



**SPECIAL BOARD MEETING**  
**AUGUST 19, 2021**

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**BOARD OF COMMISSIONERS**

Dr. Ana "Cha" Guzmán Chair	Jessica Weaver Vice Chair	Loren D. Dantzler Commissioner	Olga Kauffman Commissioner	Gabriel Lopez Commissioner	Ignacio Perez Commissioner	Ruth Rodriguez Commissioner
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**PRESIDENT & CEO**  
Ed Hinojosa, Jr.

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**SAN ANTONIO HOUSING AUTHORITY**  
**\*SPECIAL BOARD MEETING**  
**TELECONFERENCE**

**Call In Phone Number: (346) 248-7799**  
**Meeting ID: 93839434337# Passcode: 654170#**  
**1:30 p.m., Thursday, August 19, 2021**

The Board of Commissioners will convene for a Special Board meeting, by teleconference, for discussion on the following matters:

**MEETING CALLED TO ORDER**

1. The Board of Commissioners or its Committee may hold a closed meeting pursuant to Texas Government Code § 551.071-076 for consultation concerning attorney-client matters, real estate, litigation, personnel, and security matters. The Board or Committee reserves the right to enter into closed meeting at any time, during the course of the meeting.

**PUBLIC COMMENT**

2. Public Comment - Citizens are provided up to three minutes each to speak to any agenda items. Citizens wishing to speak to items posted on the agenda should access Phone Number: **(346) 248-7799** and enter Meeting ID: **93839434337#** and Passcode: **654170#**, prior to **1:30 p.m.** A Spanish/English translator will be available to citizens needing translation.

Now is the time for public comments. The Board asks the public to address concerns related to SAHA matters and policy and not include statements that may be considered defamatory of any individual. The Board encourages members of the public to direct specific concerns or problems to SAHA staff for more prompt resolution. The Board will not discuss the comments of speakers or respond to speakers during the public comment portion of the agenda.

**MINUTES**

3. Minutes
  - Approval of the June 3, 2021, Regular Board Meeting Minutes
  - Approval of the June 17, 2021 Special Board Meeting Minutes
  - Approval of the June 18, 2021 Special Board Meeting Minutes
  - Approval of the July 14, 2021 Special Board Meeting Minutes
  - Approval of the July 22, 2021, Operations Committee Minutes
  - Approval of the July 22, 2021, Real Estate Development Committee Meeting Minutes

**CONSENT ITEMS**

4. Consideration and approval regarding Resolution 6155, authorizing the award of a contract for Madonna Apartments Natural Gas Systems, Boiler Room and Parking Lot Improvements to Tracker

Energy Services for an amount not to exceed \$1,045,679.00 (George Ayala, Director of Procurement; Hector Martinez, Director of Construction Services and Sustainability)

5. Consideration and approval regarding Resolution 6156, authorizing the award of contracts for automated and manual bulk pickup services agency wide to Bulk-Away, LLC (AABE) and Will-Luc Enterprises dba Junk King San Antonio (WBE, Section 3 Business) for an annual cumulative amount not to exceed \$550,000.00; for a period of one year with the option to renew up to four additional one year terms (George Ayala, Director of Procurement; Kristi Baird, Director of Beacon Communities; Zachariah Woodard, Director of Federal Housing Programs)
6. Consideration and approval regarding Resolution 6157, authorizing the award of a contract for Turnkey WiFi Expansion Project to VIA Technology, Inc. (DBE, ESBE, HABE, MBE, SBE, HUB, Section 3 Business) for an amount not to exceed \$2,371,176.00 (George Ayala, Director of Procurement; Jo Ana Alvarado, Director of Innovative Technology)
7. Consideration and approval regarding Resolution 6158, authorizing the award of contracts for the Broadband Installation and Services portion of the WiFi Expansion project to Grande Communication Networks, LLC for an annual cumulative amount not to exceed \$227,430.00; for a period of one year with the option to renew up to two additional one-year terms; and, Spectrum Enterprises for a period of one year with the option to renew up to two additional one-year terms for an annual cumulative amount not to exceed \$311,713.00 for year one and an annual cumulative amount not to exceed \$302,269.00 for year two and for year three (George Ayala, Director of Procurement; Jo Ana Alvarado, Director of Innovative Technology)
8. Consideration and approval regarding Resolution 6159, authorizing the award of a contract for development initiative consulting services to Baker Tilly Virchow Krause, LLP through Philadelphia Housing Authority for an amount not to exceed \$500,000.00; for a period of seven months with the option to renew up to three additional one year terms (George Ayala, Director of Procurement; Lorraine Robles, Director of Development Services and Neighborhood Revitalization)
9. Consideration and approval regarding Resolution 6160, approving the Payment Standard Schedule between 90% and 105% of Small Area Fair Market Rents (SAFMRs) for the Emergency Housing Voucher (EHV) Program (Zachariah Woodard, Director of Federal Housing Programs)
10. Consideration and approval regarding Resolution 6161, approving the Interim Reexamination Policy and the Emergency Housing Voucher Program Policy (Zachariah Woodard, Director of Federal Housing Programs)
11. Consideration and approval regarding Resolution 6163, authorizing a capital contribution of \$1,000,000.00 in Moving to Work (MTW) funds for the Bristol at Somerset project; and other matters in connection therewith (Timothy E. Alcott, Chief Legal and Real Estate Officer; Lorraine Robles, Director of Development Services and Neighborhood Revitalization)
12. Consideration and approval regarding Resolution 6164, in support of placing Land Use Restriction Agreements (LURA) on Stablewood Farms Apartments (Timothy E. Alcott, Chief Legal and Real Estate Officer)

#### **INDIVIDUAL ITEMS**

13. Consideration and appropriate action regarding Resolution 6166, authorizing the President and CEO to amend and revise resident paid utility allowances in accordance with HUD regulations to update, as well as, capture utility cost savings generated from energy and water conservation measures installed through SAHA's Energy Performance Contract Phase II, as outlined in the Resident Paid Utility Allowance Revisions (Zachariah Woodard, Director of Federal Housing Programs)

14. Consideration and appropriate action regarding Resolution 6167, authorizing the Las Varas Public Facility Corporation to declare its intent to issue bonds not to exceed \$20,000,000.00 to provide financing for a multifamily residential rental development for persons of low and moderate income (Aurora Apartments); prescribing certain terms and conditions of such bonds; authorizing the filing of an application for allocation of private activity bonds with the Texas Bond Review Board; and containing other provisions relating to the subject (Timothy E. Alcott, Chief Legal and Real Estate Officer)
15. Consideration and appropriate action regarding Resolution 6168, authorizing the Las Varas Public Facility Corporation and the San Antonio Housing Facility Corporation to approve Inducement Resolutions for the following proposed tax credit and tax exempt bond financing project: North Pond Apartments (Timothy E. Alcott, Chief Legal and Real Estate Officer)

## **DISCUSSION ITEMS**

16. Discussion regarding Board Committee Chair and Member appointments
17. Discussion regarding the remainder of the 2021 Board calendar (Ed Hinojosa, Jr., President and CEO)
18. Update and discussion regarding the Emergency Preparedness and Response Plan and close out of the Control Self-Assessment (Brandee Perez, Chief Operating Officer)
19. Update and discussion regarding HAI Group Scenario Planning (Richard Milk, Director of Policy and Planning)
20. Update and discussion regarding Agency Values (Richard Milk, Director of Policy and Planning)
21. Discussion regarding SAHA recruitment and staffing update (Aiyana Longoria, Interim Director of Human Resources; Janie Rodriguez, Assistant Director of Human Resources)
22. Update and discussion regarding the Beacon Communities Program (Kristi Baird, Director of Beacon Communities)
23. Discussion regarding resident concerns
24. \*Closed Session

### **Personnel/Consultation with Attorney**

Deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee or to hear a complaint or charge against an officer or employee and obtain legal advice regarding legal issues pursuant to Texas Government Code Sec. 551.074 (personnel) and Texas Government Code Sec. 551.071 (consultation with attorney).

- Consultation with attorney and consideration of employment contract for President and CEO

## **REPORTS**

- Procurement Activity Report
- Quarterly Demographic Procurement Report
- Public Housing Capital Projects Update
- Beacon Communities Capital Projects Update
- FHP Quarterly Report [Apr-Jun]
- Semiannual Client Services Report

## RESOURCE

- Schedule of Units for Development

### 25. Adjournment

\*Note: Whenever the Texas Open Meetings Act (Section 551.001 et seq. of the Texas Government Code) provides for a closed meeting in matters concerning legal advice, real estate, contracts, personnel matters, or security issues, the Board may find a closed meeting to be necessary. For convenience of the citizens interested in an item preceded by an asterisk, notice is given that a closed meeting is contemplated. However, the Board reserves the right to go into a closed meeting on any other item, whether it has an asterisk, when the Board determines there is a need and a closed meeting is permitted.

**MINUTES**  
**SAN ANTONIO HOUSING AUTHORITY**  
**BOARD OF COMMISSIONERS**  
**REGULAR BOARD MEETING - TELECONFERENCE**  
**Call In Phone Number: (346) 248-7799**  
**Meeting ID: 93839434337# Passcode: 654170#**  
**1:00 p.m., Thursday, June 3, 2021**

**SCHEDULED: 1:00 p.m. - Teleconference**

**COMMISSIONERS PRESENT:**

Dr. Ana “Cha” Guzman, Chair  
Jessica Weaver, Vice Chair  
Olga Kauffman, Commissioner  
Gabriel Lopez, Commissioner  
Ruth Rodriguez, Commissioner

**COMMISSIONERS ABSENT:**

Ignacio Perez, Commissioner

**COUNSEL:** Doug Poneck,  
Escamilla & Poneck, LLP

**TRANSLATOR:** BCC Communications

**STAFF:**

Ed Hinojosa, Jr., Interim President and CEO  
Muriel Rhoder, Chief Administrative Officer  
Brandee Perez, Chief Operating Officer  
Timothy E. Alcott, Chief Legal and Real Estate Officer  
Jo Ana Alvarado, Director of Innovative Technology  
George Ayala, Director of Procurement  
Kristi Baird, Director of Beacon Communities  
Diana Kollodziej Fiedler, Director of Finance and Accounting  
Domingo Ibarra, Director of Security  
Aiyana Longoria, Director of Internal Audit

Hector Martinez, Director of Construction Services and Sustainability  
Richard Milk, Director of Policy and Planning  
Michael Reyes, Director of Communications and Public Affairs  
Lorraine Robles, Director of Development Services and Neighborhood Revitalization  
Janie Rodriguez, Director of Human Resources  
Tom Roth, Director of Asset Management  
Joel Tabar, Director of Community Development Initiatives  
Zachariah Woodard, Director of Federal Housing Programs

**Item 1: Meeting called to order**

Dr. Guzman, Board Chair, called the meeting to order at 1:09 p.m.

**PUBLIC COMMENT**

**Item 2: Public Comment** - Citizens are provided three minutes each to speak to any agenda items. There were no citizens who spoke during the meeting.

**CITIZENS TO BE HEARD**

**Item 3: Citizens to be Heard** - Citizens wishing to speak on issues not related to items posted on the agenda were given three minutes to speak. There were no citizens who spoke during the meeting.

## MINUTES

### Item 4: Minutes

- Approval of the May 6, 2021, Regular Board Meeting Minutes
- Approval of the May 20, 2021, Operations Committee Minutes
- Approval of the May 20, 2021, Finance Committee Minutes
- Approval of the May 20, 2021, Real Estate Development Committee Meeting Minutes

**Motion:** Commissioner Kauffman moved to approve the Meeting minutes. Commissioner Lopez seconded the motion. Approved.

Member	Aye	Nay	Absent At Time of Vote	Abstained
Dr. Ana "Cha" Guzman, Chair	X			
Jessica Weaver, Vice Chair	X			
Olga Kauffman, Commissioner	X			
Gabriel Lopez, Commissioner	X			
Ruth Rodriguez, Commissioner			X	

## PUBLIC HEARING

**Item 5: Public hearing regarding Resolution 6143, authorizing (i) the Las Varas Public Facility Corporation Multifamily Housing Revenue Bonds (Granada Apartments) Series 2021 (the "Bonds"); (ii) the Las Varas Public Facility Corporation (the "Issuer" or "LVPFC") to approve Resolution 21LVPFC-05-20 authorizing the bonds; and (iii) other matters in connection therewith** (Timothy E. Alcott, Chief Legal and Real Estate Officer)

**Public Hearing** - Citizens are provided three minutes each to speak to the public hearing agenda item. There were no citizens who spoke during the meeting.

## CONSENT ITEMS

**Item 6: Consideration and approval regarding Resolution 6136, amending and restating the Housing Authority of the City of San Antonio Employees' Money Purchase Pension Plan and Trust, and authorizing the Interim President and CEO to execute the amended and restated plan (Muriel Rhoder, Chief Administrative Officer; Janie Rodriguez, Director of Human Resources)**  
Consent

**Item 7: Consideration and approval regarding Resolution 6147, in support of the removal of the Custodian of the Housing Authority of the City of San Antonio Employees' Money Purchase Pension Plan and Trust, and appointment of successor Custodian (Muriel Rhoder, Chief Administrative Officer; Janie Rodriguez, Director of Human Resources)**  
Consent

**Item 8: Consideration and approval regarding Resolution 6142, authorizing the Interim President and CEO to renew or place insurance policies covering property, liability, cyber liability,**

excess/umbrella, directors and officers, employment practices, workers' compensation, automobile fleet, fiduciary, fidelity, flood, and boiler and machinery for the San Antonio Housing Authority and its affiliated entities, for Fiscal Year 2021-2022, for an estimated amount of \$4,304,042.00 (Diana Kollodziej Fiedler, Director of Finance and Accounting)

Consent

**Item 9:** Consideration and approval regarding Resolution 6149, adopting the San Antonio Housing Authority Internal Audit Plan for Fiscal Year 2021-2022 (Aiyana Longoria, Director of Internal Audit)

Consent

**Item 10:** Consideration and approval action regarding Resolution 6143, authorizing (i) the Las Varas Public Facility Corporation Multifamily Housing Revenue Bonds (Granada Apartments) Series 2021 (the "Bonds"); (ii) the Las Varas Public Facility Corporation (the "Issuer" or "LVPFC") to approve Resolution 21LVPFC-05-20 authorizing the bonds; and (iii) other matters in connection therewith (Timothy E. Alcott, Chief Legal and Real Estate Officer)

Consent

SAHA staff informed the Board that the tax credit buyer has been changed to AHP, an affiliate of Berkshire Hathaway Inc., and that this change does not affect the resolution or any of the financials of the transaction.

**Item 11:** Consideration and approval regarding Resolutions 6145 and 21LVPFC-05-22, authorizing the Las Varas Public Facility Corporation to approve an inducement resolution for the proposed San Jose Apartments project (Timothy E. Alcott, Chief Legal and Real Estate Officer)

Consent

**Motion:** Commissioner Lopez moved to approve Items #6-11. Chair Weaver seconded the motion. Approved.

Member	Aye	Nay	Absent At Time of Vote	Abstained
Dr. Ana "Cha" Guzman, Chair	X			
Jessica Weaver, Vice Chair	X			
Olga Kauffman, Commissioner	X			
Gabriel Lopez, Commissioner	X			
Ruth Rodriguez, Commissioner			X	

## INDIVIDUAL ITEMS

**Item 9:** Consideration and approval regarding Resolution 6141, approving the Consolidated Operating Budget for the San Antonio Housing Authority and its affiliated entities for the fiscal year ending June 30, 2022 (Diana Kollodziej Fiedler, Director of Finance and Accounting)

Diana Kollodziej Fiedler, Director of Finance and Accounting, provided the Board a brief presentation addressing questions raised during the presentation from Resolution 6141 at the Finance Committee Meeting on May 20, 2021, including: the FY 2022 Consolidated Revenue Trend, FY 2022 Consolidated Expense Trend, Budget by Line of Business (Millions), and SAHA Organizational Structure.



Chair Guzman requested clarification on future trend reports regarding whether figures are actual or budgeted.

Vice Chair Weaver requested information regarding revenue from developments and how it is disbursed. She then recommended discussing how to best utilize development revenue at a future date.

**Motion:** Commissioner Kauffman moved to approve Resolution 6141. Vice Chair Weaver seconded the motion. Approved.

Member	Aye	Nay	Absent At Time of Vote	Abstained
Dr. Ana “Cha” Guzman, Chair	X			
Jessica Weaver, Vice Chair	X			
Olga Kauffman, Commissioner	X			
Gabriel Lopez, Commissioner	X			
Ruth Rodriguez, Commissioner	X			

## DISCUSSION ITEMS

**Item 11: Discussion regarding resident concerns**  
No discussion was held regarding resident concerns.

**Item 12: President’s Report**

- Final Episode of COVID-19 Response Mini-Documentary Series
- SAHA Garner \$2.3 Million Jobs Plus Grant
- SAHA Hosts Painting Event for Mental Health Awareness
- SAHA Returns to Near Normal Operations
- Father's Day Fiesta
- SAHA Job Fair

Mr. Hinojosa remarked on the COVID-19 response mini-documentary series; the episode included in the President’s report is the final of four episodes in the series. The second episode of the series was shown prior to the start of this Board meeting. The remaining episodes will be shown at the beginning of future Board meetings.

Mr. Hinojosa then reported that SAHA has received a \$2.3 million Jobs Plus grant from HUD. This is the third grant of this type SAHA has received. The previous two grants were received for Alazan and Cassiano Homes. This grant is dedicated to Lincoln Heights. The grant will increase employment opportunities for the residents at Lincoln Heights and will provide one-on-one case management. The program will focus on work readiness, employer links, financial counseling, education advancement, job placement, and employment counseling.

Mr. Hinojosa explained that SAHA is returning to near-normal operations on Monday, June 7, 2021. SAHA will return to working directly with residents, while maintaining COVID-19 spread preventative measures.

Chair Guzman recommended that additional masks be available for residents to wear when meeting with staff if wanted.

Mr. Hinojosa then highlighted the annual Father's Day Fiesta. The event will be virtual this year. SAHA has requested nominations from residents for a father to receive the Hombre Noble award.

Mr. Hinojosa noted that SAHA is holding a job fair tomorrow, Friday, June 4, 2021, to recruit individuals for open positions at SAHA.

Chair Guzman then recessed the meeting for Closed Session at 1:4 p.m.

**Item 11: \*CLOSED SESSION**

**Consultation with Attorney**

Deliberate and obtain legal advice regarding legal issues pursuant to Texas Government Code Sec. 551.071 (consultation with attorney)

- Consultation with attorney regarding HUD and CDC eviction moratoriums

**Real Estate/Consultation with Attorney**

Deliberate the management, purchase, exchange, lease or value of certain real properties and obtain legal advice regarding related legal issues pursuant to Texas Government Code Sec. 551.072 (real property) and Texas Government Code Sec. 551.071 (consultation with attorney).

- Consultation with attorney regarding Resolutions 6144, 21LVPFC-05-21, and 21FAC-05-20, authorizing the Las Varas Public Facility Corporation and the San Antonio Housing Facility Corporation to approve inducement resolutions for the proposed Palo Alto Apartments Project
- Consultation with attorney regarding Resolutions 6146, 21LVPFC-05-23, and 21FAC-05-22, authorizing the Las Varas Public Facility Corporation and the San Antonio Housing Facility Corporation to approve inducement resolutions for the proposed Zarzamora Commons Apartments project

**Personnel/Consultation with Attorney**

Deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee or to hear a complaint or charge against an officer or employee and obtain legal advice regarding legal issues pursuant to Texas Government Code Sec. 551.074 (personnel) and Texas Government Code Sec. 551.071 (consultation with attorney).

- Consultation with attorney regarding President and CEO recruitment process

The Board of Commissioners returned from Closed Session at 4:40 p.m.

Commissioner Lopez motioned to approve Resolutions 6144 and 6146, as discussed in closed session. Commissioner Kauffman seconded the motion.

Approved.

Member	Aye	Nay	Absent At Time of Vote	Abstained
Dr. Ana "Cha" Guzman, Chair	X			
Jessica Weaver, Vice Chair			X	
Olga Kauffman, Commissioner	X			
Gabriel Lopez, Commissioner	X			
Ruth Rodriguez, Commissioner	X			

**Item 12: Adjournment**

With no objections, Dr. Guzman, Board Chair, adjourned the meeting at 4:41 p.m.

**ATTEST:**

\_\_\_\_\_  
**Ana M. “Cha” Guzman**  
**Chair, Board of Commissioners**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Ed Hinojosa, Jr.**  
**Interim President and CEO**

\_\_\_\_\_  
**Date**

**MINUTES**  
**SAN ANTONIO HOUSING AUTHORITY**  
**BOARD OF COMMISSIONERS**  
**SPECIAL BOARD MEETING - TELECONFERENCE**  
**Call In Phone Number: (346) 248-7799**  
**Meeting ID: 83991382881# Passcode: 330299#**  
**12:00 p.m., Thursday, June 17, 2021**

**SCHEDULED: 12:00 p.m. - Teleconference**

**COMMISSIONERS PRESENT:**

Dr. Ana "Cha" Guzman, Chair  
Jessica Weaver, Vice Chair  
Olga Kauffman, Commissioner  
Gabriel Lopez, Commissioner  
Ignacio Perez, Commissioner  
Ruth Rodriguez, Commissioner

**COMMISSIONERS ABSENT:**

None

**COUNSEL:** Doug Poneck, Escamilla & Poneck, LLP

**RECRUITER:** Renée Narloch, S. Renée Narloch and Associates

**INTERVIEW COMMITTEE:**

Francesca Caballero  
Dr. Monica Cruz  
Dr. Robert Garza  
Victor Landa  
Gabriel Velasquez

**Item 1: Meeting called to order**

Dr. Guzman, Board Chair, called the meeting to order at 12:20 p.m.

**PUBLIC COMMENT**

**Item 2: Public Comment** - Citizens are provided three minutes each to speak to any agenda items. There were no citizens who spoke during the meeting.

**DISCUSSION ITEMS**

The Board of Commissioners and Interview Committee members introduced themselves.

Chair Guzman then recessed the meeting for Closed Session at 12:29 p.m.

**Item 3: \*CLOSED SESSION**

Deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee or to hear a complaint or charge against an officer or employee and obtain legal advice regarding legal issues pursuant to Texas Government Code Sec. 551.074 (personnel) and Texas Government Code Sec. 551.071 (consultation with attorney).

- Consultation with attorney and first round interviews for President and CEO position

**Item 4: Adjournment**

With no objections, Dr. Guzman, Board Chair, adjourned the meeting at 4:39 p.m.

**ATTEST:**

_____ <b>Ana M. “Cha” Guzman</b> <b>Chair, Board of Commissioners</b>	_____ <b>Date</b>
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_____ <b>Ed Hinojosa, Jr.</b> <b>Interim President and CEO</b>	_____ <b>Date</b>
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**MINUTES**  
**SAN ANTONIO HOUSING AUTHORITY**  
**BOARD OF COMMISSIONERS**  
**SPECIAL BOARD MEETING - TELECONFERENCE**  
**Call In Phone Number: (346) 248-7799**  
**Meeting ID: 83991382881# Passcode: 330299#**  
**9:00 a.m., Friday, June 18, 2021**

**SCHEDULED: 9:00 a.m. - Teleconference**

**COMMISSIONERS PRESENT:**

Dr. Ana “Cha” Guzman, Chair  
Jessica Weaver, Vice Chair  
Olga Kauffman, Commissioner  
Gabriel Lopez, Commissioner  
Ignacio Perez, Commissioner  
Ruth Rodriguez, Commissioner

**COMMISSIONERS ABSENT:**

None

**COUNSEL:** Doug Poneck, Escamilla & Poneck, LLP

**RECRUITER:** Renée Narloch, S. Renée Narloch and Associates

**INTERVIEW COMMITTEE:**

Francesca Caballero  
Dr. Monica Cruz  
Dr. Robert Garza  
Victor Landa  
Gabriel Velasquez

**Item 1: Meeting called to order**

Dr. Guzman, Board Chair, called the meeting to order at 9:23 a.m.

**PUBLIC COMMENT**

**Item 2: Public Comment** - Citizens are provided three minutes each to speak to any agenda items. There were no citizens who spoke during the meeting.

**DISCUSSION ITEMS**

Chair Guzman recessed the meeting for Closed Session at 9:24 a.m.

**Item 3: \*CLOSED SESSION**

Deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee or to hear a complaint or charge against an officer or employee and obtain legal advice regarding legal issues pursuant to Texas Government Code Sec. 551.074 (personnel) and Texas Government Code Sec. 551.071 (consultation with attorney).

- Consultation with attorney and first round interviews for President and CEO position

**Item 4:     Adjournment**

With no objections, Dr. Guzman, Board Chair, adjourned the meeting at 1:41 p.m.

**ATTEST:**

\_\_\_\_\_  
**Ana M. “Cha” Guzman**  
**Chair, Board of Commissioners**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Ed Hinojosa, Jr.**  
**Interim President and CEO**

\_\_\_\_\_  
**Date**

**MINUTES  
SAN ANTONIO HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
SPECIAL BOARD MEETING  
818 S. FLORES ST., SAN ANTONIO, TX 78204  
1:00 p.m., Thursday, July 14, 2021**

**SCHEDULED: 1:00 p.m.**

**COMMISSIONERS PRESENT:**

Dr. Ana “Cha” Guzman, Chair  
Jessica Weaver, Vice Chair  
Olga Kauffman, Commissioner  
Gabriel Lopez, Commissioner  
Ignacio Perez, Commissioner  
Ruth Rodriguez, Commissioner

**COMMISSIONERS ABSENT:**

Loren D. Dantlzer

**COUNSEL:** Doug Poneck,  
Escamilla & Poneck, LLP

**STAFF:**

Ed Hinojosa, Jr., Interim President and CEO  
Muriel Rhoder, Chief Administrative Officer  
Jo Ana Alvarado, Director of Innovative  
Technology  
Kristi Baird, Director of Beacon  
Communities

Domingo Ibarra, Director of Security  
Richard Milk, Director of Policy and Planning  
Zachariah Woodard, Director of Federal Housing  
Programs

**Item 1: Meeting called to order**

Dr. Guzman, Board Chair, called the meeting to order at 1:20 p.m.

**PUBLIC COMMENT**

**Item 2: Public Comment** - Citizens are provided three minutes each to speak to any agenda items. There were four (4) citizens who signed up to speak to the agenda. There were four (4) citizens who spoke during the meeting.

**DISCUSSION ITEM**

Chair Guzman then recessed the meeting for Closed Session at 1:30 p.m.

**Item 3: \*CLOSED SESSION**

Deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee or to hear a complaint or charge against an officer or employee and obtain legal advice regarding legal issues pursuant to Texas Government Code Sec. 551.074 (personnel) and Texas Government Code Sec. 551.071 (consultation with attorney).



- Consultation with attorney and final interviews for President and CEO position

The Board of Commissioners returned from Closed Session at 5:43 p.m.

**INDIVIDUAL ITEM**

**Item 4:** Consideration and action regarding the selection of a President and CEO.

**Motion:** Chair Guzman moved that the Board of Commissioners select Ed Hinojosa, Jr. as the San Antonio Housing Authority’s President and CEO, subject to the successful negotiation of a mutually acceptable contract. Commissioner Perez seconded the motion. Approved.

Member	Aye	Nay	Absent At Time of Vote	Abstained
Dr. Ana “Cha” Guzman, Chair	X			
Jessica Weaver, Vice Chair	X			
Olga Kauffman, Commissioner	X			
Gabriel Lopez, Commissioner	X			
Ignacio Perez, Commissioner	X			
Ruth Rodriguez, Commissioner	X			

**Item 5: Adjournment**  
With no objections, Dr. Guzman, Board Chair, adjourned the meeting at 5:45 p.m.

**ATTEST:**

\_\_\_\_\_  
**Ana M. “Cha” Guzman**  
**Chair, Board of Commissioners**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Ed Hinojosa, Jr.**  
**Interim President and CEO**

\_\_\_\_\_  
**Date**

**MINUTES**  
**SAN ANTONIO HOUSING AUTHORITY**  
**BOARD OF COMMISSIONERS**  
**OPERATIONS AND CHOICE NEIGHBORHOOD COMMITTEE**  
**OR SPECIAL BOARD MEETING**  
**Call In Phone Number: (346) 248-7799**  
**Meeting ID: 93839434337# Passcode: 654170#**  
**1:00 p.m., Thursday, July 22, 2021**

**SCHEDULED: 1:00 p.m. - Teleconference**

**COMMISSIONERS PRESENT:**

Dr. Ana “Cha” Guzman, Chair  
Jessica Weaver, Vice Chair  
Loren D. Dantzler, Commissioner  
Olga Kauffman, Commissioner  
Gabriel Lopez, Commissioner  
Ruth Rodriguez, Commissioner

**COMMISSIONERS ABSENT:**

Ignacio Perez, Commissioner

**COUNSEL:** Doug Poneck, Escamilla & Poneck, LLP

**TRANSLATOR:** BCC Communications

**STAFF:**

Ed Hinojosa, Jr., President and CEO  
Muriel Rhoder, Chief Administrative Officer  
Brandee Perez, Chief Operating Officer  
Timothy E. Alcott, Chief Legal and Real Estate Officer  
Jo Ana Alvarado, Director of Innovative Technology  
George Ayala, Director of Procurement  
Kristi Baird, Director of Beacon Communities  
Diana Kollodziej Fiedler, Director of Finance and Accounting  
Domingo Ibarra, Director of Security  
Aiyana Longoria, Director of Internal Audit

Hector Martinez, Director of Construction Services and Sustainability  
Richard Milk, Director of Policy and Planning  
Michael Reyes, Director of Communications and Public Affairs  
Lorraine Robles, Director of Development Services and Neighborhood Revitalization  
Janie Rodriguez, Director of Human Resources  
Tom Roth, Director of Asset Management  
Joel Tabar, Director of Community Development Initiatives  
Zachariah Woodard, Director of Federal Housing Programs

**Item 1: Meeting called to order**

Commissioner Lopez called the meeting to order at 1:04 p.m.

**PUBLIC COMMENT**

**Item 2: Public Comment** - Citizens are provided up to three minutes each to speak to any agenda items. There were no citizens who spoke during the meeting.

## INDIVIDUAL ITEMS

**Item 3:** Consideration and appropriate action regarding Resolution 6155, authorizing the award of a contract for Madonna Apartments Natural Gas Systems, Boiler Room and Parking Lot Improvements to Tracker Energy Services for an amount not to exceed \$1,045,679.00 (George Ayala, Director of Procurement; Hector Martinez, Director of Construction Services and Sustainability)

Mr. Hector Martinez, Director of Construction Services and Sustainability, informed the Board that Madonna Apartments are located in North Central San Antonio, City Council District 7. This community was built and constructed in 1962 and is designated a Senior and Disabled Public Housing community. The buildings are two-story structures with a brick façade located within 12 buildings. This development is comprised of one and two-bedroom apartments of which two two-bedroom units, and one efficiency unit is ADA accessible.

SAHA requires the services of a qualified utility contractor to replace the original, existing steel gas infrastructure with new polyethylene pipe (PE), which through regular gas inspections have observed the piping to be corroded, with the potential for gas leaks and loss of gas service. Gas infrastructure replacement will be staged in two phases to minimize impact to residents; replace/repair the existing curbs, sidewalks, and pavement; provide renovations to the existing boiler room to include architectural, electrical, and HVAC modifications; remove and replace the existing boiler, associated gas piping, and water softener. The estimated time for completion for this project is 120 days.

Mr. George Ayala, Director of Procurement, stated that on May 3, 2021, SAHA issued an Invitation For Bids #2104-909-62-5125 for Madonna Apartments Natural Gas Systems, Boiler Room, and Parking Lot Improvements that closed on June 10, 2021. The IFB was published on the SAHA E-Procurement Website, the Hart Beat, NAHRO E-Procurement website, and directly solicited to 109 contractors. A total of two bids were received in response to this solicitation: Garren Construction (ESBE, HABE, MBE, SBE, WBE) and Tracker Energy Services, Inc. Both bids were evaluated on the following criteria: purchase price, reputation of the bidder and their goods or services, quality of the goods or services, extent to which the goods or services meet SAHA's needs, total long term cost, and any relevant criteria contained within the solicitation document. Based on the above, we are recommending a contract award to Tracker Energy Services, Inc. They are the lowest priced qualified bidder.

**Motion:** Vice Chair Weaver moved to approve Resolution 6155. Commissioner Kauffman seconded the motion. Approved.

Member	Aye	Nay	Absent At Time of Vote	Abstained
Dr. Ana "Cha" Guzman, Chair			X	
Jessica Weaver, Vice Chair	X			
Loren D. Dantzler, Commissioner	X			
Olga Kauffman, Commissioner	X			
Gabriel Lopez, Commissioner	X			
Ruth Rodriguez, Commissioner			X	

**Item 4:** Consideration and appropriate action regarding Resolution 6156, authorizing the award of contracts for automated and manual bulk pickup services agency wide to Bulk-Away, LLC (AABE) and Will-Luc Enterprises dba Junk King San Antonio (WBE, Section 3 Business) for an annual cumulative amount not to exceed \$550,000.00; for a period of one year with the option to renew up to four additional one year terms (George Ayala, Director of Procurement; Kristi Baird, Director of Beacon Communities; Zachariah Woodard, Director of Federal Housing Programs)

Ms. Kristi Baird, Director of Beacon Communities, reported that SAHA requires the services of a vendor to provide bulk waste pickup services for all properties owned and managed by the agency. It should be noted that bulk pick-up service is not included in SAHA's contract that was awarded for waste disposal and recycling services. This service will be utilized to pick up items left in or around the trash dumpsters or at bulk waste areas. Solid waste items to be picked up may include furniture, mattresses, tires, brush, wood, appliances, or construction materials. Regulated materials, such as household cleaners (bleach, drain cleaners), tires, or pesticides may need disposal on occasion and shall be disposed of in accordance with federal, state, and local laws, regulations, and ordinances. The contractors will be required to engage in recycling efforts for paper, glass, metal, and plastic products and have procedures in place for the disposal of computers, monitors, TVs, refrigerators, stoves, etc. SAHA may also utilize this service to clear out resident units when items are left behind by the resident after the unit is vacated. The vendor may be engaged either by scheduled pickup or as-needed, call-out service.

This award does not include the collection, transportation, or disposal of material generated in the event of a disaster, such as a hurricane, tornado, flood, fire, governmental decree or action, terrorism, or other natural or manmade disaster. In such an event, SAHA will request pricing and an estimated time frame for the removal of such debris.

Mr. Ayala noted that on May 21, 2021, SAHA issued an Invitation For Bids (IFB) #2105-910-27-5141 for Automated and Manual Bulk Pick-up Services that closed on June 22, 2021. The IFB was published on the SAHA E-Procurement Website, the Hart Beat, NAHRO E-Procurement website, and directly solicited to 50 contractors. A total of two bids were received in response to this solicitation: Bulk-Away, LLC (AABE) and Will-Luc Enterprises dba Junk King San Antonio (WBE, Section 3 Business). Both bids were evaluated on the following criteria: purchase price, the reputation of the bidder and their goods or services, quality of the goods or services, the extent to which the goods or services meet SAHA's needs, total long term cost, and any relevant criteria contained within the solicitation document. Due to the volume of bulk pick-up that is required by the agency, we are recommending contract awards to both Bulk-Away, LLC and Will-Luc Enterprises dba Junk King San Antonio.

**Motion:** Vice Chair Weaver moved to approve Resolution 6156. Commissioner Kauffman seconded the motion. Approved.

Member	Aye	Nay	Absent At Time of Vote	Abstained
Dr. Ana "Cha" Guzman, Chair			X	
Jessica Weaver, Vice Chair	X			
Loren D. Dantzler, Commissioner	X			
Olga Kauffman, Commissioner	X			
Gabriel Lopez, Commissioner	X			
Ruth Rodriguez, Commissioner			X	

**Item 5: Consideration and appropriate action regarding Resolution 6157, authorizing the award of a contract for Turnkey WiFi Expansion Project to VIA Technology, Inc. (DBE, ESBE, HABE, MBE, SBE, HUB, Section 3 Business) for an amount not to exceed \$2,371,176.00** (George Ayala, Director of Procurement; Jo Ana Alvarado, Director of Innovative Technology)

Ms. Jo Ana Alvarado, Director of Innovative Technology, informed the Board that SAHA currently provides residents with Public Wireless access (WiFi) in the community rooms of the developments within the portfolios of Public Housing and Beacon Communities. This is accomplished through the use of enterprise-rated WiFi equipment and devices. As part of SAHA's ongoing efforts to bring internet access to all its residents, SAHA seeks to expand the community room WiFi designs and configurations to deliver public access wireless connectivity to any device within the resident's home.

SAHA requires the services of a vendor to provide delivery of a full turnkey solution that will include the complete design, configuration, implementation, installation, and testing of diverse WiFi designs that will meet the needs of the various building types and structures for Public Housing and Beacon Communities. The Contractor will work in collaboration and partnership with SAHA's network team to ensure the best configuration possible for this project.

Mr. Ayala reported that on March 1, 2021, SAHA issued a Request For Proposals #2102-280-29-5109 for Turnkey WiFi Expansion Project that closed on April 27, 2021. The RFP was published on the SAHA E-Procurement Website, the Hart Beat, NAHRO E-Procurement website, and directly solicited to 19 vendors. A total of four proposals were received in response to this solicitation: AT&T, Lakeway Security, LLC (HABE, Section 3 Business), Major Inc. dba RX Technology (DBE, SBE, WBE, HUB), and Via Technology, Inc. (DBE, ESBE, HABE, MBE, SBE, HUB, Section 3 Business). All proposals were evaluated on the following criteria: experience, project management/implementation/quality control, price, and strength of the vendor's Section 3 and SWMBE Utilization Plans. Presentations were conducted with the two highest-rated proposers on May 18 and 19, 2021. Best and Final Offers were requested from both presenters that were due to SAHA on May 24, 2021. The pricing received from the BAFO's resulted in an increase in cost for the project as the proposers had a better understanding of the project to include the Agency's need for stronger equipment. Based on the above, we are recommending a contract award to Via Technology, Inc. They are the highest-rated qualified proposer.

Commissioner Lopez requested a report regarding how many families are going to be impacted in this phase of the WiFi expansion project.

Vice Chair Weaver recommended continued conversations regarding ensuring WiFi connectivity for students in response to any possible school closures and distance learning initiatives.

**Motion:** Commissioner Kauffman moved to approve Resolution 6157. Vice Chair Weaver seconded the motion. Approved.

Member	Aye	Nay	Absent At Time of Vote	Abstained
Dr. Ana "Cha" Guzman, Chair			X	
Jessica Weaver, Vice Chair	X			
Loren D. Dantzler, Commissioner	X			
Olga Kauffman, Commissioner	X			

Gabriel Lopez, Commissioner	X			
Ruth Rodriguez, Commissioner			X	

**Item 6: Consideration and appropriate action regarding Resolution 6158, authorizing the award of contracts for the Broadband Installation and Services portion of the WiFi Expansion project to Grande Communication Networks, LLC for an annual cumulative amount not to exceed \$227,430.00; for a period of one year with the option to renew up to two additional one-year terms; and, Spectrum Enterprises for a period of one year with the option to renew up to two additional one-year terms for an annual cumulative amount not to exceed \$311,713.00 for year one and an annual cumulative amount not to exceed \$302,269.00 for year two and for year three** (George Ayala, Director of Procurement; Jo Ana Alvarado, Director of Innovative Technology)

Ms. Alvarado reported that SAHA currently provides residents with Public Wireless access (WiFi) in the community rooms of the developments within the portfolios of Public Housing and Beacon Communities. This is accomplished through the use of enterprise-rated WiFi equipment and devices. As part of SAHA's ongoing efforts to bring internet access to all its residents, SAHA seeks to expand the community room WiFi to deliver WiFi access and connectivity to any device within the resident's home.

SAHA has awarded contracts for the WiFi equipment that is required to build the WiFi infrastructure and the cabling, mounting, and electrical portions of this project. This approval is for the broadband, backhaul portion of this project. SAHA requires the services of Contractors to provide the necessary Internet Service Provider (ISP) equipment (Modem/Fiber Node) needed to complete the installation and provide connectivity to the WiFi infrastructure. The Contractors will also provide broadband services for three years and all public Internet Protocol (IPs) for each delivery of bandwidth that will meet the needs of the various building types and structures for Public Housing and Beacon Communities. The Contractors will work in collaboration and partnership with SAHA's network team to ensure the best user experience possible for this project.

SAHA requires both coax and fiber bandwidth installation to support the diverse Public Housing and Beacon portfolios. Spectrum was the only vendor that presented the ability to deliver both backhaul types, and shall be awarded 10 fiber and 40 coax properties plus the additional costs for public IP addresses and installation. Grande will be awarded 19 fiber properties. Grande's cost for fiber is considerably less than Spectrum; however, they are only able to provide fiber service to properties where they have a fiber presence. After evaluating all costs associated with this project to include installation and ongoing services, awarding the 19 properties to Grande will result in annual cost savings to the agency in the amount of \$102,372.00.

Mr. Ayala relayed that on February 9, 2021, SAHA issued a Request For Proposals #2102-838-33-5102 for Broadband Installation WiFi Expansion Project that closed on March 5, 2021. This solicitation was closed as non-award as the scope of work needed to be revised to clearly identify the need for ongoing services.

On May 11, 2021, SAHA reissued a Request For Proposals #2105-838-33-5130 for Broadband Installation and Services WiFi Expansion Project that closed on May 28, 2021. The RFP was published on the SAHA E-Procurement Website, the Hart Beat, NAHRO E-Procurement website, and directly solicited to 19 vendors. A total of three proposals were received in response to this solicitation: Spectrum Enterprises, Grande Communications Networks LLC, and DoJo Networks. All proposals were evaluated on the following criteria: experience, project

management/implementation/quality control, price, and strength of the vendor's Section 3 and SWMBE Plans. Based on the above, we are recommending contract awards to Spectrum Enterprises and Grande Communications. They are the highest-rated qualified proposers.

Vice Chair Weaver recommended including additional information in the regular resident communications regarding what data SAHA has available to them concerning utilization of the public WiFi in order to ensure transparency.

**Motion:** Vice Chair Weaver moved to approve Resolution 6158. Commissioner Kauffman seconded the motion. Approved.

Member	Aye	Nay	Absent At Time of Vote	Abstained
Dr. Ana "Cha" Guzman, Chair			X	
Jessica Weaver, Vice Chair	X			
Loren D. Dantzler, Commissioner	X			
Olga Kauffman, Commissioner	X			
Gabriel Lopez, Commissioner	X			
Ruth Rodriguez, Commissioner			X	

**Item 7: Consideration and appropriate action regarding Resolution 6159, authorizing the award of a contract for development initiative consulting services to Baker Tilly Virchow Krause, LLP through Philadelphia Housing Authority for an amount not to exceed \$500,000.00; for a period of seven months with the option to renew up to three additional one year terms (George Ayala, Director of Procurement; Lorraine Robles, Director of Development Services and Neighborhood Revitalization)**

Ms. Lorraine Robles, Director of Development Services and Neighborhood Revitalization, explained that Snowden Apartments (Project) is an approximately 135-unit new construction apartment complex for Seniors age 62 years and older, proposed on an approximately 6.97 acres vacant tract of land located at 7223 Snowden Road, San Antonio, Bexar County, Texas. The new development will provide a mix of one- and two-bedroom units with appropriate design considerations and amenities and is anticipated to be 100% affordable at 60% area median income or less.

San Antonio Housing Finance Corporation (Corporation) plans to self-develop the apartment complex utilizing the consulting services of Baker Tilly and will not pursue the assistance of a private developer. The Project will receive the benefit of the Corporation's ad valorem tax exemption, as well as a sales tax exemption arising out of the Corporation serving as the prime contractor. The Corporation or its assignee will receive a purchase option and a right of first refusal from the Partnership. The agency will benefit by adding units to its affordable housing portfolio, enabling the agency to serve more residents and further its mission.

Baker Tilly (Consultant) offers a wide range of pre-construction and construction services. During the design phase, the Consultant will work closely with the Corporation and the Design and Engineering team to ensure that construction, space design, spatial relationships, interior design, landscaping, sustainability, furnishings/equipment criteria, specifications, soil boring for site conditions, and budgets for the project are developed in a timely manner to meet the established project program and vision. In addition, the Consultant will aid in developing and coordinating the



full project scope by evaluating all funding source standards and coordinating with design professionals to ensure compliance with those standards. During the construction phase, the Consultant will work closely with the general contractor to remedy design/pricing and construction issues. It will provide the Corporation with regular updates on project progress, aid in obtaining proper pricing, assist with developer draw and construction draw administration, oversee the project development construction schedule and budget, and review any change orders which may occur. During the close-out phase, the Consultant will coordinate the final pay application, receipt of the final Certificate of Occupancy, and the successful conversion of construction to permanent financing.

The U.S. Department of Housing and Urban Development encourages Housing Authorities to utilize cooperative and interagency agreements to simplify and expedite the procurement processes. SAHA is not required to issue its own competitive solicitation in cases where the use of available contracts is appropriate and in accordance with SAHA procurement policies.

Mr. Ayala noted that on April 29, 2019, Philadelphia Housing Authority (PHA) issued a Request For Proposals #P-004886 for Development Initiative Consulting Services that closed on May 30, 2019, with Best and Final Offer dated and accepted by (PHA) on August 9, 2019. Contracts were awarded to three firms to include Baker Tilly Virchow Krause, LLP. This contract was effective March 9, 2020, for a period of two years with the option to renew up to three additional one-year terms. SAHA is requesting approval to “join” or “piggyback” onto this awarded contract for the remaining term awarded by PHA.

Vice Chair Weaver requested the inclusion of workload distribution data for staff regarding partnership management in future presentations to ensure appropriate ratios.

**Motion:** Vice Chair Weaver moved to approve Resolution 6159. Commissioner Kauffman seconded the motion. Approved.

Member	Aye	Nay	Absent At Time of Vote	Abstained
Dr. Ana “Cha” Guzman, Chair			X	
Jessica Weaver, Vice Chair	X			
Loren D. Dantzler, Commissioner	X			
Olga Kauffman, Commissioner	X			
Gabriel Lopez, Commissioner	X			
Ruth Rodriguez, Commissioner	X			

**Item 8: Consideration and appropriate action regarding Resolution 6160, approving the Payment Standard Schedule between 90% and 105% of Small Area Fair Market Rents (SAFMRs) for the Emergency Housing Voucher (EHV) Program (Zachariah Woodard, Director of Federal Housing Programs)**

Mr. Zachariah Woodard, Director of Federal Housing Programs, reported that the U.S. Department of Housing and Urban Development (HUD) annually establishes small area fair market rents (SAFMR) for each area in the United States. HCV regulations at 24 CFR § 982.503(a)(3) requires housing authorities to establish voucher payment standards for each unit size. Payment standard is defined as “the maximum assistance payment for a family assisted in the voucher program (before deducting the total tenant payment by the family)” [24 CFR 982.4(b)].



Due to the emergency nature of the EHV, HUD is waiving §982.503(a)(3) and establishing an alternative requirement permitting housing authorities to establish separate higher payment standards for the EHV in order to increase the potential pool of available units for EHV families.

In November 2016, the Small Area Fair Market Rent (SAFMR) Final Rule (Federal Register Notice FR-5855-F-03) mandated certain metropolitan areas, including the San Antonio-New Braunfels metro area, to use SAFMRs in the Housing Choice Voucher (HCV) program. Per HUD regulations, payment standards for HCVs must be within 90-110% of the SAFMR. However, with the new EHV, HUD has established an alternative requirement to allow the housing authorities to establish a payment standard amount for a unit size at any level between **90 percent and 120 percent** (as opposed to 110 percent) of the published SAFMR for that unit size.

The proposed EHV Payment Standard Schedule as shown in Table 1 below falls within the 90% to 105% range. Staff requests approval of the proposed payment standard schedule for all bedroom sizes, which complies with HUD requirements. The proposed payment standards will be effective for all EHV issued beginning July 1, 2021.

**Table 1. Proposed EHV Payment Standard Schedule**

Zip Code Group	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
1	\$550	\$660	\$800	\$1,040	\$1,290	\$1,484	\$1,677
2	\$620	\$750	\$910	\$1,180	\$1,460	\$1,679	\$1,898
3	\$660	\$790	\$970	\$1,260	\$1,560	\$1,794	\$2,028
4	\$710	\$850	\$1,040	\$1,350	\$1,670	\$1,921	\$2,171
5	\$810	\$970	\$1,180	\$1,530	\$1,900	\$2,185	\$2,470
6	\$840	\$1,010	\$1,230	\$1,600	\$1,980	\$2,277	\$2,574
7	\$910	\$1,090	\$1,330	\$1,730	\$2,140	\$2,461	\$2,782
8	\$940	\$1,120	\$1,370	\$1,780	\$2,200	\$2,530	\$2,860
9	\$1,000	\$1,200	\$1,460	\$1,900	\$2,350	\$2,703	\$3,055
10	\$1,080	\$1,290	\$1,590	\$2,060	\$2,550	\$2,933	\$3,315

**Motion:** Vice Chair Weaver moved to approve Resolution 6160. Commissioners Kauffman and Rodriguez seconded the motion. Approved.

Member	Aye	Nay	Absent At Time of Vote	Abstained
Dr. Ana "Cha" Guzman, Chair			X	
Jessica Weaver, Vice Chair	X			
Loren D. Dantzler, Commissioner	X			
Olga Kauffman, Commissioner	X			
Gabriel Lopez, Commissioner	X			
Ruth Rodriguez, Commissioner	X			

**Item 9: Consideration and appropriate action regarding Resolution 6161, approving the Interim Reexamination Policy and the Emergency Housing Voucher Program Policy (Zachariah Woodard, Director of Federal Housing Programs)**

Mr. Woodard informed the Board that on April 10, 2020, the U.S. Department of Housing and Urban Development (HUD) released multiple waivers in response to the novel Coronavirus (COVID-19) pandemic to waive and establish alternatives for numerous statutory and regulatory requirements.

On March 11, 2021, President Biden signed the American Rescue Plan (ARP) Act of 2021 into law, which appropriates \$5 billion for new incremental Emergency Housing Vouchers (EHVs), the renewal of those EHVs, and fees for the cost of administering the EHVs and other eligible expenses. The San Antonio Housing Authority (SAHA) was awarded 284 EHVs in May 2021.

These waivers allow Public Housing Agencies (PHAs) to update their existing policies as necessary, per the alternative requirements, to ensure essential services continue while protecting the health and safety of staff, clients, and the public.

SAHA is proposing to implement a new interim reexamination policy contingent with COVID-19 restrictions, which has been added to the previously approved COVID-19 Appendix that can be removed from the ACOP and Admin Plan when no longer necessary. This policy will be included in the ACOP and Admin Plan.

**I. Proposed Revisions to ACOP and Admin Plan - COVID-19 Appendix:**

**A. Interim Reexaminations [PIH 2021-14 HCV-1, PH-4]**

- 1) If the family declares a decrease in income and tenant rent is to decrease, the decrease will be effective retroactively on the first of the month following the date of the actual decrease.

**II. Proposed Revisions to Admin Plan - EHV Policies:**

In order for SAHA to administer the 284 EHVs awarded, SAHA must implement policies contingent with rules set forth in Notice PIH 2021-15. A new chapter has been added to the Admin Plan with general and agency-specific policies, the latter noted below. Note that any policies for EHVs that are not specified in this new chapter will default to those used to administer the regular Housing Choice Voucher (HCV) Program.

**A. SAHA will implement the following eligible uses for service fees:**

- 1) Housing Search Assistance, Moving Expenses, Application Fee, Security Deposit Assistance, Owner Incentive Payment, Renter's Insurance.

**B. SAHA will identify the local Continuum of Care (CoC) agency partnering with SAHA:**

- 1) SAHA has entered into an MOU with South Alamo Regional Alliance for the Homeless (SARAH).
- 2) Other Partnering Organizations:
  - (a) American GI Forum (AGIF), BEAT AIDS, Catholic Charities San Antonio, Center for Health Care Services, City of San Antonio (COSA), Endeavors,

Family Violence Prevention Shelter, Haven for Hope, Providence Place, Roy Maas Youth Alternatives, San Antonio AIDS Foundation, SA Hope Center, SAMMinistries, The Society of St. Vincent de Paul San Antonio, The Salvation Army, Thrive, The University of Texas at San Antonio (UTSA), Veterans Affairs (VA), Youth Center of Texas, and Family Violence Prevention Shelter.

- C. SARAH will establish and implement a system to identify EHV eligible individuals and families within the agency's caseload and make referrals to SAHA and certify that the EHV applicants they refer to SAHA meet at least one of the four EHV eligibility criteria. SAHA will maintain a copy of the referral or certification from SARAH in the participant's file along with other eligibility paperwork.
- D. SAHA and SARAH will identify staff positions to serve as lead EHV liaisons. These positions will be responsible for transmission and acceptance of referrals.
- E. SARAH will provide SAHA with a list of eligible referrals including the name, address, and contact phone number for each adult individual who is being referred; a completed release form for each adult family member; and a written certification for each referral indicating they are EHV-eligible.
- F. SAHA will deny an EHV in certain situations, including when the family fails to sign consent forms and when any household member has engaged in the last 12 months in threatening abusive or violent behavior toward SAHA personnel. All other reasons for denial match the regular HCV Program rules or are *more lenient* to allow a greater number of families to qualify.
- G. SAHA will state requirements for family income verification, which are generally *more lenient* than regular HCV Program rules, such as accepting printouts from webpages and self-certifications of income.
- H. SAHA will issue EHV's with an initial term of 120 calendar days. The family must submit a Request for Tenancy Approval and proposed lease within the 120-day period unless SAHA grants an extension.
- I. SAHA will establish a payment standard between 90% and 120% of SAFMRs.

Vice Chair Weaver requested future reports updating the Board on the progress of the voucher distribution.

**Motion:** Vice Chair Weaver moved to approve Resolution 6161. Commissioner Rodriguez seconded the motion. Approved.

Member	Aye	Nay	Absent At Time of Vote	Abstained
Dr. Ana "Cha" Guzman, Chair			X	
Jessica Weaver, Vice Chair	X			
Loren D. Dantzler, Commissioner	X			
Olga Kauffman, Commissioner	X			
Gabriel Lopez, Commissioner	X			
Ruth Rodriguez, Commissioner	X			

## DISCUSSION ITEMS

**Item 10: Discussion regarding the Public Housing Programs Update** (Zachariah Woodard, Director of Federal Housing Programs)

Ed Hinojosa, Jr., President and CEO suggested providing additional training to employees regarding customer service when communicating the length of the waitlist and what expectations residents should have when placing transfer requests.

**Item 11: Discussion regarding the Security Department Funding Overview** (Domingo Ibarra, Director of Security)

Further discussion regarding specific Security concerns has been requested during a future Closed Session.

**Item 12: Discussion regarding resident concerns**

**Item 13: \*Closed Session**

**Consultation with Attorney**

Deliberate and obtain legal advice regarding legal issues pursuant to Texas Government Code Sec. 551.071 (consultation with attorney)

- Consultation with Attorney regarding HUD and CDC eviction moratoriums

Commissioner Lopez recessed the meeting for Closed Session at 2:57 p.m.

**REPORT**

- Procurement Activity Report

**Item 14: Adjournment**

With no objections, Commissioner Lopez adjourned the meeting at 3:24 p.m.

**ATTEST:**

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**Ana M. "Cha" Guzman**  
**Chair, Board of Commissioners**

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**Date**

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**Ed Hinojosa, Jr.**  
**President and CEO**

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**Date**

**MINUTES**  
**SAN ANTONIO HOUSING AUTHORITY**  
**BOARD OF COMMISSIONERS**  
**REAL ESTATE DEVELOPMENT COMMITTEE**  
**OR SPECIAL BOARD MEETING**  
**Call In Phone Number: (346) 248-7799**  
**Meeting ID: 93839434337# Passcode: 654170#**  
**2:00 p.m., Thursday, July 22, 2021**

**SCHEDULED: 2:00 p.m. - Teleconference**

**COMMISSIONERS PRESENT:**

Dr. Ana “Cha” Guzman, Chair  
Jessica Weaver, Vice Chair  
Loren D. Dantzler, Commissioner  
Olga Kauffman, Commissioner  
Gabriel Lopez, Commissioner  
Ruth Rodriguez, Commissioner

**COMMISSIONERS ABSENT:**

Ignacio Perez, Commissioner

**COUNSEL:** Doug Poneck, Escamilla & Poneck, LLP

**TRANSLATOR:** BCC Communications

**STAFF:**

Ed Hinojosa, Jr., President and CEO  
Muriel Rhoder, Chief Administrative Officer  
Brandee Perez, Chief Operating Officer  
Timothy E. Alcott, Chief Legal and Real Estate Officer  
Jo Ana Alvarado, Director of Innovative Technology  
George Ayala, Director of Procurement  
Kristi Baird, Director of Beacon Communities  
Diana Kollodziej Fiedler, Director of Finance and Accounting  
Domingo Ibarra, Director of Security  
Aiyana Longoria, Director of Internal Audit

Hector Martinez, Director of Construction Services and Sustainability  
Richard Milk, Director of Policy and Planning  
Michael Reyes, Director of Communications and Public Affairs  
Lorraine Robles, Director of Development Services and Neighborhood Revitalization  
Janie Rodriguez, Director of Human Resources  
Tom Roth, Director of Asset Management  
Joel Tabar, Director of Community Development Initiatives  
Zachariah Woodard, Director of Federal Housing Programs

**Item 1: Meeting called to order**

Commissioner Lopez called the meeting to order at 3:31 p.m.

**PUBLIC COMMENT**

**Item 2: Public Comment** - Citizens are provided up to three minutes each to speak to any agenda items. There were no citizens who spoke during the meeting.

## INDIVIDUAL ITEMS

**Item 3:** Consideration and appropriate action regarding Resolution 6163, authorizing a capital contribution of \$1,000,000.00 in Moving to Work (MTW) funds for the Bristol at Somerset project; and other matters in connection therewith (Timothy E. Alcott, Chief Legal and Real Estate Officer; Lorraine Robles, Director of Development Services and Neighborhood Revitalization)

Mr. Timothy E. Alcott, Chief Legal and Real Estate Officer, informed the Board that the Bristol at Somerset project received final Board approval on May 6, 2021. The project will consist of 348 family units, all of which will be low income housing tax credit units serving families who are at or below 60% AMI. The project is located at approximately the southwest corner of Somerset Road and Fischer Road. Construction is projected to begin August 2021, with completion in June 2023.

SAHA is a MTW agency. As part of its obligations as such an agency, SAHA is credited for creating more affordable housing units and it must meet its baseline of having the same number of affordable housing units as when it became a MTW agency. For new units to be counted as affordable housing units, SAHA must contribute financially towards the creation of those units. Originally, this project had no funds allocated to it. However, for SAHA's benefit, SAHA will contribute \$1,000,000.00 to the project during construction and will be immediately repaid by closing.

It is common in banking transactions to have "bad boy" carve outs. This means that the loans are non-recourse towards the borrower, unless certain acts that would be made in bad faith in relation to the loan that are criminal or fraudulent. The lender is requiring the borrowing entity to have \$1,000,000.00 in liquidity in case a bad boy provision is violated. It does not negatively impact the San Antonio Housing Authority, because it already maintains that liquidity amount.

**Motion:** Chair Guzman moved to approve Resolution 6163. Vice Chair Weaver seconded the motion. Approved.

Member	Aye	Nay	Absent At Time of Vote	Abstained
Dr. Ana "Cha" Guzman, Chair	X			
Jessica Weaver, Vice Chair	X			
Loren D. Dantzler, Commissioner	X			
Olga Kauffman, Commissioner	X			
Gabriel Lopez, Commissioner	X			
Ruth Rodriguez, Commissioner	X			

**Item 4:** Consideration and appropriate action regarding Resolution 6164, in support of placing Land Use Restriction Agreements (LURA) on Stablewood Farms Apartments (Timothy E. Alcott, Chief Legal and Real Estate Officer)

Mr. Alcott stated that Merced Housing Texas contacted the San Antonio Housing Authority (SAHA) regarding the following apartments that it has an ownership interest in:

**Stablewood Farms Apartments**

8301 Lake Vista Drive, San Antonio, Texas, 78227

Units: 252

In reviewing the appraisals for the properties, the apartments are considered to be in average condition for their age and serve low- to moderate-income families in San Antonio. Merced Housing Texas is seeking to refinance the properties with a HUD 223(f) loan. The loan requires a certain percentage of the units be set aside as affordable.

SAHA will place a LURA on the property requiring that seventy-five percent (75%) of the units be set aside for families whose income is eighty percent (80%) or less of Area Median Income and rental restrictions equal to not less than seventy-five percent (75%) of units set aside as follows: no less than twenty percent (20%), or fifty one (51) units, for very low-income (50% AMI) and no less than seventy-five percent (75%), or one hundred eighty nine (189) units, for low-income (80% AMI). With this restriction, Merced Housing Texas will qualify for the HUD loan, which has better interest rates than other commercially available loan products.

SAHA will not own or manage the property. SAHA's only relationship with the property will be the LURA filed on the property requiring that a portion of units be set-aside as affordable units. This serves SAHA's mission of preserving affordable housing in San Antonio.

**Motion:** Chair Guzman moved to approve Resolution 6164. Vice Chair Weaver seconded the motion. Approved.

Member	Aye	Nay	Absent At Time of Vote	Abstained
Dr. Ana "Cha" Guzman, Chair	X			
Jessica Weaver, Vice Chair	X			
Loren D. Dantzler, Commissioner	X			
Olga Kauffman, Commissioner	X			
Gabriel Lopez, Commissioner	X			
Ruth Rodriguez, Commissioner	X			

## DISCUSSION ITEMS

### Item 5: \*Closed Session

#### Real Estate/Consultation with Attorney

Deliberate the management, purchase, exchange, lease or value of certain real properties and obtain legal advice regarding related legal issues pursuant to Texas Government Code Sec. 551.072 (real property) and Texas Government Code Sec. 551.071 (consultation with attorney).

- Consultation with attorney regarding Development Services and Neighborhood Revitalization Real Estate Transactions

Commissioner Lopez recessed the meeting for Closed Session at 3:42 p.m.

## REPORT

- Schedule of Units Under Development

### Item 6: Adjournment

With no objections, Commissioner Lopez adjourned the meeting at 4:18 p.m.

## ATTEST:

\_\_\_\_\_  
**Ana M. “Cha” Guzman**  
**Chair, Board of Commissioners**

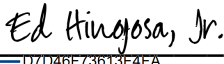
\_\_\_\_\_  
**Date**

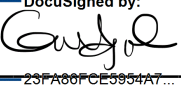
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**Ed Hinojosa, Jr.**  
**President and CEO**

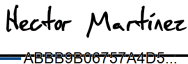
\_\_\_\_\_  
**Date**



**SAN ANTONIO HOUSING AUTHORITY****August 19, 2021****BOARD OF COMMISSIONERS  
Special Board Meeting****RESOLUTION 6155, AUTHORIZING THE AWARD OF A CONTRACT FOR MADONNA APARTMENTS NATURAL GAS SYSTEMS, BOILER ROOM, AND PARKING LOT IMPROVEMENTS TO TRACKER ENERGY SERVICES FOR AN AMOUNT NOT TO EXCEED \$1,045,679.00**

DocuSigned by:  
  
 D7D46F73613F4FA...  
**Ed Hinojosa, Jr.**  
**President and CEO**

DocuSigned by:  
  
 23FA60FCE3934A7...  
**George Ayala**  
**Director of Procurement**

DocuSigned by:  
  
 A6BDB600737A4D5...  
**Hector Martinez**  
**Director of Construction Services and Sustainability**

**REQUESTED ACTION:**

Consideration and approval regarding Resolution 6155, authorizing the award of a contract for Madonna Apartments Natural Gas Systems, Boiler Room, and Parking Lot Improvements to Tracker Energy Services for an amount not to exceed \$1,045,679.00.

**FINANCIAL IMPACT:**

The current award recommendation for the Natural Gas Systems, Boiler Room, and Parking Lot Improvements at Madonna Apartments is not expected to exceed an amount of \$1,045,679.00 to include a base bid of \$867,473.79, alternates in the amount of \$3,925.00, and an approximate 20% contingency of \$174,280.00 to allow for a possible increase in material costs and unforeseen work associated with this project. This project will be funded using CFP grant funds or other available reserves.

SAHA includes language in its solicitations that a Bidder agrees that their pricing shall remain open and valid for at least a period of 90 days from the date of the Bid Opening. The bidder recommended for contract award guaranteed pricing for 15 days, indicating that within the current market, most vendors are only guaranteeing pricing for 1-5 days. SAHA has agreed that in the event of a significant price increase in materials occurring prior to award of the contract due to market conditions, and upon presentation to SAHA of sufficient documentation of the impact on Bidder's pricing, the Bidder will be allowed to increase its cost of materials up to a cap of 15% of the original budgeted price for the item. Correspondingly, should the price of materials significantly drop in price, SAHA will expect the Bidder to afford SAHA the same commercial consideration and lower its pricing.

**SUMMARY:**

Madonna Apartments is located in North Central San Antonio, City Council District 1. This community was built and constructed in 1962 and is designated a Senior and Disabled Public Housing community. The buildings are two-story structures with a brick façade located within 12 buildings. This development is comprised of one and two-bedroom apartments of which two two-bedroom units, and one efficiency unit is ADA accessible.

SAHA requires the services of a qualified utility contractor to replace the original, existing steel

**SAN ANTONIO HOUSING AUTHORITY****August 19, 2021**

gas infrastructure with new polyethylene pipe (PE), which through regular gas inspections have observed the piping to be corroded, with the potential for gas leaks and loss of gas service. Gas infrastructure replacement will be staged in two phases to minimize impact to residents; replace/repair the existing curbs, sidewalks, and pavement; provide renovations to the existing boiler room to include architectural, electrical, and HVAC modifications; remove and replace the existing boiler, associated gas piping, and water softener. The estimated time for completion for this project is 120 days.

On May 3, 2021, SAHA issued an Invitation For Bids #2104-909-62-5125 for Madonna Apartments Natural Gas Systems, Boiler Room, and Parking Lot Improvements that closed on June 10, 2021. The IFB was published on the SAHA E-Procurement Website, the Hart Beat, NAHRO E-Procurement website, and directly solicited to 109 contractors. A total of two bids were received in response to this solicitation: Garren Construction (ESBE, HABE, MBE, SBE, WBE) and Tracker Energy Services, Inc. Both bids were evaluated on the following criteria: purchase price, reputation of the bidder and their goods or services, quality of the goods or services, extent to which the goods or services meet SAHA's needs, total long term cost, and any relevant criteria contained within the solicitation document. Based on the above, we are recommending a contract award to Tracker Energy Services, Inc. They are the lowest priced qualified bidder.

**COMPANY PROFILE:**

Tracker Energy Services was founded in 2014 and is headquartered in New Braunfels, Texas. They provide project management, construction management, detailed cost estimates, oil and gas construction, station and pipeline design, station/facility construction, operations and maintenance services, rail terminals, tank terminals, and cross country pipelines. Their client list includes CoCC Gas, Corpus Christi, Texas; Cimarex, Midland, Texas; and Plains All American, Midland, Texas.

**PREVIOUS PERFORMANCE:**

This contractor has received no prior awards from SAHA.

**CONTRACT OVERSIGHT:**

Contract oversight will be provided by Hector Martinez, Director of Construction Services and Sustainability, who will monitor the vendor's adherence to contract requirements and performance. The Procurement Department will be responsible to monitor compliance with the vendor's Section 3 and SWMBE subcontractor good faith utilization plans.

**STRATEGIC OUTCOMES:**

- SAHA residents live in quality affordable housing.
- SAHA residents feel safe.
- SAHA residents have access to affordable utilities.
- SAHA residents have sufficient food, drinking water, clothing, and shelter.

**ATTACHMENTS:**

Resolution 6155  
Bid Tabulation  
Advertisement List

**San Antonio Housing Authority  
Resolution 6155**

**RESOLUTION 6155, AUTHORIZING THE AWARD OF A CONTRACT FOR MADONNA APARTMENTS NATURAL GAS SYSTEMS, BOILER ROOM, AND PARKING LOT IMPROVEMENTS TO TRACKER ENERGY SERVICES FOR AN AMOUNT NOT TO EXCEED \$1,045,679.00.**

**WHEREAS**, on May 3, 2021, SAHA issued an Invitation For Bids #2104-909-62-5125 for Madonna Apartments Natural Gas Systems, Boiler Room, and Parking Lot Improvements that closed on June 10, 2021; and

**WHEREAS**, two bids were received in response to the IFB; and

**WHEREAS**, staff are recommending a contract award to Tracker Energy Services, Inc. They are the lowest priced qualified bidder; and

**WHEREAS**, the current award recommendation for the Natural Gas Systems, Boiler Room, and Parking Lot Improvements at Madonna Apartments is not expected to exceed an amount of \$1,045,679.00 to include a base bid of \$867,473.79, alternates in the amount of \$3,925.00, and an approximate 20% contingency of \$174,280.00 to allow for a possible increase in material costs and unforeseen work associated with this project. This project will be funded using CFP grant funds or other available reserves.

SAHA includes language in its solicitations that a Bidder agrees that their pricing shall remain open and valid for at least a period of 90 days from the date of the Bid Opening. The bidder recommended for contract award guaranteed pricing for 15 days, indicating that within the current market, most vendors are only guaranteeing pricing for 1-5 days. SAHA has agreed that in the event of a significant price increase in materials occurring prior to award of the contract due to market conditions, and upon presentation to SAHA of sufficient documentation of the impact on Bidder's pricing, the Bidder will be allowed to increase its cost of materials up to a cap of 15% of the original budgeted price for the item. Correspondingly, should the price of materials significantly drop in price, SAHA will expect the Bidder to afford SAHA the same commercial consideration and lower its pricing; and

**WHEREAS**, staff requests the Board of Commissioners authorize the President and CEO, or designee, to execute all documents associated with this contract.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of San Antonio Housing Authority, hereby:

- 1) Approves Resolution 6155, authorizing the award of a contract for Madonna Apartments Natural Gas Systems, Boiler Room, and Parking Lot Improvements to Tracker Energy Services for an amount not to exceed \$1,045,679.00.
- 2) Authorizes the President and CEO, or designee, to execute all necessary documents

associated with this contract.

**Passed and approved on the 19th day of August 2021.**

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**Ana M. "Cha" Guzman**  
**Chair, Board of Commissioners**

**Attested and approved as to form:**

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**Ed Hinojosa, Jr.**  
**President and CEO**

**Bid Tabulation**  
**Madonna Apartments Natural Gas Systems, Boiler Room, & Parking Lot Improvements**  
**2104-909-62-5125**

					Garren Construction		Tracker Energy Services, Inc.	
		CoSA Item #	Quantity Required	Units	Unit Price	Extended Cost	Unit Price	Extended Cost
#	Items							
1								
#1-1	Natural Gas System, Boiler Room and Parking Lot improvements as specified		1	1	\$1,881,581.90	\$1,881,581.90	\$867,473.79	\$867,473.79
#1-2	Alt 1: Verify Existing Electrical Feeder With Megger Test		1	1	\$1,313.94	\$1,313.94	\$265.00	\$265.00
#1-3	Alt 2: Remove Existing Electrical Conductors In Conduit		1	1	\$2,429.36	\$2,429.36	\$310.00	\$310.00
#1-4	Alt 3: Provide New Electrical THHN Cu Conductors: (2) #3/0, (1) #6g		1		\$0.00	\$0.00	\$2,150.00	\$2,150.00
#1-5	Alt 4: Provide New 2" Underground Conduit From Existing Service Disconnect To Panel LA		1		\$0.00	\$0.00	\$1,200.00	\$1,200.00
2								
#2-1	Mobilization	100.1	1	LS	\$1,200.00	\$1,200.00	\$47,651.34	\$47,651.34
#2-2	Insurance & bonding	100.2	1	LS	\$45,892.24	\$45,892.24	\$17,009.41	\$17,009.41
#2-3	Remove concrete curb	103.1	60	LF	\$10,000.00	\$600,000.00	\$6.35	\$381.21
#2-4	Remove concrete sidewalks & driveways	103.3	1053	SF	\$8,000.00	\$8,424,000.00	\$8.68	\$9,143.34
#2-5	Remove miscellaneous concrete	103.4	100	SF	\$2,500.00	\$250,000.00	\$8.68	\$868.31
#2-6	Street excavation	104.1	1507	CY	\$10,000.00	\$15,070,000.00	\$19.06	\$28,724.23
#2-7	Flexible base (12" compacted depth)	200.1	4520	SY	\$8,000.00	\$36,160,000.00	\$33.76	\$152,590.18
#2-8	Prime coat	202.1	904	GAL	\$8,000.00	\$7,232,000.00	\$8.58	\$7,753.83
#2-9	Tack coat	203.1	452	GAL	\$5,000.00	\$2,260,000.00	\$8.58	\$3,876.91
#2-10	Hot mix asphaltic pavement, type D (2" compacted depth)(pavement repair)	205.4	4520	SY	\$20,000.00	\$90,400,000.00	\$16.41	\$74,187.84
#2-11	Asphalt treated base (10" compacted depth)(trench repair)	206.1	675	SY	\$20,000.00	\$13,500,000.00	\$15.88	\$10,721.55
#2-12	Salvaging, hauling & stockpiling reclaimable asphaltic pavement (2" depth)	208.1	4520	SY	\$10,000.00	\$45,200,000.00	\$2.22	\$10,051.26
#2-13	Concrete curb	500.1	60	LF	\$1,500.00	\$90,000.00	\$8.68	\$520.99
#2-14	Concrete sidewalks (6' width)	502.1	117	SY	\$7,000.00	\$819,000.00	\$21.18	\$2,477.87
#2-15	Topsoil 4" (site restoration)	515.1	64	CY	\$6,000.00	\$384,000.00	\$39.18	\$2,507.52
#2-16	Sodding (site restoration)	516	575	SY	\$8,000.00	\$4,600,000.00	\$39.18	\$22,528.49
#2-17	Adjusting/repairing wrought iron vehicular gate (motorized)	'-	2	EA	\$6,000.00	\$12,000.00	\$688.30	\$1,376.59
#2-18	Concrete steps	524.1	2	CY	\$3,500.00	\$7,000.00	\$794.19	\$1,588.38
#2-19	4 inch wide white line	531.2	1225	LF	\$800.00	\$980,000.00	\$0.69	\$843.16
#2-20	12 inch wide white line (crosswalk)	535.5	555	LF	\$800.00	\$444,000.00	\$0.69	\$382.00
#2-21	Fire lane striping (6 inch wide)	'-	520	LF	\$500.00	\$260,000.00	\$1.32	\$688.30
#2-22	Word "stop"	535.19	2	WORD	\$300.00	\$600.00	\$79.42	\$158.84
#2-23	Wheel chair symbol	'-	6	EA	\$450.00	\$2,700.00	\$52.95	\$317.68
#2-24	Precast concrete wheel stops	'-	40	EA	\$2,000.00	\$80,000.00	\$132.36	\$5,294.59
#2-25	Prefabricated speed humps	'-	4	EA	\$4,000.00	\$16,000.00	\$450.04	\$1,800.16
#2-26	Trench excavation safety protection	550	1012	LF	\$1,500.00	\$1,518,000.00	\$6.35	\$6,429.75
#2-27	Storm water protection prevention plan controls	540	1	LS	\$2,500.00	\$2,500.00	\$4,765.13	\$4,765.13
#2-28	Temporary traffic control	600	1	LS	\$1,000.00	\$1,000.00	\$5,824.05	\$5,824.05
#2-29	2 inch PE 4710 sdr-11 gas main & laterals to buildings	'-	1012	LF	\$50,000.00	\$50,600,000.00	\$134.48	\$136,096.46
#2-30	Hvac mini split system and associated piping and controls	'-	1	LS	\$50,000.00	\$50,000.00	\$26,841.47	\$26,841.47
#2-31	Electrical panel and branch circuiting	'-	1	LS	\$1,169.00	\$1,169.00	\$9,000.81	\$9,000.81
#2-32	Mechanical demolition	'-	1	LS	\$50,000.00	\$50,000.00	\$847.13	\$847.13
#2-33	Electrical demolition	'-	1	LS	\$206.00	\$206.00	\$635.35	\$635.35
#2-34	Plumbing demolition	'-	1	LS	\$30,000.00	\$30,000.00	\$2,647.30	\$2,647.30
#2-35	Boiler demolition	'-	1	LS	\$70,000.00	\$70,000.00	\$847.13	\$847.13
#2-36	Piping demolition in boiler room	'-	1	LS	\$8,000.00	\$8,000.00	\$635.35	\$635.35
#2-37	Boiler skid system and all associated piping and controls	'-	1	LS	\$20,000.00	\$20,000.00	\$174,205.89	\$174,205.89
#2-38	Water softener system and all associated piping and controls	'-	1	LS	\$10,000.00	\$10,000.00	\$14,968.87	\$14,968.87
#2-39	Temporary boiler and temporary water and gas connections	'-	1	LS	\$15,000.00	\$15,000.00	\$37,062.15	\$37,062.15
#2-40	Provide and install general purpose electrical outlet	'-	1	LS	\$75.00	\$75.00	\$635.35	\$635.35
#2-41	Provide and install weatherproof and gci general purpose outlet	'-	1	LS	\$115.00	\$115.00	\$3,706.22	\$3,706.22
#2-42	Provide and install light fixture, type "a"	'-	1	LS	\$165.00	\$165.00	\$7,412.43	\$7,412.43
#2-43	Provide and install domestic water isolation valve	'-	1	LS	\$8,000.00	\$8,000.00	\$2,647.30	\$2,647.30
#2-44	Provide and install natural gas pressure reducing valve	'-	1	LS	\$10,000.00	\$10,000.00	\$2,647.30	\$2,647.30
#2-45	Architectural demolition	'-	1	LS	\$40,000.00	\$40,000.00	\$6,289.98	\$6,289.98
#2-46	Architectural finishes, include float, tape, paint, etc.	'-	1	LS	\$90,000.00	\$90,000.00	\$5,899.24	\$5,899.24
#2-47	Concrete floor leveling	'-	1	LS	\$4,000.00	\$4,000.00	\$4,235.67	\$4,235.67
#2-48	Ceiling and lights	'-	1	LS	\$8,000.00	\$8,000.00	\$5,460.84	\$5,460.84
#2-49	Doors, hardware and railing	'-	1	LS	\$4,500.00	\$4,500.00	\$4,288.62	\$4,288.62

**Advertisement List**  
**Solicitation # 2104-909-62-5125**  
**Madonna Apartments Natural Gas Systems, Boiler Room, & Parking Lot Improvements**

Associations /Vendors	Contact Name	Email	Notes
<b>Associations Revised as of 8/26/2020</b>			
African American Chamber of Commerce of San Antonio	Lou Miller	blackchamber@aol.com	
Alamo Asian American Chamber of Commerce	Elva Adams	elva.adams@wellsfargo.com	
Alamo City Black Chamber Of Commerce	Bede Ramcharan	info@alamocitychamber.org	
American Council of Engineering Companies - San Antonio (ACEC-SA)	Anne Whittington	anne@acectx.org	
American Institute of Architects	Paula	paula@aia.org	
American Subcontractors Association	Jennifer Swinney	jennifer@asasanantonio.org	
Associated Builders and Contractors S. Texas Chapter	Steve Schultz	steve@abcsouthtexas.org	
Builders Exchange	Jeannette Olguin	jeannette@virtualbx.com	
Construct Connect		content@constructconnect.com	
CFMA		kimr@avacpa.com	
Construction Journal	Danielle Giammarino	DGiammarino@constructionjournal.com	
Fair Contracting Coalition		faircontractingcoalitioninfo@gmail.com	
Goodwill Industries	Steven Hussain Angelique de Oliveira	shussain@goodwill.sa.org adeoliveira@goodwillsa.org	
Greater San Antonio Builders Association	Kristi Sutterfield	ksutterfield@sabuilders.com	
The San Antonio Chamber of Commerce	Dave Petersen	dpetersen@sachamber.org	
Hispanic Contractors Association de San Antonio	Clarissa Perez Dave Sanchez	exdir@hcadesa.org admin@hcadesa.org dave@hcadesa.org	
Home Depot Pro Accounts	Darren Friesenhahn	Darren_Friesenhahn@homedepot.com	
IEC	Julie Howard	jhoward@iecsanantonio.com rvasquez@iecsanantonio.com	
MCA-SMACNA		mca-smacna@mca-smacna.org	
Minority Business Council	Hector Garcia	hector@hegarciacpa.com	
National Association of Women in Construction (NAWIC)	Sandee Morgan	nawicerin@gmail.com nawicsatx@gmail.com	
NAWBO San Antonio	Madeline Slay	Madeline@masarchitecture.com	
Plumbing Heating Cooling Contractors Association	Heidi Timble	Heidi@phcc-sanantonio.org	
Professional Engineers in Private Practice	Diane Hoskins	bexarpepp@sbcglobal.net	
Real Estate Council of San Antonio	Martha Mangum	martham@recsanantonio.com	

## Advertisement List

**Solicitation # 2104-909-62-5125**

## Madonna Apartments Natural Gas Systems, Boiler Room, & Parking Lot Improvements

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**Advertisement List**  
**Solicitation # 2104-909-62-5125**

**Madonna Apartments Natural Gas Systems, Boiler Room, & Parking Lot Improvements**

Limitless Construction Svcs	Erica Ponce	Eponce.pcs@gmail.com	
Vela Construction	Joe Vela	Joe.Vela@velagroupinc.com	
Robinson Gen Contracting	Yvette	krobinson@robinsongc.com	
Frost & keeling	John Anness	jcanness@frostandkeeling.com	
Marc 3	Chester Rackley	chester@marc3llc.com	
Total Lender Service	James Pujols	Jpujols55@yahoo.com	
Blackmon Mooring SA	Bryan Roller Tiffany Montano	broller@bmsmanagement.com tmontano@bmsmanagement.com	
Turn Around	Selwyn Witer	selselkk@gmail.com	
Marc General Construction	Cindy Weed	cweed@marcgc2015.com	
Piatra Inc.	Mirela Glass	info@piatrainc.com	
JMI	Anna Hayden Logan Sean Scott	annahayden@jmicontractors.com logan@jmi-contractors.com sean@jmicontractors.com	
Limitless Construction Svcs	Erica Ponce	Eponce.pcs@gmail.com	
PTI Remodeling, LLC	Thomas Hamilton	thomashamilton75@yahoo.com	
RG Williams Const & Rmdlng	Robert G. Williams	rgw_77446@yahoo.com	
R.K. Bass Electric, Inc.	Andy Bass	cheryl@basselectric.com	
RPR Construction Company,	Patricia Pinkerton	ppinkerton@rprconstruction.com	
Seraphia's Lotts	S. A. Sampson-Lott	atita@sbcglobal.net	
SpawGlass	Justin Calvin Jason Hennesey	justin.calvin@spawglass.com Jason.Hennesey@spawglass.com	
H. Karp Co.	Harry Karp	hkarpjr@yahoo.com	
Joeris Construction		acardwell@joeris.com	
Calidad LLC	Charles	cschuchardt.calidadllc@gmail.com	
Coltcam Construction	Amelie Tinajero	amelietinajero@yahoo.com	
Burgess Construction Cnslts	Lane Shelton	lshelton@burgess-inc.com	
Rogers-Obrien Construction	John Archer Anthony Oleary	jarcher@r-o.com aoleary@r-o.com	
Whiting-Turner	Tyler Quinn	Tyler.Quinn@whiting-turner.com	
Stoddard Const	Linda Nemec Keith Stoddard	LN@stoddardcmi.com ks@stoddardcmi.com	
J Carrizal Gen Const	Grace Pina	gpina@jcgcnconst.com	
Woolsey Construction	Elijah	eli@woolseyconstruction.com	
Woolsey Design Build	Glenn Roblin	glenn@woolseyconstruction.com	
Davila Construction	Vinnie Gonzales <del>Abel Perez</del>	vinnie@davilaconstruction.com <del>abel@davilaconstruction.com</del>	Not found
Gibraltar Construction	Matt Mitchell	Matt@gibconst.com	
R.E.C. Industries	Warren Williams Randy Hunter Jeff Witner	warren@recind.com randyhunter@recind.com jeffwhitner@recind.com	
Summit Building and Design	Cecilia Ramos David Acevedo	cecilia.ramos@summitbuildinganddesign.com David.acevedo@summitbuildinganddesign.com	
<del>Al Garza Construction Inc</del>	<del>Al Garza</del>	<del>gr9151@att.net</del>	Disabled
Alpine Engineering & Cnstrctn	Mike Hayes	alpine@alpinecompany.us	
Americana Builders	Katia Sandoval	Americanabuilders@yahoo.com	



**Advertisement List**  
**Solicitation # 2104-909-62-5125**

**Madonna Apartments Natural Gas Systems, Boiler Room, & Parking Lot Improvements**

Arkitektura Development Inc.	Gerard P Contreras	condg1@yahoo.com	
Associated Contractors Inc.	Charlie Bishop	charlie.bishop@assoccontractors.com	
B&O Construction	Paul Farnum	paul@bnoconstruction.com	
B.I.T Construction Services Inc	Britanie L. Olvera	britanie@bitservicesinc.com	
Basecom Inc	Oscar Oaxaca	ooaxaca@basecominc.com	
Belfor USA Group, Inc.	Tammy Kleine	tammy.kleine@us.belfor.com	
Bocci Engineering, LLC	Lami, Lianne	lianne.lami@bocciengineering.com	
Breck General Contracting	Reese Bruechner	reese@breckgc.com	
Brown-McKee, Inc.	Michael P. Oles	mikepoles@brownmckee.com	
Byrdson Services, LLC	Jim Griffin	jgriffin@byrdsonservices.com	
Caststone Solutions Company	Patrick Delgado	caststone_solutions@yahoo.com	
Cdmtek	Chris Mansour	chris@cdmtek.com	
Ceda-Tex Svcs Inc	Fred Odanga	contact@cedatex.com	
Cesar Suarez Construction LLC	Cesar Suarez	cesarsuarezconstructionllc@gmail.com	
Charles N. White Constn Co	Dominic Padilla	dominicp@whiteconst.com	
Clark's Roofing & Constructn	Clark Kunkel	latmclark@msn.com	
CMV Consulting Services	Veronica Oliver	veronica@cmvservicestx.com	
Cobos Design & Construction,	Calixto Cobos	cobosdc2cal@yahoo.com	
Colebrack Enterprises, Inc	Robert Bracken Jr	rob.bracken@colebrack.net	
Commercial Interiors	Robert Ahmuty	ra@ci-gc.com	
Concord Commercial Svcs.	Alan Greenwood	agreenwood@ccsinctx.com	
Construent Group Inc	Eloina Guerrero	construentinc@gmail.com	
Copeland Contracting Co	Elsa Brown	ebrown@copeland-inc.com	
Creed Construction Inc.	Chester Reed	chester@creedci.com	
Cubit Contracting, LLC	Waymon Armstrong	waymon@cubitcontracting.com	
Donald Hubert Construction	Donald Hubert	dhubertco@sbcglobal.net	
<del>Double T Construction Inc.</del>	<del>Richard Smith</del>	<del>doubletsales3@hotmail.com</del>	Not found
Dragon Construction, LLC	Damon Howard	dhoward@dragon-llc.com	
Elicerio Construction	Fernando Elicerio	felicario@hotmail.com	
ERC Environmental & Const	Shelly	shoran@erc-tx.com	
Falkenberg Construction Co.,	Tony Gomez	pag@falkenbergconstruction.com	
General Contractor Services,	Teltschick, Pamela	genconser@aol.com	
GG's Construction, LLC	Rolando Osorio	rolandooggs@gmail.com	
Golden Builders Group, LLC	Carla F. Ysuhaylas	info@goldenbuildersgroup.com	
Grande Valley Builders, Inc.	Manuel Perez	mpgvb@aol.com	
<del>Grayhorse Construction, Inc.</del>	<del>Lily Mackey</del>	<del>lily@Grayhorse-Construction.com</del>	Not found
HGR General Contractors, L.P.	Randy D Reynolds	info@hgrgc.com	
Hynes Services, Inc.	Michael W. Hynes	HynesServicesInc@aol.com	
Icon Diversified, LLC	Julie Ingram	julie.ingram@icondiversified.com	
Intercon Environmental, Inc.	Karen Andrews	karen@intercon-environmental.com	
Jacody Construction, LP	Forrest Couch	forrest.couch@jacodyconstruction.com	
JAJ Property Services LLC	Summer Jordan	summer.jordan@jajpropertieservices.com	
James W. Turner Const	James W. Turner	info@jwtc.net	
Jaxon Construction	Daniel McKibben	Houston@JaxonConstruction.com	
John & Denise Williams Const	Denise Williams	denisewilliams3545@sbcglobal.net	
JRI Enterprise LLC	Denise Anderson	jrjenterprisellc@yahoo.com	

**Advertisement List**  
**Solicitation # 2104-909-62-5125**

**Madonna Apartments Natural Gas Systems, Boiler Room, & Parking Lot Improvements**


JSR, Inc.	Bobby D. Greaves	bobby@jsrincorporated.com	blocked
K. Tillman Construction Llc	Yakira Braden	yakira@ktillmanconstruction.com	
KBL Restoration, Llc	Amy M Barnes	amy@kblrestoration.com	
Kenebrew Construction	William Kenebrew	wkandcompany@gmail.com	
Lamar Contractors	Steve Louque	s.louque@lamarcontractors.com	
Landry General Enterprises,	James Landry	lgebusiness@yahoo.com	
Largin Construction Services,	Jerry Jo Largin	jerryjo@larginconstruction.com	
Lyness Construction	Ryan Lyness	ryan.lyness@lynessconstruction.com	
Mart, Inc.	Vernon Proctor Shelly Orr	mart@martgc.com shelly.orr@martgc.com	Not found
Maryen Services, L.L.C.	Jme Martinez	jmemartinez@maryenservices.com	
Mavich, Llc	Faith Gordon	SALES@MAVICH.COM	
Mckenzie Jackson Construct	Cori Fields	cori@mckenziejackson.net	
Meteor Education, Llc.	Lanie Hart	bids@meteorededucation.com	
Mexzim Corporation	Ebbah Tokwe	ebbah@mexzim.com	
Mikocorp, Llc	Matthew Lindsey	matt@mikocorp.com	
Mitch Cohn Contractor	Joan Belmont	mitchcohncontractor@gmail.com	
Parallax Builders, Inc.	Mike Demko	mdemko@parallaxbuilders.com	
Post Oak Construction, Llc	Christopher Esparza	esparza716@gmail.com	
Primero Industrial Services,	James Narvaez	jnarvaez@primeroindustrialservices.com	
Pro Finish Plus, Llc	Ralph Mondy	ProFinishPlus@gmail.com	
QA Construction Services, Inc.	Lily Gutierrez	lily@qacsi.com	
R G Renovations & Constr	Rodolfo G. Gonzalez	mrfixlaredo@gmail.com	
Right Choice Development Llc	Danielle Wright	danielle@rightchoicedev.com	
RPR Construction Company,	Patricia A Pinkerton	ppinkerton@rprconstruction.com	
Sawyers Construction, Inc.	Randy Sawyers	randy@sawyersinc.com	
Setex Construction Corp.	Nathan Rivres	setex@setexconstruction.com	
Simwick Contractors Llc	Sheri Arnold	sheri@simwickgc.com	
Sisk-Robb Inc	James Sisk	JSisk@Sisk-Robb.com	
Steen Construction Co., Ltd.	Susan Steen	steenltd@sbcglobal.net	
Structural Concrete Systems,	Michele Dibassie	info@scs.net	
Tates Contracting, Llc	Johnny Tate	cheriseperson@gmail.com	
The Sandoval Group, Llc	Steven Sandoval	TSGConstruction.TX@gmail.com	
The Trevino Group, Inc.	Matt Baker	mbaker@trevinogroup.com	
Tommy Klein Construction,	Tommy Klein	tklein@tkleinconst.com	
TP&R Construction, L.L.C.	Nephtali Lucero	felicia@tpr-construction.com	
Trini Construction Builder Llc	Reginald Worlds	info@triniconstructionbuilder.com	
Trinity Asset Builders, Llc	Rachelle Delouis	trinityassetbuilders@gmail.com	
VAS Contracting, Llc	Victor Sepeda	vascontracting@yahoo.com	
VBX Services	Carlito Vicencio	evicencio@vbxservices.com	Not found
Veteran Remodeling, Inc.	Eric Taylor	eric.taylor@veteranremodeling.com	
Walling Construction Co	Daniel Walling	daniel@wallingconstruction.com	
White Construction Company	Glinn H. White, Jr.	glinn@whiteconstructioncompany.com	
Woodrose Company, Inc.	Frances Loyd	franloyd@woodrosecompany.com	
FA Nunnelly	Blaine	blaine@fanunnelly.com	
Cadence McShane Const		skasturi@cadencemcshane.com	

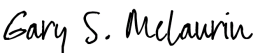
**Advertisement List****Solicitation # 2104-909-62-5125****Madonna Apartments Natural Gas Systems, Boiler Room, & Parking Lot Improvements**

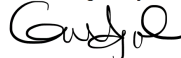
L. C. Mosel Co.	Jose Ceballos	jose@lcmosel.com	
South TX Contracting, LLC	Shelly Condra Justin Martin	shelly@southtxc.com justin@southtxc.com	
Bougambillas Const	Mike Cisneros	bugconst@gmail.com	
Pro Masters Remodeling	Francisco Ruiz	fruiiz@pmrtx.com	
Hytek General Contracting	Kelsey Kerins	kkerins@hytekgc.com	
Carielo Facility Service	Rudy Carielo	rudycarielo@yahoo.com	
L.D. Tebben	Jack Bradley Larry Tebben	bradsterj62@hotmail.com larrytebben@ldtebben.com	
QA Construction Services,	Lily Gutierrez	qacs@QASYSTEMS.COM	
Jordan Foster	Leland Rocchio Gabriel Lopez	lrocchio@jordanfosterconstruction.com Glopez@jordanfosterconstruction.com	
BR General Contractors	Robyn Riley	brtx@brtexas.com	
L. C. Mosel Co.	Jose Ceballos	jose@lcmosel.com	
Texas Plumbing Solutions	Elisha French	Elishafrench@me.com	
Tracker Energy Services	Jeff Rogers	jeff.rogers@trackerenergy.com	

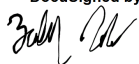
**SAN ANTONIO HOUSING AUTHORITY****August 19, 2021****BOARD OF COMMISSIONERS  
Special Board Meeting**

**RESOLUTION 6156, AUTHORIZING THE AWARD OF CONTRACTS FOR AUTOMATED AND MANUAL BULK PICKUP SERVICES AGENCY WIDE TO BULK-AWAY, LLC (AABE) AND WILL-LUC ENTERPRISES DBA JUNK KING SAN ANTONIO (WBE, SECTION 3 BUSINESS) FOR AN ANNUAL CUMULATIVE AMOUNT NOT TO EXCEED \$550,000.00; FOR A PERIOD OF ONE YEAR WITH THE OPTION TO RENEW UP TO FOUR ADDITIONAL ONE YEAR TERMS**

DocuSigned by:  
  
 D7D48F73613F4FA...  
**Ed Hinojosa, Jr.**  
**President and CEO**

DocuSigned by:  
  
 D046B4C1C30C41C...  
**Kristi Baird**  
**Director of Beacon Communities**

DocuSigned by:  
  
 23FA86FCE5954A7...  
**George Ayala**  
**Director of Procurement**

DocuSigned by:  
  
 5AC8686B12FC4E5...  
**Zachariah Woodard**  
**Director of Federal Housing Programs**

**REQUESTED ACTION:**

Consideration and approval regarding Resolution 6156, authorizing the award of contracts for automated and manual bulk pickup services agency-wide to Bulk-Away, LLC (AABE) and Will-Luc Enterprises dba Junk King San Antonio (WBE, Section 3 Business) for an annual cumulative amount not to exceed \$550,000.00; for a period of one year with the option to renew up to four additional one-year terms.

**FINANCIAL IMPACT:**

The current award recommendation for bulk pickup services agency-wide is not expected to exceed an annual cumulative amount of \$550,000.00 and will be funded by operating funds and/or available reserves.

**SUMMARY:**

SAHA requires the services of a vendor to provide bulk waste pickup services for all properties owned and managed by the agency. It should be noted that bulk pick-up service is not included in SAHA's contract that was awarded for waste disposal and recycling services. This service will be utilized to pick up items left in or around the trash dumpsters or at bulk waste areas. Solid waste items to be picked up may include furniture, mattresses, tires, brush, wood, appliances, or construction materials. Regulated materials, such as household cleaners (bleach, drain cleaners), tires, or pesticides may need disposal on occasion and shall be disposed of in accordance with federal, state, and local laws, regulations, and ordinances. The contractors will be required to engage in recycling efforts for paper, glass, metal, and plastic products and have procedures in place for the disposal of computers, monitors, TVs, refrigerators, stoves, etc. SAHA may also utilize this service to clear out resident units when items are left behind by the resident after the unit is vacated. The vendor may be engaged either by scheduled pickup or as-needed, call-out service.

SAHA properties are varied and diverse and will require more than one type or style of vehicle/equipment to efficiently service the needs of our agency. The equipment required may include, but is not limited to, the following: Roll Off containers in 15- and 20-yard capacities, Roll

**SAN ANTONIO HOUSING AUTHORITY****August 19, 2021**

Off delivery and pickup truck(s), Grapple Truck(s) with or without self-contained dump bed, various size box and bulk dump bed trucks, semi-trailer style bulk dump trailers and tractors, or bulk boxes and smaller bulk pickup containers.

This award does not include the collection, transportation, or disposal of material generated in the event of a disaster, such as a hurricane, tornado, flood, fire, governmental decree or action, terrorism, or other natural or manmade disaster. In such an event, SAHA will request pricing and an estimated time frame for the removal of such debris.

On May 21, 2021, SAHA issued an Invitation For Bids (IFB) #2105-910-27-5141 for Automated and Manual Bulk Pick-up Services that closed on June 22, 2021. The IFB was published on the SAHA E-Procurement Website, the Hart Beat, NAHRO E-Procurement website, and directly solicited to 50 contractors. A total of two bids were received in response to this solicitation: Bulk-Away, LLC (AABE) and Will-Luc Enterprises dba Junk King San Antonio (WBE, Section 3 Business). Both bids were evaluated on the following criteria: purchase price, the reputation of the bidder and their goods or services, quality of the goods or services, the extent to which the goods or services meet SAHA's needs, total long term cost, and any relevant criteria contained within the solicitation document. Due to the volume of bulk pick-up that is required by the agency, we are recommending contract awards to both Bulk-Away, LLC and Will-Luc Enterprises dba Junk King San Antonio.

**COMPANY PROFILES:**

Bulk-Away, LLC was founded in 2018 and is headquartered in San Antonio, Texas. This vendor self-certifies as an AABE. They provide bulk waste removal services to include appliances, electronics, furniture, and junk for multi-unit housing properties. Their multifamily property management clients include, but are not limited to, Cortland Partners, Diamond Management, Falkin Platnick, GMC Property Management, Greystar Property Management, Lantower Residential, MC Companies, Pinnacle Property Management, Roscoe Property Management, Sandalwood Management, TI Communities, and United Property Management.

Will-Luc Enterprises dba Junk King San Antonio was established in 2017 and is headquartered in San Antonio, Texas. This is a family-owned business providing junk removal and bulk hauling services to San Antonio and the surrounding areas. Their client list includes, but is not limited to, Biodynamic Research Corporation (BRC), Office Furniture Liquidators, Hitt Contracting, and various multi-family properties, property managers, and realtors.

**PREVIOUS PERFORMANCE:**

Both of these vendors are currently under contract with SAHA to provide this service. Based on input received from property management, their performance has been less than satisfactory. The Director of Procurement will be meeting with these vendors to discuss their overall performance and ways to bring their performance ratings up to a satisfactory level.

**CONTRACT OVERSIGHT:**

Contract oversight will be provided by Kristi Baird, Director of Beacon Communities, and Zachariah Woodard, Director of Federal Housing Programs, who will monitor the vendor's adherence to contract requirements and performance. The Procurement Department will be responsible to ensure the vendor submits the Contractor's Section 3 Compliance report on a monthly basis, monitor compliance with the vendor's SWMBE subcontractor good faith utilization

**SAN ANTONIO HOUSING AUTHORITY**

**August 19, 2021**

plan, provide annual contract performance evaluation survey to end-users, and assist departments in the contract renewal or new solicitation process.

**STRATEGIC OUTCOMES:**

- SAHA residents live in quality affordable housing.
- SAHA residents feel safe.

**ATTACHMENTS:**

Resolution 6156

Bid Tabulation

Advertisement List

**San Antonio Housing Authority  
Resolution 6156**

**RESOLUTION 6156, AUTHORIZING THE AWARD OF CONTRACTS FOR AUTOMATED AND MANUAL BULK PICKUP SERVICES AGENCY WIDE TO BULK-AWAY, LLC (AABE) AND WILL-LUC ENTERPRISES DBA JUNK KING SAN ANTONIO (WBE, SECTION 3 BUSINESS) FOR AN ANNUAL CUMULATIVE AMOUNT NOT TO EXCEED \$550,000.00; FOR A PERIOD OF ONE YEAR WITH THE OPTION TO RENEW UP TO FOUR ADDITIONAL ONE YEAR TERMS**

**WHEREAS**, on May 21, 2021, SAHA issued an Invitation For Bids (IFB) #2105-910-27-5141 for Automated and Manual Bulk Pick-up Services that closed on June 22, 2021; and

**WHEREAS**, two bids were received in response to the IFB; and

**WHEREAS**, staff are recommending contract awards to Bulk-Away, LLC and Will-Luc Enterprises dba Junk King San Antonio; and

**WHEREAS**, the current award recommendation for bulk pickup services agency wide is not expected to exceed an annual cumulative amount of \$550,000.00 and will be funded by operating funds and/or available reserves; and

**WHEREAS**, staff requests the Board of Commissioners authorize the President and CEO, or designee, to execute all documents associated with this contract.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of San Antonio Housing Authority, hereby:

- 1) Approves Resolution 6156, authorizing the award of a contract for automated and manual bulk pickup services agency wide to Bulk-Away, LLC (AABE) and Will-Luc Enterprises dba Junk King San Antonio (WBE, Section 3 Business) for an annual cumulative amount not to exceed \$550,000.00; for a period of one year with the option to renew up to four additional one year terms.
- 2) Authorizes the President and CEO, or designee, to execute all necessary documents associated with this contract.

**Passed and approved on the 19th day of August 2021.**

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**Ana M. "Cha" Guzman**  
**Chair, Board of Commissioners**

**Attested and approved as to form:**

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**Ed Hinojosa, Jr.**  
**President and CEO**

**Bid Tabuation**  
**Automated and Manual Bulk Pick Up Services Agency Wide**  
**2105-910-27-5141**

			Bulk-Away, LLC			Junk King San Antonio		
#	Items	Quantity Required	Unit Price	Cost Per Additional Item	Total Cost	Unit Price	Cost Per Additional Item	Total Cost
1								
#1-1	Under 10 Cubic Yards	6	\$21.60	\$21.60	\$129.60	\$35.00	\$0.00	\$210.00
#1-2	11 to 20 Cubic Yards	16	\$19.25	\$19.25	\$308.00	\$28.00	\$0.00	\$448.00
#1-3	21 to 30 Cubic Yards	27	\$14.84	\$14.84	\$400.68	\$21.00	\$0.00	\$567.00
#1-4	31 to 40 Cubic Yards	33	\$14.13	\$14.13	\$466.29	\$23.00	\$0.00	\$759.00
2								
#2-1	Under 10 Cubic Yards	4	\$21.60	\$21.60	\$86.40	\$32.00	\$0.00	\$128.00
#2-2	11 to 20 Cubic Yards	13	\$19.25	\$19.25	\$250.25	\$26.50	\$0.00	\$344.50
#2-3	21 to 30 Cubic Yards	22	\$14.84	\$14.84	\$326.48	\$23.50	\$0.00	\$517.00
#2-4	31 to 40 Cubic Yards	36	\$14.13	\$14.13	\$508.68	\$21.50	\$0.00	\$774.00
3								
#3-1	Passenger and Light Truck Tires	1	\$20.00	\$20.00	\$20.00	\$52.00	\$15.00	\$52.00
#3-2	Oversized and Large Truck Tires	1	\$30.00	\$30.00	\$30.00	\$55.00	\$15.00	\$55.00
#3-3	Dried non-lead paint containers	1	\$5.00	\$5.00	\$5.00	\$40.00	\$5.00	\$40.00
#3-4	Television, Microwave, Computer, Monitor etc.	1	\$5.00	\$5.00	\$5.00	\$40.00	\$5.00	\$40.00
4								
#4-1	Refrigerator/Freezer	1	\$15.00	\$15.00	\$15.00	\$50.00	\$20.00	\$50.00
#4-2	Washer/Dryer	1	\$15.00	\$15.00	\$15.00	\$50.00	\$20.00	\$50.00
#4-3	Couch/Love Seat	1	\$75.00	\$75.00	\$75.00	\$70.00	\$25.00	\$70.00
#4-4	Dressers/Tables	1	\$45.00	\$45.00	\$45.00	\$50.00	\$20.00	\$50.00
#4-5	Bed Frames all sizes	1	\$15.00	\$10.00	\$15.00	\$30.00	\$15.00	\$30.00
#4-6	Mattress/Box Spring Twin/Full	1	\$45.00	\$35.00	\$45.00	\$50.00	\$25.00	\$50.00
5								
#5-1	Trash Out Service- Labor Only	1	\$350.00	\$350.00	\$350.00	\$150.00	\$0.00	\$150.00
6								
#6-1	10 Cubic Yard	1	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
#6-2	15 Cubic Yard	1	\$425.00	\$425.00	\$425.00	No Bid	No Bid	No Bid
#6-3	20 Cubic Yard	1	\$475.00	\$475.00	\$475.00	No Bid	No Bid	No Bid
#6-4	30 Cubic Yard	1	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
#6-5	40 Cubic Yard	1	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid



**Advertisement List**  
**Solicitation # 2105-910-27-5141**  
**Automated and Manual Bulk Pick-up Services**

Associations /Vendors	Contact Name	Email	Notes
<b>Associations Revised as of 8/26/2020</b>			
African American Chamber of Commerce of San Antonio	Lou Miller	blackchamber@aol.com	
Alamo Asian American Chamber of Commerce	Elva Adams	elva.adams@wellsfargo.com	
Alamo City Black Chamber Of Commerce	Bede Ramcharan	info@alamocitychamber.org	
American Council of Engineering Companies - San Antonio (ACEC-SA)	Anne Whittington	anne@acectx.org	
American Institute of Architects	Paula	paula@aiasa.org	
American Subcontractors Association	Jennifer Swinney	jennifer@asasanantonio.org	
Associated Builders and Contractors S. Texas Chapter	Steve Schultz	steve@abcsouthtexas.org	
Builders Exchange	Jeannette Olguin	jeannette@virtualbx.com	
Construct Connect		content@constructconnect.com	
CFMA		kimr@avacpa.com	
Construction Journal	Danielle Giammarino	DGiammarino@constructionjournal.com	
Fair Contracting Coalition		faircontractingcoalitioninfo@gmail.com	
Goodwill Industries	Steven Hussain Angelique de Oliveira	shussain@goodwill.sa.org adeoliveira@goodwillsa.org	
Greater San Antonio Builders Association	Kristi Sutterfield	ksutterfield@sabuilders.com	
The San Antonio Chamber of Commerce	Dave Petersen	dpetersen@sachamber.org	
Hispanic Contractors Association de San Antonio	Clarissa Perez Dave Sanchez	exdir@hcadesa.org admin@hcadesa.org dave@hcadesa.org	
Home Depot Pro Accounts	Darren Friesenhahn	Darren_Friesenhahn@homedepot.com	
IEC	Julie Howard	jhoward@iecsanantonio.com rvasquez@iecsanantonio.com	
MCA-SMACNA		mca-smacna@mca-smacna.org	
Minority Business Council	Hector Garcia	hector@hegarciacpa.com	
National Association of Women in Construction (NAWIC)	Sandee Morgan	nawicerin@gmail.com nawicsatx@gmail.com	

**Advertisement List**  
**Solicitation # 2105-910-27-5141**  
**Automated and Manual Bulk Pick-up Services**

NAWBO San Antonio	Madeline Slay	Madeline@masarchitecture.com	
Plumbing Heating Cooling Contractors Association	Heidi Timble	Heidi@phcc-sanantonio.org	
Professional Engineers in Private Practice	Diane Hoskins	bexarpepp@sbcglobal.net	
Real Estate Council of San Antonio	Martha Mangum	martham@recsanantonio.com	
SAABE	Melodie	mg.assoc.mgmt@gmail.com	
San Antonio Board of Realtors	Suzanne	Suzanne@sabor.com	
SA Chapter of the Associated General Contractors	Dana Marsh	sanantonioagc@gmail.com	
San Antonio Hispanic Chamber of Commerce	Brianna Dimas	briannad@sahcc.org mariyaf@sahcc.org	
San Antonio Masonry Contractors Association	Debbie Mason	thesamca@gmail.com	
San Antonio Women's Chamber of Commerce	Cindy Libera	admin@sawomenschamber.org	
SmartApartmentData.com		constructionadmin@smartlocating.com	
South Central Regional Certification Agency	Charles Johnson	cjohnson@sctrca.org	
South San Antonio Chamber of Commerce	Al Arreola Jr	al@southsa.org	
Southwest Minority Supplier Diversity Council	Robert Casas	smsdc@smsdc.org gabrielle@smsdc.org	
Surety Association of South Texas, Inc.	Jim Swindle	jim@alamobonds.com	
Texas Society of Professional Engineers		jennifer@tspe.org	
TIBH Industries	Robert Olivo	robertolivo@tibh.org	
UTSA Minority Business Development Agency	Orestes Hubbard Jennifer Mort Jacqueline Jackson	orestes.hubbard@utsa.edu jennifer.mort@utsa.edu Jacqueline.Jackson@utsa.edu	
UTSA Procurement Technical Assistance Center	Terri Williams	ptac@utsa.edu	
West San Antonio Chamber of Commerce	Julie Jimenez	info@westsachamber.org julie@westsachamber.org	
Women's Business Enterprise	Avery Smith	bids@wbea-texas.org	
NAHRO	Web Site	http://nahro.economicengine.com	
Public Purchase	Web Site	www.publicpurchase.com	
Texas ESBID	Web Site	https://portal.cpa.state.tx.us/	
North San Antonio Chamber of Commerce	Web Site	https://northsachamber.chambermaster.com	

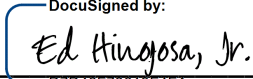
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**Automated and Manual Bulk Pick-up Services**

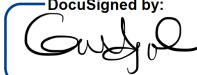
<b>Direct Solicits as of 04/06/21</b>			
	<b>HUBS on CMBL</b>		
Alamo 1	Joseph Salas	frontdesk@alamo1.com	
Lone Star Janitorial, LLC	Vernita Sneed	sneedv@callsj.com	
Mlp Ventures Inc.	Liborio Perez	mlp@att.net	
Tejas Premier Building Cont.	Andrew Wallace	andrew@tejaspremierbc.com	
Alamo City Constructors, Inc.	Kim Alexander	kim@alamocityconstructors.com	
River City Waste Disposal	Otis Spencer	ospe638686@aol.com	
Junk King San Antonio		Dewitt.rrote@junk-king.com	
	<b>Section 3 Bidders</b>		
All Pro General Construction		jorge@apgc.biz	
Trevino Contractors		trevinocont@live.com	
EA Contractor		enrique@mtsconstructor.com	
Garcia Brothers		GBMR.REPAIRS@YAHOO.COM	
R&J Muniz Remodeling		munizjuan60@yahoo.com	
R&C Landscape		floresrudy@hotmail.com	
	<b>Direct Solicits</b>		
Bulk-Away	Cameron McCreary	cameron@bulk-away.com	
Fam Hauling Junk Removal	Allen Perez	Allen.perez67@yahoo.com	
HaulBrooks	Chester Bidmead	chester@haul-brooke.com	
Girls Can Too	April Gest	aprilgest@gmail.com	
Metro Waste Systems		info@metrowastesystems.com	
Junk Medics			
JDog Junk Removal & Hauling		info@jdog.com	
JL Junk Removal		JLjunkremoval16@gmail.com	
Junk Removal San Antonio		junkguysanantonio@gmail.com	
Junk Patrol		JunkPatrols@gmail.com	
Just Junk Solutions	Raul de la Torre	info@justjunksolutions.com	
Last Load Dumpster Service		lastloadadds@gmail.com	
Prestige Junk Removal and Hauling, LLC		prestigejunkremoval@gmail.com	
Texas Refuse	Marc Foster	Cheryl@texasrefuse.com	
River City Waste, Inc.	Kevin Jones	kevin@rivercitywaste.com	
Ramirez Junk Removal Svcs		info@ramirezjunkremovalservices.com	
We Heart Junk		mike@weheartjunk.com	
Xtreme Junk Removal & Svcs		xtremejunkremoval@yahoo.com	
Waste Management	Christopher Cox	ccox6@wm.com	
Tiger Sanitation		customerservice@tiger-tx.com	

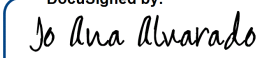
**Advertisement List**  
**Solicitation # 2105-910-27-5141**  
**Automated and Manual Bulk Pick-up Services**

C-6 Disposal Systems		c-6@c6disposal.com	
Texas Disposal Systems	Web Site	customercare@texasdisposal.com, tdscorporate@texasdisposal.com	
Arwood Waste		sanantonio@arwoodwaste.com	
Apache Disposal		info@apachedisposal.com	
BFI Waste Services Of Texas	Reilly O'Neale	roneale@republicservices.com	
Allied Waste Services	Tom Armstrong	tarmstrong@republicservices.com	
River City Waste	Lynette Gray Chris McKinney	lynette@rivercitywaste.com, chris@rivercitywaste.com, info@rivercitywaste.com	
Trojan Waste Solutions	Zac Zahiriniak	zzahirniak@trojanwaste.com	
Waste Point	David Brock	dbrock@wastepoint.com	
Central Waste & Recycling	Mike Mnoian	centralwasteinc@gmail.com	
K2 Waste Solutions, Llc	Bill Killian	bk@bkillian.net	
Texas Commercial Waste	Ron Schmidt	tcwronsch@hotmail.com	
RoadRunner Recycling	Jason Erdeljac	jerdeljac@roadrunnerwm.com	
Republic Services Of Texas Ltd	Chris Gandy	CGandy@republicservices.com	
Rocket Environmental, Llc	Malorie R. Zimmer	sales@rocketenviro.com	

**SAN ANTONIO HOUSING AUTHORITY****August 19, 2021****BOARD OF COMMISSIONERS  
Special Board Meeting****RESOLUTION 6157, AUTHORIZING THE AWARD OF A CONTRACT FOR TURNKEY WIFI EXPANSION PROJECT TO VIA TECHNOLOGY, INC. (DBE, ESBE, HABE, MBE, SBE, HUB, SECTION 3 BUSINESS) FOR AN AMOUNT NOT TO EXCEED \$2,371,176.00**

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**Ed Hinojosa, Jr.**  
**President and CEO**

DocuSigned by:  
  
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**George Ayala**  
**Director of Procurement**

DocuSigned by:  
  
 4248C33558E34F7...  
**Jo Ana Alvarado**  
**Director of Innovative Technology**

**REQUESTED ACTION:**

Consideration and approval regarding Resolution 6157, authorizing the award of a contract for Turnkey WiFi Expansion Project to VIA Technology, Inc. (DBE, ESBE, HABE, MBE, SBE, HUB, Section 3 Business) for an amount not to exceed \$2,371,176.00.

**FINANCIAL IMPACT:**

The current award recommendation for the turnkey portion of the WiFi Expansion Project is not expected to exceed an amount of \$2,371,176.00 to include a base bid of \$2,155,613.89 and an approximate 10% contingency of \$215,562.11 that will only be used, as necessary. This project will be funded with MTW funds designated for the WiFi expansion project.

**SUMMARY:**

SAHA currently provides residents with Public Wireless access (WiFi) in the community rooms of the developments within the portfolios of Public Housing and Beacon Communities. This is accomplished through the use of enterprise-rated WiFi equipment and devices. As part of SAHA's ongoing efforts to bring internet access to all its residents, SAHA seeks to expand the community room WiFi designs and configurations to deliver public access wireless connectivity to any device within the resident's home.

SAHA requires the services of a vendor to provide delivery of a full turnkey solution that will include the complete design, configuration, implementation, installation, and testing of diverse WiFi designs that will meet the needs of the various building types and structures for Public Housing and Beacon Communities. The Contractor will work in collaboration and partnership with SAHA's network team to ensure the best configuration possible for this project.

On March 1, 2021, SAHA issued a Request For Proposals #2102-280-29-5109 for Turnkey WiFi Expansion Project that closed on April 27, 2021. The RFP was published on the SAHA E-Procurement Website, the Hart Beat, NAHRO E-Procurement website, and directly solicited to 19 vendors. A total of four proposals were received in response to this solicitation: AT&T, Lakeway Security, LLC (HABE, Section 3 Business), Major Inc. dba RX Technology (DBE, SBE, WBE, HUB), and Via Technology, Inc. (DBE, ESBE, HABE, MBE, SBE, HUB, Section 3 Business). All proposals were evaluated on the following criteria: experience, project management/implementation/quality control, price, and strength of the vendor's Section 3 and SWMBE Utilization Plans. Presentations were conducted with the two highest-rated proposers on May 18 and 19, 2021. Best and Final

**SAN ANTONIO HOUSING AUTHORITY****August 19, 2021**

Offers were requested from both presenters that were due to SAHA on May 24, 2021. The pricing received from the BAFO's resulted in an increase in cost for the project as the proposers had a better understanding of the project to include the Agency's need for stronger equipment. Based on the above, we are recommending a contract award to Via Technology, Inc. They are the highest-rated qualified proposer.

**COMPANY PROFILE:**

VIA Technology, LLC was established in 1995 and is headquartered in San Antonio, Texas, with a field office in El Paso, Texas. This vendor has been certified as a DBE, ESBE, HABE, MBE, SBE by the South Central Texas Regional Certification Agency, a HUB by the State of Texas, and a Section 3 Business by SAHA. They offer IT solutions to include, but are not limited to, security services, email/spam protection, cloud computing, network security, VoIP Services, and cabling services to clients in industries to include construction, federal, state, and local governments, educational institutions, and commercial clients. They specialize in services to include, but are not limited to: access control solutions, broadband services, cabling solutions, cloud computing, database development, disaster recovery, and continuity planning, email solutions, hosted email, intrusion detection, IP Video Surveillance Solutions, IT assessment and planning services, messaging and collaboration solutions, network security services, WiFi implementation and design services, Share point solutions, remote storage services, and video conferencing solutions. VIA Technology has received contract awards from cooperative vendors to include the Department of Information Resources (DIR) and The Interlocal Purchasing System (TIPS). Their client list includes, but is not limited to ADP, Camp Bullis, Bexar County, Center for Health Care Services, City of San Antonio, Department of Defense, Department of Justice, East Central Independent School District, Freeman Coliseum, Ft. Sam Houston, Lackland Air Force Base, and VIA Transit Park.

**PREVIOUS PERFORMANCE:**

This vendor has received a prior award from SAHA for the first phase of SAHA's WiFi expansion project that included the following communities: Alazan Apache Courts, Cassiano, and Lincoln Heights. They performed satisfactorily under this awarded contract.

**CONTRACT OVERSIGHT:**

Contract oversight will be provided by Jo Ana Alvarado, Director of Innovative Technology, who will monitor the vendor's adherence to contract requirements and performance. The Procurement Department will be responsible to monitor compliance with the vendor's Section 3 and SWMBE subcontractor good faith utilization plans.

**STRATEGIC OUTCOMES:**

- SAHA residents live in quality affordable housing.
- SAHA residents have access to affordable utilities.

**ATTACHMENTS:**

Resolution 6157  
Scoring Matrix  
Advertisement List

**San Antonio Housing Authority  
Resolution 6157**

**RESOLUTION 6157, AUTHORIZING THE AWARD OF A CONTRACT FOR TURNKEY WIFI EXPANSION PROJECT TO VIA TECHNOLOGY, INC. (DBE, ESBE, HABE, MBE, SBE, HUB, SECTION 3 BUSINESS) FOR AN AMOUNT NOT TO EXCEED \$2,371,176.00**

**WHEREAS**, on March 1, 2021, SAHA issued a Request For Proposals #2102-280-29-5109 for Turnkey WiFi Expansion Project that closed on April 27, 2021; and

**WHEREAS**, four proposals were received in response to the RFP; and

**WHEREAS**, presentations were conducted with the two highest rated proposers on May 18 and 19, 2021. Best and Final Offers were requested from both presenters that were due to SAHA on May 24, 2021; and

**WHEREAS**, staff are recommending a contract award to Via Technology, Inc. They are the highest-rated qualified proposer; and

**WHEREAS**, the current award recommendation for the Turnkey portion of the WiFi Expansion Project is not expected to exceed an amount of \$2,371,176.00 to include a base bid of \$2,155,613.89 and an approximate 10% contingency of \$215,562.11 that will only be used, as necessary. This project will be funded with MTW funds designated for the WiFi expansion project; and

**WHEREAS**, staff requests the Board of Commissioners authorize the President and CEO, or designee, to execute all documents associated with this contract.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of San Antonio Housing Authority, hereby:

- 1) Approves Resolution 6157, authorizing the award of a contract for Turnkey WiFi Expansion Project to VIA Technology, Inc. (DBE, ESBE, HABE, MBE, SBE, HUB, Section 3 Business) for an amount not to exceed \$2,371,176.00.
- 2) Authorizes the President and CEO, or designee, to execute all necessary documents associated with this contract.

**Passed and approved on the 19th day of August 2021.**

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**Ana M. "Cha" Guzman**  
**Chair, Board of Commissioners**

**Attested and approved as to form:**

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**Ed Hinojosa, Jr.**  
**President and CEO**

<b>Scoring Matrix</b> <b>Turnkey WiFi Expansion Project</b> <b>2102-280-29-5109</b>					
<b>Criterion Description</b>	<b>Weight</b>	<b>Lakeway Security, LLC</b>	<b>VIA Technology, LLC</b>	<b>Major Inc. dba/ RX Technology</b>	<b>AT&amp;T Business</b>
<b><u>Experience:</u></b>	<b>30</b>				
Rater 1		3.00	4.00	4.00	3.00
Rater 2		4.00	4.00	5.00	4.00
Rater 3		4.00	5.00	4.00	4.00
<b><u>Total Score</u></b>		11.00	13.00	13.00	11.00
<b><u>Average Score</u></b>		3.67	4.33	4.33	3.67
<b><u>Weighted Score</u></b>		22.00	26.00	26.00	22.00
<b><u>Project Management / Implementation / Quality Control:</u></b>	<b>35</b>				
Rater 1		4.00	5.00	2.00	3.00
Rater 2		4.00	5.00	3.00	2.00
Rater 3		4.00	5.00	3.00	2.00
<b><u>Total Score</u></b>		12.00	15.00	8.00	7.00
<b><u>Average Score</u></b>		4.00	5.00	2.67	2.33
<b><u>Weighted Score</u></b>		28.00	35.00	18.67	16.33
<b><u>Price Proposal:</u></b>	<b>25</b>				
<b><u>Total Score</u></b>		4.75	2.78	5.00	4.70
<b><u>Weighted Score</u></b>		23.75	13.90	25.00	23.50
<b><u>Strength of the Contractor's Section 3 Utilization Plan:</u></b>	<b>5</b>				
Rater 1		4.00	1.00	1.00	0.00
Rater 2		3.00	1.00	0.00	0.00
Rater 3		3.00	1.00	1.00	0.00
<b><u>Total Score</u></b>		10.00	3.00	2.00	0.00
<b><u>Average Score</u></b>		3.33	1.00	0.67	0.00
<b><u>Weighted Score</u></b>		3.33	1.00	0.67	0.00
<b><u>Strength of the SWMBE plans:</u></b>	<b>5</b>				
Rater 1		3.00	1.00	2.00	0.00
Rater 2		3.00	1.00	2.00	0.00
Rater 3		3.00	1.00	3.00	0.00
<b><u>Total Score</u></b>		9.00	3.00	7.00	0.00
<b><u>Average Score</u></b>		3.00	1.00	2.33	0.00
<b><u>Weighted Score</u></b>		3.00	1.00	2.33	0.00
Section 3 Preference: A firm may qualify for Section 3 status for up to an additional 5 points.					
Category I: As detailed in Attachment D	5 (.25)	0.00	0.00	0.00	0.00
Category II: As detailed in Attachment D	4 (.2)	0.00	0.00	0.00	0.00
Category III: As detailed in Attachment D	3 (.15)	0.00	0.00	0.00	0.00
Category IV: As detailed in Attachment D	2 (.1)	0.10	0.10	0.00	0.00
<b>Total Weighted Score</b>	<b>100</b>	<b>80.18</b>	<b>77.00</b>	<b>72.67</b>	<b>61.83</b>




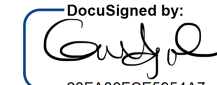
**Advertisement List**  
**Solicitation #2102-280-29-5109**  
**Turnkey WiFi Expansion Project**

Associations /Vendors	Contact Name	Email	Notes
<b>Direct Solicits as of 8/26/20</b>			
	<b>HUBS on CMBL</b>		
ARTCOM ASSOCIATES, INC.	Lori Ann Flores	accounting@artcomtx.com	210-684-8877
FIOSTA TECHNOLOGIES, LLC	Dave Cruz	bids@fiosta.com	210-816-3756
FIVE STAR TECH LTD. CO.	Katrina Greiner	kgreiner@fivestartechltd.com	210-468-0106
GLOBALSCOPE COMMUNICATIONS CORPORATION	Pres./Isabel Gonzaba	igonzaba@gscorp.com	210-321-3700
TERO TECHNOLOGIES, INC.	Robin Portenier	rlp@terousa.com	210-967-4900
	<b>Section 3 Bidders</b>		
<b>Direct Solicits 3/1/21</b>			
AT&T		sc5467@att.com tm5462@att.com	
VIA Technologies	Manuel	manuelv@800viatech.com	
Spectrum Enterprises	Chad Scott	Chad.Scott@charter.com	
Grande Communications	Steven Davis	stephen.davis@mygrande.com	
Verizon		craig.shinn@verizon.com	
DoJo Networks		matthew.leff@dojonetworks.com	
Lumen		mark.strobel@lumen.com	
One 5 Solutions	Lou Martinez	lou@one5solutions.com	
Allot	Alain Amar	aamar@allot.com	
Consolidated Installation Support, LLC		joe@vetcis.com	210-387-0097
Barton Logistics	Austen Hardy	Austin.Hardy@bartonlogistics.com	
Mc Austin	Brett Weiss	bweiss@mcaustin.com	
Lakeway Security	Jesse Grimaldo	jesse@lakewaysecurity.com	512-786-9051
RX Technology	Mark Rizzo	mrizzo@rx-tech.com	210.828. 6081

**SAN ANTONIO HOUSING AUTHORITY****August 19, 2021****BOARD OF COMMISSIONERS  
Special Board Meeting**

**RESOLUTION 6158, AUTHORIZING THE AWARD OF A CONTRACT FOR THE BROADBAND INSTALLATION AND SERVICES PORTION OF THE WIFI EXPANSION PROJECT TO GRANDE COMMUNICATION NETWORKS, LLC FOR AN ANNUAL CUMULATIVE AMOUNT NOT TO EXCEED \$227,430.00; FOR A PERIOD OF ONE YEAR WITH THE OPTION TO RENEW UP TO TWO ADDITIONAL ONE-YEAR TERMS; AND, SPECTRUM ENTERPRISES FOR A PERIOD OF ONE YEAR WITH THE OPTION TO RENEW UP TO TWO ADDITIONAL ONE-YEAR TERMS FOR AN ANNUAL CUMULATIVE AMOUNT NOT TO EXCEED \$311,713.00 FOR YEAR ONE AND AN ANNUAL CUMULATIVE AMOUNT NOT TO EXCEED \$302,269.00 FOR YEAR TWO AND FOR YEAR THREE**

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**Ed Hinojosa, Jr.**  
**President and CEO**

DocuSigned by:  
  
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**George Ayala**  
**Director of Procurement**

DocuSigned by:  
  
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**Jo Ana Alvarado**  
**Director of Innovative Technology**

**REQUESTED ACTION:**

Consideration and approval regarding Resolution 6158, authorizing the award of contracts for the Broadband Installation and Services portion of the WiFi Expansion project to Grande Communication Networks, LLC for an annual cumulative amount not to exceed \$227,430.00; for a period of one year with the option to renew up to two additional one-year terms; and, Spectrum Enterprises for a period of one year with the option to renew up to two additional one-year terms for an annual cumulative amount not to exceed \$311,713.00 for year one and an annual cumulative amount not to exceed \$302,269.00 for year two and for year three.

**FINANCIAL IMPACT:**

The current award recommendation for the broadband installation and services portion of the WiFi Expansion Project is not expected to exceed an annual cumulative amount of \$539,143.00 for year one to include the cost for the equipment required for the installation and connectivity to the WiFi infrastructure and an annual cumulative amount of \$529,699.00 for year two and year three for delivery of bandwidth to meet the needs of Public Housing and Beacon Communities. The award recommendation for each year includes a 5% contingency that will only be used, if necessary. This project will be funded with MTW funds designated for the WiFi expansion project.

**SUMMARY:**

SAHA currently provides residents with Public Wireless access (WiFi) in the community rooms of the developments within the portfolios of Public Housing and Beacon Communities. This is accomplished through the use of enterprise-rated WiFi equipment and devices. As part of SAHA's ongoing efforts to bring internet access to all its residents, SAHA seeks to expand the community room WiFi to deliver WiFi access and connectivity to any device within the resident's home.

SAHA has awarded contracts for the WiFi equipment that is required to build the WiFi infrastructure and the cabling, mounting, and electrical portions of this project. This approval is for

**SAN ANTONIO HOUSING AUTHORITY****August 19, 2021**

the broadband, backhaul portion of this project. SAHA requires the services of Contractors to provide the necessary Internet Service Provider (ISP) equipment (Modem/Fiber Node) needed to complete the installation and provide connectivity to the WiFi infrastructure. The Contractors will also provide broadband services for three years and all public Internet Protocol (IPs) for each delivery of bandwidth that will meet the needs of the various building types and structures for Public Housing and Beacon Communities. The Contractors will work in collaboration and partnership with SAHA's network team to ensure the best user experience possible for this project.

SAHA requires both coax and fiber bandwidth installation to support the diverse Public Housing and Beacon portfolios. Spectrum was the only vendor that presented the ability to deliver both backhaul types, and shall be awarded 10 fiber and 40 coax properties plus the additional costs for public IP addresses and installation. Grande will be awarded 19 fiber properties. Grande's cost for fiber is considerably less than Spectrum; however, they are only able to provide fiber service to properties where they have a fiber presence. After evaluating all costs associated with this project to include installation and ongoing services, awarding the 19 properties to Grande will result in annual cost savings to the agency in the amount of \$102,372.00.

On February 9, 2021, SAHA issued a Request For Proposals #2102-838-33-5102 for Broadband Installation WiFi Expansion Project that closed on March 5, 2021. This solicitation was closed as non-award as the scope of work needed to be revised to clearly identify the need for ongoing services.

On May 11, 2021, SAHA reissued a Request For Proposals #2105-838-33-5130 for Broadband Installation and Services WiFi Expansion Project that closed on May 28, 2021. The RFP was published on the SAHA E-Procurement Website, the Hart Beat, NAHRO E-Procurement website, and directly solicited to 19 vendors. A total of three proposals were received in response to this solicitation: Spectrum Enterprises, Grande Communications Networks LLC, and DoJo Networks. All proposals were evaluated on the following criteria: experience, project management/implementation/quality control, price, and strength of the vendor's Section 3 and SWMBE Plans. Based on the above, we are recommending contract awards to Spectrum Enterprises and Grande Communications. They are the highest-rated qualified proposers.

**COMPANY PROFILES:**

Grande Communications Networks, LLC was established in 1999 and is based in San Marcos, Texas. They offer internet access, local and long-distance telephone service, and digital cable over its own network to nine different markets in Texas. This vendor serves as the primary provider of cable services for dormitories on the campuses of Texas State University, University of the Incarnate Word, Baylor University, and the University of Texas at Austin.

Spectrum Enterprise, a commercial brand of Charter Communications, was founded in 1993 and is headquartered in Samort, Connecticut. They are a national provider of scalable, fiber-based technology solutions serving businesses and communications service providers. Their broad Spectrum Enterprise portfolio includes internet access, Ethernet and Managed Network Services, Voice and TV solutions, Managed Application, Cloud Infrastructure, and Managed Hosting Services. Their client list includes, but is not limited to, UT Health Science Center at Houston, UT Office of Teleservice, and University of Texas-San Antonio (UTSA).

**SAN ANTONIO HOUSING AUTHORITY**

**August 19, 2021**

**PREVIOUS PERFORMANCE:**

Grande Communications Networks, LLC has received a prior award from SAHA to provide bandwidth for the first phase of SAHA's WiFi Expansion project that included Alazan Apache Courts, Cassiano Homes, and Lincoln Heights. They performed satisfactorily under this awarded contract.

Spectrum Enterprise has received a prior award from SAHA through the Department of Information Resources for communications technology services and performed satisfactorily under the awarded contract.

**CONTRACT OVERSIGHT:**

Contract oversight will be provided by Jo Ana Alvarado, Director of Innovative Technology, who will monitor the vendor's adherence to contract requirements and performance. The Procurement Department will be responsible to monitor compliance with the vendor's Section 3 and SWMBE subcontractor good faith utilization plans.

**STRATEGIC OUTCOMES:**

- SAHA residents live in quality affordable housing.
- SAHA residents have access to affordable utilities.

**ATTACHMENTS:**

Resolution 6158  
Scoring Matrix  
Advertisement List

**San Antonio Housing Authority  
Resolution 6158**

**RESOLUTION 6158, AUTHORIZING THE AWARD OF A CONTRACT FOR THE BROADBAND INSTALLATION AND SERVICES PORTION OF THE WIFI EXPANSION PROJECT TO GRANDE COMMUNICATION NETWORKS, LLC FOR AN ANNUAL CUMULATIVE AMOUNT NOT TO EXCEED \$227,430.00; FOR A PERIOD OF ONE YEAR WITH THE OPTION TO RENEW UP TO TWO ADDITIONAL ONE-YEAR TERMS; AND, SPECTRUM ENTERPRISES FOR A PERIOD OF ONE YEAR WITH THE OPTION TO RENEW UP TO TWO ADDITIONAL ONE-YEAR TERMS FOR AN ANNUAL CUMULATIVE AMOUNT NOT TO EXCEED \$311,713.00 FOR YEAR ONE AND AN ANNUAL CUMULATIVE AMOUNT NOT TO EXCEED \$302,269.00 FOR YEAR TWO AND FOR YEAR THREE**

**WHEREAS**, on May 11, 2021, SAHA reissued a Request For Proposals #2105-838-33-5130 for Broadband Installation and Services WiFi Expansion Project that closed on May 28, 2021; and

**WHEREAS**, three proposals were received in response to the RFP; and

**WHEREAS**, staff are recommending contract awards to Spectrum Enterprises and Grande Communications Networks, LLC. They are the highest-rated qualified proposers; and

**WHEREAS**, the current award recommendation for the broadband installation and services portion of the WiFi Expansion Project is not expected to exceed an annual cumulative amount of \$539,143.00 for year one to include the cost for the equipment required for the installation and connectivity to the WiFi infrastructure and an annual cumulative amount of \$529,699.00 for year two and year three for delivery of bandwidth to meet the needs of Public Housing and Beacon Communities. The award recommendation for each year includes a 5% contingency that will only be used, if necessary. This project will be funded with MTW funds designated for the WiFi expansion project; and

**WHEREAS**, staff requests the Board of Commissioners authorize the President and CEO, or designee, to execute all documents associated with this contract.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of San Antonio Housing Authority, hereby:

- 1) Approves Resolution 6158, authorizing the award of contracts for the Broadband Installation and Services portion of the WiFi Expansion project to Grande Communication Networks, LLC for an annual cumulative amount not to exceed \$227,430.00; for a period of one year with the option to renew up to two additional one-year terms; and, Spectrum Enterprises for a period of one year with the option to renew up to two additional one-year terms for an annual cumulative amount not to exceed \$311,713.00 for year one and an annual cumulative amount not to exceed \$302,269.00 for year two and for year three.
- 2) Authorizes the President and CEO, or designee, to execute all necessary documents associated with this contract.

**Passed and approved on the 19th day of August 2021.**

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**Ana M. "Cha" Guzman**  
**Chair, Board of Commissioners**

**Attested and approved as to form:**

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**Ed Hinojosa, Jr.**  
**President and CEO**

Scoring Matrix

Broadband Installation & Services WiFi Expansion Project

2105-838-33-5130


	Total	Experience	Project Management/Implementation/Quality Control	Price Proposal	Strength of the Contractor's Section 3 Utilization Plan	Strength of the Contractor's S/W/MBE Utilization Plan
Supplier	/ 100 pts	/ 30 pts	/ 35 pts	/ 25 pts	/ 5 pts	/ 5 pts
Spectrum Enterprise	74.98	30	28	16.98	0	0
Grande Communications	81.00	28	28	25	0	0
Get Wireless, Inc	59.99	18	23.33	13.32	2.67	2.67

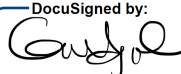
**Advertisement List**  
**Solicitation #2105-838-33-5130**  
**Broadband Installation & Services WiFi Expansion Project**


Associations /Vendors	Contact Name	Email	Notes
<b>Direct Solicits as of 5/11/2021</b>			
	<b>HUBS on CMBL</b>		
ARTCOM ASSOCIATES, INC.	Lori Ann Flores	accounting@artcomtx.com	210-684-8877
FIOSTA TECHNOLOGIES, LLC	Dave Cruz	bids@fiosta.com	210-816-3756
FIVE STAR TECH LTD. CO.	Katrina Greiner	kgreiner@fivestartechltd.com	210-468-0106
GLOBALSCOPE COMMUNICATIONS CORPORATION	Pres./Isabel Gonzaba	igonzaba@gscorp.com	210-321-3700
TERO TECHNOLOGIES, INC.	Robin Portenier	rlp@terousa.com	210-967-4900
	<b>Section 3 Bidders</b>		
	<b>Direct Solicits</b>		
AT&T		sc5467@att.com tm5462@att.com jh1394@att.com	
VIA Technologies	Manuel	manuelv@800viatech.com fmay@800viatech.com	
Spectrum Enterprises	Chad Scott	Chad.Scott@charter.com	
Grande Communications	Steven Davis	stephen.davis@mygrande.com	
Verizon Business Network Services,	Craig shinn	craig.shinn@verizon.com	
DoJo Networks		matthew.leff@dojonetworks.com	
Lumen		mark.strobel@lumen.com	
One 5 Solutions	Lou Martinez	lou@one5solutions.com	
Allot	Alain Amar	aamar@allot.com	
Consolidated Installation Support, LLC		joe@vetcis.com	210-387-0097
Barton Logistics	Austen Hardy	Austin.Hardy@bartonlogistics.com	
DoJo Networks		matthew.leff@dojonetworks.com	
Lakeway Security	Jesse	jesse@lakewaysecurity.com	
RX-Technology		sherik@rx-tech.com	



**SAN ANTONIO HOUSING AUTHORITY****August 19, 2021****BOARD OF COMMISSIONERS  
Special Board Meeting****RESOLUTION 6159, AUTHORIZING THE AWARD OF A CONTRACT FOR DEVELOPMENT INITIATIVE CONSULTING SERVICES TO BAKER TILLY VIRCHOW KRAUSE, LLP THROUGH PHILADELPHIA HOUSING AUTHORITY FOR AN AMOUNT NOT TO EXCEED \$500,000.00; FOR A PERIOD OF SEVEN MONTHS WITH THE OPTION TO RENEW UP TO THREE ADDITIONAL ONE YEAR TERMS**

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**Ed Hinojosa, Jr.**  
**President and CEO**

DocuSigned by:  
  
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**George Ayala**  
**Director of Procurement**

DocuSigned by:  
  
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**Lorraine Robles**  
**Director of Development  
Services and Neighborhood  
Revitalization**

**REQUESTED ACTION:**

Consideration and approval regarding Resolution 6159, authorizing the award of a contract for development initiative consulting services to Baker Tilly Virchow Krause, LLP through Philadelphia Housing Authority for an amount not to exceed \$500,000.00; for a period of seven months with the option to renew up to three additional one year terms.

**FINANCIAL IMPACT:**

The current award recommendation for development initiative consulting services is not expected to exceed an amount of \$500,000.00 and will be funded with existing reserves.

**SUMMARY:**

Snowden Apartments (Project) is an approximately 135-unit new construction apartment complex for Seniors age 62 years and older, proposed on an approximately 6.97 acres vacant tract of land located at 7223 Snowden Road, San Antonio, Bexar County, Texas. The new development will provide a mix of one- and two-bedroom units with appropriate design considerations and amenities and is anticipated to be 100% affordable at 60% area median income or less.

San Antonio Housing Finance Corporation (Corporation) plans to self-develop the apartment complex utilizing the consulting services of Baker Tilly and will not pursue the assistance of a private developer. The Project will receive the benefit of the Corporation's ad valorem tax exemption, as well as a sales tax exemption arising out of the Corporation serving as the prime contractor. The Corporation or its assignee will receive a purchase option and a right of first refusal from the Partnership. The agency will benefit by adding units to its affordable housing portfolio, enabling the agency to serve more residents and further its mission.

Baker Tilly (Consultant) offers a wide range of pre-construction and construction services. During the design phase, the Consultant will work closely with the Corporation and the Design and Engineering team to ensure that construction, space design, spatial relationships, interior design, landscaping, sustainability, furnishings/equipment criteria, specifications, soil boring for site conditions, and budgets for the project are developed in a timely manner to meet the established project program and vision. In addition, the Consultant will aid in developing and coordinating the

**SAN ANTONIO HOUSING AUTHORITY****August 19, 2021**

full project scope by evaluating all funding source standards and coordinating with design professionals to ensure compliance with those standards. During the construction phase, the Consultant will work closely with the general contractor to remedy design/pricing and construction issues. It will provide the Corporation with regular updates on project progress, aid in obtaining proper pricing, assist with developer draw and construction draw administration, oversee the project development construction schedule and budget, and review any change orders which may occur. During the close-out phase, the Consultant will coordinate the final pay application, receipt of the final Certificate of Occupancy, and the successful conversion of construction to permanent financing.

The U.S. Department of Housing and Urban Development encourages Housing Authorities to utilize cooperative and interagency agreements to simplify and expedite the procurement processes. SAHA is not required to issue its own competitive solicitation in cases where the use of available contracts is appropriate and in accordance with SAHA procurement policies.

On April 29, 2019, Philadelphia Housing Authority (PHA) issued a Request For Proposals #P-004886 for Development Initiative Consulting Services that closed on May 30, 2019, with Best and Final Offer dated and accepted by (PHA) on August 9, 2019. Contracts were awarded to three firms to include Baker Tilly Virchow Krause, LLP. This contract was effective March 9, 2020, for a period of two years with the option to renew up to three additional one-year terms. SAHA is requesting approval to “join” or “piggyback” onto this awarded contract for the remaining term awarded by PHA.

**COMPANY PROFILE:**

Baker Tilly Virchow Krause, LLP (doing business as Baker Tilly) is a public accounting and consulting firm headquartered in Chicago, Illinois. The company has office locations in 25 states with 445 professionals deployed across six cities in Texas to include Houston, Austin, Dallas, Ft. Worth, Irving, and Spring. This is a full-service accounting and financial advisory firm with a specialized focus on servicing housing developers, property managers, state housing credit agencies, public housing authorities, syndicators, and investors. Their affordable housing services include, but are not limited to, audit, tax credit applications, applications for soft sources, rental assistance demonstration (RAD) consulting, year 15 exit strategies, stabilization calculation, investor/lender identification, and negotiation. Baker Tilly has worked with various Housing Authorities to include the Alaskan Housing Authority, Housing Authority of the City of Milwaukee, LaFayette Housing Authority, Philadelphia Housing Authority, and various Housing Authorities throughout the state of Illinois.

**PREVIOUS PERFORMANCE:**

This firm has received prior awards from SAHA for Development Initiative Consulting Services for SAHA's Asset Management and Development Services and Neighborhood Revitalization Departments and they have performed satisfactorily under both awarded contracts.

**CONTRACT OVERSIGHT:**

Contract oversight will be provided by Lorraine Robles, Director of Development Services and Neighborhood Revitalization, who will monitor the vendor's adherence to contract requirements and performance. The Procurement Department will be responsible to monitor compliance with the vendor's Section 3 and SWMBE subcontractor good faith utilization plans,

**SAN ANTONIO HOUSING AUTHORITY**

**August 19, 2021**

**STRATEGIC OUTCOMES:**

- SAHA residents have a sufficient supply of affordable housing options.
- SAHA residents live in quality affordable housing.

**ATTACHMENT:**

Resolution 6159

**San Antonio Housing Authority  
Resolution 6159**

**RESOLUTION 6159, AUTHORIZING THE AWARD OF A CONTRACT FOR DEVELOPMENT INITIATIVE CONSULTING SERVICES TO BAKER TILLY VIRCHOW KRAUSE, LLP THROUGH PHILADELPHIA HOUSING AUTHORITY FOR AN AMOUNT NOT TO EXCEED \$500,000.00; FOR A PERIOD OF SEVEN MONTHS WITH THE OPTION TO RENEW UP TO THREE ADDITIONAL ONE YEAR TERMS**

**WHEREAS**, the U.S. Department of Housing and Urban Development encourages Housing Authorities to utilize cooperative and interagency agreements to simplify and expedite the procurement processes. SAHA is not required to issue its own competitive solicitation in cases where the use of available contracts is appropriate and are in accordance with SAHA procurement policies; and

**WHEREAS**, on April 29, 2019, Philadelphia Housing Authority (PHA) issued a Request For Proposals #P-004886 for Development Initiative Consulting Services that closed on May 30, 2019, with Best and Final Offer dated and accepted by PHA on August 9, 2019. Contracts were awarded to three firms to include Baker Tilly Virchow Krause, LLP. This contract was effective March 9, 2020, for a period of two years with the option to renew up to three additional one year terms; and

**WHEREAS**, SAHA staff are requesting approval to enter into a "join" or "piggy-back" agreement with Baker Tilly Virchow Krause, LLP; and

**WHEREAS**, the current award recommendation for development initiative consulting services is not expected to exceed an amount of \$500,000.00 and will be funded with existing reserves; and

**WHEREAS**, staff requests the Board of Commissioners authorize the President and CEO, or designee, to execute all documents associated with this contract.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of San Antonio Housing Authority, hereby authorizes the President and CEO, or designee, to:

- 1) Approve Resolution 6159, authorizing the award of a contract for development initiative consulting services to Baker Tilly Virchow Krause, LLP through Philadelphia Housing Authority for an amount not to exceed \$500,000.00; for a period of seven months with the option to renew up to three additional one year terms.
- 2) Execute all necessary documents associated with this contract.

**Passed and approved on the 19th day of August 2021.**

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**Ana M. "Cha" Guzman**  
**Chair, Board of Commissioners**

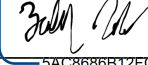
**Attested and approved as to form:**

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**Ed Hinojosa, Jr.**  
**President and CEO**

**SAN ANTONIO HOUSING AUTHORITY****August 19, 2021****BOARD OF COMMISSIONERS  
Special Board Meeting****RESOLUTION 6160, APPROVING THE PAYMENT STANDARD SCHEDULE BETWEEN 90% AND 105% OF SMALL AREA FAIR MARKET RENTS (SAFMRS) FOR THE EMERGENCY HOUSING VOUCHER (EHV) PROGRAM**

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**Ed Hinojosa, Jr.**  
**President and CEO**

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**Zachariah Woodard**  
**Director of Federal Housing Programs**

**REQUESTED ACTION:**

Consideration and approval regarding Resolution 6160, approving the Payment Standard Schedule between 90% and 105% of Small Area Fair Market Rents (SAFMRS) for the Emergency Housing Voucher (EHV) Program.

**FINANCIAL IMPACT:**

SAHA's Housing Assistance Payment (HAP) amount for the Emergency Housing Voucher (EHV) Program Payment Standard Schedule is estimated at \$2,618,314.00.

**SUMMARY:**

The U.S. Department of Housing and Urban Development (HUD) annually establishes small area fair market rents (SAFMR) for each area in the United States. HCV regulations at 24 CFR § 982.503(a)(3) requires housing authorities to establish voucher payment standards for each unit size. Payment standard is defined as "the maximum assistance payment for a family assisted in the voucher program (before deducting the total tenant payment by the family)" [24 CFR 982.4(b)].

Due to the emergency nature of the EHV, HUD is waiving §982.503(a)(3) and establishing an alternative requirement permitting housing authorities to establish separate higher payment standards for the EHV in order to increase the potential pool of available units for EHV families.

In November 2016, the Small Area Fair Market Rent (SAFMR) Final Rule (Federal Register Notice FR-5855-F-03) mandated certain metropolitan areas, including the San Antonio-New Braunfels metro area, to use SAFMRs in the Housing Choice Voucher (HCV) program. Per HUD regulations, payment standards for HCVs must be within 90-110% of the SAFMR. However, with the new EHV, HUD has established an alternative requirement to allow the housing authorities to establish a payment standard amount for a unit size at any level between **90 percent and 120 percent** (as opposed to 110 percent) of the published SAFMR for that unit size.

The proposed EHV Payment Standard Schedule as shown in Table 1 below falls within the 90% to 105% range. Staff requests approval of the proposed payment standard schedule for all bedroom sizes, which complies with HUD requirements. The proposed payment standards will be effective for all EHV's issued beginning July 1, 2021.

**SAN ANTONIO HOUSING AUTHORITY****August 19, 2021****Table 1. Proposed EHV Payment Standard Schedule**

<b>Zip Code Group</b>	<b>0 BR</b>	<b>1 BR</b>	<b>2 BR</b>	<b>3 BR</b>	<b>4 BR</b>	<b>5 BR</b>	<b>6 BR</b>
1	\$550	\$660	\$800	\$1,040	\$1,290	\$1,484	\$1,677
2	\$620	\$750	\$910	\$1,180	\$1,460	\$1,679	\$1,898
3	\$660	\$790	\$970	\$1,260	\$1,560	\$1,794	\$2,028
4	\$710	\$850	\$1,040	\$1,350	\$1,670	\$1,921	\$2,171
5	\$810	\$970	\$1,180	\$1,530	\$1,900	\$2,185	\$2,470
6	\$840	\$1,010	\$1,230	\$1,600	\$1,980	\$2,277	\$2,574
7	\$910	\$1,090	\$1,330	\$1,730	\$2,140	\$2,461	\$2,782
8	\$940	\$1,120	\$1,370	\$1,780	\$2,200	\$2,530	\$2,860
9	\$1,000	\$1,200	\$1,460	\$1,900	\$2,350	\$2,703	\$3,055
10	\$1,080	\$1,290	\$1,590	\$2,060	\$2,550	\$2,933	\$3,315

**STRATEGIC OUTCOMES:**

- SAHA residents live in quality affordable housing.
- SAHA residents have a sufficient supply of affordable housing options.

**ATTACHMENTS:**

Resolution 6160  
Presentation

**San Antonio Housing Authority  
Resolution 6160**

**RESOLUTION 6160, APPROVING THE PAYMENT STANDARD SCHEDULE BETWEEN 90% AND 105% OF SMALL AREA FAIR MARKET RENTS (SAFMRS) FOR THE EMERGENCY HOUSING VOUCHER (EHV) PROGRAM**

**WHEREAS**, the U.S. Department of Housing and Urban Development (HUD) annually establishes small area fair market rents (SAFMRS) for each area in the United States; and

**WHEREAS**, HUD requires SAHA to establish voucher payment standards for Emergency Housing Vouchers (EHVs); and

**WHEREAS**, SAHA staff request authorization to establish the EHV Payment Standard Schedule at the proposed amounts in order to ensure payment standards are compliant with federal regulations.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of San Antonio Housing Authority, hereby approves:

Resolution 6160, approving the Payment Standard Schedule between 90% and 105% of Small Area Fair Market Rents (SAFMRS) for the Emergency Housing Voucher (EHV) Program to be effective for all EHVs issued July 2021 and later.

**Table 1. Proposed EHV Payment Standard Schedule**

<b>Zip Code Group</b>	<b>0 BR</b>	<b>1 BR</b>	<b>2 BR</b>	<b>3 BR</b>	<b>4 BR</b>	<b>5 BR</b>	<b>6 BR</b>
1	\$550	\$660	\$800	\$1,040	\$1,290	\$1,484	\$1,677
2	\$620	\$750	\$910	\$1,180	\$1,460	\$1,679	\$1,898
3	\$660	\$790	\$970	\$1,260	\$1,560	\$1,794	\$2,028
4	\$710	\$850	\$1,040	\$1,350	\$1,670	\$1,921	\$2,171
5	\$810	\$970	\$1,180	\$1,530	\$1,900	\$2,185	\$2,470
6	\$840	\$1,010	\$1,230	\$1,600	\$1,980	\$2,277	\$2,574
7	\$910	\$1,090	\$1,330	\$1,730	\$2,140	\$2,461	\$2,782
8	\$940	\$1,120	\$1,370	\$1,780	\$2,200	\$2,530	\$2,860
9	\$1,000	\$1,200	\$1,460	\$1,900	\$2,350	\$2,703	\$3,055
10	\$1,080	\$1,290	\$1,590	\$2,060	\$2,550	\$2,933	\$3,315

**Passed and approved the 19th day of August 2021.**

**Attested and approved as to form:**

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**Ana M. "Cha" Guzman**  
**Chair, Board of Commissioners**

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**Ed Hinojosa, Jr.**  
**President and CEO**





# **EMERGENCY HOUSING VOUCHER PAYMENT STANDARDS**

**August 19, 2021**

# BACKGROUND

2

Due to the emergency nature of the Emergency Housing Vouchers (EHV), HUD is permitting housing authorities to establish separate higher payment standards to **increase the potential pool of available units** for EHV families.

SAHA is establishing a payment standard **between 90% and 105% of SAFMRs**.

# PAYMENT STANDARD COMPARISON

3

## CURRENT MTW SAFMR PAYMENT STANDARDS

Zip Code Group	Number of Bedrooms						
	0 bdr	1	2	3	4	5	6
<b>1</b>	\$477	\$576	\$711	\$936	\$1,134	\$1,304	\$1,474
<b>6</b>	\$756	\$909	\$1,107	\$1,440	\$1,782	\$2,049	\$2,317
<b>10</b>	\$972	\$1,161	\$1,431	\$1,854	\$2,295	\$2,639	\$2,984

## PROPOSED EHV PAYMENT STANDARDS\*

Zip Code Group	Number of Bedrooms						
	0	1	2	3	4	5	6
<b>1</b>	\$550	\$660	\$800	\$1,040	\$1,290	\$1,484	\$1,677
<b>6</b>	\$840	\$1,010	\$1,230	\$1,600	\$1,980	\$2,277	\$2,574
<b>10</b>	\$1,080	\$1,290	\$1,590	\$2,060	\$2,550	\$2,933	\$3,315

**\*Up to 105% of Small Area Fair Market Rents**

# FINANCIAL IMPACT AND IMPLEMENTATION

4


SAHA's Housing Assistance Payment (HAP) amount for the Emergency Housing Voucher (EHV) Program Payment Standard Schedule is estimated at **\$2,618,314.00**.

The recommended EHV Payment Standard Schedule will be effective beginning **July 2021**.

# QUESTIONS?

**SAN ANTONIO HOUSING AUTHORITY****August 19, 2021****BOARD OF COMMISSIONERS  
Special Board Meeting****RESOLUTION 6161, APPROVING THE INTERIM REEXAMINATION POLICY AND THE  
EMERGENCY HOUSING VOUCHER PROGRAM POLICY**

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**Ed Hinojosa, Jr.**  
**President and CEO**

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**Zachariah Woodard**  
**Director of Federal Housing Programs**

**REQUESTED ACTION:**

Consideration and approval regarding Resolution 6161, approving the Interim Reexamination Policy and the Emergency Housing Voucher Program Policy.

**FINANCIAL IMPACT:**

There is no estimated financial impact.

**SUMMARY:**

On April 10, 2020, the U.S. Department of Housing and Urban Development (HUD) released multiple waivers in response to the novel Coronavirus (COVID-19) pandemic to waive and establish alternatives for numerous statutory and regulatory requirements.

On March 11, 2021, President Biden signed the American Rescue Plan (ARP) Act of 2021 into law, which appropriates \$5 billion for new incremental Emergency Housing Vouchers (EHVs), the renewal of those EHVs, and fees for the cost of administering the EHVs and other eligible expenses. The San Antonio Housing Authority (SAHA) was awarded 284 EHVs in May 2021.

These waivers allow Public Housing Agencies (PHAs) to update their existing policies as necessary, per the alternative requirements, to ensure essential services continue while protecting the health and safety of staff, clients, and the public.

SAHA is proposing to implement a new interim reexamination policy contingent with COVID-19 restrictions, which has been added to the previously approved COVID-19 Appendix that can be removed from the ACOP and Admin Plan when no longer necessary. This policy will be included in the ACOP and Admin Plan.

**I. Proposed Revisions to ACOP and Admin Plan - COVID-19 Appendix:****A. Interim Reexaminations [PIH 2021-14 HCV-1, PH-4]**

1. If the family declares a decrease in income and tenant rent is to decrease, the decrease will be effective retroactively on the first of the month following the date of the actual decrease.

**II. Proposed Revisions to Admin Plan - EHV Policies:**

In order for SAHA to administer the 284 EHVs awarded, SAHA must implement policies contingent with rules set forth in Notice PIH 2021-15. A new chapter has been added to the

**SAN ANTONIO HOUSING AUTHORITY****August 19, 2021**

Admin Plan with general and agency-specific policies, the latter noted below. Note that any policies for EHV's that are not specified in this new chapter will default to those used to administer the regular Housing Choice Voucher (HCV) Program.

- A. SAHA will implement the following eligible uses for service fees:
  1. Housing Search Assistance, Moving Expenses, Application Fee, Security Deposit Assistance, Owner Incentive Payment, Renter's Insurance.
- B. SAHA will identify the local Continuum of Care (CoC) agency partnering with SAHA:
  1. SAHA has entered into an MOU with South Alamo Regional Alliance for the Homeless (SARAH).
  2. Other Partnering Organizations:
    - a) American GI Forum (AGIF), BEAT AIDS, Catholic Charities San Antonio, Center for Health Care Services, City of San Antonio (COSA), Endeavors, Family Violence Prevention Shelter, Haven for Hope, Providence Place, Roy Maas Youth Alternatives, San Antonio AIDS Foundation, SA Hope Center, SAMMinistries, The Society of St. Vincent de Paul San Antonio, The Salvation Army, Thrive, The University of Texas at San Antonio (UTSA), Veterans Affairs (VA), Youth Center of Texas, and Family Violence Prevention Shelter.
- C. SARAH will establish and implement a system to identify EHV eligible individuals and families within the agency's caseload and make referrals to SAHA and certify that the EHV applicants they refer to SAHA meet at least one of the four EHV eligibility criteria. SAHA will maintain a copy of the referral or certification from SARAH in the participant's file along with other eligibility paperwork.
- D. SAHA and SARAH will identify staff positions to serve as lead EHV liaisons. These positions will be responsible for transmission and acceptance of referrals.
- E. SARAH will provide SAHA with a list of eligible referrals including the name, address, and contact phone number for each adult individual who is being referred; a completed release form for each adult family member; and a written certification for each referral indicating they are EHV-eligible.
- F. SAHA will deny an EHV in certain situations, including when the family fails to sign consent forms and when any household member has engaged in the last 12 months in threatening abusive or violent behavior toward SAHA personnel. All other reasons for denial match the regular HCV Program rules or are *more lenient* to allow a greater number of families to qualify.
- G. SAHA will state requirements for family income verification, which are generally *more lenient* than regular HCV Program rules, such as accepting printouts from webpages and self-certifications of income.
- H. SAHA will issue EHV's with an initial term of 120 calendar days. The family must submit a Request for Tenancy Approval and proposed lease within the 120-day period unless SAHA grants an extension.

**SAN ANTONIO HOUSING AUTHORITY**

**August 19, 2021**

I. SAHA will establish a payment standard between 90% and 120% of SAFMRs.

**STRATEGIC OUTCOMES:**

- SAHA residents live in quality affordable housing.
- SAHA residents have a sufficient supply of affordable housing options.

**ATTACHMENTS:**

Resolution 6161

Chapter 20: Emergency Housing Vouchers

Presentation



**San Antonio Housing Authority  
Resolution 6161**

**RESOLUTION 6161, APPROVING THE INTERIM REEXAMINATION POLICY AND THE EMERGENCY HOUSING VOUCHER PROGRAM POLICY**

**WHEREAS**, on April 10, 2020, the U.S. Department of Housing and Urban Development (HUD) released multiple waivers in response to the novel Coronavirus (COVID-19) pandemic to waive and establish alternatives for numerous statutory and regulatory requirements. Additionally, on March 11, 2021, President Biden signed the American Rescue Plan (ARP) Act of 2021 into law, which appropriates \$5 billion for new incremental Emergency Housing Vouchers (EHVs), the renewal of those EHVs, and fees for the cost of administering the EHVs and other eligible expenses. The San Antonio Housing Authority (SAHA) was awarded 284 EHVs in May 2021; and

**WHEREAS**, these waivers allow Public Housing Agencies (PHAs) to update their existing policies as necessary, per the alternative requirements, to ensure essential services continue while protecting the health and safety of staff, clients and the public; and

**WHEREAS**, SAHA staff request authorization to establish the attached policies, which enable SAHA to improve processes (that are burdensome for clientele and SAHA staff) during the COVID-19 pandemic and in the future, and to allow for administration of EHVs.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of San Antonio Housing Authority hereby approves:

Resolution 6161, approving the Interim Reexamination Policy and the Emergency Housing Voucher (EHV) Program Policy.

**Passed and approved the 19th day of August 2021.**

**Attested and approved as to form:**

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**Dr. Ana “Cha” Guzman**  
**Chair, Board of Commissioners**

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**Ed Hinojosa, Jr.**  
**President and CEO**



## **HOUSING CHOICE VOUCHER PROGRAM ADMINISTRATIVE PLAN**

# **CHAPTER 20**

## **EMERGENCY HOUSING VOUCHERS**

## **CHAPTER 20: EMERGENCY HOUSING VOUCHERS**

On March 11, 2021, President Biden signed the American Rescue Plan Act of 2021 (ARP) (P.L. 117-2). Section 3202 of the ARP appropriated \$5 billion for the creation, administration, and renewal of new incremental emergency housing vouchers (EHVs) and other eligible expenses related to COVID-19.

On May 5, 2021, HUD issued Notice PIH 2021-15, which described HUD's process for allocating approximately 70,000 EHVs to eligible PHAs and set forth the operating requirements for PHAs who administer them. Based on criteria outlined in the notice, HUD notified eligible PHAs of the number of EHVs allocated to their agency, and PHAs were able to accept or decline the invitation to participate in the program.

PHAs may not project-base EHVs; EHVs are exclusively tenant-based assistance.

All applicable nondiscrimination and equal opportunity requirements apply to the EHV program, including requirements that the PHA grant reasonable accommodations to persons with disabilities, effectively communicate with persons with disabilities, and ensure meaningful access for persons with limited English proficiency (LEP).

This chapter describes HUD regulations and PHA policies for administering EHVs. The policies outlined in this chapter are organized into six sections, as follows:

### **PART 1: Funding**

### **PART 2: Partnering Agencies**

### **PART 3: Waiting List Management**

### **PART 4: Family Eligibility**

### **PART 5: Housing Search and Leasing**

### **PART 6: Use of Funds, Reporting, and Financial Records**

Except as addressed by this chapter and as required under federal statute and HUD requirements, the general requirements of the HCV program apply to EHVs.

## 20.1 FUNDING

### 20.1.A FUNDING OVERVIEW

- (1) The American Rescue Plan Act of 2021 (ARP) provides administrative fees and funding for the costs of administering emergency housing vouchers (EHVs) and other eligible expenses defined in Notice PIH 2021-15. These fees may only be used for EHV administration and other eligible expenses and must not be used for or applied to other PHA programs or vouchers. The PHA must maintain separate financial records from its regular HCV funding for all EHV funding.
- (2) **Housing Assistance Payments (HAP) Funding**
  - (a) ARP funding obligated to the PHA as housing assistance payments (HAP) funding may only be used for eligible EHV HAP expenses (i.e., rental assistance payments). EHV HAP funding may not be used for EHV administrative expenses or for the eligible uses under the EHV services fee.
  - (b) The initial funding term will expire December 31, 2022. HUD will provide renewal funding to the PHA for the EHVs on a calendar year (CY) basis commencing with CY 2023. The renewal funding allocation will be based on the PHA's actual EHV HAP costs in leasing, similar to the renewal process for the regular HCV program. EHV renewal funding is not part of the annual HCV renewal funding formula; EHVs are renewed separately from the regular HCV program. All renewal funding for the duration of the EHV program has been appropriated as part of the ARP funding.
- (3) **Administrative Fee and Funding**
  - (a) The following four types of fees and funding are allocated as part of the EHV program:
    - (i) **Preliminary Fees**  
Support immediate start-up costs that the PHA will incur in implementing alternative requirements under EHV, such as outreach and coordination with partnering agencies:
      - (A) \$400 per EHV allocated to the PHA, once the consolidated annual contributions contract (CACC) is amended.
      - (B) This fee may be used for any eligible administrative expenses related to EHVs.
      - (C) The fee may also be used to pay for any eligible activities under EHV service fees (TPSI.B).
    - (ii) **Placement Fees/Expedited Issuance Reporting Fees**  
Support initial lease-up costs and the added cost and effort required to expedite leasing of EHVs:

(A) \$100 for each EHV initially leased, if the PHA reports the voucher issuance date in the Public Housing Information Center–Next Generation (PIC–NG) system within 14 days of voucher issuance or the date the system becomes available for reporting.

(B) Placement fees:

- (1) \$500 for each EHV family placed under a HAP contract effective within four months of the effective date of the ACC funding increment; or
- (2) \$250 for each EHV family placed under a HAP contract effective after four months but less than six months after the effective date of the ACC funding increment.
- (3) HUD will determine placement fees in the event of multiple EHV allocations and funding increment effective dates.

(C) Placement/expedited issuance fees only apply to the initial leasing of the voucher; they are not paid for family moves or to turnover vouchers.

**(iii) Ongoing Administrative Fees**

Calculated in the same way as the standard HCV program:

- (A) PHAs are allocated administrative fees using the full column A administrative fee amount for each EHV under contract as of the first day of each month.
- (B) Ongoing EHV administrative fees may be subject to proration in future years, based on available EHV funding.

**(iv) Services Fees**

A one-time fee to support PHAs' efforts to implement and operate an effective EHV services program in its jurisdiction (TPS-I.B):

- (A) The fee is allocated once the PHA's CACC is amended to reflect EHV funding.
- (B) The amount allocated is \$3,500 for each EHV allocated.

## 20.1.B SERVICE FEES

- (1) Services fee funding must be initially used for defined eligible uses and not for other administrative expenses of operating the EHV program. Service fees fall into four categories:
  - (a) Housing search assistance
  - (b) Security deposit/utility deposit/rental application/holding fee uses
  - (c) Owner-related uses
  - (d) Other eligible uses such as moving expenses or tenant-readiness services
- (2) The PHA must establish the eligible uses and the parameters and requirements for service fees in the PHA's administrative plan.

(a) The eligible uses for service fees include:

- (i) Housing Search Assistance
- (ii) Moving Expenses
- (iii) Application Fee
- (iv) Security Deposit Assistance
- (v) Owner Incentive Payment
- (vi) Renter's Insurance

- (3) Any services fee assistance that is returned to the PHA after its initial or subsequent use may only be applied to the eligible services fee uses defined in Notice PIH 2021-15 (or subsequent notice) or other EHV administrative costs. Any amounts not expended for these eligible uses when the PHA's EHV program ends must be remitted to HUD.

## 20.2 PARTNERING AGENCIES

### 20.2.A CONTINUUM OF CARE (CoC)

- (1) PHAs that accept an allocation of EHV's are required to enter into a Memorandum of Understanding (MOU) with the Continuum of Care (CoC) to establish a partnership for the administration of EHV's.

(a) SAHA has entered into an MOU with South Alamo Regional Alliance for the Homeless (SARAH).

### 20.2.B OTHER PARTNERING ORGANIZATIONS

- (1) The PHA may, but is not required to, partner with other organizations trusted by persons experiencing homelessness, such as victim services providers (VSPs) and other community partners. If the PHA chooses to partner with such agencies, the PHA must either enter into an MOU with the partnering agency or the partnering agency may be added to the MOU between the PHA and CoC.

(a) SAHA has added the following partners to the MOU between SAHA and SARAH:

- (i) American GI Forum (AGIF)
- (ii) BEAT AIDS
- (iii) Catholic Charities San Antonio
- (iv) Center for Health Care Services
- (v) City of San Antonio (COSA)
- (vi) Endeavors
- (vii) Family Violence Prevention Shelter
- (viii) Haven for Hope
- (ix) Providence Place
- (x) Roy Maas Youth Alternatives
- (xi) San Antonio AIDS Foundation
- (xii) SA Hope Center
- (xiii) SAMMinistries
- (xiv) The Society of St. Vincent de Paul San Antonio
- (xv) The Salvation Army
- (xvi) Thrive

- (xvii) The University of Texas at San Antonio (UTSA)
- (xviii) Veterans Affairs (VA)
- (xix) Youth Center of Texas
- (xx) Family Violence Prevention Shelter

## 20.2.C REFERRALS

### (1) CoC and Partnering Agency Referrals

- (a) The primary responsibility of the CoC under the MOU with the PHA is to make direct referrals of qualifying individuals and families to the PHA. The PHA must generally refer a family that is seeking EHV assistance directly from the PHA to the CoC or other referring agency for initial intake, assessment, and possible referral for EHV assistance. Partner CoCs are responsible for determining whether the family qualifies under one of the four eligibility categories for EHV. The CoC or other direct referral partner must provide supporting documentation to the PHA of the referring agency's verification that the family meets one of the four eligible categories for EHV assistance.

- (i) SARAH must establish and implement a system to identify EHV eligible individuals and families within the agency's caseload and make referrals to SAHA. SARAH must certify that the EHV applicants they refer to SAHA meet at least one of the four EHV eligibility criteria. SAHA will maintain a copy of the referral or certification from SARAH in the participant's file along with other eligibility paperwork.
- (ii) As part of the MOU, SAHA and SARAH will identify staff positions to serve as lead EHV liaisons. These positions will be responsible for transmission and acceptance of referrals. SARAH must commit sufficient staff and resources to ensure eligible individuals and families are identified and determined eligible in a timely manner.
- (iii) The SAHA liaison responsible for acceptance of referrals will contact the SARAH liaison via email indicating the number of vouchers available and requesting an appropriate number of referrals. SARAH will provide SAHA with a list of eligible referrals including the name, address, and contact phone number for each adult individual who is being referred; a completed release form for each adult family member; and a written certification for each referral indicating they are EHV-eligible.



**(2) Offers of Assistance with CoC Referral**

- (a) The PHA may make an EHV available without a referral from the CoC or other partnering organization in order to facilitate an emergency transfer under VAWA in accordance with Exhibit 16-2: SAHA Emergency Transfer Plan.
- (b) The PHA must also take direct referrals from outside the CoC if:
  - (i) The CoC does not have a sufficient number of eligible families to refer to the PHA; or
  - (ii) The CoC does not identify families that may be eligible for EHV assistance because they are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking or human trafficking.
- (c) If at any time the PHA is not receiving enough referrals or is not receiving referrals in a timely manner from the CoC or other partner referral agencies (or the PHA and CoC cannot identify any such alternative referral partner agencies), HUD may permit the PHA on a temporary or permanent basis to take EHV applications directly from applicants and admit eligible families to the EHV program in lieu of or in addition to direct referrals in those circumstances.

## 20.3 WAITING LIST MANAGEMENT

### 20.3.A HCV WAITING LIST

- (1) The regulation that requires the PHA to admit applicants as waiting list admissions or special admissions in accordance with admission policies in Chapter 4 does not apply to PHAs operating the EHV program. Direct referrals are not added to the PHA's HCV waiting list.
- (2) The PHA must inform families on the HCV waiting list of the availability of EHV by, at a minimum, either by posting the information to their website or providing public notice in their respective communities in accordance with the requirements listed in Notice PIH 2021-15.

- (a) SAHA will post information about the EHV program for families on the HCV waiting list on SAHA's website. The notice will:
  - (i) Describe the eligible populations to which EHV are limited.
  - (ii) Clearly state that the availability of these EHV is managed through a direct referral process.
  - (iii) Advise the family to contact the CoC (or any other PHA referral partner, if applicable) if the family believes they may be eligible for EHV assistance.
- (b) SAHA will ensure effective communication with persons with disabilities, including those with vision, hearing, and other communication-related disabilities in accordance with Chapter 2. SAHA will also take reasonable steps to ensure meaningful access for persons with limited English proficiency (LEP) in accordance with Chapter 2.

### 20.3.B EHV WAITING LIST

- (1) The HCV regulations requiring the PHA to operate a single waiting list for admission to the HCV program do not apply to PHAs operating the EHV program. Instead, when the number of applicants referred by the CoC or partnering agency exceeds the EHV available, the PHA must maintain a separate waiting list for EHV referrals, both at initial leasing and for any turnover vouchers that may be issued prior to September 30, 2023.
- (2) Further, the EHV waiting list is not subject to PHA policies in Chapter 4 regarding opening and closing the HCV waiting list. The PHA will work directly with its CoC and other referral agency partners to manage the number of referrals and the size of the EHV waiting list.

## 20.3.C PREFERENCES

### (1) HCV Waiting List Preferences

- (a) If local preferences are established by the PHA for HCV, they do not apply to EHV. However, if the PHA has a homeless preference or a VAWA preference for the HCV waiting list, the PHA must adopt additional policies related to EHV in accordance with Notice PIH 2021-15.

- (i) SAHA does not offer either a homeless or VAWA preference for the HCV waiting list.

### (2) EHV Waiting List Preferences

- (a) With the exception of a residency preference, the PHA may choose, in coordination with the CoC and other referral partners, to establish separate local preferences for EHV. The PHA may, however, choose to not establish any local preferences for the EHV waiting list.

- (i) No local preferences have been established for the EHV waiting list.

## **20.4 FAMILY ELIGIBILITY**

### **20.4.A OVERVIEW**

- (1) The CoC or referring agency determines whether the individual or family meets any one of the four eligibility criteria described in Notice PIH 2021-15 and then refers the family to the PHA. The PHA determines that the family meets other eligibility criteria for the HCV program, as modified for the EHV program and outlined below.

### **20.4.B REFERRING AGENCY DETERMINATION OF ELIGIBILITY**

- (1) In order to be eligible for an EHV, an individual or family must meet one of four eligibility criteria:
  - (a) Homeless as defined in 24 CFR 578.3;
  - (b) At risk of homelessness as defined in 24 CFR 578.3;
  - (c) Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking (as defined in Notice PIH 2021-15), or human trafficking (as defined in the 22 U.S.C. Section 7102); or
  - (d) Recently homeless and for whom providing rental assistance will prevent the family's homelessness or having high risk of housing instability as determined by the CoC or its designee in accordance with the definition in Notice PIH 2021-15.
- (2) As applicable, the CoC or referring agency must provide documentation to the PHA of the referring agency's verification that the family meets one of the four eligible categories for EHV assistance. The PHA must retain this documentation as part of the family's file.

### **20.4.C PHA SCREENING**

#### **(1) Overview**

- (a) HUD waived 24 CFR 982.552 and 982.553 in part for the EHV applicants and established alternative requirement for mandatory and permissive prohibitions of admissions. Except where applicable, PHA policies regarding denials in Chapter 3 of this policy do not apply to screening individuals and families for eligibility for an EHV. Instead, the EHV alternative requirement listed in this section will apply to all EHV applicants.
- (b) The mandatory and permissive prohibitions listed in Notice PIH 2021-15 and in this chapter, however, apply only when screening the individual or family for eligibility for an EHV. When adding a family member after the family has been placed under a HAP contract with EHV assistance, the regulations at 24 CFR 982.551(h)(2) apply. Other than the birth, adoption, or court-awarded custody of a child, the PHA

must approve additional family members and may apply its regular HCV screening criteria in Chapter 3 in doing so.

## (2) **Mandatory Denials**

- (a) Under alternative requirements for the EHV program, mandatory denials for EHV applicants include:
  - (i) 24 CFR 982.553(a)(1)(ii)(C), which prohibits admission if any household member has ever been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing.
  - (ii) 24 CFR 982.553(a)(2)(i), which prohibits admission to the program if any member of the household is subject to a lifetime registration requirement under a state sex offender registration program.
- (b) The PHA must deny admission to the program if any member of the family fails to sign and submit consent forms for obtaining information as required by 24 CFR 982.552(b)(3) but should notify the family of the limited EHV grounds for denial of admission first.

- (i) While SAHA will deny admission to the program if any adult member (or head of household or spouse, regardless of age) fails to sign and submit consent forms, SAHA will first notify the family of the limited EHV grounds for denial of admission as part of the notice of denial that will be mailed to the family.

## (3) **Permissive Denials**

- (a) Notice PIH 2021-15 lists permissive prohibitions for which the PHA may, but is not required to, deny admission to EHV families. The notice also lists prohibitions that, while allowable under the HCV program, may not be used to deny assistance for EHV families.
- (b) If the PHA intends to establish permissive prohibition policies for EHV applicants, the PHA must first consult with its CoC partner to understand the impact that the proposed prohibitions may have on referrals and must take the CoC's recommendations into consideration.

- (i) In consultation with SARAH, SAHA will apply permissive prohibition to the screening of EHV applicants. Determinations using permissive prohibitions will be made based on an individualized assessment of relevant mitigating information in accordance with policies in Section 3-III.E.
- (ii) SAHA will establish the following permissive prohibitions:

- (A) If the PHA determines that any household member is currently engaged in, or has engaged in within the previous 12 months:
  - (1) Violent criminal activity
  - (2) Other criminal activity that may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents or persons residing in the immediate vicinity
- (B) If any member of the family has committed fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program within the previous 12 months.
- (C) If the family engaged in or threatened abusive or violent behavior toward SAHA personnel within the previous 12 months.
- (iii) The PHA will also deny assistance to household members already receiving assistance from another program in accordance with Section 9.h. of Notice PIH 2021-15.
- (iv) Prohibitions based on criminal activity for the eligible EHV populations regarding drug possession will be considered apart from criminal activity against persons (i.e., violent criminal activity).
- (v) In compliance with PIH 2021-15, SAHA will not deny an EHV applicant admission regardless of whether:
  - (A) Any member of the family has been evicted from federally assisted housing in the last five years;
  - (B) A PHA has ever terminated assistance under the program for any member of the family;
  - (C) The family currently owes rent or other amounts to SAHA or to another PHA in connection with Section 8 or public housing assistance under the 1937 Act;
  - (D) The family has not reimbursed any PHA for amounts paid to an owner under a HAP contract for rent, damages to the unit, or other amounts owed by the family under the lease;
  - (E) The family breached an agreement with the PHA to pay amounts owed to a PHA, or amounts paid to an owner by a PHA;
  - (F) The family would otherwise be prohibited admission under alcohol abuse standards established by SAHA in accordance with 24 CFR 982.553(a)(3);

- (G) SAHA determines that any household member is currently engaged in or has engaged in, during a reasonable time before the admission, drug-related criminal activity.

## 20.4.D INCOME VERIFICATION AT ADMISSION

### (1) Self-Certification at Admission

- (a) The requirement to obtain third-party verification of income in accordance with Notice PIH 2018-18 does not apply to the EHV program applicants at admission, and alternatively, PHAs may consider self-certification the highest form of income verification at admission. As such, PHA policies related to the verification of income in Section 7-I.B. do not apply to EHV families at admission. Instead, applicants must submit an affidavit attesting to their reported income, assets, expenses, and other factors that would affect an income eligibility determination.
- (b) Additionally, applicants may provide third-party documentation that represents the applicant's income within the 60-day period prior to admission or voucher issuance but is not dated within 60 days of the PHA's request.

- (i) Any documents used for verification must be the original (not photocopies) and dated within the 60-day period prior to admission. The documents must not be damaged, altered, or in any way illegible.
- (ii) Printouts from webpages are considered original documents.
- (iii) Any family self-certifications must be made in a format acceptable to SAHA and must be signed by the family member whose information or status is being verified. The certification must be signed in the presence of a notary public (e.g., an affidavit).
- (iv) SAHA will incorporate additional procedures to remind families of the obligation to provide true and complete information in accordance with Chapter 14.
- (v) SAHA will address any material discrepancies (i.e., unreported income or a substantial difference in reported income) that may arise later.
- (vi) SAHA may, but is not required to, offer the family a repayment agreement in accordance with Chapter 16. If the family fails to repay the excess subsidy, SAHA will terminate the family's assistance in accordance with the policies in Chapter 12.

## (2) Recently Conducted Income Determinations

(a) PHAs may accept income calculations and verifications from third-party providers or from an examination that the PHA conducted on behalf of the family for another subsidized housing program in lieu of conducting an initial examination of income as long as:

- (i) The income was calculated in accordance with rules outlined at 24 CFR Part 5 and within the last six months; and
- (ii) The family certifies there has been no change in income or family composition in the interim.

(A) SAHA will accept income calculations and verifications from third-party providers provided they meet the criteria outlined above.

(B) The family certification must be made in a format acceptable to SAHA and must be signed by all adult family members whose information or status is being verified.

(b) At the time of the family's annual reexamination, the PHA must conduct the annual reexamination of income as outlined at 24 CFR 982.516 and PHA policies in Chapter 11.

## (3) EIV Income Validation

(a) Once HUD makes the EIV data available to PHAs under this waiver and alternative requirement, the PHA must:

- (i) Review the EIV Income and Income Validation Tool (IVT) reports to confirm and validate family-reported income within 90 days of the PIC submission date;
- (ii) Print and maintain copies of the EIV Income and IVT Reports in the tenant file; and
- (iii) Resolve any income discrepancy with the family within 60 days of the EIV Income or IVT Report dates.

(b) Prior to admission, PHAs must continue to use HUD's EIV system to search for all household members using the Existing Tenant Search in accordance with PHA policies in Chapter 3.

(c) If a PHA later determines that an ineligible family received assistance, the PHA must take steps to terminate that family from the program in accordance with Chapter 12.

## 20.4.E SOCIAL SECURITY NUMBER AND CITIZENSHIP STATUS VERIFICATION

(1) For the EHV program, the PHA is not required to obtain and verify SSN documentation and documentation evidencing eligible noncitizen status



before admitting the family to the EHV program. Instead, PHAs may adopt policies to admit EHV applicants who are unable to provide the required SSN or citizenship documentation during the initial eligibility determination. As an alternative requirement, such individuals must provide the required documentation within 180 days of admission to be eligible for continued assistance, pending verification, unless the PHA provides an extension based on evidence from the family or confirmation from the CoC or other partnering agency that the family has made a good-faith effort to obtain the documentation.

- (2) If a PHA determines that an ineligible family received assistance, the PHA must take steps to terminate that family from the program.

- (a) SAHA will admit EHV applicants who are unable to provide the required SSN or citizenship documentation during the initial eligibility determination. These individuals must provide the required documentation in accordance with policies in Chapter 7 within 180 days of admission. SAHA may provide an additional 60-day extension based on evidence from the family or confirmation from SARAH that the family has made a good-faith effort to obtain the documentation.
- (b) If SAHA determines that an ineligible family received assistance, SAHA will take steps to terminate that family from the program in accordance with policies in Chapter 12.

#### **20.4.F AGE AND DISABILITY VERIFICATION**

- (1) PHAs may accept self-certification of date of birth and disability status if a higher level of verification is not immediately available. If self-certification is used, the PHA must obtain a higher level of verification within 90 days of admission or verify the information in EIV.
- (2) If a PHA determines that an ineligible family received assistance, the PHA must take steps to terminate that family from the program.

- (a) SAHA will accept self-certification of date of birth and disability status if a higher form of verification is not immediately available. The certification must be made in a format acceptable to SAHA and must be signed by the family member whose information or status is being verified.
- (b) If self-certification is accepted, within 90 days of admission, SAHA will verify the information in EIV or, if the information is not available in EIV, through other third-party verification. SAHA will note in the family's file that self-certification was used as initial verification and include an EIV printout or other third-party verification confirming the applicant's date of birth and/or disability status.

- (c) If SAHA determines that an ineligible family received assistance, SAHA will take steps to terminate that family from the program in accordance with policies in Chapter 12.

#### **20.4.G INCOME TARGETING**

- (1) The PHA must determine income eligibility for EHV families in accordance with 24 CFR 982.201 and PHA policy in Chapter 3; however, income targeting requirements do not apply for EHV families. The PHA may still choose to include the admission of extremely low-income EHV families in its income targeting numbers for the fiscal year in which these families are admitted.

- (a) SAHA will include the admission of extremely low-income EHV families in its income targeting numbers for the fiscal year in which these families are admitted.

## 20.5 HOUSING SEARCH AND LEASING

### 20.5.A INITIAL VOUCHER TERM

- (1) Unlike the standard HCV program, which requires an initial voucher term of at least 60 days, EHV vouchers must have an initial search term of at least 120 days. PHA policies on extensions as outlined in Section 5-II.E. will apply.

- (a) All EHV's will have an initial term of 120 calendar days.
- (b) The family must submit a Request for Tenancy Approval and proposed lease within the 120-day period unless SAHA grants an extension.

### 20.5.B HOUSING SEARCH ASSISTANCE

- (1) The PHA must ensure housing search assistance is made available to EHV families during their initial housing search. The housing search assistance may be provided directly by the PHA or through the CoC or another partnering agency or entity.
- (2) At a minimum, housing search assistance must:
  - (a) Help individual families identify potentially available units during their housing search, including physically accessible units with features for family members with disabilities, as well as units in low-poverty neighborhoods;
  - (b) Provide transportation assistance and directions to potential units;
  - (c) Conduct owner outreach;
  - (d) Assist with the completion of rental applications and PHA forms; and
  - (e) Help expedite the EHV leasing process for the family.

- (i) As identified in the MOU between SAHA and SARAH, the following housing search assistance will be provided to each EHV family:

(A) SAHA will:

- (1) Conduct owner outreach in accordance with policies in Chapter 13.
- (2) Provide directions to potential units as part of the EHV briefing packet.
- (3) Expedite the EHV leasing process for the family to the extent practicable and in accordance with policies in this chapter.

- (4) At least every 30 days, conduct proactive check-ins via email and telephone with families who are searching with an EHV and remind them of their voucher expiration date.
  - (5) Assign a dedicated landlord liaison for EHV voucher families.
- (B) SARAH will:
- (1) Help families identify potentially available units during their housing search, including physically accessible units with features for family members with disabilities, as well as units in low-poverty neighborhoods.
  - (2) Provide transportation assistance to potential units.
  - (3) Assist the family with the completion of rental applications and PHA forms.

### **20.5.C HQS PRE-INSPECTIONS**

- (1) To expedite the leasing process, PHAs may pre-inspect available units that EHV families may be interested in leasing in order to maintain a pool of eligible units.

- (a) To expedite the leasing process, SAHA may pre-inspect available units that EHV families may be interested in leasing to maintain a pool of eligible units. If an EHV family selects a unit that passed a HQS pre-inspection (without intervening occupancy) within 45 days of the date of the Request for Tenancy Approval, the unit may be approved provided that it meets all other conditions under 24 CFR 982.305.
- (b) The family will be free to select their unit.
- (c) When a pre-inspected unit is not selected, SAHA will make every effort to fast-track the inspection process, including adjusting the normal inspection schedule for any required reinspections.

### **20.5.D INITIAL LEASE TERM**

- (1) Unlike in the standard the HCV program, EHV voucher holders may enter into an initial lease that is for less than 12 months, regardless of the PHA policy in Section 9-I.E., Term of Assisted Tenancy.

## 20.5.E PORTABILITY

- (1) The normal HCV portability procedures and requirements outlined in Chapter 10 generally apply to EHV. Exceptions are addressed below.

- (2) **Nonresident Applicants**

- (a) Under EHV, applicant families may move under portability even if the family did not have legal residency in the jurisdiction of the initial PHA when they applied, regardless of PHA policy in Section 10-II.B.

- (3) **Billing and Absorption**

- (a) A receiving PHA cannot refuse to assist an incoming EHV family, regardless of whether the PHA administers EHV under its own ACC.
    - (i) If the EHV family moves under portability to another PHA that administers EHV under its own ACC:
      - (A) The receiving PHA may only absorb the incoming EHV family with an EHV (assuming it has an EHV voucher available to do so).
      - (B) If the PHA does not have an EHV available to absorb the family, it must bill the initial PHA. The receiving PHA must allow the family to lease the unit with EHV assistance and may not absorb the family with a regular HCV when the family leases the unit.
      - (C) Regardless of whether the receiving PHA absorbs or bills the initial PHA for the family's EHV assistance, the EHV administration of the voucher is in accordance with the receiving PHA's EHV policies.
    - (ii) If the EHV family moves under portability to another PHA that does not administer EHV under its own ACC, the receiving PHA may absorb the family into its regular HCV program or may bill the initial PHA.

- (4) **Family Briefing**

- (a) In addition to the applicable family briefing requirements at 24 CFR 982.301(a)(2) as to how portability works and how portability may affect the family's assistance, the initial PHA must inform the family how portability may impact the special EHV services and assistance that may be available to the family.
  - (b) The initial PHA is required to help facilitate the family's portability move to the receiving PHA and inform the family of this requirement in writing, taking reasonable steps to ensure meaningful access for persons with limited English proficiency (LEP).

- (i) In addition to following agency policy on briefings in Chapter 5, as part of the briefing packet for EHV families, SAHA will include

a written notice that SAHA will assist the family with moves under portability.

- (ii) For limited English proficient (LEP) applicants, SAHA will provide interpretation services in accordance with the PHA's LEP plan (See Chapter 2).

#### **(5) Coordination of Services**

- (a) If the portability move is in connection with the EHV family's initial lease-up, the receiving PHA and the initial PHA must consult and coordinate the EHV services and assistance that will be made available to the family.

- (i) For EHV families who are exercising portability, when the PHA contacts the receiving PHA in accordance with Section 10-II.B. Preapproval Contact with Receiving PHA, the PHA will consult and coordinate with the receiving PHA to ensure there is no duplication of EHV services and assistance, and ensure the receiving PHA is aware of the maximum amount of services fee funding that the initial PHA may provide to the receiving PHA on behalf of the family.

#### **(6) Services Fee**

- (a) Standard portability billing arrangements apply for HAP and ongoing administrative fees for EHV families.
- (b) For service fees funding, the amount of the service fee provided by the initial PHA may not exceed the lesser of the actual cost of the services and assistance provided to the family by the receiving PHA or \$1,750, unless the initial PHA and receiving PHA mutually agree to change the \$1,750 cap. Service fees are paid as follows:
  - (i) If the receiving PHA, in consultation and coordination with the initial PHA, will provide eligible services or assistance to the incoming EHV family, the receiving PHA may be compensated for those costs by the initial PHA, regardless of whether the receiving PHA bills or absorbs.
  - (ii) If the receiving PHA administers EHV, the receiving PHA may use its own services fee and may be reimbursed by the initial PHA, or the initial PHA may provide the services funding upfront to the receiving PHA for those fees and assistance.
  - (iii) If the receiving PHA does not administer EHV, the initial PHA must provide the services funding upfront to the receiving PHA. Any amounts provided to the receiving PHA that are not used for services or assistance on behalf of the EHV family must promptly be returned by the receiving PHA to the initial PHA.

## **(7) Placement Fee/Issuance Reporting Fee**

- (a) If the portability lease-up qualifies for the placement fee/issuance reporting fee, the receiving PHA receives the full amount of the placement component of the placement fee/issuance reporting fee. The receiving PHA is eligible for the placement fee regardless of whether the receiving PHA bills the initial PHA or absorbs the family into its own program at initial lease-up. The initial PHA qualifies for the issuance reporting component of the placement fee/issuance reporting fee, as applicable.

## **20.5.F PAYMENT STANDARDS**

### **(1) Payment Standard Schedule**

- (a) For the EHV program, HUD has waived the regulation requiring a single payment standard for each unit size. Instead, the PHA may, but is not required to, establish separate higher payment standards for EHV. Lower EHV payment standards are not permitted. If the PHA is increasing the regular HCV payment standard, the PHA must also increase the EHV payment standard if it would be otherwise lower than the new regular HCV payment standard. The separate EHV payment standard must comply with all other HCV requirements with the exception of the alternative requirements discussed below.
- (b) Further, if the PHA chooses to establish higher payments standards for EHV, HUD has provided other regulatory waivers:
  - (i) Defining the “basic range” for payment standards as between 90 and 120 percent of the published Fair Market Rent (FMR) for the unit size (rather than 90 to 110 percent).
  - (ii) Allowing a PHA that is not in a designated Small Area FMR (SAFMR) area or has not opted to voluntarily implement SAFMRs to establish exception payment standards for a ZIP code area above the basic range for the metropolitan FMR based on the HUD published SAFMRs. The PHA may establish an exception payment standard up to 120 percent (as opposed to 110 percent) of the HUD published Small Area FMR for that ZIP code area. The exception payment standard must apply to the entire ZIP code area.
- (A) The PHA must notify HUD if it establishes an EHV exception payment standard based on the SAFMR.

(1) SAHA will establish a payment standard between 90% and 120% of SAFMRs.

**(2) Rent Reasonableness**

- (a) All rent reasonableness requirements apply to EHV units, regardless of whether the PHA has established an alternative or exception EHV payment standard.

**(3) Increases in Payment Standards**

- (a) The requirement that the PHA apply increased payment standards at the family's first regular recertification on or after the effective date of the increase does not apply to EHV. The PHA may, but is not required to, establish an alternative policy on when to apply the increased payment standard, provided the increased payment standard is used to calculate the HAP no later than the effective date of the family's first regular reexamination following the change.

- (i) SAHA will not establish an alternative policy for increases in the payment standard. SAHA's policy in Section 11.3.B governing increases in payment standards will apply to EHV.

**20.5.G TERMINATION OF VOUCHERS**

- (1) After September 30, 2023, a PHA may not reissue EHV's when assistance for an EHV-assisted family ends. This means that when an EHV participant (a family that is receiving rental assistance under a HAP contract) leaves the program for any reason, the PHA may not reissue that EHV to another family unless it does so no later than September 30, 2023.
- (2) If an applicant family that was issued the EHV is unsuccessful in finding a unit and the EHV expires after September 30, 2023, the EHV may not be reissued to another family.
- (3) All EHV's under lease on or after October 1, 2023, may not under any circumstances be reissued to another family when the participant leaves the program for any reason.
- (4) An EHV that has never been issued to a family may be initially issued and leased after September 30, 2023, since this prohibition only applies to EHV's that are being reissued upon turnover after assistance to a family has ended. However, HUD may direct PHAs administering EHV's to cease leasing any unleased EHV's if such action is determined necessary by HUD to ensure there will be sufficient funding available to continue to cover the HAP needs of currently assisted EHV families.



## **20.6 USE OF FUNDS, REPORTING, AND FINANCIAL RECORDS**

EHV funds allocated to the PHA for HAP (both funding for the initial allocation and HAP renewal funding) may only be used for eligible EHV HAP purposes. EHV HAP funding obligated to the PHA may not be used for EHV administrative expenses or the other EHV eligible expenses under this notice. Likewise, EHV administrative fees and funding obligated to the PHA are to be used for those purposes and must not be used for HAP.

The appropriated funds for EHV are separate from the regular HCV program and may not be used for the regular HCV program but may only be expended for EHV eligible purposes. EHV HAP funds may not roll into the regular HCV restricted net position (RNP) and must be tracked and accounted for separately as EHV RNP. EHV administrative fees and funding for other eligible expenses permitted by Notice PIH 2021-15 may only be used in support of the EHV and cannot be used for regular HCVs. EHV funding may not be used for the repayment of debts or any amounts owed to HUD by HUD program participants including, but not limited to, those resulting from Office of Inspector General (OIG), Quality Assurance Division (QAD), or other monitoring review findings.

The PHA must comply with EHV reporting requirements in the Voucher Management System (VMS) and Financial Data Schedule (FDS) as outlined in Notice PIH 2021-15.

The PHA must maintain complete and accurate accounts and other records for the program and provide HUD and the Comptroller General of the United States full and free access to all accounts and records that are pertinent the administration of the EHV in accordance with the HCV program requirements at 24 CFR 982.158.



# **INTERIM REEXAMINATION AND EMERGENCY HOUSING VOUCHER POLICY**

August 19, 2021

# INTERIM REEXAMINATION POLICY

# INTERIM REEXAMINATION BACKGROUND

3

- On April 10, 2020, HUD released multiple waivers in response to the COVID-19 pandemic to waive and establish alternatives for numerous statutory and regulatory requirements.
- **Proposed Action:** SAHA is proposing to implement a new interim reexamination policy, which has been added to the previously approved COVID-19 Appendix.
- The policy would allow SAHA to provide additional rent relief to impacted families.

# POLICY PROPOSAL

4

- **Interim Reexaminations [PIH 2021-14 HCV-1, PH-4]**
  - If the family declares a decrease in income and tenant rent is to decrease, the decrease will be effective retroactively on the first of the month following the date of the actual decrease.



# EMERGENCY HOUSING VOUCHER POLICY

# EMERGENCY HOUSING VOUCHER BACKGROUND

6

- **Emergency Housing Vouchers (EHVs)** are special purpose vouchers to assist individuals and families who are:
  - Experiencing homelessness;
  - At risk of homelessness;
  - Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking; or
  - Were recently homeless and for whom providing rental assistance will prevent the family's homelessness or having high risk of housing instability.

# EMERGENCY HOUSING VOUCHER BACKGROUND

7

- SAHA has been allocated **284 EHV**s to administer in partnership with the local Continuum of Care (CoC) agency, SARAH.
- SAHA / Partners **must** provide **housing search assistance** to each EHV client.
- SAHA may provide additional services such as security deposit assistance, application fees, moving expenses, etc.



# POLICY PROPOSAL

8

- A new chapter has been added to the Admin Plan with general and agency-specific policies, as described in the following slides.
- Note that any policies for EHV's that are not specified in this new chapter will default to those used to administer the regular Housing Choice Voucher (HCV) Program.

# POLICY PROPOSAL - SERVICE FEES

9

- SAHA will implement the following services for EHV families:
  - Housing Search Assistance,
  - Moving Expenses,
  - Application Fee,
  - Security Deposit Assistance,
  - Owner Incentive Payment, and
  - Renter's Insurance.

# POLICY PROPOSAL - PARTNERING AGENCIES

10

- SAHA has entered into an MOU with South Alamo Regional Alliance for the Homeless (SARAH).
- SARAH and partnering agencies will identify eligible EHV families, certify they meet one of the four eligibility criteria, and refer those families to SAHA.


# POLICY PROPOSAL - EHV ADMINISTRATION

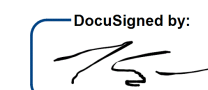
11

- SAHA has adopted reasons for denial of admission that either match the regular HCV program rules or are more lenient to allow a great number of families to qualify.
- SAHA will issue EHV's with an initial term of 120 calendar days.
- SAHA is establishing a payment standard between 90% and 120% of SAFMRs.

# QUESTIONS?

**SAN ANTONIO HOUSING AUTHORITY****August 19, 2021****BOARD OF COMMISSIONERS  
Special Board Meeting****RESOLUTION 6163, AUTHORIZING A CAPITAL CONTRIBUTION OF \$1,000,000.00 IN MOVING TO WORK (MTW) FUNDS FOR THE BRISTOL AT SOMERSET PROJECT; AND OTHER MATTERS IN CONNECTION THEREWITH**

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**Ed Hinojosa, Jr.**  
**President and CEO**

DocuSigned by:  
  
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**Timothy E. Alcott**  
**Chief Legal and Real Estate Officer**

**REQUESTED ACTION:**

Consideration and approval regarding Resolution 6163, authorizing a capital contribution of \$1,000,000.00 in Moving to Work (MTW) funds for the Bristol at Somerset project; and other matters in connection therewith.

**FINANCIAL IMPACT:**

The San Antonio Housing Authority (SAHA) will put \$1,000,000.00 in the project as a construction loan. SAHA will be repaid within approximately 6 months with 1% interest. After closing, the \$1,000,000.00 will be held by the San Antonio Housing Facility Corporation (SAHFC) for liquidity in the event SAHFC committed certain delineated bad acts, such as wilful breach of contract documents, fraud, or misappropriation of funds.

**SUMMARY:**

Bristol at Somerset project received final Board approval on May 6, 2021. The project will consist of 348 family units, all of which will be low income housing tax credit units serving families who are at or below 60% AML. The project is located at approximately the southwest corner of Somerset Road and Fischer Road. Construction is projected to begin August 2021, with completion in June 2023.

SAHA is a MTW agency. As part of its obligations as such an agency, SAHA is credited for creating more affordable housing units and it must meet its baseline of having the same number of affordable housing units as when it became a MTW agency. For new units to be counted as affordable housing units, SAHA must contribute financially towards the creation of those units. Originally, this project had no funds allocated to it. However, for SAHA's benefit, SAHA will contribute \$1,000,000.00 to the project during construction and will be immediately repaid by closing.

It is common in banking transactions to have "bad boy" carve outs. This means that the loans are non-recourse towards the borrower, unless certain acts that would be made in bad faith in relation to the loan that are criminal or fraudulent. The lender is requiring the borrowing entity to have \$1,000,000.00 in liquidity in case a bad boy provision is violated. It does not negatively impact San Antonio Housing Authority, because it already maintains that liquidity amount.

**RESIDENT FOCUSED OUTCOMES:**

- SAHA residents have a sufficient supply of affordable housing options.
- SAHA residents live in quality affordable housing.

**SAN ANTONIO HOUSING AUTHORITY**

**August 19, 2021**

**ATTACHMENTS:**

Resolution 6163

Resolution 21FAC-07-22

Presentation

**San Antonio Housing Authority  
Resolution 6163**

**RESOLUTION 6163, AUTHORIZING A CAPITAL CONTRIBUTION OF \$1,000,000.00 IN MOVING TO WORK (MTW) FUNDS FOR THE BRISTOL AT SOMERSET PROJECT; AND OTHER MATTERS IN CONNECTION THEREWITH**

**WHEREAS**, the SAHA Board of Commissioners approved Resolution 6135, authorizing the Bristol at Somerset (Project), with Louis Poppoon Development and Consulting; and

**WHEREAS**, SAHA, a MTW agency, is credited for creating more affordable housing units and must meet its baseline of having the same number of affordable housing units, as when it became an MTW agency; and

**WHEREAS**, SAHA must contribute financially towards the creation of new units in order for them to be counted as affordable housing units; and

**WHEREAS**, SAHA will contribute \$1,000,000.00 to the San Antonio Housing Facility Corporation so it may loan it to the project during construction and will be immediately repaid by stabilization.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of the San Antonio Housing Authority, hereby:

- 1) Approves Resolution 6163, authorizing a capital contribution of \$1,000,000.00 in Moving to Work funds to the Bristol at Somerset project; and other matters in connection therewith.
- 2) Authorizes the President and CEO, or designee, to execute all necessary documents and extensions.

**Passed and approved the 19th day of August 2021.**

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**Ana M “Cha” Guzman**  
**Chair, Board of Commissioners**

**Attested and approved as to form:**

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**Ed Hinojosa, Jr.**  
**President and CEO**



**San Antonio Housing Facility Corporation  
Resolution 21FAC-07-22**

**RESOLUTION 21FAC-07-22, AUTHORIZING A CAPITAL CONTRIBUTION OF \$1,000,000.00 IN MOVING TO WORK (MTW) FUNDS FOR THE BRISTOL AT SOMERSET PROJECT; AND OTHER MATTERS IN CONNECTION THEREWITH**

**WHEREAS**, the SAHFC Board of Directors approved Resolution 21FAC-04-15, authorizing the Bristol at Somerset (Project), with Louis Poppoon Development and Consulting; and

**WHEREAS**, SAHA, a MTW agency, is credited for creating more affordable housing units and must meet its baseline of having the same number of affordable housing units, as when it became an MTW agency; and

**WHEREAS**, SAHA must contribute financially towards the creation of new units in order for them to be counted as affordable housing units; and

**WHEREAS**, SAHA will contribute \$1,000,000.00 to the San Antonio Housing Facility Corporation so that it may loan it to the project during construction and will be immediately repaid by stabilization.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the San Antonio Housing Facility Corporation, hereby:

- 1) Approves Resolution 21FAC-07-22, authorizing a capital contribution of \$1,000,000.00 in Moving to Work funds for the Bristol at Somerset project; and other matters in connection therewith.
- 2) Authorizes the Secretary/Treasurer or designee to execute all necessary documents and extensions.

**Passed and approved the 19th day of August 2021.**

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**Ana M “Cha” Guzman**  
**Chair, Board of Directors**

**Attested and approved as to form:**

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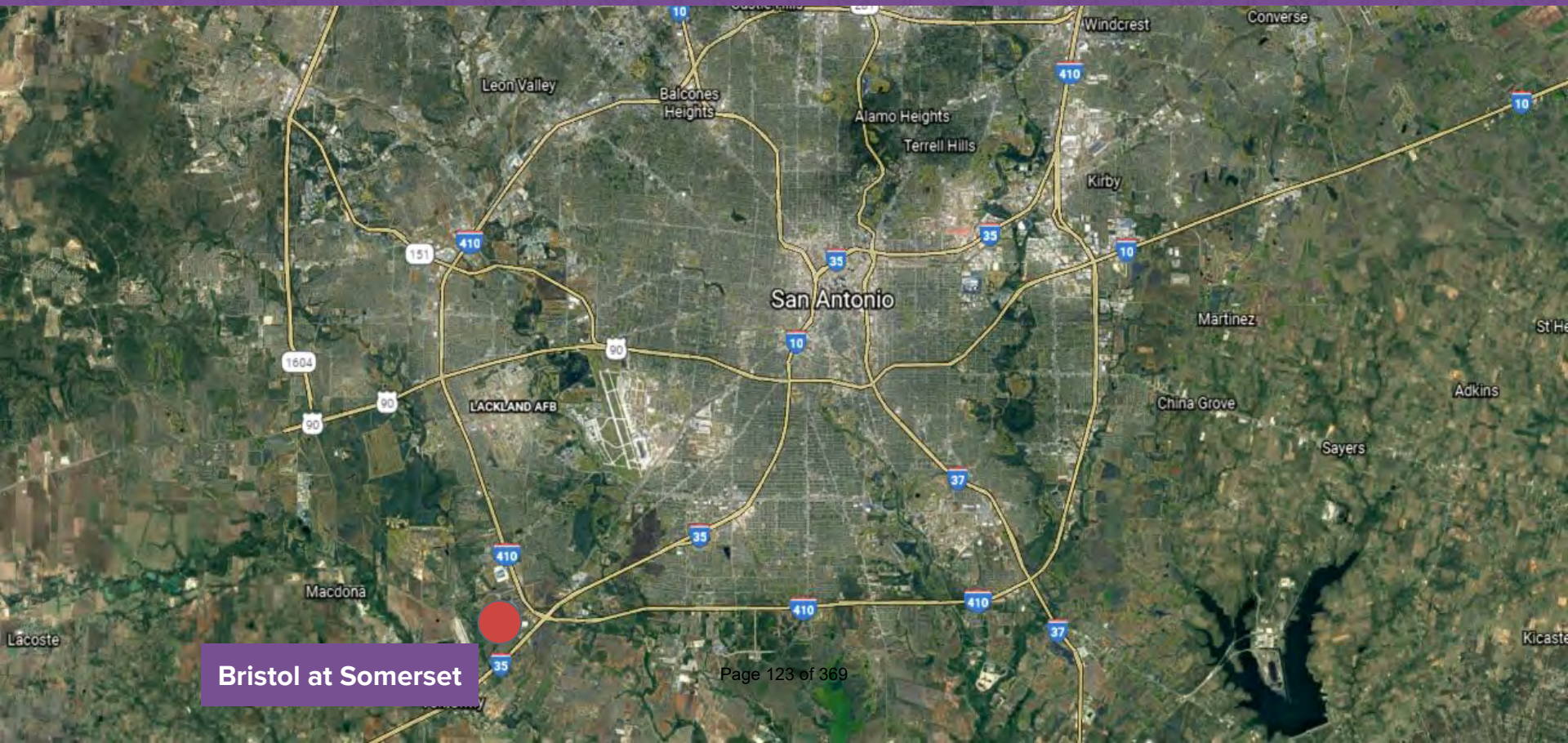
**Ed Hinojosa, Jr.**  
**Secretary/Treasurer**



# Bristol at Somerset

Timothy E. Alcott, Chief Legal and Real Estate Officer  
Lorraine Robles, Director of Development Services and Neighborhood  
Revitalization

# MAP



Bristol at Somerset



Downtown  
Medical Center  
UTSA  
Midtown  
Brooks

NE I-35 and Loop 410  
Highway 151 and Loop 1604  
Texas A&M — San Antonio  
Port San Antonio

Greater Airport Area  
Fort Sam Houston  
Rolling Oaks  
Stone Oak



# BRISTOL AT SOMERSET




- ❖ City Council District 4
- ❖ Southwest ISD
- ❖ 348 Units
  - 60% AMI - 348
- ❖ 4% Tax Credits & Bonds
- ❖ Total Development Cost: \$59,554,244.00



# QUESTIONS?

**SAN ANTONIO HOUSING AUTHORITY****August 19, 2021****BOARD OF COMMISSIONERS  
Special Board Meeting****RESOLUTION 6164, IN SUPPORT OF PLACING LAND USE RESTRICTION AGREEMENTS (LURA) ON STABLEWOOD FARMS APARTMENTS**

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**Ed Hinojosa, Jr.**  
**President and CEO**

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**Timothy E. Alcott**  
**Chief Legal and Real Estate Officer**

**REQUESTED ACTION:**

Consideration and approval regarding Resolution 6164, in support of placing Land Use Restriction Agreements (LURA) on Stablewood Farms Apartments.

**FINANCIAL IMPACT:**

SAHA will receive \$10,000.00 plus an annual fee of \$1,000.00 per year for the term of the LURA.

**SUMMARY:**

Merced Housing Texas contacted the San Antonio Housing Authority (SAHA) regarding the following apartments that it has an ownership interest in:

**Stablewood Farms Apartments**

8301 Lake Vista Drive, San Antonio, Texas, 78227

Units: 252

In reviewing the appraisals for the properties, the apartments are considered to be in average condition for their age and serve low- to moderate-income families in San Antonio. Merced Housing Texas is seeking to refinance the properties with a HUD 223(f) loan. The loan requires a certain percentage of the units be set aside as affordable.

SAHA will place a LURA on the property requiring that seventy-five percent (75%) of the units be set aside for families whose income is eighty percent (80%) or less of Area Median Income and rental restrictions equal to not less than seventy-five percent (75%) of units set aside as follows: no less than twenty percent (20%), or fifty one (51) units, for very low-income (50% AMI) and no less than seventy-five percent (75%), or one hundred eighty nine (189) units, for low-income (80% AMI). With this restriction, Merced Housing Texas will qualify for the HUD loan, which has better interest rates than other commercially available loan products.

SAHA will not own or manage the property. SAHA's only relationship with the property will be the LURA filed on the property requiring that a portion of units be set-aside as affordable units. This serves SAHA's mission of preserving affordable housing in San Antonio.

**STRATEGIC OUTCOMES:**

- SAHA residents live in quality affordable housing.
- SAHA residents have a sufficient supply of affordable housing options.

**SAN ANTONIO HOUSING AUTHORITY**

**August 19, 2021**

**ATTACHMENTS:**

Resolution 6164

Presentation



**San Antonio Housing Authority  
Resolution 6164**

**RESOLUTION 6164, IN SUPPORT OF PLACING LAND USE RESTRICTION AGREEMENTS (LURA) ON STABLEWOOD FARMS APARTMENTS**

**WHEREAS**, San Antonio Housing Authority (“SAHA”), a Texas housing authority, has the desire to ensure there is an adequate number of affordable housing units in San Antonio; and

**WHEREAS**, Merced Housing Texas (“Merced Housing”) owns an apartment complex in San Antonio called Stablewood Farms Apartments (the “Apartments”); and

**WHEREAS**, Merced Housing approached SAHA requesting that Land Use Restriction Agreements be placed on the Apartments, so that it may qualify for a lower interest rate FHA loan; and

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Commissioners of San Antonio Housing Authority, hereby:

- 1) Approves Resolution 6164, in support of placing Land Use Restriction Agreements (LURA) on Stablewood Farms Apartments; and
- 2) Authorizes the President and CEO, or designee, to execute all necessary documents associated with this Resolution.

**Passed and approved on the 19th day of August 2021.**

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**Ana M. “Cha” Guzman**  
**Chair, Board of Commissioners**

**Attested and approved as to form:**

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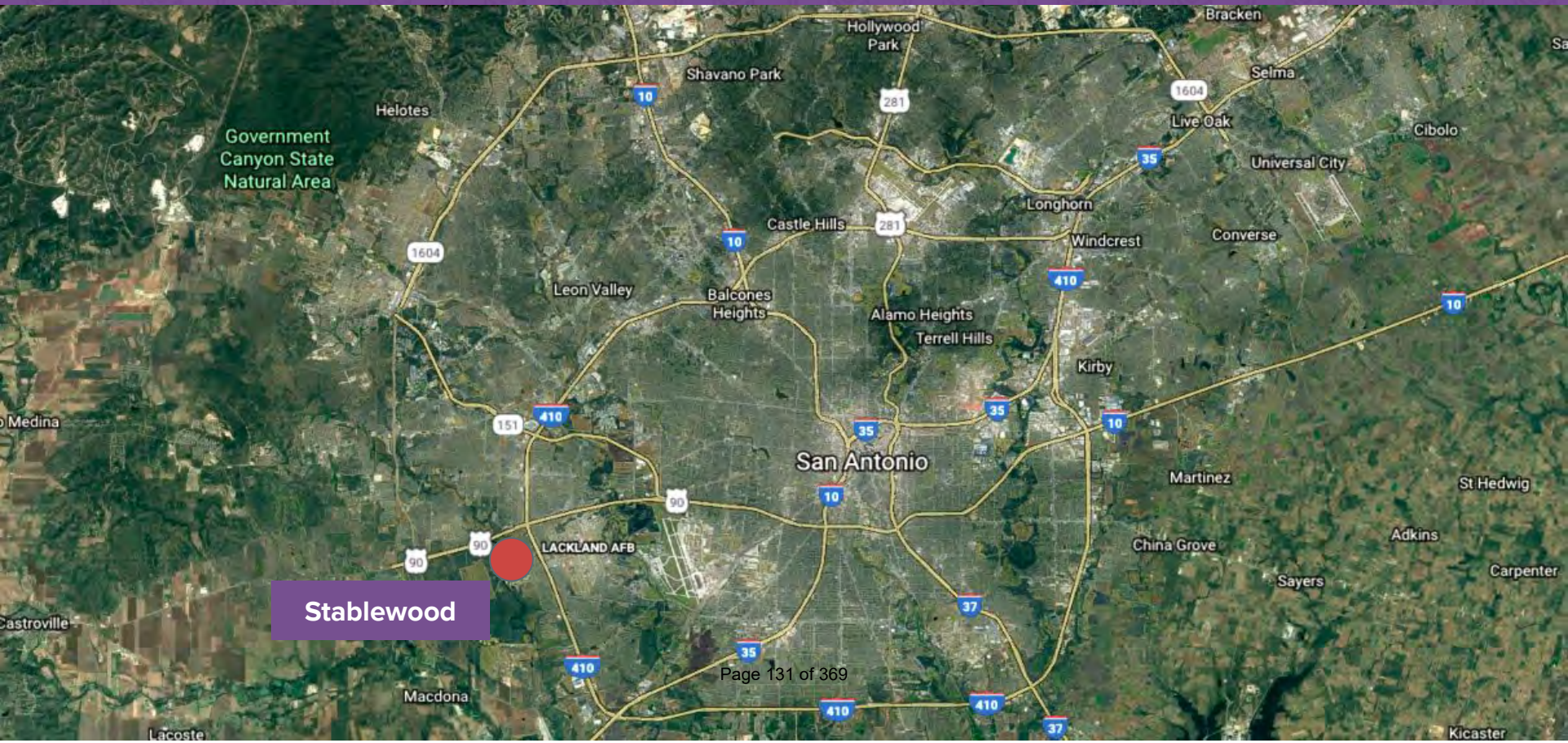
**Ed Hinojosa Jr.**  
**President and CEO**



# Stablewood

Timothy E. Alcott, Chief Legal and Real Estate Officer  
Lorraine Robles, Director of Development Services and Neighborhood  
Revitalization

# MAP



Stablewood



# REGIONAL CENTERS

## PHASE 1 CENTERS

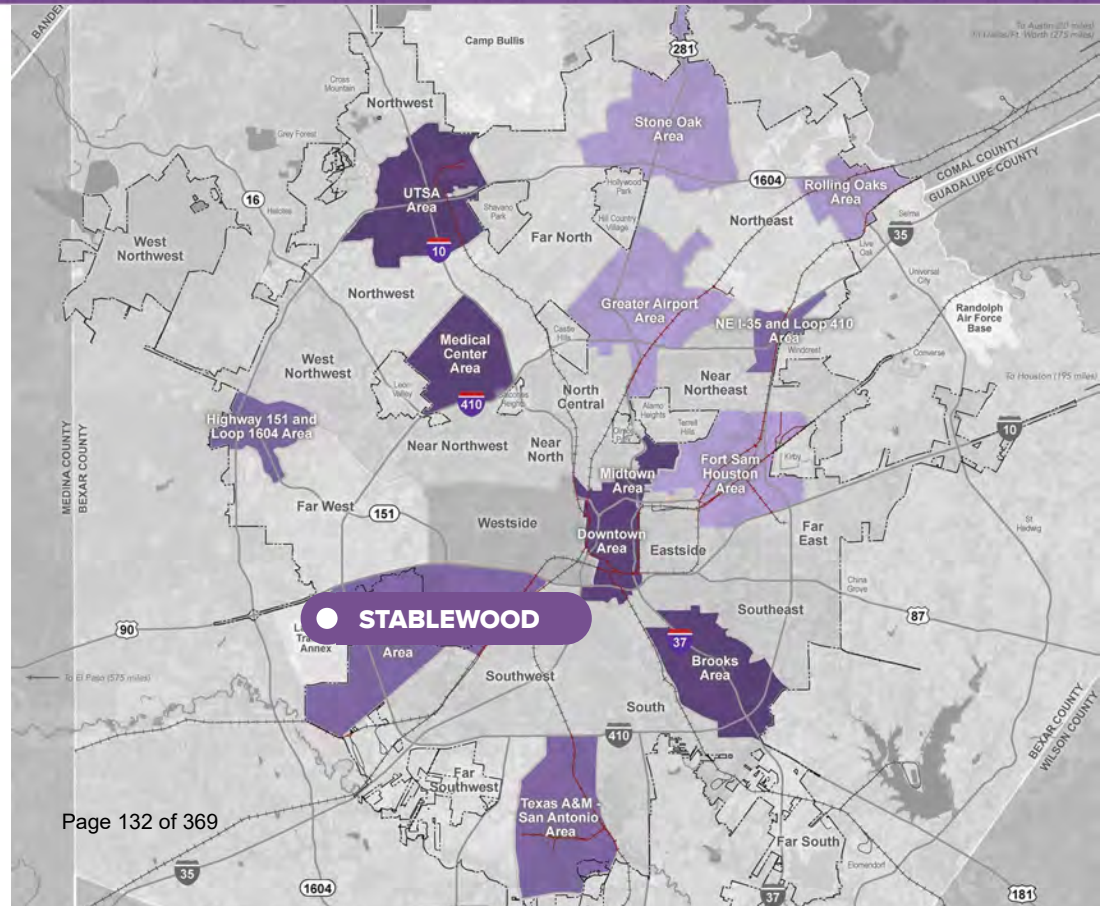
Downtown  
Medical Center  
UTSA  
Midtown  
Brooks

## PHASE 2 CENTERS

NE I-35 and Loop 410  
Highway 151 and Loop 1604  
Texas A&M — San Antonio  
Port San Antonio

## PHASE 3 CENTERS

Greater Airport Area  
Fort Sam Houston  
Rolling Oaks  
Stone Oak



# STABLEWOOD



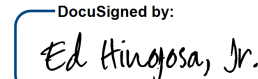
- City Council District 7
- Northside ISD
- 252 Units



# QUESTIONS?

**SAN ANTONIO HOUSING AUTHORITY****August 19, 2021****BOARD OF COMMISSIONERS  
Special Board Meeting****RESOLUTION 6166, AUTHORIZING THE PRESIDENT AND CEO TO AMEND AND REVISE  
RESIDENT PAID UTILITY ALLOWANCES IN ACCORDANCE WITH HUD REGULATIONS TO  
UPDATE, AS WELL AS, CAPTURE UTILITY COST SAVINGS GENERATED FROM ENERGY AND  
WATER CONSERVATION MEASURES INSTALLED THROUGH SAHA'S ENERGY  
PERFORMANCE CONTRACT PHASE II, AS OUTLINED IN THE RESIDENT PAID UTILITY  
ALLOWANCE REVISIONS**

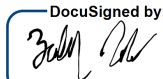
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**Ed Hinojosa, Jr.****President and CEO**

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**Zachariah Woodard****Director of Federal Housing Programs****REQUESTED ACTION:**

Consideration and appropriate action regarding Resolution 6166, authorizing the President and CEO to amend and revise resident paid utility allowances in accordance with HUD regulations to update, as well as, capture utility cost savings generated from energy and water conservation measures installed through SAHA's Energy Performance Contract Phase II, as outlined in the Resident Paid Utility Allowance Revisions.

**FINANCIAL IMPACT:**

There will be no additional cost to revise the resident paid utility allowances. Indirect financial impacts will be as follows:

- Savings generated from the energy and water conservation measures will be captured by SAHA to pay the debt service for the EPC project.
- Residents will have their utility allowances revised in accordance with attachment A – Resident Paid Utility Allowance Revisions. After the completion of the utility allowance revisions, some residents will have a reduced utility allowance. However, due to the energy and water conservation measures installed at these homes, they will consume less utilities; therefore, there will be no significant financial impact to most residents.

**SUMMARY:**

The San Antonio Housing Authority (SAHA) is required to conduct an annual assessment of the utility allowance (UA) schedule for the Public Housing (PH) Program tenant-furnished (i.e., tenant-paid) utilities and other services in an effort to determine if there have been any utility rate increases of 10% or more. Those services/allowances include, but are not limited to, the following: electric, gas, water, sewer and trash. Cable and telephone services are not part of the utility allowance schedule. Other considerations, such as tenant-or-landlord-provided appliances and type of heating and cooling systems in a particular unit, are also included in this schedule.

SAHA elected to undertake a Phase II HUD approved Energy Performance Contract (EPC) program, where energy and water conservation measures are financed through future energy and water cost savings. To capture the achieved utility savings, where residents pay their own utility bills, HUD requires public housing authorities to revise resident paid utility allowances to reflect the new utility consumption levels, as a result of utility savings generated from energy and

**SAN ANTONIO HOUSING AUTHORITY****August 19, 2021**

water conservation measures. In addition, SAHA will update other public housing authority utility allowances to adjust for changing utility prices.

This resolution will modify the resident paid utility allowances in accordance with Attachment A – Resident Paid Utility Allowance Revisions. SAHA remains committed to being a sustainable agency, and actively elected to pursue a self-managed EPC Phase II, where energy and water conservation measures are financed with future utility cost reductions. SAHA, in accordance with HUD and EPC guidelines, will revise resident paid utility allowances to reflect the new utility rates and consumption levels within dwelling units, as a result of the energy and water conservation measures installed through EPC Phase II.

**STRATEGIC OUTCOMES:**

- SAHA residents have access to affordable utilities.
- SAHA residents have sufficient food, drinking water, clothing, and shelter.

**ATTACHMENTS:**

- Resolution 6166
- Attachment A - Resident Paid Utility Allowance Revisions



**San Antonio Housing Authority  
Resolution 6166**

**RESOLUTION 6166, AUTHORIZING THE PRESIDENT AND CEO TO AMEND AND REVISE RESIDENT PAID UTILITY ALLOWANCES IN ACCORDANCE WITH HUD REGULATIONS TO UPDATE, AS WELL AS, CAPTURE UTILITY COST SAVINGS GENERATED FROM ENERGY AND WATER CONSERVATION MEASURES INSTALLED THROUGH SAHA'S ENERGY PERFORMANCE CONTRACT PHASE II, AS OUTLINED IN THE RESIDENT PAID UTILITY ALLOWANCE REVISIONS**

**WHEREAS**, the San Antonio Housing Authority (SAHA), took direction to pursue a U.S. Department of Housing and Urban Development (HUD) Approved Phase II Energy Performance Contract (EPC II) on a portion of SAHA's portfolio; and

**WHEREAS**, energy and water conservation measures will be installed through the EPC II to reduce the consumption of utilities (electric, gas, and water); and

**WHEREAS**, EPC II will be financed through the savings resulting from the reduction of utility consumption; and

**WHEREAS**, to capture EPC II savings where SAHA's residents pay their own utility bills, HUD and EPC regulations require SAHA to revise the resident paid utility allowances to reflect the new energy and water consumption levels resulting from energy and water conservation measures installed through EPC II; and

**WHEREAS**, SAHA will update utility allowances in other public housing properties in accordance with HUD regulations to adjust for changes in utility rates; and

**WHEREAS**, SAHA's EPC II consultants have revised resident paid utility allowances in accordance with HUD and EPC regulations as outlined in Attachment A - Resident Paid Utility Allowance Revisions; and

**WHEREAS**, revisions to resident paid utility allowances will both increase and decrease the allowance amount depending on the property and bedroom type the resident resides in; and

**WHEREAS**, staff requests that the Board of Commissioners authorize the President and CEO to revise resident paid utility allowances, as outlined in Attachment A - Resident Paid Utility Allowance Revisions and in accordance with HUD and EPC II regulations.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of San Antonio Housing Authority, hereby:

Approves Resolution 6166, authorizing the President and CEO to amend and revise resident paid utility allowances in accordance with HUD regulations to update, as well as, capture utility cost savings generated from energy and water conservation measures installed through SAHA's Energy Performance Contract Phase II, as outlined in Attachment A - Resident Paid Utility Allowance Revisions.

**Passed and approved the 2nd day of September 2021.**

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**Ana M. "Cha" Guzman**  
**Chair, Board of Commissioners**

**Attested and approved as to form:**

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**Ed Hinojosa, Jr.**  
**President and CEO**



## RPU EPC Savings

RPU EPC Savings

				Utility Meter Type				Proposed Monthly Allowance - Post EPC	
				M = Master/PHA Paid R = Retail/Resident Pd. X = No Service					
				Trash	W&S	Elec	Gas	Total Dollar Value	
Alazan	0 Br	40		M	M	R	R	\$	66.24
TX006000001	1 Br	16		M	M	R	R		76.39
TX06-6001.0	2 Br	412		M	M	R	R		90.32
Row/Townhouse (RW)	3 Br	33		M	M	R	R		120.19
Phase 1 Units	4 Br	-		-	-	-	-		-
Included in EPC	5 Br	-		-	-	-	-		-
Alazan	0 Br	-		-	-	-	-	\$	-
TX006000001	1 Br	-		-	-	-	-		-
TX06-6001.1	2 Br	70		M	M	R	R		87.34
Row/Townhouse (RW)	3 Br	110		M	M	R	R		116.26
Phase 1 Units	4 Br	4		M	M	R	R		146.62
Included in EPC	5 Br	-		-	-	-	-		-
Alazan-Guadalupe	0 Br	-		-	-	-	-	\$	-
TX006000001	1 Br	-		-	-	-	-		-
TX06-6127.0	2 Br	13		M	M	R	R		85.40
Semi-Detached (SD/duplex)	3 Br	38		R	R	R	R		245.70
Phase 1 Units	4 Br	5		R	R	R	R		317.24
Included in EPC	5 Br	-		-	-	-	-		-



## RPU EPC Savings

RPU EPC Savings

			Utility Meter Type				Proposed Monthly Allowance - Post EPC
			M = Master/PHA Paid R = Retail/Resident Pd. X = No Service				Total Dollar Value
			Trash	W&S	Elec	Gas	
Village East	0 Br	-	-	-	-	-	\$ -
TX006000002	1 Br	-	-	-	-	-	-
TX06-6035.1	2 Br	13	M	M	R	R	76.62
Row/Townhouse (RW)	3 Br	6	M	M	R	R	106.58
	4 Br	2	M	M	R	R	131.78
Not in EPC	5 Br	3	M	M	R	R	155.92
Olive Park	0 Br	-	-	-	-	-	\$ -
TX006000002	1 Br	-	-	-	-	-	-
TX06-6035.2	2 Br	12	M	M	R	R	86.42
Row/Townhouse (RW)	3 Br	11	M	M	R	R	122.55
	4 Br	3	M	M	R	R	147.25
Not in EPC	5 Br	-	-	-	-	-	-
Lincoln Heights	0 Br	-	-	-	-	-	\$ -
TX006000003	1 Br	91	M	M	R	R	72.99
TX06-6005.0	2 Br	156	M	M	R	R	83.84
Walk-UP/Multifamily (WU)	3 Br	87	M	M	R	R	113.33
Phase 1 Units	4 Br	4	M	M	R	R	139.25
Included in EPC	5 Br	-	-	-	-	-	-



## RPU EPC Savings

RPU EPC Savings

			Utility Meter Type				Proposed Monthly Allowance - Post EPC	
			M = Master/PHA Paid R = Retail/Resident Pd. X = No Service					
			Trash	W&S	Elec	Gas	Total Dollar Value	
Cassiano	0 Br	-	-	-	-	-	\$	-
TX006000004	1 Br	24	M	M	R	R		75.93
TX06-6006.0	2 Br	176	M	M	R	R		86.96
Row/Townhouse (RW)	3 Br	144	M	M	R	R		117.03
Phase 1 Units	4 Br	48	M	M	R	R		141.21
Included in EPC	5 Br	8	M	M	R	R		166.08
Cassiano	0 Br	-	-	-	-	-	\$	-
TX006000004	1 Br	-	-	-	-	-		-
TX06-6020.2	2 Br	-	-	-	-	-		-
Row/Townhouse (RW)	3 Br	44	M	M	R	R		114.02
Phase 1 Units	4 Br	37	M	M	R	R		137.60
Included in EPC	5 Br	18	M	M	R	R		161.87
Villa Veramendi	0 Br	-	-	-	-	-	\$	-
TX006000007	1 Br	12	M	M	R	X		80.12
TX06-6012.0	2 Br	62	M	M	R	X		102.50
Row/Townhouse (RW)	3 Br	54	M	M	R	X		145.25
	4 Br	32	M	M	R	X		179.13
Included in EPC	5 Br	6	M	M	R	X		212.20



## RPU EPC Savings

RPU EPC Savings

			Utility Meter Type				Proposed Monthly Allowance - Post EPC	
			M = Master/PHA Paid R = Retail/Resident Pd. X = No Service				Total Dollar Value	
			Trash	W&S	Elec	Gas		
O. P. Schnabel	0 Br	-	-	-	-	-	\$	-
TX006000008	1 Br	66	M	M	R	X		95.84
TX06-6059.0	2 Br	4	M	M	R	X		117.80
Walk-UP/Multifamily (WU)	3 Br	-	-	-	-	-		-
	4 Br	-	-	-	-	-		-
Not in EPC	5 Br	-	-	-	-	-		-
Sun Park Lane	0 Br	-	-	-	-	-	\$	-
TX006000011	1 Br	65	M	M	R	M		44.86
TX06-6023.0	2 Br	-	-	-	-	-		-
Walk-UP/Multifamily (WU)	3 Br	-	-	-	-	-		-
	4 Br	-	-	-	-	-		-
Included in EPC	5 Br	-	-	-	-	-		-
Frank Hornsby	0 Br	-	-	-	-	-	\$	-
TX006000011	1 Br	54	M	M	R	X		64.86
TX06-6124.0	2 Br	5	M	M	R	X		80.29
Walk-UP/Multifamily (WU)	3 Br	-	-	-	-	-		-
	4 Br	-	-	-	-	-		-
Included in EPC	5 Br	-	-	-	-	-		-



## RPU EPC Savings

RPU EPC Savings

			Utility Meter Type				Proposed Monthly Allowance - Post EPC	
			M = Master/PHA Paid R = Retail/Resident Pd. X = No Service					
			Trash	W&S	Elec	Gas	Total Dollar Value	
Mission Park	0 Br	-	-	-	-	-	\$	-
TX006000012	1 Br	8	M	M	R	X		86.16
TX06-6024.0	2 Br	43	M	M	R	X		103.59
Row/Townhouse (RW)	3 Br	33	M	M	R	X		151.92
	4 Br	10	M	M	R	X		184.69
Included in EPC	5 Br	6	M	M	R	X		219.05
Williamsburg	0 Br	-	-	-	-	-	\$	-
TX006000013	1 Br	15	M	M	R	M		36.01
TX06-6033.3	2 Br	-	-	-	-	-		-
Walk-UP/Multifamily (WU)	3 Br	-	-	-	-	-		-
	4 Br	-	-	-	-	-		-
Included in EPC	5 Br	-	-	-	-	-		-
College Park	0 Br	-	-	-	-	-	\$	-
TX006000014	1 Br	64	M	M	R	X		88.40
TX06-6026.2	2 Br	14	M	M	R	X		114.15
Walk-UP/Multifamily (WU)	3 Br	-	-	-	-	-		-
	4 Br	-	-	-	-	-		-
Not in EPC	5 Br	-	-	-	-	-		-



## RPU EPC Savings

RPU EPC Savings

			Utility Meter Type				Proposed Monthly Allowance - Post EPC	
			M = Master/PHA Paid R = Retail/Resident Pd. X = No Service					
			Trash	W&S	Elec	Gas	Total Dollar Value	
Parkview	0 Br	96	M	M	R	M	\$	57.35
TX006000014	1 Br	52	M	M	R	M		64.43
TX06-6027.0	2 Br	4	M	M	R	M		76.42
Elevator Structure (ES)	3 Br	1	M	M	R	M		123.75
	4 Br	-	-	-	-	-		-
Not in EPC	5 Br	-	-	-	-	-		-
Matt Garcia	0 Br	-	-	-	-	-	\$	-
TX006000016	1 Br	51	M	M	R	X		74.74
TX06-6055.0	2 Br	4	M	M	R	X		89.75
Walk-UP/Multifamily (WU)	3 Br	-	-	-	-	-		-
	4 Br	-	-	-	-	-		-
Included in EPC	5 Br	-	-	-	-	-		-
Linda Lou	0 Br	-	-	-	-	-	\$	-
TX006000019	1 Br	4	M	M	R	M		35.19
TX06-6026.3	2 Br	-	-	-	-	-		-
Walk-UP/Multifamily (WU)	3 Br	-	-	-	-	-		-
	4 Br	-	-	-	-	-		-
Included in EPC	5 Br	-	-	-	-	-		-





## RPU EPC Savings

RPU EPC Savings

			Utility Meter Type				Proposed Monthly Allowance - Post EPC
			M = Master/PHA Paid R = Retail/Resident Pd. X = No Service				Total Dollar Value
			Trash	W&S	Elec	Gas	
Riverside Apts	0 Br	-	-	-	-	-	\$ -
TX006000019	1 Br	-	-	-	-	-	-
TX06-6031.0	2 Br	37	M	M	R	R	75.33
Walk-UP/Multifamily (WU)	3 Br	37	M	M	R	R	92.10
	4 Br	-	-	-	-	-	-
Included in EPC	5 Br	-	-	-	-	-	-
Linda Lou	0 Br	-	-	-	-	-	\$ -
TX006000019	1 Br	6	M	M	R	M	35.20
TX06-6033.4	2 Br	-	-	-	-	-	-
Walk-UP/Multifamily (WU)	3 Br	-	-	-	-	-	-
	4 Br	-	-	-	-	-	-
Included in EPC	5 Br	-	-	-	-	-	-
Madonna	0 Br	-	-	-	-	-	\$ -
TX006000020	1 Br	36	M	M	R	M	34.63
TX06-6032.1	2 Br	24	M	M	R	M	39.76
Walk-UP/Multifamily (WU)	3 Br	-	-	-	-	-	-
	4 Br	-	-	-	-	-	-
Included in EPC	5 Br	-	-	-	-	-	-



## RPU EPC Savings

RPU EPC Savings

			Utility Meter Type				Proposed Monthly Allowance -
			M = Master/PHA Paid R = Retail/Resident Pd. X = No Service				Post EPC
			Trash	W&S	Elec	Gas	Total Dollar Value
Sahara Ramsey	0 Br	-	-	-	-	-	\$ -
TX006000020	1 Br	-	-	-	-	-	-
TX06-6032.2	2 Br	16	M	M	R	M	50.81
Walk-UP/Multifamily (WU)	3 Br	-	-	-	-	-	-
	4 Br	-	-	-	-	-	-
Included in EPC	5 Br	-	-	-	-	-	-
Cheryl West	0 Br	-	-	-	-	-	\$ -
TX006000021	1 Br	4	M	M	R	R	52.77
TX06-6034.0	2 Br	38	M	M	R	R	61.38
Semi-Detached (SD) (duplex)	3 Br	34	M	M	R	R	94.80
	4 Br	6	M	M	R	R	118.05
Included in EPC	5 Br	-	-	-	-	-	-
T L Shaley	0 Br	-	-	-	-	-	\$ -
TX006000021	1 Br	10	R	R	R	R	118.85
TX06-6057.0	2 Br	28	R	R	R	R	150.68
Semi-Detached (SD) (duplex)	3 Br	24	R	R	R	R	226.65
	4 Br	4	R	R	R	R	293.93
Included in EPC	5 Br	-	-	-	-	-	-



## RPU EPC Savings

RPU EPC Savings

			Utility Meter Type				Proposed Monthly Allowance - Post EPC
			M = Master/PHA Paid R = Retail/Resident Pd. X = No Service				Total Dollar Value
			Trash	W&S	Elec	Gas	
Col. Cisneros	0 Br	-	-	-	-	-	\$ -
TX006000022	1 Br	51	M	M	R	X	63.55
TX06-6054.0	2 Br	4	M	M	R	X	77.68
Row/Townhouse (RW)	3 Br	-	-	-	-	-	-
	4 Br	-	-	-	-	-	-
Included in EPC	5 Br	-	-	-	-	-	-
Park Square	0 Br	-	-	-	-	-	\$ -
TX006000023	1 Br	2	M	M	R	M	39.52
TX06-6045.0	2 Br	12	M	M	R	M	61.20
Row/Townhouse (RW)	3 Br	10	M	M	R	M	84.13
	4 Br	2	M	M	R	M	100.18
Not in EPC	5 Br	-	-	-	-	-	-
Kenwood Manor	0 Br	-	-	-	-	-	\$ -
TX006000023	1 Br	-	-	-	-	-	-
TX06-6046.0	2 Br	-	-	-	-	-	-
Walk-UP/Multifamily (WU)	3 Br	9	R	R	R	R	250.76
	4 Br	-	-	-	-	-	-
Not in EPC	5 Br	-	-	-	-	-	-



## RPU EPC Savings

RPU EPC Savings

			Utility Meter Type				Proposed Monthly Allowance -
			M = Master/PHA Paid R = Retail/Resident Pd. X = No Service				Post EPC
			Trash	W&S	Elec	Gas	Total Dollar Value
Glen Park	0 Br	-	-	-	-	-	\$ -
TX006000023	1 Br	-	-	-	-	-	-
TX06-6126.0	2 Br	10	R	M	R	R	127.05
All Electric Units	2 Br	16	R	M	R	R	142.78
Walk-UP/Multifamily (WU)	3 Br	-	-	-	-	-	-
Not in EPC	4 Br	-	-	-	-	-	-
Highview Apt.	0 Br	-	-	-	-	-	\$ -
TX006000024	1 Br	6	M	M	R	M	37.79
TX06-6043.0	2 Br	30	M	M	R	M	43.11
Semi-Detached (SD) (duplex)	3 Br	28	M	M	R	M	62.16
	4 Br	4	M	M	R	M	77.27
Included in EPC	5 Br	-	-	-	-	-	-
William Sinkin	0 Br	-	-	-	-	-	\$ -
TX006000024	1 Br	45	M	M	R	R	60.61
TX06-6052.0	2 Br	5	M	M	R	R	75.77
Semi-Detached (SD) (duplex)	3 Br	-	-	-	-	-	-
	4 Br	-	-	-	-	-	-
Included in EPC	5 Br	-	-	-	-	-	-



## RPU EPC Savings

RPU EPC Savings

			Utility Meter Type				Proposed Monthly Allowance -
			M = Master/PHA Paid R = Retail/Resident Pd. X = No Service				Post EPC
			Trash	W&S	Elec	Gas	Total Dollar Value
Cross Creek	0 Br	-	-	-	-	-	\$ -
TX006000025	1 Br	5	M	M	R	R	58.72
TX06-6044.0	2 Br	28	M	M	R	R	69.15
Row/Townhouse (RW)	3 Br	28	M	M	R	R	84.34
	4 Br	5	M	M	R	R	117.26
Included in EPC	5 Br	-	-	-	-	-	-
Morris C. Beldon	0 Br	-	-	-	-	-	\$ -
TX006000025	1 Br	6	M	M	R	R	62.08
TX06-6049.0	2 Br	18	M	M	R	R	86.73
Row/Townhouse (RW)	3 Br	11	M	M	R	R	113.20
	4 Br	-	-	-	-	-	-
Included in EPC	5 Br	-	-	-	-	-	-
L.C. Rutledge	0 Br	-	-	-	-	-	\$ -
TX006000025	1 Br	10	M	M	R	R	56.39
TX06-6056.0	2 Br	28	M	M	R	R	67.13
Semi-Detached (SD) (duplex)	3 Br	24	M	M	R	R	92.34
	4 Br	4	M	M	R	R	113.77
Included in EPC	5 Br	-	-	-	-	-	-



## RPU EPC Savings

RPU EPC Savings

			Utility Meter Type				Proposed Monthly Allowance - Post EPC	
			M = Master/PHA Paid R = Retail/Resident Pd. X = No Service				Total Dollar Value	
			Trash	W&S	Elec	Gas		
Westway	0 Br	-	-	-	-	-	\$	-
TX006000026	1 Br	22	M	M	R	X		80.61
TX06-6047.0	2 Br	42	M	M	R	X		96.06
Walk-UP/Multifamily (WU)	3 Br	62	M	M	R	X		136.70
	4 Br	26	M	M	R	X		168.57
Included in EPC	5 Br	-	-	-	-	-		-
H.B. Gonzalez	0 Br	-	-	-	-	-	\$	-
TX006000026	1 Br	47	M	M	R	M		56.51
TX06-6051.0	2 Br	4	M	M	R	M		68.51
Walk-UP/Multifamily (WU)	3 Br	-	-	-	-	-		-
	4 Br	-	-	-	-	-		-
Included in EPC	5 Br	-	-	-	-	-		-
Francis Furey	0 Br	-	-	-	-	-	\$	-
TX006000027	1 Br	10	M	M	R	R		59.99
TX06-6050.0	2 Br	28	M	M	R	R		76.38
Semi-Detached (SD) (duplex)	3 Br	24	M	M	R	R		103.61
	4 Br	4	M	M	R	R		133.32
Not in EPC	5 Br	-	-	-	-	-		-



## RPU EPC Savings

RPU EPC Savings

			Utility Meter Type				Proposed Monthly Allowance -
			M = Master/PHA Paid R = Retail/Resident Pd. X = No Service				Post EPC
			Trash	W&S	Elec	Gas	Total Dollar Value
Pin Oaks II	0 Br	-	-	-	-	-	\$ -
TX006000027	1 Br	4	M	M	R	R	56.13
TX06-6053.0	2 Br	13	M	M	R	R	69.37
Semi-Detached (SD) (duplex)	3 Br	3	M	M	R	R	95.41
	4 Br	2	M	M	R	R	118.85
Included in EPC	5 Br	-	-	-	-	-	-
Charles Andrews	0 Br	-	-	-	-	-	\$ -
TX006000027	1 Br	-	-	-	-	-	-
TX06-6108.0	2 Br	-	-	-	-	-	-
Row/Townhouse (RW)	3 Br	52	M	M	R	X	128.16
	4 Br	-	-	-	-	-	-
Not in EPC	5 Br	-	-	-	-	-	-
Lila Cockrell	0 Br	-	-	-	-	-	\$ -
TX006000028	1 Br	65	M	M	R	M	55.44
TX06-6058.0	2 Br	5	M	M	R	M	67.08
Elevator Structure (ES)	3 Br	-	-	-	-	-	-
	4 Br	-	-	-	-	-	-
Included in EPC	5 Br	-	-	-	-	-	-



## RPU EPC Savings

RPU EPC Savings

			Utility Meter Type				Proposed Monthly Allowance -
			M = Master/PHA Paid R = Retail/Resident Pd. X = No Service				Post EPC
			Trash	W&S	Elec	Gas	Total Dollar Value
South San	0 Br	-	-	-	-	-	\$ -
TX006000028	1 Br	30	M	M	R	X	66.96
TX06-6130.0	2 Br	-	-	-	-	-	-
Row/Townhouse (RW)	3 Br	-	-	-	-	-	-
	4 Br	-	-	-	-	-	-
Included in EPC	5 Br	-	-	-	-	-	-
Raymundo Rangel	0 Br	-	-	-	-	-	\$ -
TX006000030	1 Br	26	M	M	R	X	67.42
TX06-6129.0	2 Br	-	-	-	-	-	-
Row/Townhouse (RW)	3 Br	-	-	-	-	-	-
	4 Br	-	-	-	-	-	-
Included in EPC	5 Br	-	-	-	-	-	-
Mirasol Homes	1 Br	-	-	-	-	-	\$ -
TX006000030	2 Br	28	R	M	R	R	144.78
TX06-6135.0	3 Br	15	R	M	R	R	195.70
Row/Townhouse (RW)	3 Br	78	R	R	R	R	291.66
	4 Br	6	R	R	R	R	337.26
Included in EPC	5 Br	3	R	R	R	R	414.98





## RPU EPC Savings

RPU EPC Savings

				Utility Meter Type				Proposed Monthly Allowance -
				M = Master/PHA Paid R = Retail/Resident Pd. X = No Service				Post EPC
				Trash	W&S	Elec	Gas	Total Dollar Value
Mirasol Townhomes	0 Br	-	-	-	-	-	-	\$ -
TX006000030	1 Br	-	-	-	-	-	-	-
TX06-6137.0	2 Br	15	M	M	R	R		127.83
Row/Townhouse (RW)	3 Br	9	M	M	R	R		174.33
	4 Br	-	-	-	-	-		-
Included in EPC	5 Br	-	-	-	-	-		-
Mirasol Cottages	0 Br	-	-	-	-	-	-	\$ -
TX006000030	1 Br	-	-	-	-	-	-	-
TX06-6138.0	2 Br	20	R	M	R	R		144.54
Row/Townhouse (RW)	3 Br	-	-	-	-	-		-
	4 Br	-	-	-	-	-		-
Included in EPC	5 Br	-	-	-	-	-		-
Christ the King	0 Br	-	-	-	-	-	-	\$ -
TX006000030	1 Br	45	R	M	R	X		84.34
TX06-6143.0	2 Br	3	R	M	R	X		98.15
Row/Townhouse (RW)	3 Br	-	-	-	-	-		-
	4 Br	-	-	-	-	-		-
Included in EPC	5 Br	-	-	-	-	-		-



## RPU EPC Savings

RPU EPC Savings

				Utility Meter Type				Proposed Monthly Allowance - Post EPC	
				M = Master/PHA Paid R = Retail/Resident Pd. X = No Service					
				Trash	W&S	Elec	Gas	Total Dollar Value	
Spring View Scat.	0 Br	-	-	-	-	-	-	\$	-
TX006000031	1 Br	-	-	-	-	-	-		-
TX06-6125.0	2 Br	-	-	-	-	-	-		-
Single Family/Detached (SF)	3 Br	6	M	M	R	R			142.71
	4 Br	1	M	M	R	R			179.61
Included in EPC	5 Br	-	-	-	-	-	-		-
Spring View	0 Br	-	-	-	-	-	-	\$	-
TX006000031	1 Br	-	-	-	-	-	-		-
TX06-6136.0	2 Br	84	M	M	R	R			112.24
Row/Townhouse (RW)	3 Br	24	M	M	R	R			144.15
	4 Br	-	-	-	-	-	-		-
Included in EPC	5 Br	-	-	-	-	-	-		-
Spring View Sr.	0 Br	-	-	-	-	-	-	\$	-
TX006000031	1 Br	40	M	M	R	R			75.15
TX06-6140.0	2 Br	-	-	-	-	-	-		-
Row/Townhouse (RW)	3 Br	-	-	-	-	-	-		-
	4 Br	-	-	-	-	-	-		-
Included in EPC	5 Br	-	-	-	-	-	-		-



## RPU EPC Savings

RPU EPC Savings

				Utility Meter Type				Proposed Monthly Allowance - Post EPC	
				M = Master/PHA Paid R = Retail/Resident Pd. X = No Service					
				Trash	W&S	Elec	Gas	Total Dollar Value	
Spring View Bldg C	0 Br	5	M	M	R	R		\$	65.87
TX006000031	1 Br	2	M	M	R	R			84.75
TX06-6147.0	2 Br	-	-	-	-	-			-
Walk-UP/Multifamily (WU)	3 Br	-	-	-	-	-			-
	4 Br	-	-	-	-	-			-
Not in EPC	5 Br	-	-	-	-	-			-
Spring View Bldg B	0 Br	16	M	M	R	R		\$	66.15
TX006000031	1 Br	-	-	-	-	-			-
TX06-6148.0	2 Br	2	M	M	R	R			132.30
Walk-UP/Multifamily (WU)	3 Br	-	-	-	-	-			-
	4 Br	-	-	-	-	-			-
Not in EPC	5 Br	-	-	-	-	-			-
Refugio	0 Br	-	-	-	-	-		\$	-
TX006000032	1 Br	19	M	M	R	X			120.05
TX06-6139.0	2 Br	20	M	M	R	X			138.22
Elevator Structure (ES)	3 Br	11	M	M	R	X			197.84
	4 Br	-	-	-	-	-			-
Not in EPC	5 Br	-	-	-	-	-			-



## RPU EPC Savings

RPU EPC Savings

			Utility Meter Type				Proposed Monthly Allowance - Post EPC
			M = Master/PHA Paid R = Retail/Resident Pd. X = No Service				Total Dollar Value
			Trash	W&S	Elec	Gas	
Scattered Sites	0 Br	-	-	-	-	-	\$ -
TX006000033	1 Br	-	-	-	-	-	-
TX06-6123.6	2 Br	1	R	R	R	R	255.71
Single Family/Detached (SF)	3 Br	52	R	R	R	R	285.29
All Electric Units	3 Br	15	R	R	R	R	401.52
Not in EPC	4 Br	4	R	R	R	R	365.13
WC White	0 Br	-	-	-	-	-	\$ -
TX006000035	1 Br	69	M	M	R	M	88.37
TX06-6042.0	2 Br	6	M	M	R	M	110.63
Elevator Structure (ES)	3 Br	-	-	-	-	-	-
	4 Br	-	-	-	-	-	-
Not in EPC	5 Br	-	-	-	-	-	-
San Juan I	0 Br	-	-	-	-	-	\$ -
TX006000037	1 Br	13	M	M	R	M	95.58
TX06-6141.0	2 Br	16	M	M	R	M	117.16
Walk-UP/Multifamily (WU)	3 Br	17	M	M	R	M	148.18
	4 Br	-	-	-	-	-	-
Not in EPC	5 Br	-	-	-	-	-	-



## RPU EPC Savings

RPU EPC Savings

				Utility Meter Type				Proposed Monthly Allowance -
				M = Master/PHA Paid R = Retail/Resident Pd. X = No Service				Post EPC
				Trash	W&S	Elec	Gas	Total Dollar Value
Alhambra	0 Br	-	-	-	-	-	-	\$ -
TX006000038	1 Br	9	M	M	R	X		102.36
TX06-6146.0	2 Br	5	M	M	R	X		138.56
Walk-UP/Multifamily (WU)	3 Br	-	-	-	-	-		-
	4 Br	-	-	-	-	-		-
Not in EPC	5 Br	-	-	-	-	-		-
Hemisview	0 Br	-	-	-	-	-	-	\$ -
TX006000051	1 Br	14	M	M	R	X		100.23
TX06-0051.2	2 Br	26	M	M	R	X		129.68
Elevator Structure (ES)	3 Br	9	M	M	R	X		170.50
	4 Br	-	-	-	-	-		-
Not in EPC	5 Br	-	-	-	-	-		-
San Juan II	0 Br	-	-	-	-	-	-	\$ -
TX006000052	1 Br	2	M	M	R	M		96.97
TX06-0052.2	2 Br	24	M	M	R	M		118.28
Walk-UP/Multifamily (WU)	3 Br	20	M	M	R	M		153.45
	4 Br	2	M	M	R	M		172.15
Not in EPC	5 Br	-	-	-	-	-		-



## RPU EPC Savings

RPU EPC Savings

			Utility Meter Type				Proposed Monthly Allowance - Post EPC	
			M = Master/PHA Paid R = Retail/Resident Pd. X = No Service					
			Trash	W&S	Elec	Gas	Total Dollar Value	
Sutton Oaks	0 Br	-	-	-	-	-	\$	-
TX006000053	1 Br	10	M	M	R	X		95.30
TX06-0053.2	2 Br	34	M	M	R	X		119.99
Walk-UP/Multifamily (WU)	3 Br	5	M	M	R	X		160.00
	4 Br	-	-	-	-	-		-
Not in EPC	5 Br	-	-	-	-	-		-
Pin Oaks I	0 Br	12	M	M	R	M	\$	37.80
TX006000054	1 Br	36	M	M	R	M		45.23
TX06-0054.2	2 Br	2	M	M	R	M		53.33
Elevator Structure (ES)	3 Br	-	-	-	-	-		-
	4 Br	-	-	-	-	-		-
Included in EPC	5 Br	-	-	-	-	-		-
Gardens at San Juan	0 Br	-	-	-	-	-	\$	-
TX006000055	1 Br	3	R	R	R	X		137.56
TX06-0099.0	2 Br	33	R	R	R	X		176.24
Walk-UP/Multifamily (WU)	3 Br	24	R	R	R	X		253.30
	4 Br	3	R	R	R	X		325.12
Not in EPC	5 Br	-	-	-	-	-		-



## RPU EPC Savings

RPU EPC Savings

			Utility Meter Type				Proposed Monthly Allowance - Post EPC	
			M = Master/PHA Paid R = Retail/Resident Pd. X = No Service					
			Trash	W&S	Elec	Gas	Total Dollar Value	
Park at Sutton Oaks	0 Br	-	-	-	-	-	\$	-
TX006000056	1 Br	5	M	M	R	X		77.20
TX06-0999.0	2 Br	35	M	M	R	X		94.80
Walk-UP/Multifamily (WU)	3 Br	7	M	M	R	X		133.39
	4 Br	2	M	M	R	X		169.97
Not in EPC	5 Br	-	-	-	-	-		-
Converse Ranch I	0 Br	-	-	-	-	-	\$	-
TX006000149	1 Br	10	M	M	R	X		110.94
TX06-6149.0	2 Br	9	M	M	R	X		141.12
Walk-UP/Multifamily (WU)	3 Br	6	M	M	R	X		189.63
	4 Br	-	-	-	-	-		-
Not in EPC	5 Br	-	-	-	-	-		-
Midcrowne	0 Br	-	-	-	-	-	\$	-
TX006000150	1 Br	20	M	M	R	X		92.70
TX06-6150.0	2 Br	19	M	M	R	X		118.54
Walk-UP/Multifamily (WU)	3 Br	-	-	-	-	-		-
	4 Br	-	-	-	-	-		-
Not in EPC	5 Br	-	-	-	-	-		-



## RPU EPC Savings

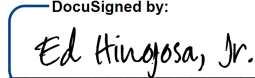
RPU EPC Savings

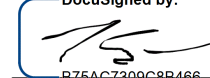
			Utility Meter Type				Proposed Monthly Allowance - Post EPC Total Dollar Value
			M = Master/PHA Paid R = Retail/Resident Pd. X = No Service				
			Trash	W&S	Elec	Gas	
Converse Ranch II	0 Br	-	-	-	-	-	\$ -
TX006000151	1 Br	6	M	M	R	X	115.10
TX06-6151.0	2 Br	10	M	M	R	X	136.55
Walk-UP/Multifamily (WU)	3 Br	5	M	M	R	X	174.96
	4 Br	-	-	-	-	-	-
Not in EPC	5 Br	-	-	-	-	-	-



**SAN ANTONIO HOUSING AUTHORITY****August 19, 2021****BOARD OF COMMISSIONERS  
Special Board Meeting**

**RESOLUTION 6167, AUTHORIZING LAS VARAS PUBLIC FACILITY CORPORATION TO DECLARE ITS INTENT TO ISSUE BONDS NOT TO EXCEED \$20,000,000.00 TO PROVIDE FINANCING FOR A MULTIFAMILY RESIDENTIAL RENTAL DEVELOPMENT FOR PERSONS OF LOW AND MODERATE INCOME (AURORA APARTMENTS); PRESCRIBING CERTAIN TERMS AND CONDITIONS OF SUCH BONDS; AUTHORIZING THE FILING OF AN APPLICATION FOR ALLOCATION OF PRIVATE ACTIVITY BONDS WITH THE TEXAS BOND REVIEW BOARD; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT**

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**Ed Hinojosa, Jr.**  
**President and CEO**

DocuSigned by:  
  
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**Timothy E. Alcott**  
**Chief Legal and Real Estate Officer**

**REQUESTED ACTION:**

Consideration and appropriate action regarding Resolution 6167, authorizing the Las Varas Public Facility Corporation to declare its intent to issue bonds not to exceed \$20,000,000.00 to provide financing for a multifamily residential rental development for persons of low and moderate income (Aurora Apartments); prescribing certain terms and conditions of such bonds; authorizing the filing of an application for allocation of private activity bonds with the Texas Bond Review Board; and containing other provisions relating to the subject.

**FINANCIAL IMPACT:**

The bonds will assist with financing of the Project and there will be a 2% issuer's fee. The total financing will be brought to the Board of Commissioners for approval at a later date.

**SUMMARY:**

The Aurora Apartments is an approximately 105-unit multifamily project located at 509 Howard Street, San Antonio, Texas 78212, near the corner of Howard Street and West Cypress Street, requesting up to \$20,000,000.00 of volume cap.

The Aurora Apartments project will be the rehabilitation of an existing facility and will have 50% of the units set aside for families at 50% of the area median income, with the remaining 50% of the units to be set aside for families at 60% of the area median income. Las Varas Public Facility Corporation will be the proposed issuer of the bonds.

Las Varas Public Facility Corporation ("LVPFC") is an affiliate nonprofit public facility corporation of the Housing Authority of the City of San Antonio. Part of the financing for the Project will be through 4% tax credits. To issue 4% tax credits, LVPFC must first apply for an allocation of volume cap for private activity bonds, which if received, leads to a non-competitive application process for the 4% tax credits.

To promote certain private activities (which are deemed to benefit the public), each state is authorized to allow the issuance of a set amount of private activity "volume cap" tax-exempt bonds. The volume cap bonds can be allocated to finance multifamily housing projects. Projects

**SAN ANTONIO HOUSING AUTHORITY**

**August 19, 2021**

that are financed (whether new construction or acquisition/rehab) in part by tax exempt bonds are eligible for 4% tax credits.

LVPFC will seek approval to take non-binding preliminary action to apply to the Texas Bond Review Board for a volume cap in the amount of up to \$20,000,000.00 and to apply for 4% Tax Credits.

The attached Resolution authorizes Las Varas Public Facility Corporation to approve an inducement Resolution for the above project.

**STRATEGIC OUTCOMES:**

- SAHA residents live in quality affordable housing.
- SAHA residents have a sufficient supply of affordable housing options.

**ATTACHMENTS:**

Resolution 6167

Resolution 21-LVPFC-08-19

Presentation

**San Antonio Housing Authority  
Resolution 6167**

**RESOLUTION 6167, AUTHORIZING LAS VARAS PUBLIC FACILITY CORPORATION TO DECLARE ITS INTENT TO ISSUE BONDS NOT TO EXCEED \$20,000,000.00 TO PROVIDE FINANCING FOR A MULTIFAMILY RESIDENTIAL RENTAL DEVELOPMENT FOR PERSONS OF LOW AND MODERATE INCOME (AURORA APARTMENTS); PRESCRIBING CERTAIN TERMS AND CONDITIONS OF SUCH BONDS; AUTHORIZING THE FILING OF AN APPLICATION FOR ALLOCATION OF PRIVATE ACTIVITY BONDS WITH THE TEXAS BOND REVIEW BOARD; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT**

**WHEREAS**, the Las Varas Public Facility Corporation (the “Issuer”) was created by the San Antonio Housing Authority (the “Sponsor”) pursuant to the provisions of the Public Facility Corporation Act, Chapter 303, Texas Local Government Code (the “Act”); and

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

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Commissioners of San Antonio Housing Authority, hereby:

Section 1. The Issuer’s Resolution Declaring Intent to Issue Bonds to Provide Financing for a Multifamily Residential Rental Development for Persons of Low and Moderate Income (Aurora Apartments); Prescribing Certain Terms and Conditions of Such Bonds; Authorizing the Filing of an Application with the Texas Bond Review Board; and Containing Other Provisions Relating to the Subject to be adopted by the Issuer on September 2, 2021, a copy of which is attached hereto as Exhibit A and made a part hereof for all purposes, is hereby specifically approved.

Section 2. The approval herein given is in accordance with the provisions of the Act and is not to be construed as any undertaking by the Sponsor, and the Bonds shall never constitute an indebtedness or pledge of the Sponsor, the City of San Antonio, Bexar County, Texas or the State of Texas, within the meaning of any constitutional or statutory provision, and the holder of the Bonds shall never be paid in whole or in part out of any funds raised or to be raised by taxation or any other revenues of the Issuer, the Sponsor, the City of San Antonio, Bexar County, Texas or the State of Texas except those revenues assigned and pledged by the Issuer in the Indenture of Trust referenced in the Issuer Resolution.

**Passed and approved on the 2nd day of September 2021.**

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**Ana M. “Cha” Guzman  
Chair, Board of Commissioners**

**Attested and approved as to form:**

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**Ed Hinojosa, Jr.  
President and CEO**

**CERTIFICATE FOR RESOLUTION**  
**Resolution 21LVPFC-08-19**

The undersigned officer of the Las Varas Public Facility Corporation (the “Issuer”) hereby certifies as follows:

1. In accordance with the bylaws of the Issuer, the Board of Directors of the Issuer (“Board”) held a meeting on September 2, 2021 (“Meeting”) of the duly constituted officers and members of the Board, at which a duly constituted quorum was present. Whereupon among other business transacted at the Meeting, a written

**RESOLUTION 21LVPFC-08-19, AUTHORIZING LAS VARAS PUBLIC FACILITY CORPORATION TO DECLARE ITS INTENT TO ISSUE BONDS UP TO \$20,000,000.00 TO PROVIDE FINANCING FOR A MULTIFAMILY RESIDENTIAL RENTAL DEVELOPMENT FOR PERSONS OF LOW AND MODERATE INCOME (AURORA APARTMENTS); PRESCRIBING CERTAIN TERMS AND CONDITIONS OF SUCH BONDS; AUTHORIZING THE FILING OF AN APPLICATION FOR ALLOCATION OF PRIVATE ACTIVITY BONDS WITH THE TEXAS BOND REVIEW BOARD; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT**

(the “Resolution”) was duly introduced for the consideration of the Board of Directors and discussed. It was then duly moved and seconded that the Resolution be adopted; and, after due discussion, said motion, carrying with it the adoption of the Resolution, prevailed and carried by a majority vote of the Board.

2. A true, full, and correct copy of the Resolution adopted at the Meeting is attached to and follows this Certificate; the Resolution has been duly recorded in the Board’s Meeting Minutes of the Meeting; each of the officers and members of the Board was duly and sufficiently notified officially and personally, in advance, of the time, place, and purpose of the Meeting; and the Meeting was held and conducted in accordance with the Articles of Incorporation and the Bylaws of the Issuer.

**SIGNED this 2nd day of September 2021.**

\_\_\_\_\_  
Ed Hinojosa, Jr.  
Secretary/Treasurer

**Las Varas Public Facility Corporation  
Resolution 21LVPFC-08-19**

**RESOLUTION 21-LVPFC-08-19, AUTHORIZING LAS VARA PUBLIC FACILITY CORPORATION TO DECLARE ITS INTENT TO ISSUE BONDS UP TO \$20,000,000.00 TO PROVIDE FINANCING FOR A MULTIFAMILY RESIDENTIAL RENTAL DEVELOPMENT FOR PERSONS OF LOW AND MODERATE INCOME (AURORA APARTMENTS); PRESCRIBING CERTAIN TERMS AND CONDITIONS OF SUCH BONDS; AUTHORIZING THE FILING OF AN APPLICATION FOR ALLOCATION OF PRIVATE ACTIVITY BONDS WITH THE TEXAS BOND REVIEW BOARD; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT**

**WHEREAS**, the Housing Authority of the City of San Antonio, Texas (“Housing Authority”), has, pursuant to the Texas Public Facility Corporations Act, Chapter 303, Texas Local Government Code, as amended (“Act”), approved and created the Las Varas Public Facility Corporation, a nonprofit public facility corporation (“Issuer”); and

**WHEREAS**, the Issuer is empowered to finance the costs of public facilities consisting of a residential development that will provide decent, safe, and sanitary housing at affordable prices for residents of the City of San Antonio, Texas (“City”) by the issuance of housing revenue bonds; and

**WHEREAS**, Fairstead, or an affiliated Texas limited partnership (“User”), requests that (i) the Issuer finance the acquisition, rehabilitation, and equipping of an approximately 105-unit multifamily housing residential facility to be located at 509 Howard Street, San Antonio, Texas 78212, and to be known as the Aurora Apartments (“Project”); and (ii) the Issuer file and/or refile a 2021 and/or any subsequent year Application (defined hereafter) and/or any carryforward application to the Texas Bond Review Board as described herein; and

**WHEREAS**, the User has advised the Issuer that a contributing factor that would further induce the User to proceed with providing for the acquisition, construction, equipping, and improvement of the Project would be a commitment and agreement by the Board of Directors (“Board”) of the Issuer to issue housing revenue bonds pursuant to the Act (“Bonds”) to finance and pay development costs of the Project (“Development Costs”); and

**WHEREAS**, in view of rising construction costs and the necessity of compliance with administrative regulations, it is considered essential that acquisition, construction, equipping, and improvement of the Project be completed at the earliest practicable date after satisfactory preliminary assurances from the Issuer that the proceeds of the sale of the Bonds, or other obligations, of the Issuer in an amount necessary to pay the Development Costs of the Project, will be made available to finance the Project; and

**WHEREAS**, this Resolution shall constitute the Issuer’s intent, subject to the terms hereof, to issue Bonds, or other obligations, pursuant to the Act in an amount prescribed by the User now contemplated not to exceed \$20,000,000.00 and to expend the proceeds thereof to pay Development Costs, including costs of acquisition, rehabilitation, equipping, and improvement of the Project, funding a debt service or other reserve fund for the Project, and paying expenses and costs in connection with the issuance of the Bonds, including costs of obtaining credit enhancement, if any; and

**WHEREAS**, the Bonds are “private activity bonds” as that term is defined in Subchapter A, Section 1372.001 of Chapter 1372, Texas Government Code, as amended, including the rules promulgated pursuant thereto in 34 Texas Administrative Code, Sections 190.1 through 190.8 (together, the “Allocation Act”), and various provisions of the Internal Revenue Code of 1986, as amended (“Code”); and

**WHEREAS**, the Code requires that the applicable elected official of the City approve the issuance of the Bonds after a public hearing for which reasonable public notice shall have been given; and

**WHEREAS**, the Issuer is authorized by the provisions of the Act to issue the Bonds; and

**WHEREAS**, in order to issue the Bonds in the manner contemplated, the Issuer must seek an allocation of the State of Texas volume cap pertaining to private activity bonds in order to satisfy the provisions of the Code; and

**WHEREAS**, in order to satisfy, in part, the provisions of the Allocation Act, the Issuer must submit an “Application for Allocation of Private Activity Bonds” (“Application”) to the Texas Bond Review Board and adopt this Resolution authorizing the filing, and re-filing, either for carryforward volume cap or filing in subsequent years, of the Application; and

**WHEREAS**, the Application and the Allocation Act require that the Issuer certify that the Bonds are not being issued for the same stated purpose for which the Issuer has received sufficient carryforward during a prior year or for which there exists unexpended proceeds from a prior issue or issues of bonds issued by the Issuer; and

**WHEREAS**, the User intends to make capital expenditures in connection with the acquisition, construction, equipping, and improvement of the Project (“Expenditures”) and expects to reimburse the Expenditures with proceeds of the Bonds; and

**WHEREAS**, in order to allocate under Treasury Regulation §1.150-2 (Regulation) proceeds of the Bonds to the Expenditures, the Issuer must declare its reasonable expectation to reimburse the Expenditures; and

**WHEREAS**, the User has requested authorization to make all filings necessary to obtain and maintain debt financing and tax credits on the Project; and

**WHEREAS**, the Board has determined that it is in the public interest and to the benefit of the citizens and residents of the City for the various entities to enter into the transactions described above so that the User may construct the Project.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Las Varas Public Facility Corporation hereby:

- 1) Subject to the terms hereof, the Issuer agrees that it will:
  - a. subject to the negotiation of mutually acceptable agreements, issue the Bonds, in an amount not to exceed \$20,000,000.00;
  - b. cooperate with the User with respect to the issuance of the Bonds, and, if arrangements therefore satisfactory to the User and the Issuer can be made, take such action and authorize the execution of such documents and take such further action as may be

necessary or advisable for the authorization, execution, and delivery of any contracts or agreements deemed necessary and 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 on, and paying agents' and trustee's fees and charges, if any, on the Bonds; payment of fees, charges, and expenses of the Issuer and the City (including legal and financial advisory expenses); acquisition, construction, equipping, and improvement of the Project; and use, operation, and maintenance of the Project (and the execution of any necessary guaranty agreements), all as shall be authorized, required, or permitted by law and as shall be satisfactory to the Issuer, the City, and the User;

c. if the proceeds from the sale of the Bonds are insufficient to complete the acquisition, construction, equipping, and improvement of the Project, 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 herein, whether on a parity with other series of bonds or otherwise, for the purpose of paying the costs of completing the acquisition, construction, equipping, and improvement of the Project, as requested by the User and within then applicable limitations; and

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.

2) The Bonds shall specifically provide that neither the State of Texas ("State"), the City, nor any political issuer, subdivision, or agency of the State 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, the City, 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.

3) It is understood by the Issuer, and the User has represented to the Issuer, that in consideration of the Issuer's adoption 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 on, paying agents' and trustee's fees and charges, if any, on the Bonds, as and when the same become due and payable, with such Contracts 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; and

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 from and after the issuance of the Bonds, indemnify and hold harmless the Issuer and the City against all losses, costs, damages, expenses, and liabilities of whatsoever nature (including, but not limited to, reasonable 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, equipping, installation, operation, use, occupancy, maintenance, or ownership of the Project (other than claims arising from the gross negligence or willful misconduct of the Issuer or the City) and prior to or contemporaneously with the sale of the Bonds will agree to provide indemnification on terms satisfactory to the Issuer.

4) The User is hereby authorized to make all filings necessary to obtain and maintain tax credits on the Project.

5) Except as expressly extended by the Issuer, it is understood by the Issuer and the User that all commitments of the Issuer with respect to the Project and the Bonds are subject to the condition that the Bonds shall have been issued no later than two years from the date of this Resolution.

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 "related person" as defined in section 144(a)(3) of the Code; (iii) any legal successor thereto; (iv) an entity in which any of the above is a general partner or sole member; or (v) or any entity approved by the Issuer, provided that suitable guaranties necessary or convenient for the marketability of the Bonds shall be furnished, if required by the Issuer, and all references herein to the User shall be deemed to include the User acting directly through itself or any such approved entities.

7) This Resolution shall be deemed to constitute the acceptance of the User's proposal that it be further induced to proceed with providing the Project. The Application and this Resolution shall constitute an agreement between the Issuer and the User effective on the date that this Resolution is adopted. This Resolution is affirmative official action taken by the Issuer towards the issuance of the Bonds in order to comply with the requirements of the Code. **Neither the User nor any other party is entitled to rely on this Resolution as a commitment to issue bonds or loan funds, and the Issuer reserves the right not to issue the Bonds either with or without cause and with or without notice, and in such event the Issuer shall not be subject to any liability or damages of any nature. Neither the User nor any one claiming by, through or under the User, nor any investment banking firm or potential purchaser of the Bonds shall have any claim against the Issuer whatsoever as a result of any decision by the Issuer not to issue the Bonds.**

8) The Issuer hereby adopts this Resolution in order to satisfy the requirements of the Allocation Act pertaining to the issuance of the Bonds and authorizes any officer or designee of the Issuer to prepare and file a 2021 and/or 2022 Application, and/or any carryforward Application, together with all required attachments (including obtaining the Issuer's Certificate of Good Standing from the Comptroller of Public Accounts for the State of Texas) in the form required by the Texas Bond Review Board.

9) The Issuer respectfully requests that the Application be accepted and approved by the Texas Bond Review Board.

10) Any officer of the Issuer (or his designee) is hereby authorized to execute the Application, to pay (or cause the User to pay) the Application Fee of \$5,000 for each Application (submitted to the Issuer by the User) to the Texas Bond Review Board and to submit any additional information or to make any necessary corrections or revisions requested by the Texas Bond Review Board in order to satisfy the requirements of the Allocation Act in connection with the Application.



11) The Board certifies that the Bonds are not being issued for the same stated purpose for which the Issuer has received sufficient carryforward during a prior year or for which there exists unexpended proceeds from a prior issue or issues of bonds issued by the Issuer.

12) In connection with the issuance of the Bonds, the Board hereby authorizes its bond counsel to arrange for the publication of a notice of public hearing in the City of San Antonio, Texas regarding the Bonds for the purpose of complying with section 147(f) of the Code. The form of notice of such hearing and the date, place, and manner of its publication shall be acceptable to the Corporation's bond counsel. The hearing shall be held by the Corporation's bond counsel.

13) Based upon representations from the User, the Issuer reasonably expects to reimburse the Expenditures with proceeds of the Bonds in a principal amount that will not exceed \$20,000,000.00. This Resolution shall constitute a declaration of official intent under the Treasury Regulation Section 1.150-2.

14) The Board authorizes any officer of the Issuer to execute any documents or certificates necessary to seek the approval of the Bonds by the Texas Attorney General.

15) The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as a part of the judgment and findings of the Board.

16) All resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

17) If any provision of this Resolution or the Application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the Board hereby declares that this Resolution would have been enacted without such invalid provision.

18) That the Issuer hereby authorizes the filing and any resubmission of an Application with the TBRB, that Locke Lord LLP be designated as the authorized representative of the Issuer for purposes of an Application and that any officer of the Issuer is hereby authorized and directed to execute an Application on behalf of the Issuer and to take any and all other actions related to such Application or necessary or desirable to carry out the provisions of this Resolution.

19) This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

20) This Resolution shall be in force and effect from and after its passage.

**Passed and approved the 2nd day of September 2021.**

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**Ana M. "Cha" Guzman**  
**Chair, Board of Directors**

**Attested and approved as to form:**

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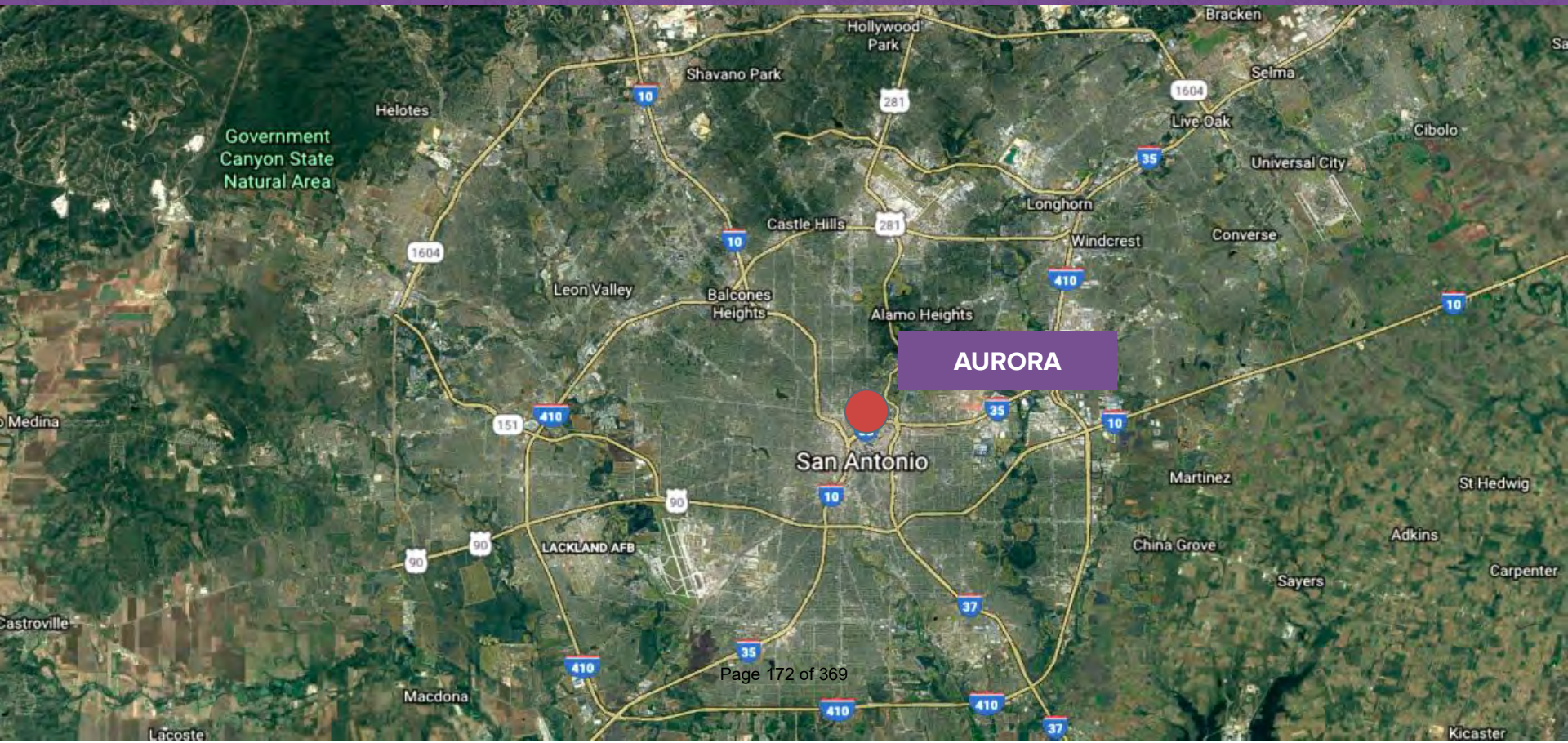
**Ed Hinojosa, Jr.**  
**Secretary/Treasurer**



# Aurora Apartments

Timothy Alcott, Chief Legal and Real Estate Officer  
Lorraine Robles, Director of Development Services and Neighborhood  
Revitalization

# MAP





# REGIONAL CENTERS

## PHASE 1 CENTERS

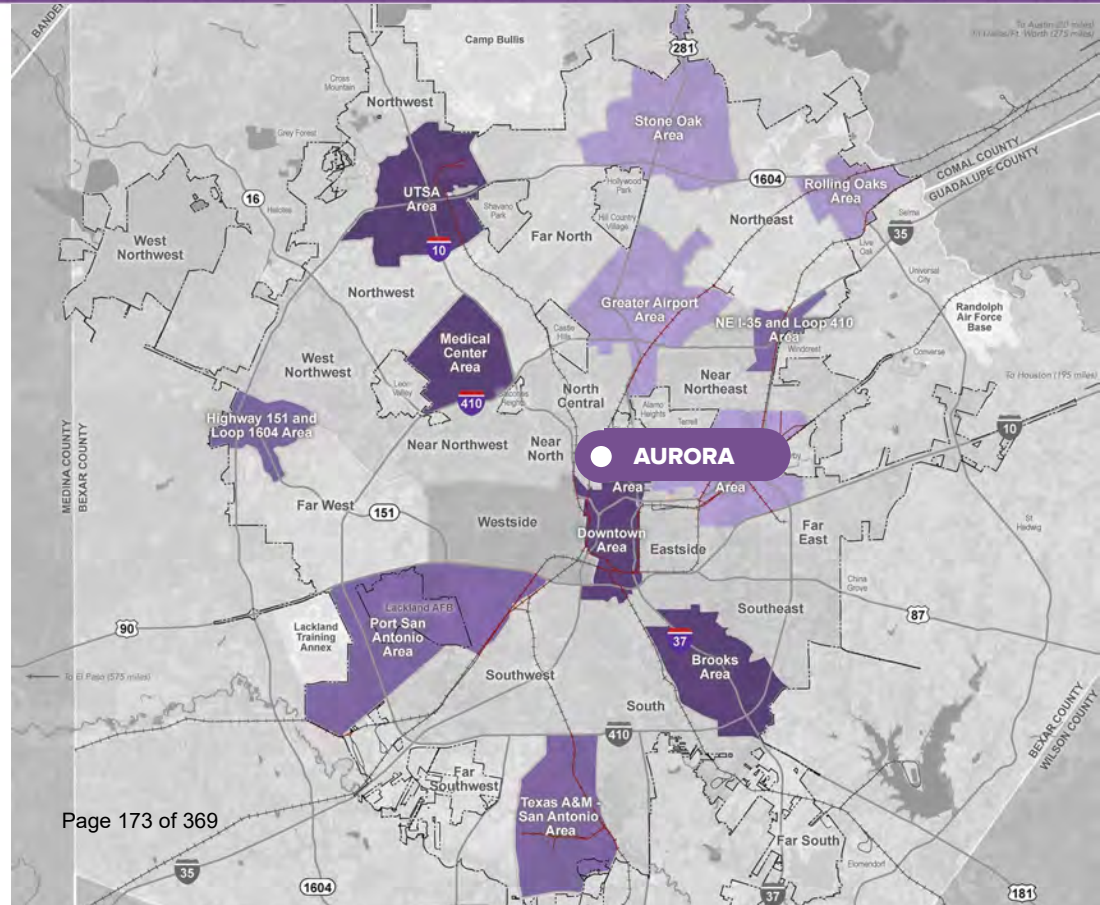
Downtown  
Medical Center  
UTSA  
Midtown  
Brooks

## PHASE 2 CENTERS

NE I-35 and Loop 410  
Highway 151 and Loop 1604  
Texas A&M — San Antonio  
Port San Antonio

## PHASE 3 CENTERS

Greater Airport Area  
Fort Sam Houston  
Rolling Oaks  
Stone Oak



# AURORA



- ❖ City Council District 1
- ❖ San Antonio ISD
- ❖ 105 Units
  - 50% AMI - 53
  - 60% AMI - 52
- ❖ Bond Issuance
- ❖ Total Development Cost:  
\$31,710,245.00

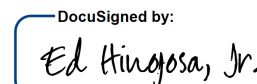



# QUESTIONS?

## SAN ANTONIO HOUSING AUTHORITY

August 19, 2021

BOARD OF COMMISSIONERS  
Special Board Meeting**RESOLUTION 6168, AUTHORIZING THE LAS VARAS PUBLIC FACILITY CORPORATION AND THE SAN ANTONIO HOUSING FACILITY CORPORATION TO APPROVE INDUCEMENT RESOLUTIONS FOR THE FOLLOWING PROPOSED TAX CREDIT AND TAX EXEMPT BOND FINANCING PROJECT: NORTH POND APARTMENTS**

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**Ed Hinojosa, Jr.**  
 President and CEO

DocuSigned by:  
  
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**Timothy E. Alcott**  
 Chief Legal and Real Estate Officer

**REQUESTED ACTION:**

Consideration and appropriate action regarding Resolution 6168, authorizing the Las Varas Public Facility Corporation and the San Antonio Housing Facility Corporation to approve Inducement Resolutions for the following proposed tax credit and tax exempt bond financing project: North Pond Apartments.

**FINANCIAL IMPACT:**

The bonds will assist with financing of the Project and there will be a 2% issuers fee. The total financing will be brought to the Board of Commissioners for approval at a later date.

**SUMMARY:**

Las Varas Public Facility Corp (LVPFC) is seeking authority to file applications relating to our proposed 2021 and/or 2022 tax-exempt bond and 4% tax credit projects. All 4% tax credit projects must be financed in part with tax-exempt bonds. In order to issue tax-exempt bonds, the issuer must obtain a volume cap allocation from the Texas Bond Review Board. This is time sensitive and can be competitive. LVPFC will be applying for a volume cap, which will not be awarded until the end of the year, if any volume cap is available. Certain state agencies have the right to use the available volume cap before local agencies, and last year the state agencies used almost all of the volume cap and only seven local agency projects received volume cap. Volume cap available to local agencies is awarded on a first come, first served basis, according to when the application is submitted. Therefore, LVPFC would need to submit applications as soon as possible. We must also apply for tax credits to the Texas Department of Housing and Community Development. Accordingly, Staff is requesting that the Board authorize these actions so that we may begin the process, but ***we are not asking to specifically approve or be bound to these projects. These are non-binding Resolutions.*** This will enable us to move forward, make applications for volume cap and tax credits, and begin to coordinate the financing and negotiate the specific terms of the deals, which will be brought back for Board approval.

The North Pond Apartments is an approximately 108-unit multifamily project located within Victoria Commons west of the IH-37 frontage road, seeking up to \$20,000,000.00 of volume cap.

The agency will be issuing a Request for Proposals for the development of the North Pond Apartments project which will be new construction. All units will be low income housing tax credit units serving families whose incomes average 60%. The specific unit mix and any subsidized



**SAN ANTONIO HOUSING AUTHORITY**

**August 19, 2021**

programs will be determined once a developer is procured. All units will have restricted rent and must accept Section 8 vouchers.

Las Varas Public Facility Corporation will be the proposed issuer of the bonds. The San Antonio Housing Facility Corporation will own the land and create a single member limited liability company to serve as the general partner of the tax credit partnership, which will own the project.

The attached Resolutions authorize Las Varas Public Facility Corporation and the San Antonio Housing Facility Corporation to approve inducement Resolutions for the above project.

**STRATEGIC OUTCOMES:**

- SAHA residents live in quality affordable housing.
- SAHA residents have a sufficient supply of affordable housing options.

**ATTACHMENTS:**

Resolution 6168

Resolution 21FAC-08-19

Resolution 21-LVPFC-08-20

**San Antonio Housing Authority  
Resolution 6168**

**RESOLUTION 6168, AUTHORIZING THE LAS VARAS PUBLIC FACILITY CORPORATION AND THE SAN ANTONIO HOUSING FACILITY CORPORATION TO APPROVE INDUCEMENT RESOLUTIONS FOR THE FOLLOWING PROPOSED TAX CREDIT AND TAX EXEMPT BOND FINANCING PROJECT: NORTH POND APARTMENTS**

**WHEREAS**, one of the San Antonio Housing Authority strategic goals is to expand the supply of affordable housing; and

**WHEREAS**, principal financing mechanisms for new affordable housing are the issuance of tax-exempt bonds and the 4% low income housing tax credit; and

**WHEREAS**, Staff has proposed the following new project to be financed in 2022:

North Pond Apartments, an approximately 108-unit multifamily project to be located within Victoria Commons west of the IH-37 frontage road, seeking \$20,000,000.00 of volume cap.

**WHEREAS**, it is necessary to obtain volume cap allocation for tax-exempt bonds and application for tax credits for the project; and

**WHEREAS**, it is proposed that Las Varas Public Facility Corporation (LVPFC) apply for volume cap allocation for the project; and

**WHEREAS**, it is proposed that the San Antonio Housing Facility Corporation (SAHFC) create a limited liability company to serve as the general partner of the partnership, which will own the tax credit project; and

**WHEREAS**, LVPFC and SAHFC will pass resolutions to induce the project authorizing the applications needed to finance the project and to negotiate the terms of such financing, which will be brought back to the Board for final consideration.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners of San Antonio Housing Authority, hereby:

- 1) Approve Resolution 6168, authorizing the Las Varas Public Facility Corporation and the San Antonio Housing Facility Corporation to approve Inducement Resolutions for the following proposed tax credit and tax exempt bond financing project: North Pond Apartments.
- 2) Approve Resolution 21-LVPFC-08-20 inducing the proposed Project and authorizing the applications necessary therefore and the negotiation of the terms of the financing therefore.
- 3) Approve Resolution 21FAC-08-19 of SAHFC inducing the proposed Project and authorizing the applications necessary therefore and the negotiation of the terms of the financing therefore.

- 4) Authorize the President and CEO, or designee, to execute all necessary documents associated therewith.

**Passed and approved the 2nd day of September 2021.**

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**Ana M. "Cha" Guzman**  
**Chair, Board of Commissioners**

**Attested and approved as to form:**

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**Ed Hinojosa, Jr.**  
**President and CEO**

**CERTIFICATE FOR RESOLUTION**  
**Resolution 21FAC-08-19**

The undersigned officer of the San Antonio Housing Facility Corporation, a Texas nonprofit corporation created pursuant to the laws of the State of Texas (SAHFC) hereby certifies as follows:

1. In accordance with its bylaws, the Board of Directors of SAHFC (Board) held a meeting on September 2, 2021 (Meeting) of the duly constituted officers and members of the Board, at which a duly constituted quorum was present. Whereupon among other business transacted at the Meeting, a written

**RESOLUTION 21-FAC-08-19, INDUCING THE NORTH POND APARTMENTS TRANSACTION, INCLUDING THE EXECUTION OF ALL DOCUMENTATION NECESSARY TO OBTAIN THE FINANCING FOR SUCH TRANSACTION; AND AUTHORIZING ALL FILINGS AND AGREEMENTS WITH TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS IN CONNECTION WITH APPLICATIONS FOR LOW INCOME HOUSING TAX CREDITS; AND OTHER MATTERS IN CONNECTION THEREWITH**

(the "Resolution") was duly introduced for the consideration of the Board and discussed. It was then duly moved and seconded that the Resolution be adopted; and, after due discussion, said motion, carrying with it the adoption of the Resolution, prevailed and carried by a majority vote of the Board.

2. A true, full, and correct copy of the Resolution adopted at the Meeting is attached to and follows this Certificate; the Resolution has been duly recorded in the Board's minutes of the Meeting; each of the officers and members of the Board was duly and sufficiently notified officially and personally, in advance, of the time, place, and purpose of the Meeting; and the Meeting was held and conducted in accordance with the Bylaws of SAHFC.

**SIGNED AND SEALED this 2nd day of September 2021.**



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**Ed Hinojosa, Jr.**  
**Secretary/Treasurer**

**San Antonio Housing Facility Corporation  
Resolution 21FAC-08-19**

**RESOLUTION 21-FAC09-19, INDUCING THE NORTH POND APARTMENTS TRANSACTION, INCLUDING THE EXECUTION OF ALL DOCUMENTATION NECESSARY TO OBTAIN THE FINANCING FOR SUCH TRANSACTION; AND AUTHORIZING ALL FILINGS AND AGREEMENTS WITH TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS IN CONNECTION WITH APPLICATIONS FOR LOW INCOME HOUSING TAX CREDITS; AND OTHER MATTERS IN CONNECTION THEREWITH**

**WHEREAS**, North Pond Apartments, LP, or a similarly named and to-be-formed Texas limited partnership (Partnership), and SAHA North Pond Apartments GP, LLC, or a similarly named and to-be-formed Texas limited liability company and its general partner (General Partner), will be formed to acquire and construct an approximately 108-unit multifamily housing facility (Housing Facility) to be located within Victoria Commons west of the IH 37 frontage road in downtown San Antonio, Texas (Land, together with the Housing Facility, the Project); and

**WHEREAS**, at the request of the Partnership, San Antonio Housing Facility Corporation (SAHFC), a Texas non-profit public facility corporation created pursuant to the Texas Public Facility Corporations Act, Chapter 303, Texas Local Government Code, by the Housing Authority of the City of San Antonio, Texas (Housing Authority) has agreed to (i) serve as the sole member of the General Partner of the Partnership in connection with the financing of the Project, (ii) acquire the Land and lease it to the Partnership pursuant to a Ground Lease (Ground Lease), and (iii) enter into a joint venture with a construction company to form an entity that will serve as the general contractor for the Project (Joint Venture); and

**WHEREAS**, the Partnership has requested that the Las Varas Public Facility Corporation (the Issuer) issue its Multifamily Housing Revenue Bonds (North Pond Apartments) Series 2021 or 2022 (the Bonds) to finance the Project (Bond Financing); and

**WHEREAS**, the Issuer will issue the Bonds in an amount not to exceed \$20,000,000.00 and loan such proceeds to the Partnership; and

**WHEREAS**, in connection with the Bond Financing, the Partnership, the General Partner, and/or SAHFC may be required to enter into certain agreements, including, but not limited to, a Loan Agreement, a Trust Indenture, a Note, a Regulatory Agreement and Declaration of Restrictive Covenants, a Leasehold Deed of Trust, Assignment of Rents, Security Agreement, and Fixture Filing together with Ground Lessor Subordination and Joinder, a Servicing Agreement, and a Ground Lease (collectively, Note Documents); and

**WHEREAS**, the Partnership, will apply for approximately \$20,000,000.00 in low income housing tax credits (LIHTCs) from the Texas Department of Housing and Community Affairs (TDHCA); and

**WHEREAS**, in connection with the application for LIHTCs, it is anticipated that the Partnership, General Partner and/or SAHFC will be required to execute, complete and deliver various applications, agreements, documents, certificates and instruments to TDHCA (TDHCA Documents); and

**WHEREAS**, the Partnership will contribute approximately \$20,000,000.00 of equity to the construction of the Project, which will be contributed by a limited partner to be determined at a later date (Equity Financing); and

**WHEREAS**, in connection with the Equity Financing, the Partnership, the General Partner, and/or SAHFC will be required to enter into certain agreements, including, but not limited to, an Amended and Restated Agreement of Limited Partnership, a Development Agreement, and closing certificates (collectively, Equity Documents); and

**WHEREAS**, in order to provide additional funding for the Project, the Partnership may enter into one or more subordinate loans (Subordinate Loans); and

**WHEREAS**, in connection with the Subordinate Loans, the Partnership, the General Partner, and/or SAHFC may be required to enter into certain agreements, including, but not limited to, loan agreements, leasehold deeds of trust, declaration of restrictive covenant of affordability or land use restriction agreements, assignments, notes, and subordination agreements (collectively, Subordinate Loan Documents); and

**WHEREAS**, SAHFC will enter into the Joint Venture to form an entity that will enter into a construction contract with the Partnership to serve as the general contractor to construct the Project (Construction Documents); and

**WHEREAS**, the members of the Board of Directors of SAHFC (collectively, Board) and their respective offices are as follows:

<u>Name of Director/Officer</u>	<u>Position</u>
Dr. Ana M. "Cha" Guzman	President and Director
Jessica Weaver	Vice President and Director
Loren D. Dantzler	Director
Olga G. Kauffman	Director
Gabriel L. Lopez	Director
Ignacio A. Perez	Director
Ruth Rodriguez	Director
Ed Hinojosa, Jr.	Secretary/Treasurer
Brandee Perez	Assistant Secretary/Treasurer
Timothy E. Alcott	Assistant Secretary/Treasurer
Muriel Rhoder	Assistant Secretary/Treasurer

**WHEREAS**, the Board has determined that it is in the public interest and to the benefit of the citizens and residents of San Antonio for the various entities to enter into the transactions described above so that the Partnership may construct the Project; and

**WHEREAS**, this Board has reviewed the foregoing and determined that the action herein authorized is in furtherance of the public purposes of SAHFC.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the San Antonio Housing Facility Corporation hereby approves:

Section 1. The Project, the various structures of financing contemplated for the Project, including, but not limited to, the Bond Financing, the LIHTCs, the Equity Financing and the Subordinate Loans are hereby authorized to be applied for and negotiated and the TDHCA Documents are hereby approved.

Section 2. The President, any Vice President, the Secretary, the Treasurer, any Assistant Secretary, or any of them, are hereby authorized to execute any and all applications and term sheets required for the financing and construction of the Project, including, but not limited to, the TDHCA Documents and all other documents relating to obtaining the Bond Financing, LIHTCs, Equity Financing, and the Subordinate Loans to which the Partnership, the General Partner, and/or SAHFC is a party.

Section 3. The President, any Vice President, the Secretary, the Treasurer, and any Assistant Secretary, or any of them, and, if required by the form of the document, the Secretary and any Assistant Secretary, or any of them, of SAHFC are authorized and directed to modify, execute and deliver any of the documents to be signed by or consented to by the Partnership, General Partner, SAHFC, and any and all certificates and other instruments necessary to carry out the intent thereof and hereof, including, without limitation, the TDHCA Documents and all filings or other actions required by the TDHCA in connection with the LIHTCs. The President, any Vice President, the Secretary, the Treasurer, any Assistant Secretary, or any of them, are authorized to negotiate and approve such changes in, or additions to, the terms of any of the documents, including amendments, renewals, and extensions, as such officers shall deem necessary or appropriate upon the advice of counsel to SAHFC, and approval of the terms of any of the documents by such officers and this Board shall be conclusively evidenced by the execution and delivery of such documents.

Section 4. It is understood by SAHFC and the Partnership has represented to SAHFC, that in consideration of SAHFC's adoption of this Resolution, and subject to the terms and conditions hereof, that the Partnership has agreed and any future developer (Developer) will agree that:

(a) the Partnership and Developer will (1) pay all Project costs that are not or cannot be paid or reimbursed from the proceeds of any debt and (2) indemnify and hold harmless SAHFC and the Housing Authority against all losses, costs, damages, expenses and liabilities of whatsoever nature (including but not limited to reasonable attorneys' fees, litigation and courts costs, amounts paid in settlement, and amounts paid to discharge judgments) directly or indirectly resulting from, arising out of or related to the Project, or the design, construction, equipping, installation, operation, use, occupancy, maintenance or ownership of the Project (other than claims arising from the gross negligence or willful misconduct of SAHFC or the Housing Authority).

Section 5. This Resolution shall be deemed to constitute the acceptance of the Partnership's and Developer's proposal that it be further induced to proceed with providing the Project. Provided that neither the Partnership nor the Developer nor any other party is entitled to rely on this Resolution as a commitment to enter into the proposed transaction, and SAHFC reserves the right not to enter into the proposed transaction either with or without cause and with or without notice, and in such event SAHFC shall not be subject to any liability or damages of any nature. Neither the Partnership nor the Developer nor anyone claiming by, through or under the

Partnership or the Developer, nor any investment banking firm or potential purchaser shall have any claim against SAHFC whatsoever as a result of any decision by SAHFC not to enter into the proposed transaction.

Section 6. The officers of this Board, or any of them, are authorized to take any and all action necessary to carry out and consummate the transactions described in or contemplated by the documents approved hereby or otherwise to give effect to the actions authorized hereby and the intent hereof.

Section 7. The officers of this Board hereby approve the selection of Locke Lord LLP as counsel to the General Partner and SAHFC for this transaction.

Section 8. If any section, paragraph, clause, or provisions of this Resolution shall be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause, or provision shall not affect any of the remaining provisions of this Resolution.

Section 9. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as a part of the judgment and findings of the Board.

Section 10. All resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

Section 11. This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 12. This Resolution shall be in force and effect from and after its passage.

**Passed and approved on the 2nd day of September 2021.**

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**Ana M. "Cha" Guzman**  
**Chair, Board of Directors**

**Attested and approved as to form:**

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**Ed Hinojosa, Jr.**  
**Secretary/Treasurer**



**CERTIFICATE FOR RESOLUTION**  
**Resolution 21LVPFC-08-20**

The undersigned officer of the Las Varas Public Facility Corporation (Issuer) hereby certifies as follows:

1. In accordance with its bylaws of the Issuer, the Board of Directors of the Issuer (Board) held a meeting on September 2, 2021 (Meeting) of the duly constituted officers and members of the Board, at which a duly constituted quorum was present. Whereupon among other business transacted at the Meeting, a written

**RESOLUTION 21LVPFC-08-20, CONCERNING THE APPLICATION OF NORTH POND APARTMENTS LTD. RELATING TO THE PROPOSED FINANCING OF UP TO \$20,000,000.00 OF THE COSTS OF THE ACQUISITION, CONSTRUCTION, AND EQUIPPING OF THE NORTH POND APARTMENTS, TO BE LOCATED WITHIN VICTORIA COMMONS WEST OF THE IH 37 FRONTAGE ROAD IN DOWNTOWN SAN ANTONIO, TEXAS; AND OTHER MATTERS IN CONNECTION THEREWITH**

(the "Resolution") was duly introduced for the consideration of the Board and discussed. It was then duly moved and seconded that the Resolution be adopted; and, after due discussion, said motion, carrying with it the adoption of the Resolution, prevailed and carried by a majority vote of the Board.

2. A true, full, and correct copy of the Resolution adopted at the Meeting is attached to and follows this Certificate; the Resolution has been duly recorded in the Board's minutes of the Meeting; each of the officers and members of the Board was duly and sufficiently notified officially and personally, in advance, of the time, place, and purpose of the Meeting; and the Meeting was held and conducted in accordance with the Bylaws of LVPFC.

**SIGNED this 2nd day of September 2021.**

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**Ed Hinojosa, Jr.**  
**Secretary/Treasurer**

**Las Varas Public Facility Corporation  
Resolution 21LVPFC-08-20**

**RESOLUTION 21-LVPFC-08-20, CONCERNING THE APPLICATION OF NORTH POND APARTMENTS LTD. RELATING TO THE PROPOSED FINANCING OF UP TO \$20,000,000.00 OF THE COSTS OF THE ACQUISITION, CONSTRUCTION, AND EQUIPPING OF THE NORTH POND APARTMENTS, TO BE LOCATED WITHIN VICTORIA COMMONS WEST OF THE IH 37 FRONTAGE ROAD IN DOWNTOWN SAN ANTONIO, TEXAS; AND OTHER MATTERS IN CONNECTION THEREWITH**

**WHEREAS**, the Housing Authority of the City of San Antonio, Texas (Housing Authority), has, pursuant to the Texas Public Facility Corporations Act, Chapter 303, Texas Local Government Code, as amended (Act), approved and created the Las Varas Public Facility Corporation, a nonstock, nonprofit public facility corporation (Issuer); and

**WHEREAS**, the Issuer, on behalf of the Housing Authority, is empowered to finance the costs of residential ownership and development that will provide decent, safe, and sanitary housing at affordable prices for residents of the City by the issuance of housing revenue bonds; and

**WHEREAS**, North Pond Apartments LP, or a similarly named and to-be-formed Texas limited partnership (User), will file an Application (Application), requesting that (i) the Issuer finance the acquisition, construction, rehabilitation, improvement, and equipping of an approximately 108-unit multifamily housing facility to be located within Victoria Commons west of the IH-37 frontage road in downtown San Antonio, Texas, and proposed to be known as the North Pond Apartments or similarly styled (Project); and (ii) the Issuer file a 2021 and/or 2022 Allocation Application (defined hereafter) and/or any carryforward applications associated with such Allocation Applications to the Texas Bond Review Board as described herein; and

**WHEREAS**, the User has advised the Issuer that a contributing factor that would further induce the User to proceed with providing for the acquisition, construction, equipping, and improvement of the Project would be a commitment and agreement by the Board of Directors (Board) of the Issuer to issue housing revenue bonds pursuant to the Act (Bonds) to finance and pay any Development Costs, as defined in the Act, for the Project; and

**WHEREAS**, in view of rising construction costs and the necessity of compliance with administrative regulations, it is considered essential that acquisition, construction, equipping, and improvement of the Project be completed at the earliest practicable date after satisfactory preliminary assurances from the Issuer that the proceeds of the sale of the Bonds, or other obligations of the Issuer in an amount necessary to pay the Development Costs of the Project, will be made available to finance the Project; and

**WHEREAS**, this Resolution shall constitute the Issuer's commitment, subject to the terms hereof, to issue Bonds, or other obligations, pursuant to the Act in an amount prescribed by the User now contemplated not to exceed \$20,000,000.00 and to expend the proceeds thereof to pay Development Costs including costs of acquisition, construction, equipping, and improvement of the Project, funding a debt service or other reserve fund for the Project, and paying expenses and costs in connection with the issuance of the Bonds, including costs of obtaining credit enhancement, if any; and

**WHEREAS**, the Bonds are “private activity bonds” as that term is defined in Subchapter A, Section 1372.001 of Chapter 1372, Texas Government Code, as amended, including the rules promulgated pursuant thereto in 34 Texas Administrative Code, Sections 190.1 through 190.8 (Allocation Act), and various provisions of the Internal Revenue Code of 1986, as amended (Code); and

**WHEREAS**, the Code requires that the applicable elected official of the City approve the issuance of the Bonds after a public hearing for which reasonable public notice shall have been given; and

**WHEREAS**, the Issuer is authorized by the provisions of the Act to issue the Bonds; and

**WHEREAS**, in order to issue the Bonds in the manner contemplated, the Issuer must seek an allocation of the State of Texas volume cap pertaining to private activity bonds in order to satisfy the provisions of the Code; and

**WHEREAS**, in order to satisfy, in part, the provisions of the Allocation Act, the Issuer must submit an “Application for Allocation of Private Activity Bonds” or a “Application for Carryforward for Private Activity Bonds” (Allocation Application) to the Texas Bond Review Board and adopt this Resolution authorizing the filing or refiling of the Allocation Application; and

**WHEREAS**, the Allocation Application and the Allocation Act requires that the Issuer certify that the Bonds are not being issued for the same stated purpose for which the Issuer has received sufficient carryforward during a prior year or for which there exists unexpended proceeds from a prior issue or issues of bonds issued by the Issuer; and

**WHEREAS**, the User intends to make capital expenditures in connection with the acquisition, construction, equipping, and improvement of the Project (Expenditures) and expects to reimburse the Expenditures with proceeds of the Bonds; and

**WHEREAS**, in order to allocate under Treasury Regulation §1.150-2 (Regulation) proceeds of the Bonds to the Expenditures, the Issuer must declare its reasonable expectation to reimburse the Expenditures; and

**WHEREAS**, the User has requested authorization to make all filings necessary to obtain and maintain debt financing and tax credits on the Project; and

**WHEREAS**, the Board has determined that it is in the public interest and to the benefit of the citizens and residents of San Antonio for the various entities to enter into the transactions described above so that the User may construct the Project.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Las Varas Public Facility Corporation, hereby:

Section 1. Subject to the terms hereof, the Issuer agrees that it will

(a) subject to the negotiation of mutually acceptable agreements, issue the Bonds, in an amount not to exceed \$20,000,000.00;

(b) cooperate with the User with respect to the issuance of the Bonds, and, if arrangements therefore satisfactory to the User and the Issuer can be made, take such action and authorize the execution of such documents and take such further action as may be necessary or advisable for the authorization, execution, and delivery of any contracts or agreements deemed necessary and 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 on, and paying agents' and trustee's fees and charges, if any, on the Bonds; payment of fees, charges, and expenses of the Issuer and the Housing Authority (including legal and financial advisory expenses); acquisition, construction, equipping, and improvement of the Project; and use, operation, and maintenance of the Project (and the execution of any necessary guaranty agreements), all as shall be authorized, required, or permitted by law and as shall be satisfactory to the Issuer, the Housing Authority, and the User;

(c) if the proceeds from the sale of the Bonds are insufficient to complete the acquisition, construction, equipping, and improvement of the Project, 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, equipping, and improvement of the Project, as requested by the User and within then applicable limitations; and

(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 (State), the Housing Authority, nor any political issuer, subdivision, or agency of the State 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, the Housing 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.

Section 2. It is understood by the Issuer, and the User has represented to the Issuer, that in consideration of the Issuer's adoption 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, on a nonrecourse basis, 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 on, paying agents' and trustee's fees and charges, if any, on the Bonds, as and when the same become due and payable, with such Contracts 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 from and after the issuance of the Bonds, indemnify and hold harmless the Issuer and the Housing Authority against all losses, costs, damages, expenses, and liabilities of whatsoever nature (including, but not limited to, reasonable

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, equipping, installation, operation, use, occupancy, maintenance, or ownership of the Project (other than claims arising from the gross negligence or willful misconduct of the Issuer or the Housing Authority) and prior to or contemporaneously with the sale of the Bonds will agree to provide indemnification on terms satisfactory to the Issuer; and

(c) no Bonds will be issued without the approval of the Housing Authority.

Section 3. The User is hereby authorized to make all filings necessary to obtain and maintain tax credits on the Project.

Section 4. Except as expressly extended by the Issuer, it is understood by the Issuer and the User that all commitments of the Issuer with respect to the Project and the Bonds are subject to the condition that the Bonds shall have been issued no later than two years from the date of this Resolution.

Section 5. 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 "related person" as defined in section 144(a)(3) of the Code; (iii) any legal successor thereto; (iv) an entity in which any of the above is a general partner or sole member; or (v) or any entity approved by the Issuer, provided that suitable guaranties necessary or convenient for the marketability of the Bonds shall be furnished, if required by the Issuer, and all references herein to the User shall be deemed to include the User acting directly through itself or any such approved entities.

Section 6. This Resolution shall be deemed to constitute the acceptance of the User's proposal that it be further induced to proceed with providing the Project. The Allocation Application and this Resolution shall constitute an agreement between the Issuer and the User effective on the date that this Resolution is adopted. This Resolution is affirmative official action taken by the Issuer towards the issuance of the Bonds in order to comply with the requirements of the Code. **Neither the User nor any other party is entitled to rely on this Resolution as a commitment to issue bonds or loan funds, and the Issuer reserves the right not to issue the Bonds either with or without cause and with or without notice, and in such event the Issuer shall not be subject to any liability or damages of any nature. Neither the User nor any one claiming by, through or under the User, nor any investment banking firm or potential purchaser of the Bonds shall have any claim against the Issuer whatsoever as a result of any decision by the Issuer not to issue the Bonds.**

Section 7. The Issuer hereby adopts this Resolution in order to satisfy the requirements of the Allocation Act pertaining to the issuance of the Bonds and authorizes any officer or designee of the Issuer to prepare and file a 2021 and/or 2022 Allocation Application and/or any carryforward applications associated with such Allocation Application, together with all required attachments (including obtaining the Issuer's Certificate of Good Standing from the Comptroller of Public Accounts for the State of Texas) in the form required by the Texas Bond Review Board.

Section 8. The Issuer respectfully requests that the Allocation Application be accepted and approved by the Texas Bond Review Board.

Section 9. Any officer of the Issuer (or his designee) is hereby authorized to execute the Allocation Application, to pay (or cause the User to pay) the Application Fee of \$5,000.00 for each Allocation Application (submitted to the Issuer by the User) to the Texas Bond Review Board and to submit any additional information or to make any necessary corrections or revisions requested by the Texas Bond Review Board in order to satisfy the requirements of the Allocation Act in connection with the Allocation Application.

Section 10. The Board certifies that the Bonds are not being issued for the same stated purpose for which the Issuer has received sufficient carryforward during a prior year or for which there exists unexpended proceeds from a prior issue or issues of bonds issued by the Issuer.

Section 11. In connection with the issuance of the Bonds, the Board hereby authorizes its bond counsel to arrange for the publication of a notice of public hearing in the City of San Antonio, Texas regarding the Bonds for the purpose of complying with section 147(f) of the Code. The form of notice of such hearing and the date, place, and manner of its publication shall be acceptable to the Corporation's bond counsel. The hearing shall be held by the Corporation's bond counsel.

Section 12. Based upon representations from the User, the Issuer reasonably expects to reimburse the Expenditures with proceeds of the Bonds in a principal amount that will not exceed \$20,000,000.00. This Resolution shall constitute a declaration of official intent under the Treasury Regulation Section 1.150-2.

Section 13. The Board authorizes the President, Vice President, Secretary, Treasurer or any Assistant Secretary of the Board to execute any documents or certificates necessary to seek the approval of the Bonds by the Texas Attorney General.

Section 14. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as a part of the judgment and findings of the Board.

Section 15. All resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

Section 16. If any provision of this Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the Board hereby declares that this Resolution would have been enacted without such invalid provision.

Section 17. This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 18. This Resolution shall be in force and effect from and after its passage.

**Passed and approved the 2nd day of September 2021.**

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**Ana M. "Cha" Guzman**  
**Chair, Board of Directors**

**Attested and approved as to form:**

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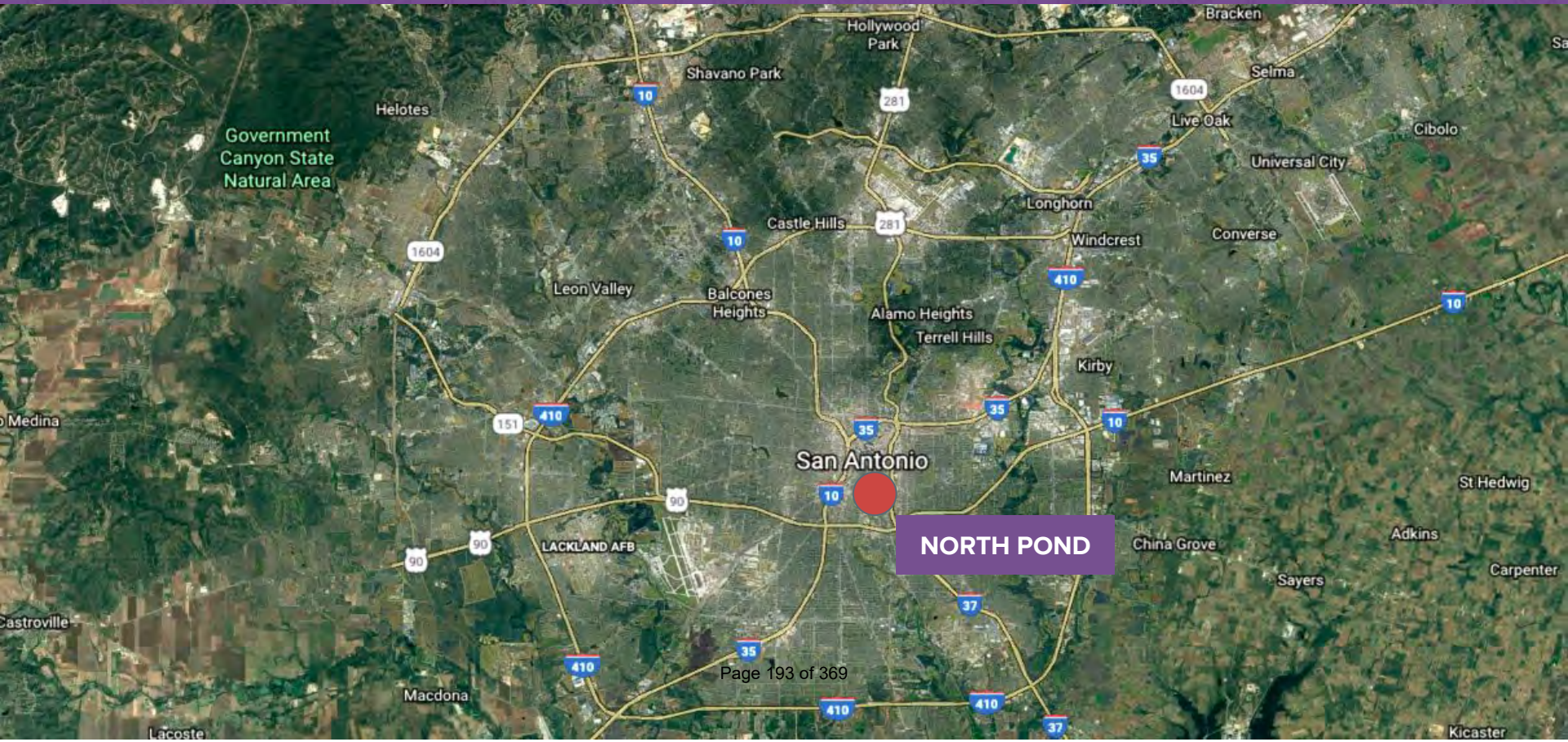
**Ed Hinojosa, Jr.**  
**Secretary/Treasurer**



# **VICTORIA COMMONS NORTH POND**

Timothy E. Alcott, Chief Legal and Real Estate Officer  
Lorraine Robles, Director of Development Services and Neighborhood  
Revitalization







# REGIONAL CENTERS

## PHASE 1 CENTERS

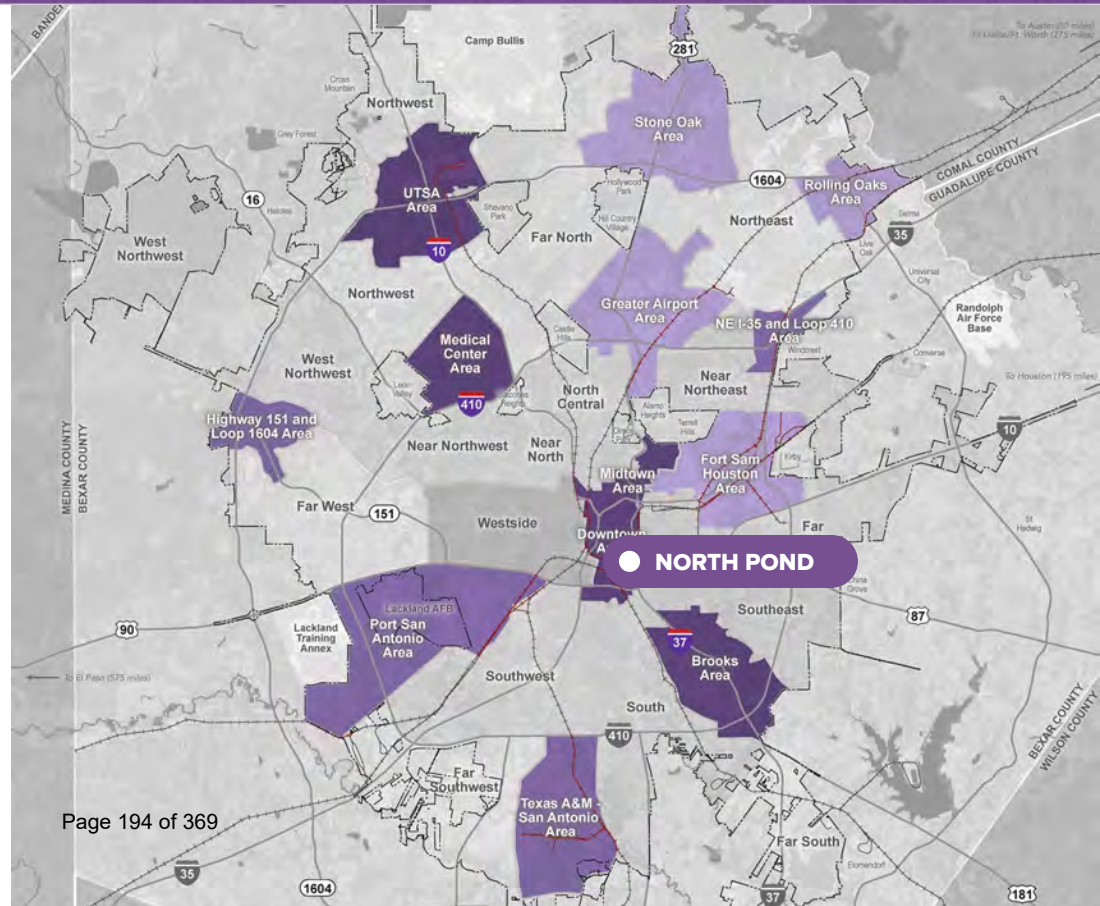
Downtown  
Medical Center  
UTSA  
Midtown  
Brooks

## PHASE 2 CENTERS

NE I-35 and Loop 410  
Highway 151 and Loop 1604  
Texas A&M — San Antonio  
Port San Antonio

## PHASE 3 CENTERS

Greater Airport Area  
Fort Sam Houston  
Rolling Oaks  
Stone Oak



# NORTH POND



- ❖ City Council District 1
- ❖ San Antonio ISD
- ❖ Bond Issuance



# VICTORIA COMMONS - MASTER PLAN



# QUESTIONS?



# EMERGENCY PREPAREDNESS PLAN

August 19, 2021



# EMERGENCY PREPAREDNESS PLAN

## GOALS

2

- **Consolidate plans**
- **Review existing regulations, government codes, and city ordinances**
- **Establish Purpose**
  - Safety and Loss Prevention Statements
  - Situation and Potential Impacts
  - Assumptions
  - Objectives
- **Assign Responsibilities**
- **Identify Direction and Control**
- **Establish Transition Levels**
- **Communicate Plan**

# EMERGENCY PREPAREDNESS PLAN

## AUTHORITY

3

### FEDERAL

- Robert T. Stafford Disaster Relief Assistance Act
- Emergency Planning and Community Right-to-Know
- Emergency Management Assistance
- Other

### STATE

- Government Code: Emergency Management, Homeland Security, State of Emergency
- State of Texas Emergency Management Plan
- Other

### LOCAL

- City Ordinances



# EMERGENCY PREPAREDNESS PLAN

## SITUATION

4

### Plan identifies potential hazards and impacts:

- Natural
- Environmental
- Building Infrastructure
- Technological
- Security

<b>FIGURE 1</b>	Likelihood of Occurrence	Estimated Impact on Public Health or Safety	Estimated Impact on Property
Hazard Type:	Unlikely, Occasional, Likely, or Highly Likely	Limited, Moderate, Major	Limited, Moderate, Major
<b>NATURAL</b>			
Drought	Highly Likely	Major	Major

<b>ENVIRONMENTAL</b>			
Energy/Fuel Shortage	Occasional (Situational)	Moderate	Limited
Mold/Mildew	Highly Likely	Moderate	Major
Hazardous Materials (Transportation and Fixed Site)	Unlikely	Moderate	Moderate

# EMERGENCY PREPAREDNESS PLAN

## ASSUMPTIONS

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1. SAHA will continue to be exposed to, and subject to the impact of, those hazards described in Figure 1, as well as to lesser hazards and other risks that may develop in the future that have not been identified.
2. It is possible for a major disaster to occur at any time and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible. However, some emergency situations occur with little or no warning.
3. Outside assistance will be available in most emergency situations affecting SAHA. It takes time to summon or receive external assistance, it is essential for SAHA to be prepared to carry out the initial emergency response on an independent basis.
4. Proper mitigation measures can prevent or reduce disaster-related losses. Detailed emergency planning and conducting periodic emergency drills and exercises can improve SAHA's readiness to deal with emergency situations.

# EMERGENCY PREPAREDNESS PLAN

## OBJECTIVES

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### SAHA's Responsibilities

- Protect public health and safety
- Preserve properties
- Identify and mitigate hazards
- Prepare, respond, and coordinate
- Provide our families with information and instruction
- Prioritize our response if multiple communities impacted
- Organize, train, and equip staff with appropriate emergency resources
- Expand partnerships to assist with emergency response
- Update plan as needed

# EMERGENCY PREPAREDNESS PLAN

## NEXT STEPS

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- Establish Emergency Preparedness Work Group
  - Update/develop standard operating procedures, checklists, and process flows
  - Identify ongoing training and schedule
  - Update plan as needed
- Communicate plan to residents, staff, and community
- Conduct emergency drills
- Develop “Adopt a Community” Program
- Establish a review committee to evaluate response

# QUESTIONS?

SAN ANTONIO HOUSING AUTHORITY  
CONTROL SELF ASSESSMENT WORKGROUP

# EMERGENCY RESPONSE PLAN



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## APPROVAL AND IMPLEMENTATION

The San Antonio Housing Authority has considered and approved the implementation of this Emergency Response Plan.

## I. AUTHORITY

The following authority is provided by the San Antonio Office of Emergency Management's Basic Plan.

### A. Federal

- a. Robert T. Stafford Disaster Relief & Emergency Assistance Act, (as amended), 42 U.S.C. 5121
- b. Emergency Planning and Community Right-to-Know Act, 42 U.S.C. 5101
- c. Emergency Management and Assistance, 44 CFR
- d. Hazardous Waste Operations & Emergency Response, 29 CFR 1910.120
- e. Homeland Security Act of 2002
- f. Homeland Security Presidential Directive, HSPD-5, Management of Domestic Incidents
- g. Housing and Urban Development, Office of PUBlic and Indian Housing, PHA Disaster Readiness and Preparation Guide, 2016
- h. National Terrorism Advisory System, Department of Homeland Security
- i. National Incident Management System
- j. National Response Framework
- k. National Strategy for Homeland Security, October 2007
- l. Nuclear/Radiological Incident Annex (NRIA) to the National Response Framework

### B. State

- a. Government Code, Chapter 418 (Emergency Management)
- b. Government Code, Chapter 421 (Homeland Security)
- c. Government Code, Chapter 433 (State of Emergency)
- d. Government Code, Chapter 791 (Inter-local Cooperation Contracts)
- e. Health & Safety Code, Chapter 778 (Emergency Management Assistance Compact)
- f. Executive Order of the Governor Relating to Emergency Management
- g. Executive Order of the Governor Relating to the National Incident Management System
- h. Administrative Code, Title 37, Part 1, Chapter 7 (Division of Emergency Management)
- i. State of Texas Emergency Management Plan
- j. The Texas Homeland Security Strategic Plan 2010-2015

### C. Local

- a. City Ordinance #67229, dated June 2, 1988 (Emergency Management Program) and San Antonio City Code Article 8 Section II





- b. City Ordinance #97563, May 2003 (Flood/Drainage Improvement/Mitigation Bond Initiative)
- c. City Ordinance #97817, June 2003 (Regional Biological Safety Laboratory Established at Brooks City Base)
- d. City Ordinance #98358, October 2003 (New City/County EOC Bond Election/Issuance)
- e. City Ordinance #98950, March 2004 (Regional Mutual Aid Agreement)
- f. City Ordinance #100516, May 2005 (Regional Mitigation Action Plan Adopted)
- g. City Ordinance #101347, September 2005 (National Incident Management System Adopted)
- h. See Summary in Attachment #6 regarding Additional Agreements and Mutual Support Understandings

## II. PURPOSE

This Emergency Response Plan outlines the San Antonio Housing Authority's (SAHA) approach to emergency operations. It provides general guidance for emergency management activities and an overview of SAHA's methods for mitigation, preparedness, response, and recovery. The plan is designed to be flexible; it is not all-inclusive and is not intended as a rigid set of rules. This plan is intended to provide a broad framework for more specific functions that describe in more detail who does what, when, and how. This plan applies to all SAHA officials, departments, staff, and residents.

### The primary audience for this plan includes:

- a. SAHA's President and CEO, the Chief Legal and Real Estate Officer, Chief Operating Officer, Chief Financial Officer, Chief Administrative Officer, and the Board of Commissioners
- b. SAHA department directors and their staff members
- c. Leaders of local volunteer organizations that support emergency operations
- d. Others who may participate in SAHA's mitigation, preparedness, response, and recovery efforts
- e. SAHA residents who must be familiar with this plan

SAHA staff commitment is a prerequisite for the success of this Plan. All SAHA employees, especially those who have a role in mitigation, preparedness, response, and recovery should be familiar with this Plan.

### A. Safety and Loss Prevention Statement

The safety, health, and well-being of every employee, resident, and visitor to the San Antonio Housing Authority (SAHA) are of vital importance. SAHA will strive to protect the health, safety, and security of all employees, residents, visitors, and property using accepted and feasible policies, procedures, operations, and technologies. We will comply with all safety, occupational



health, and environmental laws and regulations. Every reasonable effort will be made to provide and maintain a safe and healthy work environment by providing proper safety equipment, and establishing and requiring safe work practices at all times. Executive management pledges its support in implementing such programs.

SAHA strongly maintains that the best source of protection for the health and safety of the work place is the individual employees who are the foundation of our safety and loss control initiatives. Safety is one of the most important aspects of each person’s job. Accidents injure people or damage and destroy property, cause needless suffering, inconvenience, and expense. Therefore, it is the responsibility of each employee to strictly follow all published safety, loss prevention practices, security, policies, rules, and procedures to make job safety and loss avoidance a condition of employment.

Active participation by all SAHA employees in our safety efforts is encouraged through a partnership with the Senior Management Team, Supervisors, and the Risk Management Department. Employees are encouraged to report unsafe working conditions to the highest authority without fear of reprisal and to provide safety suggestions. Such reports will be assigned to Risk Management for immediate follow up. The SAHA’s Risk Management Department has been given the authority to assist all departments and supervisory personnel to carry out designated responsibilities in the area of safety and loss avoidance.

The training and safety efforts of management and SAHA staff will be directed toward the reduction of accidents. Success of these efforts is measured by the significant reduction of accidents and near misses. Please assist us in achieving this goal.

**B. Situation**

The San Antonio Housing Authority is exposed to many hazards, all of which have the potential for disrupting the community, causing casualties, and damaging or destroying public or private property. A summary of major hazards is provided in Figure 1.

<b>FIGURE 1</b>	<b>Likelihood of Occurrence</b>	<b>Estimated Impact on Public Health or Safety</b>	<b>Estimated Impact on Property</b>
<b>Hazard Type:</b>	<b>Unlikely, Occasional, Likely, or Highly Likely</b>	<b>Limited, Moderate, Major</b>	<b>Limited, Moderate, Major</b>
<b>NATURAL</b>			
Drought	Highly Likely	Major	Major



Earthquake	Unlikely	Limited	Limited
Erosion	Likely	Limited	Major
Extreme Heat	Highly Likely	Major	Major
Extreme Wind	Likely	Moderate	Moderate
Flood (flash/river or tidal)	Highly Likely	Major	Major
Foodborne Illness	Likely	Moderate	Moderate
Hail	Likely	Limited	Moderate
Hurricane (flood, hail, extreme wind and tornadoes)	Unlikely	Limited	Limited
Infectious Disease (Pandemic/Epidemic)	Likely	Major	Major
Subsidence (Sinkholes)	Unlikely	Limited	Limited
Thunderstorm (flood, hail, extreme wind and tornadoes)	Likely	Limited	Moderate
Tornado	Unlikely	Major	Major
Brushfire	Likely	Limited	Moderate
Winter Storm and Extreme Cold	Occasional	Major	Major
<b>ENVIRONMENTAL</b>			
Energy/Fuel Shortage	Occasional (Situational)	Moderate	Limited
Mold/Mildew	Highly Likely	Moderate	Major
Hazardous Materials (Transportation and Fixed Site)	Unlikely	Moderate	Moderate



Infestation of pest	Likely	Moderate	Major
<b>BUILDING INFRASTRUCTURE</b>			
Elevator Outages	Likely	Major	Major
Pipeline Failure	Occasional	Moderate	Moderate
Major Structure Fire	Occasional	Moderate	Moderate
Water Systems (Boilers, water softener)	Unlikely	Major	Major
<b>TECHNOLOGICAL</b>			
Internet Network Outage	Occasional	Major	Major
Local Area Network Outage	Occasional	Major	Major
Major Application Outage (JDE, Elite)	Occasional	Major	Major
Other Application Outage	Occasional	Moderate	Moderate
Cyber Attack	Likely	Major	Major
Power Outages - Central Office	Likely (Situational)	Major	Major
Power Outages - Property	Likely (Situational)	Major	Major
<b>SECURITY</b>			
Civil Disorder	Unlikely	Moderate	Moderate
Gang Activity	Occasional	Major	Major
Terrorism	Unlikely	Major	Major
Violence in the Workplace	Occasional	Moderate	Limited



Airplane Crash	Unlikely	Major	Major
Active Shooter	Occasional	Major	Major
Criminal Incidence (Lockdown Procedures)	Occasional	Moderate	Moderate
Chemical (Spill/Intentional)	Unlikely	Major	Major
Bomb (Threat)	Occasional	Moderate	Moderate
Vehicle Crash to building	Likely	Limited	Limited
Explosion	Unlikely	Major	Major
Medical Emergency*	Highly Likely	Major	Limited

### C. Assumptions

- SAHA will continue to be exposed to, and subject to the impact of, those hazards described in Figure 1, as well as to lesser hazards and other risks that may develop in the future that have not been identified.
- It is possible for a major disaster to occur at any time and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible. However, some emergency situations occur with little or no warning.
- Outside assistance will be available in most emergency situations affecting SAHA. It takes time to summon or receive external assistance; it is essential for SAHA to be prepared to carry out the initial emergency response on an independent basis.
- Proper mitigation measures can prevent or reduce disaster-related losses. Detailed emergency planning and conducting periodic emergency drills and exercises can improve SAHA's readiness to deal with emergency situations.

### D. Objectives

The objectives of SAHA's Emergency Response Plan is to protect public health and safety and preserve public and private property.

- It is SAHA's general responsibility to protect public health and safety and preserve property from the effects of hazardous events. SAHA has the primary role in identifying



and mitigating hazards, preparing for, responding to, and managing the recovery from emergency situations that affect SAHA business operations, and communities.

- b. SAHA recognizes that some emergency situations could impact multiple communities at one time. In the event this should happen, SAHA will prioritize response, resource, and recovery efforts to our elderly/disabled communities first. Once stabilized, our efforts will expand to our family communities.
- c. It is impossible for SAHA to do everything that is required to protect the lives and property of our population. Residents of SAHA communities have the responsibility to prepare themselves and their families to cope with emergency situations and manage their affairs and property in ways that will aid the government in managing emergencies. SAHA will assist communities in carrying out these responsibilities by providing public information and instructions prior to and during emergency situations.
- d. SAHA is responsible for organizing, training, and equipping staff, providing appropriate emergency resources, providing suitable warning and communications systems, and for contracting emergency services. The State and Federal government offer programs that provide some assistance with portions of these responsibilities.
- e. This plan is based on an all-hazard approach to emergency planning. It addresses general functions that may need to be performed during any emergency situation and is not a collection of plans for specific types of incidents.
- f. Departments tasked in this plan are expected to develop and keep current standard operating procedures that describe how emergency tasks will be performed. Departments are charged with ensuring that training and equipment necessary for an appropriate response are in place.
- g. This plan is based upon the concept that the emergency functions that must be performed by many departments generally parallel some of their normal day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during emergency situations. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the emergency may be suspended for the duration of an emergency. The personnel, equipment, and supplies that would normally be required for those functions will be redirected to accomplish emergency tasks.



### III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

#### A. Organization

Most departments and agencies of local government have emergency functions in addition to their normal day-to-day duties. During emergency situations, normal organizational arrangements are modified to facilitate emergency operations. SAHA's emergency governmental organization includes an executive team, emergency operations team, and support services teams.

##### Executive Team:

- President and CEO
- Executive Leadership: Chief Financial Officer, Chief Operating Officer, Chief Administrative Officer, Chief Legal and Real Estate Officer

##### Emergency Operations Team:

- Operations Directors: Federal Housing Programs, and Beacon
- Assistant Directors: Federal Housing Programs, and Beacon
- Facilities Supervisor for Central Office

##### Support Teams:

- Community Development Initiatives
- Finance
- Human Resources
- Innovative Technology
- Procurement (General Services)
- Public Affairs (Communications)
- Risk
- Safety and Security
- Data Administration

##### Recovery Team:

- Public Affairs (Communications)
- Construction Services and Sustainability
- Innovative Technology
- Procurement (General Services)
- Risk
- Safety and Security

##### Other Teams:

- Asset Management
- Development Services and Neighborhood Revitalization
- Internal Audit
- Policy and Planning



- Legal

## **B. Assignment of Responsibilities**

### **Executive Team Responsibilities**

The Executive Team will:

- Establish objectives and priorities for the emergency response plan and provide general guidance on the conduct of the plan.
- Monitor the emergency response during emergency situations with the assistance of the Emergency Operations Team, and Communications and Public Affairs.
- Ensure all resources needed are made available to support the response required.
- Request assistance from other local government agencies or the State when necessary.

#### **After the Emergency:**

- Coordinate Response Team for “After Action Review” to include responding to governing authorities such as Occupational Safety Health Administration (OSHA), Federal Emergency Management Agency (FEMA), Homeland Security, or the office of the Fire Marshall.

### **Emergency Operations Team Responsibilities**

The Emergency Operations Team is responsible for leading and directing Workplace Emergency Response at all locations, and will:

#### **Before the Emergency:**

- Contact key staff needed to respond based on the type of disaster.
- Provide the fire department with keys to locked rooms, closets, secured areas, emergency devices, and equipment.
- Ensure the shut down of the Central Office or larger building systems (HVAC example.)
- Ensure emergency evacuation route diagrams are posted and update the floor/area arrangement, the number of floor occupants, and the location of exits as needed.
- Maintain a current list of personnel trained to render first aid and CPR and an active document with the location of first-aid equipment.
- Ensure all resident contact information, if available.
- Initiate communication with CoSA and other partnering agencies.

#### **During the Emergency:**

- Contact key staff needed to respond based on the type of disaster.
- Establish a communication channel with the Public Affairs department.
- Initiate the activation of the Disaster Recovery Team, and run an initial recovery control meeting.
- Serve in a lead capacity and coordinate efforts that cross more than one department.





- Establish regular status meetings, while maintaining momentum in the recovery process.
- Work with individual teams to solve problems. Act as the objective viewpoint to resolve conflicts and offer solutions
- Remove roadblocks and obstacles impeding the success of the various teams.
- Support or override decisions of individual team leaders, when necessary.
- Do everything within its power to restore services as quickly as possible.
- Make staffing and scheduling decisions regarding various work and activities.
- Ensure orderly conduct and the direction of employees in an emergency.
- Identifying disabled (to include visual and hearing impairment) employees or residents within the building or area and ensuring the Workplace Emergency Response Plan (WERP) addresses their safety in emergencies.
- Check for persons who may have been caught in dark spaces such as storerooms and restrooms.
- Ensure the shut down of the Central Office or larger building systems (HVAC example.)
- Ensure that approvals are obtained and received for plans that require employees to remain behind during an evacuation to shut down or operate critical equipment.
- Document all activities.

#### **After the Emergency:**

- Work with the Recovery Team to ensure that buildings and systems are restored to full operational conditions.
- Continue communication, and issuance of resources for impacted residents; to include coordination of any new needed services resulting from the emergency.
- Replenish and maintain emergency and first aid supplies.
- Ensure the maintenance of all emergency equipment including fire extinguishers, lighting systems, smoke detectors, ventilation control, and alarm systems; having battery-powered flashlights/lanterns for use during power failures.
- Provide the fire department with keys to locked rooms, closets, secured areas, emergency devices, and equipment.
- Check the lock box for the fire department at all communities annually with the local responding fire station.
- Ensure emergency evacuation route diagrams are posted and update the floor/area arrangement, the number of floor occupants, and the location of exits as needed.
- Maintain a current list of personnel trained to render first aid and CPR and an active document with the location of first-aid equipment.

#### **Support Services Team Responsibilities**

The Emergency Support Teams will:

Directors will be responsible for leading and assisting support services. They will engage their teams and staff as needed and available.



***The Community Development Initiatives Team will have the following responsibilities:***

**During the Emergency:**

- Work with the management team and disaster recovery team to determine support staff needed to address the emergency situation.
- Contact and coordinate with necessary partners outside of SAHA to provide additional support, resources, or services.

**After the Emergency:**

- Document all resources, support, or services provided by outside partners, and link partners to Public Affairs for ongoing communication and status of the emergency.
- Ensure any resources, support, or services needed resulting from the emergency, that may be ongoing, are provided by partners; obtain new partners if they are needed.

***The Finance Team will have the following responsibilities:***

**During the Emergency:**

- Work with the management team and disaster recovery team to determine business impact and loss of service to clients.
- Work with the IT recovery team to deploy key staff to maintain business continuity during the disaster. Connect and run high impact business applications.

**After the Emergency:**

- Work with all recovery teams to ensure the purchase of all required equipment and services is authorized and completed without incident.
- Documents all costs, losses, and interruptions of service as a result of the disaster.
- Document all interruption of business as a result of the disaster.
- Immediately contact insurance representatives regarding the disaster.
- Coordinate all insurance claims and payments and the continuation of service after the disaster.
- Communicate with vendors and customers, as appropriate, regarding the disaster.

***The Human Resources Team will have the following responsibilities:***

**Before the Emergency:**

- Ensure updated contact information for all employees to include personal phone numbers and/or personal email addresses.
- Ensure emergency contact information is current and provided on a need to know basis.

**During the Emergency:**

- Review alternative work schedules and alternative work sites and telecommuting arrangements.
- Review transportation services.
- Review temporary and new hire staffing needs.



- Make a determination if current employees serve in first responder or military roles and may be called up for duty.
- Collaborate with Finance and Accounting to Review Compensation Items to include:
  - a. Hazard Pay
  - b. Admin Pay
  - c. Unemployment Compensation.
- Review Leave Policies and Related Legislation.
- Provide support services for the recovery teams. This may include providing local accommodations, food services, etc.

#### **After the Emergency:**

- Work with the Management Team to contact employees with regard to the status of the organization.
- Make determinations with regard to specific facilities being open for business.
- Contact all employees (not part of the recovery teams) with regard to the disaster.

#### ***IT Team will have the following responsibilities:***

[Teams link from IT DR plan](#)

#### **During the Emergency:**

- Identify incidents as it pertains to systems operations, business impact, or data loss.
- Notify the IT security team as it relates to security breaches, intrusion, or virus detection.
- Identify loss of data, network, applications, internet, or equipment.

#### **After the Emergency:**

- Gather Recovery teams as follows:
  - a. Executive Management team
  - b. Notify Communications/Public Affair Emergency Contact
  - c. Notify General Services Emergency Contact
  - d. Identify other relevant Recovery teams for the type of incident.
- Assess loss. Complete a damage assessment list, which will be used as a “To Do” list during the recovery process.
- If loss of data or security breach impacts SAHA client data, notify Public Affairs to assist in the communication of the incident.
- Determine internet availability for key staff to access Google email, Google docs, and other cloud provided services.
- Identify key staff to resume operations at co-location offsite facilities.
- Evaluate how non-damaged equipment may be used temporarily in place of damaged equipment with a higher priority for recovery.



- Contact external IT vendors for technical support to resume communication services, technical operations, connectivity, or order new equipment where necessary. \*See list below of External IT vendor service Support.
- Order replacements. Place emergency orders for required equipment. Document the anticipated lead-time for each piece.
- Communicate all purchases with Procurement and Finance departments.
- Restore service to resources in accordance with the prioritized recovery and business impact and tolerated downtimes.
- If there is a Cyber Attack, notify the cyber insurance company.
- As it relates to this type of incident, notify the insurance company.
- Maintain communication with the Management Team.

***The Public Affairs (Media) Team will have the following responsibilities:***

**During the Emergency:**

- Serve as the agency lead for all communication activity; coordinating information with the Executive Team, the Emergency Operations Team, and Support Teams.
- Communicate appropriately with all local and regional media outlets, with regard to the disaster, the recovery process, and the overall well being of the organization.
- Brief local, state, and federal elected officials on disaster and recovery efforts.
- Communicate agency response to four constituencies: SAHA staff, residents, elected officials, and the larger community/public.
- Update [saha.org](http://saha.org) and SAHA social media channels to communicate any potential public health risks associated with the disaster.
- Use media outlets and communication channels to keep SAHA staff abreast of the disaster.
- Communicate information as required to shareholders, business partners, etc.
- Coordinate and manage communications utilizing applicable software for emergency text and phone messages.

**After the Emergency:**

- Communicate information as required to shareholders, business partners, etc.
- Maintain the positive image of the organization throughout the recovery process.
- Buffer the recovery teams from outside media influence.

***The Building Facilities Recovery Team will have the following responsibilities:***

**During the Emergency:**

- Monitor operating status of mechanical systems.
- Actively communicate with building staff to keep them informed on mechanical systems.
- Identify hazards in the facility.
- Continue to provide or distribute emergency supplies.
- Deploy emergency resources.



- Provide physical assistance.
- Report facility status and updates to other Emergency Response teams.

#### **After the Emergency:**

- Determine which of the building's mechanical systems are damaged or out of operation.
- Coordinate services with contract providers.
- Communicate all purchases with the Procurement and Finance Department.
- Systematically restore service(s) in accordance with prioritized recovery.
- Coordinate cleanup operations.
- Continue to provide or distribute emergency supplies.
- Maintain communication with the Management Team.
- Maintain communication with the IT Disaster Recovery Team.

#### ***The Risk Recovery Team will have the following responsibilities:***

##### **During the Emergency:**

- Identify and analyse all hazards associated with the emergency situation.
- Provide support for the emergency with an all-hazards approach.
- Maintain communication with all pertinent Disaster Recovery Teams.
- Coordinate communication with San Antonio Fire Department, San Antonio Metro Health, Red Cross, and COSA Office of Emergency Management as needed; establish a link with Public Affairs for ongoing communication and status of the emergency.
- Set a course of action for making specified facilities safe for operation.
- Set a course of action to mitigate risk as it pertains to the type of disaster.
- Set a course of action for making specified facilities safe for operation.
- Assess Damage. Determine the safety of all locations involved in the disaster.
- Work with the IT Recovery team to identify available alternatives. Relocate key staff to hot sites located at offsite co-location or cold sites located at one of the SAHA public housing properties equipped to provide emergency connectivity to the offsite co-location where agreements and secured access are available. Risk Management should have input into the requirements of the use of such facilities and their safety.
- Engage emergency restoration services as needed to avoid further damages.

##### **After the Emergency:**

##### **Casualty Loss Process**

- Report to the insurance carrier to file a claim and request an adjuster for property loss.
- Meet adjuster/s at loss site with Construction Services & Sustainability and Property Management to scope loss.
- Engage experts as warranted - cause and origin experts, engineers, etc.
- Track expenditures through and with Property Management, Procurement, Construction Services and Sustainability, and Finance.
- Identify and analyse the hazards associated with the emergency.



- Determine appropriate control measures to eliminate or reduce the impact of hazard.
- Conduct a post- emergency review of the effectiveness of the emergency plan.

***The Safety and Security Department will have the following responsibilities:***

**During the Emergency:**

- Work with the Operations Team for situational awareness. This consists of triaging the emergency to quickly classify the incident and assign a severity indicator. When vague information is provided, SAHA SOC needs to contact the officer(s) at the scene for real-time details. The operating cadence to discuss and take action needs to match the evolution of the crisis.
- Safety and security will place a priority on the following through coordination and support to the Operations Team:
  - a. Protection of Human Life
    - i. Assist Evacuation or shelter in place: move all persons to a place of safety.
    - ii. Personal protection: Ensure that persons who must remain in a threatened area are as well-protected as possible.
    - iii. Rescue and Relief: Coordinate ready means of support and assistance for injured persons.
  - b. Prevent or minimize personal injury.
  - c. Reduce exposure of assets.
  - d. Optimize loss control for assets whose exposure cannot be reduced.
  - e. Restore normal operations as quickly as possible.

**After the Emergency:**

- Document all activities.
  - a. Evaluate (for patterns to prioritize and respond).
  - b. Process requests for police reports via the Security Help Log protocol and provide the report to the department requesting copies.
- Analyze incidents using the [SAHA Security Department Workflow Process - Standard Operating Procedures](#) and group according to the UCR (Uniform Crime Report) taxonomy across the individual communities across the entire agency.
- Crowdsource information from multiple Security Daily Activity Reports, police reports, and anecdotal information from various sources to move beyond tracking the incident, to addressing and resolving the incidents.
- Build awareness between SAHA staff and SAPD specialized assets (Repeat Offender Program Enforcement, Street Crimes, Fugitive Task Force, etc.).
  - a. Educational component provides a clear expectation to move the incident through the workflow process, expected timeline of each stage, and how the performance was measured, as it relates to crime control initiatives.
- Post emergency collection of metrics, analysis, and action. The collection, integration, analysis, interpretation, and presentation of this information provides a historical, current,



and predictive view of security operations, and the use of this information through extraction, analysis, and reporting to support better business decision making.

- a. Measures single-point-in-time views of specific incidents to compare to a predetermined baseline of two or more measurements taken over time.
- b. Communicate information to Data Portals (convert data to actionable information by analyzing the metrics): An important metric during the triage process is the amount of time between the date the incident was reported to the date it was provided to Security to identify areas of improvement.
- c. Escalating an incident; when incidents require a more in-depth look, it gets processed for further exploration. SAHA SOC looks beyond the number of incidents to better understand what happened and how to take action.
- d. Notifications & assigning tasks - Move incidents through the workflow process to ensure that the proper parties are notified when action is required. All information is received, reviewed, analyzed, and archived.
- e. Measure, Report, and Repeat: Within the incident workflow, SAHA SOC measures the overall effectiveness and impact of crime control initiatives. The workflow process provides high-level summaries with metrics that are meaningful.

***The Data Administration team will have the following responsibilities:***

**During the Emergency:**

- Provide data support to Emergency Operations Teams.
- Monitor requests for data needs, and provide data or reports in coordination with the Public Affairs Team.

**After the Emergency:**

- Collect and record any data that may have been processed but not recorded during the emergency.
- Continue to monitor requests for data needs, and provide the requested data or reports in coordination with the Public Affairs Team.

***The External Services Recovery/Vendor Team will have the following responsibilities:***

- Assist the IT Recovery team to assess loss. Determine which of the above resources is damaged or out of operation. Complete the damage assessment checklist, which will be used as a “To Do” list during the recovery process.
- Identify available alternatives. If power is out, identify backup generator availability. If internet service is down, identify potential internet connectivity availability via mobile Broadband alternatives, home internet or co-location facilities.
- Contact service providers to have service restored.
- Communicate to communication service providers of bandwidth, internet connectivity, and phone service to have service restored.
- Communicate all interruptions of service to the Finance team for insurance purposes.



- Communicate all interruptions of service to the Communication and Public Affairs department to communicate to staff, clients, and media.
- Restore service to resources, in accordance with prioritized recovery.
- Move key staff to co-location or offsite DR sites to establish connectivity to backup systems.
- Maintain communication with the Management Team.

## IV. DIRECTION AND CONTROL

### A. General

All SAHA staff will work through their individual Chain of Command, and Executive Leadership will be made aware of emergency situations.

Support Service Teams will respond as needed and appropriate.

## V. TRANSITION LEVELS

### I. Emergency Operations

- A local, state, or national emergency order is declared by government officials.
- There is an immediate threat to the health and safety of clients and/or staff:
  - If the emergency is health-related, guidance will be used from the San Antonio Office of Emergency Management, San Antonio Metro Health, Texas Department of Health and the Centers for Disease Control and Prevention, and FEMA.
- Utilities (Power and Water) Emergencies may include shut-off or an unusable/unsafe resource, the emergency will be communicated by the Utility provider and action will be determined based on the response provided by the Federal, State, or City emergency authorities.
- COVID-19 Modified Operations.

### II. Modified Operations (High Readiness)

- Highest awareness and monitoring of conditions and resources.
- Staffing is grouped based on interaction with clients, and ability to maintain operations via telework.
- Groups will be defined as a “Team” and staff will be assigned to an appropriate team:
  - Resident related occupations will need to be prioritized for activation.
- Monitor any regulatory changes, and determine impact to Administrative Plans, Admission and Occupancy Plan, Regulatory Agreements, Loan Agreements, and Operational SOPs.
  - Track temporary changes to regulations, to include evictions moratorium and rental assistance for delinquency status.
- Monitor modified client operations activities; work orders, make ready services, and leasing.
- Monitor implementation and usage of modified SAHA staff uniform and dress code:





- Process and expectations for staff working remotely.
- Monitor modified building operations.

### **III. Increased**

- Heightened awareness and monitoring of conditions.
- Response teams will be notified of pending conditions, and any changes of status.
- Emergency response may move into early activation:
  - Prepare for the disaster by communicating information to staff and residents ahead of time, especially about the need to evacuate.

### **IV. Routine**

- All SAHA staff will maintain general awareness and non-specific monitoring of conditions.
- Ensure that property maps and relevant resident data are updated.
- Readiness actions may include regular situation monitoring, a review of plans and resource status, and determining staff availability.

### **Deactivation**

- Formal shift from emergency response, business continuity efforts to standard business priorities and focus.
- Reassignment of staff and resources to routine business.
- Review of operations and evaluation of continuity management performance.

## **VI. ADMINISTRATION AND SUPPORT**

### **A. Reports**

- Initial Emergency report. This short report should be prepared and transmitted by the Emergency Operations Team lead, or designee, when an on-going emergency appears likely to worsen and assistance may be needed from Emergency Support Teams, or outside entities.
- Situation report. A daily briefing will be held as the emergency is ongoing; the timing for ongoing situation reports will be determined by the severity, mitigation, or abatement of the emergency. Briefings or reports should be prepared and distributed by the Emergency Operations Team lead, or designee, during major emergencies or disasters.
- Other Reports. Other reports may be necessary and prepared as needed or requested:
  - a. Recovery report.
  - b. Current Units Offline:
    - i. Ongoing Management or Maintenance (property level)
    - ii. Asset management or Construction activity (support team)
  - c. Finance incidence or emergency cost report
  - d. Media coverage



## B. Records

### 1. Records Keeping for Emergency Operations

#### A. Activity Logs

- a. [Activation of emergency operations](#)
- b. [Notification of communication](#)
- c. Significant changes in the emergency situation
- d. [Request of resources from other sources, vendors, or partners](#)
- e. [Evacuations and Relocation](#)
- f. Casualties - Property, Person, Possessions
- g. Containment or termination of the emergency incident

B. Incident Costs. All departments will maintain records summarizing the use of personnel, equipment, and supplies during the response to day-to-day incidents to obtain an estimate of annual emergency response costs that can be used in future budget preparation.

C. Emergency or Disaster Costs. For major emergencies or disasters all departments participating in the emergency response will maintain detailed costs for the following emergency operations to include but not limited to:

- a. Personnel costs, especially overtime
- b. Equipment Operations costs
- c. Cost for leased or rented equipment
- d. Costs for contracted services to support emergency operations
- e. Cost of specialized supplies expended for emergency operations
- f. Evacuation and relocation costs

These records may be used to recover costs from the responsible party or insurance or as a basis for requisitioning financial assistance for certain allowable response and recovery costs from the state and/or federal government agencies.

### 2. Preservation of Records

- a) SAHA will follow the [records management guidelines](#) for the length of time records related to emergencies will be kept.
- b) If records are damaged during an emergency situation, SAHA will seek professional assistance to recover, restore, and preserve them.

## C. Contact Information

- 1. Emergency Phone Numbers - Vendors. In the event of an emergency, a [list of approved vendors](#) has been collected and will be updated as vendors or contact information changes.



## D. Training

It is understood that emergency situations may occur with little or no warning. In order to avoid confusion or panic, training will be held for staff and residents before emergency events occur.

### 1. SAHA Staff

It is the responsibility of each department to ensure that agency personnel are trained, and have the capacity for any position or action they are asked to perform. It is the responsibility of both leaders and frontline staff to be able to perform their duties in a continuity environment (i.e. one in which SAHA is faced with an interruption of normal operations for an unknown period of time). Staff should be cross-trained and vertically-trained to be able to carry out the functions of their peers and the person above or below them.

- SAHA staff will be required to attend training as directed by their supervisor, and it is the responsibility of each department to ensure that their staff is trained.

#### A. Training Areas:

- a. Business/emergency response plan
  - i. Communication training
  - ii. Data administration
- b. Shelter in Place and Evacuation Procedures to include; identification of persons with special needs, emergency contacts, medical or social services to provide delivery of necessary services, and coordination of relocation.
- c. Disaster drills to familiar staff with proper procedures
- d. Trauma Informed Care training

### 2. Residents

Residents must be adequately trained regarding disaster procedures to maintain their health and safety during and after catastrophic events. To achieve this, SAHA will conduct workshops to familiarize residents with appropriate disaster procedures:

#### A. Workshop and Training Areas:

- a. Emergency response plan; to include engagement with residents and resident groups to ensure they are familiar with any expected disaster response.
- b. Importance of providing emergency contact information and usage of medical alert devices (bracelet, necklace, or other).
- c. Communication training to cover communication approaches such as local media, social media, and direct staff contact information.
- d. Disaster drills and simulations to familiarize residents with proper procedures.
- e. Trauma Informed Care.
- f. Shelter locations for natural disasters like tornadoes, earthquakes, or hurricanes, including identification of appropriate signage indicating shelter spaces or resources.



- g. Evacuation Procedures to include; notification of emergency contacts, medical or social service needs, and contingency for residents that decline evacuation or relocation.
- h. Emergency resources that could be prepared in advance if needed, and the locations of emergency supplies such as water, flashlight and batteries if made available to residents.

#### **E. Post-Incident and Exercise Review**

An After Action Report (AAR) will be written with input from all appropriate participants. An improvement plan will be developed based on deficiencies identified, and an individual, department or work group will be assigned for correcting the deficiency with a due date for the completion of corrections.



# Emergency Response Plan - Situation Summary

## Extreme Heat Plan

- Source: City of San Antonio Metro Health

Level:	Event Condition	Health or Other Effects	Operations Impact	Action Steps - Communications	Action Steps - Operations
1 - Routine/ Normal	Normal weather conditions	Fatigue possible, after prolonged exposure.		SAHA will start awareness communication to inform residents of risks and prevention tools in preparing for extreme heat conditions.	Normal Operations.
2 - Increased/ Enhanced	Temperature reaches 100F or higher, OR  When heat index is between 90 F-105F for two consecutive days	Sunstroke, heat cramps or heat exhaustion possible with prolonged exposure.	External maintenance / grounds work is completed earlier in the day	<p>Metro Health will issue a "Heat Outlook"</p> <p>SAHA will:</p> <ul style="list-style-type: none"> <li>communicate locations of cooling centers</li> <li>Advise to call in work orders to promptly address cooling needs</li> </ul> <p>Staff Education:</p> <ul style="list-style-type: none"> <li>Heat advisory</li> </ul>	<p>System checks:</p> <ul style="list-style-type: none"> <li>HVAC</li> <li>Replace filters in resident units</li> </ul> <p>Work Orders:</p> <ul style="list-style-type: none"> <li>Emergency - provide window units / fans</li> </ul> <p>HQS Inspections:</p> <ul style="list-style-type: none"> <li>Emergency Inspections - Nonfunctional cooling equipment</li> </ul> <p>Community rooms open as cooling centers.</p>

3 - Intensive (High Readiness)	<p>Daytime heat index reaches 105F or greater, and the low is not expected to fall below 80F for two consecutive days</p> <p><b>Rolling “brownouts” (electricity cycling)</b></p>	<p>Sunstroke, heat cramps or heat exhaustion likely, and heat stroke possible with prolonged exposure.</p> <p>Elevators in high rise buildings may be limited or inoperable</p>	<p>External maintenance / grounds work is completed earlier in the day</p> <p>Property staff deliver notices to all residents regarding cooling centers</p>	<p>Metro Health will issue a “Heat Advisory”</p> <p>SAHA will</p> <ul style="list-style-type: none"> <li>● Host cooling center</li> <li>● Provide water stations</li> <li>● Advise to call in work orders to promptly address cooling needs</li> </ul> <p>Conduct wellness checks with focus on elderly/disabled residents</p>	<p>System checks:</p> <ul style="list-style-type: none"> <li>● HVAC</li> <li>● Replace filters in resident units</li> <li>● Breaker box check / electricity repair</li> </ul> <p>Work Orders:</p> <ul style="list-style-type: none"> <li>● Emergency - provide window units / fans</li> </ul> <p>HQS Inspections:</p> <ul style="list-style-type: none"> <li>● Emergency Inspections - Nonfunctional cooling equipment</li> </ul> <p>Community rooms open as cooling centers.</p>
4 - Maximum/ Excessive	<p>Heat index reaches 115F or “Heat Advisory” standards have been exceeded</p> <p><b>Prolonged “brownouts” or power failure</b></p>	<p>Heat, sunstroke is highly likely with continued exposure.</p> <p>Elevators in high rise buildings may be limited or inoperable</p>	<p>External maintenance / grounds work is completed earlier in the day</p> <p>Implement rotation / flex schedule</p> <p>Property staff deliver notices to all residents regarding cooling centers</p>	<p>Metro Health will issue an “Excessive Heat Advisory”</p> <p>SAHA will</p> <ul style="list-style-type: none"> <li>● communicate locations of cooling centers</li> <li>● Advise to call in work orders to promptly address cooling needs</li> </ul> <p>Conduct wellness checks for all residents</p>	<p>System checks:</p> <ul style="list-style-type: none"> <li>● HVAC</li> <li>● Breaker box check / electricity repair</li> </ul> <p>HQS Inspections:</p> <ul style="list-style-type: none"> <li>● Emergency Inspections - Nonfunctional cooling equipment</li> </ul> <p>Community rooms open as cooling centers.</p>

**Extreme Winter Weather Plan**- **Source: City of San Antonio Office of Emergency Management**

Level:	Event Condition	Health or Other Effects	Operations Impact	Action Steps - Communications	Action Steps - Operations
1 - Routine/ Normal	Normal weather conditions			SAHA will start awareness communication to inform residents of risks and prevention tools in preparing for extreme cold conditions.	Normal Operations
2 - Increased/ Enhanced	Temperatures drop to 32F or below for any sustained period of time	Frostnip, Frostbite, and/or mild Hypothermia	External maintenance / grounds work completed when more sunlight out	<p>NOAA will issue a "Winter Storm Watch"</p> <p>SAHA will</p> <ul style="list-style-type: none"> <li>Communicate best practices and precautions for inclement weather to residents</li> <li>Advise residents to submit work orders</li> </ul> <p>Staff Education:</p> <ul style="list-style-type: none"> <li>Procedures during inclement weather</li> <li>SAHA Emergency Line</li> </ul>	<p>System checks:</p> <ul style="list-style-type: none"> <li>HVAC</li> <li>Elevators</li> <li>Generators / Refueling</li> <li>External Spouts to ensure pipes don't freeze</li> <li>Sidewalks treated / de-icing</li> </ul> <p>Work Orders:</p> <ul style="list-style-type: none"> <li>Emergency - Carbon monoxide, Gas, Heater</li> <li>Provide space heaters as needed</li> </ul> <p>HQS Inspections:</p> <ul style="list-style-type: none"> <li>Emergency Inspections - Nonfunctioning</li> </ul>

					Heating equipment  Advise residents of heating centers
3 - Intensive (High Readiness)	Any amount of freezing rain, or when 2-4 inches of snow (sleet or freezing rain)  <b>Rolling “brownouts” (electricity cycling)</b>	Frostnip, Frostbite, and moderate Hypothermia  Road closures  Interrupted communications services  Elevators in high rise buildings may be limited or inoperable	Maintenance staff will respond to emergency work orders, if possible. (Maintenance staff will stay on site overnight)  If roads are closed, HQS inspectors will cancel in-person inspections and conduct virtual inspections as permitted	NOAA will issue a “Winter Storm Advisory”  SAHA will <ul style="list-style-type: none"> <li>Communicate best practices and precautions for inclement weather to residents</li> <li>Advise residents to submit work orders - may be extended times for maintenance to respond</li> </ul> Conduct wellness checks with focus on elderly/disabled residents  Staff Education: <ul style="list-style-type: none"> <li>Procedures during inclement weather</li> <li>SAHA Emergency Line</li> </ul> Partner with City and local agencies for resources for residents	System checks: <ul style="list-style-type: none"> <li>HVAC</li> <li>Elevators</li> <li>Generators / Refueling</li> <li>External Spouts to ensure pipes don’t freeze</li> <li>Sidewalks treated / de-icing</li> </ul> Work Orders: <ul style="list-style-type: none"> <li>Emergency - Carbon monoxide, Gas, Heater</li> <li>Provide space heaters as needed</li> </ul> HQS Inspections: <ul style="list-style-type: none"> <li>Emergency Inspections - Nonfunctioning Heating equipment</li> </ul> Identify at-risk residents for intervention  Advise residents of heating centers



<p>4 - Maximum/ Excessive</p>	<p>5 inches or more of snow/ sleet within a 12-hour period, 7 inches or more in a 24-hour period AND/OR</p> <p>Enough ice accumulation to cause damage to trees or perlines AND/OR</p> <ul style="list-style-type: none"> <li>a life threatening or damaging combination of snow and/or ice accumulation with wind</li> </ul> <p><b>Prolonged “brownouts” or citywide power failure</b></p>	<p>Frostnip, Frostbite, and severe Hypothermia</p> <p>Road and business closures</p> <p>Suspended communications services (limited to emergency only)</p> <p>Elevators in high rise buildings may be limited or inoperable</p>	<p>Maintenance staff will respond to emergency work orders, if possible (Maintenance staff will stay on site overnight)</p>	<p>NOAA will issue a “Winter Storm Warning</p> <p>SAHA will</p> <ul style="list-style-type: none"> <li>Communicate best practices and precautions for inclement weather to residents</li> <li>Advise residents to submit work orders - may be extended times for maintenance to respond</li> </ul> <p>Conduct wellness checks for all residents</p> <p>Partner with City and local agencies for resources for residents</p>	<p>System checks:</p> <ul style="list-style-type: none"> <li>HVAC</li> <li>Elevators</li> <li>Generators / Refueling</li> <li>External Spouts to ensure pipes don’t freeze</li> </ul> <p>Work Orders:</p> <ul style="list-style-type: none"> <li>Emergency - Carbon monoxide, Gas, Heater</li> </ul> <p>HQS Inspections:</p> <ul style="list-style-type: none"> <li>Emergency Inspections - Nonfunctioning Heating equipment</li> </ul> <p>Advise residents of heating centers and coordinate with CoSA to transport residents if necessary.</p> <p>Review if emergency transfers are required for maintenance condition units</p>
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**Extreme Flooding Plan**- **Source: City of San Antonio Office of Emergency Management**

<b>Level:</b>	<b>Event Condition</b>	<b>Health or Other Effects</b>	<b>Operations Impact</b>	<b>Action Steps - Communications</b>	<b>Action Steps - Operations</b>
1 - Routine/ Normal	Normal weather conditions		None	SAHA will start awareness communication to inform residents of risks and prevention tools in preparing for extreme rain conditions.	Normal operations
2 - Increased/ Enhanced	Rain		None	SAHA will remind residents to shelter in place if it is safe, and to avoid driving.	SAHA vehicle checks
3 - Intensive (High Readiness)	Rain	Road closures  Interrupted communications services  Mold/Mildew	If roads are closed, HQS inspectors will cancel in-person inspections and conduct virtual inspections as permitted  Maintenance staff will respond to emergency work orders, if possible	NOAA will issue a "Flash Flood Watch"  COSA Office of Emergency Management will post known road closures  SAHA will remind residents to shelter in place if it is safe, and to avoid driving. Remind residents not to allow children to play near water, and if water begins to rise it may be necessary to evacuate to higher ground.	Storm Damage survey and cost estimate  Roof checks  Work Orders: <ul style="list-style-type: none"> <li>• Emergency response</li> <li>• Damage follow-up</li> </ul>
4 - Maximum/ Excessive	Rain  Power failure	Road and business closures	If roads are closed, HQS inspectors will cancel in-person	NOAA will issue a "Flash Flood Warning"	Storm Damage survey and cost estimate

	Flood	<p>Suspended communications services (limited to emergency only)</p> <p>Elevators in high rise buildings may be limited or inoperable</p> <p>Mold/Mildew</p>	<p>inspections and conduct virtual inspections as permitted</p> <p>Emergency work orders only, if possible (Maintenance staff will stay on site overnight)</p> <p>Office staff work remotely, if possible</p>	<p>SAHA will work with first responders in the event a water rescue from a unit is necessary</p> <p>As permitted, conduct wellness checks for all residents at properties with power failure</p> <p>Partner with City and local agencies for resources for residents</p>	<p>Roof checks</p> <p>Work Orders:</p> <ul style="list-style-type: none"> <li>Limited emergency response only</li> </ul> <p>Review if emergency transfers are required for residents affected by flooding</p>
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**Security Response Plan**- **Source: City of San Antonio Police Department**

<b>Level:</b>	<b>Event Condition</b>	<b>Health or Other Effects</b>	<b>Operations Impact</b>	<b>Action Steps - Communications</b>	<b>Action Steps - Operations</b>
1 - Routine/ Normal	Normal conditions <ul style="list-style-type: none"> <li>Daily calls for Service</li> </ul>	Health & Safety of other residents residing in the community.	Incident management	<b>Situational awareness</b> <ul style="list-style-type: none"> <li>Daily notifications</li> <li>Alert relevant property managers</li> </ul>	Managers review for lease violations or evictions.
2 - Increased/ Enhanced	<b>Activity:</b> <ul style="list-style-type: none"> <li>Drug arrest</li> <li>Graffiti</li> <li>Trespassing</li> <li>Vandalism</li> <li>Weapon Violation</li> </ul>	Health & Safety of other residents residing in the community.	Incident management	<b>Defined Perspective</b> <ul style="list-style-type: none"> <li>Management provided with volume &amp; severity information</li> </ul>	Identify chronic offenders  Managers process lease violations or evictions.
3 - Intensive (High Readiness)	Property Crime <ul style="list-style-type: none"> <li>Arson</li> <li>Building burglary</li> <li>Vehicle burglary</li> <li>Theft of property</li> <li>Vehicle theft</li> </ul>	Health & Safety of other residents residing in the community.	Incident management	<b>Recurrence Readiness</b> <ul style="list-style-type: none"> <li>Risk Management notified</li> <li>Managers provided with relevant reports</li> </ul>	Track loses & locations  Triage incidents  Risk Assessment  Tasks & assignment  Request reports  Assess & Adjust
4 - Maximum/ Excessive	Violent Crimes <ul style="list-style-type: none"> <li>Aggravated Assailant</li> <li>Family Violence</li> <li>Sexual Assault</li> </ul>	Health & Safety of other residents residing in the community.	Staff and residents requesting to remain in secure locations.	<b>Fusion Center Real-Time Information Convergence</b>	Lockdown  Staff notified to shelter in place

	<ul style="list-style-type: none"><li>• Assault</li><li>• Capital/Murder</li><li>• Deadly Conduct</li><li>• Robbery</li></ul>				<p>Evacuation protocol when situation is stabilized</p> <p>Triage for any injuries</p> <p>EAP for staff</p>
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**Fire Response Plan - High Rise, Single, Double, or Three Story Buildings (Brick, Cinderblock, or Siding)****Source: City of San Antonio Fire Department**

<b>Level:</b>	<b>Event Condition</b>	<b>Health or Other Effects</b>	<b>Operations Impact</b>	<b>Action Steps - Communications</b>	<b>Action Steps - Operations</b>
1 - Routine/ Normal	Normal conditions			Monitor SAFD fire alerts  Monitor weather conditions	Follow routine housekeeping procedures and conduct periodic inspections to minimize fire hazards.
2 - Increased/ Enhanced	1 assisted unit w/ smoke / minimal damage	Smoke exposure	If Central Office, implement the fire escape plan.  Key personnel onsite for coordinated service for PH.	SAFD responds to fire and abates as needed  SAHA will contact the affected residents	Ensure affected residents are moved to designated safe areas until fire is abated.  Work with SAFD to abate fire and clear unit  Assess for damages to unit and make repairs  No transfer for resident unless reasonable accommodation requested  HCV: Conduct HQS inspection; Will request the deficiency is corrected within the required timeframe. If final failed, will provide the client with a voucher to move.

3 - Intensive (High Readiness)	1 or more assisted units affected with moderate damage but no structural damage	Smoke Inhalation  Burns  Elevators in high rise buildings may be limited or inoperable	Prioritize affected residents based on needs Follow Evacuation procedures  Key personnel onsite for coordinated service for PH.	SAHA will contact the affected residents  Work with local agencies to provide resources to affected residents  If applicable, notify HUD of offline units	Ensure affected residents are moved to designated safe areas until fire is abated.  Work with SAFD to abate fire and clear unit  Assess for damages to unit and review for temporary or permanent emergency transfer depending on timeline for repairs  Complete incident report with Risk Department and review fire report for insurance purposes  HCV: Conduct HQS inspection to confirm damage; issue client a voucher to move.
4 - Maximum/ Excessive	1 or more assisted units have significant damage / structural damage	Smoke Inhalation  Burns  Elevators in high rise buildings may be limited or inoperable	Prioritize affected residents based on needs  Follow evacuation procedures.  Key personnel onsite for	Work with local agencies to provide resources to affected residents  Notify HUD of offline units  Work with City of SA and utility services to shut down utilities and return to service	Ensure affected residents are moved to designated safe areas until fire is abated.  Work with SAFD to abate fire and clear unit  Assess for damages to

			<p>coordinated service for PH.</p> <p>If high-rise, relocate staff work spaces as needed</p>		<p>unit/ building and provide emergency transfers</p> <p>Review for temporary housing until transfer can be completed</p> <p>Complete incident report with Risk Department and review fire report for insurance purposes</p> <p>Complete solicitation for repairs of building / units</p> <p>HCV: Conduct HQS inspection to confirm damage; issue client(s) a voucher to move.</p>
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**Tornado Response Plan**- **Source: City of San Antonio Office of Emergency Management, NOAA, FEMA**

<b>Level:</b>	<b>Event Condition</b>	<b>Health or Other Effects</b>	<b>Operations Impact</b>	<b>Action Steps - Communications</b>	<b>Action Steps - Operations</b>
1 - Routine/ Normal	Normal conditions	None	None	Monitor weather conditions	Normal operations
2 - Increased/ Enhanced	High winds  Downed trees		Depending on location, no change in HCV inspections; If needed, conduct virtual inspections  Maintenance staff will respond to emergency work orders, if possible	NOAA will issue a tornado watch  SAHA will notify residents to shelter in place if it is safe, and to avoid driving.	Work with vendor to remove trees / debris  Assess for damages to unit/ building and provide emergency transfers  Review for temporary housing for affected residents until transfer can be completed  Complete incident report with Risk Department and review report for insurance purposes
3 - Intensive (High Readiness)	High winds  Downed trees  Loss of power		Depending on location, no change in HCV inspections; If needed, conduct virtual inspections  Maintenance staff will respond to emergency work	NOAA will issue a tornado warning  SAHA will remind residents to shelter in place if it is safe, and to avoid driving.  Work with local agencies to provide resources to affected	Work with vendor to remove trees / debris  Assess for damages to unit/ building and provide emergency transfers  Review for temporary housing for affected

			orders, if possible  Key personnel onsite for coordinated service for PH.	residents	residents until transfer can be completed  Complete incident report with Risk Department and review report for insurance purposes  Complete solicitation for repairs of building / units if structural damage occurred
4 - Maximum/ Excessive	<p>Tornado Enhanced Fujita category EF0-EF5</p> <p>Weak tornado 1-10 minutes winds less than 110 mph</p> <p>Strong tornado 20 minutes or longer winds 110-205 mph</p> <p>Violent tornado Can exceed 1 hour and winds greater than 205 mph</p>	<p>Injuries and/or fatalities</p> <p>Road and business closures</p> <p>Suspended communications services (limited to emergency only)</p> <ul style="list-style-type: none"> <li>• Loss of crops</li> <li>• Loss of water</li> <li>• Loss of electricity</li> <li>• Interruption of delivery of goods and services</li> <li>• Higher</li> </ul>	<p>Reschedule HCV inspections</p> <p>Emergency work orders only, if possible (Maintenance staff will stay on site overnight)</p> <p>Key personnel onsite for coordinated service for PH.</p>	<p>SAHA will remind residents to shelter in place if it is safe, and to avoid driving.</p> <p>Work with local agencies to provide resources to affected residents</p> <p>Notify HUD of offline units</p>	<p>Conduct HQS inspection to confirm damage; issue client(s) a voucher to move.</p> <p>Work with vendor to remove trees / debris</p> <p>Assess for damages to unit/ building and provide emergency transfers</p> <p>Review for temporary housing for affected residents until transfer can be completed</p> <p>Complete incident report with Risk Department and review report for insurance purposes</p>

		likelihood of infectious disease due to disruption of public health infrastructure			Complete solicitation for repairs of building / units if structural damage occurred
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**Hurricane Response Plan- (Indirect Support to Impacted Areas)**- **Source: City of San Antonio Office of Emergency Management, NOAA, FEMA**

<b>Level:</b>	<b>Event Condition</b>	<b>Health or Other Effects</b>	<b>Operations Impact</b>	<b>Action Steps - Communications</b>	<b>Action Steps - Operations</b>
1 - Routine/ Normal	Normal conditions	None	None	Monitor weather conditions	Normal operations
2 - Increased/ Enhanced	Tropical depression winds less than 38 mph		Depending on location, no change in HCV inspections; If needed, conduct virtual inspections  Key personnel onsite for coordinated service for PH.	NOAA issues  SAHA will remind residents to shelter in place if it is safe, and to avoid driving.  Work with local agencies to provide resources to affected residents	Conduct HQS inspection to confirm damage; issue client(s) a voucher to move.  Work with vendor to remove trees / debris  Assess for damages to unit/ building and provide emergency transfers  Review for temporary housing for affected residents until transfer can be completed  Complete incident report with Risk Department and review report for insurance purposes
3 - Intensive (High Readiness)	Tropical storm winds 37-73 mph  Heavy Rain, and Possibly	Road and business closures  Suspended	Depending on location, no change in HCV inspections; If needed, conduct	NOAA issues Tropical storm watch  NOAA issues Tropical warning	Conduct HQS inspection to confirm damage; issue client(s) a voucher to move.

	Flooding	communications services (limited to emergency only)	virtual inspections  All Maintenance work orders, if possible. (Maintenance staff will stay on site overnight)  Key personnel onsite for coordinated service for PH.	SAHA will remind residents to shelter in place if it is safe, and to avoid driving.  SAHA may support impacted areas where a hurricane hit.  Work with local agencies to provide resources to affected residents	Work with vendor to remove trees / debris  Assess for damages to unit/ building and provide emergency transfers  Review for temporary housing for affected residents until transfer can be completed  Complete incident report with Risk Department and review report for insurance purposes  Complete solicitation for repairs of building / units if structural damage occurred
4 - Maximum/ Excessive	Hurricane conditions reach Bexar County <ul style="list-style-type: none"> <li>Category 1-5</li> </ul> Wind speeds 74-155 mph	Downed trees and power lines  Injuries and/or fatalities Road and business closures  Suspended communications services (limited to	Reschedule HCV inspections  Emergency work orders only, if possible (Maintenance staff will stay on site overnight)  Key personnel	NOAA issues a Hurricane Watch or Warning  SAHA will remind residents to shelter in place if it is safe, and to avoid driving.  Work with local agencies to provide resources to affected residents	Conduct HQS inspection to confirm damage; issue client(s) a voucher to move.  Work with vendor to remove trees / debris  Assess for damages to unit/ building and provide emergency transfers

		<p>emergency only)</p> <ul style="list-style-type: none"> <li>• Loss of crops</li> <li>• Loss of water</li> <li>• Loss of electricity</li> <li>• Interruption of delivery of goods and services</li> <li>• Higher likelihood of infectious disease due to disruption of public health infrastructure</li> <li>• Flooding</li> <li>• Mold/Mildew</li> <li>• Higher likelihood of carbon monoxide poisoning</li> </ul>	onsite for coordinated service for PH.	Notify HUD of offline units	<p>Review for temporary housing for affected residents until transfer can be completed</p> <p>Complete incident report with Risk Department and review report for insurance purposes</p> <p>Complete solicitation for repairs of building / units if structural damage occurred</p>
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**Technological Response Plan**

<b>Level:</b>	<b>Event Condition</b>	<b>Operations Impact</b>	<b>Action Steps - Communications</b>	<b>Action Steps - Operations</b>
1 - Routine/ Normal	Normal conditions - network and servers are fully online.	None		Normal Operations. SAHA IT will conduct regular regular data backups and monitor system resources.
2 - Intensive (High Readiness)	Pending Natural disaster  Known cyber/systems vulnerability	0-2 Hours downtime	Send IT Alert to staff with action steps.	Ready systems for disaster  Implement preventative measures
3 - Maximum/ Excessive	Internet down  Major systems down (JDE, Elite, Google)  Cyber security incident  Major Natural disaster	0-4 hours downtime	Send IT Alert on Systems down.	Refer to cyber incident response and disaster recovery plan

**Cyber Incident Response Plan**

<b>Level:</b>	<b>Event Condition</b>	<b>Operations Impact</b>	<b>Action Steps - Communications</b>	<b>Action Steps - Operations</b>
1 - Routine/ Normal	Normal conditions	None	SAHA IT will send regular awareness communications of risks and prevention tools on malicious activity prevention and preparation.	Normal Operations. SAHA Employees will complete required awareness training and undergo regular phishing tests.
2 - Increased/ Enhanced	Employee exposure to malicious activity <ul style="list-style-type: none"> <li>One or more employees have received and interacted with a phishing email and/or malware.</li> </ul>	0-2 hours downtime for affected employees	SAHA IT will contact the affected employees and their supervisors of the cyber incident.	Remove suspected endpoints from network  Malware scans of SAHA workstations  Email scans of all employee inboxes  Temporary shutdown of affected workstations
3 - Maximum/ Excessive	Active cyber incident breach  Ransomware or other malicious software is actively spreading throughout the SAHA Network and its workstations.	Computers systems down	SAHA will contact its cyber insurance holder to conduct an Incident Response.  IT alerts through uncompromised communication channels.	Quarantine affected workstations  Engage with operational teams within the appropriate departments to make sure that business can continue to operate while the security incident is being investigated.





# **HAI Group: Visionary Scenarios**

Special Board Meeting  
August 19, 2021

# HAI GROUP PUBLIC HOUSING SCENARIOS

2

## THIS PRESENTATION

## BACKGROUND

## VISIONARY SCENARIOS

## NEXT STEPS



## THREE SCENARIOS DEVELOPED

- Scenario 1: Expectable
- Scenario 2: Challenging
- Scenario 3: Visionary`



## DRIVERS / DOMAINS: Assessed for all scenarios

1. Economic Growth / Recession
2. Employment
3. Poverty And Wealth / Equity
4. Values / Policy Directions
5. Political Environment
6. Federal Debt / Deficit Constraints
7. Federal Spending / Taxes
8. State / Local Taxes
9. Climate And Public Health
10. Need For And Access To Healthy Food
11. Mental Health
12. Behavioral Health Care/Prevention
13. Health Insurance & Behavioral Care
14. Medicare and Behavioral Health Services
15. Medicaid and Behavioral Health Services
16. Values and Attitudes Shaping Public Housing
17. Need/Demand For Public Housing
18. Affordable Housing Stock
19. Federal Housing Funding Overall
20. Federal Public Housing Policies
21. State And Local Housing Funding And Programs
22. New Development vs. Sustainability Of Existing Affordable Housing
23. PHA Services As Landlord
24. PHA Services Beyond Landlord
25. Public-Private Partnerships

## Likelihood and Preferability

Scenario	Likelihood	Preferability
Scenario 1: Expectable	70.36%	54.64%
Scenario 2: Challenging	40.91%	13.55%
Scenario 3: Visionary	31.18%	72.68%

# VISIONARY SCENARIO

6

## Before 2020: Emerging Shift in PHA Fundamentals

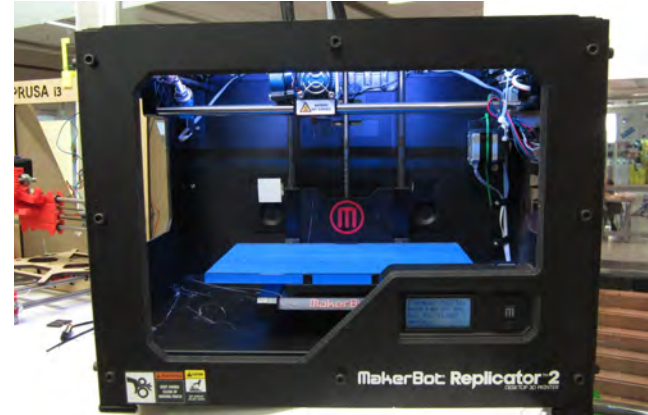
	Traditional	Emerging	Challenges
PHA Roles	Landlords of public housing units; contract administrators of Housing Choice Voucher Programs and/or Rental Assistance Demonstration	Provide and/or support self-sufficiency programs to residents	Adequacy and stability of funding on an annual basis
Federal Roles	Provide operating subsidy and capital fund grants to PHAs; rental subsidies to landlords who rent to voucher holders	Provide term-limited and specific grants, at times in conjunction with larger revitalization grants (HOPE VI, Choice Neighborhood)	Generous funding during economic downturn to stimulate the economy and reduced funding in robust economic times

# VISIONARY SCENARIO

7

## Early 2020's: Key Catalysts

1. Economic depression (2009) enables the Federal Reserve to test new economic models (concurrent fiscal and monetary stimulus without significant inflationary effect, allowing the Fed to keep the short-term interest rate at near zero)
2. Technological acceleration results in increased productivity and efficiency in economy at large and in housing industry
3. COVID-19 pandemic drastically changes our way of life
4. Social Justice and Equity become a priority for the public, and politicians respond





# VISIONARY SCENARIO

8

## Post-Pandemic: Short Recession, Mixed Recovery

1. Real GDP averages 3% from 2022 to 2024; 2-2.5% from 2025 to 2030, and below 2% thereafter
2. Federal policymakers engineer sustainable growth with the new economic models tested in the past decade
  - a. Federal long-term interest rates remain under 2% until 2024, then gradually increase to 4%, while the Consumer Price Index stays between 2-2.5% over the decade
3. Job losses during the pandemic in hospitality and parts of the service sector never fully recover
  - a. Automation leads to further job losses during the 2020s
  - b. Federal minimum wage is raised to \$15.00 an hour by 2025
  - c. Some states raise their minimum to a living wage level
  - d. Much work shifts to “gig work”, with lower pay protection and benefits



# VISIONARY SCENARIO

9

## Post-Pandemic: Responses to continuing inequities

1. Federal response:
  - a. poverty level is adjusted beyond the ALICE survival level (includes housing, childcare, food, transportation, and health care) to a stability level (includes survival components plus additional modest household necessities and savings)
  - b. Given increased joblessness and poverty, a federal Guaranteed Basic Income (GBI) is adopted after 2025
2. Social response:
  - a. many individuals shift from a discriminatory populism (e.g., white nationalism) to a more inclusive populism supporting equitable and sustainable policies
  - b. this impacts both major parties by shifting them toward support for more equitable policies
  - c. Equity becomes a national framework



EQUALITY



EQUITY

# VISIONARY SCENARIO

10

## Post-Pandemic: Return of bipartisanship

1. Significant tax reform that has tangible benefits for “main street”
2. Federal funding targeted to the greatest needs rather than directed to the benefit of political interest
3. Decreased defense and increased domestic spending
4. Near universal access to health care achieved by Obamacare fixes including Medicaid buy-in options
5. Climate change recognized as a clear and oncoming danger with major controls increased
6. Wealth equity beyond income equity
7. Generally increased spending on health, education, housing, and access to healthy food
8. State and local governments received support (financial and regulatory) regardless of “state color,” particularly to address health care, infrastructure, and pension obligations

# VISIONARY SCENARIO

11

## Post-Pandemic: Affordable housing as a right

1. Broad acceptance that access to affordable housing is a right rather than a privilege
2. Federal and state governments support creation and preservation of affordable housing units, resulting in major growth in supply
3. Adoption of GBI and expansion of Housing Choice Voucher (HCV) program
  - a. increases overall access to affordable housing
  - b. enhances “choice mobility” implementation as communities become more inclusive and states change their housing codes and zoning to promote the creation of affordable housing units
4. Collaboration among health, human services, education, and housing organizations (especially PHAs) increases dramatically in order to promote stable housing as a primary determinant of health (physical and mental)



# VISIONARY SCENARIO

12

## Post-Pandemic: PHA Evolution

1. In response to the increasing demand for affordable housing as well as federal funding, private housing developers become even more active in the industry
2. PHAs make structural and operational changes to compete effectively...
3. ...while also innovating new public-private partnership models to meet demand for deeper affordability
4. Construction and rehabilitation costs drop significantly with the availability of new materials and technology, including 3D printing
5. Cities facilitate the expansion of new and varied housing models—tiny houses and cohousing among them
6. Housing units and communities are often built (and financed) to include wrap-around services (health, education, adult/human services)
7. Information infrastructure allows enhanced access, often virtual, to medical professionals and other supportive services
8. Designed with sustainability in mind and using green technology, many communities are able to produce or access sustainable energy and healthy food

# NEXT STEPS

13

## PHA's First Steps towards Visionary Scenario

1. Use Excess Annual Contribution Contract [ACC] Authority – “under the Fair Cloth Limit” to create more ELI-designated units in partnership with private developers
2. Explore alternative housing models (land trusts, Accessory Dwelling Units)
3. Explore alternative housing materials
4. Integrate housing with other social services to address poverty and health (Housing First)
5. Lead efforts to improve care for older adults, including partnering with Medicare/Medicaid
6. Use city and state land for affordable housing
7. Support zoning changes favoring more Accessory Dwelling Units, apartments, affordable housing
8. Facilitate resident involvement in the development of new affordable housing and community development
9. Support solar parks, food access and production, child care co-ops, and community volunteering



# QUESTIONS?



# SAHA VALUES

Special Board Meeting  
August 19, 2021

# TODAY

2

1. Background
2. Where We Are Now
3. Next Steps



# WHY ARE WE DOING THIS?

## Core principles and assumptions

3

**SAHA exists to serve residents:** without residents there would be no housing authority. Resident experience and resident satisfaction are the highest priority principles.

**SAHA Values describe how we should treat each other when we represent SAHA:** especially how we treat residents, other staff, and community members

**SAHA Values are critically important:** part of the “organizational DNA”, and shape “who or what we are as an agency”

**SAHA Values apply to anyone who represents SAHA:** including Board members and vendors / contractors

**Communicating SAHA Values is critical:** residents, staff, and partners need to know who we are as an agency, the standards of behavior we aspire to, and that we hold ourselves accountable to those standards

**SAHA Values will change how we work:** aspirational values describe what we want to achieve, not that we have already achieved them

# SCOPE OF THIS PROJECT

4

Working from existing values list, create a set of descriptions, definitions, and/or examples that help us better understand and communicate SAHA values to residents, to each other, and to the community

Future projects:

- Apply and implement values throughout the agency
- Evaluate how well the agency is implementing values

# TIMELINE

5

- June 28: Senior Team Introduction
- July 6: First full meeting (Resident focus)
- July 15: Catch up meeting
- July 23: Second full meeting (Staff focus)
- Aug 2: Third full meeting (Community focus)
- Aug 16: Fourth full meeting (Equity)
- Aug 30: Fifth full meeting (Compassion)
- Sep 13: Sixth full meeting (Excellence)

# PREVIOUS WORK: VALUES LIST (2018)

6

## One word plus short descriptive phrase:

- **RESPECT:** Act with fairness, honesty, and integrity
- **EQUITY:** Promote inclusiveness and recognize housing as a fundamental right
- **DIGNITY:** Value individual differences and diversity
- **INNOVATION:** Pursue new insights and creative solutions
- **COMPASSION:** Demonstrate empathy and humility
- **EMPOWERMENT:** Inspire, encourage, and cultivate growth

# REGROUPING TO THREE VALUES

7

**Equity:** focus on equity (as opposed to equality), including housing as a human right, and including Diversity and Inclusion as preconditions leading to Equity

**Compassion:** focus on active nature of compassion, including communication (listening), understanding, empathy, and including Respect, Dignity, and Empowerment as elements of, and results of, compassionate service

**Excellence:** continuous improvement, including organizational growth, individual growth; practical application and impact of innovation; honesty, integrity, transparency are preconditions for excellence

# EQUITY DEFINITION

8

## Equity is fairness...

...that takes into account the history of those we serve and the communities we work in

...that accounts for systemic disparities in social advantage

...that recognizes differences and accommodates process and behavior accordingly

...that recognizes that each person has different circumstances and allocates the appropriate resources and opportunities needed to reach an equal outcome



# EQUITY VS EQUALITY

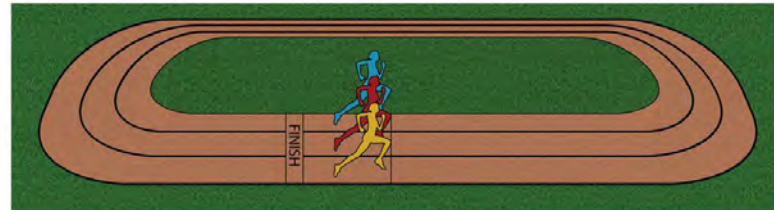
9



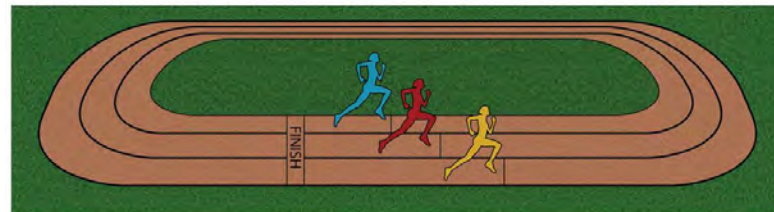
**EQUALITY**



**EQUITY**



**EQUALITY**



**EQUITY**

# COMPASSION DEFINITION

10

## Compassion is...

The feeling that arises when you are confronted with another's suffering and feel motivated to relieve that suffering. [source](#)

- Is not pity: pity is feeling sorry for another
- Is not sympathy: sympathy is the recognition of others' emotions, without feeling them oneself
- Is not empathy: empathy is the ability to feel others' emotions, but does not motivate action
- Is not altruism: altruism is kind, selfless behavior that may or may not be motivated by compassion



# EXCELLENCE DEFINITION

11

## Excellence...

- Is a commitment to high quality, high standards
  - Requires constantly adapting, innovating, and remaining vigilant in order to achieve success
  - Is based on innovation and continuous improvement, including organizational growth and individual growth

# EXCELLENCE PRECONDITIONS AND GUIDING PRINCIPLES

12

## In order to get to Excellence...

- Requires honesty, integrity, and effective communication
  - SAHA builds trust through active communication and by delivering the highest quality of service
- Continuous improvement, including organizational growth, individual growth
- Practical application and impact of innovation

# IMPLEMENTATION APPROACHES

13

## Areas in which Equity, Compassion, and Excellence can be demonstrated:

- Trauma Informed Care
- Strategic Plan Outcomes
  - SAHA residents live in quality affordable housing
  - SAHA residents feel safe
  - SAHA residents have access to affordable utilities
  - SAHA residents have a sufficient supply of affordable housing options
  - SAHA residents have sufficient food, drinking water, clothing, and shelter
  - SAHA staff respect and value diversity and inclusion
  - SAHA staff thrive in career and professional work development
- Agency policies and procedures
- Training opportunities and training procedures
- Recruitment, job postings, as well as performance reviews
- During any given interaction, especially service delivery to residents
- During work hours -- and outside work hours

# NEXT STEPS

14

Aug 30: Fifth full meeting (Compassion)

Sep 13: Sixth full meeting (Excellence)

Nov 2021-Jan 2022: Roll out values to staff, residents, and community, and align policies and processes to new values

FY2023: First evaluation of how well SAHA demonstrates its values

# QUESTIONS?



# RECRUITMENT UPDATE

Fiscal Year Activity: July 1, 2021 - August 2, 2021

# AGENDA

2

- Summary FY 20-21 and YTD FY 21-22
  
- Department Activity - FY 21-22
  - PH, AHP, Beacon, CDI, Construction, and DSNR
  - All Others
  
- Promotions / Interim / Working Out of Class
  
- Temporary Status Employees



# SUMMARY FY 20-21 AND YTD FY 21-22

3

	<b>FY 20-21</b> <b>07/01/20 to 06/30/21</b>	<b>FY 21-22</b> <b>07/01/21 to 08/02/21</b>
FT Headcount	452	518
Budgeted Positions	635	652
<b>Variance</b>	<b>183</b>	<b>134</b>
New Hires	154	11
<b>Terminations</b>	<b>88</b>	<b>11</b>
Net Additions	66	0
Budget Vacancies	117	134



# SUMMARY FY 20-21 AND YTD FY 21-22

4

	<b>FY 20-21 07/01/20 to 06/30/21</b>	<b>FY 21-22 07/01/21 to 08/02/21</b>
Budget Vacancies	117	134
Positions On Hold	33	46
Budget Vacancies	84	88
Temporary Status Employees	32	25
Actual Vacancies	52	63

# 07/01/2021 through 08/02/2021

5

FT Headcount on 07/01/2020: 206

Hires 4

Terminations / Resignations -4

Total FT Headcount: 206

Budgeted FT Positions: 232

Budgeted Vacancies: 26

## PUBLIC HOUSING

07/01/2021 through 08/02/2021

6

Vacant Positions	Holds	Temporary / WOC Status	Pre Hire Activity
4 Client Service Specialists		3 Temp Status	1
1 Community Mgr			
16 Maintenance Technicians		4 Temp Status	1
3 Porter		1 Temp Status	
2 Sr. Maintenance Technicians			1

# ASSISTED HOUSING PROGRAMS

## 07/01/2021 through 08/02/2021

7

FT Headcount on 07/01/2020: 78

Hires 0

Terminations / Resignations -4

Total FT Headcount: 74

Budgeted FT Positions: 92

Budgeted Vacancies: 18

# ASSISTED HOUSING PROGRAMS

## 07/01/2021 through 08/02/2021

8

Vacant Positions	Holds	Temporary / WOC Status	Pre Hire Activity
1 Admin Specialist II		1 Temp Status	
1 Asst Client Services Mgr			
1 Asst Mgr, AHP			1
3 Client Service Spec - ELG			1
8 Housing Asst Specialists		2 Temp Status	
1 Inspections Asst Mgr		1 Interim	
2 Sr. Housing Asst Specialist		1 Temp Status	1
1 Waitlist Analyst		1 WOC	

# BEACON COMMUNITIES

## 07/01/2021 through 08/02/2021

9

FT Headcount on 07/01/2020: 85

Hires 3

Terminations / Resignations -1

Total FT Headcount: 87

Budgeted FT Positions: 156

Budgeted Vacancies: 69

Positions on Hold: 38

Active Status Search: 31

# Beacon Communities

## 07/01/2021 through 08/02/2021

10

Vacant Positions	Hold	Temporary / WOC Status	Pre Hire Activity
7 Asst Community Managers	5	1 WOC	1
1 Beacon Project Mgr I	1		
1 Client Support Coordinator			
4 Community Managers	3	1 WOC	
1 HVAC Technician		1 Temp Status	
1 Lead HVAC Technician			
14 Leasing Agents	6	4 Temp Status	2

# BEACON COMMUNITIES

## 07/01/2021 through 08/02/2021

11

Vacant Positions	Holds	Temporary / WOC Status	Pre Hire Activity
7 Maintenance Supervisor I	6		1
1 Maintenance Supervisor II			
23 Maintenance Technicians	12	7 Temp Status	
1 Portfolio Leasing Manager	1		
5 Sr. Community Manager	2		
2 Sr. Leasing Agent	1		
1 Sr. Maintenance Technicians	1		



# COMMUNITY DEVELOPMENT INITIATIVES

## 07/01/2021 through 08/02/2021

12

FT Headcount on 07/01/2020: 43

Hires 3

Terminations / Resignations -2

Total FT Headcount: 44

Budgeted FT Positions: 51

Budgeted Vacancies: 7

Positions on Hold: 3

Active Status Search: 4

# COMMUNITY DEVELOPMENT INITIATIVES

## 07/01/2021 through 08/02/2021

13

Vacant Positions	Holds	Temporary / WOC Status	Pre Hire Activity
1 Donor Relations Coordinator	1		
1 Educational Spec	1		
1 Intern & Volunteer Supv	1		
4 Resident Service Coord		1 Temp Status	1

# CONSTRUCTION SERVICES AND DSNR

## 07/01/2021 through 08/02/2021

14

FT Headcount on 07/01/2020: 20

Hires 0

Terminations / Resignations 0

Total FT Headcount: 20

Budgeted FT Positions: 23

Budgeted Vacancies: 3

Positions On Hold: 1

Active Search: 2

# CONSTRUCTION SERVICES AND DSNR

## 07/01/2021 through 08/02/2021

15

Vacant Positions	Holds	Temporary / WOC Status	Pre Hire Activity
1 Asst Director, Construction Serv			
1 Construction Project Manager			
1 DSNR Specialist	1		

**ALL OTHERS****07/01/2021 through 08/02/2021****16**

FT Headcount on 07/01/2020: 86

Hires 1

Terminations / Resignations 0

Total FT Headcount: 87

Budgeted FT Positions: 98

Budgeted Vacancies: : 11

Positions on Hold: 3

Active Status Search: 8

**ALL OTHERS****07/01/2021 through 08/02/2021****17**

<b>Vacant Positions</b>	<b>Hold</b>	<b>Temporary / WOC Status</b>	<b>Pre Hire Activity</b>
1 Accounting Supervisor (F&A)	1		
1 Admin Coordinator (IT)			
1 Chief Financial Officer (Exec)			
1 Cloud App Administrator (IT)			
1 Communication Spec (CommPA)			
1 Compliance Auditor (Internal Audit)		1 WOC	

**ALL OTHERS****07/01/2021 through 08/02/2021****18**

<b>Vacant Positions</b>	<b>Hold</b>	<b>Temporary / WOC Status</b>	<b>Pre Hire Activity</b>
1 Data Engineer/Developer (IT)	1		
1 Financial Analyst II (F&A)	1		
1 Property Fin Analyst (Asset Mgt)			
1 Sr. Asset Manager (Asset Mgt)			1
1 Succession (F&A)	1		

# TOTAL FT STAFF BY DEPARTMENT

## 07/01/2021 through 08/02/2021

19

TOTALS FOR THE PERIOD 07/01/2021 through 08/02/2021											
Department	FT HC ON 07/01/2021	FT HIRES	TRANSFERS IN	TRANSFERS OUT	Add C&D	FT TERMS	CURRENT FT HC	BUDGETED FT	BUDGET VARIANCE	HOLDS	BUDGET VACANCIES
Public Housing	206	4	0	0	210	-4	206	232	26	0	26
Assisted Housing Programs	78	0	0	0	78	-4	74	92	18	0	18
Beacon	85	3	0	0	88	-1	87	156	69	38	31
Community Development Initiatives	43	3	0	0	46	-2	44	51	7	3	4
Construction	12	0	0	0	12	0	12	14	2	0	2
DSNR	8	0	0	0	8	0	8	9	1	1	0
Policy And Planning	4	0	0	0	4	0	4	4	0	0	0
Public Affairs	6	0	0	0	6	0	6	7	1	0	1
Security	3	0	0	0	3	0	3	3	0	0	0
Asset Management	2	0	0	0	2	0	2	4	2	0	2
Executive	8	0	0	0	8	0	8	9	1	0	1
Finance and Accounting	20	1	0	0	21	0	21	24	3	3	0
General Services	6	0	0	0	6	0	6	6	0	0	0
Human Resources	9	0	0	0	9	0	9	9	0	0	0
Innovative Technology	9	0	0	0	9	0	9	12	3	1	2
Internal Audit	4	0	0	0	4	0	4	5	1	0	1
Legal	2	0	0	0	2	0	2	2	0	0	0
Procurement	7	0	0	0	7	0	7	7	0	0	0
Regulatory Oversight	4	0	0	0	4	0	4	4	0	0	0
Risk Management	2	0	0	0	2	0	2	2	0	0	0
<b>TOTAL</b>	<b>518</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>529</b>	<b>-11</b>	<b>518</b>	<b>652</b>	<b>134</b>	<b>46</b>	<b>88</b>



# RECRUITMENT ACTIONS

07/01/2021 to 08/02/2021

20

2 Promotions - Backfill Vacant Positions

1 Interim

4 Current Working Out of Class (WOC)

## Temporary Status Activity

- ❑ 4 Temporary Status to Full Time Hires
- ❑ 10 Total Temporary Assignments - Filled To Date
- ❑ 25 Active Temporary Status Employees

# QUESTIONS?

TOTALS FOR THE PERIOD  
07/01/2021 through 08/02/2021

Department	FT HC ON 07/01/2021	FT HIRES	TRANSFERS IN	TRANSFERS OUT	Add C&D	FT TERMS	CURRENT FT HC	BUDGETED FT	BUDGET VARIANCE	HOLDS	BUDGET VACANCIES
Public Housing	206	4	0	0	210	-4	206	232	26	0	26
Assisted Housing Programs	78	0	0	0	78	-4	74	92	18	0	18
Beacon	85	3	0	0	88	-1	87	156	69	38	31
Community Development Initiatives	43	3	0	0	46	-2	44	51	7	3	4
Construction	12	0	0	0	12	0	12	14	2	0	2
DSNR	8	0	0	0	8	0	8	9	1	1	0
Policy And Planning	4	0	0	0	4	0	4	4	0	0	0
Public Affairs	6	0	0	0	6	0	6	7	1	0	1
Security	3	0	0	0	3	0	3	3	0	0	0
Asset Management	2	0	0	0	2	0	2	4	2	0	2
Executive	8	0	0	0	8	0	8	9	1	0	1
Finance and Accounting	20	1	0	0	21	0	21	24	3	3	0
General Services	6	0	0	0	6	0	6	6	0	0	0
Human Resources	9	0	0	0	9	0	9	9	0	0	0
Innovative Technology	9	0	0	0	9	0	9	12	3	1	2
Internal Audit	4	0	0	0	4	0	4	5	1	0	1
Legal	2	0	0	0	2	0	2	2	0	0	0
Procurement	7	0	0	0	7	0	7	7	0	0	0
Regulatory Oversight	4	0	0	0	4	0	4	4	0	0	0
Risk Management	2	0	0	0	2	0	2	2	0	0	0
TOTAL	518	11	0	0	529	-11	518	652	134	46	88



# Beacon Communities

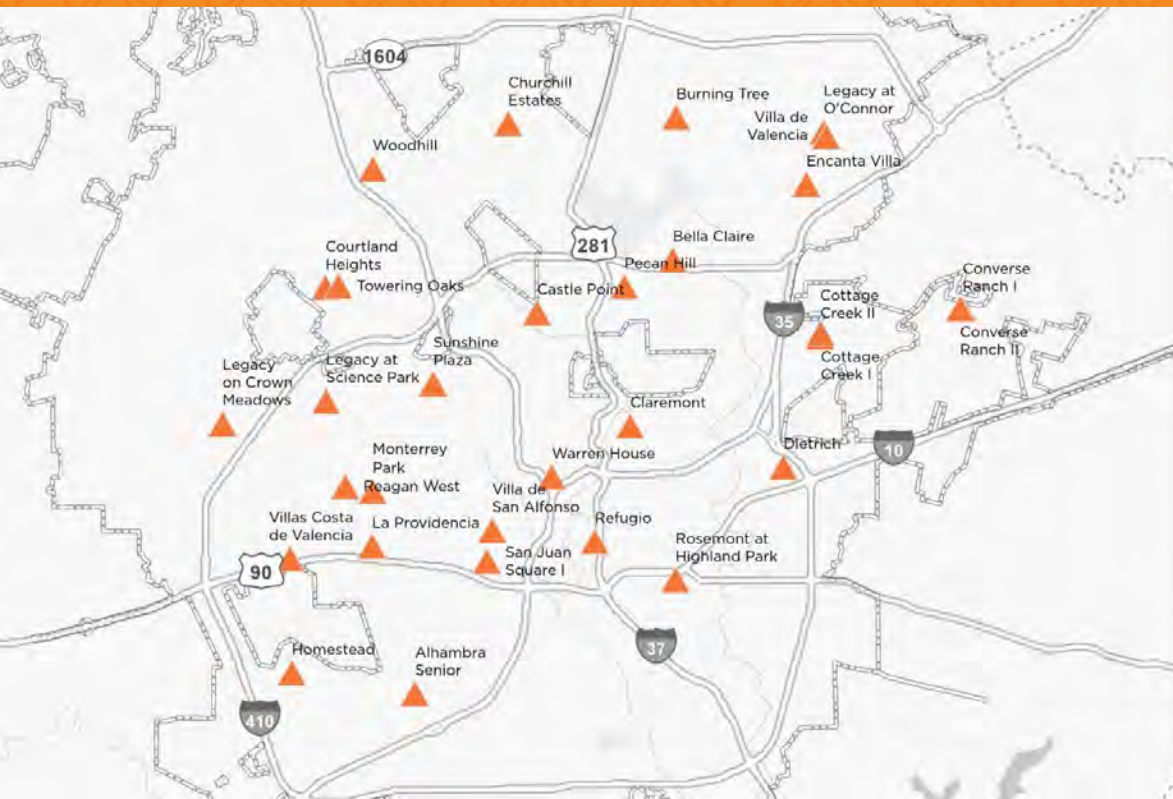
## Department Overview

# DESCRIPTION

2

Beacon Communities is responsible for professionally managing the affordable housing portfolio. This includes 4,157 multifamily apartments over 31 communities. Focusing on customer service, occupancy, retention, collections, preventative maintenance, capital improvements, and safety and security, each community operates independently and strives for a positive financial position to address past deferred maintenance and enhance the quality of the asset. Beacon's long term goals have always been to increase Net Operating Income (NOI) in an effort to support or increase the other affordable housing programs within the Agency, while continuing to offer quality affordable apartment living.

# BEACON COMMUNITIES



**4,157**  
rental units

 SA City Limits

6.5 Miles



Notes: SAHA inventory as of June 2020. District renter totals are estimated by SAHA using 2019 ACS estimates for Bexar County only. Voucher concentration is visualized using rounded natural breaks. Sources: SAHA GIS, Texas Legislative Council, \*\*2019 ACS 5 year estimates for renter-occupied housing units (Table: B25003).

Human Geography Detail: Texas Parks & Wildlife, Esri, HERE, Garmin, SafeGraph, FAO, METI/NASA, USGS, EPA, NPS  
Human Geography Base: Texas Parks & Wildlife, Esri, HERE, Garmin, SafeGraph, FAO, METI/NASA, USGS, EPA, NPS



# OBJECTIVE

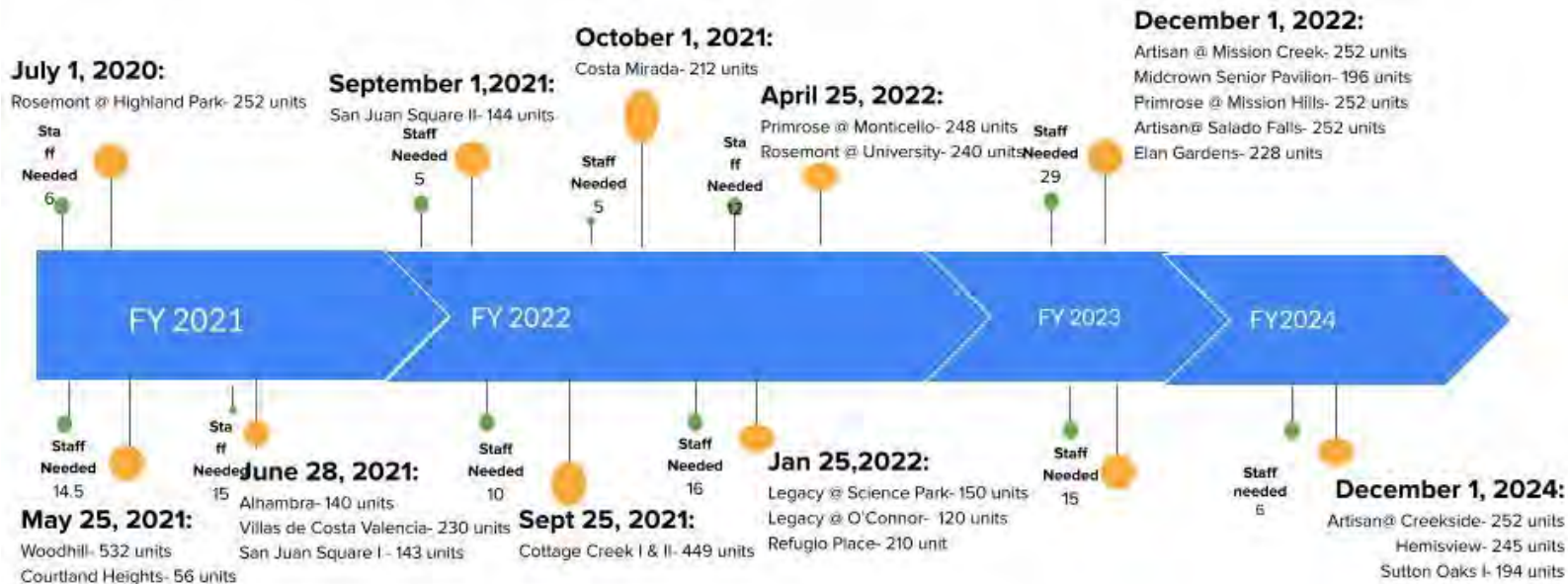
4

Beacon's long term goal has always been to increase Net Operating Income (NOI) in an effort to support or increase other affordable housing programs within the Agency, while continuing to offer quality affordable apartment living.

The property management transition plan has been a significant driver in these efforts by eradicating the management fees owed to management companies and in turn collecting these fees in-house.

# TRANSITION PLAN

5



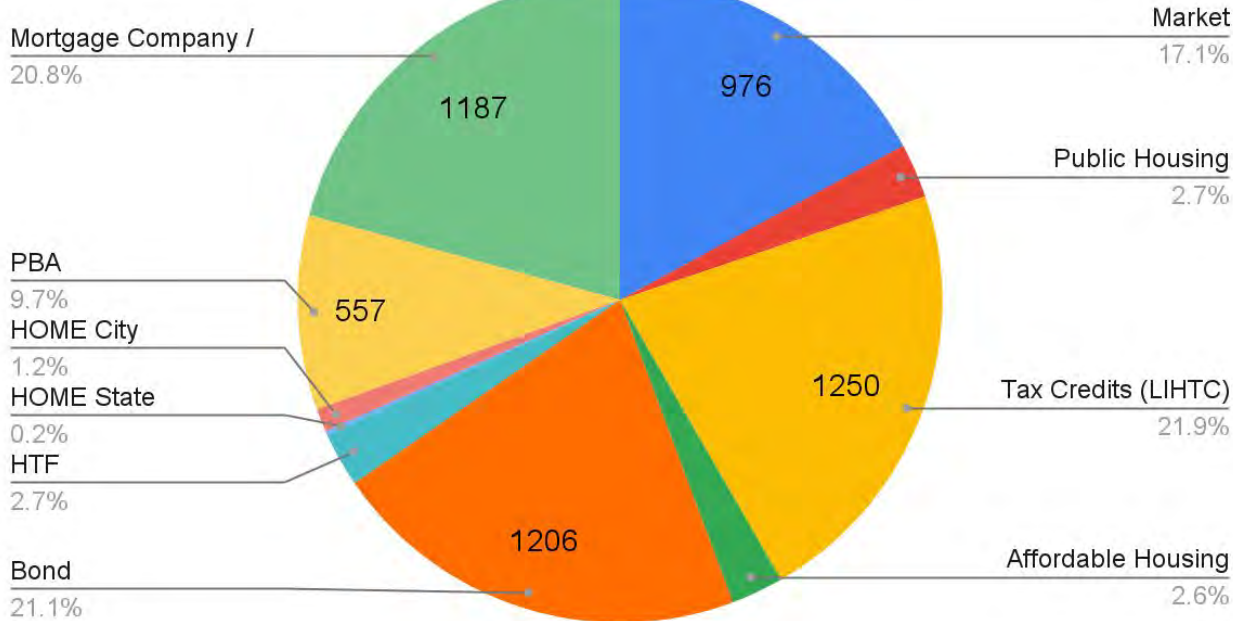
**Total to be Transitioned: Properties: 24 Units: 5,323 Staff: 137.5**



# AFFORDABILITY PROGRAMS

6

## Beacon Property Programs



# PROGRAM SCORES

7

Inspections	Date	Scores	HUD	Date	Scores	TDHCA	Date	Scores
Pecan Hill	7/13/2019	91c	Coverse Ranch	6/17/2019	77c	Costa Valencia	7/5/2021	87
Reagan West	8/2/19	73c				San Juan I	1/25/2021	74
Cottage Creek I	8/1/2019	76c				Legacy on O'Connor	7/2/2019	94
Cottage CreekII	12/13/16	91c				Legacy at Science Park	10/18/2018	94
Sunshing Plaza	7/30/2019	92c				Refugio Place	2/3/2020	92
Valencia	6/27/2019	79b				Rosemont at Highland Park	2/11/2020	73
						Villa de San Alfonso	12/8/2019	95
						Claremont	10/16/2018	97
						Warren House	10/27/2017	93
Southwest Housing								
MOR								
Pecan Hill		Above Average						
Reagan		Average						
Sunshine		Above Average						
Valencia		Average						

# ~~AFFORDABILITY~~ INCOME RESTRICTIONS OR SUBSIDY

Market	Public Housing	Tax Credits			Affordable Housing Disposition Program		HOME State	Housing Trust State	Project Based Assistance PBA	Bond
	Rent is calculated at 30% of Adjusted Income	Set rent-Qualifying criteria 30% Area Median Income AMI	Set rent-Qualifying criteria 50% Area Median Income AMI	Set rent-Qualifying criteria 60% Area Median Income AMI	Set rent-Qualifying criteria 50% Area Median Income AMI	Set rent-Qualifying criteria 80% Area Median Income AMI	Set rent-Qualifying criteria 80% Area Median Income AMI	Set rent-Qualifying criteria 80% Area Median Income AMI	Rent is calculated at 30% of Adjusted Income	Set Rent-Qualifying criteria at 80% Area Median Income AMI
283	142	18	94	998	88	62	11	0	557	1091

# DESCRIPTION OF OPERATIONS

9

- Marketing to key organizations for each community
- Deploy sales techniques for leasing
- Manage the maintenance cycle for make readies and preventative maintenance
- Resident retention initiatives
- Portfolio wide monthly safety training for staff
- Adhere to qualifying criteria and regulatory compliance standards with a robust compliance program
- Transition of management to SAHA control for efficiencies and significant cost savings at SAHA owned and partner assets
- Implementation of software for transition efforts

# DESCRIPTION OF OPERATIONS, CONTINUED.

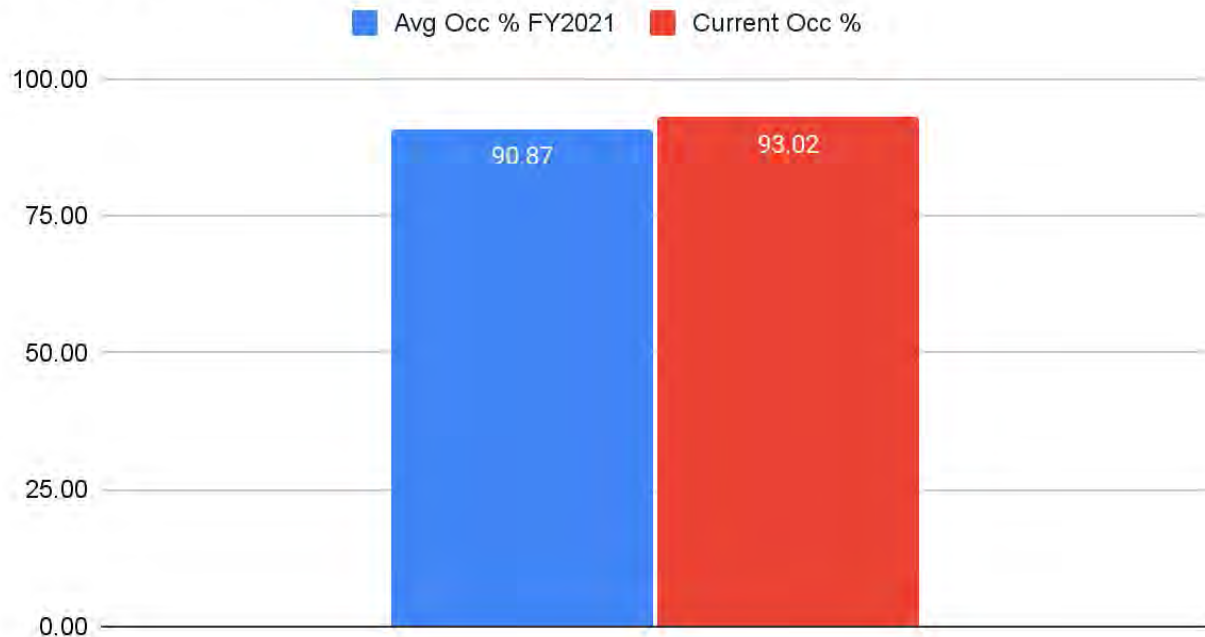
10

- Develop and maintain departmental policies and procedures with regulatory compliance updates continually being integrated
- Promote career advancement and offer mentorship for staff to achieve their professional goals
- Community involvement and partnering
- Produce reports, including monthly, strategic planning, and preventative plans
- Provide third party professional property management services where staff falls under SAHA, but is reimbursed by the property. All operational, budgetary, and contractual approvals are provided by the property owner versus the required SAHA board approvals of SAHA owned and managed properties.

# OCCUPANCY

11

## Avg Occ % FY2021 VS. Current Occ %





# FOCUS


- Customer service oriented team who take ownership of their communities and aid their team members
- Strategic management transition plan and software implementation
- Sales and Marketing expertise
- Maintain the capital plan, while developing and prioritizing the scope of work for refinance funds
- Explore capital improvement opportunities
- Strategic oversight of compliance and process improvement with the focus on regulatory adherence
- Coordinating with DSNR to transition the PBA contract from Villa de Valencia to aid in the affordability of 100 Labor, hosting the transition of the affordability of the community. Valencia will become a bond community, when ownership is changed and debt added for capital rehab.
- Implementation of water allocation
- Beta testing paperless procedures for file management
- Implemented WIPS, which allows residents to make payments at area retailers furthering the efforts to remove the handling of money from site staff
- Provide an abundance of communication and tools for self service for residents to have more control of their requests, scheduling, payments, and ledger
- Strategic oversight of compliance and process improvement with the focus on regulatory adherence
- Comprehensive overhaul of Standard Operating Procedures

# QUESTIONS?



**SAN ANTONIO HOUSING AUTHORITY****August 19, 2021****MEMORANDUM**

To: Board of Commissioners

From: Ed Hinojosa, Jr., President and CEO 

Presented by: George M. Ayala, Director of Procurement

RE: Procurement Activity Report

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**SUMMARY:**

Through the second calendar quarter ending June 30, 2021, the San Antonio Housing Authority's Procurement Department issued 17 formal and 8 informal solicitations, receiving a total of 135 responses. This resulted in an average of responses per formal solicitation of 5.05 and 5.75 responses per informal solicitation, for an overall average response rate of 5.04 per solicitation. New contracts awarded through the second calendar quarter ending June 30, 2021 were \$8,354,137.63; contract renewals in the amount of \$6,719,705.00, and \$1,615,000.00 in blanket awards, which resulted in a grand total awarded of \$16,688,842.63. Of this total, \$1,505,679.00 or .09 percent, was awarded to Small, Women-Owned and Minority Business Enterprises (SWMBE), and \$900,000.00 or .05 percent, was awarded to Section 3 business concerns.

Through the calendar quarter ending on June 30, 2021, SAHA contractors reported 112 new hires; and of that number, 58 of the new hires qualified as Section 3 individuals, which represented 51.7% percent of all new hires. The Section 3 new hires were composed of forty-three (43) males and fifteen (15) female individuals. The weighted average wage rate for these Section 3 individuals is \$15.96 per hour and the breakdown by category is as follows:

- 1 new Section 3 hire earned below \$10.00 per hour
- 10 new Section 3 hires earned from \$10.00 to < \$13.00 per hour
- 13 new Section 3 hires earned from \$13.00 to < \$15.00 per hour
- 26 new Section 3 hires earned from \$15.00 to < \$17.00 per hour
- 2 new Section 3 hires earned from \$17.00 to < \$20.00 per hour
- 6 new Section 3 hires earned greater than \$20.00 per hour

Through the calendar quarter ending June 30, 2021, SAHA-has hired eight Section 3 employees into full-time positions within the agency.

**CURRENT SOLICITATIONS:**

There is one Invitation For Bids (IFBs), one Request for Proposals (RFP), one Request for Qualifications (RFQ), and three quick quotes (QQ) currently being advertised. The Invitation For Bids is for Lila Cockrell Parking Lot Improvements; the Request for Proposals is for Master Planner for Alazan Redevelopment; the Request For Qualifications is for Environmental Engineering Services; and the Quick Quotes are for New Roof 410-414 SW 28th Street, Conference Room Upgrades and Foundation Stabilization, Building 2 Mission Park Apartments.

**CLOSED/PENDING SOLICITATIONS:**

**SAN ANTONIO HOUSING AUTHORITY****August 19, 2021**

There are five solicitations that have closed and are currently being evaluated. The solicitations are for Employee Wellness Services, Background Investigation Reporting Services, Water Softener Purchase, Installation and Maintenance, Security Camera System for Lincoln Heights, and Foundation Stabilization 14015 Green Jay.

**SOLICITATIONS IN DEVELOPMENT:**

Procurement is currently working on a number of solicitations for advertisement. These include Resident Council Redevelopment, Safety and Security Solar-LED Lighting (Cooperative Purchase through Texas Buyboard), Sunshine Plaza Elevator Modernization (Cooperative Purchase through Sourcewell), Victoria Plaza Shower Seats, Developer Pool (Department Hold), Case Management Services, Relocating, Mounting, and Installation for Digital Signs, Debt Collection Services (Agency Wide), Foundation Repairs, Plumbing, and Structural Improvements (Department Hold), Professional Engineering Services Agency Wide, and Vending Concessions for SAHA Properties (Agency Wide).

**BLANKET AWARDS:**

Contract Title	Number of Awards	Amount of Blanket Award	Expenditures 2nd Quarter 2021
Architectural and Engineering Services	8	\$1,500,000.00	\$63,533.78
Architectural & Engineering and Other Forensic Consulting Services	4	\$1,500,000.00	\$0.00
Backflow Inspection, Maintenance, Repair and Installation	2	\$70,000.00	\$21,890.00
Bulk Pick Up Services	2	\$270,000.00	\$87,080.49
Carpet and Flooring Purchase, Replacement and Installation	2	\$325,000.00	\$76,131.25
Consulting and Guidance on HUD and Other Affordable Housing Programs	2	\$100,000.00	\$0.00
Disaster Restoration of Operation Services	3	\$250,000.00	\$0.00
Electrical Maintenance & Repair	2	\$500,000.00	\$83,745.88
Engineering, Professional	3	\$1,500,000.00	\$0.00
HVAC, Residential Style			

**SAN ANTONIO HOUSING AUTHORITY****August 19, 2021**

Systems	3	\$1,200,000.00	\$117,097.33
Land Surveyor Services	3	\$75,000.00	\$0.00
Legal Services	9	\$500,000.00	\$5,721.50
Bond/Mixed Finance Counsel	5	1% of Bond of Issue	
Special Counsel Board Matters	1	\$60,000.00	\$10,940.00
Make Ready Services for Public Housing	3	\$2,200,000.00	\$509,326.79
Mowing and Grounds Maintenance for Beacon Communities	4	\$500,000.00	\$20,549.63
Mowing and Grounds Maintenance for Public Housing	4	\$1,000,000.00	\$100,601.75
Painting Services for Beacon Communities	2	\$220,000.00	\$135,821.57
Pest Control for Beacon Communities	2	\$220,000.00	\$15,064.80
Pest Control for Various SAHA Public Housing and Administrative Properties	2	\$500,000.00	\$26,793.25
Plumbing and Related Maintenance Services	2	\$2,200,000.00	\$211,317.50
Public Relations Consulting Services	2	\$150,000.00	\$17,018.55
On Call Real Estate Appraisal Services	2	\$250,000.00	\$2,250.00
Real Estate Appraisal Services, Residential	2	\$150,000.00	\$0.00
Real Estate Broker Services, Commercial	6	Maximum 6% fee; \$200/consulting and market analysis	\$0.00

**SAN ANTONIO HOUSING AUTHORITY****August 19, 2021**

Real Estate Broker Services, Residential	2	\$250,000.00	\$0.00
Security Services, Various	3	\$1,060,000.00	\$613,761.58
Temporary and Contract Personnel Services	4	\$3,089,060.00	\$286,077.14

**PROPOSED ACTION:**

None at this time.

**FINANCIAL IMPACT:**

Amounts paid according to award provisions.

**STRATEGIC OUTCOME:**

Supports all strategic outcomes.

**ATTACHMENT:**

Procurement Activity Report

Procurement Activity Report as of August 2, 2021				
Solicitations Currently being Advertised				
SAHA Department	Type	Solicitation Name	Bidders Conference	Closes
Federal Housing Programs	RFP	Case Management Services	07/21/2021	08/11/2021
Agency Wide	RFQ	Professional Engineering Services	08/17/2021	09/03/2021
Construction Services	QQ	Purchase of Replacement Shower Seats for Victoria Plaza Apartments	N/A	08/17/2021
Construction Services	QQ	Foundation Stabilization for William Sinkin	N/A	08/17/2021
SAHA Department	Type	Solicitation Name	Date Closed	Special Board Meeting August 19, 2021
Innovative Technology	RFP	Turnkey WiFi Expansion Project	04/27/2021	
Innovative Technology	RFP	Broadband Installation & Services WiFi Expansion Project	05/28/2021	
Construction Services	IFB	Madonna Apartments Natural Gas Systems, Boiler Room & Parking Lot Improvements	06/10/2021	
Agency Wide	IFB	Automated and Manual Bulk Pick Up Services	06/22/2021	
Solicitations Under Evaluation				
Human Resources	RFP	Employee Wellness Services	01/29/2021	Procurement Negotiations Due Diligence Evaluation
Human Resources	IFB	Background Investigation Reporting Services	05/04/2021	
Construction Services	IFB	Water Softener Purchase, Installation and Maintenance	06/03/2021	
Construction Services	QQ	Security Camera System for Lincoln Heights	06/08/2021	
Public Housing	QQ	Foundation Stabilization 14015 Green Jay	06/10/2021	
Construction Services	RFQ	Environmental Engineering Services	07/13/2021	
Development Services	RFP	Master Planner for Alazan Redevelopment	07/13/2021	
Innovative Technology	QQ	Conference Room Upgrades	07/15/2021	
Public Housing	QQ	Foundation Stabilization, Building 2 Mission Park Apartments	07/16/2021	
Public Housing	IFB	Lila Cockrell Parking Lot Improvements	07/27/2021	
Future Solicitations		Solicitation Name	Anticipated Month of Release	
Community Development Initiatives		Resident Council Redevelopment	August 2021	
Construction Services		Safety and Security Solar-LED Lighting	Coop Purchase through BuyBoard	
		Sunshine Plaza Elevator Modernization Plaza	Coop Purchase through Sourcewell	
		Victoria Plaza Shower Seats	August 2021	
DSNR		Developer Pool	Department Hold	
Public Affairs		Relocating, Mounting, and Installation for Digital Signs	August 2021	
Agency Wide		Debt Collection Services	August 2021	
		Foundation Repairs, Plumbing, and Structural Improvements	Department Hold	
		Vending Concessions for SAHA Properties	August 2021	

## Categories of Procurements

SAHA Department	Solicitation Name	Vendor	Amount	Date
<b>Awards Under President and CEO Expanded Authority</b>				
Innovative Technology	WiFi Expansion Project Cabling, Mounting and Electrical	Lakeway Security	\$244,562.00	5/12/2021
Asset Management/ Development Services	Additional Approval for Land Surveyor Services	Doucet & Associates, KCI Technologies, Inc., and Poznecki-Camarillo, Inc.	\$250,000.00	5/27/2021
Public Housing	TL Shaley Unit Conversion	Harper Painting and Construction	\$184,330.43	6/2/2021
Beacon Communities	Answering Services for Beacon Communities	Gilson Software Solutions	\$84,000.00	6/21/2021
<b>Informal Awards Up to \$50,000</b>				
General Services	Painting of Metal Fence and Railings at Central Office	Addison Prime	\$11,111.45	5/3/2021
Public Housing	Sheetrock Repairs at LC Rutledge, Unit 801	EA Contractor	\$5,395.00	5/3/2021
Public Affairs	Digital Signage Platform	Optisigns	\$7,426.50	5/6/2021
Beacon Communities	Storm Repairs at Towering Oaks	R&J Muniz Remodeling	\$9,566.37	5/7/2021
Asset Management	Mosaic Artwork for Victoria Plaza Apartments	Oscar Alvarado Enterprises	\$49,590.00	5/17/2021
Human Resources	Affordable Care Act Reporting for IRS	Accord Systems	\$5,951.60	5/17/2021
Public Housing	Exterior Repair at 10203 Canton Field	MDC Painting	\$6,375.00	5/20/2021
Public Housing	Exterior Repairs at 12202 Ridge Corner	MDC Painting	\$5,375.00	5/26/2021
Public Housing	Erosion and Drainage Repair at Cheryl West Apartments	R&C Landscape	\$5,900.00	05/28/2021
Human Resources	Welcome Back Employee Event - Rental Items	Illusion Rentals	\$8,766.87	05/28/2021
Federal Housing Programs	Upgrade to NEMO-Q Queuing System	Nemo-Q	\$27,968.00	06/07/2021
Human Resources	Employee Wellness	CompPsych	\$18,750.16	6/7/2021
Beacon Communities	Emergency Laundry Area Repairs at Towering Oaks	R&J Muniz Remodeling	\$6,087.69	06/21/2021
Agency Wide	Environmental Engineering Services (Gap Contract)	Terracon Consultants	\$50,000.00	06/08/2021
Public Housing	Interior Sign Package for Victoria Plaza	Aetna Sign Group	\$13,009.00	06/21/2021
General Services	Window Cleaning at Central Office	Squeaky Dan	\$4,600.63	06/24/2021
<b>IT Purchases (Resolution 6010 authorizing the use of Cooperative Purchasing Contracts and General Administration (GSA Federal Supply Schedules))</b>				
Innovative Technology	Rave Alert Software	Lyme Computer Systems through General Services Administration	\$51,414.00	04/23/2021
Innovative Technology	Lumm Apps Installation and Licenses	Tempus Nova	\$73,193.00	06/29/2021
Innovative Technology	Tableau Software	SHI Government Solutions	\$5,002.20	06/24/2021
Innovative Technology	Renewal G Suite Enterprise aka Google Workspace and Archived User	SADA Systems	\$148,266.00	06/24/2021



# PROCUREMENT REPORT

Business Enterprise Designations  
January through July 2021

# DESIGNATIONS

Designation	Acronym
African American Business Enterprise	AABE
Asian American Business Enterprise	ABE
Native American Business Enterprise	NABE
Hispanic American Business Enterprise	HABE
Woman Business Enterprise	WBE
Veteran Business Enterprise	VBE
Small Business Enterprise	SBE
Emerging Small Business Enterprise	ESBE
Disadvantaged Business Enterprise	DBE
Historically Underutilized Business	HUB
Section 3	Section 3

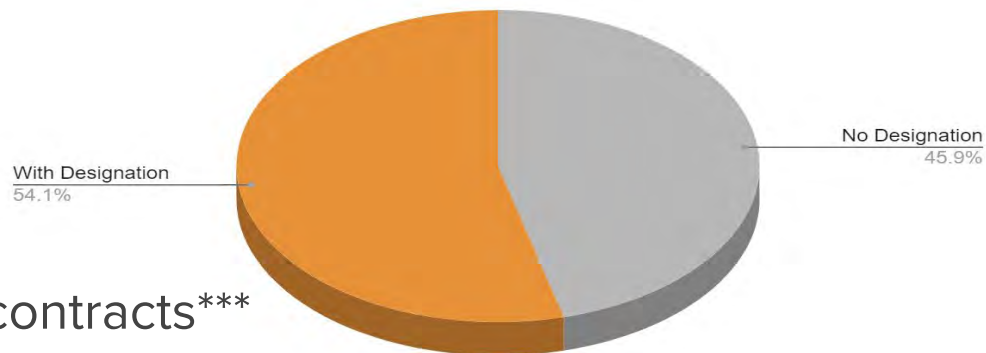
For more information: <https://www.sanantonio.gov/SBO/Media-Resource-Center/Acronyms>



# OVERVIEW

- 26 solicitations\*
  - 17 formal
  - 8 informal
- 135 total responses\*\*
  - 54% have a designation
- 54 responses were awarded contracts\*\*\*
  - 54% have a designation

Award Breakdown

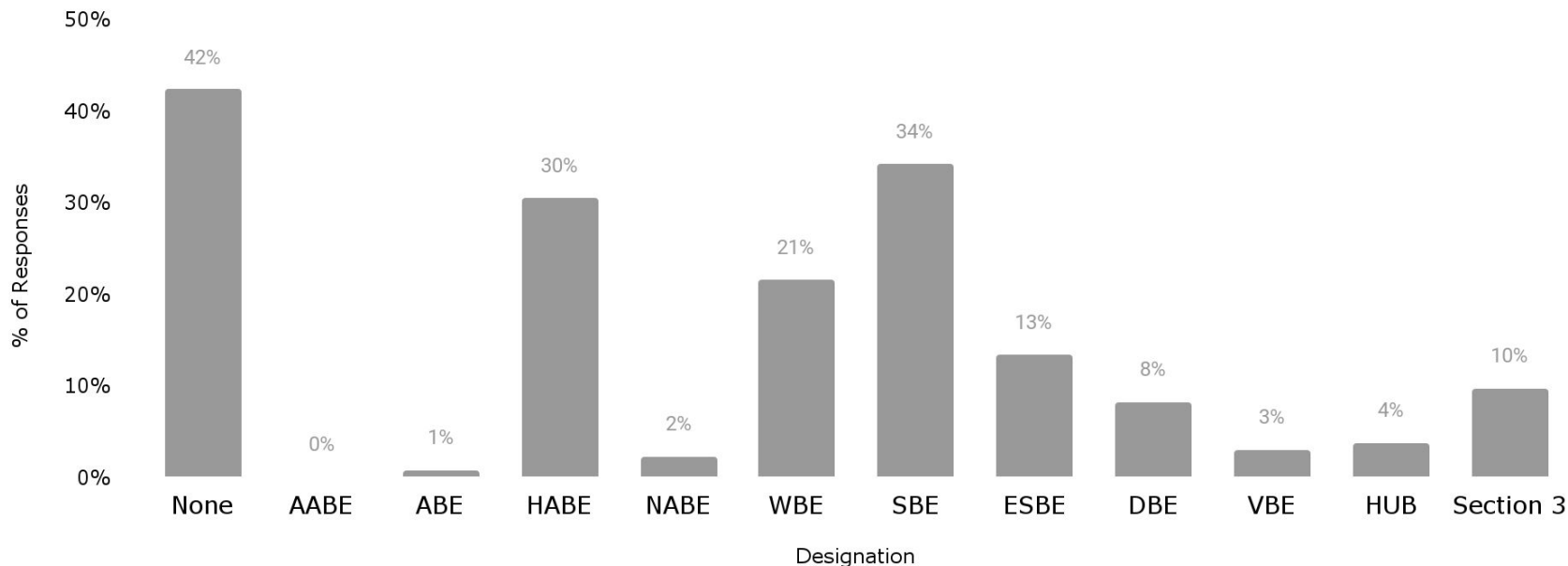


\*Solicitations that were also awarded during the reporting period

\*\*Includes vendors who responded to more than one solicitation, each response is counted separately

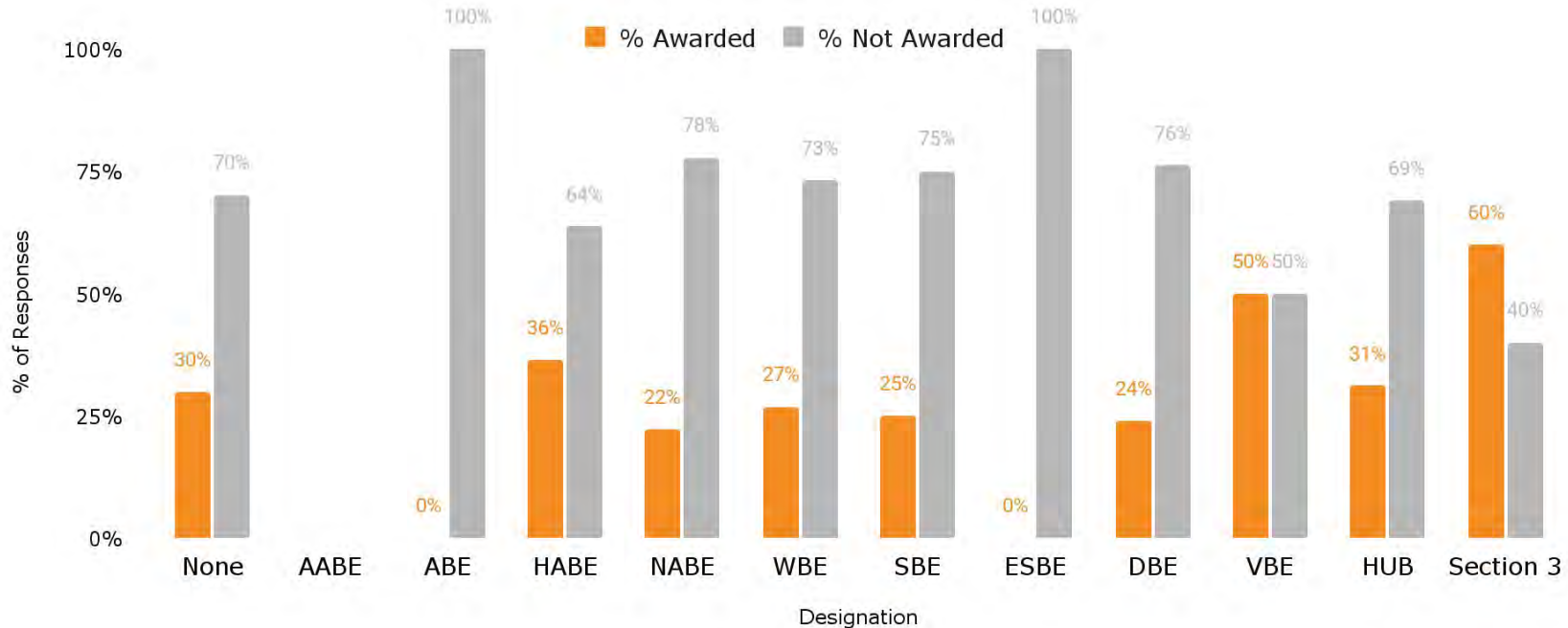
\*\*\*Includes multiple awards per solicitation, each awarded response is counted separately

# RESPONSES BY DESIGNATION



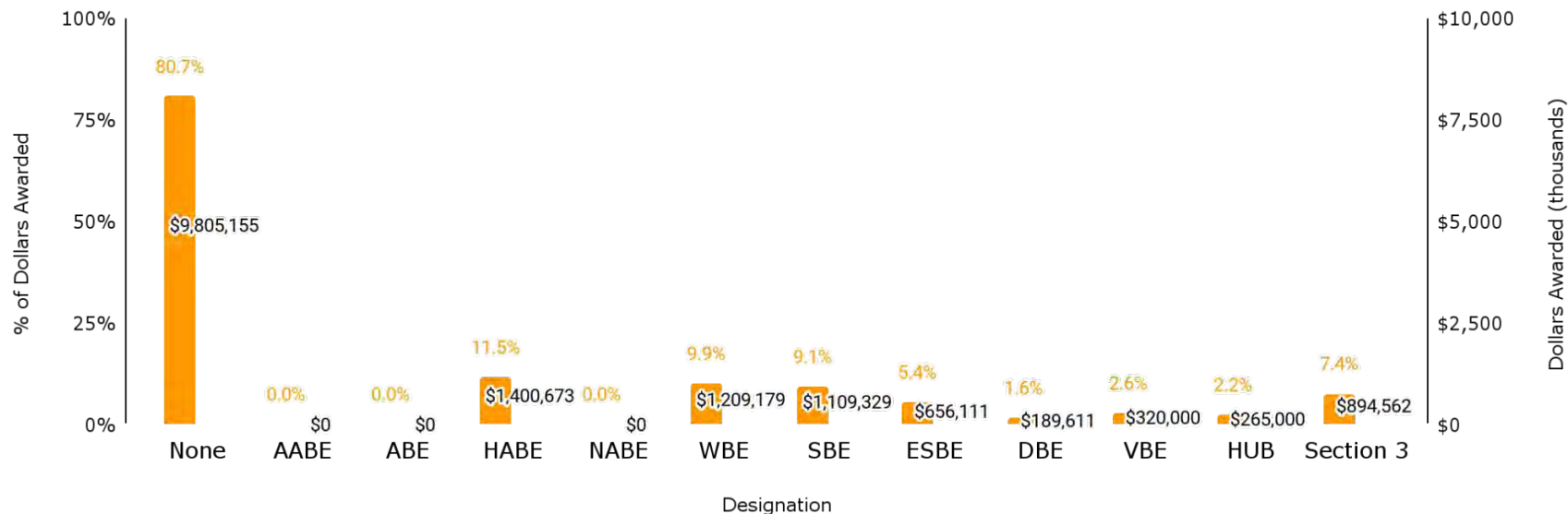
\*Percentages do not total to 100% because responders can have multiple designations.

# RESPONSE OUTCOMES BY DESIGNATION



\*Percentages do not total to 100% because responders can have multiple designations

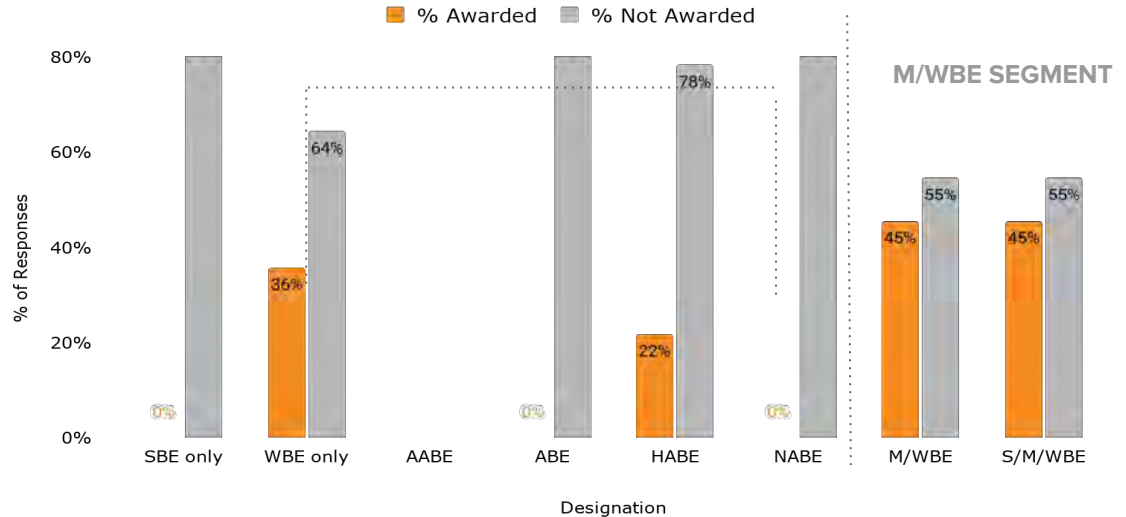
# AWARDED AMOUNT BY DESIGNATION



\*Percentages do not total to 100% because responders can have multiple designations

# RESPONSE OUTCOMES BY S/M/WBE

59% of responses awarded a contract were Small, Minority, and/or Woman Owned Enterprises (S/M/WBE)



\*Percentages do not total to 100% because responders can have multiple designations

# QUESTIONS?



**SAN ANTONIO HOUSING AUTHORITY****August 19, 2021****MEMORANDUM**

To: Board of Commissioners

From: Ed Hinojosa, Jr., President and CEO

Presented by: Thomas Roth, Director of Asset Management

RE: Quarterly Update of Public Housing Capital Projects

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DS  
EHJ

**SUMMARY:**

At the Asset Management meeting held on January 18, 2018, the Board of Commissioners requested quarterly status updates on capital projects contemplated under the Public Housing Five Year Capital Plan. Below is a quarterly status update of projects completed, in process, and under development as of July 31, 2021:

**Completed Projects:****Alazan-Apache (1 unit)****1011 S. Brazos**

The Alazan-Apache rehabilitation project for a fire damaged unit was completed in June 2021 at a cost of \$128,400.00.

**Cross Creek (1 unit)****2818 Austin Hwy.**

The fire rebuild project at the Cross Creek apartment complex unit #704 was substantially completed in June 2021. The project cost: \$75,501.37.

**Fair Avenue (216 units)****1215 Fair Avenue**

The Fair Avenue project for the installation of a fire sprinkler system and alarm system upgrade was completed in May 2021 with a total project cost of \$3,985,775.36. In addition, an elevator upgrade project was completed in December 2020 in the amount of \$33,500.00.

**L.C. Rutledge (66 units)****11301 Roszell**

The L.C. Rutledge roof repair and replacement contract was completed in February 2021 with a projected cost of \$690,059.65.

**Parkview (153 units)****114 Hickman**

The Parkview roof repair and replacement project was completed in February 2021 at a cost of \$2,145,783.73. In addition, the elevators have been repaired at a cost of \$58,500.00. It was completed in July 2021.

**SAN ANTONIO HOUSING AUTHORITY****August 19, 2021****Pin Oak I (50 units)****7190 Oaklawn**

The Pin Oak I elevator repair project was completed in May 2021. Cost of the project was \$24,680.00.

**Victoria Plaza (185 units)****411 Barrera Street**

The elevator repairs at Victoria Plaza were completed in January 2021 with a cost of \$19,928.00. The emergency gas line replacement project was completed in March 2021. The cost of this project was \$73,425.78. Two additional projects have also been completed: 1) mold remediation (\$215,428.64) and 2) underground leak repairs (\$32,507.00). Both projects were completed in March 2021.

**Projects In Process - Capital:****Blanco Apartments (100 units)****906 W Huisache**

The Blanco apartments chiller purchase and installation project is in progress. The completion is scheduled for November 2021 at a projected cost of \$228,277.15.

**Lincoln Heights (338 units)****1315 N. Elmendorf**

The Lincoln Heights remodel of vacant units for ConnectHome Computer Lab and Supportive Offices is scheduled for completion in September 2021 at a projected cost of \$469,405.79.

**T.L. Shaley (66 units)****4827 Pettus**

The unit conversion project at T.L. Shaley has a projected cost of \$92,094.34 with an estimated completion date of September 2021.

**Victoria Plaza (185 units)****411 Barrera Street**

The comprehensive modernization project is in its final stage of completion at Victoria Plaza with an estimated cost of up to \$20,933,757.47. The modernization consists of several concurrent projects to include the following: 1) purchase and installation of cabinets to (\$339,950.00) and 2) an emergency response radio installation (\$69,925.00). Both are to be completed in September 2021. The elevator modernization (\$390,035.00) has an estimated completion date of March 2022.

**Villa Tranchese (201 units)****307 Marshal**

The Villa Tranchese installation of a fire sprinkler system and an alarm system upgrade completion date is TBD due to Covid restrictions. Projected cost is \$2,659,000.00.



**SAN ANTONIO HOUSING AUTHORITY****August 19, 2021****Projects In Process - Energy Performance Contract (EPC II):**

The EPC II project is a combination of various capital improvements as well as energy and water conservation measures across the 34 public housing properties, including high efficient lighting, high efficient plumbing fixtures, solar panels, roofs, windows, HVAC plant upgrades, and bathroom exhaust fans. The project will include 34 public housing developments (various building types) equating to 2,324 dwelling units. The approximate time for completion of this project is one year (October 2021) with a total cost of \$6,618,247.75.

**Projects in Planning:****Cassiano (499 units)****2919 S. Laredo**

Foundation repairs are planned for Cassiano with a budgeted cost of \$200,000.00. Estimated start date is TBD.

**Cross Creek (1 unit)****2818 Austin Hwy.**

Cross Creek Apartments parking lot repair project is estimated at \$120,000.00. Start date TBD.

**Madonna (60 units)****7710 Madonna**

Gas infrastructure and boiler replacement is planned for Madonna. Request for Proposal was posted in May 2021. Estimated start date is October 2021. The estimated cost not to exceed is \$1,045,679.00.

**Mirasol Homes (174 units)****4222 El Paso**

A roof replacement project is planned for the Mirasol Homes properties. Estimated cost is \$1,209,800.00 with a start date TBD.

**Riverside (74 units)****515 Riverside**

Solar power security lighting and wireless security cameras will be installed. The estimated cost is \$127,391.00 and funded by the Safety & Security grant. Estimated start date is October 2021.

**South San (30 units)****2357 W. Southcross Blvd.**

South San drainage repairs are planned with a cost estimate of \$161,200.00. Start date is TBD.

**Villa Veramendi (166 units)****615 Barclay**

Solar power security lighting and wireless security cameras will be installed. The estimated cost is \$122,609.00 and funded by the Safety & Security grant. Estimated start date is October 2021. In addition, a roofing project is also planned with cost and start date TBD.

**PROPOSED ACTION:**

None at this time.

**SAN ANTONIO HOUSING AUTHORITY**

**August 19, 2021**

**FINANCIAL IMPACT:**

Capital projects are being funded by a combination of Capital Fund Program (CFP), Moving to Work (MTW) Funds, Scattered Sites Net Proceeds, EPC II loan proceeds, insurance loss proceeds, Cares Act and available reserves.

**STRATEGIC OUTCOMES:**

Supports all resident focused strategic outcomes.

**ATTACHMENTS:**

Summary Chart

PH Capital Project Status Update - Aug Ops 2021						
<b>Completed</b>						
Property	Description	Funding Source	Board Approved Amount	Final Contract Amount	Completion Date	
Alazan-Apache	Rehabilitation of Fire Damaged Unit	Capital Fund Program, Insurance Proceeds	\$ 155,800.00	\$ 128,400.00	Jun-2021	
Cross Creek	Fire Rebuild Unit #704	Capital Fund Program, Insurance Proceeds	\$ 86,827.00	\$ 75,501.37	Jun-2021	
Fair Avenue	Fire Sprinkler & Alarm Upgrade/Installation	Capital Fund Program	\$ 4,197,500.00	\$ 3,985,775.36	May-2021	
Fair Avenue	Elevator Upgrade	COCC Cares	**	\$ 33,500.00	Dec-2020	
L.C. Rutledge	Roof Repair and Replacement	Capital Fund Program	\$ 720,000.00	\$ 690,059.65	Feb-2021	
Parkview	Roofing, Exterior Panels	Capital Fund Program, COCC Cares	\$ 2,145,783.73	\$ 2,145,783.73	Feb-2021	
Parkview	Elevator Repairs	Capital Fund Program	**	\$ 58,500.00	Jul-2021	
Pin Oak I	Elevator Repairs - Submersible Power Unit	COCC Cares	**	\$ 24,680.00	May-2021	
Victoria Plaza	Elevator Repairs	Scattered Sites Net Proceeds	**	\$ 19,928.00	Jan-2021	
Victoria Plaza	Emergency Gas Line Replacement	Capital Fund Program	**	\$ 73,425.78	Mar-2021	
Victoria Plaza	Mold Remediation	Scattered Sites Net Proceeds	\$ 215,428.64	\$ 215,428.64	Mar-2021	
Victoria Plaza	Underground Leak Repairs	Capital Fund Program	**	\$ 32,507.00	Mar-2021	
<b>Total</b>			<b>\$ 7,521,339.37</b>	<b>\$ 7,483,489.53</b>		
<b>In Progress - Capital</b>						
Property	Project Description	Funding Source	Board Approved Amount	Obligated Amount	Estimated Completion Date	
Blanco	Chiller Equipment and Installation	Capital Fund Program, COCC Cares	\$ 228,277.15	\$ 228,277.15	Nov-2021	
Lincoln Heights	Connect Home - Computer Lab	Capital Fund Program	\$ 539,817.00	\$ 469,405.79	Sep-2021	
T.L. Shaley	Unit Conversion - 829 Rita	Capital Fund Program	\$ 184,330.43	\$ 92,094.34	Sep-2021	
Victoria Plaza	Substantial Rehabilitation	Capital Fund Program, Scattered Sites Net Proceeds, COCC Cares, S8 Cares	\$ 20,934,147.50	\$ 20,933,757.47	Sep-2021	
Victoria Plaza	Purchase and Installation of Cabinets	Capital Fund Program	\$ 339,950.00	\$ 339,950.00	Sep-2021	
Victoria Plaza	Emergency Response Radio System	Capital Fund Program	**	\$ 69,925.00	Sep-2021	
Victoria Plaza	Elevator Modernization	Capital Fund Program	\$ 390,035.00	\$ 390,035.00	Mar-2022	
Villa Tranchese	Fire Sprinkler & Alarm Upgrade/Installation	Capital Fund Program	\$ 3,057,850.00	\$ 2,659,000.00	*TBD	
<b>Total</b>			<b>\$ 25,674,407.08</b>	<b>\$ 25,182,444.75</b>		
<b>In Progress - EPC II</b>						
Property	Project Description	Funding Source	Board Approved Amount	Obligated Amount	Estimated Completion Date	
Various PH Properties	Energy and Water Conservation Measures	Energy Performance Contract (EPC II)	\$ 7,000,000.00	\$ 6,618,247.75	Oct-2021	
<b>Planning</b>						
Property	Project Description	Funding Source	Estimated Contract Amount	Estimated Release of RFP	Estimated Submission Date to Ops	Estimated Start Date
Cassiano	Foundation Repairs	Capital Fund Program	\$ 200,000.00	TBD	TBD	TBD
Cross Creek	Parking Lot Repairs	Capital Fund Program	\$ 120,000.00	TBD	TBD	TBD
Madonna	Gas Infrastructure & Boiler Replacement	Capital Fund Program	\$ 1,045,679.00	May-2021	Aug-2021	Oct-2021
Mirasol Homes	Roofing	Capital Fund Program	\$ 1,209,800.00	TBD	TBD	TBD
Riverside	Solar Power Security Lighting and Wireless Cameras	Safety & Security Grant	\$ 127,391.00	May-July 2021	**	Oct-2021
South San	Drainage Repairs	Capital Fund Program	\$ 161,200.00	TBD	TBD	TBD
Villa Veramendi	Solar Power Security Lighting and Wireless Cameras	Safety & Security Grant	\$ 122,609.00	May-July 2021	**	Oct-2021
Villa Veramendi	Roofing	Capital Fund Program	\$ 950,000.00	TBD	TBD	TBD
<b>Total</b>			<b>\$ 3,936,679.00</b>			
* On Hold Due to COVID Restrictiotns						
** Project cost below Board approval threshold.						

## SAN ANTONIO HOUSING AUTHORITY

August 19, 2021

## MEMORANDUM

**To:** Board of Commissioners

**From:** Ed Hinojosa, Jr., President and CEO

**Presented by:** Kristi Baird, Director of Beacon Communities

**RE:** Beacon Communities Capital Projects

DS  
EHJ

**SUMMARY:****CASTLE POINT:**

The comprehensive rehab of Castle Point Apartments includes roofs, gutters, siding, stairwells, landings, railings, patio enclosures and supports, parking lots, perimeter fencing repairs, and retaining walls. The contract amount is \$5.4M. There have been construction delays related to access to supply stock and weather. The final walk through and project completion are anticipated for September 2021. The capital improvement is currently 99% completed.

The Castle Point Apartments are located at 5320 Blanco Rd. on the city's North Central side near Legacy of Educational Excellence. The community consists of 220 affordable apartments. They are under an Affordable Housing Disposition Program, which requires 44 units to qualify within the income limits of the program at or below 50% of the area median income (AMI) and 33 units to qualify within the income limits at or below 80% of the (AMI). Affordability is additionally maintained by keeping the rental rates lower than market average rates for the immediate area. The current occupancy is 98.63%.

**CHURCHILL ESTATES TOWNHOMES AND ENCANTA VILLA APARTMENTS:**

Completed - After refinancing Burning Tree and Encanta Villa, it was determined that proceeds sharing would be utilized to rehab Churchill Estates Townhomes, as well. This was a rare opportunity to improve an asset that otherwise was not eligible for funding. Projects for each of the three communities were reviewed and prioritized based on operational needs. Another opportunity was realized to scope the projects in-house, due to the non-structural nature of the work to be completed. Construction Services coordinated with Beacon to scope and prioritize the projects. Estimated project costs of \$5.3M. These comprehensive rehabs were completed as two separate contracts, with the Encanta Villa/Churchill contract completed in April 2021.

Encanta Villa Apartments are located at 5300 Encanta on the city's Northeast side near S.T.A.R Soccer Complex. The community consists of 56 affordable apartments. Affordability is additionally maintained by keeping the rental rates lower than market average rates for the immediate area. The current occupancy rate is 91.07%, which reflects recent staffing challenges that have been resolved.

Churchill Estates Townhomes is located at 14121 Churchill Estates on the city's North side near Phil Hardberger Park and Blanco Rd. The community consists of 40, two-story townhomes. Affordability is achieved by keeping the rental rates lower than market average rates for the immediate area. The current occupancy is 97.50%.

**SAN ANTONIO HOUSING AUTHORITY****August 19, 2021****BURNING TREE APARTMENTS:**

The Burning Tree contract is anticipated to kick off this month as they experienced some delays related to the vendor mobilizing locally and unit access concerns revolving around COVID. The contract includes a comprehensive property rehab, new patio enclosures, repainting community buildings, paving and asphalt repairs, installation of new hot water heaters, HVAC systems, kitchen appliances, dumpster enclosures, energy efficient exterior lighting, and window solar screens.

Burning Tree Apartments are located at 14438 Jones Maltsberger Rd. on the city's Northcentral side near the airport and within walking distance to McAllister Park. The community consists of 108 affordable apartments. They are under an Affordable Housing Disposition Program, which requires twenty-two units to qualify within the income limits of the program at or below 50% of the area median income (AMI) and sixteen units to qualify within the income limits at or below 80% of the (AMI). Affordability is additionally maintained by keeping the rental rates lower than market average rates for the immediate area. The current occupancy is 95.37%.

**LA PROVIDENCIA:**

The comprehensive plan includes roofs, gutters, siding, stairwells, landings, railings, patio enclosures and supports, parking lot, and perimeter fencing repairs. The estimated budget is \$2.7M with an estimated completion in October 2021. The capital work is 74% completed with significant improvements to the exterior appearance of the community having already been completed.

The La Providencia Apartments are located at 2525 Castroville Rd. on the city's Westside near Nelson Wolff Municipal Stadium. The community consists of 90 affordable apartments. Affordability is maintained by keeping the rental rates lower than market average rates for the immediate area. Additional affordability via a low income bond as required for the refinance requires 50% of the units to be rented at 80% AMI. The current occupancy is 96.66%.

**PECAN HILL:**

The capital investment design plan includes sewer, site drainage, and tree plan. These projects are the initial response to the foundation, which is heaving due to the failing sewer systems. The engineering study recommended we address the plumbing and site drainage concerns and follow up with foundation tracking to monitor settling. The estimated budget is \$800K with an estimated completion date in October 2021. Additional work is being completed to address dislodged stucco and a leaking exterior wall with estimated repairs of \$90K. The capital improvement is currently 76% completed.

The Pecan Hill Apartments are located at 1600 W. Lawndale on the city's Northcentral side near the airport. The community consists of 100 affordable apartments. They are under a Project Based Assistance (PBA) program, which calculates rent at 30% of the resident's adjusted income. The current occupancy rate is 95%.

**SUNSHINE PLAZA:**

The comprehensive design plan includes windows, doors, HVAC, exterior repairs to stucco, walkways, lighting, and complete elevator rehabilitation. The estimated budget is \$2.6M with a completion estimated in October 2021. The capital improvement is currently 13% completed.

**SAN ANTONIO HOUSING AUTHORITY****August 19, 2021**

The Sunshine Plaza Apartments are located at 455 E. Sunshine Dr. on the city's Northwest side near the Medical Center Area. The community consists of 100 affordable apartments. They are under a Project Based Assistance (PBA) program, which calculates rent at 30% of the resident's adjusted income. The current occupancy rate is 100%.

**WOODHILL APARTMENTS:**

Completed - Demo/Rehab - Management demolished Buildings 23 and 24, due to deteriorated and unsafe conditions and proceeded with the design of the redevelopment of building 24 from a four-unit to an eight-unit building to prevent a net unit number loss. The contract cost was \$596K and construction was completed in May 2021.

The Woodhill Apartments are located at 4909 Woodstone on the city's Northwest side of town near Shavano Park. The community consists of 532 affordable apartments. They are under a bond program, which requires residents and applicants to qualify within the income limits of the program and 50% of all residents must have an income at or below 80% of the area median income (AMI) and be receiving subsidy. Affordability is additionally maintained by keeping the rental rates lower than market average rates for the immediate area. The current occupancy is 81.83%, due to the recent transition of management we anticipate improvement once the property operations stabilize.

**PROPOSED ACTION:**

None at this time.

**FINANCIAL IMPACT:**

The financial impact is included in each community capital project update above and is supported by each property on its own, where applicable.

**STRATEGIC OUTCOMES:**

Supports all resident focused strategic outcomes.

**ATTACHMENTS:**

Presentation



# Beacon Capital Projects Review

Before and After Photos  
August 19, 2021

# CASTLE POINT

2





# CHURCHILL ESTATES

3

Churchill Estates



# ENCANTA

4

BEFORE



AFTER



# PECAN HILL

## In Progress

5





# WOODHILL

6



# BEFORE PICTURES OF PROPERTIES IN PROGRESS

Construction to Begin

7

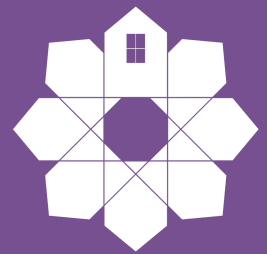


Burning Tree



Sunshine Plaza





**SAHA**  
SAN ANTONIO  
HOUSING AUTHORITY  
Opportunity Lives Here



# FHP QUARTERLY UPDATE REPORT

**Fiscal Year 2020–21**

**Q4: April–June 2021**

# FHP WAITLIST REPORT

## HOUSING CHOICE VOUCHER WAITLIST

# 4,617

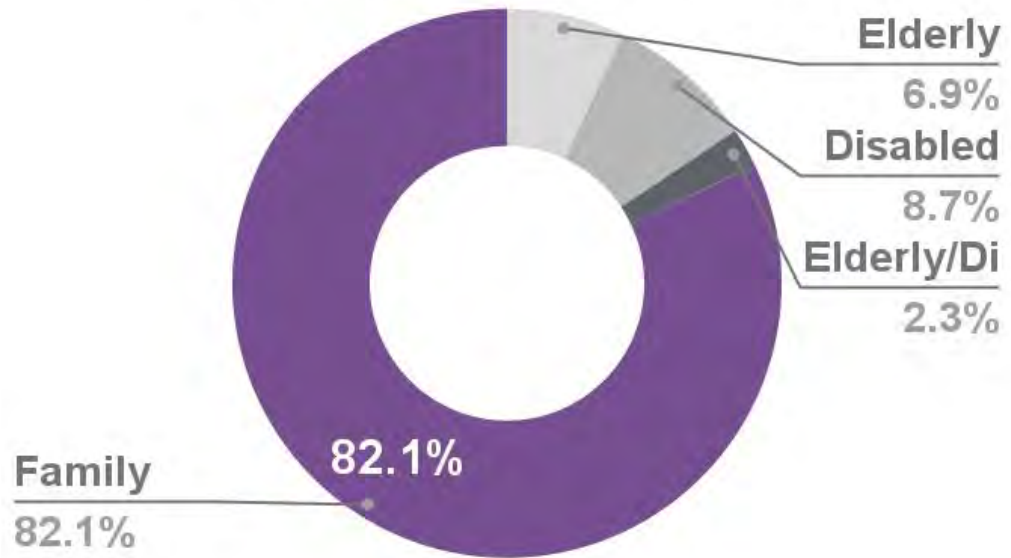
Total Number of Applicants on Waitlist

# 591

Total Number of Applicants Selected

# 1,451

Total Number of Applicants Removed from Waitlist



### TOP REASONS FOR REMOVAL

Expired Voucher

No Response

Expired RAD-10 (Request for Additional Documentation - 10 Days)

### LEASE-UP SUCCESS RATE

The lease-up success rate was previously measured from the time a family was pulled from the waitlist to when they leased up, and is now being gauged from the time of the family's voucher issuance to lease-up.

# 14.0%

# FHP WAITLIST REPORT

## PUBLIC HOUSING WAITLIST

# 42,437

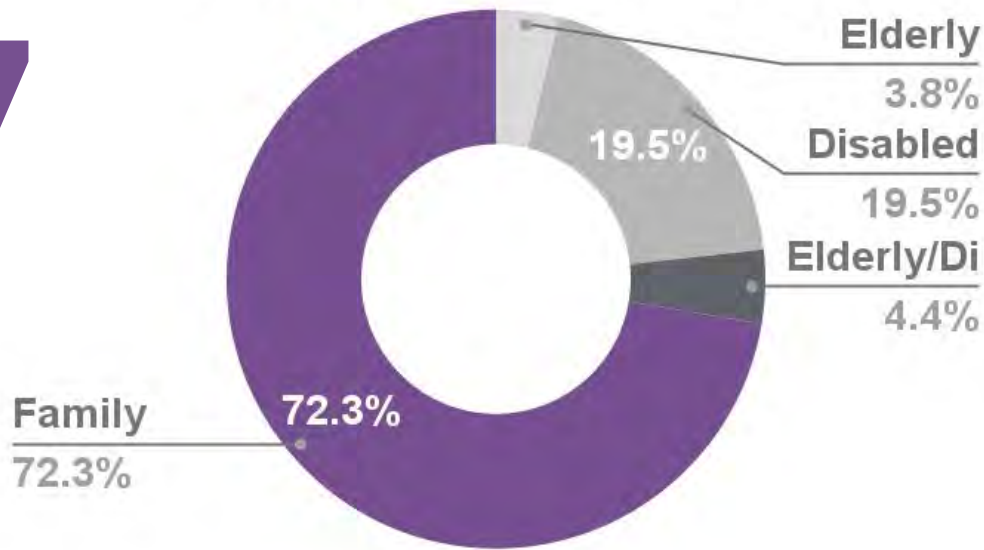
Total Number of  
Applicants on Waitlist

# 1,662

Total Number of  
Applicants Selected

# 1,380

Total Number of  
Applicants Removed  
from Waitlist



### TOP REASONS FOR REMOVAL

No Response

Letter Returned Undeliverable

Applicant Requested

### LEASE-UP SUCCESS RATE

The lease-up success rate for Public Housing increased from 3.1% in FY21-Q3.

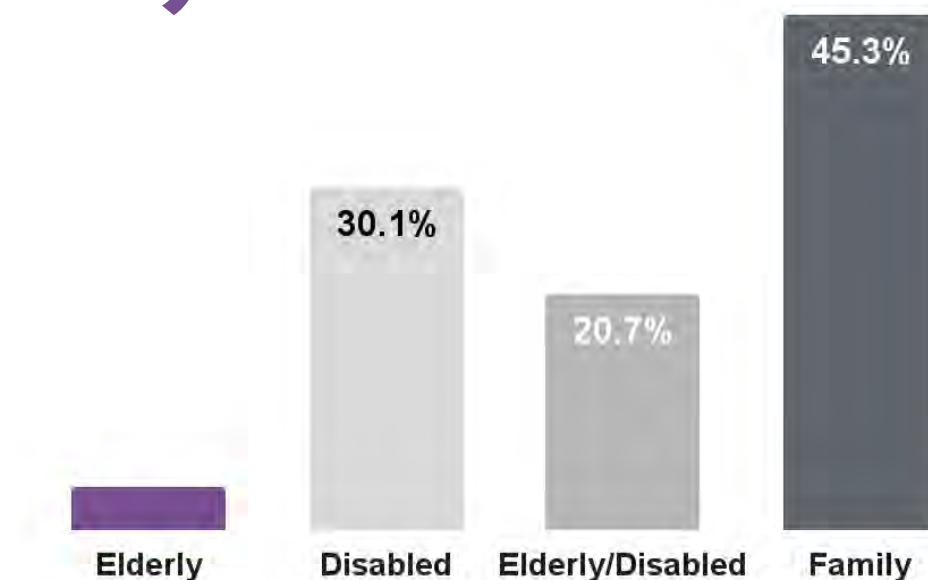
# 3.9%



# FHP DEMOGRAPHICS REPORT

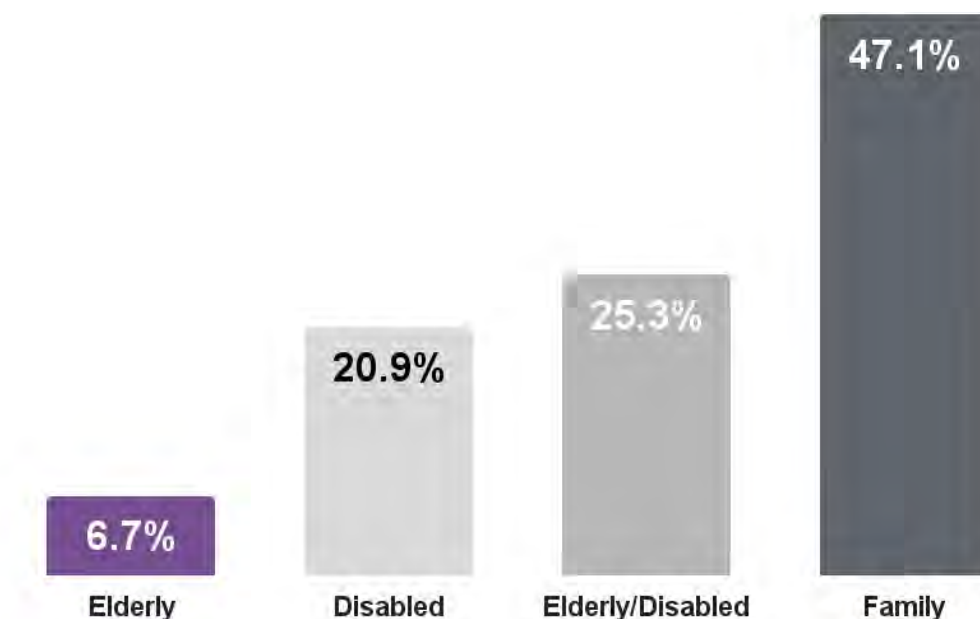
## ASSISTED HOUSING PROGRAMS

**12,454** Total Number of Families in AHP



## PUBLIC HOUSING PROGRAM

**5,581** Total Number of Families in PH

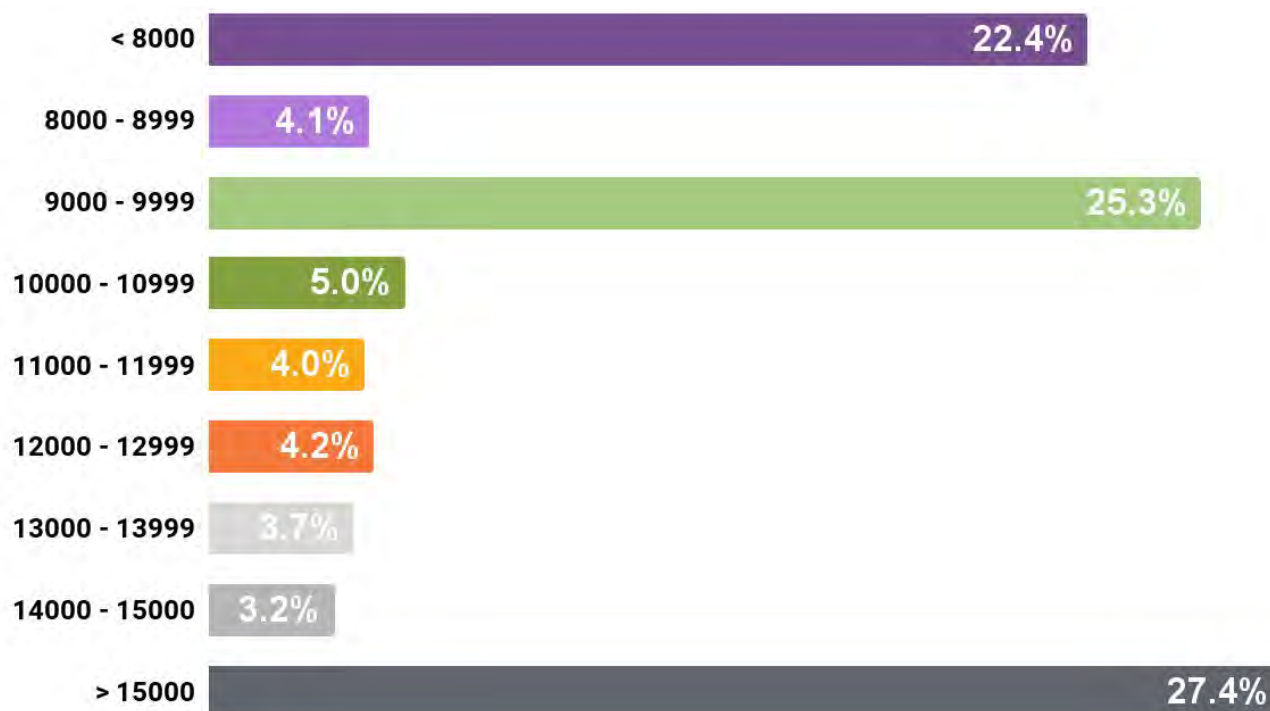


# FHP INCOME REPORT

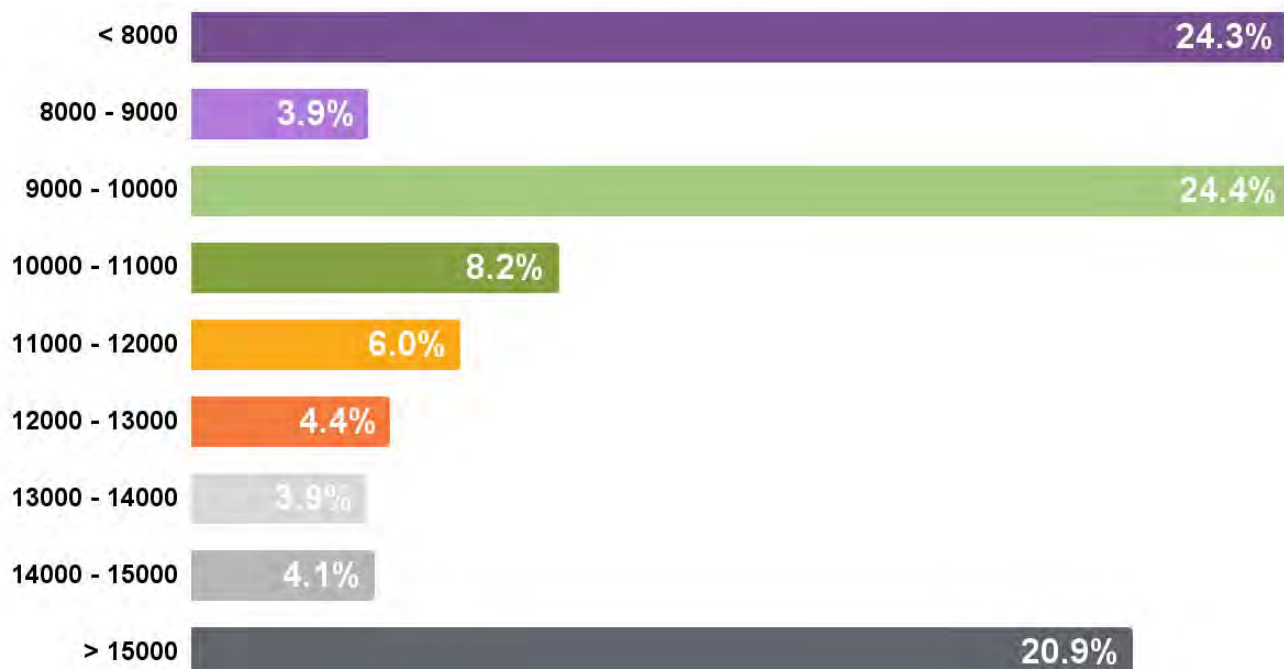
# \$9,915

## FHP MEDIAN GROSS INCOME

### AHP PERCENTAGE OF HOUSEHOLDS BY GROSS INCOME



### PH PERCENTAGE OF HOUSEHOLDS BY GROSS INCOME



# AHP UTILIZATION REPORT

## ACC\* UTILIZATION

# 90.1%

Units Available per ACC: 13,140



MONTH	APR	MAY	JUN
UNITS LEASED	11,928	11,850	11,726
PERCENTAGE	90.8%	90.2%	89.2%

## MTW UTILIZATION

# 96.7%

Units Available per MTW: 12,240



MONTH	APR	MAY	JUN
UNITS LEASED	11,928	11,850	11,718
PERCENTAGE	97.5%	96.8%	95.7%

\*Units available under the Annual Contributions Contract (ACC) reflect the number of vouchers available for leasing under HUD's funding commitment to the housing choice voucher program. Units available under the MTW baseline reflect the number of vouchers the Agency is obligated to serve under its MTW agreement. As an MTW Agency, SAHA is authorized to utilize HUD funding under the ACC for HUD approved non-leasing activities that support MTW initiatives.

# PH OCCUPANCY REPORT

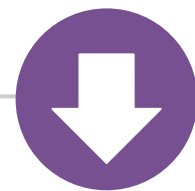
**AVERAGE  
OCCUPANCY RATE  
96.0%**



MONTH	APR	MAY	JUN
UNITS LEASED	5,805	5,796	5,782
UNITS AVAILABLE	6,036	6,036	6,030
PERCENTAGE	96.2%	96.0%	95.9%

## AVERAGE NUMBER OF VACANCIES

The average number of vacancies decreased from 251 in FY21-Q3.



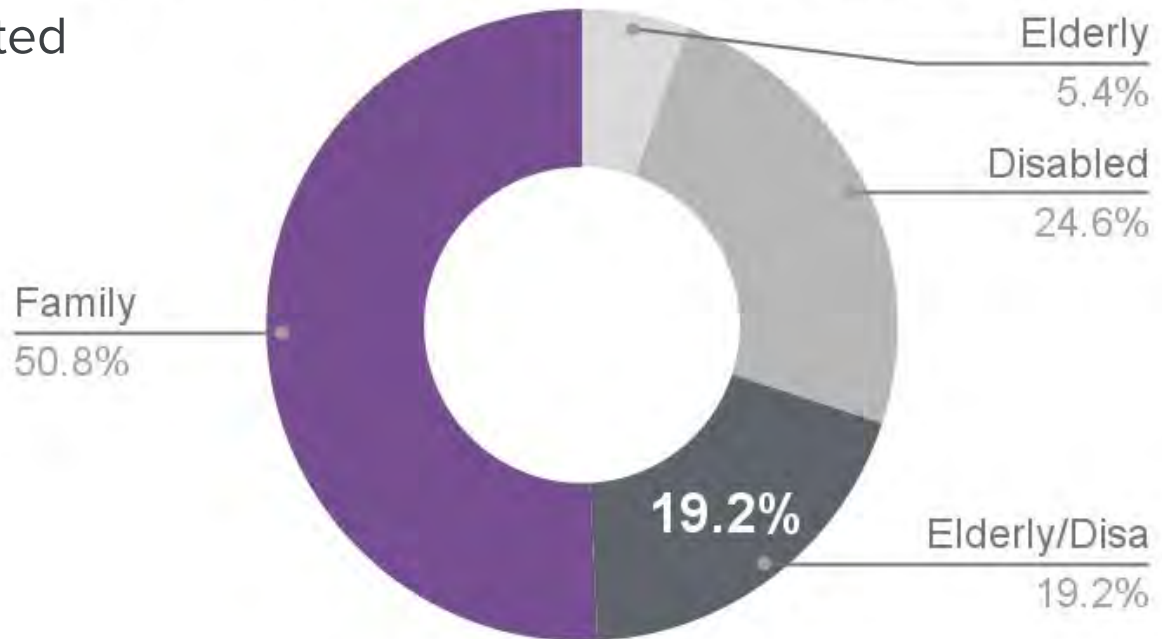
**249**

# FHP PROGRAM EXITS REPORT

## HOUSING CHOICE VOUCHER EXITS

Total Number of  
AHP Clients Exited

# 313



## TOP EXIT REASONS

End of Participation (EOP): 24.0%

Deceased: 15.3%

Expired Voucher: 13.7%

# 7 Years

Average Tenure  
of Clients Exited

# FHP PROGRAM EXITS REPORT

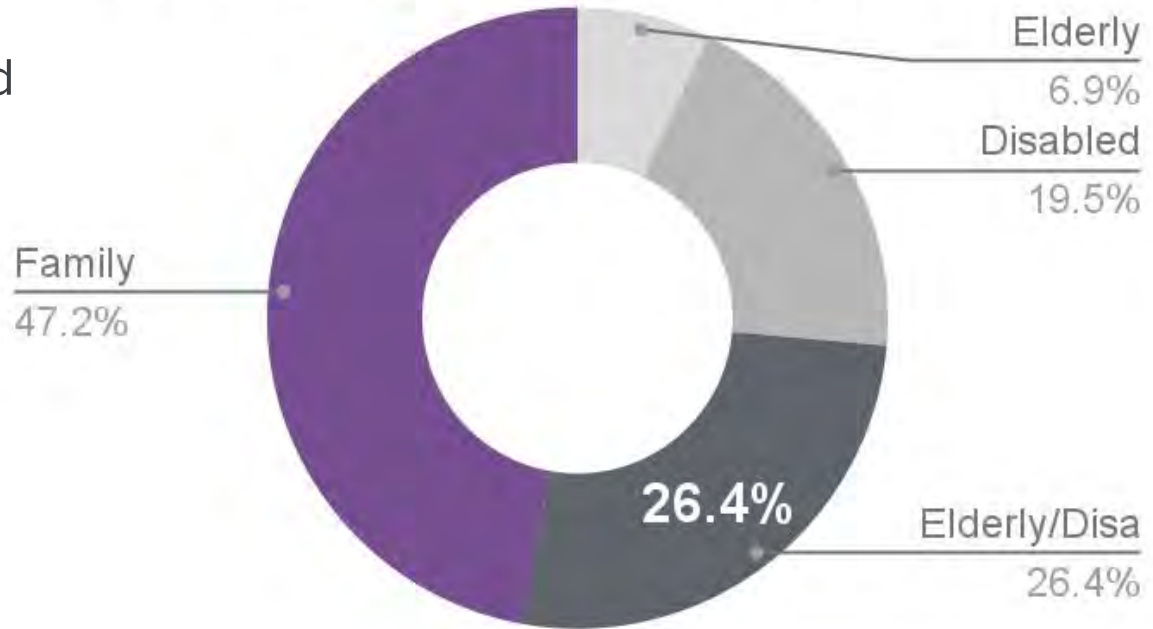
## PUBLIC HOUSING EXITS

Total Number of  
PH Clients Exited

**159**

Evictions  
Through Court

**14**



### TOP EXIT REASONS

Moved With No Reason Provided: 20.1%

Abandoned Unit: 15.1%

Deceased: 15.1%

**4 Years**

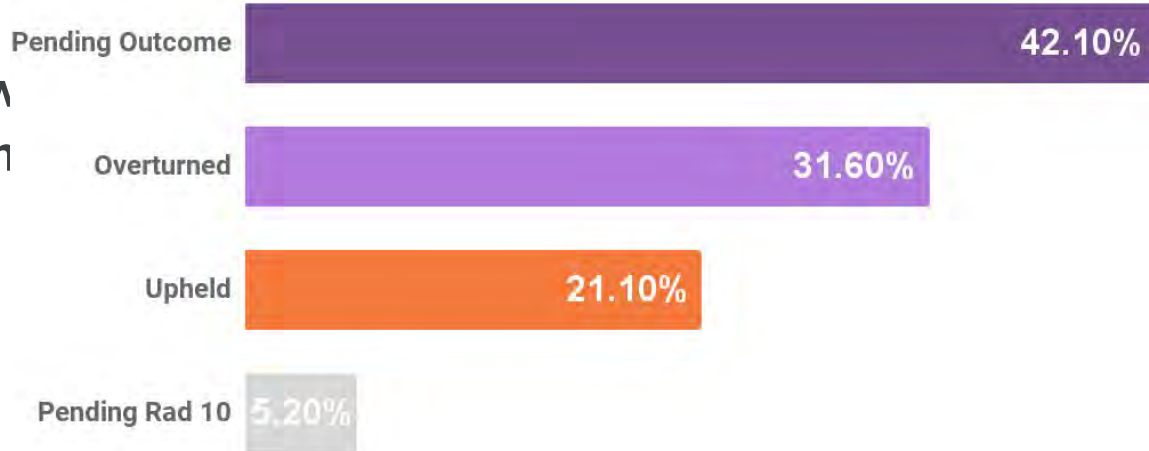
Average Tenure  
of Clients Exited

# FHP INFORMAL REVIEW/HEARING REPORT

## HOUSING CHOICE VOUCHER PROGRAM

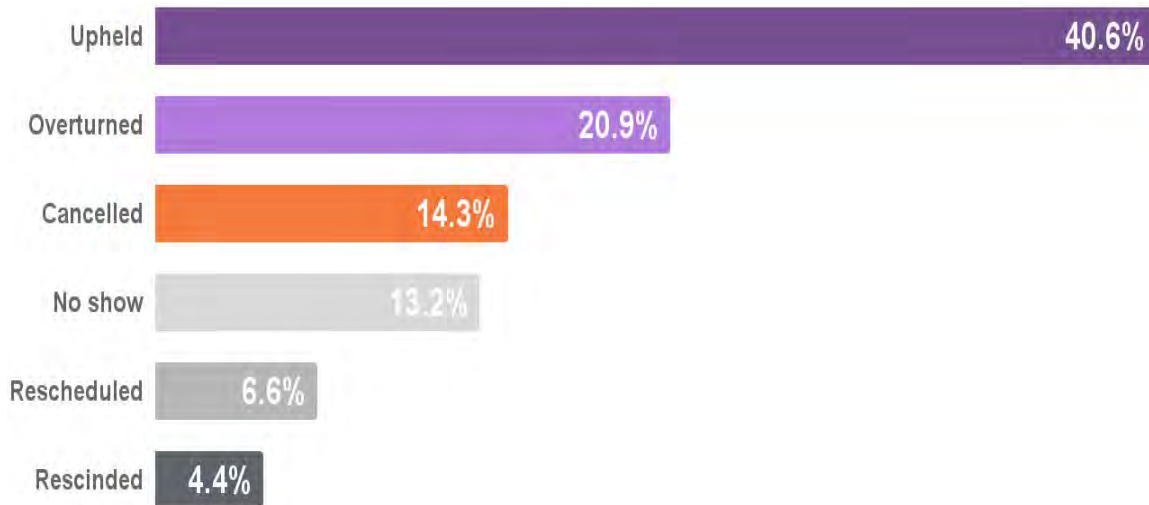
**Total Number of  
AHP Applicants who  
Requested Informal  
Review**

**19**



**Total Number of  
AHP Participants  
who Requested  
Informal Hearing**

**91**



### Top Reasons for Informal Review (Applicants)

**Expired Voucher: 42.1%**

**Criminal History: 21.1%**

**Expired RAD-10: 15.8%**

### Top Reasons for Informal Hearing (Participants)

**Expired Voucher: 52.7%**

**Lease Violations: 13.2%**

**Fraud: 9.9%**

# FHP INFORMAL REVIEW/HEARING REPORT

## PUBLIC HOUSING PROGRAM

**Total Number of  
PH *Applicants*  
who Requested  
Informal Hearing**

**1**

Upheld

100.0%

**Total Number of  
PH *Residents* who  
Requested  
Informal Hearing**

**18**

Rescheduled

50.0%

Upheld

44.4%

Cancelled

5.6%

### Top Reasons for Informal Hearing (*Applicants*)

**No Response: 100.0%**

### Top Reasons for Informal Hearing (*Residents*)

**Dispute Charges: 50.0%**

**Transfer List Withdrawal: 27.8%**

**Denial of COFC (Change of Family Composition): 11.1%**



# SAFMR REPORT

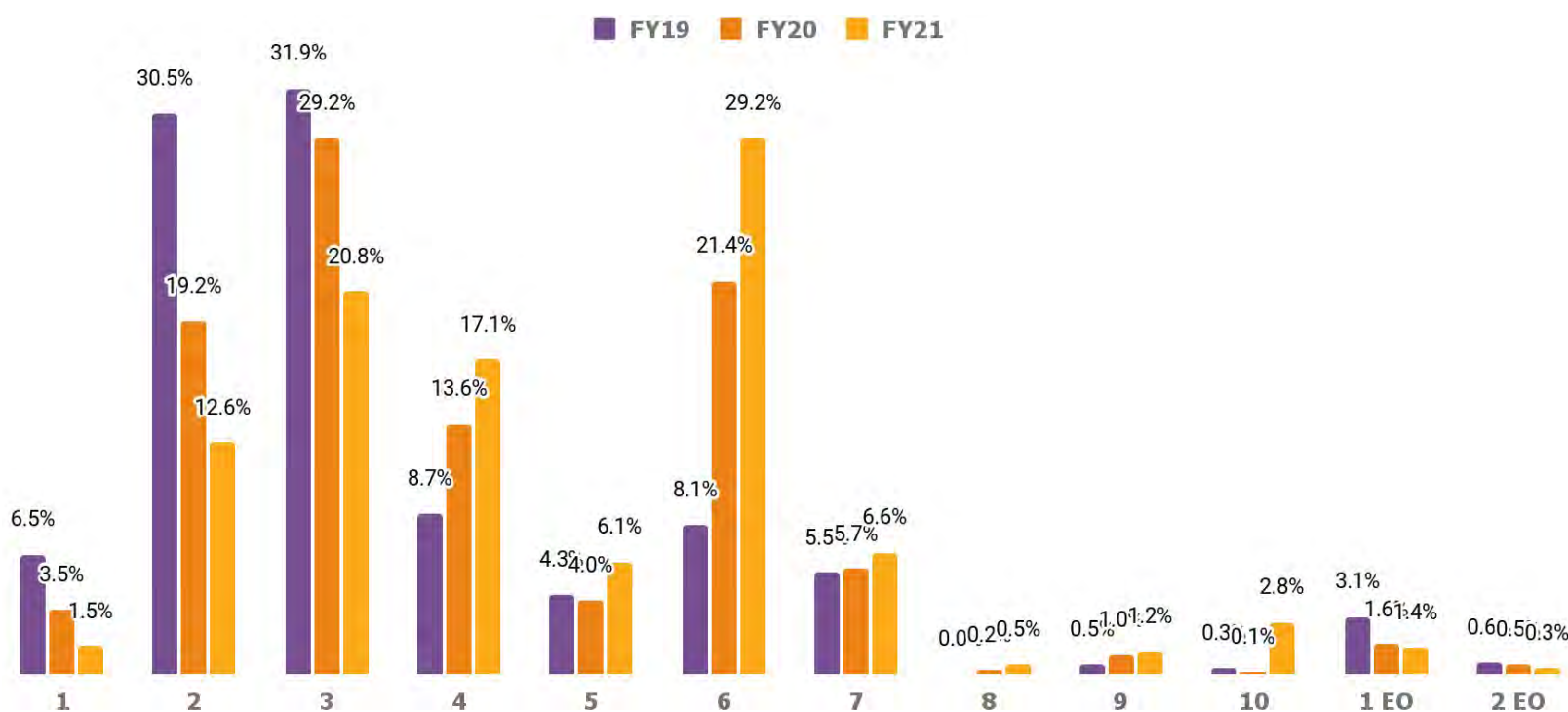
## MTW SAFMR

	FY20	FY21
<b>Average HAP</b>	\$621.06	\$629.28
<b>Average Contract Rent</b>	\$869.53	\$887.84

SAHA's implementation of Small Area Fair Market Rents (SAFMRs) breaks up area zip codes into 10 groups to reflect local neighborhood rental markets. This methodology advances SAHA's long-term goal of providing families with the opportunity to move to their preferred neighborhoods.

## New Admissions

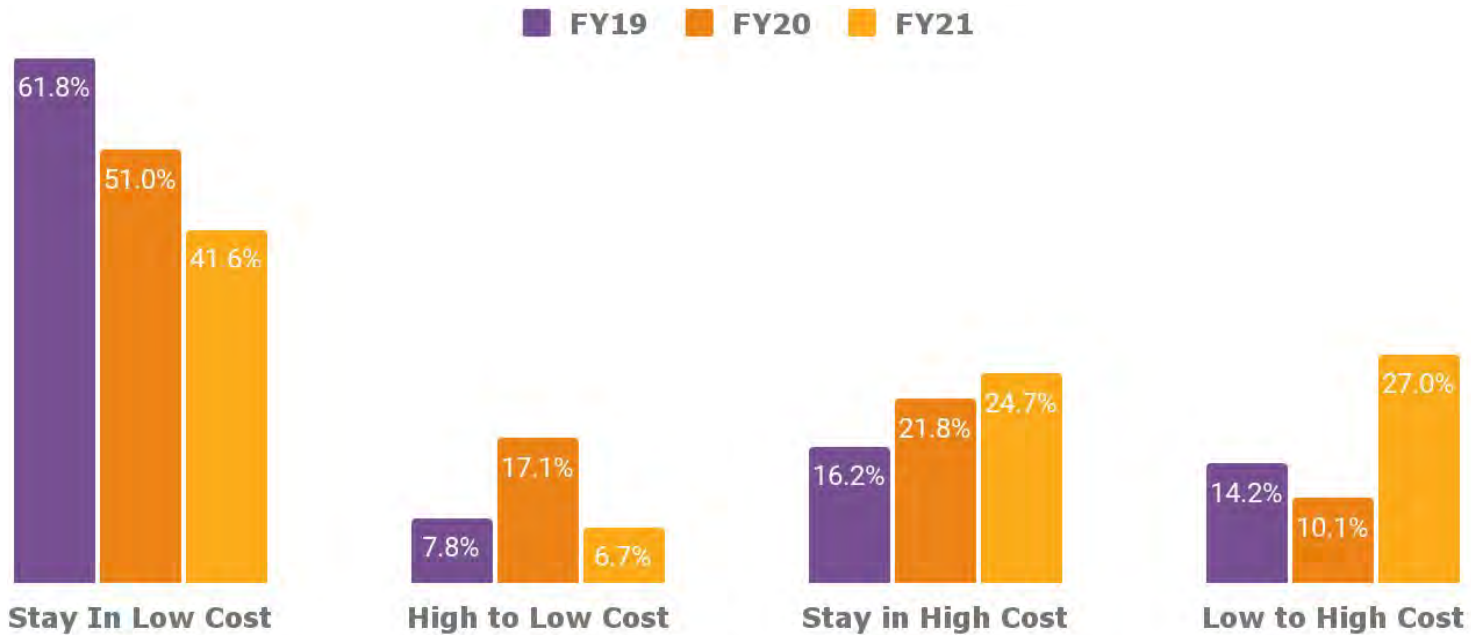
The graph below shows a comparison of new admissions between FY19, FY20, and FY21 by Groups. In FY21, there were a total of 668 new admissions.



# SAFMR REPORT

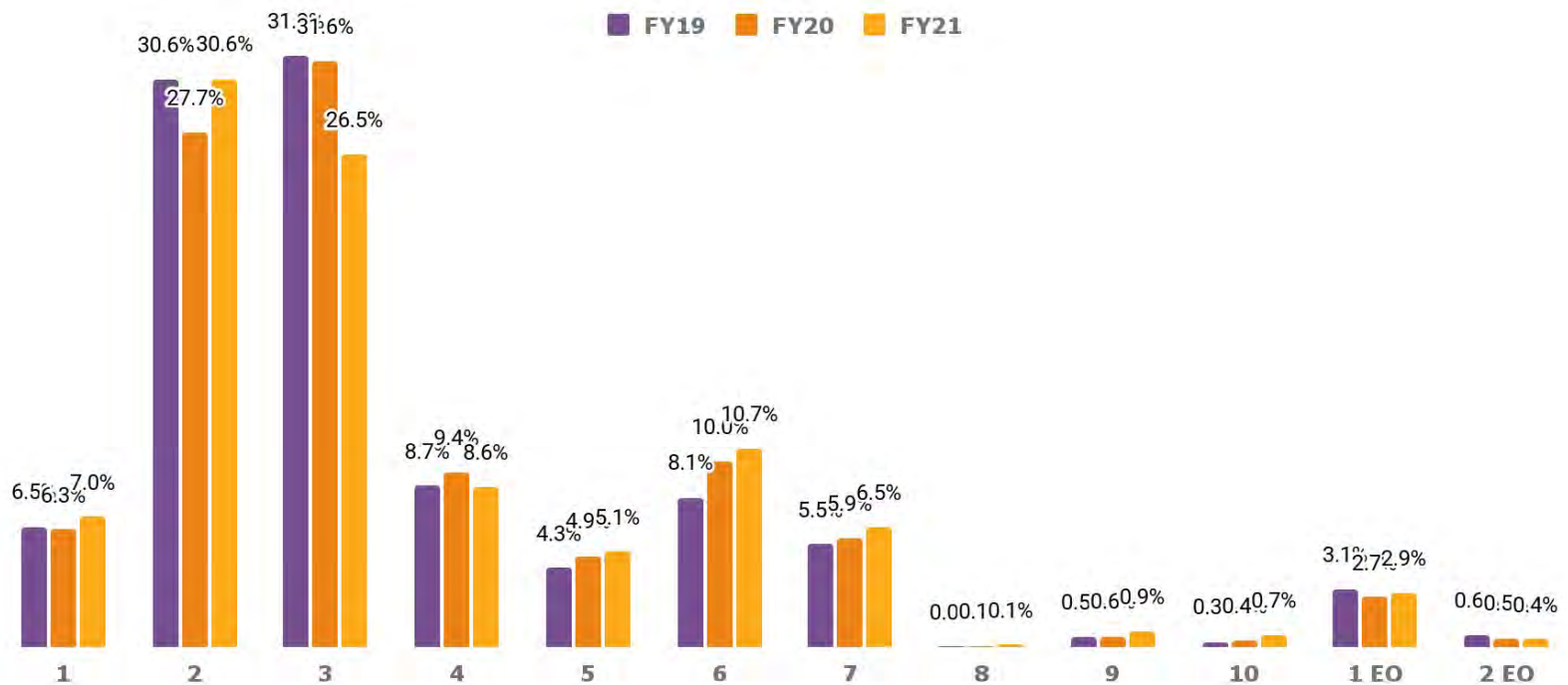
## Moves

The graph below shows a comparison of the geographic distribution of moving families between low-cost and high-cost neighborhoods. In FY21, there were a total of 1,231 moving families.



## In Place

The chart below shows a comparison of in-place families by Groups. In FY21, there were a total of 6,201 families that stayed in place (did not move).



# PH RENT PAYMENTS

**SAHA has continually communicated with Public Housing residents through various methods to inform them that SAHA is not evicting at this time, due to non-payment of rent, *although rent is still due each month.***

**Staff are taking every opportunity to update residents' income to lower their rent payment, if they have experienced any income decreases or hardships, and are also assisting residents in setting up new repayment agreements to make payments toward debt over extended periods of time.**

## RENT PAYMENT STATUSES

Through staff efforts to communicate all rent payment options to residents, and checking continually to assist with any issues paying back rent and avoiding future debt, we have seen an improvement in the overall number of residents who are able to pay their rent or other charges.

- From July 2020 to May 2021, an estimated average of **73%** of residents were able to make their monthly rent payments.
- As of April 2021, that estimated average increased to **77%**.
- As of July 7, SAHA **credited outstanding resident maintenance charges that were incurred during COVID-19** to alleviate some of the balance a resident may owe.
- Staff are **continuing to offer repayment agreements with extended time periods** and reaching out to residents for assistance.

# AHP STAFF TRAINING COMPLETED

**Below is the number of AHP staff certifications completed to date and the percentage of staff who have completed these certifications. New employees and vacancies are not included.**

**Certifications completed by AHP Operations staff such as Managers, Asst. Managers and Housing Assistance Specialists.**

Fair Housing & Reasonable Accommodation Certification	<b>23</b>	<b>(88%)</b>
SAHA Leadership Program (optional)	<b>12</b>	<b>(46%)</b>
HCV Financial Management Specialist Certification	<b>5</b>	<b>(19%)</b>
HCV Program Management Certification	<b>4</b>	<b>(15%)</b>

**Certifications completed by Inspections staff such as Managers, Quality Control (QC) Inspectors and Inspectors.**

HQS Certification	<b>15</b>	<b>(100%)</b>
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**Additional certifications completed by both Operations and Inspections.**

HCV Specialist Certification	<b>25</b>	<b>(61%)</b>
Rent Calculation Certification - AHP (optional)	<b>5</b>	<b>(12%)</b>
HCV Executive Management Certification	<b>8</b>	<b>(20%)</b>

# PH STAFF TRAINING

**Below is the number of PH staff certifications completed to date and the percentage of staff who have completed these certifications. New employees and vacancies are not included.**

**Certifications completed by PH Operations staff such as Community Managers, Asst. Community Managers, and Client Services Specialists.**

PH Specialist Certification	<b>27</b>	<b>(87%)</b>
PH Management Certification	<b>22</b>	<b>(81%)</b>
Rent Calculation Certification - PH (optional)	<b>12</b>	<b>(36%)</b>

**Certifications completed by Maintenance staff such as Maintenance Superintendents, Maintenance Supervisors, Maintenance Technicians.**

Certificate for Apartment Maintenance Technicians (CAMT)	<b>34</b>	<b>(68%)</b>
Gas Operator Certification	<b>23</b>	<b>(46%)</b>
Electrical Maintenance Technician Certification (EMT)	<b>59</b>	<b>(100%)</b>

**Additional certifications completed by both Operations and Maintenance.**

Fair Housing & Reasonable Accommodation Certification	<b>40</b>	<b>(35%)</b>
SAHA Leadership Program (optional)	<b>17</b>	<b>(15%)</b>

# FY21 DEPARTMENT TRAINING

**Below is a recap of the various department-wide training courses administered or coordinated by the Operations Support Department during FY21, excluding the REAC Training for PH Maintenance staff coordinated by the Maintenance Analyst and Maintenance Superintendents.**

## **Federal Housing Programs**

- Sexual Harassment - Education and Prevention
- VAWA Training
- Telework Training
- Security Awareness Training
- Customer Service Training: People are Stressed
- Introduction to Fair Housing by Fair Housing Council of Greater San Antonio
- FY21-22 Policy & Procedure Updates

## **Assisted Housing Programs**

- Digital Client Files Training
- Emergency Housing Vouchers Training
- Enhanced Vouchers Training

## **Public Housing Programs**

- DocuSign Training
- Recertifications Refresher Training
- Real Estate Assessment Center (REAC) Training

# NEW HIRE TRAINING

## ASSISTED HOUSING PROGRAMS

Below are the numbers of individuals who went through Housing Assistance Specialist (HAS) New Hire Training per FY21 quarter. Note that training started back up in Q2 of FY21 due to the hiring freeze in effect during Q1.

**Q2****7****Q3****9****Q4****7**

## PUBLIC HOUSING PROGRAM

Operations Support has a new hire training curriculum in progress that will be used to onboard new Client Services Specialists (CSS) in Public Housing. As of this report, multiple new materials have been created for the curriculum and a trial of the curriculum is anticipated to take place in the next six months. In the interim, a basic training has been created for PH staff to reference when onboarding new CSS staff.

# ON THE HORIZON

## HCV WAITLIST OPENING

- Anticipated opening in September 2021
- Waitlist will be open for 15 calendar days
- After waitlist closure, applications will be assigned a random number
- Applications assigned 1-15,000 will be placed onto the waitlist
- Email addresses will be required of all applicants
  - Partnering with community agencies to assist applicants with creation of email addresses and submitting applications
- Rapid notification of waitlist status will be provided to applicants through email

## ANTICIPATED TRAINING

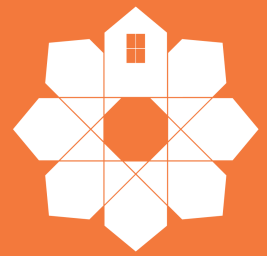
**Below are training topics estimated to be presented to staff during FY22-Q1.**

- Check Run, Abatements, Adjustments, Payment Holds (AHP Operations)
- Reasonable Accommodation Procedures (All Staff)
- Rent Calculation Refresher (FHP Operations)
- Continuing Customer Service and Working-from-Home (All Staff)
- Trauma Informed Care (All Staff)

## OTHER PROGRAM UPDATES

- Establishing PH Eligibility Team at Central Office
- Implementing a formal process for Informal Conferences at PH properties prior to an Informal Hearing
- Updating Internal Audit Quality Control procedures for AHP and PH
- Working on Electronic Recertification process for AHP and PH
- Updating lobby queuing systems to allow for text check-in and more





**SAHA**  
SAN ANTONIO  
HOUSING AUTHORITY  
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# FHP CLIENT SERVICES REPORT

**Fiscal Year 2020–21**

**Q3-Q4: January – June 2021**

# FHP SUMMARY REPORT

The Semiannual Client Services Report includes inquiries from Public Housing (PH) residents, Assisted Housing Programs (AHP) families and landlords, and applicants to both programs. This report provides a breakdown of inquiries, received from the months of January 2021 through June 2021, to the Federal Housing Programs (FHP) Client Services team.

## 30,501

Total Number of  
FHP Calls Received

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## 3,493

Total Number of  
FHP Emails Received

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## 8,589

Total Number of FHP  
Voicemails Received  
(option when wait  
times are high)

### COVID-19 IMPACT

The number of calls received continues to be extremely high as SAHA's offices are closed. There are currently eight staff members providing guidance and support to residents: four in the lobby and four on phones.

### SERVICE LOG

Client Services staff submit all transaction information manually through a data collection log. Staff used these numbers, in conjunction with reporting provided by our RingCentral phone system, to obtain the numbers noted in this report.

# FHP APPLICANT INQUIRIES

**11,031** **Total Number of Applicant Inquiries**

The highest number of inquiries received in the call center came from applicants requesting their status on the waitlist. Those inquiries made up more than half of the overall calls received from applicants during this period.

## TOP INQUIRIES

1	Waitlist Status	5,773
2	Program Information	2,121
3	Submit New Application/Re-apply	599

## OVERVIEW

Staff have continued to receive calls from families affected by the pandemic who were reaching out to SAHA for program information. The Call Center received 1,047 more calls inquiring about applications than the previous reporting period. Residents have continued to inquire about their recertifications to confirm when they are due, ensure they provide necessary information, and that their paperwork has been received by SAHA.

# ASSISTED HOUSING PROGRAMS

## TOP INQUIRIES

# 30,313

**Total Number of  
AHP Inquiries**

## TOP INQUIRIES

1	Recertification	3,137
2	Inspection Status	1,905
3	Requests to Move	1,674

## OVERVIEW

The number of calls inquiring inspection status information increased when physical inspections resumed on April 4, 2021. Many residents new to the AHP Program who were eligible for first-time vouchers called to inquire if their unit passed inspection in anticipation of moving into their new unit. Residents who were previously avoiding a move due to the pandemic have called to inquire about moving now that more businesses are reopening.

# PUBLIC HOUSING

## TOP INQUIRIES

# 1,363

**Total Number of PH  
Inquiries**

## HIGHEST NUMBER OF INQUIRIES

**1** Alazan   **2** Cassiano   **3** Lincoln Heights

## TOP INQUIRIES

<b>1</b>	<b>Transfer/Request Status</b>	<b>146</b>
<b>2</b>	<b>Maintenance/Work Orders</b>	<b>139</b>
<b>3</b>	<b>Rent Payments</b>	<b>111</b>

## OVERVIEW

The winter storm during the week of February 15, 2021 was responsible for major unit issues and repairs needed at several Public Housing communities. Maintenance staff continue to focus on work orders submitted by residents and resolving leftover issues. Residents who requested help applying for various rental assistance programs were connected directly with their property staff to obtain leasing information that agencies requested.



# UPDATES REGARDING COVID-19

## FEDERAL HOUSING PROGRAMS

- The FHP lobby re-opened on June 14, 2021. Notices were mailed to residents advising them that staff would be available to answer questions and seeing scheduled, in-person appointments on a case-by-case basis would begin.
- A total of 299 walk-in inquiries were received the last two weeks of June.
- AHP and PH residents were mailed letters advising them to use the drop box available outside the FHP lobby at 820 S. Flores St., 78204 to submit any paperwork.

## ASSISTED HOUSING PROGRAMS

- Final Rent Change Notices were requested most by residents to provide proof that they are receiving housing assistance to secure additional resources offered by other agencies.
- The CS Team is working to establish a balance to support all AHP and PH residents as requests in the lobby have increased and the number of incoming calls remains high.
- 2,355 of the total 3,493 emails received in Q4 were from SAHA-partnered landlords/owners.
- 57 VAWA cases were reported during this time. CS management addressed these cases to ensure proper help was provided.

# UPDATES REGARDING COVID-19

## PUBLIC HOUSING

- CS staff received requests for transfers due to emergency situations surrounding major unit issues, medical reasons, and changes in health conditions.
- A total of 40 emergency transfers were completed due to VAWA.
- Residents continue to call for rental assistance and are connected with COSA for their rental assistance programs.
- Residents who qualified for additional rental assistance from other organizations have reached out to CS staff to ask for assistance completing required forms and were connected to property staff if additional help was needed.

# FUTURE IMPROVEMENTS

**Staff are investigating the following possibilities for improvements to delivery of customer service:**

## **LOBBY SOFTWARE**

Staff are currently analyzing lobby software to potentially allow for text message appointment reminders and other important messages from the Assisted Housing Programs (AHP) lobby. Additionally, staff are reviewing options for implementing automated processes for staff notifications and providing guest badges through kiosks.

## **RINGCENTRAL DASHBOARD**

Although RingCentral has streamlined some interactions and processes, the reporting capabilities remain limited, so the Client Services team must continue manually tracking data to ensure numbers reported are accurate. Staff are continually working with RingCentral to improve reporting in order to establish a dashboard with data reporting features.



			Est Closing						Income Mix						
Project Name	District	Developer	Financing	Date	TotalDevCost		# Units	PH	30%	40%	50%	60%	70%	80%	Market
Financing Closed (under Construction)															
1604 Lofts	D2	NRP	4% Tax Credits & Bonds	Closed	\$56,663,651		324		33		0	224		67	0
Aspire at Tampico*	D5	Mission DG	4% Tax Credits & Bonds	Closed	\$34,115,710		200		9	10	18	70	20	9	64
Trader Flats (The Scott)	D4	NRP	4% Tax Credits & Bonds	Closed	\$55,753,169		324		33		0	224		67	0
Artisan at Ruiz	D1	Franklin	9% Tax Credits	Closed	\$21,165,791		102		11		41	50		0	0
Majestic Ranch	D7	Hogan	4% Tax Credits & Bonds	Closed	\$46,084,260		288		0		0	288		0	0
Culebra Crossing	D6	Lynd	HUD 221(d)(4)	Closed	\$50,123,889		327		0		0	0		164	163
Mira Vista	D7	Hogan	4% Tax Credits & Bonds	Closed	\$45,917,596		312		0		0	312		0	0
Kitty Hawk Flats	Converse	NRP	4% Tax Credits & Bonds	Closed	\$40,611,848		212		22		0	135	55		0
Legacy at Alazan*	D5	NRP	9% Tax Credits	Closed	\$19,155,261		88	40				40		0	8
100 Labor	D1	Franklin	HUD 221(d)(4)	Closed	\$52,438,321		213		27		17	0		0	169
Watson Road (Frontera Crossing Apartments)	D4	NRP	4% Tax Credits & Bonds	Closed	\$60,567,278		348			18	18	294	18	0	0
Copernicus (Seven07 Lofts)	D2	NRP	4% Tax Credits & Bonds	Closed	\$55,389,378		318			17	17	267	17	0	0
Vista at Interpark	D9	Atlantic Pacific Comm.	9% Tax Credits	Closed	\$18,290,733		64		7		16	41			
Vista at Everest	D1	Atlantic Pacific Comm.	9% Tax Credits	Closed	\$18,109,812		64		7		16	41			
Bristol at Somerset	D4	Louis Poppoon Development Consulting	4% Tax Credit & Bonds	8/2021	\$59,554,244		348		0	0	0	348	0	0	0
Total					\$574,386,697		3184	40	149	45	143	1986	110	307	404
Board Has Approved															
Board Provided Final Approval															
St. John's Square	D1	Weal	4% Tax Credits & Bonds	Pending Loan	\$71,547,459		252		0		54	0		0	198
Potranco	D4	Lynd	Conventional Loan	Pending	\$50,945,546		360		0		0	36		144	180
Josephine	D1	Lynd	Conventional Loan	6/2021	\$61,339,167		259		0		0	26		104	129
Total					\$183,832,172		871		0	0	54	62	0	248	507
Board Approved Bond Inducement															
Artisan at Springview*	D2	Franklin	4% Tax Credits & Bonds	Pending	\$57,000,000		305		31		0	274		0	0
Horizon Pointe	D2	Integrated Realty Group	4% Tax Credits & Bonds	10/2021	\$55,096,879		312		20	35	106	0	151	0	0
Palo Alto	D4	Streamline	4% Tax Credits & Bonds	Pending	\$61,181,908		336		16	16	32	244	28		
Zarzamora Commons	D4	Vaquero Ventures	4% Tax Credits & Bonds	Pending	\$64,524,538		300		15			270	15		
Total					\$237,803,325		1253		82	51	138	788	194	0	0
Board Approved the Developer															
Victoria Commons - North Pond*	D1	Catellus	4% Tax Credits & Bonds	Pending			TBD		TBD		TBD	TBD		TBD	TBD
Victoria Commons - South Pond*	D1	Catellus	HUD 221 (d)(4)	Pending					TBD		TBD	TBD		TBD	TBD
Victoria Commons - Townhomes*	D1	Catellus	TBD	Pending			TBD		TBD		TBD	TBD		TBD	TBD
Snowden Road*	D7	SAHA	9% Tax Credits	Pending	\$21,517,120		135		14		54	67			
Fiesta Trails	D8	NRP	9% Tax Credits	Pending	\$20,389,133		74		8		30	36			
Total					\$41,906,253		209		22	0	84	103	0	0	0
Pending Board Consideration															
Aurora Apartments	D1	Fairstead Development	4% Tax Credits, Bonds, & HUD 221 (d)(4)	Pending Board Consideration	\$31,710,246		105				53	52			
Alazan Courts*	D5	TBD	TBD	Pending Board Consideration											
Flores	D1	Mission DG	TBD	Pending Board Consideration			403		46		61	0	75	61	160
Total					\$0		403	0	46	0	61	0	75	61	160
Grand Total					\$1,037,928,447		5,920	40	299	96	480	2,939	379	616	1,071