19, 2023
3:00 PM
Houston Housing Authority Central Office
2640 Fountain View Drive, Houston, TX 77057

AGENDA

- I.** Call to Order
- II.** Roll Call
- III.** Approval of the November 14, 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. 3722: Consideration and/or take action to authorize the President & CEO or designee to approve the 2024 Operating Budget.

Resolution No. 3723: Consideration and/or take action to authorize the President & CEO to approve the recommended changes to the Houston Housing Authority Money Accumulation Pension Plan Summary Plan Description (SPD).

Resolution No. 3724: Consideration and/or take action to authorize the President & CEO or designee to execute a contract with Emphasys Software for one (1) year to allow transition to Yardi.

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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

Resolution No. 3727: Consideration and/or take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Columbia Independence Heights, LLC for the development of Independence Heights II (the “**Project**”) to be located at or about North Main, Crosstimbers Road, Yale Street and 45th Street, Houston, Texas, to take such actions necessary or convenient to facilitate the development of the Project, and the execution of all required documents therefor.

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Resolution No. 3733: Consideration and/or take action to authorize the President & CEO or designee to facilitate the acquisition of Deerwood Pines located at or about 414 Maxey Road, Houston, Texas 77013, and the execution of all required documents therefor.

Resolution No. 3734: Consideration and/or take action to authorize the President & CEO or designee to facilitate the acquisition of Collingham Park located at or about 10800 Kipp Way Street, Houston, Texas 77099, and the execution of all required documents therefor.

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Resolution No. 3736: Consideration and/or take action to authorize the President & CEO or designee to facilitate the acquisition of Encore Montrose located at or about 4508 Graustark Street, Houston, Texas 77006, and the execution of all required documents therefor.

- 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, NOVEMBER 15, 2023

A Meeting of the Board of Commissioners (“Board”) of the Houston Housing Authority (“HHA”) was held on Tuesday, November 15, 2023 at the Houston Housing Authority Central Office, 2640 Fountain View Drive, Houston, Texas 77057.

Chair Snowden called the meeting to order at 3:05 p.m. Secretary Northern called the roll and declared a quorum present.

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

APPROVAL OF MINUTES

Chair Snowden stated the Board has had an opportunity to review the October 17, 2023 Board of Commissioners meeting minutes and asked for a motion to adopt the meeting minutes.

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

Chair Snowden asked if there is any discussion or objection to the October 17, 2023 Board of Commissioners meeting minutes. Having none, the minutes are adopted.

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

PRESIDENT’S REPORT

Secretary Northern stated each Commissioner received a copy of the updated development detailed report and progress. HHA has completed the installation of AC units in every public housing site. All public housing clients are now equipped to stay cool in their homes and have what they need to keep the temperature at a comfortable level. Agency leadership recognized that no client should have to experience the scorching summer weather without AC in their homes. Agency leadership recognized that no client should have to experience the scorching summer weather without AC in their homes for our residents. The agency secured more than \$2 million in funding for this initiative. This marks a significant step toward creating safer and healthier living environments for our city’s most vulnerable communities and reinforces HHA’s commitment to providing vital services to uplift our clients and ensure their well-being within our affordable housing communities.

HHA staff is currently planning event details for the “2024 HHA Housing Forecast Luncheon.” This event will be an opportunity for the public to join HHA to learn about the agency’s achievements, upcoming housing initiatives, and actionable progress toward creating and sustaining housing affordability throughout Houston. It will serve as an educational conversation about our agency’s integral work in creating affordable housing and supporting economic self-sufficiency education, empowerment, and community development. This event will be funded by sponsorships, with varying levels available for people to choose from. The luncheon will last about an hour and a half and is scheduled for Wednesday, January 31 at the Greater Houston Partnership.

We also broke ground on another partnership with New Hope Housing: the NHH Gray apartment development. This will be a senior living community within the Third Ward neighborhood, with 135 one and two-bedroom floor plans with modern and accessible high-quality affordable housing. The Houston Housing Authority is providing 67 Project Based Vouchers at this location. Equates to a projected 15-year value of \$19,075,860. This is one more step toward progressing toward our mutual goal of creating opportunity and growth for the people we serve.

HHA’s HCVP department Vice President, Kenny Coles, hosted a meeting for our Project-Based Voucher partners to provide clear guidance on the contract process and answer common questions. Comprehensive information was presented to them by HHA leadership staff on the following topics:

1. Waitlist administration
2. Project-Based Voucher Program
3. Current processing
4. HHA Administrative Plan
5. PBV HAP Contract
6. Unit vacancies
7. Vacancy loss payments

Leadership met with Harris County Commissioner Precinct 4, Leslie Briones, to discuss housing priorities, legislative updates, and the economic impact of the HHA in that area. In Precinct 4 alone, the HHA has infused \$22 million in federal dollars to HHA clients.

Members from the HHA REID & Executive Department brought District H Council member Carla Cisneros on a tour of various developments currently under construction. This outreach provided the Council member and her staff an opportunity to ask questions and view HHA sites to better inform their constituency in their weekly newsletters. The HHA strives to demonstrate being a proactive and beneficial partner to our local government through this proactive collaboration and outreach.

The HHA applied to four of the available HUD grants to enhance and improve our programs and services. We should hear back by the end of the year to confirm that our pre-applications were accepted. Then we can proceed to submit the full application to receive the grants.

1. Older Adults Home Modification Grant Program \$30,520,367
 - Funding to assist experienced nonprofit organizations, state and local governments, and public housing authorities in undertaking comprehensive programs that make safety and functional home modification repairs and renovations to meet the needs of low-income elderly adult homeowners.

2. Housing Opportunities for Persons With AIDS Approximately \$50,000,000
 - The funding will provide communities an opportunity to create and implement new projects that align with initiatives aimed at ending the HIV/AIDS epidemic.
3. Pathways to Removing Obstacles to Housing \$85,000,000
 - Supports communities that are actively taking steps to remove barriers to affordable housing and seeking to increase housing production and lower housing costs for families over the long term.
4. Housing Mobility-Related Services: \$25,000,000
 - Funding to expand housing choices for Housing Choice Voucher families with children by increasing access to opportunity neighborhoods with high-performing schools, access to jobs, low crime, parks, and other amenities.

Chairman Snowden recommends for HHA to obtain the proper write-ups for the installed A/C units and ensure the success story is relayed to the City Council Members where these properties or developments are housed.

Chairman Snowden mentioned he had a couple of questions for David Northern regarding the project-based vouchers provided across the city.

Chairman Snowden stated HHA is applying for a HOPWA grant application and he would like to discuss the possible opportunities to assist those with AIDS as well as opportunities with Allied and Hope foundations.

Chairman Snowden would like to commend the HHA staff for their hard work and continued dedication. HHA provides staff the opportunity to attend events such as the Houston Texans game that was victorious.

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 her service.

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

Chair Snowden asked if there are any individuals who would like to make public comments at this time. Chair Snowden stated hearing none, the Public Comments will close with no public comments being made.

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.

Secretary Northern stated that Resolution No. 3717 will be presented by Donna Dixon, Director of Community Affairs & Customer Service.

Ms. Dixon stated Resolution No. 3717 reads 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. Accordingly, staff recommends the Board adopt Resolution No. 3717.

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

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3717.

Commissioner Cooksey moved to adopt Resolution No. 3717. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution. Having none, Resolution No. 3717 is adopted.

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.

Secretary Northern stated that Resolution No. 3718 will be presented by Corey Franklin, Special Assistant to the President & CEO.

Mr. Franklin stated Resolution No. 3718 reads 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. Accordingly, staff recommends the Board adopt Resolution No. 3718.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3718.

Commissioner Kirkendoll moved to adopt Resolution No. 3718. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution. Having none, Resolution No. 3718 is adopted.

Mr. John Seal, Chief Executive Officer of Cardiac Solutions stated he welcomes the partnership with HHA and provided an overview. He discussed the various devices, statistics, and numbers on how these devices have saved lives. Mr. Seal will be donating two devices.

Resolution No. 3719: 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.

Secretary Northern stated that Resolutions 3719, 3720 and 3721 will be presented by Jay Mason, Director of REID.

Mr. Mason stated Resolution No. 3719 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 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. Accordingly, staff recommends the Board adopt Resolution No. 3719.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3719.

Commissioner Cooksey moved to adopt Resolution No. 3719. Commissioner Miller seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution. Having none, Resolution No. 3719 is adopted.

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

Mr. Mason stated Resolution No. 3720 reads 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. Accordingly, staff recommends the Board adopt Resolution No. 3720.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3720.

Commissioner Cooksey moved to adopt Resolution No. 3720. Commissioner Thomas seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution. Having none, Resolution No. 3720 is adopted.

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.

Secretary Northern stated that Resolution No. 3721 will be presented by Jay Mason, Director of REID.

Mr. Mason stated Resolution No. 3721 reads 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. Accordingly, staff recommends the Board adopt Resolution No. 3721.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3721.

Commissioner Kirkendoll moved to adopt Resolution No. 3721. Commissioner Miller seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution. Having none, Resolution No. 3721 is adopted.

Chairman Snowden stated he would like staff to provide the units and clarify it is a refinance.

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 3:41 p.m.



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

**RESPONSES TO COMMENTS RECEIVED AT THE TUESDAY, NOVEMBER 14, 2023
BOARD OF COMMISSIONER MEETING**

A Meeting of the Board of Commissioners (“Board”) of the Houston Housing Authority (“HHA”) was held on Tuesday, November 14, 2023, at the Houston Housing Authority Central Office, 2640 Fountain View Drive, Houston, Texas 77057. The Board received comments during the public comment period; HHA’s responses to each comment are detailed below:

C = Comments Received
R= HHA Response

PUBLIC COMMENTS

The Board received no comments during the public comment period



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 the 2024 Operating Budget

2. Date of Board Meeting: December 19, 2023**3. Proposed Board Resolution:**

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to the 2024 Budget for the Houston Housing Authority for the Central Office Cost Center, Housing Choice Voucher Program, and the Consolidated Affordable Housing Program and LIHTC properties and to file Form HUD-52574 with the Department of Housing and Urban Development, pursuant to the memorandum dated December 5, 2023, from Michael Rogers, Vice President for Fiscal and Business Operations to David A. Northern Sr., President & CEO.

4. Department Head Approval

Signature

DocuSigned by:

Mike Rogers

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Date: 12/15/2023

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

Funds Budgeted and Available

☒ X

Yes

☐

No

Source

2024 Budget

Account #

DocuSigned by:

Mike Rogers

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VP of FO Approval

Signature

Date: 12/15/2023

6. Approval of President & CEO

DocuSigned by:

David A. Northern, Sr.

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Signature

Date: 12/15/2023



Transforming Lives & Communities

MEMORANDUM MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO
FROM: MICHAEL ROGERS, VICE PRESIDENT FOR FISCAL AND BUSINESS OPERATIONS
SUBJECT: CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO APPROVE THE 2024 OPERATING BUDGET
DATE: DECEMBER 5, 2023

This memorandum recommends that the Houston Housing Authority (HHA) Board of Commissioners approves the 2024 Houston Housing Authority Budgets for the Central Office Cost Center, Housing Choice Voucher Program, and the Consolidated Affordable Housing Program and LIHTC properties. The goal of the process is to maximize the use of current resources taking into consideration the possibility of reductions in federal funding for key components in the budget. At the time the budget was prepared, the Federal Budget for 2024 was uncertain and remains so as of today. Certain assumptions were made regarding funding levels that are discussed in more detail later in this memorandum.

The HHA continues to assess every area of its operations and financial structure to ensure optimal efficiency and quality of public and affordable housing services. Continued efforts are focused on improving the quality and quantity of the agency's housing stock and providing quality services to the Public Housing and Housing Choice Voucher Program clients.

The HHA budget development was a collaborative process conducted by the Finance department with participation by other departments, senior staff within the agency, and the third-party property management firms.

The segments of the budget are the Central Office Cost Center (COCC), The Housing Choice Voucher Program, the Consolidated Affordable Housing Program and LIHTC properties.

The budgeting process began in September and continued during the following months with an evaluation of actual expenses for the current year and an estimation of needs for 2024. During the review of the current year operating results consideration was given to any lingering effect of the COVID 19 pandemic on the current year operating results. In response to the pandemic, HHA transitioned the majority of the staff to remote work status in 2020. During 2022 the staff returned to the home office. For purposes of the 2024 budget the assumption was that the staff would continue to be primarily based at the home office.

The Houston Housing Authority assesses all expenditures necessary to support and operate the various programs of the Authority. All expenditures are allowable and direct charged or allocated to the specific program. The HHA developed these budgets using standard accounting requirements in

accordance with the Office of Management and Budget Circular A-87 (OMB A-87), Cost Principles for State, Local and Indian Tribe Governments (also at 2 CFR Part 225), as well as 24CFR Part 85, Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments.

Personnel costs are a significant portion of the overall budget. A position control report is used for determining personnel costs based on the agency's needs and denotes the funding source of the position based on the functional duties and responsibilities of the employee. The position control report is reviewed periodically to ensure an accurate reflection of the employee's function, and costs are charged to the respective agency according to OMB A-87 Attachment E, Section C, Paragraph 2, simplified method with direct salaries and wages the designated distribution base. The Position Control Report applies only to HHA employees. The plan for 2024 contemplates HHA operating as close to fully staffed as is possible.

All other administrative expenses are reviewed at the department level in an attempt to control costs to only those necessary for the operation of the department as it relates to the overall mission of HHA.

Revenues earned by the COCC are primarily from fees charged to the HCV and Low Rent Public Housing programs. The expenses associated with these revenues are reflected in the budgets for these programs. The fees charged are only those fees allowable by HUD. In addition to these fees certain other fees from the underwriting and monitoring of the PFC deals has been added to the projected income for the COCC.

The primary revenue earned by the HCV program is the administrative fee charged to the program based on the vouchers that are issued. This administrative fee, which makes up approximately 95% of the program revenue, is subject to proration depending upon the Federal Budget. For 2022 HCV administrative fees are being funded at a rate of 89%. For purposes of the 2024 budget, a proration level of 89% was estimated for the regular administrative fee.

For the size of the HCV program at HHA, each 1% change in the proration level impacts the program by approximately \$160,000.

There has historically been an annual adjustment of the per voucher administrative fee. We do not estimate what this increase will be and use this as a hedge against the risk that the actual proration may be slightly lower than the projected 89% level. In 2023 the fee increase was 3.68%, and a similar increase in 2024 would produce approximately \$500,000 in additional fees at the estimated 89% proration factor.

The two largest operating costs for the HCV program are personnel costs and the fees paid to the COCC, and these two expenses make up approximately 83% of the program operating costs.

The HCV department is always looking for ways to streamline the budget and operate more efficiently. In prior years the department took advantage of the additional fees provided under the CARES Act to accelerate the acquisition of computer equipment for the staff. This accelerated acquisition program will reduce the need to acquire similar equipment in the current year providing more flexibility with available funds.

Funding for the Affordable Housing program is also subject to proration. For 2024 the funding proration was Approximately 95%. The 2024 budget has been compiled utilizing an estimated 95% proration level. We have opted to use the same pro ration as the 2023 budget year in the preparation of the 2024 budget. There is a concern amongst certain industry support groups that the inflation in prices for utilities plus construction materials will have the effect of lowering the pro ration percentage. This concern was also present when the 2023 budgets were prepared and there was no mid year adjustment to the national pro-ration as a result of this concern. While not as dependent upon this portion of the budget as the HCV program, the estimated operating subsidy for Public Housing is still approximately 44% of the overall revenue projected for the program. For the size of the HHA program, each 1% change in the proration rate is worth approximately \$145,000 to the program at the 95% proration level.

The Affordable Housing budget including the LIHTC properties is developed using a project-based approach. All property budgets were calculated and then rolled up into consolidated budgets in accordance with asset management protocols and guidance provided by HUD. The total projected revenue for the Affordable Housing program and LIHTC properties is estimated to be \$49.1 million for 2024. Total net operating expenditures are estimated to be \$41.2 million, producing a net operating surplus prior to debt service of \$7.7 million. Deducting debt service for the properties, including the interest on the ESCO debt, is estimated to be at \$2.6 million, yielding a final projected surplus of approximately \$5.2 million.

This net positive operating budget is a result of continued efforts to reduce operating costs and the realization of utility savings from the continued fully implemented ESCO program. The operating expenses at the various properties will be closely monitored during the year as there are concerns about continuing inflationary price increases for repair and maintenance materials as well as the significant increases in insurance costs that have occurred over recent years. Allowances have been made for these continued increases within the 2024 budget.

In addition to routine operating expenses, the budget includes significant plans for non-routine/capital improvements. These expenditures are part of an ongoing process to maintain the aged portfolio of public housing properties. The majority of these type of costs will be covered by drawing funds from the capital fund grants available for this type of expenditure.

There is a process in place for requesting the utilization of these funds. The request originates with PHO and is routed to the REID department for coordination of procurement and scheduling. As the total non-routine/capital improvement needs exceed the current available capital funds grants, the projects are continually assessed and prioritized to maximize the impact on the properties and the utilization of the available grant funds.

The source of funds for these projects is the annual capital fund grant from HUD. The 2022 and 2023 capital fund grants were \$9.6 and \$8.5 million, respectively. We are optimistic that the 2024 capital grant will approximate the 2023 level providing much needed additional funds to help maintain the public housing properties. These capital fund grants are primary source of funds for the 2024 non-routine/capital improvement projects.

In addition to using these grant funds on the existing public housing portfolio, we anticipate using some of these grant funds to help cover the cost of new development activities as HHA continues to seek

ways to expand its housing portfolio. In addition, as projects that were part of the ESCO project are converted to RAD units in future years, capital funds will be utilized, when eligible, to pay off the related ESCO debt to complete the RAD conversion and remove debt payments from operating costs.

Where needed, HHA also procures the services of Architectural and Engineering firms to draft scopes of work to facilitate the procurement of these capital projects. HHA also makes use of the private management companies to assist on these projects.

The HHA is required by Section 6(c)(4) of the U.S. Housing Act of 1937 to submit Form HUD-52574 on the low-income housing program and provide a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. The HHA must make the following assertions regarding this budget:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditures are necessary for the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates the source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirements under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

It is my belief that we are in compliance with all of the criteria listed above.

The operating budget of the Houston Housing Authority (HHA) has been carefully developed, keeping in mind the agency's primary goals of a) Improving agency performance; b) Increasing quantity and quality of the housing stock; c) Increasing self-sufficiency, and d) Increasing customer and employee satisfaction. We have assessed all current year expenditures necessary to support and operate the agency's properties, facilities, central office, and programs to allow for the continued meeting of these goals.

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to the 2024 Budget for the Houston Housing Authority for the Central Office Cost Center, Housing Choice Voucher Program, and the Consolidated Affordable Housing Program and LIHTC properties and to file Form HUD-52574 with the Department of Housing and Urban Development, pursuant to the memorandum dated December 5, 2023, from Michael Rogers, Vice President for Fiscal and Business Operations to David A. Northern Sr., President & CEO.

Houston Housing Authority

Central Office Cost Center 2024 Operating Budget

Account Title	Annual Budget 2021	Annual Budget 2022	Annual Budget 2023	Annual Budget 2024
Operating Revenues & Fees				
Asset management Fees	6,450,597	6,458,151	6,637,785	6,566,900
CARES act revenue allocation	250,000	0	0	0
Miscellaneous Revenues	60,000	100,000	2,500,000	2,750,000
TOTAL OPERATING REVENUES & FEES	6,760,597	6,558,151	9,137,785	9,316,900
Administrative Expenses				
Administrative Salaries & Benefits	4,003,971	4,176,557	4,733,958	5,024,710
Other Employee Expenses	55,000	55,000	125,200	75,000
Consultants and Contractors	378,500	293,500	519,000	775,000
Legal	182,230	182,230	272,000	375,000
Travel & Training	160,350	182,350	217,000	275,000
Communication	235,409	245,409	166,520	550,000
Data Processing	268,708	154,958	306,804	625,000
Office Equipment Expense	34,620	32,420	51,800	15,000
Other Administrative Expense	355,250	358,450	390,500	375,000
Facilities Expense	351,760	351,760	351,760	325,000
Total Administrative Expenses	6,025,798	6,032,634	7,134,542	8,414,710
Resident Services	0	0	849,500	30,000
Maintenance Costs	9,500	9,500	35,000	25,000
Protective Services	0	0	25,000	50,000
Insurance Expenses	114,138	103,138	81,500	100,000
Other General Expenses	10,000	10,000	460,000	325,000
TOTAL OPERATING EXPENSES	6,159,436	6,155,272	8,585,542	8,944,710
NET CHANGE IN RESERVES	601,161	402,879	552,243	372,190

Houston Housing Authority

Housing Choice Voucher Program
2024 Operating Budget

All Programs

Account Title	Annual Budget 2021	Annual Budget 2022	Annual Budget 2023	Annual Budget 2024
<u>Operating Revenues & Fees</u>				
Administrative Fees Earned (80%)	12,130,709	13,539,767	15,093,123	14,750,000
CARES ACT Administrative Fee	2,500,000	0	0	0
Investment Income	0	0	0	1,250,000
Other Income	60,000	25,393	42,000	42,000
TOTAL OPERATING REVENUES & FEES	14,690,709	13,565,160	15,135,123	16,042,000
<u>Administrative Expenses</u>				
Administrative Salaries & Benefits	6,848,940	7,028,110	8,398,269	8,548,269
Consultants & Contractors	473,528	478,528	250,000	350,000
Legal	4,870	4,870	25,000	25,000
Travel & Training	166,500	182,500	135,000	375,000
Communication	223,500	273,500	181,500	500,000
Data Processing	427,700	452,000	170,000	300,000
Office Equipment Expense	71,000	81,000	50,000	25,000
Other Administrative Expense	174,800	174,800	181,000	425,000
COCC -Management Expense	3,890,537	4,047,449	4,618,062	4,468,062
Facilities Expense	477,400	477,400	477,400	477,400
Total Administrative Expenses	12,758,775	13,200,157	14,486,231	15,493,731
Resident Services Expenses	0	0	0	125,000
Maintenance Costs	0	0	0	0
Protective Services	75,000	75,000	75,000	75,000
Insurance Expenses	44,764	29,764	35,200	35,200
Other General Expenses	10,000	15,000	0	0
TOTAL OPERATING EXPENSES	12,888,539	13,319,921	14,596,431	15,728,931
CASH FLOW (DEFICIT) FROM OPERATIONS	1,802,170	245,239	538,692	313,069
I. T. Initiative - Paperless Conversion	250,000	0	0	0
TOTAL CASH FLOW (DEFICIT) - Administration	1,552,170	245,239	538,692	313,069
HAP Revenue	165,000,000	160,000,000	175,000,000	195,000,000
HAP Payments	165,000,000	160,000,000	175,000,000	195,000,000
NET HAP Activity	0	0	0	0

Houston Housing Authority

Resolution No. 3722

Affordable Rental Housing Programs - Consolidated

2024 Operating Budget

Account Title	Annual Budget 2021	Annual Budget 2022	Annual Budget 2023	Annual Budget 2024
Operating Revenues & Fees				
Tenant Rental Revenue	16,037,300	18,554,781	25,016,063	23,698,812
Operating Subsidy (95%)	17,075,844	15,799,071	15,902,230	13,800,158
Other Income	304,277	250,100	1,236,557	1,023,249
Capital Funds / Reserves	3,750,000	4,275,000	8,773,176	10,531,263
TOTAL OPERATING REVENUES & FEES	37,167,421	38,878,952	50,928,026	49,053,482
Administrative Expenses				
Administrative Salaries & Benefits	5,048,162	5,438,188	7,268,573	6,843,550
Other Employee Expenses	104,513	97,734	118,217	125,847
Consultants & Contractors	527,908	590,297	545,975	575,000
Legal	132,317	152,678	330,575	350,000
Travel & training	101,310	101,011	155,450	225,000
Communication	414,179	436,519	605,300	625,575
Data Processing	543,390	348,915	690,355	1,690,355
Office Equipment Expense	42,796	51,657	90,500	100,575
Other Administrative Expense	448,377	455,443	645,658	675,847
COCC -Management Expense	1,851,806	1,794,142	893,380	870,880
Agent Management Fees	1,127,196	1,141,166	1,184,319	1,202,376
Facilities Expense	85,168	85,449	83,403	85,000
Total Administrative Expenses	10,427,122	10,693,199	12,611,705	13,370,005
Resident Services				
Resident Services Salaries & Benefits	390,031	310,984	240,690	248,995
Resident Activities	40,000	33,928	68,340	75,000
Contract Costs	301,501	317,071	292,736	294,083
Resident Services Expenses	731,532	661,983	601,766	618,078
Utilities Expenses				
Water & Sewer	2,491,367	2,567,181	2,625,285	2,301,902
Electricity	1,349,127	1,244,395	1,550,485	1,612,631
Gas	357,403	351,606	375,503	317,615
Utilities Expenses	4,197,897	4,163,182	4,551,273	4,232,148
Maintenance Costs				
Maintenance Wages	3,383,316	3,512,386	3,187,788	3,284,605
Maintenance Materials Expenses	1,781,386	1,800,002	2,340,994	3,623,174
Maintenance Contractual Expenses	5,676,513	5,219,005	5,380,662	5,140,641
Maintenance Costs	10,841,215	10,531,393	10,909,444	12,048,420
Protective Services	2,134,929	2,084,749	2,496,558	2,572,201
Insurance Expenses	2,194,046	2,484,475	2,927,068	2,930,015
Other General Expenses	376,500	401,252	286,800	293,430
TOTAL OPERATING EXPENSES	30,903,241	31,020,233	34,384,614	36,064,297
NET OPERATING INCOME	6,264,180	7,858,719	16,543,412	12,989,185
Non-Routine Maintenance (Capital Funds)	4,000,000	4,400,000	8,898,176	5,125,673
Debt Service Payments	1,613,193	2,138,038	3,113,866	2,633,809
TOTAL CAPITAL AND DEBT SERVICE EXPENSES	5,613,193	6,538,038	12,012,042	7,759,482
Net Cash Flow from Operations	650,987	1,320,681	4,531,370	5,229,703

**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 the recommended changes to the Houston Housing Authority Money Accumulation Pension Plan Summary Plan Description (SPD).

2. Date of Board Meeting: December 19, 2023**3. Proposed Board Resolution:**

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary revisions to the Houston Housing Authority Money Accumulation Pension Plan Summary Plan Description (SPD) pursuant to the memorandum from Khadija K. Darr, Sr. Vice President of Administration dated December 11, 2023, to David A. Northern, Sr., President & CEO.

4. Department Head Approval

Signature

DocuSigned by:

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Date: 12/15/2023

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

Funds Budgeted and Available ☐ Yes ☐ No Source _____

VP of FO Approval

Signature

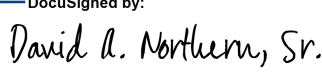
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Date: 12/15/2023

6. Approval of President & CEO

Signature

DocuSigned by:

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Date: 12/15/2023



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO
FROM: KHADIJA K. DARR, SR. VICE PRESIDENT OF ADMINISTRATION
SUBJECT: CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO APPROVE THE RECOMMENDED CHANGES TO THE HOUSTON HOUSING AUTHORITY MONEY ACCUMULATION PENSION PLAN SUMMARY PLAN DESCRIPTION (SPD).
DATE: DECEMBER 11, 2023

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary modifications to the Houston Housing Authority Money Accumulation Pension Plan Summary Plan Description (SPD) pursuant to the memorandum from Khadija K. Darr, Sr. Vice President of Administration dated December 11, 2023, to David A. Northern, Sr., President & CEO.

BACKGROUND:

HHA's Money Accumulation Pension Plan as currently written falls short of meeting the needs of HHA employees. In an effort to expand and enhance the plan, we have proactively negotiated a more comprehensive plan that addresses the needs of employees and aligns with industry standards. We are proposing the following enhancements:

- Allow pre-tax rollovers from other qualified plans
- Adjusted normal retirement age from 65 to 65 and 5 years of service effective 1/1/24
- Introduced web-based platform (iJoin) allowing for online functionality (enrollment, account maintenance, etc.)
- Added age 59 ½ in-service withdrawal option
- Addition of primary residence and general purpose loan options; hardship not required.
- Automated cash-out process of former employee's vested balances via PenChecks platform
- Replaced 8% voluntary contribution cap with a 23% limit to align with IRS guidelines
- Expanded hardship withdrawal reasons/timing to include:
 - Medical care expenses
 - Costs directly related to the purchase of an employee's principal residence
 - Payments necessary to prevent eviction or foreclosure of employees' principal residence
 - Funeral expenses for employees, immediate family, dependents or beneficiaries
 - Eligible expenses to repair damage to employee's principal residence
 - Qualified education expenses

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 the Houston Housing Authority Money Accumulation Pension Plan Summary Plan Description (SPD) pursuant to the memorandum from Khadija K. Darr, Sr. Vice President of Administration dated December 11, 2023, to David A. Northern, Sr., President & CEO.

HOUSTON HOUSING AUTHORITY MONEY ACCUMULATION PENSION PLAN

Plan Document Summary

Prepared as of 11/29/2023

This Plan Document Summary ("Summary") is intended to provide you with a high level overview of the major features of your plan based on the most recently drafted plan document in our files. The Summary is not intended to replace your plan document or Summary Plan Description (SPD). If this Summary describes any provisions of your plan that have not been adopted (including provisions in an amendment to the plan that has not been signed), those provisions will not be operational until the plan or amendment has been signed and dated. Finally, if the provisions described in this Summary and the plan document or SPD conflict, the provisions of the plan document and SPD govern.

EMPLOYER/PLAN INFORMATION [AA §1 / AA §2]

EFFECTIVE DATE OF PLAN:

- **Plan restatement/amendment effective:** 12-1-2023
- **Original effective date:** 10-30-1987

PLAN NUMBER: 001

EMPLOYER INFORMATION

Name: Houston Housing Authority
Address:
 2640 Fountainview
 Suite 407
 Houston, Texas 77057
Phone: 713-260-0516
EIN: 74-6001238

PARTICIPATING ERs: No

PLAN ADMINISTRATOR: Plan Administrator is Employer

ENTITY TYPE: Housing Authority

ER TAX YEAR END: 12-31

PLAN YEAR: Calendar Year

TRUSTEE:
 Matrix Trust Company

COMPENSATION [AA §5]

TOTAL COMPENSATION: Withholding Wages

Deferrals	ER/EE Contributions	Match
PLAN COMPENSATION: No Deferrals	PLAN COMPENSATION for following contribution sources: <ul style="list-style-type: none"> • Voluntary EE • Mandatory EE PLAN COMPENSATION: No exclusions COMPENSATION PERIOD: Plan Year COMPENSATION ONLY WHILE PARTICIPANT: Yes	PLAN COMPENSATION: No exclusions COMPENSATION PERIOD: Plan Year COMPENSATION ONLY WHILE PARTICIPANT: Yes

EXCLUDED EMPLOYEES [AA §3]

Deferrals	ER/EE Contributions	Match
No Deferrals	Excluded EEs for following contribution sources: <ul style="list-style-type: none"> • Voluntary EE • Mandatory EE Following Employees excluded: <ul style="list-style-type: none"> ▪ Collectively Bargained EEs ▪ Nonresident Aliens with no U.S. source income ▪ Leased EEs ▪ Part-time EEs ▪ Temporary EEs 	Following Employees excluded: <ul style="list-style-type: none"> ▪ Collectively Bargained EEs ▪ Nonresident Aliens with no U.S. source income ▪ Leased EEs ▪ Part-time EEs ▪ Temporary EEs

MINIMUM AGE AND SERVICE [AA §4]

Deferrals	ER/EE Contributions	Match
No Deferrals	Eligibility requirements apply to following contribution sources: <ul style="list-style-type: none"> • Voluntary EE • Mandatory EE Minimum Age: None Minimum Service: None	Minimum Age: None Minimum Service: None

ENTRY DATES [AA §4-2]

Deferrals	ER/EE Contributions	Match
No Deferrals	Entry Dates apply to following contribution sources: <ul style="list-style-type: none"> • Voluntary EE • Mandatory EE Entry Dates: Immediate Timing of Entry Dates: Coinciding with or next following	Entry Dates: Immediate Timing of Entry Dates: Coinciding with or next following

SALARY DEFERRALS [AA §6A]

NO SALARY DEFERRALS

FREQUENCY OF DEFERRAL CHANGES: As designated in Salary Reduction Agreement (or other written procedures)

IN-PLAN ROTH CONVERSIONS: No

EMPLOYER CONTRIBUTIONS
[AA §6]

NO EMPLOYER CONTRIBUTIONS

MATCHING CONTRIBUTIONS
[AA §6B]

MATCHING CONTRIBUTION FORMULA:

- The amount of the Employer Matching Contribution to be made for any particular month and with respect to any particular Participant shall be an amount, which when combined with forfeitures available for reallocation at that time, equals 8.5% of such eligible Participant's Compensation for that pay period. No Employer Matching Contributions will be made on behalf of any Participant with respect to a date subsequent to the date upon which the Participant severs from service with the Employer.

ELIGIBLE CONTRIBUTIONS: Following amounts are eligible for match:

- Mandatory After-Tax Contributions

LIMIT ON MATCHING CONTRIBUTIONS:

- Eligible Contributions up to 8.5% of Plan Compensation

PERIOD FOR DETERMINING MATCH: Payroll period

ALLOCATION CONDITIONS:

- No allocation conditions for Matching Contributions

AFTER-TAX CONTRIBUTIONS/ER PICK-UP CONTRIBUTIONS
[AA §6-7]

ALLOWED

VOLUNTARY AFTER-TAX MAXIMUM LIMIT: 23% of Plan Compensation

VOLUNTARY AFTER-TAX MINIMUM LIMIT: 1% of Plan Compensation

MANDATORY AFTER-TAX: 2% of Total Compensation

VESTING
[AA §8]

ER Contributions	Match
No ER contributions	Normal Vesting Schedule: Modified schedule: 0% immediately 20% after 1 YOS 40% after 2 YOS 60% after 3 YOS 80% after 4 YOS 100% after 5 YOS 100 after 6 YOS 100% after 7 YOS 100% after 8 YOS 100% after 9 YOS 100% after 10 YOS

EXCLUDED SERVICE: All service counts

INCREASE IN VESTING: Vesting increases to 100% upon:

- Death
- Termination of employment upon disability

SPECIAL VESTING PROVISIONS: Employees hired after 12/1/2023, must complete 5 years of service to become 100% vested at Normal Retirement Age

SPECIAL RULES:

ER Contributions	Match
No ER contributions	Elapsed Time

FORFEITURES:

ER Contributions	Match
No ER contributions	<ul style="list-style-type: none"> Employer may decide how to use forfeitures

RETIREMENT AGE AND DISTRIBUTIONS
[AA §7 / AA §9 / AA §10]

NORMAL RETIREMENT AGE: Age 65

FORM OF DISTRIBUTION:

- Lump sum
- Lump-sum payment may include two or more installments if the distributee's entire interest in the Plan is distributed within one taxable year of the distributee

SPOUSAL CONSENT: Not required

TIMING OF DISTRIBUTIONS – ABOVE \$5,000: Reasonable time following termination

TIMING OF DISTRIBUTIONS – NOT EXCEEDING \$5,000: Reasonable time following termination

INVOLUNTARY CASH-OUT THRESHOLD: \$5,000

AUTOMATIC ROLLOVER RULES: Do not apply to Cash-Outs less than \$1,000

Deferrals	ER Contributions	Match
In-Service Distributions: No Deferrals	In-Service Distributions: No ER contributions	In-Service Distributions: <ul style="list-style-type: none"> Age 59½ NRA Disability

ROLLOVER CONTRIBUTIONS: May be distributed at any time

AFTER-TAX CONTRIBUTIONS:

- Age 59½
- Hardship
- NRA
- Disability

LIMITS ON IN-SERVICE DISTRIBUTIONS:

- Must be 100% vested
- A participant may take only 2 in-service withdrawals in a 12-month period from Participant Contribution accounts and not more than 50 percent of Participant Contribution Accounts may be withdrawn in connection with any hardship casualty loss.

ADMINISTRATIVE PROVISIONS
[AA §2-8 / §11 / APPENDIX A / APPENDIX B]

Deferrals	ER/EE Contributions	Match
VALUATION DATE: No Deferrals	VALUATION DATE: Daily	VALUATION DATE: Annual

DEFINITION OF DISABLED:

- Determined by the Social Security Administration
- Determined by Plan Administrator

LOANS: Permitted

PARTICIPANT DIRECTION: Allowed

ROLLOVERS: Yes



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 Emphasys Software for one (1) year to allow transition to Yardi.

2. Date of Board Meeting: December 19, 2023

3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with Emphasys Software for a new software license agreement in an amount of \$572,880 for a period of one (1) year excluding possible future additional service purchases, pursuant to the memorandum from Roy Spivey, Director of Information Technology dated November 30, 2023 to David A. Northern, Sr., President & CEO.

4. Department Head Approval

Signature

DocuSigned by:
Roy Spivey
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Date: 12/15/2023

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

Funds Budgeted and Available ☐ Yes ☐ No Source _____

VP of FO Approval

Signature

DocuSigned by:
Mike Rogers
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Date: 12/15/2023

6. Approval of President & CEO

Signature

DocuSigned by:
David A. Northern, Sr.
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Date: 12/15/2023



Transforming Lives & Communities

MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO
FROM: ROY SPIVEY, DIRECTOR OF INFORMATION TECHNOLOGY
SUBJECT: CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO EXECUTE A CONTRACT WITH EMPHASYS SOFTWARE, ONE (1) YEAR NEW SOFTWARE LICENSE AGREEMENT.
DATE: NOVEMBER 30, 2024

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorize the President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to a contract with Emphasys Software for a new software license agreement in the amount of \$572,880 for a period of one (1) year excluding possible future additional service purchases.

BACKGROUND:

Emphasys Software provides HHA with a software package called Elite. HHA has utilized the software for operations and HUD compliance and data transmission since 2007. The software is both an operations and financial tool that manages both Section 8 (HCV) and PHO administration of HHA's portfolio. The package also provides the HHA with accounting and reporting software. The HHA has purchased to-date the following modules:

- | | |
|------------------------------|--------------------------------|
| • General Ledger, | • Payroll Human Resources, |
| • Accounts Payable, | • Partner |
| • Bank Book, | • Portal, |
| • Purchasing, | • Utility Tracking, |
| • Materials Inventory, | • Applicant Portal, |
| • Fixed Assets, | • Web application portal, |
| • Low Income Public Housing, | • HQS Touch Mobile Inspections |
| • Work Order, | (13 Licenses), |
| • Housing Choice Voucher, | • Elite Link to Budget Maestro |

We also host the following systems with Emphasys:

- Partner Portal,
- Applicant Portal and
- Web application portal.

The software maintenance agreement enables the HHA to operate using the most current versions of the software modules we have purchased.

The agreement requires Emphasys to deliver modifications and enhancements to the software to keep up with HUD regulatory updates and other changes to reporting requirements. Financial Technical and Accounting Maintenance Services also assist with working through accounting setups, accounting records, and processes to ensure staff use the system optimally.

The vendor offers an escalating support methodology with the following service levels:

Emphasys Service Level Agreement			
Level	Support Classification	Support Description	Initial Response
1	Urgent Service Error	1. Issue affecting the entire system or single critical production function; 2. System down or operating in a materially degraded state; 3. Data integrity at risk; 4. Declared a Critical Support Request by the State; or 5. Widespread access interruption	1 hour
2	High Service Error	1. Primary component failure that materially impairs its performance; or 2. Data entry or access is materially impaired on a limited basis	4 hours
3	Normal Service Error	1. Hosted Service is operating with minor issues that can be addressed with an acceptable (as determined by the agency) temporary work around. 2. Request for assistance, information, or services that are routine in nature	24 hours

Support hours coverage is from 8:00 AM - 8:00 PM Eastern Time, Monday through Friday.

Outside of the maintenance agreement, Emphasys also offers additional professional services to assist with training, custom report writing, custom programming services, and advanced financial services at an additional hourly rate. Occasionally, HHA will need to utilize these services to assist with various agency needs and will have additional spending for those services.

Previously, we had signed a new agreement each year, and the annual increase varied from 2.60% to 14.20 %. Below is the annual increase for the prior eight (8) years:

Year	Amount	% Increase
2023	\$229,968.00	4.50%
2022	\$220,065.00	4.50%
2021	\$210,589.00	4.30%
2020	\$200,488.00	5.60%
2019	\$189,862.66	2.62%
2018	\$185,007.45	10.97%
2017	\$166,712.34	14.20%
2016	\$145,986.22	4.00%
2015	\$140,371.40	

In a letter dated November 1, 2023, from Josh Beaver, Director of Sales and Marketing, Emphasys states that since they are no longer the preferred vendor going forward, they are no longer able to extend historical discounts and, therefore, are relegated to provide their software at the fair market and competitive pricing of \$572,880 for the year 2024. This is an increase of about 149%.

As we transition to Yardi, our anticipated go-live date is November 1, 2024, given there are no unexpected obstacles to the project.

EVALUATION PROCESS:

In April 2023, the Houston Housing Authority issued solicitation RFP 23-21 Primary Agency Software to determine if it was in the best interest of the agency to keep the current software provided, Emphasys, or move to a new system. On July 19, 2023, the Houston Housing Board of Commissioners authorized the President and CEO to negotiate a contract with Yardi Systems, Inc. to become the primary software system for HHA. It will take approximately one (1) year to facilitate the transfer of the system data from Emphasys to Yardi. During this period of time it will be necessary for HHA to continue using the Emphasys software as data is transferred to the new agency software. The expected completion of the project is November 30, 2024, with an additional month in the event of unexpected delays. This resolution authorizes HHA to put in place a contract with Emphasys to continue using the software as the transition process is performed.

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 Emphasys Software for a new software license agreement in an amount of \$572,880 for a period of one (1) year excluding possible future additional service purchases, pursuant to the memorandum from Roy Spivey, Director of Information Technology dated November 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 any and all documents, or take any other action, that is necessary or desirable to approve and enter into a Project-Based Voucher Program PBV Housing Assistance Payments Contract in relation to the acquisition and development of the Knowles-Rowland House to be located at or about 2019 Crawford Street, Houston, Texas 77002.

2. Date of Board Meeting: December 19, 2023

3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to execute any and all documents, or take any other action, that is necessary or desirable to approve and enter into a Project-Based Voucher Program PBV Housing Assistance Payments Contract in relation to the acquisition and development of the Knowles-Rowland House to be located at or about 2019 Crawford Street, Houston, Texas 77002, pursuant to the memorandum from Jay Mason, Director of REID dated December 5, 2023, to David A. Northern, Sr., President & CEO.

4. Department Head Approval

Signature DocuSigned by:
Jay Mason
FB1ADD6791F24F3... Date: 12/15/2023

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: 12/15/2023

6. Approval of President & CEO

Signature DocuSigned by:
David A. Northern, Sr.
9E0B1D8C1AF04AA... Date: 12/15/2023



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO: DAVID A. NORTHERN, SR. PRESIDENT & CEO
FROM: JAY MASON, DIRECTOR OF REID
SUBJECT: CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO EXECUTE ANY AND ALL DOCUMENTS, OR TAKE ANY OTHER ACTION, THAT IS NECESSARY OR DESIRABLE TO APPROVE AND ENTER INTO A PROJECT-BASED VOUCHER PROGRAM PBV HOUSING ASSISTANCE PAYMENTS CONTRACT IN RELATION TO THE ACQUISITION AND DEVELOPMENT OF THE KNOWLES-ROWLAND HOUSE TO BE LOCATED AT OR ABOUT 2019 CRAWFORD STREET, HOUSTON, TEXAS 77002.
DATE: DECEMBER 5, 2023

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to execute any and all documents or take any other action, that is necessary or desirable to approve and enter into a Project-Based Voucher Program PBV Housing Assistance Payments Contract in relation to the acquisition and development of Consideration and/or action to authorize the President & CEO or designee to execute any and all documents, or take any other action, that is necessary or desirable to approve and enter into a Project-Based Voucher Program PBV Housing Assistance Payments Contract in relation to the acquisition and development of the Knowles-Rowland House to be located at or about 2019 Crawford Street, Houston, Texas 77002, (the “**Project**”).

BACKGROUND

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

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

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

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

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

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

The intent of the RFP 22-46 was to solicit proposals for eligible properties from property owners who are interested in receiving PBV assistance. Under HUD regulations, certain properties owned or controlled by HHA are eligible for PBV assistance and may be eligible for selection under this RFP. HHA will enter into PBV HAP Contracts with selected property owners for designated rental units for an initial term of up to fifteen (15) years subject to funding availability. Rental assistance subsidies will be provided while eligible families occupy the rental housing units determined to meet housing quality standards. HHA's published subsidy standards will determine the appropriate unit size for the family size and composition.

EVALUATION PROCESS

To evaluate the proposals submitted, HHA established a PBV Selection Panel made up of the following five (5) HHA Staff:

- Gilda Jackson, Director of Economic Opportunities
- Adrian Hudspeth, HCVP Landlord Liaison
- Rakesha Thomas, Senior Manager of Mobility & Housing
- Kenneth Coles, Vice President of HCVP
- Jay Mason, Director of REID

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

Evaluation/Selection Criteria	Maximum Score
Supportive Services Plan and Capacity (Evaluated for all PSH, VASH and no-elderly/disabled projects for which more than 25% of units are proposed for PBV assistance or the project will serve the TAY preference)	20
Financial Feasibility (Evaluated for all projects)	20
Previous Experience of Applicant in Development and Property Management of Projects of Similar Scale for Similar Target Populations (Evaluated for all projects)	20
Project Design (Evaluated for all projects)	20
Development Serves the Homeless or Chronic Homeless Community (Evaluated for all projects) or the project will serve the TAY preference	20
High Opportunity or City-Designated Revitalization Area (Evaluated for all projects)	20
Total Points Possible (72% of Possible Points Required for Award)	120

The proposal(s) ranked as follows:

Rank	Firm/Company	M/WBE	Evaluation Rating
1	Knowles-Rowland House	N/A	108

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

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

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

DESCRIPTION OF WINNING PROPOSAL

Temenos CDC (Partner)

Temenos CDC has owned and operated affordable housing since 2006 (17 years). Their current portfolio includes 218 units at 1719 Gray Street, Houston, TX 77003; 2200 Jefferson Street, Houston, TX 77003; and 1703 Gray Street, Houston, TX 77003.

In addition, Temenos CDC has managed and maintained affordable housing since 2009 (14 years). To date, 138 units of permanent supportive/ affordable housing have been under the care of Temenos property management.

PROPERTY:

The Knowles-Rowland House is a new construction project situated on approximately 0.174 acres, in high opportunity area of Midtown Houston. The Midtown area has undergone significant revitalization after being designated a TIRZ, with new fair market residential developments, parks, cultural centers, institutions of higher education and museums. The project site is within 2 miles of these new amenities.

The project is the financing stage with construction scheduled to begin February 1, 2024. Occupancy is anticipated to start February 15, 2025. The targeted population for the PBVs will be households experiencing homelessness. 100% of the occupants will fit the HUD definition of chronically homeless.

PROPERTY DETAILS

- 1 building.
- 31-units comprised of zero-bedroom units with PBVs allocated to all 31 units (100%) with the following affordability:
 - 30% or below - 5 Units
 - 31 to 50% AMI – 10 Units
 - 51 to 80% AMI – 80 Units
- ADA Accessible Units - 3 Units.
- Units equipped for sensory impaired – 2 Units.
- All Units have a private bath and small kitchenette with microwave and refrigerator.
- Access (within .5 miles) to shopping, groceries, public schools, libraries, medical facilities, etc.
- Available, on-site parking.

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to execute any and all documents, or take any other action, that is necessary or desirable to approve and enter into a Project-Based Voucher Program PBV Housing Assistance Payments Contract in relation to the acquisition and development of the Knowles-Rowland House to be located at or about 2019 Crawford Street, Houston, Texas 77002, pursuant to the memorandum from Jay Mason, Director of REID dated December 5, 2023, to David A. Northern, Sr., President & CEO.

RESOLUTION NO. 3725

RESOLUTION AUTHORIZING THE PRESIDENT & CEO OR DESIGNEE TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO EXECUTE ANY AND ALL DOCUMENTS, OR TAKE ANY OTHER ACTION, THAT IS NECESSARY OR DESIRABLE TO APPROVE AND ENTER INTO A PROJECT-BASED VOUCHER PROGRAM PBV HOUSING ASSISTANCE PAYMENTS CONTRACT IN RELATION TO THE ACQUISITION AND DEVELOPMENT OF THE KNOWLES-ROWLAND HOUSE TO BE LOCATED AT OR ABOUT 2019 CRAWFORD ST., HOUSTON, TEXAS 77002 (THE “**PROJECT**”).

WHEREAS, the Board of Commissioners of the Houston Housing Authority (the “**Authority**”) desires to participate in the acquisition and development of the Project; and

WHEREAS, upon such acquisition, the Knowles-Rowland House, LP, a Texas limited partnership upon such acquisition, (the “**Partnership**”) will enter into development financing for the Project as provided for in the Resolution and desires that certain of the units in the Project be project-based voucher units under the HUD Section 8 Project Based Voucher program (“**PBV Units**”) and in connection therewith, the Partnership desires to enter into a Section 8 Project-Based Voucher Program PBV Housing Assistance Payment Contract and related documents to be entered into by the Partnership, including but not limited to certifications, assignments and such other documents, all upon such terms and conditions as the Partnership deems reasonable (the “**PBV Documents**”);

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

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

BE IT RESOLVED, that the President and Chief Executive Officer of the Authority and/or any officer of the Authority and/or his/her designee (the “**Executing Officer**”), acting alone, is hereby authorized to review, approve and execute all certificates, affidavits, agreements, documents and other writings necessary and/or related to the foregoing matters the Executing Officer shall deem to be necessary or desirable in the consummation of the transactions herein contemplated, including, without limitation the PBV Documents, and any other Project financing that require the Authority’s signature (collectively, the “**Agreements**”);

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

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

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

[Remainder of page intentionally left blank for signature]

PASSED 19th of December, 2023.

ATTEST:

CHAIR

Secretary



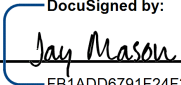
Transforming Lives & Communities

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

Consideration and/or take action to authorize the President & CEO or designee to take all actions necessary or convenient to negotiate, execute, make changes to, and facilitate an easement agreement with the Buffalo Bayou Partnership; and approving such other actions necessary or convenient to carry out this resolution; and the execution of all required documents therefor.

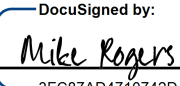
2. Date of Board Meeting: December 19, 2023**3. Proposed Board Resolution:**

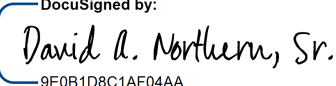
Resolution: That the Houston Housing Authority Board of Commissioners, authorizes the President & CEO or designee to take all actions necessary or convenient to (1) negotiate, execute, make changes to, and facilitate an easement agreement with the Buffalo Bayou Partnership granting a permanent, perpetual, exclusive easement upon, over, across and through that certain tract of land on the northern portion of the 800 Middle Street site (the **"Proposed Easement Area"**) and (2) approve such other actions necessary or convenient to carry out this resolution; and the execution of all required documents therefor, pursuant to the memorandum from Jay Mason, Director of REID, dated December 5, 2023, to David A. Northern, Sr., President & CEO.

4. Department Head Approval Signature  Date: 12/15/2023
DocuSigned by: FB1ADD6791F24F3...

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

Funds Budgeted and Available ☒ Yes ☐ No Source Third Party Funding

VP of FO Approval Signature  Date: 12/15/2023
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6. Approval of President & CEO Signature  Date: 12/15/2023
DocuSigned by: 9E0B1D8C1AF04AA...



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 TAKE ALL ACTIONS NECESSARY OR CONVENIENT TO (1) NEGOTIATE, EXECUTE, MAKE CHANGES TO, AND FACILITATE AN EASEMENT AGREEMENT WITH THE BUFFALO BAYOU PARTNERSHIP GRANTING A PERMANENT, PERPETUAL, EXCLUSIVE EASEMENT UPON, OVER, ACROSS AND THROUGH THAT CERTAIN TRACT OF LAND ON THE NORTHERN PORTION OF THE 800 MIDDLE STREET SITE (THE "**PROPOSED EASEMENT AREA**") AND (2) APPROVE SUCH OTHER ACTIONS NECESSARY OR CONVENIENT TO CARRY OUT THIS RESOLUTION; AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.
DATE: DECEMBER 5, 2023

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorize the President & CEO or designee to (1) negotiate, execute, make changes to, and facilitate an easement agreement with the Buffalo Bayou Partnership granting a permanent, perpetual, exclusive easement upon, over, across and through that certain tract of land on the northern portion of the 800 Middle Street site (the "**Proposed Easement Area**") and (2) approve such other actions necessary or convenient to carry out this resolution; and the execution of all required documents therefor.

BACKGROUND:

The Houston Housing Authority (the "**Authority**") is the owner of certain real property located at 800 Middle St., Houston, Harris County, Texas 77003 (the "**Land**"), which Land is inclusive of the Proposed Easement Area.

The Buffalo Bayou Partnership, a Texas nonprofit corporation ("**BBP**"), desires to design and construct a hike and bike trail improvement project along the Buffalo Bayou which will include extending its existing hike and bike trail on the Proposed Easement Area along the Buffalo Bayou in the location shown on Exhibit "A", and desires the Authority to grant, sell, and convey a permanent, perpetual, exclusive easement (the "**Easement**") for recreation and conservation purposes associated with the installation, construction, maintenance, reconstruction, replacement, repair, upgrade, removal, use and operation of a multi-use recreational trail for pedestrian and bicycle traffic, and landscaping and other improvements (the "**Facilities**").

The Authority wishes to facilitate BBP's design, construction, maintenance and operation of the Facilities by agreeing to desires to grant, sell, and convey the Easement, and in connection therewith, the Authority may be required to execute and enter into various documents which will evidence the Easement, including, but not limited to, an Easement Agreement between the Authority and BBP (the "**Easement Agreement**"), and any instruments, agreements, acknowledgements or other communications as may be

necessary, appropriate, or incidental to effect the conveyance of the Easement and otherwise accomplish the purpose of the foregoing resolutions.

The Authority, in entering into the Easement Agreement, is seeking to meet BBP's goals to make the Buffalo Bayou East a destination area/trail, not only for the future residents at The Pointe at Bayou Bend (formerly known as the 800 Middle Project), but also for the Communities of the Greater East End and Fifth Ward who have long been separated from their Buffalo Bayou, and one another.

Buffalo Bayou East plans to reunite neighborhoods and create a common meeting ground to gather and experience this part of Houston. This comprehensive network of trails, on-street bikeways, green fingers, promenades, and multi-modal connections provides vital linkages giving all Houstonians people an opportunity to embrace the Buffalo Bayou and to see Houston from a unique perspective.

The Facilities will also benefit the Authority by encouraging pedestrian traffic and enhance pedestrian safety, and will provide pedestrian links across the Buffalo Bayou to downtown Houston.

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 negotiate, execute, make changes to, and facilitate the Easement Agreement with BBP, and to grant, sell, and convey the Easement.

The Board authorizes the President and Chief Executive Officer of the Authority and/or his designee to execute 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 authorize the President & CEO or designee to (1) negotiate, execute, make changes to, and facilitate an easement agreement with the Buffalo Bayou Partnership granting a permanent, perpetual, exclusive easement upon, over, across and through that certain tract of land on the northern portion of the 800 Middle Street site (the "**Proposed Easement Area**") and (2) approve such other actions necessary or convenient to carry out this resolution; and the execution of all required documents

Resolution No. 3726

therefor, pursuant to the memorandum from Jay Mason, Director of REID, dated December 5, 2023, to David A. Northern, Sr., President & CEO.

RESOLUTION NO. 3726

RESOLUTION AUTHORIZING THE PRESIDENT & CEO OR DESIGNEE TO TAKE ALL ACTIONS NECESSARY OR CONVENIENT TO (1) NEGOTIATE, EXECUTE, MAKE CHANGES TO, AND FACILITATE AN EASEMENT AGREEMENT WITH THE BUFFALO BAYOU PARTNERSHIP GRANTING A PERMANENT, PERPETUAL, EXCLUSIVE EASEMENT UPON, OVER, ACROSS AND THROUGH THAT CERTAIN TRACT OF LAND ON THE NORTHERN PORTION OF THE 800 MIDDLE STREET SITE (THE “PROPOSED EASEMENT AREA”) AND (2) APPROVE SUCH OTHER ACTIONS NECESSARY OR CONVENIENT TO CARRY OUT THIS RESOLUTION; AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.

WHEREAS, the Houston Housing Authority (the “**Authority**”) is the owner of certain real property located at 800 Middle St., Houston, Harris County, Texas 77003 (the “**Land**”), which Land is inclusive of the Proposed Easement Area;

WHEREAS, the Buffalo Bayou Partnership, a Texas nonprofit corporation (“**BBP**”), desires to design and construct a hike and bike trail improvement project along the Buffalo Bayou which will include extending its existing hike and bike trail on the Proposed Easement Area along the Buffalo Bayou in the location shown on Exhibit “A”, and desires the Authority to grant, sell, and convey a permanent, perpetual, exclusive easement (the “**Easement**”) for recreation and conservation purposes associated with the installation, construction, maintenance, reconstruction, replacement, repair, upgrade, removal, use and operation of a multi-use recreational trail for pedestrian and bicycle traffic, and landscaping and other improvements (the “**Facilities**”);

WHEREAS, the Authority wishes to facilitate BBP’s design, construction, maintenance and operation of the Facilities by agreeing to grant, sell, and convey the Easement, and in connection therewith, the Authority may be required to execute and enter into various documents which will evidence the Easement, including, but not limited to, an Easement Agreement between the Authority and BBP (the “**Easement Agreement**”), and any instruments, agreements, acknowledgements or other communications as may be necessary, appropriate, or incidental to effect the conveyance of the Easement and otherwise accomplish the purpose of the foregoing resolutions;

WHEREAS, the Authority, in entering into the Easement Agreement, is seeking to meet BBP’s goals to make the Buffalo Bayou East a destination area/trail, not only for the future residents at The Pointe at Bayou Bend (formerly known as the 800 Middle Project), but also for the Communities of the Greater East End and Fifth Ward who have long been separated from their Buffalo Bayou, and one another;

WHEREAS, Buffalo Bayou East plans to reunite neighborhoods and create a common meeting ground to gather and experience this part of Houston; and this comprehensive network of trails, on-street bikeways, green fingers, promenades, and multi-modal connections provides vital linkages giving all Houstonians people an opportunity to embrace the Buffalo Bayou and to see Houston from a unique perspective; and

WHEREAS, the Facilities will also benefit the Authority by encouraging pedestrian traffic and enhance pedestrian safety, and will provide pedestrian links across the Buffalo Bayou to downtown Houston;

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

BE IT RESOLVED, that the President and Chief Executive Officer of the Authority and/or his designee is hereby authorized to negotiate, execute, make changes to, and facilitate the Easement Agreement with BBP, and to grant, sell, and convey the Easement; and

BE IT FURTHER RESOLVED, that the President and Chief Executive Officer of the Authority and/or his designee is hereby authorized to execute 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; and

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

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

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

[Remainder of page intentionally left blank for signature]

PASSED 19th of December, 2023.

ATTEST:

CHAIR

Secretary

Exhibit "A"

PROPOSED EASEMENT AREA

**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 Memorandum of Understanding with Columbia Independence Heights, LLC for the development of Independence Heights II (the “**Project**”) to be located at or about North Main, Crosstimbers Road, Yale Street and 45th Street, Houston, Texas, to take such actions necessary or convenient to facilitate the development of the Project, and the execution of all required documents therefor.

2. Date of Board Meeting: December 19, 2023**3. Proposed Board Resolution:**

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to execute a Memorandum of Understanding with Columbia Independence Heights, LLC for the development of Independence Heights II (the “**Project**”) to be located at or about North Main, Crosstimbers Road, Yale Street and 45th Street, Houston, Texas, to take such actions necessary or convenient to facilitate the development of the Project, and the execution of all required documents therefor, pursuant to the memorandum from Jay Mason, Director of REID dated December 6, 2023, to David A. Northern, Sr., President & CEO.

4. Department Head Approval Signature Jay Mason Date: 12/15/2023
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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 Mike Rogers Date: 12/15/2023
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6. Approval of President & CEO Signature David A. Northern, Sr. Date: 12/15/2023
DocuSigned by: 9E0B1D8C1AF04AA...



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO
FROM: JAY MASON, DIRECTOR OF REID
SUBJECT: CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH COLUMBIA INDEPENDENCE HEIGHTS, LLC FOR THE DEVELOPMENT OF INDEPENDENCE HEIGHTS II (THE “**PROJECT**”) TO BE LOCATED AT OR ABOUT NORTH MAIN, CROSTIMBERS ROAD, YALE STREET AND 45TH STREET, HOUSTON, TEXAS, TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO FACILITATE THE DEVELOPMENT OF THE PROJECT, AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.
DATE: DECEMBER 6, 2023

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to execute a Memorandum of Understanding with Columbia Independence Heights, LLC for the development of Independence Heights II (the “**Project**”) to be located at or about North Main, Crosstimbers Road, Yale Street and 45th Street, Houston, Texas, to take such actions necessary or convenient to facilitate the development of the Project, and the execution of all required documents therefor, pursuant to the memorandum from Jay Mason, Director of REID dated December 19, 2023, to David A. Northern, Sr., President & CEO.

BACKGROUND

The Authority desires to negotiate and enter into a Memorandum of Understanding (“**MOU**”) to set forth the terms of the agreement with Columbia Independence Heights, LLC (“**Columbia**”), for the construction of the Project.

In the event the MOU is terminated and pursuant to the terms of the MOU, the Authority desires to reimburse Columbia for pre-development costs actually incurred of up to \$2,000,000 for architectural, engineering, and other third-party costs.

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to execute a Memorandum of Understanding with Columbia Independence Heights, LLC for the development of Independence Heights II (the “**Project**”) to be located at or about North Main, Crosstimbers Road, Yale Street and 45th Street, Houston, Texas, to take such actions necessary or convenient to facilitate the development of the Project, and the execution of all required documents therefor, pursuant to the memorandum from Jay Mason, Director of REID dated December 6, 2023, to David A. Northern, Sr., President & CEO.

RESOLUTION NO. 3727

RESOLUTION AUTHORIZING THE PRESIDENT & CEO OR AUTHORIZED REPRESENTATIVE OF THE HOUSTON HOUSING AUTHORITY (THE “AUTHORITY”) TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH COLUMBIA INDEPENDENCE HEIGHTS, LLC FOR THE DEVELOPMENT OF INDEPENDENCE HEIGHTS II (THE “PROJECT”), TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO FACILITATE THE DEVELOPMENT OF THE PROJECT, AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.

WHEREAS, the Authority desires to negotiate and enter into a Memorandum of Understanding (“**MOU**”) to set forth the terms of the agreement with Columbia Independence Heights, LLC (“**Columbia**”), for the construction of the Project;

WHEREAS, in the event the MOU is terminated and pursuant to the terms of the MOU, the Authority desires to reimburse Columbia for pre-development costs actually incurred of up to \$2,000,000 for architectural, engineering, and other third-party costs;

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

BE IT RESOLVED, that the President and Chief Executive Officer of the Authority and/or any officer of the Authority and/or his/her designee (the “**Executing Officer**”), acting alone, is hereby authorized to review, approve and execute all certificates, affidavits, agreements, documents and other writings necessary and/or related to the foregoing matters the Executing Officer shall deem to be necessary or desirable in the consummation of the transactions herein contemplated, including, without limitation the MOU, and any and all documents contemplated in connection with the construction of the Project, and any documents contemplated in connection with any other Project financing that require the Authority’s signature (collectively, the “**Agreements**”);

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

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

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

[Remainder of page intentionally left blank for signature]

PASSED 19th of December, 2023.

ATTEST:

CHAIR

Secretary

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


Consideration and/or take action to authorize the President & CEO or designee to facilitate the acquisition and rehabilitation of Alexis Luxury Apartments located at or about 4604 Cypresswood Dr., Spring, Texas 77379, and the execution of all required documents therefor.

2. Date of Board Meeting: December 19, 2023**3. Proposed Board Resolution:**

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or authorized representative of the Houston Housing Authority (the “**Authority**”) to take such actions necessary or convenient to facilitate the acquisition and rehabilitation of Alexis Luxury Apartments located at or about 4604 Cypresswood Dr., Spring, Texas 77379 (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 December 5, 2023, to David A. Northern, Sr., President & CEO.

4. Department Head Approval

Signature

DocuSigned by:

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Date: 12/15/2023

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

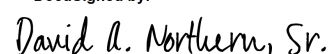
Signature

DocuSigned by:

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Date: 12/15/2023

6. Approval of President & CEO

Signature

DocuSigned by:

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Date: 12/15/2023



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO
FROM: JAY MASON, DIRECTOR OF REID
SUBJECT: CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR AUTHORIZED REPRESENTATIVE OF THE HOUSTON HOUSING AUTHORITY TO FACILITATE THE ACQUISITION AND REHABILITATION OF ALEXIS LUXURY APARTMENTS LOCATED AT OR ABOUT 4604 CYPRESSWOOD DR., SPRING, TEXAS 77379 AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.
DATE: DECEMBER 5, 2023

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO or authorized representative of the Houston Housing Authority (the “**Authority**”) to take such actions necessary or convenient to facilitate the acquisition and rehabilitation of Alexis Luxury Apartments located at or about 4604 Cypresswood Dr., Spring, Texas 77379 (the “**Project**”) using an ownership structure under Chapter 392 of the Texas Local Government Code and without the usage of a public facility corporation, and the execution of all required documents therefor.

BACKGROUND

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

Upon such acquisition, the Authority and Heritage Alexis SPE, LLC, a Texas limited liability company (the “**Company**”), that of which the managing member is APV Alexis MM, LLC, a Texas limited liability company (the “**Managing Member**”), that of which is wholly owned by APV Redevelopment Corporation, a Texas nonprofit corporation and sponsored affiliate of the Authority (“**APV**”), will enter into a ground lease (the “**Ground Lease**”) granting site control of the Land to the Company.

Pursuant to the terms of the Ground Lease, no less than 50% of the units in the Project will be reserved for or occupied by individuals or families earning less than 60% of area median income.

The Company desires to obtain a loan from Greystone Servicing Company LLC, a Delaware limited liability company (the “**Lender**”) in an aggregate principal amount not to exceed \$11,500,000 (the “**Loan**”), and in connection therewith, the Lender may require the Authority to join in the execution of documents evidencing the Loan (the “**Loan Documents**”).

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or authorized representative of the Houston Housing Authority (the “**Authority**”) to take such actions necessary or convenient to facilitate the acquisition and rehabilitation of Alexis Luxury Apartments located at or about 4604 Cypresswood Dr., Spring, Texas 77379 (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 December 5, 2023, to David A. Northern, Sr., President & CEO.

RESOLUTION NO. 3728

RESOLUTION AUTHORIZING THE PRESIDENT & CEO OR AUTHORIZED REPRESENTATIVE OF THE HOUSTON HOUSING AUTHORITY (THE “AUTHORITY”) TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO FACILITATE THE ACQUISITION AND REHABILITATION OF ALEXIS LUXURY APARTMENTS LOCATED AT OR ABOUT 4604 CYPRESSWOOD DR., SPRING, TEXAS 77379 (THE “PROJECT”), AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.

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

WHEREAS, upon such acquisition, the Authority and Heritage Alexis SPE, LLC, a Texas limited liability company (the “**Company**”), that of which the managing member is APV Alexis MM, LLC, a Texas limited liability company (the “**Managing Member**”), that of which is wholly owned by APV Redevelopment Corporation, a Texas nonprofit corporation and sponsored affiliate of the Authority (“**APV**”), will enter into a ground lease (the “**Ground Lease**”) granting site control of the Land to the Company; and

WHEREAS, pursuant to the terms of the Ground Lease, no less than 50% of the units in the Project will be reserved for or occupied by individuals or families earning less than 60% of area median income;

WHEREAS, the Company desires to obtain a loan from Greystone Servicing Company LLC, a Delaware limited liability company (the “**Lender**”) in an aggregate principal amount not to exceed \$11,500,000 (the “**Loan**”), and in connection therewith, the Lender may require the Authority to join in the execution of documents evidencing the Loan (the “**Loan Documents**”);

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

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

BE IT FURTHER RESOLVED, that all acts, transactions, or agreements undertaken prior hereto by the Executing Officer in connection with the foregoing matters are hereby ratified and

confirmed as the valid actions of the Authority, effective as of the date such actions were taken;
and

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

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

[Remainder of page intentionally left blank for signature]

Resolution No. 3728

PASSED 19th of December, 2023.

ATTEST:

CHAIR


Secretary

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

Consideration and/or take action to authorize the President & CEO or designee to facilitate the acquisition and rehabilitation of Apex Apartments located at or about 8520 Madie Dr., Houston, Texas 77022, and the execution of all required documents therefor.


2. Date of Board Meeting: December 19, 2023**3. Proposed Board Resolution:**

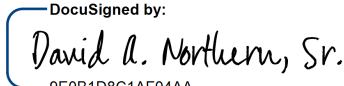
Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or authorized representative of the Houston Housing Authority (the “**Authority**”) to take such actions necessary or convenient to facilitate the acquisition and rehabilitation of Apex Apartments located at or about 8520 Madie Dr., Houston, Texas 77022 (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 December 5, 2023, to David A. Northern, Sr., President & CEO.

4. Department Head Approval Signature  Date: 12/15/2023
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5. Statement regarding availability of funds by VP of Fiscal Operations

Funds Budgeted and Available ☒ Yes ☐ No Source Third Party Funding

VP of FO Approval Signature  Date: 12/15/2023
DocuSigned by: 3FC87AD4710742D...

6. Approval of President & CEO Signature  Date: 12/15/2023
DocuSigned by: 9E0B1D8C1AF04AA...



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO
FROM: JAY MASON, DIRECTOR OF REID
SUBJECT: CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR AUTHORIZED REPRESENTATIVE OF THE HOUSTON HOUSING AUTHORITY TO FACILITATE THE ACQUISITION AND REHABILITATION OF APEX APARTMENTS LOCATED AT OR ABOUT 8520 MADIE DR., HOUSTON, TEXAS 77022, AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.
DATE: DECEMBER 5, 2023

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO or authorized representative of the Houston Housing Authority (the “**Authority**”) to take such actions necessary or convenient to facilitate the acquisition and rehabilitation of Apex Apartments located at or about 8520 Madie Dr., Houston, Texas 77022 (the “**Project**”) using an ownership structure under Chapter 392 of the Texas Local Government Code and without the usage of a public facility corporation, and the execution of all required documents therefor.

BACKGROUND

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

Upon such acquisition, the Authority and Heritage Apex SPE, LLC, a Texas limited liability company (the “**Company**”), that of which the managing member is APV Apex MM, LLC, a Texas limited liability company (the “**Managing Member**”), that of which is wholly owned by APV Redevelopment Corporation, a Texas nonprofit corporation and sponsored affiliate of the Authority (“**APV**”), will enter into a ground lease (the “**Ground Lease**”) granting site control of the Land to the Company.

Pursuant to the terms of the Ground Lease, no less than 50% of the units in the Project will be reserved for or occupied by individuals or families earning less than 60% of area median income.

The Company desires to obtain a loan from Greystone Servicing Company LLC, a Delaware limited liability company (the “**Lender**”) in an aggregate principal amount not to exceed \$9,000,000 (the “**Loan**”), and in connection therewith, the Lender may require the Authority to join in the execution of documents evidencing the Loan (the “**Loan Documents**”).

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or authorized representative of the Houston Housing Authority (the “**Authority**”) to take such actions necessary or convenient to facilitate the acquisition and rehabilitation of Apex Apartments located at or about 8520 Madie Dr., Houston, Texas 77022 (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 December 5, 2023, to David A. Northern, Sr., President & CEO.

RESOLUTION NO. 3729

RESOLUTION AUTHORIZING THE PRESIDENT & CEO OR AUTHORIZED REPRESENTATIVE OF THE HOUSTON HOUSING AUTHORITY (THE “AUTHORITY”) TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO FACILITATE THE ACQUISITION AND REHABILITATION OF APEX APARTMENTS LOCATED AT OR ABOUT 8520 MADIE DR., HOUSTON, TEXAS 77022 (THE “PROJECT”), AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.

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

WHEREAS, upon such acquisition, the Authority and Heritage Apex SPE, LLC, a Texas limited liability company (the “**Company**”), that of which the managing member is APV Apex MM, LLC, a Texas limited liability company (the “**Managing Member**”), that of which is wholly owned by APV Redevelopment Corporation, a Texas nonprofit corporation and sponsored affiliate of the Authority (“**APV**”), will enter into a ground lease (the “**Ground Lease**”) granting site control of the Land to the Company; and

WHEREAS, pursuant to the terms of the Ground Lease, no less than 50% of the units in the Project will be reserved for or occupied by individuals or families earning less than 60% of area median income;

WHEREAS, the Company desires to obtain a loan from Greystone Servicing Company LLC, a Delaware limited liability company (the “**Lender**”) in an aggregate principal amount not to exceed \$9,000,000 (the “**Loan**”), and in connection therewith, the Lender may require the Authority to join in the execution of documents evidencing the Loan (the “**Loan Documents**”);

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

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

BE IT FURTHER RESOLVED, that all acts, transactions, or agreements undertaken prior hereto by the Executing Officer in connection with the foregoing matters are hereby ratified and

confirmed as the valid actions of the Authority, effective as of the date such actions were taken;
and

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

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

[Remainder of page intentionally left blank for signature]

Resolution No. 3729

PASSED 19th of December, 2023.

ATTEST:

CHAIR

Secretary



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 Memorandum of Understanding with SLM Woodland Hills DevCo, LLC for the construction of The Arboretum at Woodland Hills, an apartment community to be located at or about 4028 FM 1960 Rd., Humble, Texas 77346.

2. Date of Board Meeting: December 19, 2023

3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with SLM Woodland Hills DevCo, LLC for the construction of The Arboretum at Woodland Hills, an apartment community to be located at or about 4028 FM 1960 Rd., Humble, Texas, 77346, for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Director of REID, dated December 6, 2023, to David A. Northern, Sr., President & CEO.

4. Department Head Approval

Signature Jay Mason Date: 12/15/2023
DocuSigned by: FB1ADD6791F24F3...

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: 12/15/2023
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6. Approval of President & CEO

Signature David A. Northern, Sr. Date: 12/15/2023
DocuSigned by: 9E0B1D8C1AF04AA...



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO
FROM: JAY MASON, DIRECTOR OF REID
SUBJECT: CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH SLM WOODLAND HILLS DEVCO, LLC FOR THE CONSTRUCTION OF THE ARBORETUM AT WOODLAND HILLS, AN APARTMENT COMMUNITY TO BE LOCATED AT OR ABOUT 4028 FM 1960 RD., HUMBLE, TEXAS 77346.
DATE: DECEMBER 6, 2023

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with SLM Woodland Hills DevCo, LLC for the construction of The Arboretum at Woodland Hills, an apartment community to be located at or about 4028 FM 1960 Rd., Humble, Texas, 77346.

BACKGROUND:

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

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

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

PROPOSED DEVELOPMENT:

The Arboretum at Woodland Hills is a proposed 356-unit affordable apartment project in the northeast area of Houston, TX. The entire subject parcel is located approximately 2.5 miles east of Humble at the intersection of FM 1960 and Woodland Hills Drive. The Arboretum at Woodland Hills includes 90 one-bedroom units, 200 two-bedroom units, 30 three-bedroom units, and 36 four-bedroom units.

AFFORDABLE UNITS:

100% (356 units) of the units would be @ 60% AMI. Total Affordable units are 356 Units.

	60% AMI	Total
1 Bedroom	90	90
2 Bedrooms	200	200
3 Bedrooms	30	30
4 Bedrooms	36	36
Totals	356	356
Percentages	100.00%	100.00%

EVALUATION PROCESS:

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

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with SLM Woodland Hills DevCo, LLC for the construction of The Arboretum at Woodland Hills, an apartment community to be located at or about 4028 FM 1960 Rd., Humble, Texas, 77346, for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Jay Mason, Director of REID, dated December 6, 2023, to David A. Northern, Sr., President & CEO.

RESOLUTION NO. 3730**RESOLUTION AUTHORIZING THE PRESIDENT & CEO OR AUTHORIZED REPRESENTATIVE OF THE HOUSTON HOUSING AUTHORITY (THE “AUTHORITY”) TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH REGARD TO THE ARBORETUM AT WOODLAND HILLS.**

WHEREAS, the Authority desires to negotiate and enter into a Memorandum of Understanding (“**MOU**”) to set forth the terms of the agreement with SLM Woodland Hills DevCo, LLC (“**SLM**”), for the construction of the Project;

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

BE IT RESOLVED, that the President and Chief Executive Officer of the Authority and/or any officer of the Authority and/or his/her designee (the “**Executing Officer**”), acting alone, is hereby authorized to review, approve and execute all certificates, affidavits, agreements, documents and other writings necessary and/or related to the forgoing matters the Executing Officer shall deem to be necessary or desirable in the consummation of the transactions herein contemplated, including, without limitation the MOU, and any and all documents contemplated in connection with the partnership’s construction of the Project, and any documents contemplated in connection with the ground lease, and any other Project financing that require the Authority’s signature (collectively, the “**Agreements**”);

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

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

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

[Remainder of page intentionally left blank for signature]

Resolution No. 3730

PASSED 19th of December, 2023.

ATTEST:

CHAIR

Secretary

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

Consideration and/or take action to authorize the President & CEO or designee to facilitate the acquisition of Bellfort Pines located at or about 8300 Canyon Street, Houston, Texas 77051, and the execution of all required documents therefor.

2. Date of Board Meeting: December 19, 2023**3. Proposed Board Resolution:**

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or authorized representative of the Houston Housing Authority (the “**Authority**”) to take such actions necessary or convenient to facilitate the acquisition of Bellfort Pines located at or about 8300 Canyon Street, Houston, Texas 77051 (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 December 6, 2023, to David A. Northern, Sr., President & CEO.

4. Department Head Approval

Signature

DocuSigned by:

Jay Mason

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Date: 12/15/2023

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

Funds Budgeted and Available

☒

Yes

☐

No

Source Third Party Funding

VP of FO Approval

Signature

DocuSigned by:

Mike Rogers

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Date: 12/15/2023

6. Approval of President & CEO

Signature

DocuSigned by:

David A. Northern, Sr.

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Date: 12/15/2023



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO
FROM: JAY MASON, DIRECTOR OF REID
SUBJECT: CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO FACILITATE THE ACQUISITION OF BELLFORT PINES LOCATED AT OR ABOUT 8300 CANYON STREET, HOUSTON, TEXAS 77051, AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.
DATE: DECEMBER 6, 2023

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO or authorized representative of the Houston Housing Authority (the “**Authority**”) to take such actions necessary or convenient to facilitate the acquisition of Bellfort Pines located at or about 8300 Canyon Street, Houston, Texas 77051 (the “**Project**”) using an ownership structure under Chapter 392 of the Texas Local Government Code and without the usage of a public facility corporation, and the execution of all required documents therefor.

BACKGROUND

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

Upon such acquisition, the Authority and Houston Bellfort Pines Apartments, L.P., a Texas limited partnership (the “**Partnership**”), that of which the general partner is APV Bellfort Pines LLC, a Texas limited liability company (the “**General Partner**”), that of which is wholly owned by APV Redevelopment Corporation, a Texas nonprofit corporation and sponsored affiliate of the Authority (“**APV**”), will enter into a ground lease (the “**Ground Lease**”) granting site control of the Land to the Partnership.

Pursuant to the terms of the Ground Lease, no less than 50% of the units in the Project will be reserved for or occupied by individuals or families earning less than 60% of area median income.

The Partnership desires to obtain a loan from Housing Trust Fund (the “**Lender**”) in an aggregate principal amount not to exceed \$40,000 (the “**Loan**”), and such Loan shall be assumed by the Authority contemporaneous with the transfer of the Project to the Authority. In connection therewith, the Lender will require the Authority to join in the execution of documents evidencing the Loan and the assumption by the Authority thereof (the “**Loan Documents**”).

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or authorized representative of the Houston Housing Authority (the “**Authority**”) to take such actions necessary or convenient to facilitate the acquisition of Bellfort Pines located at or about 8300 Canyon Street, Houston, Texas 77051 (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 December 6, 2023, to David A. Northern, Sr., President & CEO.

RESOLUTION NO. 3731

RESOLUTION AUTHORIZING THE PRESIDENT & CEO OR AUTHORIZED REPRESENTATIVE OF THE HOUSTON HOUSING AUTHORITY (THE “AUTHORITY”) TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO FACILITATE THE ACQUISITION OF BELLFORT PINES LOCATED AT OR ABOUT 8300 CANYON STREET, HOUSTON, TEXAS 77051 (THE “PROJECT”), AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.

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

WHEREAS, upon such acquisition, the Authority and Houston Bellfort Pines Apartments, L.P., a Texas limited partnership (the “**Partnership**”), that of which the general partner is APV Bellfort Pines LLC, a Texas limited liability company (the “**General Partner**”), that of which is wholly owned by APV Redevelopment Corporation, a Texas nonprofit corporation and sponsored affiliate of the Authority (“**APV**”), will enter into a ground lease (the “**Ground Lease**”) granting site control of the Land to the Partnership;

WHEREAS, pursuant to the terms of the Ground Lease, no less than 50% of the units in the Project will be reserved for or occupied by individuals or families earning less than 60% of area median income;

WHEREAS, the Partnership desires to obtain a loan from Housing Trust Fund (the “**Lender**”) in an aggregate principal amount not to exceed \$40,000 (the “**Loan**”), and such Loan shall be assumed by the Authority contemporaneous with the transfer of the Project to the Authority. In connection therewith, the Lender will require the Authority to join in the execution of documents evidencing the Loan and the assumption by the Authority thereof (the “**Loan Documents**”);

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

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

BE IT FURTHER RESOLVED, that all acts, transactions, or agreements undertaken prior hereto by the Executing Officer in connection with the foregoing matters are hereby ratified and

confirmed as the valid actions of the Authority, effective as of the date such actions were taken;
and

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

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

[Remainder of page intentionally left blank for signature]

Resolution No. 3731

PASSED 19th of December, 2023.

ATTEST:

CHAIR

Secretary

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

Consideration and/or take action to authorize the President & CEO or designee to facilitate the acquisition of Millstone Apartments located at or about 23405 W. Fernhurst Dr., Katy, Texas 77494, and the execution of all required documents therefor.

2. Date of Board Meeting: December 19, 2023**3. Proposed Board Resolution:**

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or authorized representative of the Houston Housing Authority (the “**Authority**”) to take such actions necessary or convenient to facilitate the acquisition of Millstone Apartments located at or about 23405 W. Fernhurst Dr., Katy, Texas 77494 (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 December 6, 2023, to David A. Northern, Sr., President & CEO.

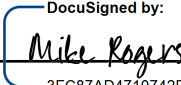
4. Department Head Approval

Signature  Date: 12/15/2023
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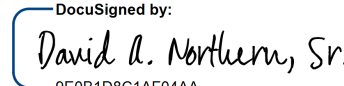
5. Statement regarding availability of funds by VP of Fiscal Operations

Funds Budgeted and Available ☒ Yes ☐ No Source Third Party Funding

VP of FO Approval

Signature  Date: 12/15/2023
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6. Approval of President & CEO

Signature  Date: 12/15/2023
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HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO
FROM: JAY MASON, DIRECTOR OF REID
SUBJECT: CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO FACILITATE THE ACQUISITION OF MILLSTONE APARTMENTS LOCATED AT OR ABOUT 23405 W. FERNHURST DR., KATY, TEXAS 77494, AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.
DATE: DECEMBER 6, 2023

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO or authorized representative of the Houston Housing Authority (the “**Authority**”) to take such actions necessary or convenient to facilitate the acquisition of Millstone Apartments located at or about 23405 W. Fernhurst Dr., Katy, Texas 77494 (the “**Project**”) using an ownership structure under Chapter 392 of the Texas Local Government Code and without the usage of a public facility corporation, and the execution of all required documents therefor.

BACKGROUND

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

Upon such acquisition, the Authority and Millstone Apartments, L.P., a Texas limited partnership (the “**Partnership**”), that of which the general partner is APV Millstone Apartments GP, LLC, a Texas limited liability company (the “**General Partner**”), that of which is wholly owned by APV Redevelopment Corporation, a Texas nonprofit corporation and sponsored affiliate of the Authority (“**APV**”), will enter into a ground lease (the “**Ground Lease**”) granting site control of the Land to the Partnership.

Pursuant to the terms of the Ground Lease, no less than 50% of the units in the Project will be reserved for or occupied by individuals or families earning less than 60% of area median income.

The Partnership has obtained a loan from Hunt Capital Partners, LLC (the “**Lender**”) in an aggregate principal amount not to exceed \$16,700,000 (the “**Loan**”), and such Loan shall be assumed by the Authority contemporaneous with the transfer of the Project to the Authority. In connection therewith, the Lender will require the Authority to join in the execution of documents evidencing the Loan and the assumption by the Authority thereof (the “**Loan Documents**”).

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or authorized representative of the Houston Housing Authority (the “**Authority**”) to take such actions necessary or convenient to facilitate the acquisition of Millstone Apartments located at or about 23405 W. Fernhurst Dr., Katy, Texas 77494 (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 December 6, 2023, to David A. Northern, Sr., President & CEO.

RESOLUTION NO. 3732

RESOLUTION AUTHORIZING THE PRESIDENT & CEO OR AUTHORIZED REPRESENTATIVE OF THE HOUSTON HOUSING AUTHORITY (THE “AUTHORITY”) TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO FACILITATE THE ACQUISITION OF MILLSTONE APARTMENTS LOCATED AT OR ABOUT 23405 W. FERNHURST DR., KATY, TEXAS 77494 (THE “PROJECT”), AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.

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

WHEREAS, upon such acquisition, the Authority and Millstone Apartments, L.P., a Texas limited partnership (the “**Partnership**”), that of which the general partner is APV Millstone Apartments GP, LLC, a Texas limited liability company (the “**General Partner**”), that of which is wholly owned by APV Redevelopment Corporation, a Texas nonprofit corporation and sponsored affiliate of the Authority (“**APV**”), will enter into a ground lease (the “**Ground Lease**”) granting site control of the Land to the Partnership;

WHEREAS, pursuant to the terms of the Ground Lease, no less than 50% of the units in the Project will be reserved for or occupied by individuals or families earning less than 60% of area median income;

WHEREAS, the Partnership has obtained a loan from an authorized lender (the “**Lender**”) in an aggregate principal amount not to exceed \$16,700,000, (the “**Loan**”), and such Loan shall be assumed by the Authority contemporaneous with the transfer of the Project to the Authority. In connection therewith, the Lender will require the Authority to join in the execution of documents evidencing the Loan and the assumption by the Authority thereof (the “**Loan Documents**”);

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

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

BE IT FURTHER RESOLVED, that all acts, transactions, or agreements undertaken prior hereto by the Executing Officer in connection with the foregoing matters are hereby ratified and

confirmed as the valid actions of the Authority, effective as of the date such actions were taken; and

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

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

[Remainder of page intentionally left blank for signature]

Resolution No. 3732

PASSED 19th of December, 2023.

ATTEST:

CHAIR

Secretary



HOUSTON

HOUSING AUTHORITY

Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or take action to authorize the President & CEO or designee to facilitate the acquisition of Deerwood Pines located at or about 414 Maxey Road, Houston, Texas 77013, and the execution of all required documents therefor.

2. Date of Board Meeting: December 19, 2023

3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or authorized representative of the Houston Housing Authority (the “**Authority**”) to take such actions necessary or convenient to facilitate the acquisition of Deerwood Pines located at or about 414 Maxey Road, Houston, Texas 77013 (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 December 6, 2023, to David A. Northern, Sr., President & CEO.

4. Department Head Approval

Signature

DocuSigned by:
Jay Mason
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Date: 12/15/2023

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

Funds Budgeted and Available ☒ Yes ☐ No Source Third Party Funding

VP of FO Approval

Signature

DocuSigned by:
Mike Rogers
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Date: 12/15/2023

6. Approval of President & CEO

Signature

DocuSigned by:
David A. Northern, Sr.
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Date: 12/15/2023



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO
FROM: JAY MASON, DIRECTOR OF REID
SUBJECT: CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO FACILITATE THE ACQUISITION OF DEERWOOD PINES LOCATED AT OR ABOUT 414 MAXEY ROAD, HOUSTON, TEXAS 77013, AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.
DATE: DECEMBER 6, 2023

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO or authorized representative of the Houston Housing Authority (the “**Authority**”) to take such actions necessary or convenient to facilitate the acquisition of Deerwood Pines located at or about 414 Maxey Road, Houston, Texas 77013 (the “**Project**”) using an ownership structure under Chapter 392 of the Texas Local Government Code and without the usage of a public facility corporation, and the execution of all required documents therefor.

BACKGROUND

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

Upon such acquisition, the Authority and Maxey Houston Apartments, L.P., a Texas limited partnership (the “**Partnership**”), that of which the general partner is APV Deerwood Pines GP, LLC, a Texas limited liability company (the “**General Partner**”), that of which is wholly owned by APV Redevelopment Corporation, a Texas nonprofit corporation and sponsored affiliate of the Authority (“**APV**”), will enter into a ground lease (the “**Ground Lease**”) granting site control of the Land to the Partnership.

Pursuant to the terms of the Ground Lease, no less than 50% of the units in the Project will be reserved for or occupied by individuals or families earning less than 60% of area median income.

The Partnership has obtained a loan from Wells Fargo National Banking Association, N.A. (the “**Lender**”) in an aggregate principal amount not to exceed (i) \$8,200,000 and (ii) \$2,000,000 (collectively, the “**Loan**”) and such Loan shall be assumed by the Authority contemporaneous with the transfer of the Project to the Authority. In connection therewith, the Lender will require the Authority to join in the execution of documents evidencing the Loan and the assumption by the Authority thereof (the “**Loan Documents**”).

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or authorized representative of the Houston Housing Authority (the “**Authority**”) to take such actions necessary or convenient to facilitate the acquisition of Deerwood Pines located at or about 414 Maxey Road, Houston, Texas 77013 (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 December 6, 2023, to David A. Northern, Sr., President & CEO.

RESOLUTION NO. 3733

RESOLUTION AUTHORIZING THE PRESIDENT & CEO OR AUTHORIZED REPRESENTATIVE OF THE HOUSTON HOUSING AUTHORITY (THE “AUTHORITY”) TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO FACILITATE THE ACQUISITION OF DEERWOOD PINES LOCATED AT OR ABOUT 414 MAXEY ROAD, HOUSTON, TEXAS 77013 (THE “PROJECT”), AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.

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

WHEREAS, upon such acquisition, the Authority and Maxey Houston Apartments, L.P., a Texas limited partnership (the “**Partnership**”), that of which the general partner is APV Deerwood Pines GP, LLC, a Texas limited liability company (the “**General Partner**”), that of which is wholly owned by APV Redevelopment Corporation, a Texas nonprofit corporation and sponsored affiliate of the Authority (“**APV**”), will enter into a ground lease (the “**Ground Lease**”) granting site control of the Land to the Partnership;

WHEREAS, pursuant to the terms of the Ground Lease, no less than 50% of the units in the Project will be reserved for or occupied by individuals or families earning less than 60% of area median income;

WHEREAS, the Partnership has obtained a loan from Wells Fargo National Banking Association, N.A. (the “**Lender**”) in an aggregate principal amount not to exceed (i) \$8,200,000 and (ii) \$2,000,000 (collectively, the “**Loan**”), and such Loan shall be assumed by the Authority contemporaneous with the transfer of the Project to the Authority. In connection therewith, the Lender will require the Authority to join in the execution of documents evidencing the Loan and the assumption by the Authority thereof (the “**Loan Documents**”);

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

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

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

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

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

[Remainder of page intentionally left blank for signature]

Resolution No. 3733

PASSED 19th of December, 2023.

ATTEST:

CHAIR

Secretary

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

Consideration and/or take action to authorize the President & CEO or designee to facilitate the acquisition of Collingham Park located at or about 10800 Kipp Way Street, Houston, Texas 77099, and the execution of all required documents therefor.

2. Date of Board Meeting: December 19, 2023**3. Proposed Board Resolution:**

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or authorized representative of the Houston Housing Authority (the “**Authority**”) to take such actions necessary or convenient to facilitate the acquisition of Collingham Park located at or about 10800 Kipp Way Street, Houston, Texas 77099 (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 December 6, 2023, to David A. Northern, Sr., President & CEO.

4. Department Head Approval Signature Jay Mason Date: 12/15/2023
DocuSigned by: FB1ADD6791F24F3...

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 Mike Rogers Date: 12/15/2023
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6. Approval of President & CEO Signature David A. Northern, Sr. Date: 12/15/2023
DocuSigned by: 9E0B1D8C1AF04AA...



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO
FROM: JAY MASON, DIRECTOR OF REID
SUBJECT: CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO FACILITATE THE ACQUISITION OF COLLINGHAM PARK LOCATED AT OR ABOUT 10800 KIPP WAY STREET, HOUSTON, TEXAS 77099, AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.
DATE: DECEMBER 6, 2023

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO or authorized representative of the Houston Housing Authority (the “**Authority**”) to take such actions necessary or convenient to facilitate the acquisition of Collingham Park located at or about 10800 Kipp Way Street, Houston, Texas 77099 (the “**Project**”) using an ownership structure under Chapter 392 of the Texas Local Government Code and without the usage of a public facility corporation, and the execution of all required documents therefor.

BACKGROUND

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

Upon such acquisition, the Authority and TCR Bissonnet Limited Partnership, a Texas limited partnership (the “**Partnership**”), that of which the general partner is APV Collingham Park GP, LLC, a Texas limited liability company (the “**General Partner**”), that of which is wholly owned by APV Redevelopment Corporation, a Texas nonprofit corporation and sponsored affiliate of the Authority (“**APV**”), will enter into a ground lease (the “**Ground Lease**”) granting site control of the Land to the Partnership.

Pursuant to the terms of the Ground Lease, no less than 50% of the units in the Project will be reserved for or occupied by individuals or families earning less than 60% of area median income.

The Partnership has obtained a loan from Wells Fargo National Banking Association, N.A. (the “**Lender**”) in an aggregate principal amount not to exceed (i) \$14,000,000 and (ii) \$3,500,000 (collectively, the “**Loan**”) and such Loan shall be assumed by the Authority contemporaneous with the transfer of the Project to the Authority. In connection therewith, the Lender will require the Authority to join in the execution of documents evidencing the Loan and the assumption by the Authority thereof (the “**Loan Documents**”).

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or authorized representative of the Houston Housing Authority (the “**Authority**”) to take such actions necessary or convenient to facilitate the acquisition of Collingham Park located at or about 10800 Kipp Way Street, Houston, Texas 77099 (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 December 6, 2023, to David A. Northern, Sr., President & CEO.

RESOLUTION NO. 3734

RESOLUTION AUTHORIZING THE PRESIDENT & CEO OR AUTHORIZED REPRESENTATIVE OF THE HOUSTON HOUSING AUTHORITY (THE “AUTHORITY”) TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO FACILITATE THE ACQUISITION OF COLLINGHAM PARK LOCATED AT OR ABOUT 10800 KIPP WAY STREET, HOUSTON, TEXAS 77099 (THE “PROJECT”), AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.

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

WHEREAS, upon such acquisition, the Authority and TCR Bissonnet Limited Partnership, a Texas limited partnership (the “**Partnership**”), that of which the general partner is APV Collingham Park GP, LLC, a Texas limited liability company (the “**General Partner**”), that of which is wholly owned by APV Redevelopment Corporation, a Texas nonprofit corporation and sponsored affiliate of the Authority (“**APV**”), will enter into a ground lease (the “**Ground Lease**”) granting site control of the Land to the Partnership;

WHEREAS, pursuant to the terms of the Ground Lease, no less than 50% of the units in the Project will be reserved for or occupied by individuals or families earning less than 60% of area median income;

WHEREAS, the Partnership has obtained a loan from Wells Fargo National Banking Association, N.A. (the “**Lender**”) in an aggregate principal amount not to exceed (i) \$14,000,000 and (ii) \$3,500,000 (collectively, the “**Loan**”), and such Loan shall be assumed by the Authority contemporaneous with the transfer of the Project to the Authority. In connection therewith, the Lender will require the Authority to join in the execution of documents evidencing the Loan and the assumption by the Authority thereof (the “**Loan Documents**”);

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

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

BE IT FURTHER RESOLVED, that all acts, transactions, or agreements undertaken prior hereto by the Executing Officer in connection with the foregoing matters are hereby ratified and

confirmed as the valid actions of the Authority, effective as of the date such actions were taken;
and

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

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

[Remainder of page intentionally left blank for signature]

Resolution No. 3734

PASSED 19th of December, 2023.

ATTEST:

CHAIR

Secretary

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

Consideration and/or take action to authorize the President & CEO or designee to facilitate the acquisition of Highland Meadow Village located at or about 10990 Highland Meadow Village Drive, Houston, Texas 77089, and the execution of all required documents therefor.

2. Date of Board Meeting: December 19, 2023**3. Proposed Board Resolution:**

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or authorized representative of the Houston Housing Authority (the “**Authority**”) to take such actions necessary or convenient to facilitate the acquisition of Highland Meadow Village located at or about 10990 Highland Meadow Village Drive, Houston, Texas 77089 (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 December 6, 2023, to David A. Northern, Sr., President & CEO.

4. Department Head Approval Signature Jay Mason Date: 12/15/2023
DocuSigned by: FB1ADD6791F24F3...

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 Mike Rogers Date: 12/15/2023
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6. Approval of President & CEO Signature David A. Northern, Sr. Date: 12/15/2023
DocuSigned by: 9E0B1D8C1AF04AA...



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO
FROM: JAY MASON, DIRECTOR OF REID
SUBJECT: CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO FACILITATE THE ACQUISITION OF HIGHLAND MEADOW VILLAGE LOCATED AT OR ABOUT 10990 HIGHLAND MEADOW VILLAGE DRIVE, HOUSTON, TEXAS 77089, AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.
DATE: DECEMBER 6, 2023

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO or authorized representative of the Houston Housing Authority (the “**Authority**”) to take such actions necessary or convenient to facilitate the acquisition of Highland Meadow Village located at or about 10990 Highland Meadow Village Drive, Houston, Texas 77089 (the “**Project**”) using an ownership structure under Chapter 392 of the Texas Local Government Code and without the usage of a public facility corporation, and the execution of all required documents therefor.

BACKGROUND

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

Upon such acquisition, the Authority and TCR Highland Meadow Limited Partnership, a Texas limited partnership (the “**Partnership**”), that of which the general partner is APV Highland Meadow Village GP, LLC, a Texas limited liability company (the “**General Partner**”), that of which is wholly owned by APV Redevelopment Corporation, a Texas nonprofit corporation and sponsored affiliate of the Authority (“**APV**”), will enter into a ground lease (the “**Ground Lease**”) granting site control of the Land to the Partnership.

Pursuant to the terms of the Ground Lease, no less than 50% of the units in the Project will be reserved for or occupied by individuals or families earning less than 60% of area median income.

The Partnership has obtained a loan from CBRE Capital Markets, Inc., a Texas corporation (the “**Lender**”) in an aggregate principal amount not to exceed (i) \$12,900,000 and (ii) \$3,000,000 (collectively, the “**Loan**”), and such Loan shall be assumed by the Authority contemporaneous with the transfer of the Project to the Authority. In connection therewith, the Lender will require the Authority to join in the execution of documents evidencing the Loan and the assumption by the Authority thereof (the “**Loan Documents**”).

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or authorized representative of the Houston Housing Authority (the “**Authority**”) to take such actions necessary or convenient to facilitate the acquisition of Highland Meadow Village located at or about 10990 Highland Meadow Village Drive, Houston, Texas 77089 (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 December 6, 2023, to David A. Northern, Sr., President & CEO.

RESOLUTION NO. 3735

RESOLUTION AUTHORIZING THE PRESIDENT & CEO OR AUTHORIZED REPRESENTATIVE OF THE HOUSTON HOUSING AUTHORITY (THE “AUTHORITY”) TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO FACILITATE THE ACQUISITION OF HIGHLAND MEADOW VILLAGE LOCATED AT OR ABOUT 10990 HIGHLAND MEADOW VILLAGE DRIVE, HOUSTON, TEXAS 77089 (THE “PROJECT”), AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.

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

WHEREAS, upon such acquisition, the Authority and TCR Highland Meadow Limited Partnership, a Texas limited partnership (the “**Partnership**”), that of which the general partner is APV Highland Meadow Village GP, LLC, a Texas limited liability company (the “**General Partner**”), that of which is wholly owned by APV Redevelopment Corporation, a Texas nonprofit corporation and sponsored affiliate of the Authority (“**APV**”), will enter into a ground lease (the “**Ground Lease**”) granting site control of the Land to the Partnership;

WHEREAS, pursuant to the terms of the Ground Lease, no less than 50% of the units in the Project will be reserved for or occupied by individuals or families earning less than 60% of area median income;

WHEREAS, the Partnership has obtained a loan from CBRE Capital Markets, Inc., a Texas corporation (the “**Lender**”) in an aggregate principal amount not to exceed (i) \$12,900,000 and (ii) \$3,000,000 (collectively, the “**Loan**”), and such Loan shall be assumed by the Authority contemporaneous with the transfer of the Project to the Authority. In connection therewith, the Lender will require the Authority to join in the execution of documents evidencing the Loan and the assumption by the Authority thereof (the “**Loan Documents**”);

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

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

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

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

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

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Resolution No. 3735

PASSED 19th of December, 2023.

ATTEST:

CHAIR

Secretary

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

Consideration and/or take action to authorize the President & CEO or designee to facilitate the acquisition of Encore Montrose located at or about 4508 Graustark Street, Houston, Texas 77006, and the execution of all required documents therefor.

2. Date of Board Meeting: December 19, 2023**3. Proposed Board Resolution:**

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or authorized representative of the Houston Housing Authority (the “**Authority**”) to take such actions necessary or convenient to facilitate the acquisition of Encore Montrose located at or about 4508 Graustark Street, Houston, Texas 77006 (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 December 6 , 2023, to David A. Northern, Sr., President & CEO.

4. Department Head Approval

Signature

DocuSigned by:

Jay Mason

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Date: 12/15/2023

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: 12/15/2023

6. Approval of President & CEO

Signature

DocuSigned by:

David A. Northern, Sr.

9E0B1D8C1AF04AA...

Date: 12/15/2023



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO
FROM: JAY MASON, DIRECTOR OF REID
SUBJECT: CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO FACILITATE THE ACQUISITION OF ENCORE MONTROSE LOCATED AT OR ABOUT 4508 GRAUSTARK STREET, HOUSTON, TEXAS 77006, AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.
DATE: DECEMBER 6, 2023

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO or authorized representative of the Houston Housing Authority (the “**Authority**”) to take such actions necessary or convenient to facilitate the acquisition of Encore Montrose located at or about 4508 Graustark Street, Houston, Texas 77006 (the “**Project**”) using an ownership structure under Chapter 392 of the Texas Local Government Code and without the usage of a public facility corporation, and the execution of all required documents therefor.

BACKGROUND

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

Upon such acquisition, the Authority and Encore MF Museum LP, a Delaware limited partnership (the “**Partnership**”), that of which the general partner is APV Encore Montrose GP, LLC, a Texas limited liability company (the “**General Partner**”), that of which is wholly owned by APV Redevelopment Corporation, a Texas nonprofit corporation and sponsored affiliate of the Authority (“**APV**”), will enter into a ground lease (the “**Ground Lease**”) granting site control of the Land to the Partnership.

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

The Partnership desires to obtain a loan from Walker & Dunlop, LLC, a Delaware limited liability company (the “**Lender**”) in an aggregate principal amount not to exceed \$32,000,000 (the “**Loan**”), and in connection therewith, the Lender may require the Authority to join in the execution of documents evidencing the Loan (the “**Loan Documents**”).

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or authorized representative of the Houston Housing Authority (the “**Authority**”) to take such actions necessary or convenient to facilitate the acquisition of Encore Montrose located at or about 4508 Graustark Street, Houston, Texas 77006 (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 December 6 , 2023, to David A. Northern, Sr., President & CEO.

RESOLUTION NO. 3736

RESOLUTION AUTHORIZING THE PRESIDENT & CEO OR AUTHORIZED REPRESENTATIVE OF THE HOUSTON HOUSING AUTHORITY (THE “AUTHORITY”) TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO FACILITATE THE ACQUISITION OF ENCORE MONTROSE LOCATED AT OR ABOUT 4508 GRAUSTARK STREET, HOUSTON, TEXAS 77006 (THE “PROJECT”), AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.

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

WHEREAS, upon such acquisition, the Authority and Encore MF Museum LP, a Delaware limited partnership (the “**Partnership**”), that of which the general partner is APV Encore Montrose GP, LLC, a Texas limited liability company (the “**General Partner**”), that of which is wholly owned by APV Redevelopment Corporation, a Texas nonprofit corporation and sponsored affiliate of the Authority (“**APV**”), will enter into a ground lease (the “**Ground Lease**”) granting site control of the Land to the Partnership;

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

WHEREAS, the Partnership desires to obtain a loan from Walker & Dunlop, LLC, a Delaware limited liability company (the “**Lender**”) in an aggregate principal amount not to exceed \$32,000,000 (the “**Loan**”), and in connection therewith, the Lender may require the Authority to join in the execution of documents evidencing the Loan (the “**Loan Documents**”);

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

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

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

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

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

[Remainder of page intentionally left blank for signature]

Resolution No. 3736

PASSED 19th of December, 2023.

ATTEST:

CHAIR

Secretary

BOARD REPORT FOR MONTH ENDING NOVEMBER 30, 2023

I.	Executive Summary	107
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EXECUTIVE SUMMARY

LOW-INCOME PUBLIC HOUSING

The Low-Income Public Housing (LIPH) program had an adjusted vacancy rate of 1.9% on November 30, 2023. As of December 1, 2023, rent collection for November was 93.1% of rents billed on an adjusted cash accounting basis.

There are currently 31,621 active applications for the Public Housing Waiting List, which represents a decrease of 0.1% from last month.

Low-Income Public Housing						
	September		October		November	
Vacancy Rate	2.4%		2.6%		1.9%	
Rent Collection	86.7%		98.5%		93.1%	
Unit Turnaround Time (Days)	70		67		66	
Avg. Non-Emergency Work Order Days	1.96		2.05		1.73	
Waiting Lists	Duplicated	Unduplicated	Duplicated	Unduplicated	Duplicated	Unduplicated
	31,739	14,130	31,665	14,097	31,621	13,986

HOUSING CHOICE VOUCHER PROGRAM

During November 2023, the HCV staff completed 1,962 annual re-examinations. The HCV department also completed 773 interims, 217 change of units (moves), 115 new admissions and 76 portability move-in transactions.

As of November 30, 2023, 405 families are enrolled in the Family Self Sufficiency (FSS) program; 214 of the 405 (53%) 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 November 30, 2023 was 89%.

Voucher Programs			
	September	October	November
Households	19,634	19,436	19,394
ABA Utilization/Unit Utilization	110.3%/94.4%	114.8%/95%	117.8%/95%
Reporting Rate	84%	85%	89%
Annual Reexaminations Completed	1,881	2,293	1,962
HQS Inspections	2,166	2,243	2,072
Waitlist	17,769	17,769	17,769

PROPERTY MANAGEMENT SUMMARY

PMC	Vacancy						Unit Turnaround Time (YTD)					
	September		October		November		September		October		November	
	%	Grade	%	Grade	%	Grade	%	Grade	%	Grade	%	Grade
Orion	2.6	B	2.6	B	2.1	B	82.7	F	81.4	F	85.8	F
Lynd	0.9	A	2.3	B	0.5	A	46.0	E	39.1	D	36.8	D
J. Allen	2.9	B	2.6	B	2.3	B	60.9	F	57.6	F	53.6	F

PMC	Emergency Work Orders (Completed within 24 hours)						Routine Work Orders					
	September		October		November		September		October		November	
	%	Grade	%	Grade	%	Grade	Days	Grade	Days	Grade	Days	Grade
Orion	100	A	93.5	F	84.1	F	3.0	A	2.3	A	2.3	A
Lynd	100	A	100	A	100	A	1.5	A	2.4	A	1.0	A
J. Allen	100	A	100	A	100	A	2.6	A	3.0	A	3.0	A

PMC	Rent Collection					
	September		October		November	
	%	Grade	%	%	Grade	%
Orion	85.2	F	98.3	85.2	F	98.3
Lynd	97.4	B	100	97.4	B	100
J. Allen	86.3	F	98.4	86.3	F	98.4

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 1.9%	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 93.1%	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 86.0%	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 1.73 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	210	0	100.0%	A	815	30	27	C
Cuney Homes	Orion	553	0	553	520	33	94.0%	E	8,537	90	95	F
Ewing	Orion	40	0	40	40	0	100.0%	A	0	0	0	A
Fulton Village	Lynd	108	0	108	107	1	99.1%	A	528	14	38	D
Heatherbrook	Lynd	53	0	53	53	0	100.0%	A	208	6	35	D
Independence Heights	Orion	36	0	36	36	0	100.0%	A	200	3	67	F
Irvinton Village	J. Allen	318	10	308	293	15	95.1%	D	4,673	84	56	F
Kelly Village	J. Allen	270	0	270	266	4	98.5%	A	3,740	67	56	F
Kennedy Place	Orion	108	0	108	108	0	100.0%	A	286	8	36	D
Lincoln Park	Orion	200	0	200	194	6	97.0%	B	2,349	33	71	F
Lyerly	J. Allen	199	0	199	193	6	97.0%	B	2,139	31	69	F
Oxford Place	Orion	230	19	211	203	8	96.2%	C	2,268	25	91	F
Totals		2,325	29	2,296	2,223	73	98.1%	A	25,743	391	66	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	98	2	98.0%	A	188	8	24	B
Totals		100	0	100	98	2	98.0%	A	188	8	24	B

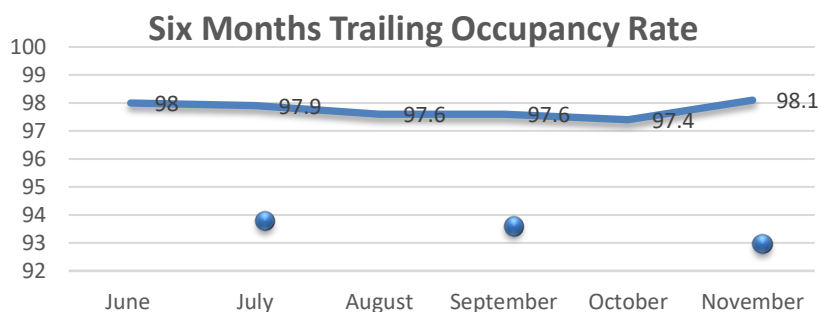
Tax Credit	PMC	TC Units	Units Offline	Total Available TC Units	Occupied Units	Vacant Units	Occupancy Percentage	Grade	Total Vacant Days	Units Turne d YTD	Avg. Total Turnarou nd Days YTD	Grade
Telephone Road	Tarantino	200	0	200	200	0	100.0%	A	0	16	0	A
Totals		200	0	200	200	0	100.0%	A	0	16	0	A

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	95	175	35.2%	F	0	0	0	A
Historic Oaks of APV	Orion	222	0	222	38	184	17.1%	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	24	2	92.3%	F	0	2	0	A
Totals		666	8	658	277	381	57.6%	F	0	2	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.

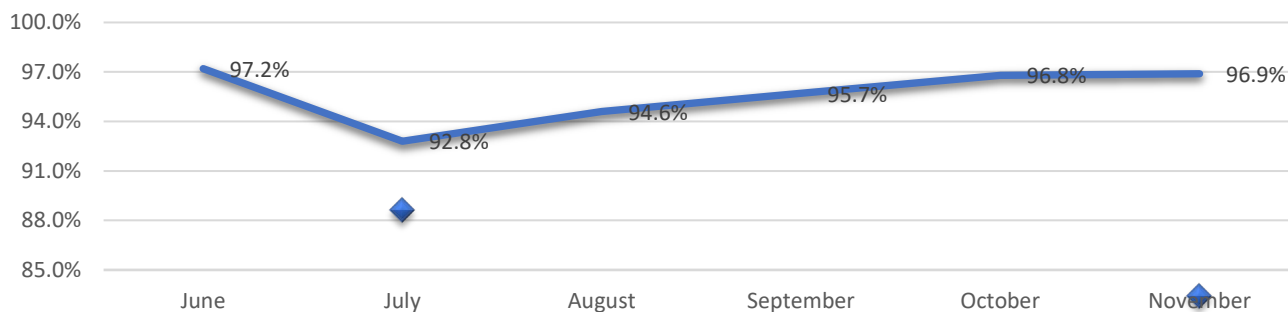
PHAS Score	Occupancy Rate	Avg. Total Turnaround Days
A	98 to 100	1 to 20
B	97 to 97.9	21 to 25
C	96 to 96.9	26 to 30
D	95 to 95.9	31 to 40
E	94 to 94.9	41 to 50
F	≤93.9	≥51



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	3	98.3%
Mansions at Turkey Creek	Orion	252	0	252	0	11	95.6%
Independence Heights	Orion	154	36	118	0	6	96.1%
Peninsula Park	Orion	280	0	280	0	5	98.2%
Pinnacle at Wilcrest	Embrey	250	0	250	0	4	98.4%
Uvalde Ranch	Hettig-Kahn	244	0	244	0	28	88.5%
Willow Park	Embrey	260	0	260	0	1	99.6%
Telephone Rd	Tarantino	200	0	200	0	0	100.0%
PH-LIHTC							
Fulton Village	Lynd	108	108		0	1	99.1%
Lincoln Park	Orion	250	200		50	6	97.6%
Oxford Place	Orion	250	230		20	9	96.4%
TOTALS		2,424	627	1,691	106	74	96.9%
RAD-PBV							
Allen Parkway Village	Orion	278	278		0	175	37.1%
Historic Oaks of APV	Orion	222	222		0	184	17.1%
HRI-Victory	Orion	140	140		0	20	85.7%
Sweetwater Point	Lynd	260	26	234	3	98.8%	95.8%
TOTAL		900	666	234	382	59.7%	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	\$61,684	\$61,684	100.00%	A	\$645,469	\$644,989	99.93%	A
Cuney Homes	Orion	\$134,587	\$123,207	91.54%	E	\$1,597,956	\$1,434,323	89.76%	F
Ewing	Orion	\$9,933	\$9,933	100.00%	A	\$108,958	\$106,984	98.19%	A
Fulton Village	Lynd	\$41,952	\$36,685	87.45%	F	\$427,270	\$407,479	95.37%	C
Heatherbrook	Lynd	\$13,561	\$13,308	98.13%	A	\$163,185	\$160,093	98.11%	A
Independence Heights	Orion	\$4,947	\$3,862	78.08%	F	\$65,275	\$47,932	73.43%	F
Irvinton Village	J. Allen	\$72,379	\$64,546	89.18%	F	\$885,480	\$780,953	88.20%	F
Kelly Village	J. Allen	\$69,976	\$63,492	90.73%	E	\$789,832	\$745,029	94.33%	C
Kennedy Place	Orion	\$37,821	\$37,169	98.27%	A	\$414,513	\$399,959	96.49%	B
Lincoln Park	Orion	\$40,363	\$35,188	87.18%	F	\$462,676	\$439,492	94.99%	C
Lyerly	J. Allen	\$59,421	\$59,339	99.86%	A	\$625,705	\$623,310	99.62%	A
Oxford Place	Orion	\$32,279	\$30,647	94.95%	C	\$445,338	\$414,251	93.02%	D
Totals		\$578,902	\$539,060	93.12%	D	\$6,631,658	\$6,204,793	93.56%	D

Section 8 New Construction Development		Month Billed	Month Collected	% Collected	Grade	YTD Billed	YTD Collected	% YTD Collected	Grade
Long Drive	Tarantino	\$22,465	\$21,877	97.38%	B	\$228,693	\$224,616	98.22%	A
Totals		\$22,465	\$21,877	97.38%	B	\$228,693	\$224,616	98.22%	A
Tax Credit		Month Billed	Month Collected	% Collected	Grade	YTD Billed	YTD Collected	% YTD Collected	Grade
Telephone Road	Tarantino	\$141,694	\$66,293	46.79%	F	\$451,315	\$364,245	80.71%	F
Totals		\$141,694	\$66,293	46.79%	F	\$451,315	\$364,245	80.71%	F
RAD-PBV		Month Billed	Month Collected	% Collected	Grade	YTD Billed	YTD Collected	% YTD Collected	Grade
Allen Parkway Village	Orion	\$243,552	\$24,724	10.15%	F	\$1,860,562	\$379,067	20.37%	F
Historic Oaks of APV	Orion	\$200,859	\$8,242	4.10%	F	\$1,133,007	\$271,597	23.97%	F
HRI-Victory	Orion	\$89,429	\$86,269	96.47%	B	\$492,089	\$403,584	82.01%	F
Sweetwater	Lynd	\$221,417	\$220,959	99.79%	A	\$2,581,715	\$2,340,301	90.65%	E
Totals		\$755,257	\$340,194	45.04%	F	\$6,067,373	\$3,394,548	55.95%	F

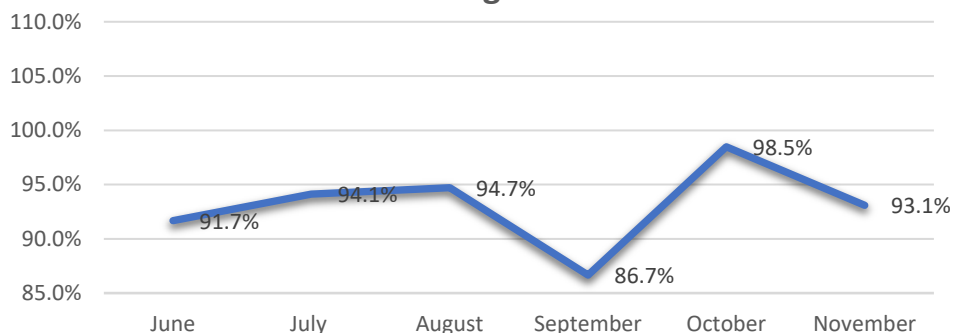
*APV/HOAPV has been under renovation/RAD conversion as of August 31, 2022.

*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	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	2	2	100.0%	A
Cuney Homes	Orion	96	80	83.3%	F
Ewing	Orion	10	10	100.0%	A
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	10	10	100.0%	A
Kelly Village	J. Allen	2	2	100.0%	A
Kennedy Place	Orion	1	0	0.0%	F
Lincoln Park	Orion	0	0	100.0%	A
Lyerly	J. Allen	0	0	100.0%	A
Oxford Place	Orion	0	0	100.0%	A
Totals		121	104	86.0%	F

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	100.0%	A
Totals		0	0	100.0%	A

TAX CREDIT	PMC	Emergency Work Orders Generated	Emergency W/O Completed within 24 hours	Percentage Completed within 24 hours	Grade
Telephone Road	Tarantino	2	2	100.0%	A
Totals		2	2	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	3	3	100.0%	A
Historic Oaks of APV	Orion	1	1	100.0%	A
HRI-Victory	Orion	3	3	100.0%	A
Sweetwater Point	Lynd	20	20	100.0%	A
Totals		27	27	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

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NON-EMERGENCY WORK ORDERS

Low-Income Public Housing Development	PMC	Work Orders Generated	Average Completion Time (Days)	Grade
Bellerive	J. Allen	40	1.44	A
Cuney Homes	Orion	149	2.40	A
Ewing	Orion	16	2.14	A
Fulton Village	Lynd	14	1.00	A
Heatherbrook	Lynd	0	0.00	A
Independence Heights	Orion	0	0.00	A
Irvinton Village	J. Allen	194	2.94	A
Kelly Village	J. Allen	214	4.14	A
Kennedy Place	Orion	2	1.00	A
Lincoln Park	Orion	5	2.33	A
Lyerly	J. Allen	98	1.32	A
Oxford Place	Orion	17	2.00	A
Totals		749	1.73	A

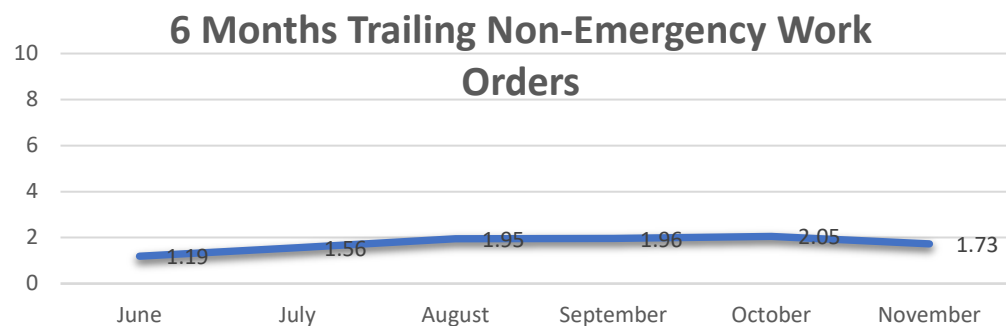
Section 8 New Construction Development		Work Orders Generated	Average Completion Time (Days)	Grade
Long Drive	Tarantino	83	1.43	A
Totals		83	1.43	A
TAX CREDIT	PMC	Emergency Work Orders Generated	Emergency W/O Completed within 24 hours	Percentage Completed within 24 hours
Telephone Road	Tarantino	113	0.00	A
Totals		113	0.00	A
RAD-PBV		Work Orders Generated	Average Completion Time (Days)	Grade
Allen Parkway Village	Orion	18	0.00	A
Historic Oaks of APV	Orion	5	0.00	A
HRI-Victory	Orion	59	0.00	A
Sweetwater Point	Lynd	210	0.00	A
Totals		292	0.00	A

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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

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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 89%	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 110%	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; 405 families are currently enrolled.			8	60 to 79
			5	≤59
FSS ESCROW	Goal 30%	Actual 53%	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 405 families participating in the FSS program. Out of the 405 families, 214 (53%) of the families are eligible for escrow and currently have an FSS escrow balance.			5	≤29

REAL ESTATE, INVESTMENT, AND DEVELOPMENT

DECEMBER 2023

RENOVATION PROJECTS

PUBLIC HOUSING DEFERRED MAINTENANCE AND CAPITAL IMPROVEMENTS

- **Major Capital Projects**
 - **Oxford Repairs due to Freeze** – All work has been completed, and spaces have been returned to operation.
 - **License Plate Reader (LPR) Cameras** – Installation is in progress, with Phase 1 - 34 Cameras in Service and 46 units in the permit phase;
 - **AC Unit Installs** – 1615 AC Units were installed over the last two months at Kelly Village, Irvinton, and Cuneo Homes. This project, a first by HHA, utilized a small business contractor and section 3 works to complete this installation. 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 50% Complete.
- 800 Middle Street (Replacement Housing for Clayton Homes – will be named *'The Point at Bayou Bend'*):
 - Construction has started. Estimated full occupancy in December 2024, with the first units being available for lease in the third quarter of 2024. Construction is 45% Complete.
 - Infrastructure Package – construction has started. Completed is anticipated to be around December 2023. Construction is 66% Complete.
- Kelly II: In December 2020, we closed on all the lots owned by the 5th ward. The closing of lot 6 is expected shortly.

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 85% complete.

TxDOT LAND SALES

- **Clayton:** All residents have been relocated off the property. HHA is currently working with TxDOT to close Phase 2 by December 29, 2023.
- **Kelly II:** The HHA is getting an appraisal done. HHA and TxDOT will resume negotiations after the completion of land appraisals.

OPEN SOLICITATION LOG

NOVEMBER 2023

HHA'S PROCUREMENT DEPT.

Type	Solicitation #	Status	Department(s)	Description	Advertisement Date	Due Date
IFB	23-53	Open	REID	Window Replacement and Various Repairs at Fulton Village	12-5-2023	1-9-2024
RFP	23-54	Open	PHO	Property Management at HHA	11-17-2023	1-9-2024
RFP	23-55	Open	PHO	Property Management at APV	11-17-2023	1-9-2024

OPERATING STATEMENTS: 10 MONTHS ENDING OCTOBER 31, 2023

Central Office	Annual Budget 2023	Month To Date	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
Operating Income					
Total Operating Income	9,137,785	758,413	7,614,821	7,633,170	18,349
Operating Expenses					
Salaries and Benefits	4,733,958	373,571	4,005,657	3,921,399	84,258
Facilities and Other Administrative Expenses	3,851,584	339,472	3,209,653	3,189,827	19,826
Total Central Office Expenses	8,585,542	713,043	7,215,310	7,111,226	104,084
Surplus/(Use) of Business Activities Funds for COCC	552,243	45,370	399,511	521,944	122,433

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	1,449,849	12,612,603	13,103,049	490,446
Operating Expenses					
Salaries and Benefits	8,398,269	454,278	7,106,228	6,542,917	563,311
Administrative Expenses	1,580,100	181,938	1,316,750	1,629,591	(312,841)
COCC-Management Fees	4,618,062	370,002	3,848,385	3,866,026	(17,641)
Total Operating Costs Expenses	14,596,431	1,006,218	12,271,363	12,038,534	232,829
Cash Flow (Deficit) from Operations	538,692	443,631	341,240	1,064,515	723,275
Housing Assistance Payments (HAP)					
Housing Assistance Payment Subsidy	175,000,000	18,238,898	145,833,333	168,150,354	22,317,021
Investment Income on HAP Reserves	0	0	0	0	0
Housing Assistance Payments	175,000,000	18,909,491	145,833,333	168,960,488	(23,127,155)
HAP Current Year Excess (Use)	0	(670,593)	0	(810,134)	(810,134)

OPERATING STATEMENTS: 10 MONTHS ENDING OCTOBER 31, 2023

Affordable Housing Rental Programs	Annual Budget 2023	Month To Date	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
Operating Income					
HUD Subsidy - Low Rent Housing2826	15,708,640	1,322,289	13,090,533	13,106,118	15,585
Tenant Rental Income	12,923,062	1,032,144	10,769,218	10,650,392	(118,826)
Other Income	870,965	55,713	725,804	665,313	(60,491)
Total Operating Income	29,502,667	2,410,146	24,585,556	24,421,823	(163,733)
Operating Expenses					
Administrative Expenses	9,177,403	577,491	7,647,836	7,328,263	319,573
Tenant Services	449,799	17,395	374,833	327,501	47,332
Utilities	3,281,262	283,668	2,734,385	2,736,224	(1,839)
Maintenance	9,179,106	873,773	7,649,255	7,689,315	(40,060)
Protective Services	2,224,127	222,452	1,853,439	1,811,800	41,639
Insurance Expense	1,756,251	141,574	1,463,543	1,472,689	(9,147)
Other General Expense	250,000	19,341	208,333	223,722	(15,389)
Total Routine Operating Expenses	26,317,948	2,135,694	21,931,623	21,589,514	342,109
Net Income from Operations	3,184,719	274,452	2,653,933	2,832,309	178,377
Non-Routine Maintenance (Capital Funds)					
Debt Service	8,348,176	500,057	6,956,813	6,847,946	108,867
Debt Service- ESCO					
Cash Flow from Operations	(7,012,418)	(384,050)	(5,843,682)	(5,539,644)	304,038
Funds from Capital Funds	8,348,176	500,057	6,956,813	6,847,946	(108,867)
Cash Flow (Deficit) from Operations	1,335,758	116,007	1,113,132	1,308,302	195,170

OPERATING STATEMENTS: 10 MONTHS ENDING OCTOBER 31, 2023

SECTION 8 – NEW CONSTRUCTION	Annual Budget 2023	Month To Date	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
Operating Income					
HUD Subsidy – Section 8 New Construction	2,193,590	201,875	1,827,992	1,696,482	(131,510)
Tenant Rental Income	1,024,200	78,947	853,500	325,480	(528,020)
Other Income	1,640	841	1,367	5,022	3,655
Total Operating Income	3,219,430	281,663	2,682,858	2,026,984	(655,874)
Operating Expenses					
Administrative Expenses	828,483	82,977	690,403	688,966	1,437
Tenant Services	25,215	4,544	21,013	20,916	97
Utilities	403,756	36,852	336,463	273,402	63,061
Maintenance	422,320	57,985	351,933	425,304	(73,371)
Protective Services	85,000	15,019	70,833	108,426	(37,593)
Insurance Expense	250,000	25,890	208,333	157,741	50,592
Other General Expense	25,000	1,839	20,833	10,430	10,403
Total Routine Operating Expenses	2,039,774	225,106	1,699,812	1,685,185	14,627
Net Income from Operations	1,179,656	56,557	983,047	341,799	(641,248)
Non-Routine Maintenance	125,000	0	104,167	0	104,167
Debt Service	0	0	0	0	0
Cash Flow (Deficit) from Operations	1,054,656	56,557	878,880	341,799	(537,081)

OPERATING STATEMENTS: 10 MONTHS ENDING OCTOBER 31, 2023

RAD PROPERTIES	Annual Budget 2023	Month To Date	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
Operating Income					
Rental Income	11,068,801	874,633	9,224,001	7,669,604	(1,554,397)
Other Income	363,952	14,448	303,293	158,184	(145,109)
Total Operating Income	11,432,753	889,081	9,527,294	7,827,788	(1,699,506)
Operating Expenses					
Administrative Expenses	2,605,819	254,474	2,171,516	1,918,364	253,152
Tenant Services	126,752	5,236	105,627	52,364	53,263
Utilities	866,255	67,459	721,879	772,506	(50,627)
Maintenance	1,308,018	112,122	1,090,015	1,193,355	(103,340)
Protective Services	187,431	15,531	156,193	154,216	1,977
Insurance Expense	920,817	70,290	767,348	735,168	32,180
Other General Expense	11,800	2,409	9,833	19,757	(9,924)
Total Routine Operating Expenses	6,026,892	527,521	5,022,410	4,845,730	176,680
Net Income from Operations	5,405,861	361,560	4,504,884	2,982,058	(1,522,826)
Non-Routine Maintenance	425,000	18,000	354,167	315,876	38,291
Debt Service	4,264,905	140,693	3,554,088	1,514,760	2,039,328
Funds from Replacement Reserve	425,000	18,000	354,167	315,876	(38,291)
Cash Flow (Deficit) from Operations	1,140,956	220,867	950,797	1,467,298	516,501