



**AGENDA FOR THE BOARD OF COMMISSIONERS MEETING
THURSDAY, APRIL 16, 2020 – 12:00 NOON
VIA TELECONFERENCE**

PURSUANT TO THE MARCH 16, 2020 NOTICE ISSUED BY THE OFFICE OF THE TEXAS ATTORNEY GENERAL AND IN ACCORDANCE WITH APPLICABLE PORTIONS OF THE TEXAS OPEN MEETINGS ACT, THIS MEETING IS BEING HELD VIA TELEPHONE CONFERENCE.

**Call-in Number is: 1-214-459-3653; Meeting ID: 267-240-047
If listening via computer, this Pass Code is needed: April2020**

- I. Regular Session – Call to Order.**
- II. Election of a Chairperson and Vice Chairperson** to serve for the ensuing year.
- III. Public Comments:** On checking-in, moderator will ask if you have a question or comment or fill out a public comment registration form at: <https://www.fwhs.org/public-notice-meetings/>
Please limit comments to three (3) minutes.
- IV. Consent Agenda:** The Statutory Consent Agenda includes non-controversial and routine items that the Board may act upon with a single vote. A Board member may pull any item from the Consent Agenda for discussion and action as part of the Regular Agenda.

CLICK ON RED TABS IN THIS AGENDA TO ACCESS THE PACKET MATERIALS.

- A. Approval of the Minutes from the Regular and Annual Meetings on February 20, 2020. **TAB 1**
- B. Correspondence Highlights and Communications from Letters, Newspapers, Magazine and Electronic Media sources from the previous month. **TAB 2**
- C. Monthly Status Reports – **TAB 3-8**
 - 1. Executive Department: President’s Report; Human Resources, Public Affairs & Procurement
 - 2. Assisted Housing: Department Summary, Forecasting Tool
 - 3. Development: Department Summary
 - 4. Asset Management: Affordable Housing Site Reports
 - 5. Finance & Administration: Department Summary, Budget & Grants Variance, HCV Key Performance, Investment Portfolio,
 - 6. Housing Operations & Client Services: Department Summary, Job Development; Homeownership, Family Self-Sufficiency, Special Programs
- V. Regular Agenda:** The Board will individually consider & take action on any or all of the following items.
 - A. Report on efforts to maintain operations of FWHS during the COVID-19 pandemic. Oral Report
 - B. Development and Asset Management Presentation – RAD Properties. Oral Report

- C. Consider a resolution revising the Housing Choice Voucher Program Administrative Plan modifying preferences and eliminating a set-aside of vouchers for a program that has ended. [2020.05] **TAB 9**
- D. Consider a resolution executing an agreement with Nelrod Company to obtain inspection services for sites owned by FWHS. [2020.06] **TAB 10**
- E. Consider a resolution modifying the contract with CVR Associates for planning and consulting services. [2020.07] **TAB 11**

VI. **Adjourn.**



This facility is wheelchair accessible. For accommodations or sign interpretive services, please call Chris Key at (817) 333-3402 or through Relay Texas at 711 at least 48 hours in advance. If the notification is not received within 48 hours, the agency will make a reasonable attempt to provide the necessary accommodations.



MINUTES

BOARD OF COMMISSIONERS MEETING FORT WORTH HOUSING SOLUTIONS

A **Regular Meeting** of the **Board of Commissioners of Fort Worth Housing Solutions** was held at the **FWHS Administrative Office Board Room, 1201 East 13th Street, Fort Worth, TX 76102, Fort Worth, TX** at **5:00 p.m.** on **Thursday, the 20th Day of February, 20, 2020.** Roll call of the Commissioners was as follows:

PRESENT: Richard M. Stinson, Vice Chair, presiding
Brittany Hall, Commissioner
Michael Ramirez, Commissioner

ABSENT: Danny Scarth, Commissioner
Terri Attaway, Chair

Also attending were Mary-Margaret Lemons, President; Brian Dennison, Sr. VP of Development & Asset Management; Tyler Arbogast, VP of Development; Riza Nolasco, VP Finance & Administration; Kelvin Noble, Procurement Director; Margaret Ritsch, Public Affairs Director; Sylvia Hartless, Sr. Staff Attorney; Hyacinth Onyekanne, Assisted Housing Manager; Ramon Guajardo, Jr. and Sr., Ramel Company; C. Don Babers, Consultant; Ms. Brenda Washington, Butler resident; and Chris Key, Executive Assistant.

I. REGULAR SESSION – CALL TO ORDER.

Richard M. Stinson, Vice Chair called the regular meeting to order at 5:01 p.m. Since Commissioner Attaway has been delayed because of a late flight, it was decided to start with the Regular Meeting and then conduct the Annual Meeting.

II. PUBLIC COMMENTS/PRESENTATIONS/CERTIFICATES/ANNOUNCEMENTS.

Ms. Washington, a Butler resident; soon to be a Henderson resident, suggested that a FAQ for people who are moving to RAD units. This would prevent a lot of rumors and bad information from being circulated. Ms. Lemons agreed and stated she would get with Public Affairs and Client Services to prepare a document to go on the website.

Ms. Lemons announced that Ahsaki Thurman, our PH Director, will be moving to the Atlanta Field Office and FWHS will be assisted by David Fuller, the interim. The Board was reminded that the March 26 Board Meeting will be at The Dixon at Stonegate. That property has had 13M in renovations and the owners would like the Board to see the improvements. FWHS still has 58 units of public housing at this site.

Ms. Lemons was very pleased to announce that she has completed the PHADA Executive Director Education Program. This was a two-year, 10 course endeavor. She graduated during the PHADA Commissioners Conference in January, 2020 and both Commissioner Attaway and Commissioner Hall were able to attend the graduation luncheon. DFWI has invited Ms. Lemons to join their Board. FWHS will participate in the COFW Art Project at the Bob Bolen Center this week and is a nominee for best COFW family-friendly workplace.

III. CONSENT AGENDA: The statutory consent agenda includes non-controversial and routine items that the Board may act upon with a single vote.

- A. Consideration of the Minutes from the Special Meeting (Budget Workshop) on December 3 and the Regular Meeting on December 19, 2019.**
- B. Communications and Correspondence.**
- C. Monthly Status Reports.**

Consent Agenda:

MOVED FOR APPROVAL: Ramirez
MOTION SECONDED: Hall
MOTION CARRIED UNANIMOUSLY.

IV. REGULAR AGENDA:

A. DEVELOPMENT AND ASSET MANAGEMENT PRESENTATION.

Brian Dennison distributed the Update Report. Henderson, Aventine still left for 2020; Cambridge Court is a convert-in-place. There was a change in the regulations towards the end of 2019 which delayed the move-outs. HUD just conducted or a planning REAC inspections soon at Butler, Cavile, Scattered Sites and Sycamore, Cambridge Court, Wind River and Candletree. REAC inspections has changed to only two weeks' notice. HAs used to get a month or two notice. HUD only inspects occupied units. Residents left to move at Butler are 111 and at Cavile there are 64.

Up and coming is the Cowan at 122 units which is Phase I of the Cavile Redevelopment. A 9% tax credit will be pursued for this site. Also the Airporter with 258 units is a possibility for future development.

Ms. Lemons reported that Cavile CNI evaluation team from HUD visited Fort Worth as part of their 5-city tour. The visit included a bus tour and lunch at the TCC Opportunity Center. It was a great turnout from the community. The day started at the Dunbar Aviation Center which is a partnership with Bell. Everyone was greeted by the Dunbar drumline and the Mayor gave the greeting. Ramon Guajardo, Sr. noted that the initiative to buy land around Cavile was a good one. It was impressive to show that FWHS has site control in hand.

Butler gets daily management evaluation daily. FWHS is considering a police liaison with the Police Department as the agency had in the past. Also met with Safe Haven regarding assistance for clients troubled by domestic violence and training for staff. Still meeting on the disposition of Butler quarterly. A museum of African American history is being considered as well as other initiatives. Andy Taft and Dee Jennings are co-chairs of the museum committee and put some formality to the effort including touring local museums to get some ideas. Fernando Costa from COFW has taken a larger leadership role in this effort.

Still looking for a new site for the FWHS Administrative Office. Once the Butler residents are all relocated, it makes sense to move the office out of the community. Several sites have been investigated but the final choice must be able to house all the FWHS staff and be accessible as possible for clients.

B. PRESENTATION ON RAMEL COMPANY SERVICES.

Ramon Guajardo, Jr. gave the Board a presentation on the construction management services they provide. Construction management was done by FWHS staff, however with the steady increase of construction and rehabilitation of sites, the small in-house staff was overwhelmed. Third-party management was a good alternative. Ramel provides help with obtaining permits, ensuring the General Contractor adheres to the specs for the site, keeping budgets on track and ensuring the scope is met. The company goes over each draw, tracks any lien notices from vendors and provides a punch-out list on each building. Ramel has monthly meetings with FWHS staff and they submit detailed reports of their work.

C. CONSIDER A RESOLUTION TO APPROVE THE 2019 SEMAP SUBMISSION. [Agenda Item 2020.01, Resolution No. 3037].

MOVED FOR APPROVAL: Ramirez
MOTION SECONDED: Hall
MOTION CARRIED UNANIMOUSLY.

This is a routine certification that is required Board approval each year.

D. CONSIDER A RESOLUTION TO REMODEL THE FORMER BOYS AND GIRLS CLUB AT CAVILE TO REPURPOSE AS WORK SPACE FOR SERVICE PROVIDERS. [Agenda Item 2020.02, Resolution No. 3038]

MOVED FOR APPROVAL: Ramirez
MOTION SECONDED: Hall
MOTION CARRIED UNANIMOUSLY.

The Boys and Girls Club has moved to Ramey Avenue and has been providing transportation for Cavile residents. This resolution will allow their former site to be repurposed to hold various community services such as the Cook Children's programs for families for example.

E. CONSIDER A RESOLUTION TO AUTHORIZE FORT WORTH AFFORDABILITY, INC. TO REPLACE THE CLASS B LIMITED PARTNER FOR THE STANDARD AT BOSWELL MARKETPLACE. [Agenda Item 2020.03, Resolution No. 3039]

MOVED FOR APPROVAL: Hall
MOTION SECONDED: Ramirez
MOTION CARRIED UNANIMOUSLY.

This resolution will replace Ojala as the temporary special limited partner for Standard at Boswell. There is more risk involved for FWHS but the long-term cash flow will improve. Staff is confident that diligent monitoring will mitigate the risk.

F. CONSIDER A RESOLUTION TO AUTHORIZE SEDONA PFC TO ACQUIRE THE GENERAL PARTNER INTERESTS OF FOSSIL RIDGE II, GP LLC AND ASSIGN THE CLASS B LP INTERESTS TO FOSSIL RIDGE II GP, LLC. [Agenda Item 2020.04, Resolution No. 3040]

MOVED FOR APPROVAL: Hall
MOTION SECONDED: Ramirez
MOTION CARRIED UNANIMOUSLY.

The initial Sedona transaction was completed back in 2010. The limited partner was an affiliate of JP Morgan Chase. This change puts FWHS in control as the general partner. This is the tenth year so the compliance period has now ended.

The Board agreed to recess the meeting and conduct the meetings for the various affiliates. The meeting recessed at 5:46 p.m. The regular meeting was reconvened at 5:53 p.m.

V. EXECUTIVE SESSION: CLOSED AS AUTHORIZED BY THE TEXAS OPEN MEETINGS ACT, EXCEPTIONS TO REQUIREMENT THAT MEETINGS BE OPEN, SECTIONS 551.071-551.090, AS APPLICABLE.

§551.072 Deliberate the possible purchase, exchange, lease, or value of real property.

- 1. Cavile Redevelopment**
- 2. Butler Update**
- 3. FWHS Offices**
- 4. Bond Issuance**

§551.071 Consultation with an attorney.

§551.074 Deliberation on personnel matters.

The meeting went into closed session at 5:49 p.m. and Vice Chair, Richard M. Stinson continued to preside. Chairperson Attaway arrived before the closed session began.

VI. RECONVENE REGULAR SESSION FOR ANY FINAL ACTION, DECISION OR VOTE WITH REGARD TO ANY MATTER CONSIDERED IN THE EXECUTIVE SESSION.

The open session was reconvened at 6:28 p.m.

VII. ADJOURN.

The meeting was adjourned by the Chair at 6:28 p.m.

Terri Attaway, Chairperson

April 16, 2020
Date

Mary-Margaret Lemons, President

April 16, 2020
Date

MINUTES

BOARD OF COMMISSIONERS MEETING FORT WORTH HOUSING SOLUTIONS

An **Annual Meeting** of the **Board of Commissioners of Fort Worth Housing Solutions** was held at the **FWHS Administrative Office Board Room**, immediately following the **Regular FWHS Meeting, Special Meetings of FWAI, Inc. and Sedona Ranch PFC and Annual Meetings of QuadCo Management Solutions, Inc., HDCFW, Wind Terrace, Inc., Cavile PFC and FW Alliance PFC** at **1201 East 13th Street, Fort Worth, TX 76102, Fort Worth, TX** at **5:00 p.m. on Thursday, the 20th Day of February, 20, 2020**. Roll call of the Commissioners was as follows:

PRESENT: Terri Attaway, Chair, presiding
Richard M. Stinson, Vice Chair
Brittany Hall, Commissioner
Michael Ramirez, Commissioner

ABSENT: Danny Scarth, Commissioner

Also attending were Mary-Margaret Lemons, President; Brian Dennison, Sr. VP of Development & Asset Management; Tyler Arbogast, VP of Development; Chris Key, Executive Assistant.

I. CALL TO ORDER.

Terri Attaway, Chair, called the meeting to order at 6:29 p.m.

II. OATH OF OFFICE – REAPPOINTMENTS OF COMMISSIONERS ATTAWAY, RAMIREZ AND HALL.

The oath of office was administered by Chris Key, as a notary State of Texas, County of Tarrant.

III. CONFLICT OF INTEREST POLICY – BOARD MEMBERS WHO WILL SIGN AN ANNUAL ACKNOWLEDGEMENT THAT THEY HAVE RECEIVED, READ AND UNDERSTAND THE POLICY.

Ms. Lemons told the Board that the policy will be updated and given to the Board to read at the March, 26, 2020 meeting. The Board will sign the statement that the document was received and read at that time.

IV. ELECTION OF A CHAIRPERSON AND VICE CHAIRPERSON TO SERVE FOR THE ENSUING YEAR.

The election of a Chair and Vice Chair for the ensuing year will take place at the beginning of the March 26, 2020 meeting.

V. ADJOURN.

Terri Attaway, Chair, adjourned the meeting at 6:32 p.m.

Terri Attaway, Chairperson

April 16, 2020
Date

Mary-Margaret Lemons, President

April 16, 2020
Date



FWHS COMMUNICATIONS COVER SHEET

Board Meeting Date: April 16, 2020

Subject: TAB 2

COMMUNICATIONS:

TAB 2

Letters/fliers –

1. Letter of February 18, 2020 announcing that HUD OIG will review FWHS.
2. Letter of February 21, 2020 form TDHCA approving Sedona Village Ownership transfer.
3. Letter of April 2, 2020 form HUD about an award FWHS received for the Family Unification Program.

Newspaper, magazine, e-zine, etc. articles –

1. Excerpts from the Winter 2020 DRC Newsletter noting our sponsoring along with a couple of pics of our staff and board attendees. The last page has an update on The Palm Tree Apartments where we partner with DRC for permanent supportive housing units.



U.S. DEPARTMENT OF
HOUSING AND URBAN DEVELOPMENT
OFFICE OF INSPECTOR GENERAL

February 18, 2020

Housing Authority of the City of Fort Worth
Mary-Margaret Lemons, President
1201 E 13th Street
Fort Worth, TX 76102

SUBJECT: HUD OIG Review of the Housing Authority of the City of Fort Worth

Dear Ms. Lemons,

The U.S. Department of Housing and Urban Development's (HUD) Office of Inspector General (OIG) is conducting a review of the Housing Authority of the City of Fort Worth. The review will include an assessment of physical living conditions in public housing units, and various aspects of financial and management operations.

To complete this review, we will require access to your records, employees, and facilities. HUD OIG investigators and auditors will visit your office on March 3rd. **We request you collect records identified in Appendix A and provide those records to us, digitally if possible (by email, thumb drive, or CD), no later than February 25th,** at the following address:

SFA Richard Urbanowski
77 West Jackson Blvd.
Chicago, IL 60604-3507
rurbanowski@hudoig.gov

The documents and records listed in **Appendix B** should be preserved and maintained to be available for our on-site review.

The personnel listed in **Appendix C** should be notified that we will need them to be available to meet with us in person during our upcoming on-site review for interviews and to provide assistance to our agents and auditors.

We will also visit several public housing units managed by the housing authority to examine their physical condition during our visit.

We have authority to conduct this review and demand access to information necessary to complete it under the Inspector General Act of 1978, codified at 5 U.S.C. App. 3 (“IG Act”), 2 C.F.R. Part 200, your Annual Contributions Contract with HUD, and HUD Handbook 7460.7 REV-2.

HUD OIG is authorized under the Inspector General Act of 1978 (“IG Act”), as amended, to conduct, supervise and coordinate audits and investigations relating to HUD’s programs and operations. 5 U.S.C. app. 3 § 6(a)(2). Under the IG Act, HUD OIG may demand access to all records, reports, audits, reviews, documents, papers, recommendations, or other material necessary to carry out such audits and investigations. *Id.* § 6(a)(1)(A).


Here, the Housing Authority of the City of Fort Worth participates in HUD’s public housing and housing-choice voucher programs and receives HUD funding to facilitate its affordable housing programs. Accordingly, HUD OIG has authority to conduct this review and demand information necessary to complete it.

Additionally, 2 C.F.R. § 200.36(a) grants HUD OIG the right to access any documents, papers, or other [HA] records “pertinent” to HUD’s award of funds to the Housing Authority of the City of Fort Worth, and this right includes “timely and reasonable access” to employees for interviews. *HUD Annual Contributions Contract* § 9(c), HUD Form 50312A (April 2018).

Lastly, under the Housing Authority of the City of Fort Worth’s Annual Contributions Contract with HUD, our office has “full and free access” to all offices, facilities, and records relevant to its operations. HUD Handbook 7460.7 REV-2, ¶ 1-2(B)(2), 1-3 (Nov. 18, 1994), states that “in return for financial assistance from HUD,” the Housing Authority of the City of Fort Worth agrees to comply with HUD requirements under the ACC, and notes that HUD monitors compliance with HUD requirements through audits conducted by HUD OIG.

Please contact me at (913) 551-6607 if you would like to discuss this matter further.

Sincerely,

A handwritten signature in black ink that reads "Christeen R. Thomas". The signature is written in a cursive, flowing style.

Christeen Thomas, Director
Joint Civil Fraud Division
Office of Inspector General
U.S. Department of Housing
and Urban Development

Enclosures

APPENDIX A

Timeframe 2015-Present

1. Listing of AMPS, Developments, Buildings, and Addresses
2. HUD Reviews and correspondence
3. Board Minutes
4. Physical Needs Assessments

Timeframe 2017-Present

5. Complaint Logs/Files
6. General Ledger
7. Routine maintenance plans

APPENDIX B

Timeframe 2015-Present

1. PHA Policies
 - a. Travel
 - b. Vehicle Use
 - c. Rent Collection
 - d. Cash Management
 - e. Credit Cards
 - f. Procurement
 - g. Waiting List
 - h. Capital Fund Program
 - i. Lead-Based Paint
2. Employee Roster
3. Board of Directors Roster
4. Listing of Former Employees – Board of Directors
5. Audited Financial Statements
6. Lead-Based Paint related certifications to HUD
7. Annual Contributions contract

Timeframe 2017-Present

8. Travel Records
9. List of PHA Vehicles
10. Rent Rolls/Occupancy Rates
11. Landlord Roster – Section 8
12. Bank Statements
13. Credit Card Records (Maintenance, Travel, Executive, Etc.)
14. All records related to Maintenance, including but not limited to requests, records, ledgers, logs, costs, and invoices

APPENDIX C

1. Executive Director
2. Chief Procurement Officer
3. Finance Director
4. Senior Accountant
5. Director of Asset Manager
6. Compliance Officer
7. Controller
8. Maintenance Supervisor
9. Manager of Administration
10. HCV Program Manager



TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

www.tdhca.state.tx.us

Greg Abbott
GOVERNOR

BOARD MEMBERS

J.B. Goodwin, *Chair*
Leslie Bingham-Escareño, *Vice Chair*
Paul A. Braden, *Member*
Asusena Reséndiz, *Member*
Sharon Thomason, *Member*
Leo Vasquez, *Member*

February 21, 2020

Writer's direct dial: (512) 475-3296
Email: Bobby.Wilkinson@tdhca.state.tx.us

Lauren B. Hodge
Coats | Rose
9 Greenway Plaza, Ste 1000
Houston, TX 77046
Via Email: lhodge@coatsrose.com

RE: SEDONA VILLAGE (THE DEVELOPMENT)
HTC # 11011
OWNERSHIP TRANSFER APPROVAL

Dear Ms. Hodge:

The Texas Department of Housing and Community Affairs (the Department) received your letter dated February 6, 2020, requesting approval for the acquisition of the General Partner interest in Sedona Village. According to the request, Fort Worth Housing Solutions (FWHS) proposes to acquire the general partner interest in Fossil Ridge II, LP (the Development Owner). The proposed new general partner is the current Class B Limited Partner, 172 Sedona Village GP LLC, with 0.01% interest, and Fossil Ridge II GP, LLC, the current general partner, will become the proposed 0.01% Class B Limited Partner. Sedona Public Facility Corporation, an affiliate of FWHS will have control. The existing limited partners remain unchanged.

Your request for approval is granted. The ownership and its members take the property subject to all the terms and restrictions currently in place. The owner, or authorized representatives thereof, have re-affirmed through a signed and notarized Owner Certification, dated February 4, 2020, that they have read and understand Title 10, Texas Administrative Code, Chapters 10 and 11. The new Owners have also affirmed that they have read the Declaration of Land Use Restrictive Covenants/Agreements (LURA) that applies and will continue to apply to the Development and are aware of all representations of the Application that the LURA contains and to which the ownership and operation of the Development is, and will be, subject to until such time as the LURA is terminated. This



Sedona Village (the Development), HTC # 11011
Ownership Transfer Approval
February 21, 2020
Page 2

letter and the aforementioned certification may be recorded in the property records of the county in which the property resides but the Department's failure to do so does not have any effect whatsoever in the enforceability of the LURA or said certification.

If you have any questions about this property, please contact the Asset Manager assigned to this Development, Lee Ann Chance, at (512) 936-7835 or via email at leeann.chance@tdhca.state.tx.us.

Sincerely,

A handwritten signature in black ink, appearing to read 'Bobby Wilkinson', followed by a stylized flourish or mark.

Bobby Wilkinson
Executive Director

BW/kot

cc: Mary-Margaret Lemons
Barry Palmer
Barika Houston
Brian Dennison
Tyler Arbogast



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING

April 2, 2020

TX004
FORT WORTH HOUSING SOLUTIONS
P.O. BOX 430,
1201 E. 13TH ST.
FORT WORTH, TX 76101-0430

Dear Executive Director:

SUBJECT: FUP Award Letter

I am pleased to notify you that your public housing agency (PHA) has been awarded funds from the 2019 Family Unification Program (FUP) Notice of Funding Availability (NOFA). This letter provides the specific details of the funding awarded and information concerning the disbursement of these funds.

The following table provides the details for your agency's FUP award:

Term	Budget Authority	Number of Units
12	\$609,370	56

Please contact your Financial Analyst at the Financial Management Center (FMC) by April 23, 2020, to select the effective date when your PHA may begin leasing these vouchers. The effective date may be as early as April 1, 2020, and no later than September 1, 2020. If you do not contact your Financial Analyst by April 23, 2020, your effective date will default to June 1, 2020.

It is very important that you select a realistic effective date when your PHA will be ready to lease the awarded vouchers. If this is your first FUP allocation and/or your PHA is delaying the issuance of vouchers in response to COVID-19, your agency may consider delaying the effective date. Utilizing all of your award funding or vouchers within one year of the effective date will help ensure your PHA is eligible for full renewal.

If after award, your PHA has concerns regarding the sufficiency of the funding based on the Per Unit Cost (PUC), higher FUP funding may be requested. See Section II.C. of the 2019 FUP NOFA for additional information.

In administering the FUP, your agency must follow all Housing Choice Voucher (HCV) program requirements, including the regulations at 24 CFR part 982, and the requirements in the 2019 FUP NOFA. To ensure that the occupying families are recorded properly in the Information

Management System/Public and Indian Housing Information Center (IMS/PIC), you must record FUPF and/or FUPY vouchers on line 2n of the form HUD-50058 (Family Report) or line 2p of the MTW Family Report (HUD-50058 MTW), as applicable, to indicate whether the family or youth, respectively, is a participant in the FUP. FUP vouchers and corresponding Housing Assistance Payment (HAP) expenses must also be accurately reported in the Voucher Management System (VMS).

Additional information regarding the FUP can be found at:

https://www.hud.gov/program_offices/public_indian_housing/programs/hcv/family

With your direct effort, these vouchers will help keep families together and provide a platform for youth to achieve self-sufficiency.

We are excited to tell you about an on-going evaluation of the FUP. The Department of Health and Human Services (HHS), in partnership with HUD, has contracted with the Urban Institute, a nonpartisan nonprofit research organization, to conduct an evaluation of the program. From the evaluation, we will learn how FUP helps families involved in the child welfare system and how FUP programs operate. There are currently four 2017/2018 FUP awardees involved in the evaluation and only four to six more awardees will have the opportunity to participate. Those who participate will learn more about homelessness and risk of homelessness for child welfare involved families within their region. Researchers at the Urban Institute will email potentially eligible programs in the near future with more information.

We think the evaluation is a valuable opportunity and strongly encourage you and your FUP partners to participate in the study. See the attached handout for more information.

Please contact your local HUD field office if you have any questions.

Sincerely

Danielle L Bastarache

Digital signed by Danielle L Bastarache
DN: CN = Danielle L Bastarache, C = US
Reason: I am approving this document

Deputy Assistant Secretary for
Public Housing and Voucher Programs

Attachment

Memo Reference: 20-065

Breakfast with the Mayor 2020

What an amazing time we had on Friday, February 7! Our 12th annual Breakfast with the Mayor fundraiser was a huge success. Your generosity raised just over \$107,000 to support the DRC's Housing First efforts, and you wrote over 250 Welcome Home cards to show your support of people exiting homelessness into a home of their own. Thank you!

Our heartfelt gratitude to special guest **Tarrant County Commissioner Devan Allen** for sharing her amazing story, emcee **JR Labbe** for helping to make the event run smoothly, to **Rabbi Andrew Bloom** for blessing us through the invocation, to **Jennifer Martin** and her wonderful band for the lovely music, to event chair **Rev. Megan Ammann Peglar** for all her hard work this a memorable and successful event, and to all our amazing volunteers for giving their time to this cause. Special thanks to **Mayor Betsy Price** for being a gracious guest for so many years, and we hope that you are on the mend! 🌟



Title

Charlotte & Jim Finley

Advocate

Kelly Hart & Hallman LLP
Jobe and Helen Richards Foundation
TexOp Construction LP

Friend

Karen and Larry Anfin
First United Methodist Church
Fort Worth Housing Solutions
Frost Bank
Goodwill Industries of Fort Worth
JPMorgan Chase Foundation
JPS Foundation
MHMR of Tarrant County
O'Neal Oil Properties
Omni Hotel Fort Worth
Suzy and Ray Rhodes
Beth Rivers and Woody Grossman
Bonnie and George Siddons
University Christian Church
The University of Texas at Arlington
Visit Fort Worth
XTO Energy





Did you know...

Permanent Supportive Housing

Permanent Supportive Housing places people into housing *where they already are*. The Palm Tree Apartments on Race Street in Fort Worth is a permanent housing collaboration between the DRC, the Paulos Foundation, and Fort Worth Housing Solutions, that houses 24 individuals and families formerly camping in the immediate vicinity. In the past two years, the area has seen:

- Crimes against persons and property have fallen below city-wide rates;
- Crimes against property have decreased 23% from 2015 levels;
- 90% of project participants have remained housed three years later, whether they have stayed at the Palm Tree or moved on to other permanent housing placements.



Housing Costs Less

The Tarrant County Homeless Coalition's "2019 State of the Homeless Report" cites the following cost to taxpayers for *each person* experiencing homelessness for one night spent:

- In jail: \$70
- In a shelter: \$40
- In a home: \$25

Housing returns a savings of \$15 over shelters, and \$45 over jail per—*person, per night*.

According to the National Alliance to End Homelessness, providing access to housing generally results in cost savings for communities because housed people are less likely to use emergency services, including hospitals, jails, and emergency shelter, than those who are homeless.

- One study found an average cost savings on emergency services of \$31,545 *per person housed* in a Housing First program over the course of two years.
- Evidence suggests that as much as \$1 million in public money is saved annually for every 100 chronically homeless individuals housed, based on reduced use of hospital care and emergency services.

For every 100 individuals housed after short-term homelessness, \$630,000 is saved per year. 🍀

Need a Speaker?

The DRC's Bruce Frankel is available to speak to your group!

Contact 817-575-7948 or info@drc-solutions.org to schedule today!





FWHS MONTHLY STATUS REPORTS COVER SHEET

Board Meeting Date: April 16, 2020

Subject: TABS 3-8

STATUS REPORTS:

Department Reports

- | | |
|---|--------------|
| 1. Executive Department | TAB 3 |
| a. President's Report | |
| b. Human Resources | |
| c. Procurement | |
| d. Public Affairs | |
| 2. Assisted Housing (Vouchers & Admissions) | TAB 4 |
| a. Department Summary | |
| b. Forecasting Tool | |
| 3. Development | TAB 5 |
| a. Department Summary | |
| 4. Asset Management | TAB 6 |
| a. Affordable Housing Site Reports | |
| 5. Finance & Administration (Accounting, Finance, IT) | TAB 7 |
| a. Department Summary | |
| b. Budget and Grants Variance | |
| c. HCVP Key Performance | |
| d. Investment Portfolio | |
| 6. Housing Operations & Client Services | TAB 8 |
| a. Department Summary | |
| b. Public Housing Activities | |

PRESIDENT'S REPORT

February & March 2020



Activities:

Conferences/Events/Trainings or Continuing Education:

- Breakfast with the Mayor – DRC Fund-raiser
- Mayor's State of the City Event
- Texas Lyceum – Hidden Costs of Housing in Texas (Panel Participant)
- HUD CNI Evaluation Team Site Visit
- Women in the Law Luncheon & Panel
- FWHS Black History Month Presentation & Luncheon
- HUD OIG Audit Visit
- RAD Collaborative Workshop & Panel Participant

City/County Meetings:

- Permanent Supportive Housing Information Mtg. – with Mayor's Office for State of the City presentation
- Fernando Costa/Melanie Campbell – Cavile presentation strategy meeting

Other Meetings:

- Choice Neighborhood People Strategy Partner Meeting
- Human Resources Director Interview (2)
- Meeting with Matthew Vrugnik – Standard Homes at Harmon
- HUD/FWHS Teleconference
- CoC Housing Committee Meeting
- Meeting with Tony Shuman, YMCA
- Teleconference with Fernando Marquez – Harvard study on homeless challenges
- Meeting with Nicole Collier – Cowan Place in Stop Six
- Rosedale/Stalcup Senior Skype Meeting
- Meeting with Jeremis Smith – Cavile Redevelopment
- African-American Museum Subcommittee tour in Dallas & Fort Worth
- RAD Committee Meeting
- Fort Worth Funders Meeting – Holloway Foundation
- TX NAHRO Legislative Telephone Meeting
- Cowan Place/CNI Overview presentation strategy meeting

Meetings Related to Covid-19 Pandemic:

- TCHC regarding effects on the homeless population (several conference calls)
- Telephonic Mtgs/Conferences w/ CLPHA, NAHRO, City of Fort Worth, Local and National HUD Offices

Human Resources Report

Period Ending March, 2020

Fort Worth Housing Solutions			
New Hires	Position	Start Date	Department
Tasha Davis	Housing Counselor	3/23/2020	Assistant Housing
Karren Nnam	Administrative Assistant	03/16/2020	Procurement
Terminations	Position	Term Date	Department
Kevin Hunter	Housing Counselor	3/12/2020	Assistant Housing
Jerry Juliano	Modernization & Construction Coordinator	3/16/2020	Development
Reassignments, Transfers & Promotion	From Position	To Position	Department(s)
Christy Wright	Assistant Manager	Housing Counselor	Assistant Housing
Sally Anderson	Clerk	Housing Clerk	Assistant Housing
Sherry Pleasants	Administrative Assistant II	Administrative Assistant III	Accounts Payable
FMLA and LOA	Department	Return to Work	Position
Daphne Jennings	Special Program	5/20/2020	Housing Counselor
Cleisa Ramirez	Special Program	04/15/2020	FSS Specialist
FWHS NUMBER OF EMPLOYEES: 96			

Public Affairs Board Report

March-April 2020



- Developed COVID-19 content for staff, clients and partners for website, social media, voice mail, Resident Hotline, etc. Continually update.
- Developed online resource page for clients for COVID-19
- Activated Regroup mass notification system for staff alerts related to COVID-19
- Transforming HCV briefing to be delivered virtually
- Developed Choice Mobility FAQs for website
- Developed content for 2019 Annual Report; supervised layout and design
- Hosted “Art of Affordable Housing” exhibit at Mayor’s Community Engagement workshop
- Produced second digital newsletter for residents/clients; emailed to 2,043 contacts. 60% open rate (more than twice the average for government entity)
 - Included COVID-19 guidelines, Census, events and an inspiring “people” story
- Created flyers for Highpoint and Henderson; updated all property one-sheets
- Developed written plan for CNI announcement, working collaboratively with COFW Comm. Director
- Promoted Census with posters at all properties; represented FWHS at Census Counts committee meeting
- Increased Facebook followers by **348** to a total of **4,075**
- Highest-performing Facebook post reached 2,363 people and generated 63 reactions, comments & shares: *“Stressed about the prom because you're strapped for cash? Find a great dress, shoes & bling at the "Prom Give Away 2020" Sat. March 7 and Sun. March 8!”*



- On Twitter, top Tweet earned 103 impressions: “The Disaster Distress Helpline, 1-800-985-5990, is a 24-7, 365-days-a-year, national hotline ...”

**FWHS Procurement Department Summary
March 2020**

Department	Requestor's Name	Description	Current Status	Expected Board Date	Last Update
D & AM	Melvlyn	Tasks for Eng. Services	RPCA's & Enviro Screen tasks from the approved vendor(s) pool to date for all RAD projects (all projects still on-going as needed basis).	N/A	4/6/2020
D & AM	Doug	Tasks for Design Architect	Procurement awaits to receive specs & drawings from the Architectural firm, via Doug Bell from the D &AM Dept.	N/A	4/6/2020
D & AM	Jerry	IFB for Waterproofing / Sealant at Hunter Plaza	D&AM is working with Architectural firm since (January 2019) on a scope of services, drawings & specs to be provided to Procurement for a solicitation, thereafter. D&AM is waiting on funding approval to proceed with the design work.	N/A	4/6/2020
D & AM	Doug	Disposition of Appliances	Four (4) lots were placed on GovDeals for auction. Auction started 9/20/2019. Ended 10/8/2019. Two (2) scrap lots at Butler sold. Two (2) lots at Cavile were reauctoned on 10/22/2019, one (1) lot sold. Working with user department to auction last lot at Cavile.	May-2020	4/6/2020
D & AM	Brian	Construction RFP	Procurement reviewing list of items/services to bid received from D&AM Dept., Procurement to assist D & AM on how to prepare applicable scope of services for an RFP, thereafter. (on hold per D&AM Dept.)	N/A	4/6/2020
D & AM	Doug	SOB for ADA Handrail Replacement @ Cambridge Court	A solicitation issued 10/31/2019. Prebid 11/6/19. Bids due date 11/19/2019. No bids were received. Working with D&AM to obtain a revised scope of work. Project will be re-bid in 2020, once provided.	May/June 2020	4/6/2020
D & AM	Doug	IFB for Remodel @ Boys & Girls Club - Cavile	Passed by the Board Feb 2020. The start date for work on this project was delayed due to current COVID-19 pandemic.	N/A	4/2/2020
HCV	Selarstean	Housing Quality Standards (HQS) Inspections	The Nelrod Company, will be the awarded contractor after Board Approval.	April 2020	4/6/2020
D & AM	Brian	Trash Collection	Initial term expires 5/1/2020. Contract modification will be released to contractor for review, approval and signature week of 4/6/2020.	NA	4/2/2020
D & AM	Melvlyn	Environmental Engineering Services	Contract modification no. 2 was appoved and signed by the pool of seven (7) Engineering firms.	NA	4/6/2020
D & AM	Brian	Real Estate Broker Services	Waiting for user department's approval for a contract extension for Hatfield Advisors. Initial term has expired. Contract modification will be released, once approval is provided.	NA	4/6/2020
HCV	Selarstean	Contract Modification for Housing Quality Standards (HQS) Inspections	Contract Modification No. 3 to Green Maintenance extended contract until 5/1/2020. New contract for these services will be awarded to The Nelrod Company after Board approval.	NA	4/6/2020
HR	Melanie	Automatic Mailer System	Procurement team is working with HR Department and reviewing various options to either purchase or lease a new mailing system for agency. The United States Postal Service (USPS) will decommission the current mailer system by 12/31/2020.	NA	4/6/2020

**FWHS Procurement Department Summary
March 2020**

Department	Requestor's Name	Description	Current Status	Expected Board Date	Last Update
D & AM	Brian	Beach Street Roof	Contractor submitted their estimated cost for the completion of the roof work. Requires Board approval	Apr-2020	4/6/2020
HR	Melanie	Employee Benefits Broker & Advisory Svcs	RFP released on 3/24/2020. Proposals are due 4/23/2020	Jun-2020	4/1/2020
D & AM	Brian	Aventine Roof Repairs	Procurement team received scope of work on 3/30/2020. Estimated IFB release date 4/14/2020	May/June 2020	4/6/2020
D & AM	Brian	Candletree Roof Replacement	Procurement team received scope of work on 3/30/2020 and is working with D&AM to finalize the IFB.	June/July 2020	4/6/2020
D & AM	Brian	Aventine Storm Drain Improvements	Procurement team received scope of work on 4/1/2020 and is working with D&AM to finalize the IFB.	June/July 2020	4/6/2020
Procurement	Kelvin	Procurement Policy-Revision	Procurement Policy for Board Approval	Apr-2020	4/6/2020
HR	Melanie	RFP-FWHS Salary Analysis	RFP to be released on 4/7/2020; Pre-Proposal Meeting 4/15/2020; Proposals due May 5	Jun-2020	4/6/2020
IT	Kurt	SOB for Vendor Management System	Working with IT Dept. for agency Vendor Managemet System	N/A	4/6/2020
Resident Services	Sonya	Contract Modification for CNI Grant Consultant - CVR Associates	Contract Modification will increase the not to exceed amount for current contractor-CVR Associates	Apr-2020	4/6/2020
IT	Kurt	Cooperative Agreement for New Services for iPhones, Tablets - T - Mobile	Cooperative Agreement with T-Mobile for new agency services for Iphones, Tablets & Ipads	N/A	4/6/2020
HCV	Selarstean	The Work Number	Sole Source for the Work Number for HCV Department with Talx Corporation	N/A	4/6/2020
Procurement	Kelvin	Cooperative for Konica Minolta	Cooperative agreement for Konica Minolta Copier, Fax and Scanner Machine	May-2020	4/6/2020

Assisted Housing Program Monthly Report

Month Ending: March 31, 2020

	HCV	%	MAINSTREAM	%	CTPV	%
Allocated	5,104		100		298	
Leased	4,447	87.13%	93	93%	181	60.74%
GENDER						
Male	614	14%	25	27%	21	12%
Female	3,907	88%	68	73%	164	91%
RACE						
Black	3,536	80%	66	71%	157	87%
White	932	21%	27	29%	26	14%
Asian	41	0.9%	0	0%	1	1%
Nat American	12	0.3%	0	0%	1	1%
ETHNICITY						
Hispanic	385	9%	6	6%	23	13%
DISABLED						
Disabled Under 61	1,090	25%	60	65%	30	17%
Disabled 61 Over	909	20%	33	35%	18	10%
AGE						
18-35	1,094	25%	7	8%	93	51%
36-61	2,316	52%	53	57%	67	37%
Over 61	1,111	25%	33	35%	25	14%
AVG INCOME	\$12,173		\$12,842		\$ 10,304	

Activities

Planned for continuation of work through COVID-19.

Purged 2017 Wait List

TX004 HCV Leasing and Spending Projection

				Utilization Report:		HCV Utilization Report September 2019				Print TYT Guide TYT Videos		
PHA Name	Housing Authority of Fort Worth			PHA Number	TX004			Save Access Additional Tools Disclaimer				
ACC/Funding Information				Funding Proration/Offset Levels		Program Projection Variables				Leasing and Spending Outcomes: Current and Following Year Projections		
ACC	Current Year (2019)	Year 2 (2020)	Year 3 (2021)	HAP		Success Rate	75%	Annual Turnover Rate	6.1%	2019		2020
Beginning ACC Vouchers	5,463	5,761	5,761	Year 2 (2020) Rebenchmark	99.0%			PIC EOP % as of 10/31/2019 (436 EOPs): 8.84%		UML % of ACC (UMA)	88.7%	86.0%
Funding Components	Current Year (2019)	Year 2 (2020)	Year 3 (2021)	Year 3 (2021) Rebenchmark	102.0%	Time from Issuance to HAP Effective Date (Current: 1.94 months)				HAP Exp as % All Funds	100.5%	95.9%
Initial BA Funding (net offset)	\$38,001,133	\$43,949,712	\$43,854,457	Year 2 (2020) % 'Excess' Reserves Offset	25.0%	% leased in 30 days	16%	2020 *Estimated* Inflation		HAP Exp as % of Eligibility only	103.5%	97.8%
Offset of HAP Reserves	\$0	\$0	\$0	Year 3 (2021) % 'Excess' Reserves Offset	0.0%	% leased in 30 to 60 days	20%	7.7%		End of Year Results		
Set Aside Funding	\$1,679,098	\$0		Administrative Fees		% leased in 60 to 90 days	10%			Projected 12/31 Total HAP Reserves	-\$215,261	\$1,841,297
New ACC Units Funding	\$134,602	\$0	\$0	Year 1 (2019)	79.0%	% leased in 90 to 120 days	27%			HAP Reserves as % of ABA (Start: 2.8%)	-0.6%	4.2%
Total ABA Funding Provided	\$39,814,833	\$43,949,712	\$43,854,457	Year 2 (2020)	80.0%	% leased in 120 to 150 days	0%	Time from Issuance to Success Must Add to 100%		"Excess" Reserves Subject To Offset	\$0	\$0
PHA Income	\$88,772	\$0		End of Year 3 Results (2021)								
Total Cash-Supported Prior Year-End Reserves	\$1,106,189	\$886,150	\$1,841,297	HUD-Held Reconciliation Cash Sufficiency Check						\$1,842,588	4.2%	Projected Total HAP Reserves ===== Reserves % BA
				HUD-established CYE HHR	\$1,148,464		HUD-established CYE HHR					
Total Funding				HUD-estimated Net Excess Cash	(\$42,275)		PHA-Held Cash 12/31/2018 (VMS)	Administrative Fees Analysis See Detail		2019		2020
Total Funding Available	\$41,009,794	\$44,835,862	\$45,695,753	HUD-Reconciled	\$1,106,189	\$1,148,464	HUD-Reconciled (Cash Capped)	<= 7,200 UMLs (No Proration)	> 7,200 UMLs (No Proration)	Admin Fees Earned (PY: \$3,434,395)	\$3,544,745	\$3,573,616
				Lower of H17/I17 (May Override)	\$1,106,189		Lower of H17/I17 (May Override)	\$79.54	\$74.24	Expense	\$3,975,402	\$3,945,276
				HUD-Reconciled Excess Cash v PHA RNP (12/31/2018)								
				HUD v. PHA difference: \$0.00 or 0% of Eligibility	(\$42,275)	<--VMS EOY RNP ===== EOY Excess Cash -->	(\$42,275)	Excess Cash revised.	TX004 has a cost per UML of \$63.02 compared to its Earnings/UML & Size peer group of \$59.90 (a difference of 5%) and its state peer group (of all PHAs in the state) of \$52.06 (a difference of 17.4%).		Based on the most recent, official (end of fiscal year) UNP, TX004 has a projected 2019 Calendar Year-End (CYE) UNP of (\$532,430) (or -15% of CY 2019 Earned Admin Fees) and a 2020 CYE UNP of (\$904,090) (or -25.3% of CY 2020 Earned Admin Fees).	

TX004 HCV Leasing and Spending Projection

	2019	UMAs	Actual UMLs	Actual HAP	Vouchers Issued/Projected To Be Issued	Other Planned Additions/ Reductions	New Leasing from Issued Vouchers	Estimated Attrition	UMLs: Actual/Projected	HAP: Actual/Projected	PUC: Actual/Projected	Manual PUC Override	Cumulative % Annual Leased	Cumulative % Eligibility Expended	Monthly UML %	Monthly ABA Expended %
	Jan-19	5,463	4,986	\$3,343,742					4,986	\$3,343,742	\$671		91.3%	100.8%	91.3%	100.8%
	Feb-19	5,463	5,009	\$3,382,562					5,009	\$3,382,562	\$675		91.5%	101.4%	91.7%	101.9%
	Mar-19	5,463	5,037	\$3,438,689					5,037	\$3,438,689	\$683		91.7%	102.1%	92.2%	103.6%
	Apr-19	5,463	5,035	\$3,474,696					5,035	\$3,474,696	\$690		91.8%	102.8%	92.2%	104.7%
	May-19	5,463	5,036	\$3,489,319					5,036	\$3,489,319	\$693		91.9%	103.3%	92.2%	105.2%
	Jun-19	5,463	5,044	\$3,497,582					5,044	\$3,497,582	\$693		92.0%	103.6%	92.3%	105.4%
	Jul-19	5,761	4,989	\$3,468,457					4,989	\$3,468,457	\$695		91.2%	103.7%	86.6%	104.5%
	Aug-19	5,761	4,956	\$3,386,801					4,956	\$3,389,030	\$684		90.5%	103.5%	86.0%	102.1%
	Sep-19	5,761	4,923	\$3,424,776					4,923	\$3,427,874	\$696		89.9%	103.5%	85.5%	103.3%
	Oct-19	5,761	4,906	\$3,410,279					4,906	\$3,414,391	\$696		89.4%	103.5%	85.2%	102.9%
	Nov-19	5,761	4,908	\$3,361,745					4,908	\$3,382,824	\$689		89.0%	103.3%	85.2%	102.0%
	Dec-19	5,761	4,908	\$3,458,469					4,908	\$3,515,889	\$716		88.7%	103.5%	85.2%	106.0%
	Total	67,344	59,737	\$41,137,117			0	0.0	59,737	\$41,225,055	\$690		88.7%	103.5%		
	2020															
	Jan-20	5,761	4,890	\$3,363,598					4,890	\$3,364,213	\$688		84.9%	91.9%	84.9%	91.9%
	Feb-20	5,761	4,901	\$3,509,263	134				4,901	\$3,514,824	\$717		85.0%	93.9%	85.1%	96.0%
	Mar-20	5,761	4,899	\$3,396,488	25				4,899	\$3,423,126	\$699		85.0%	93.8%	85.0%	93.5%
	Apr-20	5,761	4,935	\$3,480,855	25				4,935	\$3,527,436	\$715		85.2%	94.4%	85.7%	96.3%
	May-20	5,761			50	20	17	-25.1	4,947	\$3,554,447	\$719	\$719	85.3%	94.9%	85.9%	97.1%
	Jun-20	5,761			50	20	39	-25.1	4,980	\$3,597,463	\$722	\$722	85.5%	95.5%	86.4%	98.2%
	Jul-20	5,761			50	10	20	-25.3	4,985	\$3,620,145	\$726	\$726	85.6%	96.0%	86.5%	98.8%
	Aug-20	5,761			50		22	-25.3	4,982	\$3,637,015	\$730	\$730	85.7%	96.4%	86.5%	99.3%
	Sep-20	5,761			50		27	-25.3	4,984	\$3,657,689	\$734	\$734	85.8%	96.8%	86.5%	99.9%
	Oct-20	5,761			50		27	-25.3	4,987	\$3,678,472	\$738	\$738	85.9%	97.1%	86.6%	100.4%
	Nov-20	5,761			50		27	-25.3	4,989	\$3,699,365	\$742	\$742	86.0%	97.5%	86.6%	101.0%
	Dec-20	5,761			50		27	-25.4	4,991	\$3,720,369	\$745	\$745	86.0%	97.8%	86.6%	101.6%
	Total	69,132	19,625	\$13,750,204	584	274	208	-202.3	59,470	\$42,994,565	\$723		86.0%	97.8%		
	<div> <div>Graphs</div> <div> <p>12/18/19 - Had a conference call with the HA today. They had provided a lot of the data used in this TYT by email prior to the call. The HA staff provided the December UML and HAP entered here, the retroactive expenses entered in column S, TPV issuances entered in column F to February (which we adjusted a bit during the call to add in TPVs issued prior to November but still out searching), and likely PBV additions entered in column G to February. The remaining entries in column F are for potential VASH issuances and VASH turnover, and the further entries in column G are for PBV turnover. The attrition rate we used here came from earlier discussions. The time to lease variables are adjusted slightly from previous discussions too, as is the success rate with a slight adjustment. The HA also provided the total HAP spent to date on newly awarded 2019 Tenant Protection Vouchers, which totaled up to \$134,602. Thus, SPT left \$134,602 in new TPV funding in cell C11, and moved the remaining \$1,015,529 in unspent 2019 new TPV funding to 2020 in cell D11. We are making that move because we "protected" the unspent TPV funding from being used to cover the general shortfall, so that it remained to lease up the affected families in 2020 who had not been leased up in 2019. The per unit cost (PUC) is increased in column M by about 7.7%, near the average increase in FMRs moving from 2019 to 2020.</p> </div> <div>Comments (PHA VMS Comments in Note)</div> </div>															

**FORT WORTH HOUSING AUTHORITY
DEVELOPMENT & ASSET MANAGEMENT DEPARTMENT (DAM)**

For the Month Ending: March 31, 2020

DEVELOPMENT ACTIVITIES

RAD INITIATIVES			
<u>Site</u>	<u>RAD Status</u>	<u>HAP Contract Status</u>	<u>Notes</u>
Villas of Oak Hill	Closed 01/31/2019	Began 02/01/2019	COMPLETE
Candletree	Closed 03/23/2018	Began 04/01/2018	COMPLETE
Sycamore	N/A	N/A	N/A
Cambridge Court	Projected Closing 4/30/2020	Projected 5/1/2020	Pending approval from FNMA to continue RAD conversion
Overton Park	Closed 11/29/2019	12/1/2019	COMPLETE
Wind River	Closed 07/29/2019	Began 08/01/2019	COMPLETE
Scattered Sites	N/A	N/A	N/A
Aventine	4/2/2020	4/1/2020	Residents relocated at RCC. HUD approval to submit subordinations post-recording of HAP/USE Agreement, record 4/2/20, and keep 4/1/20 HAP date due to COVID-19.
The Henderson	Closed 3/31/2020	4/1/2020	COMPLETE

BUTLER RAD CONVERSIONS			
<u>Site</u>	<u>RAD Status</u>	<u>HAP Contract Status</u>	<u>Notes</u>
Stallion Pointe	Closed 12/27/2017	Began 01/01/2018	
Siddons Place	Closed 03/29/2018	Began 04/01/2018	
Alton	Closed 09/27/2018	Began 10/01/2018	
Campus	Closed 10/31/2018	Began 12/01/2018	
Standard at Boswell	Closed 07/26/2018	Began 08/01/2018	
Harmon Place	Closed 07/26/2018	Began 08/01/2018	
Palladium	Closed 04/11/2018	Began 06/01/2019	
Villas of Eastwood Terrace	Closed 05/31/2019	Began 06/01/2019	
Patriot Pointe	Closed 04/11/2019	Delayed HAP	Under construction
Stallion Ridge	Closed	Delayed HAP	Under construction

**FORT WORTH HOUSING AUTHORITY
DEVELOPMENT & ASSET MANAGEMENT DEPARTMENT (DAM)**

For the Month Ending: March 31, 2020

	06/06/2019		
Post Oak East			Will not place RAD units at this property
Aventine	Projected 4/1/2020	Projected 4/1/2019	RCC RECEIVED
Villas by the Park	Closed 09/30/2019	Began 10/01/2019	CLOSED
The Henderson	Closed 3/31/2020	Projected 4/1/2020	CLOSED
Carlyle Crossing			Will not place RAD units at this property

HUNTER PLAZA RAD CONVERSIONS [Completed]

<u>Site</u>	<u>RAD Status</u>	<u>HAP Contract Status</u>	<u>Notes</u>
McAlister	Closed 09/28/2018	Began 10/01/2018	
Western Center	Closed 11/26/2018	Began 12/01/2018	
Sedona Village	Closed 03/18/2019	Began 04/01/2019	
Avondale	Closed 07/18/2017	Began 09/01/2017	
Hunter Plaza	Closed	Began 10/01/2014	

WORKFORCE HOUSING INITIATIVES

<u>Site</u>	<u>Developer</u>	<u>Status</u>
Standard River District	Ojala	Under Construction
Highpoint Urban Living	Ojala	Acquisition complete
The Holston	AMTEX	Under Construction

Other Development Activities:

1. All property inspection, REAC, UPCS, TDHCA, Investor, etc have passed, meeting or exceeding FWHS expectations.
2. FWHS met with Director and senior members of TDHCA to discuss the CNI status and expectations. FWHS will continue ongoing dialog and processes to establish a “set aside” for these types of transactions.
3. Consultants have completed property Condition Needs Assessments (CNA) and environmental studies on all convert in-place and convert to existing developments in advance of expected RAD application submissions to HUD.
4. Application for Section 18 (Demolition) of Cavile Place Apartments has been submitted by CVR Associates, and approved by HUD. Tenant Protection Vouchers have also been

**FORT WORTH HOUSING AUTHORITY
DEVELOPMENT & ASSET MANAGEMENT DEPARTMENT (DAM)**

For the Month Ending: March 31, 2020

approved by HUD for Cavile residents' relocation and are being distributed. Tenant Relocation is currently underway.

5. The HUD CNI Site Visit scheduled took place Thursday, February 13th at 9:00 am. Application for the \$35 million Choice Neighborhoods Implementation Grant – spearheaded by FWHS, our CNI consultant (CVR Associates), Development Partner (McCormack Baron Salazar), and co-lead applicant (the City of Fort Worth) – was submitted prior to the deadline on November 4, 2019. Finalists will be notified in early 2020 for site visits, it is anticipated that the awardees will be announced mid-year 2020.
6. Application for 9% LIHTC for Cowan Place (122-unit senior project) – the first phase of the Cavile Redevelopment with CNI developer, McCormack Baron Salazar.

Portfolio Performance Summary Report

For the month ending: February 2020

Summary

February Occupancy across the portfolio averaged 81.58. Properties meet or exceed expectations. Low occupancy averages are based on RAD transitions at the properties.

[illegible]

FORT WORTH HOUSING SOLUTIONS – FINANCE AND ADMINISTRATION

Month Ended: February 29, 2020

ACCOUNTING AND FINANCE:

- **2019 Year-End Close Out**
 - Accounting continued to close the 2019 general ledger. Planning meetings among staff and auditors continued as well as the uploading of audit documents to audit portals. The auditors will visit FWHS the week of March 2, 2020 to look at public housing and HCV files. Resubmitted the 2018 REAC financial reports as required.
- **HUD/OIG Audit**
 - Prepared for this audit. Gathered the documents requested. The auditors will visit FWHS on March 3, 2020.
- **HUD Monitoring Review – COC Grants**
 - Prepared for this monitoring review. Gathered the documents requested. The reviewers are scheduled to visit FWHS on March 3-5, 2020.
- **RAD – DUNS/SAM Registration**
 - Started receiving notices about SAM registration renewals for all RAD properties. All registrations will be renewed timely to avoid any grant issues.
- **Sources and Uses of Development Funds/RAD Initial Funding Tool**
 - Continued to assist with updating or revising the information on RAD Initial Funding Tool; Continued to gather information for the FWHS sources and uses of development funds schedule.
- **ECS General Ledger Reporting**
 - This will be fully worked on once the year-end reporting requirements have been satisfied.
- **RAD Relocation Checks**
 - Accounts Payable continued to process relocation check requests from Resident Services. Relocation covers both Butler and Cavile public housing properties.
- **Budgeting Software**
 - Continued working with Procurement on this RFP.

INFORMATION TECHNOLOGY:

- **IT Plan Implementation**
 - **“My Housing Portal”**
 - ECS and IT have started the ball rolling on this. Getting ready for installation of the upgrade.
 - **Infrastructure and Cloud Services**
 - Continued to monitor and resolve issues with the new system. VDI and servers appear to be stable.
 - **Electronic Document Management/Workflow Software**
 - IT and HCV and other key staff members have been meeting and also with the vendor regarding implementation; configuring the new system. Scheduled an onsite visit from another vendor (Global).

FORT WORTH HOUSING SOLUTIONS – FINANCE AND ADMINISTRATION

Month Ended: February 29, 2020

- **EIV User Access**
 - Continued to assist the property management companies with RAD properties in accessing the EIV system; doing housekeeping with the EIV system.
- **Visitor Management System**
 - Working with Procurement to start a formal bid process.
- **Internet Provider**
 - The selection of the provider still needs to be processed. IT is working with Procurement.
- **FWHS Cell Phone Devices**
 - Reviewing other carrier options for effectiveness and efficiency purposes. Working with Procurement to move services to T Mobile from Verizon.

QUADCO MANAGEMENT SOLUTIONS, INC.:

- Continued to assist QuadCo with various wrapping up activities. Taking the lead on providing information to the auditors for the 2019 audit process.
- QuadCo A/P continued under the FWHS accounting umbrella.
- Processed QuadCo mails that are now being forwarded to the admin office.
- IT continued to assist with the system administration tasks and in physically moving computer and related equipment from QuadCo's old office to the warehouse.
- Hanratty Place – continued working with Samaritan Housing regarding the Hanratty Place property management transition and its 2019 audit.

STAFF DEVELOPMENT/OTHER ACTIVITIES:

- Meeting with Samaritan Housing to discuss the Hanratty Place property management transition
- Conference Call with Capital One to discuss the transition process for banking services
- Barbara Holston Education Fund planning and board meetings
- HUD CNI Visit – attended some events

FORT WORTH HOUSING SOLUTIONS
CENTRAL OFFICE COST CENTER BUDGET VARIANCE SUMMARY
March 31, 2020

INCOME	2020 ORIGINAL BUDGET	YTD MONTH BUDGET	YTD MONTH ACTUAL	YTD MONTH VARIANCE		2019 BUDGET VARIANCE EXPLANATIONS
				FAV/(UNFAV) \$	FAV/(UNFAV) %	
Management Fees	1,877,510	469,378	318,285	(151,093)	-32.19%	Various Income not yet earned.
Fund Transfer From (To) Other Sources	5,086,415	1,271,604	618,419	(653,185)	-51.37%	Distribution to Cover COCC and HCV 2020 current Deficit
Fees for Service	-	0	-	-	0.00%	
Interest Earned	34,852	8,713	16,503	7,790	89.40%	Texpool Interest.
Other Income	427,490	106,873	97,533	(9,340)	-8.74%	Subsidy Holdback, 10% of actual is held back. HR Fees
Rental of Office Space	32,400	8,100	8,100	-	0.00%	TCHC rent.
TOTAL INCOME	7,458,667	1,864,667	1,058,840	(805,827)	-43.22%	

EXPENSES	2018 Original Budget	YTD MONTH BUDGET	YTD MONTH ACTUAL	YTD MONTH VARIANCE		2019 BUDGET VARIANCE EXPLANATIONS
				FAV/(UNFAV) \$	FAV/(UNFAV) %	
Administrative Expense	4,533,362	1,240,328	815,727	424,601	34.23%	Various expenses not yet incurred, i.e. audit cost, renewal of publication, renewal of licenses, & computer maintenance. Vacancies not yet filled.
Tenant Services	-	0	-	-	0.00%	
Utilities	115,655	28,914	25,799	3,115	10.77%	
Maintenance	168,644	42,186	36,368	5,818	13.79%	
Protective Services	48,110	12,028	7,403	4,624	38.45%	
General Expense	1,020,067	274,788	173,542	101,246	36.85%	Various expenses not yet incurred.
Total Operating Expenses	5,885,839	1,598,243	1,058,838	539,404.92	33.75%	
Nonoperating Expenses	561,250	140,313	-	140,313	100.00%	Various IT Plan Equipment Additions and replacement not yet incurred.
TOTAL EXPENSES	6,447,089	1,738,555	1,058,838	679,717	39.10%	

NET INCOME	1,011,578	126,111	(0)	(126,118)	-100.00%	
Fund Transfer From/(To) Other Sources	(1,011,578)	(126,112)	(0)	126,118	100.00%	
NET	0	0	(0)	0		

FORT WORTH HOUSING SOLUTIONS
2020 ASSISTED HOUSING BUDGET
HOUSING CHOICE VOUCHER AND MAINSTREAM PROGRAMS COMBINED
March 31, 2020

No.	ACCOUNT NAME	2020	YTD	YTD	VAR.	VAR.	EXPLANATION
		ORIGINAL BUDGET	MONTH BUDGET	MONTH ACTUAL	FAV/(UNFAV) \$	FAV/(UNFAV) %	
1	INCOME						
2	Admin Fees Earned HCV	3,219,950	804,988	843,504	38,517	4.78%	79% proration rate. Increase revenue due to lease up.
3	Admin Fees Earned Mainstream	138,229	34,557	17,189	(17,368)	-50.26%	
4	Admin Fees Earned	3,358,179	839,545	860,693	21,148	2.52%	
5	HAP Revenue	41,230,044	10,307,511	9,891,624	(415,887)	-4.03%	HAP revenue decrease due to under utilization on Tenant Protection Voucher.
6	Total Fees	44,588,223	11,147,056	10,752,317	(394,738)	-3.54%	
7	Investments	2,063	516	(2)	(518)	-100.39%	
8	Portable Admin. Fees	7,562	1,891	13,338	11,448	605.55%	
9	Fraud Recovery	49,788	12,447	25,688	13,241	106.38%	
10	Inspections Income	26,319	6,580	-	(6,580)	0.00%	
11	Other Income	-	-	-	-	0.00%	
12	Total Other	85,732	21,433	39,024	17,591	82.07%	
13	TOTAL INCOME	44,673,955	11,168,489	10,791,341	(377,147)	-3.38%	
14							
15	OPERATING EXPENSES						
16	Administrative Expenses:						
17	Administrative Salaries	1,671,879	417,970	310,296	107,674	25.76%	A decrease due to vacant positions at beginning of year
19	Legal expense	2,047	512	1,100	(588)	-114.95%	
20	Staff Training	5,000	1,250	115	1,135	90.80%	
21	Travel	10,650	2,663	-	2,663	100.00%	
22	Audit	48,734	12,184	-	12,184	100.00%	
23	Subtotal	1,747,596	436,899	311,511	125,388	28.70%	
24	Sundry:						
25	Publications	1,138	285	620	(336)	-117.93%	
26	Telephone	37,010	9,253	9,738	(486)	-5.25%	
27	Postage	24,348	6,087	6,201	(114)	-1.87%	
28	Forms, etc.	9,115	2,279	830	1,449	63.57%	
29	Office Supplies	10,879	2,720	1,035	1,684	61.93%	
30	Machine Rental	19,660	4,915	4,634	281	5.71%	
31	Other Expenses	425	106	222	(115)	-108.56%	
32	Portable Admin Fee Expense	41,788	10,447	6,353	4,094	39.18%	
33	Expendable Equipment	-	-	4,320	(4,320)	#DIV/0!	
34	Bank Charges	4,963	1,241	273	968	77.99%	
35	Bad Debt Expenses	100,000	25,000	-	25,000	100.00%	
36	Auto Lease Expense	25,493	6,373	4,696	1,677	26.32%	
37	Computer Maintenance	311,130	77,783	78,994	(1,211)	-1.56%	
38	Meetings-FWHA Events	1,000	250	77	173	69.08%	
39	Cell Phones	5,363	1,341	1,990	(650)	-48.46%	
40	Professional Services	18,815	4,704	4,918	(214)	-4.55%	
41	Subtotal - Sundry Expenses	622,376	155,594	124,902	30,692	19.73%	
42	Management Fees	671,636	167,909	172,139	(4,230)	-2.52%	
43	Advertisement	1,500	375	255	120	32.05%	
44	Bookkeeping Fees	439,920	109,980	105,842	4,138	3.76%	
45	Total Administrative Expenses	3,483,028	870,757	714,649	156,108	17.93%	

**FORT WORTH HOUSING SOLUTIONS
2020 ASSISTED HOUSING BUDGET
HOUSING CHOICE VOUCHER AND MAINSTREAM PROGRAMS COMBINED
March 31, 2020**

No.	ACCOUNT NAME	2020	YTD	YTD	VAR.	VAR.	EXPLANATION
		ORIGINAL BUDGET	MONTH BUDGET	MONTH ACTUAL	FAV/(UNFAV) \$	FAV/(UNFAV) %	
46	Maintenance:					0.00%	
47	Materials:					0.00%	
48	Gasoline	4,693	1,173	411	762	64.97%	
49	Subtotal - Materials	4,693	1,173	411	762	64.97%	
50	Maintenance Contracts:					0.00%	
51	Auto maintenance	1,911	478	338	139	29.16%	
52	Office Machine Maintenance	-	-	-	-	0.00%	
52	Other Maintenance	558	140	227	(88)	-63.03%	
53	Work Number	32,000	8,000	5,516	2,484	31.05%	
54	File Storage	-	-	-	-	0.00%	
54	Housing Inspections	29,295	7,324	3,840	3,484	47.57%	An decrease due to Inspections Fees
55	Car Wash	204	51	15	36	70.59%	
56	Subtotal - Contracts	64,568	16,142	9,937	6,205	38.44%	
57	Total Maintenance Expenses	69,261	17,315	10,348	6,968	40.24%	
58	Protective Services:					0.00%	
59	Criminal Histories	1,278	320	20	300	93.74%	
60	Total Protective Services	1,278	320	20	300	93.74%	
61	General Expenses:					0.00%	
62	Liability	1,405	351	-	351	100.00%	
63	Property	-	-	-	-	0.00%	
63	Automobile	7,444	1,861	909	952	51.16%	
64	Other Insurance coverage	824	206	90	116	56.42%	
65	Subtotal - Insurance	9,673	2,418	999	1,420	58.71%	
66	FICA	127,886	31,972	23,318	8,654	27.07%	
67	SUI	5,446	1,362	3,816	(2,455)	-180.28%	
68	Workers Comp	6,099	1,525	189	1,336	87.64%	
69	Retirement	167,246	41,812	26,226	15,586	37.28%	
70	Health Insurance	324,986	81,247	64,156	17,091	21.04%	
71	Life Insurance	6,050	1,513	1,203	310	20.46%	
72	WAP	764	191	238	(47)	-24.80%	
73	Subtotal - Employee Benefits	638,477	159,619	119,145	40,475	25.36%	
74	Total General Expenses	648,150	162,038	120,143	41,894	25.85%	
75	Housing Assistance Payment:						
76	Housing Assistance Payment	41,230,044	10,307,511	9,891,624	415,887	4.03%	HAP expenses decrease due to under utilization on Tenant Protection Voucher.
77	TOTAL HAP	41,230,044	10,307,511	9,891,624	415,887	4.03%	
78	TOTAL OPERATING EXPENSES	45,431,761	11,357,941	10,736,785	621,156	5.47%	
79	Nonoperating Expenses:					0.00%	
81	Capital Expenditures	88,896	22,224	-	22,224	100.00%	
82	TOTAL NONOPERATING EXPENSES	88,896	22,224	-	22,224	100.00%	
92							
83	TOTAL EXPENSES	45,520,657	11,380,165	10,736,784	643,380	5.65%	
84	INCOME (LOSS)	(846,702)	(211,676)	54,558	266,232	125.77%	
85	TRANSFER FROM COCC	846,702	70,559	-	(287,394)		
86	TRANSFER FROM MAINSTREAM	-	-	-	-		
87	NET	-	(141,117)	54,558	(21,162)		

**FORT WORTH HOUSING SOLUTIONS
2020 VASH & SRO BUDGET
SPECIAL PROGRAMS COMBINED
March 31, 2020**

No.	GL ACCOUNT NO.	ACCOUNT NAME	2020	YTD	YTD	VAR.	VAR.	EXPLANATION
			ORIGINAL BUDGET	MONTH BUDGET	MONTH ACTUAL	FAV/(UNFAV) \$	FAV/(UNFAV) %	
			Col. D			Col. E	Col. F	Col. I
1	INCOME							
2	307-802601-000000-000-307	Admin Fees Earned Samaritan I (307)	30,543	7,636	7,659	23	0.30%	Based on a fix rate of \$79.54 per unit available for 2019.
3	307-802601-000000-000-308	Admin Fees Earned Cornerstone (308)	19,090	4,773	4,526	(247)	-5.17%	
4	307-802601-000000-000-309	Admin Fees Earned Samaritan II (309)	17,181	4,295	4,804	509	11.84%	
5	307/310-802601-000000-000	Admin Fees Earned VASH	228,963	57,241	55,071	(2,170)	-3.79%	79% proration rate
6		Total Admin Fees Earned	295,777	73,944	72,060	(1,884)	-2.55%	
7	307/310-802600-000000-000	HAP Revenue	2,509,571	627,393	617,388	(10,004)	-1.59%	HAP Revenue as expected for the beginning of the year leasing.
8		Total Fees	2,805,348	701,337	689,448	(11,889)	-1.70%	
9	TOTAL INCOME		2,805,348	701,337	689,448	(11,889)	-1.70%	
10	OPERATING EXPENSES						0.00%	
11	307/310-411000-000000-000-000	Administrative Salaries	118,480	29,620	22,972	6,648	22.44%	Not all positions are filled.
12	307/310-415000-000000-000-000	Travel	-	-	-	-	0.00%	
13	307/310-417000-000000-000-000	Audit	3,256	814	-	814	100.00%	
14		Sundry:						
15	307/310-419000-000006-000-000	Office Supplies	148	37	-	37	100.00%	
16	307/310-419000-000006-000-000	Machine Rental	2,290	573	573	(0)	0.00%	
17	307/310-419000-000008-000-000	Other	285	71	196	(125)	-175.44%	
18	307/310-419000-000015-000-000	Portable Admin Fee Expense	5,406	1,352	1,322	29	2.16%	
19		Subtotal Sundry Expenses	17,336	4,334	3,393	941	21.71%	
20	307/310-419100-000000-000-000	Management Fees	59,156	14,789	14,500	289	1.95%	
21	307/310-419300-000000-000-000	Bookkeeping Fees	35,370	8,843	8,710	133	1.50%	
22		Total Administrative Expenses	237,413	59,353	49,575	9,778	16.47%	
23		General Expenses:						
24	307/310-443000-000012-000-000	Maint Contract	60	15	-	15	100.00%	
25	307/310-443000-000036-000-000	Housing Inspections	23,229	5,807	248	5,559	95.73%	Inspector.
26		Maintenance Contracts	23,371	5,840	270	5,570	95.38%	
27		Total Maintenance Expenses	23,371	5,840	270	5,570	95.38%	
28	307/310-451001-000000-000-000	Workers Comp	-	-	-	-	0.00%	
29	307/310-451002-000000-000-999	Liability	68	17	-	17	100.00%	
30	307/310-451004-000000-000-000	Automobile	62	16	7	8	53.81%	
31		Subtotal - Insurance	155	39	10	29	74.04%	
32	307/310-454000-000001-000-000	FICA	9,067	2,267	1,753	514	22.67%	
33	307/310-451001-000000-000-000	Workers Comp	433	108	14	94	87.10%	
34	307/310-454000-000002-000-000	SUI	453	113	359	(246)	-217.40%	
35	307/310-454000-000004-000-000	Retirement	11,862	2,966	2,062	904	30.48%	
36	307/310-454000-000005-000-000	Health	26,135	6,534	5,772	762	11.66%	
37	307/310-454000-000006-000-000	Life	423	106	92	14	12.82%	
38	307/310-454000-000007-000-000	WAP	64	16	14	2	13.81%	
39	307/310-454000-000008-000-000	Insurance Consultant	-	-	-	-	0.00%	
40		Subtotal - Employee Benefits	48,437	12,109	10,066	2,044	16.88%	
41	307/310-457001-000000-000-000	Collection Losses	-	-	-	-	0.00%	
42		Total General Expenses	48,592	12,148	10,076	2,072	17.06%	
43	307/310-451501-000000-000-000	Housing Assistance Payment	2,509,571	627,393	617,388	10,004	1.59%	HAP expenses disbursed within a reasonable range.
44	TOTAL HAP		2,509,571	627,393	617,388	10,004	1.59%	
45	TOTAL OPERATING EXPENSES		2,818,947	704,734	677,309	27,425	3.89%	
46	TOTAL EXPENSES		2,818,947	704,734	677,309	27,425	3.89%	
47	INCOME (LOSS)		(13,599)	(3,397)	12,139	(15,536)	-457.34%	
48	TRANSFER FROM COCC		13,599	1,132	-	1,132		
49	NET		-	-	12,139	(14,404)		

FORT WORTH HOUSING SOLUTIONS
CONTINUUM OF CARE GRANTS - MARCH 2020
PREPARED: 4/06/2020

CoC GRANT	Grant Authorized	Expiration Date	% Expended	Disbursement end Date	Months left to Expiration	% Disbursed	% Budgeted Rental Assistance	% Budgeted Operating Admin./Rental Assistance	% Supportive Services	% Budgeted Administrative
CoC 1	1,618,249	5/31/2020	78.8%	6/30/2020	2	78.8%	80.6%	11.0%	0.0%	8.4%
CoC 2	1,197,611	9/30/2020	48.1%	10/31/2020	6	48.1%	80.6%	11.0%	0.0%	8.4%
CoC 6	181,151	3/31/2020	79.8%	4/30/2020	0	79.8%	82.1%	11.2%	0.0%	6.7%
CoC 8	177,895	1/31/2021	11.6%	2/28/2021	10	11.6%	64.9%	8.8%	18.3%	8.0%
Total	3,174,906									

Grant Activity and Balances					
BLI Account		1040	1040	1050	1060
GL CODE		1410-903	1410-902	1410-16-902	1410-903
Description	Totals	Rental Assistance	Operating Admin./Rental Assistance	Supportive Services	Administrative
CoC 1					
Authorized	1,618,249	1,304,920	177,944	0	135,385
Disbursed	1,275,686	1,021,390	139,412	0	114,884
Balance	342,563	283,530	38,532	0	20,501
CoC 2					
Authorized	1,197,611	965,796	131,700	0	100,115
Disbursed	576,635	432,963	84,805	0	58,867
Balance	620,976	532,833	46,894	0	41,249
CoC 6					
Authorized	181,151	148,748	20,284	0	12,119
Disbursed	144,503	112,982	18,834	0	12,687
Balance	36,648	35766	1449	0	(568)
CoC 8					
Authorized	177,895	115,442	15,742	32,518	14,193
Disbursed	20,687	15,452	3,351	0	1,884
Balance	157,208	99,990	12,391	32,518	12,309

FORT WORTH HOUSING SOLUTIONS
HCC / HHSP / DH GRANTS - MARCH 2020
PREPARED: 4/06/2020

GRANT	Grant Authorized	Expiration Date	% Expended	Reimbursed end Date	Months left to Expiration	% Reimbursed	% Budgeted Rental Assistance	% Budgeted Administrative
HCC	700,000	8/31/2020	80.4%	9/30/2020	5	80.4%	86.9%	13.1%
HHSP	449,747	8/31/2020	65.3%	9/30/2020	5	56.0%	95.1%	4.9%
DH	715,000	9/30/2020	49.2%	10/31/2020	6	41.8%	91.9%	8.1%
Total	1,864,747							

Grant Activity and Balances			
GL CODE		4715	4110-4540
Description	Totals	Rental Assistance	Administrative
HCC			
Authorized	700,000	607,970	92,030
Reimbursed	562,574	512,882	49,692
Balance	137,426	95,089	42,338
HHSP			
Authorized	449,747	427,690	22,057
Reimbursed	252,066	239,274	12,792
Balance	197,681	188,416	9,265
DH			
Authorized	715,000	657,048	57,952
Reimbursed	299,163	272,934	26,229
Balance	415,837	384,114	31,723

HCC - Healthy Community Collaborative

HHSP - Homeless Housing & Services Program

DH - Directions Home

FORT WORTH HOUSING SOLUTIONS
ROSS GRANTS - MARCH 2020
PREPARED: 4/06/2020

ROSS GRANT	Grant Authorized	Expiration Date	% Expended	Disbursement end Date	Months left to Expiration	% Disbursed	% Budgeted Project Coordinator	% Budgeted Training Cost	% Budgeted Administrative Costs
2018 ROSS	242,000	4/14/2021	74.9%	5/14/2021	13	74.9%	86.8%	0.8%	12.4%
2018 ROSS FSS *	360,000	12/31/2020	22.6%	1/31/2021	9	22.6%	100.0%	0.0%	0.0%
Total	602,000								

Grant Activity and Balances				
BLI Account		1168	1268	1868
GL CODE		1410	1410	1410
Description	Totals	Project Coordinator	Training Costs	Administrative Costs
2018 ROSS				
Authorized	242,000	210,000	2,000	30,000
Disbursed	181,276	166,139	2,000	13,137
Balance	60,724	43,861	0.00	16,863
2018 ROSS FSS				
Authorized	360,000	360,000	0	0
Disbursed	81,250	81,250	0	0
Balance	278,750	278,750	0	0

**FORT WORTH HOUSING SOLUTIONS
CAPITAL FUND PROGRAMS - MARCH 2020
PREPARED: 4/06/2020**

CoC GRANT	Grant Authorized	Obligation End Date	Months Left to Obligate	% Obligated	Disbursement end Date	Months left to Disburse	% Disbursed	% Budgeted Soft Cost	% Budgeted Hard Cost
2015 CFP	1,111,814	4/12/2019	0	100.0%	4/12/2021	13	89.8%	54.0%	46.0%
2016 CFP	1,150,560	4/12/2020	1	100.0%	4/12/2022	25	31.7%	10.0%	90.0%
2017 CFP	1,185,285	8/15/2019	0	100.0%	8/15/2021	17	12.6%	38.0%	62.0%
2018 CFP	1,979,629	5/28/2020	2	29.0%	5/28/2022	26	30.0%	34.0%	66.0%
2019 CFP	1,699,358	4/15/2021	13	0.0%	4/15/2023	37	0.0%	N/A	NA
Total	7,126,646								

[illegible]

FORT WORTH HOUSING SOLUTIONS
OTHER FUNDS - BUDGET VARIANCE SUMMARY
March 31, 2020

INCOME	2020 ORIGINAL BUDGET	YTD MONTH BUDGET	YTD MONTH ACTUAL	YTD MONTH VARIANCE		2020 BUDGET VARIANCE EXPLANATIONS
				FAV/(UNFAV) \$	FAV/(UNFAV) %	
Ground Lease	-	0	-	-	0.00%	
Management Fees	-	0	-	-	0.00%	
Reserve Utilization & Other Fees	524,250	131,063	-	(131,063)	-100.00%	
Oil & Gas Lease	21,744	5,436	1,990	(3,446)	-63.38%	
Interest Earned	585,447	146,362	195,354	48,992	33.47%	
Other Income	76,264	19,066	-	(19,066)	-100.00%	
Dwelling Rent	-	0	-	-	0.00%	
Gain/Loss	-	0	-	-	100.00%	
Developer Fee	1,044,021	261,006	-	(261,006)	-100.00%	
Developer Fee Transfer	(1,044,021)	(261,006)	-	261,006	100.00%	
TOTAL INCOME	1,207,707	301,926	197,344	(104,582)	-34.64%	

EXPENSES	2020 Original Budget	YTD MONTH BUDGET	YTD MONTH ACTUAL	YTD MONTH VARIANCE		2020 BUDGET VARIANCE EXPLANATIONS
				FAV/(UNFAV) \$	FAV/(UNFAV) %	
Administrative Expense	165,870	41,468	29,416	12,052	29.06%	
Tenant Services	-	0	-	-	0.00%	
Utilities	390	97	36	61	63.25%	
Maintenance	28,806	7,202	5,964	1,238	17.18%	
Protective Services	-	0	-	-	0.00%	
General Expense	856	213	(411)	625	293.10%	
Total Operating Expenses	195,922	48,979	35,005	13,974	28.53%	
Nonoperating Expenses	-	0	-	-	0.00%	
TOTAL EXPENSES	195,926	48,979	35,005	13,974	28.53%	

NET INCOME	1,011,781	252,948	162,340	(118,556)	-46.87%	
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Fund Transfer From/(To) Other Sources	-	0	-	-	0.00%	
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NET	1,011,781	252,948	162,340	(118,556)		

TX004 HCV Leasing and Spending Projection

PHA Name				Housing Authority of Fort Worth				PHA Number				TX004				Utilization Report:				HCV Utilization Report September 2019				Print				TYT Guide				TYT Videos																							
Save				Access Additional Tools				Disclaimer																																															
ACC/Funding Information																Funding Proration/Offset Levels				Program Projection Variables								Leasing and Spending Outcomes: Current and Following Year Projections																											
ACC				Current Year (2019)				Year 2 (2020)				Year 3 (2021)				HAP				Success Rate				75%				Annual Turnover Rate				6.1%				2019				2020															
Beginning ACC Vouchers				5,463				5,761				5,761				Year 2 (2020) Rebenchmark				99.0%								PIC EOP % as of 10/31/2019 (436 EOPs): 8.84%				UML % of ACC (UMA)				88.7%				88.1%															
Funding Components				Current Year (2019)				Year 2 (2020)				Year 3 (2021)				Year 3 (2021) Rebenchmark				102.0%				Time from Issuance to HAP Effective Date (Current: 1.94 months)								HAP Exp as % All Funds				100.5%				91.4%															
Initial BA Funding (net offset)				\$38,001,133				\$43,972,761				\$43,099,595				Year 2 (2020) % 'Excess' Reserves Offset				25.0%				% leased in 30 days				16%				2020 *Estimated* Inflation				HAP Exp as % of Eligibility only				103.5%				91.4%											
Offset of HAP Reserves				\$0				\$0				\$0				Year 3 (2021) % 'Excess' Reserves Offset				0.0%				% leased in 30 to 60 days				20%				7.7%				End of Year Results																			
Set Aside Funding				\$1,679,098				\$0								Administrative Fees								% leased in 60 to 90 days				10%								Projected 12/31 Total HAP Reserves				-\$215,261				\$3,972,965											
New ACC Units Funding				\$134,602				\$2,254,710				\$0				Year 1 (2019)				79.0%				% leased in 90 to 120 days				27%								HAP Reserves as % of ABA (Start: 2.8%)				-0.6%				8.6%											
Total ABA Funding Provided				\$39,814,833				\$46,227,470				\$43,099,595				Year 2 (2020)				80.0%				% leased in 120 to 150 days				0%				Time from Issuance to Success Must Add to 100%								"Excess" Reserves Subject To Offset				\$0				\$1,901,981							
PHA Income				\$88,772				\$0																																End of Year 3 Results (2021)															
Total Cash-Supported Prior Year-End Reserves				\$1,106,189				\$0				\$3,972,965				HUD-Held Reconciliation Cash Sufficiency Check																												\$3,680,501				8.5%				Projected Total HAP Reserves ===== Reserves % BA			
																HUD-established CYE HHR				\$1,148,464								HUD-established CYE HHR																											
Total Funding																HUD-estimated Net Excess Cash				(\$42,275)								PHA-Held Cash 12/31/2018 (VMS)								Administrative Fees Analysis				See Detail				2019				2020							
Total Funding Available				\$41,009,794				\$46,227,470				\$47,072,560				HUD-Reconciled				\$1,106,189				\$1,148,464				HUD-Reconciled (Cash Capped)				<= 7,200 UMLs (No Proration)				> 7,200 UMLs (No Proration)				Admin Fees Earned (PY: \$3,434,395)				\$3,544,745				\$3,657,814							
																Lower of H17/I17 (May Override)				\$1,106,189				Lower of H17/I17 (May Override)								\$79.54				\$74.24				Expense				\$3,975,402				\$3,945,276							
HUD-Reconciled Excess Cash v PHA RNP (12/31/2018)																																																							
																HUD v. PHA difference: \$0.00 or 0% of Eligibility				(\$42,275)				<--VMS EOY RNP ===== EOY Excess Cash -->				(\$42,275)				Excess Cash revised.												TX004 has a cost per UML of \$63.02 compared to its Earnings/UML & Size peer group of \$59.90 (a difference of 5%) and its state peer group (of all PHAs in the state) of \$52.06 (a difference of 17.4%).				Based on the most recent, official (end of fiscal year) UNP, TX004 has a projected 2019 Calendar Year-End (CYE) UNP of (\$532,430) (or -15% of CY 2019 Earned Admin Fees) and a 2020 CYE UNP of (\$819,891) (or -22.4% of CY 2020 Earned Admin Fees).							

TX004 HCV Leasing and Spending Projection

	2019	UMAs	Actual UMLs	Actual HAP	Vouchers Issued/Projected To Be Issued	Other Planned Additions/ Reductions	New Leasing from Issued Vouchers	Estimated Attrition	UMLs: Actual/Projected	HAP: Actual/Projected	PUC: Actual/Projected	Manual PUC Override	Cumulative % Annual Leased	Cumulative % Eligibility Expended	Monthly UML %	Monthly ABA Expended %
	Jan-19	5,463	4,986	\$3,343,742					4,986	\$3,343,742	\$671		91.3%	100.8%	91.3%	100.8%
	Feb-19	5,463	5,009	\$3,382,562					5,009	\$3,382,562	\$675		91.5%	101.4%	91.7%	101.9%
	Mar-19	5,463	5,037	\$3,438,689					5,037	\$3,438,689	\$683		91.7%	102.1%	92.2%	103.6%
	Apr-19	5,463	5,035	\$3,474,696					5,035	\$3,474,696	\$690		91.8%	102.8%	92.2%	104.7%
	May-19	5,463	5,036	\$3,489,319					5,036	\$3,489,319	\$693		91.9%	103.3%	92.2%	105.2%
	Jun-19	5,463	5,044	\$3,497,582					5,044	\$3,497,582	\$693		92.0%	103.6%	92.3%	105.4%
	Jul-19	5,761	4,989	\$3,468,457					4,989	\$3,468,457	\$695		91.2%	103.7%	86.6%	104.5%
	Aug-19	5,761	4,956	\$3,386,801					4,956	\$3,389,030	\$684		90.5%	103.5%	86.0%	102.1%
	Sep-19	5,761	4,923	\$3,424,776					4,923	\$3,427,874	\$696		89.9%	103.5%	85.5%	103.3%
	Oct-19	5,761	4,906	\$3,410,279					4,906	\$3,414,391	\$696		89.4%	103.5%	85.2%	102.9%
	Nov-19	5,761	4,908	\$3,361,745					4,908	\$3,382,824	\$689		89.0%	103.3%	85.2%	102.0%
	Dec-19	5,761	4,908	\$3,458,469					4,908	\$3,515,889	\$716		88.7%	103.5%	85.2%	106.0%
	Total	67,344	59,737	\$41,137,117			0	0.0	59,737	\$41,225,055	\$690		88.7%	103.5%		
	2020															
	Jan-20	5,761	4,894	\$3,358,853					4,894	\$3,358,853	\$686		85.0%	87.2%	85.0%	87.2%
	Feb-20	5,761	4,908	\$3,491,047	134				4,908	\$3,491,047	\$711		85.1%	88.9%	85.2%	90.6%
	Mar-20	5,761	4,868	\$3,293,622	50				4,868	\$3,293,622	\$677		84.9%	87.8%	84.5%	85.5%
	Apr-20	5,761			150	150	26	-24.7	5,019	\$3,413,927	\$680	\$680	85.4%	88.0%	87.1%	88.6%
	May-20	5,761			100	20	36	-25.5	5,049	\$3,452,459	\$684		85.9%	88.3%	87.6%	89.6%
	Jun-20	5,761			100	10	65	-25.7	5,099	\$3,504,830	\$687		86.3%	88.8%	88.5%	91.0%
	Jul-20	5,761			50	10	48	-25.9	5,132	\$3,545,730	\$691		86.7%	89.2%	89.1%	92.0%
	Aug-20	5,761			50		59	-26.1	5,164	\$3,587,196	\$695	\$695	87.1%	89.7%	89.6%	93.1%
	Sep-20	5,761			50		41	-26.3	5,179	\$3,616,577	\$698		87.4%	90.2%	89.9%	93.9%
	Oct-20	5,761			50		38	-26.3	5,191	\$3,643,483	\$702	\$702	87.7%	90.6%	90.1%	94.6%
	Nov-20	5,761			50		27	-26.4	5,192	\$3,663,386	\$706	\$706	87.9%	91.0%	90.1%	95.1%
	Dec-20	5,761			50		27	-26.4	5,192	\$3,683,395	\$709	\$709	88.1%	91.4%	90.1%	95.6%
	Total	69,132	14,670	\$10,143,522	834	264	368	-233.3	60,888	\$42,254,505	\$694		88.1%	91.4%		
	<div> <div>Graphs</div> <div> <p>12/18/19 - Had a conference call with the HA today. They had provided a lot of the data used in this TYT by email prior to the call. The HA staff provided the December UML and HAP entered here, the retroactive expenses entered in column S, TPV issuances entered in column F to February (which we adjusted a bit during the call to add in TPVs issued prior to November but still out searching), and likely PBV additions entered in column G to February. The remaining entries in column F are for potential VASH issuances and VASH turnover, and the further entries in column G are for PBV turnover. The attrition rate we used here came from earlier discussions. The time to lease variables are adjusted slightly from previous discussions too, as is the success rate with a slight adjustment. The HA also provided the total HAP spent to date on newly awarded 2019 Tenant Protection Vouchers, which totaled up to \$134,602. Thus, SPT left \$134,602 in new TPV funding in cell C11, and moved the remaining \$1,015,529 in unspent 2019 new TPV funding to 2020 in cell D11. We are making that move because we "protected" the unspent TPV funding from being used to cover the general shortfall, so that it remained to lease up the affected families in 2020 who had not been leased up in 2019. The per unit cost (PUC) is increased in column M by about 7.7%, near the average increase in FMRs moving from 2019 to 2020.</p> </div> <div>Comments (PHA VMS Comments in Note)</div> </div>															

**FORT WORTH HOUSING AUTHORITY
INVESTMENT PORTFOLIO
PERIOD ENDED MARCH 31, 2020**

FUND NO.	FUND NAME	TYPE	BOOK VALUE ENDING	MARKET VALUE ENDING	INTEREST RATE OR YIELD	PURCHASED FROM	MATURITY DATE
100	COCC	INVESTMENT POOL	3,940,507.76	3,940,507.76	1.00340%	TEXPOOL	N/A
102, 103	FSS ESCROW	INVESTMENT POOL	406,778.21	406,778.21	1.00340%	TEXPOOL	N/A
300	FSS ESCROW	INVESTMENT POOL	15,419.35	15,419.35	1.00340%	TEXPOOL	N/A
304	P'TREE 1 RESERVE	INVESTMENT POOL	404.43	404.43	1.00340%	TEXPOOL	N/A
600	HSG DEV CORP	INVESTMENT POOL	390,420.35	390,420.35	1.00340%	TEXPOOL	N/A
707	OVERTON SQUARE LP	INVESTMENT POOL	605,109.20	605,109.20	1.00340%	TEXPOOL	N/A
330	P'TREE REFINANCE	INVESTMENT POOL	48,898.04	48,898.04	1.00340%	TEXPOOL	N/A
706	TRINITY RIVER PFC	INVESTMENT POOL	8,900,166.22	8,900,166.22	1.00340%	TEXPOOL	N/A
200	DISCRETIONARY	INVESTMENT POOL	725,168.75	725,168.75	1.00340%	TEXPOOL	N/A
710	GATEWAY PFC	INVESTMENT POOL	23,787,099.86	23,787,099.86	1.00340%	TEXPOOL	N/A
202	OIL & GAS LEASE	INVESTMENT POOL	1,028,702.74	1,028,702.74	1.00340%	TEXPOOL	N/A
203	PH HSE SALE PROC	INVESTMENT POOL	3,498,771.01	3,498,771.01	1.00340%	TEXPOOL	N/A
718	FW AFFORD. INC	INVESTMENT POOL	3,836,846.36	3,836,846.36	1.00340%	TEXPOOL	N/A
722	SPRING GLEN APTS	INVESTMENT POOL	1,863,275.57	1,863,275.57	1.00340%	TEXPOOL	N/A
721	SPRING HILL APTS	INVESTMENT POOL	4,629,885.78	4,629,885.78	1.00340%	TEXPOOL	N/A
740	BHEF	INVESTMENT POOL	13,972.66	13,972.66	1.00340%	TEXPOOL	N/A
101	OTHER AMPS	INVESTMENT POOL	1,908,334.59	1,908,334.59	1.00340%	TEXPOOL	N/A
102	BUTLER PLACE	INVESTMENT POOL	3,591,423.74	3,591,423.74	1.00340%	TEXPOOL	N/A
602	WIND TERRACE INC	INVESTMENT POOL	287,290.73	287,290.73	1.00340%	TEXPOOL	N/A
103	J.A. CAVILE PLACE	INVESTMENT POOL	1,791,908.71	1,791,908.71	1.00340%	TEXPOOL	N/A
116	SCATTERED SITES	INVESTMENT POOL	757,971.81	757,971.81	1.00340%	TEXPOOL	N/A
728	VILLAS OF EASTWOOD	INVESTMENT POOL	669,637.33	669,637.33	1.00340%	TEXPOOL	N/A
730	AVENTINE TARRANT PKW	INVESTMENT POOL	1,005,983.90	1,005,983.90	1.00340%	TEXPOOL	N/A
726	POST OAK EAST APTS	INVESTMENT POOL	754,446.82	754,446.82	1.00340%	TEXPOOL	N/A
729	VILLAS BY THE PARK (RSV)	INVESTMENT POOL	249,881.40	249,881.40	1.00340%	TEXPOOL	N/A
100	COCC	CERT OF DEPOSIT	204,363.48	204,363.48	2.6000%	COMPASS BANK	02/20/20
100	COCC	MONEY MARKET	249,034.42	249,034.42	0.2000%	COMERICA BANK	N/A
TOTAL			65,161,703.22	65,161,703.22			

/s/ Riza Nolasco

Vice President-Finance & Administration

/s/ Ara McVay

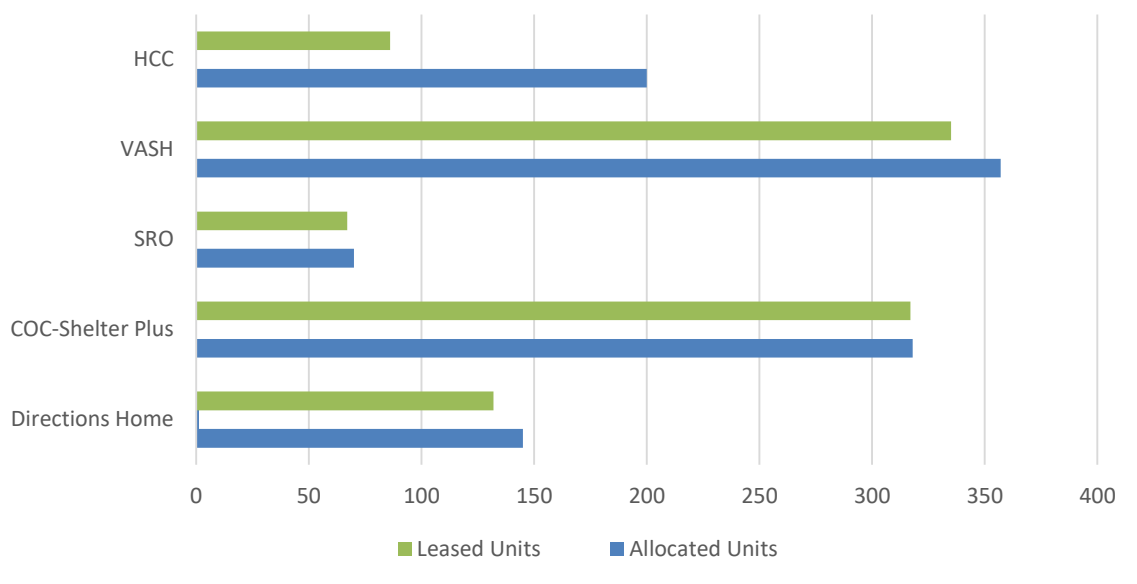
Accountant



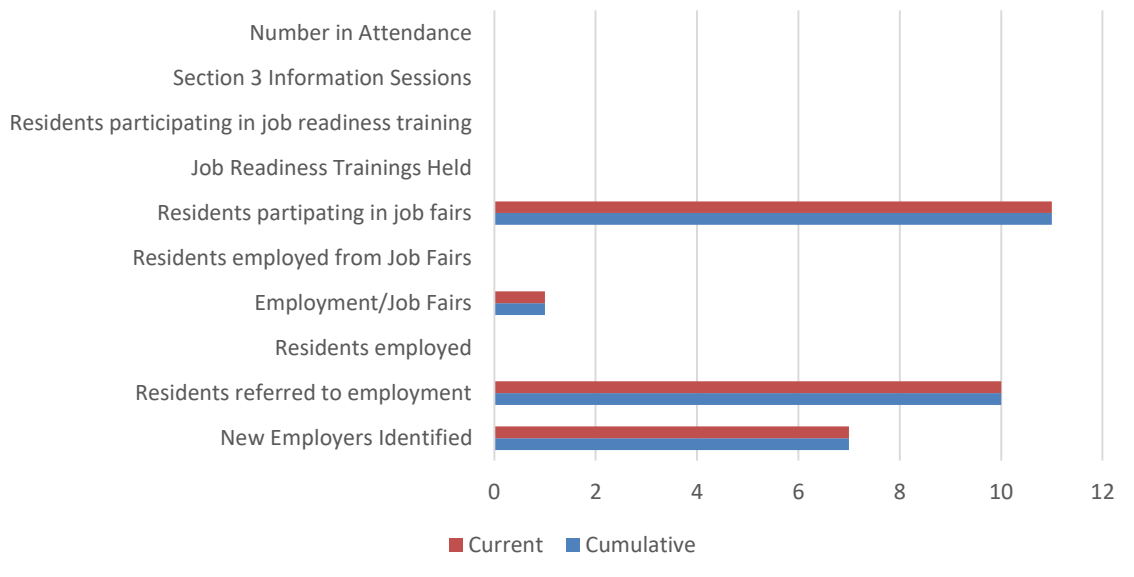
HOUSING OPERATIONS AND CLIENT SERVICES BOARD REPORT

Month Ending March 2020

Special Programs Monthly Unit Allocation Utilization



Employment Report





HOUSING OPERATIONS AND CLIENT SERVICES BOARD REPORT

Month Ending March 2020

CoC PROGRAM MONTHLY REPORT

Month: April 1, 2020

	SPC 1	%	SPC 2	%	SPC 6	%	Change	%	VASH	%	HHSP	%
Allocated	164		123		19		12		357		60	
Leased	168	102%	117	95%	14	74%	10	83%	318	89%	58	97%
GENDER												
Male	69		49		9		4		265		34	
Female	99		68		5		6		53		24	
RACE												
Black	85		67		6		2		180		23	
White	81		50		8		8		134		34	
Asian	0		0		0		0		0		0	
Nat American	2		0		0		0		3		0	
Hawaiian	0		0		0		0		1		0	
ETHNICITY												
Hispanic	10		4		2		0		21		6	
DISABLED												
Disabled 61 Over	50		33		4		1		76		12	
Disabled Under 62	115		84		8		7		110		44	
AGE												
18-35	9		1		1		1		17		4	
36-61	107		83		8		8		176		42	
Over 61	52		33		5		1		125		12	
AVG INCOME	10,824		11,181		7,100		8,614		13,785		8,844	

	HCC	%	DH	%	SRO 307	%	SRO 308	%	SRO 309	%
Allocated	200		85		32		18		20	
Leased	105	53%	76	89%	31	97%	18	100%	19	95%
GENDER										
Male	25		40		23		18		16	
Female	80		36		8		0		3	
RACE										
Black	71		46		22		5		10	
White	33		30		9		12		9	
Asian	0		0		0		1		0	
Nat American	0		0		0		0		0	
ETHNICITY										
Hispanic	5		6		1		2		0	
DISABLED										
Disabled 61 Over	5		11		5		1		2	
Disabled Under 62	100		66		14		3		7	
AGE										
18-35	45		5		5		3		6	
36-61	55		60		19		11		11	
Over 61	5		11		7		4		2	
AVG INCOME	5,438		9,219		8,580		6,007		7,438	

ONGOING ACTIVITIES: Monitor CoC funding and Lease-Up Rate



HOUSING OPERATIONS AND CLIENT SERVICES BOARD REPORT

Month Ending March 2020

SPECIAL ACTIVITIES: Staff continue to actively participate in TCHC workgroups and trainings

Special Programs Monthly Unit Allocation Utilization for the month of February 2020

Program	Allocated Units	Leased Units
Directions Home	145	135
COC-Shelter Plus	318	309
SRO	70	68
VASH	357	318
HCC	200	105



HOUSING OPERATIONS AND CLIENT SERVICES BOARD REPORT

Month Ending March 2020

Traditional Public Housing		%
Public Housing Units	712	
Leased	132	19%
Male	18	14%
Female	115	86%
RACE		
Black	110	83%
White	20	15%
Asian	2	Less than 1%
Native American	1	Less than 1%
ETHNICITY		
Hispanic	17	13%
DISABLED		
Disabled 61 Over	9	10%
Disabled Under 62	24	18%
AGE		
18-35	50	38%
36-61	64	48%
Over 61	19	12%
AVG INCOME	\$10,238.50	



HOUSING OPERATIONS AND CLIENT SERVICES BOARD REPORT

Month Ending March 2020

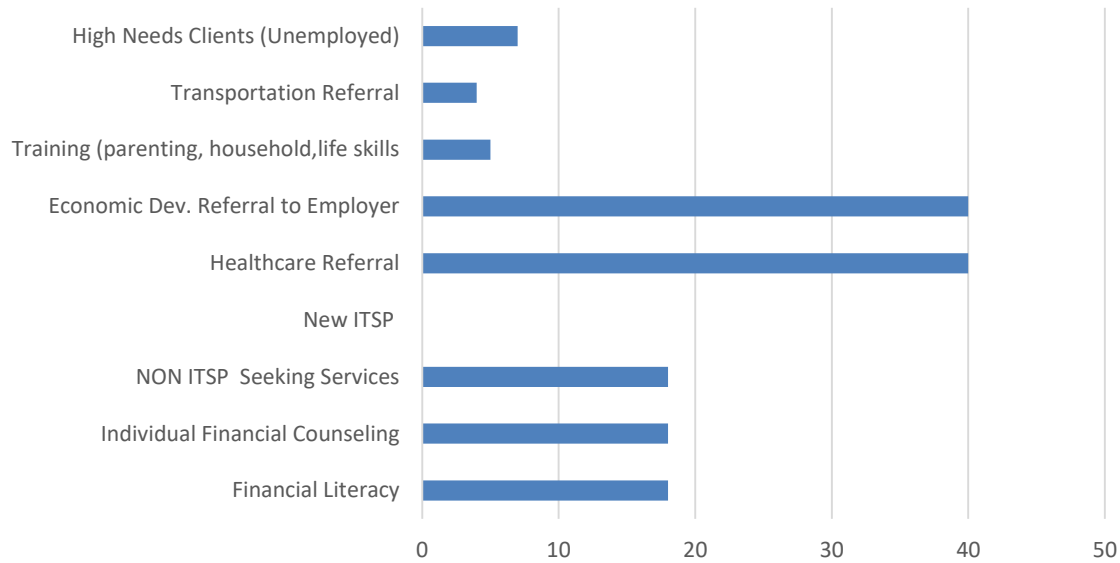
Affordable Housing (Public Housing)		%
Public Housing Units	93	
Leased	86	92%
GENDER		
Male	16	19%
Female	70	81%
RACE		
Black	65	76%
White	17	20%
Asian	1	2%
Nat American	0	0%
Hawaiian	3	2%
ETHNICITY		
Hispanic	7	Less than 1%
DISABLED		
Disabled 61 Over	11	13%
Disabled Under 62	21	24%
AGE		
18-35	29	34%
36-61	45	52%
Over 61	12	14%
AVG INCOME	\$15,037.50	



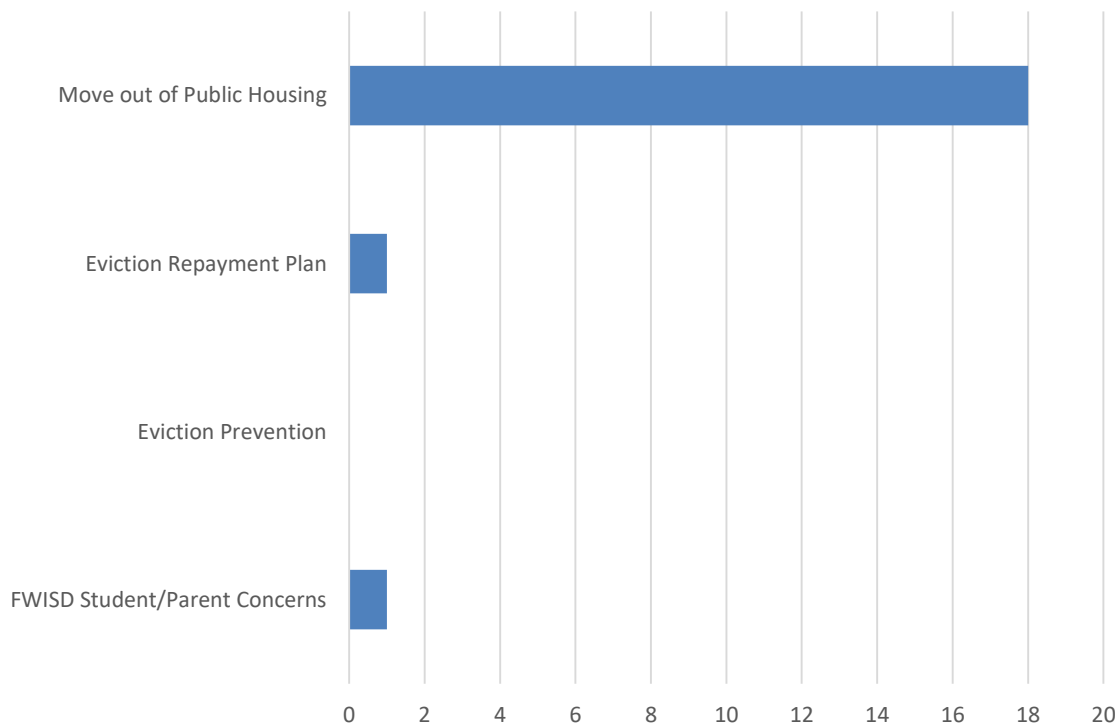
HOUSING OPERATIONS AND CLIENT SERVICES BOARD REPORT

Month Ending March 2020

ROSS Grant Requirments-Cavile



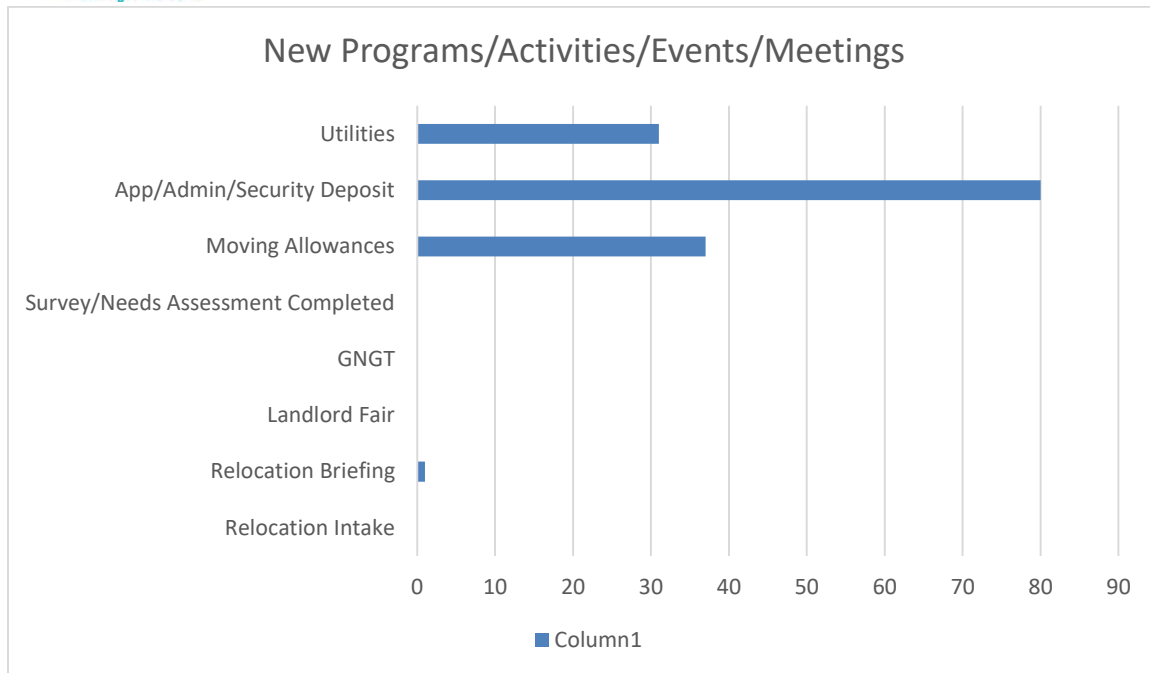
Data- Cavile





HOUSING OPERATIONS AND CLIENT SERVICES BOARD REPORT

Month Ending March 2020



Notes: Marketing/Meeting

- Sent residents information about food and other resources due to COVID-19
- Collaborated with a local church to provide food to current residents

EnVision Center: UPDATE

Continue to work with the City of Fort Worth HUD EnVision Center represent on how to continue to service our clients during COVID-19

Low-Income Public Housing

Low-Income Public Housing- Butler Place Apartments (412 Units)			
	January	February	March
Waiting List	74 (waitlist closed)	74 (waitlist closed)	74 (waitlist closed)
Vacancy Rate	77.43%	77.43%	77.43%
Rent Collections	95.8%	93.28%	84.88%
*Unit Turnaround Time Days	0 days	0 days	0 days
Avg. Non-Emergency Work Order Days	.58 m	2.69 days	1
#of Non-Emergency Work orders	83	72	55
Avg. Emergency Work Order Days	1hr	1.20 hr	2.5 hr
# of Emergency Work Orders	5	2	2

**Butler Place Apartments is currently under a Rental Assistance Demonstration (RAD) conversion for 412 units and is no longer leasing units or completing make ready's.*

Low-Income Public Housing- Scattered Sites (16 Units)			
	January	February	March
Waiting List	25	25	25
Vacancy Rate	0%	0%	0%
Rent Collections	100%	100%	100%
Unit Turnaround Time Days	0 days	0 days	0 days
Avg. Non-Emergency Work Order Days	1	0	0
#of Non-Emergency Work orders	1	0	0
Avg. Emergency Work Order Days	0	0	0
# of Emergency Work Orders	0	0	0

Low-Income Public Housing

Low-Income Public Housing- J.A. Cavile Apartments (300 Units)			
	January	February	March
Waiting List	244 (waitlist closed)	244 (waitlist closed)	244 (waitlist closed)
Vacancy Rate	83.23%	83.23%	87.25%
Rent Collections	96.6%	99.92%	79.55%
*Unit Turnaround Time Days	0 days	0 days	0 days
Avg. Non-Emergency Work Order Days	.25m	.49m	.25m
# of Non-Emergency Work orders	39	41	2
Avg. Emergency Work Order days	0	0	1
# of Emergency Work Orders	0	0	1

**JA Cavile Apartments is a HUD approved Section 18 Demolition property with 300 units and is no longer leasing or completing make ready's.*

Low-Income Public Housing- Cambridge Courts (33 Units)			
	January	February	March
Waiting List	77	77	77
Vacancy Rate	1%	1%	1%
Rent Collections	100%	100%	100%
Unit Turnaround Time Days	0 days (PH only)	0 days (PH only)	0 days (PH only)
Avg. Non-Emergency Work Order Days	.33m (includes property units)	.28m(includes property units)	.39m (includes property units)
# of Non- Emergency Work Orders	181 (includes all property units)	153 (includes all property units)	146 (includes all property units)
# of Emergency Work Orders	0 (PH only)	0 (PH only)	(PH only) 0

Low-Income Public Housing

Low-Income Public Housing- Sycamore Center Villas (47 Units)			
	January	February	March
Waiting List	18	18	18
Vacancy Rate	36.17%	36.17%	36.17%
Rent Collections	100%	100%	100%
Unit Turnaround Time Days	0 days	0 days	0 days
Avg. Non-Emergency Work Order Days	1	2	2

PHAS Score	Occupancy Rate	Avg. Total Turnaround Days	Rent Collection Percentage	Avg. W/O Days
A	98 to 100	1 to 20	98 to 100	≤24
B	97 to 97.9	21 to 25	96 to 97.9	25 to 30
C	96 to 96.9	26 to 30	94 to 95.9	31 to 40
D	95 to 95.9	31 to 40	92 to 93.9	41 to 50
E	94 to 94.9	41 to 50	90 to 91.9	51 to 60
F	≥93.9	≥51	≥89.9	≥61



FORT WORTH HOUSING SOLUTIONS AGENDA ITEM COVER SHEET

Board Meeting Date: April 16, 2020
Agenda Item No.: 2020.05, TAB 9
Person Responsible: Selarstean Mitchell, Vice-President of Assisted Housing
Subject: HCVP Admin Plan Revision – Adjustment of Preferences

Background:

The Fort Worth Housing Solutions Housing Choice Voucher Program Administrative Plan (FWHS HCVP Admin Plan) contains policies that govern the Housing Choice Voucher Program and is subject to revisions as necessary.

Section 4.3 of the FWHS HCVP Admin Plan regarding preferences for Admissions to the Housing Choice Voucher Program is being revised. FWHS was awarded 200 special Mainstream Vouchers effective January 1, 2020. The Mainstream program is for persons aged 62 and under with disabilities. In the application for funding a preference was included for the targeted groups. That preference is required to be included in the FWHS Admin Plan within six months of the award date.

Issues/Concerns:

Some existing preferences are being clarified and some are being deleted. The preference for persons displaced as the result of domestic violence will be deleted, however, persons fleeing domestic violence are included in the definition of homelessness for the purpose of homeless preferences.

The set aside of ten vouchers for homeless persons referred through the Texas Workforce Solutions employment program, Project Wish, will end since the program no longer exists. Persons who received such a voucher are still able to retain it. The conditional preference for the Family Unification Program will be deleted as it is no longer required.

Funding Source:

Not Applicable; policy change only.

Recommendation:

Staff recommends that the Board approves the revised Section 4.3 of the HCVP Administrative Plan to adjust preferences to include new programs and delete preferences no longer required.

Attachments:

Resolution
Revised Section 4.3 of the Administrative Plan.

Fort Worth Housing Solutions

Resolution No. _____

RESOLUTION APPROVING REVISIONS TO THE HOUSING CHOICE VOUCHER PROGRAM ADMINISTRATIVE PLAN.

WHEREAS, The U.S. Department of Housing and Urban Development (HUD) requires that Public Housing Agencies with Housing Choice Voucher Program (HCVP) adopt a written Administrative Plan that establishes local policies for administration of the program; and

WHEREAS, HUD requires that any revisions to the plan must be formally approved by the Board of Commissioners; and

WHEREAS, Fort Worth Housing Solutions (FWHS) has policies in its Administrative Plan that address preferences for admissions to the Housing Choice Voucher Program; and

WHEREAS, FWHS desires to update the policy to include a preference for targeted groups who qualify for Mainstream, a program for persons under 62 years of age with disabilities; and

WHEREAS, FWHS desires to delete and clarify other preferences; and

WHEREAS, The revised Section 4.3 of the Administrative Plan concerning preferences is attached.

NOW, THEREFORE, BE IT RESOLVED THAT:

The Board of Commissioners of Fort Worth Housing Solutions hereby approves the revised Section 4.3 of the Housing Choice Voucher Program Administrative Plan regarding preferences.

Terri Attaway, Chairperson

April 16, 2020
Date

Mary-Margaret Lemons, President

April 16, 2020
Date

4.3 PREFERENCES

FWHS has established the following local preferences to be applied to all applicants for the Housing Choice Voucher Program:

- A. **DISPLACED FAMILIES-** For purposes of the local preference only, the definition of a displaced family is: an individual or family displaced as a result of a natural disaster; government action (eminent domain); HUD disposition of a multi-family complex (which includes moves necessary due to modernization or demolition programs instituted by FWHS); disposition of Public Housing units owned by FWHS, including sale of Scattered Sites units; Public Housing deemed uninhabitable by FWHS; conversion of Public Housing units to Rental Assistance Demonstration (RAD); or a need to move due to hate crimes or because they have agreed to testify for a legal proceeding regarding a criminal action. The Housing Choice Voucher Program wait list always remains open to applicants who qualify for this preference.
- B. **PUBLIC HOUSING REASONABLE ACCOMODATION FOR A DISABILITY-** An individual or family who is residing in a FWHS public housing unit but whose special needs due to a disability cannot be economically met in one of the public housing sites will receive a preference under the Housing Choice Voucher Program.
- C. **HOMELESS COLLEGE STUDENTS-** Ten vouchers are set aside for homeless students who are homeless and enrolled fulltime in a local accredited college or university's special program for homeless students. Applicants must be referred by the program in accordance with provisions outlined in a Memorandum of Agreement between FWHS and the college or university.
- D. **HOMELESS FAMILIES WITH SCHOOL -AGED CHILDREN-** Twenty vouchers are set aside for homeless families with children in the Fort Worth Independent School District, or a neighboring school district. Applicants must be referred by the school district in accordance with provisions outlined in a Memorandum of Agreement between FWHS and the respective school district.
- E. **MONEY FOLLOWS THE PERSON-** Ten vouchers are set aside for persons being discharged from a nursing facility or other institutional care setting for community- based long term housing. Applicants must be referred by the Texas Department of Aging and Disability Services (DADS) in accordance with provisions outlined in a Memorandum of Agreement between FWHS and DADS.
- F. **MY HEALTH MY RESOURCES (MHMR)-** Forty vouchers are set aside for homeless persons with disabilities who are referred by MHMR of Tarrant County. Applicants must be referred by MHMR in accordance with provisions outlined in a Memorandum of Agreement between FWHS and MHMR of Tarrant County.

- G. TARRANT COUNTY HOMELESS COALITION- Fifty vouchers are set aside for persons who are homeless and are on the Tarrant County Homeless Coalition (TCHC) Continuum of Care Coordinated Entry List. Referrals must be made by TCHC in accordance with provisions outlined in a Memorandum of Agreement between FWHS and TCHC.
- H. PERMANENT SUPPORTIVE HOUSING “MOVE-UP”- One hundred fifty vouchers will be set aside for individuals or families moving up from a local Continuum of Care Permanent Supportive Housing Program. Referred applicants must meet self-sufficiency criteria established by FWHS and certified by their supportive services representative.
- I. NON-ELDERLY PERSONS WITH DISABILITIES- A preference will be given to non-elderly persons with disabilities who are transitioning out of institutional and other segregated settings, currently experiencing homelessness, or previously experienced homelessness and currently a client in a permanent supportive housing or rapid rehousing project.

LOCAL PREFERENCE INELIGIBILITY – An applicant may not claim a local preference for a housing voucher housing application if the family failed to complete their recertification requirements, moved without notice, owes money under any subsidized housing program, or left a previous tenancy under a housing voucher program in violation of the family obligations. These obligations include, but are not limited to:

1. Property unit failing HQS requirements due to tenant related damages or non-payment of utilities;
2. Failure to meet tenant rent obligations;
3. Failure to supply information requested by FWHS to resolve any questionable circumstances regarding previous tenancy and termination;
4. Failure to provide required documentation to support preference claim.

Unless otherwise specified in a Memorandum of Agreement with FWHS, the definition of homelessness includes:

- A. An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
 - An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
 - An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing and hotels and motels paid for by charitable organizations or by federal, State, or local government programs for low-income individuals); or
 - An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;

- B. An individual or family who will imminently lose their primary nighttime residence, provided that:
- The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
 - No subsequent residence has been identified; and
 - The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing;
- C. Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
- Are defined as homeless by other government regulations;
 - Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
 - Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and
 - Can be expected to continue in such status for an extended period of time; or
- D. Any individual or family who:
- Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
 - Has no other residence; and
 - Lacks the resources or support networks to obtain other permanent housing.



FORT WORTH HOUSING SOLUTIONS AGENDA ITEM COVER SHEET

Board Meeting Date: April 16, 2020
Agenda Item No.: 2020.06, TAB 10
Person Responsible: Sellarstean Mitchell, VP of Assisted Housing
Subject: Housing Quality Standards (HQS) Inspections

Background:

Fort Worth Housing Solutions published an Invitation for Bid for HQS Inspections on January 2, 2020 in the Commercial Recorder, PHADA, SWNAHRO, TXNAHRO, FW Metro. Black Chamber of Commerce, and on the FWHS website. Pre-bid meeting was held January 9, 2020 and four potential bidders participated; two utilized the call-in number that was provided in Addendum 1. There were two additional addenda issued, Addendum 2 extended the bid due date to February 4, 2020, and Addendum 3 answered potential bidder's questions and extended the due date to February 10, 2020. Four bids were received as follows:

1. The Nelrod Company
2. Quality Assurance Inspections, Inc.
3. Inspection Experts, Inc.
4. Green Maintenance Services

The lowest, responsive and responsible bidder was The Nelrod Company at \$39,000.00. The agreement would be for three years, from the start of service, with an option to extend for an additional year.

Issues/Concerns:

A third-party vendor is required by HUD for HQS inspections on sites that FWHS owns. The agency cannot inspect properties that it owns.

Funding Source:

HCV Administrative Fees.

Recommendation:

The recommendation from staff is to authorize the President to execute a contract agreement with The Nelrod Company for HQS Inspections. The agreement will commence on May 4, 2020. Any request for a contract extension from the vendor shall be submitted in writing. The Nelrod Company's inspection fees are as follows:

<u>Service Description</u>	<u>Amount</u>
Initial Inspections	\$34.00
Annual Inspections	\$30.00
Re-Inspections	\$10.00
Self-Certification	\$10.00

Attachments:

Resolution & Tabulation of Bids

Fort Worth Housing Solutions

Resolution No. _____

RESOLUTION AUTHORIZING THE PRESIDENT TO EXECUTE A CONTRACT AGREEMENT WITH THE NELROD COMPANY FOR HQS INSPECTIONS.

WHEREAS, FWHS is required by U.S. Dept. of Housing and Urban Development regulations to conduct HQS Inspections on all units in its Assisted Housing Program; and

WHEREAS, FWHS is precluded from inspecting those units owned by FWHS with FWHS staff; and

WHEREAS, FWHS has determined the lowest, responsive, and responsible bidder for independent inspection services is The Nelrod Company.

NOW, THEREFORE, BE IT RESOLVED THAT:

That the Board of Commissioners do hereby authorizes the President to execute a three-year agreement with The Nelrod Company for HQS Inspection Services. The agreement may be extended for one additional year upon mutual consent of both parties.

Terri Attaway, Chairperson

April 16, 2020
Date

Mary-Margaret Lemons, President

April 16, 2020
Date

TABULATION OF BIDS

DESCRIPTION: IFB No. 2020-600 HQS Inspections

DATE: February 10, 2020

FUNDING SOURCE:

Name of Bidder	Firm Fix Price	M/WBE	Comments
The Nelrod Company	\$39,000	1 & 4	
Green Maintenance Services	\$40,500	4	
Quality Assurance Inspection	\$40,587		Bid form calculations were incorrect.
Inspection Experts, Inc.	\$43,489	1 & 5	

M/WBE STATUS CODE

1. Women Owned
2. African American (Non-Hispanic)
3. Native American
4. Hispanic American
5. Asian/Pacific American
6. Hasidic Jewish American
7. NC – Not Certified by recognized Agency
8. NM – Not Minority Owned



FORT WORTH HOUSING SOLUTIONS AGENDA ITEM COVER SHEET

Board Meeting Date: April 16, 2020
Agenda Item No.: 2020.07, TAB 11
Person Responsible: Sonya A. Barnette, VP Housing Operations and Client Services
Subject: Choice Neighborhood Implementation (CNI) Grant Consultant Services

Background:

FWHS awarded these a contract for CNI Grant Consultation Services to CVR Associates, Inc. A published solicitation Request for Proposal (RFP No. 2019-101) was approved by the Board of Commissioners on April 18, 2019.

Contracted Services from CVR Associates, Inc. are for preparation of and consultation related to the FWHS CNI grant application for the J.A. Cavile public housing community.

The initial FWHS application was among five selected to move to the second phase of analysis for potential receipt of the grant. Preparation for the HUD committee site visit to Cavile added additional costs to the contract commitment, and FWHS wants to ensure that the contract fee includes sufficient funds to continue the services and consulting needed to complete the contemplated services under the contract through the end of the application process.

Issues/Concerns:

FWHS staff wants to ensure that the “Stop Six Community Project” has the resources to continue forward by obtaining essential and quality service from CVR Associates, Inc., which will accomplish this task.

Funding Source:

Development Funds

Recommendation:

That the Board of Commissioners approve a resolution authorizing the President to enter into a contract modification with CVR Associates, Inc. to add additional funds of \$62,500.00 to the contract fee, making the total not to exceed amount of \$312,500.00 for continued planning and consulting services.

Attachments:

Resolution

Fort Worth Housing Solutions

Resolution No. _____

RESOLUTION APPROVING THE PRESIDENT TO EXECUTE A MODIFICATION TO THE GRANT CONSULTATION CONTRACT WITH CVR ASSOCIATES, INC.

WHEREAS, CVR Associates, Inc. is the awarded contractor for FWHS's CNI Grant Consultant services; and

WHEREAS, The CNI application submitted by FWHS was selected for further review and consideration by the U.S. Dept. of Housing and Urban Development in the CNI grant application process, which required additional time and costs for a site visit preparation by the HUD review team; and

WHEREAS, FWHS wants to ensure enough contract fee remains to complete the consultation services through the end of the application process.

NOW, THEREFORE, BE IT RESOLVED THAT:

That the Board of Commissioners do hereby authorize the President to execute a contract modification to CVR Associates, Inc. for an additional \$62,500.00 of contract fee, for the total not to exceed amount of \$312,500.00.

Terri Attaway, Chairperson

April 16, 2020
Date

Mary-Margaret Lemons, President

April 16, 2020
Date

Trinity River Public Facility Corporation

**BOARD OF DIRECTORS AGENDA FOR A SPECIAL MEETING
IMMEDIATELY FOLLOWING THE REGULAR MEETING OF
FORT WORTH HOUSING SOLUTIONS
THURSDAY, APRIL 16, 2020 –12:00 NOON
VIA TELECONFERENCE**

PURSUANT TO THE MARCH 16, 2020 NOTICE ISSUED BY THE OFFICE OF THE TEXAS ATTORNEY GENERAL AND IN ACCORDANCE WITH APPLICABLE PORTIONS OF THE TEXAS OPEN MEETINGS ACT, THIS MEETING IS BEING HELD VIA TELEPHONE CONFERENCE.

**Call-in Number is: 1-214-459-3653; Meeting ID: 267-240-047
If listening via computer, this Pass Code is needed: April2020**

CLICK ON **RED TABS IN THIS AGENDA TO ACCESS THE PACKET MATERIALS.**

- I. Call to order.
- II. Approval of the minutes from the Special Meeting held November 21, 2019. **TAB 12**
- III. Consider a resolution to declare the intent to issue bonds for Cowan Place. **TAB 13**
[TR 2020.0]
- IV. Adjourn.



This facility is wheelchair accessible. For accommodations or sign interpretive services, please call Chris Key at (817) 333-3402 or through Relay Texas at 711 at least 48 hours in advance. If the notification is not received within 48 hours, the agency will make a reasonable attempt to provide the necessary accommodations.



MINUTES

BOARD OF DIRECTORS MEETING TRINITY RIVER PUBLIC FACILITY CORPORATION

A Special Meeting of the Board of Directors of Trinity River Public Facility Corporation was held immediately following the Regular Meeting of Fort Worth Housing Solutions and a Special Meeting of Chisholm V Corporation at the FWHS Administrative Office Board Room, 1201 East 13th Street, Fort Worth, TX 76102 at 5:00 p.m. on Thursday, the 21st day of November, 2019. Roll call of the Directors was as follows:

PRESENT: Terri Attaway, President, presiding
Richard M. Stinson, Vice President
Michael Ramirez, Director
Brittany Hall, Director

ABSENT: Danny Scarth, Director

Also attending were Mary-Margaret Lemons, President; Heather Raiden, General Counsel; Brian Dennison, Sr. VP of Development & Asset Management; Tyler Arbogast, VP of Development; Ramon Guajardo, Ramel Company; and Chris Key, Executive Assistant.

I. CALL TO ORDER.

Terri Attaway, President, called the meeting to order at 5:53 p.m.

II. APPROVAL OF THE MINUTES FROM THE SPECIAL MEETING HELD OCTOBER 17, 2019.

MOTION FOR APPROVAL: Ramirez
SECONDED: Hall
MOTION CARRIED UNANIMOUSLY.

III. CONSIDER A RESOLUTION AUTHORIZING A LOAN PURCHASE AGREEMENT BETWEEN TRINITY RIVER PFC AND ALDEN GP – SYCAMORE CENTER VILLAS, LLC. [Agenda Item TR 2019.04, Resolution No. 3023]

MOTION FOR APPROVAL: Ramirez
SECONDED: Hall
MOTION CARRIED UNANIMOUSLY.

This is a resolution to complete a sales of the Sycamore Center Villas loan which will provide a favorable payoff of the loan.

IV. CONSIDER A RESOLUTION FOR THE CONVERSION OF THIRTY-SIX (36) UNITS AT AVENTINE APARTMENTS TO THE RENTAL ASSISTANCE DEMONSTRATION (RAD) PROGRAM AND ALL OTHER ACTIONS NECESSARY TO COMPLETE THE TRANSACTION. [Agenda Item TR 2019.05, Resolution No. 3024]

MOTION FOR APPROVAL: Stinson
SECONDED: Hall
MOTION CARRIED UNANIMOUSLY.

HUD has released project-based vouchers that will allow this transaction to proceed. It has been planned for some months.

V. ADJOURN.

The meeting was adjourned at 5:55 p.m.

_____ Terri Attaway, President	_____ April 16, 2020 Date
_____ Mary-Margaret Lemons, Secretary/Treasurer	_____ April 16, 2020 Date

Trinity River Public Facility Corporation

AGENDA ITEM COVER SHEET

Board Meeting Date: April 16, 2020
Agenda Item No.: TR 2020.01; TAB 13
Person Responsible: Brian Dennison, Sr VP Development & Asset Management
Subject: Cowan Place Declaration of Intent to Issue Bonds

Background:

The Fort Worth Housing Solutions (FWHS) Board of Commissioners approved a resolution allowing the execution of a Memorandum of Understanding between FWHS and McCormack Baron Salazar (MBS) on December 19, 2019. Cowan Place is the first phase of the redevelopment of Cavile Place located in the Stop Six neighborhood of southeast Fort Worth. FWHS partnered with the City of Fort Worth, and along with co-developer MBS; applied for a 2019 HUD Choice Neighborhood Implementation (CNI) grant for up to \$35,000,000. MBS is a well-known affordable housing developer with experience applying for CNI grants with a record of winning applications and obtaining funding. They work with PHAs to build their vision.

Consistent with the CNI grant application, both FWHS and MBS are pursuing a first phase called Cowan Place. It is located at 5400 E. Rosedale Street (the southwest quadrant of Rosedale & Stalcup). Cowan Place was initially proposed as a 120-unit senior 9% low-income housing tax credit (LIHTC) development. FWHS & MBS have completed and submitted the 9% application (which is currently in review at TDHCA), but are now proposing a back-up plan to pursue a 4% LIHTC structure in the event that we are unsuccessful in obtaining the 9% award. In order to begin the process for a 4% structure, the attached bond inducement resolution must be executed. Under a 4% structure, the project would remain a senior development, but would be expanded to include approximately 174 units broken down between market-rate units; 60% AMI units, 50% AMI units, Project Based Vouchers (replacement units from Cavile), as well as Permanent Supportive Housing (PSH) units.

Issues/Concerns:

Trinity River Public Facility Corporation will need to issue bonds as part of project financing. In order to receive a bond reservation allowing FWHS to break ground on project construction in early 2021, it is recommended that preparation for submitting a 4% application to TDHCA be expedited.

Funding Source:

Cowan Place is proposed to have a total development cost of approximately \$29 million financed through the issuance of \$20 million in bonds from Trinity River Public Facility Corporation along with a combination of 4% LIHTC equity, a first mortgage, City of Fort Worth HOME and CDBG funds, a soft loan from FWHS, and possibly CNI funds.

Recommendation:

It is recommended that the Board of Directors of Trinity River Public Facility Corporation approve the actions outlined in the Resolution.

Attachments:

Resolution

TRINITY RIVER PUBLIC FACILITY CORPORATION

Resolution No. _____

RESOLUTION DECLARING INTENT TO ISSUE BONDS TO PROVIDE FINANCING FOR A MULTIFAMILY RESIDENTIAL RENTAL DEVELOPMENT FOR PERSONS OF LOW AND MODERATE INCOME (COWAN PLACE); 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 Board of Commissioners of the Housing Authority of the City of Fort Worth, Texas d/b/a/ Fort Worth Housing Solutions (the "**Unit**") has, pursuant to the Public Facility Corporation Act, Chapter 303, Texas Local Government Code, as amended (the "**Act**"), approved and created the Trinity River Public Facility Corporation, a nonprofit corporation (the "**Issuer**"); and

WHEREAS, The Issuer, on behalf of the Unit is empowered to issue bonds to finance, refinance, or provide one or more public facilities, as such term is defined in the Act, which projects will be within the Unit's boundaries, including Fort Worth, Texas; and

WHEREAS, FW Cowan Place, LP, a Texas limited partnership, or such other limited partnership as the sole member of the general partner of the User designates (the "**User**"), has requested that the Issuer finance a low income multifamily housing project consisting of up to approximately 174 units to be located at approximately 5400 E. Rosedale, Fort Worth, Texas 76105 (the "**Project**"), and further that the Issuer adopt this Resolution with respect to the acquisition and construction of the Project; and

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

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

WHEREAS, The Issuer finds, intends, and declares that this Resolution shall constitute its official action, subject to the conditions set forth herein, to issue Bonds, or other obligations, pursuant to the Act in an amount prescribed by the User not to exceed the maximum aggregate principal amount up to \$20,000,000 for tax-exempt obligations and to expend the proceeds thereof to acquire, construct, and install the Project and to pay all expenses and costs of the Issuer in connection with the issuance of the Bonds; and

WHEREAS, In order to finance and pay for the Project through the issuance of revenue bonds, the interest on which is excludable from the gross income of the holders thereof under the Internal Revenue Code of 1986, as amended (the "**Code**"), the Issuer must submit an

Application for Allocation of Private Activity Bonds or an Application for Carryforward for Private Activity Bonds (the "**Application**") to the Texas Bond Review Board (the "**TBRB**") for a reservation of state ceiling available to "**private activity bonds**" (as defined in the Code) for a calendar year.

THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE TRINITY RIVER PUBLIC FACILITY CORPORATION THAT:

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

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

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

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

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

The Bonds shall specifically provide that neither the State of Texas, the Unit, nor any political issuer, subdivision, or agency of the State of Texas shall be obligated to pay the same or the interest thereon and that neither the faith and credit nor the taxing power of the State of Texas, the Unit, or any political issuer, subdivision, or agency thereof is pledged to the payment of the principal of, premium, if any, or interest on the Bonds.

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

(i) the receipt of a ruling from the Internal Revenue Service or an opinion from nationally recognized bond counsel, substantially to the effect that the interest on the Bonds is excludable from gross income tax purposes under existing law;

(ii) approval of the Bonds by all other governmental agencies required to approve the Bonds including, but not limited to, approval of the Bonds by the Mayor of the City of Fort Worth, Texas, the Attorney General of the State of Texas and any other applicable governmental authority; and

(iii) any other conditions reasonably imposed by the Issuer.

Section 2. The Issuer hereby authorizes the submission of an Application to the TBRB for a reservation of the state ceiling for "private activity bonds" for program year 2020 (or other available bond funds administered by the TBRB) and each subsequent calendar year at the User's request to finance the Project. Any officer of the Issuer is hereby authorized to execute and submit an Application to the TBRB in such form as may be approved by the TBRB for such purpose.

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

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

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

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

Section 4. The Issuer finds, determines, recites and declares that the issuance of the Bonds to provide financing for the Project will promote the public purposes set forth in

Section 303 of the Act, including, without limitation, assisting persons of low and moderate income to obtain decent, safe and sanitary housing at rentals they can afford.

Section 5. Neither the User nor any other party is entitled to rely on this Resolution as a commitment to 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 anyone 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 6. It is recognized and agreed by the Issuer that the User may exercise its rights and perform its obligations with respect to the financing of the Project either through (i) itself in its own name; (ii) any of its wholly-owned subsidiaries; (iii) any "related person" as defined in Section 144(a)(3) of the Code; or (iv) any legal successor thereto, respectively, subject to approval of the Issuer's bond counsel and, provided that suitable guaranties necessary or convenient for the marketability of the Bonds shall be furnished, if required by the Issuer, and all references to the User shall be deemed to include the User acting directly through itself or any such approved entities.

Section 7. This Resolution is affirmative of official action taken by the Issuer towards the issuance of the Bonds within the meaning of Sections 1.1038(a)(5)(i) and (ii) and 1.150-2, Title 26, Code of Federal Regulations, as amended, and applicable rulings of the Internal Revenue Service thereunder, to the end that Bonds issued to reimburse Project costs may qualify for the exemption provisions of Section 142(a)(7) of the Code and that the interest on the Bonds will therefore be excludable from the gross incomes of the holders thereof under the provisions of Section 103(a)(1) of the Code.

Section 8. The Issuer hereby authorizes the filing and any resubmission of an Application with the TBRB, and that Coats Rose, P.C. be designated as the authorized representative of the Issuer for purposes of an Application ("**Bond Counsel**"). 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, including any further revisions to this Resolution.

Section 9. Notwithstanding any other provision of this Resolution, the officers of the Issuer are each hereby authorized to make or approve such revisions to this Resolution and in the form of the documents hereby approved, in the opinion of Bond Counsel, as may be necessary or convenient to carry out or assist in carrying out the purposes of this Resolution; and approval of such changes by the Issuer shall be indicated by such officers' execution of the documents.

Terri Attaway, President

April 16, 2020
Date

Mary-Margaret Lemons, Secretary/Treasurer

April 16, 2020
Date