



REVISED

**AGENDA FOR THE BOARD OF COMMISSIONERS MEETING
THURSDAY, JUNE 18, 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: 146-963-4506
If listening via computer, this Pass Code is needed: FWHS**

I. Regular Session – Call to Order.

II. Public Comments: On checking-in, the moderator will ask if you have a question or comment. You may also fill out a public comment registration form before Noon on Wednesday, May 20, 2020 at this link: <https://www.fwhs.org/public-notice-meetings/>

Please limit comments to three (3) minutes.

III. 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 Meeting on May 21, 2020. **TAB 1**
- B. Correspondence, Articles and Briefs from various print and electronic sources from the previous month. **TAB 2**
- C. Monthly Status Reports – **TAB 3-8**
 - 1. Executive Department: President's Report; Human Resources, Communications & 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

IV. Regular Agenda: The Board will individually consider & take action on any or all of the following items.

- A. Report on FWHS operations during the COVID-19 pandemic. **Oral Report**
- B. Development and Asset Management Presentation including update RAD Properties. **Oral Report**

- C. Consider a resolution authorizing the President to execute the HUD Choice Neighborhood Grant Agreement. [2020.16] TAB 9
- D. Consider a resolution approving a contract for Employee Benefits Broker Services. [2020.17] TAB 10
- E. Consider a resolution to modify a contract with Global Solutions Group, Inc. for Electronic Document Management Services. [2020.18] TAB 11

V. **Executive Session:** Closed as Authorized by 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 Redevelopment
- 3. Cambridge Court Loan
- 4. FWHS Offices

§551.071 Consultation with an attorney.

§551.074 Deliberation on personnel matters.

- 1. President's Review and Contract Renewal

The Board will conduct the Closed Session via teleconference. Other participants who would like to hear the rest of the meeting are invited to remain on the line until the Board rejoins the meeting for any final action.

VI. **Reconvene regular session** for any final action, decision or vote with regard to any matter considered in the Executive Session.

- F. Consider a resolution approving a revision of terms for the loan through Fort Worth Affordability, Inc. for Cambridge Court Apartments. [2020.19] TAB 12

VII. **Adjourn.**



MINUTES

BOARD OF COMMISSIONERS MEETING FORT WORTH HOUSING SOLUTIONS

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 WAS HELD VIA TELEPHONE CONFERENCE.

A **Regular Meeting** of the **Board of Commissioners of Fort Worth Housing Solutions** was held at **via teleconference** at **12:00 Noon**, on **Thursday**, the **21st Day of May, 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
Danny Scarth, Commissioner [& Indy, the dog]

ABSENT: None.

Also present on the teleconference were Mary-Margaret Lemons, President; Heather Raiden, General Counsel; Brian Dennison, Sr. VP of Development & Asset Management; Tyler Arbogast, VP of Development; Selarstean Mitchell; VP Assisted Housing; Riza Nolasco, VP Finance & Administration; Melanie Kroeker, Human Resources Director; Kelvin Noble, Procurement Director; Kristin Sullivan, Communications Manager; Jose Torres, Controller; Karen Brown, Accountant; Lanesha Davis, Special Programs Manager; Ruben Renteria, Inspections Supervisor; Ravonda Thompson, Customer Service Supervisor; Lachelle Goodrich, EnVision Center Coordinator; Vickie Roberts, Asset Mgmt. Manager; Deana Broussard, FSS & Homeownership Coordinator; Ramon Guajardo Sr., Ramel Company; Melanie Campbell, CVR; Kurt Joye, IT Manager & Teleconference Moderator; and Chris Key, Executive Assistant and one caller who did not identify themselves.

I. REGULAR SESSION – CALL TO ORDER.

Terri Attaway, Board Chair, called the regular meeting to order at 12:00 Noon. The Chair called the roll for the other four Commissioners and all answered “present”.

II. PUBLIC COMMENTS/PRESENTATIONS/CERTIFICATES/ANNOUNCEMENTS.

There were no comments from anyone calling in on the teleconference and no requests via the online system were received. Ms. Lemons introduced Kristin Sullivan, FWHS Communications Manager, to the Board. Also Melanie Kroecker joined FWHS as Human Resources Director shortly before the Board started having meetings via teleconference due to COVID-19.

Ms. Lemons also announced that she had been appointed to the PHADA Board of Trustees. Those meetings will be held via teleconference until further notice.

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 Regular Meeting held on April 16, 2020.

B. Communications and Correspondence.

C. Monthly Status Reports.

Consent Agenda:

MOVED FOR APPROVAL: Stinson
MOTION SECONDED: Ramirez
COMMISSIONERS POLLED: Hall – Aye
Scarth – Aye
Stinson – Aye
Ramirez – Aye

MOTION CARRIED UNANIMOUSLY.

IV. REGULAR AGENDA:

A. REPORT ON EFFORTS TO MAINTAIN OPERATIONS OF FWHS DURING THE COVID-19 PANDEMIC.

Ms. Lemons reported that using teleconferences and other online tools to conduct briefings and inspections has worked well. A total of 407 income changes were received since the pandemic started mostly due to job loss or a cutback on working hours. This was actually less than what staff had expected considering that there are 7,000 voucher clients. The public housing side saw about 80 requests to change income. Ms. Lemons noted that some people may be using unemployment benefits and so have not accessed an income change yet. There is a simplified form on-line to report income changes to FWHS. Clients are also making partial rent payments to try to keep up.

Currently only two clients have reported testing positive for the COVID-19 virus at an FWHS site. The property management company has made sure they had food and other necessities during the time they needed to self-quarantine and that thorough cleaning and sanitizing was performed around their homes. All common areas at FWHS sites have been closed such as pool areas and workout rooms.

No reopening date for offices to see clients in person has been selected but staff is considering options. FWHS has an order in for masks for staff and more hand sanitizer for the Administration Office and Beach Street in anticipation of reopening.

The extra funding received from HUD for COVID-19 is available through December 31, 2020. Staff is required to document usage so Ms. Nolasco has set-up a budget for that. The stimulus funds do not count as part of the income calculation. FWHS clients do not qualify for rental assistance from the City of Fort Worth because FWHS has HUD funds to cover that. FWHS clients can still request utility assistance from the City.

B. DEVELOPMENT AND ASSET MANAGEMENT PRESENTATION INCLUDING UPDATE ON BUTLER ELECTRIC SERVICE OUTAGE AND RAD PROPERTIES.

Ms. Lemons reported that there is only one remaining conversion and that is Cambridge Court. It is a convert-in-place with public housing units already at the site so it should go smoothly. Later in the meeting there will be a resolution to pay off the loan in order to satisfy Fannie Mae and complete this RAD transaction. This is the first time the agency has had any difficulty with closing, but the loan payoff should keep us on track to close Cambridge Court by the end of the year.

Food pantries and other services are being made available to tenants who are over 60 years of age or other at risk clients who are advised to limit public contact by property management in FWHS communities.

The Butler outage has caused staff to relocate affected residents to other areas of Butler that still has power. Staff is currently issuing vouchers to new sites and briefings are next week. It is anticipated that summer A/C requirements will put too much strain on the system and might leave the remaining 26 families without power again. A bid to repair the electrical system came in at 4M+. With this in mind, staff decided to move the timeline up for relocating Butler residents in order to have them in new places by the time the school year starts instead of the end of 2020. Chairperson Attaway thanked all the staff who helped with the relocation because it was a huge task that required weekend and after-hours work.

Cavile relocation is going extremely well. Ten households remain and they are in the process of receiving their vouchers and hopefully will be in new homes by the end of June. Demolition plans can then begin at Cavile. Other sites in the development pipeline such as East Weatherford, Stallion Pointe, River District, Patriot Pointe, Cowan and The Holston are on schedule which will increase the portfolio by 654 units.

C. CONSIDER A RESOLUTION AUTHORIZING THE PRESIDENT TO ADOPT ANY OR ALL COVID-19 HUD WAIVERS AND ALTERNATIVE REQUIREMENTS. [Agenda Item 2020.08, Resolution No. 3047]

MOVED FOR APPROVAL: Stinson
MOTION SECONDED: Scarth
COMMISSIONERS POLLED: Stinson – Aye
Hall – Aye
Ramirez – Aye
Scarth – Aye

MOTION CARRIED UNANIMOUSLY.

The Board is being asked to ratify the usage of any of the waivers that HUD has allowed already. This will give the option to staff to choose what is needed throughout the COVID-19 response. Staff hopes to maintain a regular operating schedule as much as possible and so will only use waivers as necessary.

D. CONSIDER A RESOLUTION APPROVING THE EXECUTION OF A CONTRACT FOR ACCOUNTING AND FINANCE BUDGETING SOFTWARE SERVICES. [Agenda Item 2020.09, Resolution No. 3048]

MOVED FOR APPROVAL: Ramirez
MOTION SECONDED: Stinson
COMMISSIONERS POLLED: Stinson – Aye
Hall – Aye
Ramirez – Aye
Scarth – Aye

MOTION CARRIED UNANIMOUSLY.

Finance and Administration has been looking for budgeting software for some time and an RFP was issued. This software will integrate well with the current system.

E. CONSIDER A RESOLUTION EXECUTING AN INTERLOCAL AGREEMENT WITH DALLAS HOUSING AUTHORITY FOR IT SERVICES PROCUREMENT. [Agenda Item 2020.10, Resolution No. 3049]

MOVED FOR APPROVAL: Ramirez
MOTION SECONDED: Scarth
COMMISSIONER POLLED: Stinson – Aye
Hall – Aye
Ramirez – Aye
Scarth – Aye

MOTION CARRIED UNANIMOUSLY.

Dallas Housing Authority showed FWHS staff some really great software over a year ago that they are using to complete inspections and other tasks. This software would increase efficiency and customer service at FWHS. An interlocal agreement will allow FWHS to piggyback off of DHA's purchase. The software is used by Oklahoma City as well. COVID-19 funds will be used for the first year since this will help FWHS perform inspections with minimal personal contact.

F. CONSIDER A RESOLUTION EXECUTING AN INTERLOCAL AGREEMENT WITH DALLAS HOUSING AUTHORITY FOR SERVICES RELATED TO THE HOUSING CHOICE VOUCHER PROGRAM. [Agenda Item 2020.11, Resolution No. 3050]

MOVED FOR APPROVAL: Ramirez
MOTION SECONDED: Scarth
COMMISSIONER POLLED: Stinson – Aye
Ramirez – Aye
Scarth – Aye
Hall – No response (out of phone range)

MOTION CARRIED.

HUD restricts PHAs from performing certain actions on properties that they own such as inspections. This interlocal agreement will allow DHA to provide those services to FWHS and FWHS can provide the same type of services to DHA on an as needed basis.

G. CONSIDER A RESOLUTION APPROVING THE LOAN PAYOFF FOR THE KNIGHTS OF PYTHIAS APARTMENTS. [Agenda Item 2020.12, Resolution No. 3051]

MOVED FOR APPROVAL: Ramirez
MOTION SECONDED: Stinson
COMMISSIONER POLLED: Stinson – Aye
Hall – No response (out of phone range)
Ramirez– Aye
Scarth – Aye

MOTION CARRIED.

This will reposition the loan from a third-party to an internal loan for the short-term. There is a financial advantage on the interest but this will also give FWHS more options later to refinance. The agency could possibly put together a refinance of several small sites and save on fees. The Board questioned if FWHS will still have good liquidity after this payoff and the one for Cambridge Court. The Finance & Administrative staff answered in the affirmative.

H. CONSIDER A RESOLUTION APPROVING THE LOAN PAYOFF FOR CAMBRIDGE COURT APARTMENTS. [Agenda Item 2020.13, Resolution No. 3052]

MOVED FOR APPROVAL: Scarth
MOTION SECONDED: Ramirez
COMMISSIONER POLLED: Stinson – Aye
Hall – No response (out of phone range)
Ramirez– Aye
Scarth – Aye

MOTION CARRIED.

Have been working with the lender for three years towards closing. HUD approved the closing several months ago. Recently the lender reported that they were not comfortable with the current occupancy ratio and the neighborhood conditions in general. This is the last RAD transaction for the entire portfolio so FWHS would like to buy out the lender and proceed with the closing to keep the conversion schedule on track.

I. CONSIDER A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING FOR HARMON HOMES. [Agenda Item 2020.14, Resolution No. 3053]

MOVED FOR APPROVAL: Ramirez
MOTION SECONDED: Scarth
COMMISSIONER POLLED: Stinson – Aye

Hall – No response (out of phone range)
Ramirez– Aye
Scarth – Aye

MOTION CARRIED.

This site will be all rental, but a single-family type development of 230 1-, 2- and 3-bedroom units. The community is a new type of modulator model which will have community amenities like a traditional multi-family development but there would be no individual lots; just community space between buildings. The site is in the Harmon Road area close to Alliance. It is on land that was originally considered for an IKEA. New infrastructure such as roads have already been planned for the area. The Board stated that they would be interested in seeing the development. Ms. Lemons told them that there is a model home in Azle already that is available for a tour.

J. CONSIDER A RESOLUTION APPROVING AN ADDITIONAL SERVICES AGREEMENT TO THE MOU FOR THE DEMOLITION/ABATEMENT OF CAVILE PLACE APARTMENTS WITH MCCORMICK, BARON, SALAZAR. [Agenda Item 2020.15, Resolution No. 3054]

MOVED FOR APPROVAL: Scarth
MOTION SECONDED: Stinson
COMMISSIONER POLLED: Stinson – Aye
Hall – No response (out of phone range)
Ramirez– Aye
Scarth – Aye

MOTION CARRIED.

When FWHS entered into the MOU, it was anticipated that if funds for the CNI grant were awarded to FWHS that demolition/abatement would need to begin as soon as possible. HUD's deadline to complete the CNI grant tasks is very strict. MBS will be in charge of starting the environmental review and any remediation that may be necessary to move forward. FWHS will be tracking capital expenses related to the demolition. Ms. Lemons noted that a Cavile video will be produced about the community and also she will share the one for Butler that is finished. The Board agreed that it was an exciting time as FWHA embarks on this endeavor, but it is also a time for reflection.

VI. ADJOURN.

The meeting was adjourned by the Chair at 12:54 p.m.

_____ Terri Attaway, Chairperson	_____ June 18, 2020 Date
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_____ Mary-Margaret Lemons, President & Board Secretary	_____ June 18, 2020 Date
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FWHS COMMUNICATIONS COVER SHEET

Board Meeting Date: June 18, 2020

Subject: TAB 2

COMMUNICATIONS:

TAB 2

Letters –

1. The letter from HUD detailing the CNI grant requirements and transmitting the agreement to accept the grant is with Agenda Item 2020.16.

Newspaper, magazine, e-zine, etc. articles/press releases –

1. Obituary published by Laurel Land for Jerry Juliano who worked with FWHS Development and Asset Management for 12 years.

OBITUARY

Jerry Don Juliano

21 DECEMBER, 1960 – 24 MAY, 2020



Jerry Don Juliano, age 59 passed away on Sunday, May 24, 2020.

Jerry was born December 21, 1960 in Fort Worth, Texas to Arthur and Frances Juliano. He was the oldest of their four sons. Jerry would graduate from Crowley High School. He would get an Associate's

Degree in business from the University of North Texas in Denton and then go to the University of Texas-Arlington where he received his Bachelor of Arts Degree in Mechanical Engineering.

Jerry's career included owning his own HVAC Company, Xtreme Air, being involved in real estate, as he would buy and sell houses, and working with Fort Worth Housing Authority as part of the governmental branch of the U.S. Dept. of Housing and Urban Development. Outside of work, Jerry enjoyed horses, rodeos, shooting firearms, music, hot rods and being with family. He was a compassionate man who wanted each person to be treated fairly, respected, and hoped that at the end of his or her day they would have a smile on their face to show they had been taken care of.

Jerry was preceded in death by his father and his younger brother Terry Juliano. He is survived by his sons, Charles "Tony" Juliano and fiancé Amberly Hash, Jordan Hughes; mother, Frances Steiner (McMaw); grandchildren, Hayden, Elijah, Simon, River and Mason who all called him Papa; brother, Robert Juliano, brother, Michael Juliano and his wife Rhonda, niece, Destinee Juliano and nephews, Jacob Juliano and Nicholas Juliano and many other extended family members and dear friends.

Note: Services were held on June 5, 2020. Fort Worth Housing Solutions sent a plant and a note to the family for Jerry's viewing and service on behalf of the Board and the Staff. Jerry will always be remembered by his FWHS family for his great sense of humor and his true dedication to serve FWHS clients.



FWHS MONTHLY STATUS REPORTS COVER SHEET

Board Meeting Date: June 18, 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 Portfolio | |
| b. AH Site Programs and Occupancy Report | |
| c. AH Site Inspections | |
| 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. Special Programs, Job Development, FSS | |
| b. Low Income Housing Activities | |

PRESIDENT'S REPORT

May 1-31, 2020



Federal, State, Regional & Local Government Meetings:

- HUD Local COVID-19 Teleconference (weekly)
- HUD DC Teleconference regarding CARES Act
- Butler Advisory Committee Monthly Mtg via Webex
- IDEA School/CNI Mtg
 - w/ City
 - w/ IDEA School Management
 - w/ all partners
- DFWI Update Video Conf

Other Meetings:

- TCHC Conf Call; COVID-19 Response for Homeless Persons (Twice Weekly)
- CLPHA COVID-19 Coordination Teleconference (Twice Weekly)
- Stallion Pointe Security Conf Call w/ LDG
- Inspections Software Used by DHA w/ Vendor Mtg via Zoom
- Cavile CNI Conf Call
 - General Coordination Meeting w/ all Consultants & COFW
 - Urban Strategies (2)
 - CVR
 - People Strategy Team
 - Cowan Place Update w/ McCormack Baron Salazar (3)
- Continuum of Care
 - Housing Committee Zoom Mtg
 - Board of Directors Video Conf
 - ICT Committee Tele Conf
 - Housing Providers Tele Conf
- AATC Board Zoom Mtg
- Staff Teleconferences
 - Portfolio Update w/ [DAM] & Ramon Guajardo
 - Upcoming Inspection Planning [HCV]
 - Executive Team (weekly)
 - Document Classification Review [HCV]
 - Organization Restructure [HR] (2)
 - Relocation Status/Concerns – 1on1 w/ S Barnette

Conferences/Events/Trainings or Continuing Education:

- Bldg Design for Stop Six/Cavile Redevelopment
 - Tour of Proposed Model w/ Horton World Solutions
 - Meeting w/ City Partners – Neighborhood Services, Asst City Mgr

Human Resources Report

Period Ending May, 2020

Fort Worth Housing Solutions			
New Hires	Position	Start Date	Department
Michael Grigsby	Director of Security	05/27/2020	Development
Kristin Sullivan	Communications Manager	05/04/2020	Executive Offices
Terminations	Position	Term Date	Department
Tiffany Brown	Housing Counselor	05/04/2020	HCV
Amanda Banks	Housing Clerk	05/19/2020	Special Programs
Reassignments, Transfers & Promotion	From Position	To Position	Department(s)
Lisa Cleveland	Assistant Maintenance	Field Inspector	HCV
FMLA and LOA	Department	Return to Work	Position
FWHS NUMBER OF EMPLOYEES: 95			

Communications Report

June 2020



- Mailed the 2019 Annual Report the week of June 8. Communications appreciates the substantial work FWHA staff, commissioners and supporters did to make this report the best edition yet.
- Developing a Stop Six Choice Neighborhoods Initiative website to track progress of the plan and aggregate information about the People, Housing and Neighborhood elements of the plan.
- Preparing an electronic and print newsletter tailored to clients and landlords for distribution this month.
- Collaborated with FWHS leadership to develop a statement affirming our commitment to inclusion and our support for peaceful protests as we work to oppose injustice faced by African-Americans in our community and across the nation.
- Assisted Human Resources in distributing and compiling results from an employee survey to assess needs and concerns related to returning to onsite work and the COVID-19 virus.

**FWHS Procurement Department Summary
May 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	6/8/2020
D & AM	Doug	Tasks for Design Architect	Procurement awaits to receive specs & drawings from the Architect and Doug Bell in the D & AM Dept.	N/A	6/8/2020
D & AM	Doug	IFB for Waterproofing / Sealant at Hunter Plaza	D & AM is working with Architect firm since (January 2019) on a scope of services, drawings & specs to be provided to Procurement for a solicitation, thereafter. User dept. is waiting on funding approval to proceed with the design work.	N/A	6/8/2020
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 reaucted on 10/22/2019, one (1) lot sold. Working with user department to auction last lot at Cavile.		6/2/2020
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	6/8/2020
D & AM	Doug	SOB for ADA Handrail Replacement @ Cambridge Court	Solicitation issued 10/31/2019. Prebid 11/6/19. Bids due date 11/19/2019. No bids were received. Working with user department to obtain a revised scope after their training is completed. Item will be re-bid in 2020.		6/2/2020
D & AM	Brian	Real Estate Broker Services	Waiting for user department's approval for a contract extension. Initial term has expired. Contract modifications will be released once approval is provided.	NA	6/8/2020
HR	Melanie	Automatic Mailer System	Procurement team is reviewing various options to either purchase or lease a new mailing system for FWHS, through a cooperative agreement for H/R Dept. The United States Postal Service will decommission the current mailer system 12/31/2020.	NA	6/2/2020
D & AM	Brian	Beach Street Roof	Project was canceled and will be re-bid at a later date once new scope of work is complete.	NA	6/8/2020
HR	Melanie	Employee Benefits Broker & Advisory Svcs	Four (4) proposals received on 4/23/2020. Evaluations were completed and Hays Companies was the selected firm by the evaluation team, pending board approval.	June	6/8/2020
D & AM	Brian	Aventine Roof Repairs	IFB canceled due to insufficient scope of work. Project will be re-bid once D&AM provide a revised scope of work.		6/2/2020
D & AM	Brian	Candletree Roof Replacement	Bid Opening set to open on June 9, 2020.	July/Aug	6/8/2020
D & AM	Brian	Aventine Storm Drain Improvements	Bids Opening set to open on June 11, 2020.	July/Aug	6/8/2020
Procurement	Kelvin	Konica Minolta	Departmental copier being renewed under a DIR cooperative agreement. Estimated delivery date, week of June 8, 2020.	NA	6/8/2020
IT Dept	Kurt	Visitor Management System (VMS)	Award Letter to Greetly, Waiting on Equipment to be shipped.	NA	6/8/2020
HR Dept.	Melanie	Salary Analysis	13 respondents submitted proposals, evaluation team narrowed field down to highest 4 respondents for further evaluation and questions.	July/Aug	6/8/2020
Accounting and Finance	Jose Torrez	Budget Software	Award Letter sent to Questica, working on contract to route for signatures.	May	6/8/2020
HR Dept.	Melanie	Background Check Services	Procurement to issue solicitation for background check services week of June 8, 2020.	NA	6/8/2020
HCV	Selarstean	Interlocal Agreement with DHA	Interlocal Agreement with Dallas Housing for Artificial Intelligence Services & Project Based Voucher Independent Entity Services agreement and contract to route for signature.	May	6/8/2020

Assisted Housing Program Monthly Report

Month Ending: May 31, 2020

	HCV	%	MAINSTREAM	%	CTPV	%
Allocated	5,104		100		298	
Leased	4,491	87.99%	100	100%	220	73.83%
GENDER						
Male	620	14%	27	27%	192	87%
Female	3,920	87%	72	72%	28	13%
RACE						
Black	3,545	79%	70	70%	188	85%
White	942	21%	29	29%	30	14%
Asian	41	0.9%	0	0%	1	0%
Nat American	12	0.3%	0	0%	1	0%
ETHNICITY						
Hispanic	389	9%	6	6%	24	11%
DISABLED						
Disabled Under 61	1,078	24%	67	67%	37	17%
Disabled 61 Over	926	21%	32	32%	21	10%
AGE						
18-35	1,087	24%	10	10%	108	49%
36-61	2,327	52%	57	57%	82	37%
Over 61	1,126	25%	32	32%	30	14%
AVG INCOME	\$11,639		\$12,997		\$ 9,905	

Activities

- Conducted training on the Family Unification Program for FWHS, Texas Department of Family and Children Services, and the Tarrant County Homeless Coalition.
- Continued to fine-tune COVID-19 Assisted Housing operations.
- Began virtual HQS inspections.
- Continued work with the IT Department on the implementation of various technologies including MyHousing for online recertifications; documents management system for electronic files; and Visitors Management System.
- Began work on implementing new software for scheduling and routing of inspections; and electronic communicating with landlords and families.
- Leased all Project-Based Voucher Permanent Supportive Housing units for the homeless at Mistletoe Station.
- Continued outreach for Mainstream Program for non-elderly persons with disabilities.
- Met with representatives of Aunt Bertha, a platform/network for social services for families in the Fort Worth community.

TX004 HCV Leasing and Spending Projection

				Utilization Report:				UtilizationReport						TYT Guide		TYT Videos	
PHA Name	Housing Authority of Fort Worth	PHA Number	TX004					Save	Access Additional Tools	Disclaimer			Print				
ACC/Funding Information				Funding Proration/Offset Levels		Program Projection Variables				Leasing and Spending Outcomes: Current and Following Year Projections							
ACC	Current Year (2020)	Year 2 (2021)	Year 3 (2022)	HAP		Success Rate	70%	Annual Turnover Rate	9.8%	2020		2021					
Beginning ACC Vouchers	5,761	5,761	5,761	Year 2 (2021) Rebenchmark	100.0%			PIC EOP % as of 4/30/2020 (451 EOPs): 9.21%		UML % of ACC (UMA)	87.2%	85.1%					
Funding Components	Current Year (2020)	Year 2 (2021)	Year 3 (2022)	Year 3 (2022) Rebenchmark	100.0%	Time from Issuance to HAP Effective Date (Current: 2.28 months)				HAP Exp as % All Funds	94.0%	92.3%					
Initial BA Funding (net offset)	\$45,100,686	\$43,610,238	\$43,088,093	Year 2 (2021) % 'Excess' Reserves Offset	25.0%	% leased in 30 days	18%	3.31.2020	Total Earned Income (Annual)	HAP Exp as % of Eligibility only	95.9%	98.2%					
Offset of HAP Reserves	\$0	\$2,123	\$0	Year 3 (2022) % 'Excess' Reserves Offset	0.0%	% leased in 30 to 60 days	40%		\$29,673,735	End of Year Results							
Set Aside Funding	\$0			Administrative Fees		% leased in 60 to 90 days	38%	3.31.2020	\$27,876,694	Projected 12/31 Total HAP Reserves	\$2,806,353	\$3,582,402					
New ACC Units Funding	\$355,466	\$253,904	\$0	Year 1 (2020)	79.0%	% leased in 90 to 120 days	4%		Using PIC data, a 5% decrease in earned income means a ____ increase in the PUC.	HAP Reserves as % of ABA (Start: 2.1%)	6.2%	8.2%					
Total ABA Funding Provided	\$45,456,152	\$43,864,142	\$43,088,093	Year 2 (2021)	80.0%	% leased in 120 to 150 days	0%	3.31.2020		"Excess" Reserves Subject To Offset	\$8,492	\$1,700,884					
PHA Income	\$11,838	\$0							1.1%	End of Year 3 Results (2022)							
Total Cash-Supported Prior Year-End Reserves	\$950,724	\$2,806,353	\$3,582,402	HUD-Held Reconciliation Cash Sufficiency Check				3.31.2020	5.31.2020	\$7,392,828	17.2%	Projected Total HAP Reserves ===== Reserves % BA					
				HUD-established CYE HHR	\$67,833		HUD-established CYE HHR										
Total Funding				HUD-estimated Net Excess Cash	\$882,891	\$886,150	PHA-Held Cash 12/31/2019 (VMS)	Administrative Fees Analysis		See Detail	2020	2021					
Total Funding Available	\$46,418,714	\$46,670,495	\$46,670,495	HUD-Reconciled	\$950,724	\$953,983	HUD-Reconciled (Cash Capped)	CARES Act Admin Fees	<= 7,200 UMLs (No Proration)	> 7,200 UMLs (No Proration)	Admin Fees Earned (PY: \$3,650,150)	\$3,671,108	\$3,629,755				
				Lower of H17/I17 (May Override)	\$950,724		Lower of H17/I17 (May Override)	\$733,744	\$81.33	\$75.91	Expense	\$3,982,353	\$4,128,336				
				HUD-Reconciled Excess Cash v PHA RNP (12/31/2019)								Expense %	108.5%	113.7%			
				HUD v. PHA difference: (\$3,259.00) or 0% of Eligibility	\$886,150	CARES Act RNP ===== = EOY Excess Cash =	\$882,891	TX004 has a cost per UML of \$60.25 compared to its Earnings/UML & Size peer group of \$55.00 (a difference of 8.7%) and its state peer group (of all PHAs in the state) of \$52.74 (a difference of 12.5%).		Based on the most recent, official (end of fiscal year) UNP, TX004 has a projected 2020 Calendar Year-End (CYE) UNP of (\$423,422) (or -11.5% of CY 2020 Earned Admin Fees) and a 2021 CYE UNP of (\$922,003) (or -25.4% of CY 2021 Earned Admin Fees).							

TX004 HCV Leasing and Spending Projection

2020	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 %		Accruals	
Jan-20	5,761	4,881	\$3,350,666					4,881	\$3,348,922	\$686		84.7%	88.4%	84.7%	88.4%		\$-1,744	
Feb-20	5,761	4,899	\$3,519,751	30				4,899	\$3,518,267	\$718		84.9%	90.6%	85.0%	92.9%		\$-1,484	
Mar-20	5,761	4,923	\$3,437,219	45				4,923	\$3,438,247	\$698		85.1%	90.7%	85.5%	90.8%		\$1,028	
Apr-20	5,761	5,002	\$3,581,346	30				5,002	\$3,589,687	\$718		85.5%	91.7%	86.8%	94.8%		\$8,341	
May-20	5,761	5,038	\$3,664,836	65				5,038	\$3,688,281	\$732		85.9%	92.8%	87.5%	97.4%		\$23,445	
Jun-20	5,761	0	\$0	100	25	29	-41.0	5,051	\$3,698,055	\$732		86.2%	93.6%	87.7%	97.6%		\$30,910	
Jul-20	5,761	0	\$0	50	12	40	-41.2	5,062	\$3,706,022	\$732		86.4%	94.2%	87.9%	97.8%			
Aug-20	5,761	0	\$0	50	12	52	-41.2	5,085	\$3,722,994	\$732		86.7%	94.7%	88.3%	98.3%			
Sep-20	5,761	0	\$0	50	2	49	-41.4	5,095	\$3,729,729	\$732		86.9%	95.2%	88.4%	98.5%			
Oct-20	5,761	0	\$0	50	2	36	-41.5	5,091	\$3,727,389	\$732		87.0%	95.5%	88.4%	98.4%			
Nov-20	5,761	0	\$0	50	2	35	-41.5	5,087	\$3,724,044	\$732		87.1%	95.7%	88.3%	98.3%			
Dec-20	5,761	0	\$0	50	2	35	-41.4	5,082	\$3,720,725	\$732		87.2%	95.9%	88.2%	98.2%			
Total	69,132	24,743	\$17,553,818	570	60	277	-289.3	60,297	\$43,612,361	\$723		87.2%	95.9%					
2021																		
Jan-21	5,761				2	35	-41.4	5,078	\$3,717,434	\$732		88.1%	101.7%	88.1%	101.7%			
Feb-21	5,761				2	29	-41.4	5,067	\$3,709,558	\$732		88.0%	101.6%	88.0%	101.5%			
Mar-21	5,761				2	15	-41.3	5,042	\$3,691,496	\$732		87.9%	101.4%	87.5%	101.0%			
Apr-21	5,761				2	1	-41.1	5,005	\$3,663,845	\$732		87.6%	101.1%	86.9%	100.2%			
May-21	5,761				2	0	-40.8	4,966	\$3,635,394	\$732		87.3%	100.8%	86.2%	99.4%			
Jun-21	5,761				2	0	-40.5	4,927	\$3,607,175	\$732		87.0%	100.4%	85.5%	98.7%			
Jul-21	5,761				2	0	-40.1	4,889	\$3,579,185	\$732		86.7%	100.1%	84.9%	97.9%			
Aug-21	5,761				2	0	-39.8	4,851	\$3,551,424	\$732		86.4%	99.7%	84.2%	97.2%			
Sep-21	5,761				2	0	-39.5	4,813	\$3,523,889	\$732		86.1%	99.3%	83.6%	96.4%			
Oct-21	5,761				2	0	-39.2	4,776	\$3,496,579	\$732		85.8%	99.0%	82.9%	95.7%			
Nov-21	5,761				2	0	-38.9	4,739	\$3,469,491	\$732		85.5%	98.6%	82.3%	94.9%			
Dec-21	5,761				2	0	-38.6	4,702	\$3,442,623	\$732		85.1%	98.2%	81.6%	94.2%			
Total	69,132	0	\$0	0	23	80	-482.6	58,856	\$43,088,093	\$732		85.1%	98.2%					
SPVs: Additional SPV leasing should focus on the 40 unleased VASH vouchers and the 69 unleased FUP vouchers. FINANCIAL: Beginning Year: Cash & Investments (VMS) of \$1,527,079 compares to RNP (VMS) of \$1,527,079. Current: VMS Cash & Investments of \$1,527,079 compares to VMS RNP plus UNP of \$1,527,079. PBVs: Currently, the PHA reports 235 leased PBVs, for a leased PBV rate of 100%. Additional leasing should focus on the 0 unleased PBVs, for which the PHA is making vacancy payments on 0. Finally, the PHA reports 28 PBVs under AHAP. Most importantly, the Two-Year Tool is not a problem to be solved, but a reality to be experienced.																Comments (PHA VMS Comments in Note)		
Graphs																		

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

For the Month Ending: May 31, 2020

DEVELOPMENT ACTIVITIES

COVID-19 Planning:

1. FWHS operating under the Covid-19 protocols is managing each property, specifically its staff, tenants and communication to address any health or safety issues.
2. Specific attention was given to the Senior properties including property safety, resident medications, food supplies, and daily communication to be certain no resident went without the basic living necessities.
3. One property, Fair Oaks, reported 2 positive cases of Covid-19. All tenants have been subsequently tested and the property was placed under quarantine with common areas blocked off. Quarantine was lifted in May.
4. Management monitored tenant rent billed, rent paid, payment arrangements for those who could not pay, and assisting those residents to programs for support with rent and utility assistance.
5. Aside from the properties under construction and excluding Butler and Cavile, the property portfolio was consistent at 94% occupancy and 91% total collected.

RAD INITIATIVES		
<u>Site</u>	<u>HAP Start Date</u>	<u>Notes</u>
Cambridge Court	Projected 08/1/2020	Pending current loan payoff and HUD RAD closing July 2020, projected HAP is 08-01-2020

BUTLER RAD CONVERSIONS		
<u>Site</u>	<u>HAP Start Date</u>	<u>Notes</u>
Patriot Pointe	Delayed HAP	Under construction
Stallion Ridge	Delayed HAP	Under construction

PERMANENT LOAN CONVERSIONS [COMPLETED]		
<u>Site</u>	<u>Closing Date</u>	<u>Notes</u>
Campus	06/20/2020	Anticipated Closing Date
Standard at Boswell	06/20/2020	Anticipated Closing Date

WORKFORCE HOUSING INITIATIVES UNDER CONSTRUCTION			
<u>Site</u>	<u>Developer</u>	<u>Units</u>	<u>Status</u>
Standard River District	Ojala	293	57% Complete
The Holston	AMTEX	264	21% Complete

AFFORDABLE HOUSING INITIATIVES UNDER CONSTRUCTION			
<u>Site</u>	<u>Developer</u>	<u>Units</u>	<u>Status</u>
Patriot Pointe	LDG	220	49% Complete
Stallion Ridge	LDG	204	29% Complete

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

For the Month Ending: May 31, 2020

PROPERTIES IN PIPELINE			
<u>Site</u>	<u>Developer</u>	<u>Units</u>	<u>Status</u>
Cowan Place	MBS	174	4% LIHTC
940 E. Weatherford (Airporter)	Stone Hawk Development	250	PFC
Harmon Homes	Ojala	240	PFC

Other Development Activities:

1. All property inspections – REAC, UPCS, TDHCA, Investor, etc. – have passed; meeting or exceeding FWHS expectations. Currently all inspections have been placed on hold due to COVID-19.
2. There is one remaining RAD transaction in place, Cambridge Court. FWAI will serve as lender to pay off current debt, update current status, and coordinate with HUD for RAD conversion of 33 units. Projected to close July 2020, with the HAP to begin August 2020.
3. DAM and MBS (McCormack Baron Salazar) are working on all components for the demolition and abatement of Cavile Place Apartments including but not limited to an RFP for a demolition contractor, environmental and abatement components mitigated, and all items associated with a safe demolition of the property. The RFP is scheduled to be received and approved by July 1, 2020.
4. FWHS has been awarded the CNI grant for Cavile / Stop Six. The project team – FWHS, our CNI Consultant (CVR Associates), Development Partner (McCormack Baron Salazar) and Co-Lead Applicant (the City of Fort Worth) are collectively working toward project kickoff.
5. FWHS and MBS are currently evaluating options to structure and finance the Cowan Place project. The primary option under consideration is to change tracks and transition from the 9% LIHTC application and apply for 4% LIHTC.

Fort Worth Housing Solutions REO Schedule

Portfolio as of 2020

#	Property	Property Address	Housing Programs	PM Company	Units	HTC HOME	PH RAD	PBV 80%	MKT
1	Alton Park	5712 Azle Ave, 76106	4% 2017, RAD	Mayfair	195	142	15	28	10
2	Aventine Apartments	5551 N Tarrant Pkwy, 76244	4% 2004	Orion	240	204	36	0	0
3	Avondale Apartments	13101 Avondale Farms Dr, (Haslet) 76052	9% 2014, RAD, MKT	Mayfair	160	79	25	40	16
4	Butler Place Addition **	1201 Luella St, 76102	PH	Quadco	412	0	412	0	0
5	Cambridge Court Apartments	8124 Calmont Ave, 76116 8125 Calmont Ave, 76116	9% 2005/2008, PH	Pace	330	297	33	0	0
6	Campus Apartments	4633 Campus Dr, 76119	4% 2017, RAD	Mayfair	224	175	15	22	12
7	Candletree Apartments	7425 S Hulen St, 76133	9% 2006, HOME, RAD	Pace	216	172	44	0	0
8	Carlyle Crossing Apartments	6300 Vega Dr, 76133	NSP, Affordable	Pace	138	138	0	0	0
9	Cavile Place Apartments **	1401 Etta St, 76105	PH	Quadco	300	0	300	0	0
10	Fair Oaks Apartments	4401 Quail Trail, 76114	Senior, RAD	Pace	76	0	76	0	0
11	Fair Park Apartments	4400 Fair Park Blvd, 76115	RAD	Pace	48	0	48	0	0
12	Henderson, The	1000 Henderson St, 76102	PFC: 50% Mrkt, 50% Aff @ 80% AMI	Grey Star	194	0	19	79	96
13	Highpoint Urban Living	650 S Main St, 76104	PFC: 50% Mrkt, 50% Aff @ 80% AMI	Grey Star	227	0	0	114	113
14	Hillside Apartments	300 Crump St, 76102	9% 1995	Pace	172	110	0	0	62
15	Holston, The	3301 Westport Pkwy, 76177	PFC: 50% Mrkt, 50% Aff @ 80% AMI		264	0	0	133	131
16	HomeTowne at Matador Ranch	8500 Crowley Rd, 76134	4% 2007, Senior	Pace	198	198	0	0	0
17	Hunter Plaza Apartments	605 W 1st St, 76102	4% 2014, RAD, HOME, MKT	Pace	164	60	25	30	49
18	Knights of Pythias	303 Crump St, 76102	HOME, Affordable	Pace	18	10	0	0	8
19	Overton Park Townhomes	5501 Overton Ridge Blvd, 76132	4% 2001, PH	Pace	216	162	54	0	0
20	Palladium Fort Worth	9520 Club Ridge Dr, 76108	9% 2017, RAD	Omnium	150	77	15	0	58
21	Patriot Pointe	2151 SE Loop 820, 76119	4% 2018, RAD, MKT	Capstone	220	166	22	22	10
22	Pavilion at Samuels, The	1120 Samuels Ave, 76102	9% 2005/2008, HOME	Pace	36	36	0	0	0
23	Post Oak East Apartments	3888 Post Oak Blvd, (Euless) 76040	HTC, Affordable	Orion	246	246	0	0	0
24	Prince Hall Gardens	4820 E Berry St, 76105	9% 2010, 4% 2018	Monroe	76	76	0	0	0
25	Reserve at McAlister	432 Archbury Rd, 76028	9% 2013, MKT, RAD, Senior	MVRPM	124	90	22	0	12
26	Sabine Place Apartments	1215 Terminal Rd, 76106	4% 2017	Monroe	72	72	0	0	0
27	Scattered Sites **	(various)	PH	Quadco	16	0	16	0	0
28	Sedona Village	6201 Balanced Rock Dr, 76131	9% 2010, RAD, Senior	Versa	172	146	11	15	0
29	Siddons Place	250 E Pennsylvania Ave, 76104	9% 1996, RAD	Pace	152	140	12	0	0
30	Silversage Point at Western Center	1800 Western Center Blvd, 76131	9% 2012, MKT, RAD	MVRPM	120	97	23	0	0
31	Springs, The (Hill & Glen)	3100 Hamilton Ave, 76107 3200 St Juliet St, 76107	9% 1993 (both)	Capstone	430	0	0	0	0
32	Stallion Pointe	9053 S Race St, 76140	4% 2016, RAD, MKT	Capstone	264	199	15	25	25
33	Stallion Ridge	9128 Crimson Lane, 76140	4% 2019, RAD, MKT	Capstone	204	153	20	20	11
34	Standard at Boswell	8861 Old Decatur Rd, 76179	9% 2016, RAD, 811 (10)	Capstone	128	106	12	0	10
35	Standard River District	5200 White Settlement Rd, 76114	PFC: 50% Mrkt, 50% Aff @ 80% AMI		293	0	0	147	146
36	Villas by the Park Apartments	2450 E Berry St, 76105	4% 2001, NSP	Pace	172	145	27	0	0
37	Villas of Eastwood Terrace	4700 E Berry St, 76105	HOME, Affordable, Senior	Pace	160	147	13	0	0
38	Villas on the Hill Apartments	5713 Lincoln Terrace Dr, 76107	9% 2009, Exchange Funds (TDHCA)	Pace	72	72	0	0	0
39	Wind River Apartments	8725 Calmont Ave, 76116	9% 2008, PH	Pace	168	134	34	0	0
40	Woodmont Apartments	1021 Oak Grove Rd, 76115	4% 2009, HOME	NRP	252	252	0	0	0
					7,319		998	675	769

+ NOTE: Fort Worth Affordability, Inc.

** Public Housing Units being converted

**MIXED INCOME PORTFOLIO
OCCUPANCY REPORT**

WEEK ENDING DATE: 4/30/2020
WEEK NUMBER:

Community Name	Total Units	Occupied Units	# Vacant Units	Vacant Leased	Vacant Not Leased	Notices to Vacate	Notices Leased	Notices Not Leased	Non Revenue	% Occ.	% Leased	Occ. Trend	New Leases	Move Ins	Move Outs	Cancels	Net Leased + or -	Net Occupied + or -	
Alton Park	195	181	14	-10	24	3	1	2	0	92.82%	87.69%	89.74%	1	0	1	0	0	(1)	MAYFAIR
Aventine	240	236	4	2	2	2	0	2	0	98.3%	99.2%	100.0%	8	2	7	3	-2	(5)	ORION
Avondale	160	153	7	-8	15	3	1	2	0	95.6%	90.6%	93.1%	1	0	1	0	0	(1)	MAYFAIR
Cambridge Court	330	292	38	14	24	11	0	11	0	88.5%	92.7%	96.1%	13	11	7	11	-5	4	PACE
Campus	224	211	13	-5	18	3	1	2	0	94.2%	92.0%	93.8%	1	0	1	0	0	(1)	MAYFAIR
Candletree	216	210	6	2	4	7	2	5	0	97.2%	98.1%	102.3%	8	10	3	3	2	7	PACE
Carlyle Crossing	138	131	7	4	3	3	1	2	0	94.9%	97.8%	100.7%	7	9	5	4	-2	4	PACE
Dixon at Stonegate (RAD only)	58	57	1	0	1	0	0	0	0	98.3%	98.3%	98.3%	0	0	0	0	0	0	LINCOLN
Fair Oaks	76	69	7	0	7	0	0	0	0	90.8%	90.8%	90.8%	0	6	3	2	-5	3	PACE
Fair Park	48	44	4	2	2	0	0	0	0	91.7%	95.8%	95.8%	0	0	0	0	0	0	PACE
Harmon Senior (RAD only)	12	12	2	2	0	3	1	2	0	100.0%	116.7%	150.0%	1	0	1	0	0	(1)	MAYFAIR
Henderson (RAD only)	19	19	0	0	0	0	0	0	0	100.0%	100.0%	100.0%	0	0	0	0	0	0	GREYSTAR
High Point	227	208	19	10	9	10	0	10	0	91.6%	96.0%	100.4%	12	7	7	0	5	0	
Hillside	172	161	11	2	9	1	0	1	0	93.6%	94.8%	95.3%	2	2	3	0	-1	(1)	PACE
Holston (The)																			
Hometowne at Matador	198	193	5	2	3	0	0	0	0	97.5%	98.5%	98.5%	1	3	3	0	-2	0	PACE
Hunter Plaza	164	152	12	4	8	6	0	6	0	92.7%	95.1%	98.8%	2	3	5	2	-5	(2)	PACE
Knights of Pythias	18	13	5	0	5	0	0	0	0	72.2%	72.2%	72.2%	0	0	0	1	-1	0	PACE
Overton Park Townhomes	216	208	8	6	2	1	1	0	0	96.3%	99.1%	100.0%	8	2	2	4	2	0	PACE
Palladium	150	145	5	2	3	0	0	0	0	96.7%	98.0%	98.0%	0	0	0	0	0	0	OMNIUM
Patriot Pointe																			CAPSTONE
Pavilion @ Samuels	36	33	3	2	1	0	0	0	0	91.7%	97.2%	97.2%	1	1	0	0	1	1	PACE
Post Oak East	246	233	13	9	4	4	3	1	0	94.7%	98.4%	101.2%	5	1	1	8	-4	0	ORION
Prince Hall	76	71	5	1	4				0	93.4%	94.7%	94.7%							MONROE GRP
Reserve at McAlister	124	120	4	4	0	1	0	1	0	96.8%	100.0%	100.8%	1	0	1	0	0	(1)	MVAH
Standard at River District																			
Sabine	72	68	4	1	3	0	0	0	0	94.4%	95.8%	95.8%	0	0	0	0	0	0	MONROE GRP
Scattered Sites (PH)	16	16	0	0	0	0	0	0	0	100.0%	100.0%	100.0%	0	0	0	0	0	0	FWHS
Sedona Village	172	168	4	2	2	3	1	2	0	97.7%	98.8%	101.2%	1	0	1	0	0	(1)	WIND RIVER/VERSA
Siddons	152	139	13	6	7	1	0	1	0	91.4%	95.4%	96.1%	5	2	0	4	1	2	PACE
Silversage (Res at West Ctr)	120	119	1	0	1	1	0	1	0	99.2%	99.2%	100.0%	1	0	1	0	0	(1)	MVAH
Springs (The)	430	410	20	2	18	0	0	0	0	95.3%	95.8%	95.8%	1	0	0	0	1	0	CAPSTONE
Stallion Pointe	264	251	13	0	13	5	2	3	0	95.1%	95.1%	97.7%	4	10	7	4	-7	3	CAPSTONE
Stallion Ridge																			CAPSTONE
Standard at Boswell	128	125	3	3	0	3	0	3	0	97.7%	100.0%	102.3%	2	1	0	1	1	1	CAPSTONE
Sycamore Center (PH)	47	29	18	1	17	3	1	2	0	61.7%	63.8%	72.3%	1	0	0	0	1	0	
Villas by the Park	172	163	9	5	4	1	1	0	0	94.8%	97.7%	98.8%	4	8	2	4	-2	6	PACE
Villas of Eastwood Terr	160	157	3	3	0	0	0	0	1	98.1%	100.0%	100.6%	6	3	3	3	0	0	PACE
Villas on the Hill	72	70	2	0	2	1	0	1	0	97.2%	97.2%	98.6%	0	0	0	0	0	0	PACE
Wind River	168	155	13	6	7	3	1	2	0	92.3%	95.8%	98.2%	9	0	2	8	-1	(2)	PACE
Woodmont	252	239	13	3	10	3	1	2	0	94.8%	96.0%	97.6%	1	0	1	0	0	(1)	NRP
	5568	5261	309	77	232	82	18	64	1	94.5%	95.9%	97.7%	107	81	68	62	-23	13	

Butler (81) and Cavile (6) units are not included in this matrix

Under Construction (not included in matrix)

The Holston - 264 Patriot Pointe - 220

Standard at River District - 293 Stallion Ridge - 204

FWHS/ASSET MANAGEMENT
PROGRAMMING – May 2020

Property	PMC	Total Units	PH	RAD	Affordable	PBV	HOME	Market	Vacant	Occupied	Percentage Occupied
Alton Park	Mayfair	195		15		28		9	11	184	94.4%
Aventine	Allied Orion	240		36	240				4	236	98.3%
Avondale	Mayfair	160		25	79	40		16	7	153	95.6%
Butler	FWHS	412	412							104	25.2%
Cambridge	Pace	330	33		297				41	289	87.6%
Campus	Mayfair	224		15	175	22		12	13	211	94.2%
Candletree	Pace	216		44	172		11		5	211	97.7%
Carlyle	Pace	138			138				5	133	96.4%
Cavile	FWHS	300	300							29	9.7%
Dixon @	Lincoln	58		58					2	56	96.6%
Fair Oaks	Pace	76		76					6	70	92.1%
Fair Park	Pace	48		48					4	44	91.7%
Harmon Sr	Capstone	172		12	112	10		16	20	152	88.4%
Henderson	Greystar	194		19	79			96	15	179	92.3%
Highpoint	Under Construction	227			114			113	0	0	0.0%
Hillside	Pace	172			110			67	8	164	95.3%
Hunter Plaza	Pace	164		25	60	30	14	49	17	147	89.6%
KOP	Pace	18			10		10	8	4	14	77.8%
Hometowne	Pace	198			198		10		6	192	97.0%
Overton	Pace	216		54	162				7	209	96.8%
Palladium	Omnium	150		15	92			58	5	145	96.7%
Patriot Pointe	Under Construction	220		22		22	166	10	0	0	0.0%
Pav Samuels	Pace	36					4		3	33	91.7%
POE	Allied Orion	246			216				11	235	95.5%
Prince Hall	Monroe	76							4	72	94.7%
Res McAlister	MVAH	124		22	90			12	1	123	99.2%
Sabine	Monroe	72							4	68	94.4%
Scattered Sites	FWHS	16	16						0	16	100.0%
Sedona	Wind River	172		11	161	15			3	169	98.3%
Siddons	Pace	152		12	140				15	137	90.1%
Silversage	MVAH	120		23	97				2	118	98.3%
Springs	Capstone	430							23	407	94.7%
Stallion Pointe	Capstone	264		15	188	25		25	13	251	95.1%
Stallion Ridge	Under Construction	204		20	153	20		11	0	0	0.0%
Standard	Capstone	128		12	106			10	0	128	100.0%
Sycamore Ctr	Ellington	47							18	29	61.7%
The Holston	Under Construction	264			133			131	0	0	0.0%
The Standard at	Under Construction	293				147		146	0	0	0.0%
Villas by the	Pace	172		27	172				7	165	95.9%
Villas of	Pace	160		13	160				2	158	98.8%
Villas on the Hill	Pace	72			70	2	4		2	70	97.2%
Wind River	Pace	168		34	134		14		14	154	91.7%
Woodmont	NRP	252			252				7	245	97.2%
Total		7596	761	653	4110	361	233	789	309	5500	

FORT WORTH HOUSING SOLUTIONS – FINANCE AND ADMINISTRATION REPORT

Month Ended: May 31, 2020

ACCOUNTING AND FINANCE:

2019 Year-End Close Out/Audit

- Resubmitted the FWHS unaudited Financial Data Schedule to REAC by the due date. Updating the FDS master schedule to incorporate the partnership audits as received. Weekly conference calls with the auditors continued as well as the uploading of audit documents to audit portals. Provided audit and related reports to property management companies for their references and especially for posting the audit adjusting entries to each property's books. The partnership audit processes for the remaining ones also continued. Draft audits and tax returns started pouring in for review. Majority of the partnership audits have been finalized so far. Reminded auditors of the RAD requirement to file Annual Financial Statement for each RAD property.

CARES ACT Funds

- Continued to review notices and attending webinars in order to understand what funds will flow to FWHS. Waiting for HUD instructions on the reporting requirements. Started developing accounting process for these funds for organized reporting to HUD.

RAD – DUNS/SAM Registration

- Worked on renewing all SAM registrations. Registered Fair Oaks, Fair Park and Hunter Plaza as well. These are the very first RAD closings and SAM registration was not required at the time or was never discussed. Waiting for their registration activation.

RAD Funding Process

- Continued to process payments to property management companies for initial and master lease funding for RAD properties.

Working Remotely

- The department continued to operate on staggered schedules due to corona virus pandemic. Priorities were set and all staff members are doing their best to continue normal operations.

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

- The contract was awarded after board approval in May 2020. Procurement and IT are now working with the contractor so we can start the implementation process.

INFORMATION TECHNOLOGY:

IT Plan Implementation

- **“My Housing Portal”**
 - Only the Applicant Portal and Wait List will be implemented very soon. Meetings with HCV staff regarding “set-ups” continued. The Recertification portion will take a while due to the many steps that need to occur prior to running the system. Moving in the right direction to get it running as fast as possible.
- **Infrastructure and Cloud Services**
 - Continued to monitor and resolve issues with the new system especially with regards to FWHS staff connecting to the system as they work remotely.

FORT WORTH HOUSING SOLUTIONS – FINANCE AND ADMINISTRATION REPORT

Month Ended: May 31, 2020

- **Electronic Document Management/Workflow Software**
 - Heavy duty scanners are needed for the implementation. IT working with Procurement in purchasing this hardware. IT is also working with Global, the vendor, to scan existing files instead of using HCV staff. Reviewing different options to comply with procurement rules and regulations. This will aid the staff in working remotely and also prepare for possibly moving of the FWHS offices by the end of the year.
- **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**
 - The RFP was published and responses were received. Procurement is in the process of setting up demo with vendors.
- **Internet Provider**
 - The selection of the provider still needs to be processed. IT is working with Procurement.
- **FWHS Cell Phone Devices**
 - IT has started distributing the new devices to users. The staggered schedules and switch in carrier pose a bit of difficulty in issuing the devices to the users. All devices will be distributed and the switch from Verizon to T-Mobile will be completed by mid-June 2020.

QUADCO MANAGEMENT SOLUTIONS, INC.

- Continued to assist QuadCo with a few more wrapping up activities, including its audit process, paying its bills and terminating contracts.
- QuadCo A/P continued under the FWHS accounting umbrella; now entering invoices into the system due to unavailability of managers at Butler and Cavile properties.
- Processed QuadCo mails that are now being forwarded to the admin office.
- IT continued to assist with the remaining systems administration tasks.

STAFF DEVELOPMENT/OTHER ACTIVITIES:

- Texas NAHRO virtual call with NAHRO to discuss CARES Funds; Weekly conference call with Clifton Larson Allen, LLP, auditor; PHADA webinar – CARES Funds; BDO webinar – accounting for CARES Funds; HUD weekly conference call on COVID-19 Concerns and Continued Operations
- Conference call with DocuSign
- Barbara Holston Education Fund board meeting
- Reviewed the RFP-Salary Analysis
- Regular WebEx meetings with staff to stay on top of things

FORT WORTH HOUSING SOLUTIONS
CENTRAL OFFICE COST CENTER BUDGET VARIANCE SUMMARY
May 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	782,296	528,812	(253,484)	-32.40%	Various Income not yet earned.
Fund Transfer From (To) Other Sources	5,086,415	2,119,340	1,298,477	(820,863)	-38.73%	Distribution to Cover COCC and HCV 2020 current Deficit
Fees for Service	-	0	-	-	0.00%	
Interest Earned	34,852	14,522	18,825	4,303	29.63%	Texpool Interest.
Other Income	427,490	178,121	138,306	(39,815)	-22.35%	Subsidy Holdback, 10% of actual is held back. HR Fees
Rental of Office Space	32,400	13,500	13,500	-	0.00%	TCHC rent.
TOTAL INCOME	7,458,667	3,107,778	1,997,920	(1,109,858)	-35.71%	

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	1,924,565	1,509,839	414,725	21.55%	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	48,190	42,678	5,512	11.44%	
Maintenance	168,644	70,277	68,010	2,267	3.23%	
Protective Services	48,110	20,046	18,132	1,914	9.55%	
General Expense	1,020,067	431,618	324,817	106,801	24.74%	Various expenses not yet incurred.
Total Operating Expenses	5,885,839	2,494,695	1,963,475	531,220.07	21.29%	
Nonoperating Expenses	561,250	233,854	-	233,854	100.00%	Various IT Plan Equipment Additions and replacement not yet incurred.
TOTAL EXPENSES	6,447,089	2,728,549	1,963,475	765,074	28.04%	

NET INCOME	1,011,578	379,229	34,444	(344,792)	-90.92%	
Fund Transfer From/(To) Other Sources	(1,011,578)	(379,230)	(34,444)	344,792	90.92%	
NET	0	0	0	0		

**FORT WORTH HOUSING SOLUTIONS
ASSISTED HOUSING BUDGET SUMMARY
HOUSING CHOICE VOUCHER AND MAINSTREAM HOUSING
May 31, 2020**

INCOME	2020	YTD MONTH BUDGET	YTD MONTH ACTUAL	YTD MONTH VARIANCE	
	ORIGINAL BUDGET			FAV/(UNFAV) \$	FAV/(UNFAV) %
Admin Fees Earned	3,358,179	1,399,241	1,433,163	33,922	2.42%
HAP Revenue	41,230,044	17,179,185	16,934,821	(244,364)	-1.42%
Other Income	85,732	35,722	43,137	7,415	20.76%
TOTAL INCOME	44,673,955	18,614,148	18,411,120	(203,028)	-1.09%
EXPENSES	2020	YTD MONTH BUDGET	YTD MONTH ACTUAL	YTD MONTH VARIANCE	
	ORIGINAL BUDGET			FAV/(UNFAV) \$	FAV/(UNFAV) %
Administrative Expenses	3,483,028	1,451,262	1,270,345	180,918	12.47%
Tenant Services	-	-	-	-	0.00%
Utilities	-	-	-	-	0.00%
Maintenance Expenses	69,261	28,859	20,196	8,663	30.02%
Protective Services	1,278	533	250	283	53.05%
General Expenses	648,150	270,063	219,954	50,109	18.55%
HAP Expense	41,230,044	17,179,185	16,934,821	244,364	1.42%
Total Operating Expenses	45,431,761	18,929,901	18,445,565	484,336	2.56%
Nonoperating Expenses	88,896	37,040	-	37,040	100.00%
TOTAL EXPENSES	45,520,657	18,966,941	18,445,564	521,376	2.75%
NET INCOME (LOSS)	(846,702)	(352,793)	(34,444)	318,349	90.24%
Fund Transfer From/(To) Other Sources	846,702	352,793	34,444	(318,349)	
NET	-	0	(0)	(0)	

<p>2020 BUDGET VARIANCE EXPLANATIONS</p>	
<p>79% proration rate</p>	
<p>HAP revenue decrease due to under utilization on Mainstream and Tenant Protection Voucher</p>	
<p>Other Income mainly from Fraud Recovery</p>	

<p>2020 BUDGET VARIANCE EXPLANATIONS</p>	
<p>A decrease due to vacant positions at beginning of year</p>	
<p>An decrease due to Inspections Fees</p>	
<p>HAP expenses decrease due to under utilization on Maistream Voucher.</p>	

<p>Transfer from COCC</p>	

**FORT WORTH HOUSING SOLUTIONS
SPECIAL PROGRAMS BUDGET SUMMARY
VASH AND MOD REHAB (SRO) PROGRAMS
May 31, 2020**

	INCOME	2020	YTD MONTH BUDGET	YTD MONTH ACTUAL	YTD MONTH VARIANCE		2020 BUDGET VARIANCE EXPLANATIONS
		ORIGINAL BUDGET			FAV/(UNFAV) \$	FAV/(UNFAV) %	
1	Admin Fees Earned	295,777	123,240	119,567	(3,673)	-2.98%	79% proration rate and a fix rate of \$79.54 for Mod-Rehab Unit leased
2	HAP Revenue	2,509,571	1,045,655	1,026,326	(19,329)	-1.85%	HAP Revenue as expected for the beginning of the year leasing.
3	Other Income	-	-	506	506	0.00%	
4	TOTAL INCOME	2,805,348	1,168,895	1,146,399	(22,496)	-1.92%	
5							
6							
7							
8	EXPENSES	2020 ORIGINAL BUDGET	YTD MONTH BUDGET	YTD MONTH ACTUAL	YTD MONTH VARIANCE		2020 BUDGET VARIANCE EXPLANATIONS
					FAV/(UNFAV) \$	FAV/(UNFAV) %	
9	Administrative Expenses	237,413	98,922	89,090	9,832	9.94%	Not all positions are filled.
10	Tenant Services	-	-	-	-	0.00%	
11	Utilities	-	-	-	-	0.00%	
12	Maintenance Expenses	23,371	9,733	8,273	1,460	15.00%	Expected to be disbursed at budgeted throught the year.
13	Protective Services	-	-	-	-	0.00%	
14	General Expenses	48,592	20,247	18,163	2,083	10.29%	
15	HAP Expense	2,509,571	1,045,655	1,026,326	19,329	1.85%	HAP expenses decrease will change as more voucher are lease.
16	Total Operating Expenses	2,818,947	1,174,557	1,141,853	32,704	2.78%	
17	Nonoperating Expenses	-	-	-	-	0.00%	
18	TOTAL EXPENSES	2,818,947	1,174,557	1,141,853	32,704	2.78%	
19							
20							
21							
22	NET INCOME	(13,599)	(5,662)	4,546	(10,208)	-180.30%	
23							
24	Fund Transfer From COCC	13,599	5,662	-	5,662		No Transfers are needed
25							
26	NET	-	-	4,546	(4,546)		

FORT WORTH HOUSING SOLUTIONS
CONTINUUM OF CARE GRANTS -MAY 2020
PREPARED: 6/08/2020

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	95.7%	6/30/2020	0	95.7%	80.6%	11.0%	0.0%	8.4%
CoC 2	1,197,611	9/30/2020	62.9%	10/31/2020	4	62.9%	80.6%	11.0%	0.0%	8.4%
CoC 6	181,151	3/31/2021	12.7%	4/30/2021	10	12.7%	82.1%	11.2%	0.0%	6.7%
CoC 8	177,895	1/31/2021	21.4%	2/28/2021	8	21.4%	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	1,549,264	1,238,999	169,882	0	140,383
Balance	68,985	65,921	8,062	0	(4,998)
CoC 2					
Authorized	1,197,611	965,796	131,700	0	100,115
Disbursed	753,750	568,242	103,355	0	82,153
Balance	443,861	397,554	28,345	0	17,962
CoC 6					
Authorized	181,151	148,748	20,284	0	12,119
Disbursed	22,990	18,128	2,308	0	2,554
Balance	158,161	130,620	17,976	0	9,565
CoC 8					
Authorized	177,895	115,442	15,742	32,518	14,193
Disbursed	38,010	26,019	7,325	0	4,667
Balance	139,885	89,423	8,417	32,518	9,526

FORT WORTH HOUSING SOLUTIONS
HCC / HHSP / DH GRANTS - MAY 2020
PREPARED: 6/08/2020

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	107.9%	9/30/2020	3	92.9%	86.9%	13.1%
HHSP	449,747	8/31/2020	84.9%	9/30/2020	3	74.5%	95.1%	4.9%
DH	715,000	9/30/2020	64.8%	10/31/2020	4	56.8%	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	650,222	593,503	56,720
Balance	49,778	14,468	35,310
HHSP			
Authorized	449,747	427,690	22,057
Reimbursed	334,978	318,555	16,423
Balance	114,769	109,135	5,634
DH			
Authorized	715,000	657,048	57,952
Reimbursed	406,284	370,681	35,603
Balance	308,716	286,367	22,349

HCC - Healthy Community Collaborative

HHSP - Homeless Housing & Services Program

DH - Directions Home

FORT WORTH HOUSING SOLUTIONS
ROSS GRANTS - MAY 2020
PREPARED: 6/08/2020

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	81.7%	5/14/2021	11	81.7%	86.8%	0.8%	12.4%
2018 ROSS FSS *	360,000	12/31/2020	40.7%	1/31/2021	7	40.7%	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	197,684	182,309	2,000	13,375
Balance	44,316	27,691	0.00	16,625
2018 ROSS FSS				
Authorized	360,000	360,000	0	0
Disbursed	146,522	146,522	0	0
Balance	213,478	213,478	0	0

**FORT WORTH HOUSING SOLUTIONS
CAPITAL FUND PROGRAMS - MAY 2020
PREPARED: 6/08/2020**

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	4/12/2020	0	100.0%	4/12/2022	23	97.5%	54.0%	46.0%
2016 CFP	1,150,560	4/12/2021	11	100.0%	4/12/2023	35	35.4%	10.0%	90.0%
2017 CFP	1,185,285	8/15/2020	3	100.0%	8/15/2022	27	13.2%	38.0%	62.0%
2018 CFP	1,979,629	5/28/2021	12	29.0%	5/28/2023	36	30.0%	34.0%	66.0%
2019 CFP	1,699,358	4/15/2022	23	0.0%	4/15/2024	47	0.0%	N/A	NA
2020 CFP	1,468,960	3/25/2023	34	0.0%	3/25/2025	58	0.0%	N/A	N/A
Total	8,595,606								

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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	218,438	-	(218,438)	-100.00%	
Oil & Gas Lease	21,744	9,060	3,853	(5,207)	-57.47%	
Interest Earned	585,447	243,936	241,581	(2,355)	-0.97%	
Other Income	76,264	31,777	24,042	(7,735)	-24.34%	
Dwelling Rent	-	0	-	-	0.00%	
Gain/Loss	-	0	-	-	100.00%	
Developer Fee	1,044,021	435,010	-	(435,010)	-100.00%	
Developer Fee Transfer	(1,044,021)	(435,010)	-	435,010	100.00%	
TOTAL INCOME	1,207,707	503,210	269,476	(233,734)	-46.45%	

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	69,113	88,981	(19,868)	-28.75%	
Tenant Services	-	0	-	-	0.00%	
Utilities	390	162	68	93	57.70%	
Maintenance	28,806	12,003	14,143	(2,140)	-17.83%	
Protective Services	-	0	-	-	0.00%	
General Expense	856	356	(235)	592	166.21%	
Total Operating Expenses	195,922	81,633	102,957	(21,324)	-26.12%	
Nonoperating Expenses	-	0	-	-	0.00%	
TOTAL EXPENSES	195,926	81,633	102,957	(21,324)	-26.12%	

NET INCOME	1,011,781	421,578	166,519	(212,410)	-50.38%	
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Fund Transfer From/(To) Other Sources	-	0	-	-	0.00%	
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NET	1,011,781	421,578	166,519	(212,410)		

Fort Worth Housing Solutions
Housing Choice Voucher Program
Key Performance Indicators - January 1, 2020 to December 31, 2020

Calendar Year - 2020	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
HCV Administrative Account:													
Unrestricted Net Position	(37,739)	(3,203)	(15,220)	(20,720)	(25,792)	(39,364)	(39,364)	(39,364)	(39,364)	(39,364)	(39,364)	(39,364)	(37,739)
Other Income													-
Operating Expenses	(269,098)	(314,267)	(309,885)	(307,317)	(317,820)								(1,518,387)
Monthly Operating Income	299,905	299,905	298,765	298,765	298,765								1,496,105
Fraud Recovery	3,729	2,345	5,619	3,480	5,483								20,656
Transfers													-
Year to Date Net Operating Income (Deficit)	(3,203)	(15,220)	(20,720)	(25,792)	(39,364)	(39,364)	(39,364)	(39,364)	(39,364)	(39,364)	(39,364)	(39,364)	(39,364)
Calendar Year - 2020	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
HCV HAP Account:													
Restricted Net Position	886,150	1,182,753	1,308,884	1,488,627	1,630,897	1,691,683	1,691,683	1,691,683	1,691,683	1,691,683	1,691,683	1,691,683	886,150
ABA at Beginning of Month	3,643,540	3,643,537	3,611,344	3,720,136	3,720,136								18,338,693
Program Reserves @ Beginning of Month													-
PHA Income	3,729	2,345	5,619	3,480	5,486								20,659
Total HAP Funds Available at Beginning of Month											-	-	-
Monthly HAP Payments	(3,350,666)	(3,519,751)	(3,437,219)	(3,581,346)	(3,664,836)								(17,553,819)
Transfers													
HAP Funds Remaining at End of Month (Deficit)	1,182,753	1,308,884	1,488,627	1,630,897	1,691,683	1,691,683	1,691,683	1,691,683	1,691,683	1,691,683	1,691,683	1,691,683	1,691,683
Targets and Statistics	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
HAP													
Monthly - Average HAP Expenses	3,510,764	3,510,764	3,510,764	3,510,764	3,510,764								17,553,820
Calendar Year to Date - Target HAP Payments	3,838,882	3,838,882	3,838,882	3,838,882	3,838,882								19,194,410
Calendar Year to Date Variance - Actual to Target	328,118	328,118	328,118	328,118	328,118	-	-	-	-	-	-	-	1,640,590
Accumulative % of HAP Expenses	91%	91%	91%	91%	0%	0%	0%	0%	0%	0%	0%	0%	91%
Leasing													
Year to Date - Target Vouchers Leased	5,761	5,761	5,761	5,761	5,761								28,805
Calendar Year to Date - Vouchers Leased	4,881	4,899	4,923	4,998	5,026								24,727
Calendar Year to Date Variance - Actual to Target	(880)	(862)	(838)	(763)	(735)	-	-	-	-	-	-	-	(4,078)
Accumulative % of Vouchers Leased	85%	85%	85%	87%	87%	0%	0%	0%	0%	0%	0%	0%	86%

**FORT WORTH HOUSING AUTHORITY
INVESTMENT PORTFOLIO
PERIOD ENDED MAY 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	2,160,489.66	2,160,489.66	0.26850%	TEXPOOL	N/A
102, 103	FSS ESCROW	INVESTMENT POOL	407,023.20	407,023.20	0.26850%	TEXPOOL	N/A
300	FSS ESCROW	INVESTMENT POOL	15,428.66	15,428.66	0.26850%	TEXPOOL	N/A
600	HSG DEV CORP	INVESTMENT POOL	390,655.50	390,655.50	0.26850%	TEXPOOL	N/A
707	OVERTON SQUARE LP	INVESTMENT POOL	605,473.61	605,473.61	0.26850%	TEXPOOL	N/A
330	P'TREE REFINANCE	INVESTMENT POOL	48,927.43	48,927.43	0.26850%	TEXPOOL	N/A
706	TRINITY RIVER PFC	INVESTMENT POOL	8,779,245.78	8,779,245.78	0.26850%	TEXPOOL	N/A
200	DISCRETIONARY	INVESTMENT POOL	631,436.93	631,436.93	0.26850%	TEXPOOL	N/A
710	GATEWAY PFC	INVESTMENT POOL	23,873,143.16	23,873,143.16	0.26850%	TEXPOOL	N/A
202	OIL & GAS LEASE	INVESTMENT POOL	1,033,297.63	1,033,297.63	0.26850%	TEXPOOL	N/A
203	PH HSE SALE PROC	INVESTMENT POOL	3,500,878.15	3,500,878.15	0.26850%	TEXPOOL	N/A
718	FW AFFORD. INC	INVESTMENT POOL	3,744,988.45	3,744,988.45	0.26850%	TEXPOOL	N/A
722	SPRING GLEN APTS	INVESTMENT POOL	1,864,397.72	1,864,397.72	0.26850%	TEXPOOL	N/A
721	SPRING HILL APTS	INVESTMENT POOL	4,632,674.04	4,632,674.04	0.26850%	TEXPOOL	N/A
740	BHEF	INVESTMENT POOL	15,729.28	15,729.28	0.26850%	TEXPOOL	N/A
101	OTHER AMPS	INVESTMENT POOL	1,909,483.90	1,909,483.90	0.26850%	TEXPOOL	N/A
102	BUTLER PLACE	INVESTMENT POOL	3,593,586.54	3,593,586.54	0.26850%	TEXPOOL	N/A
602	WIND TERRACE INC	INVESTMENT POOL	321,490.35	321,490.35	0.26850%	TEXPOOL	N/A
103	J.A. CAVILE PLACE	INVESTMENT POOL	1,622,433.85	1,622,433.85	0.26850%	TEXPOOL	N/A
116	SCATTERED SITES	INVESTMENT POOL	758,428.31	758,428.31	0.26850%	TEXPOOL	N/A
728	VILLAS OF EASTWOOD	INVESTMENT POOL	670,040.61	670,040.61	0.26850%	TEXPOOL	N/A
730	AVENTINE TARRANT PKW	INVESTMENT POOL	1,006,589.75	1,006,589.75	0.26850%	TEXPOOL	N/A
726	POST OAK EAST APTS	INVESTMENT POOL	754,901.17	754,901.17	0.26850%	TEXPOOL	N/A
729	VILLAS BY THE PARK (RSV)	INVESTMENT POOL	250,031.90	250,031.90	0.26850%	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	249,116.42	249,116.42	0.2000%	COMERICA BANK	N/A
TOTAL			63,044,255.48	63,044,255.48			

/s/ Riza Nolasco
Vice President-Finance & Administration

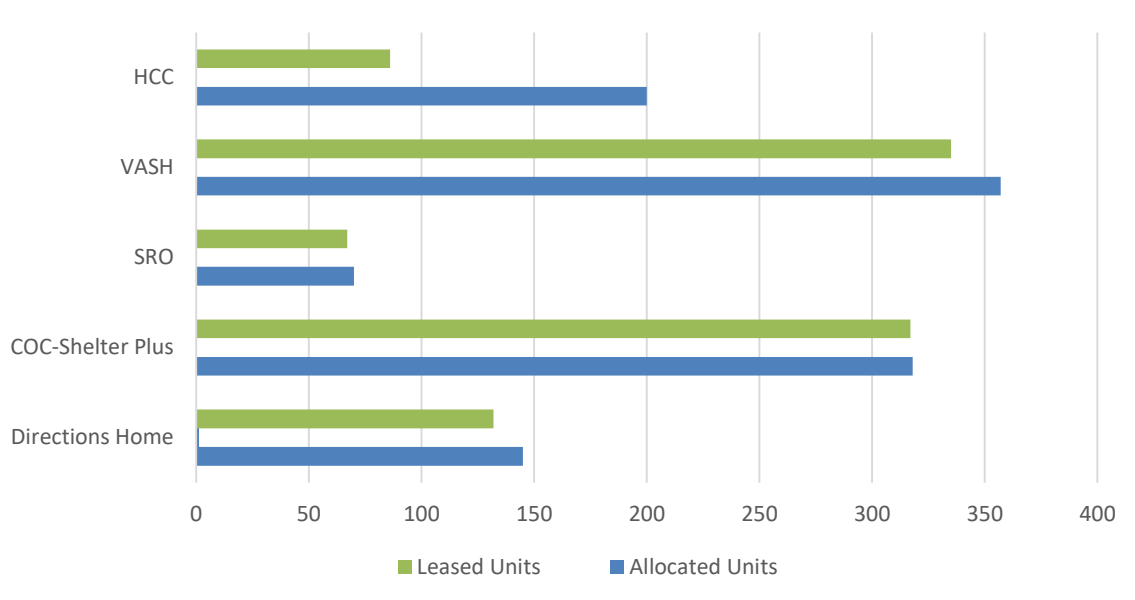
/s/ Ara McVay
Accountant



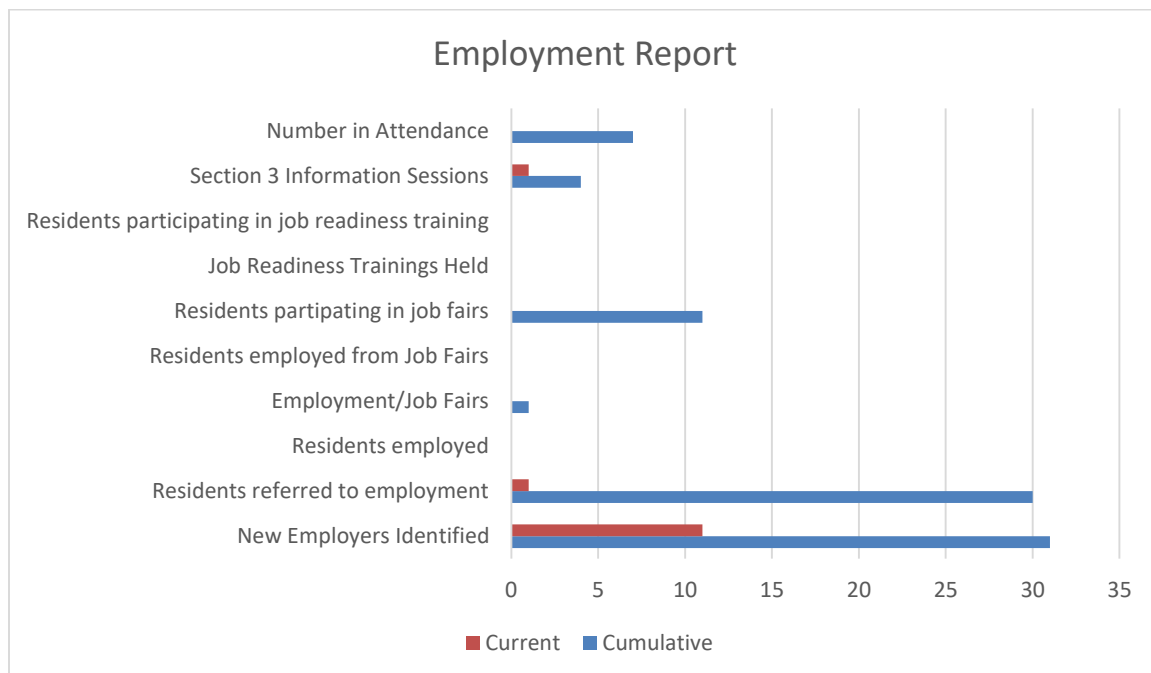
HOUSING OPERATIONS AND CLIENT SERVICES BOARD REPORT

Month Ending April 2020

Special Programs Monthly Unit Allocation Utilization



Employment Report





HOUSING OPERATIONS AND CLIENT SERVICES BOARD REPORT

Month Ending April 2020

Family Self-Sufficiency Program Report – May 2020

Program Management	Mandated Program Size			11
	Graduates this Month			1
	New Mandated Program Size			10
	Current Program Size (HCVP + PH + RAD)			264
	Percentage of Mandatory Slots Filled			2,640%
	Completed to Date			335
	New Contracts this Month (HCVP + PH +RAD)			2
	New Contracts (YTD)			19
Participants Demographics & Activities	HCVP Participants			257
	Public Housing Participants			5
	RAD			2
	Participants w/ Escrow			153
	Percentage of Participants w/ Escrow			60%
	FSS Workshops			Attendees
	None (offices closed due to COVID-19)			0
Canceled Contracts	Contracts Canceled & Escrow Forfeited			1
	Contracts Canceled & Escrow Forfeited (YTD)			3
	Contracts Canceled with No Escrow			0
	Contracts Completed (Graduated)			1
	Total of Contracts Canceled this Month: Term + Grad			2
	Total of Canceled Contracts: Term + Grad (YTD)			16
Escrow Amount Activity	New Escrow Accounts Established this Month			3
	New Escrow Accounts Established (YTD)			19
	Escrow Forfeited to FWHS this Month			\$488.00
	Escrow Forfeited to FWHA (YTD)			\$1,152.91
	Escrow Paid Out this Month			\$10,063.22
	Escrow Paid Out (YTD)			\$38,895.36
Graduate Information	Name	Client No.	Escrow Amount (\$)	Homeownership?
	Hall, Tequilla	000984937	\$10,063.22	No
PIC Reporting	FSS Graduates (YTD)			10
	Current Active FSS Contracts in PIC			253
	Current Active Escrow w/ Progress Reports			121
FSS Activities	COVID			



HOUSING OPERATIONS AND CLIENT SERVICES BOARD REPORT

Month Ending April 2020

CoC PROGRAM MONTHLY REPORT

Month: June 1, 2020

	SPC 1	%	SPC 2	%	SPC 6	%	Change	%	VASH	%	HHSP	%
Allocated	164		123		19		12		357		60	
Leased	167	102%	116	94%	14	74%	9	75%	331	93%	57	95%
GENDER												
Male	68		48		9		4		278		34	
Female	99		68		5		5		53		23	
RACE												
Black	86		65		6		2		186		22	
White	79		51		8		7		137		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	51		33		5		1		80		11	
Disabled Under 62	115		82		7		7		110		44	
AGE												
18-35	9		1		1		1		19		4	
36-61	107		82		7		7		180		42	
Over 61	51		33		6		1		132		11	
AVG INCOME	10,711		11,204		7,874		8,973		13,616		8,205	

	HCC	%	DH	%	SRO 307	%	SRO 308	%	SRO 309	%
Allocated	200		85*		32		18		20	
Leased	85	43%	71	85%	32	100%	18	100%	20	100%
GENDER										
Male	20		36		24		18		16	
Female	65		35		8		0		4	
RACE										
Black	64		42		22		5		10	
White	20		29		10		12		10	
Asian	1		0		0		1		0	
Nat American	0		0		0		0		0	
ETHNICITY										
Hispanic	3		6		1		2		1	
DISABLED										
Disabled 61 Over	3		10		6		1		2	
Disabled Under 62	82		60		14		2		7	
AGE										
18-35	38		6		4		3		7	
36-61	44		55		20		11		11	
Over 61	3		10		8		4		2	
AVG INCOME	8,722		9,090		8,666		6,007		6,698	



HOUSING OPERATIONS AND CLIENT SERVICES BOARD REPORT

Month Ending April 2020

ONGOING ACTIVITIES: Monitor CoC funding and Lease-Up Rate

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

* 2019-2020 COFW contracted units, however due to restructuring of the program units will decrease through natural attrition and the allocated number of units will be adjusted to reflect current program leased units.

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

Program	Allocated Units	Leased Units
Directions Home	145	128
COC-Shelter Plus	318	306
SRO	70	70
VASH	357	331
HCC	200	85



HOUSING OPERATIONS AND CLIENT SERVICES BOARD REPORT

Month Ending April 2020

Traditional Public Housing		%
Public Housing Units	712	
Leased	100	14%
Male	13	13%
Female	88	87%
RACE		
Black	81	81%
White	18	18%
Asian	2	Less than 1%
Native American	0	0%
ETHNICITY		
Hispanic	15	15%
DISABLED		
Disabled 61 Over	7	7%
Disabled Under 62	20	20%
AGE		
18-35	35	35%
36-61	52	52%
Over 61	14	13%
AVG INCOME	\$9,979.50	



HOUSING OPERATIONS AND CLIENT SERVICES BOARD REPORT

Month Ending April 2020

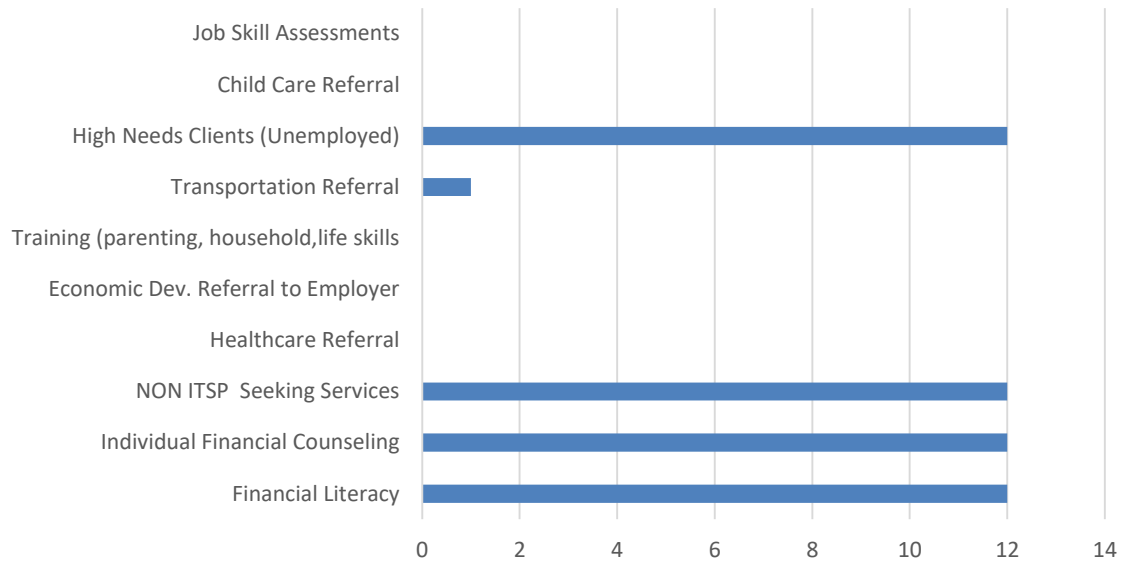
Affordable Housing (Public Housing)		%
Public Housing Units	94	
Leased	85	90%
GENDER		
Male	16	19%
Female	69	81%
RACE		
Black	64	75%
White	17	20%
Asian	1	Less than 1%
Nat American	0	0%
Hawaiian	3	Less than 1%
ETHNICITY		
Hispanic	7	Less than 1%
DISABLED		
Disabled 61 Over	11	13%
Disabled Under 62	21	25%
AGE		
18-35	28	33%
36-61	45	53%
Over 61	12	14%
AVG INCOME	\$15,282.00	



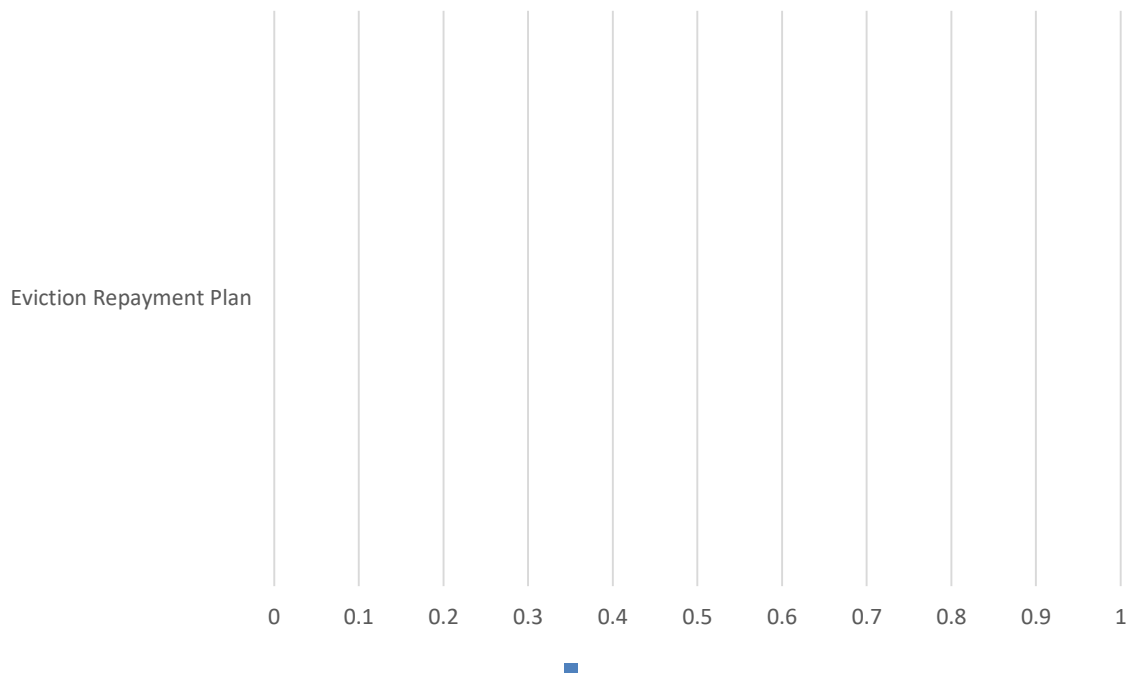
HOUSING OPERATIONS AND CLIENT SERVICES BOARD REPORT

Month Ending April 2020

ROSS Grant Requirments-Cavile



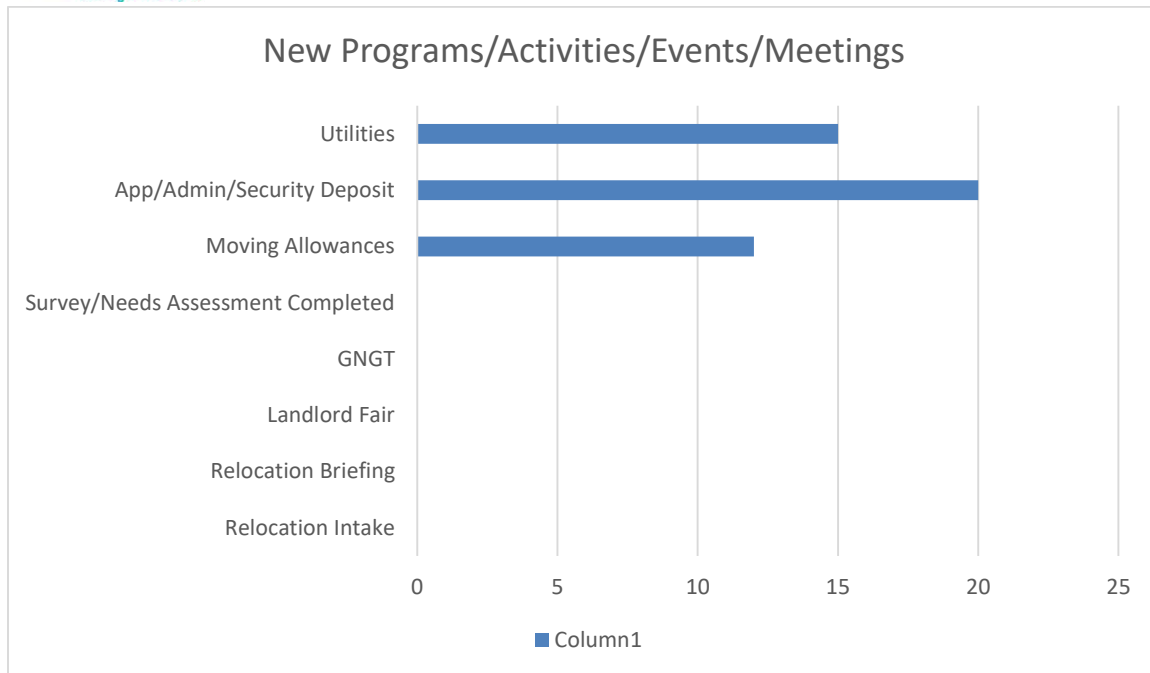
Data- Cavile





HOUSING OPERATIONS AND CLIENT SERVICES BOARD REPORT

Month Ending April 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
- Employment announcements sent to resident/relocated/current
- COVID weekly/monthly assessment

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

Ongoing Projects

CNI Project	1
-------------	---

Low-Income Public Housing Report – Month ending May 2020

Low-Income Public Housing- Butler (412 units)	
	May
Waiting List	74 (waitlist closed)
Vacancy Rate	72.57%
Rent Collections	90%
*Unit Turnaround Time Days	0 days
Avg. Non-Emergency Work Order Days	1
#of Non-Emergency Work orders	22
Avg. Emergency Work Order Days	0
# of Emergency Work Orders	0

**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)	
	May
Waiting List	25
Vacancy Rate	0%
Rent Collections	100%
Unit Turnaround Time Days	0 days
Avg. Non-Emergency Work Order Days	0
#of Non-Emergency Work orders	0
Avg. Emergency Work Order Days	6 hours
# of Emergency Work Orders	2

Low-Income Public Housing Report – Month ending May 2020

Low Income Public Housing- JA Cavile (300 units)	
	May
Waiting List	244 (waitlist closed)
Vacancy Rate	97.67%
Rent Collections	96.6%
*Unit Turnaround Time Days	0 days
Avg. Non-Emergency Work Order Days	4hrs
# of Non-Emergency Work orders	4
Avg. Emergency Work Order days	0
# of Emergency Work Orders	0

**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 Court (33 PH units)	
	May
Waiting List	77
Vacancy Rate	1%
Rent Collections	96%
Unit Turnaround Time Days	0 days (PH units only)
Avg. Non-Emergency Work Order Days	0 (PH units only)
# of Non- Emergency Work Orders	0 (PH units only)
# of Emergency Work Orders	0 (PH only)

Low-Income Public Housing Report – Month ending May 2020

Low Income Public Housing- Sycamore	
	May
Waiting List	18
Vacancy Rate	36.17%
Rent Collections	100%
Unit Turnaround Time Days	0 days
Avg. Non-Emergency Work Order Days	0 (PH only)
# of Non-Emergency Work Orders	0 (PH only)
# of Emergency Work Orders	0 (PH only)

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: June 18, 2020
Agenda Item No.: 2020.16, TAB 9
Person Responsible: Sonya A. Barnette, VP of Housing Operations and Client Services
Subject: HUD CNI Grant Agreement and Forms

Background:

On November 1, 2019, Fort Worth Housing Solutions as the lead applicant along with the City of Fort Worth submitted an application to the U.S. Dept. of Housing and Urban Development (HUD) for the FY 2019 Choice Neighborhood Implementation (CNI) Grant. The CNI grant is designed to address struggling neighborhoods that include public and/or assisted housing through a comprehensive approach to neighborhood transformation.

On April 23, 2020, FWHS was notified by HUD that the CNI application had been approved to receive a \$35 million for the revitalization/ transformation of JA Cavile public housing community and the surrounding Stop Six neighborhood. Upon award, HUD requires Board approval authorizing the FWHS President to sign the CNI grant agreement and all corresponding documents and HUD forms (1044).

Issues/Concerns:

The grant forms were sent by HUD to FWHS on May 29, 2020. They were revised by HUD to let Fernando Costa, Asst. City Manager, to sign the document with Mary-Margaret Lemons.

Funding Source:

Execution of the grant forms has no associated costs.

Recommendation:

Staff recommends that the Board approve Mary-Margaret Lemons, FWHS President, to sign the CNI grant agreement and all corresponding documents and HUD forms (1044).

Attachments:

Resolution
HUD Transmittal Letter
HUD Form 1044
Grant Agreement

Fort Worth Housing Solutions

Resolution No. _____

RESOLUTION AUTHORIZING THE PRESIDENT TO SIGN AND EXECUTE DOCUMENTS AND FORMS TO ACCEPT THE 2019 CHOICE NEIGHBORHOOD IMPLEMENTATION GRANT AGREEMENT AWARDED BY THE U.S. DEPT. OF HOUSING & URBAN DEVELOPMENT.

WHEREAS, On April 23, 2020, the U.S. Dept. of Housing and Urban Development (HUD) awarded a \$35 million CNI grant, for fiscal year (FY) 2019, to Fort Worth Housing Solutions and the City of Fort Worth, and

WHEREAS, HUD requires Board approval to authorize the FWHS President to execute the Form 1044 and submit it with the signed grant agreement and other documents to accept the grant.

NOW THEREFORE, BE IT RESOLVED THAT:

The Board of Commissioners of Fort Worth Housing Solutions hereby authorizes the President to sign and execute the CNI grant agreement (FY2019) and any other corresponding documents and HUD forms (1044) related to the receipt of the \$35 million CNI grant.

Terri Attaway, Chairperson

June 18, 2020
Date

Mary-Margaret Lemons, President & Board Secretary

June 18, 2020
Date



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

OFFICE OF PUBLIC AND INDIAN HOUSING

May 27, 2020

Ms. Mary-Margaret Lemons
President
Fort Worth Housing Solutions
1201 13th Street
Fort Worth, TX 76102

The Honorable Betsy Price
Mayor
City of Fort Worth
200 Texas Street
Fort Worth, TX 76102

SUBJECT: Transmittal of FY 2019 Choice Neighborhoods Implementation Grant Agreement

Dear Ms. Lemons and Mayor Price:

Once again, congratulations on your selection to receive a FY 2019 Choice Neighborhoods Implementation Grant funding award. Your proposal is one of the best that embodies the goals of the Choice Neighborhoods program and shows your capacity to implement your Transformation Plan to transform your selected neighborhood. This letter transmits your FY 2019 Choice Neighborhoods Implementation Grant Agreement.

The Office of Public Housing Investments (OPHI) will administer your grant. Your Team Coordinator will be your primary HUD contact person as you implement your Choice Neighborhoods grant and will be available to answer any questions you may have. By now, your Team Coordinator has contacted you and is available to answer any questions you may have. OPHI is located at the following address:

U.S. Department of Housing and Urban Development
Office of Public Housing Investments
451 Seventh Street SW, Room 5150
Washington, DC 20410

Grant Agreement

Enclosed are one copy of your FY 2019 Choice Neighborhoods Implementation Grant Agreement and the Assistance Award/Amendment form (HUD-1044). These documents memorialize the agreements made between you and your Co-Applicant, as the Grantees, and HUD, and incorporates all documents relating to the grant, including the FY 2019 Notice of Funding Availability (NOFA), your application, and all subsequent documents. Please note that the terms of the Grant Agreement are not negotiable. In order to proceed with the processing of your Grant Agreement, please do the following:

1. Obtain a Board Resolution authorizing the Lead Grantee's Executive Director/executive officer to sign the HUD-1044.
2. The Executive Director/executive officer of the Lead Grantee signs and dates the HUD-1044 form in block 19. The HUD-1044 form serves as the coversheet to the Grant Agreement.
3. The Executive Director/executive officer for both the Lead Grantee and Co-Grantee must sign the signature page in the Grant Agreement document. The signatures of the Executive Director/executive officer of the Lead Grantee and the Executive Director/executive officer of any Co-Grantee(s) must be provided on the same signature page (not separate signature pages).
4. The Lead Grantee and any Co-Grantee must also provide documentation in accordance with the "Conducting Business in Accordance with Ethical Standards/Code of Conduct" requirement found in Section I.A.5 and Section VI.B of the NOFA. In accordance with 2 CFR 200.318(c)(1), all Federal recipients must develop and maintain written standards/codes of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts. Before entering into an agreement with HUD, each selected applicant must ensure an up-to-date copy of organization's code of conduct is available in the Code of Conduct e-library. HUD's Code of Conduct website URL is: https://www.hud.gov/program_offices/spm/gmomgmt/grantsinfo/conductgrants. If the code(s) of conduct is on the website and information has not changed, please note that when you provide the other Grant Agreement-related documents.
5. Return the signed Grant Agreement, the HUD-1044 form, a copy of the Board Resolution, and a copy of the Lead Grantee's and Co-Grantee's code(s) of conduct (if necessary) to Ms. Caroline Tatalovich at the address provided above in this letter by no later than **Friday, July 17, 2020**. Please also submit a copy via email to Caroline.C.Tatalovich@hud.gov.

Once the Grant Agreement, copy of the Board Resolution, and copy of the code(s) of conduct are received by HUD, the Assistant Secretary for Public and Indian Housing will sign and date the final signature block on the signature page of the Grant Agreement, which will be the effective date of the Grant Agreement. The original will be kept by the Department and an executed copy will be transmitted to you via e-mail to keep in your records and administer accordingly.

Transformation Plan Revisions

The selection of your organization for a Choice Neighborhoods grant does not necessarily mean endorsement of each detail of the plan proposed in your application. The OPHI staff will be working with you in the coming months to ensure that your Transformation Plan is fully developed, maximally effective, and legally and financially sound. You may expect HUD to work with you to refine your Critical Community Improvements, Supportive Services, and Housing Plans. One item to note in particular is whether the Housing plan as proposed in your application provides replacement housing for all households, including those that earn up to 80 percent AMI. If all replacement units are planned to also have Low Income Housing Tax Credit (LIHTC) equity, you must demonstrate that you will take advantage of recently adopted 'income averaging' provision of the LIHTC while still also ensuring that each phase is mixed-income and provides units for the full range of incomes.

Choice Neighborhoods Guidance

Your Choice Neighborhoods Team Coordinator will be your primary source of guidance and information about your Implementation Grant. In addition, on the Choice Neighborhoods web site (www.hud.gov/cn) HUD has posted information about accessing LOCCS and valuable information on the Choice Neighborhoods budget, mixed-finance development, procurement, and other technical areas. I urge you to familiarize yourself with the website and take advantage of the information posted there.

Drawdown of Funds

Once your Grant Agreement has been executed, you may request HUD to approve the release of grant funds. This will be accomplished through the approval of your Choice Neighborhoods Implementation Grant budget form (form HUD-53236) as part of the Post Application Submissions listed in the Grant Agreement. In accordance with the Grant Agreement, eligible costs for reimbursement include those after the written notification of grant award. The official written notification date of your grant award is April 23, 2020. The initial eligible costs include those for predevelopment and supportive services, as stated in the Implementation Grant Agreement. See Article VI for additional information on Choice Neighborhoods Budget and Funding Requests and Article VII Project Drawdowns.

Authorization in LOCCS

In order to access grant funds, at least two staff members must be authorized for Choice Neighborhoods in LOCCS, HUD's grant payment system. Banking information also must be submitted to HUD. If you are not familiar with LOCCS, please refer to "Grantee Financial Instructions" which is posted on the Choice Neighborhoods website and which provides detailed information about LOCCS access, banking information, and completion of the Choice Neighborhoods voucher.

Expenditure of Choice Neighborhoods Funds

Your grant includes both FY 2018 and FY 2019 Choice Neighborhoods funding. Choice Neighborhoods funding is subject to the requirements established under 31 U.S.C. § 1552. In accordance with this statute, all FY 2018 funds must be expended by September 30, 2025 and all FY 2019 funds must be expended by September 30, 2026. Any funds that are not expended will be cancelled and recaptured by the Treasury and thereafter will not be available for obligation or expenditure for any purpose. Given the statutory requirement, Grantees are asked to comply with their Program Schedule, developed in accordance with the time periods for implementation established in the Grant Agreement, and as approved by HUD.

Again, congratulations to your entire team. We look forward to working jointly with you and your partners in carrying out the transformation of severely distressed public and assisted housing, and we thank you for your participation in the Choice Neighborhoods Initiative.

Sincerely,

Mindy Turbov
Choice Neighborhoods Director
Office of Public Housing Investments

Enclosures

Assistance Award/Amendment**U.S. Department of Housing
and Urban Development
Office of Administration**

1. Assistance Instrument <input type="checkbox"/> Cooperative Agreement <input checked="" type="checkbox"/> Grant		2. Type of Action <input checked="" type="checkbox"/> Award <input type="checkbox"/> Amendment	
3. Instrument Number TX6A004CNG119	4. Amendment Number	5. Effective Date of this Action	6. Control Number
7. Name and Address of Recipient Fort Worth Housing Authority d/b/a Fort Worth Housing Solutions 1201 13th Street Fort Worth, TX 76102		8. HUD Administering Office Office of Public Housing Investments Public and Indian Housing	
		8a. Name of Administrator Robert Mulderig	8b. Telephone Number 202-402-4780
10. Recipient Project Manager		9. HUD Government Technical Representative	
11. Assistance Arrangement <input checked="" type="checkbox"/> Cost Reimbursement <input type="checkbox"/> Cost Sharing <input type="checkbox"/> Fixed Price	12. Payment Method <input type="checkbox"/> Treasury Check Reimbursement <input type="checkbox"/> Advance Check <input checked="" type="checkbox"/> Automated Clearinghouse	13. HUD Payment Office	
14. Assistance Amount		15. HUD Accounting and Appropriation Data	
Previous HUD Amount \$		15a. Appropriation Number	15b. Reservation number
HUD Amount this action \$ 35,000,000			
Total HUD Amount \$ 35,000,000		Amount Previously Obligated \$	
Recipient Amount \$		Obligation by this action \$ 35,000,000	
Total Instrument Amount \$ 35,000,000		Total Obligation \$ 35,000,000	

16. Description

FY 2019 Choice Neighborhoods Implementation Grant


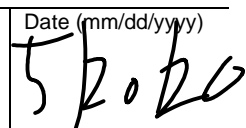
(grant type: Implementation)

Public Housing Site: Cavile Place

Neighborhood: Stop Six

Located in: Fort Worth, TX

EIN/TIN: 75-6001818

17. <input checked="" type="checkbox"/> Recipient is required to sign and return three (3) copies of this document to the HUD Administering Office		18. <input type="checkbox"/> Recipient is not required to sign this document.	
19. Recipient (By Name) Mary-Margaret Lemons		20. HUD (By Name) R. Hunter Kurtz	
Signature & Title President, FWHS	Date (mm/dd/yyyy)	Signature & Title  Assistant Secretary	Date (mm/dd/yyyy) 

FY 2019 Choice Neighborhoods Implementation Grant Agreement

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**FY 2019 Choice Neighborhoods
IMPLEMENTATION GRANT AGREEMENT**

This grant agreement (“Grant Agreement”) is made by and between the United States Department of Housing and Urban Development (“HUD”) and the Lead and Co-Applicant(s) (“Grantee”). On April 23, 2020, HUD awarded the Grantee a Choice Neighborhoods Implementation Grant from fiscal year 2018 and fiscal year 2019 funds, for the implementation of a Transformation Plan (“Transformation Plan”) that is identified in this Grant Agreement below.

HUD agrees, subject to the terms of this Grant Agreement, to provide grant funds to the Grantee, in the total amount listed on the form HUD-1044, for the activities described in the Transformation Plan as defined in Article III. Either the Lead Applicant or the Co-Applicant Grantee may be the designated entity with access to LOCCS for drawing down grant funds.

The assistance that is the subject of this Grant Agreement is authorized by, and required to be used in accordance with, Section 24 of the U.S. Housing Act of 1937, the Consolidated and Further Continuing Appropriations Act, 2018 (Pub. L. 115-41, approved March 23, 2018) and Consolidated Appropriations Act, 2019 (Public Law 116-6, enacted February 15, 2019), (collectively the “Choice Neighborhoods Authorization”).

The form HUD-1044 and Exhibit A are incorporated into and subject to the terms of this Grant Agreement.

HUD and the Grantee hereby agree to be bound by the following terms and conditions of this Grant Agreement:

ARTICLE I. Choice Neighborhoods Requirements

The Grantee agrees to conduct all activities to be assisted with funds provided under this Grant Agreement in accordance with the following requirements, as such requirements now exist or as they may hereafter be amended (hereafter collectively referred to as the “Choice Neighborhoods Requirements”):

- A. the U.S. Housing Act of 1937, as amended (the “1937 Act”), as applicable, and all implementing regulations;
- B. the 2018 HUD Appropriations Act (Public Law 115-41, approved March 23, 2018) and Consolidated Appropriations Act, 2019 (Public Law 116-6, enacted February 15, 2019);
- C. the Fiscal Year (FY) 2019 Notice of Funding Availability for the Choice Neighborhoods Initiative Implementation Grants published via Grants.gov on August 6, 2019 (the “Choice Neighborhoods Implementation NOFA”).
- D. 31 U.S.C. § 1552. In accordance with this statute, all FY 2018 funding must be expended by September 30, 2025 and FY 2019 funding must be expended by September 30, 2026. Any funds that are not expended by that date will be cancelled and recaptured by the Treasury, and thereafter will not be available for obligation or expenditure for any purpose. In order to ensure funds are drawn from LOCCS by that date, HUD may provide additional guidance as the deadline approaches for when grantees should submit the final draw request (e.g. usually approximately two weeks prior to the expenditure deadline).
- E. In accordance with section 24(e)(2)(D) of the 1937 Act, Grantees must involve affected residents of the targeted public and/or assisted housing during the implementation process. Grantees are required to involve the affected public and/or assisted housing residents in the implementation of the Transformation Plan. This involvement must be continuous from the beginning of the planning process through the implementation and management of the grant. In addition to the statutory requirement, unless HUD indicates otherwise in writing, Grantees will be expected to undertake resident and community involvement in a manner and method at least as comprehensive as that described in your grant application.
- F. all executive orders applicable to the activities being conducted with funds provided under this Grant Agreement;
- G. the terms and requirements of this Grant Agreement, and any amendments or addenda thereto;
- H. all other applicable Federal requirements, including, without limitation, those set forth the FY 2018 and FY 2019 appropriations acts and those set forth in Appendix A; and
- I. all regulations, handbooks, notices, and policies applicable to the activities being conducted with funds provided under this Grant Agreement.

ARTICLE II. Program Overview

- A. **Goals of the Choice Neighborhoods Program.** The Choice Neighborhoods Program employs a comprehensive approach to neighborhood transformation. The program transforms neighborhoods of concentrated poverty into mixed-income neighborhoods of long-term viability by revitalizing severely distressed public and/or assisted housing; improving access to economic opportunities; and investing and leveraging investments in well-functioning services, effective schools and education programs, public assets, public transportation, and improved access to jobs. Choice Neighborhoods ensures that current residents benefit from this transformation by preserving affordable housing in the neighborhood or providing the choice to move to affordable housing in another neighborhood of opportunity. The purpose of this grant is to implement a Transformation Plan that has been developed through a local planning process and furthers the goals of the Choice Neighborhoods Program. The core goals of Choice Neighborhoods are:
- 1. Housing:** Replace distressed public and assisted housing with high-quality mixed-income housing that is well-managed and responsive to the needs of the surrounding neighborhood;
 - 2. People:** Improve outcomes of households living in the target housing related to employment and income, health, and children’s education; and
 - 3. Neighborhood:** Create the conditions necessary for public and private reinvestment in distressed neighborhoods to offer the kinds of amenities and assets, including safety, good schools, and commercial activity, that are important to families’ choices about their community.

ARTICLE III. Choice Neighborhoods Transformation Plan

- A. **General.** The Grantee’s Choice Neighborhoods Transformation Plan (“Transformation Plan”) consists of a document or documents reviewed and approved by HUD to govern the transformation of the neighborhood. The Transformation Plan should integrate effective strategies to implement public and/or assisted housing revitalization, the coordination and design of supportive services, including educational opportunities for children, and neighborhood-level planning to improve a range of neighborhood assets. The Transformation Plan should be created as part of a collaborative planning process that involves neighborhood stakeholders and local governmental entities. The Transformation Plan should translate the three core goals of Choice Neighborhoods – Housing, People and Neighborhood – into a strategy that will direct investments, demonstrate the commitment among a range of public and private partners to address interdependent neighborhood challenges, utilize data to set and monitor progress toward implementation goals, and engage community stakeholders and residents in meaningful decision-making roles.
- B. **Components of the Transformation Plan.** The Grantee’s Transformation Plan includes each of the following components, as needed for the Transformation Plan and as approved by

HUD. Because some of these documents may be submitted to HUD for approval throughout the implementation of the Grant Agreement, an approved Transformation Plan shall be deemed to mean the most recent set of documents that have been submitted to (as set forth in this Article) and approved by HUD:

1. The Grantee's Choice Neighborhoods application, submitted in response to the FY 2019 Choice Neighborhoods Implementation NOFA (the "Choice Neighborhoods Application");
2. Post Application Submissions that HUD requires the Grantee to submit following HUD's review of the Choice Neighborhoods application and/or as a result of a HUD site visit or kick off meeting regarding the redevelopment under this grant ("Development"), including but not limited to:
 - a. a Program Schedule, in accordance with the timeframes established in this Article;
 - b. a Choice Neighborhoods Budget (all phases) as described in Article VI;
 - c. a copy of the executed development services agreement (e.g. master developer agreement or similar document) with the Housing Implementation Entity;
 - d. any additional information required for HUD to approve demolition of the target public and/or assisted housing based on the Choice Neighborhoods application;
 - e. certifications and assurances; and
 - f. any other information or documentation that is not otherwise required under any other component of the Transformation Plan that is requested by HUD to supplement or refine information provided in the Choice Neighborhoods Application or to meet any terms or conditions of the Grant Agreement.

(Subparagraphs (a) through (f) are hereafter collectively referred to as, "Post Application Submissions.")

3. a Supportive Services/People plan;
4. the Grantee's submissions to HUD in connection with an Endowment Trust, if applicable, in accordance with Article IV(J) (including but not limited to submission of a Choice Neighborhoods Endowment Trust Addendum);
5. for public housing only, a Demolition Application, if applicable, as described in Article IV;
6. for public housing only, a Disposition Application relating to the Development, as described in Article IV, to the extent applicable;
7. a development proposal(s), as described in Article IV;

8. a homeownership proposal, as applicable, as described in Article IV;
 9. a plan for Critical Community Improvements projects, as applicable; and
 10. any amendment or modification of the foregoing, as approved in writing by HUD.
- C. Incorporation into Grant Agreement. As each component of the Transformation Plan is approved in writing by HUD, it will be deemed to be incorporated into this Grant Agreement.
- D. Time Periods for Implementation. The Grantee agrees to implement its Transformation Plan in accordance with the approved Program Schedule, including but not limited to the following time periods:
1. In accordance with the Choice Neighborhoods Implementation NOFA as incorporated by Article I(C) above.
 2. The Program Schedule, Choice Neighborhoods budget form, and copy of executed development services agreement are due to HUD within 120 calendar days (weekends and holidays are not excluded) from the Grant Award Date. HUD reserves the right to require Grantee to make edits to the program schedule and budget to put them in a form and substance acceptable to HUD. HUD is requesting a copy of the development services agreement to ensure it has been executed, thus allowing the grantee and Housing Implementation Entity to move forward in a timely manner.
 3. Items identified in paragraph (B) of this Article must be submitted to HUD in accordance with the HUD-approved Program Schedule.
 4. The Grantee must start service coordination and case management services as soon as possible if they have not already. The Grantee must have started these services within 60 days of the Grant Award Date. It is imperative that case management services begin immediately so that residents who will be relocated have time to participate in and benefit from Supportive Services activities before leaving the site; and that residents who have already been relocated are able to participate in and benefit from Supportive Services activities.
 5. The Grantee must submit the People/Supportive Services plan within 9 months of the Grant Award Date for HUD's review and approval.
 6. The Grantee must submit the Critical Community Improvements plan within 12 months of the Grant Award Date for HUD's review and approval.
 7. The closing of the first housing phase of development must take place within 18 months of the Grant Award Date. For this purpose, "closing" means all financial and legal arrangements have been executed and actual activities (construction, etc.) are ready to

commence. The construction Notice to Proceed or equivalent must be issued no later than 90 days after the closing date, unless otherwise approved by HUD.

8. Grantees must start housing rehabilitation/construction within 21 months of the Grant Award Date.
 9. Grantees must complete replacement housing rehabilitation/construction by obtaining a certificate of occupancy or equivalent for units funded with Choice Neighborhoods funds by September 30, 2025. In accordance with the statutory deadline for expenditure of funds, HUD cannot approve an extension to this milestone.
- E. Time Extensions. All requests for extensions of the time periods for implementation listed in paragraph (D)(1)-(7) of this Article must be requested by the Grantee in advance of the deadline date. All requests for extensions must be made in writing to the Office of Public Housing Investments and will be reviewed and approved or disapproved by the Assistant Secretary of Public and Indian Housing and/or the Deputy Assistant Secretary for the Office of Public Housing Investments.

ARTICLE IV. Transformation Activities and Requirements

- A. Program Activities. Grantees must include the activities listed in Section III.F.1 of the Choice Neighborhoods Implementation NOFA in their Transformation Plan.
- B. Program Requirements. Grantees must comply with the Program Requirements stated in Section III.F.2 of the Choice Neighborhoods Implementation NOFA, some of which are restated in this Article for emphasis and/or with additional detail.
- C. One-for-one Replacement of Public and/or Assisted Housing. Each Transformation Plan must comply with the applicable one-for-one replacement requirement as stated in Section III.F.2.b of the Choice Neighborhoods NOFA.
- D. Replacement Housing Development Activities.
 1. Public Housing Development Activity. For any public housing development activity under the Transformation Plan (whether on-site reconstruction or off-site development), the Grantee must obtain HUD approval of a development proposal submitted under 24 CFR 905.606 (“Development Proposal”).
 2. Any RAD conversion must be done in accordance with the protocol for reviewing RAD/Choice Neighborhoods projects or subsequent guidance.
 3. For projects involving Section 8, both Project Based Rental Assistance (PBRA) and Project Based Vouchers (PBV), and Choice Neighborhoods funding, HUD will review the development proposal in accordance with the Cost Controls and Safe Harbor

Standards for Rental Mixed-Finance Development, dated April 2003, or subsequent guidance.

4. For Replacement Units to be provided as PBVs in projects developed by an entity other than the Housing Implementation Entity, the PHA that administers the vouchers must comply with 24 CFR part 983. In addition, the Choice Neighborhoods office must review project information in advance of the AHAP or HAP contract to confirm the project satisfies the CN program requirements (e.g. is in a mixed-income development and, if located outside the target neighborhood, meets the location requirements set forth in the NOFA).
- E. Rehabilitation Activities. For rehabilitation and physical improvement of public housing and/or community facilities primarily intended to facilitate the delivery of community and supportive services for residents of the Development and residents of off-site replacement housing under the Transformation Plan, the Grantee will comply with 24 CFR part 905.
- F. Affordable Housing Development Activities. Affordable housing (non-replacement, rental or homeownership, as defined in the NOFA) units developed with Choice Neighborhoods funds must be done in accordance with a proposal approved by HUD. Such units must be available to families earning 81-120 percent of AMI and grantees shall commit to an affordability period of at least 20 years. Affordable housing units must be in the same building with replacement units, except for buildings with one to four units total. Further, affordable housing units cannot include other funding that restricts incomes below 120 percent AMI (e.g. Low-Income Housing Tax Credits). The affordability restrictions shall be contained in a legally enforceable document recorded in the appropriate recorder's office or registry of deeds and consistent with long-term viability of the project.
- G. Demolition of Public Housing. Grantee cannot carry out nor permit others to carry out the demolition of the targeted public housing project or any portion of the project until HUD approves, in writing, through one of the following authorities ((1) - (3) of this section), and until HUD has also: (i) approved a Request for Release of Funds submitted in accordance with 24 CFR part 58, or (ii) if HUD performs an environmental review under 24 CFR part 50, has approved the property for demolition, in writing, following its environmental review.
 1. Information regarding demolition in your Choice Neighborhoods Application, along with Post Application Submissions requested by HUD after the award of the grant. Section 24(g) of the 1937 Act provides that severely distressed public housing that is demolished pursuant to a revitalization plan is not required to be approved through a demolition application under section 18 of the 1937 Act or regulations at 24 CFR part 970. If demolition approval was not obtained from HUD prior to award of this Choice Neighborhoods Implementation Grant, Grantees should obtain demolition approval pursuant to section 24(g) of the 1937 Act.
 2. A demolition application under section 18 of the 1937 Act if secured prior to award of this Choice Neighborhoods Implementation Grant.

3. A section 33 Required Conversion Plan, in compliance with regulations at 24 CFR part 972, subpart A and other applicable HUD requirements. A Required Conversion Plan concerns the removal of a public housing project from a PHA's inventory.
- H. Demolition of Multifamily Housing. For projects subject to a project-based section 8 Housing Assistance Payments ("HAP") contract, the Grantee will not engage in or permit the partial or total demolition of the project, or any activities related thereto, including any activities in preparation for such demolition, without the prior written consent of HUD. Such consent will not be provided until HUD has first approved (i) a proposal for preserving the project-based section 8 HAP contract consistent with applicable statutory authority (e.g., section 212(a) of the 2012 HUD Appropriations Act, or successor legislation; or section 8(bb)(1) of 1937 Act) and all related Departmental policies, procedures, and requirements; (ii) a proposal for project rehabilitation; and (iii) a replacement housing plan that provides for the orderly, temporary relocation of relocated families (e.g., based on the requirements of Housing Handbook 4350.1 REV-1 CHG-2, Chapter 38 (Multifamily Emergency/Disaster Guidance), section 38-32C (Section 8 Pass Through)) that ensures decent, safe, and sanitary housing, consistent with 24 CFR Part 5 Subpart G (Physical Condition Standards and Inspection Requirements) and 24 CFR Part 200 Subpart P (Physical Condition of Multifamily Properties), at the beginning of and throughout the relocation period.
- I. Disposition of Public Housing. This section applies only to disposition of public housing.
1. Disposition of a severely distressed public housing site, by sale or lease, in whole or in part, must be done in accordance with section 18 of the 1937 Act and implementing regulations at 24 CFR part 970, as applicable.
 2. The Grantee will also comply with the provisions of its approved disposition application (the approved "Disposition Application"), unless otherwise modified in writing by HUD, and with the procedures for processing dispositions associated with mixed-finance projects as set forth by HUD.
 3. A ground lease of one year or more that is not incident to the normal operation of a development is considered to be a disposition that is subject to section 18 of the 1937 Act.
- J. Relocation.
1. General. The Grantee will provide suitable, decent, safe, and sanitary housing for each family required to relocate because of transformation activities under the Transformation Plan. Choice Neighborhoods grantees are expected to prepare a written plan for relocation and re-occupancy of residents which describes how the Grantee will: (1) inform residents of the target public and/or assisted housing of their right to return, and the specific counseling and supports that will be provided prior to and up to three years after initial relocation to ensure that all residents can maintain lease compliance and eligibility for units in the new development(s) to make a successful transition back to the revitalized neighborhood; (2) integrate comprehensive relocation and re-

occupancy counseling and supports with the People Plan, so that residents of the target public and/or assisted housing receive the array of services they need to return to the revitalized housing or maintain stability in other housing of their choice; and (3) regularly communicate and collaborate with property management to ensure that case management supports are offered to households at risk of eviction. Grantees must track 100 percent of the relocated residents for at least five years after their initial move and report to HUD on relocation and re-occupancy metrics.

2. Relocation Plan for Public Housing Units. The Grantee must carry out its relocation activities in compliance with a relocation plan that conforms with the following statutory and regulatory requirements, as applicable (the “Relocation Plan”) for displacement or temporary relocation carried out as a result of:
 - a. **Rehabilitation, acquisition, or demolition pursuant to section 24 of the 1937 Act** under an approved Transformation Plan is subject to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. § 4601 et seq; 49 CFR part 24) (URA) and regulations at 24 CFR § 905.308 or successor part and must meet the requirements of the Choice Neighborhoods Implementation NOFA.
 - b. **Disposition or demolition pursuant to section 18 of the 1937 Act** under an approved Transformation Plan is subject to section 18 of the 1937 Act as amended and 24 CFR 970.21. Section 18 demolition approval is only allowed for projects that received HUD demolition approval prior to award of this Choice Neighborhoods Implementation Grant. Relocation carried out as a result of demolition approval pursuant to section 24 must follow the URA, as noted above (even if there is a subsequent disposition approval).
 - c. **Disposition pursuant to a Section 33 required conversion plan** is subject to Section 18 of the 1937 Act and 24 CFR Part 971.
 - d. **Demolition pursuant to a Section 33 required conversion plan** is subject to the URA.

If the project also utilizes Community Development Block Grant (CDBG) or HOME funds, section 104(d) of the Housing and Community Development Act of 1974 may also apply. Please refer to the Tenant Assistance Relocation and Real Property Acquisition Handbook (HUD Handbook 1378) for detailed information.
3. Relocation Plan for Non-Public Housing Units. Projects involving real property acquisition, rehabilitation or demolition are subject to the URA and the requirements of the Choice Neighborhoods Implementation NOFA. For projects subject to a project-based section 8 HAP contract, the Grantee will (i) secure or cause to be secured temporary replacement housing for displaced families; will ensure that (ii) the temporary housing is available for the entire duration of the displacement period; and (iii) the housing meets the requirements of 24 CFR Part 5, Subpart G (“Physical Condition Standards and Inspection Requirements”) and 24 CFR Part 200 Subpart P (“Physical Condition of Multifamily Properties”) at the beginning of and throughout the displacement period. To satisfy this requirement, the Grantee is encouraged to adopt the model and the related procedures in Housing Handbook 4350.1 REV-1 CHG-2, Chapter 38 (“Multifamily Emergency/Disaster Guidance”), section 38-32 C (“Section 8 Pass

Through”) for the temporary relocation of section 8-assisted families necessitated by a natural disaster or other emergency. Based on this model and the related procedures, the Grantee is authorized to enter into a temporary lease for a unit in the same locale that meets the foregoing regulatory requirements on behalf of a displaced section 8-assisted family. During this period, the Owner of a property subject to a project-based section 8 HAP contract (“Owner”), whether the Owner is the Grantee or one of the Grantee’s partners, may voucher for the contract rent for that unit on a temporary basis. The Owner pays no more than the contract rent on the temporary dwelling until the resident’s permanent rental unit has been restored to habitable condition and the Owner notifies the resident that they may resume occupancy of their former unit. The resident is still responsible for the resident’s share of the rent. Should the displaced resident fail to return, the Owner may rent the repaired unit to an eligible section 8 applicant. Before doing so, however, the Owner must inform the resident in writing that their assistance is terminated. In the event that the Owner rents the unit to an eligible section 8 applicant, the Owner must first terminate the “pass through” lease that the Owner executed on behalf of the displaced resident. In addition, should the temporarily relocated resident move from the temporarily leased unit before their permanent rental unit is repaired and made available for their return, the Owner can no longer voucher for the temporary unit and the resident is considered permanently housed. (See Housing Handbook 4350.1 REV-1 CHG-2, Chapter 38 (“Multifamily Emergency/Disaster Guidance”), section 38-32 C (“Section 8 Pass Through”).

K. Acquisition.

1. Acquisition Proposal. Grantee must submit an acquisition proposal to HUD for review and approval prior to acquisition in accordance with 24 CFR 905.608 when a grantee determines that it is necessary to acquire vacant land for development of replacement housing through new construction, using public housing funds. This acquisition approval must be submission of a development proposal under 24 CFR 905.606.
2. Land for Replacement Units outside the target neighborhood. For acquisition of land for replacement housing outside the target neighborhood, you must comply with 24 CFR 905.602 (site and neighborhood standards).
3. Land for Economic Development-Related Activities. Acquisition of land for this purpose is eligible if the activities specifically promote the economic self-sufficiency of residents of the neighborhood, such as construction or rehabilitation of parks and community gardens, environmental improvements; or promoting economic development, such as development or improvement of transit, retail, community financial institutions, public services, facilities, assets or other community resources. Limited infrastructure and site improvements associated with development retail, commercial, or office facilities, such as rough grading and bringing utilities to (but not on) the site, are eligible activities with prior HUD approval. Grantee may spend up to 15 percent of the total Choice Neighborhoods grant to pay the costs of non-housing capital costs as described above for Critical Community Improvements.

- L. Supportive Services. The Grantee must plan for and provide supportive services to original residents of the target housing, residents relocated from the target housing, and residents of the replacement units post-revitalization for the term of the Grant Agreement. Supportive Services programs and services must also be carefully planned so that they will be sustainable after the Choice Neighborhoods grant period ends. Original residents are those residents who lived in the targeted redevelopment site on the Grant Award Date. The Grantee and HUD will also work together to track the experiences and changing characteristics of revitalization development residents who live at the revitalized site. Supportive Services activities must be well integrated with the physical development process, both in terms of timing and the provision of facilities to house on-site service and educational activities. The Grantee should provide final outcomes and metrics on Supportive Services as identified in the Transformation Plan. The Grantee will report to HUD on those outcomes and measure progress using those metrics as discussed in Article XII. HUD will use these reports to determine if the Grantee has met their supportive service requirements as listed in their Transformation Plan. To the extent that the Grantee proposed Supportive Services to the surrounding neighborhood residents as part of the application, public housing and HUD assisted housing resident Supportive Services should be tracked in the same way or as proposed in the application.
1. Funding. Consistent with sections 24(d)(1)(L) and 24(j)(3) of the 1937 Act and the Choice Neighborhoods Implementation NOFA, the Grantee may use an amount up to 15 percent of the total Choice Neighborhoods Grant to pay the costs of community and supportive service programs. The Grantee may spend additional sums on community and supportive services programs using donations, HUD funds made available for that purpose, or other Grantee funds.
 2. Supportive Services Endowment Trust. The Grantee may deposit up to 15 percent of the Choice Neighborhoods Grant amount (the maximum amount of the grant allowable for Supportive Services programs) into an endowment trust to provide Supportive Services activities (the “Endowment Trust”).
 - a. The Grantee may not draw down funds provided under this Grant Agreement for deposit into an Endowment Trust until it has a HUD-approved Endowment Trust plan and has executed with HUD an addendum to this Grant Agreement (the “Choice Neighborhoods Endowment Trust Addendum”), as directed by HUD. The Choice Neighborhoods Endowment Trust Addendum establishes the requirements governing the establishment, operation, and management of an Endowment Trust.
 - b. In reviewing the amount of the Grantee’s proposed allocation of Choice Neighborhoods Grant funds to an Endowment Trust, HUD will take into account the Grantee’s demonstrated ability to pay for current Supportive Services activities with Choice Neighborhoods or other funds, and the projected long-term sustainability of the Endowment Trust to carry out such activities.
 - c. Endowment Trust funds (including any non-Choice Neighborhoods funds donated or otherwise made available to the Endowment Trust, and any interest earned on Choice Neighborhoods and non-Choice Neighborhoods funds) may only be used for eligible and necessary Supportive Services activities.

3. Although residents of the target housing and replacement units post-revitalization must be the primary beneficiary of Supportive Services, Supportive Services provided to the surrounding neighborhood residents, beyond public and HUD assisted housing residents, are an eligible use of funds.

M. Administration, Fees and Costs. Reasonable costs for administration, planning, technical assistance, and fees and costs, as established by the Cost Control and Safe Harbor Standards guidance dated April 9, 2003, or successor document. These costs are limited to the costs of implementing the Transformation Plan, as specifically approved by HUD, such as fees for architectural and engineering work, program management (if any), and reasonable legal fees. You may not use Choice Neighborhoods Implementation Grant funds to pay for any implementation activities carried out on or before the date of the letter announcing the award of the Choice Neighborhoods Grant.

N. Right of Return. Each tenant who wishes to return to the on-site or off-site replacement housing may return if the tenant was lease-compliant at the time of departure from the target housing prior to relocation and continued to remain lease-compliant during the relocation period. This is a Choice Neighborhoods program requirement and not related to benefits provided in accordance with the URA. A returning tenant shall be provided a preference for occupancy of on-site or off-site replacement units before such units are made available to any other eligible households. **Accordingly, the Housing plan must provide an adequate number of replacement units that can be occupied by households with incomes up to 80 percent AMI (i.e. units that are not limited by another funding source that has a lower income limit).** The tenant also has the option not to occupy a replacement unit and may retain tenant-based voucher assistance, subject to appropriations and availability, provided under section 8(o) of the United States Housing Act of 1937 for relocation from the properties revitalized under this Grant Agreement. These preferences are retained even if the resident has already received permanent relocation benefits. This preference applies to residents that were relocated due to the redevelopment activity and remains available until the initial lease-up of the new units. Residents that voluntarily move prior to relocation do not have this right to return preference. Prior written approval for any new tenant-based voucher assistance, including but not limited to Tenant Protection Vouchers, is required prior to Grantee obtaining voucher assistance. If a household is “rightsized” (e.g. splits into two separate households) through the relocation resulting from Choice Neighborhoods, the original head of household will have the right to return. Once all of the original heads of household have been housed, the Grantee is required to offer the second household any units that are available. If no units are available, then the second household will be moved to the top of the waiting list. Both the original household and the second household are required to be lease-compliant at the time of relocation and throughout relocation.

O. Site and Neighborhood Standards for Replacement Housing.

1. Grantee’s Election of Requirements. A Grantee, at its election, separately regarding each site it proposes, will comply with the development regulations regarding Site and

Neighborhood Standards (24 CFR § 905.602), or with the Site and Neighborhood Standards contained in this Article.

2. On-Site Replacement Housing (i.e. on the target housing site and/or in the target neighborhood). Because the objective of the Choice Neighborhoods program is to alleviate distressed conditions at the targeted development and in the target neighborhood, replacement housing under Choice Neighborhoods that is located within the target neighborhood will not require approval by HUD under Site and Neighborhood Standards.
 3. Off-site Replacement Housing (i.e., outside of the target neighborhood but within the metropolitan area up to 25 miles from the target housing site). Replacement housing outside the target neighborhood must:
 - a. offer access to economic opportunities and public transportation and be accessible to social, recreational, educational, commercial, health facilities and services, and other municipal services and facilities that are comparable to those that will be provided in the target neighborhood; and
 - b. be located neither in areas of minority concentration nor in areas with a poverty rate above 40 percent. A neighborhood of minority concentration is a Census tract or other defined geographic area in which the percentage of residents who are racial or ethnic minorities is at least 20 percentage points higher than the percentage of minority residents in the Metropolitan Statistical Area (MSA) (or jurisdiction not in an MSA) as a whole. In MSAs (or jurisdictions not in MSAs) in which the majority of residents are racial or ethnic minorities, HUD will consider and rely on all relevant information to determine whether the neighborhood proposed for replacement housing will lead to the creation of more inclusive and integrated housing in opportunity-rich neighborhoods.
- P. Research and Evaluation Cooperation. HUD and its contractors shall perform research and evaluation activities on the Choice Neighborhoods program, including interviews with the Grantee and community, review of grantee documents and data, surveys of assisted households and neighborhood residents, and documentation of changing physical conditions in the buildings and neighborhood. The Grantee shall make all reasonable efforts to cooperate with HUD and its contractors in carrying out these activities, including but not limited to facilitating interviews of Grantee's staff and partners, providing HUD's contractor with access to observe community meetings; to data systems, documents, and assisted and public housing residents; and to buildings for conducting physical inspections.
- Q. Operation and Management Principle and Policies, and Management Agreement for PHAs. Grantee must develop a Management Agreement that describes their operation and management principles and policies for their public housing units. Grantees and their procured property manager, if applicable, must comply (to the extent required) with the provisions of 24 CFR part 966 in planning for the implementation of the operation and management principles and policies described below.

1. Rewarding work and promoting family stability by promoting positive incentives such as income disregards and ceiling rents;
 2. Instituting a system of local preferences adopted in response to local housing needs and priorities, e. g., preferences for victims of domestic violence, residency preferences, working families, and disaster victims. Note that local preferences for public housing must comply with Fair Housing requirements at 24 CFR 960.206. No preference should lead to disparate negative impact on any Fair Housing Act protected class;
 3. Lease requirements that encourage self-sufficiency by promoting involvement in the resident association, performance of community service, participation in self-sufficiency activities, and transitioning from public housing;
 4. Implementing site-based waiting lists that follow project-based management principles for the redeveloped public housing. Note that site-based waiting lists for public housing must comply with Fair Housing requirements at 24 CFR 903.7(b)(2);
 5. Strictly enforcing lease and eviction provisions;
 6. Implementation of defensible space principles and the installation of physical security systems such as surveillance equipment, control engineering systems, etc. to improve the safety and security of residents;
 7. Enhancing ongoing efforts to eliminate drugs and crime from neighborhoods through collaborative efforts with federal, state, and local crime prevention programs and entities.
- R. Lobbying. The Grantee hereby certifies that no funds provided under this Grant Agreement will be expended for lobbying activities, as prohibited by Section 319 of Public Law 101-121 (which prohibits recipients of Federal contracts, grants, and loans from using appropriated funds for lobbying the Executive or Legislative Branches of the Federal Government), and implemented for HUD at 24 CFR part 87, as the same may be amended from time to time. The Grantee will disclose promptly any commitment or expenditure of non-appropriated funds for lobbying activities if those activities would be prohibited if paid with appropriated funds.

ARTICLE V. Changes to the Transformation Plan

- A. Changes Requiring Prior HUD Approval. If the following activities in the application are to be modified or amended, the Grantee must request and obtain prior written HUD approval:
1. the Program Schedule. The Grantee must inform HUD immediately, in writing, of any problems, delays or adverse conditions that will impair materially the Grantee's ability to comply with the Program Schedule, and include a statement of action taken, or proposed to be taken, and any assistance needed to resolve the situation. HUD must approve any proposed changes to the Program Schedule that would modify any date or time period.

2. the form of program oversight or governance;
 3. the overall strategy for community involvement;
 4. the approved disposition;
 5. the approved demolition;
 6. the Housing plan, including the total number of housing units to be developed or rehabilitated (whether or not there is an associated budgetary revision requiring prior approval), the unit mix, the location of housing, the design, or any other changes that materially affect the Transformation Plan;
 7. the People plan to provide supportive services;
 8. the plan for Critical Community Improvements projects;
 9. changes in any Choice Neighborhoods Budget or phase budget that propose an increase or decrease in any line item, except as permitted by Article VI;
 10. an extension of the period of availability of the Choice Neighborhoods Grant funds provided under this Grant Agreement, not to go beyond the statutory timeframes;
 11. changes in the entities or individuals, including any key partners specified in the Transformation Plan as having key responsibilities for carrying out the Transformation Plan (or any component(s) of the Transformation Plan). Subgranting, subcontracting or otherwise obtaining the services of a third party to perform activities that are central to the purposes of the Transformation Plan will constitute such a change in entities or individuals; and
 12. changes requested by a subgrantee that relate to any of the itemized categories listed in paragraph (A) of this Article.
- B. Changes Requiring Grant Agreement Amendment. For the following types of revisions to the Transformation Plan, the Grantee must submit a written request to HUD and must receive HUD's written authorization prior to making any such changes:
1. change in the total dollar amount of the grant; and/or
 2. change in the Development for which funds provided under this Grant Agreement are made available.

Upon HUD's written approval, the change will be implemented by the execution of an amendment to this Grant Agreement and shall consist of a revised Form HUD-1044 if there is a change in the dollar amount of the grant.

C. Waiver Requests.

1. Standard for Approval. The activities to be conducted under this Grant Agreement are subject to the terms of this Grant Agreement and the Choice Neighborhoods Requirements. Nevertheless, HUD seeks innovative solutions under the Choice Neighborhoods Program to the long-standing problems of severely distressed public and assisted housing developments located in neighborhoods of concentrated poverty, and will consider granting a waiver of specific regulatory requirements, provided that:
 - a. such a waiver would be consistent with applicable statutory requirements; and
 - b. the Grantee is able to demonstrate good cause to support HUD's granting of such a waiver.
2. Waiver Request Procedure. If the Grantee wants HUD to approve a waiver of a regulatory requirement, it must submit a request with sufficient information and justification to enable HUD to make a determination of good cause for granting any such request to deviate from existing regulations. Until such time as the Grantee requests and HUD, in its discretion, approves any such requests in writing, the Grantee does not have authority to implement the activities described in the Choice Neighborhoods Application to which the request for approval applies (or for which a request for approval is needed).

ARTICLE VI. Choice Neighborhoods Budget and Funding Requests

- A. Budget. The Grantee must ensure that funds provided under this Grant Agreement are expended in accordance with the Choice Neighborhoods Requirements and a Choice Neighborhoods Budget. Each Grantee must submit to HUD for approval a Choice Neighborhoods Budget as part of the Post Application Submissions. The Choice Neighborhoods Budget allocates ALL Choice Neighborhoods Grant funds into Budget Line Items. The Choice Neighborhoods Budget will serve as the primary budget and may be subject to revision.
- B. Budget Form. Each budget submitted in accordance with paragraph (A) of this Article must be submitted on the Choice Neighborhoods Implementation Grants Budget Form (form HUD-53236). Part I must be signed and dated by the Lead Grantee, and Part II must include a detailed description of the uses of the funds. Grantees should also track their leveraged fund expenditures and maintain this information on file should HUD request it.
- C. Pre-Grant Agreement Execution Costs. After the execution of this Grant Agreement, the Grantee may include in its Choice Neighborhoods Budget, and the Grantee may draw down funds for, costs that were incurred prior to execution of this Grant Agreement, provided that such costs were incurred after the Grant Award Date, are directly associated with the

activities to be funded under this Choice Neighborhoods Grant, and are approved as reasonable and eligible by HUD.

D. Predevelopment Costs.

1. **Funding Requests.** The Grantee may request a Choice Neighborhoods Grant funds for predevelopment costs by submitting the Choice Neighborhoods Budget to HUD. Funds may be drawn down for eligible Predevelopment Costs (as defined in subparagraph (2) below), subject to receiving HUD approval and the requirement for an environmental review in accordance with the provisions of this Grant Agreement.
2. **Eligible Predevelopment Costs.** Eligible predevelopment costs (“Predevelopment Costs”) may include funds for:
 - a. administration costs related to having additional and/or existing staff work on the Choice Neighborhoods Grant;
 - b. fees and costs related to procuring goods and services from third parties in connection with eligible predevelopment activities such as architectural and engineering (A&E) fees;
 - c. resident relocation;
 - d. supportive services costs, including costs dedicated to case management and services;
 - e. costs associated with carrying out environmental reviews, in accordance with 24 CFR § 58.23; and
 - f. site remediation and demolition costs, provided that HUD has notified the Grantee in writing of the approval.
3. **Predevelopment Funds.** Upon review and approval of the Choice Neighborhoods Budget as described in this Article, HUD will make the approved predevelopment funds available to the Grantee for drawdown in LOCCS. The Grantee will ensure that the funds are expended in conformance with the HUD-approved Predevelopment Budget.

E. **Program Income.** Program Income is defined in 2 CFR § 200.80, or successor regulation. If the Grantee receives program income:

1. prior to grant closeout program income from repayment of loans, sale of homeownership units, and/or other sources:
 - a. must be reinvested in the Development or neighborhood and used for Choice Neighborhoods eligible purposes, unless otherwise approved by HUD; and
 - b. must be used for eligible activities authorized under this Grant Agreement before the Grantee may draw down additional cash payments from the Choice Neighborhoods Grant.
2. after grant closeout, program income from repayment of loans, sale of homeownership units, and/or other sources the program income must be reinvested in the Development or neighborhood and used for Choice Neighborhoods eligible purposes. Before the grant is closed out, Grantee will provide a plan to HUD for how program income will be

reinvested, in a form and substance that is acceptable to HUD. HUD will determine with the Grantee what the sources of program income are.

The language of this provision, article VI (E)(2), shall survive grant close-out and termination of this Grant Agreement.

ARTICLE VII. Project Drawdowns

A. LOCCS Payment System. Consistent with 2 CFR Part 200, the Grantee will request all drawdowns of Choice Neighborhoods Grant funds under the Line of Credit Control System (e-LOCCS), unless and until another payment system is designated by HUD. The Grantee will comply with all rules, guidelines, and notices established for Choice Neighborhoods under LOCCS, or any substitute system, in connection with any drawdown of Choice Neighborhoods Grant funds. If HUD designates a different payment system, it will be based upon the provisions of 2 CFR § 200.305.

B. Drawdowns.

1. The Grantee may draw down Choice Neighborhoods Grant funds for a Budget Line Item (BLI) in an amount up to 100 percent of the amount of that BLI that HUD has approved and made available for drawdown.
2. Any request for funds in excess of 10 percent of the entire grant amount in any month must be approved by HUD. The Grantee must submit copies of the invoices supporting the drawdown amount to the Team Coordinator for review.

C. Drawdown Consequences of Default.

1. Withholding of Payments. HUD may withhold payments in accordance with 24 CFR § 200.338.
2. Grantee Representations. Each drawdown request by the Grantee will constitute, and be deemed to be, a representation that the Grantee is not in default under this Grant Agreement (except as the Grantee previously may have disclosed to HUD in writing).
3. Overdue Reports. HUD may elect to suspend draws under this Grant Agreement during any period in which the Grantee has failed to file with HUD any quarterly report.

ARTICLE VIII. Matching and Leveraged Funds

A. Match Requirements. In accordance with section 24(c) of the 1937 Act (42 U.S.C. 1437v(c)),

1. Grantee must have secured a match in the amount of 5 percent of the grant amount in cash or in-kind donations.
 2. Additional Supportive Services Match. Up to 15 percent of the Choice Neighborhoods grant may be used for supportive services activities. However, if the Grantee is using more than 5 percent of the grant funds for supportive services activities, funds (cash or in-kind donations) from sources other than Choice Neighborhoods must be secured for the amount between 5 and 15 percent of the grant that Grantee will use for supportive services activities. These resources must be NEW commitments in order to be counted for match.
- B. Match Donations and Leverage Resources. Grantee shall keep documentation on matching and leveraged funds during the term of this Grant Agreement and shall provide this documentation in a format acceptable to HUD upon request by HUD, until the closeout of this grant. The documentation should show that the funds are secured and the Grantee should keep records showing how those funds have been expended over time.

ARTICLE IX. Grantees, Subgrantees and Contractors

A. General Grantee Responsibilities.

1. Implementation Team. The Grantee agrees to promptly assemble a competent implementation team, if you have not already, to assist in working with the Grantee's partners and coordinating all phases of the implementation process.
2. Choice Neighborhoods Requirements. The Grantee shall ensure that any entity to which it makes grant funds available will comply with the Choice Neighborhoods Requirements.
3. Required Certifications.
 - a. The Grantee must ensure that all subgrantees and contractors execute an original document in the form of Exhibit A to this Grant Agreement at the time the Grantee executes any contract with any subgrantee or contractor to provide goods or services under this Grant Agreement. The Grantee will retain the executed original certificate together with the executed contract documents.
 - b. Grantees that are public housing authorities (PHA Grantee) must ensure that the requirements contained in the General Conditions for Non-Construction Form (Form 5370-C) are included in any solicitation in connection with non-construction contracts that will be made by the PHA Grantee and paid for with assistance under this Grant Agreement. Such conditions must also be included in any non-construction contract entered into by the PHA Grantee.
 - c. Certifications required by 2 CFR 200.415.

- B. Administrative Requirements for Grantees. Public housing authority, local government, Indian tribe, and non-profit entity grantees are subject to 2 CFR Part 200.
- C. Administrative Requirements for Subgrantees and Related Agreements
1. Public housing authority, local government, Indian tribe, and non-profit subgrantees are subject to the requirements of 2 CFR Part 200.
 2. For-profit subgrantees are subject to the requirements of 2 CFR Part 200, Subparts A-E. The Grantee is responsible for establishing audit requirements consistent with 2 CFR 200.501(h).
 3. Suspension and Debarment. Sub-grantees are subject to the requirements of 2 CFR 200.213.
 4. Grantee Responsibilities Regarding Subgrantees. Grantees will be responsible for:
 - a. ensuring that subgrantees are aware of the requirements imposed upon them by Federal statutes, regulations, and this Grant Agreement;
 - b. ensuring that all subgrant agreements include any clauses required by Federal statutes and their implementing regulations and executive orders; and;
 - c. monitoring subgrantees' performance to ensure compliance with this Grant Agreement.
- D. Administrative Requirements for Contractors and Subcontractors and Related Contracts.
1. Grantee Responsibilities Regarding Contractors and Subcontractors. Grantees that are subject to 2 CFR Part 200 as described in (B)(1) of this Article will be responsible for the following:
 - a. Grantee shall obtain the services of a for-profit entity through a competitive procurement under 2 CFR Part 200. However, if the Grantee can demonstrate to HUD that the services to be provided by the for-profit entity can be obtained only from that one source, the Grantee may request HUD approval to select the entity under a non-competitive procurement in accordance with 2 CFR 200.320(f).
 - b. Consultant Services. Grantees shall obtain consultant services provided under an independent contractor relationship pursuant to 2 CFR Part 200.
 2. Trigger for the Submission of Contracts. Contract documents must be submitted to HUD for prior approval if required by 2 CFR Part 200, Subpart D, or if requested by HUD. Any modification of such contracts is also subject to HUD's written approval before execution.
 3. Debarred or Suspended Parties. Contractors must comply with 2 CFR 200.212.

ARTICLE X. No Third-Party Rights

The Grantee and HUD are the sole parties to this Grant Agreement and do not intend to create any third-party beneficiaries to this Grant Agreement. Nothing in this Grant Agreement may be construed as conferring the status of third-party beneficiary upon the residents; and in no event shall any entity other than the Grantee have direct rights to the Choice Neighborhoods funds provided for under this Grant Agreement.

ARTICLE XI. Conflict of Interest

A. Prohibition. The Grantee shall comply with the conflict of interest requirements in 2 CFR 200.318. No person who is an employee, agent, officer, or elected or appointed official of the Grantee or member of his immediate family and who exercises any functions or responsibilities with respect to activities assisted under this Choice Neighborhoods Grant may have a direct interest in any contract, subcontract, or agreement with respect thereto, or the proceeds thereunder.

B. HUD-Approved Exception.

1. Standard. HUD may grant an exception to the prohibition in paragraph (A) of this Article on a case-by-case basis when it determines that such an exception will serve to further the purposes of Choice Neighborhoods and its effective and efficient administration.
2. Procedure. HUD will consider granting a regulatory waiver only after the Grantee has provided a written request which provides a disclosure of the nature of the conflict, accompanied by:
 - a. an assurance that there has been public disclosure of the conflict;
 - b. a description of how the public disclosure was made; and
 - c. an opinion of the Grantee's attorney that the interest for which the exception is sought does not violate State or local laws.
3. Consideration of Relevant Factors. In determining whether to grant a requested exception under paragraph (B) of this Article, HUD will consider the cumulative effect of the following factors, where applicable:
 - a. whether the exception would provide a significant cost benefit or an essential degree of expertise to the Transformation Plan that would otherwise not be available;
 - b. whether an opportunity was provided for open competitive bidding or negotiation;
 - c. whether the person affected is a member of a group or class intended to be the beneficiaries of the Transformation Plan and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
 - d. whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process, with respect to the specific activity in question;

- e. whether the interest or benefit was present before the affected person was in a position as described in paragraph (A) of this Article;
- f. whether undue hardship will result either to the Grantee or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and
- g. any other relevant considerations.

ARTICLE XII. Reporting Requirements

A. Quarterly Report.

1. The Grantee will submit to HUD a Quarterly Report as prescribed by HUD in accordance with the schedule established by HUD, presently 21 calendar days after the end of each quarter, with the first report due after the quarter ending December 31, 2020. In the Quarterly Report the Grantee will report at a minimum the progress of their grant, including but not limited to progress against their schedule and budget, expenditures to date, a narrative statement on their progress, progress on priority outcomes as described in the Choice Neighborhoods Implementation NOFA, progress against the priority metrics identified by HUD, and description of financing secured to date for implementation. The Grantee should also include, as appropriate, best practices and lessons learned from the date of the prior Quarterly Report. Upon expenditure of all Choice Neighborhoods grant funds, grantees must continue to report on all metrics in the Inform system, or its successor, quarterly and annually, through the first quarter of the next calendar year. After that, grantees must continue to report quarterly on certain Housing, Neighborhood, and People metrics until all housing units (replacement and non-replacement) included in the Housing Plan are complete. Upon completion of all housing units, Grantees will no longer be required to report in Inform.
2. Failure to submit to HUD a timely Quarterly Report will result in a suspension of Choice Neighborhoods Grant funds in LOCCS until such time as the report is received and approved by HUD, and/or any other default remedy authorized by Article XIV.

- B. **Obligations and Expenditures.** The Grantee must enter cumulative obligation and expenditure data into LOCCS by the due dates established by HUD, whether or not there has been any change in the cumulative amounts since the end of the last quarter.
- C. **End of Grant Report.** Grantees are required to submit an end of grant report which discusses their overall success in transforming the target neighborhood and supporting positive outcomes for residents and reproducible before and after photographs. The end of grant report must be submitted to HUD by April 30 of the year following the September grant expenditure deadline.
- D. **Program Income Reporting.** Until all housing units in the Housing Plan are complete, grantees must submit an annual Program Income Report to HUD by September 30 of each year identifying all sources and uses of Program Income. Upon completion of all housing units, the Grantee will no longer be required to submit a Program Income Report; however,

for the remainder of the 15-year program income period, HUD reserves the right to request an accounting of Program Income funds.

- E. **Additional Information Requests.** The Grantee will comply with all other reporting requirements from time to time established by HUD, in its sole discretion, in connection with the Choice Neighborhoods Program. The Grantee will also fully cooperate with all reasonable information gathering requests made by HUD or contractors of HUD in the course of authorized evaluations of the Choice Neighborhoods Program; and
- F. **Additional Requirements.** The Grantee agrees to comply with all other terms and conditions HUD may establish to administer, monitor, or evaluate the Choice Neighborhoods Program in an effective and efficient manner. Notwithstanding the foregoing, however, except as provided in Article XIV, HUD hereafter will not establish any additional terms and conditions without:
 - 1. consideration of the burden imposed on the Grantee by such conditions or requirements;
 - 2. consideration of the availability of less burdensome conditions or requirements; and
 - 3. in the case of a term or condition applicable solely to the Grantee, consulting in advance with the Grantee.

ARTICLE XIII. Technical Assistance

- A. **Site Visits.** The Grantee acknowledges and agrees that HUD, or its designees, may conduct site visits and inspections as deemed necessary by HUD based upon the Grantee's needs in implementing the Transformation Plan or the needs of the Choice Neighborhoods Program. Technical assistance site visits may be provided by HUD or its designees in response to requests from the Grantee or based upon demonstrated needs of the Choice Neighborhoods Program.
- B. **HUD Assessment.** HUD representatives will visit the site and make an assessment of any technical assistance and/or training that the Grantee may require for the implementation of the Transformation Plan. HUD will consult with the Grantee in determining the Grantee's specific technical assistance and training needs and will carry out subsequent on-site assessments as necessary.
- C. **Technical Assistance Provider.** If HUD determines, in its discretion, that technical assistance and/or training is necessary for the implementation of the Transformation Plan, it will assign a technical assistance provider to work with the Grantee for this purpose.
- D. **Grantee Training/Technical Assistance.** The Grantee agrees to use its best efforts to attend any training and to accept any technical assistance provided or sponsored by HUD.

ARTICLE XIV. Unsatisfactory Performance/Default

- A. In accordance with Section 24(i) of the 1937 Act, if the Grantee defaults under this grant agreement, HUD may withdraw any unobligated grant amounts and may pursue other actions as described in this Article. HUD shall redistribute any withdrawn amounts to one or more other applicants eligible for Choice Neighborhoods assistance or to one or more other entities capable of proceeding expeditiously in the same locality in carrying out the Transformation Plan of the original Grantee, subject to provisions of the appropriations law. This section applies to all Grantees regardless of their status as a local government, PHA, nonprofit, or other entity.
- B. Default. Each of the following events or occurrences, to the extent it constitutes a material breach or occurrence, may constitute a default by the Grantee under this Grant Agreement, as determined by HUD in its sole discretion:
1. use of funds provided under this Grant Agreement for any purpose, in any manner or at any time, other than as authorized by this Grant Agreement;
 2. failure to comply with the Choice Neighborhoods Requirements or any other Federal, State, or local laws, regulations or requirements applicable in creating the Transformation Plan;
 3. failure to make any submission under Article III, perform any obligation, or otherwise fail to proceed in a manner consistent with the Transformation Plan, (including, without limitation, failure to accomplish an activity by the date specified in the Program Schedule);
 4. any material misrepresentation in any of the required submissions, including, without limit, any misrepresentations in any of the submissions required by Article III(B); or
 5. failure to comply with, or any material breach of, any other requirements, conditions or terms of this Grant Agreement.
- C. Notice of Default and Action(s) to Cure.
1. General. HUD will give the Grantee written notice of any default. The notice will give the Grantee the opportunity to cure such default within 30 days of the date of the notice, or to demonstrate within this time period, by submitting substantial evidence satisfactory to HUD, that it is not in default. If the default is not able to be cured within the 30-day period, the Grantee will demonstrate, to HUD's satisfaction, that the Grantee has taken actions necessary to cure the default and that the default is curable within 90 days from the date of the default notice. Additionally, the Grantee must agree to carry out such cure diligently and to complete the cure within the 90-day period.
 2. Immediate Default. Notwithstanding the provisions of paragraph (C)(1) of this Article, HUD in its sole discretion may place the Grantee into immediate default for not being in

compliance with its Program Schedule or for non-compliance with Choice Neighborhoods requirements once written notification of default has been provided to the Grantee. At that time, HUD may immediately begin imposing consequences of default, including specifically the suspension of draws of the Choice Neighborhoods grant.

3. **Imminent Threat.** Notwithstanding the provisions of subparagraph (C)(1) of this Article concerning the opportunity to cure defaults, if HUD reasonably determines that there is an imminent threat that the Grantee will expend additional Choice Neighborhoods Grant funds in violation of the provisions of this Grant Agreement, HUD may implement the remedial action provided for under subparagraph (C)(4)(i) of this Article to prevent any such unauthorized expenditure until such time as the Grantee has complied with the cure provisions set forth above. HUD will implement such remedial action by written notice set forth either in the notice of default given under paragraph (C)(1) of this Article or by subsequent written notice to the Grantee. An imminent threat is not an immediate default.
4. **Consequences of Default.** If the Grantee fails to cure all defaults specified in the notice of default within the time periods set forth in paragraph (C)(1) of this Article, or fails to diligently pursue or complete any cure as provided in paragraph (C)(1), HUD may take any of the following remedial actions, upon written notice to the Grantee:
 - a. requiring a Grantee in default to provide evidence to HUD of acceptable performance over such period of time as specified by HUD and to obtain written approval from HUD to proceed to the next phase of activities;
 - b. requiring additional, more detailed financial reports;
 - c. requiring additional project monitoring;
 - d. requiring the Grantee (or subgrantee) to obtain technical or management assistance;
 - e. establishing additional prior approvals;
 - f. require the Grantee, within a time period established by HUD, to prepare a revised Program Schedule, obtain HUD's approval thereto, and follow such revised Program Schedule to complete the activities under the Grant Agreement;
 - g. require the Grantee, within a time period established by HUD, to revise any activity under the Grant Agreement in order to successfully complete the activities under the Grant Agreement in a manner satisfactory to HUD, including, without limitation, exclusion or revision of affected activities, revision of the Choice Neighborhoods Budget as necessary, and substitution of other eligible activities;
 - h. require submission of additional documentation before any additional request for funds will be approved;
 - i. temporarily suspend the Grantee's authority to draw down Choice Neighborhoods Grant funds for affected activities, or at HUD's sole discretion for all activities, pending action to cure the defaults;
 - j. disallow use of Choice Neighborhoods Grant funds for all or part of the cost of the activity or action not in compliance;
 - k. recover amounts determined by HUD to have been improperly expended, including any property obtained by the Grantee with such grant funds;
 - l. require reimbursement by the Grantee for Choice Neighborhoods Grant funds determined by HUD to have been improperly expended;

- m. make arrangements satisfactory to HUD, in its sole discretion, for use of an entity other than the Grantee to carry out activities assisted under the Grant Agreement, including requiring the Grantee to assign any outstanding contracts obligating grant funds to another entity.
5. Additional Enforcement Actions. If HUD determines that the remedial actions taken by HUD under paragraph (C)(4) of this Article have not been effective in curing the default, or if the Grantee has not complied with the requirements imposed by HUD under paragraph (C)(4) and has not otherwise cured the default, or if HUD exercises its discretion under subparagraph (C)(2) of this Article to institute any of the following actions, HUD may take any of the following remedial or enforcement actions (in addition to any of the remedies permitted under paragraph (C) of this Article upon written notice to the Grantee):
- a. reduce the Choice Neighborhoods Grant in the amount affected by the default;
 - b. terminate the Choice Neighborhoods Grant as to all further activities and initiate closeout procedures;
 - c. recapture any Choice Neighborhoods Grant funds not obligated by the Grantee.
 - i. If the basis for the Grantee's default is its failure to comply with the reasonable time periods established by HUD under Article III(D), HUD shall, in accordance with section 24(i) of the 1937 Act, and unless otherwise approved by HUD under paragraph (C)(3) of this Article, recapture any Choice Neighborhoods Grant funds not obligated by the Grantee.
 - ii. If the Grantee fails to comply with the reasonable time periods established in Article III(D), HUD may take into account whether factors beyond the Grantee's control are the cause of the delay.
 - d. take action against the Grantee under 24 CFR part 24 and Executive Order 12549 with respect to future HUD or Federal grant awards; and
 - e. take any other available legal or equitable remedial action, including, but not limited to, any remedial actions available under a PHA's ACC and/or premised on HUD's interest in the housing development established in the relevant Declaration of Trust or Declaration of Restrictive Covenants or housing assistance contract, as applicable.
6. Delinquent Federal Debts. Consistent with the purposes and intent of 31 U.S.C. 3720B and 28 U.S.C. 3201(e), Grantees with an outstanding federal debt must provide to HUD a negotiated repayment schedule which is not delinquent or have made other arrangements satisfactory to HUD. If arrangements satisfactory to HUD cannot be completed within 90 days of notification of selection, HUD will not make an award of funds to the Grantee, but offer the award to the next eligible Grantee. Applicants selected for funding, or awarded funds, must report to HUD changes in status of current agreements covering federal debt. If a previously agreed-upon payment schedule has not been adhered to or a new agreement with the federal agency to which the debt is owed has not been signed, the Grantee will be considered to be in default under this Agreement.

ARTICLE XV. Project Close-Out

A. Termination of Disbursements Letter. Within 90 days after completion of all grant funded activities, the Grantee will initiate close-out, in accordance with procedures established by HUD, by submitting a Termination of Disbursements letter, which states that:

1. The Grantee has completed all activities to be performed using Choice Neighborhoods Implementation Grant funds.
2. All requirements of the Grant Agreement have been met.
3. All obligated Choice Neighborhoods grant funds have been disbursed; and
4. The Grantee will abide by any continuing Federal requirements;

At HUD's option, the Grantee may delay initiation of close-out until the resolution of any HUD monitoring findings. If HUD exercises this option, the Grantee must promptly resolve the findings.

B. Preliminary Closeout Materials. The Grantee must submit the following Preliminary Close-Out Materials along with the Termination of Disbursements Letter:

1. Final Choice Neighborhoods Budget;
2. Actual Choice Neighborhoods Cost Certificate (Cost Certificate) (Form HUD-50163), which summarizes the information on the Financial Status Report and serves as the document that officially closes out the grant.
3. Program Income Plan. A Plan for the use of Program Income funds, which indicates the anticipated sources and uses of Program Income, must be submitted. Following close-out, Grantees must comply with the conditions of the Program Income Plan for a period of 15 years from the final approval date on the ACNCC. Funds from each source of Program Income must be tracked separately. Funds must be deposited in an interest-bearing account in an FDIC insured institution. During the 15-year period, no more than 10 percent of Program Income may be used for administrative purposes.
4. Supportive Services Sustainability Plan. Grantees must submit a Supportive Services Sustainability Plan, which discusses how supportive services for residents will be maintained after all Choice Neighborhoods funds have been expended. While HUD does not have a required format, see Attachment 2 for elements which should be addressed. Grantees who already have a HUD-approved Endowment Trust Plan do not need to submit a Supportive Services Sustainability Plan unless additional information is requested by HUD.
5. Housing Plan and Schedule. Grantees must submit a brief narrative describing the status of their Housing Plan, including progress on the grantee's one-for-one unit or bedroom

replacement requirement, as well as non-replacement units. The submission should include a chart which reflects the unit count and composition by phase.

C. HUD Review of Preliminary Close-Out Materials. HUD will review Preliminary Close-Out Materials to confirm that:

1. The amounts on the final Choice Neighborhoods Budget and Cost Certificate agree as to funds approved, obligated and expended.
2. The amount of funds approved and disbursed on the Cost Certificate agrees with HUD records in LOCCS.
3. If HUD disbursed more funds than the Grantee expended, the Grantee will immediately remit to HUD the excess funds, without waiting for completion of the final audit.
4. The Program Income Plan provides the requested information and complies with Program Income requirements of the Grant Agreement.
5. The Sustainability Plan provides the requested information and demonstrates a sound strategy for continuing to provide needed supportive services to residents.
6. The Housing Plan and Schedule provides the requested information and demonstrates that the Grantee will be able to complete its housing obligations.

D. Final Audit. Following HUD approval of the Preliminary Close-Out Materials, Grantees that are not for-profit entities must conduct a final audit of the Implementation Grant in accordance with the requirements of 2 CFR Part 200, Subpart F and forward the audit to HUD for approval. For-Profit Grantees must conduct a final audit of the Implementation Grant in accordance with 2 CFR 200.501(h) and forward the audit to HUD for approval.

E. Cost Certificate. Upon receipt of the final audit, the designated HUD official will execute the Cost Certificate once HUD determines to its satisfaction that:

1. the expenditure of funds provided under this Grant Agreement was allowable and reasonable, as determined by the final audit;
2. the activities to be completed using Choice Neighborhoods Grant funds were completed, as required by the Grant Agreement; and
3. all Federal requirements were satisfied.

F. Final Close-Out. Following execution of the Cost Certificate, any funds remaining in the Implementation Grant will be recaptured by HUD. A Post-Audit Date will be entered into LOCCS and the grant will be closed.

- G. Close-Out Procedures on the Choice Neighborhoods website. Grantees must follow the detailed Close-Out Procedures for the Choice Neighborhoods program, as posted to the Choice Neighborhoods website, including procedures for the Final Choice Neighborhoods Close-Out Approval.

ARTICLE XVI. Grant Award Date

The Grant Award Date is April 23, 2020. Except for Quarterly Reports, which are due according to the dates in Article XII, all deliverables in the Grant Agreement are based on the Grant Award Date.

ARTICLE XVII. Funding Obligation Date, Date of Funding Availability and Effective Date

The date of obligation of the funding to the Grantee under this Grant Agreement is the date HUD signed the form HUD-1044. The effective date of the Grant Agreement and date of fund availability is the date that HUD signs the signature page of the Grant Agreement (See Article XIX).

ARTICLE XVIII. Points of Contact

Any correspondence related to this Grant Agreement should be directed to the following points of contact for HUD, the Lead Grantee, and any other Grantees:

For the U.S. Department of Housing and Urban Development:

Robert Mulderig

Deputy Assistant Secretary, Office of Public Housing Investments

U.S. Department of Housing and Urban Development

451 7th Street, SW Room 4130

Washington, DC 20410

For the Lead Grantee:

Ms. Mary-Margaret Lemons

President

Fort Worth Housing Solutions

1201 13th Street

Fort Worth, TX 76102

For the Co- Grantee:

Fernando Costa

Assistant City Manager

City of Fort Worth

200 Texas Street

Fort Worth, TX 76102

Article XIX. Signature Page

Mary-Margaret Lemons
President
Fort Worth Housing Solutions

Fernando Costa
Assistant City Manager
City of Fort Worth

R. Hunter Kurtz
Assistant Secretary
Office of Public and Indian Housing
U.S. Department of Housing and Urban Development

Date

Appendix A

Additional statutory, regulatory, and other requirements with which Grantee must comply as applicable include:

1. Fair Housing Certifications, as the same maybe amended from time to time, and any additional Fair Housing requirements that may become applicable:
 - A. the Fair Housing Act (42 U.S.C. §§ 3601-19) and regulations pursuant thereto 24 CFR part 100;
 - B. Executive Order 11063 (Equal Opportunity in Housing) and regulations pursuant thereto (24 CFR part 107);
 - C. the fair housing poster regulations (24 CFR part 110) and advertising guidelines (24 CFR part 108);
 - D. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d) and regulations pursuant thereto (24 CFR part 1) relating to nondiscrimination in housing;
 - E. the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07) and regulations issued pursuant thereto (24 CFR part 146);
 - F. the prohibitions against discrimination on the basis of disability, including requirements that the Grantee make reasonable modifications and accommodations and make units accessible, under Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) and regulations issued pursuant thereto (24 CFR part 8) or the 2010 ADA Standards for Accessible Design;
 - G. the Americans with Disabilities Act (42 U.S.C. § 12101 et seq.) and its implementing regulation at 28 CFR part 35;
 - H. the Architectural Barriers Act of 1968, as amended (42 U.S.C. § 4151) and regulations issued pursuant thereto (24 CFR part 40);
 - I. Accessible Technology. Section 508 of the Rehabilitation Act of 1973, as amended (Section 508) requires HUD to ensure, when developing, procuring, maintaining, or using electronic and information technology (EIT), that the EIT allows persons with disabilities to access and use information and data comparably to those without disabilities unless an undue burden would result to the Federal agency. HUD encourages its recipients to adopt the goals and objectives of Section 508 by ensuring comparable access whenever EIT is used. Recipients must also comply with Section 504 of the Rehabilitation Act and, where applicable, the ADA. These statutes also require effective communication with individuals with disabilities and prohibit EIT-imposed barriers to access information, programs, and activities for persons with disabilities.
2. Finance and Accounting
 - A. Commingling of Grant Funds. The Grantee agrees that, in its recordkeeping, it will not commingle Choice Neighborhoods Grant funds with funds from any other sources including, but not limited to, other HUD program funds or funds from other Federal, State or local government agencies. (Such other funds may be used to carry out the

Transformation Plan, so long as they are not commingled in the Grantee's recordkeeping.)

- B. Duplication of Funding. The Grantee will ensure that Choice Neighborhoods Grant funds are not used to duplicate work that is funded with any other HUD funds, funds from any other Federal program, or from any other funding source identified under the Transformation Plan, and will establish controls to assure non-duplication of funding.

3. Recordkeeping

- A. Recordkeeping Authorities. The Grantee will comply with and be subject to all Federal recordkeeping requirements, including, but not limited to 2 CFR 200.333.
- B. Recordkeeping Requirements. Grantees must retain records in accordance with the requirements of paragraph (A) above, including, but not limited to:
 - (1) the amount and disbursement of funds received under this Choice Neighborhoods Grant, including sufficient records that document the reasonableness and necessity of each expenditure;
 - (2) the amount and nature of any other assistance, including cash, services, or other items contributed to assist in the development of the Transformation Plan or contributed as a condition of receiving this Choice Neighborhoods Grant; and
 - (3) any other proceeds received for, or otherwise used in connection with, the Transformation Plan.
- C. Access to Records. For the purpose of audit, examination, monitoring, and evaluation, the Grantee will give HUD (including any duly authorized representatives and the Inspector General) access, and will ensure that any participating party will give HUD such access, to any books, documents, papers, and records of the Grantee, or such participating party, that are pertinent to assistance received under this Choice Neighborhoods Grant or under the Transformation Plan, including all records required to be kept by paragraph (B) above.

4. Reporting

- A. Compliance with the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. 109-282) (Transparency Act), as amended. Please refer to www.ftrs.gov for complete information on requirements under the Transparency Act and OMB guidance.
 - B. Compliance with Section 872 of the Duncan Hunter National Defense Authorization Act for Fiscal Year 2009 (Public Law 110-417), hereafter referred to as "Section 872." OMB is in the process of issuing regulations regarding federal agency implementation of section 872 requirements.
5. Eminent Domain. Section 407 of Div. G, Title IV of the Consolidated Appropriations Act, 2019, prohibits the use of funds to support any federal, state, or local project that seeks to use the power of eminent domain, unless eminent domain is employed only for a public use.



FORT WORTH HOUSING SOLUTIONS AGENDA ITEM COVER SHEET

Board Meeting Date: June 18, 2020
Agenda Item No.: 2020.17, TAB 10
Person Responsible: Melanie Kroeker, Director of Human Resources
Subject: Employee Benefits Advisory & Broker Services

Background:

Fort Worth Housing Solutions (FWHS) currently covers approximately one hundred (100) full-time employees and was seeking a broker service firm to strategically plan, implement, and support the agency's various employer-sponsored employee benefits plans; including but not limited to the following activities:

- | | |
|-------------------------------|-------------------|
| 1. Brokering/Procuring | 4. Services |
| 2. Underwriting and Financial | 5. Communications |
| 3. Compliance | 6. Technology |

FWHS published a Request for Proposal (RFP) for Employee Benefits Advisory & Broker Services on March 24, 2020 in the Commercial Recorder, National Association of Housing and Redevelopment Officials (NAHRO), Public Housing Authorities Directors Associates (PHADA), Fort Worth Hispanic Chamber of Commerce (FWHCC), and through the eProcurement portal located on the FWHS website. A pre-proposal meeting was held on April 1, 2020, where three (3) potential respondents utilized the call-in number provided in the RFP. There was one (1) addendum issued to answer respondent's questions.

Proposals were due on April 23, 2020, four (4) proposals were submitted as follows:

- | | |
|-------------------------|-------------------------------|
| 1. Gallagher Benefits | 3. Lockton Dunning Benefits |
| 2. Hays Companies, Inc. | 4. McGriff, Seibel & Williams |

A consensus meeting was held on May 21, 2020 with the evaluation team to discuss the final tabulated scoring to confirm the contract award.

Issues/Concerns:

FWHS has used the services of a broker in the past, however that contract has ended.

Funding Source:

Central Office Cost Center (COCC) Budget.

Recommendation:

The recommendation is to authorize the President to execute a three-year contract agreement with two (2) additional one-year optional renewals, with Hays Companies, Inc., not to exceed \$275,000.00.

Attachments:

Resolution
Tabulation of Proposals
Cost Analysis

Fort Worth Housing Solutions

Resolution No. _____

RESOLUTION AUTHORIZING THE PRESIDENT TO EXECUTE A CONTRACT AGREEMENT WITH HAYS COMPANIES FOR A THREE-YEAR PERIOD WITH TWO ADDITIONAL ONE-YEAR OPTIONAL RENEWALS, NOT TO EXCEED \$275,000.00

WHEREAS, Qualified firms were solicited for Employee Benefits Advisory & Broker Services by FWHS in accordance with its procurement policies.

WHEREAS, FWHS has selected respondent Hays Companies as the vendor to provide Employee Broker and Advisory Services;

NOW, THEREFORE, BE IT RESOLVED THAT:

That the Board of Commissioners do hereby authorize the President to execute a three-year contract agreement with two (2) additional one-year optional renewals, with Hays Companies, Inc., not to exceed \$275,000.00.

Terri Attaway, Chairperson

June 18, 2020
Date

Mary-Margaret Lemons, President & Board Secretary

June 18, 2020
Date

RFP EVALUATION FORM
RFP No. 2020-100 EMPLOYEE BROKER AND ADVISORY SERVICES
FINAL SCORING

SCORING CRITERIA	Hayes Companies, Inc.	Gallagher Benefits	Lockton Dunning Benefits	McGriff, Seibel & Williams, Inc.
Evaluator A	96	70	87	73
Evaluator B	72	70	76	76
Evaluator C	92	95	95	86
Total	86.7	78.3	86.0	78.3

Annual Pricing
RFP No. 2020-100 Employee Broker Advisory Services

Years (* Option Year)	Hays Companies	Gallagher Benefits	Lockton Dunning	MSW, Inc.
1	\$55,000	\$55,000	\$60,000	\$35,000
2	\$55,000	\$55,000	\$60,000	\$35,000
3	\$55,000	\$55,000	\$60,000	\$35,000
* 4	\$55,000	\$55,000	\$60,000	\$35,000
* 5	\$55,000	\$55,000	\$60,000	\$35,000



FORT WORTH HOUSING SOLUTIONS AGENDA ITEM COVER SHEET

Board Meeting Date: June 18, 2020
Agenda Item No.: 2020.18, TAB 11
Person Responsible: Sellarstean Mitchell, Vice President of Assisted Housing
Subject: Electronic Document Mgmt Services Contract Mod

Background:

FWHS entered into a Professional Service Agreement with Global Solutions Group, Inc. effective October 28, 2019 for Global to provide software to FWHS to meet the needs for a Document Management/ Workflow System- paperless Electronic Tenant Record System. The Electronic Tenant Record System requires documents to be scanned into an electronic system. The contract does not include on-site scanning. The original plan for the Assisted Housing Department included the scanning of certain documents by staff after each family's annual reexamination. Such a process would take over a year to complete and would only involve recent documents, thus extending the time before files were 100% electronic. FWHS would like to extend the scope of work under the contract so that Global could manage the scanning function that would result in all files being converted to electronic files more quickly.

FWHS has recently been awarded additional Administrative Fees under the CARES Act that can be used for technology improvements related to COVID 19. As the result of COVID 19 some job functions are being done remotely. Because client files are all paper, it is more difficult to perform certain tasks remotely as files cannot be taken off-site due to security reasons.

In addition to extending the scope of work, the additional funds would provide for additional licensure and barcode labels.

Issues/Concerns:

The proposed contract modification cost would be up to \$90,800.00, and this amount requires approval by the Board of Commissioners per the FWHS Procurement Policy.

Funding Source:

Housing Choice Voucher Program Administrative Fees provided by the CARES Act.

Recommendation:

That the Board of Commissioners authorize Fort Worth Housing Solutions President to modify Contract No. 2018-100, Professional Services Agreement Between Global Solutions Group, Inc. and Fort Worth Housing Solutions by expanding the scope of work to include managing the scanning function for an additional cost not to exceed \$90,800.00.

Attachments:

Resolution
Proposed description of work

Fort Worth Housing Solutions

Resolution No. _____

RESOLUTION AUTHORIZING A MODIFICATION TO CONTRACT WITH GLOBAL SOLUTIONS GROUP, INC.

WHEREAS, Fort Worth Housing Solutions (FWHS) entered into entered into a contract with Global Solutions Group, Inc. (Global), effective October 28, 2019, for Global to provide software to FWHS to meet the needs for a Documents Management/Workflow System-paperless Electronic Tenant Record System; and

WHEREAS, FWHS would like to modify the contract by extending the scope of work to include the management of the scanning function, and the acquisition of additional licensure and barcode labels; and

WHEREAS, The estimated cost to the addition to the scope is \$90, 800.00.

NOW, THEREFORE, BE IT RESOLVED THAT:

The Board of Commissioners of Fort Worth Housing Solutions hereby authorizes the President to execute a modification to Contract No. 2018-100, Professional Services Agreement Between Global Solutions Group, Inc. and Fort Worth Housing Solutions that expands the scope of work to include managing the scanning function for an additional cost not to exceed \$90,800.00.

Terri Attaway, Chairperson

June 18, 2020
Date

Mary-Margaret Lemons, President & Board Secretary

June 18, 2020
Date



Ms. Mitchell,

Good afternoon and I hope you and your family are staying safe and healthy during these difficult times.

As we had discussed on yesterday's call we have put together a consulting proposal to manage your scanning project. Our proposal have options for both 6 month and 8 month engagements.

Our proposal is based on Fort Worth Housing Solutions (FWHS) directly hiring the necessary resources for document preparation, scanning and indexing. FWHS will also purchase the necessary hardware (scanners and laptops/desktops). GSG will provide project management to train the appropriate resources on the use of the scanning equipment and on the following processes:

- Document Preparation. (Remove staples, paper clips, notes and other items in the file)
- Scanning Documents.
- Indexing documents, (Entity ID – Pull Client First and Last Name details based on Entity ID from Emphasys Suite)
- Quality assurance of the documents (Verify that the documents are scanned correctly)
- Saving and uploading the document into Laserfiche Cloud
- Organizing of the scanned documents. (Make sure that documents that have been scanned can easily be accessed if a page needs to be rescanned).

Our proposal includes a week on-site support to provide training for the above processed and a week on site at the end of the project to makes sure all aspects of the project have been completed and that we met your expectations.

GSG has included hours to manage, on a daily bases, both start and end of each day's activities. This will allow us to address any issues that may have been be encountered on a given day so they do not impact the proposed schedule. Our experience has taught us that it is easier to make small corrections on a daily basis then to wait and address issues on a weekly basis which may result in significant rework and large delays. We will also schedule an account review every 4 weeks that will summarized all activities up to that point, identify and correct and problems and review the project in terms of the program schedule.

GSG has included hours for providing technical assistance with document upload into Laserfiche and support for both the Laserfiche application and providing end user/administrative assistance in accessing any scanned information.

Finally, GSG has included Laserfiche Quick Fields as an Automated Capture Scanning Solution which will provide features as Barcode Detection, Database Lookup from Emphasys Suite,



Searchable Text (OCR), Auto Page-Rotation, etc. This will be a new Laserfiche Add-On Module that will be added to existing contract. We have included in this proposal the cost for Quick Fields Licenses for 4 Years.

Cost:

Consulting Services	Quantity	Unit Rate	Extended Total
Staff (7 People - 3 Scanning and 4 for Prepping Documents)	~34 Weeks (8 Months)	Hired by FWHS	Hired by FWHS
Administrative Services - Technician II** <i>Services includes the following items:</i> <i>One week training and set up and Daily 1 Hour Review (40 Hours)</i> <i>Daily Review - 34 weeks x 5 Days a week = 170 hours (1 hour a day)</i> <i>Management Check-up - every 4 weeks (16 Hours)</i> <i>One week close out (40 Hours)</i> <i>Recruitment for scanning project (34 Hours)</i> <i>Tech activities - Upload of images/index verification (40 Hours)</i>	340 Hours	\$ 190.00	\$64,600
Laserfiche Quick Fields License (4 Years)	4 Years	\$ 6,000.00	\$24,000
Barcode Labels	Bulk Purchase	\$ 2,200.00	\$2,200
Total Cost			\$90,800

**For Technician II Price, please refer to the Labor Category mentioned in our GSA Schedule 70 Price Catalog

Hardware	Quantity	Unit Price	Extended Total
Scanner (Kodak i3250 – Scans 50ppm and 20k scans per day. Includes 4 Years Extended Service Warranty)**	3	\$ 6,200.00	\$ 18,600.00
Desktop (Dell OptiPlex 3070 - MLK - micro - Core i5 9500T 2.2 GHz - 8 GB - 500 GB)**	7	\$ 650.00	\$ 4,550.00
Monitors (Dell E2218HN - LED monitor - Full HD (1080p) - 22")**	7	\$ 105.00	\$ 735.00
Mouse and Keyboards**	7	\$ 50.00	\$ 350.00

**Scanner and Laptop price is as per CDW

Thanks,

Global Solutions Group, Inc.



FORT WORTH HOUSING SOLUTIONS AGENDA ITEM COVER SHEET

Board Meeting Date: June 18, 2020
Agenda Item No.: 2020.19, TAB 12
Person Responsible: Brian Dennison, Sr. VP Development & Asset Management
Subject: Cambridge Court Loan Payoff by FWAI Revised Terms

Background:

Cambridge Court Apartments is located at 8124 + 8125 Calmont Avenue (north and south side of the street) in west Fort Worth 76116. The 330-unit complex was rehabilitated in 2007 as a 9% LIHTC development involving FWHS and Carleton. The community has 33 public housing units.

On November 21, 2019, the Board of Commissioners approved a resolution compelling FWHS staff to finalize a conversion of the 33 public housing units into Project-Based Rental Assistance units through the RAD program.

Citibank has a project loan (Fannie Mae) through a loan servicer, Berkadia, with a pay-off amount of approximately \$5,363,040.00 (amount to be recalculated for a future payoff date).

After numerous unsuccessful attempts to secure approvals from project partners relating to the RAD conversion, it is recommended that FWHS' best option in completing the RAD process is to eliminate the uncooperative partners.

The Board approved a resolution last month on this topic. This resolution revises the loan term from 10 years to 17 years.

Issues/Concerns:

FWHS needs to create more flexibility in the deal structure by paying off the note, thereby eliminating some of the project partners, allowing the RAD conversion of the public housing units, and better positioning the asset for re-capitalization or sale.

Funding Source:

Fort Worth Affordability, Inc. would provide a 17-year, 3% interest-only project loan.

Recommendation:

It is recommended that the FWHS Board of Commissioners approve the actions outlined in the Resolution.

Attachments:

Resolution

RESOLUTION NO. _____

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF FORT WORTH, TEXAS DBA FORT WORTH HOUSING SOLUTIONS ("FWHS") AUTHORIZING SUCH ACTIONS NECESSARY OR CONVENIENT TO FACILITATE THE DEVELOPMENT OF THE CAMBRIDGE COURT APARTMENTS.

WHEREAS, Western Hills Affordable Housing, LP, a Texas limited partnership (the "**Owner**"), owns the 330-unit apartment complex located at 8124 and 8125 Calmont Ave in Fort Worth, Texas known as the Cambridge Court Apartments (the "**Project**"); and

WHEREAS, Western Hills Affordable Housing GP, LLC, a Texas limited liability company (the "**General Partner**"), is the General Partner of the Owner, with the General Partner's sole member being Fort Worth Affordability, Inc., a Texas nonprofit corporation; and

WHEREAS, The Owner and the Project have debt service obligations with Citibank via loan servicer, Berkadia, amounting to approximately \$5,363,040.00 (to be recalculated for a future payoff date) (the "**Current Loan**"); and

WHEREAS, Fort Worth Affordability, Inc. ("**FWAI**") could pay-off the Current Loan, creating more flexibility and better positioning for the long-term health of the Project; and

WHEREAS, FWAI would agree to provide the Project a 17-year, 3% interest-only note without a pre-payment penalty (the "**New Loan**") in an amount not to exceed \$6,000,000.00; and

WHEREAS, FWHS previously approved the loan with a 10-year term.

NOW THEREFORE BE IT RESOLVED:

That the Board of Commissioners of FWHS hereby authorize its President to allow and pursue all actions necessary and reasonable for FWAI to provide the Project with a New Loan, allowing the General Partner to pay-off the Current Loan; and further

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

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

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

Terri Attaway, Chairperson

June 18, 2020
Date

Mary-Margaret Lemons, President & Board Secretary

June 18, 2020
Date

Fort Worth Affordability, Inc.

**AGENDA FOR A SPECIAL MEETING ON THURSDAY, JUNE 18, 2020
IMMEDIATELY FOLLOWING THE FWHS BOARD MEETING
SCHEDULED TO START AT 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 IS: 146-963-4506

If listening via computer, this Pass Code is needed: FWHS

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 May 21, 2020.
- III. Consider a resolution approving the revision of terms for the loan for the Cambridge Court Apartments. [FA 2020.04]
- IV. Adjourn.



MINUTES

BOARD OF DIRECTORS MEETING FORT WORTH AFFORDABILITY, INC.

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 WAS HELD VIA TELECONFERENCE.

A **Special Meeting** of the **Board of Directors** of **Fort Worth Affordability, Inc.** was held via teleconference immediately following the **Regular Meeting of Fort Worth Housing Solutions** at **12:00 Noon** on **Thursday**, the **21st** day of **May, 2020**. Roll call of the Directors was as follows:

PRESENT: Richard M. Stinson, Vice President, presiding
Michael Ramirez, Director
Danny Scarth, Director
Terri Attaway, President

ABSENT: Brittany Hall, Director

Also present on the teleconference were Mary-Margaret Lemons, President; Heather Raiden, General Counsel; Brian Dennison, Sr. VP of Development & Asset Management; Tyler Arbogast, VP of Development; Selarstean Mitchell; VP Assisted Housing; Riza Nolasco, VP Finance & Administration; Melanie Kroecker, Human Resources Director; Kelvin Noble, Procurement Director; Kristin Sullivan, Communications Manager; Jose Torres, Controller; Karen Brown, Accountant; Lanesha Davis, Special Programs Manager; Ruben Renteria, Inspections Supervisor; Ravonda Thompson, Customer Service Supervisor; Lachelle Goodrich, EnVision Center Coordinator; Vickie Roberts, Asset Mgmt. Manager; Deana Broussard, FSS & Homeownership Coordinator; Ramon Guajardo Sr., Ramel Company; Melanie Campbell, CVR; Kurt Joye, IT Manager & Teleconference Moderator; and Chris Key, Executive Assistant and one caller who did not identify themselves.

I. CALL TO ORDER.

Terri Attaway, President of the Board, called the special meeting to order at 12:55 p.m. The Chair called the roll for the other four Directors and all answered “present” except for Director Hall who was out of phone range.

II. APPROVAL OF THE MINUTES FROM THE SPECIAL MEETING HELD FEBRUARY 20, 2020.

MOVED FOR APPROVAL:	Ramirez
MOTION SECONDED:	Stinson
COMMISSIONERS POLLED:	Stinson – Aye
	Ramirez – Aye
	Scarth – Aye

MOTION CARRIED.

Both of the following agenda items regarding loan payoffs were already discussed in the regular FWHS Board Meeting but also require ratification by the FWAI Board of Directors since the loans will be assumed through Fort Worth Affordability, Inc. affiliate.

III. CONSIDER A RESOLUTION APPROVING THE PROVISION OF A NEW LOAN FOR THE CAMBRIDGE COURT APARTMENTS. CONSIDER A RESOLUTION APPROVING THE PROVISION OF A NEW LOAN FOR KNIGHTS OF PYTHIAS APARTMENTS. [Agenda Item FA 2020.02, Resolution No. 3055]

MOVED FOR APPROVAL: Ramirez
MOTION SECONDED: Scarth
COMMISSIONERS POLLED: Stinson – Aye
Ramirez – Aye
Scarth – Aye

MOTION CARRIED.

IV. CONSIDER A RESOLUTION APPROVING THE PROVISION OF A NEW LOAN FOR THE CAMBRIDGE COURT APARTMENTS. CONSIDER A RESOLUTION APPROVING THE PROVISION OF A NEW LOAN FOR CAMBRIDGE COURT APARTMENTS. [Agenda Item FA 2020.03, Resolution No. 3056]

MOVED FOR APPROVAL: Stinson
MOTION SECONDED: Ramirez
COMMISSIONERS POLLED: Stinson – Aye
Ramirez – Aye
Scarth – Aye

MOTION CARRIED.

V. ADJOURN.

The meeting was adjourned at 12:58 p.m.

Terri Attaway, President

June 18, 2020
Date

Mary-Margaret Lemons, Secretary/Treasurer

June 18, 2020
Date

Fort Worth Affordability, Inc.

AGENDA ITEM COVER SHEET

Board Meeting Date: June 18, 2020
Agenda Item No.: FA 2020.04, TAB
Person Responsible: Brian Dennison, Sr. VP Development & Asset Management
Subject: Cambridge Court Loan Term Revision

Background:

Cambridge Court Apartments is located at 8124 + 8125 Calmont Avenue (north and south side of the street) in west Fort Worth 76116. The 330-unit complex was rehabilitated in 2007 as a 9% LIHTC development involving FWHS and Carleton. The community has 33 public housing units.

On November 21, 2019, the Board of Commissioners approved a resolution compelling FWHS staff to finalize a conversion of the 33 public housing units into Project-Based Rental Assistance units through the RAD program.

Citibank has a project loan (Fannie Mae) through a loan servicer, Berkadia, with a pay-off amount of approximately \$5,363,040.00 (amount to be recalculated for a future payoff date).

After numerous unsuccessful attempts to secure approvals from project partners relating to the RAD conversion, it is recommended that FWHS' best option in completing the RAD process is to eliminate the uncooperative partners.

The Board approved a resolution last month on this topic. This resolution revises the loan term from 10 years to 17 years.

Issues/Concerns:

FWHS needs to create more flexibility in the deal structure by paying off the note, thereby eliminating some of the project partners, allowing the RAD conversion of the public housing units, and better positioning the asset for re-capitalization or sale.

Funding Source:

Fort Worth Affordability, Inc. would provide a 17-year, 3% interest-only project loan.

Recommendation:

It is recommended that the Fort Worth Affordability, Inc. Board of Directors approve the attached resolution authorizing the President of FWHS to execute any and all documents that are necessary for FWAI to provide Cambridge Court Apartments with a project loan.

Attachments:

None

Fort Worth Affordability, Inc.

Resolution No. _____

A RESOLUTION BY THE BOARD OF DIRECTORS OF FORT WORTH AFFORDABILITY, INC. ("FWAI") AUTHORIZING FWAI TO EXECUTE ANY AND ALL DOCUMENTS, OR TAKE ANY OTHER ACTION, THAT IS NECESSARY OR DESIRABLE TO:

- 1. Facilitate the development of the Cambridge Court Apartments, which consists of affordable housing units and associated amenities built upon land ground-leased from the Housing Authority of the City of Fort Worth d/b/a Fort Worth Housing Solutions (the "Authority");**
- 2. Cause the Project Owner (as defined below) to enter into development financing for the Cambridge Court Apartments; and**
- 3. Cause FWAI and/or the General Partner (as defined below) and/or the Project Owner (as defined below) to execute any such further documentation as necessary or desirable to allow the consummation of the transactions described herein.**

WHEREAS, FWAI is the sole member of Western Hills Affordable Housing GP, LLC (the "**General Partner**"); and

WHEREAS, The General Partner is the general partner of Western Hills Affordable Housing, LP (the "**Project Owner**"); and

WHEREAS, The Project Owner was formed for the purpose of owning, developing, managing, and otherwise dealing with the Cambridge Court Apartments, a 330-unit apartment complex (the "**Project**") developed on a parcel of land located in Fort Worth, Tarrant County, Texas (the "**Land**"), and intended for rental to persons of low and moderate income; and

WHEREAS, The Project Owner and FWAI are required to enter into various documents which will evidence a loan from FWAI to the Project Owner in a principal amount not to exceed \$6,000,000.00 (the "**FWAI Loan**"), including, but not limited to a note, deed of trust, and other security agreements, certificates, directions, approvals, waivers, notices, instruments and other communications as may be required by the parties in connection with the FWAI Loan (the "**FWAI Loan Documents**"); and

WHEREAS, FWAI previously approved the FWAI Loan with a term of ten (10) years; and

WHEREAS, FWAI desires to provide the FWAI Loan with a seventeen (17) year term; and

WHEREAS, In connection with the transactions contemplated herein, the Project Owner, General Partner and FWAI are required to enter into various documents which will evidence the same, including, but not limited to the FWAI Loan Documents and other security agreements, fixture filing statements, indemnity agreements, guaranties, development agreements, certificates, directions, approvals, waivers, notices, instruments and other communications as may be required by the parties (all of such documents collectively, the "**Financing Documents**"); and

NOW THEREFORE, BE IT RESOLVED, That all of the documents, instruments, or other writing executed by FWAI (both individually and in a representative capacity as identified in these resolutions), in consummation of the transactions herein described (both individually and in a representative capacity as identified in these resolutions), including, but not limited to, (i) the Financing Documents and (ii) any and all such additional documents executed to consummate the transactions contemplated herein (collectively, the "**Transaction Documents**") shall be in form and substance approved by the Executing Officer (as such term is hereinafter defined), both individually and in a representative capacity as identified in these resolutions, his/her approval of each such instrument to be conclusively evidenced by his execution thereof; and further

RESOLVED, That FWAI (both individually and in a representative capacity as identified in these resolutions), review, execute and approve all other documents necessary to effectuate the foregoing transactions, all on such terms and containing such provisions as the Executing Officer shall deem appropriate, and the approval of the terms of each such instrument herein described by the Executing Officer shall be conclusively evidenced by his/her execution and delivery thereof; and further

RESOLVED, That the authorization of FWAI, Project Owner and/or General Partner to enter into the Transaction Documents and that execution and delivery in the name and on behalf of FWAI and/or General Partner and/or the Project Owner, by any of the officers of FWAI of the Transaction Documents, in the form as so executed and delivered is hereby approved, ratified and confirmed; and further

RESOLVED, That any officer of FWAI (each an "Executing Officer"), acting alone without the joinder of any other officer, is hereby authorized and directed for and on behalf, and as the act and deed of FWAI and/or General Partner and/or the Project Owner, to execute and deliver all other documents and other writings of every nature whatsoever in connection with the development of the Project, including but not limited to, the Transaction Documents, as the Executing Officer deems necessary in order to carry into effect the intent and purposes of these resolutions, and any other instruments approved by the Executing Officer (acting in a representative capacity as identified in these resolutions, acting individually and on behalf of the General Partner), executing same, his/her approval of each such instrument to be conclusively evidenced by his/her execution thereof, and to take such other action in the consummation of the transactions herein contemplated as the Executing Officer acting shall deem to be necessary or advisable, without the necessity of attestation by the secretary or other officer or director, and any and all acts heretofore taken by the Executing Officer to such end are hereby expressly ratified and confirmed as the acts and deeds of FWAI and/or General Partner and/or Project Owner, effective as of the date such action was taken; and further

RESOLVED, That action by any of the officers of FWAI, and any person or persons designated and authorized so to act by any such officer, to do and perform, or cause to be done and performed, in the name and on behalf of FWAI and/or General Partner and/or the Project Owner, or the execution and delivery, or causing to be executed and delivered, such other security agreements, financing statements, notices, requests, demands, directions, consents, approvals, waivers, acceptances, appointments, applications, certificates, agreements, supplements, amendments, further assurances or other instruments or communications, in the name and on behalf of FWAI or otherwise, as they, or any of them, may deem to be necessary or advisable in order to carry into effect the intent of the foregoing resolutions or to comply with the requirements of the instruments approved or authorized by the foregoing resolutions is hereby approved, ratified and confirmed; and further

RESOLVED, That the Board of Directors finds the actions authorized by these resolutions may reasonably be expected to directly or indirectly benefit FWAI; and further

RESOLVED, That the Project Owner be promptly notified in writing by the Secretary or any other officer of FWAI or any change in these resolutions, and until it has actually received such notice in writing, the Project Owner is authorized to act in pursuance of these resolutions.

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Terri Attaway, President	June 18, 2020
	Date
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Mary-Margaret Lemons, Secretary/Treasurer	June 18, 2020
	Date

HILLSIDE PUBLIC FACILITY CORPORATION

**AGENDA FOR A SPECIAL MEETING ON THURSDAY, JUNE 18, 2020
IMMEDIATELY FOLLOWING THE FWHS & THE FWAI BOARD MEETINGS
SCHEDULED TO BEGIN AT 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 IS: 146-963-4506

If listening via computer, this Pass Code is needed: FWHS

<https://www.fwhs.org/public-notice-meetings/>

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

- I. Call to order.
- II. Approval of the minutes from the Annual Meeting held November 21, 2019.
- III. Consider a resolution ratifying a Deed of Trust and Promissory Note issued for Knights of Pythias [HS 2020.01]
- IV. Adjourn.



MINUTES

BOARD OF DIRECTORS MEETING HILLSIDE PUBLIC FACILITY CORPORATION

An Annual Meeting of Hillside Public Facility Corporation was held at the FWHS Administrative Office Board Room, 1201 East 13th Street, Fort Worth, Texas immediately following the Board of Commissioners of Fort Worth Housing Solutions and the Special Meetings of Chisholm V Corporation, Trinity River PFC, Ironwood Crossing PFC and Fort Worth Affordability, Inc. 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.

President Terri Attaway called the meeting to order at 5:58 p.m.

II. ELECTION OF OFFICERS.

MOTION MADE BY MICHAEL RAMIREZ TO NOMINATE TERRI ATTAWAY, PRESIDENT; RICHARD M. STINSON, VICE PRESIDENT; AND MARY-MARGARET LEMONS AS SECRETARY/TREASURER.

MOTION SECONDED: Hall
MOTION CARRIED UNANIMOUSLY.

III. APPROVAL OF THE MINUTES FROM THE ORGANIZATIONAL MEETING HELD AUGUST 16, 2012.

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

IV. CONSIDER A RESOLUTION RATIFYING THE ACQUISITION, GROUND LEASE AND OTHER RELATED DOCUMENTS REGARDING THE CONSTRUCTION OF KNIGHTS OF PYTHIAS APARTMENTS. [Agenda Item No. HS2019.01, Resolution 3027]

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

A recent file review discovered that the Knights of Pythias acquisition, ground lease, loan and other documents were approved in the regular Housing Authority of the City of Fort Worth, Texas meeting and the Hillwood PFC entity was created to be the owner of Knights of Pythias; however, the Hillwood PFC acceptance resolution had been overlooked. This resolution corrects that oversight with no change to the ownership or partnership structure.

V. ADJOURN.

President Attaway adjourned the meeting at 6:00 p.m.

_____ Terri Attaway, President	_____ June 18, 2020 Date
_____ Mary-Margaret Lemons, Secretary/Treasurer	_____ June 18, 2020 Date

HILLSIDE PUBLIC FACILITY CORPORATION

AGENDA ITEM COVER SHEET

Board Meeting Date: June 18, 2020
Agenda Item No.: HS 2020.01, TAB 13
Person Responsible: Brian Dennison, Sr. VP of Development & Asset Management
Subject: Knights of Pythias Loan from FWAI

Background:

Knights of Pythias is located at 303 Crump Street, Fort Worth, TX 76102. The project consists of a rehabilitated historic structure, as well as a new construction component, all owned by Hillside Public Facility Corporation. The 18-unit complex was developed in 2013 as a collaboration between FWHS and Carleton. The community has eight (8) market rate units and ten (10) units reserved for households earning up to 80% of area median income.

Community Bank of Texas had a project loan with a pay-off amount of approximately \$1,424,481.90. The loan with Community Bank of Texas matured in 2019, and although FWHS has secured loan extensions, FWHS has been as-yet unable to obtain a suitable refinancing option.

Issues/Concerns:

FWHS needs to create more flexibility in the deal structure by paying off the note and better positioning the asset for re-capitalization or sale.

Funding Source:

Fort Worth Affordability, Inc. would provide a 10-year, 3% interest-only project loan.

Recommendation:

It is recommended that the Hillside Public Facility Corporation Board of Directors approve the attached resolution authorizing the President of FWHS to execute any and all documents that are necessary for FWAI to provide Knights of Pythias Apartments with a project loan.

Attachments:

None

HILLSIDE PUBLIC FACILITY CORPORATION

RESOLUTION NO. _____

A RESOLUTION BY THE BOARD OF DIRECTORS OF HILLSIDE PUBLIC FACILITY CORPORATION (“HPFC”) AUTHORIZING HPFC’S OFFICERS TO EXECUTE ANY AND ALL DOCUMENTS, OR TAKE ANY OTHER ACTION, THAT IS NECESSARY OR DESIRABLE TO:

- 1. Facilitate the development of the Knights of Pythias Apartments, which consists of affordable housing units and associated amenities owned by the Hillside Public Facility Corporation, which is an affiliate of the Housing Authority of the City of Fort Worth, Texas dba Fort Worth Housing Solutions (the “Authority”); and**
- 2. Cause HPFC and/or the Project Owner (as defined below) to execute any such further documentation as necessary or desirable to allow the consummation of the transactions described herein.**

WHEREAS, Hillside Public Facility Corporation, a Texas public facility corporation (the “**Project Owner**”), owns the 18-unit apartment complex located at 303 Crump Street in Fort Worth, Texas known as the Knights of Pythias Apartments (the “**Project**”); and

WHEREAS, The Project has debt service obligations with Community Bank of Texas amounting to approximately \$1,424,481.90 (the “**Current Loan**”); and

WHEREAS, Fort Worth Affordability, Inc. (“**FWAI**”) could pay-off the Current Loan, creating more flexibility and better positioning for the long-term health of the Project; and

WHEREAS, FWAI would agree to provide the Project a 10-year, 3% interest-only note without a pre-payment penalty (the “**New Loan**”) in the amount of the Current Loan; and

WHEREAS, simultaneous with FWAI’s payoff of the Current Loan, HPFC would execute a Promissory Note in the amount of the Current Loan as the borrower and FWAI would sign the Promissory Note as the lender; and

WHEREAS, simultaneous with the execution of the Promissory Note, HPFC would grant a Deed of Trust with FWAI as the lender regarding the Project and the New Loan.

NOW, THEREFORE, SHALL THE FOLLOWING RESOLUTIONS BE MADE AND RATIFIED:

That HPFC has approval to enter into an agreement with FWAI to pay off the Project’s Current Loan and enter into a New Loan via a Promissory Note and accompanying Deed of Trust; and

That Mary-Margaret Lemons, in her capacity as Secretary/Treasurer of HPFC, is hereby authorized, empowered and directed to do all things and take all action necessary or desirable consistent with the resolutions passed by HPFC or Fort Worth Housing Solutions (FWHS) or any affiliate entity with regard to the Project; and

That all actions of FWHS, HPFC, and any other affiliate of FWHS taken prior to the date hereof be ratified and confirmed in all respects with regard to the Project, and all matters thereto.

Terri Attaway, President

June 18, 2020
Date

Mary-Margaret Lemons, Secretary/Treasurer

June 18, 2020
Date