



HOUSTON HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING SEPTEMBER 16, 2025

**Independence Heights I Apartments
302 Crosstimbers Street
Houston, TX 77022**



HOUSTON
HOUSING AUTHORITY



HOUSTON

HOUSING AUTHORITY

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, September 16, 2025

TABLE OF CONTENTS

AGENDA	3
August 19, 2025 BOARD MEETING MINUTES	5
COMMENTS and RESPONSES	12
NEW BUSINESS	
a. 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 in an aggregate amount not to exceed \$875,000 for the implementation of the Older Adults Home Modification Program (OAHMP), a HUD grant program. The cost of any individual project shall not exceed \$5,000 without approval from the President & CEO.	14
b. Resolution No. 3921 Consideration and/or take action to authorize Houston Housing Authority’s refinance of The Sweetwater Point Apartments, located at 7909 S. Sam Houston Pkwy East, Houston, Harris County, Texas 77075.	20
c. Resolution No. 3922 Consideration and/or take action to authorize Houston Housing Authority’s development of those certain apartments located at 222 Crosstimbers Street, Houston, Texas 77018 and known as Independence Heights II Apartments, and the execution of all required documents therefor.	25
d. Resolution No. 3923 Consideration and/or take action to authorize the President & CEO or authorized representative of the Houston Housing Authority to approve Victory Street Public Facility Corporation’s Issuance, Sale and Delivery of (1) its Multifamily Housing Revenue Bonds (Independence Heights II), Series 2025, and (2) a superseding Multifamily Housing Governmental note (Independence Heights II), and the execution of all required documents therefor.	31

PRESIDENT & CEO OPERATIONS REPORT	35
FINANCE REPORT	50
COMMUNITY ENGAGEMENT CALENDAR – October 2025	52



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, SEPTEMBER 16, 2025
2:00 PM
INDEPENDENCE HEIGHTS I APARTMENTS
302 Crosstimbers Street, Houston, TX 77022

AGENDA

- I. Call to Order
- II. Roll Call
- III. Introduction of the Interpreters
- IV. Public Hearing for the Development of **INDEPENDENCE HEIGHTS II APARTMENTS** (To Make Comments during the Public Hearing – Please add your name to the **Public Hearing** sign-in sheet when you enter the Board Meeting)
- V. 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)
- VI. Approval of the August 19, 2025, Houston Housing Authority Board Meeting Minutes
- VII. CEO Operational Updates
- VIII. New Business
 - a. **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 in an aggregate amount not to exceed \$875,000 for the implementation of the Older Adults Home Modification Program (OAHMP), a HUD grant program. The cost of any individual project shall not exceed \$5,000 without approval from the President & CEO.
 - b. **Resolution No. 3921:** Consideration and/or take action to authorize Houston Housing Authority’s refinance of The Sweetwater Point Apartments, located at 7909 S. Sam Houston Pkwy East, Houston, Harris County, Texas 77075.

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.

- c. Resolution No. 3922:** Consideration and/or take action to authorize Houston Housing Authority's development of those certain apartments located at 222 Crosstimbers Street, Houston, Texas 77018 and known as Independence Heights II Apartments, and the execution of all required documents therefor.
- d. Resolution No. 3923:** Consideration and/or take action to authorize the President & CEO or authorized representative of the Houston Housing Authority to approve Victory Street Public Facility Corporation's Issuance, Sale and Delivery of (1) its Multifamily Housing Revenue Bonds (Independence Heights II), Series 2025, and (2) a superseding Multifamily Housing Governmental note (Independence Heights II), and the execution of all required documents therefor.

XI. Adjournment



HOUSTON HOUSING AUTHORITY

Transforming Lives & Communities

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

MINUTES OF THE HOUSTON HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING

TUESDAY, AUGUST 19, 2025

I. CALL TO ORDER

A Meeting of the Board of Commissioners (“Board”) of the Houston Housing Authority (“HHA”) was held on Tuesday, August 19, 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

August 19, 2025: ● Live Stream Views 51 ● Average view duration 12:48 ● Peak concurrent viewers 21

II. ROLL CALL

Present:

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

Absent: Cynthia Aceves-Lewis, Commissioner

III. INTRODUCTION OF THE INTERPRETERS

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

IV. PUBLIC COMMENTS

Chairman Proler: Before we start, can we get a count on the number of people who are viewing online?

Speaker: My name is Jasmine Scott, and I am being terminated from the Houston Housing Authority Home Buyers program because I reported a mistake in handling my payments. Because the HHA failed to pay the fees owed, on time to mortgage payment, I was told that put my house in foreclosure. When I made them aware of the issue they did retroactively pay but they didn't include the fees that were incurred because of their mistake. When I sent the e-mail, made phone calls to ask them to, I want to escalate this above you to see what's going on, they basically sent me an email saying hey, you requested these documents, in the same email they gave me a notice of termination and I feel like that was...because I did tell them I was escalating it so I feel like that was retaliation against me. So, what's the system of accountability for correcting Houston Housing Authority mistakes when families were harmed? And why am I being punished instead of being protected for reporting their error? Now, let me make something clear. I have been on housing for about 7 years. While on housing, I received my master's degree from Sam Houston State

University. While on housing, I have obtained employment with Harris County. I am a club messenger mentor for the juvenile. So it's not like I'm using these services and abusing them. I'm using them and I'm trying to take every opportunity that's given for me and my kids, but it needs to be clear on how to report something and not be retaliated against when something is done in error like they've hold us accountable for the HAP contract but they're not held accountable for when they mess up on the HAP contract. So that's all I have to say. I just want to make it known what is going on. Thank you,

Secretary Bryant: Thank you, Ms. Scott. Before you leave, Mr. Coles, would you mind having one of your staff members...Ms. Joanne Gladney is in the back. Joanne will look into your issue for you, and thank you for bringing that to our attention.

Ms. Scott: Thank you.

I.T.: The Online count is currently nine people.

Speaker: Brenda Chen speaking on behalf of Lisa Sun.

Good afternoon. My name is Brenda Chen. Lisa Sun, the CEO of The Epoch Times Public Media. We operate NTD Television and the Epoch Times Weekly newspaper. For over 25 years, we have proudly served the local Asian community and partnership with Korean, Vietnamese, and other communities. The Houston Housing Authority plays a vital role in our community, providing essential services to citizens in need. I'm here to propose a partnership with you to enhance the impact, particularly to the non-English speaking people and the immigrant community. So by collaborating, we can better serve and update these populations locally. While many indigenous and immigrant community languages can be a barrier, our media can help bridge that gap, just like we have worked with the Southwest Management District for over 10 years. We can also work with you to share information on meetings and policies in multiple languages beyond English to increase and enhance awareness and education across the broader community. Through our newspaper, website, television, and social media platforms, we also help the community stay informed about the housing authority's projects and opportunities. Today I bring a proposal for you to review, and I'm looking forward to hearing from you. We hope to be a partner with you to increase awareness, education, and community engagement. Thank you so much.

Secretary Bryant: Thank you, Ms. Chen. If you turn around and look in the back, Robin, please raise your hand. That is Ms. Robin Jackson. She is our new marketing and communications coordinator for the Housing Authority. So before you leave, if you want to make a connection with her, you can give her your proposal. She will be the best person for you to speak with about your ideas for the Housing Authority and partnerships with your community.

Ms. Chen: Thank you.

V. APPROVAL OF THE MINUTES

Chairman Proler: Thank you. Before we approve the minutes, on a personal note, I'd like to thank all of you who helped Commissioner Carter, who was ill last month. He is here with us today.

Commissioner Carter: Thank you all very much. I'm still here.

a. Board Meeting Minutes: July 24, 2025

On motion by Commissioner Ballard and seconded by Commissioner Li, the Board approved the July 24, 2025, Meeting Minutes.

VI. CEO OPERATIONAL UPDATES

Chairman Proler: I'll turn it over to our President and Chief Executive Officer, Mr. Bryant, for his operational update.

Secretary Bryant: Thank you, and thank you, everybody, for coming today. I want to start off by saying a quick thank you to some staff members. I'm not going to go into the details of what has occurred over the last few weeks, but we've had a handful of staff members that have gone above and beyond in some not-so-easy situations so I just wanted to say a special thank you to Deborah, Britney and Alicia for the work that you did on the property and some of the tough situations you've dealt with, with residents recently and how you've approached those and then also to Drew for some of his work recently. Thank you to our team and staff for your attention to our residents and your care, and just didn't want that to go unnoticed today.

Commissioner Smith: Are they here?

Secretary Bryant: I'm not sure, they probably aren't in the audience now because they're usually out in the field.

I wanted to make a couple of announcements. On our Procurement portal, we do have an open application now for 4% on applications. So, for tax credit developers who may be looking to make an application or submit to TDHCA for the 4% tax credit program and bond applications, we are accepting applications for the Houston Housing Authority to consider and whether that is in partnership with you, or just to be the bond issuer, you can find that on our Procurement website at housingforhouston.com. So we encourage you to look at that, and if interested, reach out with questions or put your application in.

Also, Ms. Donna would probably get on to me if I didn't bring it up, but our annual fundraising golf tournament is coming up on September 24th down at Wildcat. Two pieces of that, first and foremost, all proceeds from the tournament will go to fund scholarships for residents and clients of the Housing Authority who are currently enrolled in college, trade school, or something similar to that nature. So two things. First and foremost, if you're a resident or a client of the Houston Housing Authority and you are enrolled in school, this is not just about any youth be an adult, you could be fresh out of high school, but if you're enrolled in college or trade school or whatever, you'd like to apply for one of these scholarships, please reach out. Donna Dixon is our liaison for this effort, and if you're interested in participating in the golf tournament or sponsoring the golf tournament, reach out to Donna as well. We still have open spots there. We look forward to seeing everybody out on the 24th at Wildcat, and thank you for your support of our residents who are furthering their education.

Lastly, and this is for the public as well as the board, I wanted to update you on a few things that are going on. One of the residents who came to the last board meeting was a resident of Historic Oaks of Allen Parkway Village, and as many people are aware, this is a historic project of the Housing Authority; in fact, the first phases of this were built in the 1940s. It has been renovated multiple times, but it is under what is now coming up on a three-year renovation that originally was projected on maybe 12 to 18 months. Unfortunately, there are a lot of reasons that has been the case, but we held a town hall Thursday night next to that community and spoke with residents to update them on the progress and what is going on. I wanted to update the board on one of the situations that came from a gentleman last month, who came to the board meeting, and so there were a handful of residents who were still living in extended stay apartments. The gentleman who was here last board month has actually been moved back on the property, and we are down to four, and might be three as of this week, families who are still in the extended stay hotels, with the plan that all of them will be back on the property in the new units within the next 30 days. So that progress is being made. You know, unfortunately, we can't un-ring the bell of why we're so far behind, but I did assure

the community on Thursday night that our team is putting all its resources into it, and they have the support they need to push forward. But there are a lot of issues there, and we are addressing them one by one, and I say again, on behalf of your government agency, I'm sorry and remiss for the mistakes that were made along the way that have come to this point, but there is light at the end of the tunnel. We are moving folks back in as we speak. We have, you know, dozens of units coming online every other week or so, and we will be able to start moving people back into that property. So there is progress being made there. What I will reiterate is that there is still work to be done. We're still going to make some mistakes. It's still going to be a little bumpy along the way, but it's going to get better, and I promise the community on Thursday night, we will be getting back down there in the next 60 to 90 days for another town hall to update them. A lot of our staff were there, and thank you for your time there to spend with the residents answering their questions and getting their concerns addressed, and we'll make sure that the board gets an update every month on the progress. That's all that is on my list, Mr. Chairman.

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.

PRESENTED BY: Roy Spivey, Director of IT

Mr. Spivey: Good afternoon, Commissioners. It has happened from time to time, where we have individual expenditures with a vendor that exceed \$100,000 before we have to bring them to the board. This happens with our vendor, SHI Government Solution Inc. SHI is a minority vendor that offers a number of services and products that can be purchased under the DIR, which is the Texas Department of Information Resources. SHI also holds our Microsoft Enterprise Licensing Agreement, which allows us to purchase line licenses for Microsoft software. There are many items that were purchased through SHI that I negotiated with the actual vendor. Thankfully, we purchased an email archiving and cybersecurity system from Mimecast and negotiated with Mimecast to get the best pricing, and they require a reseller. So we took it through SHI as our reseller, but that doesn't affect the price that we negotiated with the actual vendor.

For the budget 2025, we have already made some purchases. We purchased Mimecast, the email archiving and cybersecurity system. We also purchased VMware licenses (network server virtualization for phone system) and Cisco VOIP phone licenses, annual renewal. So today we have spent \$106,439.10. In our budget, is also additional VMware licenses for the virtualization of our servers, Microsoft Software license renewals, our Citrix license renewals, which is our remote software solution.

We're looking at purchasing either a one-time purchase of Microsoft Office or a subscription and seeing what the return on the investment is for that. We have to have a network storage array. The additional charges come to about \$286,000. We are asking to raise our spending limit to \$400,000. Do you have any questions or comments?

Chairman Proler: I have a few. Ballpark. What was your 2025 total expenditure budget for all of this calendar year? Mike, do you know that or Roy?

Mr. Spivey: I provided a spreadsheet. We have many items...

Chairman Proler: I guess where I'm going with this, is \$400,000 enough? Do you feel like, between now and the end of the year, you may need additional funds?

Mr. Spivey: I believe, at this time for SHI, \$400,000 is the right amount. We use other vendors for other things.

Chairman Proler: So you'll come back with a request if you need to?

Mr. Spivey: Yes, if we should exceed \$400,000, we will come back with the request.

Chairman Proler: But, the Office 24, you have not determined yet that you're going to purchase that?

Mr. Spivey: We just don't know if we're going to purchase that one-time retail licensing or transition over to the Microsoft 365 subscription.

Secretary Bryant: The difference is that one-time licensing is generally good for about three years before the updates come out, whereas the subscription model allows you to always get the up-to-date license. We're doing the cost-benefit analysis. This subscription model can be a little cheaper, but over three years, it can be a little more expensive. And so we're looking through this.

Chairman Proler asked for a motion to approve Resolution No. 3917.

On motion by Commissioner Li and seconded by Commissioner Ballard

Chairman Proler asked if there is any discussion regarding this resolution. Hearing none, Chairman Proler called for a vote.

The Board approved Resolution No. 3917.

- 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.**

Chairman Proler: For the record, Resolution No. 3918 has been pulled.

Secretary Bryant: Mr. Chairman, just for the public's knowledge, 3918 is being tabled with the intention that it is to be brought back to the September board meeting. There were a few things that came up since the posting last Wednesday that we need to button up before we ask the board for a final decision on it. So again, it's being tabled with the intention of coming back in September.

- 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.**

PRESENTED BY: LaKeshia Jackson, Deputy General Counsel

Ms. Jackson: Good afternoon. Resolution 3919 is 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". So this resolution is to remove Mr. Mike Rogers from the board of APV Redevelopment and is required here by the APV...

Ms. Hovell-Cox: HHA

Ms. Jackson: The APV Redevelopment Board of Directors, the corporation requires the Houston Housing Authority to approve the removal of any board member from the APV board. Therefore, we are requesting that the HHA Board of Commissioners hereby authorize the removal of Mike Rogers as a member of the APV Redevelopment Corporation Board of Directors and appoint Alton Smith to serve as the Director of the APV Redevelopment Corporation. Once there is a vacancy on the APV board, the HHA board can appoint a new director. Therefore, we're asking the HHA board to approve this resolution.

Secretary Bryant: If I could add one thing, commissioners, and this may have been explained during the prep work that you received, this has nothing to do with Mr. Rogers or his service. Mike, we thank you for your service on this board for many years. This has been a process of updating procedures and Legal structures to look at, how many non-commissioners serve on these boards versus staff, and the decision going forward would be that these boards, like APV and Victory, would have at least four members, of which three of them would be commissioners and the fourth one would be whoever sits in the CEO chair, which today would be myself. So again, this has nothing to do with Mike or his service to these boards. It's just a reconfiguration of how we're going to structure these going forward.

Chairman Proler asked for a motion to adopt Resolution No. 3919.

On motion by Commissioner Li and seconded by Commissioner Ballard.

Chairman Proler asked if there is any discussion regarding this resolution. Hearing none, Chairman Proler called for a vote.

The Board approved Resolution No. 3919.

VIII. EXECUTIVE SESSION

Chairman Proler suspended the Public Session on Tuesday, August 19, 2025, at 2:24 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.

IX. RECONVENE PUBLIC SESSION

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

ROLL CALL: Commissioner Carter and Secretary Bryant did not return to the meeting.

Chairman Proler: Secretary Bryant is upstairs.

NEW BUSINESS continued

- 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.**

PRESENTED BY: Jennine Hovell-Cox, Senior Vice President & General Counsel

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.

Chairman Proler asked for a motion to adopt Resolution No. 3920.

On motion by Commissioner Ballard and seconded by Commissioner Smith, the Board approved Resolution No. 3920.

X. ADJOURNMENT

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

On motion by Commissioner Ballard and seconded by Commissioner Kirkendoll.

Chairman Proler declared the meeting adjourned at 3:18 p.m.

**RESPONSES TO COMMENTS RECEIVED AT THE TUESDAY, AUGUST 19, 2025
BOARD OF COMMISSIONERS MEETING**

A Meeting of the Board of Commissioners (“Board”) of the Houston Housing Authority (“HHA”) was held on Tuesday, August 19, 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

C = Speaker1: My name is Jasmine Scott, and I am being terminated from the Houston Housing Authority Home Buyers program because I reported a mistake in handling my payments. Because the HHA failed to pay the fees owed, on time to mortgage payment, I was told that put my house in foreclosure. When I made them aware of the issue they did retroactively pay but they didn't include the fees that were incurred because of their mistake. When I sent the e-mail, made phone calls to ask them to, I want to escalate this above you to see what's going on, they basically sent me an email saying hey, you requested these documents, in the same email they gave me a notice of termination and I feel like that was...because I did tell them I was escalating it so I feel like that was retaliation against me. So, what's the system of accountability for correcting Houston Housing Authority mistakes when families were harmed? And why am I being punished instead of being protected for reporting their error? Now, let me make something clear. I have been on housing for about 7 years. While on housing, I received my master's degree from Sam Houston State University. While on housing, I have obtained employment with Harris County. I am a club messenger mentor for the juvenile. So it's not like I'm using these services and abusing them. I'm using them and I'm trying to take every opportunity that's given for me and my kids, but it needs to be clear on how to report something and not be retaliated against when something is done in error like they've held us accountable for the HAP contract, but they’re not held accountable for when they mess up on the HAP contract. So that's all I have to say. I just want to make it known what is going on. Thank you,

Secretary Bryant: Thank you, Ms. Scott. Before you leave, Mr. Coles, would you mind having one of your staff members...Ms. Joanne Gladney is in the back. Joanne will look into your issue for you, and thank you for bringing that to our attention.

Ms. Scott: Thank you.

C = Speaker2: Brenda Chen speaking on behalf of Lisa Sun.

Good afternoon. My name is Brenda Chen. Lisa Sun, the CEO of The Epoch Times Public Media. We operate NTD Television and the Epoch Times Weekly newspaper. For over 25 years, we have proudly

served the local Asian community and partnership with Korean, Vietnamese, and other communities. The Houston Housing Authority plays a vital role in our community, providing essential services to citizens in need. I'm here to propose a partnership with you to enhance the impact, particularly to the non-English speaking people and the immigrant community. So by collaborating, we can better serve and update these populations locally. While many indigenous and immigrant community languages can be a barrier, our media can help bridge that gap, just like we have worked with the Southwest Management District for over 10 years. We can also work with you to share information on meetings and policies in multiple languages beyond English to increase and enhance awareness and education across the broader community. Through our newspaper, website, television, and social media platforms, we also help the community stay informed about the housing authority's projects and opportunities. Today I bring a proposal for you to review, and I'm looking forward to hearing from you. We hope to be a partner with you to increase awareness, education, and community engagement. Thank you so much.

Secretary Bryant: Thank you, Ms. Chen. If you turn around and look in the back, Robin, please raise your hand. That is Ms. Robin Jackson. She is our new marketing and communications coordinator for the Housing Authority. So before you leave, if you want to make a connection with her, you can give her your proposal. She will be the best person for you to speak with about your ideas for the Housing Authority and partnerships with your community.

Ms. Chen: Thank you.



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 in an aggregate amount not to exceed \$875,000 for the implementation of the Older Adults Home Modification Program (OAHMP), a HUD grant program. The cost of any individual project shall not exceed \$5,000 without approval from the President & CEO.

2. Date of Board Meeting: September 16, 2025**3. Proposed Board Resolution:**

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO, or designee, to enter into, negotiate, and make necessary changes and corrections to contracts for construction services in an aggregate amount not to exceed \$875,000 with 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 for an additional two (2) years pursuant to the memorandum from Stedman Esene, Sr., Project Manager, REID, dated September 10, 2025 to Jamie Bryant, President & CEO.

4. Department Head Approval Signature *Joel North* Joel North (Sep 11, 2025 13:00:49 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* Jamie Bryant (Sep 11, 2025 15:08:12 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 IN AN AGGREGATE AMOUNT NOT TO EXCEED \$875,000 FOR THE IMPLEMENTATION OF THE OLDER ADULTS HOME MODIFICATION PROGRAM (OAHMP), A HUD GRANT PROGRAM. THE COST OF ANY INDIVIDUAL PROJECT SHALL NOT EXCEED \$5,000 WITHOUT THE APPROVAL OF THE PRESIDENT & CEO.

DATE: SEPTEMBER 10, 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 requires building permits or involves invasive work, such as opening walls to install improvements.

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 or require 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 for 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 none of the selected firms are on the HUD Debarment List.

RECOMMENDATION:

Accordingly, I recommend that the Board consider Resolution No. 3918.

RESOLUTION NO. 3918

RESOLUTION AUTHORIZING THE PRESIDENT & CEO, OR DESIGNEE, TO ENTER INTO, NEGOTIATE, AND MAKE NECESSARY CHANGES AND CORRECTIONS TO CONTRACTS FOR CONSTRUCTION SERVICES, IN AN AGGREGATE AMOUNT NOT TO EXCEED \$875,000 WITH 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 FOR AN ADDITIONAL TWO (2) YEARS.

WHEREAS HHA was awarded the Older Adults Home Modification Program (OAHMP) grant, which is to be used for low-cost, high-impact home modifications such as the installation of grab bars, railings, and lever-handle doorknobs and faucets, as well as adaptive equipment including temporary ramps, tub/shower transfer benches, handheld shower heads, raised toilet seats, chair and sofa risers, and non-slip strips for tub, showers, or stairs;

WHEREAS, HHA has partnered with the Harris County Area Agency on Aging and the City of Houston Housing and Community Development Department to identify and select eligible participants for the program;

WHEREAS, HHA will rely on the expertise of its in-house Occupational Therapist (OT) to conduct client assessments and recommend home modifications, as the OAHMP model primarily relies on the professional judgment of a licensed OT to ensure that each modification addresses the client's specific goals and needs;

WHEREAS, following each assessment, a customized scope of work and corresponding cost estimate will be developed for the home. Each scope of work, representing a single project for an individual client, will be assigned to a construction contractor for completion. The selected contractor will submit a proposal based on the scope of work, and the cost of any single project shall not exceed \$5,000 without approval from the President & CEO. No work shall be authorized that requires building permits or involves invasive work, such as opening walls to install improvements;

WHEREAS, the Houston Housing Authority (HHA) seeks approval to award construction contracts in an aggregate amount not to exceed \$875,000 for the implementation of home modifications to Flywheel, Details2Dots, and Emerald West on an as-needed basis for an initial term of three (3) years, with an option to extend for an additional two (2) years;

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

BE IT RESOLVED, that the President & CEO, or designee is hereby authorized to enter into, negotiate, and make necessary changes and corrections to contracts for construction services, in an aggregate amount not to exceed \$875,000 with 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 for an additional two (2) years.

RESOLVED, this resolution shall be in full force and effect from and upon its adoption.

[Remainder of page intentionally left blank for signature]

PASSED this 16th day of September 2025.

CHAIR

ATTEST:

Secretary



HOUSTON

HOUSING AUTHORITY

Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or take action to authorize Houston Housing Authority's refinance of The Sweetwater Point Apartments, located at 7909 S. Sam Houston Pkwy East, Houston, Harris County, Texas 77075.

2. Date of Board Meeting: September 16, 2025

3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the Houston Housing Authority (the "**Authority**") to take such actions necessary or convenient to refinance the Sweetwater Point Apartments pursuant to the memorandum from Jay Mason, Director of REID, dated August 26, 2025, to Jamie Bryant, President & CEO.

4. Department Head Approval

Signature Joel North
[Joel North \(Sep 11, 2025 13:00:49 CDT\)](#) Date: _____

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

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

VP of FO Approval Signature _____ Date: _____

6. Approval of President & CEO

Signature Jamie Bryant
[Jamie Bryant \(Sep 11, 2025 15:08:12 CDT\)](#) Date: _____



Transforming Lives & Communities

MEMORANDUM

TO: JAMIE BRYANT, PRESIDENT & CEO
FROM: JAY MASON, DIRECTOR OF REID
SUBJECT: CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE HOUSTON HOUSING AUTHORITY'S REFINANCE OF THE SWEETWATER POINT APARTMENTS, LOCATED AT 7909 S. SAM HOUSTON PKWY EAST, HOUSTON, HARRIS COUNTY, TEXAS 77075.
DATE: AUGUST 26, 2025

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorize the Houston Housing Authority (the "**Authority**") to take such actions as are necessary or convenient to refinance the Sweetwater Point Apartments.

BACKGROUND:

The Authority owns the land on which the Project is constructed and entered into that certain Ground Lease dated July 19, 2013, as amended by that certain First Amendment to Ground Lease dated August 31, 2022 (collectively, the "**Ground Lease**") granting site control of the land to Sweetwater Point Limited Partnership, a Texas limited partnership (the "**Partnership**").

The initial closing for the Project occurred on July 19, 2013. The Project is a LIHTC housing project. The Project contains 260 units and the unit mix is as follows:

	60% AMI	80% AMI	Market	Totals
1 Bedroom	0	0	0	0
2 Bedrooms	112	0	0	112
3 Bedrooms	148	0	0	148
Totals	260	0	0	260
Percentages	100%	0	0	0

At the time of closing, a refinance of the existing loan was anticipated. The Partnership now desires to refinance with a loan from Citibank, N.A., a national banking association, as assigned to Federal Home Loan Mortgage Corporation (collectively the "**Lender**"). The Lender has issued an Executive Summary outlining the refinance, which includes the following loan structure:

- Unpaid Principal on Existing Loan: estimated \$12,500,000
- Citibank refinance loan not to exceed \$22,000,000
- Loan Term: 7 years
- Interest Rate: 5.91% (fixed)
- The uses for the loan proceeds after pay-off of the existing loan include funding of lender-required reserves, critical repairs, non-critical repairs and closing costs.
- Cash out; cash will be due to the Partnership in the approximate amount of \$6,500,000

The terms provided above are subject to change based on continued payments on the existing loan, the market and underwriting.

APPROVALS:

The Board of Commissioners of the Authority (the "**Board**") authorizes the President and Chief Executive Officer of the Authority and/or his/her designee to review, approve and execute all certificates, affidavits, agreements, documents and other writings (collectively the "**Agreements**") the President and Chief Executive Officer shall deem to be necessary or desirable in the consummation of the transactions herein contemplated.

The Board authorizes that all acts, transactions, or agreements undertaken prior hereto by the President and Chief Executive Officer of the Authority or his/her designee in connection with the foregoing matters are hereby ratified and confirmed as the valid actions of the Authority, effective as of the date such actions were taken.

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

RECOMMENDATION

Accordingly, I recommend that the Board consider Resolution No. 3921.

RESOLUTION NO. 3921

RESOLUTION AUTHORIZING THE HOUSTON HOUSING AUTHORITY (THE "AUTHORITY") TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO REFINANCE THE SWEETWATER POINT APARTMENTS (THE "PROJECT")

WHEREAS, the Authority owns the land on which the Project is constructed and entered into that certain Ground Lease dated July 19, 2013, as amended by that certain First Amendment to Ground Lease dated August 31, 2022 (collectively, the **"Ground Lease"**) granting site control of the land to Sweetwater Point Limited Partnership, a Texas limited partnership (the **"Partnership"**);

WHEREAS, the Partnership desires to refinance the existing financing for the Project (the **"Existing Loan"**) by obtaining a new loan in an aggregate principal amount not to exceed \$22,000,000 (**"Refinance Loan"**) from Citibank, N.A., a national banking association, to be assigned to Federal Home Loan Mortgage Corporation (collectively, the **"Lender"**) to pay off the Existing Loan and release the associated documents securing the Existing Loan; and in connection therewith, the Lender will require the Authority to join in the execution of documents evidencing and securing the Refinance Loan (collectively, the **"Loan Documents"**);

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

BE IT RESOLVED, that the President and Chief Executive Officer of the Authority and/or his/her designee is hereby authorized to review, approve and execute all certificates, affidavits, agreements, documents, instruments, deeds and other writings (collectively the **"Agreements"**) the President and Chief Executive Officer shall deem to be necessary or desirable in the consummation of the transactions necessary to close the Refinance Loan;

BE IT FURTHER RESOLVED, that all acts, transactions, or agreements undertaken prior to the date hereof by the President and Chief Executive Officer of the Authority or his/her designee, in furtherance of the Refinance Loan and 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(s) in the consummation of the Refinance Loan and the transactions herein contemplated and to do any and all other acts and things necessary or proper in furtherance thereof, as the President and Chief Executive Officer shall deem to be necessary or desirable, and all acts heretofore taken by the designee of the President and Chief Executive Officer to such end are hereby expressly ratified and confirmed as the acts and deeds of the Authority.

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

[Remainder of page intentionally left blank for signature]

PASSED this 16th day of September, 2025.

CHAIR

ATTEST:

Secretary



AGENDA ITEM
1. Brief Description of Proposed Item

Consideration and/or take action to authorize Houston Housing Authority's development of those certain apartments located at 222 Crosstimbers Street, Houston, Texas 77018 and known as Independence Heights II Apartments, and the execution of all required documents therefor.

2. Date of Board Meeting: September 16, 2025**3. Proposed Board Resolution:**

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the Houston Housing Authority (the "Authority") to take such actions necessary or convenient to facilitate the development of Independence Heights II Apartments (the "Project") pursuant to the memorandum from Jay Mason, Director of REID, dated August 26, 2025, to Jamie Bryant, President & CEO.

4. Department Head Approval Signature *Joel North* Date: _____
Joel North (Sep 11, 2025 14:58:53 CDT)
5. Statement regarding availability of funds by VP of Fiscal Operations

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

VP of FO Approval Signature _____ Date: _____

6. Approval of President & CEO *Jamie Bryant*
 Signature *Jamie Bryant* Date: _____
Jamie Bryant (Sep 11, 2025 15:10:49 CDT)



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO: JAMIE BRYANT, PRESIDENT & CEO
FROM: JAY MASON, DIRECTOR OF REID
SUBJECT: CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE HOUSTON HOUSING AUTHORITY'S DEVELOPMENT OF INDEPENDENCE HEIGHTS II APARTMENTS, LOCATED AT 222 CROSSTIMBERS STREET, HOUSTON, TEXAS 77018, AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.
DATE: AUGUST 26, 2025

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorize the Houston Housing Authority (the "Authority") to take such actions necessary or convenient to facilitate the development of Independence Heights II Apartments, located at 222 Crosstimbers Street, Houston, Texas 77018 (the "Project").

BACKGROUND:

The Authority entered into a Memorandum of Understanding with Columbia Independence Heights, LLC ("Developer") effective as of December 20, 2023. Developer and HHA agreed to develop a newly constructed multifamily development in Houston, Texas, to be known as Independence Heights II Apartments. The Project is a 4% low-income housing tax credit project. The Project will be financed in part with FEMA funds in an amount not to exceed \$20,000,000, subject to receipt of all necessary approvals from FEMA. The unit mix at the Project is currently projected to be as follows:

	30% PBV	50% PBV	60% PBV	60% LIHTC	80% LIHTC	Market	Totals
1 Bedroom	6	6	20	26	0	7	65
2 Bedrooms	12	12	57	45	0	2	128
3 Bedrooms	2	2	14	10	0	0	28
Totals	20	20	91	81	0	9	221
Percentages	9.0%	9.0%	41.2%	36.7%	0.0%	4.1%	100.00%

RECOMMENDATION

Accordingly, I recommend that the Board consider Resolution No. 3922:

EXHIBIT A
Formal Resolution

RESOLUTION NO. 3922

RESOLUTION AUTHORIZING THE PRESIDENT & CEO OR AUTHORIZED REPRESENTATIVE OF THE HOUSTON HOUSING AUTHORITY (THE “AUTHORITY”) TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO FACILITATE THE DEVELOPMENT OF INDEPENDENCE HEIGHTS II, LOCATED AT 222 CROSSTIMBERS STREET, HOUSTON, TEXAS 77018 (THE “PROJECT”).

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

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

WHEREAS, to facilitate financing of the development of the Project, the Authority will be required to join in the execution of documents, including but not limited to the mortgages, assignments of rents, security agreements, fixture filing statements, indemnity agreements, guaranties, development agreements, certificates, directions, approvals, waivers, notices, and other instruments evidencing and/or securing the loans (collectively, the “**Financing Documents**”);

WHEREAS, the Authority desires that certain of the units in the Project be project-based voucher units under the HUD Section 8 Project Based Voucher program (“**PBV Units**”) and in connection therewith, the Authority desires to enter into a Section 8 Project-Based Voucher Program PBV Agreement to Enter Into a Housing Assistance Payment Contract, and Section 8 Project-Based Voucher Program PBV Housing Assistance Payment Contract and related documents to be entered into by the Authority, including but not limited to certifications, assignments and such other documents, all upon such terms and conditions as the Authority deems reasonable (the “**PBV Documents**”);

WHEREAS, to facilitate financing the development of the Project and subject to receipt of all necessary approvals from FEMA, HHA desires to grant FEMA funds in an amount not to exceed \$20,000,000 to VRC pursuant to a grant agreement or such other agreements or documents as may be required by the parties (the “**FEMA Grant Documents**”);

NOW, THEREFORE, in connection with the development, construction and equipping of the Project, the Board of Commissioners hereby adopts the following resolutions:

BE IT RESOLVED, that the President and Chief Executive Officer of the Authority and/or his designee is hereby authorized to review, approve and execute all certificates, affidavits, agreements, documents and other writings related to the transactions described herein, including without limitation, the Ground Lease, the Financing Documents, PBV Documents, FEMA Grant Documents and any and all documents contemplated in connection with the Authority’s

development of the Project (collectively, the “**Agreements**”), which the President and Chief Executive Officer shall deem to be necessary or desirable in the consummation of the transactions herein contemplated;

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

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

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

[Remainder of page intentionally left blank for signature]

PASSED this 16th day of September, 2025.

ATTEST:

CHAIR

Secretary



Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or take action to authorize the President & CEO or authorized representative of the Houston Housing Authority to approve Victory Street Public Facility Corporation’s Issuance, Sale and Delivery of (1) its Multifamily Housing Revenue Bonds (Independence Heights II), Series 2025, and (2) a superseding Multifamily Housing Governmental note (Independence Heights II), and the execution of all required documents therefor.

2. Date of Board Meeting: September 16, 2025

3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or authorized representative of the Houston Housing Authority (the “**Authority**”) to take such actions necessary or convenient to approve Victory Street Public Facility Corporation’s Issuance, Sale and Delivery of (1) its Multifamily Housing Revenue Bonds (Independence Heights II), Series 2025, and (2) a superseding Multifamily Housing Governmental note (Independence Heights II); approving the form and substance of and authorizing the execution and delivery of documents and instruments necessary to carry out the financing of such multifamily rental residential development; and containing other provisions relating to the subject, and the execution of all required documents therefor pursuant to the memorandum from Jay Mason, Director of REID, dated August 26, 2025, to Jamie Bryant, President & CEO.

4. Department Head Approval Signature *Joel North*
Joel North (Sep 11, 2025 13:00:49 CDT) Date: _____

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

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

VP of FO Approval Signature _____ Date: _____

6. Approval of President & CEO *Jamie Bryant*
Signature Jamie Bryant (Sep 11, 2025 15:08:12 CDT) Date: _____



Transforming Lives & Communities

MEMORANDUM

TO: JAMIE BRYANT, PRESIDENT & CEO
FROM: JAY MASON, DIRECTOR OF REID
SUBJECT: CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR AUTHORIZED REPRESENTATIVE OF THE HOUSTON HOUSING AUTHORITY TO APPROVE VICTORY STREET PUBLIC FACILITY CORPORATION'S ISSUANCE, SALE AND DELIVERY OF (1) ITS MULTIFAMILY HOUSING REVENUE BONDS (INDEPENDENCE HEIGHTS II), SERIES 2025, AND (2) A SUPERSEDING MULTIFAMILY HOUSING GOVERNMENTAL NOTE (INDEPENDENCE HEIGHTS II), AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.
DATE: AUGUST 26, 2025

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorize the President & CEO or authorized representative of the Houston Housing Authority (the "**Authority**") to take such actions necessary or convenient to approve Victory Street Public Facility Corporation's Issuance, Sale and Delivery of (1) its Multifamily Housing Revenue Bonds (Independence Heights II), Series 2025, and (2) a superseding Multifamily Housing Governmental note (Independence Heights II), and the execution of all required documents therefor.

BACKGROUND

Victory Street Public Facility Corporation (the "Issuer") was created by the Houston Housing Authority (the "Sponsor") pursuant to the provisions of the Public Facility Corporation Act, Chapter 303, Texas Local Government Code, as amended (the "Act"). Section 303.071 of the Act requires that the governing body of the Sponsor approve by resolution any issuance of the Issuer's tax-exempt debt. The Issuer is issuing the tax-exempt debt to provide financing for the development of Independence Heights II.

RECOMMENDATION

Accordingly, I recommend that the Board consider Resolution No. 3923.

RESOLUTION NO. 3923

RESOLUTION APPROVING ISSUANCE BY VICTORY STREET PUBLIC FACILITY CORPORATION OF THE VICTORY STREET PUBLIC FACILITY CORPORATION MULTIFAMILY HOUSING REVENUE BONDS AND GOVERNMENTAL NOTE (INDEPENDENCE HEIGHTS II); APPROVING THE FORM AND SUBSTANCE OF AND AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS AND INSTRUMENTS NECESSARY TO CARRY OUT THE FINANCING OF SUCH MULTIFAMILY RENTAL RESIDENTIAL DEVELOPMENT; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT

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

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

WHEREAS, the Board of Directors of the Issuer (the “Board”) has determined to authorize the issuance, sale and delivery of the Issuer’s Multifamily Housing Revenue Bonds (Independence Heights II), Series 2025 (the “Bonds”), pursuant to and in accordance with the terms of a Trust Indenture (the “Trust Indenture”), between the Issuer and BOKF, NA, as trustee, and the Issuer’s Multifamily Housing Governmental Note (Independence Heights II) (the “Governmental Note,” and together with the Bonds, the “Obligations”), pursuant to and in accordance with the terms of a Funding Loan Agreement (the “Funding Loan Agreement”), among the Issuer, Wells Fargo Bank, National Association, as initial funding lender, and BOKF, NA, as fiscal agent; and

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

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

WHEREAS, as described in Section 2.12 of the Trust Indenture, upon Conversion, the Bonds will convert to the Governmental Note and the Funding Loan Agreement will supersede the Trust Indenture; and

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

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

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

Section 2. The approval herein given is in accordance with the provisions of Section 303.071 of the Act and is not to be construed as any undertaking by the Sponsor, and the Obligations shall never constitute an indebtedness or pledge of the Sponsor, the City of Houston, Harris County, or the State of Texas, within the meaning of any constitutional or statutory provision, and the owners of the Obligations shall never be paid in whole or in part out of any funds raised or to be raised by taxation or any other revenues of the Issuer, the Sponsor, the City of Houston, Harris County, or the State of Texas except those revenues assigned and pledged by the Issuer in the Trust Indenture and the Funding Loan Agreement.

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

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

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

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

PASSED AND APPROVED this 16th day of September, 2025.

CHAIR

Secretary

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

I.	Executive Summary	36
II.	Low-Income Public Housing	37
III.	Housing Choice Voucher Program	45
IV.	Real Estate, Investment and Development	46
V.	Addendum: Open Solicitation Log	49
VI.	Addendum: Operating Statements	50

EXECUTIVE SUMMARY

LOW-INCOME PUBLIC HOUSING

The Low-Income Public Housing (LIPH) program had an adjusted vacancy rate of 5.5% on August 31, 2025. As of September 1, 2025, rent collection for August was 78.7% of rents billed on an adjusted cash accounting basis.

There are currently 22,915 active applications for the Public Housing Waiting List, which represents a decrease of 2.4% from last month.

Low-Income Public Housing						
	June		July		August	
Vacancy Rate	5.4%		4.8%		5.5%	
Rent Collection	72.9%		81.5%		78.7%	
Unit Turnaround Time (Days)	73		84		86	
Avg. Non-Emergency Work Order Days	9.44		2.75		3.77	
Waiting Lists	Duplicated	Unduplicated	Duplicated	Unduplicated	Duplicated	Unduplicated
	23,669	9,950	23,470	9,919	22,915	9,693

VOUCHER PROGRAM OPERATIONS

During August 2025 the VPO staff completed 709 annual re-examinations. The VPO department also completed 381 interims, 109 change of units (moves), 36 New Admissions and 2 portability move-in transactions.

As of August 31, 2025, 394 families are enrolled in the Family Self-Sufficiency (FSS) program; 238 of the 394 (60%) families are eligible for escrow and currently have an FSS escrow balance.

The PIH Information Center (PIC) reporting rate for the one-month period ending August 31, 2025, was 92%.

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

Voucher Program Operations			
	June 2025	July 2025	August 2025
Households	19,123	19,123	19,149
ABA Utilization/Unit Utilization	89.8%/93.3%	89.8%/93.3%	89.1%/92.5%
Reporting Rate	94%	93%	92%
Annual Reexaminations Completed	692	757	709
HQS Inspections	1,794	1638	2,118
Waitlist	18,276	1,599	1,599

PROPERTY MANAGEMENT SUMMARY

PMC	Vacancy						Unit Turnaround Time (YTD)					
	June		July		August		June		July		August	
	%	Grade	%	Grade	%	Grade	Days	Grade	Days	Grade	Days	Grade
Orion	0.0	A	0.0	A	0.0	A	33.0	D	33.0	D	33.0	D
Lynd	2.4	B	2.5	B	3.1	C	55.8	F	67.7	F	64.0	F
J. Allen	3.2	C	1.5	A	2.2	B	84.5	F	78.1	F	77.1	F
Dorchester	3.6	C	3.6	C	4.4	D	48.6	F	56.8	F	61.9	F
Tarantino	6.2	F	5.1	E	6.5	F	109.9	F	137.8	F	138.6	F

PMC	Emergency Work Orders (Completed within 24 hours)						Routine Work Orders					
	June		July		August		June		July		August	
	%	Grade	%	Grade	%	Grade	Days	Grade	Days	Grade	Days	Grade
Orion	100	A	100	A	100	A	0	A	0	A	0	A
Lynd	100	A	100	A	100	A	7.3	A	5.5	A	3.7	A
J. Allen	100	A	100	A	100	A	11.5	A	5.2	A	11.6	A
Dorchester	100	A	100	A	100	A	3.8	A	2.4	A	3.1	A
Tarantino	100	A	100	A	100	A	1.6	A	1.5	A	2.0	A

PMC	Rent Collection					
	June		July		August	
	%	Grade	%	Grade	%	Grade
Orion	100	A	39.0	F	38.8	F
Lynd	78.9	F	81.6	F	78.0	F
J. Allen	80.8	F	89.0	F	89.0	F
Dorchester	75.6	F	77.3	F	80.0	F
Tarantino	48.5	F	76.2	F	65.6	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 5.5%	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 78.7%	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 3.77 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 71.6%	A 100 B 97 to 99 C 95 to 96.9 D 93 to 94.9 E 90 to 92.9 F ≥89.9*

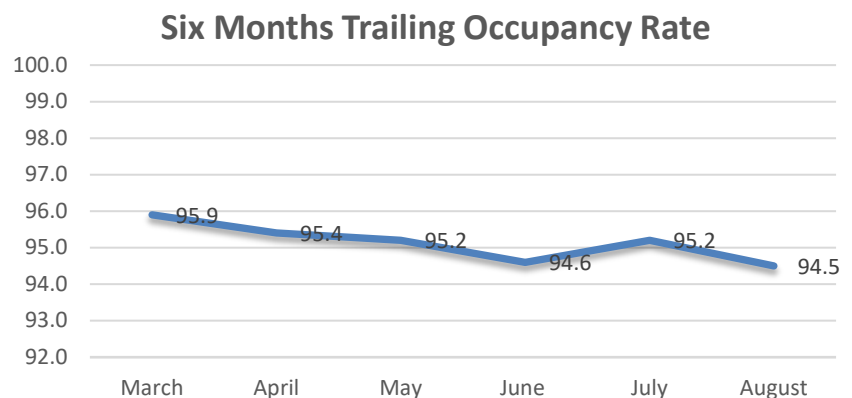
VACANCY RATE AND TURNAROUND DAYS

Low-Income Public Housing Development	PMC	ACC Units	Approv ed Units Offline	Total Available ACC Units	Occupied Units	Vacant Units	Occupancy Percentage	Grade	Total Vacant Days	Units Turned YTD	Avg. Total Turnarou nd Days YTD	Grade
Bellerive	J. Allen	210	0	210	205	5	97.6%	B	675	13	52	F
Cuney Homes	Lynd	553	0	553	494	59	89.3%	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	291	17	94.5%	E	2,593	18	144	F
Kelly Village	Dorchester	270	0	270	251	19	93.0%	F	1,184	18	66	F
Kennedy Place	Dorchester	108	0	108	106	2	98.1%	A	302	6	50	E
Lyerly	J. Allen	199	0	199	196	3	98.5%	A	2,161	27	80	F
Mixed-Income Developments												
Fulton Village	Lynd	108	0	108	106	2	98.1%	A	320	6	53	F
Heatherbrook	Lynd	53	0	53	53	0	100.0%	A	164	4	41	E
Independence Heights	Orion	36	0	36	36	0	100.0%	A	33	1	33	D
Lincoln Park	Tarantino	200	0	200	185	15	92.5%	F	1,011	8	126	F
Oxford Place	J. Allen	230	0	230	224	6	97.4%	B	634	5	127	F
Totals		2,315	0	2,315	2,187	128	94.5%	E	9,489	110	86	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 Turnarou nd Days YTD	Grade
Long Drive	Tarantino	100	0	100	99	0	100.0%	A	38	1	38	D
Totals		100	0	100	99	0	100.0%	A	38	1	38	D

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

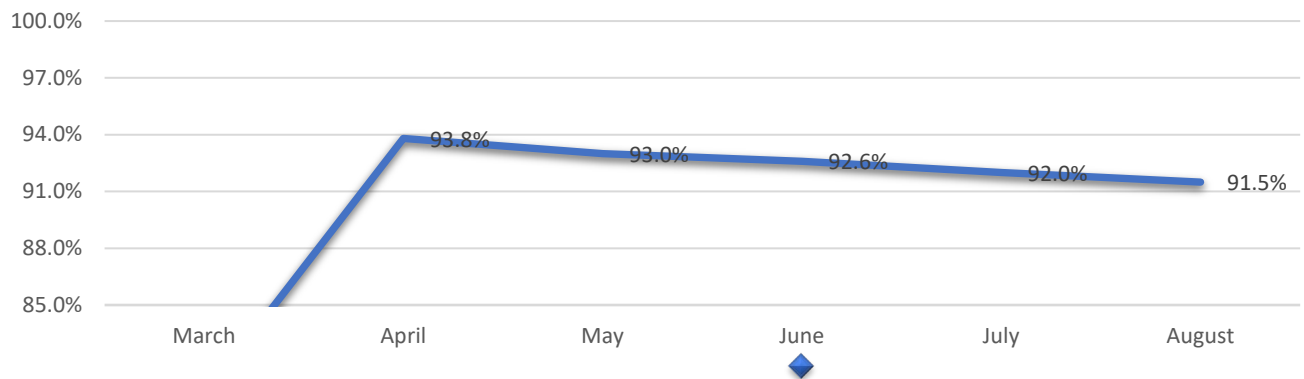
PHAS Score	Occupancy Rate	Avg. Total Turnaround Days
A	98 to 100	1 to 20
B	97 to 97.9	21 to 25
C	96 to 96.9	26 to 30
D	95 to 95.9	31 to 40
E	94 to 94.9	41 to 50
F	≤93.9	≥51



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	18	93.6%
Pinnacle at Wilcrest	Embrey	250	0	250	0	10	96.0%
Uvalde Ranch	Hettig-Kahn	244	0	244	0	35	85.7%
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	126	91.5%
RAD-PBV							
Allen Parkway Village	Orion	278	278		0	216	22.3%
Historic Oaks of APV	Orion	222	222		0	222	0.0%
HRI-Victory	Orion	140	140		0	6	95.7%
Sweetwater Point	Lynd	260	260		0	33	87.3%
TOTAL		900	900		0	477	51.3%

6 Month Trailing Occupancy Rate

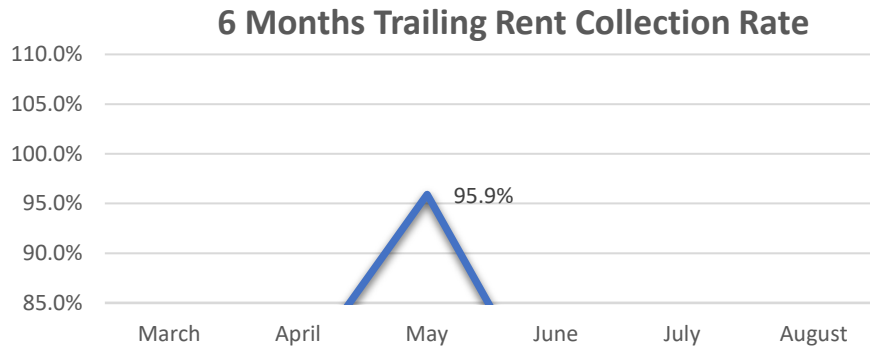


RENT COLLECTION

Low-Income Public Housing Development	PMC	Month Billed	Month Collected	% Collected	Grade	YTD Billed	YTD Collected	% YTD Collected	Grade
Bellerive	J. Allen	\$63,043	\$61,275	97.20%	B	\$507,245	\$482,434	95.11%	C
Cuney Homes	Lynd	\$116,506	\$73,225	62.85%	F	\$943,038	\$700,545	74.29%	F
Ewing	Lynd	\$8,892	\$8,186	92.06%	D	\$77,679	\$70,973	91.37%	E
Irvinton Village	Tarantino	\$65,589	\$40,584	61.88%	F	\$538,185	\$406,448	75.52%	F
Kelly Village	Dorchester	\$58,148	\$42,492	73.08%	F	\$476,890	\$396,444	83.13%	F
Kennedy Place	Dorchester	\$28,667	\$26,978	94.11%	C	\$292,008	\$243,686	83.45%	F
Lyerly	J. Allen	\$59,999	\$58,913	98.19%	A	\$468,955	\$461,821	98.48%	A
Mixed-Income Housing Development									
Fulton Village	Lynd	\$35,916	\$34,635	96.43%	B	\$295,893	\$260,615	88.08%	F
Heatherbrook	Lynd	\$76,200	\$69,262	90.89%	E	\$163,700	\$149,914	91.58%	E
Independence Heights	Orion	\$8,591	\$3,338	38.85%	F	\$63,834	\$29,125	45.63%	F
Lincoln Park	Tarantino	\$29,293	\$21,704	74.09%	F	\$327,085	\$149,322	45.65%	F
Oxford Place	J. Allen	\$35,614	\$20,969	58.88%	F	\$290,348	\$178,573	61.50%	F
Totals		\$586,457	\$461,559	78.70%	F	\$4,444,861	\$3,529,900	79.42%	F

Section 8 New Construction Development	PMC	Month Billed	Month Collected	% Collected	Grade	YTD Billed	YTD Collected	% YTD Collected	Grade
Long Drive	Tarantino	\$22,676	\$19,604	86.45%	F	\$175,846	\$138,227	78.61%	F
Totals		\$22,676	\$19,604	86.45%	F	\$175,846	\$138,227	78.61%	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



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	16	16	100.0%	A
Cuney Homes	Lynd	19	19	100.0%	A
Ewing	Lynd	2	2	100.0%	A
Irvinton Village	Tarantino	109	109	100.0%	A
Kelly Village	Dorchester	7	7	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	8	8	100.0%	A
Oxford Place	J. Allen	18	18	100.0%	A
Totals		197	197	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

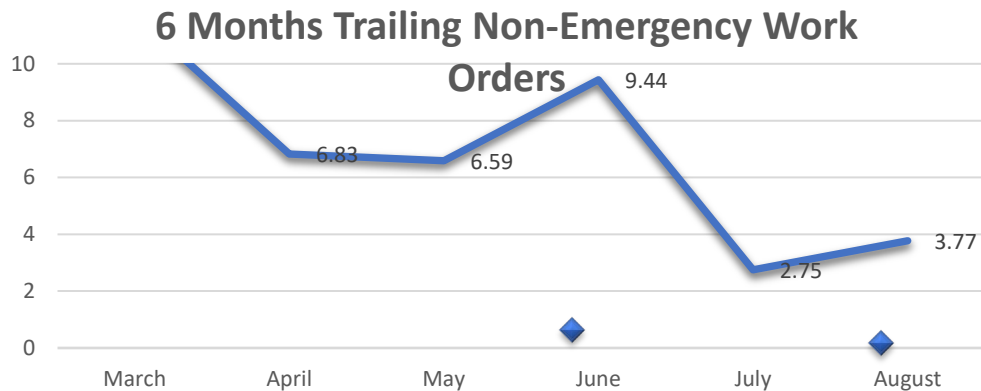
PHAS Score	Avg. W/O Days
A	99 to 100
B	98 to 98.9
C	97 to 97.9
D	96 to 96.9
E	95 to 95.9
F	≤94.9

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	282	51.0%
Ewing	Lynd	40	37	92.5%
Irvinton Village	Tarantino	308	84	27.3%
Kelly Village	Dorchester	270	166	61.5%
Kennedy Place	Dorchester	108	108	100.0%
Lyerly	J. Allen	199	199	100.0%
Mixed-Income Housing Development				
Fulton Village	Lynd	108	98	90.7%
Heatherbrook	Lynd	53	8	15.1%
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	1,658	71.6%

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 92%	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 109%	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 60%	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 394 families participating in the FSS program. Out of the 394 families, 238 (60%) of the families are eligible for escrow and currently have an FSS escrow balance.			5	≤29

SEPTEMBER 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.

TDHCA Compliance Monitoring for Public Facility Corporation Partnerships

Executive Summary

Following the passage of HB 2071 during the 88th Texas Legislative Session in 2023, the Texas Department of Housing and Community Affairs (TDHCA) has assumed oversight responsibility for Public Facility Corporation (PFC) multifamily residential developments initiated on or after June 18, 2023. This legislation requires comprehensive compliance monitoring to ensure proper use of property tax exemptions for affordable housing developments.

The Houston Housing Authority (HHA) has established a systematic process to address compliance issues identified through TDHCA's new monitoring framework. This report outlines our current compliance tracking process and the status of our developer partnerships.

Background

Under the Texas Local Government Code, Title 9 Chapter 303, Section 303.0426(c)(2) *the department shall examine the audit report and publish a report summarizing the findings of the audit. The report must be issued to a public facility user that has an interest in a development that is the subject of an audit, the comptroller, the applicable corporation, the governing body of the corporation's sponsor, and, if the corporation's sponsor is a housing authority, the elected officials who appointed the housing authority's governing board.*

HB 2071 was enacted to address perceived misuse of property tax incentives by Public Facility Corporations. Key provisions include:

- TDHCA compliance monitoring oversight for all PFC developments
- Annual audit report requirements
- Mandatory compliance with affordability restrictions
- Potential loss of tax exemptions for non-compliance

Current Compliance Process

HHA has implemented a structured approach to manage TDHCA compliance issues through our Real Estate Investment and Development (REID) division:

Process Flow:

1. **TDHCA Issues Response Request** - Compliance findings communicated to developer
2. **Developer Response Period** - 30-60 day response window established
3. **REID Review Process** - Internal evaluation of developer submissions
4. **Response Coordination** - HHA facilitates communication between the developer and TDHCA
5. **Status Monitoring** - Ongoing tracking until resolution

Compliance Tracking Matrix (Snapshot)

<u>PROPERTY NAME</u>	<u>Developer</u>	<u>Date TDHCA Response Received</u>	<u>Developer Partner Response Due Date</u>	<u>Date REID Receives Developer's Response for Review</u>	<u>Date Response Submitted (Developer)</u>	<u>Date Response Submitted to TDHCA (REID) - if applicable</u>	<u>Item Status (Open/Closed)</u>
2626 Fountain View Apartments	Aspen Oak Capital Partners	04/11/2025	06/10/2025	06/13/2025	06/10/2025	N/A	Closed
91 Fifty	Aspen Oak Capital Partners	04/11/2025	06/10/2025	06/13/2025	06/10/2025	N/A	TDHCA Acknowledged on 6/13/2025
Broadstone at Briar Forest	Lone Star Capital	07/16/2025	09/14/2025	05/20/2025	05/20/2025	N/A	Open
Circuit Apartments	AMCAL AMTEX Multi-Housing LLC	04/11/2025	06/10/2025	06/13/2025	06/10/2025	N/A	TDHCA Acknowledged on 6/13/2025
<u>08/28/2025</u> Garden Oaks Apartments	Civicap Partners	07/3/2025	09/1/2025	08/7/2025	07/08/2025	N/A	Closed

Key Compliance Issues Addressed

Common findings from TDHCA include:

- Insufficient documentation of affordability compliance
- Incomplete tenant income verification procedures
- Inadequate rent roll reporting

OPEN SOLICITATION LOG

SEPTEMBER 2025

HHH's PROCUREMENT DEPT.

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

OPERATING STATEMENTS: 7 MONTH ENDING JULY 31, 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		816,633	5,687,500	5,668,327	(19,173)
Operating Expenses						
Salaries and Benefits	5,487,500		458,245	3,201,042	3,193,834	7,208
Facilities and Other Administrative Expenses	3,870,000		324,277	2,257,500	2,242,629	14,871
Total Central Office Expenses	9,357,500		782,522	5,458,542	5,436,463	22,079
Surplus/(Use) of Business Activities Funds for COCC	392,500		34,111	228,958	231,864	2,906

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		1,355,996	9,534,059	9,468,293	(65,766)
Operating Expenses						
Salaries and Benefits	9,398,269		788,596	5,482,324	5,457,164	25,160
Administrative Expenses	2,186,100		173,412	1,275,225	1,249,246	25,979
COCC-Management Fees	4,618,062		378,707	2,693,870	2,666,119	27,751
Total Operating Costs Expenses	16,202,431		1,340,715	9,451,418	9,372,529	78,889
Cash Flow (Deficit) from Operations	141,669		15,281	82,640	95,764	13,124
Housing Assistance Payments (HAP)						
Housing Assistance Payment Subsidy	245,000,000		20,465,590	142,916,667	143,111,965	195,298
Investment Income on HAP Reserves	0		0	0	0	0
Housing Assistance Payments	245,000,000		20,377,500	142,916,667	142,769,874	146,793
HAP Current Year Excess (Use)	0		88,090	0	342,091	342,091

OPERATING STATEMENTS: 7 MONTHS ENDING JULY 31, 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		1,267,930	8,772,222	8,776,554	4,332
Tenant Rental Income	12,987,245		1,077,073	7,575,893	7,562,352	(13,541)
Other Income	747,500		59,913	436,042	430,015	(6,027)
Capital Funds / Replacement Reserves	4,575,000		373,536	2,668,750	2,663,945	(4,805)
Total Operating Income	33,347,840		2,778,452	19,452,907	19,432,866	(20,041)
Operating Expenses						
Administrative Expenses	9,284,011		778,242	5,415,673	5,401,226	14,447
Tenant Services	462,474		35,157	269,777	264,342	5,435
Utilities	3,365,337		283,008	1,963,113	1,959,256	3,857
Maintenance	9,204,940		759,989	5,369,548	5,342,687	26,861
Protective Services	2,224,127		183,267	1,297,407	1,291,643	5,764
Insurance Expense	2,145,000		178,456	1,251,250	1,242,694	8,556
Other General Expense	250,000		17,797	145,833	139,621	6,212
Total Routine Operating Expenses	26,935,889		2,235,916	15,712,602	15,641,469	71,133
Net Income from Operations	6,411,951		542,536	3,740,305	3,791,397	51,092
Non-routine Maintenance (Capital Funds)	4,275,000		347,900	2,493,750	2,462,763	30,987
Debt Service, including ESCO	1,905,875		159,652	1,111,760	1,109,847	1,913
Cash Flow (Deficit) from Operations	231,076		34,984	134,794	218,787	18,192

October

2025

Community Engagement – Resident Council

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 5pm Irvinton National Night Out	2 5pm Irvinton National Night Out	3 5pm Ewing National Night Out	4
5	6 12pm National Night Out @ Bellerive 6pm Kennedy Resident Meeting	7 3pm Bellerive Resident Meeting 5pm Cuney Homes Hot Plate Initiatives 6pm Kelly Village National Night Out	8	9	10	11
12	13 3pm Bellerive Hispanic Heritage Month	14	15 5pm Oxford Resident Meeting	16 10am Kennedy Cares Food Program Set-up 5pm Irvinton Resident Meeting	17 1pm Kennedy Cares Food Program Distribution	18
19	20 5pm Fulton Resident Meeting	21	22 5:30pm Cuney Homes Resident Meeting	23 5pm Irvinton Fall Festival 11am Harris County Public Health Day@ Kelly	24 5pm Fulton Fall Festival & National Night Out	25
26	27	28	29 5pm Lincoln Fall Festival	30	31	