



# **HOUSTON HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING SEPTEMBER 17, 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 | Alton Smith | Cynthia Aceves-Lewis | Stephanie A.G. Ballard | E.G. Carter | Kristy Kirkendoll | Kenneth C. Li

### BOARD OF COMMISSIONERS MEETING

Tuesday, AUGUST 27, 2024

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**BOARD OF COMMISSIONERS MEETING**  
**TUESDAY, SEPTEMBER 17, 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. Approval of the August 27, 2024 Houston Housing Authority Board Meeting Minutes
- IV. Introduction of the Interpreters
- V. President and CEO’s Activity and Operations Report
- VI. Public Comments
- VII. New Business
  - a. **Resolution No.3809:** Consideration and/or take action for the Houston Housing Authority Board of Commissioners to approve the resolution to Amend and Restate the Bylaws of the Houston Housing Authority, revised on August 1, 2024.
  - b. **Resolution No. 3810:** Consideration and/or take action for the Houston Housing Authority Board of Commissioners to approve the HHA Records Retention Policy 2024, revised on August 1, 2024.
  - c. **Resolution No. 3811:** Consideration and/or take action to authorize the President & CEO or designee to execute contracts with CBRE, Inc., Cushman & Wakefield, JLL, and The Guess Group for Real Estate Brokerage Services on an as-needed basis.
  - d. **Resolution No. 3812:** Consideration and/or take action to authorize the President & CEO or designee to award and execute a contract with TouchPoint Strategies and Spears Group for Public Relations Services.

- e. **Resolution No. 3813:** Consideration and/or take action to authorize the President & CEO or designee to authorize the implementation of a Whistleblower Protection Policy to safeguard employees against retaliation when reporting misconduct, ensuring transparency and compliance with federal laws related to Houston Housing Authority (HHA) operations.
- f. **Resolution No. 3814:** Consideration and/or take action to approve and authorize the President & CEO to submit the Fiscal Year (FY) 2025 Annual PHA Plan including the Five-Year PHA Plan for FY 2025-2029, the Five-Year Capital Fund Plan, the Moving to Work (MTW) Supplement and related documents to the US Department of Housing and Urban Development (HUD).
- g. **Resolution No. 3815:** Consideration and/or take action to authorize the President & CEO or designee to execute a contract with Amazon Business and Tejas Office Products.

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

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

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

- h. **Resolution No. 3816:** Consideration and/or take action to authorize the update of the previously approved lender and loan amount in Resolution No. 3731 for the Bellfort Pines transaction.
- i. **Resolution No. 3817:** Consideration and/or take action to authorize the President & CEO or authorized representative of the Houston Housing Authority to facilitate the acquisition of Cortland Copperleaf Apartments located at or about approximately 14811 West Road, Houston, Texas 77095 and the execution of all required documents therefor.
- j. **Resolution No. 3818:** Consideration and/or take action to authorize the President & CEO or authorized representative of the Houston Housing Authority to facilitate the acquisition of The Henry at Deerbrook located at or about approximately 9494 Humble Westfield Rd., Humble, Texas 77338, and the execution of all required documents therefor.
- k. **Resolution No. 3819:** Consideration and/or take action to authorize the President & CEO or authorized representative of the Houston Housing Authority to facilitate the acquisition of The Henry at Liberty Hills located at or about approximately 15330 Liberty River Dr., Houston, Texas 77049, and the execution of all required documents therefor.
- l. **Resolution No. 3820:** Consideration and/or take action to authorize the President & CEO or authorized representative of the Houston Housing Authority to facilitate the acquisition of The Henry at Woodland Hills located at or about approximately 14807 Woodland Hills Dr., Humble, Texas 77396 and the execution of all required documents therefor.

**X.** Adjournment



# HOUSTON HOUSING AUTHORITY

Transforming Lives & Communities

2640 Fountain View Drive ■ Houston, Texas 77057 ■ 713.260.0500 P ■ 713.260.0547 TTY ■ [www.housingforhouston.com](http://www.housingforhouston.com)

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

**TUESDAY, AUGUST 27, 2024**

### I. CALL TO ORDER

A Meeting of the Board of Commissioners (“Board”) of the Houston Housing Authority (“HHA”) was held on Tuesday, August 27, 2024, at the Houston Housing Authority Central Office, 2640 Fountain View Drive, Houston, Texas 77057. Called the meeting to order at 3:01 p.m.

### II. ROLL CALL

#### Present:

- Joseph “Jody” Proler, Chairman
- Stephanie A.G. Ballard, Commissioner
- Eric G. Carter, Commissioner
- Kenneth C. Li, Commissioner
- David A. Northern, Sr., Secretary

#### ABSENCES:

- Alton Smith, Vice Chairman
- Cynthia Aceves-Lewis, Commissioner
- Kristy Kirkendoll

Chairman’s opening remarks: Before we approve the minutes of the July meeting, I’d like all of the members of the Houston Housing Authority to join me in expressing our get-well wishes to Alton Smith, who had knee replacement surgery. He’s in our prayers, and we are really happy he’s on the mend. He said he would be here at the next meeting.

### III. APPROVAL OF THE MINUTES

#### A. Board Meeting Minutes – July 16, 2024

On motion by Commissioner Ballard and seconded by Commissioner Li, the Board approved the July 16, 2024, Meeting Minutes.

### IV. INTRODUCTION OF THE INTERPRETERS

Chairman Proler offered the use of interpreters to be available to Spanish, Mandarin and Vietnamese speakers who may need assistance for public comments only.

### V. PRESIDENT’S REPORT

Secretary Northern: Welcome everyone. As always, I provide a more comprehensive written report to the Commissioners but I want to talk about a few things.

## SHORTFALL

The U.S. faces a severe housing crisis, with nearly 400 Public Housing Authorities (PHAs) in shortfall and projecting close to 800 by the end of 2024. Shortfall means there is not enough money in order to maintain and continue leasing up new vouchers. There is a shortage of nearly 4 million homes, caused by decades of insufficient supply to meet demand, according to Up for Growth. This has driven up prices and rents, leaving low-income households struggling. We are doing what we can to ensure that our clients' housing is interrupted and I think we can guarantee that.

## \$50 MILLION GRANT

A transformative \$50 million Choice Neighborhood Implementation Grant from HUD will kickstart the comprehensive redevelopment of Cuney Homes and expand affordable housing in the Third Ward. The grant, awarded as part of the Third Ward-Cuney Homes Transformation Plan, was presented at a ceremony held on the Cuney Homes basketball court on July 26. Notable attendees included Mayor John Whitmire, HUD Assistant Secretary Julia R. Gordon, HUD Regional Administrator Candace Valenzuela, Councilmembers Tiffany Thomas and Carolyn Evans-Shabazz, Board Chairman Jody Proler, Cuney Homes Resident Council President Delores Ford, and Pastor Rudy Rasmus. This significant investment, almost \$650 million, marks a crucial step in revitalizing Houston's oldest public housing community and enhancing the quality of life for Third Ward residents.

## FELLOWSHIP PROGRAM

We completed our fellowship program and I think the board members had opportunity to meet them. It was a great opportunity to really teach young people about affordable housing so we could be more intentional as related to getting individuals started in a career. You know, most of us that work in housing, we kind of fell into it. Too many people don't grow up, say I want to be a Houser, but we're here is a major career and so we want to start working with young people now at this in college so they can think about and be intentional about having, you know, a job or a career in housing. One of the college graduates, the young lady Destiny Day, not only did she participate in the fellowship program, we offered her a job at the HHA. Ms. Day just came out of college and this is her first job. We talk a lot about our inventory, but she moved into one of the public facility corporations right down the street that's affordable for a single individual. She does not have a car so another benefits is that it's close to the office so she can walk to work. That is just one example of how some of the items that we invest in as a team allow individuals, at all levels, to enjoy their surroundings in great communities like this one.

## REID COMPLIANCE LUNCHEON

The REID Compliance Team successfully hosted its first Compliance Luncheon on August 12. This event brought together owners and property managers to discuss upcoming improvements, fostering collaboration and communication.

The Houston Housing Authority (HHA) presented an informational session to Houston City Council on August 26, 2024, highlighting the state of affordable housing across Houston and the role that Public Facility Corporations (PFCs) hold in achieving the City's affordable housing goals.

## SPECIAL EVENTS

The Lawndale, a new mixed-income affordable housing community, opened its doors on August 15 in Houston's East End. The ribbon-cutting ceremony was attended by prominent officials, including Congresswoman Sylvia Garcia, Senator Carol Alvarado, and Councilmembers Tiffany Thomas and Joaquin Martinez, highlighting the project's significance. The Lawndale represents a crucial step in our ongoing commitment to providing accessible, quality housing in Houston.

The Houston Housing Authority (HHA) is preparing for two significant grand openings that reinforce our commitment to providing diverse, inclusive, and high-quality housing solutions for the community. 2100

Memorial: Scheduled to reopen on August 29, 2100, Memorial is a senior living community that has undergone a complete rebuild after being rendered uninhabitable by Hurricane Harvey. I met with returning resident Connie Castillo to welcome her back to her new home. She was very excited for the opportunity to come back to the property.

Lastly, The Standard on the River: On August 30, we will celebrate the grand opening of The Standard on the River, HHA's third new development in the Houston area. Located in EaDo, this \$100 million mixed-income complex will offer 600 units and serve as a critical housing resource for residents, including those from Clayton Homes who will be displaced by the forthcoming I-45 expansion.

Chairman Proler: I have seen it. Out of the 600 units that are available, how many are at 30% AMI?

Secretary Northern/Donna Dixon: 85 units for Clayton residents.

The HHA family came together for a Unity Day celebration at Hermann Park. This special event was designed to foster team building, boost camaraderie and celebrate our collective achievements. We have a tough job to do here with the City of Houston so this Unity Day not only provided a welcome break from routine but also reinforced the strong bonds within the HHA team.

This concludes the summary of the President's report unless there are any questions.

Chairman Proler: I'd like to just add one comment if I could. For the record, we had 2100 Memorial, which is 198 units. There are another 600 units at Standard on the River. So we have 800 units coming online within the next 10 days. That is an accomplishment! Thank you.

Secretary Northern: Again, 2100 Memorials is a senior's building, and a number of our low-income housing clients who left during Harvey will return.

Chairman Proler: Regarding the development report, I noticed that Telephone Road is more than 90% leased. Is that correct? Do we have a timeline for estimating when it will reach 95%?

Secretary Northern: Ricardo, can you comment on that?

Ricardo Harris: We are in the process of working with the site as it relates to HCV and project-based vouchers, so anticipate mid-October; we should be there.

Secretary Northern: Sometimes, through national attrition, we have vacancies, but we continue to recruit for those properties.

## **VI. PUBLIC COMMENTS**

Ms. Tabitha Israel. I am the owner/CEO of Upstanding Enterprises. We are a firm here in Houston that specializes in outreach, economic development initiatives as well as brand management. We have had the honor to work with several management districts and council members. And I just wanted to come and introduce myself and introduce our company. We are very narrative-driven. We provided services such as video production, website development and design. We also do social media strategy and management. We've also worked with our clients through word of their board members as well as their staff to meet their goals. I just wanted to make my face known and introduce myself in case there are any opportunities in the future for us to work with you.

Secretary Northern: Please leave your card with a staff member so we can look at it later.

Faye Ku: I live in the Uvalde Ranch apartments. I'm using a voucher to live there from Harris County, so my inspectors are from Harris County. I am ported in from Anderson County.

I have a significant leak that developed since March 2024. I already sent the video and various emails to the president of this corporation, and I would like for you to compare my 12-second video from March, when I first reported the problem with my 2nd video from July, which happened after Hurricane Beryl when the rain was pouring into my home. This is my 10-year-old, and we live together on the voucher. We wrote a note to the Housing Authority on your contact form after your April meeting where I just was curious as to the meetings and came to talk about uplift Harris County. My manager, April Williams, came to visit me in my home and talked to me for an hour about what was happening. She saw my videos. She promised me things were going to happen. The work order was issued because this was not a usual maintenance issue, but she contacted her corporate office. I asked the commissioner's office to put us on a priority list when I saw all that rain come into my house, and it was there was water halfway across my living room. Due to the way the leak was the entire building has been experiencing the same issue. I have walked our neighborhood, and I've just spoken to 11 other tenants, 100% of them have the same issues that I'm having, except for the ones who just moved in, and they don't know the history of their particular apartment. So at that time, since I knew a lot of my neighbors were experiencing this because I had been speaking to them, I asked the Commissioner's office to please put us on a priority list to get our power back because in another whole week with no power, we have no electricity or air conditioning to pull that water, no fans to run to pull the water out of the carpets and we would have all been in mold. After I found out that we had all these issues, I went and spoke with some of my neighbors, I've collected their information, but I know that the apartment manager has already done that work. She's already, made a list of all the people. So please pull that information, and make sure it's fixed because I've already filled my failed housing inspection three times that I would have passed it if they had done the regular physical inspection. they will pass because all they could write was crack on the wall. They could not write down mold or leak because they're not mold-certified. They told me that they can't write leak because they can't actually see it leaking. You know, because they're not there off there on the day of the leak. So I had to really push them to write it down as a problem that needs to be fixed. Thank you for working together with the other Housing Authority on this.

Secretary Northern: You said that you ported here from Harris County?

FC: No, I ported to the Harris County Housing Authority. I came here because you're the owners of the apartment.

Secretary Northern: Could someone from staff please talk to this young lady about this situation?

Pawan Kapoor. I am the Managing director for WHG, Westmont Hospitality Group. 3 industry leaders, three families, and three friends got together to work on something that would also benefit the city, found the answer, and tried to develop affordable housing solutions. We did our very first project in partnership with the HHA.

I'm talking about Torrey Chase Apartments, a fully affordable housing opportunity for 280 families earning less than 60% of the area's median income. It offers world-class facilities, a clubhouse, a fitness center, state-of-the-art equipment, a multi-heater, a walking/jogging park, a dedicated dog park, a resort-style swimming pool, etc.

Today, it is my honor and privilege to report that our very first collective project, is being recognized. Torrey Chase Apartments is the winner of the Red News 2024 Real Estate Award and Affordable Housing. This award

is a testament to all collective efforts in making this a reality, and nobody appreciates it more than the 280 families that are living there right now. Yes, it's fully occupied. At this time before you, on behalf of everybody who was involved in the development, thank you for your commitment and for your relationship. And I look to the future with the unified vision of teamwork, cooperation and creating building affordable housing solutions for those in need. I'm encouraged to say that we will do more and we will win more like this..

Secretary Northern: This is the award that we won.

Zach Petrol with Johnson Petrol: We're speaking on regarding Cypresswood Apartments which is located within WCI99. Currently it is subject to annexation service and financial agreement until the service level commitment agreements and restrictions and covenants on the property as they probably would not become tax exempt. This was done to the benefit of the property and for the protection of the district in order to provide water, sewer and draining services to that property. The District expanded its sewage treatment plant and constructed a new water well and a new water plant for that property. It is explicitly agreed that this property would remain taxable so that the property tax revenue was paid for a share of those facility expansions. Without that tax revenue, the District would have to increase its tax rate by 50% on 500 homes in that property, causing some of them unable to make that payment. This means that this action is making it more unaffordable, not more. The current owner has requested an amendment and consent to the restrictions and agreements for that property, which require a pilot agreement between the water district and the proposed owners, which would include the Housing Authority as the land owner. According to the current owners, the Housing Authority has refused to even get on call with the water district, let alone discuss the pilot agreement. It is disappointing that the Housing Authority refuses to engage with the local community, but it is willing to jump through a bunch of hoops for the banks and lenders. Essentially, my comment boils down to why this item is on the agenda if the agreements and covenants and restrictions regarding the tax exemption for the property are not close to being resolved. Completing this transaction without resolving them, but the Housing Authority at Smith at risk because you as the owner of the land, will be in default and in violation. Last week, based on the information we have on this transaction, it seems that only 30 to 35% of the tax savings go towards the Housing Authority for lower rents, while the remaining 65 to 70% go toward the developer. I'm happy to be wrong about it. if you show me, but the Housing Authority has refused to discuss it.

Mike: I have been displaced for over 2 years since Clayton Homes property was sold to TxDOT for \$900 million. I have complied with the regulations and policies of this place at 7225 Bellerive on my limited capability. I was promised for two years that caregiver provider accommodations would be arranged along Section 8, which I am entitled to. I went to the HUD office and filled out some forms, and met with some authorities, and they said they would take action and assign me to my new place Downtown, where the Clayton home property was located. For housekeeping issues and pictures taken, action was taken on my limited ability, and for that reason, I have these two storage rooms and moving out what they think might be hazardous to the safety. I continue to do so as I am able to or a caregiver could help me on that. Appreciate all your concern and understanding. But right now there's a big issue again on the bathroom lockout. They locked it up at 5:00, and the sign said 7:00. I've talked to the manager and she said no, that is not true. But the fact is they are practicing the same way even though the health department has been called; they opened the door for the bathroom for the seniors, but now they're closing it at exactly 5 pm sharp. 11 The sign says it's open until 7.

Pamela Wright: I've lived at Kelly Village Apartments for a year and a half. Everything's been OK so far. I'm waiting to get another AC unit for my bedroom.

## **VII. NEW BUSINESS**

- a. Resolution No. 3797:** Consideration and/or to take action to authorize the President & CEO or designee to execute a contract with Inland Environmental for the demolition of the building and site work located at 2801 Conti Street, Houston, Texas 77020.

PRESENTED BY: Jay Mason, Director of REID

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 Inland Environmental, as required for the demolition of the building and site work located at 2801 Conti Street, Houston, Texas 77020 in an amount not to exceed \$641,548.00 pursuant to the memorandum dated August 15, 2024 from Jay Mason, the Director of REID, to David A. Northern, Sr. President and CEO.

Chairman Proler: Before we entertain the motion, does anyone have any questions? I have a few that I'd like to ask. Jay, As part of this demolition project, there was a phase one or phase two. I would like the minutes to reflect the environmental assessment that was done on this property.

Jay Mason: The parcel of land is approximately 270,000 square feet, and there's an existing building on the site. As part of our due diligence prior to the purchase, we did phase one and then phase two on the site. In addition to that, because there's a building on the site, we did an asbestos assessment report.

Chairman Proler: For the record, a phase two environmental study involves borings in the ground and levels all around the property.

Jay Mason: Yes sir.

On motion by Commissioner Carter and seconded by Commissioner Li, The Board approved Resolution No. 3797.

## **VIII. EXECUTIVE SESSION**

Chairman Proler suspended the Public Session on Tuesday, August 27, 2024, at 3:29 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.

Chairman Proler reconvened the Public Session at 4:18 p.m.

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

- b. Resolution No. 3798:** Consideration and/or take action to authorize the update of the previously approved lender and loan amount in Resolution No. 3746 for the Cypresswood Apartments transaction.
- c. Resolution No. 3799:** Consideration and/or take action to authorize the update of the previously approved lender in Resolution No. 3778 for The Milo on Westheimer transaction.
- d. Resolution No. 3800:** Consideration and/or take action to authorize the update of the previously approved lender in Resolution No. 3779 for The Peri on Westheimer transaction.

- e. **Resolution No. 3801:** Consideration and/or take action to authorize the update of the previously approved lender in Resolution No. 3773 for the Premier at Morton Ranch transaction.
- f. **Resolution No. 3802:** Consideration and/or take action to authorize the President & CEO or authorized representative of the Houston Housing Authority to facilitate the acquisition of The Henry at Jones Road located at or about approximately 11925 Jones Rd., Houston, Texas 77070, and the execution of all required documents therefor.
- g. **Resolution No. 3803:** Consideration and/or take action to authorize the President & CEO or authorized representative of the Houston Housing Authority to facilitate the acquisition of The Henry at Lake Houston located at or about approximately 14100 Will Clayton Pkwy, Humble, Texas 77346, and the execution of all required documents therefor.
- h. **Resolution No. 3804:** Consideration and/or take action to authorize the President & CEO or authorized representative of the Houston Housing Authority to facilitate the acquisition of Mia LXMI Westchase East located at or about approximately 3950 Ashburnham Drive, Houston, Texas 77082, and the execution of all required documents therefor.
- i. **Resolution No. 3805:** Consideration and/or take action to authorize the President & CEO or authorized representative of the Houston Housing Authority to facilitate the acquisition of Mia LXMI Westchase West located at or about approximately 12903 Brant Rock Dr., Houston, Texas 77082 and the execution of all required documents therefor.
- j. **Resolution No. 3806:** Consideration and/or take action to authorize the President & CEO or authorized representative of the Houston Housing Authority to facilitate the acquisition of Cortland Med Center Apartments located at or about approximately 9111 Lakes at 610 Drive, Houston, Texas 77054, and the execution of all required documents therefor.
- k. **Resolution No. 3807:** Consideration and/or take action to authorize the President & CEO or authorized representative of the Houston Housing Authority to facilitate the acquisition of Augusta North located at or about approximately 12655 Kuykendahl Rd., Houston, Texas 77090 and the execution of all required documents therefor.
- l. **Resolution No. 3808:** Consideration and/or take action to authorize the President & CEO or authorized representative of the Houston Housing Authority to facilitate the acquisition of August Friendswood located at or about 2911 W El Dorado Blvd, Friendswood, Texas 77546, and the execution of all required documents therefor.

Chairman Proler asked for a motion to vote on Resolution Nos. 3798, 3799, 3800, 3801, 3802, 3803, 3804, 3805, 3806, 3807, and 3808 in seriatim.

Commissioner Carter motioned. Commissioner Ballard seconded the motion.

Chairman Proler asked for a motion to adopt Resolution Nos. 3798, 3799, 3800, 3801, 3802, 3803, 3804, 3805, 3806, 3807, and 3808.

Commissioner Carter motioned. Commissioner Ballard seconded.

Chairman Proler asked if there was any objection to adopting Resolution Nos. 3798, 3799, 3800, 3801, 3802, 3803, 3804, 3805, 3806, 3807, and 3808. Having none, the resolutions were adopted.

**X. ADJOURNMENT**

Chairman Proler this concludes the items on today's agenda and asked for a motion to adjourn.

On motion by Commissioner Carter and seconded by Commissioner Li.

Chairman Proler declared the meeting adjourned at 4:23 p.m.

**RESPONSES TO COMMENTS RECEIVED AT THE TUESDAY, AUGUST 27, 2024  
BOARD OF COMMISSIONER MEETING**

A Meeting of the Board of Commissioners ("Board") of the Houston Housing Authority ("HHA") was held on Tuesday, August 27, 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 =** Ms. Tabitha Israel. I am the owner/CEO of Upstanding Enterprises, a firm in Houston that specializes in outreach, economic development initiatives, and brand management.

We have had the honor to work with several management districts and council members. And I just wanted to come and introduce myself and introduce our company. We are very narrative-driven. We provided services such as video production, website development and design. We also do social media strategy and management. We've also worked with our clients through word of their board members as well as their staff to meet their goals. I just wanted to make my face known and introduce myself in case there are any opportunities in the future for us to work with you.

Secretary Northern: Please leave your card with a staff member so we can look at it later.

**C =** Faye Ku: I live in the Uvalde Ranch apartments. I'm using a voucher to live there from Harris County, so my inspectors are from Harris County. I am ported in from Anderson County.

I have a significant leak that developed in March 2024. I already sent the video and various emails to the president of this corporation, and I would like for you to compare my 12-second video from March, when I first reported the problem with my 2nd video from July, which happened after Hurricane Beryl when the rain was pouring into my home. This is my 10-year-old and we live together on the voucher. We wrote a note to the Housing Authority on your contact form after your April meeting where I just was curious as to the meetings and came to talk about uplift Harris County. My manager, April Williams, came to visit me in my home and talked to me for an hour about what was happening. She saw my videos. She promised me things were going to happen. The work order was issued because this was not a usual maintenance issue, but she contacted her corporate office. I asked the commissioner's office to put us on a priority list when I saw all that rain come into my house, and it was there was water halfway across my living room. Due to the way the leak was the entire building has been experiencing the same issue. I have walked our neighborhood, and I've just spoken to 11 other tenants, 100% of them have the same issues that I'm having, except for the ones who just moved in, and they don't know the history of their particular apartment. So at that time, since I knew a lot of my neighbors were experiencing this because I had been

speaking to them, I asked the Commissioner's office to please put us on a priority list to get our power back because in another whole week with no power, we have no electricity or air conditioning to pull that water, no fans to run to pull the water out of the carpets and we would have all been in mold. After I found out that we had all these issues, I went and spoke with some of my neighbors, I've collected their information, but I know that the apartment manager has already done that work. She's already, made a list of all the people. So please pull that information, and make sure it's fixed because I've already filled my failed housing inspection three times that I would have passed it if they had done the regular physical inspection. They will pass because all they could write was crack on the wall. They could not write down mold or leak because they're not mold-certified. They told me that they can't write leak because they can't actually see it leaking. You know, because they're not there off there on the day of the leak. So I had to really push them to write it down as a problem that needs to be fixed. Thank you for working together with the other Housing Authority on this.

Secretary Northern: You said that you ported here from Harris County?

FC: No, I ported to the Harris County Housing Authority. I came here because you're the owners of the apartment.

Secretary Northern: Could someone from the staff please talk to this young lady about this situation?

**R** = In conversations with the Private Management company, the Regional overseeing Uvalde Ranch stated that as of 9/5/24, all repairs were made, and everything was sealed. The weather stripping and necessary maintenance from the most recent housing inspection dated 8/23 were scheduled, and repairs were completed. The sheetrock was replaced above the transom window before the painting was completed. The balcony and the one above was sealed. The contractor returned on 8/28/24 to double-check the sealant inside and outside the transom window. The effectiveness of the sealant repairs will be evaluated over time.

**C** = Pawan Kapoor. Commissioners. I am the Managing director for WHG, Westmont Hospitality Group. 3 industry leaders, three families, and three friends got together to work on something that would also benefit the city, found the answer, and tried to develop affordable housing solutions. We did our very first project in partnership with the HHA.

I'm talking about Torrey Chase Apartments, a fully affordable housing opportunity for 280 families earning less than 60% of the area's median income. It offers world-class facilities, a clubhouse, a fitness center, state-of-the-art equipment, a multi-heater, a walking/jogging park, a dedicated dog park, a resort-style swimming pool, etcetera.

Today, it is my honor and privilege to report that our very first collective project, is being recognized. Torrey Chase Apartments is the winner of the Red News 2024 Real Estate Award and Affordable Housing. This award is a testament to all collective efforts in making this a reality, and nobody appreciates it more than the 280 families that are living there right now. Yes, it's fully occupied. At this time before you, on behalf of everybody who was involved in the development, thank you for your commitment and for your relationship. And I look to the future with the unified vision of teamwork, cooperation and creating building affordable housing solutions for those in need. I'm encouraged to say that we will do more and we will win more like this.

Secretary Northern: This is the award that we won.

**C** = Zach Petrol with Johnson Petrol: We're speaking regarding Cypresswood Apartments, which is located within WCI99. Currently it is subject to annexation service and financial agreement until the service level commitment agreements and restrictions and covenants on the property as they probably would not

become tax exempt. This was done to the benefit of the property and for the protection of the district in order to provide water, sewer and draining services to that property. The District expanded its sewage treatment plant and constructed a new water well and a new water plant for that property. It is explicitly agreed that this property would remain taxable so that the property tax revenue was paid for a share of those facility expansions. Without that tax revenue, the District would have to increase its tax rate by 50% on 500 homes in that property, causing some of them unable to make that payment. This means that this action is making it more unaffordable, not more. The current owner has requested an amendment and consent to the restrictions and agreements for that property, which require a pilot agreement between the water district and the proposed owners, which would include the Housing Authority as the land owner. According to the current owners, the Housing Authority has refused to even get on call with the water district, let alone discuss the pilot agreement. It is disappointing that the Housing Authority refuses to engage with the local community, but it is willing to jump through a bunch of hoops for the banks and lenders. Essentially, my comment boils down to why this item is on the agenda if the agreements and covenants and restrictions regarding the tax exemption for the property are not close to being resolved. Completing this transaction without resolving them, but the Housing Authority at Smith at risk because you as the owner of the land, will be in default and in violation. Last week, based on the information we have on this transaction, it seems that only 30 to 35% of the tax savings go towards the Housing Authority for lower rents, while the remaining 65 to 70% go toward the developer. I'm happy to be wrong about it. if you show me, but the Housing Authority has refused to discuss it.

**C = Mike:** I have been displaced for over 2 years since Clayton Homes property was sold to TxDOT for \$900 million. I have complied with the regulations and policies of this place at 7225 Bellerive on my limited capability. I was promised for two years that caregiver provider accommodations would be arranged along Section 8, which I am entitled to. I went to the HUD office and filled out some forms, and met with some authorities, and they said they would take action and assign me to my new place Downtown, where the Clayton home property was located. For housekeeping issues and pictures taken, action was taken on my limited ability, and for that reason, I have these two storage rooms and moving out what they think might be hazardous to the safety. I continue to do so as I am able to or a caregiver could help me on that. Appreciate all your concern and understanding. But right now, there's a big issue again on the bathroom lockout. They lock it up at 5:00 and the sign said 7:00. I've talked to the manager and she said no, that is not true. But the fact is they are practicing the same way even though the health department has been called; they opened the door for the bathroom for the seniors, but now they're closing it at exactly 5 pm sharp. 11 The sign says it's open until 7.

**C = Pamela Wright:** I've lived at Kelly Village Apartments for a year and a half. Everything's been OK so far. I'm waiting to get another AC unit for my bedroom.

**R = The Property Manager** has confirmed that Ms. Wright currently has three A/C units in her apartment—one provided by HHA and two of her personal units. All three units are functioning properly. Ms. Wright has requested that one of the A/C units be moved to the window in her bedroom, citing that "it gets hot at night." The Property Manager created a work order to relocate one of the A/C units to her bedroom to address her concern.



Transforming Lives & Communities

**REQUEST FOR BOARD AGENDA ITEM**

**1. Brief Description of Proposed Item:**

Consideration and/or take action for the Houston Housing Authority Board of Commissioners to approve the resolution to Amend and Restate the Bylaws of the Houston Housing Authority, revised on August 1, 2024.

**2. Date of Board Meeting:** September 17th, 2024

**3. Proposed Board Resolution:**

**Resolution:** That the Houston Housing Authority Board of Commissioners approve the Amended and Restated Bylaws of the Houston Housing Authority pursuant to the memorandum from Jennine Hovell-Cox, Senior Vice President and General Counsel on September 3, 2024, to David A. Northern, Sr., President & CEO.

**4. Department Head Approval**      Signature  Jennine Hovell-Cox (Sep 10, 2024 16:06 EDT)      Date: \_\_\_\_\_

**5. Approval of President & CEO**  
 Signature  David A. Northern, Sr. (Sep 10, 2024 14:44 EDT)      Date: \_\_\_\_\_



Transforming Lives &amp; Communities

**MEMORANDUM**

**TO:** DAVID A. NORTHERN, SR., PRESIDENT & CEO  
**FROM:** JENNINE HOVELL-COX, SENIOR VICE PRESIDENT AND GENERAL COUNSEL  
**SUBJECT:** CONSIDERATION AND/OR TAKE ACTION FOR THE HOUSTON HOUSING AUTHORITY BOARD OF COMMISSIONERS TO APPROVE THE RESOLUTION TO AMEND AND RESTATE THE BYLAWS OF THE HOUSTON HOUSING AUTHORITY, REVISED ON AUGUST 1, 2024.  
**DATE:** SEPTEMBER 3, 2024

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This memorandum recommends that the Houston Housing Authority Board of Commissioners approve the Resolution to Amend and Restate the Bylaws of the Houston Housing Authority.

**BACKGROUND:**

The current bylaws of the Houston Housing Authority (HHA) were last revised on January 21<sup>st</sup>, 2014, it has been determined that a revision of the bylaws is necessary to provide clarity and a more organized structure and to reflect HHA's new structure, objectives, and ideas. The updated bylaws will ensure that all subsequent bylaws of HHA non-profit entities are aligned with the changes made to the HHA bylaws;

**SUMMARY OF CHANGES:**

## Article 1: The Authority

- **Section 3 (OFFICE OF THE HOUSTON HOUSING AUTHORITY):**
  - **Amendment:** The principal office location is more clearly defined, with the provision to have other offices within Houston as designated by resolution, adding flexibility to operational locations.

**(NEWLY ADDED)** Article 2: Declaration of Policy

- **New Provisions:**
  - **General Policy:** Establishes that the Board of Commissioners will determine matters of general policy and delegate administrative duties to the President & CEO, ensuring a clear distinction between governance and management.
  - **Procurement:** Specifies compliance with laws, regulations, and procedures from various governmental bodies and introduces stringent standards for procurement processes.

## Article 3: Combined "Officers" and "Commissioners"

- **Sections Amended:**
  - **Section 4 (ELECTION):** Amendments enhance the clarity of the election process for commissioners.
  - **Section 5 (DUTIES—HOUSING AUTHORITY CHAIRPERSON):** Revisions to streamline the procedures and eliminate redundancies.
  - **Section 7 (DUTIES—SECRETARY):** Amendments clearly define the Secretary's responsibilities, aligning them with organizational needs.

- **Section 10 (VACANCIES):** Amendments refine the process for addressing vacancies, ensuring a swift and efficient replacement process.
- **Section 11 (TRAINING REQUIREMENTS):** Amendments introduce and enhance training requirements to ensure commissioners are well-prepared for their roles.
- **Sections Revised:**
  - **Section 2 (POWERS AND RESPONSIBILITIES):** Revisions streamline the powers and responsibilities of the Board, likely removing redundancies and clarifying the scope of authority.

**(NEWLY ADDED) Article 4: President & CEO**

- **Section 1 (APPOINTMENT AND DUTIES):**
  - **Amendment:** Updates and clarifies the roles and responsibilities of the officers, ensuring they are current with the operational needs and legal standards.
- **Section 2 (ADDITIONAL PERSONNEL):**
  - **Revision:** Updates additional roles or procedural elements for officers to reflect changes in governance or operational strategies.

**(NEWLY ADDED) Article 4: Changed from “Amendments” to “Meetings” (Amendments now Section 7)**

- **Sections Amended:**
  - **Section 1 (ANNUAL MEETINGS):** Reflects new policies regarding the scheduling and conduct of annual meetings.
  - **Section 8 (AMENDMENTS TO THE AGENDA):** New policies on how the agenda can be amended during meetings, adding flexibility or specificity to the process.
  - **Section 10 (BOARD MEMBER ATTENDANCE):** Added to streamline the attendance process and promote the attendance of board members at critical meetings.

**(NEWLY ADDED) Article 6: Ethics**

- **New Guidelines and Standards:**
  - Introduces comprehensive guidelines and standards for ethical behavior, aiming to ensure all operations are conducted with integrity and in compliance with legal and ethical standards.

**RECOMMENDATION:**

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

**Resolution:** That the Houston Housing Authority Board of Commissioners approve the Amended and Restated Bylaws of the Houston Housing Authority pursuant to the memorandum from Jennine Hovell-Cox, Senior Vice President and General Counsel on September 3, 2024, to David A. Northern, Sr., President & CEO.



Transforming Lives & Communities

**REQUEST FOR BOARD AGENDA ITEM**

**1. Brief Description of Proposed Item**


Consideration and/or take action for the Houston Housing Authority Board of Commissioners to approve the HHA Records Retention Policy 2024, revised on August 1, 2024.

**2. Date of Board Meeting:** September 17, 2024

**3. Proposed Board Resolution:**

**Resolution:** That the Houston Housing Authority Board of Commissioners approves the Houston Housing Authority Records Retention Policy 2024, revised on August 1, 2024, pursuant to the memorandum from Jennine Hovell-Cox, Senior Vice President and General Counsel, dated September 3, 2024, to David A. Northern, Sr., President & CEO.

**4. Department Head Approval**

Signature  [Jennine Hovell-Cox \(Sep 10, 2024 16:06 EDT\)](#) Date: \_\_\_\_\_

**5. Approval of President & CEO**

Signature  [David A. Northern, Sr. \(Sep 10, 2024 14:44 EDT\)](#) Date: \_\_\_\_\_



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**MEMORANDUM**

**TO:** DAVID A. NORTHERN, SR., PRESIDENT & CEO  
**FROM:** JENNINE HOVELL-COX, SENIOR VICE PRESIDENT AND GENERAL COUNSEL  
**SUBJECT:** CONSIDERATION AND/OR TAKE ACTION FOR THE HOUSTON HOUSING AUTHORITY BOARD OF COMMISSIONERS TO APPROVE THE HOUSTON HOUSING AUTHORITY RECORDS RETENTION POLICY 2024, REVISED ON AUGUST 1, 2024.  
**DATE:** SEPTEMBER 3, 2024

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This memorandum recommends that the Houston Housing Authority Board of Commissioners approve the Houston Housing Authority Records Retention Policy, revised on August 1, 2024.

**BACKGROUND:**

The current records retention schedule/policy followed by the Houston Housing Authority (“HHA”) has been effective since November 1, 2013. It is based on the Texas State Records Retention Schedule (TSRRS) and the Department of Housing and Urban Development (“HUD”) records retention guidelines. The current records retention schedule/policy was revised in accordance with the Texas State Records Retention Schedule (TSRRS), 4<sup>th</sup> Edition. Since that time, the TSRRS has been updated. Therefore, it is necessary to revise HHA’s records retention schedule/policy to reflect the changes made to the TSRRS. Changes to Texas State Records Retention Schedule (TRRS), 5<sup>th</sup> Edition, that are reflected in HHA’s Retention Policy 2024 addresses legal citation updates; deleted, new and expanded categories/sections; and contains updated terms and codes for better clarity. There are no changes to retention periods for any existing categories, only a longer retention period for Polygraph Examination results, which is now (two) 2 years.

**RECOMMENDATION**

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

**Resolution:** That the Houston Housing Authority Board of Commissioners approves the Houston Housing Authority Records Retention Policy 2024, revised on August 1, 2024, pursuant to the memorandum from Jennine Hovell-Cox, Senior Vice President and General Counsel, dated September 3, 2024, 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 to take action to authorize the President & CEO or designee to execute contracts with CBRE, Inc., Cushman & Wakefield, JLL, and The Guess Group for Real Estate Brokerage Services on an as-needed basis.

**2. Date of Board Meeting:** September 17, 2024**3. Proposed Board Resolution:**

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections and to take such actions to enter into contracts with CBRE, Inc., Cushman & Wakefield, JLL, and The Guess Group to provide Real Estate Brokerage Services on an as-needed basis, pursuant to the memorandum dated September 3, 2024, from Jay Mason, Director of REID to David A. Northern, Sr., President & CEO.

**4. Department Head Approval** Signature Jay Mason Date: \_\_\_\_\_**5. Statement regarding availability of funds by V.P. of Fiscal Operations**

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

**VP of FO Approval** Signature \_\_\_\_\_ Date: \_\_\_\_\_

**6. Approval of President & CEO**

Signature David A. Northern, Sr. Date: \_\_\_\_\_



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

## **MEMORANDUM**

**TO:** DAVID A. NORTHERN, SR. PRESIDENT & CEO  
**FROM:** JAY MASON, DIRECTOR REID  
**SUBJECT:** CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO EXECUTE CONTRACTS WITH CBRE, INC., CUSHMAN & WAKEFIELD, JLL, AND THE GUESS GROUP FOR REAL ESTATE BROKERAGE SERVICES  
**DATE:** SEPTEMBER 3, 2024

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorize the Interim President & CEO or designee to negotiate, execute, and make necessary changes and corrections and take such actions to enter into a contract with CBRE, Inc., Cushman & Wakefield, JLL, and The Guess Group for Real Estate Brokerage Services.

### **BACKGROUND**

Although the Houston Housing Authority (“HHA”) and/or its affiliates are long-term holder(s) of Affordable Housing Assets, there are occasions when it is in the best interest of the HHA to dispose of an asset(s) and/or acquire assets in order to meet the Affordable Housing needs of residents within the City of Houston and its Extra-Territorial Jurisdiction. Brokerage Companies like CBRE, Inc., Cushman & Wakefield, JLL, and The Guess Group can reach the target audience of potential buyers and/or sellers. For this reason, HHA is procuring Brokerage Services.

### **ADVERTISEMENT**

On July 1<sup>st</sup>, 2024, HHA’s Procurement Department issued a legal notice advertising RFP 24-32 Real Estate Brokerage Services (“RFP 24-32”) in the Houston Chronicle, Forward Times Newspapers, and in the Houston Business Journal.

In addition to posting RFP 24-32 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 24-32 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”); and, the Houston Chapter of the National Association of Minority Contractors (“NAMC”).

### **EVALUATION PROCESS**

On July 18, 2024 HHA’s Procurement Department opened six (6) sealed proposals, which were evaluated, independently, by the following HHA staff members:

- Jennine Hovell-Cox – Senior Vice President and General Counsel
- Jay Mason – Director of REID
- Cindi Herrera – Development Advisor

All responses to RFP 24-32 received by the specified due date were scored based on the following published scoring criteria:

Evaluation/Selection Criteria	Maximum Score
Firm's qualifications and experience in providing the required services	20
Qualifications and experience of assigned personnel	20
Past Performance (References)	20
Total Fee(s) for Brokerage Services	20
Project planning, methodology/strategy to accomplish task	20
<b>Total Score</b>	<b>100</b>

On July 18, 2024, the HHA's Procurement Department opened the following sealed proposals that were subsequently scored independently by an Evaluation Committee:

Rank	Firm/Company	M/WBE	Evaluation Rating
<b>1</b>	CBRE, Inc.	N/A	95
<b>2</b>	Cushman Wakefield	N/A	94
<b>3</b>	JLL	N/A	91
<b>4</b>	The Guess Group	MBE	91
<b>5</b>	Higgenbotham	N/A	86
<b>6</b>	The LJ Group	MBE	75

After analyzing the scores, the Evaluation Committee determined that a shortlist was not needed and recommended the award to CBRE, Inc., Cushman Wakefield, JLL, and The Guess Group.

The agency goal is to have all contracts utilizing sub-contractors to spend at least 30% of the project funds with M/WBE businesses. CBRE and Cushman Wakefield intend to subcontract with local MBE businesses.

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

## RECOMMENDATION

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

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections and to take such actions to enter into contracts with CBRE, Inc., Cushman & Wakefield, JLL and The Guess Group to provide Real Estate Brokerage Services on an as-needed basis, pursuant to the memorandum dated September 3, 2024, from Jay Mason, Director of REID to David A. Northern, Sr., President & CEO.



Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or take action to authorize the President & CEO or designee to award and execute a contract with TouchPoint Strategies and Spears Group for Public Relations Services.

2. Date of Board Meeting: September 17, 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 one-year contract not to exceed \$750,000 per year with an option to extend the contract two additional years in one-year increments, to TouchPoint Strategies and Spears Group on an as-needed basis, pursuant to the memorandum dated September 3, 2024 from Rizvan Quadri, Director of Human Resources to David A. Northern, Sr., President & CEO.

4. Department Head Approval      Signature *Rizvan Quadri*  
*Rizvan Quadri* (Sep 12, 2024 09:59 CDT)      Date: \_\_\_\_\_

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*  
*Michael D. Rogers* (Sep 12, 2024 10:14 CDT)      Date: \_\_\_\_\_

6. Approval of President & CEO

Signature *David A. Northern, Sr.*  
*David A. Northern, Sr.* (Sep 12, 2024 10:51 CDT)      Date: \_\_\_\_\_



Transforming Lives &amp; Communities

**MEMORANDUM**

**TO:** DAVID A. NORTHERN, SR., PRESIDENT & CEO  
**FROM:** RIZVAN QUADRI, DIRECTOR OF HUMAN RESOURCES  
**SUBJECT:** CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO AWARD AND EXECUTE A CONTRACT WITH TOUCHPOINT STRATEGIES AND SPEARS GROUP FOR PUBLIC RELATIONS SERVICES.  
**DATE:** SEPTEMBER 3, 2024

---

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to award and execute a contract with TouchPoint Strategies and Spears Group for Public Relations Services.

**BACKGROUND:**

TouchPoint Strategies (TouchPoint) is a full-service, award-winning MBE-certified communication agency with over 25 years of experience. The professional services provided by TouchPoint to the Houston Housing Authority ("HHA") include, but are not limited to, strategic public relations planning and management, media relations, and crisis communication. Spears Group (Spears) is a full-service, award-winning MBE-certified ad agency with over 17 years of experience. The professional services provided by Spears to the Houston Housing Authority ("HHA") include, but are not limited to, strategic public relations planning and management, creative designing and branding, events and experiential marketing, and research and analytics.

The Houston Housing Authority has experienced a high volume of media requests and visibility due to heightened public interest in a number of agency initiatives that require public relations support to assist in media responses, crisis prevention strategy, and proactive agency messaging to fortify the reputation of the HHA.

**ADVERTISEMENT:**

On July 2, 2024, a legal notice advertising RFP 24-31 Agency-Wide Public Relations Services was posted in the Houston Chronicle and Forward Times Newspapers, and in the Houston Business Journal.

In addition to posting RFP 24-31 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 24-31 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").

**EVALUATION PROCESS:**

On July 10, 2024, HHA's Procurement Department opened eight (8) sealed proposals, which were evaluated, independently, by the following HHA staff members:

1. Rizvan Quadri – Director of Human Resources
2. Jennine Hovell-Cox – Senior Vice President and General Counsel
3. Steven Kennedy – Assistant Director of REID

Each proposal was reviewed against the following evaluation criteria:

Evaluation/Selection Criteria	Maximum Score
Experience and Qualifications	30
Fees	25
Knowledge of HHA Communities and Historical Impacts	15
References	15
Panel Interview	15
<b>Total Points Possible</b>	<b>100</b>

After each scoresheet was submitted the totals were averaged as follows:

Rank	Firm/Company	M/WBE	Evaluation Rating
<b>1</b>	TouchPoint Strategies	MBE	99
<b>2</b>	Spears Group	MBE	97
<b>3</b>	Savage Brands	WBE	95
<b>4</b>	MyHart Communications	WBE	95
<b>5</b>	Last Word Strategies	WBE	72
<b>6</b>	NMCM Global	M/WBE	64
<b>7</b>	TMC Consulting	M/WBE	61
<b>8</b>	PeRfect Plan PR	M/WBE	57

The Evaluation Committee, after analyzing the scores, determined a shortlist was not needed, and recommended the award to TouchPoint Strategies and Spears Group.

The agency goal is to have all contracts utilizing sub-contractors to spend at least 30% of the project funds with M/WBE businesses. TouchPoint Strategies intends to subcontract up to 30% to an M/WBE business. Spears Group intends to subcontract up to 30% to an MBE business.

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

## RECOMMENDATION

Accordingly, I recommend that the Board 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 one-year contract not to exceed \$750,000 per year with an option to extend the contract two additional years in one-year increments, to TouchPoint Strategies and Spears Group on an as-needed basis, pursuant to the memorandum dated September 3, 2024 from Rizvan Quadri, Director of Human Resources 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 authorize the implementation of a Whistleblower Protection Policy to safeguard employees against retaliation when reporting misconduct, ensuring transparency and compliance with federal laws related to Houston Housing Authority (HHA) operations.

**2. Date of Board Meeting:** September 17, 2024**3. Proposed Board Resolution:**

**Resolution:** That the Houston Housing Authority (HHA) Board of Commissioners authorizes the President & CEO or designee to implement the Whistleblower Protection Policy, ensuring employees are protected from retaliation when reporting misconduct such as gross mismanagement, waste of federal funds, abuse of authority, public safety risks, or legal violations. This policy will align with 41 USC Section 4712 to promote accountability, safety, and transparency within the agency, and allow for corrective actions where necessary, pursuant to the memorandum dated September 3, 2024 from Rizvan Quadri, Director of Human Resources, Training & Development to David A. Northern, Sr., President & CEO.

**4. Department Head Approval** Signature *Rizvan Quadri* Rizvan Quadri (Sep 10, 2024 13:11 CDT) Date: \_\_\_\_\_

**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* Michael D. Rogers (Sep 10, 2024 13:31 CDT) Date: \_\_\_\_\_

**6. Approval of President & CEO**

Signature *David A. Northern, Sr.* David A. Northern, Sr. (Sep 10, 2024 14:44 EDT) Date: \_\_\_\_\_



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**MEMORANDUM**

**TO:** DAVID A. NORTHERN, SR., PRESIDENT & CEO  
**FROM:** RIZVAN QUADRI, DIRECTOR OF HUMAN RESOURCES, TRAINING & DEVELOPMENT  
**SUBJECT:** CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO AUTHORIZE THE IMPLEMENTATION OF A WHISTLEBLOWER PROTECTION POLICY TO SAFEGUARD EMPLOYEES AGAINST RETALIATION WHEN REPORTING MISCONDUCT, ENSURING TRANSPARENCY AND COMPLIANCE WITH FEDERAL LAWS RELATED TO HOUSTON HOUSING AUTHORITY (HHA) OPERATIONS.  
**DATE:** SEPTEMBER 3, 2024

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorize the President & CEO or designee to authorize the implementation of a Whistleblower Protection Policy to safeguard employees against retaliation when reporting misconduct, ensuring transparency and compliance with federal laws related to Houston Housing Authority (HHA) operations.

**BACKGROUND:**

The Houston Housing Authority (HHA) is committed to creating a transparent and safe environment for employees to report any misconduct or wrongdoing without fear of retaliation. In accordance with federal guidelines under 41 USC Section 4712, the following provisions are established:

- **Protection Against Retaliation.** Employees who report misconduct, including but not limited to gross mismanagement of federal contracts or grants, waste of federal funds, abuse of authority, substantial and specific danger to public health or safety, or legal violations, are protected from retaliatory actions such as discharge, demotion, or discrimination.
- **Reporting Channels.** Employees can report such misconduct to authorized federal entities, including Congress, an Inspector General, or management officials responsible for addressing misconduct.
- **Corrective Actions.** In the event of retaliation, HHA will take corrective actions which may include reinstatement of the employee, compensatory damages, back pay, and disciplinary action against responsible officials.

This policy aims to maintain integrity and compliance within the organization, ensuring that all employees can act without fear of retaliation when reporting ethical or legal concerns.

## RECOMMENDATION

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

**Resolution:** That the Houston Housing Authority (HHA) Board of Commissioners authorizes the President & CEO or designee to implement the Whistleblower Protection Policy, ensuring employees are protected from retaliation when reporting misconduct such as gross mismanagement, waste of federal funds, abuse of authority, public safety risks, or legal violations. This policy will align with 41 USC Section 4712 to promote accountability, safety, and transparency within the agency, and allow for corrective actions where necessary, pursuant to the memorandum dated September 3, 2024, from Rizvan Quadri, Director of Human Resources, Training & Development to David A. Northern, Sr., President & CEO.



Transforming Lives & Communities

**Request for Board Agenda Item**

**1. Brief Description of Proposed Item:**

Consideration and/or take action to approve and authorize the President & CEO to submit the Fiscal Year (FY) 2025 Annual PHA Plan including the Five-Year PHA Plan for FY 2025-2029, the Five-Year Capital Fund Plan, the Moving to Work (MTW) Supplement and related documents to the US Department of Housing and Urban Development (HUD).

**2. Date of Board Meeting:** September 17, 2024

**3. Proposed Board Resolution:**

**Resolution:** That the Houston Housing Authority (HHA) Board of Commissioners hereby approves the [Fiscal Year 2025 Annual PHA Plan](#), including the [Five-Year PHA Plan for FY 2025-2029](#), the [Moving to Work \(MTW\) Supplement](#), the [Five-Year Capital Fund Plan](#), the [Public Housing Admissions and Continued Occupancy Policy \(ACOP\)](#), and the [Housing Choice Voucher Program \(HCVP\) Administrative Plan](#), in substantially the form distributed to the Board, and authorizes HHA's President & CEO or their authorized designee to: **(1)** submit to the US Department of Housing and Urban Development (HUD) the HHA's Fiscal Year 2025 Annual PHA Plan including the Five-Year PHA Plan for FY 2025-2029, MTW Supplement, Five-Year Capital Fund Plan, the Public Housing ACOP and the HCVP Administrative Plan with all attached certifications, HUD forms, necessary attachments and other documentation required for the receipt of capital funds and other program funds; **(2)** take all steps necessary to finalize and secure HUD approval and implement initiatives as described in the Annual PHA Plan including the Five-Year PHA Plan, MTW Supplement, Five Year Capital Fund Plan, Public Housing ACOP, and HCVP Administrative Plan, subject to receipt of adequate funding from HUD; **(3)** certify that the public comment period and Public Hearing requirements have been met; and, **(4)** execute the HUD forms "Certifications of Compliance with PHA Plan and Related Regulations" and "MTW Certification of Compliance" in substantially the same forms linked above to the full documents and attached hereto in summary as Attachment A. Pursuant to the memorandum from Kenneth Coles, Vice President of Voucher Program Operations dated September 6, 2024, to David A. Northern, Sr., President & CEO.

**4. Department Head Approval** Signature *Kenneth E. Coles* Kenneth E. Coles (Sep 11, 2024 20:11 CDT) Date: \_\_\_\_\_

**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* Michael D Rogers (Sep 11, 2024 19:31 CDT) Date: \_\_\_\_\_

**6. Approval of President & CEO** *David A. Northern, Sr.*  
Signature David A. Northern, Sr. (Sep 11, 2024 19:11 CDT) Date: \_\_\_\_\_



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**MEMORANDUM**

**TO:** DAVID A. NORTHERN, SR., PRESIDENT & CEO  
**FROM:** KENNETH E. COLES, VICE PRESIDENT, VOUCHER PROGRAM OPERATIONS  
**SUBJECT:** Consideration and/or take action to approve and authorize the President & CEO to submit the Fiscal Year (FY) 2025 Annual PHA Plan including the Five-Year PHA Plan for FY 2025-2029, the Five-Year Capital Fund Plan, the Moving to Work (MTW) Supplement and related documents to the US Department of Housing and Urban Development (HUD)..  
**DATE:** SEPTEMBER 6, 2024

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This memorandum recommends that the Board of Commissioners approve and authorize the President and CEO to submit the *Fiscal Year (FY) 2025 Annual PHA Plan* including the *Five-Year PHA Plan for FY 2025-2029*, the *Moving to Work (MTW) Supplement*, the *Five-Year Capital Fund Plan*, the *Housing Choice Voucher Program Administrative Plan* and the *Public Housing Admissions and Continued Occupancy Policy* to the US Department of Housing and Urban Development (HUD).

**BACKGROUND:**

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

As a designated MTW agency, HHA is required to prepare and submit an MTW Supplement to the Annual PHA Plan prior to implementing any MTW waivers. The MTW Supplement describes the activities and waivers that HHA intends to implement using its MTW flexibility over the course of the fiscal year including any Agency-Specific or Safe Harbor Waivers. HUD approved HHA's FY 2024 Annual PHA Plan and MTW Supplement on November 29, 2023.

In accordance with HUD requirements, HHA posted a public notice, provided a public comment period and will conduct a public hearing on the draft FY 20245 Annual PHA Plan, including the MTW Supplement and related documents and attachments.

The public comment period extended from August 2, 2024, through September 16, 2024. A public meeting open to all HHA residents, program participants, and the general public was conducted on August 22, 2024. A public hearing was held on September 17, 2024.

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

1. Five-Year PHA Plan for Fiscal Years 2025-2029 (HUD Form 50075-5Y)
2. Five-Year PHA Plan Narratives
3. Annual PHA Plan FY 2025 (HUD-50075 ST)
4. HUD-50075 ST Narratives
5. Five-Year Capital Fund Action Plan (HUD Form 50075.2)
6. MTW Supplement (HUD 50075-MTW)
7. FY 2025 Admissions and Continued Occupancy (ACOP) and Summary of Changes
8. FY 2025 Housing Choice Voucher Program Administrative Plan and Summary of Changes

A summary of key elements follows.

#### **Five-Year PHA Plan Goals:**

1. Strengthen HHA's internal capacity
2. Create a development plan to reposition aging housing stock and increase the production of affordable housing for low-income households
3. Promote homeownership and self-sufficiency
4. Advance sustainable external relationships and collaboration
5. Create a positive brand image and customer experience

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

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

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

*Financial Resources* – The Plan provides preliminary, estimated 2025 financial resources to further its mission of providing quality affordable housing to eligible households. HHA notes the potential shortfall in HAP funding and that it may waive or modify provisions of the Administrative Plan and/or take other actions as needed to address this situation. HHA also notes its intention to utilize the financial flexibility permitted pursuant to HUD's MTW Operations Notice to maximize the use of available resources to fulfill its mission.

*Rent Determination* - HHA's policies related to rent determination, initial eligibility and continued occupancy are included in the Public Housing ACOP and HCV Administrative Plan. HHA prepared modifications to both the ACOP and HCV Administrative Plan, including incorporating required HUD changes under the 2016 HOTMA legislation. As HUD requirements under HOTMA continue to evolve, further updates to HHA policies may be required in the coming year. Summaries of proposed changes and the revised policy documents were included in the public comment materials. The Annual PHA Plan also includes a summary of key elements related to HHA's participation in a national MTW rent reform evaluation impacting the public housing and HCV programs.

**New Activities:**

As required, the Annual PHA Plan includes a summary of HHA's planned new activities by category including activities projected for 2025 and future years related to:

- Implementation of Soar 2034, the strategic framework through which HHA will reposition the Public Housing portfolio and create new affordable housing in the City of Houston through the creation and expansion of public/private partnerships utilizing private capital
- Choice Neighborhoods (CN) activities including plans to proceed with initial implementation of the \$50 million Choice Neighborhood Implementation (CNI) grant awarded to Third Ward/Cuney Homes in July 2024; and potential plans to submit a Choice Neighborhoods Planning Grant application for Near Northside/Irvinton Village.
- Mixed Finance/Modernization or Development including plans to preserve and expand affordable housing in Houston.
- Demolition/Disposition including plans to secure Section 18 demo/disposition approvals at Ewing and the remaining portion of Kelly Village; and possible plans to submit a demolition application for Irvinton Village.
- Rental Assistance Demonstration (RAD) Program including plans to convert various sites to project-based assistance under RAD or RAD/Section 18 blend provisions.
- Project Based Vouchers (PBV) including plans to enter into PBV Housing Assistance Payments contracts for various sites.
- Other Capital Grant Programs including implementation of various capital fund activities in accordance with HHA's Five-Year Capital Fund Plan for FY 2025-2029.
- Other activities as noted in the Annual PHA Plan.

**Progress Reports:**

The FY 2025 PHA Annual Plan and the Five-Year PHA Plan for 2025-2029 include summary information on HHA activities and progress over the past year and over the course of the period covered by the previous Five-Year PHA Plan in meeting agency goals and objectives.

**MTW Supplement:**

HUD approved HHA's previously submitted MTW Supplements for FY 2022, 2023, and 2024. The approved waivers and activities will continue in FY 2025. Per prior HUD and Board approvals and consistent with the application submitted to HUD by HHA under MTW Cohort #2, HHA will continue to implement a six-year alternative rent policy evaluation in both the public housing and Housing Choice Voucher (HCV) programs. All elderly and disabled households are excluded from the alternative rent policy evaluation. Other households, including special purpose vouchers, Family Self-Sufficiency Program participants, households living in Jobs Plus developments, and other groups identified in the MTW Supplement, are also excluded.

As also reflected in the HCV Administrative Plan, the MTW Supplement has been updated to indicate that HHA may elect to establish HCV payment standards based on either metropolitan area Fair Market Rents or Small Area Fair Market Rents.

One new MTW waiver is proposed for FY 2025 which authorizes HHA to utilize up to 50% of authorized HCV units for PBV assistance.

**RECOMMENDATION:**

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

**Resolution:** That the Houston Housing Authority (HHA) Board of Commissioners hereby approves the [Fiscal Year 2025 Annual PHA Plan](#), including the [Five-Year PHA Plan for FY 2025-2029](#), the [Moving to Work \(MTW\) Supplement](#), the [Five-Year Capital Fund Plan](#), the [Public Housing Admissions and Continued Occupancy Policy \(ACOP\)](#), and the [Housing Choice Voucher Program \(HCVP\) Administrative Plan](#), in substantially the form distributed to the Board, and authorizes HHA's President & CEO or their authorized designee to: **(1)** submit to the US Department of Housing and Urban Development (HUD) the HHA's Fiscal Year 2025 Annual PHA Plan including the Five-Year PHA Plan for FY 2025-2029, MTW Supplement, Five-Year Capital Fund Plan, the Public Housing ACOP and the HCVP Administrative Plan with all attached certifications, HUD forms, necessary attachments and other documentation required for the receipt of capital funds and other program funds; **(2)** take all steps necessary to finalize and secure HUD approval and implement initiatives as described in the Annual PHA Plan including the Five-Year PHA Plan, MTW Supplement, Five Year Capital Fund Plan, Public Housing ACOP, and HCVP Administrative Plan, subject to receipt of adequate funding from HUD; **(3)** certify that the public comment period and Public Hearing requirements have been met; and, **(4)** execute the HUD forms "Certifications of Compliance with PHA Plan and Related Regulations" and "MTW Certification of Compliance" in substantially the same forms linked above to the full documents and attached hereto in summary as Attachment A. Pursuant to the memorandum from Kenneth Coles, Vice President of Voucher Program Operations dated September 6, 2024, to David A. Northern, Sr., President & CEO.

# FY 2025 FIVE-YEAR PHA PLAN, ANNUAL PLAN & MTW SUPPLEMENT PUBLIC MEETING



**HOUSTON**  
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*Transforming Lives & Communities*



# AGENDA

1. Welcome & Introductions
2. Meeting Objectives
3. Public Comment Timeline & Meetings
4. Overview of the FY 2025 Five-Year PHA Plan & Moving To Work (MTW) Supplement
  - Planned Activities
  - Revisions to the Public Housing Admissions and Continued Occupancy Policy (ACOP)
  - Revisions to the Housing Choice Voucher (HCV) Administrative Plan
  - 5-Year Capital Plan Update
5. Questions & Comments

# MEETING OBJECTIVES

- Provide an overview of HHA's Five-Year PHA Plan, Annual PHA Plan and Moving to Work (MTW) Supplement
- Review updates and changes to the Public Housing ACOP and HCV Administrative Plan
- Review updates to HHA's Five-Year Capital Plan and related activities
- Provide an opportunity for feedback and questions on all of the above

# PUBLIC COMMENT PERIOD

HHA is providing an opportunity for public review and comment on the:

- FY 2025-29 Five-Year PHA Plan, FY 2025 Annual PHA Plan & MTW Supplement
- Five-Year Capital Plan
- Revisions to the Public Housing ACOP and HCV Administrative Plan documents
- All materials are available for review and download online at [www.housingforhouston.com](http://www.housingforhouston.com) or upon written request
- The public comment period extends from August 2 through September 24, 2024

# PUBLIC MEETING

- During the public comment period, HHA is conducting a virtual public meeting open to HHA residents, HHA program participants, and the general public.
- HHA will present information, answer any questions, and listen to feedback from attendees.

**PUBLIC MEETING:**

**August 22, 2024 at 4:00PM**

Virtual (see [www.housingforhouston.com](http://www.housingforhouston.com) for meeting link)

# PUBLIC HEARING

The HHA Board of Commissioners will conduct a public hearing open to the public to review and approve the Five-Year PHA Plan, Annual PHA Plan & MTW Supplement, along with updates to the Five-Year Capital Plan and revisions to the Public Housing ACOP and HCV Administrative Plan:

September 17, 2024 at 3:00PM

Houston Housing Authority (Main Office)

2640 Fountain View Drive

Houston, TX 77057

# WRITTEN COMMENTS

- All written comments and questions should be sent to:  
Houston Housing Authority  
Attention: Kenneth Coles  
2640 Fountain View Drive, Suite 3034  
Houston, Texas 77057
- Or may be e-mailed to [annualplancomments@housingforhouston.com](mailto:annualplancomments@housingforhouston.com)
- Written comments must be received by the close of the public comment period.
- HHA will consider all comments received during the public comment period and at the public hearing and may modify the Five-Year PHA Plan, Annual PHA Plan & MTW Supplement, Five-Year Capital Plan, Public Housing ACOP and/or HCV Administrative Plan in response to public comments.

# BACKGROUND

- HUD requires HHA to prepare a Five-Year PHA Plan describing agency goals, objectives, policies and planned initiatives. HHA submitted its last Five-Year PHA Plan in January 2020, which covered the period through December 2024.
- HUD also requires that HHA prepare an Annual PHA Plan update including revisions to policies, a description of any planned development or demolition and other important information.
- As part of the Annual Plan process, HUD requires that HHA prepare an “MTW Supplement” describing planned and ongoing MTW activities and waivers for the year.
- The new Five-Year PHA Plan covers the period from January 1, 2025 to December 31, 2029.
- The FY 2025 Annual PHA Plan & MTW Supplement includes information for the period January 1 to December 31, 2025.

# MOVING TO WORK (MTW)

- HHA was designated as an MTW agency in 2021.
- MTW designation provides HHA with programmatic and financial flexibility including the ability to waive some HUD regulations.
- As part of MTW, HHA is participating in a national evaluation of alternative rent policies that applies to some Public Housing residents and HCV participants. All elderly and disabled households are exempt from the new rent policy.
- Initial roll out of the alternative “tiered rent” policy began in May 2023.

# MTW BACKGROUND

## What is MTW?

- ✓ Provides programmatic and financial flexibility including flexibility to waive regulatory requirements.
- ✓ Allows waiver of some regulations and statutory provisions to implement locally designed programs and services that respond to local needs.
- ✓ Agencies must continue to serve low-income households and serve substantially the same number of households, and all MTW activities must meet one or more of the MTW “statutory objectives” and comply with MTW “statutory requirements”

## Statutory Requirements:

1. **ECONOMIC SELF-SUFFICIENCY:** Provide incentives to families with children to become economically self sufficient.
2. **HOUSING CHOICE:** Increase housing choices for eligible low-income families.
3. **ADMINISTRATIVE EFFICIENCY:** Reduce cost and achieve greater cost effectiveness in federal expenditures.

# Five-Year PHA Plan

# Five-Year PHA Plan Goals

**Goal 1:** Strengthen HHA's internal capacity

**Goal 2:** Create a development plan to reposition aging housing stock and increase production of affordable housing for low-income households

**Goal 3:** Promote homeownership and self-sufficiency

**Goal 4:** Advance sustainable external relationships and collaboration

**Goal 5:** Create a positive brand image and customer experience

# Annual Plan: Summary of Planned Activities

# CHOICE NEIGHBORHOODS

- Choice Neighborhoods is a HUD competitive grant program to revitalize distressed assisted housing and the surrounding neighborhoods.
- HUD funds both Planning and Implementation Grants. One-for-one replacement of public housing units is required.
- HHA was awarded a Planning Grant to develop a comprehensive Transformation Plan for **Cuney Homes** and the Third Ward.
- Subsequently, HHA was awarded a competitive \$50M Choice Neighborhoods Implementation Grant for Cuney Homes – one of only 9 grants awarded nationally.
- HHA has recently applied for a Planning Grant for **Irvinton Village**.

# RAD CONVERSIONS

- HHA will expand initiatives to ensure the long-term preservation of public housing developments through conversion to project-based assistance under HUD's Rental Assistance Demonstration (RAD) program.
- Through RAD conversion, HHA has the opportunity to access additional private and/or other capital resources if needed to revitalize, redevelop and/or address capital needs.
- RAD also provides a more stable funding platform to ensure long-term preservation and affordability.
- RAD provides extensive resident protections including ensuring that existing residents have the right to return to the converted project.

# RAD BENEFITS

## BEFORE RAD

Properties are typically not funded at 100% in Public Housing

In Public Housing, PHAs cannot borrow money to perform necessary repairs

The funding fails to keep up with the deteriorating living conditions of residents

Residents cannot choose to move without losing housing assistance

## AFTER RAD

Properties are placed on a more stable Section 8 funding platform

PHAs and owners can more easily borrow money and perform rehabilitation work

The living conditions of residents are improved

Residents may receive a tenant-based voucher, or similar assistance, and move after 1 year in PBV

# RAD CONVERSIONS AT HHA

To date, HHA has completed the conversion to Project Based Vouchers (PBV) under RAD of:

- **HRI/Victory**
- **Allen Parkway Village**
- **Historic Oaks at Allen Parkway Village**
- **Sweetwater Point Apartments**

HHA is planning to convert additional sites through RAD (and/or RAD and Section 18 blends) including: **Bellrive, Lyerly, Kennedy, Lincoln Park, Fulton Village, Oxford Place and Heatherbrook Apartments.**

# SECTION 18 DEMOLITION/DISPOSITION

- Section 18 refers to the process by which HUD authorizes Housing Authorities to dispose of and/or demolish public housing units. Disposition and/or demolition is oftentimes part of an overall strategy to redevelop or replace public housing units.
- HHA plans to proceed with Section 18 demolition/disposition activities in FY 2025. Following HUD approval, HHA plans to solicit development partners to redevelop each site to include Project Based Vouchers to ensure affordability:
  - ❑ **Ewing** – Demo/dispo application for the entire site.
  - ❑ **Kelly Village** – Demo/dispo application for the remaining portion of the site.
  - ❑ **Irvinton Village** – If HHA does not receive the Choice Planning grant, a demo/dispo application for the site will be submitted to HUD.

# OTHER PLANNED DEVELOPMENT ACTIVITY

- HHA will continue an ambitious development and preservation initiative to revitalize and/or preserve affordability of the existing housing portfolio and to expand the availability of affordable housing units.
- HHA plans to utilize MTW financial flexibility to support affordable housing development and preservation initiatives as allowed by HUD.
- HHA will utilize all available and appropriate funding/financing tools and strategies, including:
  - ☐ Low Income Housing Tax Credits (LIHTC)
  - ☐ Mixed Finance Development
  - ☐ Rental Assistance Demonstration (RAD) conversions including “Faircloth to RAD”
  - ☐ Project Based Vouchers (PBV)
  - ☐ Community Development Block Grant
  - ☐ FEMA

# CAPITAL FUND ACTIVITIES

- HHA plans to undertake a range of capital improvements at existing public housing sites using HUD Capital Fund resources.
- HHA has prepared an updated 5-Year Capital Plan describing its planned capital activities.
- The 5-Year Capital Plan is available for review on HHA's website.

# PROJECT-BASED VOUCHER PROGRAM

- HHA operates a Project-Based Voucher (PBV) program through which HHA enters into contracts with private and/or non-profit owners (including HHA affiliates) to ensure long-term affordability.
- PBVs are an important part of HHA's strategy to expand & preserve affordable housing including Permanent Supportive Housing.
- In FY25 HHA is seeking an MTW waiver from HUD to allow HHA to utilize up to 50% of authorized HCV units for PBV assistance.
- The Annual Plan lists 13 developments (a total of 777 units) that HHA intends to place under PBV contract over the next year.

# HCV LANDLORD INCENTIVES

To encourage property owners throughout Houston to lease housing units through the HCV program - and to expand housing choices for voucher holders - HHA plans to implement a series of new landlord incentives utilizing MTW funding and flexibility – subject to funding availability.

HHA has been approved to implement the following initiatives:

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

# FIRST TIME HOMEBUYER ASSISTANCE

HHA will implement an enhanced First Time Homebuyer Downpayment Assistance program using MTW funding and programmatic flexibility – subject to funding availability:

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

# MOBILITY PROGRAM

- In November 2023, HHA was awarded \$5 million for Housing Mobility-Related Services from HUD. Implementation will continue in FY 2025.
- HHA plans to utilize a combination of administrative policies, client services, financial assistance, and owner outreach activities to assist HCV-assisted households move into and maintain residency in high-opportunity areas and benefit from the community's resources.

# OLDER ADULT HOME MODIFICATIONS

- In June 2024, HHA was awarded a \$1.25 million grant to help senior citizens stay in their homes with the goal of long-term independence, rather than reliance on nursing homes or assisted care centers.
- The Older Adult Home Modification Program provides funds for home improvements, like installing wheelchair ramps.

# MTW Waivers & Activities

# NEW MTW ACTIVITIES

- HUD approved HHA's previously submitted MTW Supplements for FY 2022, FY 2023, and FY 2024. The approved waivers and activities will continue in FY 2025.
- New MTW waiver proposed for FY 2025:
  - **Increase PBV Program Cap** – authorizes HHA to utilize up to 50% of authorized HCV units for PBV assistance.

# ONGOING MTW ACTIVITIES

- **Alternative Rent Study/Tiered Rents:** Applies to HHA households randomly assigned to the "treatment" group. All elderly and disabled households are exempt.
- **Income Exclusions:** Excludes certain types of income from the rent calculation in connection with the tiered rent program.
- **Triennial Reexaminations:** Reduces frequency of the regular recertification process for all households except for those randomly assigned to the "control" group.
- **Asset Self-Certification:** Allows for self-certification of assets up to \$50,000.
- **HCV Payment Standards:** Allows HHA to set payment standards between 80-150% of the Small Area Fair Market Rents for one or more zip code groupings.
- **HCV Program Inspections:** Allows pre-qualifying unit inspections, use of alternative inspections schedule, and eliminates requirement for a third-party independent entity to inspect HHA-owned PBV developments.

# ONGOING MTW ACTIVITIES

- **Project-Based Voucher Flexibilities:** Allows for various activities including eliminating the requirement for independent, third party to determine rent for HHA-owned PBV developments; allowing up to 100% of units in a project to be placed under a PBV contract; and elimination of the PBV selection process for HHA-owned projects without improvement, development, or replacement.
- **Landlord Leasing Incentives:** Allows HHA to implement policies to incentivize landlord participation in the HCV program, including vacancy loss, damage claims, and additional incentive payments.
- **Family Self-Sufficiency Program (FSS):** Extends the term of the FSS Contract of Participation from 5 years to 7 years
- **Public Housing Over-Income Residents:** Extends the grace period for which a public housing household can be over-income while remaining in a subsidized public housing unit to three years (36 months).

# Public Housing ACOP & HCV Administrative Plan Updates

# ACOP & ADMINISTRATIVE PLAN UPDATES

- The Admissions and Continued Occupancy Policy (ACOP) establishes policies for HHA's Public Housing program.
- The Administrative Plan establishes policies for HHA's HCV programs.
- Each of these documents are periodically updated to reflect changes to HUD regulations and/or HHA policies.
- The ACOP and Admin Plans are available on HHA's website.
- Revisions proposed for FY 2025 are referenced and detailed in the "Summary of Changes" documents accompanying each document.

# ACOP & ADMINISTRATIVE PLAN UPDATES

- HHA has updated the format and organization of both the ACOP and Administrative Plan documents for clarity and increased ease of navigation.
- Where possible, policies have been aligned between HHA's Administrative Plan and ACOP.
- In addition, HHA has revised the language in both documents to reflect updates to HHA policies as well as new and revised regulatory requirements. The revisions focus primarily on the following areas:
  - ✓ MTW policies for new and ongoing initiatives
  - ✓ Updates to VAWA policies and related definitions (VAWA 2022 Reauthorization Act)
  - ✓ Federal HOTMA requirements related to income and assets, changes to deductions, etc.
  - ✓ Updates to Inspections Standards – transition from HQS to NSPIRE methodology during FY 2025 (date TBD)
  - ✓ Add detail to existing policies where additional clarity and/or regulatory compliance is needed.

# HOUSING OPPORTUNITY THROUGH MODERNIZATION ACT OF 2016

- On July 29, 2016, the Housing Opportunity Through Modernization Act of 2016 (HOTMA) was signed into law, which made numerous changes to statutes governing HUD programs, including sections of the U.S. Housing Act of 1937. Title I of HOTMA contains 14 different sections that impact the public housing and Section 8 programs.
- The Over-Income provisions of HOTMA (Section 103) have been incorporated into the ACOP and are currently effective.
- For the sections of HOTMA related to Income and Assets (Sections 102 and 104), HHA has updated its policies throughout the ACOP and Admin Plan to incorporate HOTMA requirements according to applicable guidance available as of the date of the Plan.
- As of the date of this Plan, HHA is awaiting further guidance from HUD regarding the implementation and compliance date for various provisions of HOTMA. HOTMA-related provisions referenced in the ACOP and Administrative Plan documents will become effective upon final implementation of HOTMA.

# NATIONAL STANDARDS FOR THE PHYSICAL INSPECTION OF REAL ESTATE

- HUD published the final NSPIRE rule on May 11, 2023, that made changes to inspections for the Public Housing and Section 8 programs.
- NSPIRE replaces HUD's former physical inspections standards, the Uniform Physical Conditions Standards (UPCS) for public housing and Housing Quality Standards (HQS) for Section 8 programs.
- As of the date of this Plan, HUD has released guidance extending the compliance date for implementation of NSPIRE for Section 8 programs until October 1, 2025.
- In the meantime, HHA will continue to utilize the Housing Quality Standards (HQS) methodology and policies outlined in the FY 2024 Board-Approved Administrative Plan. The NSPIRE-related provisions referenced below will become effective as of the HHA-established NSPIRE compliance date, on or before October 1, 2025.

# QUESTIONS & COMMENTS

THANK YOU FOR YOUR  
PARTICIPATION!



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 Amazon Business and Tejas Office Products.

**2. Date of Board Meeting:** September 17, 2024**3. Proposed Board Resolution:**

**Resolution:** That the Houston Housing Authority Board of Commissioners authorize the President and CEO to execute a one-year contract with an option to renew four (4) additional years (in one-year increments) with Amazon Business and Tejas Office Products for the purchase of office supplies and other required materials and supplies. pursuant to the memorandum dated September 3, 2024 from Austin Y. Crofts, Procurement Manager to David A. Northern Sr. President & CEO.

**4. Department Head Approval** Signature *Austin Crofts* Austin Crofts (Sep 10, 2024 14:17 CDT) Date: \_\_\_\_\_

**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* Michael D. Rogers (Sep 10, 2024 13:31 CDT) Date: \_\_\_\_\_

**6. Approval of President & CEO**

Signature *David A. Northern, Sr.* David A. Northern, Sr. (Sep 10, 2024 14:44 EDT) Date: \_\_\_\_\_



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

## MEMORANDUM

**TO:** DAVID A. NORTHERN SR., PRESIDENT & CEO  
**FROM:** AUSTIN Y. CROTTS, MANAGER OF PROCUREMENT  
**SUBJECT:** CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO EXECUTE A CONTRACT WITH AMAZON BUSINESS AND TEJAS OFFICE PRODUCTS.  
**DATE:** SEPTEMBER 3, 2024

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorize the President and CEO to take all necessary actions to negotiate, execute and make any necessary changes and corrections to a one-year contract, with an option to renew four (4) additional years (in one-year increments) with Amazon Business and Tejas Office Products.

### BACKGROUND:

The intent of RFP 24-21 Office Supplies is to ensure HHA is provided with negotiated pricing for office supplies and other required materials and supplies for the main office and properties. Consequently, the PMC's will be required to purchase office supplies from contracted suppliers. All supplies are purchased on an "as needed basis".

Leveraging the aggregated requirements of the PMC's into HHA's solicitations ensures that similar goods and services are procured efficiently across HHA's property portfolio.

To encourage competition and obtain the best pricing from the proposers, RFP 24-21 Office Supplies contained the following historical top ten (10) historical office supplies items HHA purchased by quantity from June 1, 2018, to June 30, 2018:

8.5 x 11 Copy Paper 20#	Desk Pad Calendars
6 Section Folders	Small Binder Clips
Tape	Dry Erase Markers
Post-it Notes	Paper Towels
Mini Binder Clips	Air freshner

The total price for the historical top ten (10) items would be used for comparative purposes during the review of the responses to RFP 24-21 Office Supplies.

### ADVERTISEMENT

On May 17, 2024, HHA's Procurement Department posted a legal notice advertising Request for Proposal 24-21 (RFP 24-21) Office Supplies on its website, and in the Forward Times, Houston Business Journal and Houston Chronicle Newspapers.

In addition to posting RFP 24-21 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 24-21 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"); and, the Houston Chapter of the National Association of Minority Contractors ("NAMC").

### **EVALUATION PROCESS**

On July 10, 2024 HHA's Procurement Department opened four (4) sealed proposals, which were evaluated, independently, by the following HHA staff members:

- Anna Hawkins – Sr. Executive Assistant to the President & CEO
- Christie Reyna – Executive Administrative Assistant
- Jacqueline Branch – Executive Administrative Assistant

All responses to RFP 24-21 received by the specified due date were scored based on the following published scoring criteria:

Evaluation/Selection Criteria	Maximum Score
Ability to Process Blanket Purchase Orders	15
Establish a Dedicated Website	15
Conduct Business Reviews	10
Provide Customer Service	10
Pricing – The total price of historical top ten (10) office supply items	25
Pricing – Discount Pricing	25
<b>Total Score</b>	<b>100</b>

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

Rank	Firm/Company	M/WBE	M/WBE Participation	Evaluation Rating
<b>1</b>	Amazon Business	N/A	Yes	92
<b>2</b>	Tejas Office Products	MBE	Yes	76
<b>3</b>	Pacific Star	MBE	Yes	68
<b>4</b>	Global Industrial	N/A	N/A	57

The Evaluation Committee, after analyzing the scores, determined a shortlist was not needed, and recommended the award to Amazon Business and Tejas Office Products.

The agency goal is to have all contracts utilizing sub-contractors to spend at least 30% of the project funds with M/WBE businesses. Amazon offers supplies through 3<sup>rd</sup> party sellers that are M/WBE

businesses. Personnel authorized to make purchases can select and purchase from these sellers. Tejas is agreeing to utilize 30% of HHA's spend with M/WBE businesses.

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

## **RECOMMENDATION**

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

**Resolution:** That the Houston Housing Authority Board of Commissioners authorize the President and CEO to execute a one-year contract with an option to renew four (4) additional years (in one-year increments) with Amazon Business and Tejas Office Products for the purchase of office supplies and other required materials and supplies. pursuant to the memorandum dated September 3, 2024 from Austin Y. Crotts, Procurement Manager 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 update of the previously approved lender and loan amount in Resolution No. 3731 for the Bellfort Pines transaction.

**2. Date of Board Meeting:** September 17, 2024**3. Proposed Board Resolution:**

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the update of the previously approved lender and loan amount in Resolution No. 3731 for the Bellfort Pines transaction pursuant to the memorandum dated September 3, 2024 from Jay Mason, Director of REID, to David A. Northern, Sr., President and CEO.

**4. Department Head Approval** Signature Jay Mason Jay Mason (Sep 10, 2024 14:42 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 (Sep 10, 2024 13:31 CDT) Date: \_\_\_\_\_

**6. Approval of President & CEO** Signature David A. Northern, Sr. David A. Northern, Sr. (Sep 10, 2024 14:44 EDT) Date: \_\_\_\_\_



**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 UPDATE OF THE PREVIOUSLY APPROVED LENDER AND LOAN AMOUNT IN RESOLUTION NO. 3731 FOR THE BELLFORT PINES TRANSACTION.  
**DATE:** SEPTEMBER 3, 2024

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the update of the previously approved lender and loan amount in Resolution No. 3731 for the Bellfort Pines transaction.

**BACKGROUND**

On December 19, 2023, the Houston Housing Authority Board of Commissioners passed a resolution (No. 3731) for the Bellfort Pines transaction which authorized the Houston Housing Authority (the “**Authority**”) President & CEO or designee to take all actions necessary or convenient to facilitate the acquisition of, and placement of affordable units within, Bellfort Pines located at or about 8300 Canyon Street, Houston, Texas 77051 (the “**Project**”), and the execution of all required documents therefor, pursuant to the memorandum from Jay Mason, Interim Director of REID, dated December 6, 2023, to David A. Northern, Sr., President & CEO.

The lender authorized in Resolution No. 3731 should be updated to reflect such loan described therein (the “**Loan**”) to be made by Federal National Mortgage Association (“**Fannie Mae**”) with Wells Fargo National Banking Association, N.A. (the “**Lender**”) in the amount of up to \$8,500,000.

Resolution No. 3731 and all authorizations provided therein should not otherwise be amended or modified and should remain in full force and effect.

**RECOMMENDATION**

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

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the update of the previously approved lender and loan amount in Resolution No. 3731 for the Bellfort Pines transaction pursuant to the memorandum dated September 3, 2024 from Jay Mason, Director of REID, to David A. Northern, Sr., President and CEO.

**RESOLUTION NO. 3816**

**RESOLUTION AUTHORIZING THE UPDATE OF THE PREVIOUSLY APPROVED LENDER AND LOAN AMOUNT IN RESOLUTION NO. 3731 FOR THE BELLFORT PINES TRANSACTION.**

WHEREAS, on December 19, 2023, the Houston Housing Authority Board of Commissioners passed a resolution (No. 3731) for the Bellfort Pines transaction which authorized the Houston Housing Authority (the “**Authority**”) President & CEO or designee to take all actions necessary or convenient to facilitate the acquisition of, and placement of affordable units within, Bellfort Pines located at or about 8300 Canyon Street, Houston, Texas 77051 (the “**Project**”), and the execution of all required documents therefor; and

WHEREAS, the Authority now desires to authorize the update of the lender and loan amount authorized in Resolution No. 3731 to reflect such loan described therein (the “**Loan**”) to be made by Federal National Mortgage Association (“**Fannie Mae**”) with Wells Fargo National Banking Association, N.A. (the “**Lender**”) in the amount of up to \$8,500,000; and

WHEREAS, Resolution No. 3731 and all authorizations by the Authority provided therein shall not otherwise be amended or modified and shall remain in full force and effect.

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

BE IT RESOLVED, that the update of loan amount and lender authorized in Resolution No. 3731 to reflect the Loan from Lender is hereby approved, ratified and confirmed; and it is further

RESOLVED, that Resolution No. 3731 and all authorizations by the Authority provided therein shall not otherwise be amended or modified and shall remain in full force and effect; and it is further

RESOLVED, that the President and Chief Executive Officer of the Authority and/or any officer of the Authority and/or his/her designee (the “**Executing Officer**”), acting alone, is hereby authorized to review, approve and execute all certificates, affidavits, agreements, documents and other writings necessary and/or related to the foregoing matters the Executing Officer shall deem to be necessary or desirable in the consummation of the update of the loan amount and lender in Resolution No. 3731.

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

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

PASSED 17<sup>th</sup> of September, 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 facilitate the acquisition of Cortland Copperleaf Apartments located at or about approximately 14811 West Road, Houston, Texas 77095 and the execution of all required documents therefor.

**2. Date of Board Meeting:** September 17, 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 of Cortland Copperleaf Apartments located at or about approximately 14811 West Road, Houston, Texas 77095 (the “**Project**”) using an ownership structure under Chapter 392 of the Texas Local Government Code and the execution of all required documents therefor, pursuant to the memorandum from Jay Mason, Director of REID dated September 9, 2024, to David A. Northern, Sr., President & CEO.

**4. Department Head Approval** Signature Jay Mason Date: \_\_\_\_\_  
Jay Mason (Sep 10, 2024 14:42 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: \_\_\_\_\_  
Michael D. Rogers (Sep 10, 2024 13:31 CDT)

**6. Approval of President & CEO**

Signature David A. Northern, Sr. Date: \_\_\_\_\_  
David A. Northern, Sr. (Sep 10, 2024 14:44 EDT)



Transforming Lives & Communities

## MEMORANDUM

**TO:** DAVID A. NORTHERN, SR., PRESIDENT & CEO  
**FROM:** JAY MASON, DIRECTOR OF REID  
**SUBJECT:** CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR AUTHORIZED REPRESENTATIVE OF THE HOUSTON HOUSING AUTHORITY TO FACILITATE THE ACQUISITION OF CORTLAND COPPERLEAF APARTMENTS LOCATED AT OR ABOUT APPROXIMATELY 14811 WEST ROAD, HOUSTON, TEXAS 77095 AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.  
**DATE:** SEPTEMBER 9, 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 of Cortland Copperleaf Apartments located at or about approximately 14811 West Road, Houston, Texas 77095 (the “**Project**”) using an ownership structure under Chapter 392 of the Texas Local Government Code and the execution of all required documents therefor.

### BACKGROUND

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

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

Pursuant to the terms of the Ground Lease, no less than 50% of the units in the Project will be reserved for or occupied by individuals or families earning less than 80% of area median income (“**AMI**”). At least 30% of the units (currently anticipated to be 72 units) in the Project will be reserved for occupancy by individuals and families earning less than 80% of AMI, and at least 20% of the units (currently anticipated to be 49 units) in the Project will be reserved for occupancy by individuals and families earning less than 60% of AMI.

The Project is expected to have total public benefit of 121.58%.

The Company desires to obtain a loan from Federal Home Loan Mortgage Corporation with Greystone Servicing Company LLC, its successors and/or assigns, as the loan servicer, or such other servicer as

approved by Freddie Mac and APV (the “**Lender**”), in an aggregate principal amount not to exceed \$40,000,000 (the “**Loan**”), and in connection therewith, the Lender may require the Authority to join in the execution of documents evidencing and/or securing the Loan (the “**Loan Documents**”).

## **RECOMMENDATION**

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

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or authorized representative of the Houston Housing Authority (the “**Authority**”) to take such actions necessary or convenient to facilitate the acquisition of Cortland Copperleaf Apartments located at or about approximately 14811 West Road, Houston, Texas 77095 (the “**Project**”) using an ownership structure under Chapter 392 of the Texas Local Government Code and the execution of all required documents therefor, pursuant to the memorandum from Jay Mason, Director of REID dated September 9, 2024, to David A. Northern, Sr., President & CEO.

**RESOLUTION NO. 3817**

**RESOLUTION AUTHORIZING THE PRESIDENT & CEO OR AUTHORIZED REPRESENTATIVE OF THE HOUSTON HOUSING AUTHORITY (THE “AUTHORITY”) TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO FACILITATE THE ACQUISITION OF CORTLAND COPPERLEAF APARTMENTS LOCATED AT OR ABOUT APPROXIMATELY 14811 WEST ROAD, HOUSTON, TEXAS 77095 (THE “PROJECT”) USING AN OWNERSHIP STRUCTURE UNDER CHAPTER 392 OF THE TEXAS LOCAL GOVERNMENT CODE AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.**

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

WHEREAS, upon such acquisition, the Authority and Copperleaf TX Partners, LLC, a Delaware limited liability company (the “**Company**”), that of which the sole member is LSC Copperleaf Owner, LLC, a Delaware limited liability company (the “**Sole Member**”), that of which the managing member is APV Cortland Copperleaf MM, LLC, a Texas limited liability company (the “**Managing Member**”), that of which is wholly owned by APV Redevelopment Corporation, a Texas nonprofit corporation and sponsored affiliate of the Authority, will enter into a ground lease (the “**Ground Lease**”) granting site control of the Land to the Company.

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

WHEREAS, at least 30% of the units (currently anticipated to be 72 units) in the Project will be reserved for occupancy by individuals and families earning less than 80% of AMI, and at least 20% of the units (currently anticipated to be 49 units) in the Project will be reserved for occupancy by individuals and families earning less than 60% of AMI;

WHEREAS, the Project is expected to have total public benefit of 121.58%;

WHEREAS, the Company desires to obtain a loan from Federal Home Loan Mortgage Corporation with Greystone Servicing Company LLC, its successors and/or assigns, as the loan servicer, or such other servicer as approved by Freddie Mac and APV (the “**Lender**”), in an aggregate principal amount not to exceed \$40,000,000 (the “**Loan**”), and in connection therewith, the Lender may require the Authority to join in the execution of documents evidencing and/or securing the Loan (the “**Loan Documents**”);

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

BE IT RESOLVED, that the President and CEO of the Authority and/or any officer of the Authority and/or his/her designee (the “**Executing Officer**”), acting alone, is hereby authorized to

review, approve and execute all certificates, affidavits, agreements, documents and other writings necessary and/or related to the forgoing matters the Executing Officer shall deem to be necessary or desirable in the consummation of the transactions herein contemplated, including, without limitation the Ground Lease, the Acquisition Documents, the Loan Documents, and any and all other documents contemplated in connection with the Authority's acquisition of the Land, the Loan, and any other Project financing that requires the Authority's signature (collectively, the "**Agreements**"); and

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

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

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

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

PASSED 17<sup>th</sup> of September, 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 facilitate the acquisition of The Henry at Deerbrook located at or about approximately 9494 Humble Westfield Rd., Humble, Texas 77338, and the execution of all required documents therefor.

**2. Date of Board Meeting:** September 17, 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 of The Henry at Deerbrook located at or about approximately 9494 Humble Westfield Rd., Humble, Texas 77338 (the “**Project**”) using an ownership structure under Chapter 392 of the Texas Local Government Code and the execution of all required documents therefor, pursuant to the memorandum from Jay Mason, Director of REID dated September 3, 2024, to David A. Northern, Sr., President & CEO.

**4. Department Head Approval** Signature *Jay Mason* Jay Mason (Sep 11, 2024 19:23 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 (Sep 11, 2024 19:31 CDT) Date: \_\_\_\_\_

**6. Approval of President & CEO**

Signature *David A. Northern, Sr.* David A. Northern, Sr. (Sep 11, 2024 19:11 CDT) Date: \_\_\_\_\_



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

## MEMORANDUM

**TO:** DAVID A. NORTHERN, SR., PRESIDENT & CEO  
**FROM:** JAY MASON, DIRECTOR OF REID  
**SUBJECT:** CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR AUTHORIZED REPRESENTATIVE OF THE HOUSTON HOUSING AUTHORITY TO FACILITATE THE ACQUISITION OF THE HENRY AT DEERBROOK LOCATED AT OR ABOUT APPROXIMATELY 9494 HUMBLE WESTFIELD RD., HUMBLE, TEXAS 77338, AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.  
**DATE:** SEPTEMBER 3, 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 of The Henry at Deerbrook located at or about approximately 9494 Humble Westfield Rd., Humble, Texas 77338 (the “**Project**”) using an ownership structure under Chapter 392 of the Texas Local Government Code and the execution of all required documents therefor.

### BACKGROUND

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

Upon such acquisition, the Authority and Momentum Deerbrook DE LLC, a Delaware limited liability company (the “**Company**”), that of which the sole member is Momentum Deerbrook Sole Member LLC, a to be formed Delaware limited liability company (the “**Sole Member**”), that of which the managing member is APV Henry at Deerbrook MM, LLC, a Texas limited liability company (the “**Managing Member**”), that of which is wholly owned by APV Redevelopment Corporation, a Texas nonprofit corporation and sponsored affiliate of the Authority, will enter into a ground lease (the “**Ground Lease**”) granting site control of the Land to the Company.

Pursuant to the terms of the Ground Lease, no less than 50% of the units in the Project will be reserved for or occupied by individuals or families earning less than 80% of area median income (“**AMI**”). At least 25% of the units (currently anticipated to be 90 units) in the Project will be reserved for occupancy by individuals and families earning less than 80% of AMI, and at least 25% of the units (currently anticipated to be 90 units) in the Project will be reserved for occupancy by individuals and families earning less than 60% of AMI.

The Project is expected to have a total public benefit of 109.82%.

The Company desires to obtain a loan from Federal Home Loan Mortgage Corporation ("**Freddie Mac**") with CBRE Capital Markets, its successors and/or assigns, as the loan servicer, or such other servicer as approved by Freddie Mac and APV (the "**Lender**"), in an aggregate principal amount not to exceed \$51,000,000 (the "**Loan**"), and in connection therewith, the Lender will require the Company to execute documents evidencing and/or securing the Loan (the "**Loan Documents**").

#### **RECOMMENDATION**

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

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or authorized representative of the Houston Housing Authority (the "**Authority**") to take such actions necessary or convenient to facilitate the acquisition of The Henry at Deerbrook located at or about approximately 9494 Humble Westfield Rd., Humble, Texas 77338 (the "**Project**") using an ownership structure under Chapter 392 of the Texas Local Government Code and the execution of all required documents therefor, pursuant to the memorandum from Jay Mason, Director of REID dated September 3, 2024, to David A. Northern, Sr., President & CEO.

**RESOLUTION NO. 3818**

**RESOLUTION AUTHORIZING THE PRESIDENT & CEO OR AUTHORIZED REPRESENTATIVE OF THE HOUSTON HOUSING AUTHORITY (THE “AUTHORITY”) TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO FACILITATE THE ACQUISITION OF THE HENRY AT DEERBROOK LOCATED AT OR ABOUT APPROXIMATELY 9494 HUMBLE WESTFIELD RD., HUMBLE, TEXAS 77338 (THE “PROJECT”) USING AN OWNERSHIP STRUCTURE UNDER CHAPTER 392 OF THE TEXAS LOCAL GOVERNMENT CODE AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.**

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

WHEREAS, upon such acquisition, the Authority and Momentum Deerbrook DE LLC, a Delaware limited liability company (the “**Company**”), that of which the sole member is Momentum Deerbrook Sole Member LLC, a to be formed Delaware limited liability company (the “**Sole Member**”), that of which the managing member is APV Henry at Deerbrook MM, LLC, a Texas limited liability company (the “**Managing Member**”), that of which is wholly owned by APV Redevelopment Corporation, a Texas nonprofit corporation and sponsored affiliate of the Authority, will enter into a ground lease (the “**Ground Lease**”) granting site control of the Land to the Company.

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

WHEREAS, at least 25% of the units (currently anticipated to be 90 units) in the Project will be reserved for occupancy by individuals and families earning less than 80% of AMI, and at least 25% of the units (currently anticipated to be 90 units) in the Project will be reserved for occupancy by individuals and families earning less than 60% of AMI;

WHEREAS, the Project is expected to have total public benefit of 109.82%;

WHEREAS, the Company desires to obtain a loan from Federal Home Loan Mortgage Corporation (“**Freddie Mac**”) with CBRE Capital Markets, its successors and/or assigns, as the loan servicer, or such other servicer as approved by Freddie Mac and Sole Member (the “**Lender**”), in an aggregate principal amount not to exceed \$51,000,000 (the “**Loan**”), and in connection therewith, the Lender will require the Authority to join in the execution of documents evidencing and/or securing the Loan (the “**Loan Documents**”);

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

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

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

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

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

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

PASSED 17<sup>th</sup> of September, 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 facilitate the acquisition of The Henry at Liberty Hills located at or about approximately 15330 Liberty River Dr., Houston, Texas 77049, and the execution of all required documents therefor.

**2. Date of Board Meeting:** September 17, 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 of The Henry at Liberty Hills located at or about approximately 15330 Liberty River Dr., Houston, Texas 77049 (the “**Project**”) using an ownership structure under Chapter 392 of the Texas Local Government Code and the execution of all required documents therefor, pursuant to the memorandum from Jay Mason, Director of REID dated September 3, 2024, to David A. Northern, Sr., President & CEO.

**4. Department Head Approval** Signature *Jay Mason* Date: \_\_\_\_\_  
Jay Mason (Sep 11, 2024 19:23 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: \_\_\_\_\_  
Michael D Rogers (Sep 11, 2024 19:31 CDT)

**6. Approval of President & CEO**

Signature *David A. Northern, Sr.* Date: \_\_\_\_\_  
David A. Northern, Sr. (Sep 11, 2024 19:11 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 FACILITATE THE ACQUISITION OF THE HENRY AT LIBERTY HILLS LOCATED AT OR ABOUT APPROXIMATELY 15330 LIBERTY RIVER DR., HOUSTON, TEXAS 77049, AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.  
**DATE:** SEPTEMBER 3, 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 of The Henry at Liberty Hills located at or about approximately 15330 Liberty River Dr., Houston, Texas 77049 (the “**Project**”) using an ownership structure under Chapter 392 of the Texas Local Government Code and the execution of all required documents therefor.

### BACKGROUND

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

Upon such acquisition, the Authority and Momentum Liberty Hills Borrower DE LLC, a Delaware limited liability company (the “**Company**”), that of which the sole member, a to-be formed Delaware entity, Momentum Liberty Hills Sole Member DE LLC (the “**Sole Member**”), that of which the managing member will be APV Henry at Liberty Hills MM, LLC, a Texas limited liability company (the “**Managing Member**”), that of which is wholly owned by APV Redevelopment Corporation, a Texas nonprofit corporation and sponsored affiliate of the Authority, will enter into a ground lease (the “**Ground Lease**”) granting site control of the Land to the Company.

Pursuant to the terms of the Ground Lease, no less than 50% of the units in the Project will be reserved for or occupied by individuals or families earning less than 80% of area median income (“**AMI**”). At least 25% of the units (currently anticipated to be 57 units) in the Project will be reserved for occupancy by individuals and families earning less than 80% of AMI, and at least 25% of the units (currently anticipated to be 57 units) in the Project will be reserved for occupancy by individuals and families earning less than 60% of AMI.

The Project is expected to have total public benefit of 96.97%.

The Company desires to obtain a loan from Federal Home Loan Mortgage Corporation ("**Freddie Mac**") with CBRE Capital Markets, its successors and/or assigns, as the loan servicer, or such other servicer as approved by Freddie Mac and APV (the "**Lender**"), in an aggregate principal amount not to exceed \$33,000,000 (the "**Loan**"), and in connection therewith, the Lender will require the Company to execute documents evidencing and/or securing the Loan (the "**Loan Documents**").

## **RECOMMENDATION**

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

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or authorized representative of the Houston Housing Authority (the "**Authority**") to take such actions necessary or convenient to facilitate the acquisition of The Henry at Liberty Hills located at or about approximately 15330 Liberty River Dr., Houston, Texas 77049 (the "**Project**") using an ownership structure under Chapter 392 of the Texas Local Government Code and the execution of all required documents therefor, pursuant to the memorandum from Jay Mason, Director of REID dated September 3, 2024, to David A. Northern, Sr., President & CEO.

**RESOLUTION NO. 3819**

**RESOLUTION AUTHORIZING THE PRESIDENT & CEO OR AUTHORIZED REPRESENTATIVE OF THE HOUSTON HOUSING AUTHORITY (THE “AUTHORITY”) TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO FACILITATE THE ACQUISITION OF THE HENRY AT LIBERTY HILLS LOCATED AT OR ABOUT APPROXIMATELY 15330 LIBERTY RIVER DR., HOUSTON, TEXAS 77049 (THE “PROJECT”) USING AN OWNERSHIP STRUCTURE UNDER CHAPTER 392 OF THE TEXAS LOCAL GOVERNMENT CODE AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.**

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

WHEREAS, upon such acquisition, the Authority and Momentum Liberty Hills Borrower DE LLC, a Delaware limited liability company (the “**Company**”), that of which the sole member is a to-be formed Delaware entity, Momentum Liberty Hills Sole Member DE LLC (the “**Sole Member**”), that of which the managing member will be APV Henry at Liberty Hills MM, LLC, a Texas limited liability company (the “**Managing Member**”), that of which is wholly owned by APV Redevelopment Corporation, a Texas nonprofit corporation and sponsored affiliate of the Authority, will enter into a ground lease (the “**Ground Lease**”) granting site control of the Land to the Company.

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

WHEREAS, at least 25% of the units (currently anticipated to be 57 units) in the Project will be reserved for occupancy by individuals and families earning less than 80% of AMI, and at least 25% of the units (currently anticipated to be 57 units) in the Project will be reserved for occupancy by individuals and families earning less than 60% of AMI;

WHEREAS, the Project is expected to have total public benefit of 96.97%; and

WHEREAS, the Company desires to obtain a loan from Federal Home Loan Mortgage Corporation (“**Freddie Mac**”) with CBRE Capital Markets, its successors and/or assigns, as the loan servicer, or such other servicer as approved by Freddie Mac and Sole Member (the “**Lender**”), in an aggregate principal amount not to exceed \$33,000,000 (the “**Loan**”), and in connection therewith, the Lender will require the Authority to join in the execution of documents evidencing and/or securing the Loan (the “**Loan Documents**”);

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

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

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

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

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

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

PASSED 17<sup>th</sup> of September, 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 facilitate the acquisition of The Henry at Woodland Hills located at or about approximately 14807 Woodland Hills Dr., Humble, Texas 77396 and the execution of all required documents therefor.

**2. Date of Board Meeting:** September 17, 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 of The Henry at Woodland Hills located at or about approximately 14807 Woodland Hills Dr., Humble, Texas 77396 (the “**Project**”) using an ownership structure under Chapter 392 of the Texas Local Government Code and the execution of all required documents therefor, pursuant to the memorandum from Jay Mason, Director of REID dated September 3, 2024, to David A. Northern, Sr., President & CEO.

**4. Department Head Approval** Signature Jay Mason  
Jay Mason (Sep 11, 2024 19:23 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 (Sep 11, 2024 19:31 CDT) Date: \_\_\_\_\_

**6. Approval of President & CEO**

Signature David A. Northern, Sr.  
David A. Northern, Sr. (Sep 11, 2024 19:11 CDT) Date: \_\_\_\_\_



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

## MEMORANDUM

**TO:** DAVID A. NORTHERN, SR., PRESIDENT & CEO  
**FROM:** JAY MASON, DIRECTOR OF REID  
**SUBJECT:** CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR AUTHORIZED REPRESENTATIVE OF THE HOUSTON HOUSING AUTHORITY TO FACILITATE THE ACQUISITION OF THE HENRY AT WOODLAND HILLS LOCATED AT OR ABOUT APPROXIMATELY 14807 WOODLAND HILLS DR., HUMBLE, TEXAS 77396, AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.  
**DATE:** SEPTEMBER 3, 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 of The Henry at Woodland Hills located at or about approximately 14807 Woodland Hills Dr., Humble, Texas 77396 (the “**Project**”) using an ownership structure under Chapter 392 of the Texas Local Government Code and the execution of all required documents therefor.

### BACKGROUND

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

Upon such acquisition, the Authority and Momentum Generation Park Owner DE LLC, a Delaware limited liability company (the “**Company**”), that of which the sole member is Momentum Generation Park Mezz DE LLC, a to be formed Delaware limited liability company (the “**Sole Member**”), that of which the managing member is APV Henry at Woodland Hills MM, LLC, a Texas limited liability company (the “**Managing Member**”), that of which is wholly owned by APV Redevelopment Corporation, a Texas nonprofit corporation and sponsored affiliate of the Authority, will enter into a ground lease (the “**Ground Lease**”) granting site control of the Land to the Company.

Pursuant to the terms of the Ground Lease, no less than 50% of the units in the Project will be reserved for or occupied by individuals or families earning less than 80% of area median income (“**AMI**”). At least 25% of the units (currently anticipated to be 65 units) in the Project will be reserved for occupancy by individuals and families earning less than 80% of AMI, and at least 25% of the units (currently anticipated to be 65 units) in the Project will be reserved for occupancy by individuals and families earning less than 60% of AMI.

The Project is expected to have total public benefit of 95.10%.

The Company desires to obtain a loan from Federal Home Loan Mortgage Corporation ("**Freddie Mac**") with CBRE Capital Markets, its successors and/or assigns, as the loan servicer, or such other servicer as approved by Freddie Mac and APV(the "**Lender**"), in an aggregate principal amount not to exceed \$38,500,000 (the "**Loan**"), and in connection therewith, the Lender will require the Company to execute documents evidencing and/or securing the Loan (the "**Loan Documents**").

#### **RECOMMENDATION**

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

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or authorized representative of the Houston Housing Authority (the "**Authority**") to take such actions necessary or convenient to facilitate the acquisition of The Henry at Woodland Hills located at or about approximately 14807 Woodland Hills Dr., Humble, Texas 77396 (the "**Project**") using an ownership structure under Chapter 392 of the Texas Local Government Code and the execution of all required documents therefor, pursuant to the memorandum from Jay Mason, Director of REID dated September 3, 2024, to David A. Northern, Sr., President & CEO.

**RESOLUTION NO. 3820**

**RESOLUTION AUTHORIZING THE PRESIDENT & CEO OR AUTHORIZED REPRESENTATIVE OF THE HOUSTON HOUSING AUTHORITY (THE “AUTHORITY”) TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO FACILITATE THE ACQUISITION OF THE HENRY AT WOODLAND HILLS LOCATED AT OR ABOUT APPROXIMATELY 14807 WOODLAND HILLS DR., HUMBLE, TEXAS 77396 (THE “PROJECT”) USING AN OWNERSHIP STRUCTURE UNDER CHAPTER 392 OF THE TEXAS LOCAL GOVERNMENT CODE AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.**

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

WHEREAS, upon such acquisition, the Authority and Momentum Generation Park Owner DE LLC, a Delaware limited liability company (the “**Company**”), that of which the sole member is Momentum Generation Park Mezz DE LLC, a to be formed Delaware limited liability company (the “**Sole Member**”), that of which the managing member is APV Henry at Woodland Hills MM, LLC, a Texas limited liability company (the “**Managing Member**”), that of which is wholly owned by APV Redevelopment Corporation, a Texas nonprofit corporation and sponsored affiliate of the Authority, will enter into a ground lease (the “**Ground Lease**”) granting site control of the Land to the Company.

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WHEREAS, the Company desires to obtain a loan from Federal Home Loan Mortgage Corporation (“**Freddie Mac**”) with CBRE Capital Markets, its successors and/or assigns, as the loan servicer, or such other servicer as approved by Freddie Mac and Sole Member (the “**Lender**”), in an aggregate principal amount not to exceed \$38,500,000 (the “**Loan**”), and in connection therewith, the Lender will require the Authority to join in the execution of documents evidencing and/or securing the Loan (the “**Loan Documents**”);

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

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

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

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

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

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

PASSED 17<sup>th</sup> of September, 2024.

ATTEST:

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CHAIR

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Secretary

## PRESIDENT AND CEO REPORT FOR MONTH ENDING AUGUST 31, 2024

<b>I.</b>	Executive Summary .....	104
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## EXECUTIVE SUMMARY

### LOW-INCOME PUBLIC HOUSING

The Low-Income Public Housing (LIPH) program had an adjusted vacancy rate of 2.2% on August 31, 2024. As of September 1, 2024, rent collection for August was 94.9% of rents billed on an adjusted cash accounting basis.

There are currently 25,584 active applications for the Public Housing Waiting List, which represents a decrease of 1.6% from last month.

Low-Income Public Housing						
	June		July		August	
Vacancy Rate	1.9%		2.3%		2.2%	
Rent Collection	94.0%		93.5%		94.9%	
Unit Turnaround Time (Days)	49		52		51	
Avg. Non-Emergency Work Order Days	2.36		2.96		2.12	
Waiting Lists	Duplicated	Unduplicated	Duplicated	Unduplicated	Duplicated	Unduplicated
	26,602	11,597	26,012	11,336	25,584	11,192

### VOUCHER PROGRAM OPERATIONS

During August 2024 the VPO staff completed 1,441 annual re-examinations. The VPO department also completed 428 interims, 216 change of units (moves), 104 new admissions and 96 portability move-in transactions.

As of August 31, 2024, 388 families are enrolled in the Family Self Sufficiency (FSS) program; 240 of the 388 (61%) families are eligible for escrow and currently have an FSS escrow balance.

The PIH Information Center (PIC) reporting rate for the one-month period ending August 31, 2024 was 101%.

Voucher Program Operations			
	June 2024	July 2024	August 2024
Households	19,081	19,310	19,291
ABA Utilization/Unit Utilization	107.2%/93.1%	127.1%/96.1%	126%/96.5%
Reporting Rate	100%	100%	101%
Annual Reexaminations Completed	1,494	1,013	1,441
HQS Inspections	1,873	1,967	2,369
Waitlist	2,270	2,270	2,270

## PROPERTY MANAGEMENT SUMMARY

PMC	Vacancy						Unit Turnaround Time (YTD)					
	June		July		August		June		July		August	
	%	Grade	%	Grade	%	Grade	Days	Grade	Days	Grade	Days	Grade
Orion	2.8	B	2.7	B	2.8	B	61.2	F	65.5	F	65.0	F
Lynd	0.5	A	0.9	A	0.0	A	22.8	B	26.9	C	20.6	B
J. Allen	1.3	A	2.4	B	1.8	A	33.2	D	33.7	D	33.7	D

PMC	Emergency Work Orders (Completed within 24 hours)						Routine Work Orders					
	June		July		August		June		July		August	
	%	Grade	%	Grade	%	Grade	Days	Grade	Days	Grade	Days	Grade
Orion	86.9	F	91.8	F	92.0	F	4.2	A	8.3	A	2.7	A
Lynd	100	A	100	A	100	A	2.4	A	2.7	A	4.6	A
J. Allen	100	A	100	A	95.5	F	2.6	A	2.5	A	2.2	A

PMC	Rent Collection					
	June		July		August	
	%	Grade	%	Grade	%	Grade
Orion	90.2	E	89.7	F	89.5	F
Lynd	97.0	B	94.9	C	99.9	A
J. Allen	97.4	B	97.3	B	99.7	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 2.2%	A 0 to 2 <b>B 2.1 to 3</b> C 3.1 to 4 D 4.1 to 5 E 5.1 to 6 F ≥6.1
<b>RENT COLLECTION (YTD)</b>  This report examines the housing authority's ability to collect dwelling rent owed by residents in possession of units during the current fiscal year by measuring the balance of dwelling rents uncollected as a percentage of total dwelling rents to be collected.	Goal 98%	Actual 94.9%	A 98 to 100 B 96 to 97.9 <b>C 94 to 95.9</b> D 92 to 93.9 E 90 to 91.9 F ≤89.9
<b>EMERGENCY WORK ORDERS</b>  This indicator examines the average number of days that it takes for an emergency work order to be completed. Emergency work orders are to be completed within 24 hours or less and must be tracked.	Goal 100%	Actual 92.8%	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 2.12 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.  *PMCs have discretionary authority to select the number of units to inspect each month, as long as all inspections are completed by September.	Goal 100%	Actual 89.5%	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

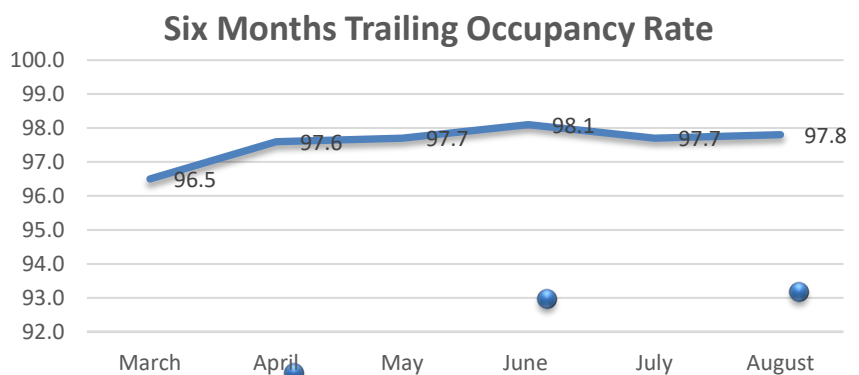
Low-Income Public Housing Development	PMC	ACC Units	Approved Units Offline	Total Available ACC Units	Occupied Units	Vacant Units	Occupancy Percentage	Grade	Total Vacant Days	Units Turned YTD	Avg. Total Turnaround Days YTD	Grade
Bellerive	J. Allen	210	0	210	208	2	99.0%	A	568	17	33	D
Cuney Homes	Orion	553	0	553	539	14	97.5%	B	7,168	97	74	F
Ewing	Orion	40	0	40	38	2	95.0%	D	462	9	51	F
Irvinton Village	J. Allen	308	0	308	304	4	98.7%	A	1,718	53	32	D
Kelly Village	J. Allen	270	0	270	262	8	97.0%	B	1,432	47	30	C
Kennedy Place	Orion	108	0	108	106	2	98.1%	A	486	10	49	E
Lyerly	J. Allen	199	0	199	195	4	98.0%	A	1,205	29	42	E
<b>Mixed-Income Developments</b>												
Fulton Village	Lynd	108	0	108	108	0	100.0%	A	203	7	29	C
Heatherbrook	Lynd	53	0	53	53	0	100.0%	A	3	3	1	A
Independence Heights	Orion	36	0	36	36	0	100.0%	A	97	3	32	D
Lincoln Park	Orion	200	0	200	189	11	94.5%	E	2,365	28	84	F
Oxford Place	Orion	230	0	230	225	5	97.8%	B	2,619	56	47	E
<b>Totals</b>		<b>2315</b>	<b>0</b>	<b>2315</b>	<b>2263</b>	<b>52</b>	<b>97.8%</b>	<b>B</b>	<b>18,326</b>	<b>359</b>	<b>51</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 Turned YTD	Avg. Total Turnaround Days YTD	Grade
Long Drive	Tarantino	100	0	100	100	0	100.0%	A	229	5	46	E
<b>Totals</b>		<b>100</b>	<b>0</b>	<b>100</b>	<b>100</b>	<b>0</b>	<b>100.0%</b>	<b>A</b>	<b>229</b>	<b>5</b>	<b>46</b>	<b>E</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.

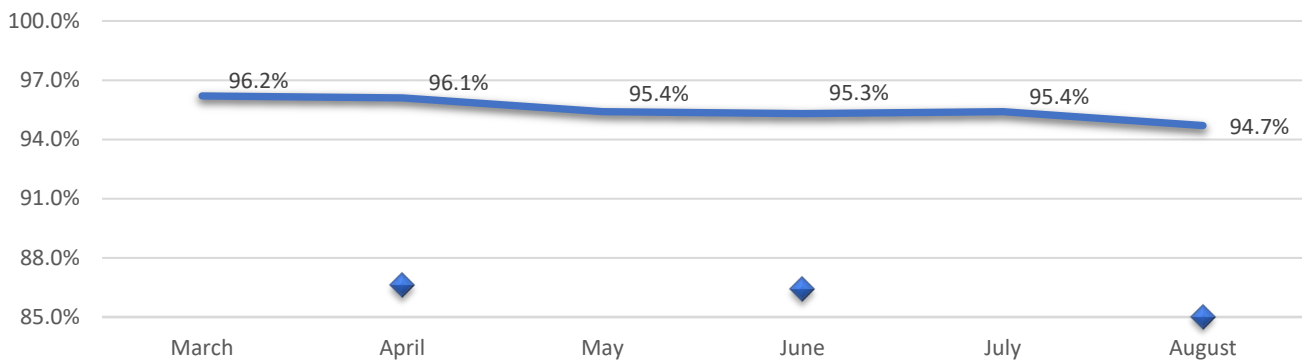
PHAS Score	Occupancy Rate	Avg. Total Turnaround Days
A	98 to 100	1 to 20
B	97 to 97.9	21 to 25
C	96 to 96.9	26 to 30
D	95 to 95.9	31 to 40
E	94 to 94.9	41 to 50
F	≤93.9	≥51



## 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	42	83.3%
Peninsula Park	Orion	280	0	280	0	11	96.1%
Pinnacle at Wilcrest	Embrey	250	0	250	0	3	98.8%
Uvalde Ranch	Hettig-Kahn	244	0	244	0	18	92.6%
Willow Park	Embrey	260	0	260	0	3	98.8%
Telephone Rd	Tarantino	200	0	200	0	2	99.0%
<b>TOTALS</b>		<b>1,486</b>	<b>0</b>	<b>1,486</b>	<b>0</b>	<b>79</b>	<b>94.7%</b>
<b>RAD-PBV</b>							
Allen Parkway Village	Orion	278	278		0	194	30.2%
Historic Oaks of APV	Orion	222	222		0	202	9.0%
HRI-Victory	Orion	140	140		0	18	87.1%
Sweetwater Point	Lynd	260	26	234	0	12	95.4%
<b>TOTAL</b>		<b>900</b>	<b>666</b>	<b>234</b>	<b>0</b>	<b>426</b>	<b>55.4%</b>

### 6 Month Trailing Occupancy Rate

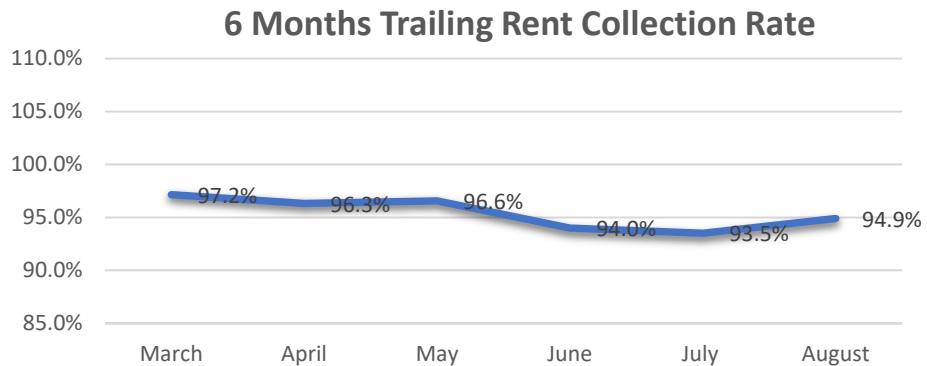


## RENT COLLECTION

Low-Income Public Housing Development	PMC	Month Billed	Month Collected	% Collected	Grade	YTD Billed	YTD Collected	% YTD Collected	Grade
Bellerive	J. Allen	\$61,374	\$60,995	99.38%	A	\$481,179	\$478,081	99.36%	A
Cuney Homes	Orion	\$137,672	\$121,943	88.57%	F	\$1,065,330	\$990,127	92.94%	D
Ewing	Orion	\$9,099	\$9,099	100.00%	A	\$74,163	\$70,526	95.10%	C
Irvinton Village	J. Allen	\$75,512	\$75,512	100.00%	A	\$579,230	\$561,798	96.99%	B
Kelly Village	J. Allen	\$63,767	\$63,767	100.00%	A	\$534,907	\$506,608	94.71%	C
Kennedy Place	Orion	\$39,850	\$38,841	97.47%	B	\$300,867	\$288,584	95.92%	C
Lyerly	J. Allen	\$60,114	\$59,709	99.33%	A	\$476,512	\$473,989	99.47%	A
<b>Mixed-Income Housing Development</b>									
Fulton Village	Lynd	\$37,365	\$37,365	100.00%	A	\$299,168	\$294,488	98.44%	A
Heatherbrook	Lynd	\$14,136	\$14,103	99.77%	A	\$100,052	\$99,099	99.05%	A
Independence Heights	Orion	\$5,953	\$3,820	64.17%	F	\$36,114	\$30,180	83.57%	F
Lincoln Park	Orion	\$51,383	\$44,602	86.80%	F	\$370,016	\$339,912	91.86%	E
Oxford Place	Orion	\$34,482	\$30,894	89.59%	F	\$260,467	\$238,894	91.72%	E
<b>Totals</b>		<b>\$590,707</b>	<b>\$560,649</b>	<b>94.91%</b>	<b>C</b>	<b>\$4,578,004</b>	<b>\$4,372,285</b>	<b>95.51%</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	\$22,030	\$20,909	94.91%	C	\$186,918	\$183,389	98.11%	A
<b>Totals</b>		<b>\$22,030</b>	<b>\$20,909</b>	<b>94.91%</b>	<b>C</b>	<b>\$186,918</b>	<b>\$183,389</b>	<b>98.11%</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	10	10	100.0%	A
Cuney Homes	Orion	64	58	90.6%	F
Ewing	Orion	11	11	100.0%	A
Irvinton Village	J. Allen	7	6	85.7%	F
Kelly Village	J. Allen	5	5	100.0%	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>97</b>	<b>90</b>	<b>92.8%</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>	

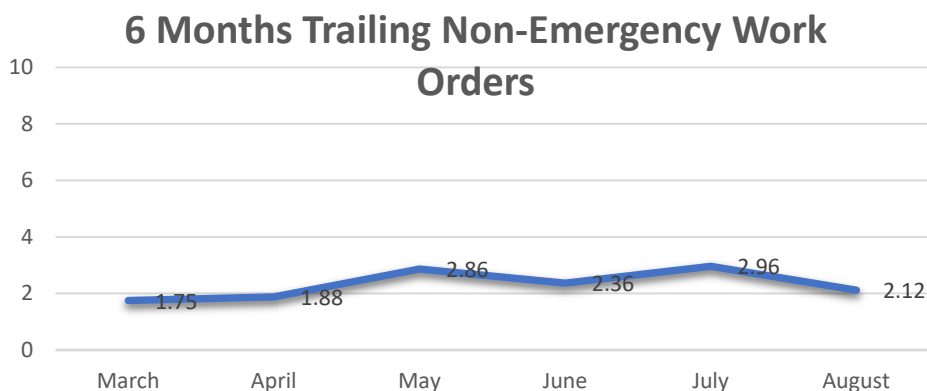
PHAS Score	Avg. W/O Days
A	99 to 100
B	98 to 98.9
C	97 to 97.9
D	96 to 96.9
E	95 to 95.9
F	≤94.9

## NON-EMERGENCY WORK ORDERS

Low-Income Public Housing Development	PMC	Work Orders Generated	Average Completion Time (Days)	Grade
Bellerive	J. Allen	164	1.67	A
Cuney Homes	Orion	127	4.28	A
Ewing	Orion	23	1.73	A
Irvinton Village	J. Allen	203	3.09	A
Kelly Village	J. Allen	166	2.14	A
Kennedy Place	Orion	3	4.00	A
Lyerly	J. Allen	97	1.24	A
<b>Mixed-Income Housing Development</b>				
Fulton Village	Lynd	4	2.50	A
Heatherbrook	Lynd	33	4.80	A
Independence Heights	Orion	0	0.00	A
Lincoln Park	Orion	8	0.00	A
Oxford Place	Orion	56	0.00	A
<b>Totals</b>		<b>884</b>	<b>2.12</b>	<b>A</b>

Section 8 New Construction Development		Work Orders Generated	Average Completion Time (Days)	Grade
Long Drive	Tarantino	102	1.30	A
<b>Totals</b>		<b>102</b>	<b>1.30</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	210	100.0%	A
Cuney Homes	Orion	553	366	66.2%	A
Ewing	Orion	40	40	100.0%	A
Irvinton Village	J. Allen	308	308	100.0%	A
Kelly Village	J. Allen	270	270	100.0%	A
Kennedy Place	Orion	108	85	78.7%	A
Lyerly	J. Allen	199	199	100.0%	A
<b>Mixed-Income Housing Development</b>					
Fulton Village	Lynd	108	108	100.0%	A
Heatherbrook	Lynd	53	53	100.0%	A
Independence Heights	Orion	36	36	100.0%	A
Lincoln Park	Orion	200	168	84.0%	A
Oxford Place	Orion	230	230	100.0%	A
<b>Totals</b>		<b>2,315</b>	<b>2,073</b>	<b>89.5%</b>	<b>A</b>

Section 8 New Construction Development	PMC	Inspections Due	Inspections Performed	Percentage Complete	Grade
Long Drive	Tarantino	100	100	70.0%	F
<b>Totals</b>		<b>100</b>	<b>100</b>	<b>70.0%</b>	<b>F</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 101%	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 107%	10	≥80
This Indicator shows whether the Agency has enrolled families in the FSS Program as required. To achieve the full points for this Indicator, a housing authority must have 80% or more of its mandatory FSS slots filled. There are currently 361 mandatory slots on the FSS Program; 390 families are currently enrolled.			8	60 to 79
			5	≤59
<b>FSS ESCROW</b>	Goal 30%	Actual 61%	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 388 families participating in the FSS program. Out of the 388 families, 240 (61%) of the families are eligible for escrow and currently have an FSS escrow balance.			5	≤29

SEPTEMBER 2024

## **RENOVATION PROJECTS**

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

- **Major Capital Projects**
  - **License Plate Reader (LPR) Cameras** – Installation continues in September with 106 Cameras are in Service and 2 units in the planning phase.
  - **Oxford Place Apartments** – For exterior repairs, including roof replacement, exterior wall and sidewalk repairs, and replacing damaged windows and screens – Construction has started and is expected to be completed by the end of October 2024. This project is approximately 68% complete.
  - **Bellerive Senior Living Apartments** – Roof replacement and associated work; – the ongoing construction work is expected to be completed in September 2024. There were delays in permitting. This is approximately 95% complete.
  - **Heatherbrook Apartments** – Construction has started, approximately 65% of the work has been completed. The anticipated completion is the end of November 2024.
  - **Kennedy Place** – Roof Repairs and Exterior Renovations – the project is under construction and is expected to be completed in September 2024. This project is approximately 98% complete.
  - **Lincoln Park** – Roof Repairs and Exterior Renovations – Completed in May 2024. Close out documentation is in the process of being completed
  - **Fulton Place**- Roof and building Envelope repairs. Construction has started. Construction is approximately 65% completed. The completion is November 2024.
  - **HRI**- Siding and Exterior Repairs- Final drawings completed. The project is in permitting and historical commission review. Solicitation went live July 5th. Bids are due September 19<sup>th</sup>.

## **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 95% Complete.

## **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 27% complete for APV and 24% complete for HOAPV. Phase A and B construction are running concurrently with an anticipated completion of May 2024.

## **HURRICANE HARVEY**

FEMA has consolidated the following 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 has coordinated with FEMA to reallocate the dollars earmarked for Forest Green and Clayton to develop the project.

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.

## OPEN SOLICITATION LOG

SEPTEMBER 2024

HHA'S PROCUREMENT DEPT.

Type	Solicitation #	Status	Department(s)	Description	Advertisement Date	Due Date
QBS	24-37	Open	REID	Affordable Housing Houston – Development Partnerships	9-10-2024	9-26-2024

## OPERATING STATEMENTS: 7 MONTHS ENDING JULY 31, 2024

Central Office	Annual Budget 2024		MONTHLY	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
<b>Operating Income</b>						
Total Operating Income	9,316,900		775,163	5,434,858	5,440,986	6,128
<b>Operating Expenses</b>						
Salaries and Benefits	5,024,710		430,340	2,931,081	2,884,324	46,757
Facilities and Other Administrative Expenses	3,920,000		337,961	2,286,667	2,249,814	36,853
Total Central Office Expenses	8,944,710		768,301	5,217,748	5,134,138	83,610
Surplus/(Use) of Business Activities Funds for COCC	372,190		6,862	217,111	306,848	89,737

Housing Choice Voucher Program	Annual Budget 2024		MONTHLY	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
<b>Administrative Operating Income</b>						
Total Operating Income	16,042,000		1,328,688	9,357,834	9,331,652	(26,182)
<b>Operating Expenses</b>						
Salaries and Benefits	8,548,269		730,836	4,986,490	4,857,423	129,067
Administrative Expenses	2,712,600		232,869	1,582,350	1,558,741	23,609
COCC-Management Fees	4,468,062		364,909	2,606,370	2,566,843	39,527
Total Operating Costs Expenses	15,728,931		1,328,614	9,175,210	8,983,007	192,203
Cash Flow (Deficit) from Operations	313,069		74	182,624	348,645	166,021
<b>Housing Assistance Payments (HAP)</b>						
<b>Housing Assistance Payment Subsidy</b>	195,000,000		19,867,047	113,750,000	140,854,612	27,104,612
Investment Income on HAP Reserves	0		0	0	0	0
<b>Housing Assistance Payments</b>	195,000,000		19,989,890	113,750,000	140,465,874	(26,715,874)
HAP Current Year Excess (Use)	0		(122,843)	0	388,738	388,738

## OPERATING STATEMENTS: 7 MONTHS ENDING JULY 31, 2024

Affordable Housing Rental Programs	Annual Budget 2024		MONTHLY	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
<b>Operating Income</b>						
HUD Subsidy - Low Rent Housing2826	13,800,158		1,146,098	8,050,092	8,055,621	5,529
Tenant Rental Income	23,698,812		1,971,198	13,824,307	13,813,572	(10,735)
Other Income	1,023,249		82,320	596,895	573,943	(22,952)
Capital Funds / Replacement Reserves	10,531,263		863,567	6,143,237	6,169,254	26,017
Total Operating Income	49,053,482		4,063,183	28,614,531	28,612,390	(2,141)
<b>Operating Expenses</b>						
Administrative Expenses	13,370,005		1,109,031	7,799,170	7,746,543	52,627
Tenant Services	618,078		57,977	360,546	335,611	24,935
Utilities	4,232,148		351,433	2,468,753	2,461,287	7,466
Maintenance	12,048,420		936,985	7,028,245	6,824,346	203,899
Protective Services	2,572,201		213,407	1,500,451	1,488,342	12,109
Insurance Expense	2,930,015		246,624	1,709,175	1,706,287	2,888
Other General Expense	293,430		26,250	171,168	165,087	6,081
Total Routine Operating Expenses	36,064,297		2,941,707	21,037,507	20,727,503	310,004
Net Income from Operations	12,989,185		1,121,476	7,577,025	7,884,887	307,862
Non-Routine Maintenance (Capital Funds)	5,125,673		387,577	2,989,976	2,967,214	22,762
Debt Service, including ESCO	2,633,809		220,748	1,536,389	1,531,602	4,787
Cash Flow (Deficit) from Operations	5,229,703		513,151	3,050,660	3,386,071	280,314