



# **HOUSTON HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING MARCH 19, 2024**

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



**HOUSTON**  
HOUSING AUTHORITY



# HOUSTON

HOUSING AUTHORITY

## Transforming Lives & Communities

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

Board of Commissioners: Joseph "Jody" Proler | Kristy Kirkendoll | Kenneth C. Li | Stephanie A.G. Ballard | Alton Smith | Cynthia Aceves-Lewis

### BOARD OF COMMISSIONERS MEETING

Tuesday, March 19, 2024

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**Resolution No. 3763**

Consideration and/or take action to authorize the President & CEO or designee to facilitate the update of the previously approved loan amount in Resolution No. 3744 for the Cardiff at Louetta Lakes transaction to reflect a principal loan amount not to exceed \$23,000,000 and of the previously approved unit mix to reflect that 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 the execution of all required documents therefor.

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**Resolution No. 3764**

Consideration and/or take action to authorize the President & CEO or designee to facilitate the update of the previously approved loan amount in Resolution No. 3728 for the Alexis Luxury Apartments transaction to reflect a principal loan amount not to exceed \$14,100,000, and the execution of all required documents therefor.

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**Resolution No. 3765**

Consideration and/or take action to authorize the President & CEO or designee to facilitate the update of the previously approved loan amount in Resolution No. 3729 for the Apex Apartments transaction to reflect a principal loan amount not to exceed \$11,000,000, and the execution of all required documents therefor.

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**Resolution No. 3766**

Consideration and/or take action to authorize the President & CEO or authorized representative of the Houston Housing Authority to approve Lakeside Place PFC's Issuance, Sale and Delivery of its Multifamily Housing Revenue Bonds (Landing on Orem Apartments), Series 2024, and the execution of all required documents therefor.

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**Resolution No. 3767**

Consideration and/or take action to authorize the President & CEO or authorized representative of the Houston Housing Authority to authorize the acquisition and development of Landing on Orem Apartments located in Houston, Harris County, Texas 77048, and the execution of all required documents therefor.

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2640 Fountain View Drive, Houston, Texas 77057 | Phone 713.260.0500 | **David A. Northern, Sr., President & CEO**  
Board of Commissioners: **Joseph “Jody” Proler** | **Kristy Kirkendoll** | **Kenneth C. Li** | **Stephanie A.G. Ballard** | **Alton Smith** | **Cynthia Aceves-Lewis**

**BOARD OF COMMISSIONERS MEETING**  
**TUESDAY, MARCH 19, 2024**  
**3:00 PM**  
**Houston Housing Authority Central Office**  
**2640 Fountain View Drive, Houston, TX 77057**

## **AGENDA**

- I.** Call to Order
- II.** Roll Call
- III.** Election of Board Officers
- IV.** Approval of the January 23, 2024 Houston Housing Authority Board Meeting Minutes
- V.** President’s Report
- VI.** Introduction of Spanish and Vietnamese/Mandarin Interpreters
- VII.** Public Comments [\(To Make Comments during the Public Comments Section – Please add your name to the sign-in sheet when you enter the Board Meeting\)](#)
- VIII.** New Business

**Resolution No. 3757:** Consideration and/or take action to Ratify and Appoint Directors and Officers for Related Entities of the Houston Housing Authority.

**Resolution No. 3758:** Consideration and/or take action to authorize the President & CEO or designee to write off vacant tenant accounts for October 1, 2023 to December 31, 2023.

**Resolution No. 3759:** Consideration and/or take action to authorize the President & CEO to adopt new Public Housing Flat Rents / Tax Credit Capped Rents.

**Resolution No. 3760:** Consideration and/or take action to authorize the President & CEO to negotiate and execute a one-year contract with RTR Financial Services for Debt Collection Services.

**Resolution No. 3761:** Consideration to authorize the President & CEO or his designee to update a disposition application submitted in April 2023 to the HUD Special Application Center (SAC) for the Forest Green public housing community.

**Resolution No. 3762:** Consideration and/or take action to authorize the President & CEO or designee to execute a contract with Construction Masonry, INC for Exterior Walls and Roof Repairs at Fulton Village Apartments.

**Resolution No. 3763:** Consideration and/or take action to authorize the President & CEO or designee to facilitate the update of the previously approved loan amount in Resolution No. 3744 for the Cardiff at Louetta Lakes transaction to reflect a principal loan amount not to exceed \$23,000,000 and of the previously approved unit mix to reflect that 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 the execution of all required documents therefor.

**Resolution No. 3764:** Consideration and/or take action to authorize the President & CEO or designee to facilitate the update of the previously approved loan amount in Resolution No. 3728 for the Alexis Luxury Apartments transaction to reflect a principal loan amount not to exceed \$14,100,000, and the execution of all required documents therefor.

**Resolution No. 3765:** Consideration and/or take action to authorize the President & CEO or designee to facilitate the update of the previously approved loan amount in Resolution No. 3729 for the Apex Apartments transaction to reflect a principal loan amount not to exceed \$11,000,000, and the execution of all required documents therefor.

**Resolution No. 3766:** Consideration and/or take action to authorize the President & CEO or authorized representative of the Houston Housing Authority to approve Lakeside Place PFC's Issuance, Sale and Delivery of its Multifamily Housing Revenue Bonds (Landing on Orem Apartments), Series 2024, and the execution of all required documents therefor.

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

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

**Resolution No. 3767:** Consideration and/or take action to authorize the President & CEO or authorized representative of the Houston Housing Authority to authorize the acquisition and development of Landing on Orem Apartments located in Houston, Harris County, Texas 77048, and the execution of all required documents therefor.

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

**XI.** Adjournment

**MINUTES OF THE HOUSTON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
JANUARY 23, 2024**

A Meeting of the Board of Commissioners (“Board”) of the Houston Housing Authority (“HHA”) was held on Tuesday, January 23, 2024 at the Houston Housing Authority Central Office, 2640 Fountain View Drive, Houston, Texas 77057.

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

Present: LaRence Snowden, President & Director  
Kris Thomas, Director  
Stephanie A.G. Ballard, Director  
Andrea Hilliard Cooksey, Director  
David A. Northern, Sr., Secretary

Absent: Kristy Kirkendoll, Director  
Dr. Max A. Miller, Jr., Director

**APPROVAL OF MINUTES**

Chair Snowden stated the Board has had an opportunity to review the December 19, 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 December 19, 2023 Board of Commissioners meeting minutes. Having none, the minutes are adopted.

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

**PRESIDENT’S REPORT**

Secretary Northern stated each Commissioner received a copy of the updated development detailed report and progress. There are a few topics to share. Our 2024 Housing Forecast “What’s Our Next” Luncheon is scheduled for Wednesday, January 31, 2024. Inaugural event to present our annual report and provide insight on 2023 accomplishments and 2024 housing forecast.

Our 2023 Annual Report will be published this week and will be accessible online at [housingforhouston.com](http://housingforhouston.com). We will send a copy to all board members.

HHA hosted the first Veteran Leasing Fair of 2024, continuing to build upon the proactive provision of resources to our veteran clients. More than 100 people, landlords and tenants, attended the event. Our staff helped them personally to understand the VASH process, how to get on the program, and how RFTA/HAP is processed.

HHA will be hosting the HOTMA Summit March 19-20, 2024 in Houston. In partnership with NMA, this event will join the industry's leading experts for an in-depth training on HOTMA for Housing Choice Voucher, Project-Based Voucher, and Public Housing, all according to the latest implementation guidance from HUD. Nan McKay's two-day training will cover aspects of Section 102 and 104 of HOTMA to provide comprehensive education and knowledge to attendees.

Chairman Snowden stated his appreciation and kudos to the staff, consultants, and others who participated fully in preparing and assisting with Choice Neighborhood Implementation plans. The application was submitted December 30, 2023 as there is a real need in the community and for all stakeholders and partners to come together and hopefully we are chosen by HUD.

Chairman Snowden stated the President & CEO, David A. Northern, Sr. was one of the panelists at the 2024 PHADA Commissioners Conference and was able to highlight many ongoing projects in Houston and spoke on of the many great work accomplished in the Houston area and surrounding communities. Countless work still remains and the Houston Housing Authority is moving in the right direction.

Chairman Snowden stated the HHA Luncheon will be held next week and is expecting positive conversation for Houston projects and the Houston Housing Authority will roll out the 2023 Annual Report and highlighting the successful accomplishment story. The Houston Housing Authority will continue with the partnerships developed and continue to work to provide housing and the necessary resources for the most vulnerable. Chairman Snowden thanked all staff and commissioners for moving along and doing their part.

## **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. Paris was asked to introduce herself in Spanish and let the attendees know of her service.

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

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

Justin Bauer, Director of Community and Environmental Planning for the Houston Galveston Area Council (HGAC) stated his organization has worked with the Houston Housing Authority on summer housing programs. HGAC is the regional planning organization for the 13 counties surrounding Harris County. We work on all, including transportation, workforce, environmental issues, etc., and have been involved in housing in a variety of roles both on education and, most recently, disaster housing recovery. We work with FEMA, and it goes without saying that housing has become an issue for our region. We want to support our local government, especially the Houston Housing Authority, which models this kind of work. I would like to thank the Houston Housing Authority for their work and would like to offer HGAC as a resource to the Houston Housing Authority and assist in developing funding. We are willing to become a partner.

Mr. Doug Smith would like to discuss 2100 Memorial which he follows closely. In reference to the construction, there were many unhappy tenants during their move. Some former tenants were unable to attend said meeting and were told if they were not present they were not eligible to come back to 2100 Memorial. There also seems to be a lot of confusion about the number of market-rate units. In your state of submission, you indicated 37 market-rate units. Mr. Smith stated a couple of other things that really concerned him are looking at the state submissions in the old project; they were roughly 200 units, and you get 200 parking spaces. According to the state submission, you only have six-tenths of a parking place for each unit. I don't know how this was approved by HHA and/or the City.

## **NEW BUSINESS**

**Resolution No. 3737: Consideration and/or take action to authorize the President & CEO or designee to establish a direct referral preference for participants in the City of Houston or Harris County grant-funded, targeted population subsidized housing programs (including H.O.M.E. TBRA, Rapid Re-Housing, and Covid-19 programs which HHA administers) or other temporary or transitional housing programs, that as a component of their service, HHA has an Inter-governmental Agreement (IGA), Memorandum of Understanding (MOU), Memorandum of Agreement (MOA), or other similar agreement, and the grant funding is discontinued, and/or their program participants will become displaced because of reaching the end of their program eligibility.**

Secretary Northern stated that Resolution Nos. 3737 and 3738 will be presented by Kenny Coles, VP of HCVP.

Mr. Coles stated Resolution No. 3737 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 establish a direct referral preference for participants in the City of Houston or Harris County grant-funded, targeted population subsidized housing programs (including H.O.M.E. TBRA, Rapid Re-Housing, and Covid-19 programs which HHA administers) or other temporary or transitional housing programs, that as a component of their service, HHA has an Inter-governmental Agreement (IGA), Memorandum of Understanding (MOU), Memorandum of Agreement (MOA), or other similar agreement, and the grant funding is discontinued, and/or their program participants will become displaced because of reaching the end of their program eligibility. This preference applies to admissions to the HCV program and any available PBV program site as determined by HHA and any site-specific project requirements., pursuant to the memorandum from Kenneth Coles, VP, Housing Choice Voucher Programs, dated January 17, 2024, to David A. Northern, Sr., President & CEO. Accordingly, staff recommends the Board adopt this resolution.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3737.

Commissioner Thomas moved to adopt Resolution No. 3737. Commissioner Ballard seconded the motion.

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

Chair Snowden called for a vote. All voted in favor. Resolution No. 3737 passed unanimously and is adopted.

**Resolution No. 3738: Consideration and/or take action to authorize the President & CEO or designee to establish a permissive deduction for payments received by families participating in Guaranteed Income Programs. This policy will apply to all assisted households, including households in the Moving To Work (MTW) treatment, control, excluded groups, and non-MTW households.**

Mr. Coles stated Resolution No. 3738 reads and make necessary changes and corrections to establish a permissive deduction for payments received by families participating in Guaranteed Income Programs such as

the Harris County UpLift Program – a guaranteed income pilot program that allows participating households to receive direct cash payments monthly for up to 18 months. The deduction will be equal to the amount received by the family under the program, such that it offsets the payments received by the family. This policy will apply to all assisted households, including households in the Moving To Work (MTW) treatment, control, excluded groups, and non-MTW households, pursuant to the memorandum from Kenneth Coles, VP, Housing Choice Voucher Programs, dated January 17, 2024, to David A. Northern, Sr., President & CEO. Accordingly, staff recommends the Board adopt this resolution.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3738.

Commissioner Cooksey moved to adopt Resolution No. 3738. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution. Having none, Resolution No. 3738 passed unanimously and is adopted.

**Resolution No. 3739: Consideration and/or take action to authorize the President & CEO or authorized representative of the Houston Housing Authority to execute and enter into Insurance Contracts for the Policy Year 2024 with Texas Municipal League Intergovernmental Risk Pool.**

Secretary Northern stated that Resolution No. 3739 will be presented by Mike Rogers, VP of Fiscal and Business Operations

Mr. Rogers stated Resolution No. 3739 reads that the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to the contracts for policy year 2024 with the Texas Municipal League Intergovernmental Risk Pool with a total premium paid not to exceed \$1,200,000.00 pursuant to the memorandum from Michael Rogers, Vice President of Fiscal and Business Operations dated January 9, 2024 to David A. Northern, Sr., President & CEO. Accordingly, staff recommends the Board adopt this resolution.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3739.

Commissioner Thomas moved to adopt Resolution No. 3739. Commissioner Cooksey seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution. Having none, Resolution No. 3739 is adopted.

**Resolution No. 3740: Consideration and/or take action to authorize the President & CEO or authorized representative of the Houston Housing Authority to execute a contract with A.A. National Roofing, Inc. to replace the roof at Bellerive Senior Living Apartments.**

Secretary Northern stated that Resolution Nos. 3740-3742 will be presented by Jay Mason, Director of REID.

Mr. Mason stated Resolution No. 3740 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 A.A. National Roofing, Inc. to replace the roof at Bellerive Senior Living Apartments in an amount not to exceed \$915,460.00 pursuant to the memorandum from Jay Mason, Director of REID dated January 16, 2024 to David A. Northern, Sr., President & CEO. Accordingly, staff recommends the Board adopt this resolution.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3740.

Jay Mason stated an assessment was made and led to several items requiring attention to this property, which included roofing, insulation, and other exterior repairs. A solicitation process was performed, and A.A. National Roofing was not the best; however, they were recommended by our consultant PCI, who completed the assessment and the construction documents. The recommendation was A.A. National Roofing for being the most responsible bidder. Another contractor's bid was 30% lower; therefore, we recommend A.A. National Roofing be awarded this contract.

Commissioner Thomas moved to adopt Resolution No. 3740. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution. Having none, Resolution No. 3740 is adopted.

**Resolution No. 3741: Consideration and/or action to authorize the President & CEO or designee to execute a contract with Omega Builders Group to replace the roof and various repairs at Heatherbrook Apartments.**

Mr. Mason stated Resolution No. 3741 reads That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to the contract with Omega Builders Group to replace the roof and various repairs at Heatherbrook Apartments in an amount not to exceed \$1,198,447.50 pursuant to the memorandum from Jay Mason, Director of REID dated January 9, 2024, to David A. Northern, Sr., President & CEO. Accordingly, staff recommends the Board adopt this resolution.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3741.

Commissioner Cooksey moved to adopt Resolution No. 3741. Commissioner Thomas seconded the motion.

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

Chair Snowden called for a vote. All voted in favor. Resolution No. 3741 passed unanimously and is adopted.

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

**Resolution No. 3742: Consideration and/or take action to authorize the President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with Ables Construction for roof replacement and various repairs at Oxford Place Apartments.**

Mr. Mason stated Resolution No. 3742 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 Ables Construction for roof replacement and various repairs at Oxford Place Apartments in an amount not to exceed \$1,955,000.25 pursuant to the memorandum from Jay Mason, Director of REID dated January 17, 2024, to David A. Northern, Sr., President & CEO. Accordingly, staff recommends the Board adopt this resolution.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3742.

Commissioner Thomas moved to adopt Resolution No. 3742. Commissioner Cooksey seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution. Having none, Resolution No. 3742 passed unanimously and is adopted.

## **EXECUTIVE SESSION**

Chair Snowden suspended the Public Session on Tuesday, January 23, 2024 at 3:44 p.m. to convene into Executive Session to discuss personnel, legal and real estate issues in accordance with Sections 551.074, 551.071 and 551.072 respectively, of the Texas Government Code.

## **PUBLIC SESSION RECONVENED**

Chair Snowden reconvened Public Session at 4:26 p.m.

Secretary Northern called the roll and declared a quorum present.

## **NEW BUSINESS continued...**

**Resolution No. 3743:** Consideration and/or take action to authorize the President & CEO or authorized representative of the Houston Housing Authority to facilitate the acquisition of Broadstone Energy Park located at or about 880 S. Texas 6, Houston, Texas 77079, and the execution of all required documents therefor.

**Resolution No. 3744:** Consideration and/or take action to authorize the President & CEO or authorized representative of the Houston Housing Authority to execute a Memorandum of Understanding with Heritage Investments Partners, LLC and facilitate the acquisition of Cardiff at Louetta Lakes located at or about 3400 Louetta Road, Spring, Texas 77388, and the execution of all required documents therefor.

**Resolution No. 3745:** Consideration and/or take action to authorize the President & CEO or authorized representative of the Houston Housing Authority to facilitate the acquisition of Circle at Point Park Apartments located at or about 8727 Point Park Dr., Houston, Texas 77095, and the execution of all required documents therefor.

**Resolution No. 3746:** Consideration and/or take action to authorize the President & CEO or authorized representative of the Houston Housing Authority to facilitate the acquisition of Cypresswood Apartments located at or about 708 E. Cypresswood Dr., Spring, Texas 77373, and the execution of all required documents therefor.

**Resolution No. 3747:** Consideration and/or take action to authorize the President & CEO or authorized representative of the Houston Housing Authority to facilitate the acquisition of District at Memorial located at or about 10300 Katy Freeway, Houston, Texas 77043, and the execution of all required documents therefor.

**Resolution No. 3748:** Consideration and/or take action to authorize the President & CEO or authorized representative of the Houston Housing Authority to facilitate the acquisition of Encore Motif at Grand Crossing located at or about 23233 Western Centre Drive, Katy, Texas 77450, and the execution of all required documents therefor.

**Resolution No. 3749:** Consideration and/or take action to authorize the President & CEO or authorized representative of the Houston Housing Authority to facilitate the acquisition of Green Pines located at or about 6060 Greens Road, Humble, Texas 77396, and the execution of all required documents therefor.

**Resolution No. 3750:** Consideration and/or take action to authorize the President & CEO or authorized representative of the Houston Housing Authority to facilitate the acquisition of Little Nell Apartments located at or about 8565 W Sam Houston Pkwy S, Houston, Texas 77072, and the execution of all required documents therefor.

**Resolution No. 3751:** Consideration and/or take action to authorize the President & CEO or authorized representative of the Houston Housing Authority to facilitate the acquisition of Park at North Vista located at or about 311 North Vista Drive, Houston, Texas 77073, and the execution of all required documents therefor.

**Resolution No. 3752:** Consideration and/or take action to authorize the President & CEO or authorized representative of the Houston Housing Authority to facilitate the acquisition of Park at Tour 18 located at or about 18110 Hunters Terrace Dr., Humble, Texas 77338, and the execution of all required documents therefor.

**Resolution No. 3753:** Consideration and/or take action to authorize the President & CEO or authorized representative of the Houston Housing Authority to facilitate the acquisition of Stonebridge at City Park located at or about 11800 City Park Central Lane, Houston, Texas 77047, and the execution of all required documents therefor.

**Resolution No. 3754:** Consideration and/or take action to authorize the President & CEO or authorized representative of the Houston Housing Authority to facilitate the acquisition of Territory at Greenhouse located at or about 2500 Greenhouse Rd., Houston, TX 77084, and the execution of all required documents therefor.

**Resolution No. 3755:** Consideration and/or take action to authorize the President & CEO or authorized representative of the Houston Housing Authority to facilitate the acquisition of The Brittmore located at or about 16101 Imperial Valley Dr., Houston, Texas 77060, and the execution of all required documents therefor.

**Resolution No. 3756:** Consideration and/or action to authorize the President & CEO or authorized representative of the Houston Housing Authority to facilitate the acquisition of, and the placement of “affordable” units within, The Oaks at Fall Creek located at 9310 North Sam Houston Parkway East, Humble, Texas 77396, and the execution of all required documents therefor.

Chair Snowden asked for a motion to vote on Resolution Nos. 3743, 3744, 3745, 3746, 3747, 3748, 3479, 3750 3751, 3752, 3753, 3754, 3755, 3756 in seriatim.

Commissioner Thomas motioned. Commissioner Ballard seconded the motion.

Chair Snowden asked for a motion to adopt Resolution Nos. 3743, 3744, 3745, 3746, 3747, 3748, 3479, 3750 3751, 3752, 3753, 3754, 3755, 3756.

Commissioner Ballard motioned, and Commissioner Thomas seconded.

Chair Snowden asked if there is any discussion or objection to adopting Resolution Nos. 3743, 3744, 3745, 3746, 3747, 3748, 3479, 3750 3751, 3752, 3753, 3754, 3755, 3756. Having none, the Chairman called for a vote. All voted in favor therefore Resolution Nos. 3743, 3744, 3745, 3746, 3747, 3748, 3479, 3750 3751, 3752, 3753, 3754, 3755, 3756 are adopted.

## **ADJOURNMENT**

Chair Snowden remarked this concludes the items on today’s agenda and declared the meeting adjourned at 4:33 p.m.

**RESPONSES TO COMMENTS RECEIVED AT THE TUESDAY, JANUARY 23, 2024  
BOARD OF COMMISSIONER MEETING**

A Meeting of the Board of Commissioners (“Board”) of the Houston Housing Authority (“HHA”) was held on Tuesday, January 23, 2024 at the Houston Housing Authority Central Office, 2640 Fountain View Drive, Houston, Texas 77057.

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

**C = Comments Received**

**R= HHA Response**

**PUBLIC COMMENTS**

**C** = Justin Bauer, Director of Community and Environmental Planning for the Houston Galveston Area Council (HGAC) stated his organization has worked with the Houston Housing Authority on summer housing programs. HGAC is the regional planning organization for the 13 counties surrounding Harris County. We work on all, including transportation, workforce, environmental issues, etc., and have been involved in housing in a variety of roles both in education and, most recently, disaster housing recovery. We work with FEMA, and it goes without saying that housing has become an issue for our region. We want to support our local government, especially the Houston Housing Authority, which models this kind of work. I would like to thank the Houston Housing Authority for their work and would like to offer HGAC as a resource to the Houston Housing Authority and assist in developing funding. We are willing to become a partner.

**C** = Mr. Doug Smith would like to discuss 2100 Memorial which he follows closely. In reference to the construction, there were many unhappy tenants during their move. Some former tenants were unable to attend said meeting and were told if they were not present they were not eligible to come back to 2100 Memorial. There also seems to be a lot of confusion about the number of market-rate units. In your state of submission, you indicated 37 market-rate units. Mr. Smith stated a couple of other things that really concerned him are looking at the state submissions in the old project; they were roughly 200 units, and you get 200 parking spaces. According to the state submission, you only have six-tenths of a parking place for each unit.

**R** - It was a pleasure meeting you yesterday. Per our discussion, any resident who was displaced from 2100 Memorial and continues to meet the eligibility requirements will be entitled to return to the property upon completion. They will have the first right of refusal once we start taking applications. This right will continue for at least three months after the property opens. If the former resident is unable to return to the building within three months after the opening, they will be placed at the top of the waitlist.

Former residents were invited to an information meeting in October 2023. Contrary to what was said, residents were never told that they would not be able to move back if they didn’t attend the meeting.

Letters will be sent to formal residents by the end of the week, inviting them to an upcoming informative meeting on February 8<sup>th</sup>.

At this point, leasing to the general public will open from February 15<sup>th</sup> – 22<sup>nd</sup>. Applications are only good for 90 days, so if there is a delay in completing the construction, the opening of the waitlist may be pushed back. Please check the [2100 Memorial.com](http://2100Memorial.com) website for leasing information.



Transforming Lives &amp; Communities

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

Consideration and/or take action to Ratify and Appoint Directors and Officers for Related Entities of the Houston Housing Authority

**2. Date of Board Meeting:** March 19, 2024**3. Proposed Board Resolution:**

**Resolution:** That the Houston Housing Authority Board of Commissioners makes appointments and ratifies the membership of the Boards of; APV Redevelopment Corporation, APV Partners Corporation, City of Houston Housing Corporation No. 1; The Elderly Housing Corporation; Fulton Village Redevelopment Corporation; V. J. Memorial Corporation; Victory Redevelopment Corporation; Victory Street Public Facility Corporation, HHA Fountain View Public Facility Corporation, and Lakeside Place Public Facility Corporation, Winrock North Public Facility Corporation, and Winrock South Public Facility Corporation, pursuant to the memorandum dated March 14, 2024, from Jennine Hovell-Cox, Sr. Vice President & General Counsel to David A. Northern, Sr., President & CEO. Any actions previously taken by parties with authority by virtue of this resolution on behalf of any of the entities listed herein are hereby ratified and approved as the action of such entity.

**4. Department Head Approval**

Signature  Date: 03/15/2024  
Jennine Hovell-Cox (Mar 15, 2024 11:14 CDT)

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

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

**VP of FO Approval**

Signature  Date: 03/14/2024  
Michael D. Rogers (Mar 14, 2024 18:56 CDT)

**6. Approval of President & CEO**

Signature  Date: 03/14/2024  
David A. Northern, Sr. (Mar 14, 2024 18:48 CDT)



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

## MEMORANDUM

**TO:** DAVID A. NORTHERN, SR., PRESIDENT & CEO  
**FROM:** JENNINE HOVELL-COX, SR. VICE PRESIDENT & GENERAL COUNSEL  
**SUBJECT:** CONSIDERATION AND/OR TAKE ACTION TO RATIFY AND APPOINT DIRECTORS AND OFFICERS FOR RELATED ENTITIES OF THE HOUSTON HOUSING AUTHORITY  
**DATE:** MARCH 14, 2024

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorize the President & CEO to take all necessary actions to negotiate, execute, and make necessary changes and corrections to ratify and appoint Directors to Houston Housing Authority affiliate and instrumentality organizations.

### BACKGROUND

The Authority has created and organized as instrumentalities of the Authority various corporations to further the goal and mission of the Authority. The Articles of Incorporation and By-Laws of these corporations give the HHA Commissioners control over the entities.

- The Bylaws of APV Redevelopment Corporation require that the HHA Board appoint members to serve a term or until replaced by the HHA Board.
- The Bylaws of City of Houston Housing Corporation No. 1 and The Elderly Housing Corporation were amended in 2013 to appoint Board Members based on positions held with HHA.
  - The Board members are the Chair of the HHA Board, the President & CEO of HHA, and the full-time employee Vice President of REID and/or Vice President of Finance.
- The Bylaws of Fulton Village Redevelopment Corporation, V. J. Memorial Corporation, and Victory Redevelopment Corporation were amended in 2005 to appoint Board Members based on positions held with HHA.
  - The Board members are the Chair of the HHA Board, the President & CEO of HHA, and Vice President of REID and/or Vice President of Finance.
- The Bylaws of Victory Street Public Facility Corporation, HHA Fountain View PFC, Lakeside Place PFC, Winrock North PFC and Winrock South PFC state that the Board is a mirror of the HHA Board of Commissioners.

### RATIFICATION OF APPOINTMENTS

Since the ratification of appointments in Resolution No. 3390, Mayor John Whitmire appointed new Board Members: Joseph "Jody" Proler, Kenneth C. Li, Alton Smith and Cynthia Aceves-Lewis and reappointed Kristy Kirkendoll and Stephanie A.G. Ballard. Therefore, this resolution seeks to update the roles for related entities of the Houston Housing Authority based on the appointments of the new Board of Commissioners.

**RECOMMENDATION**

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

**Resolution:** That the Houston Housing Authority Board of Commissioners makes appointments and ratifies the membership of the Boards of; APV Redevelopment Corporation, APV Partners Corporation, City of Houston Housing Corporation No. 1; The Elderly Housing Corporation; Fulton Village Redevelopment Corporation; V. J. Memorial Corporation; Victory Redevelopment Corporation; Victory Street Public Facility Corporation, HHA Fountain View Public Facility Corporation, and Lakeside Place Public Facility Corporation, Winrock North Public Facility Corporation, and Winrock South Public Facility Corporation, pursuant to the memorandum dated March 14, 2024, from Jennine Hovell-Cox, Sr. Vice President & General Counsel to David A. Northern, Sr., President & CEO. Any actions previously taken by parties with authority by virtue of this resolution on behalf of any of the entities listed herein are hereby ratified and approved as the action of such entity.



# 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 write off vacant tenant accounts for October 1, 2023 to December 31, 2023.

### 2. Date of Board Meeting: March 19, 2024

### 3. Proposed Board Resolution:

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to write off vacated tenant accounts in the amount of \$186,046.98 and make necessary changes and corrections pursuant to the memorandum from George D. Griffin III, Vice President, Housing Operations, dated February 6, 2024, to David A. Northern, Sr., President & CEO.

### 4. Department Head Approval

Signature *George D. Griffin III* Date: 03/15/2024  
George D. Griffin III (Mar 15, 2024 11:22 CDT)

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

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

### VP of FO Approval

Signature *Michael D. Rogers* Date: 03/14/2024  
Michael D. Rogers (Mar 14, 2024 18:56 CDT)

### 6. Approval of President & CEO

Signature *David A. Northern, Sr.* Date: 03/14/2024  
David A. Northern, Sr. (Mar 14, 2024 18:48 CDT)



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

## MEMORANDUM

**TO:** DAVID A. NORTHERN, SR., PRESIDENT & CEO  
**FROM:** GEORGE D. GRIFFIN III, VICE PRESIDENT, HOUSING OPERATIONS  
**SUBJECT:** CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO WRITE OFF VACANT TENANT ACCOUNTS FOR OCTOBER 1, 2023 TO DECEMBER 31, 2023.  
**DATE:** FEBRUARY 6, 2024

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorize the President & CEO or designee to write off vacated tenant accounts designated as uncollectible in the amount of \$186,046.98. This amount captures accounts written off for the months of October 1, 2023 through December 31, 2023.

### BACKGROUND:

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

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

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

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

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

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

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

<b>Property Name</b>	<b>Write Off Amount</b>
APV	\$0.00
Bellerive	\$381.00
Clayton Homes	\$0.00
Cuney Homes	\$100,031.97
Ewing	\$0.00
Forest Green	\$0.00
Fulton Village	\$5,167.89
Heatherbrook	\$826.39
HOAPV	\$0.00
HRI	\$0.00
Independence Heights	\$0.00
Irvinton Village	\$40,492.12
Kelly Village	\$12,739.77
Kennedy Place	\$3,942.53
Lincoln Park	\$192.99
Long Drive	\$803.25
Lyerly	\$2,603.01
Oxford Place	\$18,241.37
Sweetwater Point	\$624.69
Telephone Road	\$0.00
Victory Place	\$0.00
<b>Grand Total</b>	<b>\$186,046.98</b>

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

Uncollected Debt Categories	4 <sup>th</sup> Quarter Write-off Totals
Rent	\$109,297.03
Retro Rent (Fraud)	\$0.00
Maintenance Charges	\$50,824.39
Legal Charges	\$2,935.00
Utilities	\$14,525.27
Other Fees	\$8,465.29
<b>Grand Total</b>	<b>\$186,046.98</b>

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

#### RECOMMENDATION

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

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to write off vacated tenant accounts in the amount of \$186,046.98 and make necessary changes and corrections pursuant to the memorandum from George D. Griffin III, Vice President, Housing Operations, dated February 6, 2024, to David A. Northern, Sr., President & CEO.

	2020				
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Totals
APV	\$ 23,091.55	\$ 4,560.98	\$ 15,374.60	\$ 1,492.51	\$ 44,519.64
Bellerive	\$ 22.00	\$ 661.50	\$ 37.50	\$ -	\$ 721.00
Clayton Homes	\$ 22,555.71	\$ 72.01	\$ 17,584.57	\$ 3,861.52	\$ 44,073.81
Cuney Homes	\$ 34,406.58	\$ 22,849.35	\$ 27,051.26	\$ 7,106.82	\$ 91,414.01
Ewing	\$ -	\$ -	\$ -	\$ 264.00	\$ 264.00
Forest Green	\$ -	\$ -	\$ -	\$ 312.75	\$ 312.75
Fulton Village	\$ 1,039.00	\$ 890.00	\$ 1,063.00	\$ -	\$ 2,992.00
Heatherbrook	\$ 383.00	\$ -	\$ 998.95	\$ 298.00	\$ 1,679.95
HOAPV	\$ 881.26	\$ 1,075.76	\$ 3,055.02	\$ 191.82	\$ 5,203.86
HRI	\$ 2,302.36	\$ -	\$ 3,735.77	\$ -	\$ 6,038.13
Independence	\$ -	\$ 1,771.00	\$ -	\$ -	\$ 1,771.00
Irvinton Village	\$ 6,845.45	\$ 6,245.76	\$ 9,723.98	\$ 3,742.10	\$ 26,557.29
Kelly Village	\$ 8,085.33	\$ 1,099.50	\$ 5,226.68	\$ 356.35	\$ 14,767.86
Kennedy Place	\$ 680.61	\$ -	\$ 507.54	\$ 2,803.36	\$ 3,991.51
Lincoln Park	\$ 9,648.56	\$ 1,036.77	\$ 369.24	\$ -	\$ 11,054.57
Long Drive	\$ 400.00	\$ 475.00	\$ -	\$ -	\$ 875.00
Lyerly	\$ 172.00	\$ -	\$ 1,829.00	\$ 402.00	\$ 2,403.00
Oxford Place	\$ 3,042.09	\$ 87.00	\$ -	\$ 1,389.25	\$ 4,518.34
Telephone Rd	\$ 157.00	\$ 1,343.00	\$ -	\$ -	\$ 1,500.00
Sweetwater	\$ -	\$ 486.00	\$ -	\$ -	\$ 486.00
Victory Place	\$ 13,839.39	\$ -	\$ 5,415.78	\$ -	\$ 19,255.17
<b>Grand Total</b>	<b>\$ 127,551.89</b>	<b>\$ 42,653.63</b>	<b>\$ 91,972.89</b>	<b>\$ 22,220.48</b>	<b>\$ 284,398.89</b>

	2021				
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Totals
APV	\$ 5,479.26	\$ 9,882.50	\$ 23,637.47	\$ 9,019.19	\$ 48,018.42
Bellerive	\$ 11.00	\$ 59.00	\$ 213.00	\$ 291.50	\$ 574.50
Clayton Homes	\$ 595.98	\$ 451.00	\$ -	\$ 450.14	\$ 1,497.12
Cuney Homes	\$ 20,884.13	\$ 35,139.86	\$ 17,209.50	\$ 27,711.73	\$ 100,945.22
Ewing	\$ 2,059.06	\$ 862.00	\$ -	\$ 1,815.25	\$ 4,736.31
Forest Green	\$ -	\$ -	\$ -	\$ -	\$ -
Fulton Village	\$ -	\$ 1,127.00	\$ -	\$ -	\$ 1,127.00
Heatherbrook	\$ 333.00	\$ 1,110.05	\$ 675.06	\$ 5,883.84	\$ 8,001.95
HOAPV	\$ -	\$ 16,511.90	\$ 9,880.08	\$ 4,040.97	\$ 30,432.95
HRI	\$ -	\$ -	\$ -	\$ -	\$ -
Independence	\$ -	\$ -	\$ -	\$ -	\$ -
Irvinton Village	\$ 34,170.20	\$ 17,367.36	\$ 13,967.06	\$ 16,144.86	\$ 81,649.48
Kelly Village	\$ 17,789.89	\$ 6,505.68	\$ 13,212.06	\$ 4,619.99	\$ 42,127.62
Kennedy Place	\$ 773.87	\$ -	\$ 7,231.22	\$ 3,023.49	\$ 11,028.58
Lincoln Park	\$ 36.99	\$ 6,797.17	\$ -	\$ 966.35	\$ 7,800.51
Long Drive	\$ 246.10	\$ 94.07	\$ 701.69	\$ 2,703.78	\$ 3,745.64
Lyerly	\$ 453.01	\$ 428.50	\$ 1,187.01	\$ 367.50	\$ 2,436.02
Oxford Place	\$ 298.25	\$ 1,690.55	\$ 2,687.81	\$ 397.50	\$ 5,074.11
Sweetwater	\$ 2,613.29	\$ -	\$ -	\$ -	\$ 2,613.29
Telephone	\$ 211.00	\$ -	\$ -	\$ 49.00	\$ 260.00
Victory Place	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Grand Total</b>	<b>\$ 85,955.03</b>	<b>\$ 98,026.64</b>	<b>\$ 90,601.96</b>	<b>\$ 77,485.09</b>	<b>\$ 352,068.72</b>

	2022				
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Totals
APV	\$ 236.06	\$ 14,147.98	\$ -	\$ -	\$ 14,384.04
Bellerive	\$ 50.00	\$ 204.00	\$ 151.00	\$ 159.00	\$ 564.00
Clayton Homes	\$ 90.81	\$ 12,331.54	\$ 7,698.86	\$ -	\$ 20,121.21
Cuney Homes	\$ 20,444.23	\$ 43,737.08	\$ 27,432.52	\$ 10,335.84	\$ 101,949.67
Ewing	\$ -	\$ 507.00	\$ 724.00	\$ -	\$ 1,231.00
Forest Green	\$ -	\$ -	\$ -	\$ 189.53	\$ 189.53
Fulton Village	\$ -	\$ -	\$ 10,178.50	\$ 9,902.49	\$ 20,080.99
Heatherbrook	\$ 1,749.37	\$ -	\$ 821.05	\$ 618.44	\$ 3,188.86
HOAPV	\$ 5,906.13	\$ 178.00	\$ 185.01	\$ -	\$ 6,269.14
HRI	\$ -	\$ -	\$ -	\$ -	\$ -
Independence	\$ -	\$ 84.00	\$ -	\$ -	\$ 84.00
Irvinton Village	\$ 42,104.04	\$ 59,593.03	\$ 25,159.80	\$ 14,798.45	\$ 141,655.32
Kelly Village	\$ 13,295.31	\$ 28,034.60	\$ 24,016.02	\$ 17,513.85	\$ 82,859.78
Kennedy Place	\$ 2,245.35	\$ 10,099.04	\$ 1,162.81	\$ -	\$ 13,507.20
Lincoln Park	\$ 1,605.00	\$ 2,543.05	\$ 1,756.47	\$ 2,748.48	\$ 8,653.00
Long Drive	\$ -	\$ 10,505.90	\$ 583.25	\$ -	\$ 11,089.15
Lyerly	\$ 3,341.00	\$ 1,938.00	\$ 1,918.60	\$ -	\$ 7,197.60
Oxford Place	\$ 3,804.52	\$ 3,839.75	\$ 12,906.24	\$ 865.00	\$ 21,415.51
Sweetwater	\$ -	\$ 1,263.08	\$ 8,309.00	\$ -	\$ 9,572.08
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -
Victory Place	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Grand Total</b>	<b>\$ 94,871.82</b>	<b>\$ 189,006.05</b>	<b>\$ 123,003.13</b>	<b>\$ 57,131.08</b>	<b>\$ 464,012.08</b>

	2023				
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Totals
APV	\$ -	\$ -	\$ -	\$ -	\$ -
Bellerive	\$ -	\$ 166.00	\$ 16.00	\$ 381.00	\$ 563.00
Clayton Homes	\$ -	\$ -	\$ -	\$ -	\$ -
Cuney Homes	\$ 27,782.07	\$ 24,286.75	\$ 53,362.62	\$ 100,031.97	\$ 205,463.41
Ewing	\$ -	\$ -	\$ -	\$ -	\$ -
Forest Green	\$ 347.00	\$ -	\$ -	\$ -	\$ 347.00
Fulton Village	\$ 3,555.69	\$ 3,834.00	\$ -	\$ 5,167.89	\$ 12,557.58
Heatherbrook	\$ 530.50	\$ 2,193.11	\$ 480.00	\$ 826.39	\$ 4,030.00
HOAPV	\$ -	\$ -	\$ -	\$ -	\$ -
HRI	\$ -	\$ -	\$ -	\$ -	\$ -
Independence	\$ -	\$ 3,208.00	\$ -	\$ -	\$ 3,208.00
Irvinton Village	\$ 26,535.36	\$ 47,561.43	\$ 43,676.12	\$ 40,492.12	\$ 158,265.03
Kelly Village	\$ 53,730.63	\$ 12,172.89	\$ 23,290.10	\$ 12,739.77	\$ 101,933.39
Kennedy Place	\$ -	\$ 257.00	\$ 2,964.15	\$ 3,942.53	\$ 7,163.68
Lincoln Park	\$ 13,239.54	\$ 662.11	\$ 6,261.02	\$ 192.99	\$ 20,355.66
Long Drive	\$ -	\$ 277.70	\$ -	\$ 803.25	\$ 1,080.95
Lyerly	\$ 182.50	\$ 300.63	\$ 4,075.07	\$ 2,603.01	\$ 7,161.21
Oxford Place	\$ 4,363.00	\$ 5,644.00	\$ 6,474.97	\$ 18,241.37	\$ 34,723.34
Sweetwater	\$ -	\$ -	\$ -	\$ 624.69	\$ 624.69
Telephone	\$ -	\$ -	\$ 64.00	\$ -	\$ 64.00
Victory Place	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Grand Total</b>	<b>\$ 130,266.29</b>	<b>\$ 100,563.62</b>	<b>\$ 140,664.05</b>	<b>\$ 186,046.98</b>	<b>\$ 557,540.94</b>



Transforming Lives &amp; Communities

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

Consideration and/or take action to authorize the President & CEO to adopt new Public Housing Flat Rents / Tax Credit Capped Rents.

**2. Date of Board Meeting:** March 19, 2024**3. Proposed Board Resolution:**

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President & CEO to adopt new Flat Rents and make any necessary corrections, pursuant to the February 6, 2024 memorandum from George D. Griffin III, Vice President, Housing Operations, to David A. Northern, Sr., President & CEO.

**4. Department Head Approval** Signature *George D. Griffin III* Date: 03/15/2024  
George D. Griffin III (Mar 15, 2024 11:22 CDT)**5. Statement regarding availability of funds by VP of Fiscal Operations**

Funds Budgeted and Available ☐ Yes ☐ No Source Not Applicable

**VP of FO Approval** Signature *Michael D. Rogers* Date: 03/14/2024  
Michael D. Rogers (Mar 14, 2024 18:56 CDT)

**6. Approval of President & CEO** Signature *David A. Northern, Sr.* Date: 03/14/2024  
David A. Northern, Sr. (Mar 14, 2024 18:48 CDT)



Transforming Lives &amp; Communities

**MEMORANDUM**

**TO:** DAVID A. NORTHERN, SR, PRESIDENT & CEO  
**FROM:** GEORGE D. GRIFFIN III, VICE PRESIDENT, HOUSING OPERATIONS  
**SUBJECT:** CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO TO ADOPT NEW PUBLIC HOUSING FLAT RENTS / TAX CREDIT CAPPED RENTS.  
**DATE:** FEBRUARY 6, 2024

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorize the President & CEO to implement the new Flat Rent Amounts for FY 2024.

**BACKGROUND:**

The FY 2015 Appropriations Act amended the 2014 Act to require that flat rents be set at no less than the lower of 80 percent of the applicable fair market rental or such other applicable fair market rental established by HUD, such as Small Area Fair Market Rents (SAFMR). As of October 2023, the FY 2024 FMRs increased throughout the Houston Area, which triggers a requirement to revise upward many of the public housing flat rents.

**METHODOLOGY:**

Fair Market Rents (FMRs) are gross rent estimates that cover the shelter rent plus the cost of all necessary utilities regardless of who pays the utilities. The SAFMRs are FMRs that more accurately reflect local market conditions. When establishing flat rents HHA considered who is responsible for direct utility payments to the utility company and adjusted the flat rent accordingly. Specifically, if a unit is all bills paid by HHA, the flat rent was not adjusted for a utility allowance. However, if the family is responsible for making direct utility payments to the utility company, the HHA adjusted the flat rent amount downward, using the utility allowance, to account for reasonable utility costs of an energy-conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthful living environment.

The HHA, implements an annual utility allowance study, in accordance with HUD Federal Regulations concerning Resident Paid Utility Allowances, Engineering-Based Methodology, and the Average Consumption-Based Mythology. HA staff carefully reviews and evaluates the allowance study rates against dwelling unit category and unit size to determine the extent of energy savings and change.

Additionally, HUD reminded PHAs that higher rent levels will ensure that families with higher incomes pay an appropriate market-based rent. PHAs were reminded that they have the discretion, in accordance with federal law and regulations, to establish occupancy policies that include the eviction of public housing tenants who are above the income limits for eligibility to participate in public housing programs. Therefore, HHA evaluated flat rent levels to provide a balance between the important goals of supporting

the sustained self-sufficiency of families with the ever-increasing demand for affordable housing units among families on the waiting lists.

The following properties - Fulton Village, Independence Heights, Oxford Place, Lincoln Park, and Heatherbrook have Low Income Housing Tax Credit (LIHTC) rent caps as part of their finance layering. LIHTC maximum net rents (*i.e., the maximum rent that tenants can be required to pay out of pocket*) are equal to the gross rent, less the tenant's imputed (budgeted) cost of utilities. This utility expense budget, which is referred to as a "utility allowance," includes only the budgeted expense for utilities that are to be paid by the tenant. Accordingly: Net rent = Gross rent – Utility allowance. The tenant's anticipated utility costs reduce the maximum amount of rent that a tenant can be required to pay. Utility costs that are paid by the property owner and the costs of telephone and subscription television service are not included in the utility allowance. In some instances, although not all, there is also an intersection between these maximum net rents and the 35 percent cap on annual flat rent increases.

**Flat Rent Option vs. Income-Based Rent at 30 Percent of Monthly Adjusted Income:**

PHAs offer the updated flat rent amount at the next annual rent option for families that are current Public Housing residents and permit the family to choose between the flat rent amount and the income-based rent, subject to the phase-in requirements. To determine how to phase in increases in rental payments, PHAs must on a case-by-case basis, at the family's next annual rent option, compare the updated flat rent amount applicable to the unit to the rent that was being paid by the family immediately prior to the annual rent option. If the new flat rent amount would not increase a family's rental payment by more than 35 percent, the family may choose to pay either the updated flat rent amount or an income-based rent at 30 percent of their monthly adjusted income. If an existing flat rent tenant's rental payment prior to any applicable adjustments for utility payments increases by more than 35 percent because of changes to the flat rent amount, the increase must be phased-in such that a family does not experience an increase in their rental payment of more than 35 percent.

**RECOMMENDATION:**

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

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President & CEO to adopt new Flat Rents and make any necessary corrections, pursuant to the February 6, 2024 memorandum from George D. Griffin III, Vice President, Housing Operations, to David A. Northern, Sr., President & CEO.

**FY2024 GROSS FLAT & CAPPED RENTS (80% of SAFMR issued by HUD)**

Zip Code	Type	Development Name	2024 FLAT RENT (80% OF SAFMR)			
			1 BDRM	2 BDRM	3 BDRM	4 BDRM
77004	PH	Cuney Homes	\$840	\$1,008	\$1,328	\$1,712
77004	PH	Ewing	\$840	\$1,008	N/A	N/A
77009	PH	Irvinton Village	\$752	\$904	\$1,192	\$1,536
77009	LIHTC*	Fulton Village	\$752	\$904	\$1,192	\$1,536
77022	LIHTC*	Independence Heights	\$672	\$808	\$1,064	N/A
77020	PH	Kelly Village	\$632	\$752	\$992	\$1,280
77020	PH	Kennedy Place	\$632	\$752	\$992	\$1,280
77022	LIHTC*	Oxford Place	\$672	\$808	\$1,064	N/A
77022	PH	Lyerly	\$672	\$808	N/A	N/A
77036	PH	Bellerive	\$800	\$952	N/A	N/A
77078	PH	Forest Green	N/A	\$936	\$1,240	\$1,592
77091	LIHTC*	Lincoln Park	\$704	\$840	\$1,112	N/A
77091	PH	Heatherbrook Apartments	\$712	\$856	\$1,128	\$1,456

\* FY2024 Flat Rents for units blended with PH & TC are based on HUD's SAFMR which is lower than HOME/LIHTC low rents.



Transforming Lives &amp; Communities

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

Consideration and/or take action to authorize the President & CEO to negotiate and execute a one-year contract with RTR Financial Services for Debt Collection Services.

**2. Date of Board Meeting:** March 19, 2024**3. Proposed Board Resolution:**

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President & CEO to negotiate and execute a one-year contract with RTR Financial Services with HHA having the option to extend the contract two (2) additional years, in one (1) year increments pursuant to the February 6, 2024 memorandum from George D. Griffin III, Vice President, Housing Operations to David A. Northern, Sr., President & CEO.

**4. Department Head Approval** Signature *George D. Griffin III* Date: 03/15/2024  
George D. Griffin III (Mar 15, 2024 11:22 CDT)

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

Funds Budgeted and Available ☐ Yes ☐ No Source Not Applicable

**VP of FO Approval** Signature *Michael D. Rogers* Date: 03/14/2024  
Michael D. Rogers (Mar 14, 2024 18:56 CDT)

**6. Approval of President & CEO**

Signature *David A. Northern, Sr.* Date: 03/14/2024  
David A. Northern, Sr. (Mar 14, 2024 18:48 CDT)



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**MEMORANDUM**

**TO:** DAVID A. NORTHERN, SR., PRESIDENT & CEO  
**FROM:** GEORGE D. GRIFFIN III, VICE PRESIDENT, HOUSING OPERATIONS  
**SUBJECT:** CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO TO NEGOTIATE AND EXECUTE A ONE-YEAR CONTRACT WITH RTR FINANCIAL SERVICES FOR DEBT COLLECTION SERVICES.  
**DATE:** FEBRUARY 6, 2024

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorize the President & CEO to negotiate and execute a contract for Debt Collection Services.

**BACKGROUND:**

The Houston Housing Authority (HHA) contracts with Property Management Agents whose responsibility is to collect rent and other related fees from public housing tenants. However, when accounts are deemed uncollectible, the HHA, as the property owner, is required to reduce its financial liabilities by writing off balances owed by former tenants. Write-offs are necessary when tenants vacate units without fully honoring their financial obligations. Former tenants are notified and provided at least 30 days to resolve their balances. In the event payments are not received, Management Agents deems the accounts as uncollectible and forwards to the HHA. While the HHA will formally write off the debt, federal regulations require the execution of debt collection practices to recover losses. Debt collection and recovery services will be executed for HHA-owned sites located within the City of Houston and Harris County.

Debt typically includes non-payment of rent, maintenance fees, legal fees, excessive utilities, and other valid charges. HHA's efforts require the engagement of a third-party contractor whose primary role is to recover debt owed by previous tenants of public housing. HHA will refer delinquent accounts to Provider(s) every month. Annually, it is estimated that debt collection and recovery services will be needed for 322 accounts totaling \$499,400. Referred account totals shall be at least \$50.00 and above. The desired rate of recovery or return is a minimum of 75% of the total amount referred by the HHA, annually.

Provider(s) are expected to provide debt collection and recover of two types of accounts, as listed below:

- 1) Primary Accounts – accounts referred by the HHA with initial collection efforts
- 2) Secondary Accounts – non-responsive accounts that requires escalated efforts from a Legal Team

Below is a historical summary of accounts referred for collections for the in 2022:

<b>Property Name</b>	<b>Annual Debt Totals</b>	<b># of Annual Unpaid Accounts</b>
Allen Parkway Village	\$14,000	5
Historic Oaks of Allen Parkway	\$400	3
Bellerive	\$500	4
Clayton	\$20,000	50
Cuney	\$110,000	67
Ewing	\$1,000	2
Forest Green	\$500	3
Fulton Village	\$24,000	9
Heatherbrook	\$2,000	3
Irvinton	\$126,000	81
Kelly Village	\$123,000	57
Kennedy Place	\$11,000	4
Lincoln Park	\$20,000	10
Long Drive	\$11,000	4
Lyerly	\$4,000	10
Oxford Place	\$22,000	7
Sweetwater	\$10,000	2
<b>Grand Total</b>	<b>\$499,400</b>	<b>322</b>

## ADVERTISEMENT

In October 2023, HHA's Procurement Department posted a legal notice advertising Request for Proposal 23-44 (RFP 23-44) Debt Collection Services on its website, and in the Forward Times, Houston Business Journal and Houston Chronicle Newspapers:

In addition to posting RFP 23-44 on its website, HHA's Procurement Department sent e-mails advertising this solicitation to potential Firms on its Bidder's List. The Bidder's list was created using HHA's vendors' registration data and a search of potential proposers online.

Interested parties were also able to access RFP 23-44 by going to the websites of the City of Houston Office of Business Opportunity ("OBO"); the Greater Houston Black Chamber of Commerce ("GHBCC"); the Houston Minority Supplier Development Council ("HMSDC"); the Houston Chapter of the National Association of Minority Contractors ("NAMC"); and to the Houston Office of the United States Small Business Administration ("SBA").

**EVALUATION PROCESS**

On October 31, 2023 HHA's Procurement Department opened five (5) sealed proposals, which were evaluated, independently, by the following HHA staff members:

- **Housing Operations:** Daveta Thomas, Pre-Admission and Occupancy
- **Legal:** LaKeshia Jackson, Attorney
- **Finance:** Tamara McCormick, Financial Analyst

All responses to RFP 23-44 received by the specified due date were scored based on the following published scoring criteria:

<b>EVALUATION CRITERIA</b>	<b>POSSIBLE POINTS</b>
<b>Experience</b> <ul style="list-style-type: none"> <li>• Contractor's demonstrated experience in collections for a scope of this size.</li> <li>• Length of time Contractor has been providing the collection services requested by this solicitation.</li> <li>• List of projects/clients in which services have or are being provided over the past 2 years. If there are less than 5 clients in the past two years, provide additional references.</li> <li>• Previous experience working for HHA or other PHA's.</li> <li>• Resumes of key staff,</li> </ul>	25
<b>Technical Capability</b> <ul style="list-style-type: none"> <li>• Contractor's capability in terms of personnel</li> <li>• Online/real time payment options</li> <li>• Equipment and materials to successfully provide the collection services requested by this solicitation.</li> </ul>	20
<b>Methodology</b> <ul style="list-style-type: none"> <li>• Contractor's plan or approach to providing the collection services requested by this solicitation.</li> </ul>	25
<b>M/WBE Plan</b>	5
<b>Commission / Administrative Fee</b>	25
<b>Total</b>	100

Table A below provides the scores of the responses reviewed and scored by the committee and finalized by HHA's Procurement Department:

<b>Table A</b>			
<b><u>Debt Collection Service</u></b>	<b><u>M/WBE</u></b>	<b><u>M/WBE Participation</u></b>	<b><u>Scoring Results</u></b>
1. RTR Financial Services	N/A	Yes	89
2. Online Information Services, Inc	N/A	No	86
3. Sierra Outsourcing Solutions	N/A	No	80
4. Ability Recovery Services	N/A	No	79
5. Cuevas Jones, LLC	M/WBE	Yes	73

The Evaluation Committee, after analyzing the scores, determined a shortlist was not needed, and recommended the award to RTR Financial Services.

The agency goal is to have all contracts utilizing sub-contractors spend at least 30% of the project funds with M/WBE businesses. RTR Financial Services intends to subcontract 30% of the services to an M/WBE.

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

#### **RECOMMENDATION:**

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

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President & CEO to negotiate and execute a one-year contract with RTR Financial Services with HHA having the option to extend the contract two (2) additional years, in one (1) year increments pursuant to the February 6, 2024 memorandum from George D. Griffin III, Vice President, Housing Operations to David A. Northern, Sr., President & CEO.



# HOUSTON

HOUSING AUTHORITY

Transforming Lives & Communities

## REQUEST FOR BOARD AGENDA ITEM

### 1. Brief Description of Proposed Item

Consideration to authorize the President & CEO or his designee to update a disposition application submitted in April 2023 to the HUD Special Application Center (SAC) for the Forest Green public housing community.

### 2. Date of Board Meeting: March 19, 2024

### 3. Proposed Board Resolution:

**Resolution:** The Houston Housing Authority Board of Commissioners authorizes the President & CEO to amend the disposition application submitted in April 2023 to the HUD Special Applications Center for the Forest Green public housing community located at 8945 Forest Hollow, (Houston, TX 77078) pursuant to the memorandum dated March 5, 2024, from Jay Mason, Director of REID to David A. Northern Sr., President & CEO.

### 4. Department Head Approval

Signature *Jay Mason* Date: 03/15/2024  
Jay Mason (Mar 15, 2024 12:21 CDT)

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

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

VP of FO Approval Signature *Michael D. Rogers* Date: 03/15/2024  
Michael D. Rogers (Mar 15, 2024 12:23 CDT)

### 6. Approval of President & CEO

Signature *David A. Northern, Sr.* Date: 03/15/2024  
David A. Northern, Sr. (Mar 15, 2024 11:59 CDT)



Transforming Lives &amp; Communities

**MEMORANDUM**

**TO:** DAVID A. NORTHERN, SR., PRESIDENT & CEO  
**FROM:** JAY MASON, DIRECTOR REID  
**SUBJECT:** CONSIDERATION TO AUTHORIZE THE PRESIDENT & CEO OR HIS DESIGNEE TO UPDATE A DISPOSITION APPLICATION SUBMITTED IN APRIL 2023 TO THE HUD SPECIAL APPLICATION CENTER (SAC) FOR THE FOREST GREEN PUBLIC HOUSING COMMUNITY.  
**DATE:** MARCH 5, 2024

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorize the President & CEO or designee to update a disposition application submitted in April 2023 to the HUD Special Application Center (SAC) for the Forest Green public housing community.

**BACKGROUND:**

An initial disposition application was submitted to the HUD Special Applications Center (SAC) in April 2023 to dispose of the Forest Green public housing community for not less than the appraised Fair Market Value of \$3,840,000. The disposition includes approximately 13.07 acres and all related improvements on the property.

The decision to dispose of this property was based on the severe flood damage resulting from Hurricane Harvey in 2017. All residents were relocated, and the property has remained vacant. Detailed feasibility analysis was completed, and it was determined that the property was not viable for renovation due to the extensive costs to remediate the flood and subsequent mold.

Consultation with residents regarding the disposition application occurred in conjunction with the resident meetings held for presentation of the 2023 Annual Agency MTW Plan. A letter for support for the disposition application was provided from the Mayor's office on January 20, 2023.

Upon HUD approval of the disposition, HHA will issue a public notice of sale with a minimum bid price equal to the appraised fair market value and complete a sale to the highest bidder.

**RECOMMENDATION**

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

**Resolution:** The Houston Housing Authority Board of Commissioners authorizes the President & CEO to amend the disposition application submitted in April 2023 to the HUD Special Applications Center for the Forest Green public housing community located at 8945 Forest Hollow, (Houston, TX 77078) pursuant to the memorandum dated March 5, 2024 from Jay Mason, Director of REID to David A. Northern Sr., President & CEO



Transforming Lives &amp; Communities

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

Consideration and/or take action to authorize the President & CEO or designee to execute a contract with Construction Masonry, INC for Exterior Walls and Roof Repairs at Fulton Village Apartments.

**2. Date of Board Meeting:** March 19, 2024**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 Construction Masonry, INC for Exterior Walls and Roof Repairs at Fulton Place Apartments in an amount not to exceed \$810,152.32 pursuant to the memorandum from Jay Mason, Director of REID dated March 5, 2024 to David A. Northern, Sr., President & CEO.

**4. Department Head Approval** Signature Jay Mason Date: 03/15/2024  
Jay Mason (Mar 15, 2024 11:16 CDT)
**5. Statement regarding availability of funds by VP of Fiscal Operations**

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

**VP of FO Approval** Signature Michael D. Rogers Date: 03/14/2024  
Michael D. Rogers (Mar 14, 2024 18:56 CDT)

**6. Approval of President & CEO**

Signature David A. Northern, Sr. Date: 03/14/2024  
David A. Northern, Sr. (Mar 14, 2024 18:48 CDT)



**HOUSTON**  
HOUSING AUTHORITY

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**MEMORANDUM**

**TO:** DAVID A. NORTHERN, SR., PRESIDENT & CEO  
**THRU:** JAY MASON, DIRECTOR OF REID  
**FROM:** TAMON WILLIAMS, MANAGER OF CONSTRUCTION SERVICES  
**SUBJECT:** CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO EXECUTE A CONTRACT WITH CONSTRUCTION MASONRY, INC FOR EXTERIOR WALLS AND ROOF REPAIRS AT FULTON VILLAGE APARTMENTS  
**DATE:** MARCH 5, 2024

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to a contract with Construction Masonry, INC for Exterior Walls and Roof Repairs at Fulton Village Apartments in an amount not to exceed \$810,152.32.

**BACKGROUND:**

In developing the Five (5) Year CFP Plan, the Houston Housing Authority (HHA) completed an exterior condition assessment of the Fulton Village Apartments (February 2023) that resulted in the following upgrades/rehabilitation scope of work:

- Replace aluminum-framed windows
- Replace damaged garage door panels
- Clean and paint
- Replace damaged entry door
- Install/replace sealants
- Repair/replace damaged siding and trim
- Replace broken glass above doors
- Repair undermined patio slab
- Replace damaged/missing asphalt shingles
- Repair/replace damaged gutters and downspouts
- Repair/replace lead flashings at plumbing vent pipes
- Install sheet metal diverters and kick-out flashings
- Cut back trees and clean debris from roof

The specified repairs are a necessary capital improvements project, covered by HUD's Capital Funds Program (CFP). The Scope of Work (SOW) and Independent Cost Estimate (ICE) were developed by the REID Department in conjunction with our Building Envelope Consultant, Price Consulting, Inc.

The original ICE for this project was \$975,000.00; so, the lowest responsible bid is \$810,152.32 and below the estimated budget.

## ADVERTISEMENT

In December of 2023, a legal notice advertising IFB 23-53 Window Replacement and Various Repairs at Fulton Village (“IFB 23-53”) was posted in the Houston Chronicle and Forward Times Newspapers, and in the Houston Business Journal.

In addition to posting “IFB 23-53” on its website, HHA’s Procurement Department sent e-mails advertising this solicitation to potential Firms on its Bidder’s List; to the City of Houston Office of Business Opportunity (“OBO”); and to the Houston Minority Supplier Development Council (“HMSDC”).

Interested parties were also able to access “IFB 23-53” by going to the websites of the City of Houston Office of Business Opportunity (“OBO”); the Greater Houston Black Chamber of Commerce (“GHBC”); the Houston Minority Supplier Development Council (“HMSDC”); the Houston Chapter of the National Association of Minority Contractors (“NAMC”); and to the Houston Office of the United States Small Business Administration (“SBA”).

Interested parties were invited to attend a non-mandatory pre-bid conference either in-person or virtually with an opportunity for those attending to walk the site with HHA personnel. Additional site visits were held upon request.

## EVALUATION PROCESS

On January 30, 2023, HHA’s Procurement Department opened the following sealed bids in response to “IFB 23-53”:

Rank	Firm/Company	M/WBE	M/WBE Participation	Bid Price
1	Key HTX	MBE		\$377,097.96
2	Construction Masonry	MBE	Yes	\$810,152.32
3	Crowned Eagle Construction	N/A	Yes	\$1,187,218.00
4	Omega Builders Group	N/A	Yes	\$1,703,000.00
5	DSW Home, LLC	N/A	Yes	\$2,468,106.00
6	TAD Co. Roofing	MBE	N/A	\$2,496,445.15

Key HTX was considered “Non-Responsive” for failure to provide the required Price Sheet, included in the original solicitation as Exhibit C, with their submission and was not further evaluated.

Agency goal is to have all contracts utilizing sub-contractors to spend at least 30% of the project funds with M/WBE businesses. Construction Masonry is subcontracting an undetermined amount of the contract to an MBE.

Additionally, Construction Masonry will hire Section 3 participants to fill employment opportunities (laborers).

There are no conflicts of interest and Construction Masonry is not on the HUD Debarment List.

**RECOMMENDATION**

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

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with Construction Masonry, INC for Exterior Walls and Roof Repairs at Fulton Village Apartments in an amount not to exceed \$810,152.32 pursuant to the memorandum from Jay Mason, Director of REID dated March 5, 2024 to David A. Northern, Sr., President & CEO.



## REQUEST FOR BOARD AGENDA ITEM

## 1. Brief Description of Proposed Item

Consideration and/or take action to authorize the President & CEO or designee to facilitate the update of the previously approved loan amount in Resolution No. 3744 for the Cardiff at Louetta Lakes transaction to reflect a principal loan amount not to exceed \$23,000,000 and of the previously approved unit mix to reflect that 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 the execution of all required documents therefor.

## 2. Date of Board Meeting: March 19, 2024

## 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 update of the previously approved loan amount in Resolution No. 3744 for the Cardiff at Louetta Lakes transaction to reflect a principal loan amount not to exceed \$23,000,000 and of the previously approved unit mix to reflect that 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 the execution of all required documents therefor, pursuant to the memorandum from Jay Mason, Director of REID dated March 5, 2024, to David A. Northern, Sr., President & CEO.

4. Department Head Approval Signature Jay Mason Date: 03/15/2024  
Jay Mason (Mar 15, 2024 11:16 CDT)

## 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 Michael D. Rogers Date: 03/14/2024  
Michael D. Rogers (Mar 14, 2024 18:56 CDT)

## 6. Approval of President &amp; CEO

Signature David A. Northern, Sr. Date: 03/14/2024  
David A. Northern, Sr. (Mar 14, 2024 18:48 CDT)



**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 UPDATE OF THE PREVIOUSLY APPROVED LOAN AMOUNT IN RESOLUTION NO. 3744 FOR THE CARDIFF AT LOUETTA LAKES TRANSACTION TO REFLECT A PRINCIPAL LOAN AMOUNT NOT TO EXCEED \$23,000,000 AND OF THE PREVIOUSLY APPROVED UNIT MIX TO REFLECT THAT 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 THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.  
**DATE:** MARCH 5, 2024

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO or authorized representative of the Houston Housing Authority (the “**Authority**”) to take such actions necessary or convenient to facilitate the update of the previously approved loan amount in Resolution No. 3744 for the Cardiff at Louetta Lakes transaction to reflect a principal loan amount not to exceed \$23,000,000 and of the previously approved unit mix to reflect that 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 the execution of all required documents therefor.

### BACKGROUND

On January 23, 2024, the Houston Housing Authority Board of Commissioners passed a resolution (No. 3744) for the Cardiff at Louetta Lakes transaction which authorized the Houston Housing Authority President & CEO or designee to take all actions necessary or convenient to facilitate the acquisition and rehabilitation of 3400 Louetta Road, Spring, Texas 77388 (the “**Project**”) thereupon, and the execution of all required documents therefor, pursuant to the memorandum from Jay Mason, Interim Director of REID, dated January 9, 2024, to David A. Northern, Sr., President & CEO.

The Company desires to update a loan from CBRE Capital Markets, Inc., a Texas corporation (the “**Lender**”) to reflect a principal loan amount not to exceed \$23,000,000 (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**”).

The Company further desires to update the previously approved unit mix to reflect that 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.

**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 update of the previously approved loan amount in Resolution No. 3744 for the Cardiff at Louetta Lakes transaction to reflect a principal loan amount not to exceed \$23,000,000 and of the previously approved unit mix to reflect that 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 the execution of all required documents therefor, pursuant to the memorandum from Jay Mason, Director of REID dated March 5, 2024, to David A. Northern, Sr., President & CEO.

**RESOLUTION NO. 3763**

**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 UPDATE OF THE PREVIOUSLY APPROVED LOAN AMOUNT IN RESOLUTION NO. 3744 FOR THE CARDIFF AT LOUETTA LAKES TRANSACTION TO REFLECT A PRINCIPAL LOAN AMOUNT NOT TO EXCEED \$23,000,000 AND OF THE PREVIOUSLY APPROVED UNIT MIX TO REFLECT THAT 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 THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.**

WHEREAS, the Authority has previously approved the Cardiff at Louetta Lakes transaction;

WHEREAS, the Authority desires to authorize the President & CEO or designee to take such actions necessary or convenient to cause the loan amount of the Cardiff at Louetta Lakes transaction to be updated to reflect the amount of up to \$23,000,000; and

WHEREAS, the Authority further desires to authorize the President & CEO or designee to take such actions necessary or convenient to cause the previously approved unit mix to be updated to reflect that 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.

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 increase of the previously approved loan amount in Resolution No. 3744.

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

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

PASSED this 19<sup>th</sup> day of March, 2024.

ATTEST:

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CHAIR

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Secretary

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

Consideration and/or take action to authorize the President & CEO or designee to facilitate the update of the previously approved loan amount in Resolution No. 3728 for the Alexis Luxury Apartments transaction to reflect a principal loan amount not to exceed \$14,100,000, and the execution of all required documents therefor.

**2. Date of Board Meeting:** March 19, 2024**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 update of the previously approved loan amount in Resolution No. 3728 for the Alexis Luxury Apartments transaction to reflect a principal loan amount not to exceed \$14,100,000, and the execution of all required documents therefor, pursuant to the memorandum from Jay Mason, Director of REID dated March 5, 2024, to David A. Northern, Sr., President & CEO.

**4. Department Head Approval**      Signature *Jay Mason* Jay Mason (Mar 15, 2024 11:16 CDT)      Date: \_\_\_\_\_

**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 *Michael D. Rogers* Michael D. Rogers (Mar 14, 2024 18:56 CDT)      Date: 03/14/2024

**6. Approval of President & CEO**

Signature *David A. Northern, Sr.* David A. Northern, Sr. (Mar 14, 2024 18:48 CDT)      Date: 03/14/2024



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 UPDATE OF THE PREVIOUSLY APPROVED LOAN AMOUNT IN RESOLUTION NO. 3728 FOR THE ALEXIS LUXURY APARTMENTS TRANSACTION TO REFLECT A PRINCIPAL LOAN AMOUNT NOT TO EXCEED \$14,100,000, AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.  
**DATE:** MARCH 5, 2024

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO or authorized representative of the Houston Housing Authority (the “**Authority**”) to take such actions necessary or convenient to facilitate the update of the previously approved loan amount in Resolution No. 3728 for the Alexis Luxury Apartments transaction to reflect a principal loan amount not to exceed \$14,100,000, and the execution of all required documents therefor.

### BACKGROUND

On December 19, 2023, the Houston Housing Authority Board of Commissioners passed a resolution (No. 3728) which authorized the Houston Housing Authority President & CEO or designee to take all actions necessary or convenient to facilitate the acquisition and rehabilitation of 4604 Cypresswood Dr., Spring, Texas 77379 (the “**Project**”) thereupon, and the execution of all required documents therefor, pursuant to the memorandum from Jay Mason, Interim Director of REID, dated December 5, 2023, to David A. Northern, Sr., President & CEO.

The Company desires to update a loan from Greystone Servicing Company LLC, a Delaware limited liability company (the “**Lender**”) to reflect a principal loan amount not to exceed \$14,100,000 (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 update of the previously approved loan amount in Resolution No. 3728 for the Alexis Luxury Apartments transaction to reflect a principal loan amount not to exceed \$14,100,000, and the execution of all required documents therefor, pursuant to the memorandum from Jay Mason, Director of REID dated March 5, 2024, to David A. Northern, Sr., President & CEO.

**RESOLUTION NO. 3764**

**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 UPDATE OF THE PREVIOUSLY APPROVED LOAN AMOUNT IN RESOLUTION NO. 3728 FOR THE ALEXIS LUXURY APARTMENTS TRANSACTION TO REFLECT A PRINCIPAL LOAN AMOUNT NOT TO EXCEED \$14,100,000, AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.**

WHEREAS, the Authority has previously approved the Alexis Luxury Apartments transaction; and

WHEREAS, the Authority desires to authorize the President & CEO or designee to take such actions necessary or convenient to cause the loan amount of the Alexis Luxury Apartments transaction to be updated to reflect the amount of up to \$14,100,000.

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 increase of the previously approved loan amount in Resolution No. 3728.

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

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

PASSED this 19<sup>th</sup> day of March, 2024.

ATTEST:

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CHAIR

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Secretary

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

Consideration and/or take action to authorize the President & CEO or designee to facilitate the update of the previously approved loan amount in Resolution No. 3729 for the Apex Apartments transaction to reflect a principal loan amount not to exceed \$11,000,000, and the execution of all required documents therefor.

**2. Date of Board Meeting:** March 19, 2024**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 update of the previously approved loan amount in Resolution No. 3729 for the Apex Apartments transaction to reflect a principal loan amount not to exceed \$11,000,000, and the execution of all required documents therefor, pursuant to the memorandum from Jay Mason, Director of REID dated March 5, 2024, to David A. Northern, Sr., President & CEO.

**4. Department Head Approval** Signature Jay Mason Date: 03/15/2024  
Jay Mason (Mar 15, 2024 11:16 CDT)

**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 Michael D. Rogers Date: 03/14/2024  
Michael D. Rogers (Mar 14, 2024 18:56 CDT)

**6. Approval of President & CEO**

Signature David A. Northern, Sr. Date: 03/14/2024  
David A. Northern, Sr. (Mar 14, 2024 18:48 CDT)



**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 UPDATE OF THE PREVIOUSLY APPROVED LOAN AMOUNT IN RESOLUTION NO. 3729 FOR THE APEX APARTMENTS TRANSACTION TO REFLECT A PRINCIPAL LOAN AMOUNT NOT TO EXCEED \$11,000,000, AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.  
**DATE:** MARCH 5, 2024

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO or authorized representative of the Houston Housing Authority (the “**Authority**”) to take such actions necessary or convenient to facilitate the update of the previously approved loan amount in Resolution No. 3729 for the Apex Apartments transaction to reflect a principal loan amount not to exceed \$11,000,000, and the execution of all required documents therefor.

**BACKGROUND**

On December 19, 2023, the Houston Housing Authority Board of Commissioners passed a resolution (No. 3729) for the Apex Apartments transaction which authorized the Houston Housing Authority President & CEO or designee to take all actions necessary or convenient to facilitate the acquisition and rehabilitation of 8520 Madie Dr., Houston, Texas, 77022 (the “**Project**”) thereupon, and the execution of all required documents therefor, pursuant to the memorandum from Jay Mason, Interim Director of REID, dated December 5, 2023, to David A. Northern, Sr., President & CEO.

The Company desires to update a loan from Greystone Servicing Company LLC, a Delaware limited liability company (the “**Lender**”) to reflect a principal loan amount not to exceed \$11,000,000 (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 update of the previously approved loan amount in Resolution No. 3729 for the Apex Apartments transaction to reflect a principal loan amount not to exceed \$11,000,000, and the execution of all required documents therefor, pursuant to the memorandum from Jay Mason, Director of REID dated March 5, 2024, to David A. Northern, Sr., President & CEO.

**RESOLUTION NO. 3765**

**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 UPDATE OF THE PREVIOUSLY APPROVED LOAN AMOUNT IN RESOLUTION NO. 3729 FOR THE APEX APARTMENTS TRANSACTION TO REFLECT A PRINCIPAL LOAN AMOUNT NOT TO EXCEED \$11,000,000, AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.**

WHEREAS, the Authority has previously approved the Apex Apartments transaction; and

WHEREAS, the Authority desires to authorize the President & CEO or designee to take such actions necessary or convenient to cause the loan amount of the Apex Apartments transaction to be updated to reflect the amount of up to \$11,000,000.

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 increase of the previously approved loan amount in Resolution No. 3729.

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

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

PASSED this 19<sup>th</sup> day of March, 2024.

ATTEST:

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CHAIR

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Secretary



Transforming Lives &amp; Communities

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

Consideration and/or take action to authorize the President & CEO or authorized representative of the Houston Housing Authority to approve Lakeside Place PFC's Issuance, Sale and Delivery of its Multifamily Housing Revenue Bonds (Landing on Orem Apartments), Series 2024, and the execution of all required documents therefor.

**2. Date of Board Meeting:** March 19, 2024**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 approving Lakeside Place PFC's Issuance, Sale and Delivery of Multifamily Housing Revenue Bonds (Landing on Orem Apartments), Series 2024; approving the form and substance of and authorizing the execution and delivery of documents and instruments necessary to carry out the financing of such multifamily rental residential development; and containing other provisions relating to the subject, and the execution of all required documents therefor, pursuant to the memorandum from Jay Mason, Director of REID dated March 5, 2024, to David A. Northern, Sr., President & CEO.

**4. Department Head Approval** Signature Jay Mason Date: 03/15/2024  
Jay Mason (Mar 15, 2024 11:16 CDT)

**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 Michael D. Rogers Date: 03/14/2024  
Michael D. Rogers (Mar 14, 2024 18:56 CDT)

**6. Approval of President & CEO**

Signature David A. Northern, Sr. Date: 03/14/2024  
David A. Northern, Sr. (Mar 14, 2024 18:48 CDT)



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 APPROVE LAKESIDE PLACE PFC'S ISSUANCE, SALE AND DELIVERY OF ITS MULTIFAMILY HOUSING REVENUE BONDS (LANDING ON OREM APARTMENTS), SERIES 2024, AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.  
**DATE:** MARCH 5, 2024

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO or authorized representative of the Houston Housing Authority (the "**Authority**") to take such actions necessary or convenient to approve Lakeside Place PFC's Issuance, Sale and Delivery of its Multifamily Housing Revenue Bonds (Landing on Orem Apartments), Series 2024, and the execution of all required documents therefor.

### BACKGROUND

Lakeside Place PFC (the "Governmental Lender") was created by the Houston Housing Authority (the "Sponsor") pursuant to the provisions of the Public Facility Corporation Act, Chapter 303, Texas Local Government Code, as amended (the "Act"). Section 303.071 of the Act requires that the governing body of the Sponsor approve by resolution any issuance of the Governmental Lender's tax-exempt debt. The Governmental Lender is issuing the tax-exempt debt to provide financing for the development of the Landing on Orem Apartments.

### 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 approving Lakeside Place PFC's Issuance, Sale and Delivery of Multifamily Housing Revenue Bonds (Landing on Orem Apartments), Series 2024; approving the form and substance of and authorizing the execution and delivery of documents and instruments necessary to carry out the financing of such multifamily rental residential development; and containing other provisions relating to the subject, and the execution of all required documents therefor, pursuant to the memorandum from Jay Mason, Director of REID dated March 5, 2024, to David A. Northern, Sr., President & CEO.

**RESOLUTION NO. 3766**

RESOLUTION APPROVING ISSUANCE BY LAKESIDE PLACE PFC OF THE LAKESIDE PLACE PFC MULTIFAMILY HOUSING REVENUE BONDS (LANDING ON OREM APARTMENTS), SERIES 2024; APPROVING THE FORM AND SUBSTANCE OF AND AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS AND INSTRUMENTS NECESSARY TO CARRY OUT THE FINANCING OF SUCH MULTIFAMILY RENTAL RESIDENTIAL DEVELOPMENT; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT

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

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

WHEREAS, the Board of Directors of the Issuer (the “Board”) has determined to authorize the issuance, sale and delivery of the Issuer’s Multifamily Housing Revenue Bonds (Landing on Orem Apartments), Series 2024 (the “Bonds”), pursuant to and in accordance with the terms of an Indenture of Trust (the “Trust Indenture”), between the Issuer and BOKF, NA, as trustee; and

WHEREAS, the Board adopted a resolution on the date hereof authorizing the issuance of the Bonds (the “Issuer Resolution”); and

WHEREAS, the proceeds of the sale of the Bonds will be used for the purpose of lending the funds to Landing on Orem, LP, a Texas limited partnership (the “Borrower”), to provide financing for the acquisition, construction and equipping of a multifamily rental housing development identified on Exhibit A of the Issuer Resolution located in Houston, Texas known as the Landing on Orem Apartments (the “Project”), all in accordance with the Constitution and laws of the State of Texas; and

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

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

Section 1. The Issuer Resolution, a copy of which is attached hereto as Exhibit A and made a part hereof for all purposes, is hereby approved.

Section 2. The approval herein given is in accordance with the provisions of Section 303.071 of the Act and is not to be construed as any undertaking by the Sponsor, and the Bonds shall never constitute an indebtedness or pledge of the Sponsor, the City of Houston, Harris County, or the State of Texas, within the meaning of any constitutional or statutory provision, and the owners of the Bonds shall never be paid in whole or in part out of any funds raised or to be raised by taxation

or any other revenues of the Issuer, the Sponsor, the City of Houston, Harris County, or the State of Texas except those revenues assigned and pledged by the Issuer in the Trust Indenture.

Section 3. The activities and expenditures authorized and contemplated by the Issuer Resolution are hereby in all respects approved.

Section 4. The officers of the Sponsor are hereby authorized, jointly and severally, to execute and deliver such endorsements, instruments, certificates, documents, or papers necessary and advisable to carry out the intent and purposes of this Resolution.

Section 5. This Resolution was considered and adopted at a meeting of the Board of Commissioners of the Sponsor that was noticed, convened, and conducted in full compliance with the Texas Open Meetings Act, Chapter 551 of the Texas Government Code.

Section 6. This Resolution shall be in full force and effect from and upon its adoption.

[Remainder of page intentionally left blank for signature]

PASSED AND APPROVED this 19<sup>th</sup> day of March, 2024.

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CHAIR

ATTEST:

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Secretary

EXHIBIT A




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**AGENDA ITEM**
**1. Brief Description of Proposed Item**

Consideration and/or take action to authorize the President & CEO or authorized representative of the Houston Housing Authority to authorize the acquisition and development of Landing on Orem Apartments located in Houston, Harris County, Texas 77048, and the execution of all required documents therefor.

**2. Date of Board Meeting:** March 19, 2024**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 development of Landing on Orem Apartments (the "Project"), pursuant to the memorandum from Jay Mason, Director of REID dated March 5, 2024, to David A. Northern, Sr., President & CEO.

**4. Department Head Approval**      Signature *Jay Mason*      Date: 03/15/2024  
Jay Mason (Mar 15, 2024 11:16 CDT)

**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 *Michael D. Rogers*      Date: 03/14/2024  
Michael D. Rogers (Mar 14, 2024 18:56 CDT)

**6. Approval of President & CEO**

Signature *David A. Northern, Sr.*      Date: 03/14/2024  
David A. Northern, Sr. (Mar 14, 2024 18:48 CDT)



**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 AUTHORIZE THE ACQUISITION AND DEVELOPMENT OF LANDING ON OREM APARTMENTS LOCATED IN HOUSTON, HARRIS COUNTY, TEXAS 77048, AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.  
**DATE:** MARCH 5, 2024

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO or authorized representative of the Houston Housing Authority (the “Authority”) to take such actions necessary or convenient to facilitate the acquisition and development of Landing on Orem Apartments (the “Project”).

**BACKGROUND:**

The Authority plans to acquire the site on which the Project will be located (the “Land”).

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

**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 development of Landing on Orem Apartments (the “Project”), pursuant to the memorandum from Jay Mason, Director of REID dated March 5, 2024, to David A. Northern, Sr., President & CEO.

**EXHIBIT A**  
**Formal Resolution**

**RESOLUTION NO. 3767**

**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 DEVELOPMENT OF THE LANDING ON OREM APARTMENTS (THE “PROJECT”)**

WHEREAS, the Authority plans to acquire the site on which the Project will be located (the “**Land**”);

WHEREAS, the Authority and Landing on Orem, LP, (the “**Partnership**”), a Texas limited partnership that of which the general partner is APV Landing on Orem GP, LLC, a Texas limited liability company (the “**General Partner**”) that is wholly owned by APV Redevelopment Corporation, a Texas nonprofit corporation and sponsored affiliate of the Authority (“**APV**”), desire to enter into a ground lease (the “**Ground Lease**”) granting site control of the Land to the Partnership;

WHEREAS, in connection with the proceedings relating to the issuance and delivery by Lakeside Place PFC (the “**Governmental Lender**”) of its Multifamily Housing Revenue Bonds (Landing on Orem Apartments), Series 2024 in the original principal amount not to exceed \$50,000,000 and pursuant to a promissory note in the same amount (the “**Bond Note**”), the associated bond proceeds will be loaned to the Partnership (the “**Bond Loan**”);

WHEREAS, in connection with the Bond Loan the Authority will be required to join in the execution of documents, including but not limited to the Leasehold Deed of Trust, Assignment of Rents, Security Agreement and Fixture Filing and Ground Lease Estoppel Certificate Agreement, evidencing and/or securing the Bond Loan (the “**Bond Documents**”);

WHEREAS, in connection with the permanent financing for the Project, the Partnership desires to enter into documents with Cedar Rapids Bank and Trust Company, an Iowa state-chartered banking corporation (“**Bank Lender**”) including a 2002 Master Agreement, swap leasehold deed of trust, and other related documents contemplated thereby (collectively, the “**Swap Documents**”);

WHEREAS, the Authority will be required to join in the execution of certain Swap Documents, including but not limited to the Swap Leasehold Deed of Trust, Assignment of Rents, Security Agreement and Fixture Filing;

NOW, THEREFORE, in connection with the acquisition, development, construction and equipping of the Project, 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 review, approve and execute all certificates, affidavits, agreements, documents and other writings related to the transactions described herein, including without limitation, the Ground Lease, the Bond Documents, the Swap Documents and any and all

documents contemplated in connection with the Authority's acquisition of the Land (collectively, the "**Agreements**"), which the President and Chief Executive Officer shall deem to be necessary or desirable in the consummation of the transactions herein contemplated;

BE IT FURTHER RESOLVED, that all acts, transactions, or agreements undertaken prior hereto by the President and Chief Executive Officer 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 this 19<sup>th</sup> day of March, 2024.

ATTEST:

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CHAIR

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Secretary

## BOARD REPORT FOR MONTH ENDING FEBRUARY 29, 2024

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## EXECUTIVE SUMMARY

### LOW-INCOME PUBLIC HOUSING

The Low-Income Public Housing (LIPH) program had an adjusted vacancy rate of 3.8% on February 29, 2024. As of March 1, 2024, rent collection for February was 98.2% of rents billed on an adjusted cash accounting basis.

There are currently 31,053 active applications for the Public Housing Waiting List, which represents a decrease of 0.9% from last month.

Low-Income Public Housing						
	December 2023		January 2024		February 2024	
Vacancy Rate	1.9%		2.9%		3.8%	
Rent Collection	94.5%		93.6%		98.2%	
Unit Turnaround Time (Days)	67		65		70	
Avg. Non-Emergency Work Order Days	1.65		2.56		2.77	
Waiting Lists	<b>Duplicated</b>	<b>Unduplicated</b>	<b>Duplicated</b>	<b>Unduplicated</b>	<b>Duplicated</b>	<b>Unduplicated</b>
	31,395	13,832	31,347	13,795	31,053	13,721

### HOUSING CHOICE VOUCHER PROGRAM

During February 2024 the VPO staff completed 1,709 annual re-examinations. The VPO department also completed 605 interims, 378 change of units (moves), 241 new admissions and 138 portability move-in transactions.

As of February 29, 2024, 407 families are enrolled in the Family Self Sufficiency (FSS) program; 220 of the 407 (54%) 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 February 29, 2024 was 95%.

Voucher Program Operations			
	December 2023	January 2024	February 2024
Households	19,407	19,447	19,513
ABA Utilization/Unit Utilization	121.0%/94.3%	122.4%/94.7%	114.2%/94.6%
Reporting Rate	93%	94%	95%
Annual Reexaminations Completed	1,366	1,413	1,709
HQS Inspections	1,891	2,369	2,210
Waitlist	17,769	17,769	17,769

## PROPERTY MANAGEMENT SUMMARY

PMC	Vacancy						Unit Turnaround Time (YTD)					
	December		January		February		December		January		February	
	%	Grade	%	Grade	%	Grade	Days	Grade	Days	Grade	Days	Grade
Orion	2.1	B	3.9	C	6.5	F	95.3	F	97.8	F	110.1	F
Lynd	0.0	A	0.0	A	0.5	A	29.7	C	25.1	B	24.6	B
J. Allen	2.6	B	3.0	B	1.5	A	50.9	F	46.6	E	41.9	E

PMC	Emergency Work Orders (Completed within 24 hours)						Routine Work Orders					
	December		January		February		December		January		February	
	%	Grade	%	Grade	%	Grade	Days	Grade	Days	Grade	Days	Grade
Orion	93.1	F	71.5	F	75.9	F	4.2	A	3.7	A	11.5	A
Lynd	100	A	100	A	100	A	1.0	A	2.3	A	2.8	A
J. Allen	100	A	100	A	83.3	F	2.6	A	5.8	A	1.9	A

PMC	Rent Collection					
	December		January		February	
	%	Grade	%	Grade	%	Grade
Orion	91.3	E	93.0	D	96.4	B
Lynd	97.2	B	100	A	99.6	A
J. Allen	97.0	B	92.9	D	99.6	A

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

## PUBLIC HOUSING MANAGEMENT ASSESSMENT

<b>VACANCY RATE</b>  This indicator examines the vacancy rate, a PHA's progress in reducing vacancies, and unit turnaround time. Implicit in this indicator is the adequacy of the PHA's system to track the duration of vacancies and unit turnaround, including down time, make ready time, and lease up time.	Goal 2.0%	Actual 3.8%	A 0 to 2 B 2.1 to 3 <b>C 3.1 to 4</b> D 4.1 to 5 E 5.1 to 6 F ≥6.1
<b>RENT COLLECTION (YTD)</b>  This report examines the housing authority's ability to collect dwelling rent owed by residents in possession of units during the current fiscal year by measuring the balance of dwelling rents uncollected as a percentage of total dwelling rents to be collected.	Goal 98%	Actual 98.2%	<b>A 98 to 100</b> B 96 to 97.9 C 94 to 95.9 D 92 to 93.9 E 90 to 91.9 F ≤89.9
<b>EMERGENCY WORK ORDERS</b>  This indicator examines the average number of days that it takes for an emergency work order to be completed. Emergency work orders are to be completed within 24 hours or less and must be tracked.	Goal 100%	Actual 76.6%	A 99 to 100 B 98 to 98.9 C 97 to 97.9 D 96 to 96.9 E 95 to 95.9 <b>F ≤94.9</b>
<b>NON-EMERGENCY WORK ORDERS</b>  This indicator examines the average number of days that it takes for a work order to be completed. Implicit in this indicator is the adequacy of HHA's work order system in terms of how HHA accounts for and controls its work orders and its timeliness in preparing/issuing work orders.	Goal 3 Days	Actual 2.77 Days	<b>A ≤24</b> B 25 to 30 C 31 to 40 D 41 to 50 E 51 to 60 F ≥61
<b>ANNUAL INSPECTIONS</b>  This indicator examines the percentage of units that HHA inspects on an annual basis in order to determine the short-term maintenance needs and long-term modernization needs. Implicit in this indicator is the adequacy of HHA's inspection program in terms of the quality of HHA's inspections, and how HHA tracks both inspections and needed repairs.  *PMC's have discretionary authority to select how many units to inspect each month, so long as all inspections are completed by September.	Goal 100%	Actual 19.5%	A 100 B 97 to 99 C 95 to 96.9 D 93 to 94.9 E 90 to 92.9 <b>F ≥89.9*</b>

## VACANCY RATE AND TURNAROUND DAYS

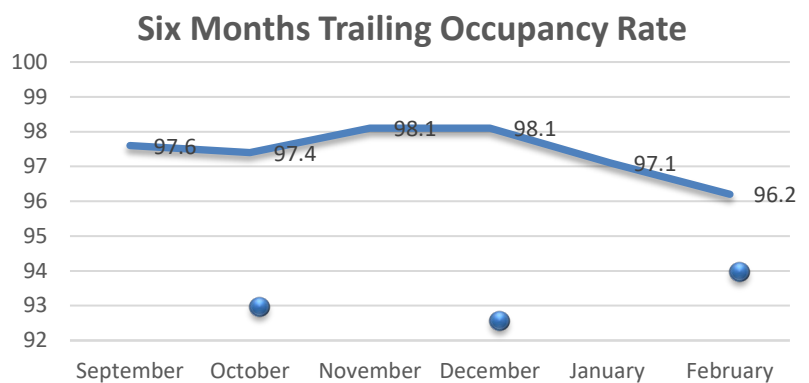
Low-Income Public Housing Development	PMC	ACC Units	Approv ed Units Offline	Total Available ACC Units	Occupied Units	Vacant Units	Occupancy Percentage	Grade	Total Vacant Days	Units Turne d YTD	Avg. Total Turnarou nd Days YTD	Grade
Bellerive	J. Allen	210	0	210	210	0	100.0%	A	624	34	18	A
Cuney Homes	Orion	553	0	553	524	29	94.8%	E	10,054	88	114	F
Ewing	Orion	40	0	40	36	4	90.0%	F	104	5	21	A
Irvinton Village	J. Allen	308	0	308	301	7	97.7%	B	4,437	93	48	E
Kelly Village	J. Allen	270	0	270	265	5	98.1%	A	3,115	77	40	D
Kennedy Place	Orion	108	0	108	104	4	96.3%	C	517	10	52	F
Lyerly	J. Allen	199	0	199	195	4	98.0%	A	2,001	39	51	E
<b>Mixed-Income Developments</b>												
Fulton Village	Lynd	108	0	108	107	1	99.1%	A	271	12	23	B
Heatherbrook	Lynd	53	0	53	53	0	100.0%	A	148	5	30	C
Independence Heights	Orion	36	0	36	35	1	97.2%	B	277	5	55	F
Lincoln Park	Orion	200	0	200	192	8	96.0%	C	2,164	28	77	F
Oxford Place	Orion	230	0	230	200	30	87.0%	F	8,027	56	143	F
<b>Totals</b>		<b>2,315</b>	<b>0</b>	<b>2,315</b>	<b>2,222</b>	<b>93</b>	<b>96.2%</b>	<b>C</b>	<b>31,739</b>	<b>452</b>	<b>70</b>	<b>F</b>

Section 8 New Construction Development	PMC	S8 NC Units	Units Offline	Total Available S8 NC Units	Occupied Units	Vacant Units	Occupancy Percentage	Grade	Total Vacant Days	Units Turne d YTD	Avg. Total Turnarou nd Days YTD	Grade
Long Drive	Tarantino	100	0	100	99	1	99.0%	A	333	9	37	D
<b>Totals</b>		<b>100</b>	<b>0</b>	<b>100</b>	<b>99</b>	<b>1</b>	<b>99.0%</b>	<b>A</b>	<b>333</b>	<b>9</b>	<b>37</b>	<b>D</b>

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

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

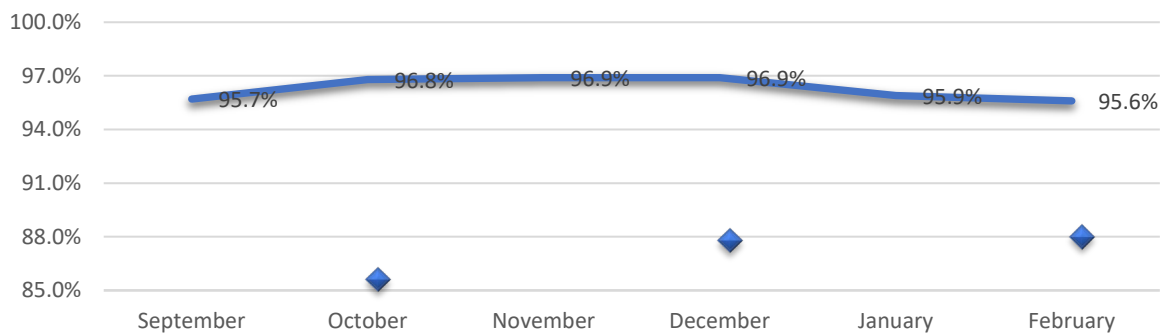
PHAS Score	Occupancy Rate	Avg. Total Turnaround Days
A	98 to 100	1 to 20
B	97 to 97.9	21 to 25
C	96 to 96.9	26 to 30
D	95 to 95.9	31 to 40
E	94 to 94.9	41 to 50
F	≤93.9	≥51



## TAX CREDIT APARTMENT LEASING/OCCUPANCY INFORMATION

Property	Property Manager	Total Units	Public Housing Units	Total Tax Credit Units	Market Units	Vacant Tax Credit/Market Units	Occupied (%)
2100 Memorial	<b>*CURRENTLY BEING REDEVELOPED</b>						
Mansions at Turkey Creek	Orion	252	0	252	0	22	91.3%
Peninsula Park	Orion	280	0	280	0	10	96.4%
Pinnacle at Wilcrest	Embrey	250	0	250	0	7	97.2%
Uvalde Ranch	Hettig-Kahn	244	0	244	0	22	91.0%
Willow Park	Embrey	260	0	260	0	3	98.8%
Telephone Rd	Tarantino	200	0	200	0	1	99.5%
<b>TOTALS</b>		<b>1,486</b>	<b>0</b>	<b>1,486</b>	<b>0</b>	<b>65</b>	<b>95.6%</b>
<b>RAD-PBV</b>							
Allen Parkway Village	Orion	278	278		0	180	35.3%
Historic Oaks of APV	Orion	222	222		0	186	16.2%
HRI-Victory	Orion	140	140		0	23	83.6%
Sweetwater Point	Lynd	260	26	234	0	13	95.0?
<b>TOTAL</b>		<b>900</b>	<b>666</b>	<b>234</b>	<b>0</b>	<b>402</b>	<b>57.5%</b>

### 6 Month Trailing Occupancy Rate

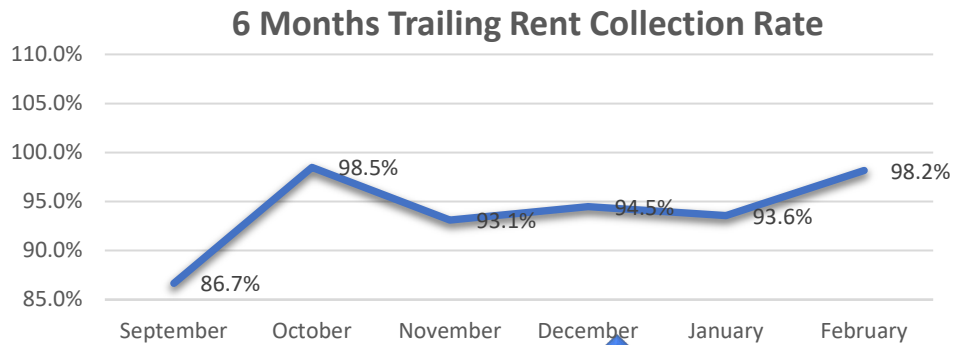


## RENT COLLECTION

Low-Income Public Housing Development	PMC	Month Billed	Month Collected	% Collected	Grade	YTD Billed	YTD Collected	% YTD Collected	Grade
Bellerive	J. Allen	\$60,477	\$59,374	98.18%	A	\$120,770	\$118,782	98.35%	A
Cuney Homes	Orion	\$133,581	\$132,420	99.13%	A	\$265,032	\$253,889	95.80%	C
Ewing	Orion	\$8,695	\$8,695	100.00%	A	\$19,280	\$17,606	91.32%	E
Irvinton Village	J. Allen	\$73,185	\$73,185	100.00%	A	\$144,190	\$138,439	96.01%	B
Kelly Village	J. Allen	\$70,745	\$70,745	100.00%	A	\$139,981	\$129,071	92.21%	D
Kennedy Place	Orion	\$35,786	\$35,222	98.42%	A	\$71,601	\$69,302	96.79%	B
Lyerly	J. Allen	\$59,419	\$59,419	100.00%	A	\$118,009	\$117,280	99.38%	A
<b>Mixed-Income Housing Development</b>									
Fulton Village	Lynd	\$36,729	\$36,729	100.00%	A	\$73,442	\$73,442	100.00%	A
Heatherbrook	Lynd	\$11,928	\$11,715	98.21%	A	\$24,584	\$24,371	99.13%	A
Independence Heights	Orion	\$3,504	\$3,504	100.00%	A	\$8,609	\$6,714	77.99%	F
Lincoln Park	Orion	\$42,247	\$40,279	95.34%	C	\$83,782	\$79,210	94.54%	C
Oxford Place	Orion	\$30,514	\$25,043	82.07%	F	\$61,117	\$55,646	91.05%	E
<b>Totals</b>		<b>\$566,808</b>	<b>\$556,329</b>	<b>98.15%</b>	<b>A</b>	<b>\$1,130,395</b>	<b>\$1,083,751</b>	<b>95.87%</b>	<b>C</b>

Section 8 New Construction Development	PMC	Month Billed	Month Collected	% Collected	Grade	YTD Billed	YTD Collected	% YTD Collected	Grade
Long Drive	Tarantino	\$24,163	\$24,163	100.00%	A	\$48,442	\$47,975	99.04%	A
<b>Totals</b>		<b>\$24,163</b>	<b>\$24,163</b>	<b>100.00%</b>	<b>A</b>	<b>\$48,442</b>	<b>\$47,975</b>	<b>99.04%</b>	<b>A</b>

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



## EMERGENCY WORK ORDERS

Low-Income Public Housing Development	PMC	Emergency Work Orders Generated	Emergency W/O Completed within 24 hours	Percentage Completed within 24 hours	Grade
Bellerive	J. Allen	11	9	81.8%	F
Cuney Homes	Orion	111	84	75.7%	F
Ewing	Orion	5	4	80.0%	F
Irvinton Village	J. Allen	1	1	100.0%	A
Kelly Village	J. Allen	0	0	N/A	A
Kennedy Place	Orion	0	0	N/A	A
Lyerly	J. Allen	0	0	N/A	A
<b>Mixed-Income Housing Development</b>					
Fulton Village	Lynd	0	0	N/A	A
Heatherbrook	Lynd	0	0	N/A	A
Independence Heights	Orion	0	0	N/A	A
Lincoln Park	Orion	0	0	N/A	A
Oxford Place	Orion	0	0	N/A	A
<b>Totals</b>		<b>128</b>	<b>98</b>	<b>76.6%</b>	<b>F</b>

RAD-PBV		Emergency Work Orders Generated	Emergency W/O Completed within 24 hours	Percentage Completed within 24 hours	Grade
Long Drive	Tarantino	0	0	N/A	
<b>Totals</b>		<b>0</b>	<b>0</b>	<b>N/A</b>	

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

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

## NON-EMERGENCY WORK ORDERS

Low-Income Public Housing Development	PMC	Work Orders Generated	Average Completion Time (Days)	Grade
Bellerive	J. Allen	27	1.36	A
Cuney Homes	Orion	109	14.66	A
Ewing	Orion	23	4.11	A
Irvinton Village	J. Allen	190	2.61	A
Kelly Village	J. Allen	133	1.18	A
Kennedy Place	Orion	0	0.00	A
Lyerly	J. Allen	73	1.45	A
<b>Mixed-Income Housing Development</b>				
Fulton Village	Lynd	41	2.54	A
Heatherbrook	Lynd	23	3.36	A
Independence Heights	Orion	5	0.00	A
Lincoln Park	Orion	4	0.00	A
Oxford Place	Orion	7	2.00	A
<b>Totals</b>		<b>635</b>	<b>2.77</b>	<b>A</b>

Section 8 New Construction Development		Work Orders Generated	Average Completion Time (Days)	Grade
Long Drive	Tarantino	67	2.62	A
<b>Totals</b>		<b>67</b>	<b>2.62</b>	<b>A</b>

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



## ANNUAL INSPECTIONS

Low-Income Public Housing Development	PMC	YTD Inspections Due	YTD Inspections Performed	Percentage Complete	Grade
Bellerive	J. Allen	210	0	0.0%	A
Cuney Homes	Orion	553	61	11.0%	A
Ewing	Orion	40	4	10.0%	A
Irvinton Village	J. Allen	308	56	18.2%	A
Kelly Village	J. Allen	270	56	20.7%	A
Kennedy Place	Orion	108	24	22.2%	A
Lyerly	J. Allen	199	128	64.3%	A
<b>Mixed-Income Housing Development</b>					
Fulton Village	Lynd	108	15	13.9%	A
Heatherbrook	Lynd	53	15	28.3%	A
Independence Heights	Orion	36	36	100.0%	A
Lincoln Park	Orion	200	28	14.0%	A
Oxford Place	Orion	230	28	12.2%	A
<b>Totals</b>		<b>2,315</b>	<b>451</b>	<b>19.5%</b>	<b>A</b>

Section 8 New Construction Development	PMC	Inspections Due	Inspections Performed	Percentage Complete	Grade
Long Drive	Tarantino	100	16	16.0%	A
<b>Totals</b>		<b>100</b>	<b>16</b>	<b>16.0%</b>	<b>A</b>

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

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%

## HOUSING CHOICE VOUCHER HUD-GRADED SEMAP INDICATORS

			Score	Performance
<b>ANNUAL REEXAMINATIONS REPORTING RATE</b>	Goal 96%	Actual 95%	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
<b>CORRECT TENANT RENT CALCULATIONS</b>	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
<b>PRECONTRACT HQS INSPECTIONS</b>	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
<b>FSS ENROLLMENT</b>	Goal 80%	Actual 112%	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 361 mandatory slots on the FSS Program; 407 families are currently enrolled.			8	60 to 79
			5	≤59
<b>FSS ESCROW</b>	Goal 30%	Actual 54%	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 407 families participating in the FSS program. Out of the 407 families, 220 (54%) of the families are eligible for escrow and currently have an FSS escrow balance.			5	≤29

## MARCH 2024

### RENOVATION PROJECTS

#### PUBLIC HOUSING DEFERRED MAINTENANCE AND CAPITAL IMPROVEMENTS

- **Major Capital Projects**
  - **License Plate Reader (LPR) Cameras** – Installation continues in March with no change to the February numbers - 34 Cameras are in Service and 46 units in the permit phase.
  - **Oxford Place Apartments** – For exterior repairs including roof replacement, exterior wall and sidewalk repairs, and replacing damaged windows and screens – Contract is final, Construction Notice to Proceed has been issued. The work is expected to be seven (7) months.
  - **Bellerive Senior Living Apartments** – Roof replacement and associated work; – the ongoing construction work is expected to be completed in May/June 2024.
  - **Heatherbrook Apartments** – The refinancing of Heatherbrook has closed. We are waiting for the final construction contracts to be executed before starting the construction work on the project.
  - **Kennedy Place** – Roof Repairs and Exterior Renovations – the project is under construction and is expected to be completed in August 2024.
  - **Lincoln Park** – Roof Repairs and Exterior Renovations – is expected to be completed in May 2024.

### 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 54% 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 61% complete.
  - Infrastructure Package – Anticipated to be around August 2024. Construction is 68% complete. (*Construction is delayed due to the redesign of parking/roadwork*).
- **Kelly II:** In December 2020, we closed on all the lots owned by the 5<sup>th</sup> ward minus lot 6. The HHA is planning to close lot 6 in April 2024.

### 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 14% complete (both APV and HOAPV). Phase A and B construction are running concurrently with an anticipated completion of May 2024.

## **HURRICANE HARVEY**

FEMA has consolidated the flooring projects into a 428 fund that allows the HHA to use the balance of \$34 million remaining dollars across the following projects:

- **Independence Heights II** – Approved by the HHA Board in December 2023, approximately \$24.5 million of FEMA has been allocated to a new 260-unit development at the intersection of Yale and Crosstimbers. The HHA is working with FEMA to reallocate the dollars earmarked for Forest Green and Clayton to develop the project.
- **2100 Memorial**: \$5 million of FEMA funds were allocated to the property to address the flood mitigation and detention for a new 197-unit mixed-income development at the site. The anticipated opening is scheduled for May 2024.

The balance of the FEMA 428 funds will be used for another HHA planned development that has yet to be determined.

In addition to the FEMA 428 Funds - the HHA is currently developing a strategy to mitigate future flooding at our Uvalde Ranch and Mansions property that has been allocated - \$5.2 million and \$6.7 million, respectively—the HHA pricing deployable system and discussing the logistics of implementing such a system.

## **TxDOT LAND SALES**

**Kelly Village:** The HHA is getting an appraisal done for a land swap. As part of the appraisal, the HHA and TxDOT will confirm the buildings, structures, parking areas, and infrastructure will be acquired and removed. A preliminary design and cost estimate to cure the development will be necessary to ensure the remaining units remain operational. This will include the following but not limited to:

- Confirming parking counts;
- Estimated cost for relocation of perimeter fencing, roads and sidewalks;
- Provide a cost estimate to relocate utilities – water, electrical, gas, and sewage as needed;
- Cost estimate for replacement/relocation of the park and all associated exterior landscaping and irrigation systems;
- Any additional adjustments to ensure the property follows applicable codes.

Once the above is finalized, a development plan will be finalized with TxDOT, including the disposition of the lands that TxDOT will acquire. The agency is aware of the displacement of residents, and the plan is to provide some replacement units in close proximity to the Kelly Village.

## **Third Ward – Cuney Homes Choice Neighborhood Initiative**

In December, the Houston Housing Authority, in collaboration with the City of Houston, submitted a Third Ward Choice Neighborhood Initiative implementation grant. The Executive Summary of the grant is contained on the following page.

HUD anticipates awarding the FY2023/2024 Implementation Grant in early fall 2024.



## Third Ward-Cuney Homes Choice Neighborhood Initiatives

The Houston Housing Authority (HHA) and the City of Houston are submitting a Choice Neighborhoods Implementation (CNI) grant application requesting \$50M from the U.S. Department of Housing and Urban Development in December 2023, to implement the Third Ward-Cuney Homes Choice Neighborhoods initiatives. The CNI initiatives include public and private funding in the amount of \$540.3M in both social and physical investments that HHA and the City leveraged in collaboration with local and regional partners.

**The Third Ward** is one of Houston's most historic African American neighborhoods, located within one mile southeast of downtown and adjacent to the City's four-mile Innovation Corridor. Since 2018, the city has worked with stakeholders to develop and implement the Third Ward Complete Communities Action Plan, to build on opportunities, such as active civic engagement, strong community-based organizations, historic landmarks, major universities, proximity to the Texas Medical Center and the central business district, and quality transportation, while also working to address challenges that lead to displacement and a loss of history in one of Houston's most important neighborhoods. To preserve the legacy of the Third Ward and its historic figures, Houston applied to the State in 2020 to officially designate the Third Ward as an Arts and Culture District. Also in 2020, Emancipation Avenue was recognized by the National Trust for Historic Preservation through its Texas Main Street Program. In 2020, HHA and the City were awarded a Choice Neighborhoods (CN) Planning grant to develop a transformation plan to revitalize Cuney Homes, develop a coordinated supportive services plan and align investments in the Third Ward.

**Community Engagement** Through both Complete Communities and the CN Planning process, HHA and the City have hosted dozens of resident and stakeholder input sessions, interviews and focus groups. In early 2022, Sankofa Research Institute, conducted a Needs Assessment of 353 Cuney Homes public housing residents. The city continuously updates the goals, policies and strategies in the Third Ward Complete Communities Action Plan to align with the Third Ward-Cuney Homes CNI strategies.

**Houston Choice key public/private initiatives** The timing for the transformation of the Third Ward and Cuney Homes is once-in-a-generation to align CNI with the following key public/private Houston initiatives:

- **\$287M for 1,115 family and senior mixed-income/mixed-use, transit-oriented, climate-resilient apartments**, including first floor spaces for both community and commercial uses.
- **\$210M University Corridor Bus Rapid Transit** - METRO will begin construction in 2025 on the longest dedicated BRT in the U.S. METRO will construct a 25.3-mile BRT route, which will serve as the backbone of METRO's bus rapid transit system (at the heart of this connection is the Third Ward as the fourth of seven segments). METRO will provide east/west and north/south connectivity, by strategically intersecting three light rail lines, 52 bus routes with 200K daily boardings, providing access to four colleges and universities, downtown and major job centers with a low/no-emission fleet.
- **\$15.3M Houston's Innovation Corridor** includes new incubators, accelerators and a collaborative life sciences research campus, anchored on the south by the world's largest medical complex, Texas Medical Center, and Rice University and on the north by the central business district's corporate headquarters and financial institutions. At the center of the Innovation Corridor is the ION a 266,000SF innovation hub including commercial, educational, accelerator, and retail spaces.
- **\$8M Greater Third Ward Community Development Workforce Initiative** includes funds that have been requested from Congress to develop and implement a workforce training program at the University of Houston Center of Excellence in Health Coaching that will increase the diversity of the healthcare coaching workforce and improve the teacher preparation pipeline for future health coaching educators.
- **\$20M committed for Cuney Homes resident wrap-around services** from partners including YMCA, Houston Public Library, S.H.A.P.E, Search Homeless, The Children's Collaborative, Yellowstone Schools, TAPS, Civic Heart, University of Houston, Urban League, United Way, Sankofa Research Institute, Emancipation Economic Development Council, BLOCK Companies and Waterman Steele.



**The Houston Choice Team** HHA (Lead Applicant) has assembled a team with local and national experts to work with the Cuney Homes, Third Ward residents and local and regional partners, including the City (Co-Applicant and Neighborhood Implementation Entity), Integral Properties/Rule Enterprises (Integral/Rule – Housing Implementation Entity), Urban Strategies, Inc, (USI- People/Education Implementation Entity), Houston Independent School District (HISD - Principal Education Partner), Texas Southern University and University of Houston (Anchor Institutions/Evaluation Partners) and Sankofa Research Institute (Key local partner).

The CNI team has adopted the City's philosophy that by tapping the strengths of our community members, nonprofits, businesses, and philanthropic partners, together, we can build a stronger and more resilient community. Together we are working to build one complete city from recovery to resilience by championing the voices of residents that have been ignored for far too long and to offer every Houston resident the foundational resources needed to thrive, working across private, public, and nonprofit sectors to collectively overcome economic, environmental, and equity challenges to benefit all residents.

**Choice Neighborhoods Implementation Funding** The Third Ward CNI team proposes to allocate the \$50M in Choice funds as follows: (1) Case management, service coordination and supportive services in the amount of \$10M to undertake the People/Education Strategy, (2) Critical Community Improvements, identified in the Neighborhood Strategy, in the amount of \$7M, (3) Construction in the amount of \$30M to fund the Housing Strategies, and (4) HHA administration and evaluation in the amount of \$3M. These amounts are leveraged by more than \$20M in supportive services dedicated to the Cuney Homes residents, \$263.7M in neighborhood investments and \$295M for housing, relocation and demolition.

**Housing** Integral Properties/Rule Enterprises will lead the implementation of the Third Ward-Cuney Homes Housing Plan. The Housing Plan includes a total of 1,115 mixed-income apartments (740 for families and 375 for seniors) all of which are transit-oriented developments. Working closely with METRO, the Housing team is ensuring that the location and orientation of the housing has enhanced access to the over \$210M in planned investments for the University Corridor Bus Rapid Transit project. Of the total 1,115 apartments, 553 will replace the existing Cuney Homes public housing units. The Housing Plan utilizes a build first strategy that will strive to build new apartments within the Third Ward prior to the relocation of Cuney Homes households and demolition of the public housing units. A total of 155 replacement apartments will be included in three separate developments within the Third Ward CNI area, but not built on the Cuney Homes public housing footprint. The HUD CNI program requires that all new Cuney Homes replacement apartments be included in mixed-income developments. Below is a summary of the Housing Plan by phase.

**Replacement Apartments With Vouchers** The Housing Plan includes three developments that will provide replacement apartments for Cuney Homes residents through Project Based Vouchers (PBV): (1) Manson Place Apartments is a family development with a total of 76 apartments, of which 40 will be PBV replacement units; (2) Trinity Project is a senior development with a total of 90 apartments, of which 60 will be PBV replacement units; (3) The Emancipation West Project will provide 80 apartments as PBV replacement units. In addition, based on preferences expressed in the Cuney Homes resident needs assessment, 55 of more Cuney Homes households may elect a tenant-based voucher to move to any location of their choice. HHA is a Moving to Work agency and was recently awarded \$5M as part of a 2023 Housing Mobility-Related Services grant to provide pre-move and post-move services, family preparation, housing search assistance, and ongoing support to ensure successful integration into new communities.

**Phase 1** (2025) new construction of 80 senior apartments on Emancipation Avenue, a block from the historic Emancipation Park. This initial phase, in addition to the replacement apartments with vouchers, will allow the Housing Team to implement the build first model where Cuney Homes residents are able to move directly from their public housing unit to their new home. The phase will also include retail space to continue to catalyze the Third Ward's designated Main Street - Emancipation Avenue, as the community's vibrant commercial and civic corridor.



**Phase 2** (2026) new construction of 95 senior apartments on the former Cuney Homes public housing site, along Alabama Street. In addition to a traditional style multi-family building, this phase will include eight-shotgun style duplexes, facing the single-family homes on Winbern Street. This approach honors the neighborhood's architectural heritage and continues the context that Project Rowhouses has set for the neighborhood. This phase may include an early childhood center, community services for seniors, opportunities for entrepreneurs, and feature a mural – continuing the Third Ward community mural project.

**Phase 3** (2027) new construction of 155 new apartments on the former Cuney Homes site, along an extension of Nettleton Street and Tierwester Street below an extension of Truxillo Street. This will serve as a greenway and Eastern gateway into this new mixed-use community. This phase will include two multi-family buildings. Additional townhomes will be built along a newly connected Isabella Street. This phase will provide commercial space on the corner of Cleburne and Nettleton Streets. One of the few African American owned banks in Texas, Unity Bank, is a CNI partner and is considering a location in the development to serve the community. The development plans include a mural and a community green that will provide places for families to gather and children to play.

**Phase 4** (2028) new construction of 230 new apartments on the former Cuney Homes site. This phase will complete the extension of Nettleton Street and provide more community, commercial and entrepreneurial space, a public lounge/ plaza, a mural and stacked townhomes for seniors.

**Phase 5** (2029) new construction of 100 new senior apartments along the Columbia Tap Trail. The Greater Southeast Management District is planning \$250K in trail enhancements and security upgrades along the trail. The redevelopment will include the extension of Briley Street off of Cleburne St. and a connection to Isabella Street, working in collaboration with Project Rowhouses, this is slated to become a 'makers plaza' with art installations.

**Phase 6** (2030) new construction of 145 family apartments along a newly reconstructed Cuney Drive and in between a newly connected Isabella Street, Truxillo Street and the extension of Burkett Street. This phase includes a variety of building types with one-story frontages along Truxillo Street. Truxillo Street will be recreated as a greenway, working Trees For Houston to preserve mature trees and additional trees and raingardens. A gateway park will be newly constructed, connecting to the Columbia Tap Trail, with a sports field, more green infrastructure, outdoor fitness equipment and family gathering areas and a kids' play area.

**Phase 7** (2031) new construction of 160 apartments between Cuney Drive and Burkett Street, facing Cleburne Street. This phase will feature a small pocket park along Cleburne Street. Ground floor apartments will activate the newly landscaped streets with multi-modal options – including new bike trails and bus rapid transit service connected to light rail.

**Future development** After all Cuney Homes public housing households are provided a replacement apartment within new mixed-income communities, the Housing Team plans to develop the remaining block along Cleburne Street between Burkett and Nettleton Streets as an 'edge of campus' mixed-use building. The Housing team intends to integrate new apartments for Texas Southern University and University of Houston students and faculty into the new Third Ward apartment communities. This block will face the newly connected Isabella Street and a new proposed park to provide a gathering area for families, kids and students and faculty to come together for events and activities.



**Neighborhood** For over five years, the City has focused on the Third Ward as a Complete Community target revitalization area. The City is deeply invested, with future Third Ward projects that include \$40M for CNI replacement and mixed-income housing, \$11.5M cash in additional rental and for sale housing, and over \$314M in transit and infrastructure improvements. The Neighborhood Plan/Critical Community Improvements includes the primary objectives described below.

1. **Housing Quality and Variety** To create additional affordable homeownership opportunities, Change Happens CDC will build a minimum of 25 affordable single-family for-sale homes in the Third Ward, developing on vacant and blighted sites that the City and HHA have strategically acquired. To create additional affordable and mixed-income apartments, the City acquired the Wesley Chapel A.M.E. Historic Church in 2021, for \$4M and is selecting a developer to further the city's vision as a mixed-use cultural arts public facility and housing development that will include between 70 and 100 new apartments. In addition, Row House CDC is developing mixed-income housing, creating more green space, public facilities and artists' living/studio spaces. The target area for development is the northern section of Third Ward bounded by McGowan on the north, Alabama on the south, Scott on the east and Hwy 288 on the west. Residents commit to engaging in 22 hours of community service during each year of their residency.
2. **Economic Opportunity** To stimulate business development, particularly by local entrepreneurs and minority and women owned businesses, EEDC and PRH will lead the business development and incubation of the CNI target small business corridors, which include Emancipation Avenue and Scott Street (north-south) and Elgin and Alabama Streets (east-west).

The Emancipation Economic Development Council's (EEDC) incubator and training facilities are located at 4214 Emancipation Ave. TRE incubator space for Thriving Resilient Entrepreneurs opened in October 2023 providing a supportive storefront space for small businesses to learn, scale and grow their businesses. EEDC provides a seasonal outdoor Emancipation Ave Market for vendors. EEDC Resilient Entrepreneurship Program: Business Training, Business Lending, Technical Assistance, Real Estate. Small Business Financial Literacy Workshop Series includes 12 weekly classes offered on a rotating basis that includes: business plan development, one-on-one business consulting.

3. **Community Assets and Amenities** As part of the community-driven \$7.5 billion METRONext Moving Forward Plan, METRO's \$200M in investments in the Third Ward are focused on light rail and rapid bus transit (BRT) routes to deliver speed, reliability, affordability and access. METRO is partnering with HHA, the City and the CNI implementation team to work together on the location and orientation of the transit-oriented development of both mixed-income and mixed-use development to provide Cuney Homes residents and other neighborhood stakeholders with enhanced multi-modal options that connect to high quality schools and education programs, neighborhood services and assets, and job centers. The City is also working with local partners in the Third Ward to ensure the light rail, BRT and recently installed and planned bikeways, the Columbia Tap Trail and Brays Bayou Greenways are strategically linked. Houston Public Libraries plan to redevelopment Smithfield Neighborhood Library as a new TECHLink Center, located on a major corridor in the Third Ward. The City is also planning \$114.8M in future Third Ward infrastructure improvements.
4. **Community Confidence** Building on the Third Ward as an Arts and Culture District and the main street designation of Emancipation Ave, a placemaking, gateway and art installation plan is being developed. The S.H.A.P.E. Center was recognized by the Black, Indigenous, People of Color Arts and Network Fund (BANF) as a Houston Cultural Treasure with a recent award of grant funds. The City will lead the community-driven work, coordinating with the S.H.A.P.E. Center, Project Rowhouses, EEDC, the Southeast Management District and Trees for Houston.
5. **Community Safety** Civic Heart administers over 25 programs and provides services to 65K individuals, as part of their work, Civic Heart is the intermediary for \$575K from the Harris County Youth Justice Reinvestment Fund through the Office of Justice Program. Seven grass roots organizations focus on wrap-around services for at-risk youth and meeting individuals where they are. Metrics are tracked to understand the impact and dynamically adjust service delivery.



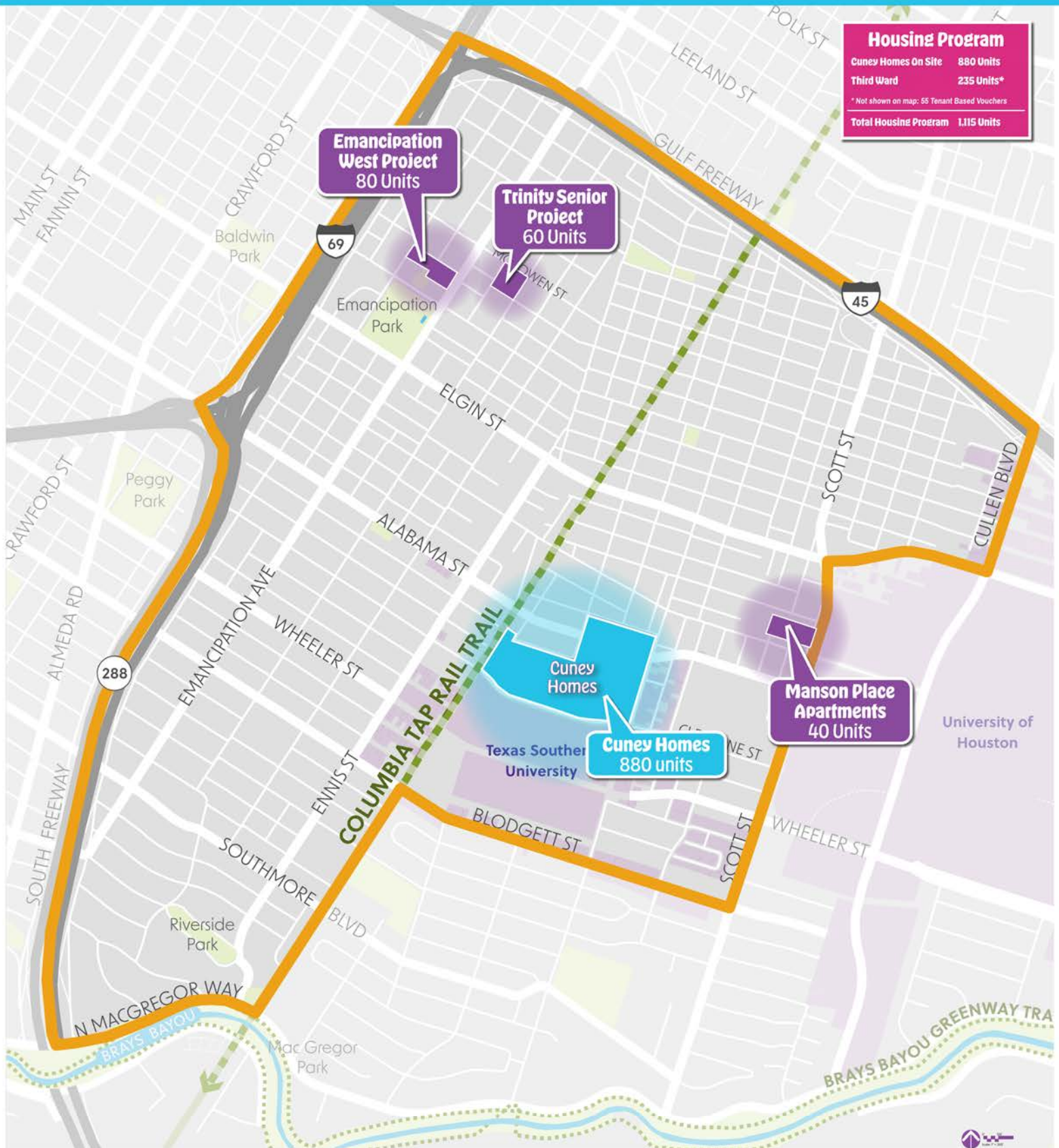
**People** Urban Strategies, Inc. (USI) serves as the People Implementation Lead. As the People Lead, USI will provide supportive services and case management in coordination with 20 local and regional partners. These partnerships have leveraged over \$20M in services for Cuney Homes residents. USI has developed a Cradle to Career and Beyond people-based plan for Cuney Homes residents to provide support, coaching, counseling and connections to high-quality services and resources necessary including the following: education, income and employment, and health.

1. **Education:** To date, \$17M in education services solely focused on Cuney Homes residents has been committed. USI has secured leverage commitments from the following local organizations: The YMCA, Houston Public Library, S.H.A.P.E Center, Search Homeless, The Children's Collaborative, Yellowstone Schools, TAPS, Civic Heart, and the University of Houston. The Principal Education Partner will be the Houston Independent School District (HISD). To realize the vision of the education strategy, these partners will form an Education Network that will support the needs of the target youth.
2. **Income and Employment:** To date, \$600K for economic mobility services focused on Cuney Homes residents has been committed. As leverage, BLOCK Companies and Waterman Steele will provide personnel for the bi-annual BLOCK construction career academy sessions, workforce development & career planning guidance, and space and materials for eight years. Commitments have also been made by the Urban League, University of Houston, United Way, Sankofa Research Institute, and the Emancipation Economic Development Council. These partners will work in alignment to increase household income through securing higher-paying jobs and opportunities for business ownership/entrepreneurship, reducing the unemployment rate among work-ready residents, and increase access to employment for youth ages 14 to 21.
3. **Health:** To date, nearly \$1M for health services focused on Cuney Homes residents has been committed. The University of Houston has agreed to provide resource navigation, health education tools, lunch and learn sessions, and primary care/behavioral health services for the full duration of the grant. Community Health Workers from the Sankofa Research Institute have agreed to provide outreach support and assist in the planning to support health related initiatives.

Texas Southern University and University of Houston, serve as anchor institutions in the Third Ward. These anchor institutions are critical partners, as place-based entities with regional significance that are permanently-rooted both economic and cultural drivers in the Third Ward, Houston and beyond, generating jobs, creating local business opportunities, and contributing in significant ways to the development of the community's human, social and cultural capital.

# Third Ward-Cuney Homes HOUSING SITES

**WE RISE FOR  
OUR FUTURE**  
CUNEY + 3<sup>RD</sup> WARD



OPEN SOLICITATION LOG

MARCH 2024

HHA’S PROCUREMENT DEPT.

Type	Solicitation #	Status	Department(s)	Description	Advertisement Date	Due Date
RFP	24-05	Open	Executive	Grant Writing	2-23-2024	3-19-2024

## OPERATING STATEMENTS: 1 MONTH ENDING JANUARY 31, 2024

Central Office	Annual Budget 2024		Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
<b>Operating Income</b>					
Total Operating Income	9,316,900		776,408	782,487	6,079
<b>Operating Expenses</b>					
Salaries and Benefits	5,024,710		418,726	338,369	80,357
Facilities and Other Administrative Expenses	3,920,000		326,667	263,021	63,646
Total Central Office Expenses	8,944,710		745,393	601,390	144,003
Surplus/(Use) of Business Activities Funds for COCC	372,190		31,016	181,097	150,081

Housing Choice Voucher Program	Annual Budget 2024		Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
<b>Administrative Operating Income</b>					
Total Operating Income	16,042,000		1,336,834	1,295,924	(40,910)
<b>Operating Expenses</b>					
Salaries and Benefits	8,548,269		712,356	576,543	135,813
Administrative Expenses	2,712,600		226,050	171,779	54,271
COCC-Management Fees	4,468,062		372,339	359,841	12,498
Total Operating Costs Expenses	15,728,931		1,310,744	1,108,163	202,581
Cash Flow (Deficit) from Operations	313,069		26,089	187,761	161,672
<b>Housing Assistance Payments (HAP)</b>					
<b>Housing Assistance Payment Subsidy</b>	195,000,000		16,250,000	18,714,281	2,464,281
Investment Income on HAP Reserves	0		0	0	0
<b>Housing Assistance Payments</b>	195,000,000		16,250,000	18,911,953	(2,661,953)
HAP Current Year Excess (Use)	0		0	(197,672)	(197,672)

## OPERATING STATEMENTS: 1 MONTH ENDING JANUARY 31, 2024

Affordable Housing Rental Programs	Annual Budget 2023		Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
<b>Operating Income</b>					
HUD Subsidy - Low Rent Housing2826	13,800,158		1,150,013	1,215,776	65,763
Tenant Rental Income	23,698,812		1,974,901	1,997,596	22,695
Other Income	1,023,249		85,271	69,732	(15,539)
Capital Funds / Replacement Reserves	10,531,263		877,605	859,732	(17,873)
<b>Total Operating Income</b>	<b>49,053,482</b>		<b>4,087,790</b>	<b>4,142,836</b>	<b>55,046</b>
<b>Operating Expenses</b>					
Administrative Expenses	13,370,005		1,114,167	1,072,127	42,040
Tenant Services	618,078		51,507	34,410	17,097
Utilities	4,232,148		352,679	349,897	2,782
Maintenance	12,048,420		1,004,035	771,092	232,943
Protective Services	2,572,201		214,350	200,871	13,479
Insurance Expense	2,930,015		244,168	211,048	33,120
Other General Expense	293,430		24,453	18,852	5,601
<b>Total Routine Operating Expenses</b>	<b>36,064,297</b>		<b>3,005,358</b>	<b>2,658,297</b>	<b>347,061</b>
<b>Net Income from Operations</b>	<b>12,989,185</b>		<b>1,082,432</b>	<b>1,484,539</b>	<b>402,107</b>
Non-Routine Maintenance (Capital Funds)	5,125,673		427,139	387,555	39,584
Debt Service including ESCO	2,633,809		219,484	213,933	5,551
<b>Cash Flow (Deficit) from Operations</b>	<b>5,229,703</b>		<b>435,809</b>	<b>883,051</b>	<b>356,971</b>

APRIL 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<p><sup>1</sup></p> <p>* Texercise w/ Baker Ripley- Telephone Road- 10AM</p>	<p><sup>2</sup></p> <p>* Presentation w/ Elara Caring- Telephone Road- 10AM</p>	<p><sup>3</sup></p> <p>* Coffee &amp; Conversation 8AM</p> <p>* Texercise w/ Baker Ripley- Telephone Road- 10AM</p> <p>* Lyerly Community Meeting- 3PM</p> <p>* FSS Homeownership Orientation (HHA)- 2PM- 4PM</p>	<p><sup>4</sup></p> <p>* Coffee &amp; Conversation 8AM</p> <p>* Texercise w/ Baker Ripley- Telephone Road- 10AM</p> <p>* Bingo w/Devoted Health Plans-Telephone Road- 2PM</p> <p>* Community Meeting- Lincoln Park- 6PM</p>	<p><sup>5</sup></p> <p>* WellPoint w/ Dawson Nguyen với Dawson Nguyễn 10 giờ sáng</p> <p>* Fundraiser Rummage Sale-Telephone Road- 10AM</p>	<p><sup>6</sup></p>
<p><sup>7</sup></p> <p>* Chauncey Glover Project- Oxford Place- 3PM-5PM</p>	<p><sup>8</sup></p> <p>* Career and Recovery 9AM. to 2PM.- Oxford Place</p> <p>* Texercise w/ Baker Ripley- Telephone Road- 10AM</p> <p>* Lincoln Park Youth Meal Program- 3PM</p> <p>* Oxford Youth Meal Program- 3PM</p> <p>* FSS Workshop- Texas Regional Bank</p>	<p><sup>9</sup></p> <p>* Workforce Solutions Seminar- "A Target Plan- Oxford Place- 10AM- 11AM</p> <p>* Field Trip- Chappell Hill-Telephone Road- 10AM</p> <p>* Lincoln Park.</p> <p>* ROSS/FSS Informational Meeting- Kennedy Place- 11AM</p> <p>* ROSS/FSS Informational Meeting- Kelly Village-12noon</p> <p>* ROSS/FSS Informational Meeting-Cuney Homes-1:30PM</p> <p>Youth Meal Program-3PM</p>	<p><sup>10</sup></p> <p>* Coffee &amp; Conversation 8AM</p> <p>* Career and Recovery - Oxford Place JP- 9AM. to 2PM</p> <p>* Texercise w/ Baker Ripley- Telephone Road- 10AM</p> <p>* Empowerment Wednesday - Oxford Place- 11AM- 12PM</p> <p>* Lincoln Park Youth Meal Program- 3PM</p> <p>* Oxford Youth Meal Program- 3PM</p>	<p><sup>11</sup></p> <p>* ROSS/FSS Informational Meeting- Lincoln Park- 12noon</p> <p>* Career and Recovery - Oxford Place- 3PM</p> <p>* Oxford Youth Meal Program- 3PM</p>	<p><sup>12</sup></p> <p>* Lincoln Park Youth Meal Program- 3PM</p> <p>* Oxford Youth Meal Program- 3PM</p> <p>* Friday Night Bingo- Telephone Road- 6PM</p> <p>* Ice Cream Social- Lyerly</p>	<p><sup>13</sup></p> <p>* Ameqy (HHA)- Bank 10AM-2PM</p> <p>Ewing Community Meeting- 12PM</p> <p>* Chauncey Glover Project- Oxford Place- 10AM-1PM</p>
<p><sup>14</sup></p>	<p><sup>15</sup></p> <p>* Career and Recovery 9AM. to 2PM.- Oxford Place</p> <p>* Texercise w/ Baker Ripley- Telephone Road- 10AM</p> <p>* Lincoln Park Youth Meal Program- 3PM</p> <p>* Oxford Youth Meal Program- 3PM</p>	<p><sup>16</sup></p> <p>* Workforce Solutions Seminar - "Job Readiness Toolkit" Oxford Place- 10AM- 11AM</p> <p>* Food Distribution- Telephone Rd- 1:30PM- 2:30PM</p> <p>* ROSS &amp; FSS Informational Meeting- Ivinton Village- 2PM</p> <p>* ROSS &amp; FSS Informational Meeting- Oxford Youth Meal Program- 3PM</p> <p>* Kennedy Community Meeting- 6PM</p>	<p><sup>17</sup></p> <p>* Career and Recovery - Oxford Place -9AM.- 2PM</p> <p>* Texercise w/ Baker Ripley- Telephone Road- 10AM</p> <p>* Empowerment Wednesday - Oxford Place- 11AM- 12PM</p> <p>* FSS Orientation (HHA)- 2PM.- 4PM.</p> <p>* Bellerve Community Meeting- 3PM</p> <p>* Lincoln Park Youth Meal Program- 3PM</p> <p>* Women's Celebration Oxford Place-5PM- 7PM-</p> <p>* ROSS/FSS Informational Meeting- Fulton Place- 12noon</p> <p>* FSS There is No Box -HHA- 6PM- 8PM</p>	<p><sup>18</sup></p> <p>* ROSS &amp; FSS Informational Meeting- Oxford Place- 12PM</p> <p>* Virtual Clinic Tour w/ Village Medical- Telephone Rd- 2PM</p> <p>* Lincoln Park Youth Meal Program- 3PM</p> <p>* Oxford Youth Meal Program- 3PM</p>	<p><sup>19</sup></p> <p>* WellPoint w/ Dawson Nguyen với Dawson Nguyễn 10 giờ sáng</p> <p>* Lincoln Park Youth Meal Program- 3PM</p> <p>* Oxford Youth Meal Program- 3PM</p>	<p><sup>20</sup></p>
<p><sup>21</sup></p> <p>* Chauncey Glover Project- Oxford Place- 3PM-5PM</p>	<p><sup>22</sup></p> <p>* Career and Recovery 9AM. to 2PM.- Oxford Place</p> <p>* Texercise w/ Baker Ripley- Telephone Road- 10AM</p> <p>* Lincoln Park Youth Meal Program- 3PM</p>	<p><sup>23</sup></p> <p>* Workforce Solutions Seminar - "Sharpening Your Interview Skills" - Oxford Place-10AM-11AM</p> <p>* Color Therapy- Telephone Rd-10AM</p> <p>* Resident/Manager Meeting- Telephone Rd- 2PM</p> <p>* Lincoln Park Youth Meal Program- 3PM</p> <p>* Oxford Youth Meal Program- 3PM</p>	<p><sup>24</sup></p> <p>* Coffee &amp; Conversation 8AM</p> <p>* Career and Recovery 9AM. to 2PM.- Oxford Place JP</p> <p>* Texercise w/ Baker Ripley- Telephone Road- 10AM</p> <p>* Empowerment Wednesday - Oxford Place- 11AM- 12PM</p> <p>* Financial Resource Fair- Ivinton Village- 12noon</p> <p>* FSS Homeownership Orientation (HHA)- 2PM- 4PM</p> <p>* Lincoln Park Youth Meal Program- 3PM</p> <p>* Oxford Community Meeting- 5PM</p> <p>* Ivinton Community Meeting- 5:30PM</p>	<p><sup>25</sup></p> <p>* Financial Resource Fair- Kelly Village- 11AM</p> <p>* March &amp; April Birthday Party- Telephone Rd.- 2PM-4PM</p> <p>* Lincoln Park Youth Meal Program- 3PM</p> <p>* Career Fair First- Oxford Place</p> <p>* Oxford Youth Meal Program- 3PM</p>	<p><sup>26</sup></p> <p>* Lincoln Park Youth Meal Program- 3PM</p> <p>* Oxford Youth Meal Program- 3PM</p> <p>* Friday Night Bingo- Telephone Road- 6PM</p>	<p><sup>27</sup></p>
<p><sup>28</sup></p>	<p><sup>29</sup></p> <p>* Texercise w/ Baker Ripley- Telephone Road- 10AM</p>	<p><sup>30</sup></p> <p>* Resident Bake Sale- Telephone Rd- 12Noon</p>				

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 *Texercise w/ Baker Ripley- Telephone Road- 10AM	2 * Presentation w/Elara Caring- Telephone Road- 10AM	3 * Coffee & Conversation 8AM *Texercise w/ Baker Ripley- Telephone Road- 10AM * Lyerly Community Meeting- 4PM * FSS Homeownership Orientation (HHA)- 2PM- 4PM	4 * Coffee & Conversation 8AM *Texercise w/ Baker Ripley- Telephone Road- 10AM * Bingo w/Devoted Health Plans-Telephone Road- 2PM * Community Meeting- Lincoln Park- 6PM	5 * WellPoint w/Dawson Nguyen với Dawson Nguyễn 10 giờ sáng * Fundraiser Rummage Sale-Telephone Road- 10AM	6 * Amegy (HHA)- Bank 10AM-2PM Ewing Community Meeting- 12PM * Chauncey Glover Project- Oxford Place- 3PM-5PM
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85						
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