



# HOUSTON HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING OCTOBER 15, 2024

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



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HOUSING AUTHORITY



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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, OCTOBER 15, 2024**

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**BOARD OF COMMISSIONERS MEETING**

**TUESDAY, OCTOBER 15, 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 September 17, 2024 Houston Housing Authority Board Meeting Minutes
- IV. Approval of the September 24, 2024 Houston Housing Authority Special Board Meeting Minutes
- V. Introduction of the Interpreters
- VI. President and CEO Reports: Activity and Operations Report, REID Report, and Finance Report
- VII. Public Comments [\(To Make Comments during the Public Comments Section – Please add your name to the sign-in sheet when you enter the Board Meeting\)](#)
- VIII. New Business
  - a. **Resolution No. 3822:** Consideration and/or take action to Update Utility Allowance Rates for Applicable Public Housing Developments.
  - b. **Resolution No. 3823:** Consideration and/or take action to approve the Housing Choice Voucher Program Shortfall Action including the fungibility of \$17.5 million dollars: \$15 million from unexpended capital funds and \$2.5 million from non-federal funds and reduction of the Voucher Program Payment Standards to 100% of the HUD published Fair Market Rents.
  - c. **Resolution No. 3824:** Consideration and/or take action to authorize the President & CEO or his designee to execute the 2024 Choice Neighborhood Planning Grant Agreement and the Grant Assistance Award Notification (HUD 1044) for the Irvinton Village and Near Northside Neighborhood

d. **Resolution No. 3825:** Consideration and/or take action to authorize the President & CEO or his designee to execute a Choice Neighborhood Initiative People Strategy Implementation Services Agreement with Urban Strategies, Inc. (USI), the People Lead for the Third Ward Cuney Homes Choice Neighborhood Implementation Grant program.

IX. 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

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

e. **Resolution No. 3826:** Consideration and/or take action to authorize the President & CEO or his designee to execute a Memorandum of Understanding with NHP Foundation for the Trinity East Village Senior, a Choice Neighborhood Replacement Housing Project for Cuney Homes residents.

f. **Resolution No. 3827:** Consideration and/or take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Canterbury Development Partners, LLC, or an affiliate thereof, for the construction of Ivy Copperfield, an apartment community to be located at or about 15435 FM 529 Road, Houston, Texas 77095.

g. **Resolution No. 3828:** Consideration and/or take action to authorize outside legal counsel to investigate the Houston Housing Authority's practices related to the award of contracts and the approval of payments under awarded contracts and report the findings to the Board of Commissioners of the Houston Housing Authority.

h. **Resolution No. 3829:** Consideration and/or take action to approve the hiring of a consultant to perform an evaluation of the President and CEO of the Houston Housing Authority.

XI. Adjournment



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

**TUESDAY, SEPTEMBER 17, 2024**

**I. CALL TO ORDER**

A Meeting of the Board of Commissioners (“Board”) of the Houston Housing Authority (“HHA”) was held on Tuesday, September 17, 2024, at the Houston Housing Authority Central Office, 2640 Fountain View Drive, Houston, Texas 77057. Called the meeting to order at 3:00 p.m.

**II. ROLL CALL**

**Present:**

- Joseph “Jody” Proler, Chairman
- Alton Smith, Vice Chairman
- Cynthia Aceves-Lewis, Commissioner
- Stephanie A.G. Ballard, Commissioner
- Eric G. Carter, Commissioner
- Kristy Kirkendoll, Commissioner
- Kenneth C. Li, Commissioner
- David A. Northern, Sr., Secretary

**ABSENCES:** Cynthia Aceves-Lewis, Commissioner

**III. APPROVAL OF THE MINUTES**

Board Meeting Minutes – **September 17, 2024**

Chairman Proler, I want to take a minute to say I read the minutes Friday night, and I want to compliment the person who took them. They are very good, and I really do appreciate it.

On motion by Vice Chairman Smith and seconded by Commissioner Li, the Board unanimously approved the September 17, 2024, Meeting Minutes.

**IV. INTRODUCTION OF THE INTERPRETERS**

**V. PRESIDENT AND CEO’S REPORT**

Secretary Northern stated he provides all of our board members with the President & CEO’s report along with our REID Development report.

Secretary Northern expressed his gratitude and appreciation by thanking all guests and the Houston Housing Authority team members for the hard work they do on a daily basis for the citizens of this city. He welcomed the HUD staff present today.

### **CNI Planning Grant at Irvinton Village**

HUD awarded another Choice Neighborhood Planning grant of \$500,000.00 for Irvinton Village in the Near Northside neighborhood. This is exciting news! We previously reported the Houston Housing Authority also received a \$50 million Choice Neighborhood Implementation grant for our Cuney Homes in Fifth Ward community.

### **Ribbon-Cuttings, Grand Opening**

Also, we recently had the grand opening of 2100 Memorial. 2100 Memorial is a senior building that flooded during Harvey. We rebuilt it, and now a number of our clients have already moved in. A number of board members were there to celebrate the grand opening. It's a beautiful building, and that's the type of work we're doing here at the Houston Housing Authority—totally Class A-type buildings.

We are continually adding inventory and new construction to our inventory of housing for the citizens of Houston. Standard on the River is over in the 5th ward area EaDo in the east downtown area. It's an amazing building. Part of the units are replacements for Clayton Homes residents who were displaced due to the expansion of I45. A number of those units in the Standard on the River are dedicated to individuals who were relocated, as replacement housing for the Clayton Homes residents.

### **Conferences**

I had an opportunity to speak at an innovative real estate conference, accompanied by a number of small Realtors. Even our development partner Integral, who is a part of our choice neighborhood grant, was there. We got an opportunity to express our gratitude to HUD, who provided us the funding that grant to help revitalize that community, and also talk about our program so individuals throughout the nation have the opportunity to understand what we're doing with that.

### **PHADA Legislative Conference**

I was excited to have two of HHA's commissioners go to Washington for PHADA'S Legislative Forum, where they got the opportunity to hear firsthand about some of the innovative things that we're doing. PHADA is the Public Housing Authority Directors Association out of DC. They cover close to 2,000 housing authorities throughout the nation. I'm the immediate past president of the organization. It was great to have commissioners there when we had the opportunity to speak and talk with legislators in Washington about the need for affordable housing and the funding that we need here in Houston, along with speaking to a number of HUD representatives. HUD's acting secretary was there along with the Principal Deputy Secretary, Richard Monocchio. He will be in Houston next week to present the \$500,000 check for the CNI planning grant.

PHADA distributed position papers to all who attended the conference. I brought back the fiscal year 2025 appropriations position paper for all of the commissioners so you can see what we're looking at in terms of funding and our various programs. There is a copy for each commissioner.

### **Veterans Affairs Supportive Housing (VASH)**

We had a VASH Leasing Fair where our team members at the Housing Authority went out to a property and helped some of our veterans sign up for housing on that same day. I want to thank the staff for taking that opportunity, and not just waiting for individuals to come in our doors, but let's go out to the properties and invite individuals so we can help with that process to obtain affordable housing.

While we were in DC, Congressman Al Green received an award for his work between Pakistani and US relations. It was a great experience to be a part of that and we're blessed and fortunate to be invited to the Pakistani embassy for that event. Commissioners Li and Kirkendoll were there, along with a few other housing authority staff. We were so proud of Congressman Green, who represents one of our districts in Houston but also represents the House authority in a great way in terms of helping support us in terms of the funding that we receive and the policies that we have. It was a unique situation. That was my first time in an embassy. But not only were we in that embassy, we got an opportunity to be on international news. Commissioner Lie sent us some clips of us on international news. I couldn't understand what they were saying, but I knew it was international news. Additionally, Commissioner Li helped spearhead that opportunity. While we were there, we got the opportunity to talk to some of the embassy members and talked about the needs that they have for affordable housing. We talked about possibly putting together a delegation because one of the cities, I can't remember the city, that's our sister city, Sir.

What was the city in Pakistan?

Comm Li: Karachi city. 25 million population the one top five worldwide

Secretary Northern: We had some conversations around the need that they have for affordable housing, so maybe we should put together a small delegation to go there and talk to some of those individuals about how we do housing here. We could also have them come here next time they visit to see what we're doing here in the United States and here in Houston related to housing and affordable housing.

**Office Accommodations for Nursing Moms**

Lastly, many new programs and policies are being developed, and the HHA is happy that we are able to accommodate nursing mothers by converting a room for them. The space reflects our dedication to providing essential amenities and ensuring access to facilities that accommodate our employees' and clients' needs.

**HHA Golf Tournament that provides scholarships**

Every year, the HHA holds a Golf tournament to raise thousands of dollars in scholarship money for our young people to help further the education of our clients. It will be at the Wildcat Golf Club on October 2nd. If you want any details about it, please see Donna Dixon, who is in the audience. She has a golf ball in her hand, so please talk to her about any sponsorship opportunities or coming to play along.

Chairman Proler. Could you please contact me tomorrow about that?

Secretary Northern. Unless the board members have any questions or comments, this ends my report.

Secretary Northern. Asset Management will come to say a few words about the report.

**Asset Management & Development**

Shona Smith-Ombogo: The LIPH program has an adjusted vacant rate of 2.2% on August 31st, 2024. As of September 1, 2024, rent collection for August was 94.90% on an adjusted cash account basis. There are currently 25,584 active applications for the public housing waiting list, which represents a decrease of 1.6% from last month.

Chairman & Secretary Northern: You're doing great. One way to learn that's, you know, hands on the ground.



Shona: The vacancy rate for June was 1.9%, for July it was 2.3%, and August it was 2.2%. Rent collection for June was 94%, July was 93.5% and August it went up to 94.9%. Unit turnaround for June was 49, July was 52 and August was 51. The reason why the rate of increase of 51 is that we started leasing some of our old units that were hard to turn around. So that's why the turnaround rate has increased.

The average non-emergency Work Orders days at 2.66 for June, July is 2.96 and August is 2.12. The waiting list for our duplicated, I'll start with June, was 26,602, unduplicated, was 11,567. For July, duplicated was 26,012 and unduplicated was 11,336. In August, the duplicated was 25,584, and the unduplicated was 11,192. Currently our waitlist department going to be doing a purge of all of our applicants to make sure everyone was on our list actually needs housing or they're still interested in housing.

Chairman. what is your timeline for completing that task?

Shona. We have about two weeks left to complete everything. Right now, what we're doing is the letters that are coming back returned, we're putting it in the system. We will be able to have a total count by the next board meeting.

Secretary Northern. And that's also to make sure we stay updated in terms of the needs. Families may grow, income may change, and things like that. So, as we purge, individuals get to update their information. And I know she mentioned vacancies, in terms of every month, and we have people moving out, so we have to turn around the unit so there is always a percentage of vacancies. But I believe you guys doing a really good job keeping that low. I believe HUD allows 2% vacancies?

Shona. Yes. We have implemented a vacancy occupancy talk every week where we're working with those properties that have been hard to lease. For the most part, Cuney was our worst property and we were able to get them down to where they only have 10 vacancies. And that was up until the CNI came up. So everybody else was above 96% at this time.

Commissioner Smith, I have one comment, please. If it doesn't cause any additional work, when I hear statistics, numbers, etcetera, and comparisons, it helps me a lot to know if we are improving or getting worse. If it doesn't add to the workload and you all don't deem it unnecessary, I would like to see that.

Shona. So, you want another report that shows how it is improving or not improving? Our goal is to improve, and right now we are improving.

Commissioner Smith. Yes, but get directions from your boss.

Commissioner Carter. When you talk about your vacancy rates and I hear there's 25k people looking for places to live, why do we have a vacancy rate?

Shona. The 2018 waitlist allowed applicants to apply to all the public housing properties. So, we have 25,000 but that doesn't mean that they're not on another property. So that's why we have an unduplicated amount of 11k. For our properties like Ewing, where we have a waitlist, no one really moves out because they like the property. We did the purge and you still have residents that are willing to wait, until their number comes up. And that's why we have a high number. OK. Yeah. It's pretty much they just want stay on the waitlist. That's why we do the purge to make sure they still want to wait.

Commissioner Carter: So we have some properties that are not very attractive?

Shona. They still want to go if they need housing.

Chairman. Thank you for the report. Please let the minutes reflect that this is part of the President & CEO's operations report. I just had one comment: non-emergency Work orders were A's all the way through, and annual inspections were A's, so compliments to the team for every one of those A's.

With that, we'll open it up for public comments.

## **VI. PUBLIC COMMENTS**

Speaker 1: Good afternoon, everyone. My name is Tony. I represent Stole Group, which has been doing a lot of multi-families in Houston and Texas. We finished one of the projects at the latter part of this year, Torrey Chase. I believe the HHA was also involved in it. We're currently doing a project, Ella Reserve, Rush Creek and Ella Blvd. That project has been going on for about 3 years. Unfortunately, we did not meet the deadlines for two times and have the bond awarded. We extended our 2024 and we are trying to apply the 2025 bond allocation. This project is a huge, huge project for the community and I hope that we get an opportunity to be on the next board meeting and to present the projects in better form, better in information provided to HHA and I wanted to thank you, all the commissioners, especially the President, David Northern, for your support in all of the developers, because you know, in such time now, it's extremely hard for a lot of us developers to develop these type of projects because we have to put a lot of time, a lot of effort. A lot of money and a lot of capital infusion into these projects to better and revitalize the community that we support. And with HHA's help, we can do that. Hopefully, in 2025, and on. We're here to stay and help HHA to develop these types of projects for the city of Houston. Thank you.

Speaker 2: My name is Jean Chu. I'm a realtor with RCR Properties. I am here today to talk about my experience trying to house tenants with decreased payment standards. It has been very hard. It seems that the payment standards are not covering the cost for the landlords with the rent prices that they have asked. I do understand that HUD is the one who approved that market rent value.

I know they look across Texas, but I feel like one price doesn't fit all. My clients and the tenants asked me the following questions: Are these payment standards going to stay until the end of the year? After the end of the year, are they going to increase so that maybe we would have a chance of housing these tenants? What happens if I cannot find a property under that price? Do they use their voucher? These are just a lot of questions that I can answer.

And then there are questions from landlords. If the tenant has been in the property for more than two years, they're going to get a counteroffer to reduce their prices. So there's a lot of questions that are out there. I don't have the answers. There have been instances that now people are earning positions that. But I can't find them any properties and they're vulnerable to scammers. They have advertised properties that are way lower, and they think, OK, at least I still have a roof over my head. And then they say you get if you pay your deposit, you can have this house and people are falling for that and then worse off.

So, on August 1st, I wasn't able to house anybody, and the prices the landlords, the prices that the payment standards are at, the landlords can take a regular tenant and not have to wait for the 30-day inspection that we're at right now. Right now, to get a HAP contract, people have to wait 60 days to schedule. So, the landlord has up to a three-month cost that they have to wait until the tenant is accepted. I do understand that in certain parts, the higher vouchers and were setting the market value, in those areas. But most of my clients are two-bedroom vouchers. And I feel like the solution is if we can come up with something and use the resources that you specialize in that space. That we can help out the people that do have 2 and 3-bedroom vouchers, that these four and five-bedroom voucher prices, you know, understand that they should go down. Thank you.

Secretary Northern. Some of our voucher staff are here who can answer any questions you may have. Thank you.

## VII. NEW BUSINESS

- a. **Resolution No. 3809:** Consideration and/or 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.

The Board of Commissioners declared Resolution No. 3809 Tabled.

- 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.

PRESENTED BY: Marcus Richard, Summer Fellowship Intern, Legal Department

Secretary Northern: This resolution is being presented by Marcus Richard, Summer Fellowship Intern for the Legal Department. Jennine Hovell-Cox, Senior Vice President and General Counsel introduced him to the Board of Commissioners. Marcus Richard has been with HHA since June 2024 and he is a recent graduate of Southern University Law Center and has done an excellent job thus far.

Marcus Richard spoke about his background by letting everyone know he originally grew up in New Orleans, LA, and moved to Houston, Texas, after Hurricane Katrina. Marcus attended high school in South Houston where he played football and continued to play for a South Kansas college. He attended Southern University Law Center and returned to Houston and is now working as an intern for the Houston Housing Authority, Legal Department. Marcus enjoys working at the housing authority. Marcus has great mentors and is learning and obtaining great experiences. Marcus is making a great impact in the community, and he has much responsibility.

Secretary Northern, thank you for your service at the Houston Housing Authority. One of our goals is to get more people engaged with the housing authority and not let it be a career that people stumble into, and we appreciate you taking the opportunity to come as an intern.

Marcus Richard presented the resolution.

On motion by Commissioner Carter and seconded by Commissioner Smith. The Board unanimously approved Resolution No. 3810.

- c. **Resolution No. 3811:** 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.

PRESENTED BY: David Cukierman, Executive Analyst, REID

Commissioner Carter: Is there a limitation on the amount of money?

Chairman Proler: There is no monetary money. This is for HHA to interface with these brokerage firms, whether it be for appraisals or for brokerage services. These are capital markets, and we are trying to widen the scope and give more brokerage firms actively involved in all different facets of the REID Department, and that is what this resolution accomplishes.

On motion by Commissioner Carter and seconded by Commissioner Li. The Board unanimously approved Resolution No. 3811.

- 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.

PRESENTED BY: Rizvan Quadri, Director of Human Resources

Commissioner Carter asked if the \$750 is a budget savings, is this correct?

Quadri responded: Correct.

Commissioner Carter asked, we may or may not spend it. Depending on the needs?

Quadri responded: This is correct.

Chairman. I would like to tag this resolution that it come back here in 90 days after we have officially begun, and you give us a report on the progress of these two agencies and how they are doing.

Quadri responded, Absolutely.

On motion by Vice Chairman Smith and seconded by Commissioner Li. The Board unanimously approved Resolution No. 3812.

- 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.

PRESENTED BY: Rizvan Quadri, Director of Human Resources, Training & Development

Chairman Proler commented: Thank you, Riz. I am happy and proud as Chairman of the Houston Housing Authority to read this resolution finally being passed. I hope our Commissioners join me and with that I'll open it for a motion to approve.

On motion by Commissioner Carter and seconded by Commissioner Ballard. The Board unanimously approved Resolution No. 3813.

- 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).

PRESENTED BY: Kenneth Coles, Vice President of Voucher Program Operations

Secretary Northern asked if Mr. Coles could kindly give a summary to the board, since we have a few new board members, regarding ACOP and Section 8 Admin Plan, since we always use acronyms.

Mr. Coles responded: Program regulations are one-size-fits-all for all 3300 housing authorities in the country, but they really do not fit all. There is room for each Housing Authority to present its own administrative documents as they relate to the jurisdictions they serve. Our administrative plan under the HCVP program and the ACOP under the public housing is our way to how we will be operating within the HUD guidelines within this jurisdiction. HHA periodically gets updates for many reasons. Typically, because rules change, and we must update our plans to follow the new guidance and recently we have been waiting for rulemaking to complete on the HOTMA regulations that were passed in 2016. HUD is still working on this, and they just finished a big segment of the rules for the plan. This was the major impetus in updating our ACOP and ADMIN plan.

Secretary Northern: ACOP is the Admissions and Continued Occupancy Policy and then HOTMA is the Housing Opportunity Through Modernization Act for people with AIDS.

Vice Chairman Smith commented: Using examples of any acronyms helps the board understand. I do not know if it is possible with these in particular, but examples help in understanding.

Mr. Coles commented: The Housing Authority has a five-year plan for its operations. The annual plan reports on our success in the five-year plan, the Capital Plan refers to purchases and demolition, disposition, etc. The Admin Plan and ACOP Plan are mostly regulatory requirements HHA provides on an annual basis.

Commissioner Carter asked: when you submit these, are you requesting HUD approval?

Mr. Coles replied, Yes .

Commissioner Carter commented: these approvals sometimes are in variance to their original guidance?

Mr. Coles. Yes, they can be.

Commissioner Carter asked: Is that the purpose?

Mr. Coles replied, Yes.

On motion by Commissioner Kirkendoll and seconded by Commissioner Ballard. The Board unanimously approved Resolution No. 3814.

**g. Resolution No. 3815:** Consideration and/or to take action to authorize the President & CEO or designee to execute a contract with Amazon Business and Tejas Office Products.

Commissioner Carter. Is there a price budget? How much money are we talking about?

Mr. Crofts replied: The budgeted dollar amounts with these companies are going to be determined on the Finance Department fiscal annual budget, based on the departmental budget for office supplies and other materials needed to run their department.

Carter. Do you have a suggested ceiling?

Mr. Crofts replied: I believe in the last few years our use of office supplies decreased since COVID and since we have gone digital, I do not expect it to exceed \$200,000.00.

Chairman Proler asked to approve this resolution as it is submitted and come back in 90 days with a “Not to exceed” dollar amount.

Secretary Northern asked Mike Rogers, VP of Fiscal & Business Operation if this was a budgeted dollar amount?

Mr. Rogers replied: yes, this is in our annual budget for office supplies established for each department.

Chairman Proler commented: Please submit an aggregate for the grand total within the next 90 days

On motion by Vice Chairman Smith and seconded by Commissioner Li. The Board unanimously approved Resolution No. 3815.

## VIII. CONVENE AN EXECUTIVE SESSION

Chairman Proler suspended the Public Session on Tuesday, September 17, 2024, at 3:44 p.m. to convene into Executive Session to discuss personnel, legal and real estate issues in accordance with Sections 551.074, 551.071 and 551.072 respectively, of the Texas Government Code.

Chairman Proler reconvened the Public Session at 4:53 p.m.

- 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.

Chairman Proler asked for a motion to adopt Resolution Nos. 3816, 3817, 3818, 3819, and 3820 in seriatim.

Commissioner Carter motioned, and Commissioner Ballard seconded.

Chairman Proler commented: Before voting on the resolutions, for the Board Minutes and for the Public Session, the Investment Committee of the Houston Housing Authority met for an extensive period of time, as we do each month. The members of the committee are me, Chairman Proler, Commissioner Li, Commissioner Smith, and Secretary Northern, along with legal counsel Shannon Hunter (Coats Rose) and members of our real estate team. We convene and evaluate these properties individually to discuss the different characteristics that go into meeting the objectives of a successful PFC and all reports are made available to the commissioners in their monthly board packet.

Secretary Northern asked to make a correction to Chairman Proler’s comment. Chairman Proler is correct; we reevaluate all our investment deals, including low-income housing tax credits and any other types of investment deals, not just the PFC deals. The Investment Committee discusses and evaluates every deal HHA brings forth regarding housing and land purchases.

Chairman Proler. Is there any discussion or objection to adopting Resolution Nos. 3816, 3817, 3818, 3819, and 3820. Having none, the President called for a vote.

Commissioner Carter motioned, and Commissioner Ballard seconded.

Resolution Nos. 3816, 3817, 3818, 3819, and 3820 passed unanimously.

## **IX. 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 Ballard.

Chairman Proler declared the meeting adjourned at 4:56 p.m.



# HOUSTON HOUSING AUTHORITY

Transforming Lives & Communities

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

TUESDAY, SEPTEMBER 24, 2024

### I. CALL TO ORDER

A Special Meeting of the Board of Commissioners (“Board”) of the Houston Housing Authority (“HHA”) was held on Tuesday, September 24, 2024, at the Houston Housing Authority Central Office, 2640 Fountain View Drive, Houston, Texas 77057. Called the meeting to order at 1:30 p.m.

### II. ROLL CALL

#### Present:

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

#### ABSENCES:

- Cynthia Aceves-Lewis, Commissioner
- Kristy Kirkendoll

### III. 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.

### IV. PUBLIC COMMENTS

Donna Dixon stated there were no speakers.

Chairman Proler stated we will move to New Business.

### V. NEW BUSINESS

- a. **Resolution No. 3821:** Consideration to authorize the President & CEO to execute the Choice Neighborhood Grant Agreement and the Grant Assistance Award Notification (HUD 1044).

PRESENTED BY: Lynn Henson, Choice Neighborhood Director

Excited to be here as the Choice Neighborhood Director. I came here by way of the City of Houston Planning and Development Department where I worked for 27 years. I’ve worked in many community projects and programs including those in the Third Ward and other communities.



**MINUTES OF THE HOUSTON HOUSING AUTHORITY  
SPECIAL BOARD OF COMMISSIONERS MEETING  
September 24, 2024**

I present to you today, Resolution No. 3821 which states, The Houston Housing Authority Board of Commissioners authorizes the President & CEO to execute the Grant Agreement and the Assistance Award Notification (HUD 1044) for the Choice Neighborhood Implementation Grant in the amount of \$50 million for the Third Ward Cuney Homes Choice Neighborhood Initiatives pursuant to the memorandum dated September 20, 2024, from Lynn Henson, Choice Neighborhood Director to David A. Northern, Sr., President & CEO.

On motion by Commissioner Li and seconded by Commissioner Smith. The Board unanimously approved Resolution No. 3821.

**VI. ADJOURNMENT**

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

On motion by Commissioner Li and seconded by Commissioner Carter. Commissioner Kirkendoll remarked

Chairman Proler declared the meeting adjourned at 1:34 p.m.



# HOUSTON HOUSING AUTHORITY

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## RESPONSES TO COMMENTS RECEIVED ON TUESDAY, SEPTEMBER 17, 2024 BOARD OF COMMISSIONER MEETING

A Meeting of the Board of Commissioners (“Board”) of the Houston Housing Authority (“HHA”) was held on Tuesday, September 17, 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

Speaker 1: Good afternoon, everyone. My name is Tony. I represent Stole Group, which has been doing a lot of multi-families in Houston and Texas. We finished one of the projects at the latter part of this year, Torrey Chase. I believe the HHA was also involved in it. We're currently doing a project, Ella Reserve, Rush Creek and Ella Blvd. That project has been going on for about 3 years. Unfortunately, we did not meet the deadlines for two times and have the bond awarded. We extended our 2024 and we are trying to apply the 2025 bond allocation. This project is a huge, huge project for the community and I hope that we get an opportunity to be on the next board meeting and to present the projects in better form, better in information provided to HHA and I wanted to thank you, all the commissioners, especially the President, David Northern, for your support in all of the developers, because you know, in such time now, it's extremely hard for a lot of us developers to develop these type of projects because we have to put a lot of time, a lot of effort. A lot of money and a lot of capital infusion into these projects to better and revitalize the community that we support. And with HHA's help, we can do that. Hopefully, in 2025, and on. We're here to stay and help HHA to develop these types of projects for the city of Houston. Thank you.

Speaker 2: My name is Jean Chu. I'm a realtor with RCR Properties. I am here today to talk about my experience trying to house tenants with decreased payment standards. It has been very hard. It seems that the payment standards are not covering the cost for the landlords with the rent prices that they have asked. I do understand that HUD is the one who approved that market rent value.

I know they look across Texas, but I feel like one price doesn't fit all. My clients and the tenants asked me the following questions: Are these payment standards going to stay until the end of the year? After the end of the year, are they going to increase so that maybe we would have a chance of housing these tenants? What happens if I cannot find a property under that price? Do they use their voucher? These are just a lot of questions that I can answer.

And then there are questions from landlords. If the tenant has been in the property for more than two years, they're going to get a counteroffer to reduce their prices. So there's a lot of questions that are out there. I don't have the answers. There have been instances that now people are earning positions that.

But I can't find them any properties and they're vulnerable to scammers. They have advertised properties that are way lower, and they think, OK, at least I still have a roof over my head. And then they say you get if you pay your deposit, you can have this house and people are falling for that and then worse off.

So, on August 1st, I wasn't able to house anybody, and the prices the landlords, the prices that the payment standards are at, the landlords can take a regular tenant and not have to wait for the 30-day inspection that we're at right now. Right now, to get a HAP contract, people have to wait 60 days to schedule. So, the landlord has up to a three-month cost that they have to wait until the tenant is accepted. I do understand that in certain parts, the higher vouchers and were setting the market value, in those areas. But most of my clients are two-bedroom vouchers. And I feel like the solution is if we can come up with something and use the resources that you specialize in that space. That we can help out the people that do have 2 and 3-bedroom vouchers, that these four and five-bedroom voucher prices, you know, understand that they should go down. Thank you.

Secretary Northern. Some of our voucher staff are here who can answer any questions you may have. Thank you.



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**RESPONSES TO COMMENTS RECEIVED AT THE TUESDAY, SEPTEMBER 24, 2024  
BOARD OF COMMISSIONER MEETING**

A Meeting of the Board of Commissioners (“Board”) of the Houston Housing Authority (“HHA”) was held on Tuesday, September 24, 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**

The Board received no comments during the public comment period



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**REQUEST FOR BOARD AGENDA ITEM**

**1. Brief Description of Proposed Item**

Consideration and/or take action to Update Utility Allowance Rates for Applicable Public Housing Developments

**2. Date of Board Meeting:** October 15, 2024

**3. Proposed Board Resolution:**

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President & CEO to update the utility allowance rates in accordance with the utility allowance study for applicable Public Housing and Tax Credit Developments and make any corrections and changes, pursuant to the memorandum dated September 26, 2024, from Jay Mason, Director of REID to David A. Northern, Sr., President & CEO.

**4. Department Head Approval** Signature *Jay Mason* Date: \_\_\_\_\_  
Jay Mason (Oct 9, 2024 18:34 CDT)

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

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

**VP of FO Approval** Signature *Michael D. Rogers* Date: \_\_\_\_\_  
Michael D. Rogers (Oct 9, 2024 18:36 CDT)

**6. Approval of President & CEO**

Signature *David A. Northern, Sr.* Date: \_\_\_\_\_  
David A. Northern, Sr. (Oct 9, 2024 18:53 CDT)



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**MEMORANDUM**

**TO:** DAVID A NORTHERN PRESIDENT & CEO  
**FROM:** JAY MASON DIRECTOR REAL ESTATE AND INVESTMENT DEVELOPMENT  
**SUBJECT:** CONSIDERATION AND/OR TAKE ACTION TO UPDATE UTILITY ALLOWANCE RATES FOR APPLICABLE PUBLIC HOUSING DEVELOPMENTS  
**DATE:** SEPTEMBER 26, 2024

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

**BACKGROUND**

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

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

**METHODOLOGY**

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

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

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

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

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

A list of updated utility allowance rates are as follows:

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

TX 5-05 Ewing Apartments	NEW 2025	2024	CHANGE	2025 with AC	2024 with AC	CHANGE with AC
1BR 1BA	\$65.00	\$71.00	-8%	\$69.00	\$75.00	-8%
2BR 1BA	\$84.00	\$93.00	-10%	\$90.00	\$99.00	-9%

TX 5-08 Heatherbrook	NEW 2025	2024	CHANGE	2025 with AC	2024 with AC	CHANGE with AC
2BR	\$61.00	\$69.00	-12%	\$86.00	\$97.00	-11%
3BR	\$73.00	\$82.00	-11%	\$97.00	\$111.00	-13%
4BR	\$86.00	\$98.00	-12%	\$116.00	\$131.00	-11%

TX 5-11 Fulton Village	NEW 2025	2024	CHANGE	2025 with AC	2024 with AC	CHANGE with AC
1BR	\$60.00	\$64.00	-6%	\$79.00	\$87.00	-9%
2BR	\$65.00	\$70.00	-7%	\$89.00	\$98.00	-9%
3BR	\$69.00	\$75.00	-8%	\$98.00	\$108.00	-9%
4BR	\$74.00	\$81.00	-9%	\$106.00	\$117.00	-9%

TX 5-19 Kennedy Place	NEW 2025	2024	CHANGE	2025 with AC	2024 with AC	CHANGE with AC
1BR	\$41.00	\$46.00	-11%	\$43.00	\$50.00	-14%
2BR	\$54.00	\$61.00	-11%	\$58.00	\$67.00	-13%
3BR	\$65.00	\$74.00	-12%	\$71.00	\$83.00	-14%
4BR	\$74.00	\$84.00	-12%	\$82.00	\$95.00	-14%

TX 5-18 Lincoln Park	NEW 2025	2024	CHANGE	2025 with AC	2024 with AC	CHANGE with AC
1BR	\$49.00	\$56.00	-13%	\$64.00	\$73.00	-12%
2BR	\$64.00	\$72.00	-11%	\$82.00	\$93.00	-12%
3BR	\$79.00	\$90.00	-12%	\$99.00	\$113.00	-12%

TX 5-15 Oxford Place	NEW 2025	2024	CHANGE	2025 with AC	2024 with AC	CHANGE with AC
1BR	\$55.00	\$62.00	-11%	\$69.00	\$78.00	-12%
2BR	\$72.00	\$82.00	-12%	\$96.00	\$109.00	-12%
3BR	\$87.00	\$98.00	-11%	\$118.00	\$134.00	-12%

TX 5-21 Independence Heights	NEW 2025	2024	CHANGE	2025 with AC	2024 with AC	CHANGE with AC
1BR	\$89.00	\$91.00	-2%	N/A	N/A	N/A
2BR	\$117.00	\$118.00	-1%	N/A	N/A	N/A
3BR	\$146.00	\$145.00	1%	N/A	N/A	N/A

TX 5-16 Sweetwater Point	NEW 2025	2024	CHANGE	2025 with AC	2024 with AC	CHANGE with AC
2BR	\$83.00	\$74.00	12%	N/A	N/A	N/A
3BR	\$94.00	\$87.00	8%	N/A	N/A	N/A

**SUBMETERED UTILITY ALLOWANCES (NO CHANGE)**

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



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

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

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

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President & CEO to update the utility allowance rates in accordance with the utility allowance study for applicable Public Housing and Tax Credit Developments and make any corrections and changes, pursuant to the memorandum September 26, 2024 from Jay Mason Director of Real Estate and Investment Development to David A. Northern, Sr., President & CEO.



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**REQUEST FOR BOARD AGENDA ITEM**

**1. Brief Description of Proposed Item**

Consideration and/or take action to approve the Housing Choice Voucher Program Shortfall Action including the fungibility of \$17.5 million dollars: \$15 million from unexpended capital funds and \$2.5 million from non-federal funds and reduction of the Voucher Program Payment Standards to 100% of the HUD published Fair Market Rents.

**2. Date of Board Meeting:** October 15, 2024

**3. Proposed Board Resolution:** That the Houston Housing Authority Board of Commissioners hereby approves the Housing Choice Voucher Program Shortfall Action Plan including the fungibility of \$17.5 million dollars: \$15 million from unexpended capital funds and \$2.5 million from non-federal funds and reduction of the Voucher Program Payment Standards to 100% of the HUD published Fair Market Rents pursuant to the memorandum from Kenneth Coles, Vice President of Voucher Programs, dated October 9, 2024 to David A. Northern, Sr., President & CEO.

**4. Department Head Approval**    Signature \_\_\_\_\_ Date: \_\_\_\_\_

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

Funds Budgeted and Available     Yes     No     N/A    Source Capital Funds \$15 M  
Non-Federal Funds \$2.5M

**VP of FO Approval**    Signature Michael D. Rogers  
Michael D. Rogers (Oct 9, 2024 18:36 CDT)    Date: \_\_\_\_\_

**6. Approval of President & CEO**

Signature David A. Northern, Sr.  
David A. Northern, Sr. (Oct 9, 2024 18:53 CDT)    Date: \_\_\_\_\_



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**MEMORANDUM**

**TO:** DAVID A. NORTHERN, SR., PRESIDENT & CEO  
**FROM:** KENNETH COLES, VICE-PRESIDENT, VOUCHER PROGRAMS  
**SUBJECT:** CONSIDERATION AND/OR TAKE ACTION TO APPROVE THE HOUSING CHOICE VOUCHER PROGRAM SHORTFALL ACTION INCLUDING THE FUNGIBILITY OF \$17.5 MILLION DOLLARS: \$15 MILLION FROM UNEXPENDED CAPITAL FUNDS AND \$2.5 MILLION FROM NON-FEDERAL FUNDS AND REDUCTION OF THE VOUCHER PROGRAM PAYMENT STANDARDS TO 100% OF THE HUD PUBLISHED FAIR MARKET RENTS.  
**DATE:** OCTOBER 9, 2024

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This memorandum recommends that the Houston Housing Authority Board of Commissioners approve the Housing Choice Voucher Program Shortfall Action Plan including the fungibility of \$17.5 million dollars: \$15 million from unexpended capital funds and \$2.5 million from non-federal funds and reduction of the Voucher Program Payment Standards to 100% of the HUD published Fair Market Rents.

**BACKGROUND:**

An analysis of the Housing Choice Voucher Program revealed that in August 2022, 33% of all program participants were rent burdened (paying more than 30% of their income towards rent). This was the result of post-pandemic market conditions in which market rents increased significantly, not just in Houston, but across the country. As a result of the post-pandemic market conditions, the average cost per voucher increased 47% from \$777 in January 2022 to \$1145 in August 2024.

HUD funding for the voucher program is provided on an annual basis based on the previous year's actual expenses, thus, when current year expenses exceed funding levels, the agency is considered in shortfall, i.e. there is not sufficient funding allocated by HUD in the current calendar year. It is important to note that HHA has not exceeded the number of vouchers available but has utilized all funds allocated for the current calendar year.

To address the shortfall and ensure that housing assistance in the voucher program is not disrupted, HHA developed an action plan in consultation with HUD. The action plan includes using MTW fungibility to allocate \$15 million in unexpended capital funds and \$2.5 million in non-federal funds towards the shortfall amount. In addition, HHA will take administrative actions including suspension of the issuance of new vouchers to applicants from the waiting list; cease to absorb portable vouchers and bill the corresponding agency; reduction of payment standards to 100% of the HUD published Fair Market Rents; encourage landlords to limit rent increases; continue review of program fraud and abuse; and enforce repayment policies.

**RECOMMENDATION**

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

**Resolution:** That the Houston Housing Authority Board of Commissioners hereby approves the Housing Choice Voucher Program Shortfall Action Plan including the fungibility of \$17.5 million dollars: \$15 million from unexpended capital funds and \$2.5 million from non-federal funds and reduction of the Voucher Program Payment Standards to 100% of the HUD published Fair Market Rents pursuant to the memorandum from Kenneth Coles, Vice President of Voucher Program Operations, dated October 9, 2024 to David A. Northern, Sr., President & CEO.



**HOUSTON**  
HOUSING AUTHORITY

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**REQUEST FOR BOARD AGENDA ITEM**

**1. Brief Description of Proposed Item**

Consideration and/or take action to authorize the President & CEO or his designee to execute the 2024 Choice Neighborhood Planning Grant Agreement and the Grant Assistance Award Notification (HUD 1044) for the Irvinton Village and Near Northside Neighborhood.


**2. Date of Board Meeting:** October 15, 2024

**3. Proposed Board Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or his designee to execute the 2024 Choice Neighborhood Planning Grant Agreement and the Grant Assistance Award Notification (HUD 1044) for the Irvinton Village and Near Northside Neighborhood pursuant to the memorandum from Lynn Henson, Choice Neighborhood Director, dated October 9, 2024, to David A. Northern, Sr., President & CEO.

**4. Department Head Approval**      Signature  Lynn Henson (Oct 11, 2024 13:24 CDT)      Date: \_\_\_\_\_

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

Funds Budgeted and Available     Yes     No     N/A    Source \_\_\_\_\_

**VP of FO Approval**      Signature  Michael D. Rogers (Oct 11, 2024 12:34 CDT)      Date: \_\_\_\_\_

**6. Approval of President & CEO**

Signature  David A. Northern, Sr. (Oct 11, 2024 14:55 CDT)      Date: \_\_\_\_\_



**HOUSTON**  
HOUSING AUTHORITY

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**MEMORANDUM**

**TO:** DAVID A. NORTHERN, SR., PRESIDENT & CEO  
**FROM:** LYNN HENSON, CHOICE NEIGHBORHOOD DIRECTOR  
**SUBJECT:** CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR HIS DESIGNEE TO EXECUTE THE 2024 CHOICE NEIGHBORHOOD PLANNING GRANT AGREEMENT AND THE GRANT ASSISTANCE AWARD NOTIFICATION (HUD 1044) FOR THE IRVINTON VILLAGE AND NEAR NORTHSIDE NEIGHBORHOOD.  
**DATE:** OCTOBER 9, 2024

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorize the President & CEO or his designee to execute the 2024 Choice Neighborhood Planning Grant Agreement and the Grant Assistance Award Notification (HUD 1044) for the Irvinton Village and Near Northside Neighborhood.

**BACKGROUND:**

The Houston Housing Authority (HHA) and the City of Houston submitted a Choice Neighborhoods Planning (CNI) grant application requesting \$500,000 dollars from the U.S. Department of Housing and Urban Development in June 2024 to prepare a transformation plan for the Irvinton Village and the Near Northside neighborhood.

On September 25, 2024, HHA and the City of Houston were notified by HUD that the CNI application was successful, and a grant of \$500,000 dollars was awarded. HUD has provided the standard CNI Planning Grant Agreement which requires signatures of both HHA and the City. HUD also requires HHA to execute the Grant Assistance Award Notification (HUD 1044) to proceed with the release of funds under the CNI Implementation grant.

**RECOMMENDATION**

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

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or his designee to execute the 2024 Choice Neighborhood Planning Grant Agreement and the Grant Assistance Award Notification (HUD 1044) for the Irvinton Village and Near Northside Neighborhood pursuant to the memorandum from Lynn Henson, Choice Neighborhood Director, dated October 9, 2024, to David A. Northern, Sr., President & CEO.



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**REQUEST FOR BOARD AGENDA ITEM**

**1. Brief Description of Proposed Item**

Consideration and/or take action to authorize the President & CEO or his designee to execute a Choice Neighborhood Initiative People Strategy Implementation Services Agreement with Urban Strategies, Inc. (USI), the People Lead for the Third Ward Cuney Homes Choice Neighborhood Implementation Grant program.

**2. Date of Board Meeting:** October 15, 2024

**3. Proposed Board Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or his designee, to execute a Choice Neighborhood Initiative People Strategy Implementation Services Agreement with Urban Strategies, Inc. (USI), for the grant period of eight years in an amount not to exceed the HUD approved budget of \$10 million dollars, pursuant to the memorandum dated October 4, 2024, from Lynn Henson, Choice Neighborhood Director to David A. Northern, Sr., President & CEO.

**4. Department Head Approval**    Signature \_\_\_\_\_ Date: \_\_\_\_\_

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

Funds Budgeted and Available     Yes     No     N/A    Source: CNI Grant Funds

**VP of FO Approval**    Signature Michael D. Rogers  
Michael D. Rogers (Oct 9, 2024 18:36 CDT)    Date: \_\_\_\_\_

**6. Approval of President & CEO**

Signature David A. Northern, Sr.  
David A. Northern, Sr. (Oct 9, 2024 18:53 CDT)    Date: \_\_\_\_\_



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**MEMORANDUM**

**TO:** DAVID A. NORTHERN, SR., PRESIDENT & CEO  
**FROM:** LYNN HENSON, CHOICE NEIGHBORHOOD DIRECTOR  
**SUBJECT:** CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR HIS DESIGNEE TO EXECUTE A CHOICE NEIGHBORHOOD INITIATIVE PEOPLE STRATEGY IMPLEMENTATION SERVICES AGREEMENT WITH URBAN STRATEGIES, INC. (USI), THE PEOPLE LEAD FOR THE THIRD WARD CUNEY HOMES CHOICE NEIGHBORHOOD IMPLEMENTATION GRANT PROGRAM.  
**DATE:** OCTOBER 4, 2024

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorize the President & CEO to execute a Choice Neighborhood Initiative People Strategy Implementation Services Agreement with Urban Strategies, Inc. (USI), the People Lead for the Third Ward Cuney Homes Choice Neighborhood Implementation Grant program.

**BACKGROUND:**

The Board of Commissioners previously approved the HUD Grant Agreement for the Cuney Homes Third Ward Choice Neighborhood Program. The CNI Program is based on an approved transformation plan that incorporates the three CNI pillars: Housing, Neighborhood and People. HHA partnered with Urban Strategies, Inc. (USI) to serve as the People lead for the Cuney Homes Third Ward CNI implementation program and received competitive points in the award of the grant based on the experience of USI in implementing People strategies for CNI programs across the country.

Urban Strategies Inc. (USI) is a national nonprofit leader in community development, championing equity and innovation across 45 communities in 28 metropolitan areas. Rooted in St. Louis' history and expanding nationally, USI empowers communities through data-driven, people-centered strategies, fostering self-sufficiency and resilience. The USI approach is multifaceted: engaging residents as co-creators and influencing systemic policies to drive tangible change. USI represents a movement towards a future where all children and families will be stable and thriving, supported by unwavering dedication to being results-based, data-driven, and equity-centered.

The implementation services agreement will cover the full eight-year period of the CNI grant as required by HUD. Funding for the services provided is based on the HUD approved CNI people budget of \$10 million dollars over the eight-year grant period.

**RECOMMENDATION**

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

**Resolution:** The Houston Housing Authority Board of Commissioners authorizes the President & CEO or his designee, to execute a Choice Neighborhood Initiative People Strategy Implementation Services Agreement with Urban Strategies, Inc. (USI), for the grant period of eight years in an amount not to exceed the HUD approved budget of \$10 million dollars, pursuant to the memorandum dated October 4, 2024, from Lynn Henson, Choice Neighborhood Director to David A. Northern, Sr., President & CEO.





**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**REQUEST FOR BOARD AGENDA ITEM**

**1. Brief Description of Proposed Item**

Consideration and/or take action to authorize the President & CEO or his designee to execute a Memorandum of Understanding with NHP Foundation for the Trinity East Village Senior, a Choice Neighborhood Replacement Housing Project for Cuney Homes residents.

**2. Date of Board Meeting:** October 15, 2024

**3. Proposed Board Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or his designee, to execute a Memorandum of Understanding with NHP Foundation for the Trinity East Village Senior, a Choice Neighborhood Replacement Housing Project for Cuney Homes residents pursuant to the memorandum dated October 4, 2024, from Lynn Henson, Choice Neighborhood Director to David A. Northern, Sr., President & CEO.

**4. Department Head Approval**    Signature \_\_\_\_\_ Date: \_\_\_\_\_

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

Funds Budgeted and Available     Yes     No     N/A    Source: Business Activity Funds

**VP of FO Approval**    Signature Michael D. Rogers  
Michael D. Rogers (Oct 9, 2024 18:36 CDT)    Date: \_\_\_\_\_

**6. Approval of President & CEO**

Signature David A. Northern, Sr.  
David A. Northern, Sr. (Oct 9, 2024 18:53 CDT)    Date: \_\_\_\_\_



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**MEMORANDUM**

**TO:** DAVID A. NORTHERN, SR., PRESIDENT & CEO  
**FROM:** LYNN HENSON, CHOICE NEIGHBORHOOD DIRECTOR  
**SUBJECT:** CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR HIS DESIGNEE TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH NHP FOUNDATION FOR THE TRINITY EAST VILLAGE SENIOR, A CHOICE NEIGHBORHOOD REPLACEMENT HOUSING PROJECT FOR CUNEY HOMES RESIDENTS.  
**DATE:** OCTOBER 4, 2024

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorize the President & CEO or his designee, to execute a Memorandum of Understanding with NHP Foundation for the Trinity East Village Senior, a Choice Neighborhood Replacement Housing Project for Cuney Homes residents.

**BACKGROUND:**

The Cuney Homes Third Ward Choice Neighborhood housing implementation plan is based on a “build first” strategy to minimize the relocation of any residents outside of the third ward. The build-first strategy includes projects referred to under CNI as “*Project Based Vouchers by Others*” and the Trinity East Village Senior was included in the CNI application as one of these projects.

Trinity East Village Senior will be located at 2620 Live Oak Street directly across from and on land owned by the Trinity East United Methodist Church, the Oldest Black Methodist Church in Houston. The project will consist of 90 one-bedroom apartment units for seniors 62 and older. Of the total units, 49 will serve households below 30% AMI; 32 units will serve households below 50% AMI; 5 units will serve households below 60% AMI and the remaining 4 units will serve households below 80% AMI. A total of 60 units will be set aside solely for occupancy by Cuney Homes residents.

The total development costs of the project are \$32.8 million financed under the 9% Low Income Housing Tax Credit program based on the TDHCA set aside for Choice Neighborhood Programs. Additional funding for the project will include soft financing from the City of Housing (estimated \$4 M) and HHA (estimated \$2 M). HHA will provide Project Based Vouchers for 81 units; 60 from the new allocation of vouchers to be received under the CNI program and the remaining from HHA’s existing voucher allocation program. Vouchers will be provided at the end of construction period estimated for July 2026.

An HHA affiliate will serve as the General Partner and an affiliate of the developer will serve as a Special Limited Partner. HHA will own the land at closing and enter into a 75-year ground lease with the ownership entity. The ownership structure is expected to generate an ad valorem tax exemption for the Project.

HHA will receive an acquisition fee at closing and will receive 10% of the developer fee for the project as approved by TDHCA. Incentive Management and Asset Management fees will also be paid based on available cash flow. HHA shall retain a Purchase Option and a Right of First Refusal for the project anticipated to be exercised at the end of the initial LIHTC fifteen-year compliance period.

**RECOMMENDATION**

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

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or his designee, to execute a Memorandum of Understanding with NHP Foundation for the Trinity East Village Senior, a Choice Neighborhood Replacement Housing Project for Cuney Homes residents pursuant to the memorandum dated October 4, 2024, from Lynn Henson, Choice Neighborhood Director to David A. Northern, Sr., President & CEO.



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**REQUEST FOR BOARD AGENDA ITEM**

**1. Brief Description of Proposed Item**

Consideration and/or take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Canterbury Development Partners, LLC, or an affiliate thereof, for the construction of Ivy Copperfield, an apartment community to be located at or about 15435 FM 529 Road, Houston, Texas 77095.

**2. Date of Board Meeting:** October 15, 2024

**3. Proposed Board Resolution:**

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Canterbury Development Partners, LLC, or an affiliate thereof, for the construction of Ivy Copperfield, an apartment community to be located at or about 15435 FM 529 Road, Houston, Texas 77095, 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 (Oct 9, 2024 18:34 CDT)

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

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

**VP of FO Approval**      Signature *Michael D. Rogers* \_\_\_\_\_ Date: \_\_\_\_\_  
Michael D. Rogers (Oct 9, 2024 18:36 CDT)

**6. Approval of President & CEO**

Signature *David A. Northern, Sr.* \_\_\_\_\_ Date: \_\_\_\_\_  
David A. Northern, Sr. (Oct 9, 2024 18:53 CDT)



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**MEMORANDUM**

**TO:** DAVID A. NORTHERN, SR., PRESIDENT & CEO  
**FROM:** JAY MASON, DIRECTOR OF REID  
**SUBJECT:** CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH CANTERBURY DEVELOPMENT PARTNERS, LLC, OR AN AFFILIATE THEREOF, FOR THE CONSTRUCTION OF IVY COPPERFIELD, AN APARTMENT COMMUNITY TO BE LOCATED AT OR ABOUT 15435 FM 529 ROAD, HOUSTON, TEXAS 77095.  
**DATE:** SEPTEMBER 3, 2024

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO to take all necessary actions to execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Canterbury Development Partners, LLC, or an affiliate thereof, for the construction of Ivy Copperfield, an apartment community to be located at or about 15435 FM 529 Road, Houston, Texas 77095.

**BACKGROUND**

The Authority desires to enter into a Memorandum of Understanding to set forth the terms of the agreement with Canterbury Development Partners, LLC, or an affiliate thereof, for the construction of Ivy Copperfield, an apartment community to be located at or about 15435 FM 529 Road, Houston, Texas 77095.

**RECOMMENDATION**

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

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Canterbury Development Partners, LLC, or an affiliate thereof, for the construction of Ivy Copperfield, an apartment community to be located at or about 15435 FM 529 Road, Houston, Texas 77095, pursuant to the memorandum from Jay Mason, Director of REID, dated September 3, 2024, to David A. Northern, Sr., President & CEO.

**RESOLUTION NO. 3827**

**RESOLUTION AUTHORIZING THE PRESIDENT & CEO OR AUTHORIZED REPRESENTATIVE OF THE HOUSTON HOUSING AUTHORITY (THE “AUTHORITY”) TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH CANTERBURY DEVELOPMENT PARTNERS, LLC, OR AN AFFILIATE THEREOF, FOR THE CONSTRUCTION OF IVY COPPERFIELD, AN APARTMENT COMMUNITY TO BE LOCATED AT OR ABOUT 15435 FM 529 ROAD, HOUSTON, TEXAS 77095.**

WHEREAS, the Authority desires to enter into a Memorandum of Understanding (“**MOU**”) to set forth the terms of the agreement with Canterbury Development Partners, LLC, a Texas limited liability company, or an affiliate thereof (the “**Developer**”), for the construction of Ivy Copperfield, an apartment community to be located at or about 15435 FM 529 Road, Houston, Texas 77095 (the “**Project**”);

WHEREAS, the Authority desires to hold a public hearing at a future meeting of the Authority’s Board of Commissioners to approve the Project; and

WHEREAS, Lakeside Place PFC (the “**Corporation**”), a public facility corporation duly created and organized pursuant to and in accordance with the provisions of the Public Facility Corporation Act, Chapter 303, Texas Local Government Code, as amended (the “**Act**”), for the purpose of assisting the Authority in providing public facilities, desires to deliver to the presiding officer of the governing body of each taxing unit in which the Project is to be located written notice of the Project, at least thirty days before the date the Corporation takes action to approve the Project, and at least thirty days before the date of the public hearing required to be held to approve the Project in accordance with the Act;

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

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

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

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

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

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

PASSED 15th of October, 2024.

\_\_\_\_\_  
CHAIR

ATTEST:

\_\_\_\_\_  
Secretary







PRESIDENT AND CEO REPORT FOR MONTH ENDING SEPTEMBER 30, 2024

- I. Executive Summary .....43
- II. Low-Income Public Housing.....44
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## EXECUTIVE SUMMARY

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### LOW-INCOME PUBLIC HOUSING

The Low-Income Public Housing (LIPH) program had an adjusted vacancy rate of 2.2% on September 30, 2024. As of October 1, 2024, rent collection for September was 92.3% of rents billed on an adjusted cash accounting basis.

There are currently 25,198 active applications for the Public Housing Waiting List, which represents a decrease of 1.5% from last month.

Low-Income Public Housing						
	July		August		September	
Vacancy Rate	2.3%		2.2%		2.2%	
Rent Collection	93.5%		94.9%		92.3%	
Unit Turnaround Time (Days)	52		51		52	
Avg. Non-Emergency Work Order Days	2.96		2.12		2.13	
Waiting Lists	<b>Duplicated</b>	<b>Unduplicated</b>	<b>Duplicated</b>	<b>Unduplicated</b>	<b>Duplicated</b>	<b>Unduplicated</b>
	26,602	11,336	25,584	11,192	25,198	10,711

### VOUCHER PROGRAM OPERATIONS

During September 2024 the VPO staff completed 1,824 annual re-examinations. The VPO department also completed 490 interims, 228 change of units (moves), 46 new admissions and 98 portability move-in transactions.

As of September 30, 2024, 392 families are enrolled in the Family Self Sufficiency (FSS) program; 244 of the 392 (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 September 30, 2024 was 101%.

Voucher Program Operations			
	July 2024	August 2024	September 2024
Households	19,310	19,291	19,165
ABA Utilization/Unit Utilization	127.1%/96.1%	126%/96.5%	104.4%/96.1%
Reporting Rate	100%	101%	101%
Annual Reexaminations Completed	1,013	1,441	1,824
HQS Inspections	1,967	2,369	2,044
Waitlist	2,270	2,270	2,270

## PROPERTY MANAGEMENT SUMMARY

PMC	Vacancy						Unit Turnaround Time (YTD)					
	July		August		September		July		August		September	
	%	Grade	%	Grade	%	Grade	Days	Grade	Days	Grade	Days	Grade
Orion	2.7	B	2.8	B	2.8	B	65.5	F	65.0	F	64.0	F
Lynd	0.9	A	0.0	A	0.5	A	26.9	C	20.6	B	41.0	E
J. Allen	2.4	B	1.8	A	1.7	A	33.7	D	33.7	D	35.3	D

PMC	Emergency Work Orders (Completed within 24 hours)						Routine Work Orders					
	July		August		September		July		August		September	
	%	Grade	%	Grade	%	Grade	Days	Grade	Days	Grade	Days	Grade
Orion	91.8	F	92.0	F	81.6	F	8.3	A	2.7	A	4.1	A
Lynd	100	A	100	A	100	A	2.7	A	4.6	A	2.8	A
J. Allen	100	A	95.5	F	94.7	F	2.5	A	2.2	A	2.3	A

PMC	Rent Collection					
	July		August		September	
	%	Grade	%	Grade	%	Grade
Orion	89.7	F	89.5	F	94.8	C
Lynd	94.9	C	99.9	A	99.1	A
J. Allen	97.3	B	99.7	A	88.2	F

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

<p><b>VACANCY RATE</b></p> <p>Goal 2.0%      Actual 2.2%</p> <p>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.</p>	<p>A 0 to 2</p> <p>B 2.1 to 3</p> <p>C 3.1 to 4</p> <p>D 4.1 to 5</p> <p>E 5.1 to 6</p> <p>F ≥6.1</p>
<p><b>RENT COLLECTION (YTD)</b></p> <p>Goal 98%      Actual 92.3%</p> <p>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.</p>	<p>A 98 to 100</p> <p>B 96 to 97.9</p> <p>C 94 to 95.9</p> <p>D 92 to 93.9</p> <p>E 90 to 91.9</p> <p>F ≤89.9</p>
<p><b>EMERGENCY WORK ORDERS</b></p> <p>Goal 100%      Actual 84.2%</p> <p>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.</p>	<p>A 99 to 100</p> <p>B 98 to 98.9</p> <p>C 97 to 97.9</p> <p>D 96 to 96.9</p> <p>E 95 to 95.9</p> <p>F ≤94.9</p>
<p><b>NON-EMERGENCY WORK ORDERS</b></p> <p>Goal 3 Days      Actual 2.13 Days</p> <p>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.</p>	<p>A ≤24</p> <p>B 25 to 30</p> <p>C 31 to 40</p> <p>D 41 to 50</p> <p>E 51 to 60</p> <p>F ≥61</p>
<p><b>ANNUAL INSPECTIONS</b></p> <p>Goal 100%      Actual 100.00%</p> <p>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.</p> <p>*PMCs have discretionary authority to select the number of units to inspect each month, as long as all inspections are completed by September.</p>	<p>A 100</p> <p>B 97 to 99</p> <p>C 95 to 96.9</p> <p>D 93 to 94.9</p> <p>E 90 to 92.9</p> <p>F ≥89.9*</p>

## VACANCY RATE AND TURNAROUND DAYS

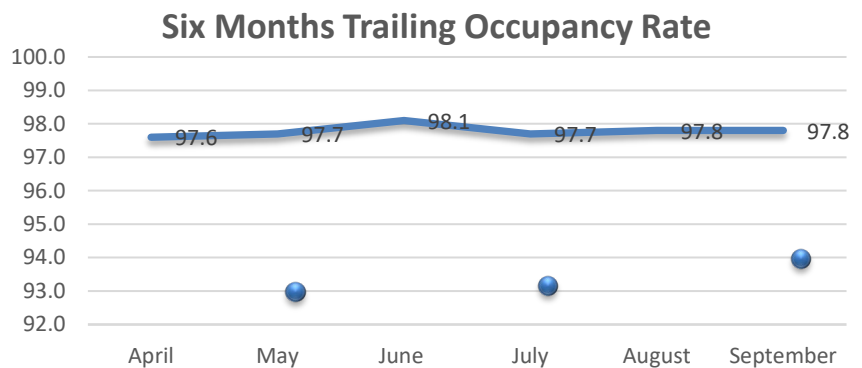
Low-Income Public Housing Development	PMC	ACC Units	Approved Units		Total Available ACC Units	Occupied Units	Vacant Units	Occupancy Percentage	Grade	Total Vacant Days	Units Turned YTD	Avg. Total Turnaround Days	
			Offline	Online								YTD	Grade
Bellerive	J. Allen	210	0		210	208	2	99.0%	A	640	19	34	D
Cuney Homes	Orion	553	0		553	539	14	97.5%	B	7,561	99	76	F
Ewing	Orion	40	0		40	39	1	97.5%	B	512	10	51	F
Irvinton Village	J. Allen	308	0		308	303	5	98.4%	A	1,861	57	33	D
Kelly Village	J. Allen	270	0		270	265	5	98.1%	A	1,635	52	31	D
Kennedy Place	Orion	108	0		108	107	1	99.1%	A	524	11	48	E
Lyerly	J. Allen	199	0		199	194	5	97.5%	B	1,399	29	48	E
<b>Mixed-Income Developments</b>													
Fulton Village	Lynd	108	0		108	107	1	99.1%	A	448	8	56	F
Heatherbrook	Lynd	53	0		53	53	0	100.0%	A	3	3	1	A
Independence Heights	Orion	36	0		36	35	1	97.2%	B	127	4	32	D
Lincoln Park	Orion	200	0		200	189	11	94.5%	E	2,678	36	74	F
Oxford Place	Orion	230	0		230	224	6	97.4%	B	2,797	62	45	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>20,185</b>	<b>390</b>	<b>52</b>	<b>F</b>

Section 8 New Construction Development	PMC	S8 NC Units	Units		Total Available S8 NC Units	Occupied Units	Vacant Units	Occupancy Percentage	Grade	Total Vacant Days	Units Turned YTD	Avg. Total Turnaround Days	
			Offline	Online								YTD	Grade
Long Drive	Tarantino	100	0		100	99	1	99.0%	A	283	7	40	E
<b>Totals</b>		<b>100</b>	<b>0</b>		<b>100</b>	<b>99</b>	<b>1</b>	<b>99.0%</b>	<b>A</b>	<b>283</b>	<b>7</b>	<b>40</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.

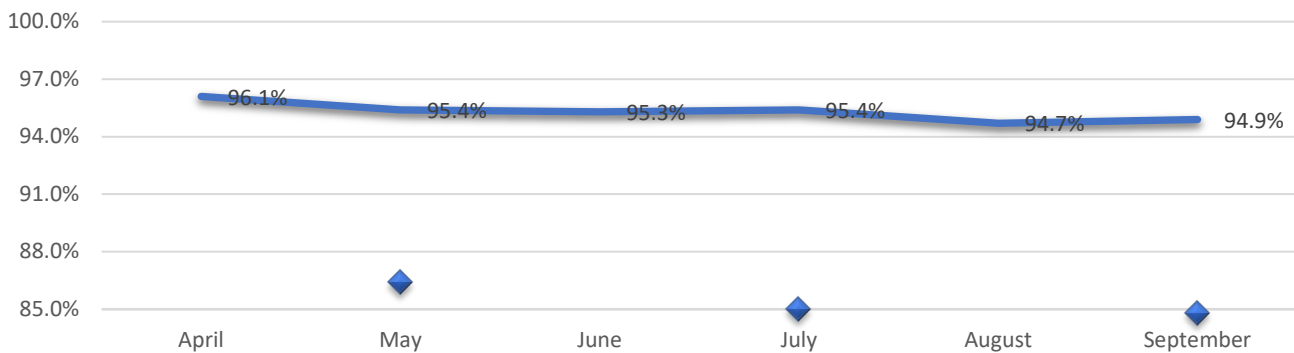
PHAS Score	Occupancy Rate	Avg. Total Turnaround Days
A	98 to 100	1 to 20
B	97 to 97.9	21 to 25
C	96 to 96.9	26 to 30
D	95 to 95.9	31 to 40
E	94 to 94.9	41 to 50
F	≤93.9	≥51



## 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	38	84.9%
Peninsula Park	Orion	280	0	280	0	14	95.0%
Pinnacle at Wilcrest	Embrey	250	0	250	0	1	99.6%
Uvalde Ranch	Hettig-Kahn	244	0	244	0	19	92.2%
Willow Park	Embrey	260	0	260	0	1	99.6%
Telephone Rd	Tarantino	200	0	200	0	3	98.5%
<b>TOTALS</b>		<b>1,486</b>	<b>0</b>	<b>1,486</b>	<b>0</b>	<b>76</b>	<b>94.9%</b>
<b>RAD-PBV</b>							
Allen Parkway Village	Orion	278	278		0	195	29.9%
Historic Oaks of APV	Orion	222	222		0	205	7.7%
HRI-Victory	Orion	140	140		0	16	88.6%
Sweetwater Point	Lynd	260	26	234	20	20	92.3%
<b>TOTAL</b>		<b>900</b>	<b>666</b>	<b>234</b>	<b>0</b>	<b>436</b>	<b>54.6%</b>

### 6 Month Trailing Occupancy Rate





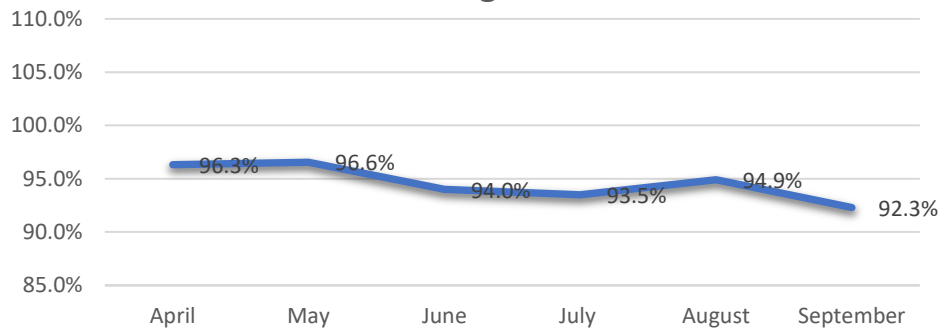
## RENT COLLECTION

Low-Income Public Housing Development	PMC	Month Billed	Month Collected	% Collected	Grade	YTD Billed	YTD Collected	% YTD Collected	Grade
Bellerive	J. Allen	\$61,231	\$60,613	98.99%	A	\$542,410	\$538,694	99.31%	A
Cuney Homes	Orion	\$140,434	\$133,037	94.73%	C	\$1,205,764	\$1,123,164	93.15%	D
Ewing	Orion	\$9,465	\$9,418	99.50%	A	\$83,628	\$79,944	95.59%	C
Irvinton Village	J. Allen	\$72,616	\$64,743	89.16%	F	\$651,846	\$626,541	96.12%	B
Kelly Village	J. Allen	\$64,487	\$59,348	92.03%	D	\$599,394	\$565,956	94.42%	C
Kennedy Place	Orion	\$38,468	\$37,118	96.49%	B	\$339,335	\$325,703	95.98%	B
Lyerly	J. Allen	\$58,769	\$42,008	71.48%	F	\$535,281	\$515,997	96.40%	B
<b>Mixed-Income Housing Development</b>									
Fulton Village	Lynd	\$38,098	\$37,623	98.75%	A	\$337,266	\$332,111	98.47%	A
Heatherbrook	Lynd	\$14,429	\$14,429	100.00%	A	\$114,481	\$113,528	99.17%	A
Independence Heights	Orion	\$6,023	\$3,958	65.72%	F	\$42,137	\$34,138	81.02%	F
Lincoln Park	Orion	\$44,410	\$44,410	100.00%	A	\$414,426	\$384,322	92.74%	D
Oxford Place	Orion	\$34,696	\$31,329	90.30%	E	\$295,163	\$270,222	91.55%	E
<b>Totals</b>		<b>\$583,126</b>	<b>\$538,033</b>	<b>92.27%</b>	<b>D</b>	<b>\$5,161,130</b>	<b>\$4,910,318</b>	<b>95.14%</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	\$19,815	\$19,617	99.00%	A	\$206,733	\$203,006	98.20%	A
<b>Totals</b>		<b>\$19,815</b>	<b>\$19,617</b>	<b>99.00%</b>	<b>A</b>	<b>\$206,733</b>	<b>\$203,006</b>	<b>98.20%</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

### 6 Months Trailing Rent Collection Rate



## EMERGENCY WORK ORDERS

Low-Income Public Housing Development	PMC	Emergency Work Orders Generated	Emergency W/O Completed within 24 hours	Percentage Completed within 24 hours	Grade
Bellerive	5	5	5	100.0%	A
Cuney Homes	67	53	53	79.1%	F
Ewing	9	9	9	100.0%	A
Irvinton Village	9	8	8	88.9%	F
Kelly Village	4	4	4	100.0%	A
Kennedy Place	0	0	0	N/A	A
Lyerly	1	1	1	100.0%	A
<b>Mixed-Income Housing Development</b>					
Fulton Village	0	0	N/A	N/A	A
Heatherbrook	0	0	N/A	N/A	A
Independence Heights	0	0	N/A	N/A	A
Lincoln Park	0	0	N/A	N/A	A
Oxford Place	0	0	N/A	N/A	A
<b>Totals</b>	<b>95</b>	<b>80</b>	<b>84.2%</b>	<b>84.2%</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>	

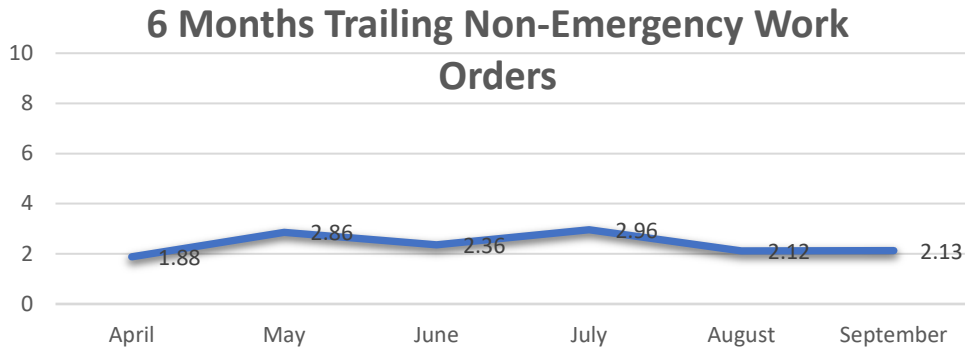
PHAS Score	Avg. W/O Days
A	99 to 100
B	98 to 98.9
C	97 to 97.9
D	96 to 96.9
E	95 to 95.9
F	≤94.9

## NON-EMERGENCY WORK ORDERS

Low-Income Public Housing Development	PMC	Work Orders Generated	Average Completion Time (Days)	Grade
Bellerive	J. Allen	86	1.69	A
Cuney Homes	Orion	118	5.43	A
Ewing	Orion	25	2.04	A
Irvinton Village	J. Allen	152	3.43	A
Kelly Village	J. Allen	141	1.84	A
Kennedy Place	Orion	1	0.00	A
Lyerly	J. Allen	94	1.75	A
Mixed-Income Housing Development				
Fulton Village	Lynd	80	2.38	A
Heatherbrook	Lynd	21	4.63	A
Independence Heights	Orion	1	0.00	A
Lincoln Park	Orion	10	0.00	A
Oxford Place	Orion	30	2.38	A
<b>Totals</b>		<b>759</b>	<b>2.13</b>	<b>A</b>

Section 8 New Construction Development		Work Orders Generated	Average Completion Time (Days)	Grade
Long Drive	Tarantino	99	1.26	A
<b>Totals</b>		<b>99</b>	<b>1.26</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	553	100.0%	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	108	100.0%	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	200	100.0%	A
Oxford Place	Orion	230	230	100.0%	A
<b>Totals</b>		<b>2,315</b>	<b>2,315</b>	<b>100.0%</b>	<b>A</b>

Section 8 New Construction Development	PMC	Inspections Due	Inspections Performed	Percentage Complete	Grade
Long Drive	Tarantino	100	100	100.0%	A
<b>Totals</b>		<b>100</b>	<b>100</b>	<b>100.0%</b>	<b>A</b>

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

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

## HOUSING CHOICE VOUCHER HUD-GRADED SEMAP INDICATORS

			Score	Performance
<p><b>ANNUAL REEXAMINATIONS REPORTING RATE</b></p> <p>This Indicator shows whether the Agency completes a re-examination for each participating family at least every twelve (12) months.</p>	<p>Goal 96%</p>	<p>Actual 101%</p>	<p>10</p> <p>5</p> <p>0</p>	<p>≥96</p> <p>90 to 95</p> <p>≤89</p>
<p><b>CORRECT TENANT RENT CALCULATIONS</b></p> <p>This Indicator shows whether the Agency correctly calculates the family's share of rent to owner in the Rental Voucher Program.</p>	<p>Goal 98%</p>	<p>Actual 100%</p>	<p>5</p> <p>0</p>	<p>98 to 100</p> <p>≤97</p>
<p><b>PRECONTRACT HQS INSPECTIONS</b></p> <p>This Indicator shows whether newly leased units pass HQS inspection on or before the beginning date of the Assisted Lease and HAP Contract.</p>	<p>Goal 100%</p>	<p>Actual 100%</p>	<p>5</p> <p>0</p>	<p>98 to 100</p> <p>≤97</p>
<p><b>FSS ENROLLMENT</b></p> <p>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; 392 families are currently enrolled.</p>	<p>Goal 80%</p>	<p>Actual 109%</p>	<p>10</p> <p>8</p> <p>5</p>	<p>≥80</p> <p>60 to 79</p> <p>≤59</p>
<p><b>FSS ESCROW</b></p> <p>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 392 families, 244 (61%) of the families are eligible for escrow and currently have an FSS escrow balance.</p>	<p>Goal 30%</p>	<p>Actual 61%</p>	<p>10</p> <p>5</p>	<p>≥30</p> <p>≤29</p>

## REAL ESTATE, INVESTMENT, AND DEVELOPMENT

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OCTOBER 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 70% complete.
- **Bellerive Senior Living Apartments** – Roof replacement and associated work; – This project is in final punch walk with the engineer. The contractor is expected to complete this 10/11/24. This is approximately 99% complete.
- **Heatherbrook Apartments** – Construction has started, approximately 75% of the work has been completed. The anticipated completion is the end of November 2024.
- **Kennedy Place** – Roof Repairs and Exterior Renovations – This project is in final punch walk with the engineer. This project is approximately 99% 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- Due to ongoing conversations with the historic commission we are onboarding an architect to detail the comments provided. The project is in permitting and historical commission review. We will resubmit the bid once the architect updates drawings to complete bid package.

### NEW DEVELOPMENT

- **Standard on Jensen:** (Replacement Housing for Clayton Homes) – will be named ‘*Standard on the River*’:
  - 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 96% 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 30% complete for APV and 28% 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.

**PROJECTS IN CONSTRUCTION**

<b>UPDATE: THE STANDARD ON THE RIVER (CLAYTON HOMES)</b>	
Construction Status	96% Complete
Total Units	431
Project Type	Replacement New Construction
Estimated TDC	\$106 M
Developer	Ojala
Completion	October 2024



<b>UPDATE: ALLEN PARKWAY VILLAGE (APV)</b>	
Construction Status	30% Complete
Total Units	278
Project Type	RAD/Section 18 Blend Rehab
Estimated TDC	\$99.2 M
Developer	Franklin
Completion	March 2025



<b>UPDATE: HISTORIC OAKS OF APV (HOAPV)</b>	
Construction Status	28% Complete
Total Units	222
Project Type	RAD/Section 18 Blend Rehab
Estimated TDC	\$65.6 M
Developer	Franklin
Completion	September 2024





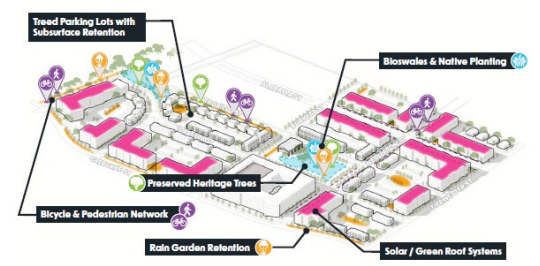
## PENDING ACQUISITIONS

LOFTS AT THE BALL PARK (KELLY VILLAGE)	
Status	Negotiations underway
Total Units	TBD
Project Type	Land Swap with TxDOT
Estimated TDC	TBD
Developer	Post Investment Group
Completion	TBD

## CHOICE NEIGHBORHOODS


### CUNEY HOMES (CNI)- IMPLEMENTATION GRANT

The HHA was notified of the \$50 million grant award and a ceremony was held at the end of July 2024.

UPDATE: Cuney Homes		
Construction Status	Pending	
Total Units	1100+	
Project Type	Replacement New Construction	
Estimated TDC	TBD	
Developer	Integral/ Rule	
Duration	Awarded - \$50 Million Grant	

### IRVINTON VILLAGE (CNI)- IMPLEMENTATION GRANT

The HHA Choice Team submitted an application on June 10, 2024 for the Irvinton Village planning grant.

UPDATE: Irvinton Village		
Construction Status	Pending	
Total Units	616+	
Project Type	Replacement New Construction	
Estimated TDC	TBD	
Developer	TBD	
Duration	TBD	

OPEN SOLICITATION LOG

OCTOBER 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	10-17-2024

**OPERATING STATEMENTS: 8 MONTHS ENDING AUGUST 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	773,245	6,211,267	6,214,231	2,964
<b>Operating Expenses</b>					
Salaries and Benefits	5,024,710	427,099	3,349,807	3,311,423	38,384
Facilities and Other Administrative Expenses	3,920,000	339,937	2,613,333	2,589,751	23,582
Total Central Office Expenses	8,944,710	767,036	5,963,140	5,901,174	61,966
Surplus/(Use) of Business Activities Funds for COCC	372,190	6,209	248,127	313,057	64,930

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	1,301,131	10,694,667	10,632,783	(61,884)
<b>Operating Expenses</b>					
Salaries and Benefits	8,548,269	731,864	5,698,846	5,589,287	109,559
Administrative Expenses	2,712,600	227,613	1,808,400	1,786,354	22,046
COCC-Management Fees	4,468,062	382,371	2,978,708	2,949,214	29,494
Total Operating Costs Expenses	15,728,931	1,341,848	10,485,954	10,324,855	161,099
Cash Flow (Deficit) from Operations	313,069	(40,717)	208,713	307,928	99,215
<b>Housing Assistance Payments (HAP)</b>					
<b>Housing Assistance Payment Subsidy</b>	195,000,000	23,132,603	130,000,000	163,987,215	33,987,215
Investment Income on HAP Reserves	0	0	0	0	0
<b>Housing Assistance Payments</b>	195,000,000	23,249,474	130,000,000	163,715,348	(33,715,348)
HAP Current Year Excess (Use)	0	(116,871)	0	271,867	271,867

## OPERATING STATEMENTS: 8 MONTHS ENDING AUGUST 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	1,142,063	9,200,105	9,197,684	(2,421)
Tenant Rental Income	23,698,812	1,973,797	15,799,208	15,787,369	(11,839)
Other Income	1,023,249	87,539	682,166	661,482	(20,684)
Capital Funds / Replacement Reserves	10,531,263	872,125	7,020,842	7,041,379	20,537
<b>Total Operating Income</b>	<b>49,053,482</b>	<b>4,075,524</b>	<b>32,702,321</b>	<b>32,687,914</b>	<b>(14,407)</b>
<b>Operating Expenses</b>					
Administrative Expenses	13,370,005	1,111,088	8,913,337	8,857,631	55,706
Tenant Services	618,078	36,882	412,052	372,493	39,559
Utilities	4,232,148	348,004	2,821,432	2,809,291	12,141
Maintenance	12,048,420	1,017,181	8,032,280	7,841,527	190,753
Protective Services	2,572,201	211,192	1,714,801	1,699,534	15,267
Insurance Expense	2,930,015	241,071	1,953,343	1,947,358	5,985
Other General Expense	293,430	22,172	195,620	187,259	8,361
<b>Total Routine Operating Expenses</b>	<b>36,064,297</b>	<b>2,987,590</b>	<b>24,042,865</b>	<b>23,715,093</b>	<b>327,772</b>
<b>Net Income from Operations</b>	<b>12,989,185</b>	<b>1,087,934</b>	<b>8,659,457</b>	<b>8,972,821</b>	<b>313,364</b>
Non-Routine Maintenance (Capital Funds)	5,125,673	419,640	3,417,115	3,386,854	30,261
Debt Service, including ESCO	2,633,809	217,602	1,755,873	1,749,204	6,669
<b>Cash Flow (Deficit) from Operations</b>	<b>5,229,703</b>	<b>450,692</b>	<b>3,486,469</b>	<b>3,836,763</b>	<b>276,434</b>