



RESOLUTION NO. 23-01

RESOLUTION OF HARRIS COUNTY HOUSING AUTHORITY AUTHORIZING SETTLEMENT WITH LDG DEVELOPMENT, LLC, LDG MULTIFAMILY, LLC, LDG CHANNELVIEW SLP, LLC, LDG NORTHWOOD SLP, LLC, AND XPERT DESIGN AND CONSTRUCTION, LLC, OF THE DISPUTE ARISING OVER SUBSTITUTION OF COUNTERTOP MATERIALS FOR THE HOLLOWS AND NORTHWOOD AFFORDABLE HOUSING DEVELOPMENTS

WHEREAS, HCHA Redevelopment Authority, Inc., (HCHA-RA) is a Texas nonprofit corporation formed by Harris County Housing Authority (HCHA) to serve its mission of providing affordable housing to low- and moderate-income individuals and families; and

WHEREAS, for the purpose of constructing the affordable housing development to be located at 2212 Dell Dale St., Houston, Texas, and known as The Hollows Apartments, HCHA-RA formed HCHA Channelview GP, LLC, a Texas limited liability company, to serve as the general partner of LDG Channelview, LP, a Texas limited partnership (The Hollows Partnership); and

WHEREAS, LDG Development, LLC, formed LDG Channelview SLP, LLC, for the purpose of serving as a special limited partner in The Hollows Partnership and aiding in construction of The Hollows Apartments; and

WHEREAS, for the purpose of constructing the affordable housing development to be located at 12620 Eastex Freeway, Houston, Texas, and known as Northwood Apartments, HCHA-RA formed HCHA Northwood GP, LLC, a Texas limited liability company, to serve as the general partner of LDG Northwood, LP, a Texas limited partnership (Northwood Partnership); and

WHEREAS, LDG Development, LLC, formed LDG Northwood SLP, LLC, for the purpose of serving as a special limited partner in the Northwood Partnership and aiding in construction of Northwood Apartments; and

WHEREAS, LDG Multifamily, LLC, was retained by both limited partnerships to provide development services, and HCHA-RA retained Xpert Design and Construction, LLC, an affiliate of LDG Development, LLC, to serve as the Prime Subcontractor for both developments; and

WHEREAS, during construction of The Hollows Apartments and Northwood Apartments, a dispute between the entities affiliated with LDG Development, LLC, on the one side, and the entities affiliated with HCHA, on the other side, arose over the material used in the countertops installed or to be installed in the apartment units; and

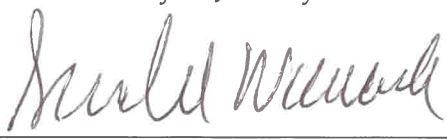
WHEREAS, the dispute threatened to impede completion of The Hollows Apartments and Northwood Apartments and to avoid that problem, the parties negotiated a settlement under which, among other agreements, granite countertops will be installed in 256 out of 288 units in Northwood Apartments, the plastic laminate countertops now installed in 32 of those units will be replaced as the units become vacant, the plastic laminate countertops installed in The Hollows will eventually be replaced with granite countertops, and the parties will cooperate in the issuance of a supplemental bond by Harris County Housing Authority Public Facility Corporation; and

WHEREAS, HCHA's staff have recommended that HCHA, and HCHA-RA, for itself and as the sole member of HCHA Channelview GP, LLC, and as the sole member of HCHA Northwood GP, LLC, accept the terms of the settlement negotiated between the parties, the full terms of which are set forth in the Agreement of Settlement and Mutual Release of Claims (Settlement Agreement), a copy of which is attached to this resolution;

NOW, THEREFORE, BE IT RESOLVED, that after considering the terms of the Settlement Agreement and the recommendations of HCHA's staff, HCHA's Board of Commissioners hereby authorizes and empowers Melissa Quijano, as Acting Executive Director of HCHA, to enter into the settlement of the dispute with LDG Development, LLC, LDG Multifamily, LLC, LDG Channelview SLP, LLC, LDG Northwood SLP, LLC, and Xpert Design and Construction, LLC, under the terms of the Settlement Agreement; and

BE IT FURTHER RESOLVED, that Melissa Quijano, as Acting Executive Director of HCHA, is authorized to take all other actions and execute all such documents and instruments as she deems reasonable, necessary, or appropriate for HCHA's performance under the terms of the Settlement Agreement.

PASSED by the Board of Commissioners on this 11th day of January 2023.

Chair: _____

Acting Secretary: _____



RESOLUTION NO. 23-02

RESOLUTION OF HARRIS COUNTY HOUSING AUTHORITY APPROVING THE ACTION OF HCHA REDEVELOPMENT AUTHORITY, INC., AUTHORIZING SETTLEMENT WITH LDG DEVELOPMENT, LLC, LDG MULTIFAMILY, LLC, LDG CHANNELVIEW SLP, LLC, LDG NORTHWOOD SLP, LLC, AND XPRT DESIGN AND CONSTRUCTION, LLC, OF THE DISPUTE ARISING OVER SUBSTITUTION OF COUNTERTOP MATERIALS FOR THE HOLLOWS AND NORTHWOOD AFFORDABLE HOUSING DEVELOPMENTS

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WHEREAS, LDG Development, LLC, formed LDG Channelview SLP, LLC, for the purpose of serving as a special limited partner in The Hollows Partnership and aiding in construction of The Hollows Apartments; and

WHEREAS, for the purpose of constructing the affordable housing development to be located at 12620 Eastex Freeway, Houston, Texas, and known as Northwood Apartments, HCHA-RA formed HCHA Northwood GP, LLC, a Texas limited liability company, to serve as the general partner of LDG Northwood, LP, a Texas limited partnership (Northwood Partnership); and

WHEREAS, LDG Development, LLC, formed LDG Northwood SLP, LLC, for the purpose of serving as a special limited partner in the Northwood Partnership and aiding in construction of Northwood Apartments; and

WHEREAS, LDG Multifamily, LLC, was retained by both limited partnerships to provide development services, and HCHA-RA retained Xpert Design and Construction, LLC, an affiliate of LDG Development, LLC, to serve as the Prime Subcontractor for both developments; and

WHEREAS, during construction of The Hollows Apartments and Northwood Apartments, a dispute between the entities affiliated with LDG Development, LLC, on the one side, and the entities affiliated with HCHA, on the other side, arose over the material used in the countertops installed or to be installed in the apartment units; and

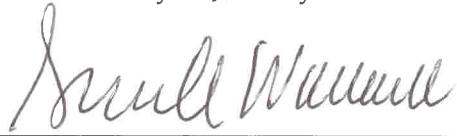
WHEREAS, the dispute threatened to impede completion of The Hollows Apartments and Northwood Apartments and to avoid that problem, the parties negotiated a settlement under which, among other agreements, granite countertops will be installed in 256 out of 288 units in Northwood Apartments, the plastic laminate countertops now installed in 32 of those units will be replaced as the units become vacant, the plastic laminate countertops installed in The Hollows will eventually be replaced with granite countertops, and the parties will cooperate in the issuance of a supplemental bond by Harris County Housing Authority Public Facility Corporation; and

WHEREAS, HCHA's staff have recommended that HCHA, and HCHA-RA, for itself and as the sole member of HCHA Channelview GP, LLC, and as the sole member of HCHA Northwood GP, LLC, accept the terms of the settlement negotiated between the parties, the full terms of which are set forth in the Agreement of Settlement and Mutual Release of Claims (Settlement Agreement), a copy of which is attached to this resolution;

NOW, THEREFORE, BE IT RESOLVED, that, after considering the terms of the Settlement Agreement and the recommendations of HCHA's staff, HCHA's Board of Commissioners hereby authorizes and empowers HCHA-RA, acting through Melissa Quijano, as Vice President and Secretary of HCHA-RA, to enter into the settlement of the dispute with LDG Development, LLC, LDG Multifamily, LLC, LDG Channelview SLP, LLC, LDG Northwood SLP, LLC, and Xpert Design and Construction, LLC, under the terms of the Settlement Agreement; and

BE IT FURTHER RESOLVED, that Melissa Quijano, as Vice President and Secretary of HCHA-RA, is authorized to take all other actions and execute all such documents and instruments as she deems reasonable, necessary, or appropriate for HCHA-RA's performance under the terms of the Settlement Agreement.

PASSED by the Board of Commissioners on this 11th day of January 2023.

Chair: _____

Acting Secretary: _____



RESOLUTION NO. 23-03

RESOLUTION OF HARRIS COUNTY HOUSING AUTHORITY APPROVING THE ACTION OF HCHA REDEVELOPMENT AUTHORITY, INC., AS SOLE MEMBER OF HCHA NORTHWOOD GP, LLC, AUTHORIZING SETTLEMENT WITH LDG DEVELOPMENT, LLC, LDG MULTIFAMILY, LLC, LDG CHANNELVIEW SLP, LLC, LDG NORTHWOOD SLP, LLC, AND XPERT DESIGN AND CONSTRUCTION, LLC, OF THE DISPUTE ARISING OVER SUBSTITUTION OF COUNTERTOP MATERIALS FOR THE HOLLOWS AND NORTHWOOD AFFORDABLE HOUSING DEVELOPMENTS

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WHEREAS, LDG Development, LLC, formed LDG Channelview SLP, LLC, for the purpose of serving as a special limited partner in The Hollows Partnership and aiding in construction of The Hollows Apartments; and

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WHEREAS, LDG Development, LLC, formed LDG Northwood SLP, LLC, for the purpose of serving as a special limited partner in the Northwood Partnership and aiding in construction of Northwood Apartments; and

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WHEREAS, during construction of The Hollows Apartments and Northwood Apartments, a dispute between the entities affiliated with LDG Development, LLC, on the one side, and the entities affiliated with HCHA, on the other side, arose over the material used in the countertops installed or to be installed in the apartment units; and

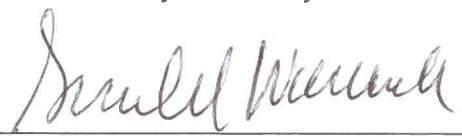
WHEREAS, the dispute threatened to impede completion of The Hollows Apartments and Northwood Apartments and to avoid that problem, the parties negotiated a settlement under which, among other agreements, granite countertops will be installed in 256 out of 288 units in Northwood Apartments, the plastic laminate countertops now installed in 32 of those units will be replaced as the units become vacant, the plastic laminate countertops installed in The Hollows will eventually be replaced with granite countertops, and the parties will cooperate in the issuance of a supplemental bond by Harris County Housing Authority Public Facility Corporation; and

WHEREAS, HCHA's staff have recommended that HCHA, and HCHA-RA, for itself and as the sole member of HCHA Channelview GP, LLC, and as the sole member of HCHA Northwood GP, LLC, accept the terms of the settlement negotiated between the parties, the full terms of which are set forth in the Agreement of Settlement and Mutual Release of Claims (Settlement Agreement), a copy of which is attached to this resolution;

NOW, THEREFORE, BE IT RESOLVED, that after considering the terms of the Settlement Agreement and the recommendations of HCHA's staff, HCHA's Board of Commissioners hereby authorizes and empowers HCHA-RA, acting through Melissa Quijano, as Vice President and Secretary of HCHA-RA, as the sole member and on behalf of HCHA Northwood GP, LLC, to enter into the settlement of the dispute with LDG Development, LLC, LDG Multifamily, LLC, LDG Channelview SLP, LLC, LDG Northwood SLP, LLC, and Xpert Design and Construction, LLC, under the terms of the Settlement Agreement; and

BE IT FURTHER RESOLVED, that Melissa Quijano, as Vice President and Secretary of HCHA-RA, as the sole member and on behalf of HCHA Northwood GP, LLC, is authorized to take all other actions she deems reasonable, necessary, or appropriate for HCHA Northwood GP, LLC's performance under the terms of the Settlement Agreement.

PASSED by the Board of Commissioners on this 11th day of January 2023.

Chair: 

Acting Secretary: 



RESOLUTION NO. 23-04

RESOLUTION OF HARRIS COUNTY HOUSING AUTHORITY APPROVING THE ACTION OF HCHA REDEVELOPMENT AUTHORITY, INC., AS SOLE MEMBER OF HCHA CHANNELVIEW GP, LLC, AUTHORIZING SETTLEMENT WITH LDG DEVELOPMENT, LLC, LDG MULTIFAMILY, LLC, LDG CHANNELVIEW SLP, LLC, LDG NORTHWOOD SLP, LLC, AND XPERT DESIGN AND CONSTRUCTION, LLC, OF THE DISPUTE ARISING OVER SUBSTITUTION OF COUNTERTOP MATERIALS FOR THE HOLLOWS AND NORTHWOOD AFFORDABLE HOUSING DEVELOPMENTS

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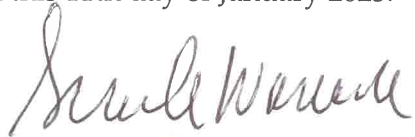
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WHEREAS, HCHA's staff have recommended that HCHA, and HCHA-RA, for itself and as the sole member of HCHA Channelview GP, LLC, and as the sole member of HCHA Northwood GP, LLC, accept the terms of the settlement negotiated between the parties, the full terms of which are set forth in the Agreement of Settlement and Mutual Release of Claims (Settlement Agreement), a copy of which is attached to this resolution;

NOW, THEREFORE, BE IT RESOLVED, that after considering the terms of the Settlement Agreement and the recommendations of HCHA's staff, HCHA's Board of Commissioners hereby authorizes and empowers HCHA-RA, acting through Melissa Quijano, as Vice President and Secretary of HCHA-RA, as the sole member and on behalf of HCHA Channelview GP, LLC, to enter into the settlement of the dispute with LDG Development, LLC, LDG Multifamily, LLC, LDG Channelview SLP, LLC, LDG Northwood SLP, LLC, and Xpert Design and Construction, LLC, under the terms of the Settlement Agreement; and

BE IT FURTHER RESOLVED, that Melissa Quijano, as Vice President and Secretary of HCHA-RA, as the sole member and on behalf of HCHA Channelview GP, LLC, is authorized to take all other actions and execute all such documents and instruments as she deems reasonable, necessary, or appropriate for HCHA Channelview GP, LLC's performance under the terms of the Settlement Agreement.

PASSED by the Board of Commissioners on this 11th day of January 2023.

Chair: _____

Acting Secretary: _____



RESOLUTION NO. 23-05

RESOLUTION BY THE HARRIS COUNTY HOUSING AUTHORITY (THE “AUTHORITY”) AUTHORIZING HARRIS COUNTY HOUSING AUTHORITY PUBLIC FACILITY CORPORATION (THE “ISSUER”) TO INDUCE OF BONDS TO BE ISSUED FOR THE NORTHWOOD APARTMENTS PROJECT

WHEREAS, the Board of Commissioners of the Harris County Housing Authority (the “Authority”) has, pursuant to the Public Facility Corporation Act, Chapter 303, Texas Government Code, as amended (the “Act”), approved and created Harris County Housing Authority Public Facility Corporation, a nonprofit public facility corporation (the “Issuer”); and

WHEREAS, the Issuer, on behalf of the Authority is empowered to issue bonds to finance, refinance, or provide one or more public facilities, as such term is defined in the Act, which projects will be within or partially within the Authority’s boundaries, including Harris County, Texas; and

WHEREAS, LDG Northwood, LP, a Texas limited partnership (the “User”), has requested that the Issuer finance a low income multi-family housing project named Northwood Apartments consisting of approximately 288 units to be located off of the Eastex Freeway (I-69) between Hammill Road and Pine Park Drive, Houston, Texas 77039 (the “Project”) within the boundaries of the Authority in Harris County, Texas, and further that the Issuer adopt this Resolution with respect to the acquisition, construction, and installation of the Project; and

WHEREAS, the User has advised the Issuer that a contributing factor which would further induce the User to proceed with providing for the acquisition and construction of the Project would be a commitment and agreement by the Issuer to issue revenue bonds pursuant to the Act (the “Bonds”) to finance and pay for the Project; and

WHEREAS, in view of a shortage of decent, safe and sanitary housing for persons and families of low income at prices or rentals that they can afford, it is considered essential that construction of the Project be completed at the earliest practicable date, but at the same time, the User wishes to begin construction of the Project after satisfactory assurances from the Issuer, subject to the conditions set forth herein, that the proceeds of the sale of the Bonds, or other obligations, of the Issuer in an amount necessary to pay the costs of the Project will be made available to finance the Project; and

WHEREAS, the Issuer finds, intends, and declares that this Resolution shall constitute its official binding commitment, subject to the conditions set forth herein, to issue Bonds, or other obligations, pursuant to the Act in an amount prescribed by the User not to exceed the maximum supplemental principal amount of up to \$6,000,000 and to expend the proceeds thereof to acquire, construct, and install the Project and to pay all expenses and costs of the Issuer in connection with the issuance of the Bonds; and

WHEREAS, in order to finance and pay for the Project through the issuance of revenue bonds, the interest on which is excludable from the gross income of the holders thereof under the Internal Revenue Code of 1986, as amended (the "Code"), the Issuer must apply to the Texas Bond Review Board (the "TBRB") for a reservation of state ceiling available to "private activity bonds" (as defined in the Code) for a calendar year;

NOW, THEREFORE, BE IT RESOLVED, BY THE BOARD OF COMMISSIONERS OF THE HARRIS COUNTY HOUSING AUTHORITY THAT THE FOLLOWING ACTIONS OF THE ISSUER ARE HEREBY RATIFIED AND APPROVED:

Section 1. Subject to the terms hereof, the Issuer will:

(a) Issue the Bonds, and if the User and the Issuer agree, other evidences of indebtedness providing temporary financing of the Project which will be issued after the date hereof and be refunded by the Bonds pursuant to the Act, or any other Texas legislation heretofore or hereafter enacted which may provide a suitable method of financing in addition to or in substitution for the Act.

(b) Cooperate with the User with respect to the issuance of the Bonds, and, if arrangements therefor satisfactory to the User and the Issuer can be made, the Issuer will take such action and authorize the execution of such documents and will take such further action as may be necessary or advisable for the authorization, execution, and delivery of any contracts or agreements deemed necessary or desirable by the User or the Issuer in connection with the issuance of the Bonds (collectively, the "Contracts"), providing among other things for payment of the principal of, interest on, redemption premiums, paying agents' charges, and Trustee's fees, if any, on the Bonds; payment of fees and charges of the Issuer or the Authority; acquisition, construction, and improvement of the Project; and use, operation, and maintenance of the Project (and the execution of any appropriate and necessary guaranty agreements), all as shall be authorized, required, or permitted by law and as shall be mutually satisfactory to the Issuer, the Authority, and the User.

(c) If the proceeds from the sale of the Bonds are insufficient, take such actions and execute such documents as may be necessary to permit the issuance from time to time in the future of additional bonds on terms which shall be set forth therein, whether on a parity with other series of bonds or otherwise, for the purpose of paying the costs of completing the acquisition, construction, and installation of the Project, as requested by the User and within then applicable limitations.

(d) Take or cause to be taken such other actions as may be required to implement the aforesaid undertakings or as it may deem appropriate in pursuance thereof.

The Bonds shall specifically provide that neither the State of Texas, the Authority, nor any political issuer, subdivision, or agency of the State of Texas shall be obligated to pay the same or the interest thereon and that neither the faith and credit nor the taxing power of the State

of Texas, the Authority, or any political issuer, subdivision, or agency thereof is pledged to the payment of the principal of, premium, if any, or interest on the Bonds.

The obligation of the Issuer to issue the Bonds is specifically subject to satisfaction of each of the following conditions:

- (i) evidence that the Project will not be operated for profit or as a source of revenue to the Issuer or User;
- (ii) the receipt of a ruling from the Internal Revenue Service or an opinion from nationally recognized bond counsel, substantially to the effect that the interest on the Bonds is excludable from gross income tax purposes under existing law;
- (iii) Approval of the Bonds by all other governmental agencies required to approve the Bonds including, but not limited to, approval of the Bonds by the Attorney General of the State of Texas and any other applicable governmental authority; and
- (iv) any other conditions reasonably imposed by the Issuer.

Section 2. The Issuer shall submit an application to the TBRB for a reservation of the state ceiling for “private activity bonds” for program year 2023 and each subsequent calendar year at the User’s request to finance the Project. Any officer of the Board of Directors of the Issuer is hereby authorized to execute and submit an application to the TBRB in such form as may be approved by the TBRB for such purpose.

Section 3. It is understood by the Issuer and the Authority, and the User has represented to the Issuer, that in consideration of this Resolution and by filing the Application, and subject to the terms and conditions hereof, the User has agreed that:

(a) Prior to or contemporaneously with the sale of the Bonds in one or more series or issues from time to time as the Issuer and the User shall hereafter agree to in writing, the User will enter into the Contracts with the Issuer under the terms of which the User will obligate itself to pay to the Issuer (or to a Trustee, as the case may be) sums sufficient in the aggregate to pay the principal of, interest on, redemption premiums, paying agents’ fees, and Trustee’s fees, if any, on the Bonds, as and when the same become due and payable, with such contract to contain the provisions described in Section 1 hereof and such other provisions as may be required or permitted by law and to be mutually acceptable to the Issuer and the User.

(b) The User will (1) pay all Project costs which are not or cannot be paid or reimbursed from the proceeds of the Bonds and (2) at all times, indemnify and hold harmless the Issuer against all losses, costs, damages, expenses, and liabilities of whatsoever nature (including but not limited to attorneys’ fees, litigation and court costs, amounts paid in settlement, and amounts paid to discharge judgments) directly or indirectly resulting from, arising out of or related

to the issuance, offering, sale, or delivery of the Bonds, or the design, construction, installation, operation, use, occupancy, maintenance, or ownership of the Project.

(c) The User will provide to the Issuer all information required to be submitted to the TBRB and any other governmental agencies for approval of the Project or the Bonds and will execute all necessary documents in connection therewith.

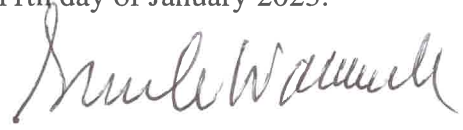
Section 4. The Issuer finds, determines, recites, and declares that the issuance of the Bonds to provide financing for the Project will promote the public purposes set forth in Section 303 of the Act, including, without limitation, assisting persons of low and moderate income to obtain decent, safe and sanitary housing at rentals they can afford.

Section 5. It is understood by the Issuer that all commitments of the Issuer and the User with respect to the Project and the Bonds are subject to the condition that the Bonds shall have been issued no later than three years from the date of this Resolution, or such other date as shall be mutually satisfactory to the Issuer and the User.

Section 6. It is recognized and agreed by the Issuer that the User may exercise its rights and perform its obligations with respect to the financing of the Project either through (i) itself in its own name; (ii) any of its wholly-owned subsidiaries; (iii) any "related person" as defined in Section 144(a)(3) of the Code; or (iv) any legal successor thereto, respectively, subject to approval of the Issuer's bond counsel and, provided that suitable guaranties necessary or convenient for the marketability of the Bonds shall be furnished, if required by the Issuer, and all references to the User shall be deemed to include the User acting directly through itself or any such approved entities.

Section 7. The adoption of this Resolution, as requested by the User, shall be deemed to constitute the acceptance of the User's proposal that it be further induced to proceed with providing financing for the Project, and this Resolution shall constitute an agreement between the Issuer and the User effective on the date that this Resolution is adopted, and this Resolution is affirmative of official action taken by the Issuer towards the issuance of the Bonds.

PASSED, by the Board of Commissioners this 11th day of January 2023.



CHAIR of the Harris County Housing
Authority

ATTEST:



Secretary



RESOLUTION NO. 23-06

**RESOLUTION APPROVING THE REVISION AND SUBMISSION OF THE
HARRIS COUNTY HOUSING AUTHORITY 2024 ANNUAL PUBLIC HOUSING
AGENCY (PHA) PLAN FOR THE PHA FISCAL YEAR BEGINNING APRIL 1, 2023,
TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)**

WHEREAS, Harris County Housing Authority (HCHA) is a Public Housing Agency (PHA) under federal housing law and the regulations promulgated by the U.S. Department of Housing and Urban Development (JHUD) implementing federal housing law; and

WHEREAS, HUD regulations require that PHAs annually adopt a plan for their management operations and capital planning (Annual Plan) and, before doing so, hold a Resident Advisory Meeting and public meeting to allow comment on the Annual Plan; and

WHEREAS, on November 11, 2022, HCHA held a Resident Advisory Board meeting on the proposed Annual Plan for the fiscal year beginning April 1, 2023 (2024 Annual Plan); and

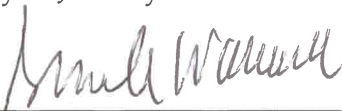
WHEREAS, the Board of Commissioners conducted a Public Hearing on January 18, 2023, to allow for public comments on the 2024 Annual Plan; and

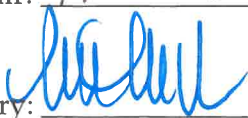
WHEREAS, HCHA staff recommends adopting the 2024 Annual Plan to revise and update Part B. Annual Plan, B.5 Revisions of Plan Elements – updated payment standard, B.6 Progress Report, 5) - Update, and B.7 Resident Advisory Board (RAB) Comments; and

WHEREAS, HCHA staff recommends that HCHA submit the 2024 Annual Plan to HUD for its review and approval.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of Harris County Housing Authority, that the 2024 Annual Plan is hereby adopted by HCHA and Melissa Quijano, the Acting Executive Director of HCHA is authorized to submit the 2024 Annual Plan to HUD and take all other actions necessary or appropriate to obtain HUD's approval of the 2024 Annual Plan.

PASSED, by the Board of Commissioners this 18th day of January 2023.

Chair: 

Acting Secretary: 

Attachment: Annual PHA Plan
HUD-50077-ST-HCV-HP
HUD-50075-HCV

**Certifications of Compliance with
PHA Plan and Related Regulations
(Standard, Troubled, HCV-Only, and
High Performer PHAs)**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 3/31/2024

**PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations
including PHA Plan Elements that Have Changed**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the ___ 5-Year and/or X Annual PHA Plan, hereinafter referred to as "the Plan", of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the PHA fiscal year beginning 4/1/2023, in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located (24 CFR § 91.2).
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments (AI) to Fair Housing Choice, or Assessment of Fair Housing (AFH) when applicable, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan (24 CFR §§ 91.2, 91.225, 91.325, and 91.425).
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the RAB (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA provides assurance as part of this certification that:
 - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
 - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
 - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d—4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), title II of the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), and other applicable civil rights requirements and that it will affirmatively further fair housing in the administration of the program. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with the Fair Housing Act, title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, title II of the Americans with Disabilities Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of the program.
7. The PHA will affirmatively further fair housing, which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR § 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR § 903.7(o)(3). The PHA will fulfill the requirements at 24 CFR § 903.7(o) and 24 CFR § 903.15(d). Until such time as the PHA is required to submit an AFH, the PHA will fulfill the requirements at 24 CFR § 903.7(o) promulgated prior to August 17, 2015, which means that it examines its programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintains records reflecting these analyses and actions.
8. For PHA Plans that include a policy for site-based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2011-65);

- The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of a site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such a waiting list is consistent with affirmatively furthering fair housing; and
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR 903.7(o)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
 10. In accordance with 24 CFR § 5.105(a)(2), HUD's Equal Access Rule, the PHA will not make a determination of eligibility for housing based on sexual orientation, gender identify, or marital status and will make no inquiries concerning the gender identification or sexual orientation of an applicant for or occupant of HUD-assisted housing.
 11. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
 12. The PHA will comply with the requirements of Section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
 13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
 14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
 15. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
 16. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
 17. The PHA will keep records in accordance with 2 CFR 200.333 and facilitate an effective audit to determine compliance with program requirements.
 18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
 19. The PHA will comply with the policies, guidelines, and requirements of 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Financial Assistance, including but not limited to submitting the assurances required under 24 CFR §§ 1.5, 3.115, 8.50, and 107.25 by submitting an SF-424, including the required assurances in SF-424B or D, as applicable.
 20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
 21. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
 22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

Harris County Housing Authority
PHA Name

TX441
PHA Number/HA Code

X Annual PHA Plan for Fiscal Year 2024

 5-Year PHA Plan for Fiscal Years 20 - 20

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, 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, 3802).

Name of Executive Director: **Melissa Quijano**

Signature

Date

1/18/23

Name Board Chairman: **Gerald Womack**

Signature

Date

The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality. This information is collected to ensure compliance with PHA Plan, Civil Rights, and related laws and regulations including PHA plan elements that have changed.

Public reporting burden for this information collection is estimated to average 0.16 hours per year 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. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.



RESOLUTION NO. 23-07

**RESOLUTION OF HARRIS COUNTY HOUSING AUTHORITY AS THE
SPONSOR OF HCHA DEVELOPMENT CORPORATION APPOINTING
NEW DIRECTORS AND AUTHORIZING THE AMENDMENT OF
HCHA DEVELOPMENT CORPORATION'S BYLAWS**

WHEREAS, by Resolution No. 17-06, the Board of Commissioners of Harris County Housing Authority (HCHA) authorized the formation of HCHA Development Corporation (HCHA Development), a public facility corporation, under Chapter 303 of the Local Government Code (Chapter 303); and

WHEREAS, the Certificate of Formation for HCHA Development was filed with the Secretary of State of Texas and that office issued the Certificate of Incorporation for HCHA Development on January 30, 2017; and

WHEREAS, as required by Chapter 303, the Certificate of Formation appointed the initial Directors of HCHA Development; and

WHEREAS, under the Certificate of Formation and Bylaws of HCHA Development, the only persons qualified to serve as Directors of HCHA Development are (a) HCHA Commissioners, (b) the Executive Director of HCHA; (c) HCHA officers, and (d) HCHA staff members; and

WHEREAS, several of the Directors last appointed are no longer qualified to serve as Directors and, as a consequence, under the terms of the Certificate of Formation have automatically resigned; and

WHEREAS, Sections 303.035 and 303.038 of Chapter 303 and the Bylaws provide that HCHA appoint the Directors of HCHA Development and further provide that HCHA must approve any amendments to the Bylaws; and

WHEREAS, Article I of the Bylaws contains out of date information concerning the principal office of HCHA Development and the Bylaws will benefit from an amendment clarifying that its principal office is located at the same address as HCHA's principal office; and

WHEREAS, Article III, Section 4, of the Bylaws provides, in part, that persons eligible to serve as Directors of HCHA Development are limited to persons serving HCHA, including "a staff person of the Authority who has been appointed by the Board of Commissioners of HCHA"; however, HCHA's Board of Commissioners does not appoint HCHA's staff, so this language may cause confusion, and the Bylaws will benefit from an amendment clarifying who may serve as a Director; and

WHEREAS, when a regular meeting of HCHA Development's Board of Directors is appropriate, the meeting always follows the regular meeting of HCHA's Board of Commissioners and Article III, Section 8(a), of the Bylaws (pertaining to the location, time, and place of regular meetings of the Board of Directors), will benefit from an amendment establishing this practice; and

WHEREAS, Article IV, Section 1, of the Bylaws provides, in part, that the officers of HCHA Development "shall hold office until the next regular meeting of the Board or until their successors are elected and qualified," which language may conflict with Chapter 303, has caused some confusion, and will benefit from an amendment clarifying its meaning;

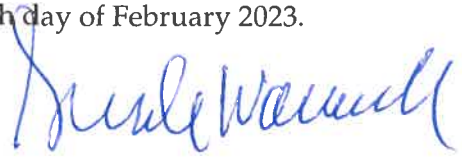
NOW, THEREFORE, BE IT RESOLVED, by HCHA's Board of Commissioners that the following six individuals are qualified to serve and hereby appointed to serve as the Directors of HCHA Development:

Gerald Womack
Joe Villarreal
Joe Ellis
Adriana Tamez
Asheley Gilbert
Melissa Quijano

BE IT FURTHER RESOLVED, that HCHA's Board of Commissioners authorizes HCHA Development to adopt the First Amendment to the Bylaws of HCHA Development Corporation attached hereto and incorporated herein, amending only Article I; Article III, Sections 4 and 8(a); and Article IV, Section 1.

BE IT FURTHER RESOLVED, that as amended under the authority given by this resolution, the Bylaws of HCHA Development are ratified and approved.

PASSED by the Board of Commissioners this 15th day of February 2023.

Chair: 
Gerald Womack

Acting Secretary: 
Melissa Quijano



RESOLUTION NO. 23-08

**RESOLUTION AUTHORIZING THE NEGOTIATION AND EXECUTION OF A
CONTRACT WITH MRI SOFTWARE, LLC, TO PROVIDE SOFTWARE AND
SOFTWARE SUPPORT SERVICES**

WHEREAS, Harris County Housing Authority (HCHA), issued its Quotation for Small Purchases No. 23-01 (QSP) on January 8, 2023, soliciting proposals from interested vendors to provide Software and Software Support Services primarily to assist HCHA in administering its Housing Choice Voucher program; and

WHEREAS, the QSP was advertised in the Houston Chronicle on January 8, 2023 and January 15, 2023, notice of the QSP was emailed by HCHA to five different software companies that provide services of the kind sought by HCHA, and the QSP was posted on HCHA's website; and

WHEREAS, HCHA received two responses to the QSP, those responses being from the following software companies:

Yardi Systems, Inc. (Yardi); and

MRI Software, LLC (MRI); and

WHEREAS, MRI is HCHA's current software provider for the services requested in the QSP, HCHA's staff considers MRI to be a responsible software provider, and MRI provided a proposal consisting of an annual fee of \$39,724.32; and

WHEREAS, Yardi proposed an annual fee of \$189,144.00, and changing vendors from MRI to Yardi would mean an additional cost for data conversion and training, resulting in additional costs to HCHA during the first year of \$263,144.00; and

WHEREAS, HCHA's staff found the two responding companies met the required qualifications and their proposals reasonably complied with the requirements of the QSP; and

WHEREAS, HCHA's staff reviewed, evaluated, and ranked the responses to the QSP, finding that MRI's response ranked first and Yardi's response ranked second; and

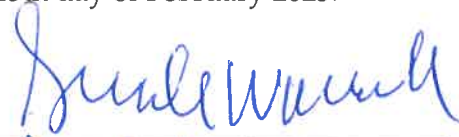
WHEREAS, MRI's proposal was determined by HCHA's staff to be the most advantageous to HCHA, and HCHA's staff recommends awarding the contract to MRI;

NOW, THEREFORE, BE IT RESOLVED, by HCHA's Board of Commissioners that Melissa Quijano, HCHA's Acting Executive Director is hereby authorized to negotiate and execute a contract for Software Services with MRI Software, LLC, which authority includes:

1. The authority to negotiate and execute a contract or renewal of the existing contract containing terms and conditions substantially similar to those under which MRI now provides services to HCHA but at the price stated in MRI's recent proposal; and
2. The authority to take such other actions necessary or convenient to carry out this resolution.

PASSED by the Board of Commissioners this 15th day of February 2023.

Chair:



Acting Secretary:



Attachment: MRI Contract



RESOLUTION NO. 23-09

**RESOLUTION HONORING TEQUEDA SHERIFF AS THE HARRIS COUNTY HOUSING
AUTHORITY EMPLOYEE OF THE QUARTER (APRIL-JUNE 2023)**

WHEREAS, TeQueda Sheriff, Portability Team Lead for the Harris County Housing Authority (HCHA), has demonstrated exceptional job performance; and

WHEREAS, TeQueda provides outstanding customer service, going above and beyond, and ensuring that program participants, landlords, and housing authorities receive the ultimate in respect and customer service while providing thorough and accurate information; and

WHEREAS, she consistently responds with ingenuity, imagination, and foresight to the duties and responsibilities given her; and

WHEREAS, TeQueda regularly provides a novel perspective and presents innovative ideas to improve the Portability's operations and responsiveness; and

WHEREAS, TeQueda always takes the time to listen and provide an appropriate response to the caller's inquiry and understands when to seek management involvement; and

WHEREAS, TeQueda portrays an example of dedication to HCHA customer service principles, and is an inspiration to her fellow employees; and

WHEREAS, she voluntarily comes in on her day off as well as weekends to ensure Portability deadlines are met and port-in participants are housed. She has a "whatever it takes" attitude and a desire for herself and her team to be the best that they can be; and

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners does hereby extend to TeQueda Sheriff its sincere and grateful appreciation for her dedicated service to HCHA and to the citizens of Harris County, Texas, and congratulates her on being named Employee of the Quarter (April-June 2023).

PASSED, by the Board of Commissioners this 15th day of March 2023.

Chairman: _____

Gerald Womack

Secretary: _____

Melissa Quijano



RESOLUTION NO. 23-10

**RESOLUTION APPROVING HARRIS COUNTY HOUSING AUTHORITY'S BUDGET
FOR FISCAL YEAR 2024 ENDING MARCH 31, 2024**

WHEREAS, the staff of Harris County Housing Authority (HCHA) drafted a proposed budget for fiscal year 2024 beginning April 1, 2023 and ending March 31, 2024; and

WHEREAS, all of HCHA's lines of business are projected to have positive cash flows for the 2024 fiscal year; and

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

NOW, THEREFORE, BE IT RESOLVED, that HCHA's Board of Commissioners hereby adopts the attached budget for fiscal year 2024 beginning April 1, 2023 and ending March 31, 2024, and authorizes the Chairperson to sign and submit the PHA Board Resolution – Approving the Operating Budget (HUD Form No. 52574).

PASSED, by the Board of Commissioners this 15th day of March 2023.

Chair: _____

Acting Secretary: _____

Attachment: FY2024 Budget



RESOLUTION NO. 23-11

**RESOLUTION APPROVING RENEWAL OF THE INTERLOCAL AGREEMENT WITH
THE TEXAS MUNICIPAL LEAGUE INTERGOVERNMENTAL RISK POOL**

WHEREAS, Chapter 791 of the Texas Government Code authorizes government entities like Harris County Housing Authority (HCHA) to enter into Interlocal Agreements for the sharing of risks to obtain the equivalent of insurance coverage; and

WHEREAS, on April 1, 2014, HCHA entered into an Interlocal Agreement with the members of the Texas Municipal League Intergovernmental Risk Pool (TMLIRP) to provide coverage against general liability, errors and omissions, automobile liability, property damage, and other risks traditionally covered by insurance; and

WHEREAS, the current Interlocal Agreement with TMLIRP expires on April 1, 2023; and

WHEREAS, the contribution required under the Interlocal Agreement for the coming year is \$12,349.00 and HCHA's staff has determined that comparable coverage against the risks covered under the Interlocal Agreement with TMLIRP would be substantially more expensive; and

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

NOW, THEREFORE, BE IT RESOLVED, by HCHA's Board of Commissioners that Melissa Quijano, HCHA's Acting Executive Director and Chief Executive Officer, is hereby authorized and directed to execute a renewal of the Interlocal Agreement for an additional one-year term.

PASSED, by the Board of Commissioners this 15th day of March 2023.

Chair: _____

Acting Secretary: _____



RESOLUTION NO. 23-12

RESOLUTION APPROVING THE FISCAL YEAR 2023 UTILITY ALLOWANCE SCHEDULES USED BY HARRIS COUNTY HOUSING AUTHORITY IN ADMINISTERING THE HOUSING CHOICE VOUCHER PROGRAM

WHEREAS, Harris County Housing Authority (HCHA) administers the Housing Choice Voucher Program (HCV Program) funded and regulated by the U.S. Department of Housing and Urban Development (HUD); and

WHEREAS, in connection the administration of the HCV Program, HUD's regulation 24 CFR Section 982.517 requires that HCHA maintain utility allowance schedules for all tenant-paid utilities, tenant-supplied refrigerators and ranges, and other tenant-paid housing services; and

WHEREAS, that same regulation requires that HCHA annually review its utility allowance schedules and must revise its allowance for a utility category if there has been a change of 10 percent or more in the utility rate since the last time the utility allowance schedule was revised; and

WHEREAS, The Nelrod Company, the vendor retained by HCHA to conduct the review of HCHA's utility allowance schedules, recently determined that the Harris County area's utilities have increased in the last 12 months and, under HUD regulations, must be revised; and

WHEREAS, in accordance with this determination, HCHA has updated its utility allowance schedules to be effective May 1, 2023, copies of which updated 2023 Utility Allowance Schedules are attached to this resolution.

NOW, THEREFORE, BE IT RESOLVED, by HCHA's Board of Commissioners, that the 2023 Utility Allowance Schedules attached to this resolution are approved and adopted and Melissa Quijano, HCHA's Acting Executive Director, is authorized to take all other actions necessary or convenient to carry out this resolution.

PASSED, by the Board of Commissioners this 15th day of March 2023.

Chair: _____

[Signature]
[Signature]

Acting Secretary: _____

Attachment: 2023 Utility Allowance Schedules



RESOLUTION NO. 23-13

RESOLUTION HONORING ADELINE BENOIT'S SERVICE TO THE HARRIS COUNTY HOUSING AUTHORITY

WHEREAS, Adeline Benoit now serves as the Special Program's Housing Specialist of the Harris County Housing Authority; and

WHEREAS, Ms. Benoit will retire after more than thirteen years of outstanding and excellent service to the Harris County Housing Authority; and

WHEREAS, the Board finds that it is appropriate to recognize the following:

Ms. Benoit has well and admirably served the Harris County Housing Authority with dedication and integrity;

She also brought to the Housing Authority many commendable characteristics and traits that greatly benefited the Housing Authority;

Those characteristics include personal integrity, a strong work ethic, attention to detail, and a passion for the community that HCHA serves;

Ms. Benoit has been instrumental in the growth of HCHA's Homeownership Program, creating relationships and collaborations that were beneficial to the families that HCHA serves;

Ms. Benoit has also worked with HCHA's Veterans for several years and has contributed to the housing of this deserving population through HCHA's VASH Program;

Ms. Benoit has truly been a valued member of the Housing Authority and will be greatly missed;

And, although it is difficult to see her leave, the Housing Authority remains thankful for her faithful and committed service in fulfilling its goal of serving the community with excellence and compassion;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners, on behalf of the Housing Authority and all those it serves, hereby extends to Adeline Benoit its sincere gratitude for her many years of selfless, dedicated, and skilled service to the Housing Authority and the residents of Harris County, Texas;

AND BE IT FURTHER RESOLVED, that this Board offers Ms. Benoit its hope for her continued success, health, and happiness in the many years to come and offers its congratulations on her well-earned retirement.

PASSED, by the Board of Commissioners this 19th day of April 2023.

Chairman: _____

Gerald Womack

Acting Secretary: _____

Melissa Quijano



RESOLUTION NO. 23-14

**RESOLUTION APPROVING THE SUBMISSION OF THE 2023 SECTION EIGHT
MANAGEMENT ASSESSMENT PROGRAM CERTIFICATION TO THE U.S.
DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**

WHEREAS, the U.S. 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 report reflects 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 2023 SEMAP certification report to HUD.

PASSED, by the Board of Commissioners this 19th day of April 2023.

Chairman: _____

Acting Secretary: _____

Attachment: SEMAP Summary



RESOLUTION NO. 23-15

RESOLUTION AUTHORIZING TRAVEL AND OTHER EXPENSES FOR PAUL CURRY, DIRECTOR OF FINANCE AND DOMINIQUE KING, DIRECTOR OF REAL ESTATE DEVELOPMENT

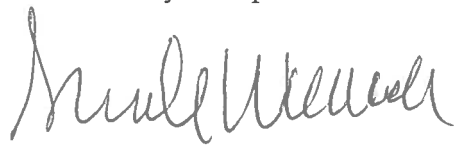
WHEREAS, the Texas Affiliation of Affordable Housing Providers will host the 2023 Texas Housing Conference beginning Monday, July 24, 2023, and continuing through Wednesday, July 26, 2023, in Austin, Texas; and

WHEREAS, Melissa Quijano, Acting Executive Director of Harris County Housing Authority (HCHA), has determined that it would be beneficial for Paul Curry, HCHA's Director of Finance, and Dominique King, HCHA's Director of Real Estate Development, to attend this conference, as the subjects covered during the conference will include the different methods of financing the development of affordable housing, issues that arise during the construction, asset management, and other important affordable housing concerns; and

WHEREAS, the cost of travel, meals, lodging, and incidental expenses for the two HCHA senior staff members to attend the conference has been estimated by HCHA to be \$3,254.14, for which amount HCHA requests authorization.

NOW, THEREFORE, BE IT RESOLVED that HCHA's Board of Commissioners hereby authorizes the expenditure of \$3,254.14, for the cost of travel, meals, lodging, and incidental expenses for Paul Curry's and Dominique King's attending the 2023 Texas Housing Conference.

PASSED, by the Board of Commissioners this 19th day of April 2023.

Chairman: 

Acting Secretary: 

Attachments: Estimated travel expenditures



RESOLUTION NO. 23-16

**RESOLUTION AUTHORIZING TERMINATION OF INTERLOCAL AGREEMENT
BETWEEN HARRIS COUNTY HOUSING AUTHORITY AND HARRIS COUNTY FOR
THE VICTOR BLANCO PROJECT (LAKE HOUSTON PROPERTY)**

WHEREAS, on January 15, 2020, under Resolution No. 20-07, Harris County Housing Authority (HCHA) authorized the execution of an Interlocal Agreement (Agreement) between HCHA and Harris County for the joint development of approximately 90 acres of land owned by HCHA located along Lake Houston in the Victor Blanco Survey (the Lake Houston Property); and

WHEREAS, the Agreement contemplated that Harris County and HCHA would each obtain funding for development of the Lake Houston Property; and

WHEREAS, in the summer of 2022, Harris County notified HCHA that the funding it originally intended to use for development was no longer available, no other source was available, and Harris County would not proceed with the development; and

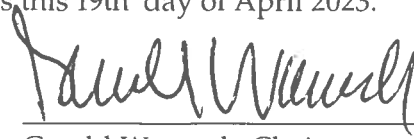
WHEREAS, although Harris County stated that it would not proceed with the development, it did not expressly terminate the Agreement; and

WHEREAS, if not expressly terminated, the Agreement may impede HCHA's later development of the Lake Houston Property as, by way of example, the Agreement requires Harris County's consent to the sale or transfer of any part of the Lake Houston Property; and

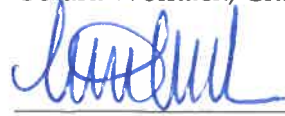
WHEREAS, HCHA's Acting Executive Director recommends terminating the Agreement to avoid impeding later plans for development of the Lake Houston Property.

NOW, THEREFORE, BE IT RESOLVED, by HCHA's Board of Commissioners that Melissa Quijano, HCHA's Acting Executive Director, is hereby authorized to terminate the Agreement under the terms provided therein and is further authorized to take all other actions necessary or convenient to carry out this resolution.

PASSED, by the Board of Commissioners, this 19th day of April 2023.



Gerald Womack, Chairman



Melissa Quijano, Acting Secretary



RESOLUTION NO. 23-17

RESOLUTION CELEBRATING NATIONAL FAIR HOUSING MONTH

WHEREAS, on April 11, 1968, the landmark Fair Housing Act was signed into law and April is now recognized as National Fair Housing Month; and

WHEREAS, the purpose of the Fair Housing Act is to protect against discrimination in housing because of race or color, national origin, religion, sex (including gender identity and sexual orientation), disability, and familial status; and

WHEREAS, despite of the passage of the Fair Housing Act over 55 years ago, the legacy of past discrimination means that a large part of our nation's population still does not enjoy the substantial benefits of home ownership and still does not have access to safe, healthy, and affordable rental housing; and

WHEREAS, unlawful discrimination based on race or color, national origin, religion, sex (including gender identity and sexual orientation), disability, and familial status appears to be on the rise in our state and nation, making it more difficult for the very persons the Fair Housing Act was designed to protect to find safe, healthy, and affordable housing; and

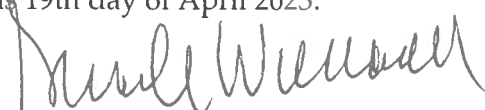
WHEREAS, Harris County Housing Authority (HCHA) applauds the goals embodied in the Fair Housing Act and the U.S. Department of Housing and Urban Development's efforts under that law to remedy the effects of past wrongs and promote the goal of equitable access to safe, healthy, and affordable housing for all, and especially for those protected by the Fair Housing Act; and

WHEREAS, HCHA supports the goals of the Fair Housing Act, not just during the month of April but throughout the year.

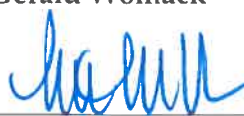
NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Harris County Housing Authority declares that safe, healthy, and affordable housing is a right all should enjoy and fully supports and promotes the goals and ideals of the Fair Housing Act and celebrates April as National Fair Housing Month.

PASSED, by the Board of Commissioners this 19th day of April 2023.

Chairman:


Gerald Womack

Acting Secretary:


Melissa Quijano



RESOLUTION NO. 23-18

RESOLUTION AUTHORIZING THE NEGOTIATION OF A CONTRACT WITH GSMA, INC., TO PROVIDE ARCHITECTURAL SERVICES FOR THE BERNICIA PLACE AFFORDABLE HOUSING DEVELOPMENT

WHEREAS, by Resolution No. 20-21, Harris County Housing Authority (HCHA) authorized negotiation with Metropolitan Transit Authority of Harris County for the acquisition of land on which to construct a multi-family affordable housing project to be named Bernicia Place consisting of approximately 120 units to be located at the Southeast corner of Old Spanish Trail and Scottcrest Dr., Houston, Texas 77021; and

WHEREAS, by Resolution No. 22-47, HCHA authorized the financing of construction and other actions required for development of Bernicia Place through bonds to be issued by Harris County Housing Authority Public Facility Corporation; and

WHEREAS, HCHA's plans to develop Bernicia Place have reached the point where architectural and engineering services are required to move the project forward; and

WHEREAS, HCHA published on its website its Request for Qualifications #23-01 (RFQ), for firms to provide architectural and engineering services for HCHA's future affordable housing developments; and

WHEREAS, the RFQ was advertised in the Houston Chronicle on February 19, 2023, and February 26, 2023, and posted on HCHA's website on February 20, 2023; and

WHEREAS, responses to the RFQ were due on March 13, 2023, but by amendment the due date was extended to March 17, 2023; and

WHEREAS, HCHA received three responses that were reviewed, evaluated, and ranked by HCHA's staff as follows:

1. GSMA Inc.
2. Smith & Company Architects, Inc.
3. 1919 Architects

WHEREAS, GSMA, Inc., was determined by HCHA's staff to be the most qualified architectural firm to provide architectural and engineering services, and HCHA or Bernicia Place, LP (the Texas limited partnership formed by HCHA's instrumentality, HCHA Redevelopment Authority, Inc., for the purpose of developing, owning, and operating Bernicia Place) requires architectural and engineering services to move ahead with constructing and developing Bernicia Place; and

WHEREAS, HCHA's staff has reviewed and evaluated previous contracts for architectural and engineering services for similar affordable housing projects in which other housing authorities, or HCHA, its affiliates, or instrumentalities participated, and has considered the costs GSMA, Inc., is likely to incur in providing architectural and engineering services for Bernicia Place, and has considered other factors permitted by HCHA's procurement policy and has determined the cost of architectural and engineering services for Bernicia Place should not exceed a specified maximum amount;

NOW, THEREFORE, BE IT RESOLVED, that HCHA's Board of Commissioners authorizes its Executive Director or Acting Executive Director to negotiate a proposed contract with GSMA, Inc., for the architectural and engineering services required to construct and otherwise develop Bernicia Place, which authority includes:

1. The authority to negotiate a proposed contract containing terms and conditions substantially the same as those set forth in either HUD Form 51915 or the American Institute of Architects' Standard Form of Agreement between Owner and Architect, with such changes and modifications as she determines are reasonable, necessary, or appropriate;
2. The authority to negotiate a reasonable price for the architectural and engineering services required, which price may be up to but must not exceed the specified maximum amount as determined by HCHA's staff; and
3. The authority to take such other actions necessary or convenient to carry out the purposes of this resolution.

BE IT FURTHER RESOLVED that, after negotiation of the terms of a proposed contract is completed, at a later meeting this Board will determine whether or not to award GSMA, Inc., a contract on the terms negotiated.

PASSED by the Board of Commissioners this 19th day of April 2023.

Chair: _____

Gerald Womack

Acting Secretary: _____

Melissa Quijano



RESOLUTION NO. 23-19

**RESOLUTION AUTHORIZING THE NEGOTIATION OF A CONTRACT WITH
SUPERURBAN VENTURES, LLC, TO PROVIDE DEVELOPMENT
CONSULTANT SERVICES FOR THE BERNICIA PLACE
AFFORDABLE HOUSING DEVELOPMENT**

WHEREAS, by Resolution No. 20-21, Harris County Housing Authority (HCHA) authorized negotiation with Metropolitan Transit Authority of Harris County for the acquisition of land on which to construct a multi-family affordable housing project to be named Bernicia Place consisting of approximately 120 units to be located at the Southeast corner of Old Spanish Trail and Scottcrest Dr., Houston, Texas 77021; and

WHEREAS, by Resolution No. 22-47, HCHA authorized the financing of construction and other actions required for development of Bernicia Place through bonds to be issued by Harris County Housing Authority Public Facility Corporation; and

WHEREAS, HCHA's plans to develop Bernicia Place have reached the point where development consultant services are required to move the project forward; and

WHEREAS, HCHA published on its website its Request for Qualifications #23-02 (RFQ), for firms to provide development consulting services for HCHA's future affordable housing developments; and

WHEREAS, the RFQ was advertised in the Houston Chronicle on February 19, 2023, and February 26, 2023, and posted on HCHA's website on February 21, 2023, with responses to the RFQ due on March 13, 2023; and

WHEREAS, HCHA received a proposal from SuperUrban Realty Ventures, LLC (SuperUrban) only; and

WHEREAS, SuperUrban was determined by HCHA's staff to be a responsible firm which provided a proposal that was responsive to the RFQ; and

WHEREAS, HCHA's staff has reviewed and evaluated previous contracts for development consultant services for similar affordable housing projects in which other housing authorities, or HCHA, its affiliates, or instrumentalities participated, and has considered the costs SuperUrban is likely to incur in providing development consultant services for Bernicia Place, and has considered other factors permitted by HCHA's procurement policy and has determined that the cost of development consultant services for Bernicia Place should not exceed a specified maximum amount;

NOW, THEREFORE, BE IT RESOLVED, that HCHA's Board of Commissioners authorizes its Executive Director or Acting Executive Director to negotiate a proposed contract

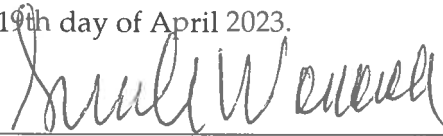
with SuperUrban for the development consultant services required to construct and otherwise develop Bernicia Place, which authority includes:

1. The authority to negotiate a proposed contract containing terms and conditions substantially the same as those set forth in the attached Draft Contract, with such changes and modifications as she determines are reasonable, necessary, or appropriate;
2. The authority to negotiate a reasonable price, consisting of a reasonable hourly rate for the development consultant services required, which price may be up to but must not exceed the specified maximum amount as determined by HCHA's staff; and
3. The authority to take such other actions necessary or convenient to carry out the purposes of this resolution.

BE IT FURTHER RESOLVED that, after negotiation of the terms of a proposed contract is completed, at a later meeting this Board will determine whether or not to award SuperUrban Realty Ventures, LLC, a contract on the terms negotiated.

PASSED by the Board of Commissioners this 19th day of April 2023.

Chair:



Gerald Womack

Acting Secretary:



Melissa Quijano

Attachment: Draft Contract



RESOLUTION NO. 23-20

**RESOLUTION BY THE HARRIS COUNTY HOUSING AUTHORITY
(THE “AUTHORITY”) APPROVING AND RATIFYING ACTIONS IN
CONNECTION WITH THE FINANCING FOR THE ARBOR AT
WAYFOREST PROJECT: (i) FOR ARBOR AT WAYFOREST, L.P.
(THE “PARTNERSHIP”) TO ENTER INTO A PERMANENT LOAN
FROM CITIBANK, N.A., AND (ii) SUCH OTHER ACTIONS
NECESSARY OR CONVENIENT TO CARRY OUT THIS
RESOLUTION**

WHEREAS, HCHA Redevelopment Authority, Inc., a Texas non-profit corporation (the “Corporation”) and instrumentality of the Harris County Housing Authority (the “Authority”), is the sole member of HCHA Wayforest GP, LLC, a Texas limited liability company (the “General Partner”), a Texas limited liability company; and the General Partner is the sole general partner of Arbor at Wayforest, L.P., a Texas limited partnership (the “Partnership”); and

WHEREAS, the Partnership, in order to finance a certain multifamily complex known as The Arbor at Wayforest (the “Project”), has entered into (a) various bond documents including, but not limited to, the Harris County Housing Authority Public Facility Corporation Multifamily Governmental Note (Arbor at Wayforest) Series 2020A (the “Bonds”), as well as (b) a construction loan from Bank of America, N.A., a national banking association (“Bank of America”), memorialized in tax-exempt loan documents in conjunction with the Bonds and in taxable loan documents (collectively, the “Construction Loan”); and

WHEREAS, the Authority desires for the Partnership to enter into a \$14,000,000.00 loan (the “Permanent Loan”) from Citibank, N.A., a national banking association (the “Lender”), for the permanent loan financing of the Project; and

WHEREAS, in connection with the contemplated Permanent Loan transaction, the Authority, the Partnership, the General Partner, and the Corporation are required to enter into various documents which will evidence the Permanent Loan, as well as documentation relating to the Bonds and the Construction Loan, including, but not limited to, an Assignment of Construction Deed of Trust, Note and Loan Documents (for the tax-exempt loan), an Assignment of Deed of Trust, Release of Landlord’s Agreement and Estoppel Certificate (for the tax-exempt loan), Release of Landlord’s Agreement and Estoppel Certificate (for the taxable loan), Release of Construction Deed of Trust (for the taxable loan), Release of Forward Commitment Fee Deed of Trust, Terminations of UCC-1 Financing Statements, Loan Covenant Agreement, an Amended and Restated Multifamily Note, an Amended and Restated Leasehold Deed of Trust, an Agreement of Environmental Indemnification, an Assignment of Management Agreement,

Replacement Reserve Agreement, a Ground Lessor's Estoppel Certificate, an Amended and Restated Funding Loan Agreement, an Amended and Restated Borrower Loan Agreement, and any related document related to the Permanent Loan or related to the conversion of the Construction Loan, including assignments, commitment letters, affidavits, financing statements, certifications, consents, indemnifications, authorizing resolutions, and various other loan documentation as may be required by the Lender, Bank of America, or Wilmington Trust, National Association in connection with the Permanent Loan and the conversion of the Construction Loan (collectively, all of such loan and security documents are hereinafter referred to as the "Loan Documents").

NOW THEREFORE, BE IT RESOLVED, by the Board of Commissioners, that Melissa Quijano, the Secretary and Vice President of the Corporation and the Acting Executive Director/CEO of the Authority or Paul Curry, a Manager of the General Partner (each individual an "Executing Officer"), individually and without joinder of the other, is authorized and directed, for and on behalf of the Authority, the Corporation, the General Partner, and/or the Partnership, as applicable, (a) to enter into the Permanent Loan, (b) to negotiate the terms of the Permanent Loan and of the conversion of the Construction Loan, (c) to execute, and/or to enter into, as necessary, each of Loan Documents, and (d) to take such other and further actions and to execute and to enter into such Loan Documents and such contracts, agreements, instruments, and amendments thereof in such form and such provisions as may be deemed appropriate in order to deal with the financing of the Project; and

BE IT FURTHER RESOLVED that the form, terms, and provisions of the Loan Documents and such other documents as contemplated thereby are hereby in each and every respect authorized, approved, ratified, and confirmed; and

BE IT FURTHER RESOLVED that the authorization of the Authority, the Corporation, the General Partner, and the Partnership to enter into the Loan Documents and that execution and delivery thereof, in the name and on behalf of the Authority, the Corporation, the General Partner, and the Partnership, by any Executing Officer, 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, the General Partner, and/or the Partnership, 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, the General Partner, and the Partnership, to execute all of the Loan 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 Loan Documents, and (ii) to take such other actions for the Authority, the Corporation, General Partner, and/or Partnership, 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, General Partner, and/or Partnership, as applicable, under the Loan 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, such actions are hereby ratified and confirmed as the valid actions of the Authority, the Corporation, the General Partner, and/or the Partnership, as the case may be, effective as of the date such actions were taken; and

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

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PASSED, by the Board of Commissioners this 19th day of April 2023.

Chairman: 

Secretary: 



RESOLUTION NO. 23-21

RESOLUTION BY THE HARRIS COUNTY HOUSING AUTHORITY (THE “AUTHORITY”) APPROVING AND RATIFYING ACTIONS IN CONNECTION WITH THE PERMANENT LOAN FINANCING FOR THE ARBOR AT WAYFOREST PROJECT IN CONJUNCTION WITH HARRIS COUNTY HOUSING AUTHORITY PUBLIC FACILITY CORPORATION MULTIFAMILY GOVERNMENTAL NOTE (ARBOR AT WAYFOREST) SERIES 2020A, AND SUCH OTHER ACTIONS NECESSARY OR CONVENIENT TO CARRY OUT THIS RESOLUTION

WHEREAS, Harris County Housing Authority Public Facility Corporation (the “Issuer”) has been duly created and organized pursuant to and in accordance with the provisions of the Public Facility Corporation Act, Chapter 303, Texas Local Government Code, as amended, for the purpose of assisting the Harris County Housing Authority (the “Authority”) in financing, refinancing or providing public facilities; and

WHEREAS, the Issuer has delivered its \$20,000,000 Harris County Housing Authority Public Facility Corporation Multifamily Governmental Note (Arbor at Wayforest) Series 2020A (the “Governmental Lender Note”) pursuant to and in accordance with the terms of a Funding Loan Agreement among the Issuer, Wilmington Trust, National Association, as fiscal agent, and Bank of America, N.A., a national banking association, for the purpose of lending the proceeds thereof to The Arbor at Wayforest, L.P., a Texas limited partnership (the “Partnership”), to provide financing for the acquisition, construction, and equipping of a certain multifamily complex known as The Arbor at Wayforest (the “Project”), all in accordance with the Constitution and laws of the State of Texas, in the tax-exempt amount of \$20,000,000 (collectively the “Construction Loan”) from Bank of America, N.A.; and

WHEREAS, the Partnership desires to facilitate the purchase of the Governmental Lender Note in a principal amount equal to \$14,000,000 by Citibank, N.A., a national banking association (the “Lender”) from Bank of America, N.A., for the permanent loan financing of the Project (the “Permanent Loan”); and

WHEREAS, in connection with the contemplated Permanent Loan transaction, the Authority desires for the Issuer to enter into various documents which will evidence the Permanent Loan, as well as documentation relating to the Governmental Lender Note and the Construction Loan, including, but not limited to, an Amended and Restated Funding Loan Agreement, an Amended and Restated Borrower Loan Agreement, and any related document related to the Permanent Loan or related to the conversion of the Construction Loan, including assignments,

commitment letters, affidavits, financing statements, certifications, consents, indemnifications, authorizing resolutions, and various other loan documentation as may be required by the Lender in connection with the Permanent Loan and the conversion of the Construction Loan (collectively, all of such loan and security documents are hereinafter referred to as the “Loan Documents”).

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners, that the Issuer, in connection with the transactions contemplated by these Resolutions, is authorized and directed to enter into, as necessary, each of the Loan Documents; and

BE IT FURTHER RESOLVED, that that Melissa Quijano (“Executing Officer”), the Secretary of the Issuer, individually and without the joinder of any other person, is authorized and directed, for and on behalf of the Issuer, (a) to negotiate the terms of the Permanent Loan and of the conversion of the Construction Loan, (b) to execute, and/or to enter into, as necessary, each of Loan Documents, and (c) to take such other and further actions and to execute and to enter into such Loan Documents and such contracts, agreements, instruments, and amendments thereof in such form and such provisions as may be deemed appropriate in order to deal with the financing of the Project; and

BE IT FURTHER RESOLVED, that the form, terms, and provisions of the Loan Documents and such other documents as contemplated thereby are hereby in each and every respect authorized, approved, ratified, and confirmed; and

BE IT FURTHER RESOLVED, that the authorization of the Issuer to enter into the Loan Documents and that execution and delivery thereof, in the name and on behalf of the Issuer, 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 her approval thereof and of her 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 Issuer; 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 Issuer, to execute all of the Loan 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 Loan Documents, and (ii) to take such other actions for the Issuer, as the Executing Officer considers appropriate toward completion of the transactions contemplated by these Resolutions or performance of the

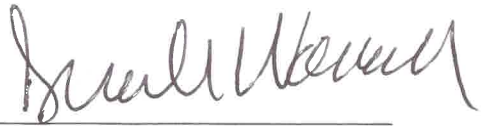
obligations of the Issuer, under the Loan Documents and any other documents and agreements executed in connection with the transactions contemplated hereby; and

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

BE IT FURTHER RESOLVED, that the Authority is authorized to take such other actions as the Authority or the Issuer shall consider necessary, convenient, or appropriate toward completion of the transactions contemplated by these Resolutions.

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PASSED, by the Board of Commissioners this 17th day of day of April 2023.

Chairman: 

Secretary: 



RESOLUTION NO. 23-22

RESOLUTION AUTHORIZING EXECUTION OF AMENDED AND RESTATED MEMORANDUM OF UNDERSTANDING BETWEEN COALITION FOR THE HOMELESS AND HARRIS COUNTY HOUSING AUTHORITY FOR THE EMERGENCY HOUSING VOUCHER PROGRAM

WHEREAS, on July 22, 2021, Harris County Housing Authority (HCHA) entered into a Memorandum of Understanding (MOU) with Coalition for the Homeless (CFTH) to provide referral and support services for the administration of the Emergency Housing Voucher (EHV) Program; and

WHEREAS, under the MOU, HCHA and CFTH have collaborated in implementing the EHV Program to support the goal of preventing and ending homelessness; and

WHEREAS, under the EHV Program, Continuum of Care providers, such as CFTH, are responsible for determining whether a household (including both individuals and families) is eligible for an EHV using the following eligibility categories:

1. The household is homeless;
2. The household is at the risk of homelessness;
3. The household is fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking; or
4. The household is recently homeless and for whom providing rental assistance will prevent the family's homelessness or having a high risk of housing instability; and

WHEREAS, the Department of Housing and Urban Development's Quality Assurance Division (QAD) recently reviewed the operation and administration of HCHA's EHV Program and determined that the fourth numbered eligibility category identified above was missing from the MOU between HCHA and CFTH; and

WHEREAS, the QAD has required that HCHA amend its MOU with CFTH to add the fourth numbered eligibility category to provide the guidance needed to properly operate and administer the EHV Program; and

WHEREAS, the QAD required that the MOU be amended by June 10, 2023, and HCHA has, accordingly, prepared the attached Amended and Restated Memorandum of

Understanding Between the Coalition for the Homeless and Harris County Housing Authority for the Emergency Housing Voucher Program, which adds the missing category and clarifies that the phrase "household" includes both individuals and families.

NOW, THEREFORE, BE IT RESOLVED, that HCHA's Board of Commissioners authorizes HCHA's Executive Director or Acting Executive Director to execute the attached Amended and Restated Memorandum of Understanding Between the Coalition for the Homeless and Harris County Housing Authority for the Emergency Housing Voucher Program.

PASSED, by the Board of Commissioners this 17th day of May 2023.

Chair:



Acting Secretary:



Attachment

AMENDED AND RESTATED MEMORANDUM OF UNDERSTANDING BETWEEN COALITION FOR THE HOMELESS AND HARRIS COUNTY HOUSING AUTHORITY FOR THE EMERGENCY HOUSING VOUCHER PROGRAM

This amended and restated memorandum of understanding (MOU) has been entered into on the date set forth below and is intended to be effective as of: July 22, 2021.

Parties to this MOU include:

Harris County Housing Authority
1933 Hussion St.
Houston, Texas 77003

and

Coalition for the Homeless
2000 Crawford St.
Houston, Texas 77002

The purpose of this MOU is to set forth how Harris County Housing Authority (HCHA) and Coalition for the Homeless (CFTH) will collaborate in the implementation of the Emergency Housing Voucher program to support the community's goal to prevent and end homelessness. The MOU is being amended to add an inadvertently omitted category of households eligible for Emergency Housing Voucher assistance and to clarify that the term "household" includes both individuals and families. The amendments are set forth in Section II. a. below. In all other respects, the MOU originally entered into remains in full force and effect and otherwise unchanged.

I. Introduction and Goals

- a. Commitment of the parties to administer the Emergency Housing Vouchers (EHV) in accordance with all program requirements. HCHA and CFTH commit to comply with all program requirements. The HCHA agrees to comply with the requirements of Notice PIH 2021-15 ('Notice'), including eligibility requirements, EHV waivers, alternative requirements, and special rules outlined in the Notice. CFTH agrees to fulfill its responsibilities as specified in the Notice, including prioritizing individuals and families for EHV assistance, determining the homelessness eligibility, referring individuals and families through CFTH's coordinated entry system, supporting individuals and families in processing voucher applications, supporting the housing search process, and planning for and coordinating the delivery of supportive services to support the housing stability of EHV participants.
- b. HCHA goals and standards of success in administering the program. HCHA shares the underlying goal of CFTH to prevent and end homelessness in the community. In support of the

overall goal, HCHA aims to rapidly lease the allocation of EHV through close coordination with CFTH in the referral, voucher issuance, and lease-up process. HCHA will measure its success in administering the EHV program by tracking the number of referrals from CFTH that are issued or denied a voucher, tracking the length of time from referral to HCHA to voucher issuance; tracking the time from voucher issuance to lease-up; minimizing the number of voucher holders who do not succeed in leasing a unit with EHV assistance; increasing the length of participation in the EHV program, and increases in income and rates of employment among program participants.

c. Identification of staff person at HCHA and CFTH who will serve as the lead EHV liaisons:

Lead HCHA EHV Liaison:

Debra McCray, HCV Director

and

Lead CFTH Liaison:

Ana Rausch, Vice President of Program Operations

and

Jessica Preheim, Vice President of Strategic Planning

Responsibilities of HCHA liaison: serves as the key point of contact between HCHA and CFTH; in coordination with CFTH, develop benchmarks for successful implementation of the EHV program; have regular monthly meetings with the CFTH liaison and provide updates on available vouchers, vouchers under a lease, commitment and expenditure of services fees to assist participants in locating and securing housing; coordinate HCHA efforts to outreach to area landlords to secure participation in the EHV program; identify barriers to voucher issuance or unit lease-up and collaborate with CFTH to address barriers; ensure that HCHA or entity providing services to EHV participants is informed regarding key program issues, including whether vouchers are about to expire without leasing, whether HCHA is planning actions that could lead to the termination of participation, and/or whether HCHA is unable to contact the participant. Conduct periodic meetings with CFTH counterpart to monitor lease-up and identify actions needed to maintain leasing schedule and occupancy for those placed in housing.

Responsibilities of the CFTH liaison: serve as the key point of contact between CFTH and HCHA; ensure that sufficient individuals and families, are eligible for the EHV program, are referred to HCHA through the coordinated entry system to lease all available EHV vouchers; ensure that referred individuals can engage with HCHA, attend necessary briefings, complete documentation requirements, and understand actions that need to be taken to secure a qualified unit, obtain HCHA approval of the unit, and enter into a lease; and coordinate services providers so that participants can access support to maintain housing stability. Have periodic meetings with HCHA counterpart to monitor lease-up and identify actions needed to maintain leasing schedule and occupancy for those placed in housing.

II. Populations Eligible for HCV Assistance to be referred by CFTH

- a. Universe of Eligible Households for EHV. The below-listed households (each of which may consist of an individual or a family) are eligible for referral. The eligible population for EHV assistance includes:
1. Households meeting HUD's definition of homelessness;
 2. Households meeting HUD's definition of 'at risk of homelessness';
 3. Any household fleeing, attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking; and
 4. Recently homeless households and for whom providing rental assistance will prevent the household's homelessness or having high risk of housing instability.

III. Services to be provided to Eligible EHV Families

CFTH shall provide the following services to families eligible for EHV to support them in acquiring vouchers, securing housing, and maintaining housing stability:

- a. Preparation for voucher issuance. CFTH will assist the referred household in securing necessary documentation, including household composition, income verification for all household members, social security cards, and any need for reasonable accommodations in the voucher issuance or housing search process. All PIH Notice 2021-15 listed EHV waivers apply.
- b. Coordination with HCHA. CFTH will assist participants in attending HCHA briefings on the voucher, completing intake interviews, assembling additional required documentation, and facilitating access to the HCHA for meetings and briefings. Briefings will be held virtually when possible.
- c. Housing search assistance. CFTH will assist voucher holders in locating and securing housing. This includes transportation assistance, providing information on rental opportunities within the housing market, assisting voucher holders in preparing for and having meetings with potential landlords, and helping voucher holders to identify and access neighborhood services and amenities.
- d. Understanding obligations of tenancy. CFTH will support voucher holders and EHV tenants in meeting their tenancy obligations. As part of the program entry process, CFTH will familiarize participants with lease-holders' key obligations, including rent and utility payments, authorized and unauthorized occupancy, minimum housekeeping standards, and allowing fellow residents to have peaceful enjoyment of their units. CFTH will reinforce those understandings once the participants have signed their leases by reviewing the key lease terms with participants. Property owners will be strongly encouraged to contact CFTH and HCHA if tenant behaviors could lead to the loss of housing and agree to work with the provider before commencing eviction proceedings.

- e. Support in equipping unit for residency. CFTH will assist EHV participants in securing moving assistance as needed/as resources are available and in securing essential household furnishings and supplies.
- f. Support in securing necessary utilities. Given the limited incomes of EHV participants and likely credit background issues, CFTH will first seek to locate units with utilities included in the rent when possible. When this is not possible, CFTH will facilitate utility hook-ups by arranging deposits and securing utilities for the unit (as funding is secured).
- g. Support in maintaining housing stability. CFTH will assign case managers to EHV participants. Case managers will assist participants in developing a housing stability plan to proactively address issues that could lead to housing instability, including income, behavioral health concerns, and employment.
- h. Linkages to benefits and community supports. Assigned case managers will assist EHV participants in applying for and securing benefits to which they are entitled. They will also introduce participants to services in their new communities, including self-help groups, clinics, and workforce resources. In addition, providers will support participants in securing benefits and accessing community resources. As appropriate, this will include introductions and support in initial access of services.

IV. HCHA Roles and Responsibilities

- a. Administer EHV consistent with the operating requirements established by HUD and assure that allocated vouchers are utilized.
- b. Reach an agreement with CFTH on the uses of EHV services. An agreed upon rate shall be contracted out to CFTH to assist in voucher issuance, unit lease-up, and maintaining participants' housing stability. HCHA and CFTH will jointly agree on the uses of the EHV services fee and will seek existing community resources before reliance on the services fee.
- c. HCHA agrees to designate a staff lead to oversee the EHV program and to make special provisions for EHV program holders, including providing specialized, accessible voucher briefings solely for EHV participants, committing to expediting inspections for EHV holders, and accepting inspections conducted by properly trained CFTH partner agencies and promptly notifying partnering providers of any possible issues that could jeopardize the continuation of the voucher. In addition, upon request from CFTH, HCHA agrees to pre-inspect identified units to expedite the leasing process.
- d. HCHA agrees that the only persons to be admitted to the EHV program will be those referred by the CFTH through the coordinated entry system. The only exceptions shall be people experiencing or fleeing domestic abuse or violence, including those requiring emergency transfers. Additionally, domestic violence survivors may directly access EHV through partnering organizations without a

referral from the coordinated entry system provided there is a certification (including self-certification) of their status.

- e. HCHA understands that the goal of the EHV program is to assist in preventing and ending homelessness in the community and that to achieve this goal, rental assistance must be provided to households that might not otherwise be eligible for HCHA assistance.

- f. Program participation prohibitions:

Program admission is prohibited if any household member has ever been convicted of drug-related criminal activity for manufacture of methamphetamine on the premises of federally assisted housing;

Program admission is prohibited if any member of the household is subject to a lifetime registration requirement under a state sex offender registration program.

Program admission is prohibited if any household member is currently engaged in or has engaged in within the previous 12 months:

Violent criminal activity.

Program admission is prohibited if any family member has committed fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program within the previous 12 months, and

Program admission is prohibited if any family member engaged in or threatened abusive or violent behavior toward HCHA personnel within the past 12 months.

- g. HCHA agrees that except for persons who must be excluded from the EHV program and those denied based on an individualized determination, it will accept all referrals from the coordinated entry system and, if income eligible, will process the households for an EHV.
- h. To expedite the leasing of units under the EHV program, HCHA agrees to accept self-certification of income when requiring other documentation would lead to delays in issuing a voucher.
- i. To expedite the leasing of units under the EHV program, HCHA agrees to accept self-certification of citizenship and eligible immigration status.
- j. To facilitate the leasing of units and, if needed due to market conditions, HCHA agrees to use services fees not contracted to service providers as an incentive payment to landlords to encourage their participation in the EHV program. Incentive and/or retention payments to landlords are fully earned upon leasing or renewing the lease of an eligible program participant. Incentive fees may be up to twice the monthly unit rent.

V. CFTH Roles and Responsibilities

- a. Designate an EHV lead to having regular communication with HCHA and set monthly meetings to review voucher utilization, rate of referrals of eligible participants from CFTH, declinations of referrals from HCHA, vouchers terminated, or at risk of termination, and strategies to support participant housing stability.
- b. Establish assessment and prioritization policies for the EHV program and refer sufficient eligible households to HCHA to meet the lease-up schedule agreed to by the HCHA and CFTH. HCHA and CFTH will jointly agree to a referral and leasing schedule to ensure sufficient referrals to lease available EHV and that the timing of referrals is coordinated to ensure that HCHA and partnering service providers are not over-burdened but have a steady pipeline of eligible applicants. As part of the referral process, the CFTH will provide HCHA with sufficient documentation to establish eligibility for the EHV program.
- c. Developing a funding strategy for supportive services for EHV program participants that will allow for sufficient resources to support the transition of participants into the EHV program, allow them to develop housing stability, and target continuing support to those at risk of losing housing. Wherever possible, services will be funded through mainstream resources. However, when that is not possible, the CFTH will seek to identify resources from other COVID-specific resources, and if possible, through the CFTH program.
- d. Ensure that the CFTH assist participants in developing plans to increase income, support participants in applying for benefits assistance, link participants to the workforce and other employment training and supports, and regularly monitor participant progress in increasing income.
- e. Have periodic meetings with senior officials of HCHA, CFTH leadership, and other providers. These high-level meetings will review leasing progress, the rate of referrals to HCHA, and the prioritization of vouchers issuance.

VI. Program Evaluation

HCHA and CFTH or designated CFTH recipient agree to cooperate with HUD, provide requested data to HUD or HUD-approved contractor delegated the responsibility of program evaluation protocols established by HUD or HUD-approved contractor, including possible random assignment procedures.

[SIGNATURES ON FOLLOWING PAGE]

Signatures:

Coalition for the Homeless

Signed by: _____

Printed Name: _____

Title: _____

Date: _____

Harris County Housing Authority

Signed by: _____

Printed Name: _____

Title: _____

Date: _____



RESOLUTION NO. 23-23

**RESOLUTION AUTHORIZING HARRIS COUNTY HOUSING AUTHORITY'S
NEGOTIATION AND EXECUTION OF A LEGAL SERVICES AGREEMENT
WITH HARRIS COUNTY FOR THE PROVISION OF LEGAL SERVICES**

WHEREAS, the Harris County Attorney's Office (HCAO) provides 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 Legal Services Agreements under which HCAO provides legal services to HCHA; and

WHEREAS, the current Legal Services Agreement expires on May 31, 2023; 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 HCHA's Board of Commissioners authorizes its Acting Executive Director or Executive Director to negotiate and execute a new Legal Services Agreement with Harris County for legal services to be provided by HCAO, the terms of which are to include General Counsel services at an annual rate of not more than \$175,000.00, paid in monthly increments, and legal services for litigation to be paid at a rate of not more than \$300.00 per hour, with all other terms to be substantially the same as those in the draft Legal Services Agreement attached to this resolution.

PASSED by the Board of Commissioners this 17th day of May 2023.

Chair: _____

Acting Secretary: _____

Attachment: Draft Legal Services Agreement



RESOLUTION NO. 23-24

RESOLUTION HONORING MARY WILLIAMS AS THE
HARRIS COUNTY HOUSING AUTHORITY
EMPLOYEE OF THE QUARTER (JULY-SEPTEMBER 2023)

WHEREAS, Mary Williams, HCV Administrative Assistant to the Portability Department for the Harris County Housing Authority (HCHA), has demonstrated excellence above and beyond her job performance; and

WHEREAS, Mary provides excellent customer service, going above and beyond, and ensuring that program participants, landlords, and housing authorities receive the ultimate in respect and customer service while providing thorough and accurate information; and

WHEREAS, she consistently responds with ingenuity, imagination, and foresight to the duties and responsibilities given her; and

WHEREAS, Mary always takes the time to listen and provide an appropriate response to the caller's inquiry and understands when to seek management involvement; and

WHEREAS, Mary portrays an example of dedication to HCHA customer service principles, and is an inspiration to her fellow employees; and

WHEREAS, Mary has been instrumental in helping the Portability Department to achieve a more streamlined, and effective process for HCHA's port in participants and is an essential piece not only for the Portability Department but, HCHA as well; and

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners does hereby extend to Mary Williams its sincere and grateful appreciation for her dedicated service to HCHA and to the citizens of Harris County, Texas, and congratulates her on being named Employee of the Quarter (July-September 2023).

PASSED, by the Board of Commissioners this 21st day of June 2023.

Chairman: _____

Gerald Womack

Secretary: _____

Melissa Quijano



RESOLUTION NO. 23-25

RESOLUTION ADOPTING JUNE 2023 REVISIONS TO HARRIS COUNTY HOUSING AUTHORITY'S EMPLOYEE HANDBOOK

WHEREAS, Harris County Housing Authority (HCHA), having full-time and part-time employees, has adopted certain employment policies and procedures, the most significant of which are included in an Employee Handbook distributed to its employees; and

WHEREAS, occasionally, HCHA's staff reviews and recommends revisions to the Employee Handbook; and

WHEREAS, during its most recent review HCHA's staff recommended revising four parts of the Employee Handbook that appear under its "Compensation and Performance" and "Time Off" sections; and

WHEREAS, the original title of the subject in the Employee Handbook, any revised title, the section, the page number in the relevant section, and a brief summary of each revision is as follows:

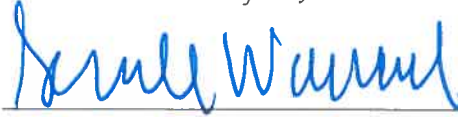
- **"Flexible Schedules"** revised to **"HCHA Work Week and Work Day"** (Compensation and Performance, page 2) – Adds a description of what is HCHA's standard work week and work day, the 4/10 work week, and informs employees that HCHA may later change the work schedules to a traditional five day/40-hour work week or again implement the 9/80 work schedule;
- **"Holidays"** (Time Off, page 1) – Adds Juneteenth National Independence Day;
- **"Time Off for Exempt Employees"** (Time Off, page 3) – Clarifies that employees classified as exempt are expected to work 40 hours per week, but HCHA may, subject to HCHA's needs, adjust the work schedule so that the employee may make up for missed hours and not have to work more than 40 hours;
- **"Jury Duty"** revised to **"Jury Duty and Court Appearances"** (Time Off, page 5) – Changes prior HCHA policy to provide paid leave for employees serving as a juror or if required to testify in court; and

WHEREAS, the complete text of the proposed revisions to the Employee Handbook are attached to this resolution; and

WHEREAS, HCHA's staff believes these revisions will improve the morale of current employees and make employment at HCHA more attractive to prospective employees.

NOW, THEREFORE, BE IT RESOLVED, by HCHA's Board of Commissioners, that the Board finds HCHA's staff recommendations are appropriate and the proposed June 2023 revisions to the HCHA Employee Handbook are hereby adopted effective immediately.

PASSED, by the Board of Commissioners this 21st day of June 2023.



Gerald Womack, Chair



Melissa Quijano, Acting Secretary

Attachment: Employee Handbook Revisions – June 2023



RESOLUTION NO. 23-26

**RESOLUTION AUTHORIZING THE NEGOTIATION AND EXECUTION OF A
CONTRACT WITH PRAXIS CONSULTING GROUP, LLC, TO PROVIDE FINANCIAL
CONSULTING SERVICES ON A TASK ORDER BASIS FOR EXISTING
AND PROPOSED AFFORDABLE HOUSING DEVELOPMENTS**

WHEREAS, Harris County Housing Authority (HCHA) issued its Request for Proposals No. 23-02 (RFP) on May 14, 2023, soliciting qualifications and proposals from consulting firms to provide financial consulting services (Services) for existing and proposed affordable housing developments; and

WHEREAS, the RFP was advertised in the Houston Chronicle, first published May 14, 2023, next published May 21, 2023, was advertised by posting the RFP on HCHA's website on May 14, 2023, and was also advertised by posting the RFP on the website of Texas Affiliates of Affordable Housing Providers, a website visited by consulting firms and other vendors providing services to affordable housing providers on a nationwide basis; and

WHEREAS, HCHA received only one proposal in response to the RFP, that proposal being from Praxis Consulting Group, LLC (Praxis), a consulting firm HCHA has previously contracted with; and

WHEREAS, the staff of HCHA reviewed and evaluated the proposal made by Praxis and, based on its proposal and on HCHA's previous good experience with Praxis, has determined that Praxis is a responsible provider of the type of the services required by the RFP, that its response complies with and is responsive to the RFP, and that its response represents a reasonable value for HCHA, considering qualifications, price, and other factors set forth in the RFP ; and

WHEREAS, the proposal from Praxis includes options to (a) provide Services for a single defined program or development at a fixed price, or (b) provide specific Services under "Task Order" assignments for multiple programs or developments with Services for each assignment to be provided at a fixed price, or (c) to provide Services on a time and materials and as needed basis; and

WHEREAS, HCHA staff has determined that the Task Order option is most appropriate for HCHA, as it will allow HCHA to utilize Praxis for multiple programs or developments, quickly obtain the analysis and advice required for each, and establish the price of the Services for each Task Order; and

WHEREAS, the fixed price for each Task Order will be determined by the then applicable hourly rate of the particular Praxis employee(s) providing Services and the time allowed to provide the Services, with an annual maximum expenditure of \$150,000 per fiscal year for all Task Orders under which Praxis is providing Services; and

WHEREAS, in light of current economic conditions, the agreement between Praxis and HCHA will include a four percent (4%) annual increase in the hourly rate of each Praxis employee providing Services; and

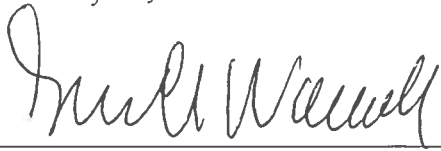
WHEREAS, the agreement between Praxis and HCHA will have a term of two years with an option exercisable by HCHA, in its discretion, to renew for another two year term; and

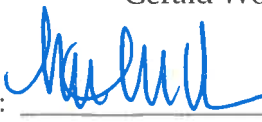
WHEREAS, the other terms under which Praxis is to provide Services are expected to be substantially the same as those set forth in the draft Financial Consulting Services Agreement (Draft Contract) attached to this resolution.

NOW, THEREFORE, BE IT RESOLVED, that HCHA's Board of Commissioners authorizes its Executive Director or Acting Executive Director to negotiate and execute a contract with Praxis Consulting Group, LLC, for the Services, which authority includes:

1. The authority to execute a contract containing terms and conditions substantially the same as those set forth in the Draft Contract and for the fixed fees described in this resolution; and
2. The authority to take such other actions necessary or convenient to implement this resolution.

PASSED by the Board of Commissioners this 21st day of June 2023.

Chair: 
Gerald Womack

Acting Secretary: 
Melissa Quijano

Attachment: Draft Contract



RESOLUTION NO. 23-27

RESOLUTION AUTHORIZING TRAVEL AND OTHER EXPENSES FOR PAUL CURRY, DIRECTOR OF FINANCE, AND KIMBERLY ROGERS, ACCOUNTANT/PURCHASING AGENT TO ATTEND FINANCIAL WORKSHOP

WHEREAS, the accounting firm of Hawkins Ash CPAs will host a Housing Authority Financial Workshop beginning Tuesday, October 10, 2023, and continuing through Wednesday, October 11, 2023, in La Crosse, Wisconsin; and

WHEREAS, Melissa Quijano, Acting Executive Director of Harris County Housing Authority (HCHA), has determined that it would be beneficial for Paul Curry, HCHA's Director of Finance, and Kimberly Rogers, Accountant/Purchasing Agent, to attend this workshop, as it is intended to equip HCHA's financial staff with the fundamental accounting knowledge to meet its regulatory and reporting demands and improve and strengthen its financial management procedures and controls; and

WHEREAS, the topics to be covered at the workshop include budgeting, financial statements, voucher/VMS, audits, year-end/FDS reporting, scoring, and other important financial topics; and

WHEREAS, the cost of registration, travel, parking, meals, lodging, and incidental expenses for the two staff members to attend the conference has been estimated by HCHA to be \$3,718.58, for which amount HCHA requests authorization.

NOW, THEREFORE, BE IT RESOLVED, that HCHA's Board of Commissioners hereby authorizes the expenditure of \$3,718.58 for the cost of registration, travel, parking, meals, lodging, and incidental expenses for Paul Curry and Kimberly Roger to attend the Housing Authority Financial Workshop.

PASSED, by the Board of Commissioners this 21st day of June 2023.

Chair: _____

Gerald Womack

Acting Secretary: _____

Melissa Quijano

Attachments: Estimated travel expenditures



RESOLUTION NO. 23-28

**RESOLUTION APPROVING EXTENSION OF MAILING SERVICES AGREEMENT
BETWEEN HARRIS COUNTY HOUSING AUTHORITY AND QUESTMARK
INFORMATION MANAGEMENT, INC.**

WHEREAS, Questmark Information Management, Inc. (Questmark) now provides mailing services to Harris County under Harris County's Bid For: Assorted Mailing Services for the Pick-up, Processing and Delivery of Mail for Harris County, under Job No. 180022 (County Contract); and

WHEREAS, Harris County and Harris County Housing Authority (HCHA) entered into an Interlocal Agreement (ILA) under which HCHA may utilize the contracts procured by Harris County, thereby allowing HCHA to obtain the benefit of the procurement processes utilized by Harris County, a much larger governmental body better situated to obtain favorable contract terms; and

WHEREAS, mailing services of the kind provided by Questmark to Harris County are essential to HCHA's operations and, accordingly, HCHA utilized its rights under the ILA to enter into a Mailing Services Agreement with Questmark (Agreement), which Agreement was approved by HCHA's Board of Commissioners on September 19, 2018, under Resolution No. 18-41; and

WHEREAS, the County Contract gave Harris County and the Agreement gave HCHA the right to extend the two contracts and over the years all extension rights were exercised so that both the County Contract and the Agreement were to expire February 28, 2023; and

WHEREAS, in mid-February 2023, HCHA's staff inquired of Harris County about the upcoming expiration of the County Contract and Harris County's Purchasing Department informed HCHA that a new contract was not yet in place due to staffing issues in the Purchasing Department and, to allow time for a new procurement, Harris County intended to extend the County Contract through May 31, 2023, or until a new contract was signed; and

WHEREAS, to avoid the loss of essential services, HCHA's Acting Executive Director utilized the discretion given her under HCHA's Procurement Policy to follow Harris County's lead and extended the Agreement for another four months, through June 30, 2023, to allow HCHA what it reasonably believed was adequate time under the ILA to put in place another contract for mailing services with the vendor procured by Harris County; and

WHEREAS, on June 7, 2023, HCHA's staff inquired of Harris County about the status of the procurement for mailing services and was informed that Harris County did not yet have a new contract for mailing services in place; and

WHEREAS, to avoid the loss of essential services, HCHA must again extend the Agreement for a period long enough to assure it that Harris County has awarded a new mailing services contract and HCHA, under the ILA, has sufficient time to enter into a contract with the vendor selected by Harris County; and

WHEREAS, although the extension of the Agreement through June 30, 2023, did not result in an expenditure beyond the discretion given HCHA's Acting Executive Director under HCHA's Procurement Policy, the estimated cost of mailing services (including reimbursement of postage) during this additional (fifth) extension when added to the estimated cost of mailing services during the prior (fourth) extension may exceed the \$25,000 authority in HCHA's Procurement Policy, so that it is appropriate to request approval from HCHA's Board of Commissioners for the fifth extension of the Agreement; and

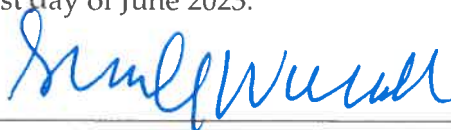
WHEREAS, the terms under which the Agreement will be extended are expected to be substantially the same as set forth in the draft Fifth Extension of Mailing Services Agreement (Draft Fifth Extension) attached to this resolution;

NOW, THEREFORE, BE IT RESOLVED, that HCHA's Board of Commissioners authorizes its Executive Director or Acting Executive Director to negotiate and execute an extension of the Mailing Services Agreement with Questmark Information Management, Inc., which authority includes:

1. The authority to execute an extension agreement containing terms and conditions substantially the same as those set forth in the Draft Fifth Extension; and
2. The authority to take such other actions necessary or convenient to implement this resolution.

PASSED by the Board of Commissioners this 21st day of June 2023.

Chair: _____



Gerald Womack

Acting Secretary: _____



Melissa Quijano

Attachment: Draft Fifth Extension



RESOLUTION NO. 23-29

**RESOLUTION AUTHORIZING EXECUTION OF MEMORANDUM OF
UNDERSTANDING BETWEEN HARRIS COUNTY HOUSING AUTHORITY
AND THE HARRIS CENTER FOR MENTAL HEALTH AND IDD**

WHEREAS, The Harris Center for Mental Health and IDD (The Harris Center) provides community based behavioral health and intellectual and developmental disability services to the residents of Harris County; and

WHEREAS, as part of the services provided by The Harris Center, it operates The Judge Ed Emmett Mental Health Diversion Center (MHDC), the goal of which is to provide an alternative to incarceration for adults with mental health care needs who have committed non-violent, low-level offenses; and

WHEREAS, in September 2018, The Harris Center and Harris County Housing Authority (HCHA) entered into a Memorandum of Understanding (MOU) under which the two entities would collaborate and coordinate with each other in providing services to persons assisted by MHDC and in reducing their risk of homelessness; and

WHEREAS, under the September 2018 MOU, among other things, The Harris Center identified and referred persons assisted by MHDC to HCHA for possible participation in the housing choice voucher (HCV) program administered by HCHA and, in turn, HCHA trained The Harris Center staff in the process of applying for and in the operation and requirements of the HCV program; and

WHEREAS, under the September 2018 MOU, HCHA screened all persons referred to it by The Harris Center to determine whether they qualified for participation in the HCV program under HCHA's Administrative Plan and relevant U.S. Department of Housing and Urban Development regulations, guidelines, and requirements; and

WHEREAS, under the September 2018 MOU, The Harris Center provided ongoing case management, and supportive services to the persons HCHA accepted into its HCV program; and

WHEREAS, the September 2018 MOU expired, however, the needs of those assisted by MHDC remain, The Harris Center and HCHA desire to continue the collaboration and cooperation each provided the other under the September 2018 MOU, and for that purpose they have negotiated a new MOU, the form and content of which is attached to this resolution; and

WHEREAS, the new MOU is substantially similar to the September 2018 MOU but it more fully addresses confidentiality requirements and expressly provides that it merely outlines how the parties intend to cooperate and work with each other, it does not impose any financial

obligations on either party, and it does not create or contain binding legal rights that permit or allow any party to recover a judgment or award for money damages against the other.

NOW, THEREFORE, BE IT RESOLVED, that HCHA's Board of Commissioners authorizes HCHA's Executive Director or Acting Executive Director to execute the Memorandum of Understanding between Harris County Housing Authority and The Harris Center for Mental Health and IDD.

PASSED, by the Board of Commissioners this 21st day of June 2023.

Chair: 

Acting Secretary: 

Attachment



RESOLUTION NO. 23-30

**RESOLUTION BY THE HARRIS COUNTY HOUSING AUTHORITY
(THE "AUTHORITY") AUTHORIZING THE SUBMISSION OF AND
RATIFYING ACTIONS IN CONNECTION WITH A LOW-INCOME
HOUSING TAX CREDIT APPLICATION FOR BERNICIA PLACE,
AND SUCH OTHER ACTIONS NECESSARY OR CONVENIENT TO
CARRY OUT THIS RESOLUTION**

WHEREAS, HCHA Redevelopment Authority, Inc., a Texas non-profit corporation (the "Corporation") an instrumentality of the Harris County Housing Authority (the "Authority"), is the sole member of HCHA Bernicia Place GP, LLC, a Texas limited liability company (the "General Partner"), and the General Partner is the sole general partner of Bernicia Place, LP, a Texas limited partnership (the "Partnership"); and

WHEREAS, the Authority desires for the Partnership to prepare a 4% low income housing tax credit application (the "LIHTC Application") for submission to the Texas Department of Housing and Community Affairs (the "TDHCA") in order to raise tax credit financing for the construction of a certain housing project for seniors consisting of approximately 120 units to be located at the southeast corner of Old Spanish Trail and Scottcrest Dr., Houston, Texas 77021 called Bernicia Place (the "Project").

NOW THEREFORE, BE IT RESOLVED, by the Board of Commissioners, that the Corporation, in its individual capacity and its capacity as the sole member of the General Partner of the Partnership, is hereby authorized, empowered, and directed to prepare and submit the LIHTC Application on behalf of the Partnership in order to obtain an award of Housing Tax Credits ("HTCs") for the Project; and

BE IT FURTHER RESOLVED, that the Authority, the Corporation, the General Partner, and the Partnership shall execute any and all documents, instruments and other writings of every nature review, approve, execute, and submit any and all documents, instruments and other writings of every nature whatsoever as the Executing Officer (defined below) deems necessary for the Partnership to obtain the HTCs and other necessary financing, in their individual capacities, and on behalf of the Partnership, in order to consummate the transactions described in this resolution, and that such execution is hereby approved; and

BE IT FURTHER RESOLVED, that the Authority hereby authorizes **Melissa Quijano** (the "Executing Officer") as the Manager of the General Partner and as the Secretary and Vice President of the Corporation, acting alone, without the necessity of joinder by any other person,

for and on behalf of the Partnership, to execute any and all documents relating to the LIHTC Application and any award of HTC's, including the following:

i) Review, execute, approve, and submit the LIHTC Application, the tax credit commitment or determination notice, the required documentation for the 50% Test, the required documentation for the cost certification, and the land use restriction agreement ("LURA"), and to take such other steps as the Partnership deems necessary in order to facilitate the filing of the LIHTC Application with the TDHCA on or before any required submission date for the purpose of raising additional funding for the Project, to accept any award of HTC's, and to comply with any other TDHCA requirements in order to receive and comply with the award of HTC's; and

ii) Negotiate, approve, execute, and deliver any and all documents necessary or desirable to market and sell the HTC's to a tax credit investor; and

iii) Review, execute, approve, and submit all other documents necessary to effectuate the foregoing Resolution, all on such terms and containing such provisions as the Executing Officer of the Partnership executing the same shall deem appropriate, and the approval of the terms of each such instrument herein described by the Executing Officer shall be conclusively evidenced by his or her execution and delivery thereof; and

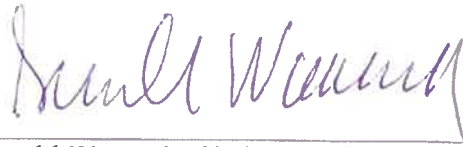
BE IT FURTHER RESOLVED, that to the extent any of the actions authorized by this Resolution have already been taken on behalf of the Partnership, such actions are hereby ratified and confirmed as the valid actions of the Partnership, effective as of the date such actions were taken; and

BE IT FURTHER RESOLVED, that the Executing Officer is hereby authorized, in the name of and on behalf of the Authority, the Corporation, the General Partner, and the Partnership, to take such further action(s) and to do all things that may appear in the discretion of such Executing Officer to be necessary in connection with or arising out of the LIHTC Application; and

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

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PASSED, by the Board of Commissioners this 19th day of July 2023.



Gerald Womack, Chairman of Harris County Housing Authority

ATTEST:



Melissa Quijano, Secretary of Harris County Housing Authority



RESOLUTION NO. 23-31

**RESOLUTION AUTHORIZING THE NEGOTIATION AND EXECUTION OF A
CONTRACT WITH GSMA, INC., TO PROVIDE ARCHITECTURAL AND
ENGINEERING SERVICES FOR THE BERNICIA PLACE
AFFORDABLE HOUSING DEVELOPMENT**

WHEREAS, by Resolution No. 20-21, Harris County Housing Authority (HCHA) authorized negotiation with Metropolitan Transit Authority of Harris County for the acquisition of land on which to construct a multifamily affordable housing project to be named Bernicia Place consisting of approximately 120 units to be located at the Southeast corner of Old Spanish Trail and Scottcrest Dr., Houston, Texas 77021; and

WHEREAS, by Resolution No. 22-47, HCHA authorized the financing of construction and other actions required for development of Bernicia Place through bonds to be issued by Harris County Housing Authority Public Facility Corporation; and

WHEREAS, HCHA's plans to develop Bernicia Place have reached the point where architectural and engineering services (A/E Services) are required to move the project forward; and

WHEREAS, HCHA published on its website its Request for Qualifications #23-01 (RFQ), for firms to provide A/E Services for HCHA's future affordable housing developments; and

WHEREAS, the RFQ was advertised in the Houston Chronicle on February 19, 2023, and February 26, 2023, and posted on HCHA's website on February 20, 2023; and

WHEREAS, HCHA received three responses that were reviewed, evaluated, and ranked by HCHA's staff as follows:

1. GSMA Inc.
2. Smith & Company Architects, Inc.
3. 1919 Architects; and

WHEREAS, GSMA, Inc. (GSMA), was determined by HCHA's staff to be the most qualified architectural firm to provide the A/E services, and HCHA or Bernicia Place, LP (the Texas limited partnership formed by HCHA's instrumentality, HCHA Redevelopment Authority, Inc., for the purpose of developing, owning, and operating Bernicia Place) requires A/E services to move ahead with constructing and developing Bernicia Place; and

WHEREAS, by Resolution No. 23-18, HCHA authorized its Executive Director or Acting Executive Director to negotiate a proposed contract with GSMA, Inc. After GSMA was notified that it was determined to be the most qualified architectural firm, after negotiations, GSMA provided HCHA its Proposal for the A/E Services, a copy of which is attached to this resolution; and

WHEREAS, HCHA's staff has reviewed and evaluated previous contracts for A/E Services for similar affordable housing projects HCHA, its affiliates, or instrumentalities participated in, has considered the costs to HCHA of the A/E Services for those affordable housing projects, has considered the costs GSMA is likely to incur in providing A/E Services for Bernicia Place, and has determined that GSMA's Proposal for the A/E Services for Bernicia Place is reasonable and will provide good value to HCHA; and

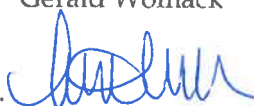
WHEREAS, the Proposal includes the basic architectural services described in the American Institutes of Architects' Standard Form of Agreement between Owner and Architect and also includes five specific parts or components of A/E Services (identified as Parts 2 - 6 in the Proposal) consisting of: the Schematic Design Phase, Design Development Phase, Construction Documentation Phase, Bidding and Negotiation Phase, and Construction Administration Phase.

NOW, THEREFORE, BE IT RESOLVED, that HCHA's Board of Commissioners authorizes its Executive Director or Acting Executive Director to negotiate a contract with GSMA for the A/E Services required to construct and otherwise develop Bernicia Place, which authority includes:

1. The negotiation of a contract with GSMA for an amount not to exceed \$1,671,690;
2. The negotiation of a contract containing terms and conditions substantially the same as those set forth in the American Institute of Architects' Standard Form of Agreement between Owner and Architect, or any other applicable American Institute of Architects' form, with such changes and modifications as she determines are reasonable, necessary, or appropriate; and
3. The authority to take such other actions necessary or convenient to carry out the purposes of this resolution.

PASSED, by the Board of Commissioners this 19th day of July 2023.

Chair: 
Gerald Womack

Acting Secretary: 
Melissa Quijano

Attachment: GSMA Proposal



RESOLUTION NO. 23-32

**RESOLUTION APPOINTING MELISSA QUIJANO EXECUTIVE DIRECTOR,
SECRETARY, AND CHIEF EXECUTIVE OFFICER
OF HARRIS COUNTY HOUSING AUTHORITY**

WHEREAS, since July 22, 2022, Melissa Quijano has served as Acting Executive Director and Acting Secretary of Harris County Housing Authority (HCHA); and

WHEREAS, the Board of Commissioners of HCHA has considered Ms. Quijano's performance and service to HCHA for almost exactly one year as Acting Executive Director and Acting Secretary, and in accordance with the Bylaws of HCHA, Board of Commissioners of HCHA has this date elected and appointed Ms. Quijano to serve as Executive Director and Secretary; and

WHEREAS, the Executive Director of HCHA is the Chief Executive Officer of HCHA and those terms are understood and used by HCHA interchangeably, so that in serving as Executive Director, Ms. Quijano will also hold the title of Chief Executive Officer; and

WHEREAS, the compensation to be paid and other the terms of employment have been offered to Ms. Quijano this date and, if accepted, will be effective as of this date; however, if the terms of her employment require further negotiation, those terms will be as later agreed with the understanding and agreement that any later agreed upon terms, including compensation, will be effective as of and retroactive to this date.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of Harris County Housing Authority that:

1. Melissa Quijano is hereby appointed to serve as Executive Director, Secretary, and Chief Executive Officer of Harris County Housing Authority;
2. If accepted by Melissa Quijano, Chair Gerald Womack is authorized to execute the Contract of Employment offered this date to Melissa Quijano; and
3. If further negotiation of the terms of her employment is required, once agreed upon, those terms will be effective as of the date of this resolution.

PASSED, by the Board of Commissioners this 19th day of July 2023.

Chair: _____

Gerald Womack



RESOLUTION NO. 23-33

**RESOLUTION OF HARRIS COUNTY HOUSING AUTHORITY, AS SOLE
MEMBER OF HCHA LOUETTA, LLC, ELECTING MELISSA QUIJANO
AND PAUL CURRY TO SERVE AS MANAGERS
(Louetta Village)**

WHEREAS, HCHA Louetta, LLC (Company) is a manager managed Texas limited liability company formed by Harris County Housing Authority (HCHA) for the purpose of serving as the general partner of Louetta Village Apartments 45, L.P., a Texas limited partnership and owner of the affordable housing development known as Louetta Village; and

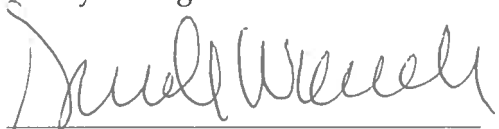
WHEREAS, HCHA is the sole Member of the Company and under the Company's Regulations, at any time, HCHA may remove one or more of the Managers of the Company and elect a successor Manager or successor Managers; and

WHEREAS, Tom McCasland and Horace Allison previously held the positions of Managers of the Company but are no longer employed or otherwise affiliated with HCHA, and this date the Board of Commissioners of HCHA has determined it is appropriate to remove them from their positions as Managers and determined it is appropriate to elect and appoint Melissa Quijano, Executive Director of HCHA, and Paul Curry, Finance Director of HCHA, to serve as the two Managers of the Company;

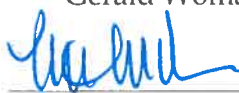
NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Harris County Housing Authority, the sole member of HCHA Louetta, LLC, that:

1. Tom McCasland and Horace Allison are hereby removed as Managers of HCHA Louetta, LLC; and
2. Melissa Quijano and Paul Curry are hereby elected and appointed to serve as the two Managers of the Company, either of whom may individually and without the joinder of the other perform all acts necessary and appropriate to carry out the business of the Company, subject to the terms of the Company's Regulations.

PASSED by the Board of Commissioners on this 16th day of August 2023.

Chair: 

Gerald Womack

Secretary: 

Melissa Quijano



RESOLUTION NO. 23-34

**RESOLUTION OF HARRIS COUNTY HOUSING AUTHORITY, AS SOLE
MEMBER OF HCHA OLIVE GROVE, LLC, ELECTING MELISSA QUIJANO
AND PAUL CURRY TO SERVE AS MANAGERS
(Magnolia Estates)**

WHEREAS, HCHA OLIVE GROVE, LLC (Company) is a manager managed Texas limited liability company formed by Harris County Housing Authority (HCHA) for the purpose of serving as the general partner of OLIVE GROVE MANOR, LTD., a Texas limited partnership and owner of the affordable housing development known as Magnolia Estates; and

WHEREAS, HCHA is the sole Member of the Company and under the Company's Regulations, at any time, HCHA may remove one or more of the Managers of the Company and elect a successor Manager or successor Managers; and

WHEREAS, Tom McCasland and Horace Allison previously held the positions of Managers of the Company but are no longer employed or otherwise affiliated with HCHA, and this date the Board of Commissioners of HCHA has determined it is appropriate to remove them from their positions as Managers and determined it is appropriate to elect and appoint Melissa Quijano, Executive Director of HCHA, and Paul Curry, Finance Director of HCHA, to serve as the two Managers of the Company;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Harris County Housing Authority, the sole member of HCHA Olive Grove, LLC, that:

1. Tom McCasland and Horace Allison are hereby removed as Managers of HCHA Olive Grove, LLC; and
2. Melissa Quijano and Paul Curry are hereby elected and appointed to serve as the two Managers of the Company, either of whom may individually and without the joinder of the other perform all acts necessary and appropriate to carry out the business of the Company, subject to the terms of the Company's Regulations.

PASSED by the Board of Commissioners on this 16th day of August 2023.

Chair: _____

Gerald Womack

Secretary: _____

Melissa Quijano



RESOLUTION NO. 23-35

**RESOLUTION OF HARRIS COUNTY HOUSING AUTHORITY, AS SOLE
MEMBER OF HCHA WATERSIDE, LLC, ELECTING MELISSA QUIJANO
AND PAUL CURRY TO SERVE AS MANAGERS
(Waterside Court)**

WHEREAS, HCHA WATERSIDE, LLC (Company) is a manager managed Texas limited liability company formed by Harris County Housing Authority (HCHA) for the purpose of serving as the general partner of Waterside Court, Ltd., a Texas limited partnership and owner of the affordable housing development known as Waterside Court; and

WHEREAS, HCHA is the sole Member of the Company and under the Company's Regulations, at any time, HCHA may remove one or more of the Managers of the Company and elect a successor Manager or successor Managers; and

WHEREAS, Tom McCasland and Horace Allison previously held the positions of Managers of the Company but are no longer employed or otherwise affiliated with HCHA, and this date the Board of Commissioners of HCHA has determined it is appropriate to remove them from their positions as Managers and determined it is appropriate to elect and appoint Melissa Quijano, Executive Director of HCHA, and Paul Curry, Finance Director of HCHA, to serve as the two Managers of the Company;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Harris County Housing Authority, the sole member of HCHA Waterside, LLC, that:

1. Tom McCasland and Horace Allison are hereby removed as Managers of HCHA Waterside, LLC; and
2. Melissa Quijano and Paul Curry are hereby elected and appointed to serve as the two Managers of the Company, either of whom may individually and without the joinder of the other perform all acts necessary and appropriate to carry out the business of the Company, subject to the terms of the Company's Regulations.

PASSED by the Board of Commissioners on this 16th day of August 2023.

Chair: _____

Gerald Womack

Secretary: _____

Melissa Quijano



RESOLUTION NO. 23-36

**RESOLUTION OF HARRIS COUNTY HOUSING AUTHORITY, AS SOLE
MEMBER OF HCHA SIERRA MEADOWS, LLC, ADOPTING A FIRST
AMENDMENT TO THE COMPANY AGREEMENT OF SIERRA
MEADOWS, LLC, AND ELECTING MELISSA QUIJANO AND
PAUL CURRY TO SERVE AS MANAGERS
(Sierra Meadows)**

WHEREAS, HCHA SIERRA MEADOWS, LLC (HCHA Sierra) is a manager managed Texas limited liability company formed by Harris County Housing Authority (HCHA) for the purpose of serving as the general partner of Sierra Meadows, Ltd, L.P., a Texas limited partnership and owner of the affordable housing development known as Sierra Meadows Apartments; and

WHEREAS, HCHA is the sole Member of HCHA Sierra and, as such, has the power to amend its Company Agreement; and

WHEREAS, HCHA and an instrumentality of HCHA are the sole members of other limited liability companies that serve as the general partner of other limited partnerships that provide affordable housing to the residents of Harris County, Texas; and

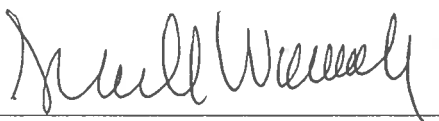
WHEREAS, the management structure in HCHA Sierra's Company Agreement is somewhat inconsistent with the management structure of these other limited liability companies and HCHA has determined it is appropriate to amend the management structure in HCHA Sierra's Company Agreement to conform more closely to the management structure of these other limited liability companies; and

WHEREAS, Tom McCasland and Horace Allison previously held the positions of Managers of the Company but are no longer employed or otherwise affiliated with HCHA, and this date the Board of Commissioners of HCHA has determined it is appropriate to remove them from their positions as Managers and determined it is appropriate to elect and appoint Melissa Quijano, Executive Director of HCHA, and Paul Curry, Finance Director of HCHA, to serve as the two Managers and only Managers of the Company;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Harris County Housing Authority, the sole member of HCHA Sierra Meadows, LLC, that:

1. The First Amendment to the Company Agreement of HCHA Sierra Meadows, LLC (f/k/a HCHA Sierra, LLC), a copy of which is attached to this resolution, is hereby adopted, approved, and ratified; and
2. Tom McCasland and Horace Allison are hereby removed as Managers of HCHA Sierra Meadows, LLC; and
3. Melissa Quijano and Paul Curry are hereby elected and appointed to serve as the two Managers of the Company, being the only Managers of the Company; and
4. Either Manager may individually and without the joinder of the other perform all acts necessary and appropriate to carry out the business of the Company, subject to the terms of HCHA Sierra's Company Agreement, as amended.

PASSED by the Board of Commissioners on this 16th day of August 2023.

Chair: 
Gerald Womack

Secretary: 
Melissa Quijano

Attachment: First Amendment to the Company Agreement of HCHA Sierra Meadows, LLC (f/k/a HCHA Sierra, LLC),



RESOLUTION NO. 23-37

**RESOLUTION OF HARRIS COUNTY HOUSING AUTHORITY, AS SOLE
MEMBER OF HCHA BAMMEL, LLC, ELECTING MELISSA QUIJANO
AND PAUL CURRY TO SERVE AS MANAGERS
(Heritage Estates)**

WHEREAS, HCHA BAMMEL, LLC (Company) is a manager managed Texas limited liability company formed by Harris County Housing Authority (HCHA) for the purpose of serving as the general partner of TX BMMEL HOUSING, L.P., a Texas limited partnership and owner of the affordable housing development known as Heritage Estates; and

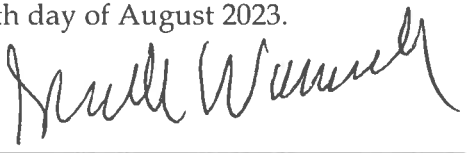
WHEREAS, HCHA is the sole Member of the Company and under the Company's Regulations, at any time, HCHA may remove one or more of the Managers of the Company and elect a successor Manager or successor Managers; and

WHEREAS, Tom McCasland and Horace Allison previously held the positions of Managers of the Company but are no longer employed or otherwise affiliated with HCHA, and this date the Board of Commissioners of HCHA has determined it is appropriate to remove them from their positions as Managers and determined it is appropriate to elect and appoint Melissa Quijano, Executive Director of HCHA, and Paul Curry, Finance Director of HCHA, to serve as the two Managers of the Company;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Harris County Housing Authority, the sole member of HCHA Bammel, LLC, that:

1. Tom McCasland and Horace Allison are hereby removed as Managers of HCHA Bammel, LLC; and
2. Melissa Quijano and Paul Curry are hereby elected and appointed to serve as the two Managers of the Company, either of whom may individually and without the joinder of the other perform all acts necessary and appropriate to carry out the business of the Company, subject to the terms of the Company's Regulations.

PASSED by the Board of Commissioners on this 16th day of August 2023.

Chair: 

Gerald Womack

Secretary: 

Melissa Quijano



RESOLUTION NO. 23-38

RESOLUTION HONORING CATALINA WOODS AS THE HARRIS COUNTY HOUSING
AUTHORITY EMPLOYEE OF THE QUARTER (OCTOBER-DECEMBER 2023)

WHEREAS, Catalina Woods, Portability Housing Specialist for the Harris County Housing Authority (HCHA), has demonstrated excellence beyond her job performance; and

WHEREAS, Catalina provides outstanding customer service, going beyond expectations, and ensuring that program participants, landlords, and housing authorities receive the ultimate in respect and customer service while providing thorough and accurate information; and

WHEREAS, she consistently responds with ingenuity, imagination, and foresight to the duties and responsibilities given her; and

WHEREAS, Catalina's commitment to excellence is well-observed and her determination to ensure integrity in all she does is evident; and

WHEREAS, Catalina always takes the time to listen and provide an appropriate response to the caller's inquiry and understands when to seek management involvement; and

WHEREAS, Catalina portrays an example of dedication to HCHA customer service principles, and is an inspiration to her fellow employees; and

WHEREAS, Catalina is a team player in every aspect of the term, and she has a "whatever it takes" kind of attitude that displays her perseverance and purpose; and

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners does hereby extend to Catalina Woods its sincere and grateful appreciation for her dedicated service to HCHA and to the citizens of Harris County, Texas, and congratulates her on being named Employee of the Quarter (October-December 2023).

PASSED, by the Board of Commissioners this 20th day of September 2023.

Chairman: _____

Gerald Womack

Secretary: _____

Melissa Quijano



RESOLUTION NO. 23-39

RESOLUTION APPROVING THIRD AMENDMENT TO TELEPHONE PRODUCTS AND SERVICES AGREEMENT BETWEEN HARRIS COUNTY HOUSING AUTHORITY AND LANTANA COMMUNICATIONS CORPORATION

WHEREAS, Lantana Communications Corporation (Lantana) entered into a contract with Harris County Department of Education (HCDE) to provide technology products and services, which contract was procured through HCDE's Choice Partners program; and

WHEREAS, Harris County Housing Authority (HCHA) and HCDE previously entered into an Interlocal Agreement under which HCHA became a member of HCDE's Choice Partners program and may utilize HCDE's Choice Partners procurement processes and vendors; and

WHEREAS, pursuant to Resolution 19-27, adopted by Harris County Housing Authority Board of Commissioners on May 15, 2019, HCHA entered into a Telephone Products and Services Agreement dated May 22, 2019 (Telephone Services Agreement), under which Lantana agreed to provide telephone equipment and services to HCHA under the terms of the contract between Lantana and HCDE and under the supplemental terms contained in the Telephone Services Agreement; and

WHEREAS, the Telephone Services Agreement was amended twice, both Amendments added additional services and resulted in an increase in the amount paid to Lantana; and

WHEREAS, the Telephone Services Agreement granted HCHA the option to extend its term for an additional three years, which option was exercised by HCHA by notice and letter agreement, which extended the contract term through May 21, 2025, and added one additional service resulting in another slight increase in the monthly amount paid to Lantana; and

WHEREAS, HCHA determined it requires additional equipment (an additional 10 phones) and the corresponding service required to use that equipment, which resulted in this Third Amendment to Telephone Products and Services Agreement (Third Amendment), a copy of which is attached to this resolution, which Third Amendment identifies the equipment to be purchased, its purchase price, and the monthly charges for the services to be provided by Lantana to HCHA; and

WHEREAS, in addition to its monthly fee for telephone services, Lantana collects a 9-1-1 Equalization Fee, a Harris County 9-1-1 fee, a federal cost recovery charge, a federal cost recovery fee, and a federal universal service fee (together, the Taxes & Surcharges), which total amounts fluctuate but on a monthly basis are ordinarily less than \$200; and

WHEREAS, once the new equipment is activated by HCHA, including long distance charges (ordinarily less than \$10) and Taxes and Surcharges, the amount owing to Lantana will be approximately \$2,510 each month, however, HCHA reasonably expects that its communications needs may change over the next 21 months, so that future minor modifications to the Telephone Services Agreement may be appropriate; and

NOW, THEREFORE, BE IT RESOLVED, that Harris County Housing Authority Board of Commissioners hereby authorizes its Executive Director, Melissa Quijano, to execute the Third Amendment to the Telephone Products and Services Agreement (Third Amendment) or an instrument containing substantially the same terms, ratifies all actions previously taken and now authorized by this resolution, and hereinafter authority to execute amendments to the same Agreement to pay for future Telephone Services, provided that the total monthly amount as amended, does not exceed **\$2,750.00** per month, and to take all other actions reasonably necessary, or appropriate to implement this resolution and fulfill its purposes.

PASSED by the Board of Commissioners on this 20th day of September 2023.

Chair: _____



Gerald Womack

Secretary: _____



Melissa Quijano



RESOLUTION NO. 23-40

RESOLUTION APPROVING SECOND AMENDMENT TO LEGAL CONSULTING SERVICES FOR REAL ESTATE TRANSACTIONS AND CONSTRUCTION RELATED SERVICES AGREEMENT

WHEREAS, the Harris County Housing Authority and Attorney entered into an agreement on September 30, 2019, for the purpose of the Attorney providing *Legal Consulting Services for Real Estate Transactions and Construction Related Services* (Agreement). The original agreement resulted from the Attorney's response to Authority's Request for Proposal 19-04 (RFP 19-04") and having been awarded the contract. The original agreement is attached hereto and incorporated herein by this reference.

WHEREAS, the original agreement was modified for the first time through a Letter Agreement dated December 6, 2021. The purpose of the Letter Agreement was to memorialize and ratify actions taken by both parties beyond the original termination date. Specifically, that the Authority continued to request Services and Attorney continued to provide Services past the termination date of September 29, 2021. The Letter Agreement ratified the actions of the parties and extended the termination Date to September 29, 2023.

WHEREAS, the Parties now desire to amend the Agreement again through this Second Amendment, for the purpose of providing a short contract extension of the current Agreement with the Banks Law Firm. The extension will allow Attorney to complete specific task(s) on Development projects(s) that are currently underway, and wherein it has been determined by the Authority that it could be detrimental to the Authority's purpose to not allow the Attorney to complete the tasks or project(s) as outlined hereinbelow. Additionally, during this same extended contract period the Authority would complete its review of responses to its recently released RFP #23-04 for *Real Estate Transactions and Construction Related Service for the Harris County Housing Authority* and to select Bond Counsel(s) for the ensuing years(s) at the sole discretion of the Authority. For avoidance of doubt, it is the intent of the parties to set out with clarity in this Second Amendment the projects that the Banks Law Firm will continue to work through to completion and give the Authority the ability to continue with its current procurement effort to secure Bond Counsel(s) for the ensuing year(s) via RFP 23-04. Second Amendment is attached hereto and incorporated by this reference.

NOW, THEREFORE, BE IT RESOLVED, that Harris County Housing Authority's Board of Commissioners hereby authorizes its Executive Director, Melissa Quijano, to execute the Second Amendment to the Legal Consulting Services for Real Estate Transactions and Construction Related Services Agreement and now authorized by this resolution, and to execute attached Second Amendment and to take all other actions reasonably necessary or appropriate to implement this resolution and fulfill its purposes.

PASSED by the Board of Commissioners on this 20th day of September 2023.

Chair: 
Gerald Womack

Secretary: 
Melissa Quijano



RESOLUTION NO. 23-41

RESOLUTION RATIFYING THE EXECUTION OF A PROPOSAL WITH GSMA, INC., TO PROVIDE ARCHITECTURAL AND ENGINEERING SERVICES FOR THE BERNICIA PLACE AFFORDABLE HOUSING DEVELOPMENT

WHEREAS, by Resolution No. 20-21, Harris County Housing Authority (HCHA) authorized negotiation with Metropolitan Transit Authority of Harris County for the acquisition of land on which to construct a multifamily affordable housing project to be named Bernicia Place consisting of approximately 120 units to be located at the Southeast corner of Old Spanish Trail and Scottcrest Dr., Houston, Texas 77021; and

WHEREAS, by Resolution No. 22-47, HCHA authorized the financing of construction and other actions required for development of Bernicia Place through bonds to be issued by Harris County Housing Authority Public Facility Corporation; and

WHEREAS, HCHA's plans to develop Bernicia Place reached the point where architectural and engineering services (A/E Services) are required to move the project forward; and

WHEREAS, HCHA published on its website its Request for Qualifications #23-01 (RFQ), for firms to provide A/E Services for HCHA's future affordable housing developments; and

WHEREAS, the RFQ was advertised in the Houston Chronicle on February 19 and 26, 2023, and HCHA's website on February 20, 2023; and

WHEREAS, HCHA received three responses that were reviewed, evaluated, and ranked by HCHA's staff as follows:

1. GSMA, Inc.
2. Smith & Company Architects, Inc.
3. 1919 Architects; and

WHEREAS, GSMA, Inc. (GSMA) was determined by HCHA staff to be the most qualified architectural firm to provide the A/E Services for Bernicia Place, LP (the Texas limited partnership formed by HCHA's instrumentality, HCHA Redevelopment Authority, Inc., for the purpose of developing, owning, and operating Bernicia Place) which requires A/E Services to move ahead with constructing and developing Bernicia Place; and

WHEREAS, by Resolution No. 23-18, HCHA authorized its Executive Director to negotiate a contract with GSMA, Inc. to provide A/E Services after notifying GSMA that it was determined to be the most qualified architectural firm.

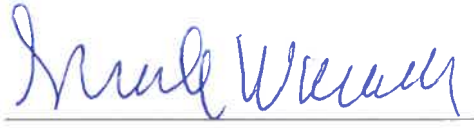
WHEREAS, by Resolution No. 23-31, HCHA authorized the Executive Director to negotiate a not to exceed contract amount of \$1,671,690, and contract containing the terms and conditions substantially the same as those set forth in the American Institute of Architects Standard Form of Agreement between Owner and Architect. Thereafter, GSMA provided HCHA its Proposal for the A/E Services, a copy of which is attached to this resolution; and

WHEREAS, after review of said proposal Executive Director and staff found that the proposal contained most required terms and conditions as typically found in the basic American Institutes of Architects' Standard Form of Agreement between Owner and Architect including detailed specifications of all A/E Services: Specifically a Scope of Work (SOW) outlining in particular the Schematic Design Phase, Design Development Phase, Construction Documentation Phase, Bidding and Negotiation Phase, and Construction Administration Phase and, because of critical construction bonding application deadlines and/or procedural requirements imposed by third party entities, and to avoid missing those critical development deadlines, the Executive Director signed the proposal with the intent that terms of the proposal were sufficient to have GSMA begin the work as outlined in its proposal, said proposal having been signed on July 27, 2023.

NOW, THEREFORE, BE IT RESOLVED, that HCHA's Board of Commissioners hereby ratifies and approves the actions taken by its Executive Director on July 27, 2023, to avoid a potential extensive and/or costly delay in starting the development project and most importantly a potential loss of funding. The below noted actions are hereby ratified by the Board of Commissioners for actions taken or approved as actions that may be taken in the future relative to ensuring that GSMA continues to provide the contracted A/E Services as stated in its proposal for the development of Bernicia Place, which ratification and authority include:

1. The ratification and approval of GSMA's executed proposal as being the contract between the parties to provide Architectural and Engineering Services, as executed on July 27, 2023, which is attached and incorporated herein by this reference.
2. Approval or affirmation of the Not to Exceed amount of \$1,671,690 for A/E Services.
3. Approval and ratification of all GSMA services that were provided between the date of execution of proposal and the date of this resolution, which gave rise to the submission by GSMA of its invoice(s) and request for payment in the amount of \$238,077.15 on invoice number 1. The Board approves the payment of GSMA's invoice(s) in full after review and confirmation by staff that services were rendered in accordance with the executed proposal and during the time periods referenced in any invoice as they become due. Invoice number 1 is attached hereto and incorporated herein by this reference.
4. To negotiate and present to the Board of Commissioners any required contract amendment(s) that add, delete or modify in any way the current terms of the proposal for the Boards approval prior to execution.
5. The authority to take such other actions necessary or convenient to carry out the purposes of this resolution.

PASSED, by the Board of Commissioners this 20th day of September 2023.

Chair: 
Gerald Womack

Secretary: 
Melissa Quijano, Executive Director

Attachments: 1. GSMA executed proposal 2. GSMA invoice dated July 31, 2023.



RESOLUTION NO. 23-42

**RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO
CONTRACT WITH SUPERURBAN VENTURES, LLC TO PROVIDE DEVELOPMENT
CONSULTANT SERVICES FOR THE BERNICIA PLACE
AFFORDABLE HOUSING DEVELOPMENT**

WHEREAS, by Resolution No. 20-21, Harris County Housing Authority (HCHA) authorized negotiation with Metropolitan Transit Authority of Harris County for the acquisition of land on which to construct a multifamily affordable housing project to be named Bernicia Place consisting of approximately 120 units to be located at the southeast corner of Old Spanish Trail and Scottcrest Dr., Houston, Texas 77021; and

WHEREAS, by Resolution No. 22-47, HCHA authorized the financing of construction and other actions required for development of Bernicia Place through bonds to be issued by Harris County Housing Authority Public Facility Corporation; and

WHEREAS, HCHA's plans to develop Bernicia Place have reached the point where development consultant services are required to move the project forward; and

WHEREAS, HCHA published on its website its Request for Qualifications #23-02 (RFQ), for firms to provide development consulting services for HCHA's future affordable housing developments; and

WHEREAS, the RFQ was advertised in the Houston Chronicle on February 19, 2023, and February 26, 2023, and posted on HCHA's website on February 21, 2023, with responses to the RFQ due on March 13, 2023; and

WHEREAS, HCHA received a proposal from SuperUrban Realty Ventures, LLC (SuperUrban) only; and

WHEREAS, SuperUrban Ventures was determined by HCHA's staff to be a responsible firm which provided a proposal that was responsive to the RFQ and provided best value to the HCHA; and

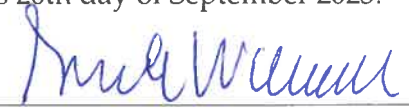
WHEREAS, by Resolution No. 23-19, HCHA authorized the negotiation of a contract with SuperUrban Ventures, LLC to provide Development Consultant Services for the Bernicia Place Affordable Housing Development.

NOW, THEREFORE, BE IT RESOLVED, that HCHA's Board of Commissioners authorizes its Executive Director to execute a contract with SuperUrban for the development consultant services required to construct and otherwise develop Bernicia Place, which includes:

1. The authority to execute a contract containing terms and conditions substantially the same as those set forth in the attached Draft Contract, with such changes and modifications as are reasonable, necessary, or appropriate.
2. The authority to approve the funding of the contract at a not to exceed amount of ten percent (10%) of the Developer Fee, for no more than the duration that the Developer is entitled to receive a Developer Fee or the close of the Development project, whichever occurs first.

BE IT FURTHER RESOLVED that, the Executive Director and staff have completed the negotiation of all terms of a proposed contract with SuperUrban, as required by Resolution No. 23-19, and such terms having been presented to the Board of Commissioners, who after review and discussion has accepted the terms and hereby authorizes the Executive Director to execute a Development Consultant Agreement with SuperUrban in accordance with the requirements of this Resolution as stated hereinabove.

PASSED by the Board of Commissioners this 20th day of September 2023.

Chair: 
Gerald Womack

Secretary: 
Melissa Quijano, Executive Director

Attachment: Draft Contract



RESOLUTION NO. 23-43

BOARD OF COMMISSIONERS RATIFICATION RESOLUTION APPROVING ACTIONS TAKEN BY EXECUTIVE DIRECTOR IN REGARD TO THIRD AMENDMENT TO LEGAL CONSULTING SERVICES FOR REAL ESTATE TRANSACTIONS AND CONSTRUCTION RELATED SERVICES AGREEMENT

WHEREAS, the Harris County Housing Authority (HCHA) and the Banks Law Firm, P.A. (Attorney) entered into an agreement on September 30, 2019, for the purpose of the Attorney providing *Legal Consulting Services for Real Estate Transactions and Construction Related Services* (Agreement). The Agreement resulted from the Attorney's response to HCHA's Request for Proposal 19-04 ("RFP 19-04"), and subsequent award of the consulting contract. The Agreement is attached hereto and incorporated herein by this reference; and

WHEREAS, the Agreement was modified for the first time through a Letter Agreement dated December 6, 2021. The purpose of the Letter Agreement was to memorialize and ratify actions taken by both parties beyond the original termination date. Specifically, that HCHA continued to request Services and Attorney continued to provide Services past the termination date of September 29, 2021. The Letter Agreement ratified the actions of the parties and extended the contract to September 29, 2023; and

WHEREAS, the Agreement was modified for the second time through Resolution No. 23-40, dated September 20, 2023. The purpose of the Second Amendment was to extend the termination date of the Agreement to allow the Attorney to complete specific task(s) on the *Bernicia Place Project* that is currently underway, and wherein it was determined by HCHA that it could be detrimental to HCHA's purpose to not allow the Attorney to complete the tasks or project(s) as outlined in the Second Amendment; and

WHEREAS, the parties determined on September 21, 2023, that they had inadvertently failed to include the *Northwood Apartments Project* in the Second Amendment, which was approved by the Board of Commissioners during its regularly scheduled meeting on September 20, 2023, and because the Agreement between the parties was set to expire on September 28, 2023, a third Amendment would be required to include Northwood Apartments as a retained project, through the approved extension period as the project has critical ensuing deadlines, that if missed would be detrimental to HCHA; and

WHEREAS, the Executive Director as the authorized signatory for HCHA and the Attorney fully executed the Third Amendment on September 29, 2023, prior to the expiration of the Agreement to ensure that Attorney in her representative capacity as Bond Counsel could continue the necessary work on the Northwood Apartments Project, and to avoid any interruption in services. The Third Amendment is attached and incorporated herein by this reference; and

WHEREAS, the Executive Director presented to the Board of Commissioners a statement regarding the action(s) that she took relating to the execution of the Third Amendment during its regularly scheduled meeting on October 18, 2023, and the Board deemed the Executive Director's actions as necessary to protect the interests of HCHA accepted and ratified such action(s); and

WHEREAS, notwithstanding the necessity to extend the deadline for this project, HCHA will continue to work through to completion its current procurement efforts to secure Bond Counsel(s) for the ensuing years(s) via RFP 23-04. Specifically, the Third Amendment adds the *Northwood Apartments Project* to the list of projects to be completed or closed by the current Bond Attorney.

NOW, THEREFORE, BE IT RESOLVED, that any and all actions of the Executive Director taken in connection with the actions contemplated herein prior to the execution hereof, be and are hereby ratified, confirmed, approved, and adopted in all respects with the same effect as if the Board had authorized such execution in advance.

PASSED by the Board of Commissioners on this 18th day of October 2023.

Chair: 
Gerald Womack

Secretary: 
Melissa Quijano



RESOLUTION NO. 23-44

**RESOLUTION APPROVING EXTENSION OF MAILING SERVICES AGREEMENT
BETWEEN HARRIS COUNTY HOUSING AUTHORITY AND QUESTMARK
INFORMATION MANAGEMENT, INC. TO MARCH 31, 2024**

WHEREAS, Questmark Information Management, Inc. (Questmark) now provides mailing services to Harris County under Harris County's Bid for: Assorted Mailing Services for the Pick-up, Processing, and Delivery of Mail for Harris County, under Job No. 180022 (County Contract); and

WHEREAS, Harris County and Harris County Housing Authority (HCHA) entered into an Interlocal Agreement (ILA) under which HCHA may utilize the contracts procured by Harris County, thereby allowing HCHA to obtain the benefit of the procurement processes utilized by Harris County, a much larger governmental body better situated to obtain favorable contract terms; and

WHEREAS, mailing services of the kind provided by Questmark to Harris County are essential to HCHA's operations and, accordingly, HCHA utilized its rights under the ILA to enter into a Mailing Services Agreement with Questmark (Agreement), which Agreement was approved by HCHA's Board of Commissioners on September 19, 2018, under Resolution No. 18-41; and

WHEREAS, the County Contract gave Harris County and subsequently the ILA provided HCHA the right to extend the two contracts and over the years all extension rights were exercised so that both the County Contract and the Agreement were to expire February 28, 2023; and

WHEREAS, in mid-February 2023, HCHA's staff inquired of Harris County about the upcoming expiration of the County Contract and Harris County's Purchasing Department informed HCHA that a new contract was not yet in place due to staffing issues in the Purchasing Department, and to allow time for a new procurement, Harris County intended to extend the County Contract through May 31, 2023, or until a new contract was signed; and

WHEREAS, to avoid the loss of essential services, HCHA's Acting Executive Director utilized the discretion given her under HCHA's Procurement Policy to follow Harris County's lead and extended the Agreement for another four months, through June 30, 2023, to allow HCHA what it reasonably believed was adequate time under the ILA to put in place another contract for mailing services with the vendor procured by Harris County; and

WHEREAS, on June 7, 2023, HCHA's staff inquired again of Harris County about the status of the procurement for mailing services and was informed that Harris County did not yet have a new contract for mailing services in place; and

WHEREAS, on October 5, 2023, HCHA staff inquired of Questmark Information Management, Inc. about the status of the mailing services and was informed that Harris County did not yet have a new contract for mailing services in place; and

WHEREAS, to avoid the loss of essential services, HCHA must again extend the Agreement for a period long enough to ensure that Harris County has awarded a new mailing services contract and HCHA, under the ILA, has sufficient time to enter into a contract with the vendor selected by Harris County; and

WHEREAS, although the extension of the Agreement through June 30, 2023, did not result in an expenditure beyond the discretion given HCHA's Acting Executive Director under HCHA's Procurement Policy, the estimated cost of mailing services (including reimbursement of postage) during this additional (sixth) extension when added to the estimated cost of mailing services during the prior (fifth) extension may exceed the \$25,000 authority in HCHA's Procurement Policy, so that it is appropriate to request approval from HCHA's Board of Commissioners for the sixth extension of the Agreement; and

WHEREAS, the terms under which the Agreement will be extended are expected to be substantially the same as set forth in the draft Sixth Extension of Mailing Services Agreement (Draft Sixth Extension) attached to this resolution.

NOW, THEREFORE, BE IT RESOLVED, that HCHA's Board of Commissioners authorizes its Executive Director to negotiate and execute an extension of the Mailing Services Agreement with Questmark Information Management, Inc., which authority includes:

1. The authority to execute an extension agreement containing terms and conditions substantially the same as those set forth in the Draft Sixth Extension; and
2. The authority to extend the Agreement with Questmark without necessity of seeking continual Board approval, as long as, the current contract between the County and Questmark is extended, or a new vendor is awarded a contract, or in the event the extension necessitates approval of funding beyond what the Executive Director is currently approved to expend per the procurement policy, whichever occurs first.
3. The authority to take such other actions necessary or convenient to implement this resolution.

PASSED by the Board of Commissioners this 18th day of October 2023.

Chair: _____

Gerald Womack

Secretary: _____

Melissa Quijano

Attachment: Draft Sixth Extension



RESOLUTION NO. 23-45

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO CONTRACT WITH THE SPEARHEAD GROUP INC. TO PROVIDE TEMPORARY STAFFING SERVICES THROUGH A MASTER STAFFING AGREEMENT

RECITALS

WHEREAS, on September 15, 2023, the Harris County Housing Authority ("HCHA") issued a Quotation for Small Purchases (QSP), seeking Temporary Staffing Services (Services) for a Temporary Collections Specialist for the Finance Department.

WHEREAS, HCHA received four responses to its QSP as contained in Exhibit A, as attached and incorporated herein by this reference. HCHA reviewed the responses received and determined that The Spearhead Group Inc. ("Contractor") submitted a quote that represents the best overall value to HCHA, considering qualifications, price, and other factors set forth in HCHA's QSP procedures.

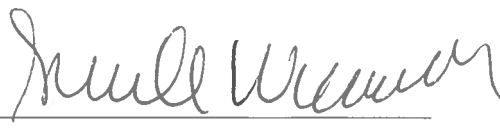
WHEREAS, because Contractor was the responsive and responsible vendor that submitted a quote that represents the best value, HCHA selected Contractor to provide and Contractor has agreed to provide the services to HCHA under the terms set forth herein and within the Master Staffing Agreement.

WHEREAS, after review of HCHA'S prior contracting experience for Temporary Staffing, its current need, and potential future needs for this position, it was determined that Contractor in its capacity as a Staffing Firm could better serve HCHA by contracting through a Master Staffing Agreement to allow for an efficient and seamless change order process, if necessary, and subject to the Not-to-Exceed contract amount as set forth hereunder.

NOW, THEREFORE, BE IT RESOLVED, that HCHA's Board of Commissioners authorizes its Executive Director to execute a contract with The Spearhead Group Inc., for the provision of Temporary Staffing Services which includes:

1. The authority to execute a contract containing terms and conditions substantially the same as those set forth in the attached Draft Contract, with such changes and modifications are reasonable, necessary, or appropriate.
2. The authority to approve the funding of the contract at a Not- To- Exceed amount of Twenty-Six Thousand Eight Hundred Eighty Dollars for the term of the contract.
3. The authority to take such other actions necessary or convenient to carry out the purposes of this resolution.

PASSED by the Board of Commissioners this 18th day of October 2023.

Chair: 
Gerald Womack

Secretary: 
Melissa Quijano

Attachment: Draft Contract



RESOLUTION NO. 23-46

RESOLUTION AUTHORIZING THE SETTLEMENT AND MUTUAL RELEASE OF CLAIMS IN CAUSE NO. 2017-71486, STYLED HUSSION STREET BUILDINGS LLC PLAINTIFF, V. HARRIS COUNTY HOUSING AUTHORITY PUBLIC FACILITY CORPORATION, HARRIS COUNTY REDEVELOPMENT AUTHORITY, INC., PUTATIVE DEFENDANTS FENIX ESTATES COMMERCIAL LLC, FENIX ESTATES I GP LLC, HARRIS COUNTY HOUSING AUTHORITY, AND QUALIFIED CONSTRUCTION, INC., *ET AL., DEFENDANTS*

RECITALS

WHEREAS, Hussion Street Buildings, LLC owns real property and improvements located at 1901 Hussion Street, Houston, Harris County Texas (Plaintiffs or Hussion); and

WHEREAS, in September 2015, Harris County Housing Authority (HCHA) through its Development Partner (Fenix Estates) purchased a land site behind Hussion's property for the purpose of building an affordable housing project; and

WHEREAS, in May 2017, following the closing of the loan, Fenix Estates contracted with Qualified Construction, Inc. (Qualified) to provide General Contracting Services; and

WHEREAS, in October 2017, Hussion sent a demand notice to Qualified, and Harris County Housing Authority Redevelopment Authority, Inc (HCHA-RA) alleging that during construction, its sewer line was cut; and

WHEREAS, on October 23, 2017, Hussion filed suit against Harris County Housing Authority Public Facility Corporation (Public), HCHA-RA, and Qualified alleging damages via five different legal theories of recovery including Inverse Condemnation; and

WHEREAS, in February 2018, HCHA granted a five-foot Sanitary Sewer Easement to Hussion on HCHA's property for the sole purpose of constructing a new sanitary sewerline at HCHA's cost to replace the damaged line; and

WHEREAS, in May 2018, HCHA notified Hussion of the completion of the new sanitary sewerline and that Hussion could connect the sanitary sewerline at will utilizing the Easement granted by HCHA; and

WHEREAS, in September 2018, Hussion filed a third Amended Petition adding Fenix Estates I GP LLC and Fenix Estates Commercial, LLC among others; and

WHEREAS, on October 24, 2018, HCHA filed an intervention in the Hussion suit to condemn the property; and

WHEREAS, in June 2019, the additional drainage work between 1901 Hussion and Fenix Estates' property along Coyle Street was completed; and

WHEREAS, Hussion added HCHA as a Defendant to the lawsuit on November 6, 2019; and

WHEREAS, HCHA dismissed its condemnation suit against Hussion on June 10, 2021; and

WHEREAS, the Court ordered the parties to mediation on October 18, 2021; and

WHEREAS, the parties' attended mediation, in July 2023 with a private mediator, and reached consensus on most material disputes save and except the mechanism to determine the viability of being able to connect the new 2017 line to Hussion's sewerline at its exit point, thus no written agreement was entered into between the parties; and

WHEREAS, the parties after mediation continued to negotiate a settlement of the suit and after addressing both parties concerns relative to the feasibility of connecting the new sewerline that was constructed by HCHA in 2017 to Hussion's sewerline at its exits point, as earlier determined by HCHA's plumbers the parties reached agreement on all terms of settlement; and

WHEREAS, it is the parties' intent through this Resolution to settle the above-numbered cause by mutual agreement and hereby request approval of such Settlement.

NOW, THEREFORE, BE IT RESOLVED that HCHA's Board of Commissioners authorizes its Executive Director to negotiate to finality and execute an Agreement of Settlement and Mutual Release of Claims with Hussion Street Buildings LLC (Plaintiff) regarding the settlement of a legal dispute between Plaintiff and Harris County Housing Authority, (Defendant) in accordance with the discussion points presented in Executive Session whether said settlement funds are paid individually or collectively by HCHA or any HCHA affiliated entity, with all other terms to be substantially the same as those in the draft Agreement of Settlement and Mutual Release of Claims.

PASSED by the Board of Commissioners this 15th day of November 2023.

Chair: _____



GERALD WOMACK

Secretary: _____



MELISSA QUIJANO



RESOLUTION NO. 23-47

**RESOLUTION HONORING VANESSA MUNOZ AS THE HARRIS COUNTY HOUSING
AUTHORITY EMPLOYEE OF THE QUARTER (JANUARY – MARCH 2024)**

WHEREAS, Vanessa Munoz, Housing Choice Voucher (HCV) Housing Specialist for the Harris County Housing Authority (HCHA), has demonstrated excellence beyond her job performance; and

WHEREAS, Vanessa provides excellent customer service, going beyond expectations, and ensuring that program participants and landlords receive the ultimate in respect and customer service while providing thorough and accurate information; and

WHEREAS, she consistently assists in any area needed, and contributes unselfishly to HCHA's Team effort and goal for excellence; and

WHEREAS, Vanessa's commitment to serve her community is evident and her determination to ensure integrity in all she does is palpable; and

WHEREAS, Vanessa always takes the time to listen and provide an appropriate response to the caller's inquiry and understands when to seek management involvement; and

WHEREAS, Vanessa portrays an example of dedication to HCHA customer service principles and is an inspiration to her fellow employees. Specifically, she assists with our Spanish speaking participants; interpreting and generating emails in Spanish, as well as conducting Intake Briefings in Spanish; and

WHEREAS, Vanessa is the epitome of the definition of Team Player, and she portrays a kind and caring spirit that displays her true purpose; and

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners does hereby extend to Vanessa Munoz its sincere and grateful appreciation for her dedicated service to HCHA and to the citizens of Harris County, Texas, and congratulates her on being named Employee of the Quarter (January-March 2024).

PASSED, by the Board of Commissioners this 20th day of December 2023.

Chairman: _____

Gerald Womack

Secretary: _____

Melissa Quijano



RESOLUTION NO. 23-48

**RESOLUTION AUTHORIZING HARRIS COUNTY HOUSING AUTHORITY TO
PROVIDE THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
THE ANNUAL REAL ESTATE ASSESSMENT CENTER SUBMISSION AS
PREPARED BY HCHA'S INDEPENDENT AUDITORS**

WHEREAS, the Department of Housing and Urban Development (HUD) requires that Harris County Housing Authority (HCHA) submit annual financial statements and audit information through the Real Estate Assessment Center (REAC) system; and

WHEREAS, financial statements relevant to HCHA's REAC submission have been prepared by independent auditors from the firm of CliftonLarsonAllen, LLP (CLA); and

WHEREAS, auditors from the firm of CliftonLarsonAllen, LLP (CLA) presented the final draft of the financial statements to the Board of Commissioners on December 20, 2023 for its review and approval.

NOW, THEREFORE, BE IT RESOLVED, that HCHA's Board of Commissioners of Harris County Housing Authority authorizes HCHA staff to provide to HUD the annual REAC submission as prepared by HCHA's independent auditors no later than December 31, 2023.

PASSED, by the Board of Commissioners this 20th day of December 2023.

Chairman: 

Secretary: 



RESOLUTION NO. 23-49

RESOLUTION BY THE HARRIS COUNTY HOUSING AUTHORITY (THE “AUTHORITY”) APPROVING AND RATIFYING (i) AN AMENDMENT TO THE PURCHASE AND SALE AGREEMENT FOR ACQUISITION OF THE REAL PROPERTY FOR BERNICIA PLACE (THE “PROJECT”), AND SUCH OTHER ACTIONS NECESSARY OR CONVENIENT TO CARRY OUT THIS RESOLUTION

WHEREAS, the Harris County Housing Authority (the “Authority”) has entered into that certain Purchase and Sale Agreement with Metropolitan Transit Authority of Harris County, and joined by Charter Title Company, dated May 21, 2021, as amended by the First Amendment to Purchase and Sale Agreement dated effective July 15, 2021 and Second Amendment to Purchase and Sale Agreement dated effective August 30, 2022 (collectively the “Purchase Agreement”), for the acquisition of the real property on which a certain housing project for seniors consisting of approximately 120 units called Bernicia Place to be located at the southeast corner of Old Spanish Trail and Scottcrest Dr., Houston, Texas 77021 (the “Project”) is planned; and

WHEREAS, in order to amend the Purchase Agreement, to (a) extend the Closing Date and (b) increase the land area under contract, the Authority desires to enter into a Third Amendment to Purchase and Sale Agreement (the “Third Amendment”);

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Authority that the Authority, in connection with the actions contemplated by these Resolutions, is hereby authorized and directed (a) to enter into the Third Amendment, (b) to negotiate the terms of the Third Amendment, and (c) to take such other and further actions to execute and to enter into such Third Amendment in such form and such provisions as the Authority may deem appropriate in order to deal with the development of the Project; and

BE IT FURTHER RESOLVED, that the Authority, in connection with the actions contemplated by these Resolutions, is hereby authorized and directed to execute and enter into the Third Amendment, and to take such other and further actions to execute and to enter into any affidavits, certifications, statements, and/or other documentation thereof in such form and such provisions as the Authority may deem appropriate in order to enter into the Third Amendment or to deal with the development of the Project; and

BE IT FURTHER RESOLVED, that the form, terms, and provisions of the Third Amendment and such other documents as contemplated thereby are hereby in each and every respect authorized, approved, ratified, and confirmed; and

BE IT FURTHER RESOLVED, that the authorization of the Authority to enter into the Third Amendment and that execution and delivery of the Third Amendment, in the name and on behalf of the Authority, by Melissa Quijano (the “Executing Officer”), the Acting Executive Director and CEO 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 agreement and documents authorized in the foregoing Resolutions and the taking by the Executing Officer of any acts in any way related to the actions contemplated by the foregoing Resolutions and such agreement and documents shall be conclusive evidence of her approval thereof and of her authority to execute and deliver such agreement and documents, and to take and perform such acts in the name and on behalf of the Authority; 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 Third Amendment, and (ii) to take such other actions for the Authority as the Executing Officer considers appropriate toward completion of the actions contemplated by these Resolutions or performance of the obligations of the Authority under the Third Amendment and any other documents executed in connection with the actions contemplated hereby; and

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

BE IT FURTHER RESOLVED, that the Authority is authorized to take such other actions as the Authority shall consider necessary, convenient, or appropriate toward completion of the actions contemplated by these Resolutions;

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PASSED, by the Board of Commissioners this 20th day of December 2023.

Chairman: Samuel Womack

Secretary: 



RESOLUTION NO. 23-50

RESOLUTION AUTHORIZING HARRIS COUNTY HOUSING AUTHORITY'S EXECUTIVE DIRECTOR TO NEGOTIATE AND ENTER INTO AN AGREEMENT FOR THE PROVISION OF JANITORIAL SERVICES FOR THE MAIN OFFICE BUILDING

WHEREAS, Harris County Housing Authority (HCHA) advertised its Request for Quotes (RFQ# 23-03) soliciting quotes to provide Janitorial Services at HCHA's central offices on the 1st and 5th Floors of Building 3, 1933 Hussion Street, Houston, Texas (Janitorial Services); and

WHEREAS, a defect was noted in the RFQ notice after responses were returned to HCHA; and

WHEREAS, to rectify said defect HCHA amended its RFQ and resent its request to all initial Responders and provided a new deadline in which to provide their updated response to the Amended RFQ of Wednesday, November 8, 2023; and

WHEREAS, the RFQ was advertised in the Houston Chronicle and bids were due on September 18, 2023, and November 8, 2023 (Amendment); and

WHEREAS, HCHA received responses to the RFQ from Ambassador Services, Elevated Cleaning Services, KleenTech, MarFran Cleaning, Professional Janitorial Service, System4 Facility Management, and Zion Janitorial LLC on September 18, 2023; and

WHEREAS, HCHA received responses to the Amended RFQ from Ambassador Services, Elevated Cleaning Services, KleenTech, MarFran Cleaning, Professional Janitorial Service, System4 Facility Management, and Zion Janitorial LLC on November 8, 2023; and

WHEREAS, HCHA staff found that the quotes complied with the requirements of the RFQ; and

WHEREAS, HCHA staff reviewed all RFQ responses and found the response of Professional Janitorial Services ("PJS"), offered the best overall value to the Authority

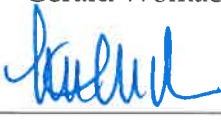
WHEREAS, Professional Janitorial Services provided a quote that in the

reasonable judgment of HCHA staff represented the best overall value at a cost of \$3.102.00 per month, taken into consideration pricing and other factors set forth in the RFQ; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Harris County Housing Authority authorizes its Executive Director to negotiate and execute a two-year contract, with one two-year renewal option, with Professional Janitorial Services, in conformity with the terms and conditions as contained in the draft Agreement attached hereto.

PASSED, by the Board of Commissioners this 20th day December 2023.

Chairman: 
Gerald Womack, Chairman

Secretary: 
Melissa Quijano