

RESOLUTION NO. 18-02

**RESOLUTION APPROVING THE FISCAL YEAR ENDING MARCH 31, 2018 BUDGET
REVISION #1**

WHEREAS, the staff of Harris County Housing Authority ("HCHA") drafted Budget Revision #1 for the fiscal year beginning April 1, 2017, and ending March 31, 2018; and

WHEREAS, on a consolidated basis HCHA is projected to have a positive cash flow of \$993,610.00 for fiscal year ending March 31, 2018; and

WHEREAS, Budget Revision #1 identifies Salary Increase (Merit Pay), Increased Portability Revenue and Expense, Increased Other General Expense (Inspections), Increased Contract Cost (AFH Consultant Contract) and adjustments in various line items; and

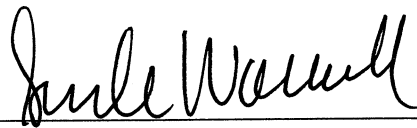
WHEREAS, the HCHA Board of Commissioners have reviewed the proposed Budget Revision # 1 and found that the anticipated revenues as reflected in the revised budget are sufficient to meet all proposed expenses for HCHA; and

WHEREAS, the US Department of Housing and Urban Development requires the approval of HUD Form 52574.

NOW, THEREFORE, BE IT RESOLVED, that the Harris County Housing Authority Board of Commissioners hereby adopts the attached Budget Revision #1 for the fiscal year beginning April 1, 2017, and ending March 31, 2018 and authorizes the execution and submission of the PHA Board Resolution - approving the operating Budget HUD Form 52574.

PASSED, by the Board of Commissioners this 24th day of January 2018.

Chairman: _____



Secretary: _____



PHA Board Resolution
Approving Operating Budget

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026
(exp. 07/31/2019)

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This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Harris County Housing Authority

PHA Code: TX441

PHA Fiscal Year Beginning: 04/01/2017

Board Resolution Number: TBD

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- ☐ Operating Budget approved by Board resolution on:
- ☐ Operating Budget submitted to HUD, if applicable, on:
- ☒ Operating Budget revision approved by Board resolution on: 01/24/2018
- ☐ Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name: <i>GERALD WOMACK</i>	Signature: <i>Gerald Womack</i>	Date: <i>2-8-2018</i>
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HARRIS COUNTY HOUSING AUTHORITY HOUSTON, TEXAS

FISCAL YEAR MARCH 31, 2018 - BUDGET REV# 1

JANUARY 17, 2018 BOC MEETING

FOR THE FISCAL YEAR ENDING MARCH 31, 2018

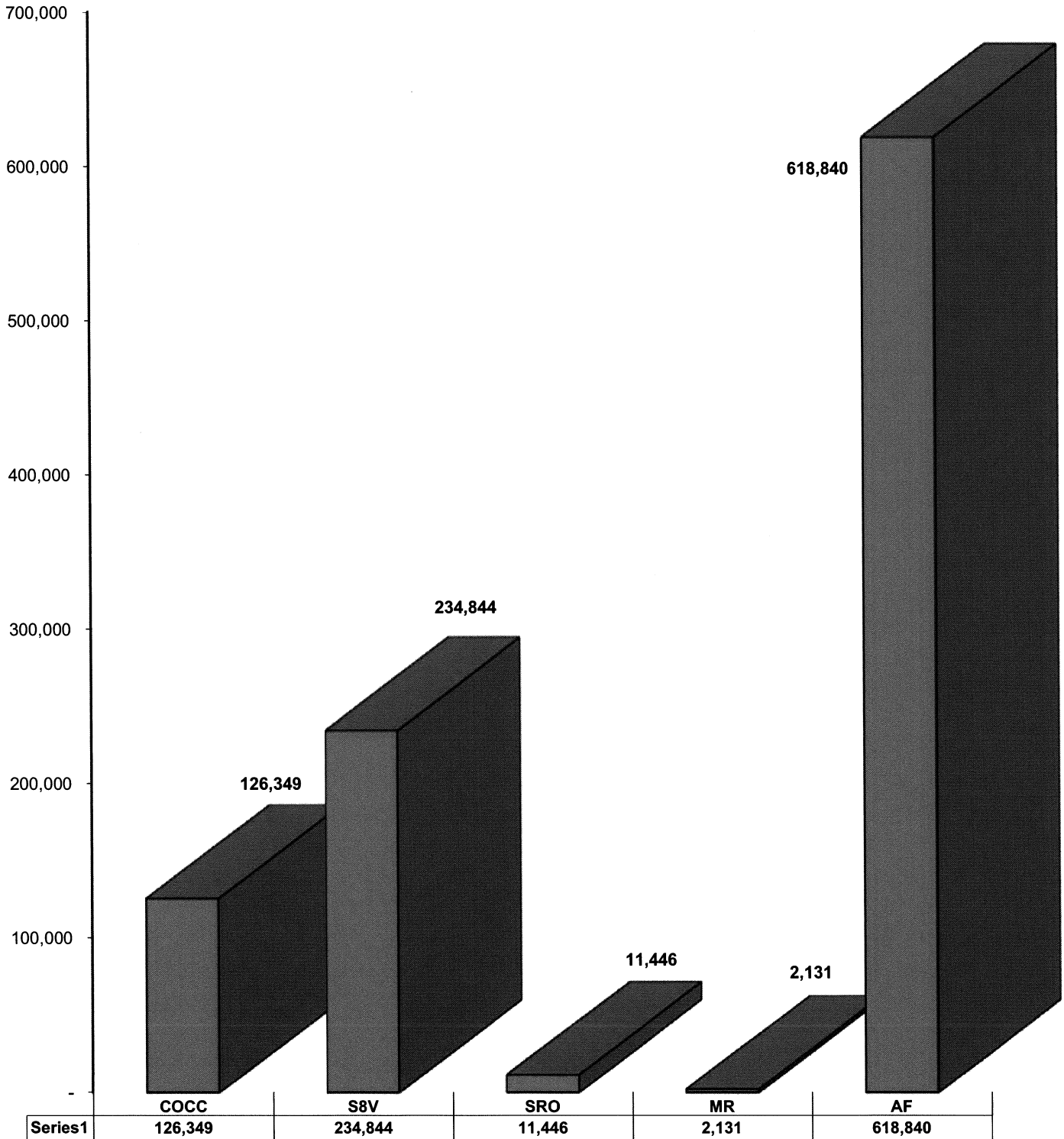
HARRIS COUNTY HOUSING AUTHORITY

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Harris County Housing Authority Schedule of Cash Flows by Program



CASH FLOWS

HARRIS COUNTY HOUSING AUTHORITY

NOTES TO ORIGINAL BUDGET

FOR THE FISCAL YEAR ENDING MARCH 31, 2018

Budget Revision #1 Notes

1. Recommend merit increases as follows:

Administration	4,423
Housing Choice Vouchers	4,138
Total	<u><u>8,561</u></u>

These increases represent the total 2018 costs.

2. There are material increases in fraud recovery & port-in HAP and Administrative fee revenues.

The original budget was based on 195 port-in vouchers while current (January 1, 2018) occupancy is 351 vouchers.

3. HCV contract costs were increased by \$16,000 for the HCHA's share of the HUD required Assessment of Fair Housing.
4. HCV Other General Expenses have been increased by \$110,608 based on new projections for contracted inspections - the no-shows & reinspection's far exceeded original expectations.

HARRIS COUNTY HOUSING AUTHORITY

CASH FLOW - FY 2018 PROJECTED ACTUAL vs FY 2018 BUDGET REVISION #1 FOR THE FISCAL YEAR ENDING MARCH 31, 2018

<u>Line of Business</u>	<u>FY 2018</u> <u>Projected Actual</u> <u>Cash Flow</u>	<u>FY 2018</u> <u>Budget</u> <u>Revision #1</u>	<u>Diff</u>
Central Office Cost Center	199,474	126,349	(73,125)
Section 8 Housing Choice Vouchers	423,800	234,844	(188,956)
Single Room Occupancy (SRO)	15,341	11,446	(3,894)
Moderate Rehab	2,460	2,131	(329)
Affordable Housing	801,819	618,840	(182,979)
Residual Receipts/(Deficit)	1,442,894	993,610	(449,283)

CONSOLIDATED

LINE	ACCT		2018 PROJECTED ACTUAL	2018 ORIGINAL BUDGET	DIFF	% 2017 ACTUAL TO BUDGET	2018 REVISION #1	2018 PROJECTED ACTUAL COSTS VS 2018 REV# 1
ITEM	#	DESCRIPTION						
OPERATING INCOME								
703	3110	NET TENANT RENTAL REVENUE	-	-	-	-	-	-
704	3422	TENANT REVENUE - OTHER	-	-	-	-	-	-
		MANAGEMENT FEES EARNED	-	-	-	-	-	-
		BOOKKEEPING FEES EARNED	-	-	-	-	-	-
		FRONT LINE SERVICE FEE	-	100,000	(100,000)	0%	-	-
		CHARGEBACK ITEMS - LEGAL	-	-	-	-	-	-
		Less: VACANCY LOSS	-	-	-	-	-	-
		Less: PRORATION AMOUNT	-	-	-	-	-	-
		PORT IN HAP REVENUE	3,262,941	2,615,024	647,917	125%	3,548,226	285,285
		HUD PHA OPERATING GRANT (CFP/S8)	42,525,822	38,286,422	4,239,400	111%	42,738,451	212,629
708	3404	OTHER GOVERNMENT GRANTS	-	-	-	-	-	-
711	3430	INVESTMENT INCOME - UNRESTRICTED	1,103	1,270	(168)	87%	1,108	6
714	3450	FRAUD RECOVERY	176,829	58,499	118,330	302%	177,713	884
715	3480	OTHER REVENUE	1,035,888	1,140,158	(104,270)	91%	1,141,359	105,471
720	3431	INVESTMENT INCOME - RESTRICTED	-	-	-	-	-	-
700		TOTAL REVENUES	47,002,582	42,201,373	4,801,209	111%	47,606,858	604,275
OPERATING EXPENDITURES								
ADMINISTRATIVE								
911	4110	ADMINISTRATIVE SALARIES	1,550,036	1,620,282	(70,247)	96%	1,655,245	105,209
915	4182	EMPLOYEE BENEFITS - ADMINISTRATIVE	505,157	529,095	(23,939)	95%	539,814	34,657
912	4171	AUDITING FEES	75,063	61,700	13,363	122%	76,700	1,637
		MANAGEMENT FEES	613,736	649,452	(35,716)	95%	650,191	36,455
		BOOKKEEPING FEES	383,590	405,913	(22,323)	95%	406,374	22,785
		ADVERTISING & MARKETING	-	-	-	-	-	-
		OFFICE EXPENSE	311,487	341,110	(29,623)	91%	336,093	24,606
		LEGAL EXPENSE	111,074	120,713	(9,640)	92%	125,641	14,567
		TRAVEL	2,754	4,000	(1,246)	69%	4,750	1,996
916	4190	OTHER	244,827	306,554	(61,727)	80%	299,837	55,010
		TOTAL ADMINISTRATIVE	3,797,722	4,038,819	(241,097)	94%	4,094,646	296,923
TENANT SERVICES								
921	4210	SALARIES	-	-	-	-	-	-
923	4222	EMPLOYEE BENEFITS - TENANT SERVICES	-	-	-	-	-	-
924	4230	OTHER	-	-	-	-	-	-
		TOTAL TENANT SERVICES	-	-	-	-	-	-
UTILITIES								
931	4310	WATER	5,948	6,381	(434)	93%	6,404	456
932	4320	ELECTRICITY	28,307	37,110	(8,804)	76%	32,721	4,415
933	4330	NATURAL GAS	-	-	-	-	-	-
938	4390	SEWER AND OTHER	-	-	-	-	-	-
		TOTAL UTILITIES	34,254	43,491	(9,237)	79%	39,125	4,871
ORDINARY MAINT & OPERATIONS								
941	4410	LABOR	-	-	-	-	-	-
945	4433	EMPLOYEE BENEFITS - MAINTENANCE	-	-	-	-	-	-
942	4420	MATERIALS	9,332	10,496	(1,165)	89%	13,395	4,064
		CONTRACT COSTS	-	-	-	-	-	-
		GARBAGE & TRASH	-	-	-	-	-	-
		COOLING/AIR CONDITIONING	-	-	-	-	-	-
		ELEVATOR MAINTENANCE	-	-	-	-	-	-
		LANDSCAPE & GROUNDS	-	-	-	-	-	-
		UNIT TURNAROUNDS	-	-	-	-	-	-
		ELECTRICAL	-	-	-	-	-	-
		PLUMBING	-	-	-	-	-	-
		EXTERMINATION	-	-	-	-	-	-
		JANITORIAL	-	-	-	-	-	-
		ROUTINE MAINTENANCE	-	-	-	-	-	-
943	4430	OTHER MISCELLANEOUS CONTRACT COSTS	93,629	130,351	(36,723)	72%	118,277	24,648
		TOTAL ORDINARY MAINT & OPERATIONS	102,960	140,847	(37,887)	73%	131,672	28,712
PROTECTIVE SERVICES								
952	4480	PROTECTIVE SERVICES CONTRACT COSTS	32,087	29,050	3,037	110%	33,719	1,632
		PROTECTIVE SERVICES OTHER	-	-	-	-	-	-
		TOTAL PROTECTIVE SERVICES	32,087	29,050	3,037	110%	33,719	1,632
INSURANCE								
961	4510	OTHER INSURANCE	12,563	19,171	(6,609)	66%	14,743	2,181
		TOTAL INSURANCE EXPENSES	12,563	19,171	(6,609)	66%	14,743	2,181

CONSOLIDATED

LINE		ACCT	2018 PROJECTED	2018 ORIGINAL		% 2017 ACTUAL TO	2018 REVISION	2018 PROJECTED
ITEM	#	DESCRIPTION	ACTUAL	BUDGET	DIFF	BUDGET	#1	ACTUAL COSTS
								VS 2018 REV# 1
GENERAL EXPENSES								
962	4590	OTHER GENERAL EXPENSES	223,397	212,905	10,492	105%	323,513	100,117
914	4181	COMPENSATED ABSENCES	1,166	-	1,166	-	1,025	(141)
963	4570	PAYMENTS IN LIEU OF TAXES	-	-	-	-	-	-
964	4571	BAD DEBTS	-	-	-	-	-	-
		SEVERANCE EXPENSE	-	-	-	-	-	-
TOTAL GENERAL EXPENSES			224,562	212,905	11,657	105%	324,538	99,976
969	TOTAL OPERATING EXPENDITURES		4,204,147	4,484,283	(280,136)	94%	4,638,443	434,295
970	CASH FLOW FROM OPERATIONS		42,798,435	37,717,090	5,081,345	113%	42,968,415	169,980
OTHER FINANCIAL ITEMS-(SOURCES) & USES								
		OPERATING TRANSFERS IN	(1,217,148)	(1,138,019)	(79,129)	107%	(1,139,219)	77,929
		OPERATING TRANSFERS OUT	45,000	30,000	15,000	150%	30,000	(15,000)
		INTER-AMP EXCESS TRANSFER IN	-	-	-	-	-	-
		INTER AMP EXCESS TRANSFER OUT	-	-	-	-	-	-
		TRANSFERS FROM PROGRAM TO AMP	-	-	-	-	-	-
		TRANSFERS FROM AMP TO PROGRAM	-	-	-	-	-	-
		HUD GRANTS - CAPITAL CONTRIBUTIONS	-	-	-	-	-	-
		DEBT SERVICE PAYMENT - INTEREST	-	-	-	-	-	-
		DEBT SERVICE PAYMENT - NRP BALANCE	-	30,000	(30,000)	0%	31,200	31,200
971	4610	EXTRAORDINARY MAINTENANCE	-	-	-	-	-	-
		CAPITAL EXPENDITURES	-	58,078	(58,078)	0%	58,078	58,078
973	4715	HOUSING ASSISTANCE PAYMENTS	39,443,184	35,363,567	4,079,617	112%	39,640,400	197,216
		OTHER ITEMS	3,084,506	2,455,819	628,687	126%	3,354,345	269,840
TOTAL OTHER EXPENSES			41,355,542	36,799,445	4,556,097	112%	41,974,804	619,263
900	TOTAL EXPENDITURES		45,559,689	41,283,728	4,275,961	110%	46,613,247	1,053,558
NET CASH FLOW			1,442,894	917,645	525,249	157%	993,610	(449,283)

OFFICE EXPENSE:	
Office supplies	43,850
Office rent	272,358
Printing/reproduction	20,771
	<u>336,979</u>

CONSOLIDATED DETAIL

LINE	ACCT		2018 PROJECTED	2018 ORIGINAL		% 2017 ACTUAL TO	2018 REVISION	2018 PROJECTED
ITEM	#	DESCRIPTION	ACTUAL	BUDGET	DIFF	BUDGET	#1	ACTUAL COSTS
								VS 2018 REV# 1
INCOME								
HUD PHA SECTION 8 GRANTS								
3410		SECTION 8 HAP INCOME	39,443,184	35,363,567	4,079,617	112%	39,640,400	197,216
3410.1		ADMINISTRATIVE FEES EARNED	3,082,638	2,922,855	159,783	105%	3,098,051	15,413
TOTAL HUD PHA SECTION 8 GRANTS			<u>42,525,822</u>	<u>38,286,422</u>	<u>4,239,400</u>	<u>111%</u>	<u>42,738,451</u>	<u>212,629</u>
EXPENSES								
ADMINISTRATIVE EXPENSES - OTHER								
4140		STAFF TRAINING	2,580	9,300	(6,720)	28%	9,300	6,720
4170		ACCOUNTING	27,921	27,500	421	102%	27,500	(421)
4190		SUNDRY	66,893	121,140	(54,248)	55%	114,251	47,359
4190.2		TELEPHONE/COMMUNICATIONS	4,739	5,780	(1,042)	82%	5,780	1,042
4190.3		POSTAGE	31,857	35,150	(3,293)	91%	35,150	3,293
4190.5		OFFICE EQUIPMENT/SOFTWARE	110,838	107,684	3,154	103%	107,856	(2,982)
TOTAL ADMINISTRATIVE			<u>244,827</u>	<u>306,554</u>	<u>(61,727)</u>	<u>80%</u>	<u>299,837</u>	<u>55,010</u>
OTHER GENERAL EXPENSES								
4590		OTHER GENERAL EXPENSES	223,397	212,905	10,492	105%	323,513	100,117
4590.5		ASSET MANAGEMENT FEE	-	-	-	-	-	-
4590.6		OTHER FEES	-	-	-	-	-	-
TOTAL OTHER GENERAL EXPENSES			<u>223,397</u>	<u>212,905</u>	<u>10,492</u>	<u>105%</u>	<u>323,513</u>	<u>100,117</u>
NOTES TO BUDGET - SUNDRY EXPENSES								
		OFFICE SUPPLIES		39,925			39,925	
		BANK SERVICES		8,215			8,790	
		PRINTING		42,500			45,082	
		MARKETING		30,000			20,454	
				<u>120,640</u>			<u>114,251</u>	

CENTRAL OFFICE COST CENTER

LINE	ACCT		2018 PROJECTED	2018 ORIGINAL		% 2017 ACTUAL TO	2018 REVISION	2018 PROJECTED
ITEM	#	DESCRIPTION	ACTUAL	BUDGET	DIFF	BUDGET	#1	ACTUAL COSTS
								VS 2018 REV# 1
OPERATING INCOME								
703	3110	NET TENANT RENTAL REVENUE	-	-	-	-	-	-
704	3422	TENANT REVENUE - OTHER	-	-	-	-	-	-
		MANAGEMENT FEES EARNED	-	-	-	-	-	-
		BOOKKEEPING FEES EARNED	-	-	-	-	-	-
		FRONT LINE SERVICE FEE	-	100,000	(100,000)	0%	-	-
		GROSS POTENTIAL SUBSIDY	-	-	-	-	-	-
		Less: VACANCY LOSS	-	-	-	-	-	-
		Less: PRORATION AMOUNT	-	-	-	-	-	-
		PORT IN HAP REVENUE	-	-	-	-	-	-
		HUD PHA OPERATING GRANT (CFP/S8)	-	-	-	-	-	-
708	3404	OTHER GOVERNMENT GRANTS	-	-	-	-	-	-
711	3430	INVESTMENT INCOME - UNRESTRICTED	-	-	-	-	-	-
714	3450	FRAUD RECOVERY	-	-	-	-	-	-
715	3480	OTHER REVENUE	1,020,363	1,055,364	(35,001)	97%	1,056,566	36,203
720	3431	INVESTMENT INCOME - RESTRICTED	-	-	-	-	-	-
700		TOTAL REVENUES	1,020,363	1,155,364	(35,001)	88%	1,056,566	36,203
OPERATING EXPENDITURES								
ADMINISTRATIVE								
911	4110	ADMINISTRATIVE SALARIES	399,261	358,166	41,095	111%	390,087	(9,174)
915	4182	EMPLOYEE BENEFITS - ADMINISTRATIVE	109,563	96,996	12,567	113%	103,856	(5,707)
912	4171	AUDITING FEES	1,670	2,000	(331)	83%	2,000	331
		MANAGEMENT FEES	-	-	-	-	-	-
		BOOKKEEPING FEES	-	-	-	-	-	-
		ADVERTISING & MARKETING	-	-	-	-	-	-
		OFFICE EXPENSE	97,143	105,266	(8,123)	92%	109,874	12,731
		LEGAL EXPENSE	18,038	50,000	(31,963)	36%	30,000	11,963
		TRAVEL	2,318	4,000	(1,683)	58%	4,000	1,683
916	4190	OTHER	111,705	137,973	(26,268)	81%	131,009	19,304
		TOTAL ADMINISTRATIVE	739,697	754,401	(14,705)	98%	770,825	31,129
TENANT SERVICES								
921	4210	SALARIES	-	-	-	-	-	-
923	4222	EMPLOYEE BENEFITS - TENANT SERVICES	-	-	-	-	-	-
924	4230	OTHER	-	-	-	-	-	-
		TOTAL TENANT SERVICES	-	-	-	-	-	-
UTILITIES								
931	4310	WATER	1,896	2,229	(333)	85%	2,229	333
932	4320	ELECTRICITY	8,940	12,784	(3,844)	70%	12,784	3,844
933	4330	NATURAL GAS	-	-	-	-	-	-
938	4390	SEWER AND OTHER	-	-	-	-	-	-
		TOTAL UTILITIES	10,836	15,013	(4,177)	-	15,013	4,177
ORDINARY MAINT & OPERATIONS								
941	4410	LABOR	-	-	-	-	-	-
945	4433	EMPLOYEE BENEFITS - MAINTENANCE	-	-	-	-	-	-
942	4420	MATERIALS	1,247	5,000	(3,754)	25%	5,000	3,754
CONTRACT COSTS								
		GARBAGE & TRASH	-	-	-	-	-	-
		COOLING/AIR CONDITIONING	-	-	-	-	-	-
		ELEVATOR MAINTENANCE	-	-	-	-	-	-
		LANDSCAPE & GROUNDS	-	-	-	-	-	-
		UNIT TURNAROUNDS	-	-	-	-	-	-
		ELECTRICAL	-	-	-	-	-	-
		PLUMBING	-	-	-	-	-	-
		EXTERMINATION	-	-	-	-	-	-
		JANITORIAL	-	-	-	-	-	-
		ROUTINE MAINTENANCE	-	-	-	-	-	-
943	4430	OTHER MISCELLANEOUS CONTRACT COSTS	52,922	52,300	622	101%	52,300	(622)
		TOTAL ORDINARY MAINT & OPERATIONS	54,168	57,300	(3,132)	95%	57,300	3,132
PROTECTIVE SERVICES								
952	4480	PROTECTIVE SERVICES CONTRACT COSTS	10,190	10,000	190	102%	10,000	(190)
		PROTECTIVE SERVICES OTHER	-	-	-	-	-	-
		TOTAL PROTECTIVE SERVICES	10,190	10,000	190	-	10,000	(190)
INSURANCE								
961	4510	INSURANCE	5,999	7,000	(1,002)	86%	7,000	1,002
		TOTAL INSURANCE EXPENSES	5,999	7,000	(1,002)	86%	7,000	1,002

CENTRAL OFFICE COST CENTER

LINE	ACCT		2018 PROJECTED	2018 ORIGINAL		% 2017	2018	2018 PROJECTED
ITEM	#	DESCRIPTION	ACTUAL	BUDGET	DIFF	ACTUAL TO BUDGET	REVISION #1	ACTUAL COSTS VS 2018 REV# 1
GENERAL EXPENSES								
962	4590	OTHER GENERAL EXPENSES	-	21,000	(21,000)	0%	21,000	21,000
914	4181	COMPENSATED ABSENCES	-	-	-	-	-	-
963	4570	PAYMENTS IN LIEU OF TAXES	-	-	-	-	-	-
964	4571	BAD DEBTS	-	-	-	-	-	-
		SEVERANCE EXPENSE	-	-	-	-	-	-
TOTAL GENERAL EXPENSES			-	21,000	(21,000)	0%	21,000	21,000
969	TOTAL OPERATING EXPENDITURES		820,889	864,714	(43,826)	95%	881,138	60,250
970	CASH FLOW FROM OPERATIONS		199,474	290,650	8,824	69%	175,427	(24,047)
OTHER FINANCIAL ITEMS-(SOURCES) & USES								
		OPERATING TRANSFERS IN	-	-	-	-	-	-
		OPERATING TRANSFERS OUT	-	-	-	-	-	-
		INTER-AMP EXCESS TRANSFER IN	-	-	-	-	-	-
		INTER AMP EXCESS TRANSFER OUT	-	-	-	-	-	-
		TRANSFERS FROM PROGRAM TO AMP	-	-	-	-	-	-
		TRANSFERS FROM AMP TO PROGRAM	-	-	-	-	-	-
		HUD GRANTS - CAPITAL CONTRIBUTIONS	-	-	-	-	-	-
		DEBT SERVICE PAYMENT - INTEREST	-	-	-	-	-	-
		DEBT SERVICE PAYMENT - PRINCIPAL	-	-	-	-	-	-
971	4610	EXTRAORDINARY MAINTENANCE	-	-	-	-	-	-
		CAPITAL EXPENDITURES	-	49,078	(49,078)	0%	49,078	49,078
973	4715	HOUSING ASSISTANCE PAYMENTS	-	-	-	-	-	-
		OTHER ITEMS	-	-	-	-	-	-
TOTAL OTHER EXPENSES			-	49,078	(49,078)	-	49,078	49,078
900	TOTAL EXPENDITURES		820,889	913,792	(92,904)	90%	930,216	109,328
NET CASH FLOW			199,474	241,572	57,902	83%	126,349	(73,125)

OFFICE EXPENSE:		
Office supplies	15,000	
Office rent	87,266	
Printing/reproduction	7,608	
	109,874	

CENTRAL OFFICE COST CENTER ACCOUNT DETAIL

LINE	ACCT		2018 PROJECTED ACTUAL	2018 ORIGINAL BUDGET	DIFF	% 2017 ACTUAL TO BUDGET	2018 REVISION #1	2018 PROJECTED ACTUAL COSTS VS 2018 REV# 1
INCOME								
HUD PHA SECTION 8 GRANTS								
	3410	SECTION 8 HAP INCOME	-	-	-	-	-	-
	3410.1	ADMINISTRATIVE FEES EARNED	-	-	-	-	-	-
TOTAL HUD PHA SECTION 8 GRANTS			<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
EXPENSES								
ADMINISTRATIVE EXPENSES - OTHER								
	4140	STAFF TRAINING	863	2,500	1,638	35%	2,500	1,638
	4170	ACCOUNTING	27,921	27,500	(421)	102%	27,500	(421)
	4190	SUNDRY	36,569	59,796	23,228	61%	52,832	16,264
	4190.2	TELEPHONE/COMMUNICATIONS	3,299	3,500	202	94%	3,500	202
	4190.3	POSTAGE	368	1,250	883	29%	1,250	883
	4190.5	OFFICE EQUIPMENT/SOFTWARE	42,687	43,427	740	98%	43,427	740
TOTAL ADMINISTRATIVE			<u>111,705</u>	<u>137,973</u>	<u>26,268</u>	<u>81%</u>	<u>131,009</u>	<u>19,304</u>
OTHER GENERAL EXPENSES								
	4590	OTHER GENERAL EXPENSES	-	21,000	21,000	0%	21,000	21,000
	4590.5	ASSET MGT FEE	-	-	-	-	-	-
	4590.6	OTHER FEES	-	-	-	-	-	-
TOTAL OTHER GENERAL EXPENSES			<u>-</u>	<u>21,000</u>	<u>21,000</u>	<u>0%</u>	<u>21,000</u>	<u>21,000</u>
NOTES TO BUDGET - SUNDRY EXPENSES								
		SUNDRY		28,350			28,350	
		BANK SVC		650			650	
		CONSULTANTS & PROFESSIONAL		10,000			12,582 (a)	
		MARKETING		20,796			11,250	
				<u>59,796</u>			<u>52,832</u>	

(a) Compensation study - \$10,000

CENTRAL OFFICE COST CENTER CAPITAL EQUIPMENT

DESCRIPTION	LOCATION	QUANTITY	PRICE	TOTAL COST
HAPPY software upgrade	COCC	1.00	28,107	28,107
Custom programming - HAPPY to Sage MAS	COCC	1.00	16,283	16,283
O365 network upgrade	COCC	1.00	4,688	4,688
TOTAL			49,078	49,078

SECTION 8 HOUSING CHOICE VOUCHERS

LINE	ACCT		2018 PROJECTED	2018 ORIGINAL		% 2017 ACTUAL TO	2018 REVISION	2018 PROJECTED
ITEM	#	DESCRIPTION	ACTUAL	BUDGET	DIFF	BUDGET	#1	ACTUAL COSTS
								VS 2018 REV# 1
OPERATING INCOME								
703	3110	NET TENANT RENTAL REVENUE	-	-	-	-	-	-
704	3422	TENANT REVENUE - OTHER	-	-	-	-	-	-
		MANAGEMENT FEES EARNED	-	-	-	-	-	-
		BOOKKEEPING FEES EARNED	-	-	-	-	-	-
		FRONT LINE SERVICE FEE	-	-	-	-	-	-
		GROSS POTENTIAL SUBSIDY	-	-	-	-	-	-
		Less: VACANCY LOSS	-	-	-	-	-	-
		Less: PRORATION AMOUNT	-	-	-	-	-	-
		PORT IN HAP REVENUE	3,262,941	2,615,024	647,917	125%	3,548,226	285,285
		HUD PHA OPERATING GRANT (CFP/S8)	42,112,539	37,917,012	4,195,527	111%	42,323,102	210,563
708	3404	OTHER GOVERNMENT GRANTS	-	-	-	-	-	-
711	3430	INVESTMENT INCOME - UNRESTRICTED	44	65	(22)	67%	44	0
714	3450	FRAUD RECOVERY	176,829	58,499	118,330	302%	177,713	884
715	3480	OTHER REVENUE	-	-	-	-	-	-
720	3431	INVESTMENT INCOME - RESTRICTED	-	-	-	-	-	-
700		TOTAL REVENUES	45,552,353	40,590,600	4,961,753	112%	46,049,085	496,732
OPERATING EXPENDITURES								
ADMINISTRATIVE								
911	4110	ADMINISTRATIVE SALARIES	931,466	942,604	(11,139)	99%	955,471	24,006
915	4182	EMPLOYEE BENEFITS - ADMINISTRATIVE	338,970	337,386	1,584	100%	342,858	3,888
912	4171	AUDITING FEES	58,929	55,500	3,429	106%	59,500	571
		MANAGEMENT FEES	601,424	637,932	(36,508)	94%	637,932	36,508
		BOOKKEEPING FEES	375,895	398,708	(22,813)	94%	398,708	22,813
		ADVERTISING & MARKETING	-	-	-	-	-	-
		OFFICE EXPENSE	199,103	218,802	(19,700)	91%	210,063	10,961
		LEGAL EXPENSE	45,338	41,713	3,625	109%	45,791	453
		TRAVEL	-	-	-	-	-	-
916	4190	OTHER	100,583	136,422	(35,840)	74%	136,422	35,839
		TOTAL ADMINISTRATIVE	2,651,706	2,769,067	(117,361)	96%	2,786,745	135,039
TENANT SERVICES								
921	4210	SALARIES	-	-	-	-	-	-
923	4222	EMPLOYEE BENEFITS - TENANT SERVICES	-	-	-	-	-	-
924	4230	OTHER	-	-	-	-	-	-
		TOTAL TENANT SERVICES	-	-	-	-	-	-
UTILITIES								
931	4310	WATER	3,821	3,935	(115)	97%	3,935	115
932	4320	ELECTRICITY	18,125	23,077	(4,953)	79%	18,668	544
933	4330	NATURAL GAS	-	-	-	-	-	-
938	4390	SEWER AND OTHER	-	-	-	-	-	-
		TOTAL UTILITIES	21,945	27,012	(5,067)	81%	22,603	658
ORDINARY MAINT & OPERATIONS								
941	4410	LABOR	-	-	-	-	-	-
945	4433	EMPLOYEE BENEFITS - MAINTENANCE	-	-	-	-	-	-
942	4420	MATERIALS	5,525	2,685	2,840	206%	5,690	166
CONTRACT COSTS								
		GARBAGE & TRASH	-	-	-	-	-	-
		COOLING/AIR CONDITIONING	-	-	-	-	-	-
		ELEVATOR MAINTENANCE	-	-	-	-	-	-
		LANDSCAPE & GROUNDS	-	-	-	-	-	-
		UNIT TURNAROUNDS	-	-	-	-	-	-
		ELECTRICAL	-	-	-	-	-	-
		PLUMBING	-	-	-	-	-	-
		EXTERMINATION	-	-	-	-	-	-
		JANITORIAL	-	-	-	-	-	-
		ROUTINE MAINTENANCE	-	-	-	-	-	-
943	4430	OTHER MISCELLANEOUS CONTRACT COSTS	33,767	23,716	10,051	142%	50,442	16,675
		TOTAL ORDINARY MAINT & OPERATIONS	39,291	26,401	12,890	149%	56,132	16,841
PROTECTIVE SERVICES								
952	4480	PROTECTIVE SERVICES CONTRACT COSTS	20,637	17,000	3,637	121%	21,669	1,032
		PROTECTIVE SERVICES OTHER	-	-	-	-	-	-
		TOTAL PROTECTIVE SERVICES	20,637	17,000	3,637	121%	21,669	1,032
INSURANCE								
961	4510	INSURANCE	4,637	9,296	(4,660)	50%	4,868	232
		TOTAL INSURANCE EXPENSES	4,637	9,296	(4,660)	50%	4,868	232

SECTION 8 HOUSING CHOICE VOUCHERS

LINE	ACCT		2018 PROJECTED	2018 ORIGINAL		% 2017	2018	2018 PROJECTED
ITEM	#	DESCRIPTION	ACTUAL	BUDGET	DIFF	BUDGET	REVISION #1	ACTUAL COSTS VS 2018 REV# 1
GENERAL EXPENSES								
962	4590	OTHER GENERAL EXPENSES	223,397	146,905	76,492	152%	257,513	34,117
914	4181	COMPENSATED ABSENCES	-	-	-	-	-	-
963	4570	PAYMENTS IN LIEU OF TAXES	-	-	-	-	-	-
964	4571	BAD DEBTS	-	-	-	-	-	-
		SEVERANCE EXPENSE	-	-	-	-	-	-
TOTAL GENERAL EXPENSES			223,397	146,905	76,492	152%	257,513	34,117
969	TOTAL OPERATING EXPENDITURES		2,961,612	2,995,681	(34,069)	99%	3,149,531	187,919
970	CASH FLOW FROM OPERATIONS		42,590,741	37,594,919	4,995,822	113%	42,899,554	308,813
OTHER FINANCIAL ITEMS-(SOURCES) & USES								
		OPERATING TRANSFERS IN	(23,400)	(30,000)	6,600	78%	(31,200)	(7,800)
		OPERATING TRANSFERS OUT	-	-	-	-	-	-
		INTER-AMP EXCESS TRANSFER IN	-	-	-	-	-	-
		INTER AMP EXCESS TRANSFER OUT	-	-	-	-	-	-
		TRANSFERS FROM PROGRAM TO AMP	-	-	-	-	-	-
		TRANSFERS FROM AMP TO PROGRAM	-	-	-	-	-	-
		HUD GRANTS - CAPITAL CONTRIBUTIONS	-	-	-	-	-	-
		DEBT SERVICE PAYMENT - INTEREST	-	-	-	-	-	-
		DEBT SERVICE PAYMENT - NRP BALANCE	-	30,000	(30,000)	0%	31,200	31,200
971	4610	EXTRAORDINARY MAINTENANCE	-	-	-	-	-	-
		CAPITAL EXPENDITURES	-	9,000	(9,000)	0%	9,000	9,000
973	4715	HOUSING ASSISTANCE PAYMENTS	39,105,836	35,061,992	4,043,844	112%	39,301,365	195,529
		OTHER ITEMS - PORT IN HAP EXPENSE	3,084,506	2,455,819	628,687	126%	3,354,345	269,840
TOTAL OTHER EXPENSES			42,166,941	37,526,811	4,633,530	112%	42,664,710	497,769
900	TOTAL EXPENDITURES		45,128,553	40,522,492	4,599,461	111%	45,814,241	685,688
NET CASH FLOW			423,800	68,108	362,292	622%	234,844	(188,956)

OFFICE EXPENSE:	
Office supplies	25,000
Office rent	175,000
Printing/reproduction	10,063
	210,063

SECTION 8 HCV ACCOUNT DETAIL

LINE	ACCT		2018 PROJECTED	2018 ORIGINAL		% 2017	2018	2018 PROJECTED
ITEM	#	DESCRIPTION	ACTUAL	BUDGET	DIFF	ACTUAL TO BUDGET	REVISION #1	ACTUAL COSTS VS 2018 REV# 1
INCOME								
HUD PHA SECTION 8 GRANTS								
3410		SECTION 8 HAP INCOME	39,105,836	35,061,992	4,043,844	112%	39,301,365	195,529
3410.1		ADMINISTRATIVE FEES EARNED	3,006,704	2,855,020	151,684	105%	3,021,737	15,034
TOTAL HUD PHA SECTION 8 GRANTS			<u>42,112,539</u>	<u>37,917,012</u>	<u>4,195,527</u>	<u>111%</u>	<u>42,323,102</u>	<u>210,563</u>
EXPENSES								
ADMINISTRATIVE EXPENSES - OTHER								
4140		STAFF TRAINING	1,553	6,000	4,448	26%	6,000	4,448
4170		ACCOUNTING	-	-	-	-	-	-
4190		SUNDRY	9,801	44,822	35,021	22%	44,822	35,021
4190.2		TELEPHONE/COMMUNICATIONS	1,440	1,500	60	96%	1,500	60
4190.3		POSTAGE	31,427	33,600	2,174	94%	33,600	2,174
4190.5		OFFICE EQUIPMENT/SOFTWARE	56,363	50,500	(5,863)	112%	50,500	(5,863)
TOTAL ADMINISTRATIVE			<u>100,583</u>	<u>136,422</u>	<u>35,840</u>	<u>74%</u>	<u>136,422</u>	<u>35,839</u>
OTHER GENERAL EXPENSES								
4590		OTHER GENERAL EXPENSES	223,397	146,905	(76,492)	152%	257,513	34,117
4590.5		ASSET MGT FEE	-	-	-	-	-	-
4590.6		OTHER FEES	-	-	-	-	-	-
TOTAL OTHER GENERAL EXPENSES			<u>223,397</u>	<u>146,905</u>	<u>(76,492)</u>	<u>152%</u>	<u>257,513</u>	<u>34,117</u>
NOTES TO BUDGET - SUNDRY EXPENSES								
		SUNDRY		5,000			5,000	
		BANK SVC		5,000			5,500	
		CONSULTANTS & PROFESSIONAL		32,500			32,500	(a)
		MARKETING		1,822			1,822	
				<u>44,322</u>			<u>44,822</u>	

(a) SOP update &
utility allowance
update

SECTION 8 HCV CAPITAL EQUIPMENT/EXTRAORDINARY ITEMS

DESCRIPTION	LOCATION	QUANTITY	PRICE	TOTAL COST
SOCIAL SERVICES WEB-SITE	HCV	1.00	9,000	9,000
TOTAL			9,000	9,000

SINGLE ROOM OCCUPANCY

LINE	ACCT		2018	2018		% 2017	2018	2018 PROJECTED
ITEM	#	DESCRIPTION	PROJECTED	ORIGINAL	DIFF	ACTUAL TO	REVISION	ACTUAL COSTS
			ACTUAL	BUDGET		BUDGET	#1	VS 2018 REV# 1
OPERATING INCOME								
703	3110	NET TENANT RENTAL REVENUE	-	-	-	-	-	-
704	3422	TENANT REVENUE - OTHER	-	-	-	-	-	-
		MANAGEMENT FEES EARNED	-	-	-	-	-	-
		BOOKKEEPING FEES EARNED	-	-	-	-	-	-
		FRONT LINE SERVICE FEE	-	-	-	-	-	-
		GROSS POTENTIAL SUBSIDY	-	-	-	-	-	-
		Less: VACANCY LOSS	-	-	-	-	-	-
		Less: PRORATION AMOUNT	-	-	-	-	-	-
		PORT IN HAP REVENUE	-	-	-	-	-	-
		HUD PHA OPERATING GRANT (CFP/S8)	358,368	320,142	38,226	112%	360,160	1,792
708	3404	OTHER GOVERNMENT GRANTS	-	-	-	-	-	-
711	3430	INVESTMENT INCOME - UNRESTRICTED	-	-	-	-	-	-
714	3450	FRAUD RECOVERY	-	-	-	-	-	-
715	3480	OTHER REVENUE	-	-	-	-	-	-
720	3431	INVESTMENT INCOME - RESTRICTED	-	-	-	-	-	-
700		TOTAL REVENUES	358,368	320,142	38,226	112%	360,160	1,792
OPERATING EXPENDITURES								
ADMINISTRATIVE								
911	4110	ADMINISTRATIVE SALARIES	19,608	17,199	2,409	114%	17,365	(2,243)
915	4182	EMPLOYEE BENEFITS - ADMINISTRATIVE	3,297	5,272	(1,975)	63%	5,299	2,002
912	4171	AUDITING FEES	546	600	(54)	91%	600	54
		MANAGEMENT FEES	11,052	10,368	684	107%	11,107	55
		BOOKKEEPING FEES	6,908	6,480	428	107%	6,942	35
		ADVERTISING & MARKETING	-	-	-	-	-	-
		OFFICE EXPENSE	2,931	4,110	(1,179)	71%	3,224	293
		LEGAL EXPENSE	4,274	4,000	274	107%	4,850	577
		TRAVEL	-	-	-	-	-	-
916	4190	OTHER	2,163	4,822	(2,659)	45%	4,994	2,831
		TOTAL ADMINISTRATIVE	50,778	52,851	(2,073)	96%	54,381	3,603
TENANT SERVICES								
921	4210	SALARIES	-	-	-	-	-	-
923	4222	EMPLOYEE BENEFITS - TENANT SERVICES	-	-	-	-	-	-
924	4230	OTHER	-	-	-	-	-	-
		TOTAL TENANT SERVICES	-	-	-	-	-	-
UTILITIES								
931	4310	WATER	69	63	6	110%	70	1
932	4320	ELECTRICITY	402	364	38	110%	410	8
933	4330	NATURAL GAS	-	-	-	-	-	-
938	4390	SEWER AND OTHER	-	-	-	-	-	-
		TOTAL UTILITIES	471	427	44	110%	480	9
ORDINARY MAINT & OPERATIONS								
941	4410	LABOR	-	-	-	-	-	-
945	4433	EMPLOYEE BENEFITS - MAINTENANCE	-	-	-	-	-	-
942	4420	MATERIALS	15	100	(85)	15%	100	85
CONTRACT COSTS								
		GARBAGE & TRASH	-	-	-	-	-	-
		COOLING/AIR CONDITIONING	-	-	-	-	-	-
		ELEVATOR MAINTENANCE	-	-	-	-	-	-
		LANDSCAPE & GROUNDS	-	-	-	-	-	-
		UNIT TURNAROUNDS	-	-	-	-	-	-
		ELECTRICAL	-	-	-	-	-	-
		PLUMBING	-	-	-	-	-	-
		EXTERMINATION	-	-	-	-	-	-
		JANITORIAL	-	-	-	-	-	-
		ROUTINE MAINTENANCE	-	-	-	-	-	-
943	4430	OTHER MISCELLANEOUS CONTRACT COSTS	311	500	(190)	62%	500	190
		TOTAL ORDINARY MAINT & OPERATIONS	326	600	(275)	54%	600	275
PROTECTIVE SERVICES								
952	4480	PROTECTIVE SERVICES CONTRACT COSTS	326	500	(175)	65%	500	175
		PROTECTIVE SERVICES OTHER	-	-	-	-	-	-
		TOTAL PROTECTIVE SERVICES	326	500	(175)	65%	500	175
INSURANCE								
961	4510	INSURANCE	81	250	(169)	32%	250	169
		TOTAL INSURANCE EXPENSES	81	250	(169)	32%	250	169

SINGLE ROOM OCCUPANCY

LINE	ACCT		2018 PROJECTED	2018 ORIGINAL		% 2017 ACTUAL TO	2018 REVISION	2018 PROJECTED
ITEM	#	DESCRIPTION	ACTUAL	BUDGET	DIFF	BUDGET	#1	ACTUAL COSTS
								VS 2018 REV# 1
GENERAL EXPENSES								
962	4590	OTHER GENERAL EXPENSES	-	-	-	-	-	-
914	4181	COMPENSATED ABSENCES	1,020	-	1,020	-	1,025	5
963	4570	PAYMENTS IN LIEU OF TAXES	-	-	-	-	-	-
964	4571	BAD DEBTS	-	-	-	-	-	-
		SEVERANCE EXPENSE	-	-	-	-	-	-
TOTAL GENERAL EXPENSES			1,020	-	1,020	-	1,025	5
969	TOTAL OPERATING EXPENDITURES		53,001	54,628	(1,627)	97%	57,237	4,236
970	CASH FLOW FROM OPERATIONS		305,367	265,514	39,853	115%	302,923	(2,444)
OTHER FINANCIAL ITEMS-(SOURCES) & USES								
		OPERATING TRANSFERS IN	-	-	-	-	-	-
		OPERATING TRANSFERS OUT	-	-	-	-	-	-
		INTER-AMP EXCESS TRANSFER IN	-	-	-	-	-	-
		INTER AMP EXCESS TRANSFER OUT	-	-	-	-	-	-
		TRANSFERS FROM PROGRAM TO AMP	-	-	-	-	-	-
		TRANSFERS FROM AMP TO PROGRAM	-	-	-	-	-	-
		HUD GRANTS - CAPITAL CONTRIBUTIONS	-	-	-	-	-	-
		DEBT SERVICE PAYMENT - INTEREST	-	-	-	-	-	-
		DEBT SERVICE PAYMENT - PRINCIPAL	-	-	-	-	-	-
971	4610	EXTRAORDINARY MAINTENANCE	-	-	-	-	-	-
		CAPITAL EXPENDITURES	-	-	-	-	-	-
973	4715	HOUSING ASSISTANCE PAYMENTS	290,027	259,090	30,937	112%	291,477	1,450
		OTHER ITEMS	-	-	-	-	-	-
TOTAL OTHER EXPENSES			290,027	259,090	30,937	112%	291,477	1,450
900	TOTAL EXPENDITURES		343,028	313,718	29,310	109%	348,713	5,686
NET CASH FLOW			15,341	6,424	8,917	239%	11,446	(3,894)

OFFICE EXPENSE:		
Office supplies	600	
Office rent	2,910	
Printing/reproduction	600	
	4,110	

SRO ACCOUNT DETAIL

LINE	ACCT		2018 PROJECTED	2018 ORIGINAL		% 2017 ACTUAL TO	2018 REVISION	2018 PROJECTED
ITEM	#	DESCRIPTION	ACTUAL	BUDGET	DIFF	BUDGET	#1	ACTUAL COSTS
								VS 2018 REV# 1
INCOME								
HUD PHA SECTION 8 GRANTS								
3410		SECTION 8 HAP INCOME	290,027	259,090	30,937	112%	291,477	1,450
3410.1		ADMINISTRATIVE FEES EARNED	68,342	61,052	7,290	112%	68,683	342
TOTAL HUD PHA SECTION 8 GRANTS			<u>358,368</u>	<u>320,142</u>	<u>38,226</u>	<u>112%</u>	<u>360,160</u>	<u>1,792</u>
EXPENSES								
ADMINISTRATIVE EXPENSES - OTHER								
4140		STAFF TRAINING	-	-	-	-	-	-
4170		ACCOUNTING	-	-	-	-	-	-
4190		SUNDRY	606	1,415	809	43%	1,415	809
4190.2		TELEPHONE/COMMUNICATIONS	-	-	-	-	-	-
4190.3		POSTAGE	11	25	15	42%	25	15
4190.5		OFFICE EQUIPMENT/SOFTWARE	1,547	3,382	1,836	46%	3,554	2,008
TOTAL ADMINISTRATIVE			<u>2,163</u>	<u>4,822</u>	<u>2,659</u>	<u>45%</u>	<u>4,994</u>	<u>2,831</u>
OTHER GENERAL EXPENSES								
4590		OTHER GENERAL EXPENSES	-	-	-	-	-	-
4590.5		ASSET MGT FEE	-	-	-	-	-	-
4590.6		OTHER FEES	-	-	-	-	-	-
TOTAL OTHER GENERAL EXPENSES			<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
NOTES TO BUDGET - SUNDRY EXPENSES								
		SUNDRY		500			500	
		BANK SVC		915			915	
		CONSULTANTS & PROFESSIONAL		-			-	
		MARKETING		-			-	
				<u>1,415</u>			<u>1,415</u>	

SRO CAPITAL EQUIPMENT

DESCRIPTION	LOCATION	QUANTITY	PRICE	TOTAL COST
NONE FOR THE 2018 BUDGET REV# 1				
TOTAL			-	-

MODERATE REHAB

LINE	ACCT		2018 PROJECTED	2018 ORIGINAL		% 2017 ACTUAL TO	2018 REVISION	2018 PROJECTED
ITEM	#	DESCRIPTION	ACTUAL	BUDGET	DIFF	BUDGET	#1	ACTUAL COSTS VS 2018 REV# 1
OPERATING INCOME								
703	3110	NET TENANT RENTAL REVENUE	-	-	-	-	-	-
704	3422	TENANT REVENUE - OTHER	-	-	-	-	-	-
		MANAGEMENT FEES EARNED	-	-	-	-	-	-
		BOOKKEEPING FEES EARNED	-	-	-	-	-	-
		FRONT LINE SERVICE FEE	-	-	-	-	-	-
		GROSS POTENTIAL SUBSIDY	-	-	-	-	-	-
		Less: VACANCY LOSS	-	-	-	-	-	-
		Less: PRORATION AMOUNT	-	-	-	-	-	-
		PORT IN HAP REVENUE	-	-	-	-	-	-
		HUD PHA OPERATING GRANT (CFP/S8)	54,915	49,268	5,647	111%	55,190	275
708	3404	OTHER GOVERNMENT GRANTS	-	-	-	-	-	-
711	3430	INVESTMENT INCOME - UNRESTRICTED	-	-	-	-	-	-
714	3450	FRAUD RECOVERY	-	-	-	-	-	-
715	3480	OTHER REVENUE	-	-	-	-	-	-
720	3431	INVESTMENT INCOME - RESTRICTED	-	-	-	-	-	-
700		TOTAL REVENUES	54,915	49,268	5,647	111%	55,190	275
OPERATING EXPENDITURES								
ADMINISTRATIVE								
911	4110	ADMINISTRATIVE SALARIES	1,316	1,012	304	130%	1,021	(294)
915	4182	EMPLOYEE BENEFITS - ADMINISTRATIVE	227	310	(84)	73%	312	85
912	4171	AUDITING FEES	92	600	(509)	15%	600	509
		MANAGEMENT FEES	1,260	1,152	108	109%	1,152	(108)
		BOOKKEEPING FEES	788	725	63	109%	725	(63)
		ADVERTISING & MARKETING	-	-	-	-	-	-
		OFFICE EXPENSE	327	550	(223)	59%	550	223
		LEGAL EXPENSE	-	-	-	-	-	-
		TRAVEL	-	-	-	-	-	-
916	4190	OTHER	848	895	(48)	95%	970	123
		TOTAL ADMINISTRATIVE	4,856	5,244	(389)	93%	5,330	474
TENANT SERVICES								
921	4210	SALARIES	-	-	-	-	-	-
923	4222	EMPLOYEE BENEFITS - TENANT SERVICES	-	-	-	-	-	-
924	4230	OTHER	-	-	-	-	-	-
		TOTAL TENANT SERVICES	-	-	-	-	-	-
UTILITIES								
931	4310	WATER	8	10	(3)	75%	10	3
932	4320	ELECTRICITY	45	40	5	113%	40	(5)
933	4330	NATURAL GAS	-	-	-	-	-	-
938	4390	SEWER AND OTHER	-	-	-	-	-	-
		TOTAL UTILITIES	53	50	3	105%	50	(3)
ORDINARY MAINT & OPERATIONS								
941	4410	LABOR	-	-	-	-	-	-
945	4433	EMPLOYEE BENEFITS - MAINTENANCE	-	-	-	-	-	-
942	4420	MATERIALS	2	10	(9)	15%	10	9
		CONTRACT COSTS	-	-	-	-	-	-
		GARBAGE & TRASH	-	-	-	-	-	-
		COOLING/AIR CONDITIONING	-	-	-	-	-	-
		ELEVATOR MAINTENANCE	-	-	-	-	-	-
		LANDSCAPE & GROUNDS	-	-	-	-	-	-
		UNIT TURNAROUNDS	-	-	-	-	-	-
		ELECTRICAL	-	-	-	-	-	-
		PLUMBING	-	-	-	-	-	-
		EXTERMINATION	-	-	-	-	-	-
		JANITORIAL	-	-	-	-	-	-
		ROUTINE MAINTENANCE	-	-	-	-	-	-
943	4430	OTHER MISCELLANEOUS CONTRACT COSTS	35	35	(1)	99%	35	1
		TOTAL ORDINARY MAINT & OPERATIONS	36	45	(9)	80%	45	9
PROTECTIVE SERVICES								
952	4480	PROTECTIVE SERVICES CONTRACT COSTS	36	50	(14)	72%	50	14
		PROTECTIVE SERVICES OTHER	-	-	-	-	-	-
		TOTAL PROTECTIVE SERVICES	36	50	(14)	72%	50	14
INSURANCE								
961	4510	INSURANCE	8	25	(18)	30%	25	18
		TOTAL INSURANCE EXPENSES	8	25	(18)	30%	25	18

MODERATE REHAB

LINE	ACCT		2018 PROJECTED	2018 ORIGINAL		% 2017 ACTUAL TO	2018 REVISION	2018 PROJECTED
ITEM	#	DESCRIPTION	ACTUAL	BUDGET	DIFF	BUDGET	#1	ACTUAL COSTS
								VS 2018 REV# 1
GENERAL EXPENSES								
962	4590	OTHER GENERAL EXPENSES	-	-	-	-	-	-
914	4181	COMPENSATED ABSENCES	146	-	146	-	-	(146)
963	4570	PAYMENTS IN LIEU OF TAXES	-	-	-	-	-	-
964	4571	BAD DEBTS	-	-	-	-	-	-
		SEVERANCE EXPENSE	-	-	-	-	-	-
TOTAL GENERAL EXPENSES			146	-	146	-	-	(146)
969	TOTAL OPERATING EXPENDITURES		5,133	5,414	(281)	95%	5,500	367
970	CASH FLOW FROM OPERATIONS		49,782	43,854	5,928	114%	49,690	(92)
OTHER FINANCIAL ITEMS-(SOURCES) & USES								
		OPERATING TRANSFERS IN	-	-	-	-	-	-
		OPERATING TRANSFERS OUT	-	-	-	-	-	-
		INTER-AMP EXCESS TRANSFER IN	-	-	-	-	-	-
		INTER AMP EXCESS TRANSFER OUT	-	-	-	-	-	-
		TRANSFERS FROM PROGRAM TO AMP	-	-	-	-	-	-
		TRANSFERS FROM AMP TO PROGRAM	-	-	-	-	-	-
		HUD GRANTS - CAPITAL CONTRIBUTIONS	-	-	-	-	-	-
		DEBT SERVICE PAYMENT - INTEREST	-	-	-	-	-	-
		DEBT SERVICE PAYMENT - PRINCIPAL	-	-	-	-	-	-
971	4610	EXTRAORDINARY MAINTENANCE	-	-	-	-	-	-
		CAPITAL EXPENDITURES	-	-	-	-	-	-
973	4715	HOUSING ASSISTANCE PAYMENTS	47,322	42,485	4,837	111%	47,559	237
		OTHER ITEMS	-	-	-	-	-	-
TOTAL OTHER EXPENSES			47,322	42,485	4,837	111%	47,559	237
900	TOTAL EXPENDITURES		52,455	47,899	4,556	110%	53,059	604
NET CASH FLOW			2,460	1,369	1,091	180%	2,131	(329)

OFFICE EXPENSE:	
Office supplies	250
Office rent	300
Printing/reproduction	-
	550

MOD REHAB ACCOUNT DETAIL

LINE	ACCT		2018 PROJECTED	2018 ORIGINAL		% 2017 ACTUAL TO	2018 REVISION	2018 PROJECTED
ITEM	#	DESCRIPTION	ACTUAL	BUDGET	DIFF	BUDGET	#1	ACTUAL COSTS
								VS 2018 REV# 1
INCOME								
HUD PHA SECTION 8 GRANTS								
3410		SECTION 8 HAP INCOME	47,322	42,485	4,837	111%	47,559	237
3410.1		ADMINISTRATIVE FEES EARNED	7,593	6,783	810	112%	7,631	38
TOTAL HUD PHA SECTION 8 GRANTS			54,915	49,268	5,647	111%	55,190	275
EXPENSES								
ADMINISTRATIVE EXPENSES - OTHER								
4140		STAFF TRAINING	-	-	-	-	-	-
4170		ACCOUNTING	-	-	-	-	-	-
4190		SUNDRY	747	725	(22)	103%	800	53
4190.2		TELEPHONE/COMMUNICATIONS	-	20	20	0%	20	20
4190.3		POSTAGE	11	25	15	42%	25	15
4190.5		OFFICE EQUIPMENT/SOFTWARE	90	125	35	72%	125	35
TOTAL ADMINISTRATIVE			848	895	48	95%	970	123
OTHER GENERAL EXPENSES								
4590		OTHER GENERAL EXPENSES	-	-	-	-	-	-
4590.5		ASSET MGT FEE	-	-	-	-	-	-
4590.6		OTHER FEES	-	-	-	-	-	-
TOTAL OTHER GENERAL EXPENSES			-	-	-	-	-	-
NOTES TO BUDGET - SUNDRY EXPENSES								
		SUNDRY		75			75	
		BANK SVC		650			725	
		CONSULTANTS & PROFESSIONAL		-			-	
		MARKETING		-			-	
				725			800	

MOD REHAB CAPITAL EQUIPMENT

DESCRIPTION	LOCATION	QUANTITY	PRICE	TOTAL COST
NONE FOR THE 2018 BUDGET REV# 1				
TOTAL			0.00	0.00

AFFORDABLE HOUSING

LINE	ACCT		2018 PROJECTED	2018 ORIGINAL		% 2017 ACTUAL TO	2018 REVISION	2018 PROJECTED
ITEM	#	DESCRIPTION	ACTUAL	BUDGET	DIFF	BUDGET	#1	ACTUAL COSTS VS 2018 REV# 1
OPERATING INCOME								
703	3110	NET TENANT RENTAL REVENUE	-	-	-	-	-	-
704	3422	TENANT REVENUE - OTHER	-	-	-	-	-	-
		MANAGEMENT FEES EARNED	-	-	-	-	-	-
		BOOKKEEPING FEES EARNED	-	-	-	-	-	-
		FRONT LINE SERVICE FEE	-	-	-	-	-	-
		GROSS POTENTIAL SUBSIDY	-	-	-	-	-	-
		Less: VACANCY LOSS	-	-	-	-	-	-
		Less: PRORATION AMOUNT	-	-	-	-	-	-
		PORT IN HAP REVENUE	-	-	-	-	-	-
		HUD PHA OPERATING GRANT (CFP/S8)	-	-	-	-	-	-
708	3404	OTHER GOVERNMENT GRANTS	-	-	-	-	-	-
711	3430	INVESTMENT INCOME - UNRESTRICTED	1,059	1,205	(146)	88%	1,064	5
714	3450	FRAUD RECOVERY	-	-	-	-	-	-
715	3480	OTHER REVENUE	15,525	84,794	(69,269)	18%	84,794	69,269
720	3431	INVESTMENT INCOME - RESTRICTED	-	-	-	-	-	-
700		TOTAL REVENUES	16,584	85,999	(69,415)	19%	85,858	69,274
OPERATING EXPENDITURES								
ADMINISTRATIVE								
911	4110	ADMINISTRATIVE SALARIES	198,386	301,301	(102,916)	66%	291,301	92,915
915	4182	EMPLOYEE BENEFITS - ADMINISTRATIVE	53,100	89,131	(36,031)	60%	87,489	34,389
912	4171	AUDITING FEES	13,827	3,000	10,827	461%	14,000	173
		MANAGEMENT FEES	-	-	-	-	-	-
		BOOKKEEPING FEES	-	-	-	-	-	-
		ADVERTISING & MARKETING	-	-	-	-	-	-
		OFFICE EXPENSE	11,984	12,382	(399)	97%	12,382	399
		LEGAL EXPENSE	43,425	25,000	18,425	174%	45,000	1,575
		TRAVEL	437	-	437	-	750	314
916	4190	OTHER	29,529	26,442	3,087	112%	26,442	(3,087)
		TOTAL ADMINISTRATIVE	350,687	457,256	(106,570)	77%	477,364	126,677
TENANT SERVICES								
921	4210	SALARIES	-	-	-	-	-	-
923	4222	EMPLOYEE BENEFITS - TENANT SERVICES	-	-	-	-	-	-
924	4230	OTHER	-	-	-	-	-	-
		TOTAL TENANT SERVICES	-	-	-	-	-	-
UTILITIES								
931	4310	WATER	155	144	11	107%	159	5
932	4320	ELECTRICITY	795	845	(50)	94%	819	24
933	4330	NATURAL GAS	-	-	-	-	-	-
938	4390	SEWER AND OTHER	-	-	-	-	-	-
		TOTAL UTILITIES	950	989	(40)	96%	978	28
ORDINARY MAINT & OPERATIONS								
941	4410	LABOR	-	-	-	-	-	-
945	4433	EMPLOYEE BENEFITS - MAINTENANCE	-	-	-	-	-	-
942	4420	MATERIALS	2,544	2,701	(157)	94%	2,595	51
		CONTRACT COSTS	-	-	-	-	-	-
		GARBAGE & TRASH	-	-	-	-	-	-
		COOLING/AIR CONDITIONING	-	-	-	-	-	-
		ELEVATOR MAINTENANCE	-	-	-	-	-	-
		LANDSCAPE & GROUNDS	-	-	-	-	-	-
		UNIT TURNAROUNDS	-	-	-	-	-	-
		ELECTRICAL	-	-	-	-	-	-
		PLUMBING	-	-	-	-	-	-
		EXTERMINATION	-	-	-	-	-	-
		JANITORIAL	-	-	-	-	-	-
		ROUTINE MAINTENANCE	-	-	-	-	-	-
943	4430	OTHER MISCELLANEOUS CONTRACT COSTS	6,596	53,800	(47,205)	12%	15,000	8,405
		TOTAL ORDINARY MAINT & OPERATIONS	9,140	56,501	(47,362)	16%	17,595	8,455
PROTECTIVE SERVICES								
952	4480	PROTECTIVE SERVICES CONTRACT COSTS	899	1,500	(602)	60%	1,500	602
		PROTECTIVE SERVICES OTHER	-	-	-	-	-	-
		TOTAL PROTECTIVE SERVICES	899	1,500	(602)	60%	1,500	602
INSURANCE								
961	4510	INSURANCE	1,839	2,600	(761)	71%	2,600	761
		TOTAL INSURANCE EXPENSES	1,839	2,600	(761)	71%	2,600	761

AFFORDABLE HOUSING

LINE	ACCT		2018	2018		% 2017	2018	2018 PROJECTED
ITEM	#	DESCRIPTION	PROJECTED ACTUAL	ORIGINAL BUDGET	DIFF	ACTUAL TO BUDGET	REVISION #1	ACTUAL COSTS VS 2018 REV# 1
GENERAL EXPENSES								
962	4590	OTHER GENERAL EXPENSES	-	45,000	(45,000)	0%	45,000	45,000
914	4181	COMPENSATED ABSENCES	-	-	-	-	-	-
963	4570	PAYMENTS IN LIEU OF TAXES	-	-	-	-	-	-
964	4571	BAD DEBTS	-	-	-	-	-	-
		SEVERANCE EXPENSE	-	-	-	-	-	-
TOTAL GENERAL EXPENSES			-	45,000	(45,000)	0%	45,000	45,000
969	TOTAL OPERATING EXPENDITURES		363,513	563,846	(200,333)	64%	545,037	181,524
970	CASH FLOW FROM OPERATIONS		(346,929)	(477,847)	130,918	73%	(459,179)	(112,250)
OTHER FINANCIAL ITEMS-(SOURCES) & USES								
		OPERATING TRANSFERS IN	(1,193,748)	(1,108,019)	(85,729)	108%	(1,108,019)	85,729
		OPERATING TRANSFERS OUT	45,000	30,000	15,000	150%	30,000	(15,000)
		INTER-AMP EXCESS TRANSFER IN	-	-	-	-	-	-
		INTER AMP EXCESS TRANSFER OUT	-	-	-	-	-	-
		TRANSFERS FROM PROGRAM TO AMP	-	-	-	-	-	-
		TRANSFERS FROM AMP TO PROGRAM	-	-	-	-	-	-
		HUD GRANTS - CAPITAL CONTRIBUTIONS	-	-	-	-	-	-
		DEBT SERVICE PAYMENT - INTEREST	-	-	-	-	-	-
		DEBT SERVICE PAYMENT - PRINCIPAL	-	-	-	-	-	-
971	4610	EXTRAORDINARY MAINTENANCE	-	-	-	-	-	-
		CAPITAL EXPENDITURES	-	-	-	-	-	-
973	4715	HOUSING ASSISTANCE PAYMENTS	-	-	-	-	-	-
		OTHER ITEMS	-	-	-	-	-	-
TOTAL OTHER EXPENSES			(1,148,748)	(1,078,019)	(70,729)	107%	(1,078,019)	70,729
900	TOTAL EXPENDITURES		(785,235)	(514,173)	(271,062)	153%	(532,982)	252,253
NET CASH FLOW			801,819	600,172	201,647	134%	618,840	(182,979)

OFFICE EXPENSE:		
Office supplies	3,000	
Office rent	6,882	
Printing/reproduction	2,500	
	12,382	

AFFORDABLE ACCOUNT DETAIL

LINE	ACCT		2018 PROJECTED	2018 ORIGINAL		% 2017 ACTUAL TO	2018 REVISION	2018 PROJECTED ACTUAL COSTS
ITEM	#	DESCRIPTION	ACTUAL	BUDGET	DIFF	BUDGET	#1	VS 2018 REV# 1
INCOME								
HUD PHA SECTION 8 GRANTS								
3410		SECTION 8 HAP INCOME	-	-	-	-	-	-
3410.1		ADMINISTRATIVE FEES EARNED	-	-	-	-	-	-
TOTAL HUD PHA SECTION 8 GRANTS			<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
EXPENSES								
ADMINISTRATIVE EXPENSES - OTHER								
4140		STAFF TRAINING	165	800	635	21%	800	635
4170		ACCOUNTING	-	-	-	-	-	-
4190		SUNDRY	19,170	14,382	(4,788)	133%	14,382	(4,788)
4190.2		TELEPHONE/COMMUNICATIONS	-	760	760	0%	760	760
4190.3		POSTAGE	42	250	208	17%	250	208
4190.5		OFFICE EQUIPMENT/SOFTWARE	10,152	10,250	98	99%	10,250	98
TOTAL ADMINISTRATIVE			<u>29,529</u>	<u>26,442</u>	<u>(3,087)</u>	<u>112%</u>	<u>26,442</u>	<u>(3,087)</u>
OTHER GENERAL EXPENSES								
4590		OTHER GENERAL EXPENSES	-	45,000	45,000	0%	45,000	45,000
4590.5		ASSET MGT FEE	-	-	-	-	-	-
4590.6		OTHER FEES	-	-	-	-	-	-
TOTAL OTHER GENERAL EXPENSES			<u>-</u>	<u>45,000</u>	<u>45,000</u>	<u>0%</u>	<u>45,000</u>	<u>45,000</u>
NOTES TO BUDGET - SUNDRY EXPENSES								
		SUNDRY		6,000			6,000	
		BANK SVC		1,000			1,000	
		CONSULTANTS & PROFESSIONAL		-			-	
		MARKETING		7,382			7,382	
				<u>14,382</u>			<u>14,382</u>	

AFFORDABLE CAPITAL EQUIPMENT

DESCRIPTION	LOCATION	QUANTITY	PRICE	TOTAL COST
NONE FOR THE 2018 BUDGET REV# 1				
TOTAL			-	-

RESOLUTION NO. 18-04

RESOLUTION APPROVING THE HARRIS COUNTY HOUSING AUTHORITY'S
(HCHA) 2018 PUBLIC HOUSING AUTHORITY (PHA) PLAN

WHEREAS, HCHA held a Resident Advisory Board meeting on October 27, 2017; and

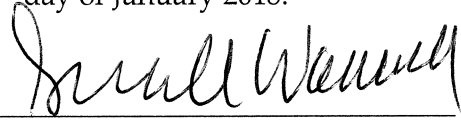
WHEREAS, HCHA held a public hearing on the revised HCHA's PHA Plan on January 16, 2018; and

WHEREAS, the HCHA Board of Commissioners conducted a public hearing on January 17, 2018.

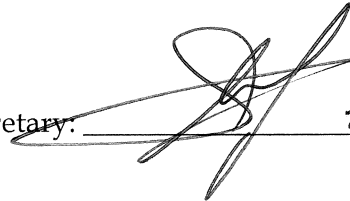
NOW, THEREFORE, BE IT RESOLVED that the Harris County Housing Authority Board of Commissioners hereby adopts the HCHA's PHA Plan attached to this resolution

PASSED, by the Board of Commissioners this 17th day of January 2018.

Chairman:



Secretary:



2/23/18

Attachments: 2018 PHA Submission – HUD 50075-HCV; HCV-50077-ST-HCV-HP; HUD-50077-SL

RESOLUTION NO. 18-09

**RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING WITH THE
HOUSTON HOUSING AUTHORITY TO PERFORM INSPECTIONS AND/OR VERIFY
RENT REASONABLENESS AT THE PARTNER AGENCY'S REQUEST**

WHEREAS, the US Department of Housing and Urban Development requires housing authorities to inspect units to ensure they meet Housing Quality Standards and to perform rent reasonableness calculations; and

WHEREAS, in some instances, circumstances exist where it is required or preferred that an independent party perform these inspections and calculations; and

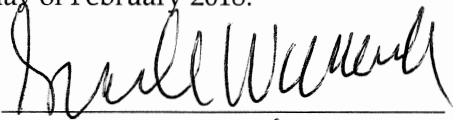
WHEREAS, the Harris County Housing Authority (HCHA) Board of Commissioners passed Resolutions 14-03 and 16-19 authorizing HCHA to contract with the Houston Housing Authority (HHA) to perform these duties for each other upon request for a set fee; and

WHEREAS, the current memorandum of understanding between HCHA and HHA expired on December 31, 2017.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Harris County Housing Authority hereby authorizes the CEO to negotiate and execute the attached memorandum of understanding with the Houston Housing Authority for the purpose of providing a framework for HHA and HCHA to perform inspections and verify rent reasonableness for each other upon request.

PASSED, by the Board of Commissioners this 26th day of February 2018.

Chairman: _____



Secretary: _____



RESOLUTION 18-10

**RESOLUTION AUTHORIZING THE RENEWAL OF THE SOFTWARE SUPPORT
CONTRACT WITH HAPPY SOFTWARE, INC.**

WHEREAS, Harris County Housing Authority (HCHA) requires support of its software to conduct transactions for all applicants and participants in the Housing Choice Voucher, Moderate Rehabilitation, Jackson Hinds (Single Room Occupancy), and Veteran Affairs Supporting Housing (VASH) Programs; and

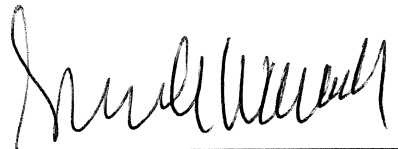
WHEREAS, on or before January 21, 2009, HCHA entered into a contract with Happy Software, Inc. for the provision of software support contract; and

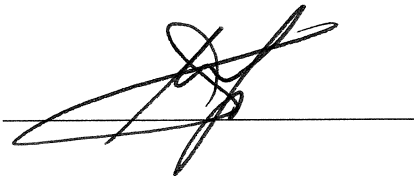
WHEREAS, the current software support contract with Happy Software, Inc. expires on February 28, 2018; and

WHEREAS, HCHA's Procurement Policy requires the Board of Commissioners' approval on all further renewals due to aggregation of funds paid to Happy Software, Inc. since January 2009 or before.

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of Harris County Housing Authority that the Chief Executive Officer is hereby authorized and directed to execute the renewal of the software support contract attached to this resolution for an additional one-year term.

PASSED, by the Board of Commissioners on this 26th day of February 2018.

Chairman: 

Secretary: 

RESOLUTION 18-11

RESOLUTION AUTHORIZING A CONTRACT FOR JANITORIAL SERVICES

WHEREAS, Harris County Housing Authority (HCHA) requires janitorial services at 8933 Interchange Drive, Houston, Texas 77054; and

WHEREAS, HCHA's current contract with ABM Janitorial Services – South Central Inc. was procured under small purchase procedures and requires re-bidding at this time; and

WHEREAS, HCHA staff solicited proposals from entities to provide janitorial services and received quotes from the following:

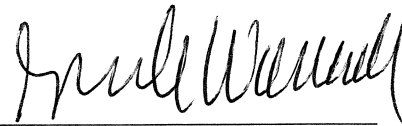
1. ABM Janitorial Services
2. Jani King
3. Hospitality Cleaning
4. Amani Inc.; and

WHEREAS, ABM Janitorial Services was the responsive and responsible vendor that submitted the lowest cost to HCHA.

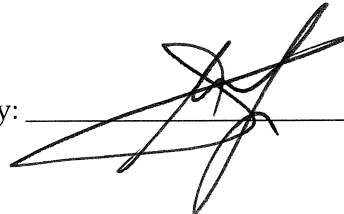
NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of Harris County Housing Authority that the Chief Executive Officer is authorized and directed to execute a contract for janitorial services with ABM Janitorial Services.

PASSED, by the Board of Commissioners on this 26th day of February 2018.

Chairman: _____



Secretary: _____



RESOLUTION NO. 18-12

RESOLUTION AUTHORIZING THE CEO TO EXERCISE THE FIRST OF TWO RENEWAL OPTIONS TO THE INTER-LOCAL AGREEMENT WITH HARRIS COUNTY, THE CITY OF HOUSTON, AND HOUSTON HOUSING AUTHORITY FOR THE HOUSING SEARCH AND LOCATION TOOL

WHEREAS, Chapters 392 and 791 of the Texas Local Government Code authorize Harris County Housing Authority (HCHA) to enter into Inter-Local Agreements with other governmental bodies; and

WHEREAS, Harris County, Texas (the County) currently has an agreement with Emphasys Computer Solutions (Emphasys) to establish, host and maintain a database of affordable rental properties in Harris County (housing search and location tool); and

WHEREAS, the County granted HCHA, the City of Houston, Texas (the City), and Houston Housing Authority (HHA) access to the housing search and location tool; and

WHEREAS, the HCHA desires to exercise the first of two renewal options for the services provided by Emphasys; and

WHEREAS, the County has requested that HCHA, the City, and HHA pay a proportionate share of the annual base and support costs; and

WHEREAS, HCHA's proportionate share of the annual base and support costs is \$4,481.00.

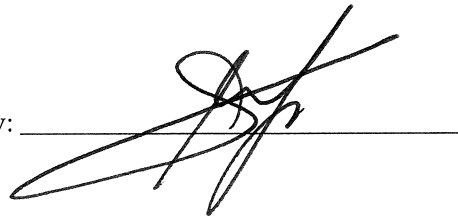
NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of HCHA hereby authorizes the CEO to exercise the first of the two renewal options to the Inter-Local Agreement with the County, the City, and HHA for the housing search and location tool.

PASSED, by the Board of Commissioners this 26th day of February 2018.

Chairman: _____



Secretary: _____



RESOLUTION NO. 18-13

**RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING BETWEEN THE
HARRIS COUNTY HOUSING AUTHORITY (HCHA) AND SEARCH HOMELESS
SERVICES (SEARCH)**

WHEREAS, HCHA established a third local preference for qualifying participants in the Harris County Mental Health Jail Diversion Program; and

WHEREAS, qualified participants qualify as homeless as defined by Section 103 of the McKinney-Vento Act (42 U.S.C. 11302) and will be referred to HCHA by Harris County's Mental Health Jail Diversion Program; and

WHEREAS, HCHA will provide up to 100 housing choice vouchers consistent with the Harris County Mental Health Jail Diversion Program's intent, the HCHA's Administrative Plan, and available funding; and

WHEREAS, HCHA will screen qualified participants in accordance with HCHA's Administrative Plan for the Housing Choice Voucher program and all other relevant U.S. Department of Housing and Urban Development regulations, guidelines, and requirements; and

WHEREAS, HCHA will provide Housing Assistance Payments to landlords on behalf of participants in accordance with the HCHA's Administrative Plan for the Housing Choice Voucher program and all other relevant U.S. Department of Housing and Urban Development regulations, guidelines and requirements; and

WHEREAS, HCHA will provide training to SEARCH case managers regarding the application and compliance processes for participation in the Housing Choice Voucher Program; and

WHEREAS, SEARCH will identify participants, conduct referrals, and provide ongoing case management and supportive services.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Harris County Housing Authority hereby authorizes the Chief Executive Officer to negotiate and execute the attached Memorandum of Understanding with SEARCH Homeless Services.

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

PASSED, by the Board of Commissioners this 22nd day of March 2018.

Chairman: _____

Secretary: _____

RESOLUTION NO. 18-14

**RESOLUTION APPROVING RENEWAL OF AN INTERLOCAL AGREEMENT FOR THE
PROVISION OF INSURANCE COVERAGE**

WHEREAS, Chapter 791 of the Texas Local Government Code authorizes government entities like Harris County Housing Authority ("HCHA") to enter into Risk Pool Interlocal Agreements for the provision of insurance coverage; and

WHEREAS, on April 1, 2014, HCHA entered into an Interlocal Agreement with the members of the Texas Municipal League Insurance Risk Pool ("TMLIRP") for the provision of insurance coverage; and

WHEREAS, HCHA desires to renew the Interlocal Agreement for an additional one-year term; and

WHEREAS, the current Interlocal Agreement with TMLIRP expires on April 1, 2018; and

WHEREAS, HCHA's Procurement Policy requires the Board of Commissioners' approval on all further renewals of the Interlocal Agreement due to aggregation of the premiums paid to TMLIRP since April 1, 2014.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Harris County Housing Authority that the Chief Executive Officer is hereby authorized and directed to execute a renewal of the Interlocal Agreement for the provision of insurance coverage.

PASSED, by the Board of Commissioners this 22nd day of March 2018.

Chairman: _____



Secretary: _____



RESOLUTION NO. 18-15

RESOLUTION APPROVING THE BUDGET FOR FISCAL YEAR 2019, BEGINNING APRIL 1, 2018 AND ENDING MARCH 31, 2019

WHEREAS, the staff of Harris County Housing Authority (HCHA) drafted a budget for fiscal year (FY) beginning April 1, 2018 and ending March 31, 2019; and

WHEREAS, all of HCHA's lines of businesses are projected to have positive cash flows for FY 2019; and

WHEREAS, HCHA's Board of Commissioners reviewed the proposed budget and found that the anticipated revenues as reflected in the proposed budget are sufficient to meet all proposed expenses for HCHA; and

WHEREAS, the US Department of Housing and Urban Department requires the approval of HUD Form 52574.

NOW, THEREFORE, BE IT RESOLVED, that the HCHA Board of Commissioners of the Harris County Housing Authority hereby adopts the budget for fiscal year 2019, beginning April 1, 2018 and ending March 31, 2019.

PASSED, by the Board of Commissioners this 22nd day of March 2018.

Chairman: _____



Secretary: _____



Attachment: Budget for Fiscal Year 2019

PHA Board Resolution
Approving Operating Budget

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026
(exp. 07/31/2019)

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Harris County Housing Authority

PHA Code: TX441

PHA Fiscal Year Beginning: 04/01/2018

Board Resolution Number:

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

3/22/18

- ☒ Operating Budget approved by Board resolution on:
- ☐ Operating Budget submitted to HUD, if applicable, on:
- ☐ Operating Budget revision approved by Board resolution on:
- ☐ Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name: GERALD WOUNACH	Signature: Gerald Wounach	Date: 3/28/2018
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RESOLUTION NO. 18-16

**RESOLUTION AUTHORIZING HARRIS COUNTY HOUSING AUTHORITY
(AUTHORITY) TO WITHDRAW AS THE SOLE MEMBER OF HCHA
CYPRESSWOOD ESTATES, LLC (COMPANY) AND AUTHORIZING HCHA
REDEVELOPMENT AUTHORITY, INC. (CORPORATION) TO BECOME THE
SOLE MEMBER OF THE COMPANY, AND AUTHORIZING THE AUTHORITY
AND THE CORPORATION TO TAKE SUCH OTHER STEPS AS THE
CORPORATION DEEMS NECESSARY OR CONVENIENT TO CARRY OUT
THESE RESOLUTIONS**

WHEREAS, the Authority is the sole member of the Company, formed to develop an 88-unit seniors development known as Cypresswood Estates located in Houston, Texas; and

WHEREAS, the Authority shall assign all of its interest in the Company to the Corporation, a Texas non-profit corporation and instrumentality of the Authority, such that the Corporation shall become the sole member of the Company; and

WHEREAS, it is anticipated that the Authority and the Corporation shall enter into an Assignment of Membership Interest, First Amendment to Amended and Restated Regulations, and any certificates, affidavits, documents, instruments, statements, consents, and other writings of every nature whatsoever (altogether, Assignment Documents) necessary for the Corporation to become the sole member of the Company.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners, that in connection with the transactions contemplated by these Resolutions, the Corporation and the Authority are authorized to execute and deliver the Assignment Documents; and

BE IT FURTHER RESOLVED, that the Authority is authorized to withdraw as the sole member of the Company, and the Corporation is authorized to become the sole member of the Company; and

BE IT FURTHER RESOLVED, that any actions by the Authority, to do and perform, or cause to be done and performed, in the name and on behalf of the Corporation or the Authority, or the execution and delivery, or causing to be executed and delivered, of Assignment Documents and of any related documentation, in the name and on behalf of the Authority, the Corporation, and/or the Company, as they or any of them may deem to be necessary or advisable to carry into effect the intent of the foregoing Resolutions, are hereby approved, ratified, and confirmed; and

BE IT FURTHER RESOLVED that the authorization of the Authority to enter into the Assignment Documents and that execution and delivery of the Assignment Documents, in the

name and on behalf of the Authority, by Horace Allison, the Executive Director / CEO (Executing Officer) of the Authority, individually and without the joinder of any other person, in the form as so executed and delivered, is hereby authorized, approved, ratified, and confirmed; and

BE IT FURTHER RESOLVED that the execution and delivery by the Executing Officer of any of the aforesaid agreements, documents, and instruments authorized in the foregoing Resolutions and the taking by the Executing Officer of any acts in any way related to the transactions contemplated by the foregoing Resolutions and such agreements, documents, and instruments, shall be conclusive evidence of his approval thereof and of his authority to execute and deliver such agreements, documents, and instruments and to take and perform such acts in the name and on behalf of the Authority, the Corporation, and the Company, as the case may be; and

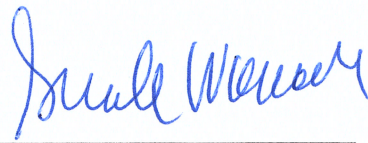
BE IT FURTHER RESOLVED that the Executing Officer is hereby authorized and directed for and on behalf of, and as the act and deed of the Authority, the Corporation, and the Company, to execute all of the Assignment Documents and any other documents and agreements executed in connection with the transactions contemplated hereby; and

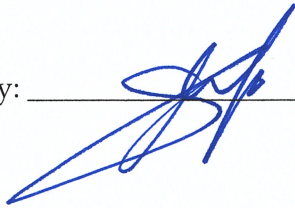
BE IT FURTHER RESOLVED that the Executing Officer is authorized (i) to negotiate definitive terms (not inconsistent with the terms described above) of the Assignment Documents, and (ii) to take such other actions for the Authority, the Corporation, and the Company, as applicable, as the Executing Officer considers appropriate toward completion of the transactions contemplated by these Resolutions or performance of the obligations of the Authority, the Corporation, or the Company as applicable, under the Assignment Documents and any other documents and agreements executed in connection with the transactions contemplated hereby; and

BE IT FURTHER RESOLVED, that to the extent any of the actions authorized by these Resolutions have already been taken by, or on behalf of, the Authority, the Corporation, and/or the Company, such actions are hereby ratified and confirmed as the valid actions of the Authority, the Corporation, and/or the Company, effective as of the date such actions were taken; and

BE IT FURTHER RESOLVED, that the Authority, the Corporation, and/or the Company are authorized to take such other actions as the Authority, the Corporation, or the Company shall consider necessary or appropriate toward completion of the transactions contemplated by these Resolutions.

PASSED by the Board of Commissioners this 22nd day of March 2018.

Chairman: 

Secretary: 

**FIRST AMENDMENT TO
AMENDED AND RESTATED REGULATIONS
OF
HCHA CYPRESSWOOD ESTATES, LLC**

This First Amendment to Amended and Restated Regulations (the "Amendment") of HCHA Cypresswood Estates, LLC (the "Company") by HCHA REDEVELOPMENT AUTHORITY, INC., a Texas non-profit corporation (the "Sole Member"), as its sole member, serves to amend those certain Amended and Restated Limited Liability Regulations (the "Regulations") of the Company entered into as of August 18, 2009.

NOW, THEREFORE, it is agreed to by and between or among the Company and the Sole Member and, it is agreed by all of the Managers of the Company, notwithstanding any other provision as set forth in the Regulations to the contrary that the regulations are hereby amended in the following respects:

1. The Harris County Housing Authority, a public body corporate and politic organized under the laws of the State of Texas (the "Withdrawing Member") hereby withdraws as a Member of the Company, effective as of the 22nd day of March 2018 (the "Effective Date"). Henceforth all references in the Regulations to the "Member" or to "Members" shall no longer be deemed to include the Withdrawing Member.

2. Exhibit "A" of the Regulations is hereby amended to read as set forth on Exhibit "A" attached hereto, which reflects that the Withdrawing Member is no longer a Member of the Company and that any sharing ratios, voting ratios, and related rights and responsibilities of the Members in the Company, after giving effect to the assignment from Withdrawing Member to the Sole Member, are fully transferred to the Sole Member on same Exhibit "A".

3. Except as hereby amended, the Regulations shall remain in full force and effect and are hereby ratified and confirmed in all respects.

4. All capitalized terms used and not otherwise defined herein shall have the meanings as set forth in the Regulations.

[Remainder of this page intentionally left blank]

IN WITNESS WHEREOF, the parties hereto have executed this First Amendment to Amended and Restated Regulations effective as of the Effective Date.

SOLE MEMBER:

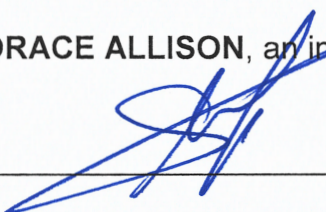
HCHA REDEVELOPMENT AUTHORITY, INC.,
a Texas non-profit corporation

By: _____

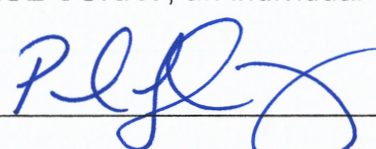

Horace Allison
Secretary

MANAGERS:

HORACE ALLISON, an individual



PAUL CURRY, an individual



WITHDRAWING MEMBER:

HARRIS COUNTY HOUSING AUTHORITY,
a Texas public body corporate and politic

By: _____

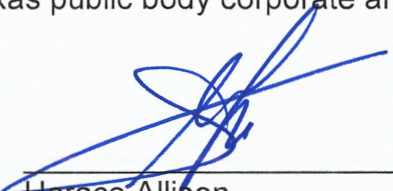

Horace Allison
Executive Director

Exhibit "A"

**NAMES, CONTRIBUTIONS, AND
MEMBERSHIP INTERESTS OF MEMBERS**

<u>Name and Address</u>	<u>Initial Contribution</u>	<u>Membership Interest</u>
HCHA Redevelopment Authority, Inc. 8933 Interchange Dr. Houston, Texas 77054	\$10	100%

ASSIGNMENT OF MEMBERSHIP INTERESTS AND OTHER RIGHTS

(HCHA Cypresswood Estates, LLC)

This Assignment of Membership Interests and Other Rights (this "Assignment") is made and entered into effective as of the 22nd day of March, 2018 (the "Effective Date"), by and among the **HARRIS COUNTY HOUSING AUTHORITY**, a public body corporate and politic organized under the laws of the State of Texas (the "Assignor"), and **HCHA REDEVELOPMENT AUTHORITY, INC.**, a Texas non-profit corporation, (the "Assignee").

RECITALS AND REFERENCES:

WHEREAS, **HCHA Cypresswood Estates, LLC**, a Texas limited liability company (the "Company"), was created on August 18, 2005 as evidenced by the Articles of Organization, as amended, for the Company filed with the Texas Secretary of State on that date; and

WHEREAS, Assignor is the Sole Members of the Company, owns a 100% membership interest in the Company, and is hereby assigning and conveying to Assignee all of said ownership interest in the Company; and

WHEREAS, Amended and Restated Limited Liability Regulations (the "Regulations") of the Company have been executed as of August 18, 2009, whereby Assignor is the Sole Member of the Company, and such Regulations shall be further amended by a certain First Amendment to Amended and Restated Regulations effective as of the Effective Date (the "Amendment") whereby Assignee shall be the Sole Member of the Company with a 100% ownership interest in it.

NOW, THEREFORE, for and in consideration of Ten and No/100 Dollars (\$10.00) and other good and valuable consideration paid by Assignee to Assignor, the receipt, and sufficiency of which are hereby acknowledged, Assignor and Assignee do hereby agree as follows:

1. Assignment. Assignor does hereby GIVE, ASSIGN, TRANSFER, SET OVER and DELIVER to Assignee, its successors, and assigns, all of their ownership interest in the Company, together with all right, title, and interest in and to the business, properties, and assets of the Company represented by such ownership interest in the

Company, including, but not limited to, the capital, assets, profits, and losses of the Company, and Assignor hereby grants to Assignee, its successors, and assigns, full power and authority to collect, receive, and give acquittance of any sum or sums due or to become due to it by virtue of the interest in the Company hereby assigned.

2. Assumption of Obligations. The Assignee hereby assumes all rights and obligations, if any, of Assignor under the Amendment with respect to the ownership interest assigned pursuant to Section 1, accruing after the Effective Date, if any.

3. Distributions. All distributions made by the Company to Assignor with respect to their interests in the Company as hereinabove described from and after the Effective Date shall be distributed by Assignor to Assignee.

4. Ownership Units. Assignee's ownership in the Company shall be in accordance with Exhibit "A" attached to the Amendment.

5. Future Cooperation on Subsequent Documents. Assignor and Assignee agree to cooperate at all times from and after the date hereof with respect to the supplying of any information requested by the other regarding any of the matters described in this Assignment, and agree to execute such further bills of sale, assignments, agreements, amendments, releases or other documents as may be reasonably requested for the purpose of giving effect to, evidencing or giving notice of the transaction described herein.

6. Successors and Assigns. This Assignment shall be binding upon and shall inure to the benefit of, the parties hereto and their respective heirs, successors and assigns.

7. Counterparts. This Assignment may be executed by the parties in one or more counterparts, including facsimile counterparts, each of which shall constitute one document, binding on all parties, even though all parties are not signatory to the same counterpart.

[Remainder of Page Intentionally Left Blank]

IN WITNESS WHEREOF, the parties hereto have caused this Assignment to be duly executed effective as of the Effective Date.

ASSIGNOR:

HARRIS COUNTY HOUSING AUTHORITY, a public body corporate and politic organized under the laws of the State of Texas

By: 

Horace Allison
Executive Director/CEO

ASSIGNEE:

HCHA REDEVELOPMENT AUTHORITY, INC.,
a Texas non-profit corporation

By: 

Horace Allison
Secretary

RESOLUTION NO. 18-17

RESOLUTION APPROVING THE SUBMISSION OF THE SECTION EIGHT
MANAGEMENT ASSESSMENT PROGRAM CERTIFICATION TO THE
DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

WHEREAS, the Department of Housing and Urban Development (HUD) requires housing authorities to submit an annual Section Eight Management Assessment Program (SEMAP) certification report; and

WHEREAS, based on HUD's performance indicators, Harris County Housing Authority's (HCHA) annual SEMAP certification reports reflect that HCHA is a "high performer" with a score of 96%; and

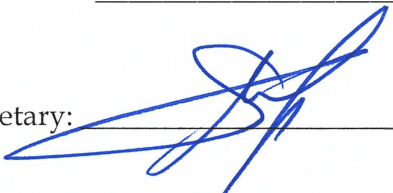
WHEREAS, this report is due to HUD 60 days after the close of the HCHA's fiscal year; and

WHEREAS, staff members have prepared and reviewed a draft of the SEMAP report and recommend its submission.

NOW, THEREFORE, BE IT RESOLVED, that HCHA's Board of Commissioners approves the submission of the 2018 SEMAP certification report to HUD.

PASSED, by the Board of Commissioners of the Harris County Housing Authority this 22nd day of March 2018.

Chairman: 

Secretary: 

Attachment: SEMAP summary

Section 8 Management Assessment Program (SEMAP) Certification

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0215
(exp. 11/30/2016)

Public reporting burden for this collection of information is estimated to average 12 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

Instructions Respond to this certification form using the PHA's actual data for the fiscal year just ended.

PHA Name	For PHA FY Ending (mm/dd/yyyy)	Submission Date (mm/dd/yyyy)
Harris County Housing Authority	03/31/2018	05/15/2018

Check here if the PHA expends less than \$300,000 a year in Federal awards ☐

Indicators 1 - 7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

Performance Indicators

- Selection from the Waiting List.** (24 CFR 982.54(d)(1) and 982.204(a))
(a) The PHA has written policies in its administrative plan for selecting applicants from the waiting list.
PHA Response Yes ☒ No ☐
(b) The PHA's quality control samples of applicants reaching the top of the waiting list and of admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.
PHA Response Yes ☒ No ☐
- Reasonable Rent.** (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)
(a) The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units, and any amenities, housing services, maintenance or utilities provided by the owners.
PHA Response Yes ☒ No ☐
(b) The PHA's quality control sample of tenant files for which a determination of reasonable rent was required shows that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):
PHA Response ☒ At least 98% of units sampled ☐ 80 to 97% of units sampled ☐ Less than 80% of units sampled
- Determination of Adjusted Income.** (24 CFR part 5, subpart F and 24 CFR 982.516)
The PHA's quality control sample of tenant files shows that at the time of admission and reexamination, the PHA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and, where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):
PHA Response ☐ At least 90% of files sampled ☒ 80 to 89% of files sampled ☐ Less than 80% of files sampled
- Utility Allowance Schedule.** (24 CFR 982.517)
The PHA maintains an up-to-date utility allowance schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.
PHA Response Yes ☒ No ☐
- HQS Quality Control Inspections.** (24 CFR 982.405(b))
A PHA supervisor (or other qualified person) reinspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The PHA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of a cross section of inspectors.
PHA Response Yes ☒ No ☐
- HQS Enforcement.** (24 CFR 982.404)
The PHA's quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, or, if HQS deficiencies were not corrected within the required time frame, the PHA stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations for (check one):
PHA Response ☒ At least 98% of cases sampled ☐ Less than 98% of cases sampled

7. Expanding Housing Opportunities. (24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12)).

Applies only to PHAs with jurisdiction in metropolitan FMR areas.

Check here if not applicable ☒

(a) The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.

PHA Response Yes ☒ No ☐

(b) The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.

PHA Response Yes ☒ No ☐

(c) The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when briefing voucher holders.

PHA Response Yes ☒ No ☐

(d) The PHA's information packet for voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.

PHA Response Yes ☒ No ☐

(e) The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.

PHA Response Yes ☒ No ☐

(f) The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.

PHA Response Yes ☒ No ☐

8. Payment Standards. The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD). (24 CFR 982.503)

PHA Response Yes ☒ No ☐

Enter current FMRs and payment standards (PS)

0-BR FMR	752	1-BR FMR	855	2-BR FMR	1048	3-BR FMR	1432	4-BR FMR	1814
PS	752	PS	855	PS	1048	PS	1432	PS	1814

If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, attach similar FMR and payment standard comparisons for each FMR area and designated area.

9. Annual Reexaminations. The PHA completes a reexamination for each participating family at least every 12 months. (24 CFR 982.516)

PHA Response Yes ☒ No ☐

10. Correct Tenant Rent Calculations. The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program. (24 CFR 982, Subpart K)

PHA Response Yes ☐ No ☒

11. Precontract HQS Inspections. Each newly leased unit passed HQS inspection before the beginning date of the assisted lease and HAP contract. (24 CFR 982.305)

PHA Response Yes ☒ No ☐

12. Annual HQS Inspections. The PHA inspects each unit under contract at least annually. (24 CFR 982.405(a))

PHA Response Yes ☒ No ☐

13. Lease-Up. The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year.

PHA Response Yes ☒ No ☐

- 14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. (24 CFR 984.105)

Applies only to PHAs required to administer an FSS program.

Check here if not applicable ☒

PHA Response

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

or, Number of mandatory FSS slots under HUD-approved exception

8. Payment Standards. The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD). (24 CFR 982.503)

PHA Response Yes ☒ No ☐

Enter current FMRs and payment standards (PS)

0-BR FMR <u>827</u>	1-BR FMR <u>941</u>	2-BR FMR <u>1153</u>	3-BR FMR <u>1575</u>	4-BR FMR <u>1995</u>
PS <u>827</u>	PS <u>941</u>	PS <u>1153</u>	PS <u>1575</u>	PS <u>1995</u>

If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, attach similar FMR and payment standard comparisons for each FMR area and designated area.

-
8. Payment Standards. The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD). (24 CFR 982.503)

PHA Response Yes ☒ No ☐

Enter current FMRs and payment standards (PS)

0-BR FMR <u>902</u>	1-BR FMR <u>1026</u>	2-BR FMR <u>1258</u>	3-BR FMR <u>1718</u>	4-BR FMR <u>2177</u>
PS <u>902</u>	PS <u>1026</u>	PS <u>1258</u>	PS <u>1718</u>	PS <u>2177</u>

If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, attach similar FMR and payment standard comparisons for each FMR area and designated area.

b. Number of FSS families currently enrolled

c. Portability: If you are the initial PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Percent of FSS slots filled (b + c divided by a)

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances. (24 CFR 984.305)

Applies only to PHAs required to administer an FSS program.

Check here if not applicable ☐

PHA Response

Yes

☐

No

☐

Portability: If you are the initial PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Deconcentration Bonus Indicator (Optional and only for PHAs with jurisdiction in metropolitan FMR areas).

The PHA is submitting with this certification data which show that:

(1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;

(2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY;

or

(3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FYs is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

PHA Response

Yes

☒

No

☐

If yes, attach completed deconcentration bonus indicator addendum.

I hereby certify that, to the best of my knowledge, the above responses under the Section 8 Management Assessment Program (SEMAP) are true and accurate for the PHA fiscal year indicated above. I also certify that, to my present knowledge, there is not evidence to indicate seriously deficient performance that casts doubt on the PHA's capacity to administer Section 8 rental assistance in accordance with Federal law and regulations.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Executive Director, signature

Chairperson, Board of Commissioners, signature

Date (mm/dd/yyyy)

3/27/18

Date (mm/dd/yyyy)

3/28/2018

The PHA may include with its SEMAP certification any information bearing on the accuracy or completeness of the information used by the PHA in providing its certification.

SEMAP Certification - Addendum for Reporting Data for Deconcentration Bonus Indicator

Date (mm/dd/yyyy) 05/15/2018

PHA Name Harris County Housing Authority

Principal Operating Area of PHA Houston, Texas
(The geographic entity for which the Census tabulates data)

Special Instructions for State or regional PHAs Complete a copy of this addendum for each metropolitan area or portion of a metropolitan area (i.e., principal operating areas) where the PHA has assisted 20 or more Section 8 families with children in the last completed PHA FY. HUD will rate the areas separately and the separate ratings will then be weighted by the number of assisted families with children in each area and averaged to determine bonus points.

1990 Census Poverty Rate of Principal Operating Area 10%

Criteria to Obtain Deconcentration Indicator Bonus Points

To qualify for bonus points, a PHA must complete the requested information and answer yes for only one of the 3 criteria below. However, State and regional PHAs must always complete line 1) b for each metropolitan principal operating area.

- 1) 1,908 a. Number of Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY who live in low poverty census tracts. A low poverty census tract is a tract with a poverty rate at or below the overall poverty rate for the principal operating area of the PHA, or at or below 10% whichever is greater.
- 2,614 b. Total Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY.
- 73.00 c. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last PHA FY (line a divided by line b).

Is line c 50% or more? Yes ☒ No ☐

- 2) _____ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last completed PHA FY.
- _____ b. Number of Section 8 families with children who moved to low poverty census tracts during the last completed PHA FY.
- _____ c. Number of Section 8 families with children who moved during the last completed PHA FY.
- _____ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts during the last PHA fiscal year (line b divided by line c).

Is line d at least two percentage points higher than line a? Yes ☐ No ☐

- 3) _____ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the second to last completed PHA FY.
- _____ b. Number of Section 8 families with children who moved to low poverty census tracts during the last two completed PHA FYs.
- _____ c. Number of Section 8 families with children who moved during the last two completed PHA FYs.
- _____ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts over the last two completed PHA FYs (line b divided by line c).

Is line d at least two percentage points higher than line a? Yes ☐ No ☐

If one of the 3 criteria above is met, the PHA may be eligible for 5 bonus points.

See instructions above concerning bonus points for State and regional PHAs.

RESOLUTION NO. 18-18

**RESOLUTION AUTHORIZING HARRIS COUNTY HOUSING AUTHORITY
(AUTHORITY) TO WITHDRAW AS THE SOLE MEMBER OF HCHA
CYPRESSWOOD ESTATES, LLC (COMPANY) AND AUTHORIZING HCHA
REDEVELOPMENT AUTHORITY, INC. (CORPORATION) TO BECOME THE
SOLE MEMBER OF THE COMPANY, AND AUTHORIZING THE AUTHORITY
AND THE CORPORATION TO TAKE SUCH OTHER STEPS AS THE
CORPORATION DEEMS NECESSARY OR CONVENIENT TO CARRY OUT
THESE RESOLUTIONS**

WHEREAS, the Authority is the sole member of the Company, formed to develop an 88-unit seniors development known as Cypresswood Estates located in Houston, Texas; and

WHEREAS, the Authority shall assign all of its interest in the Company to the Corporation, a Texas non-profit corporation and instrumentality of the Authority, such that the Corporation shall become the sole member of the Company; and

WHEREAS, it is anticipated that the Authority and the Corporation shall enter into an Assignment of Membership Interest, First Amendment to Amended and Restated Regulations, and any certificates, affidavits, documents, instruments, statements, consents, and other writings of every nature whatsoever (altogether, Assignment Documents) necessary for the Corporation to become the sole member of the Company.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners, that in connection with the transactions contemplated by these Resolutions, the Corporation and the Authority are authorized to execute and deliver the Assignment Documents; and

BE IT FURTHER RESOLVED, that the Authority is authorized to withdraw as the sole member of the Company, and the Corporation is authorized to become the sole member of the Company; and

BE IT FURTHER RESOLVED, that any actions by the Authority, to do and perform, or cause to be done and performed, in the name and on behalf of the Corporation or the Authority, or the execution and delivery, or causing to be executed and delivered, of Assignment Documents and of any related documentation, in the name and on behalf of the Authority, the Corporation, and/or the Company, as they or any of them may deem to be necessary or advisable to carry into effect the intent of the foregoing Resolutions, are hereby approved, ratified, and confirmed; and

BE IT FURTHER RESOLVED that the authorization of the Authority to enter into the Assignment Documents and that execution and delivery of the Assignment Documents, in the

name and on behalf of the Authority, by Horace Allison, the Executive Director / CEO (Executing Officer) of the Authority, individually and without the joinder of any other person, in the form as so executed and delivered, is hereby authorized, approved, ratified, and confirmed; and

BE IT FURTHER RESOLVED that the execution and delivery by the Executing Officer of any of the aforesaid agreements, documents, and instruments authorized in the foregoing Resolutions and the taking by the Executing Officer of any acts in any way related to the transactions contemplated by the foregoing Resolutions and such agreements, documents, and instruments, shall be conclusive evidence of his approval thereof and of his authority to execute and deliver such agreements, documents, and instruments and to take and perform such acts in the name and on behalf of the Authority, the Corporation, and the Company, as the case may be; and

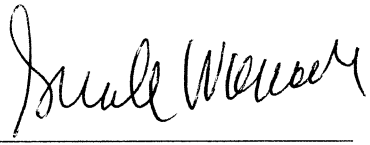
BE IT FURTHER RESOLVED that the Executing Officer is hereby authorized and directed for and on behalf of, and as the act and deed of the Authority, the Corporation, and the Company, to execute all of the Assignment Documents and any other documents and agreements executed in connection with the transactions contemplated hereby; and

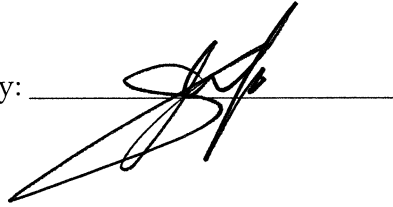
BE IT FURTHER RESOLVED that the Executing Officer is authorized (i) to negotiate definitive terms (not inconsistent with the terms described above) of the Assignment Documents, and (ii) to take such other actions for the Authority, the Corporation, and the Company, as applicable, as the Executing Officer considers appropriate toward completion of the transactions contemplated by these Resolutions or performance of the obligations of the Authority, the Corporation, or the Company as applicable, under the Assignment Documents and any other documents and agreements executed in connection with the transactions contemplated hereby; and

BE IT FURTHER RESOLVED, that to the extent any of the actions authorized by these Resolutions have already been taken by, or on behalf of, the Authority, the Corporation, and/or the Company, such actions are hereby ratified and confirmed as the valid actions of the Authority, the Corporation, and/or the Company, effective as of the date such actions were taken; and

BE IT FURTHER RESOLVED, that the Authority, the Corporation, and/or the Company are authorized to take such other actions as the Authority, the Corporation, or the Company shall consider necessary or appropriate toward completion of the transactions contemplated by these Resolutions.

PASSED by the Board of Commissioners this 22nd day of March 2018.

Chairman: 

Secretary: 

**FIRST AMENDMENT TO
AMENDED AND RESTATED REGULATIONS
OF
HCHA CYPRESSWOOD ESTATES, LLC**

This First Amendment to Amended and Restated Regulations (the "Amendment") of HCHA Cypresswood Estates, LLC (the "Company") by HCHA REDEVELOPMENT AUTHORITY, INC., a Texas non-profit corporation (the "Sole Member"), as its sole member, serves to amend those certain Amended and Restated Limited Liability Regulations (the "Regulations") of the Company entered into as of August 18, 2009.

NOW, THEREFORE, it is agreed to by and between or among the Company and the Sole Member and, it is agreed by all of the Managers of the Company, notwithstanding any other provision as set forth in the Regulations to the contrary that the regulations are hereby amended in the following respects:

1. The Harris County Housing Authority, a public body corporate and politic organized under the laws of the State of Texas (the "Withdrawing Member") hereby withdraws as a Member of the Company, effective as of the 22nd day of March 2018 (the "Effective Date"). Henceforth all references in the Regulations to the "Member" or to "Members" shall no longer be deemed to include the Withdrawing Member.

2. Exhibit "A" of the Regulations is hereby amended to read as set forth on Exhibit "A" attached hereto, which reflects that the Withdrawing Member is no longer a Member of the Company and that any sharing ratios, voting ratios, and related rights and responsibilities of the Members in the Company, after giving effect to the assignment from Withdrawing Member to the Sole Member, are fully transferred to the Sole Member on same Exhibit "A".

3. Except as hereby amended, the Regulations shall remain in full force and effect and are hereby ratified and confirmed in all respects.

4. All capitalized terms used and not otherwise defined herein shall have the meanings as set forth in the Regulations.

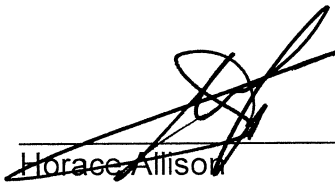
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IN WITNESS WHEREOF, the parties hereto have executed this First Amendment to Amended and Restated Regulations effective as of the Effective Date.

SOLE MEMBER:

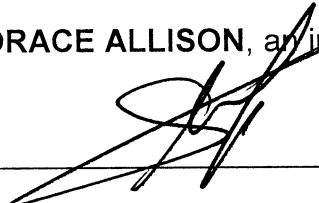
HCHA REDEVELOPMENT AUTHORITY, INC.,
a Texas non-profit corporation

By: _____


~~Horace Allison~~
Secretary

MANAGERS:

HORACE ALLISON, an individual



PAUL CURRY, an individual



WITHDRAWING MEMBER:

HARRIS COUNTY HOUSING AUTHORITY,
a Texas public body corporate and politic

By: _____

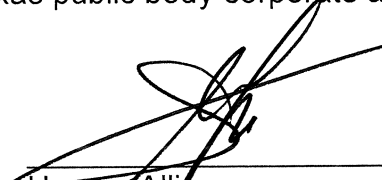

~~Horace Allison~~
Executive Director

Exhibit "A"

**NAMES, CONTRIBUTIONS, AND
MEMBERSHIP INTERESTS OF MEMBERS**

<u>Name and Address</u>	<u>Initial Contribution</u>	<u>Membership Interest</u>
HCHA Redevelopment Authority, Inc. 8933 Interchange Dr. Houston, Texas 77054	\$10	100%

ASSIGNMENT OF MEMBERSHIP INTERESTS AND OTHER RIGHTS

(HCHA Cypresswood Estates, LLC)

This Assignment of Membership Interests and Other Rights (this "Assignment") is made and entered into effective as of the 22nd day of March, 2018 (the "Effective Date"), by and among **the HARRIS COUNTY HOUSING AUTHORITY**, a public body corporate and politic organized under the laws of the State of Texas (the "Assignor"), and **HCHA REDEVELOPMENT AUTHORITY, INC.**, a Texas non-profit corporation, (the "Assignee").

RECITALS AND REFERENCES:

WHEREAS, **HCHA Cypresswood Estates, LLC**, a Texas limited liability company (the "Company"), was created on August 18, 2005 as evidenced by the Articles of Organization, as amended, for the Company filed with the Texas Secretary of State on that date; and

WHEREAS, Assignor is the Sole Members of the Company, owns a 100% membership interest in the Company, and is hereby assigning and conveying to Assignee all of said ownership interest in the Company; and

WHEREAS, Amended and Restated Limited Liability Regulations (the "Regulations") of the Company have been executed as of August 18, 2009, whereby Assignor is the Sole Member of the Company, and such Regulations shall be further amended by a certain First Amendment to Amended and Restated Regulations effective as of the Effective Date (the "Amendment") whereby Assignee shall be the Sole Member of the Company with a 100% ownership interest in it.

NOW, THEREFORE, for and in consideration of Ten and No/100 Dollars (\$10.00) and other good and valuable consideration paid by Assignee to Assignor, the receipt, and sufficiency of which are hereby acknowledged, Assignor and Assignee do hereby agree as follows:

1. Assignment. Assignor does hereby GIVE, ASSIGN, TRANSFER, SET OVER and DELIVER to Assignee, its successors, and assigns, all of their ownership interest in the Company, together with all right, title, and interest in and to the business, properties, and assets of the Company represented by such ownership interest in the

Company, including, but not limited to, the capital, assets, profits, and losses of the Company, and Assignor hereby grants to Assignee, its successors, and assigns, full power and authority to collect, receive, and give acquittance of any sum or sums due or to become due to it by virtue of the interest in the Company hereby assigned.

2. Assumption of Obligations. The Assignee hereby assumes all rights and obligations, if any, of Assignor under the Amendment with respect to the ownership interest assigned pursuant to Section 1, accruing after the Effective Date, if any.

3. Distributions. All distributions made by the Company to Assignor with respect to their interests in the Company as hereinabove described from and after the Effective Date shall be distributed by Assignor to Assignee.

4. Ownership Units. Assignee's ownership in the Company shall be in accordance with Exhibit "A" attached to the Amendment.

5. Future Cooperation on Subsequent Documents. Assignor and Assignee agree to cooperate at all times from and after the date hereof with respect to the supplying of any information requested by the other regarding any of the matters described in this Assignment, and agree to execute such further bills of sale, assignments, agreements, amendments, releases or other documents as may be reasonably requested for the purpose of giving effect to, evidencing or giving notice of the transaction described herein.

6. Successors and Assigns. This Assignment shall be binding upon and shall inure to the benefit of, the parties hereto and their respective heirs, successors and assigns.

7. Counterparts. This Assignment may be executed by the parties in one or more counterparts, including facsimile counterparts, each of which shall constitute one document, binding on all parties, even though all parties are not signatory to the same counterpart.

[Remainder of Page Intentionally Left Blank]

IN WITNESS WHEREOF, the parties hereto have caused this Assignment to be duly executed effective as of the Effective Date.

ASSIGNOR:

HARRIS COUNTY HOUSING AUTHORITY, a public body corporate and politic organized under the laws of the State of Texas

By: _____


Horace Allison
Executive Director/CEO

ASSIGNEE:

HCHA REDEVELOPMENT AUTHORITY, INC.,
a Texas non-profit corporation

By: _____


Horace Allison
Secretary

RESOLUTION NO. 18-21

**RESOLUTION APPROVING REVISIONS TO THE HARRIS COUNTY HOUSING
AUTHORITY'S (HCHA) ADMINISTRATIVE PLAN**

WHEREAS, HCHA entered into an agreement with Nan McKay and Associates (Nan McKay) on October 9, 2017 to revise HCHA's Administrative Plan; and

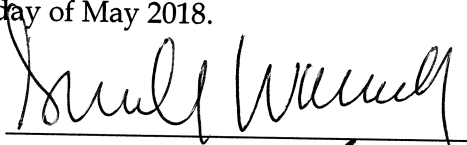
WHEREAS, Nan McKay has completed its revisions to the Administrative Plan; and

WHEREAS, HCHA concurs with Nan McKay's recommended revisions.

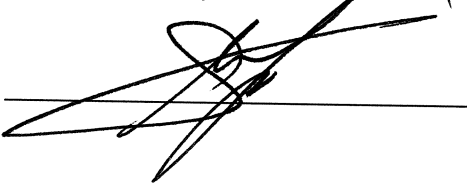
NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Harris County Housing Authority hereby adopts the revised Administrative Plan attached to this resolution.

PASSED, by the Board of Commissioners this 16th day of May 2018.

Chairman: _____



Secretary: _____



RESOLUTION NO. 18-22

**RESOLUTION APPROVING THE REVISION OF THE HARRIS COUNTY
HOUSING AUTHORITY (HCHA) 2018 ANNUAL PUBLIC HOUSING AUTHORITY
(PHA) PLAN**

WHEREAS, the HCHA held a Resident Advisory Board meeting on October 27, 2017;
and

WHEREAS, the Board of Commissioners conducted a public hearing on January 17,
2018 and adopted HCHA 2018 Annual PHA Plan; and

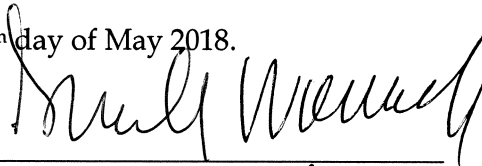
WHEREAS, HCHA staff recommends revising the 2018 Annual PHA Plan reflecting a
change in the Payment Standard from the 40th percentile of the fair market rent to the 50th
percentile fair market rent as approved by local HUD Field Office; and

WHEREAS, HCHA staff recommends a revision of 2018 Annual PHA Plan Elements to
reflect changes incorporated in the Administrative Plan.

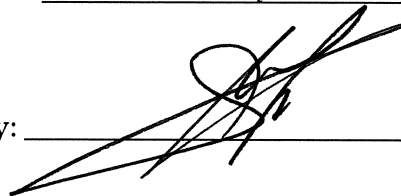
NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners conducted a
public hearing on May 16, 2018 and hereby adopts the revised 2018 HCHA Annual PHA Plan.

PASSED, by the Board of Commissioners this 16th day of May 2018.

Chairman: _____



Secretary: _____



RESOLUTION NO. 18-23

**RESOLUTION ADOPTING REVISIONS TO HARRIS COUNTY HOUSING
AUTHORITY'S (HCHA) CHECK WRITING POLICY**

WHEREAS, HCHA adopted a check writing policy on March 26, 2013; and

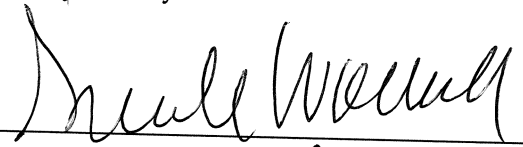
WHEREAS, HCHA desires to add wire transfer payments to the Check Writing Policy;
and

WHEREAS, HCHA will change the name from Check Writing Policy to Check Writing
and Wire Transfer Policy.

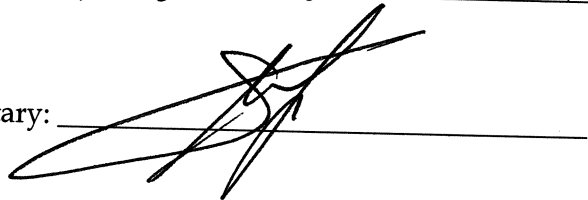
NOW, THEREFORE BE IT RESOLVED, that the HCHA Board of Commissioners hereby
adopts the attached HCHA Check Writing and Wire Transfer Policy.

PASSED, by the Board of Commissioners this 16th day of May 2018

Chairman: _____



Secretary: _____



RESOLUTION 18-24

**RESOLUTION APPROVING THE ADOPTION OF THE SUCCESSION PLAN FOR THE
EXECUTIVE DIRECTOR AND CHIEF EXECUTIVE OFFICER OF THE HARRIS COUNTY
HOUSING AUTHORITY**

WHEREAS, the US Department of Housing and Urban Development mandates that the Harris County Housing Authority Board of Commissioners approve the adoption of a Succession Plan in the event the Executive Director and Chief Executive Officer is incapacitated or is unable to perform his or her duties; and

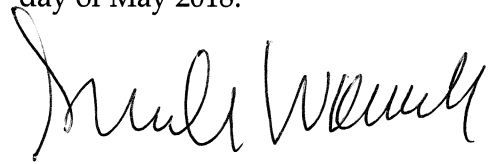
WHEREAS, the Succession Plan shall ensure the continuous coverage of the Executive Director and Chief Executive Officer's duties critical to the ongoing operation of the public housing authority and its services; and

WHEREAS, the Succession Plan shall call for the appointment of an Acting Executive Director and Chief Executive Officer.

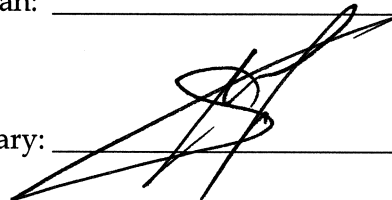
NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Harris County Housing Authority hereby approves the adoption of the Succession Plan for the Executive Director and Chief Executive Officer position of the Harris County Housing Authority.

PASSED, by the Board of Commissioners this 16th day of May 2018.

Chairman: _____



Secretary: _____



RESOLUTION NO. 18-25

**RESOLUTION AUTHORIZING THE HCHA TO ENTER INTO
AN INTERLOCAL AGREEMENT WITH HARRIS COUNTY
FOR THE PROVISION OF LEGAL SERVICES**

WHEREAS, the Harris County Attorney's Office (HCAO) is responsible for providing legal services to multiple departments and agencies within Harris County; and

WHEREAS, Harris County Housing Authority (HCHA) is authorized to contract for legal services from HCAO pursuant to Section 392.040(b) of the Texas Local Government Code and Chapter 791 of the Texas Government Code; and

WHEREAS, since May 18, 2015, HCHA and Harris County have executed multiple Interlocal Agreements under which HCAO provides legal services to HCHA; and

WHEREAS, the current Interlocal Agreement expires on May 31, 2018; and

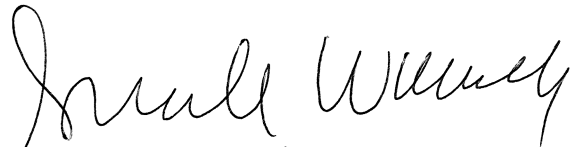
WHEREAS, HCHA desires to continue receiving legal services from HCAO; and

WHEREAS, HCAO desires to continue providing legal services to HCHA.

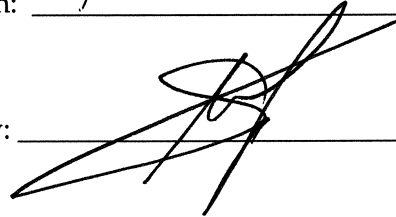
NOW, THEREFORE BE IT RESOLVED, that the Chief Executive Officer is hereby authorized to negotiate and execute a new Interlocal Agreement with Harris County for legal services provided by HCAO with substantially the same terms as appear in Exhibit A.

PASSED, by the Board of Commissioners this 16th day of May 2018.

Chairman: _____



Secretary: _____



RESOLUTION NO. 18-26

RESOLUTION AUTHORIZING THE NEGOTIATION AND EXECUTION OF A CONTRACT FOR INSPECTION SERVICES

WHEREAS, the Harris County Housing Authority (HCHA) issued a Request for Proposals (RFP) #18-04 on May 13, 2018, soliciting proposals from qualified vendors to provide Housing Quality Standard (HQS) inspection services in accordance with US Housing and Urban Development (HUD) guidelines (24 CFR 982.201); and

WHEREAS, the RFP was advertised in the local newspaper on May 13, 2018 and May 20, 2018, and was posted on HCHA's website; and

WHEREAS, responses to RFP #18-04 were due on Monday, June 4, 2018; and

WHEREAS, HCHA received three responses from Landmark Inspection Services, LLC, NMA Inspections, LLC, and First Class Inspections; and

WHEREAS, the response from Landmark Inspection Services, LLC was received late and was rejected by HCHA; and

WHEREAS, HCHA staff reviewed, evaluated, and ranked the remaining two responses as follows:

1. NMA Inspections, LLC
2. First Class Inspections

; and

WHEREAS, the terms of the proposal and fees submitted by NMA Inspections, LLC represents the best value to HCHA, considering price, and other factors outlined in the RFP.

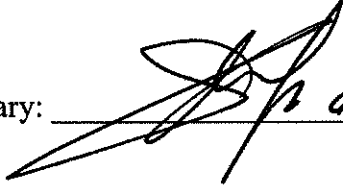
NOW, THEREFORE, BE IT RESOLVED, that the CEO of HCHA is authorized and directed to negotiate and execute a contract for inspection services with NMA Inspections, LLC for inspection services in the following amounts:

- Annual inspections - \$22.00 / unit
- New unit inspections - \$26.00 / unit
- Re-inspections - \$18.00 / unit
- No-show inspections - \$12.00 / unit
- Special / compliance inspections - \$18.00 / unit
- Emergency inspections - \$18.00 / unit

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

PASSED, by the Board of Commissioners this 27th day of June 2018.

Chairman: 

Secretary:  6/29/18

RESOLUTION NO. 18-27

**RESOLUTION AUTHORIZING TRAVEL EXPENSES FOR
HORACE ALLISON**

WHEREAS, the National Association of Housing and Redevelopment Officials (NAHRO) will host the NAHRO Summer Conference, Thursday, July 26, 2018 through Sunday, July 29, 2018, in San Francisco, California; and

WHEREAS, the Harris County Housing Authority has been nominated for an Award of Excellence and is eligible for an award of Merit for the development of The Retreat at Westlock; and

WHEREAS, the Harris County Housing Authority will host a table during the Awards Showcase to display and discuss with interested attendees the Retreat at Westlock Development; and

WHEREAS, Harris County Housing Authority's Executive Director, Horace Allison, requests approval to attend the conference inclusive of per diem, travel, and other related expenses in the approximate amount of \$837.00.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Harris County Housing Authority approves per diem, travel, and other related expenses for Horace Allison in the approximate amount of \$837.00 to attend the NAHRO Summer Conference.

PASSED, by the Board of Commissioners this 27th day of June 2018.

Chairman: _____

Secretary: _____

Attachments: Estimated travel expenditures

RESOLUTION NO. 18-28

**RESOLUTION AUTHORIZING THE EXECUTION OF THE FOURTH AMENDMENT TO
THE AGREEMENT BETWEEN HARRIS COUNTY AND HARRIS COUNTY HOUSING
AUTHORITY FOR THE CYPRESSWOOD ESTATES PROJECT**

WHEREAS, Harris County (County) and Harris County Housing Authority (HCHA) entered into an Agreement on May 5, 2009 to administer Neighborhood Stabilization Program (NSP) funds for the purpose of granting such funds to HCHA for the acquisition of foreclosed land to develop an 88-unit apartment complex (Cypresswood Estates) for very low and low-income senior citizens age 55 or older and maintain ownership of Cypresswood Estates at the completion of construction; and

WHEREAS, the parties amended the Agreement on August 11, 2009, October 25, 2011, and April 22, 2014; and

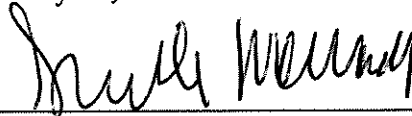
WHEREAS, the County and HCHA now desire to amend the Agreement to 1) add a Whistleblower Protection Act provision; 2) add a Limited English Proficiency provision; 3) revise "Exhibit A, Scope of Services" in order to update Housing Quality Standards, tenant income eligibility requirements, and extend the affordability period by five (5) years for failure to meet occupancy restrictions; 4) update the Deed of Trust; 5) update the Regulatory Agreement and Declaration of Restrictive Covenants; and 6) update the Intercreditor and Subordination Agreement.

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Harris County Housing authority authorizes the Chief Executive Officer to enter into the Fourth Amendment to the Agreement between Harris County and Harris County Housing Authority for Cypresswood Estates in substantially similar form as Exhibit A attached to this Resolution.

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

PASSED, by the Board of Commissioners this 27th day of June 2018.

Chairman: _____



Secretary: _____



RESOLUTION NO. 18-29

RESOLUTION AUTHORIZING THE HARRIS COUNTY HOUSING AUTHORITY PUBLIC FACILITY CORPORATION TO ENTER INTO THE FOURTH AMENDMENT TO THE AGREEMENT BETWEEN HARRIS COUNTY AND HARRIS COUNTY HOUSING AUTHORITY PUBLIC FACILITY CORPORATION FOR THE RETREAT AT WESTLOCK; AND AUTHORIZING THE CORPORATION TO TAKE SUCH OTHER STEPS AS THE CORPORATION DEEMS NECESSARY OR CONVENIENT TO CARRY OUT THIS RESOLUTION

WHEREAS, the Harris County Housing Authority Public Facility Corporation (the "Corporation") is a sponsored affiliate of the Harris County Housing Authority (the "Authority"); and

WHEREAS, on June 25, 2013, the Corporation entered into an agreement (the "Agreement") with Harris County, Texas (the "County") in which the County loaned the Corporation \$1,133,000.00 in Home Investment Partnership Programs ("HOME") funds for the Retreat at Westlock development, a 140-unit affordable housing development for the elderly located at the southwest corner of State Highway 249 and Westlock Road in Harris County (the "Project"); and

WHEREAS, the Authority authorized, and the Corporation formed, HCHA Westlock, LLC whose sole member is the Corporation ("HCHA Westlock"); and

WHEREAS, on April 8, 2014, the Corporation and County amended the Agreement to 1) add HOME Funds in the amount of \$800,000.00 for a total HOME funds loan of \$1,933,000.00 for acquisition and inspection costs; 2) replace the previous Loan Note for the HOME funds; 3) increase the number of assisted units from 29 units to 49 units; 4) increase the number of Section 504 units; and, 5) revise deadlines to account for Project delays.; and

WHEREAS, on August 25, 2015, the Corporation and County further amended the Agreement to 1) revise the Budget to add \$200,000.00 in HOME funds for a total of \$2,133,000.00 in HOME funds, add \$420,000.00 in CDBG-D Round 2 funds, and increase HOME Match funds; 2) replace the previous Loan Note for HOME funds; 3) include options if bids received are over budget; 4) include Whistleblower Protection Act provisions; 5) increase the number of assisted units from 49 to 71 units; and 6) revise deadlines to account for Project delays; and

WHEREAS, on September 27, 2016, the Corporation and County further amended the Agreement to 1) revise the Scope of Services to increase the number of HOME assisted-units from 71 to 72; and 2) amend the Budget to add non-county funds in the amount of \$2,283,733.00 to the Project; and

WHEREAS, the Corporation and the County now wish to amend the Agreement once again to 1) correct the number of HOME assisted-units from 71 to 72; 2) reconcile the Budget to reflect actual construction and project costs, and 3) replace various security documents; and

WHEREAS, in connection with this Fourth Amendment to the Agreement between the Corporation and the County, the Partnership and Corporation may be required to enter into various documents, including, but not limited to, commitments, amendments to documents evidencing and governing the original loans, promissory notes, fee and leasehold deeds of trust with absolute assignment of leases and rents, regulatory agreement, security agreement and fixture filing, indemnity agreements, guaranties, certificates, directions, approvals, waivers, notices, instruments, assignments, and other communications as may be required by the County, any other lender with a loan secured by a fee or leasehold interest in the Project, and/or the Partnership's limited partner (all of documents collectively, the "Transaction Documents").

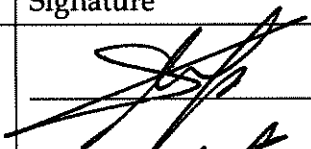
NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Harris County Housing Authority hereby authorizes the Corporation to enter into the Fourth Amendment to the Agreement Between Harris County and Harris County Housing Authority Public Facility Corporation for the Retreat at Westlock Project in substantially similar form as Exhibit A attached to this Resolution; and

BE IT FURTHER RESOLVED, that the execution by the Executing Officer of any document or instrument authorized by this Resolution, or any document or instrument executed in the accomplishment of any action or actions authorized, or the execution of any amendment or modification of any such document or instrument, shall be deemed to be conclusive approval thereof by the Authority and the Corporation, as the case may be, and the binding act and obligation of such entity; and

BE IT FURTHER RESOLVED, that the Board of Commissioners of the Authority finds the actions authorized by this Resolution may reasonably be expected to directly or indirectly benefit each of the Authority and the Corporation; and

BE IT FURTHER RESOLVED, that each of the Authority and the Corporation is authorized and directed to deliver a certified copy of the foregoing Resolution to the County, any other lender with a loan secured by a fee or leasehold interest in the Project, and/or the Partnership's limited partner, and to certify that the foregoing Resolution is duly adopted and that the provisions thereof are in full conformity with the governing and organizational documents of each of the Authority and the Corporation; and

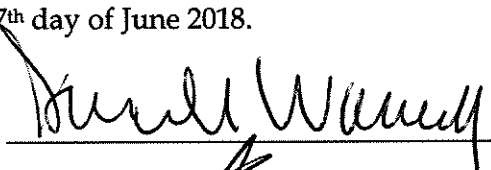
BE IT CERTIFIED, that the following person or persons now hold the office indicated below and that such person's bona fide signature is set forth below:

Name	Title	Signature
Horace Allison	CEO of the Authority	
Horace Allison	Secretary of the Corporation	

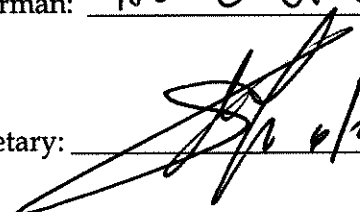
This resolution shall be in full force and effect from and upon its adoption.

PASSED, by the Board of Commissioners this 27th day of June 2018.

Chairman:



Secretary:

 6/26/18

RESOLUTION NO. 18-31

**RESOLUTION AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO
NEGOTIATE AND ENTER INTO A CONTRACT FOR PHOTOCOPIER SERVICES**

WHEREAS, Dahill A Xerox Company (Dahill) currently provides photocopier services and related items to Harris County, Texas (Harris County) under Job No. 18/0045; and

WHEREAS, Harris County Housing Authority (HCHA) and Harris County previously entered into an Interlocal Agreement under which HCHA may use the County's procurement processes and vendors; and

WHEREAS, based on its review of Harris County's Request for Proposal -- Job No. 18/0045 and Dahill's Response, approved by Harris County Commissioners Court on May 1, 2018, HCHA has determined that Dahill's proposal represents the best overall value to HCHA, considering price and other factors; and

WHEREAS, because Dahill's proposal represents the best overall value to HCHA, considering price and other factors, HCHA selected Dahill, and Dahill has agreed, to provide photocopier services and related items to HCHA under substantially similar terms as Job No. 18/0045.

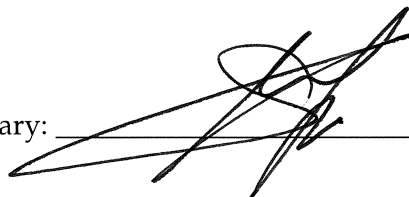
NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Harris County Housing Authority authorizes the Chief Executive Officer of HCHA to negotiate and enter into a contract for Photocopier Services with Dahill.

PASSED, by the Board of Commissioners this 18th day of July 2018.

Chairman: _____



Secretary: _____



RESOLUTION NO. 18-32

**RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING TO PROVIDE
HOUSING CHOICE VOUCHER PROGRAM – INSPECTION SERVICES FOR THE
ROSENBERG HOUSING AUTHORITY**

WHEREAS, the US Department of Housing and Urban Development requires housing authorities to inspect units to ensure they meet the Housing Choice Voucher Program's Physical Standards; and

WHEREAS, the Rosenberg Housing Authority requested the Harris County Housing Authority provide Housing Choice Voucher Program - Inspection Services to its agency; and

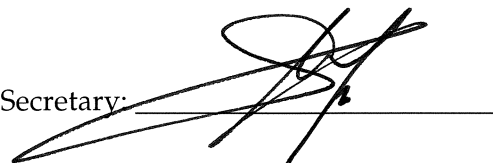
WHEREAS, the Harris County Housing Authority is qualified to perform the Inspection Services for the Rosenberg Housing Authority; and

WHEREAS, the Harris County Housing Authority has established per unit costs for the Inspection Services.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Harris County Housing Authority hereby authorizes the Chief Executive Officer to negotiate and execute a memorandum of understanding with the Rosenberg Housing Authority to provide inspection services for the Rosenberg Housing Authority.

PASSED by the Board of Commissioners this 18th day of July 2018.

Chairman: 

Secretary: 

RESOLUTION NO. 18-33

**RESOLUTION AUTHORIZING THE NEGOTIATION AND EXECUTION OF A
CONTRACT FOR ELECTRIC SERVICE**

WHEREAS, Constellation New Energy (Constellation) is Harris County Housing Authority's (HCHA) current electric provider for HCHA's central offices; and

WHEREAS, HCHA's contract with Constellation expires August 13, 2018; and

WHEREAS, the Texas Local Government Code allows HCHA to participate in cooperative purchasing programs; and

WHEREAS, CGP Solutions, LLC (CGP) has solicited electricity rates under the Houston-Galveston Area Council (HGAC) Energy Aggregation for Government Agencies Program; and

WHEREAS, CGP is currently monitoring energy trading activity, but, due to market volatility, has not yet made a recommendation to HCHA for an electric provider; and

WHEREAS, CGP anticipates that it will recommend an electric provider to HCHA in approximately one week, when rates are more favorable.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Harris County Housing Authority authorizes the Chief Executive Officer to accept CGP's recommendation.

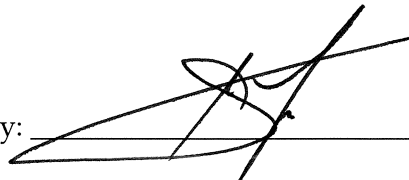
BE IT FURTHER RESOLVED, that the Chief Executive Officer is authorized to negotiate a contract with the provider recommended by CGP to provide electric service to HCHA's central office.

PASSED, by the Board of Commissioners this 18th day of July 2018.

Chairman: _____



Secretary: _____



RESOLUTION NO. 18-34

RESOLUTION APPROVING THE FOLLOWING ACTIONS: (i) RENAMING THE DEVELOPMENT CURRENTLY KNOWN AS FENIX ESTATES AND (ii) SUCH OTHER ACTIONS NECESSARY OR CONVENIENT TO CARRY OUT THIS RESOLUTION

WHEREAS, an affiliate of Harris County Housing Authority (the “Authority”) is the general partner of the partnership known as Fenix Estates I, LP (the “Partnership”);

WHEREAS, the Partnership is the owner of a development known as Fenix Estates (the “Project”);

WHEREAS, the Project is currently under construction and scheduled to be opened in late 2018;

WHEREAS, prior to the opening of the Project the Authority desires to rename the Project; and

WHEREAS, the following names are being submitted for consideration by the Authority’s Board of Commissioners:

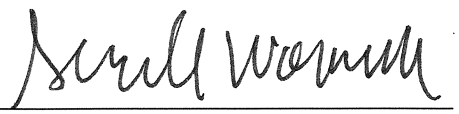
HCHA Eastwood Manor Apartments
HCHA Eastwood Villas
The Emerald at Eastwood
Eastwood Manor
The Villas at Eastwood
Eastwood Villas
Eastwood Gardens; and

WHEREAS, the Partnership will be required to provide notice to its financial partners in the Fenix Estates project and may be required to submit and/or execute certain documents to reflect the new name of the Project.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners, on behalf of the Authority, hereby approves the renaming of Fenix Estates to The Villas at Eastwood.

BE IT FURTHER RESOLVED, that Horace Allison (the “Executing Officer”), the Secretary of the Authority, is hereby authorized, for and on behalf of the Authority, to take any and all actions and to execute any and all agreements, consents, and documents as in the opinion of counsel to the Authority and Partnership that may be necessary, convenient, or appropriate in order to carry out the purposes and intent of the foregoing resolution.

PASSED, by the Board of Commissioners this 18th day of July 2018.

Chairman: 

Secretary: 

RESOLUTION NO. 18-35

**RESOLUTION AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO
NEGOTIATE AND ENTER INTO A COOPERATION AGREEMENT WITH TEXAS
HOUSING FOUNDATION TO REBUILD BAY CITY VILLAGE APARTMENTS WITHIN
UNINCORPORATED HARRIS COUNTY**

WHEREAS, there exists in Harris County a shortage of safe and sanitary housing available to lower-income residents at rents they can afford; and

WHEREAS, Bay City Village Apartments is an affordable housing complex located in Harris County, Texas; and

WHEREAS, Hurricane Harvey severely damaged Bay City Village Apartments, Texas; and

WHEREAS, Texas Housing Foundation (THF) is a Regional Housing Authority with jurisdiction outside of Harris County; and

WHEREAS, THF has significant experience in providing, developing, rehabilitating, financing, and managing housing projects that are affordable to lower-income residents and are assets to the community; and

WHEREAS, THF requests authority from Harris County Housing Authority (HCHA) to rebuild Bay City Village Apartments; and

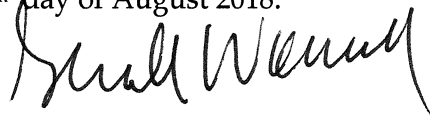
WHEREAS, there is a need for THF to exercise its powers in Harris County for the purpose of rebuilding Bay City Village Apartments; and

WHEREAS, Texas Local Government Code § 392.017(c) authorized HCHA to enter into a Cooperation Agreement with THF for the purpose of rebuilding Bay City Village Apartments.

NOW, THEREFORE BE IT RESOLVED that the Board of Commissioners of the Harris County Housing Authority authorizes the Chief Executive Officer to negotiate and enter into a Cooperation Agreement with THF for the purpose of rebuilding Bay City Village Apartments.

PASSED, by the Board of Commissioners this 15th day of August 2018.

Chairman: _____



Secretary: _____



RESOLUTION NO. 18-36

**RESOLUTION RESCINDING RESOLUTION 18-27 AND APPROVING TRAVEL
EXPENSES FOR HORACE ALLISON**

WHEREAS, the National Association of Housing and Redevelopment Officials (NAHRO) hosted the NAHRO Summer Conference, Thursday, July 26, 2018 through Sunday, July 29, 2018, in San Francisco, California; and

WHEREAS, Harris County Housing Authority has received an Award of Merit and is nominated for a NAHRO Award of Excellence for the development of The Retreat at Westlock; and

WHEREAS, Harris County Housing Authority participated in the Awards Showcase to display and discuss with interested attendees the Retreat at Westlock Development; and

WHEREAS, the amount of \$837.00 for per diem travel and other related expenses stated in Resolution 18-27 was incorrect; and

WHEREAS, the correct per diem, travel and other related expenses in the amount is \$2,267.64.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Harris County Housing Authority rescinds Resolution 18-27 and approves per diem, travel, and other related expenses for Horace Allison in the amount of \$2,267.64 for attendance to the NAHRO Summer Conference.

PASSED, by the Board of Commissioners this 15th day of August 2018.

Chairman: _____



Secretary: _____



RESOLUTION NO. 18-37

**RESOLUTION AUTHORIZING THE NEGOTIATION AND EXECUTION OF A
MEMORANDUM OF UNDERSTANDING WITH DEVELOPERS OF AFFORDABLE
MULTI-FAMILY HOUSING**

WHEREAS, the Harris County Housing Authority (HCHA), issued a Request for Proposals ("RFP") #18-06 on May 22, 2018 soliciting proposals from qualified not-for-profit or for-profit housing developers to develop affordable housing using private equity and debt financing; and

WHEREAS, the RFP was advertised in the local newspaper on May 20, 2018 and May 27, 2018, and posted on HCHA's website; and

WHEREAS, responses to RFP 18-06 were due June 14, 2018; and

WHEREAS, HCHA received three responses to RFP 18-06 from the following companies:

Amcal Equities, LLC
Ojala Holdings, LLC
Brinshore Development, LLC; and

WHEREAS, HCHA staff has reviewed, and evaluated the responses to the RFP; and

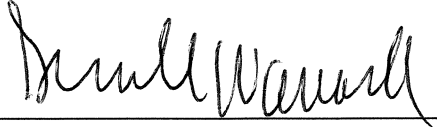
WHEREAS, HCHA staff found all responders qualifications, experience and proposals complied with the requirements of the RFP; and

WHEREAS, Amcal Equities, LLC, Ojala Holdings, LLC, and Brinshore Development, LLC submitted proposals that represent value to HCHA, considering price and other factors set forth in the RFP;

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Harris County Housing Authority authorizes the Chief Executive Officer to negotiate and execute a memorandum of understanding with Amcal Equities, LLC, Ojala Holdings, LLC, and Brinshore Development, LLC for the development of affordable multi-family housing, and to take such actions as the Chief Executive Officer deems necessary to effectuate the intent of this resolution, the execution of any document, or taking of any action to be conclusive evidence of the necessity thereof.

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

PASSED, by the Board of Commissioners this 15th day of August 2018.

Chairman: 

Secretary: 

RESOLUTION NO. 18-38

**RESOLUTION AUTHORIZING THE RENEWAL OF THE MEMBERSHIP AGREEMENT
WITH TALX CORPORATION**

WHEREAS, Harris County Housing Authority (HCHA) verifies employment and wage information for participants and applicants by accessing a national employment database (The Work Number) through an existing agreement with Talx Corporation; and

WHEREAS, Talx Corporation requires HCHA to renew the membership agreement to continue utilizing its services; and

WHEREAS, HCHA's current contract with Talx Corporation is up for renewal on September 1, 2018; and

WHEREAS, the current membership agreement's base fee is set at \$29,100.00 per year for up to 3,000 transactions and includes an additional charge of \$10.00 per transaction exceeding 3,000; and

WHEREAS, the Talx Corporation's proposed fee for the renewal includes \$30,000.00 per year for up to 2,000 transactions, plus an additional charge of \$15.25 per transaction that exceeds 2,000 and a combined set up and account services fee of \$1,805.00; and

WHEREAS, staff will monitor its usage of the service and not exceed 2,000 transactions; and

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners of Harris County Housing Authority that the Chief Executive Officer is hereby authorized to execute a one-year renewal membership agreement with Talx Corporation.

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

PASSED, by the Board of Commissioners this 15th day of August 2018.

Chairman: _____



Secretary: _____



RESOLUTION NO. 18-39

**RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING BETWEEN THE
HARRIS COUNTY HOUSING AUTHORITY (HCHA) AND THE HARRIS CENTER FOR
MENTAL HEALTH AND IDD (AGENCY)**

WHEREAS, HCHA established a local preference for qualifying participants in The Judge Ed Emmett Mental Health Diversion Program formerly known as the Harris County Mental Health Jail Diversion Program; and

WHEREAS, qualified participants qualify as homeless as defined by Section 103 of the McKinney-Vento Act (42 U.S.C. 11302) and will be referred to HCHA by The Judge Ed Emmett Mental Health Diversion Program; and

WHEREAS, HCHA will provide up to 100 housing choice vouchers consistent with The Judge Ed Emmett Mental Health Diversion Program's intent, the HCHA's Administrative Plan, and available funding; and

WHEREAS, HCHA will screen qualified participants in accordance with HCHA's Administrative Plan for the Housing Choice Voucher Program all other relevant U.S. Department of Housing and Urban Development regulations, guidelines, and requirement; and

WHEREAS, HCHA will provide Housing Assistance Payments to landlords on behalf of participants in accordance with the HCHA's Administrative Plan for the Housing Choice Voucher Program and all other relevant U.S. Department of Housing and Urban Development regulations, guidelines, and requirement; and

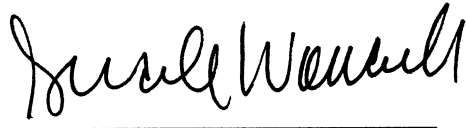
WHEREAS, HCHA will provide training to The Judge Ed Emmett Mental Health Diversion Program's Case Managers regarding the application and compliance processes for participation in the Housing Choice Voucher Program; and

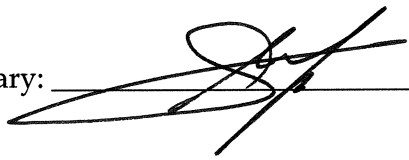
WHEREAS, The Judge Ed Emmett Mental Health Diversion Program will identify participants, conduct referrals, and provide ongoing case management, and supportive services.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Harris County Housing Authority hereby authorizes the Chief Executive Officer to negotiate and execute the attached Memorandum of Understanding with The Harris Center for Mental Health and IDD-Judge Ed Emmett Mental Health Diversion Program.

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

PASSED, by the Board of Commissioners this 15th day of August 2018.

Chairman: 

Secretary: 

RESOLUTION NO. 18-40

**RESOLUTION AUTHORIZING THE NEGOTIATION AND EXECUTION
OF A CONTRACT FOR PROPERTY MANAGEMENT SERVICES
FOR CYPRESSWOOD ESTATES**

WHEREAS, Harris County Housing Authority (HCHA), issued a Request for Proposals (RFP) #18-07 on July 15, 2018 soliciting proposals from third-party management companies to provide property management services for Cypresswood Estates; and

WHEREAS, the RFP was advertised in the local newspaper on July 15, 2018 and July 22, 2018, and posted on HCHA's website; and

WHEREAS, responses to RFP #18-07 were due on August 13, 2018; and

WHEREAS, HCHA received four responses to RFP #18-07 from the following companies:

Hettig Management Corporation
Carleton Management Services, LLC
Orion Real Estate Services Texas, LLC
Interstate Realty Management Company; and

WHEREAS, HCHA staff has reviewed and evaluated the responses to the RFP; and

WHEREAS, Hettig Management Corporation submitted the proposal that represents the best overall value to HCHA, considering price and other factors set forth in the RFP; and

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Harris County Housing Authority authorizes the Chief Executive Officer to negotiate and execute a contract with Hettig Management Corporation for property management services for Cypresswood Estates.

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

PASSED, by the Board of Commissioners this 19th day of September 2018.

Chairman: _____



Secretary: _____



RESOLUTION NO. 18-41

**RESOLUTION AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO
NEGOTIATE AND EXECUTE A MAILING SERVICES AGREEMENT**

WHEREAS, Questmark Information Management, Inc. (Questmark) is a preferred vendor and currently provides mailing services for the pick-up, processing, and delivery of mail to Harris County under Job No. 180022; and

WHEREAS, Harris County Housing Authority (HCHA) and Harris County previously entered into an Interlocal Agreement under which HCHA may use the County's procurement process and vendors; and

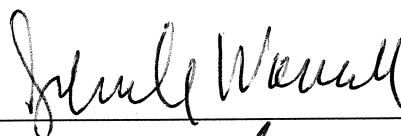
WHEREAS, based on the review of Harris County's Request for Proposal -- Job No. 180022 and Questmark's Response, approved by Harris County Commissioners Court on February 12, 2018, HCHA has determined that Questmark's proposal represents the best overall value to HCHA, considering price and other factors; and

WHEREAS, because Questmark's proposal represents the best overall value to HCHA, considering price and other factors, HCHA selected Questmark, and Questmark has agreed to provide, mailing services for the pick-up, processing, and delivery of mail to HCHA under substantially similar terms as Job No. 180022.

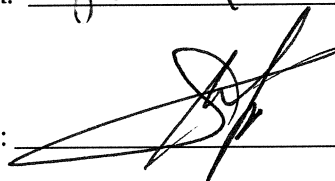
NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Harris County Housing Authority authorizes the Chief Executive Officer to negotiate and enter into a Mailing Services Agreement with Questmark for pick-up, processing, and delivery of mail.

PASSED, by the Board of Commissioners this 19th day of September 2018.

Chairman: _____



Secretary: _____



RESOLUTION NO. 18-42

**RESOLUTION AUTHORIZING TRAVEL EXPENSES FOR
PAUL CURRY, DEBRA MCCRAY, AND KIMBERLY ROGERS**

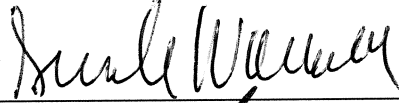
WHEREAS, Nan McKay and Associates, Inc. will host Housing Choice Voucher (HCV) Financial Accounting and Reporting Training from Tuesday, October 2, 2018 to Thursday, October 4, 2018, in New Orleans, Louisiana; and

WHEREAS, Harris County Housing Authority's Finance Director, Paul Curry, HCV Director, Debra McCray, and Accountant/Purchasing Agent, Kimberly Rogers, request approval to attend the HCV Financial Accounting and Reporting Training, inclusive of per diem, travel, and other related expenses in the approximate joint amount of \$5,161.38.

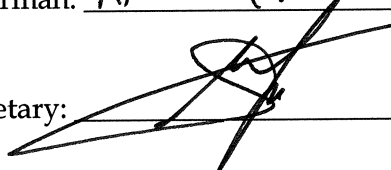
NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Harris County Housing Authority authorizes per diem, travel, and other related expenses for Paul Curry, Debra McCray, and Kimberly Rogers in the approximate joint amount of \$5,161.38 to attend Nan McKay and Associates, Inc. HCV Financial Accounting and Reporting Training.

PASSED, by the Board of Commissioners this 19th day of September 2018.

Chairman: _____



Secretary: _____



Attachments: Estimated travel expenditures

RESOLUTION NO. 18-43

RESOLUTION ADOPTING A POLICY FOR HONORING THE PUBLIC SERVICE OF RETIRING EMPLOYEES

Whereas, a key priority for the Harris County Housing Authority (HCHA) is the recruitment and retention of qualified, conscientious, and motivated public employees to serve the community.

Whereas, one element of pursuing this priority is communicating to employees that their service to the community is valued and appreciated.

Whereas, such communications contribute to increased employee morale, job performance, and retention.

Whereas, such communications also encourage people to consider public service as potential employment and a career.

Whereas, one opportunity to engage in such communication is when employees retire.

Whereas, employee morale is promoted by having a consistent processes and standards for recognizing the public service of retiring employees.

Whereas, employees will differ on what form of recognition is most meaningful to them; some will value a celebration, some will value a gift or plaque, and others will value a gesture that underscores and reinforces their own commitment to public service.

Whereas, an employee of HCHA must be fully vested in HCHA's and Texas County and District Retirement System Plan; and

Whereas, additionally an employee of HCHA must meet one of the following retirement plan requirements:

1. 60 years of age with 5 years of services; or
2. Any age with 30 years of services; or
3. Age plus years of service equals 75 (also called the rule of 75).

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Harris County Housing Authority adopts the following policy for honoring the public service of retiring employees:

POLICY FOR HONORING THE PUBLIC SERVICE OF RETIRING EMPLOYEES

Purpose

On the occasion of employee retirement, HCHA honors and celebrates the commitment and dedication of retiring employees to public service.

Policy

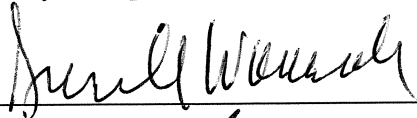
1. The Board of Commissioners of HCHA authorizes the expenditure of public monies for a celebration of the employee's service and one or more gestures thanking the retiree for his/her years of service as specified in this policy.
2. These gestures, in total value not to exceed \$500.00 dollars, may include one or more of the following:
 - a. A framed certificate of appreciation
 - b. A celebratory event
 - c. A gift certificate
 - d. An HCHA Board Resolution.
3. In appropriate cases of particularly distinguished service by an employee who has extensive contact with the public, the governing body of HCHA may elect to invite participation of others in honoring an employee's service. Any such participation shall be in compliance with all laws relating to gifts to employees and public agencies.
4. Retirement events, particularly those honoring employees, are intended as community celebrations and should therefore be held in an appropriate public venue whenever possible.

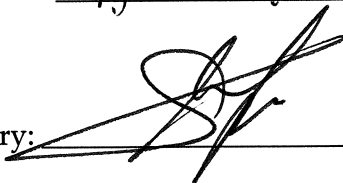
Policy Review

This policy will be reviewed at least every two years. Further, it will be used in the HCHA's annual budgeting process.

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

PASSED, by the Board of Commissioners this 19th day of September 2018.

Chairman: 

Secretary: 



RESOLUTION NO. 18-44

RESOLUTION HONORING JANNET JOHNSON ON HER RETIREMENT

WHEREAS, Jannet Johnson, Case Manager for the Harris County Housing Authority (HCHA), retired on August 30, 2018 after over 8.5 years of outstanding and meritorious service; and

WHEREAS, she has performed her duties throughout her years of service in a conscientious and responsible manner; and

WHEREAS, she has consistently responded with ingenuity, imagination, and foresight to the duties and responsibilities given her, fulfilling them with outstanding accuracy and competency; and

WHEREAS, Jannet has set an example of dedication to principle which has been an inspiration to her fellow employees; and

WHEREAS, she, in all her endeavors, has reflected great credit upon the Board of Commissioners and the HCHA.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners, does hereby extend to Jannet Johnson its sincere and grateful appreciation for her dedicated service to HCHA and to the citizens of Harris County, Texas, its congratulations on her well-earned retirement, and our best wishes to her and her family for continued success, happiness, and good health in the years to come.

PASSED, by the Board of Commissioners this 19th day of September 2018.

Chairman: _____

Gerald Womack

Secretary: _____

Horace Allison

RESOLUTION NO. 18-45

**RESOLUTION AUTHORIZING THE NEGOTIATION AND EXECUTION OF A
CONTRACT TO CONDUCT A UTILITY ALLOWANCE STUDY**

WHEREAS, Harris County Housing Authority (HCHA) issued a Request for Proposal (RFP) #18-08 on August 15, 2018, soliciting proposals from qualified vendors to conduct a Utility Allowance Study for FY2019; and

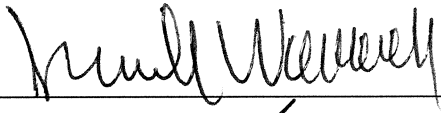
WHEREAS, the due date for RFP #18-08 was September 10, 2018 at 4:00 p.m.; and

WHEREAS, HCHA received responses from The Nelrod Company and Alan Plummer Associates, Inc.; and

WHEREAS, the proposals were evaluated by an appointed committee. After the evaluation of the proposals, the appointed committee recommends The Nelrod Company submitted the proposal that represents the best overall value to HCHA, considering price and other factors.

NOW, THEREFORE, BE IT RESOLVED that the Chief Executive Officer of HCHA is authorized and directed to negotiate and execute a contract with The Nelrod Company to conduct the Utility Allowance Study for FY2019 with an option to renew not to exceed three additional years.

PASSED, by the Board of Commissioners this 17th day of October 2018.

Chairman: 
Secretary: 

RESOLUTION NO. 18-46

**RESOLUTION AUTHORIZING AN INTERLOCAL AGREEMENT WITH HARRIS
COUNTY DEPARTMENT OF EDUCATION**

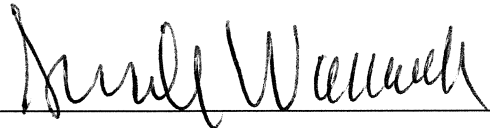
WHEREAS, the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code, and Chapter 271, Subchapter F of the Texas Local Government Code, and other similar, applicable laws of other states allow Harris County Housing Authority (HCHA) to enter into an Interlocal Agreement with the Harris County Department of Education (HCDE) for the purpose of contracting for the performance of governmental functions and services; and

WHEREAS, HCDE administers the HCDE Cooperative Purchasing Program (Choice Partners); and

WHEREAS, Choice Partners allows member agencies to meet their procurement and purchasing needs by providing competitively bid contracts for an array of services, saving time and money and ensuring the delivery of high-quality products and services; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners authorizes the Chief Executive Officer to negotiate and execute an Interlocal Agreement with HCDE for a one-year term, which term shall automatically renew unless either party gives 30 days' written notice of non-renewal as provided in the Agreement.

PASSED, by the Board of Commissioners this 17th day of October 2018.

Chairman: 
Secretary: 