



HOUSTON HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING AUGUST 19, 2025

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



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Transforming Lives & Communities

2640 Fountain View Drive, Houston, Texas 77057 | Phone 713.260.0500 | **Jamie Bryant, President & CEO**

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

BOARD OF COMMISSIONERS MEETING

Tuesday, August 19, 2025

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BOARD OF COMMISSIONERS MEETING
TUESDAY, AUGUST 19, 2025
2:00 PM
Houston Housing Authority Central Office
2640 Fountain View Drive, Houston, TX 77057

AGENDA

- I. Call to Order
- II. Roll Call
- III. Introduction of the Interpreters
- IV. 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)
- V. Approval of the July 24, 2025, Houston Housing Authority Board Meeting Minutes
- VI. CEO Operational Updates
- VII. New Business
 - a. **Resolution No. 3917:** Consideration and/or take action to authorize expenditures not to exceed \$400,000.00 with SHI Government Solutions Inc.
 - b. **Resolution No. 3918:** Consideration and/or take action to authorize the President & CEO or designee to execute contracts with Flywheel LLC, Detail2Dots LLC, and Emerald West LLC, implementation of the Older Adults Home Modification Program (OAHMP), a HUD grant program. The cost per project will not exceed \$5,000 without approval from the President & CEO.
 - c. **Resolution No. 3919:** Consideration and/or take action to authorize the removal of Mike Rogers from the APV Redevelopment Corporation Board of Directors and the appointment of Alton Smith as a Director of the APV Redevelopment Corporation.
- VIII. Convene an Executive Session to discuss:
 - Personnel matters in accordance with Section 551.074 of the Texas Government Code
 - Legal issues in accordance with Section 551.071 of the Texas Government Code
 - Real estate matters in accordance with Section 551.072 of the Texas Government Code

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

- d. Resolution No. 3920:** Consideration and/or take action to authorize the President & CEO or designee to execute payment, on behalf of Houston Housing Authority (HHA), pursuant to the Settlement Agreement between HHA and Karen Miniex.

X. Adjournment



HOUSTON HOUSING AUTHORITY

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MINUTES OF THE HOUSTON HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING

THURSDAY, JULY 24, 2025

I. CALL TO ORDER

A Meeting of the Board of Commissioners ("Board") of the Houston Housing Authority ("HHA") was held on Thursday, July 24, 2025, at the Houston Housing Authority Central Office, 2640 Fountain View Drive, Houston, Texas 77057. The meeting was called to order at 2:00 p.m.

LIVE STREAM STATISTICS

July 24, 2025: ● Live Stream Views 30 ● Average view duration 14:46 ● Peak concurrent viewers 24

II. ROLL CALL

Present:

- Joseph "Jody" Proler, Chairman
- Alton Smith, Vice Chairman
- Stephanie A.G. Ballard, Commissioner
- Kristy Kirkendoll, Commissioner
- Kenneth C. Li, Commissioner
- Jamie Bryant, Secretary

Absent: Cynthia Aceves-Lewis, Eric G. Carter

Chairman Proler: I believe we have a quorum. I don't know if Commissioner Carter is en route, but he will pick up when he arrives.

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 with public comments.

IV. PUBLIC COMMENTS

Ms. Blackwell. Hello everyone, I am a resident of the Irvinton Village Apartments, and I'm coming here today with a concern. Thank you, everybody, for taking care of, partially, dealing with the trees, where the tree in the yard next door to me. This was a tree that the Housing Authority planted. They mostly got rid of the limbs off of the tree, but there's still one major branch that's hovering over...reaching to my roof, and one of the people, the contractors, was cutting the limbs off the tree, and they said that they could not do it because it was too high. They said they were not able to cut the limb, and I just felt like if they were on a step ladder, at least up to my waist, if they were able to step on something that height, but they weren't able to cut it. So, I still need somebody to look into that. And also, there are still some other trees along where the property is, where I am, they still need to be cut. And then also there was a concern, there was still a lot of trash in this lot that's in front of my house, going around the corner and I don't know exactly, if

that is something owned by the city or who owns it? And they usually tell me to call it in. There's no way for me to call it in. You can't drive up to it. So, I would appreciate it if the Housing Authority could get in touch with the city or whoever, and somebody from the Housing Authority would be able to escort that person on the property. They'll have to come to where I live because the property, whatever it is, is more hidden in front of my house, and I'm trying to figure out if the city owns this. If they do, they need to remove the trees. There are nine dead trees, and I'm just trying to get this taken care of before floods or anything happens, or I get trapped and nobody can rescue me because of the dead trees, which are within the fence line of this property. I need that and I also need the trash picked up. There are so many trash bags. There are all types of things out there in that lot. So, I appreciate it when you do come, if you can make sure someone can get what you need to make sure I'm home, so when they come to the property, I can direct them and show them where the dead trees are. I would greatly appreciate it if that could be taken care of. So I am a resident of Irvinton Village apartments. I would appreciate it if somebody could get with me on that.

Chairman Proler: Yes, thank you very much. I appreciate it.

Chairman Proler: Before we call the next person, how many people do we have online?

I.T.: 12 people on television.

My name is Tracy Gordon, and I lived at the Historic Oaks Allen Parkway Village until October of last year, when they moved me into an extended stay hotel for two months. Going on 10 months now, and when I was told I would be there for two months, I prepared for two months. But ten months is kind of ridiculous. Every time I ask, when am I going to get my apartment back, I'm told we don't know. When you prepare in a suitcase, you have to stay in the suitcase for 10 months instead of two months, when all of my stuff is in storage and I can't get to it. In my kitchen, I have two burners, a microwave, and a dishwasher. I don't need a dishwasher, I need an oven because I do most of my own cooking. In the past ten months, I've gotten food poisoning twice from eating out. Once, I ended up in the hospital for three days. Now my question is, when am I going to get my apartment back? I'm tired of living out of a suitcase.

Chairman Proler: Thank you. I'd like to put this on the agenda for the August meeting. I want an update on both those properties for the board and the public.

Joel North: Yes, Sir.

Chairman Proler: Thank you.

Donna Dixon: Mr. Chairman, we do not have a third speaker. This gentleman wanted the interpreter to translate during the meeting. Please sit next to him and translate during the meeting.

V. APPROVAL OF THE MINUTES

a. Board Meeting Minutes: June 17, 2025

On motion by Commissioner Kirkendoll and seconded by Commissioner Ballard, the Board approved the June 17, 2025, HHA BOC Meeting Minutes.

VI. CEO OPERATIONAL UPDATES

President Bryant: Good afternoon, everybody, and thank you to the board of commissioners and to everybody in the public for being here. Good to see everybody. My apologies, I missed the last Board

meeting. I promise you, I would rather have been here than deal with the last-minute illness. Thank you, and thank you, Neal, for stepping in last month.

I just wanted to make a few comments on progress here at the Housing Authority and things that are going on that the Chairman has asked me to address. I think, as you are aware, there have been some updates to policies and procedures that we've been working on over the last several months, and the Chairman asked that I give an update on some of those.

Several months ago, we implemented a new spending and credit card policy to tighten up the checks and balances on that. As of right now, we have a very limited number of credit cards that are out. Myself and two other executives, as well as our Finance and Procurement departments, are the only ones with access to a credit card account. The procurement department only uses theirs when there are formally registered P.O.s and only for things that absolutely have to use a credit card; otherwise, things are being done via check. Then, the executive team and others, I review their credit card statements on a monthly basis to make sure they're in compliance. The Chairman gets a copy of mine every month to make sure that any charges I have are in compliance. So, we've added those procedures, as we promised to do, and we will continue to do so and strengthen those.

On the PFC front, we have been working through, as many people are aware, we have well over 100 properties in our portfolio that the agency has done over the last six or seven years with third-party developers that have compliance requirements. Those compliance requirements are two-fold. One of them is related to affordability and regulatory compliance. To the affordability requirements that they are to offer to the public in those facilities. The second is their financial compliance with the Housing Authority for fees and cash flow sharing that we are to receive from those properties. So, from the compliance standpoint on the regulatory fees, we work in partnership with TDHCA, the Texas Department of Housing and Community Affairs, to ensure compliance, and those properties are audited. If there are findings, those findings are noted to both us and the developer. Our teams are working with the developer to make sure that those issues are remedied, and then those findings and remedies go back to TDHCA and the cycle continues every so often to make sure those properties, moving forward, are always in compliance. We're also working through our team to build and strengthen our analysts, and our analysis of what's going on with those properties financially, to make sure that the Housing Authority is always receiving the money it should from these developers and these third parties. Unfortunately, I can't say that this was going on prior to, you know, the last 6 to 12 months, but I can promise you going forward that we are taking it very seriously and are ensuring that all of these properties are in compliance on both sides. Obviously, the regulatory side is super important because the only reason these things should be there is to be able to provide the affordability to residents in the City of Houston.

Other policies and procedures we're working on in place across the board, whether it's from spending, or legal, or procurement, and so we're working with our teams training, and folks to make sure that we have the right checks and balances in place. A lot of them are policies and procedures this agency has had, but we are still relooking at things to consider. Is there a better way or is there some place we need to strengthen this up a little bit more? Right. We can always be better, just because it wasn't problematic, as you know. I'm very encouraged by the progress that's being made by the team and thankful to our team and staff for pushing those things down.

I would like to make an introduction today. We have, as of about almost two weeks ago, brought on the last piece of our executive team, which we had been in a search for over the last three months and that was the position of Senior Vice President and Chief Financial Officer. I'm proud to announce that Mr. Luke Joseph, who is going to stand up and wave. Luke, welcome. As of last Monday, Luke joined our team here at the Housing Authority. He brings over 3 decades of experience in housing and accounting to our team, and we're super excited for him to be here. He rounds out our Executive Team, along with Joel, Neal, Jennine, and

Kenny, to round out what we need moving forward to have strong leadership across the board here and to be able to move this agency as we move forward with new initiatives.

I will make this statement. There are a lot of things going on out there in the community, both in the city, in the state, and federally. They create a bunch of noise. So, what I want to make sure is that you know, if folks have concerns, that there are issues, you know that you come to us, ask us the questions, let us help clarify some of those things so that we can discern and help you discern between the noise and the facts of what's going on. We are concerned. There is a lot of noise about what may come out of Washington, but we don't have any facts about that yet. However, we are being proactive and trying to get out in front of some of these things and make sure that we're able to adapt and adjust. We can't do anything about some of the things that are outside of our control, but what we can do is be as adaptive as possible. We can be as flexible as possible. We can be as efficient with our operations as possible so that we can respond to these things. With our goal and our mission, to consistently be able to serve as many residents who are in need in the City of Houston as possible. So, you know, but more importantly, I'm just excited about the direction that this team is going, that we've filled a few holes by bringing some good folks on, and I thank everybody for the grace and the patience. It's a slow-moving train to make some change, but I feel confident we have the right people in place. Over the coming months, you're going to continue to see progress and transparency. Now, that doesn't mean we're not going to keep making mistakes, that we're going to have missteps, and there's still going to be issues there, but overall, I feel very good, Chairman and Commissioners, that everything's moving in the right direction to the public. Thank you for your grace and your patience as we try to implement some of these things.

Commissioner Smith: So, you know, one of the things I may be out of order. If I'm out of order, tell me so. You mentioned reviews, etc, and changes being made as a result of reviews. What I hope happens to the operations end of it, that that activity continues on an ongoing basis. Constantly review what we are doing and make sure that we're doing what makes sense, and correcting it rather than waiting until it's a crisis.

President Bryant: Being proactive versus reactive.

Commissioner Smith: You're right.

President Bryant: ...and accountability.

Commissioner Smith: Thank you.

Chairman Proler: Commissioners, any other comments or questions for the President?

Commissioners: No

VII. EXECUTIVE SESSION

Chairman Proler suspended the Public Session on Thursday, July 24, 2025, at 2:15 p.m. to convene an 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.

VIII. RECONVENE PUBLIC SESSION

Chairman Proler reconvened the Public Session at 3:16 p.m. on Thursday, July 24, 2025, to take action on Executive Session agenda items.

Anna Hawkins called the roll. Commissioners Aceves-Lewis and Carter were absent.

Chairman Proler: We have four resolutions to approve this afternoon.

- a. **Resolution No. 3913: Consideration and/or take action to authorize Houston Housing Authority's refinance of The Henry at Deerbrook, located at 9494 Humble Westfield Rd., Humble, Harris County, Texas 77338.**
- b. **Resolution No. 3914: Consideration and/or take action to authorize Houston Housing Authority's refinance of The Henry at Jones Road, located at 11925 Jones Rd., Houston, Harris County, Texas 77070.**
- c. **Resolution No. 3915: Consideration and/or take action to authorize Houston Housing Authority's refinance of The Henry at Woodland Hills, located at 14807 Woodland Hills Dr., Humble, Harris County, Texas 77396.**

Chairman Proler: I ask for a motion to approve Resolution Nos. 3913, 3914, and 3915 all for the purpose of authorizing the housing authority to refinance The Henry at Dearbrook, The Henry at Jones Road, and The Henry at Woodland Hills. May I have a motion to approve in seriatim?

On motion by Commissioner Kirkendoll and seconded by Commissioner Smith.

Chairman Proler asked for a motion to approve Resolution Nos. 3913, 3914, and 3915.

On motion by Commissioner Ballard and seconded by Commissioner Kirkendoll, the Board approved Resolution Nos. 3913, 3914, and 3915.

- d. **Resolution No. 3916: Consideration and/or take action to authorize the Houston Housing Authority's facilitation of the (i) transfer of the Post Real Estate Group's leasehold interest in the Gramercy Park Apartments located at 3225 Woodland Park Drive, Houston, Texas 77082, and (ii) the future financing of the leasehold interest in the Gramercy Park Apartments located at 3225 Woodland Park Drive, Houston, Texas 77082, and the execution of all required documents therefor.**

Chairman Proler: I'll entertain a motion to approve Resolution No. 3916.

On motion by Commissioner Kirkendoll and seconded by Commissioner Ballard.

Chairman Proler asked if there is any discussion regarding this resolution. I would like the minutes to reflect that our President and CEO will report back to the Board, the status of this transaction as it gets completed, to ensure there is full financial compliance with all parties as a part of this transaction.

Secretary Bryant: Understood.

Chairman Proler: With that, all in favor say aye.

Commissioners: Aye.

The Board approved Resolution No. 3916.

IX. ADJOURNMENT

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

On motion by Commissioner Ballard and seconded by Commissioner Li.

Chairman Proler declared the meeting adjourned at 3:16 p.m.

**RESPONSES TO COMMENTS RECEIVED AT THE THURSDAY, JULY 24, 2025
BOARD OF COMMISSIONER MEETING**

A Meeting of the Board of Commissioners ("Board") of the Houston Housing Authority ("HHA") was held on Thursday, July 24, 2025, 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

Ms. Blackwell. Hello everyone, I am a resident of the Irvinton Village Apartments, and I'm coming here today with a concern. Thank you, everybody, for taking care of, partially, dealing with the trees, where the tree in the yard next door to me. This was a tree that the Housing Authority planted. They mostly got rid of the limbs off of the tree, but there's still one major branch that's hovering over...reaching to my roof, and one of the people, the contractors, was cutting the limbs off the tree, and they said that they could not do it because it was too high. They said they were not able to cut the limb, and I just felt like if they were on a step ladder, at least up to my waist, if they were able to step on something that height, but they weren't able to cut it. So, I still need somebody to look into that. And also, there are still some other trees along where the property is, where I am, they still need to be cut. And then also there was a concern, there was still a lot of trash in this lot that's in front of my house, going around the corner and I don't know exactly, if that is something owned by the city or who owns it? And they usually tell me to call it in. There's no way for me to call it in. You can't drive up to it. So, I would appreciate it if the Housing Authority could get in touch with the city or whoever, and somebody from the Housing Authority would be able to escort that person on the property. They'll have to come to where I live because the property, whatever it is, is more hidden in front of my house, and I'm trying to figure out if the city owns this. If they do, they need to remove the trees. There are nine dead trees, and I'm just trying to get this taken care of before floods or anything happens, or I get trapped and nobody can rescue me because of the dead trees, which are within the fence line of this property. I need that and I also need the trash picked up. There are so many trash bags. There are all types of things out there in that lot. So, I appreciate it when you do come, if you can make sure someone can get what you need to make sure I'm home, so when they come to the property, I can direct them and show them where the dead trees are. I would greatly appreciate it if that could be taken care of. So I am a resident of Irvinton Village apartments. I would appreciate it if somebody could get with me on that.

Chairman Proler: Yes, thank you very much. I appreciate it.

My name is Tracy Gordon, and I lived at the Historic Oaks Allen Parkway Village until October of last year, when they moved me into an extended stay hotel for two months. Going on 10 months now, and when I was told I would be there for two months, I prepared for two months. But ten months is kind of ridiculous.

Every time I ask, when am I going to get my apartment back, I'm told we don't know. When you prepare in a suitcase, you have to stay in the suitcase for 10 months instead of two months, when all of my stuff is in storage and I can't get to it. In my kitchen, I have two burners, a microwave, and a dishwasher. I don't need a dishwasher, I need an oven because I do most of my own cooking. In the past ten months, I've gotten food poisoning twice from eating out. Once, I ended up in the hospital for three days. Now my question is, when am I going to get my apartment back? I'm tired of living out of a suitcase.

Chairman Proler: Thank you. I'd like to put this on the agenda for the August meeting. I want an update on both those properties for the board and the public.



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

Consideration and/or take action to authorize expenditures not to exceed \$400,000.00 with SHI Government Solutions Inc.

2. Date of Board Meeting: August 19, 2025**3. Proposed Board Resolution:**

Resolution: That the Houston Housing Authority Board of Commissioners authorizes expenditures with SHI Government Solutions Inc. for purchases of services, equipment, and software licenses not to exceed \$400,000.00 for the year 2025 pursuant to the memorandum from Roy A. Spivey, Director of Information Technology, dated August 01, 2025, to Jamie Bryant, President & CEO.

4. Department Head Approval Signature  Roy Spivey (Aug 14, 2025 07:10:50 CDT) Date: _____

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

Funds Budgeted and Available ☐ Yes ☐ No Source _____

VP of FO Approval Signature _____ Date: _____

6. Approval of President & CEO 
Signature Jamie Bryant (Aug 13, 2025 17:35:10 CDT) Date: _____



Transforming Lives & Communities

MEMORANDUM

TO: JAMIE BRYANT, PRESIDENT & CEO
FROM: ROY A. SPIVEY, DIRECTOR OF INFORMATION TECHNOLOGY
SUBJECT: CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE EXPENDITURES NOT TO EXCEED \$200,000 WITH SHI GOVERNMENT SOLUTIONS INC.
DATE: AUGUST 01, 2025

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorize expenditures with SHI Government Solutions Inc. for purchases of services, equipment, and software licenses not to exceed \$400,000.00 for the year 2025.

BACKGROUND:

The Houston Housing Authority (HHA) Information Technology Department works with many vendors to support the agency. When procuring services, equipment, and software licenses, we seek the best service at the lowest price. One of our vendors is SHI Government Solutions Inc. (SHI), a WMBE business that provides these services. Spending with SHI has reached the \$100,000.00 limit for 2025.

We must enter a Microsoft Enterprise Licensing Agreement through a Microsoft authorized reseller to receive volume licensing from Microsoft. HHA entered into the Microsoft Enterprise Licensing Agreement through SHI. SHI holds our Microsoft Enterprise Licensing Agreement, so we purchase all our Microsoft licenses from them.

We have budgeted for the upgrade of Microsoft Office Standard 2019 to be upgraded to Microsoft Office 2024. This is due to features in the upgraded version that our current MS Office does not support or does not work efficiently, which will create a better work environment.

Many items purchased through SHI are negotiated with the actual vendor and require a reseller. For example, the Mimecast email archiving and cybersecurity solution was negotiated with Mimecast. When the final solution was approved, SHI was selected as the reseller, but this did not change the negotiated price.

The following items are budgeted for 2025.

Our current purchases are:

- Mimecast (email archiving and cybersecurity) -\$68,505.50
- VMware License (network server virtualization for phone system) – \$3,813.60
- Cisco VOIP phone licenses annual renewal – \$34,120.00

The total spending year to date is \$106,439.10.

We anticipate additional spending of the following in the year:

- VMware Licenses Renewal (network server virtualization for the HHA servers) – \$35,000.00
- Microsoft P2, E1, and other software licenses Renewal - \$50,000.00
- Citrix License Renewal (Secure remote access to HHA) - \$26,000.00
- Office 2024 (This is a one-time purchase) - \$150,000
- HP Nimble Network Storage Array support renewal - \$25,000

The total anticipated additional spend for the rest of this year is about \$286,000.00.

This will bring the total expected expenditure for SHI in 2025 to \$392,439.10. To be proactive, we are asking for the spending limit to be raised to \$400,000.

EVALUATION PROCESS:

All procurements made with SHI utilize contracts with the Texas Department of Information Resources (DIR). The DIR program delivers technology solutions to state and local government entities by leading the state's technology strategy, protecting state technology infrastructure, and offering innovative and cost-effective solutions for all levels of government.

Contracts executed by the Texas DIR are competitively bid, and the contracts are available for all state and local agencies to utilize. Utilization of state contracts meets all HUD, State, and HHA procurement requirements.

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

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes expenditures with SHI Government Solutions Inc. for purchases of services, equipment, and software licenses not to exceed \$400,000.00 for the year 2025 pursuant to the memorandum from Roy A. Spivey, Director of Information Technology, dated August 01, 2025, to Jamie Bryant, President & CEO.



Transforming Lives & Communities

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

Consideration and/or take action to authorize the President & CEO or designee to execute contracts with Flywheel LLC, Detail2Dots LLC, and Emerald West LLC, implementation of the Older Adults Home Modification Program (OAHMP), a HUD grant program. The cost per project will not exceed \$5,000 without approval from the President & CEO.

2. Date of Board Meeting: August 19, 2025**3. Proposed Board Resolution:**

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO, or designee, to negotiate and make necessary changes and corrections to contracts to perform construction services in an aggregate amount up to and not to exceed \$875,000. The cost per project will not exceed \$5,000 without approval from the President & CEO; no work shall be authorized that involves invasive work such as opening walls to install improvements, or requires building permits. These services will be allocated between Flywheel LLC, Detail2Dots LLC, and Emerald West LLC on an as-needed basis, for an initial term of three (3) years, with an option to extend an additional two (2) years pursuant the memorandum from Stedman Esene, Sr., Project Manager, REID, dated August 8, 2025 to Jamie Bryant, President & CEO.

4. Department Head Approval Signature Jay Mason Jay Mason (Aug 13, 2025 17:00:09 CDT) Date: _____

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

Funds Budgeted and Available ☐ Yes ☐ No Source _____

VP of FO Approval Signature _____ Date: _____

6. Approval of President & CEO Jamie Bryant
Signature Jamie Bryant (Aug 13, 2025 17:35:10 CDT) Date: _____



Transforming Lives & Communities

MEMORANDUM

TO: JAMIE BRYANT, PRESIDENT & CEO

THROUGH: JOEL NORTH, SENIOR VICE PRESIDENT OF ASSET MANAGEMENT AND DEVELOPMENT

THROUGH: NEAL J. RACKLEFF, EXECUTIVE VICE PRESIDENT & COO

THROUGH: JAY MASON, DIRECTOR, REID

FROM: STEDMAN ESENE, SR., PROJECT MANAGER, REID

SUBJECT: CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO EXECUTE CONTRACTS WITH FLYWHEEL LLC, DETAIL2DOTS LLC, AND EMERALD WEST LLC, IMPLEMENTATION OF THE OLDER ADULTS HOME MODIFICATION PROGRAM (OAHMP), A HUD GRANT PROGRAM. THE COST PER PROJECT WILL NOT EXCEED \$5,000 WITHOUT THE APPROVAL OF THE PRESIDENT & CEO.

DATE: AUGUST 8, 2025

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorize the President & CEO, or designee, to negotiate and make necessary changes and corrections to contracts to perform construction services in an aggregate amount not to exceed \$875,000. These services will be allocated on an as-needed basis for a period of three years (3) with an option to extend an additional two (2) years.

BACKGROUND:

The Houston Housing Authority (HHA) seeks approval to award contracts to selected contractors for the implementation of the Older Adults Home Modification Program (OAHMP), a HUD-funded initiative. In partnership with the Harris County Area Agency on Aging and the City of Houston – Housing and Community Development Department, HHA has worked to identify and select eligible participants for the program. No work shall be authorized that involves invasive work, such as opening walls to install improvements, or requires building permits.

In accordance with the grant requirements, HHA has hired an in-house occupational therapist to conduct in-person assessments of senior applicants. Following each assessment, a customized scope of work and corresponding cost estimate is developed for the home. The selected contractor will submit a proposal based on the scope of work, which will then be reviewed and validated by HHA's REID Department using Xactimate, a recognized construction cost-estimating software. The total amount of funding available for construction activities under this program is not to exceed \$825,000. As projects are approved and construction contracts awarded, the REID Department will draw down funds accordingly until the full allocation for the program has been exhausted. The cost per project will not exceed \$5,000 without approval from the President & CEO.

The overall purpose of the Older Adult Home Modification Program (OAHMP) is to enable low-income elderly Houstonians to remain in their homes through low-cost, low-barrier, high-impact home modifications that reduce older adults' risk of falling, improve general safety, increase accessibility, and improve their functional abilities in their homes. This will enable older adults to remain in their homes, that is, to "age in place," rather than move to nursing homes or other assisted care facilities.

The OAHMP model focuses on low-cost, high-impact home modifications. Examples of these home modifications include the installation of grab bars, railings, and lever-handle doorknobs and faucets, as well as the installation of adaptive equipment, such as a temporary ramp, tub/shower transfer bench, handheld shower head, raised toilet seat, risers for chairs and sofas, and non-slip strips for tub/shower or stairs. The OAHMP model primarily relies on the expertise of a licensed Occupational Therapist (OT) to ensure that the home modification addresses the client's specific goals and needs and promotes their full participation in daily life activities. The OT is trained to evaluate clients' functional abilities and the home environment and knows the range of low-cost, high-impact environmental modifications and adaptive equipment used to optimize the home environment and increase independence. To help maximize the breadth of the program, the OAHMP also supports the use of licensed OT assistants whose work under the grant is overseen by licensed OTs. The OAHMP model also encourages a person-centered approach that motivates and supports older adults as they identify their goals and learn to function safely in their homes.

Furthermore, HHA will adhere strictly to maintenance-eligible task items during participation of the OAHMP grant, in compliance with HUD regulations. The program will not accept applicants whose eligibility may trigger the need for Environmental Reviews, needing permits, and qualifying walkthroughs will be conducted prior to notifying seniors of their acceptance into the program.

In the event HHA is unable to provide assistance, a resource guide will be made available to connect applicants with qualified nonprofit organizations throughout the city that may offer support. Two major resources will come from the City of Houston HCD and the Harris County Area Agency on Aging. We have consummated a referral relationship where a number of the applicants will come from these organizations. Lastly, all selected contractors are required to remain within the assigned scopes of work and task items for each project assignment.

Services made available to participants of this program must be for the benefit of eligible low-income homeowners who are at least 62 years old to work in their privately-owned primary residence.

ADVERTISEMENT:

In March 2025, the Procurement Department posted a legal notice advertising solicitation RFQ No. 25-04 on its website and in the Forward Times and the Houston Chronicle Newspaper. The Procurement Department notified potential bidders that were on its Bidder's List.

Interested parties were also able to access RFQ 25-04 by going to the websites of the City of Houston Office of Business Opportunity ("OBO"); the Greater Houston Black Chamber of Commerce ("GHBC"); the Houston Minority Supplier Development Council ("HMSDC"); and the Houston Chapter of the National Association of Minority Contractors ("NAMC").

EVALUATION PROCESS:

On April 3, 2025, HHA opened six (6) sealed proposals, which were evaluated independently by the following HHA staff members:

| Staff | Title |
|---------------|------------------------|
| Stedman Esene | Sr. Project Manager |
| Killian Okere | Project Manager |
| Ashley Ballou | Occupational Therapist |

Each proposal was reviewed against the following evaluation criteria:

| Evaluation/Selection Criteria | Maximum Score |
|--|---------------|
| Firm's History, and resources to perform the required services | 30 |
| Qualifications of Personnel | 25 |
| Experience in Project Planning and Scheduling | 25 |
| Methodology/Approach and Sample Timelines | 20 |
| Total | 100 |

After each score sheet was submitted, the totals were averaged as follows:

| Rank | Firm/Company | M/WBE | Evaluation Rating |
|------|--------------------------------|-------|-------------------|
| 1 | Flywheel | MBE | 99 |
| 2 | Details2Dots, LLC | MBE | 90 |
| 3 | Emerald West | MBE | 86 |
| 4 | Crown Eagles Construction, LLC | N/A | 72 |
| 5 | HD Supply | N/A | 65 |
| 6 | Maylan Staffing | MBE | 62 |

The Evaluation Committee, after analyzing the scores, determined a shortlist was not needed and recommended the award to Flywheel, Details2Dots, and Emerald West.

The agency goal is to have all contracts utilizing subcontractors to spend at least 30% of the project funds with M/WBE businesses. Currently, the selected contractors intend to self-perform.

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

RECOMMENDATION:

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO, or designee, to negotiate and make necessary changes and corrections to contracts to perform construction services in an aggregate amount up to and not to exceed \$875,000. The cost per project will not exceed \$5,000 without approval from the President & CEO; no work shall be authorized that involves invasive work such as opening walls to install improvements, or requires building permits. These services will be allocated between Flywheel LLC, Detail2Dots LLC, and Emerald West LLC on an as-needed basis, for an initial term of three (3) years, with an option to extend an additional two (2) years pursuant the memorandum from Stedman Esene, Sr., Project Manager, REID, dated August 8, 2025 to Jamie Bryant, President & CEO.



Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or take action to authorize the removal of Mike Rogers from the APV Redevelopment Corporation Board of Directors and the appointment of Alton Smith as a Director of the APV Redevelopment Corporation.

2. Date of Board Meeting: August 19, 2025

3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority ("HHA") Board of Commissioners hereby authorizes the removal of Mike Rogers as a member of the APV Redevelopment Corporation Board of Directors ("Board") and appoints Alton Smith to serve as a Director of the APV Board, pursuant to the memorandum from Jamie Bryant, Secretary of the APV Redevelopment Corporation dated August 1, 2025, to the HHA Board of Commissioners.

4. Approval of President & CEO

Signature  Date: _____
Jamie Bryant (Aug 13, 2025 17:35:10 CDT)



Transforming Lives & Communities

MEMORANDUM

TO: HOUSTON HOUSING AUTHORITY BOARD OF COMMISSIONERS
FROM: JAMIE BRYANT, SECRETARY OF APV REDEVELOPMENT CORPORATION
SUBJECT: CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE REMOVAL OF MIKE ROGERS FROM THE APV REDEVELOPMENT CORPORATION BOARD OF DIRECTORS AND THE APPOINTMENT OF ALTON SMITH AS A DIRECTOR OF THE APV REDEVELOPMENT CORPORATION.
DATE: AUGUST 1, 2025

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorize the removal of Mike Rogers from the APV Redevelopment Corporation Board of Directors and approve the appointment of Alton Smith as a Director.

BACKGROUND:

Pursuant to Article III, Section 3 of the APV Redevelopment Corporation Bylaws, “each member of the Board of Directors shall be appointed by written resolution of the Board of Commissioners of the Housing Authority of the City of Houston ("HACH")... and any member of the Board of Directors may be removed from office at any time, with or without cause, by written resolution of the Board of Commissioners of HACH”;

Recognizing that the Housing Authority of the City of Houston (HACH) has since been renamed the Houston Housing Authority (HHA);

It follows that it is within the authority of the Houston Housing Authority Board of Commissioners to remove and appoint Directors to the APV Redevelopment Corporation Board of Directors.

RECOMMENDATION

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

Resolution: That the Houston Housing Authority (“HHA”) Board of Commissioners hereby authorizes the removal of Mike Rogers as a member of the APV Redevelopment Corporation Board of Directors and appoints Alton Smith to serve as a Director of the APV Redevelopment Corporation, pursuant to the memorandum from Jamie Bryant, Secretary of the APV Redevelopment Corporation dated August 1, 2025 to the HHA Board of Commissioners.



Transforming Lives & Communities

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

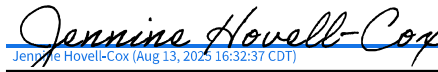
Consideration and/or take action to authorize the President & CEO or designee to execute payment, on behalf of Houston Housing Authority (HHA), pursuant to the Settlement Agreement between HHA and Karen Miniex.

2. Date of Board Meeting: August 19, 2025**3. Proposed Board Resolution:**

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO, or designee, to execute payment in the total amount of \$600,000, with \$500,000 being payable to the United States, of which \$250,000 is designated as restitution, and \$100,000 being payable to Karen Miniex, pursuant to the terms of the Settlement Agreement referenced in the memorandum from Jennine Hovell-Cox, Senior Vice President and General Counsel to Jamie Bryant, President & CEO, dated August 12, 2025.

4. Department Head Approval

Signature



Date: _____

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

Funds Budgeted and Available ☐ Yes ☐ No Source _____

VP of FO Approval

Signature

Date:

6. Approval of President & CEO

Signature




Date: _____



Transforming Lives & Communities

MEMORANDUM

TO: JAMIE BRYANT, PRESIDENT & CEO
FROM: JENNINE HOVELL-COX, SENIOR VICE PRESIDENT AND GENERAL COUNSEL
SUBJECT: CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO EXECUTE PAYMENT, ON BEHALF OF HOUSTON HOUSING AUTHORITY (HHA), PURSUANT TO THE SETTLEMENT AGREEMENT BETWEEN HHA AND KAREN MINIEX.
DATE: AUGUST 12, 2025

This memorandum recommends that Houston Housing Authority Board of Commissioners authorize the President & CEO or designee to execute payment, on behalf of Houston Housing Authority (HHA), pursuant to the Settlement Agreement between HHA and Karen Miniex.

BACKGROUND:

The Settlement Agreement (“Agreement”) is entered into between Karen Miniex (“Relator”) and Houston Housing Authority (“HHA”) (hereafter collectively referred to as “the Parties”).

On May 16, 2018, Relator filed a *qui tam* action in the United States District Court for the Southern District of Texas captioned *United States ex rel. Miniex v. Houston Housing Authority, et al.*, No. 18-CV-1609, pursuant to the *qui tam* provisions of the False Claims Act, 31 U.S.C. § 3730(b) (the “Civil Action”). The United States declined to intervene in the Civil Action. On January 12, 2024, Relator filed a Fourth Amended Complaint.

Relator contends that, from 2012 through 2018, HHA submitted or caused to be submitted false claims for payment to the United States Department of Housing and Urban Development (“HUD”) by failing to comply with federal procurement requirements and regulations. Relator further contends that, from approximately 2016 through 2018, HHA wrongfully delegated procurement compliance responsibilities to a number of property management companies, resulting in the submission of false claims for payment to HUD. The conduct described in this paragraph is defined as “the Covered Conduct.”

This Settlement Agreement is neither an admission of liability by HHA or any of its affiliates, subsidiaries, predecessors, and corporate successors and assigns, or any of its current and former officers, directors, employees, attorneys, and other agents; nor is it a concession by Relator that Relator’s claims are not well founded. HHA denies all of Relator’s allegations.

To avoid the delay, uncertainty, inconvenience, and expense of protracted litigation of the above claims, and in consideration of the mutual promises and obligations of this Settlement Agreement, the Parties agree and covenant as follows:

1. HHA shall pay to the United States \$500,000 ("FCA Settlement Amount"), of which \$250,000 is restitution, by electronic funds transfer pursuant to written instructions to be provided by the United States Attorney's Office for the Southern District of Texas. HHA will pay the FCA Settlement Amount within 14 days of execution of this Agreement.
2. HHA shall pay to Ms. Miniex \$100,000 ("Fees Settlement Amount") by electronic funds transfer pursuant to written instructions to be provided by Ms. Miniex's counsel. HHA will pay the Settlement Amount within 21 days of execution of this Agreement.

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO, or designee, to execute payment in the total amount of \$600,000, with \$500,000 being payable to the United States, of which \$250,000 is designated as restitution, and \$100,000 being payable to Karen Miniex, pursuant to the terms of the Settlement Agreement referenced in the memorandum from Jennine Hovell-Cox, Senior Vice President and General Counsel to Jamie Bryant, President & CEO, dated August 12, 2025.

PRESIDENT AND CEO REPORT FOR THE MONTH ENDING JULY 31, 2025

| | | |
|-------------|---|----|
| I. | Executive Summary | 25 |
| II. | Low-Income Public Housing | 26 |
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| VI. | Addendum: Operating Statements | 38 |

EXECUTIVE SUMMARY

LOW-INCOME PUBLIC HOUSING

The Low-Income Public Housing (LIPH) program had an adjusted vacancy rate of 4.8% on July 31, 2025. As of August 1, 2025, rent collection for July was 81.5% of rents billed on an adjusted cash accounting basis.

There are currently 23,470 active applications for the Public Housing Waiting List, which represents a decrease of 0.8% from last month.

| Low-Income Public Housing | | | | | | |
|------------------------------------|------------|--------------|------------|--------------|------------|--------------|
| | May | | June | | July | |
| Vacancy Rate | 4.8% | | 5.4% | | 4.8% | |
| Rent Collection | 95.9% | | 72.9% | | 81.5% | |
| Unit Turnaround Time (Days) | 77 | | 73 | | 84 | |
| Avg. Non-Emergency Work Order Days | 6.59 | | 9.44 | | 2.75 | |
| Waiting Lists | Duplicated | Unduplicated | Duplicated | Unduplicated | Duplicated | Unduplicated |
| | 24,532 | 10,247 | 23,669 | 9,950 | 23,470 | 9,919 |

VOUCHER PROGRAM OPERATIONS

During July 2025 the VPO staff completed 757 annual re-examinations. The VPO department also completed 448 interims, 166 change of units (moves), 28 New Admissions and 6 portability move-in transactions.

As of July 31, 2025, 397 families are enrolled in the Family Self-Sufficiency (FSS) program; 249 of the 397 (63%) 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 July 30, 2025, was 93%.

The total of 1,599 listed HCV waitlist applicants reflects the results of the purge from the 2016 waitlist.

| Voucher Program Operations | | | |
|----------------------------------|-------------|-------------|-------------|
| | May 2025 | June 2025 | July 2025 |
| Households | 19,120 | 19,123 | 19,123 |
| ABA Utilization/Unit Utilization | 90.4%/93.9% | 89.8%/93.3% | 89.8%/93.3% |
| Reporting Rate | 94% | 94% | 93% |
| Annual Reexaminations Completed | 944 | 692 | 757 |
| HQS Inspections | 1,614 | 1,794 | 1638 |
| Waitlist | 18,276 | 18,276 | 1,599 |

PROPERTY MANAGEMENT SUMMARY

| PMC | Vacancy | | | | | | Unit Turnaround Time (YTD) | | | | | |
|------------|---------|-------|------|-------|------|-------|----------------------------|-------|-------|-------|-------|-------|
| | May | | June | | July | | May | | June | | July | |
| | % | Grade | % | Grade | % | Grade | Days | Grade | Days | Grade | Days | Grade |
| Orion | 0.0 | A | 0.0 | A | 0.0 | A | 33.0 | D | 33.0 | D | 33.0 | D |
| Lynd | 2.4 | B | 2.4 | B | 2.5 | B | 57.9 | F | 55.8 | F | 67.7 | F |
| J. Allen | 2.6 | B | 3.2 | C | 1.5 | A | 93.4 | F | 84.5 | F | 78.1 | F |
| Dorchester | 2.3 | B | 3.6 | C | 3.6 | C | 50.5 | F | 48.6 | F | 56.8 | F |
| Tarantino | 6.8 | F | 6.2 | F | 5.1 | E | 114.0 | F | 109.9 | F | 137.8 | F |

| PMC | Emergency Work Orders (Completed within 24 hours) | | | | | | Routine Work Orders | | | | | |
|------------|--|-------|------|-------|------|-------|---------------------|-------|------|-------|------|-------|
| | May | | June | | July | | May | | June | | July | |
| | % | Grade | % | Grade | % | Grade | Days | Grade | Days | Grade | Days | Grade |
| Orion | 100 | A | 100 | A | 100 | A | 0.0 | A | 0 | A | 0 | A |
| Lynd | 100 | A | 100 | A | 100 | A | 3.7 | A | 7.3 | A | 5.5 | A |
| J. Allen | 100 | A | 100 | A | 100 | A | 13.2 | A | 11.5 | A | 5.2 | A |
| Dorchester | 100 | A | 100 | A | 100 | A | 2.0 | A | 3.8 | A | 2.4 | A |
| Tarantino | 100 | A | 100 | A | 100 | A | 2.9 | A | 1.6 | A | 1.5 | A |

| PMC | Rent Collection | | | | | |
|------------|-----------------|-------|------|-------|------|-------|
| | May | | June | | July | |
| | % | Grade | % | Grade | % | Grade |
| Orion | 100 | A | 100 | A | 39.0 | F |
| Lynd | 96.3 | B | 78.9 | F | 81.6 | F |
| J. Allen | 99.3 | A | 80.8 | F | 89.0 | F |
| Dorchester | 100 | A | 75.6 | F | 77.3 | F |
| Tarantino | 87.2 | F | 48.5 | F | 76.2 | 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

| | | |
|--|-----------------------------------|---|
| VACANCY RATE This indicator examines the vacancy rate, a PHA's progress in reducing vacancies, and unit turnaround time. Implicit in this indicator is the adequacy of the PHA's system to track the duration of vacancies and unit turnaround, including downtime, make-ready time, and lease-up time. | Goal 2.0% Actual 4.8% | A 0 to 2 B 2.1 to 3 C 3.1 to 4 D 4.1 to 5 E 5.1 to 6 F ≥6.1 |
| RENT COLLECTION (YTD) This report examines the housing authority's ability to collect dwelling rent owed by residents in possession of units during the current fiscal year by measuring the balance of uncollected dwelling rents as a percentage of total dwelling rents to be collected. | Goal 98% Actual 81.5% | A 98 to 100 B 96 to 97.9 C 94 to 95.9 D 92 to 93.9 E 90 to 91.9 F ≤89.9 |
| EMERGENCY WORK ORDERS This indicator examines the average number of days that it takes for an emergency work order to be completed. Emergency work orders are to be completed within 24 hours or less and must be tracked. | Goal 100% Actual 100% | A 99 to 100 B 98 to 98.9 C 97 to 97.9 D 96 to 96.9 E 95 to 95.9 F ≤94.9 |
| NON-EMERGENCY WORK ORDERS This indicator examines the average number of days that it takes for a work order to be completed. Implicit in this indicator is the adequacy of HHA's work order system in terms of how HHA accounts for and controls its work orders and its timeliness in preparing/issuing work orders. | Goal 3 Days Actual 2.75 Days | A ≤24 B 25 to 30 C 31 to 40 D 41 to 50 E 51 to 60 F ≥61 |
| ANNUAL INSPECTIONS This indicator examines the percentage of units that HHA inspects annually to determine the short-term maintenance needs and long-term modernization needs. Implicit in this indicator is the adequacy of HHA's inspection program in terms of the quality of HHA's inspections and how HHA tracks both inspections and needed repairs. *PMCs have discretionary authority to select the number of units to inspect each month, as long as all inspections are completed by September. | Goal 100% Actual 61.3% | A 100 B 97 to 99 C 95 to 96.9 D 93 to 94.9 E 90 to 92.9 F ≥89.9* |

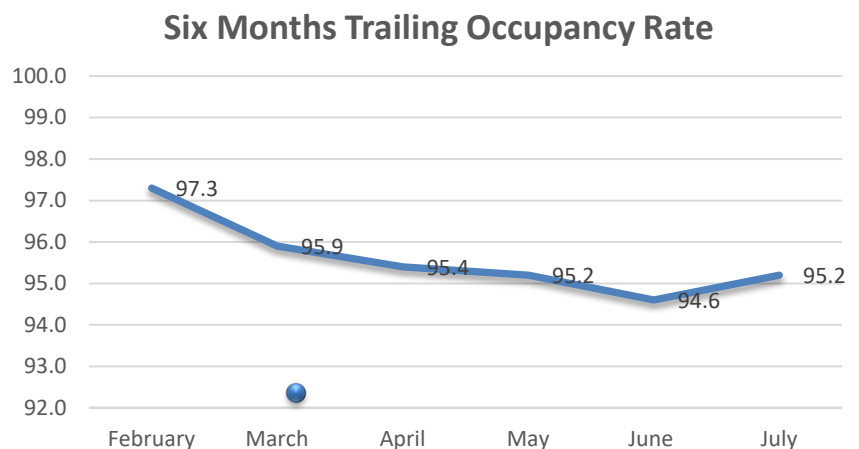
VACANCY RATE AND TURNAROUND DAYS

| Low-Income Public Housing Development | PMC | ACC Units | Approved Units Offline | Total Available ACC Units | Occupied Units | Vacant Units | Occupancy Percentage | Grade | Total Vacant Days | Units Turned YTD | Avg. Total Turnaround Days YTD | Grade |
|---------------------------------------|------------|--------------|------------------------|---------------------------|----------------|--------------|----------------------|----------|-------------------|------------------|--------------------------------|----------|
| Bellerive | J. Allen | 210 | 0 | 210 | 210 | 0 | 100.0% | A | 675 | 13 | 52 | F |
| Cuney Homes | Lynd | 553 | 0 | 553 | 498 | 55 | 90.1% | F | 412 | 4 | 103 | F |
| Ewing | Lynd | 40 | 0 | 40 | 40 | 0 | 100.0% | A | 0 | 0 | 0 | A |
| Irvinton Village | Tarantino | 308 | 0 | 308 | 289 | 19 | 93.8% | F | 1,883 | 13 | 145 | F |
| Kelly Village | Dorchester | 270 | 0 | 270 | 253 | 17 | 93.7% | F | 1,005 | 17 | 59 | F |
| Kennedy Place | Dorchester | 108 | 0 | 108 | 107 | 1 | 99.1% | A | 302 | 6 | 50 | E |
| Lyerly | J. Allen | 199 | 0 | 199 | 197 | 2 | 99.0% | A | 2,139 | 26 | 82 | F |
| Mixed-Income Developments | | | | | | | | | | | | |
| Fulton Village | Lynd | 108 | 0 | 108 | 108 | 0 | 100.0% | A | 320 | 6 | 53 | F |
| Heatherbrook | Lynd | 53 | 0 | 53 | 53 | 0 | 100.0% | A | 148 | 3 | 49 | E |
| Independence Heights | Orion | 36 | 0 | 36 | 36 | 0 | 100.0% | A | 33 | 1 | 33 | D |
| Lincoln Park | Tarantino | 200 | 0 | 200 | 192 | 8 | 96.0% | C | 1,011 | 8 | 126 | F |
| Oxford Place | J. Allen | 230 | 0 | 230 | 222 | 8 | 96.5% | C | 545 | 4 | 136 | F |
| Totals | | 2,315 | 0 | 2,315 | 2,205 | 110 | 95.2% | D | 8,473 | 101 | 84 | F |

| Section 8 New Construction Development | PMC | S8 NC Units | Units Offline | Total Available S8 NC Units | Occupied Units | Vacant Units | Occupancy Percentage | Grade | Total Vacant Days | Units Turned YTD | Avg. Total Turnaround Days YTD | Grade |
|--|-----------|-------------|---------------|-----------------------------|----------------|--------------|----------------------|----------|-------------------|------------------|--------------------------------|----------|
| Long Drive | Tarantino | 100 | 0 | 100 | 100 | 0 | 100.0% | A | 38 | 1 | 38 | D |
| Totals | | 100 | 0 | 100 | 100 | 0 | 100.0% | A | 38 | 1 | 38 | D |

*YTD Unit turnaround historical data is not available; the chart is reflecting December only.

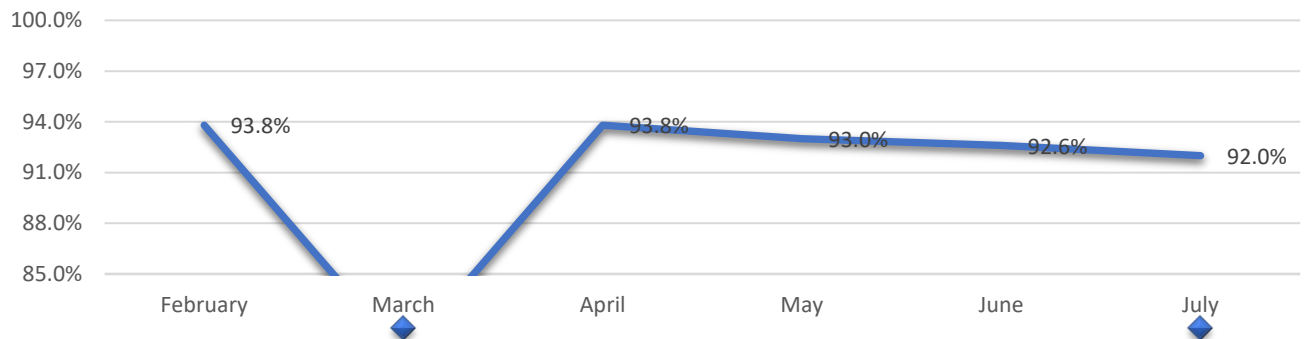
| PHAS Score | Occupancy Rate | Avg. Total Turnaround Days |
|------------|----------------|----------------------------|
| A | 98 to 100 | 1 to 20 |
| B | 97 to 97.9 | 21 to 25 |
| C | 96 to 96.9 | 26 to 30 |
| D | 95 to 95.9 | 31 to 40 |
| E | 94 to 94.9 | 41 to 50 |
| F | ≤93.9 | ≥51 |



TAX CREDIT APARTMENT LEASING/OCCUPANCY INFORMATION

| Property | Property Manager | Total Units | Public Housing Units | Total Tax Credit Units | Market Units | Vacant Tax Credit/Market Units | Occupied (%) |
|--------------------------|-------------------------------------|--------------|----------------------|------------------------|--------------|--------------------------------|--------------|
| 2100 Memorial | *CURRENTLY BEING REDEVELOPED | | | | | | |
| Mansions at Turkey Creek | Orion | 252 | 0 | 252 | 0 | 57 | 77.4% |
| Peninsula Park | Orion | 280 | 0 | 280 | 0 | 16 | 94.3% |
| Pinnacle at Wilcrest | Embrey | 250 | 0 | 250 | 0 | 8 | 96.8% |
| Uvalde Ranch | Hettig-Kahn | 244 | 0 | 244 | 0 | 32 | 86.9% |
| Willow Park | Embrey | 260 | 0 | 260 | 0 | 5 | 98.1% |
| Telephone Rd | Tarantino | 200 | 0 | 200 | 0 | 1 | 99.5% |
| TOTALS | | 1,486 | 0 | 1,486 | 0 | 119 | 92.0% |
| RAD-PBV | | | | | | | |
| Allen Parkway Village | Orion | 278 | 278 | | 0 | 217 | 21.9% |
| Historic Oaks of APV | Orion | 222 | 222 | | 0 | 222 | 0.0% |
| HRI-Victory | Orion | 140 | 140 | | 0 | 5 | 96.4% |
| Sweetwater Point | Lynd | 260 | 260 | | 0 | 41 | 84.2% |
| TOTAL | | 900 | 900 | | 0 | 485 | 50.7% |

6 Month Trailing Occupancy Rate



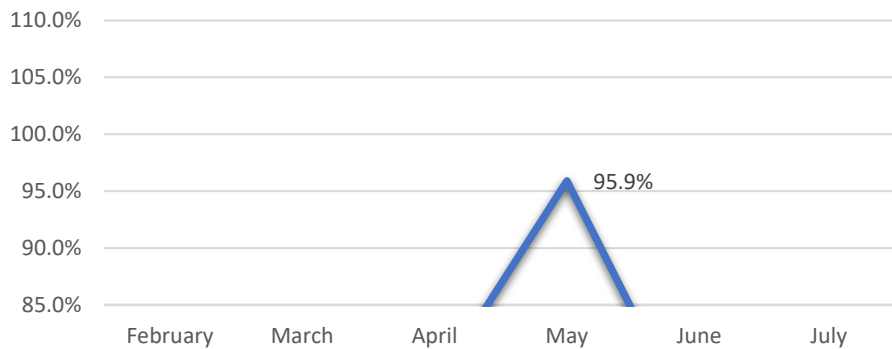
RENT COLLECTION

| Low-Income Public Housing Development | PMC | Month Billed | Month Collected | % Collected | Grade | YTD Billed | YTD Collected | % YTD Collected | Grade |
|---|------------|------------------|------------------|---------------|----------|--------------------|--------------------|-----------------|----------|
| Bellerive | J. Allen | \$64,299 | \$62,784 | 97.64% | B | \$444,202 | \$421,158 | 94.81% | C |
| Cuney Homes | Lynd | \$119,929 | \$88,691 | 73.95% | F | \$826,533 | \$627,320 | 75.90% | F |
| Ewing | Lynd | \$9,508 | \$8,835 | 92.92% | D | \$68,787 | \$62,787 | 91.28% | E |
| Irvinton Village | Tarantino | \$63,585 | \$43,126 | 67.82% | F | \$472,596 | \$365,864 | 77.42% | F |
| Kelly Village | Dorchester | \$59,046 | \$44,743 | 75.78% | F | \$418,743 | \$353,952 | 84.53% | F |
| Kennedy Place | Dorchester | \$38,714 | \$30,833 | 79.64% | F | \$263,341 | \$216,709 | 82.29% | F |
| Lyerly | J. Allen | \$60,726 | \$59,405 | 97.82% | B | \$408,956 | \$402,908 | 98.52% | A |
| Mixed-Income Housing Development | | | | | | | | | |
| Fulton Village | Lynd | \$36,511 | \$35,648 | 97.64% | B | \$259,977 | \$225,980 | 86.92% | F |
| Heatherbrook | Lynd | \$12,596 | \$12,439 | 98.75% | A | \$87,501 | \$80,653 | 92.17% | D |
| Independence Heights | Orion | \$8,979 | \$3,504 | 39.03% | F | \$55,243 | \$25,788 | 46.68% | F |
| Lincoln Park | Tarantino | \$22,380 | \$22,380 | 100.00% | A | \$297,792 | \$127,618 | 42.85% | F |
| Oxford Place | J. Allen | \$35,807 | \$21,016 | 58.69% | F | \$254,734 | \$157,604 | 61.87% | F |
| Totals | | \$532,081 | \$433,405 | 81.45% | F | \$3,858,404 | \$3,068,341 | 79.52% | F |

| Section 8 New Construction Development | PMC | Month Billed | Month Collected | % Collected | Grade | YTD Billed | YTD Collected | % YTD Collected | Grade |
|--|-----------|-----------------|-----------------|---------------|----------|------------------|------------------|-----------------|----------|
| Long Drive | Tarantino | \$22,679 | \$20,480 | 90.30% | E | \$153,170 | \$118,623 | 77.44% | F |
| Totals | | \$22,679 | \$20,480 | 90.30% | E | \$153,170 | \$118,623 | 77.44% | F |

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

6 Months Trailing Rent Collection Rate



EMERGENCY WORK ORDERS

| Low-Income Public Housing Development | PMC | Emergency Work Orders Generated | Emergency W/O Completed within 24 hours | Percentage Completed within 24 hours | Grade |
|---|------------|---------------------------------|---|--------------------------------------|----------|
| Bellerive | J. Allen | 0 | 0 | N/A | A |
| Cuney Homes | Lynd | 7 | 7 | 100.0% | A |
| Ewing | Lynd | 0 | 0 | N/A | A |
| Irvinton Village | Tarantino | 155 | 155 | 100.0% | A |
| Kelly Village | Dorchester | 10 | 10 | 100.0% | A |
| Kennedy Place | Dorchester | 2 | 2 | 100.0% | A |
| Lyerly | J. Allen | 16 | 16 | 100.0% | A |
| Mixed-Income Housing Development | | | | | |
| Fulton Village | Lynd | 0 | 0 | N/A | A |
| Heatherbrook | Lynd | 0 | 0 | N/A | A |
| Independence Heights | Orion | 0 | 0 | N/A | A |
| Lincoln Park | Tarantino | 16 | 16 | 100.0% | A |
| Oxford Place | J. Allen | 21 | 21 | 100.0% | A |
| Totals | | 227 | 227 | 100.0% | A |

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

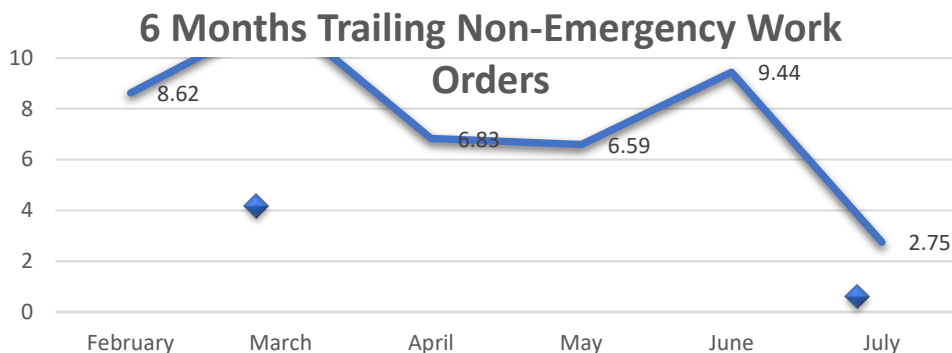
| PHAS Score | Avg. W/O Days |
|------------|---------------|
| A | 99 to 100 |
| B | 98 to 98.9 |
| C | 97 to 97.9 |
| D | 96 to 96.9 |
| E | 95 to 95.9 |
| F | ≤94.9 |

NON-EMERGENCY WORK ORDERS

| Low-Income Public Housing Development | PMC | Work Orders Generated | Average Completion Time (Days) | Grade |
|---|------------|-----------------------|--------------------------------|----------|
| Bellerive | J. Allen | 372 | 3.45 | A |
| Cuney Homes | Lynd | 231 | 6.03 | A |
| Ewing | Lynd | 19 | 1.47 | A |
| Irvinton Village | Tarantino | 128 | 2.02 | A |
| Kelly Village | Dorchester | 175 | 2.30 | A |
| Kennedy Place | Dorchester | 61 | 2.56 | A |
| Lyerly | J. Allen | 286 | 3.82 | A |
| Mixed-Income Housing Development | | | | |
| Fulton Village | Lynd | 2 | 1.00 | A |
| Heatherbrook | Lynd | 10 | 1.00 | A |
| Independence Heights | Orion | 0 | 0.00 | A |
| Lincoln Park | Tarantino | 141 | 1.00 | A |
| Oxford Place | J. Allen | 340 | 8.34 | A |
| Totals | | 1,765 | 2.75 | A |

| Section 8 New Construction Development | | Work Orders Generated | Average Completion Time (Days) | Grade |
|--|-----------|-----------------------|--------------------------------|----------|
| Long Drive | Tarantino | 0 | 0.00 | A |
| Totals | | 0 | 0.00 | A |

| 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 |
|--|------------|----------------------------|----------------------------------|----------------------------|
| Bellerive | J. Allen | 210 | 210 | 100.0% |
| Cuney Homes | Lynd | 553 | 244 | 44.1% |
| Ewing | Lynd | 40 | 33 | 82.5% |
| Irvinton Village | Tarantino | 308 | 30 | 9.7% |
| Kelly Village | Dorchester | 270 | 130 | 48.1% |
| Kennedy Place | Dorchester | 108 | 108 | 100.0% |
| Lyerly | J. Allen | 199 | 199 | 100.0% |
| Mixed-Income Housing Development | | | | |
| Fulton Village | Lynd | 108 | 0 | 0.0% |
| Heatherbrook | Lynd | 53 | 0 | 0.0% |
| Independence Heights | Orion | 36 | 36 | 100.0% |
| Lincoln Park | Tarantino | 200 | 200 | 100.0% |
| Oxford Place | J. Allen | 230 | 230 | 100.0% |
| Totals | | 2,315 | 1,420 | 61.3% |

| Section 8 New Construction Development | PMC | Inspections Due | Inspections Performed | Percentage Complete |
|---|------------|------------------------|------------------------------|----------------------------|
| Long Drive | Tarantino | 100 | 88 | 0.0% |
| Totals | | 100 | 88 | 0.0% |

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

HOUSING CHOICE VOUCHER HUD-GRADED SEMAP INDICATORS

| | | | Score | Performance |
|---|-----------|-------------|-------|-------------|
| ANNUAL REEXAMINATIONS REPORTING RATE | Goal 96% | Actual 93% | 10 | ≥96 |
| This Indicator shows whether the Agency completes a re-examination for each participating family at least every twelve (12) months. | | | 5 | 90 to 95 |
| | | | 0 | ≤89 |
| CORRECT TENANT RENT CALCULATIONS | Goal 98% | Actual 100% | 5 | 98 to 100 |
| This Indicator shows whether the Agency correctly calculates the family's share of rent to owner in the Rental Voucher Program. | | | 0 | ≤97 |
| | | | | |
| PRECONTRACT HQS INSPECTIONS | Goal 100% | Actual 100% | 5 | 98 to 100 |
| This Indicator shows whether newly leased units pass HQS inspection on or before the beginning date of the Assisted Lease and HAP Contract. | | | 0 | ≤97 |
| | | | | |
| FSS ENROLLMENT | Goal 80% | Actual 104% | 10 | ≥80 |
| This Indicator shows whether the Agency has enrolled families in the FSS Program as required. To achieve the full points for this Indicator, a housing authority must have 80% or more of its mandatory FSS slots filled. There are currently 361 mandatory slots on the FSS Program; 372 families are currently enrolled. | | | 8 | 60 to 79 |
| | | | 5 | ≤59 |
| | | | | |
| FSS ESCROW | Goal 30% | Actual 69% | 10 | ≥30 |
| This Indicator shows the extent of the Agency's progress in supporting FSS by measuring the percentage 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 397 families participating in the FSS program. Out of the 397 families, 249 (63%) of the families are eligible for escrow and currently have an FSS escrow balance. | | | 5 | ≤29 |
| | | | | |

AUGUST 2025

RENOVATION PROJECTS

PUBLIC HOUSING DEFERRED MAINTENANCE AND CAPITAL IMPROVEMENTS

- **Major Capital Projects**

- **HRI- Siding and Exterior Repairs to Historic Homes in Freeman’s Town (4th Ward)**
Update

An additional PNA was granted to gather costs for interior repairs. We are currently waiting for the completion of the Property Needs Assessment (PNA) to review the scope.

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.

Update

Construction is 54% complete for APV and 61% complete for HOAPV. Phases A and B construction are running concurrently, with an anticipated completion of units as follows:

- Phase A:
 - APV - Started March of 2025;
 - HOAPV – Starting July 2025;
- Phase B:
 - APV – Started July 2025;
 - HOAPV - Starting August 2025;

Note units will be released for occupancy as the respective buildings have been completed.

Additional Update:

- *HHA and Franklin Development are reevaluating overall project completion dates due to unforeseen conditions.*
- *Substantial completion has been achieved for six APV - Phase A Buildings: 201, 203, 204, 206, 208, and 210.*
- *Relocation efforts are in progress; 34 families have been successfully moved into Phase A.*

HURRICANE HARVEY

FEMA has consolidated several projects under a Section 428 grant, allowing HHA to allocate \$34 million across eligible developments.

Independence Heights II

- Approved by the HHA Board in December 2023.
- \$24.5 million of FEMA funds have been allocated.
- The unit count has been revised from 260 to 221 to meet TDHCA requirements.
- Funds from Forest Green and Clayton have been reallocated to support this development.
- Construction is expected to start in the last quarter of 2025.

Update:

- Project date has shifted slightly, with a groundbreaking scheduled for the last quarter of 2025.

Remaining FEMA 428 Funds

- The remaining balance of FEMA funds will be applied to a future HHA-planned development, yet to be determined.

OPEN SOLICITATION LOG

AUGUST 2025

HHA'S PROCUREMENT DEPT.

| Type | Solicitation # | Status | Department(s) | Description | Advertisement Date | Due Date |
|----------------------------------|----------------|--------|---------------|-------------|--------------------|----------|
| NO SOLICITATIONS FOR AUGUST 2025 | | | | | | |

OPERATING STATEMENTS: 6 MONTH ENDING JUNE 30, 2025

| Central Office | Annual Budget 2025 | | MONTHLY | Year to Date Budget | Year to Date Actual | Favorable (Unfav) Variance |
|--|--------------------------|--|---------|------------------------|------------------------|----------------------------------|
| Operating Income | | | | | | |
| Total Operating Income | 9,750,000 | | 811,710 | 4,875,000 | 4,851,694 | (23,306) |
| | | | | | | |
| Operating Expenses | | | | | | |
| Salaries and Benefits | 5,487,500 | | 458,465 | 2,743,750 | 2,735,589 | 8,161 |
| Facilities and Other Administrative Expenses | 3,870,000 | | 322,004 | 1,935,000 | 1,918,352 | 16,648 |
| Total Central Office Expenses | 9,357,500 | | 780,469 | 4,678,750 | 4,653,941 | 24,809 |
| | | | | | | |
| Surplus/(Use) of Business Activities Funds for COCC | 392,500 | | 31,241 | 196,250 | 197,753 | 1,503 |

| Housing Choice Voucher Program | Annual Budget 2025 | | MONTHLY | Year to Date Budget | Year to Date Actual | Favorable (Unfav) Variance |
|---|--------------------------|--|------------|------------------------|------------------------|----------------------------------|
| Administrative Operating Income | | | | | | |
| Total Operating Income | 16,344,100 | | 1,360,644 | 8,172,050 | 8,112,297 | (59,753) |
| | | | | | | |
| Operating Expenses | | | | | | |
| Salaries and Benefits | 9,398,269 | | 785,954 | 4,699,135 | 4,668,568 | 30,567 |
| Administrative Expenses | 2,186,100 | | 179,492 | 1,093,050 | 1,075,834 | 17,216 |
| COCC-Management Fees | 4,618,062 | | 380,767 | 2,309,031 | 2,287,412 | 21,619 |
| Total Operating Costs Expenses | 16,202,431 | | 1,346,213 | 8,101,216 | 8,031,814 | 69,402 |
| | | | | | | |
| Cash Flow (Deficit) from Operations | 141,669 | | 14,431 | 70,835 | 80,483 | 9,648 |
| | | | | | | |
| Housing Assistance Payments (HAP) | | | | | | |
| | | | | | | |
| Housing Assistance Payment Subsidy | 245,000,000 | | 20,440,696 | 122,500,000 | 122,646,375 | 146,375 |
| Investment Income on HAP Reserves | 0 | | 0 | 0 | 0 | 0 |
| Housing Assistance Payments | 245,000,000 | | 20,508,006 | 122,500,000 | 122,392,374 | 107,626 |
| | | | | | | |
| HAP Current Year Excess (Use) | 0 | | (67,310) | 0 | 254,001 | 254,001 |

OPERATING STATEMENTS: 6 MONTHS ENDING JUNE 30, 2025

| Affordable Housing Rental Programs | Annual Budget 2025 | | MONTHLY | Year to Date Budget | Year to Date Actual | Favorable (Unfav) Variance |
|--|--------------------|--|------------------|---------------------|---------------------|----------------------------|
| Operating Income | | | | | | |
| HUD Subsidy - Low Rent Housing2826 | 15,038,095 | | 1,255,043 | 7,519,048 | 7,508,624 | (10,424) |
| Tenant Rental Income | 12,987,245 | | 1,083,520 | 6,493,623 | 6,485,279 | (8,344) |
| Other Income | 747,500 | | 60,417 | 373,750 | 370,102 | (3,648) |
| Capital Funds / Replacement Reserves | 4,575,000 | | 381,934 | 2,287,500 | 2,290,409 | 2,909 |
| Total Operating Income | 33,347,840 | | 2,780,914 | 16,673,920 | 16,654,414 | (19,506) |
| Operating Expenses | | | | | | |
| Administrative Expenses | 9,284,011 | | 775,056 | 4,642,006 | 4,622,984 | 19,022 |
| Tenant Services | 462,474 | | 39,831 | 231,237 | 229,185 | 2,052 |
| Utilities | 3,365,337 | | 281,007 | 1,682,669 | 1,676,248 | 6,421 |
| Maintenance | 9,204,940 | | 769,081 | 4,602,470 | 4,582,698 | 19,772 |
| Protective Services | 2,224,127 | | 182,931 | 1,112,064 | 1,108,376 | 3,688 |
| Insurance Expense | 2,145,000 | | 176,001 | 1,072,500 | 1,064,238 | 8,262 |
| Other General Expense | 250,000 | | 22,068 | 125,000 | 121,824 | 3,176 |
| Total Routine Operating Expenses | 26,935,889 | | 2,245,975 | 13,467,945 | 13,405,553 | 62,392 |
| Net Income from Operations | 6,411,951 | | 534,939 | 3,205,976 | 3,248,861 | 42,886 |
| Non-routine Maintenance (Capital Funds) | 4,275,000 | | 355,521 | 2,137,500 | 2,114,863 | 22,637 |
| Debt Service, including ESCO | 1,905,875 | | 158,299 | 952,938 | 950,195 | 2,743 |
| Cash Flow (Deficit) from Operations | 231,076 | | 21,119 | 115,538 | 183,803 | 17,506 |