



**AGENDA FOR THE BOARD OF COMMISSIONERS MEETING
THURSDAY, NOVEMBER 19, 2020 – 5:00 P.M.
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 AS A VIRTUAL CONFERENCE.

Call-in Number is: 1-346-248-7799; Meeting ID is 825-482-52225

If participating via computer, the link is: <https://us02web.zoom.us/j/82548252225>

I. Regular Session – Call to Order.

II. Announcements.

- Board Input Needed on Budget Workshop Date

III. 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, November 18, 2020 at this link: <https://www.fwhs.org/public-notice-meetings/>*

Please limit comments to three (3) minutes.

IV. Consent Agenda: The Statutory Consent Agenda includes non-controversial and routine items for the Board to act on with a single vote. A Board member may ask for an item from the Consent Agenda to be moved to the Regular Agenda.

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

- | | |
|---|----------------|
| A. Approval of Minutes from the Regular Meeting on October 22, 2020. | TAB 1 |
| B. Correspondence, Articles and Briefs from various print and electronic sources. | TAB 2 |
| C. Monthly Status Reports – | TAB 3-7 |
| 1. <u>Executive Department</u> : President’s Report; Human Resources, Communications & Procurement | |
| 2. <u>Assisted Housing</u> : Department Summary, Forecasting Tool | |
| 3. <u>Development & Asset Management</u> : Department Summary, Portfolio Reports | |
| 4. <u>Finance & Administration</u> : Department Summary, Budget & Grants Variance, HCV Key Performance, Investment Portfolio | |
| 5. <u>Housing Operations & Client Services</u> : Department Summary, Homeownership, Family Self-Sufficiency, Special Programs | |

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

- | | |
|---|--------------|
| A. Update on FWHS operations during the COVID-19 pandemic. | TAB 8 |
| B. Development and Asset Management Update | |
| C. 2019 Audit Presentation | |
| D. Resolution approving the Revised Operating Budget for the Central Office Cost Center for Fiscal Year Ending December 31, 2020. [2020.40] | TAB 9 |

- E. Resolution approving the Revised Operating Budgets for the Housing Choice Voucher, Mainstream and Special Programs for Fiscal Year Ending December 31, 2020. **[2020.41]** TAB 10
- F. Resolution authorizing The Housing Development Corporation of Fort Worth to accept donations on behalf of the Stop Six Neighborhood Redevelopment. **[2020.42]** TAB 11
- G. Consider a resolution to accept an amended MOU, finalized financial terms and to submit application for a 4% tax credit for Cowan Place. **[2020.43]** TAB 12
- H. Consider a resolution to execute an amended MOU with Amtex to facilitate the acquisition and development of the Opal. **[2020.44]** TAB 13

VI. **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.

§551.071 Consultation with an attorney.

§551.074 Deliberation on personnel matters.

- 1. President's Review and Contract Renewal

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

VIII. **Adjourn.**



MINUTES

BOARD OF COMMISSIONERS MEETING FORT WORTH HOUSING SOLUTIONS

A Regular Meeting of the Board of Commissioners of Fort Worth Housing Solutions was held at the FWHS Administrative Office Auditorium, 1201 East 13th Street, Fort Worth, TX at 5:00 p.m. on Thursday, the 22nd Day of October, 2020. Roll call of the Commissioners was as follows:

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

ABSENT: Danny Scarth, Commissioner

Also present on the were Mary-Margaret Lemons, President; Heather Raiden, General Counsel; Brian Dennison, Sr. VP of Development & Asset Management; Sonya Barnette, Sr. VP Housing Ops & Client Services; Selarstea Mitchell; VP Assisted Housing; Riza Nolasco, VP Finance & Administration; Tyler Arbogast, VP of Development; Melanie Kroeker, Human Resources Director; Kristin Sullivan, Communications Manager; Kelvin Noble, Procurement Director; Jose Torres, Comptroller; Karen Brown, Accountant; Lanesha Davis; Special Programs Manager; and Chris Key, Executive Assistant.

I. REGULAR SESSION – CALL TO ORDER.

Terri Attaway, Board Chair, called the regular meeting to order at 5:00 p.m.

II. PUBLIC COMMENTS/PRESENTATIONS/CERTIFICATES/ANNOUNCEMENTS.

Mary-Margaret Lemons reported that the recent Cavile presentation for the community went very well. The renderings used at the community meeting were set up so the Board could view them. Kristin Sullivan was thanked for her assistance with the arrangements.

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 Meetings held on August 20, 2020 and September 1, 2020.
- B. Communications and Correspondence.
- C. Monthly Status Reports.

Consent Agenda:

MOVED FOR APPROVAL:	Ramirez
MOTION SECONDED:	Stinson

MOTION CARRIED UNANIMOUSLY.

IV. REGULAR AGENDA:

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

Ms. Lemons reported that FWHS that there has been an extension on the time limit to spend CARES funds which is of benefit to the agency.

B. DEVELOPMENT AND ASSET MANAGEMENT PRESENTATION ON RAD PROPERTIES.

Mr. Dennison distributed an updated report on current RAD activities. Cambridge Court is the last site that will need to be converted and it is ready to close. Plans are that all RAD transactions will be closed and the residents relocated by the end of the year.

Both The Huntley and Casa de Esperanza closed in October. Casa de Esperanza is under construction. Ramon Guajardo is working on the Fair Park and Fair Oaks transactions and staff expects to bring that before the Board in November. Purchase of the new FWHS Headquarters will be closing soon. A resolution will be brought to the Board at this meeting.

The Harmon is projected to be closing in the 3rd quarter of 2021. The Opal will be started when the Holston is 90% complete. River District is pre-leasing now and renderings will be brought to the Board in November.

The Board is reminded that December 2nd is the date planned for the dedication of the EnVision Center and Cavile Knock-Down event. Details will follow later.

Staff is working with Houston and Austin to preserve the PFC model in the upcoming TDHCA 2021 QAP. Some organizations have taken issue with this model for affordable housing.

Pace Property Management has been purchased by Roscoe. Pace manages all the properties once managed by QuadCo.

Casa de Esperanza will add 119 new households. Sonya Barnette and Lanesha Davis have been had to respond very quickly to get all the service providers in place for this permanent supportive housing.

C. 2021 AGENCY PLAN REVIEW.

Selarstean Mitchell gave a brief overview of the Agency Plan which is available for review by the Board and the general public on the FWHS website. Ms. Mitchell reminded the Board that any new activities can only occur if they are in the plan. If a task is in the plan, the agency is not obligated to do it, but it makes it a 'possibility' if the need comes up during the year. Staff does not believe that the 2021 Agency Plan has

anything of a controversial nature. A recent Resident Advisory Board Meeting, called as a requirement of the Agency Plan regulations, had no attendees. That is a good indicator that FWHS clients do not have any major concerns. The Agency Plan Hearing, which is conducted by the Board, will be November 19, 2020 at 6:00 p.m.

D. CONSIDER A RESOLUTION APPROVING 2021 SMALL AREA FAIR MARKET RENTS PAYMENT STANDARDS. [Agenda Item 2020.34, Resolution No. 3083]

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

This year the payment standard will be set at 100% of the Small Area FMRs. Staff discussed this with other HAs in the area to see if FWHS was consistent with them. The rate for PBVs will be set at 110% the Metropolitan FMRs.

E. CONSIDER A RESOLUTION APPROVING THE FWHS RECORDS RETENTION POLICY. [Agenda Item 2020.35, Resolution No. 3084]

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

Each department has had its own records retention policy. This policy puts those into a single agency-wide policy. This is necessary as staff prepares to move to a new headquarters. It will make clear what to keep and what can be disposed. Care will be taken to shred items with any personal or other confidential information.

F. CONSIDER A RESOLUTION AMENDING THE CONTRACT WITH GLOBAL FOR DATA IMAGING SERVICES. [Agenda Item 2020.36, Resolution No. 3085]

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

FWHS will use the GSA contract for hiring scanning team members including people with higher skills. Using GSA (General Services Administration) contractor allows FWHS to skip the RFP process since that has already been done by GSA. This resolution will cover the increased cost due to the need of a scanning team with more specialized skills. It is also a goal of the imaging task to complete the scanning before the headquarters move.

G. CONSIDER A RESOLUTION APPROVING THE PURCHASE OF A NEW FWHS HEADQUARTERS AND ANY AND ALL DOCUMENTS NECESSARY TO COMPLETE THE TRANSACTION. [Agenda Item 2020.37, Resolution No. 3086]

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

Staff believes that \$150,000.00 is needed to close on the 6M total purchase cost of the new building. The building was originally listed at 7M two years ago. An adjusted final figure will be brought before the Board next month to include parking lots and design renovations but this resolution will allow the purchase to proceed. It's estimated that parking, design renovation and furniture should cost no more than 2.5M.

H. CONSIDER A RESOLUTION FOR THE 2021 EMPLOYEE BENEFITS PACKAGE. [Agenda Item 2020.38, Resolution No. 3087]

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

Melanie Kroeker told the Board that area insurance rates are up this year an average of 16.1% but ours was negotiated down to a 5.7% increase. The maximum out-of-pocket was raised and the dependent option is better. It is hoped that the improved dependent option will encourage more participation in the plan which is good for cost but may increase the budget expenditure. Plans are to explore more education and wellness programs this year. A diabetes management plan is in place and a blood pressure management plan will be considered.

Dental coverage is 3% lower this year. The contract Vision coverage is not up for renewal this year. Life insurance is 14% lower. Plans are enable employees to bundle life with short-term disability.

I. CONSIDER A RESOLUTION APPROVING THE DEMOLITION AND ABATEMENT FOR J.A. CAVILE. [Agenda Item 2020.39, Resolution No. 3088]

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

This item has been under discussion for some months but with the relocation of the last residents it is now time to proceed. The estimated cost of 4.1M will use capital funds. The Developer (McCormack, Baron, Salazar) will enter into a contract with 1 Priority Environmental Services to complete the abatement and demolition of the J.A. Cavile Public Housing Community.

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.
§551.071 Consultation with an attorney.

- §551.074 Deliberation on personnel matters.
1. President's Review and Contract Renewal

The Chair called the meeting into Closed session at 6:07 p.m.

VI. RECONVENE REGULAR SESSION for any final action, decision or vote with regard to any matter considered in the Executive Session.

The Chair reconvened the regular session at 6:20 p.m.

VII. ADJOURN.

The meeting was adjourned by the Chair at 6:20 p.m.

Terri Attaway, Chairperson

November 19, 2020
Date

Mary-Margaret Lemons, President & Board Secretary

November 19, 2020
Date



FWHS COMMUNICATIONS COVER SHEET

Board Meeting Date: November 19, 2020

Subject: TAB 2

COMMUNICATIONS –

TAB 2

Obituary:

1. Obituary for C. Don Babers sent to FWHS by the Local HUD Office.

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

1. Photo and article regarding Cowan Place City from the City of Fort Worth, City Place e-news, on October 20, 2020.
2. Photo and article regarding Cowan Place form the Fort Worth Business Press on October 21, 2020.
3. Photo and article regarding the Cavile Place Demolition from FW Inc., on October 29, 2020.
4. Photo and article regarding Cavile Place Demolition Contractor Pick from Fort Worth Business Press on October 30, 2020.

Star-Telegram

Clarence Donald Babers

1946 - 2020



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Clarence Donald Babers

June 23, 1946 - November 2, 2020

Fort Worth, Texas - A great man gone far too soon. Don Babers answered the call to be with the Lord on Monday, November 2, 2020. A true man of distinction, a sage leader, a mentor, a muse, a devoted husband, a proud protective father and a doting brother are a few words that sum up the magnitude of Don's character. Mr. Babers' enormous legacy is a void that will be impossible to be filled or replaced. Anyone that knew and met him can no doubt say that they have been truly honored and blessed to have shared time and space and crossed paths with such a noble spirit.

Don was born to the proud parentage of Maggie and George Babers on

June 23, 1946, on the Northside of Fort Worth, Texas. Don matriculated through Milton L. Kirkpatrick elementary, middle and high schools. Don went on to study and achieve his Bachelor of Arts in History and Sociology from the University of Texas at Arlington from 1965-1969, where he was one of the first African American students admitted to the campus post desegregation. While he was there, he and 12 other jewels founded the Devastating Zeta Chi Chapter of Alpha Phi Alpha Fraternity Inc, on December 22, 1969, paving the road for future men of distinction to crossover and form a bonded brotherhood that can never be broken. With a degree in hand and a heart full of passion to help the people, Don was offered an opportunity to fulfill his lifelong dream of working in the public sector of the government with the U.S. Department of Housing and Urban Development. In June of 1970, Don started with HUD as an intern working in the Fort Worth office. He was then transferred to Little Rock, Arkansas from 1971-1975, to work as an Equal Opportunity Specialist where he then became the Acting Director of the Office of Fair Housing and Equal Opportunity. In July of 1971, he married the love of his life Ms. Shiela Guinn and made her Mrs. Babers. As fate would have it, he was transferred back to his hometown of Fort Worth where he held numerous managerial positions and would later go on to manage the Dallas office of HUD between 1975 through 2005. With Hurricane Katrina, the HUD Secretary appointed Mr. Babers as Recovery Advisor/Chairman of the Board of the Housing Authority of New Orleans (HANO), in which he oversaw the herculean task of restructuring and reorganizing New Orleans' "Big Four" public housing developments which were deemed to be unlivable by Hurricane Katrina. Mr. Babers tirelessly worked in New Orleans for four years to ensure that those that were displaced would be provided modern and safe housing. Mr. Babers was up against formidable conditions in a highly charged environment at the time, but his pragmatic leadership style and altruistic nature for the greater good of the people allowed him to form dynamic partnerships between Federal, State, City agencies, officials, legislators, private and non-profit organizations,

residents and the national media. In 2006 his actions in New Orleans and his distinguished track record earned him the Presidential Rank Award for Meritorious Executive, the highest award a career federal civil servant can receive. Mr. Babers was also instrumental in helping several tenants win class action housing discrimination lawsuits in East Texas in his tenure.

In 2010, Mr. Babers was tapped by HUD Secretary Shaun Donovan to serve as HUD's Acting Southwest Regional Director for Texas, Arkansas, Louisiana, New Mexico and Oklahoma which entailed him to oversee the delivery of HUD programs and services to communities and evaluate their effectiveness. Mr. Babers acted in this capacity until he "retired" after 42 years of faithful service in June of 2012 with the U.S. Department of Housing and Urban Development. As you can imagine, retirement was far from Mr. Babers plans. In late June 2012, he used his cumulative years of housing know-how and conceived the Babers Group Incorporated which was his way of providing expertise to the communities of Fort Worth and Dallas at large, to aid in disaster preparation and disaster recovery as well as speaking engagements which he looked forward too. Mr. Babers was an esteemed member of the Dallas Mortgage Bankers Association, the Dallas Realtor Lender Committee, the Dallas Board of Realtors and the National Association of Real Estate Brokers, amongst others

Spiritually, Brother Babers grew up in the historic Shiloh Missionary Baptist Church under the patronage of the late great Albert E Chew. Mr. Babers served proudly as a chairman of the deacon board as well as on the finance committee.

Socially, Mr. Babers was an Archon in the Delta Mu Boule Chapter of Sigma Pi Phi Fraternity as well as a lifelong member of Alpha Phi Alpha Fraternity.

Mr. Babers leaves his mourning wife Shiela of 49 years, daughters Thalassia (Yves) Mombeleur, Amena Babers, son Timothy (Starlet) Burleson, sisters Billye Johnson, Verita Mann, brother Elvis (Sonia) Babers, grandchildren Gabriel, McKinley, Sydney and Dylan Dews, Ysa and Teige Mombeleur, Timothy Burleson Jr, a host of cousins, nephews and

friends.

Memorials: Donations can be made to The C. Donald Babers Memorial Scholarship Fund. Checks can be made to the University of Texas at Arlington. ATTN: Brady Minor, Director of Development for University Initiatives, University Advancement, 701 S. Nedderman Drive Box 19198 Arlington, TX 76019-0198. Brady.minor@uta.edu or 254.722.2302

Visitation: Tuesday November 17th and Wednesday November 18th from 1pm-6pm at Baker Funeral Home.

Burial: Private internment

BAKER FUNERAL HOME

301 E. Rosedale St., 817-332-4468

View and sign guestbook at

www.star-telegram.com/obituaries

To Plant Memorial Trees in memory, please visit our [Sympathy Store](#).

Published in Star-Telegram on Nov. 15, 2020.

MEMORIAL EVENTS

NOV Visitation

17

01:00 - 06:00 PM

[Baker Funeral Home - Fort Worth](#)



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City News

Mixed-income community forms Phase I of Stop Six Choice Neighborhood

Published on October 20, 2020



Fort Worth Housing Solutions and development partner McCormack Baron Salazar have finalized architectural renderings for Cowan Place, the mixed-income, senior living community that forms Phase I of the Stop Six Choice Neighborhood Initiative.

The 174-unit, four-story development south of East Rosedale Street and west of Stalcup Road will feature stucco, brick and metal facades in a contemporary design notable for its lighted “lantern” that signals a bright, modern future for one of Fort Worth’s historic communities, architects say.

“The idea is that if you are headed west on Rosedale, you will see immediately that something is different in this community,” said Michael Bennett, principal and CEO of Bennett Benner Partners, Cowan Place architect. “It’s a building that is modern, crisp and forward-looking.”

City Councilmember Gyna Bivens, whose District 5 includes Stop Six, called the renderings “breathtakingly beautiful” and an emblem of renaissance for Stop Six.

“Not only is this apartment complex a gateway to the west, it is also a beacon welcoming senior citizens who will call it home,” Bivens said. “When you think of the access to services that will be available to senior citizens and the larger community, Cowan Place will definitely be a social anchor in this community.”

HUD Choice Neighborhood

The \$35.3 million Cowan Place is the first of six planned phases of affordable housing for this southeast Fort Worth community and the first new housing development of any magnitude in Stop Six in decades.

The development is named for Alonzo and Sarah Cowan, who purchased three acres in the community in 1902 and donated land for the area’s first church. Stop Six initially was known as Cowanville in recognition of the family’s contribution and later renamed for its post on a Fort Worth-Dallas electric streetcar line.

In April 2020, the U.S. Department of Housing and Urban Development awarded Fort Worth Housing Solutions and the City of Fort Worth a coveted \$35 million Choice Neighborhood Initiative Implementation Grant to seed development outlined in a related Transformation Plan. In all, Fort Worth Housing Solutions will develop more than 1,000 new units of mixed-income rental housing across the community. The HUD grant is expected to leverage \$345 million in investment over six years for the neighborhood.

Modern amenities

Cowan Place plans call for 163 one-bedroom units and 11 with two-bedrooms. Each unit will have washer and dryer connections in the units, but space is also provided for community laundry areas.

The development will wrap around a central courtyard terraced to fit the natural slope of the site. Ground-floor community spaces include room for a library and theater, fitness studio, salon, billiards, crafts and private meetings with healthcare professionals. Common spaces are designed to open out onto the courtyard. Many of the large oak trees on the vacant site will be preserved.

The plan also includes an exterior art wall at the main entry facing Stalcup, a space that could bring residents together with area high school or university students to create community exhibits, Bennett said.

Rents will be reduced for qualified low-income households. Construction is expected to begin in spring 2021 with substantial completion in fall 2022. Cowan Place should provide homes for up to 48 former Cavile Place residents who wish to return to their neighborhood.

Business > Renderings released for Stop Six's Cowan Place

BUSINESS GOVERNMENT

Renderings released for Stop Six's Cowan Place

By **FWBP Staff** October 21, 2020



Cowan Place rendering courtesy CoFW

Fort Worth Housing Solutions and development partner **McCormack Baron Salazar** have finalized architectural renderings for **Cowan Place**, the mixed-income, senior living community that forms Phase I of the Stop Six Choice Neighborhood Initiative.

The 174-unit, four-story development south of East Rosedale Street and west of Stalcup Road will feature stucco, brick and metal facades in a contemporary design notable for its lighted “lantern” that signals a bright, modern future for one of Fort Worth’s historic communities, architects say.

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- Advertisements -

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- Advertisements -

In July, Fort Worth Housing Solutions announced the selection of dlb Consultants of Arlington to provide construction support consulting services for the first phase of Cowan Place.

The Arlington-based firm, led by founder Demetria Bivens, will create, direct, implement and manage the Section 3 and Minority- and Women-Owned Business Enterprise program for the community of one- and two-bedroom units tailored for seniors, Fort Worth Housing Solutions said in a news release. She is not related to Fort Worth City Councilwoman Gyna Bivens.



Cavile Place Demolition Expected Beginning in December

BY SCOTT NISHIMURA OCT. 29, 2020 | 12:36 P.M.

Fort Worth Housing Solutions said Thursday it's awarded a \$2.8 million contract for the abatement and demolition of the former Cavile Place public housing community in Southeast Fort Worth's Stop Six to 1 Priority Environmental Services, LLC, a Fort Worth business that specializes in asbestos removal.



"Crews will begin to safely remove plaster, sheetrock, roofing and piping materials from the 300-unit complex as early as Nov. 6 near East Rosedale and Liberty streets, moving west through the 22-acre site," Housing Solutions said in a release. 1 Priority has subcontracted with Midwest Wrecking Co. of Texas, based in Fort Worth, for demolition. That is expected to occur between December and March, Housing Solutions said.

1 Priority has committed to award 30% of the total contract value to

women- and minority-owned subcontractors, and is working closely with Fort Worth Housing Solutions partners to meet goals for hiring area residents and qualified persons under the federal Housing and Urban Development department's Section 3 program, Housing Solutions said.

Those opportunities will be advertised, Heath Watson, 1 Priority vice president, said in the release.

"As a Fort Worth business owner, it's really nice to get to work on a project in your community," Watson said. "Stop Six needs some love, and that's what we intend to do. It's good to be working for the betterment of the community, whether that's through employment opportunities or the housing that we will make room for."

Mary-Margaret Lemons, Fort Worth Housing Solutions president, said: "We welcome 1 Priority to our team and are pleased to work with a company so committed to creating economic opportunity in our community while preparing the Cavile site for new, affordable housing."

The demolition of Cavile Place is the next step in the Stop Six Choice Neighborhood Initiative, an effort to develop more than 1,000 units of mixed-income housing and community hub for the historic neighborhood. The site is targeted for mixed-income, multi-family developments, but a significant portion of the new affordable-rate units will be reserved for former Cavile residents and other people who qualify for housing assistance, Housing Solutions said.

1 Priority will operate under the direction of McCormack Baron Salazar, Housing Solutions' lead partner for the initiative.

1 Priority has already subcontracted with several women- or minority-owned businesses for pieces of the demolition project, Housing Solutions said. Those include: B&B Materials and Services LLC and B&B Waste Transit, both of Corinth, Universal Fence Company of Hurst and Terradyne Group LLC of Carrollton, all women-owned. J&D Son Trucking Enterprise Inc. of Dallas is a minority-owned business.

Companies interested in related business and work opportunities can contact Demetria Bivens of dlb Consultants, assisting with construction support services, at demetria@consultantsdlb.com.

https://fortworthinc.com/real-estate/demand-for-accountants-is-growing_1/

###

FORT WORTH BUSINESS PRESS

FWHS picks demolition contractor for Stop Six Choice Neighborhood Initiative

By [FWBP Staff](#)

October 30, 2020

Fort Worth Housing Solutions has awarded a \$2.8 million contract for the abatement and demolition of the former Cavile Place public housing community to 1 Priority Environmental Services LLC, a Fort Worth-based business that specializes in asbestos removal.

Crews will begin to safely remove plaster, sheetrock, roofing and piping materials from the 300-unit complex as early as Nov. 6 near East Rosedale and Liberty streets, moving west through the 22-acre site, Fort Worth Housing Solutions said in the announcement.

1 Priority has subcontracted with Midwest Wrecking Co. of Texas, also based in Fort Worth, for demolition services, which is expected to take place between December and March.

1 Priority has committed to award 30 percent of the total contract value to women- and minority-owned subcontractors, and is working closely with Fort Worth Housing Solutions partners, including dlb Consultants, to meet goals for hiring area residents and qualified persons under the U.S. Department of Housing and Urban Development's Section 3 program.

Those opportunities will be advertised as the work gets underway, said Heath Watson, 1 Priority Vice President.

"As a Fort Worth business owner, it's really nice to get to work on a project in your community," Watson said. "Stop Six needs some love, and that's what we intend to do. It's good to be working for the betterment of the community, whether that's through employment opportunities or the housing that we will make room for."

Mary-Margaret Lemons, Fort Worth Housing Solutions president, said: "We welcome 1 Priority to our team and are pleased to work with a company so committed to creating economic opportunity in our community while preparing the Cavile site for new, affordable housing,"

The demolition of Cavile Place is the next step in the Stop Six Choice Neighborhood Initiative, a multi-year effort to develop more than 1,000 units of mixed-income housing and a community hub for the historic and often overlooked community in southeast Fort Worth. The site is targeted for mixed-income, multi-family developments. A significant portion of the new, affordable units will be reserved for former Cavile residents and others who qualify for housing assistance.

HUD awarded Fort Worth Housing Solutions and the City of Fort Worth a \$35 million Choice Neighborhood Initiative Implementation Grant in April 2020 to seed the community revitalization. The HUD award is expected to leverage \$345 million in investment over six years for the neighborhood.



1 Priority will operate under the direction of McCormack Baron Salazar, the nation's leading for-profit developer, manager and asset manager of economically-integrated urban neighborhoods. The company is the Housing lead partner for the Stop Six Choice Neighborhood Initiative and has extensive experience with similar revitalization efforts across the U.S.

Louis Bernardy, McCormack Baron Salazar senior vice president and director of development for Texas, said the abatement and demolition work "represents a new beginning for former residents of Cavile and an opportunity to embrace the history and culture of the Stop Six community as we proceed with the development of new housing over the next several years."

1 Priority has subcontracted with several women- or minority-owned businesses for various elements of the overall demolition project.

B&B Materials and Services LLC and B&B Waste Transit, both of Corinth, are women-owned businesses as are Universal Fence Company of Hurst and Terradyne Group LLC of Carrollton. J&D Son Trucking Enterprise Inc. of Dallas is a minority-owned business.

Companies interested in learning about related business and work opportunities may contact Demetria Bivens of dlB Consultants, which is assisting with construction support services, at demetria@consultantsdlb.com

<https://fortworthbusiness.com/government/fwhs-awards-demo-contract/>

###



FWHS MONTHLY STATUS REPORTS COVER SHEET

Board Meeting Date: November 19, 2020

Subject: TABS 3-7

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. Development Activities | |
| b. Asset Management Reports | |
| 1) Occupancy | |
| 2) Rent Collection | |
| 3) Inspections | |
| 4. Finance & Administration (Accounting, Finance, IT) | TAB 6 |
| a. Department Summary | |
| b. Budget and Grants Variance | |
| c. HCVP Key Performance | |
| d. Investment Portfolio | |
| 5. Housing Operations & Client Services | TAB 7 |
| a. Special Programs, FSS-Homeownership | |
| b. Low Income Housing Activities | |

PRESIDENT'S REPORT

October 1 - 31, 2020

ALL EVENTS OCCURRED VIRTUALLY UNLESS OTHERWISE NOTED



Federal, State, Regional & Local Government Meetings:

- Emergency Solutions Grant – HUD Guidance on Contracts
- Maximizing CARES Funding w/ HUD DC
- ICT Homeless Mgmt. Information System w/ HUD

Other Meetings:

- Permanent Supportive Housing – Casa de Esperanza
 - Tenant Personal Property Policy
 - Leasing Coordination
 - Final Closing
- Cavile Stop Six CNI Meetings
 - Check-In w/ HUD (Prelim & Actual Mtg)
 - Housing Plan (2)
 - People Strategy (2)
 - Education HUB Concerns Mtg (2)
 - Funding Discussion
 - MBS-CVR-Urban Strategies
 - Meeting w/ Amon G Carter Foundation
 - Meeting w/ Texas Women's Foundation
 - SSCNI Community Update & Tech Rehearsal
 - SSCNI Transformation Mtg w/ NTCOG & Next Steps Mtg w/ Staff/MBS
 - Monthly Cavile Resident Meeting
 - SSCNI Coordination Meeting w/ Stakeholders
- Mtg w/ Developer – Ojala
- TCHC Homeless Huddle (2)
- Staff Teleconferences
 - Development Update (2)
 - Executive Team (3)
 - Employee Year-End Plans/Incentives & 2021 Employee Benefits (2 Mtgs)
 - FWHS Funding Outlook w/ Development, Hsg Ops/Client Services & Finance/Admin
 - Discussion of Public Facility Corporations
 - November Board Items
 - 172 Hillside Mtg w/ Auditor and Finance & Administration

Board Mtgs, /Events/Trainings or Continuing Education:

- DFWI Board Meeting
- FWHS October Board Meeting (in person)
- PHADA Board of Trustees Subgroup – Deregulation & Flexibility
- CLPHA Member Meeting
- Continuum of Care Housing Committee Mtg
- State of the County
- Fair Housing Roundtable & Rehearsal (HUD DC, Ben Carson)
- Welcome at RFTA Meeting w/ Landlords
- Tarrant County Foundation Advocates for Justice
- Tour of Mistletoe Station
- Near Southside Creative Incubator Focus Group
- Final Signatures on Huntley Closing w/ Harris Finley Bogle
- Tarrant County Bar Foundation Advocates for Justice

FORT WORTH HOUSING SOLUTIONS			
HUMAN RESOURCES REPORT OCTOBER 2020			
New Hires	Hire Date	Position	Department
Cynthia Triche	10/19/2020	Section 3 Coordinator	Procurement
Terminations	Term Date	Position	Department
N/A			
Promotions, Reassignments & Transfers			
Name	From Position	To Position	Department
N/A			
FWHS EMPLOYEE COUNT: 94			



Communications Report

November 2020

EVENTS MANAGEMENT

Oct. 21, 2020 - Stop Six Choice Neighborhood Community Update: Planned, coordinated, and produced second virtual briefing with CNI team, McCormack Baron Salazar, Bennett Benner Partners, Urban Strategies Inc. and others. 164 attendees and participants logged in to hear seven presenters. The presentation is available at <https://stopsixcni.org/wp-content/uploads/2020/10/FINAL-10.21.20-SSCNI-PPT.pdf>

Upcoming:

- **3-4:30 p.m. Wednesday, Nov. 18 – Last Stop Six Choice Neighborhood Initiative Community Update for 2020.** Presentations will focus on next steps toward Cavile Place demolition, Cowan Place construction, planning neighborhood improvements and what to expect in 2021. Register at https://us02web.zoom.us/meeting/register/tZcrcO6hpjlpHNF_MTIWttaOBpIGY3yvUvqi
- **1-2:30 p.m. Wednesday, Dec. 2 – Cavile Place Demolition Kickoff and Fort Worth EnVision Center Recognition Event,** Cavile Place, 1401 Etta St., Fort Worth, Texas 76105. Limited in-person audience, Broadcasting on Facebook Live. Invitations will be emailed.
- **1 p.m. Wednesday, Dec. 16 - Casa de Esperanza Grand Opening,** 3860 Tanacross Drive, Fort Worth, Texas 76137. This is FWHS' permanent supportive housing community developed in partnership with Ojala Holdings and with multiple agencies that provide services to persons at risk of homelessness.

MARKETING AND PROMOTION

Nov. 5, 2020: Created and distributed FWHS Client newsletter to 7,021 contacts, 34 percent open rate. View at <https://conta.cc/2TYSZlZ>

Oct. 28, 2020: Supported BLOCK Companies Multifamily Subcontractors Opportunity Day through event planning, graphics, social media promotion and other work. Virtual event held to inform subcontractors and trades vendors of work opportunities related to the planned Cowan Place senior living community, Phase I of the Stop Six Choice Neighborhood Initiative.

Oct. 29, 2020: Created and distributed second FWHS Employee Connection e-newsletter to 92 employees; 62 percent open rate. View at <https://conta.cc/2lrr0Zo>

Oct. 22, 2020: Supported FWHS Landlord Workshop with e-mail marketing, presentation and Zoom virtual meeting assistance. More than 100 client and potential clients logged in.

MEDIA PLACEMENTS

FWHS picks demolition contractor for Stop Six Choice Neighborhood Initiative, Fort Worth Business Press, Oct. 30, 2020, <https://fortworthbusiness.com/government/fwhs-awards-demo-contract/>

Cavile Place Demolition Expected Beginning in December, Fort Worth Inc., Oct. 29, 2020, https://fortworthinc.com/real-estate/demand-for-accountants-is-growing_1/

FWHS picks demolition contractor for Stop Six Choice Neighborhood Initiative, News Break, Oct. 29, 2020, <https://www.newsbreak.com/texas/fort-worth/news/2093198115053/fwhs-picks-demolition-contractor-for-stop-six-choice-neighborhood-initiative>

MEDIA MENTION

Small, yet high-tech: How to make apartments affordable in cool parts of Fort Worth, Fort Worth Star-Telegram, Oct. 12, 2020, <https://www.star-telegram.com/news/business/growth/article246313405.html>

SOCIAL MEDIA

Stop Six Choice Neighborhood channels

- 528 Facebook followers, post reach of 9,732 people.
- Top post: Oct. 19 post on Fall Job Fair, reached 4,112 people.
- Smaller audiences on LinkedIn, Twitter

FWHS channels

- 1,672 Facebook followers, peak post reach of 1,140 people
- Top post: Oct. 15 post seeking bids for videography services, reached 1,900 people
- 329 LinkedIn followers, 414 Twitter followers

###

**FWHS Procurement Department Summary
October 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	11/5/2020
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	11/5/2020
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	11/5/2020
D & AM	Doug	Disposition of Appliances	Working with user department to auction/dispose of the appliances at both Butler & Cavile.	N/A	11/5/2020
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	11/5/2020
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	11/5/2020
HR	Melanie	Automatic Mailer System	Procurement team has finalized the new mailer delivery with Pitney Bowes. Delivery set for the week of November 30th, FWHS's current provider has been notified to stop services on 11/30/20.	NA	11/3/2020
D & AM	Brian	Beach Street Roof	Contractor Inspec, Inc. completed the infrared thermal scan on 9/30/2020. An IFB will be created by the user dept from data collected from the infrared scan.	NA	11/3/2020
HCV	Selerstean	Permativ Supportive Housing	Casa de Esperanza selected for PSH-PBV project. Dallas Housing independently approved award.	NA	11/5/2020
D & AM	Brian	Chiller Maintenance Agreement	Contract Modification No. 2 extended option year for Admin Building with Ruscho.	NA	11/3/2020
D & AM	Brian	Rehabilitation of Burn Unit at Carlyle Crossing Apartments	Bid opening was held on 10/22/2020. HCE Construction Group was the apparent lowest responsive and responsible bidder. Procurement team is working on contract for awardee.	NA	11/3/2020
D & AM	Brian	Toilet Replacement at Aventine Apartments	IFB issued on 10/20/2020. Pre-bid was held on 10/28/2020. Bids are due 11/19/20.	Nov	11/3/2020
IT	Kurt	Voice Over IP Contract Modification	Contract Modification No. 1 extended option year with Mitel for phone services.	NA	11/5/2020
D & AM	Brian	Armed Security Services	Contract Modification No. 1 extended option year with Congregational Security Inc.	NA	11/3/2020
Resident Svcs	Sonya	Moving Services	FWHS had two awardes, All Points of Texas and Condor Moving System. A-Rapid Relocation, LLC was deemed as non-responsive. Procurement is currently routing contracts for execution and signatures.	NA	11/3/2020
FWHS	Kelvin	Agency Shred Day	Procurement team has finalized Shredding Services for the Agency's purge day.	NA	11/3/2020
D & AM	Brian	Cintas Fire Protection	Contract Modification no. 1 extended option year with Cintas for Fire Security.	NA	11/3/2020
D & AM	Brian	Commercial Building Inspection	1407 Texas st. / Commercial Building Inspection awarded to Bennett Benner Partner.	NA	11/5/2020
Communications Department	Kristin	Professional Videographer Production Services	Cavile Demolition Kickoff Event & FWHS Year End Highlights. Received bids on 10/28/2020. Awardee is Leo Wesson. Services to start on 11/4/2020.	NA	11/5/2020
Finance	Riza	Sale of three (3) FWHS vehicles	Will utilize Cooperative with Govdeals to auction vehicles.	N/A	11/5/2020

Assisted Housing Program Monthly Report

Month Ending: October 31, 2020

	HCV	%	Mainstream 1	%	Mainstream 2	%	FUP	%	*CTPV	%
Allocated	5,104		100		260		56		298	
Leased	4,425	86.70%	97	97%	18	7%	0	0%	255	85.57%
GENDER										
Male	606	14%	25	26%	4	22%	0	0%	33	13%
Female	3,881	88%	73	75%	14	78%	0	0%	223	87%
RACE										
Black	3,521	80%	68	70%	8	44%	0	0%	220	86%
White	917	21%	30	31%	10	56%	0	0%	34	13%
Asian	41	0.9%	0	0%	0	0%	0	0%	1	0%
Nat American	10	0.2%	0	0%	0	0%	0	0%	1	0%
ETHNICITY										
Hispanic	379	9%	6	6%	1	6%	0	0%	28	11%
DISABLED										
Disabled Under 61	1,041	24%	65	67%	17	94%	0	0%	46	18%
Disabled 61 Over	923	21%	33	34%	0	0%	0	0%	25	10%
AGE										
18-35	1,037	23%	10	10%	3	17%	0	0%	114	45%
36-61	2,325	53%	55	57%	15	83%	0	0%	107	42%
Over 61	1,127	25%	33	34%	0	0%	0	0%	35	14%
AVG INCOME	\$12,495		\$13,136		\$ 12,658		\$0		\$ 10,565	

Please note that detailed numbers may not match leased numbers because of different reports used.

* CTPV includes Butler families who have been issued Cavile Tenant Protection Vouchers

Monthly Activities

Enhanced partnerships to increase Family Unification Program referrals
 Conducted virtual Landlord Workshop announcing new technologies
 Continued progress with with artificial intelligence technology
 Continued progress with with Documents Management System implementation
 Finalized Web App Set-up in preparation for opening of HCVP Waiting List
 Increased efforts to collect debts have resulted in over \$90,000 collected
 Three PBV projects in various stages of implementation
 Special inspections related to Sycamore Center Villas Public Housing and Assisted Housing units
 Vice-President of Assisted Housing participated in Texas Housing Association Board meeting
 Vice-President of Assisted Housing participated in Barbara Holston Education Fund Board meeting

TX004 HCV Leasing and Spending Projection

PHA Name				PHANumber				TX004				Utilization Report:				UtilizationReport				Print				TYT Guide				TYT Videos																							
Housing Authority of Fort Worth												Save				Access Additional Tools				Disclaimer																															
ACC/Funding Information								Funding Proration/Offset Levels				Program Projection Variables								Leasing and Spending Outcomes: Current and Following Year Projections																															
ACC	Current Year (2020)	Year 2 (2021)	Year 3 (2022)					HAP				Success Rate				80%				Annual Turnover Rate				9.8%				2020				2021																			
Beginning ACC Vouchers	5,761	5,817	5,817					Year 2 (2021) Rebenchmark				100.0%								PIC EOP % as of 7/31/2020 (417 EOPs): 8.51%				UML % of ACC (UMA)				86.2%				82.9%																			
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: 3.04 months)								HAP Exp as % All Funds				95.1%				96.3%																			
Initial BA Funding (net offset)	\$45,100,686	\$44,168,875	\$44,947,632					Year 2 (2021) % 'Excess' Reserves Offset				25.0%				% leased in 30 days				16%				*Estimated* 2021 Inflation				HAP Exp as % of Eligibility only				97.2%				101.2%															
Offset of HAP Reserves	\$0	\$0	\$0					Year 3 (2022) % 'Excess' Reserves Offset				0.0%				% leased in 30 to 60 days				26%				5.9%				End of Year Results																							
Set Aside Funding	\$0							Administrative Fees								% leased in 60 to 90 days				19%								Projected 12/31 Total HAP Reserves				\$2,261,803				\$1,736,950															
New ACC Units Funding	\$355,466	\$253,904	\$0					Year 1 (2020)				79.0%				% leased in 90 to 120 days				16%				Remember Income Change Effects on the PUC				HAP Reserves as % of ABA (Start: 2.1%)				5.0%				3.9%															
Total ABA Funding Provided	\$45,456,152	\$44,422,779	\$44,947,632					Year 2 (2021)				80.0%				% leased in 120 to 150 days				23%								"Excess" Reserves Subject To Offset				\$0				\$0															
PHA Income	\$23,802	\$0																														End of Year 3 Results (2022)																			
Total Cash-Supported Prior Year-End Reserves	\$950,724	\$2,261,803	\$1,736,950					HUD-Held Reconciliation Cash Sufficiency Check																				\$4,390,029				9.8%				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	\$46,430,678	\$46,684,582	\$46,684,582					HUD-Reconciled				\$950,724				\$953,983				HUD-Reconciled (Cash Capped)								CARES Act Admin Fees - Round 1				<= 7,200 UMLs (No Proration)				> 7,200 UMLs (No Proration)				Admin Fees Earned (PY: \$3,650,150)				\$3,608,729				\$3,527,300			
								Lower of H17/I17 (May Override)				\$950,724				Lower of H17/I17 (May Override)								\$733,744				\$81.33				\$75.91				Expense				\$4,138,044				\$4,206,180							
PHI 2020-17	Funded PUC	Current PUC	Change					HUD-Reconciled Excess Cash v PHA RNP (12/31/2019)												Round 2								Expense %				114.7%				119.2%															
CARES Act Increased PUC Category Check	\$731	\$750	2.6%					HUD v. PHA difference: (\$3,259.00) or 0% of Eligibility				\$886,150				RNP ***** = EOY Excess Cash				\$882,891								\$907,067				TX004 has a cost per UML of \$68.31 compared to its Earnings/UML & Size peer group of \$45.00 (a difference of 34.1%) and its state peer group (of all PHAs in the state) of \$54.59 (a difference of 20.1%).				Based on the most recent, official (end of fiscal year) UNP, TX004 has a projected 2020 Calendar Year-End (CYE) UNP of (\$641,492) (or -17.8% of CY 2020 Earned Admin Fees) and a 2021 CYE UNP of (\$1,320,372) (or -37.4% 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	4,875	\$3,370,300					4,875	\$3,370,300	\$691		84.6%	89.0%	84.6%	89.0%			
Feb-20	5,761	4,890	\$3,525,725					4,890	\$3,525,725	\$721		84.8%	91.0%	84.9%	93.1%			
Mar-20	5,761	4,912	\$3,450,131					4,912	\$3,450,131	\$702		84.9%	91.0%	85.3%	91.1%			
Apr-20	5,761	4,987	\$3,598,176					4,987	\$3,598,176	\$722		85.3%	92.0%	86.6%	95.0%		\$0	
May-20	5,761	5,032	\$3,732,532					5,032	\$3,732,532	\$742		85.7%	93.3%	87.3%	98.5%		\$0	
Jun-20	5,817	5,043	\$3,732,466					5,043	\$3,732,510	\$740		85.9%	94.2%	86.7%	98.5%		\$44	
Jul-20	5,817	5,054	\$3,805,958					5,054	\$3,807,274	\$753		86.0%	95.1%	86.9%	100.5%		\$1,316	
Aug-20	5,817	5,042	\$3,760,373					5,042	\$3,763,270	\$746		86.1%	95.6%	86.7%	99.3%		\$2,897	
Sep-20	5,817	5,038	\$3,793,116					5,038	\$3,804,977	\$755		86.2%	96.2%	86.6%	100.4%		\$11,861	
Oct-20	5,817	5,045	\$3,832,001					5,045	\$3,853,181	\$764		86.2%	96.7%	86.7%	101.7%		\$21,180	
Nov-20	5,817	5,022	\$3,743,452	25				5,022	\$3,766,074	\$750		86.2%	97.0%	86.3%	99.4%		\$22,622	
Dec-20	5,817	0	\$0	50	15	3	-20.0	5,020	\$3,764,724	\$750		86.2%	97.2%	86.3%	99.4%			
Total	69,524	54,940	\$40,344,231	75	5	3	-20.0	59,960	\$44,168,875	\$737		86.2%	97.2%					
2021																		
Jan-21	5,817				2	12	-40.9	4,993	\$3,764,867	\$754	\$754	85.8%	101.7%	85.8%	101.7%			
Feb-21	5,817				2	14	-40.7	4,969	\$3,767,038	\$758		85.6%	101.7%	85.4%	101.8%			
Mar-21	5,817				2	11	-40.5	4,941	\$3,766,679	\$762		85.4%	101.7%	84.9%	101.7%			
Apr-21	5,817				2	11	-40.3	4,914	\$3,766,528	\$766		85.2%	101.7%	84.5%	101.7%			
May-21	5,817				2	9	-40.0	4,885	\$3,765,046	\$771		84.9%	101.7%	84.0%	101.7%			
Jun-21	5,817				2	0	-39.8	4,848	\$3,756,487	\$775		84.7%	101.7%	83.3%	101.5%			
Jul-21	5,817				2	0	-39.5	4,810	\$3,747,960	\$779		84.4%	101.6%	82.7%	101.2%			
Aug-21	5,817				2	0	-39.2	4,773	\$3,739,465	\$783		84.1%	101.5%	82.1%	101.0%			
Sep-21	5,817				2	0	-38.9	4,737	\$3,731,003	\$788		83.8%	101.5%	81.4%	100.8%			
Oct-21	5,817				2	0	-38.6	4,700	\$3,722,573	\$792		83.5%	101.4%	80.8%	100.6%			
Nov-21	5,817				2	0	-38.3	4,664	\$3,714,176	\$796		83.2%	101.3%	80.2%	100.3%			
Dec-21	5,817				2	0	-38.0	4,628	\$3,705,810	\$801		82.9%	101.2%	79.6%	100.1%			
Total	69,804	0	\$0	0	0	57	-474.7	57,863	\$44,947,632	\$777		82.9%	101.2%					
Graphs		SPVs: Additional SPV leasing should focus on the 29 unleased VASH vouchers and the 68 unleased FUP vouchers. FINANCIAL: Beginning Year: Cash & Investments (VMS) of \$1,770,842 compares to RNP (VMS) of \$1,770,842. Current: VMS Cash & Investments of \$1,770,842 compares to VMS RNP plus UNP of \$1,770,842. PBVs: Currently, the PHA reports 265 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 34 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)		

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

For the Month Ending: October 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 is without basic living necessities.
3. Management continues to monitored tenant rent billed, rent payed, payment arrangements for those who could not pay, and assisting those residents to programs for support with rent and utility assistance.
4. The eviction moratorium has been lifted as of July 31, 2020. On August 31, 2020 the **U.S. Centers for Disease Control and Prevention** has issued a moratorium on evictions through December 31, 2020, to help prevent the spread of COVID-19. FWHS continues to closely tenant eviction activities.
5. Aside from the properties under construction and excluding Butler and Cavile, the property portfolio was consistent at 96% occupancy and 92% total collections.

RAD INITIATIVE/CLOSE OUT		
<u>Site</u>	<u>HAP Start Date</u>	<u>Notes</u>
Cambridge Court	Projected 12/1/2020	Closing projected by 11/30/2020 with 12/1/2020 HAP.

DEVELOPMENTS UNDER CONSTRUCTION BUTLER		
<u>Property</u>	<u>Total Units</u>	<u>Notes</u>
Patriot Pointe	220 Units	Under construction, 87% complete, January 2021 projected completion date
Stallion Ridge	204 Units	Under construction, 57% complete, May 2021 projected completion date
The Holston	265 Units	Under Construction, 75% complete, July 2021 projected completion date
River District	293 Units	Under Construction, 87% complete, December 2020 projected completion date

PERMANENT LOAN CONVERSIONS [COMPLETED]		
<u>Site</u>	<u>Closing Date</u>	<u>Notes</u>
Campus	08/28/2020	Project converted to perm loan in August 2020
Standard at Boswell	TBD	Anticipated Closing Date in December 2020

REFINANCE - REPOSITIONING			
<u>Site</u>	<u>Developer</u>	<u>Units</u>	<u>Status</u>
Post Oak East	FWAI	293	Projected closing December 2020
Fair Oaks/Fair Park	FWAI	133	Payoff Current Lender, Refinance debt with FWAI December 2020
Carlyle Crossing	FWAI	167	Comprehensive capital repairs/maintenance, begin December 2020
Pavilion at Samuels	Carleton	46	Comprehensive capital repairs/maintenance, begin December 2020
Cambridge Court	FWAI	330	Comprehensive capital repairs/maintenance, begin December 2020

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

For the Month Ending: October 31, 2020

CAVILE CNI			
<u>Site</u>	<u>Developer</u>	<u>Units</u>	<u>Status</u>
Cavile Demo-Abatement	1 Priority Environmental Services	n/a	Projected Abatement Start 11/2020, completed mid-2021
Repurpose Cavile Boys & Girls Club	TBD	n/a	Temporary CNI HQ, Scope of work will be completed November 2020

PIPELINE PROPERTIES			
<u>Site</u>	<u>Developer</u>	<u>Units</u>	<u>Status</u>
Cowan Place	MBS	174	CNI - 4% LIHTC
The Huntley 940 E. Weatherford	Stone Hawk Development	250	PFC
Harmon Homes	Ojala	240	PFC
The Opal	AMTEX	345	PFC
PSH CARES Act Initiative	Ojala	119	COFW Cares Act Funding RFP

Other Development Activities:

1. All property inspections – REAC, UPCS, TDHCA, Investor, etc. 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 PHA units. Projected to close in November, 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. Abatement should begin in November 2020 with demolition completed mid-2021.
4. FWHS has been awarded the Choice Neighborhoods Implementation (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) have collectively worked with HUD on the CNI kickoff and are subsequently meeting monthly.
5. FWHS and MBS are currently evaluating options to structure and finance the Cowan Place project (the first phase of the Stop Six CNI). The Bond request has been reviewed and approved by the TBRB Texas Bond Review Board, and the application for 4% LIHTC will be submitted in December 2020 with the proposed closing date in April-2021.
6. FWHS and MBS are considering the best path forward for Phase 2 of the CNI. Some good news is that FWHS was granted a waiver by TDHCA so that we can apply for 9% low income housing tax credits with Phase 2 – but the exact program has not yet been set.

EXECUTIVE SUMMARY

PORTFOLIO PROGRAMMING/OCCUPANCY INFORMATION										
AS OF OCTOBER 30, 2020										
Property	PMC	Total Units	RAD	Tax Credit	PBV	HOME	Market	Vacant	Occupied	Occupancy %
Alton Park	Mayfair	195	15	142	28		9	11	184	94.4%
Aventine	Allied Orion	240	36	240				4	235	97.9%
Avondale	Mayfair	160	25	79	40		16	4	156	97.5%
Butler	FWHS	412							11	2.7%
Cambridge	Pace	330	33-PH	297				32	299	90.6%
Campus	Mayfair	224	15	175	22		12	16	209	93.3%
Candletree	Pace	216	44	172		11		7	209	96.8%
Carlyle	Pace	138		138				3	134	97.1%
Cavile	FWHS	300								0.0%
Dixon @ Stonegate	Lincoln	58	58					2	57	98.3%
Fair Oaks	Pace	76	76					3	73	96.1%
Fair Park	Pace	48	48					2	46	95.8%
Harmon Sr	Mayfair	160	12	112	10		16	5	154	96.3%
Henderson	Greystar	194	19				96	11	183	94.3%
Highpoint	Greystar	227					227	9	218	96.0%
Hillside	Pace	172		110			67	11	161	93.6%
Hunter Plaza	Pace	164	25	60	30	14	49	18	146	89.0%
Holston		264								
KOP	Pace	18		10		10	8	1	17	94.4%
Hometowne	Pace	198		198		10		6	192	97.0%
Overton	Pace	216	54	162				6	210	97.2%
Palladium	Omnium	150	15	92			58	0	144	96.0%
Patriot Pointe	Capstone	220	22		22					0.0%
Pav Samuels	Pace	36				4		2	34	94.4%
POE	Allied Orion	246		216				22	224	91.1%
Prince Hall	Monroe	76						9	67	88.2%
Res McAlister	MVAH	124	22	90			12	2	122	98.4%
River District										
Sabine	Monroe	72						5	67	93.1%
Scattered Sites	FWHS	16						0	16	100.0%
Sedona	Wind River	172	11	161	15			3	171	99.4%
Siddons	Pace	152	12	140				2	150	98.7%
Silversage	MVAH	120	23	97				1	119	99.2%
Springs	Capstone	430						76	354	82.3%
Stallion Pointe	Capstone	264	15	188	25		25	16	248	93.9%
Stallion Ridge		204	20		20					0.0%
Standard Boswell	Capstone	128	12	106			10	3	125	97.7%
Sycamore Ctr	Ellington	47						19	28	59.6%
Villas by the Park	Pace	172	27	172				9	163	94.8%
Villas of Eastwood	Pace	160	13	160				1	159	99.4%
Villas on the Hill	Pace	72		70	2	4		1	71	98.6%
Wind River	Pace	168	34	134		14		8	160	95.2%
Woodmont	NRP	252		252				13	239	94.8%
TOTALS		7291	653	3773	214	67	605	343	5555	96.2%

UNDER CONSTRUCTION
PH SITES

RENT COLLECTION AS OF OCTOBER 30, 2020

PROPERTY	PMC	Monthly Rent Billed	Monthly Rent Collected	% COLLECTED
Alton Park	Mayfair	\$205,715	\$177,091	86%
Aventine	Allied Orion	\$224,424	\$199,116	89%
Avondale	Mayfair	\$138,491	\$128,641	93%
Cambridge	Pace	\$164,346	\$146,031	89%
Campus	Mayfair	\$230,630	\$199,256	86%
Candletree	Pace	\$142,368	\$213,562	150%
Carlyle Crossing	Pace	\$94,670	\$81,862	86%
Dixon @ Stonegate	Lincoln	\$14,461	\$13,878	96%
Fair Oaks	Pace	\$50,905	\$46,337	91%
Fair Park	Pace	\$39,576	\$33,632	85%
Harmon	Mayfair	\$125,425	\$129,346	103%
Henderson	Greystar	\$260,566	\$233,235	90%
Highpoint	Greystar	\$285,929	\$260,394	91%
Hillside	Pace	\$164,820	\$151,332	92%
Hometowne	Pace	\$157,321	\$152,873	97%
Hunter Plaza	Pace	\$121,386	\$118,999	98%
KOP	Pace	\$15,415	\$15,968	104%
Overton	Pace	\$161,978	\$149,052	92%
Palladium	Omnium	\$10,944	\$8,765	80%
Patriot Pointe				
Pav at Samuels	Pace	\$28,138	\$12,304	44%
Post Oak East	Allied Orion	\$222,259	\$206,461	93%
Prince Hall	Monroe Group	\$90,896	\$81,310	89%
Res at McAlister	MVAH	\$83,442	\$88,756	106%
River District				
Sabine	Monroe Group	\$87,810	\$81,626	93%
Sedona	Wind River	\$133,704	\$128,991	96%
Siddons	Pace	\$122,166	\$108,606	89%
Silversage	MVAH	\$103,069	\$92,500	90%
Springs	Capstone	\$297,799	\$239,017	80%
Stallion Pointe	Capstone	\$232,565	\$208,582	90%
Stallion Ridge				
Standard @ Boswell	Capstone	\$111,793	\$99,337	89%
Sycamore Center	Ellington	\$7,285	\$6,051	83%
Villa by the Park	Pace	\$144,451	\$130,127	90%
Villas of Eastwood Terr	Pace	\$118,780	\$115,528	97%
Villas on the Hill	Pace	\$58,973	\$50,554	86%
Wind River	Pace	\$104,087	\$93,546	90%
Woodmont	NRP	\$223,251	\$208,230	93%
TOTALS		\$4,779,838	\$4,410,896	92%

UNDER CONSTRUCTION

BUTLER, CAVILE, SCATTERED SITES NOT INCLUDED

PH UNITS

PORTFOLIO INSPECTIONS AS OF OCTOBER 30,2020

PROPERTY	PMC	YTD Inspections REAC	YTD Inspections TDHCA	YTD Inspections OTHER	Grade/Score
Alton Park	Mayfair		11/7/2019-Onsite		Complete-all clear
Alton Park	Mayfair		11/21/2019-UPCS		Complete-all clear
Alton Park	Mayfair		11/21/2019-Final		Pending Close-out
Aventine	Allied Orion				
Avondale	Mayfair				
Butler	FWHS	2/5/2020			84b
Butler	FWHS	3/5/2020			66c
Cambridge	Pace	3/6/2020			78b
Campus	Mayfair		11/14/2019-Final		Pending Corrections
Campus	Mayfair		4/16/2020-Desk Review		Pending Results
Campus	Mayfair		11/13/2019-UPCS		Pending Close-out
Candletree	Pace			03/02/2020 - HOME	
Carlyle	Pace				
Cavile	FWHS	2/27/2020			88c
Dixon @ Stonegate	Lincoln				
Fair Oaks	Pace				
Fair Park	Pace				
Harmon Sr	Capstone				
Henderson	Greystar				
Highpoint	Greystar				
Hillside	Pace		3/11/2020-UPCS		
Hunter Plaza	Pace		2/25/2020-UPCS	03/02/2020 - HOME	Pending Close-out
KOP	Pace			03/02/2020 - HOME	
Hometowne	Pace			03/02/2020 - HOME	
Overton	Pace				
Palladium	Omnium		3/27/2020 – Desk Review		Pending Results
Patriot Pointe	Capstone				
Pav Samuels	Pace			03/02/2020 - HOME	
POE	Allied Orion				
Prince Hall	Monroe				
Res McAlister	MVAH				
River District					
Sabine	Monroe				
Scattered Sites	Quadco	2/5/2020			
Sedona	Wind River				
Siddons	Pace		3/10/2020-UPCS		Pending Corrections
Silversage	MVAH				
Springs	Capstone				
Stallion Pointe	Capstone				
Stallion Ridge					
Standard Boswell	Capstone				
Sycamore Ctr	Elmington	2/13/2020			79c
Villas by the Park	Pace				
Villas of Eastwood	Pace				
Villas on the Hill	Pace			03/02/2020 - HOME	
Wind River	Pace		3/5/2020-UPCS		Pending Corrections
Wind River	Pace		4/15/2020-Desk Review		No Findings
Woodmont	NRP				

UNDER CONSTRUCTION
PH SITES

FORT WORTH HOUSING SOLUTIONS – FINANCE AND ADMINISTRATION

Month Ended: October 31, 2020

ACCOUNTING AND FINANCE:

- **2019 Year-End Close Out/Audit**
 - Submitted the 2019 Comprehensive Annual Financial Report to GFOA for consideration in the Excellence in Financial Reporting Award. The Single audit report is still in process.
- **CARES Act Funds**
 - Continued to review notices and attend free webinars in order to understand what funds will flow to FWHS and how these will be accounted for. Received HUD instructions on the reporting requirements. Developed accounting processes for these funds for organized reporting to HUD. We have drawn down funds for public housing properties to cover COVID related and regular operating expenses plus prorated fees for COCC. The supplemental funds for HCV and Mainstream were already received.
- **RAD/Relocation Checks**
 - Continued to process payments to property management companies for initial and master lease funding for RAD properties. Relocation checks also continued for Butler although its processing has slowed down due to the relocation process that is about to end. Continued to process relocation checks for Sycamore public housing and HCV program participants. Additionally, relocation checks were processed for Casa De Esperanza residents.
- **SAM – System for Award Management**
 - Continued to receive renewal notices for registered entities. Renewed the registrations that were about to expire.
- **Franchise Taxes**
 - All state tax returns and extensions for various entities were filed timely. We will start working on filing the actual returns for the ones that were extended.
- **Budgeting Process / Software**
 - Started working on the implementation process of the new budget software. The kick-off meeting with the contractor was held and weekly meetings are scheduled for system set ups. The 2020 budget revision process continued during the month and will be presented to the board for approval in November. The 2021 budget process also continued for presentation to the board in December.
- **Enterprise Fleet Management**
 - Reviewed the contract with Enterprise. Maintenance attached to the vehicles that will be disposed of has been terminated. Decision still has to be made regarding replacement of some vehicles.

INFORMATION TECHNOLOGY:

- **IT Plan Implementation**
 - **“My Housing Portal”**

FORT WORTH HOUSING SOLUTIONS – FINANCE AND ADMINISTRATION

Month Ended: October 31, 2020

- Testing in the Elite 2.2 continued during the month. After testing, the new version will be installed in the live environment after which the Recertification portion of the My Housing software will be installed. HCV and IT continued working on the set ups for the Applicant and Wait List portals. The system is expected to go live in mid-December 2020.
- **Infrastructure and Cloud Services**
 - Continued to monitor and resolve issues with the new system especially with regards to FWHS staff connecting to the system remotely.
- **Electronic Document Management/Workflow Software**
 - The scanning facility is functioning as planned although has slowed down due to unforeseen circumstance. The contractor continued to work with HCV department in scanning the old files. It has also started working with Special Programs and Finance and Administration departments to begin the document imaging process. IT will work with Global in order for the rest of the departments to begin scanning their files that can be dropped onto the folder that each will have.
- **EIV User Access**
 - IT certified the users in the system as required. Continued to assist the property management companies with RAD properties in accessing the EIV system. The constant turnover of staff in RAD properties also necessitates constant user update.
- **Visitor Management System**
 - The system was tested and one device was placed in the reception area, ready to be used when the office opens to the public. The other 2 will be placed in locations still to be determined.
- **Encryption Software**
 - IT has added this to its list of priority items. IT will get with Vintage to check on how this will be activated.
- **FWHS Cell Phone/iPAD Devices**
 - The current service is under review. Due to connection issues with TMobile, there is a possibility that FWHS will go back to Verizon.
- **FWHS Desktops/Laptops**
 - These devices are being quantified and reviewed to ensure organized distribution to employees that is consistent with the needs. The main purpose is to assist with teleworking. IT will come up with specifications that will provide efficient and effective operations. All related gadgets that will assist the employees will also be considered.
- **Telephone Masking**
 - IT started working on upgrading our phone licenses to allow the masking of employees' personal cell phone devices while teleworking.
- **HQS API – HCV Inspections Tool**
 - This is to enable the landlords to communicate with the HCV team regarding inspections.

FORT WORTH HOUSING SOLUTIONS – FINANCE AND ADMINISTRATION

Month Ended: October 31, 2020

The software has been installed and is being tested.

- **Cyber Risk Assessments**

- IT started this review with Vintage to ensure safety and security of FWHS information.

QUADCO MANAGEMENT SOLUTIONS, INC.

- Continued to assist QuadCo with a few more wrapping up activities, including its audit process, paying its bills, receiving small miscellaneous receipts, terminating contracts and tracking down computer equipment so they can be put to good use.
- QuadCo A/P continued under the FWHS accounting umbrella; now entering invoices into the system due to unavailability of managers at Butler, Cavile and Scattered sites properties.
- Started the process of moving the public housing bank accounts from QuadCo umbrella to FWHS umbrella with Capital One Bank.

STAFF DEVELOPMENT/OTHERS:

- HUD 101 - AHACPA – Accounting for HUD Insured Loans
- Casa De Esperanza – accounting virtual meeting with Roscoe Property Management
- TX NAHRO Board/committee meetings/virtual conference
- Stop 6 CNI virtual community update
- Barbara Holston Education Fund – Planning meeting
- Questica Budget Kick-off meeting
- CARES Act Reporting Part 2– HUD Presentation
- ECS User virtual conference
- End of Year meetings with Novogradac and Clifton Larson
- Weekly Executive Staff WebEx Meeting
- Weekly Webex meetings with staff to stay on top of things
- Funding Outlook meeting
- FWHS Board Meeting – FWHS Hanratty Auditorium

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

	INCOME	2020 ORIGINAL BUDGET	YTD MONTH BUDGET	YTD MONTH ACTUAL	YTD MONTH VARIANCE		2020 BUDGET VARIANCE EXPLANATIONS
					FAV/(UNFAV) \$	FAV/(UNFAV) %	
1	Management Fees	1,877,510	1,564,592	1,694,079	129,488	8.28%	CFP Grant Admin Fee for '18, '19, & '20 CFP
2	Fund Transfer From (To) Other Sources	5,086,415	4,238,679	2,205,832	(2,032,847)	-47.96%	Distribution to Cover COCC, Assisted Housing & Special Program 2020 current Deficit
	Fees for Service	-	0	-	-	0.00%	
3	Interest Earned	34,852	29,043	19,990	(9,053)	-31.17%	Texpool Interest.
4	Other Income	427,490	356,242	300,047	(56,195)	-15.77%	Subsidy Holdback, 10% of actual is held back. HR Fees
5	2020 Cares Act Fees	-	0	-	-	100.00%	
6	Rental of Office Space	32,400	27,000	27,000	-	0.00%	TCHC rent.
7	TOTAL INCOME	7,458,667	6,215,556	4,246,948	(1,968,608)	-31.67%	

8	EXPENSES	2020 Original Budget	YTD MONTH BUDGET	YTD MONTH ACTUAL	YTD MONTH VARIANCE		2019 BUDGET VARIANCE EXPLANATIONS
					FAV/(UNFAV) \$	FAV/(UNFAV) %	
9	Administrative Expense	4,533,361	3,777,806	3,244,837	532,970	14.11%	Lower salaries due to budgeted 5% merit increase not given, travel expenses not incurred due to COVID-19, and other various expenses charged to COVID-19 funding.
10	Tenant Services	-	0	-	-	0.00%	
11	Utilities	115,655	96,380	78,984	17,396	18.05%	
12	Maintenance	168,644	140,538	149,496	(8,959)	-6.37%	
13	Protective Services	48,110	40,092	35,905	4,187	10.44%	
14	General Expense	1,020,067	850,054	687,371	162,683	19.14%	Lower benefits due to budgeted 5% merit increase not given.
15	Total Operating Expenses	5,885,839	4,904,869	4,196,593	708,275.74	14.44%	
16	Nonoperating Expenses	561,250	467,708	50,354	417,355	89.23%	Various IT Plan Equipment Additions and replacement not yet incurred.
17	TOTAL EXPENSES	6,447,089	5,372,577	4,246,947	1,125,630	20.95%	

18	NET INCOME	1,011,579	842,979	0	(842,978)	-100.00%	
19	Fund Transfer From/(To) Other Sources	(1,011,579)	(842,979)	(0)	842,978	100.00%	Transfer to cover Assisted Housing and Special Program deficit
20	NET	(0)	0	0	0		

FORT WORTH HOUSING SOLUTIONS
ASSISTED HOUSING BUDGET SUMMARY
HOUSING CHOICE VOUCHER, MAINSTREAM PROGRAMS AND CARES Act SUPPLEMENTAL FUNDS
October 31, 2020

INCOME	2020	YTD MONTH BUDGET	YTD MONTH ACTUAL	YTD MONTH VARIANCE		2020 BUDGET VARIANCE EXPLANATIONS
	ORIGINAL BUDGET			FAV/(UNFAV)	\$AV/(UNFAV) %	
Admin Fees Earned - HCV	3,219,950	2,683,292	2,928,511	245,219	9.14%	Increased due to an increase in leasing and increase in the pro-ration rate approved from 79% originally to 80% current
Admin Fees Earned - Mainstream	138,229	115,191	73,782	(41,409)	-35.95%	Originally 79% to 80% proration rate effective June, 2020
2020 CARES Act Admin. Fees - Mainstream	-	-	33,434	33,434	0.00%	YTD Funds Received
2020 CARES Act Admin. Fees - HCV	-	-	1,640,811	1,640,811	0.00%	YTD Funds Received
HAP Revenue	41,230,044	34,358,370	35,273,027	914,657	2.66%	HAP revenue increase due to an increase in unit leased for TPV, PBV and additional funding approved by HUD
Other Income	85,732	71,443	98,736	27,292	38.20%	Other Income mainly from Fraud Recovery
TOTAL INCOME	44,673,955	37,228,296	40,048,301	2,820,005	7.57%	
EXPENSES	2020	YTD MONTH BUDGET	YTD MONTH ACTUAL	YTD MONTH VARIANCE		2020 BUDGET VARIANCE EXPLANATIONS
	ORIGINAL BUDGET			FAV/(UNFAV)	\$AV/(UNFAV) %	
Administrative Expenses	3,483,028	2,902,524	2,712,320	190,205	6.55%	A decrease mainly due to budgeted 5% merit increase not giving
COVID-19 Expenses	-	-	426,375	(426,375)	0.00%	YTD COVID-19 Expenses
Maintenance Expenses	69,261	57,718	42,027	15,690	27.18%	A decrease due to Inspections Fees
Protective Services	1,278	1,065	763	302	28.36%	
General Expenses	648,150	540,125	485,408	54,717	10.13%	
HAP Expense	41,230,044	34,358,370	35,273,027	(914,657)	-2.66%	HAP expenses increased due to an increase in unit leased for Tenant Protection vouchers and PBV
Total Operating Expenses	45,431,761	37,859,802	38,939,919	(1,080,118)	-2.85%	
Nonoperating Expenses	88,896	74,080	7,072	67,008	90.45%	Projected to be spent before the end of the year
TOTAL EXPENSES	45,520,657	37,933,882	38,946,990	(1,013,110)	-2.67%	
NET INCOME (LOSS)	(846,702)	(705,586)	1,101,311	1,806,896	256.08%	
Fund Transfer From/(To) Other Sources	846,702	-	-	-		No Transfer from COCC
NET	-	(705,586)	1,101,311	1,806,896		

FORT WORTH HOUSING SOLUTIONS
CONTINUUM OF CARE GRANTS - OCTOBER 2020
PREPARED: 11/05/2020

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	1,576,246	5/31/2021	42.2%	6/30/2021	7	42.2%	77.0%	14.0%	0.0%	9.0%
CoC 2	1,223,915	9/30/2021	7.6%	10/31/2021	11	7.6%	78.0%	14.0%	0.0%	8.0%
CoC 6	185,219	3/31/2021	43.1%	4/30/2021	5	43.1%	79.0%	14.0%	0.0%	7.0%
CoC 8	180,067	1/31/2021	45.9%	2/28/2021	3	45.9%	62.0%	12.0%	18.0%	8.0%
Total	3,165,447									

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	1,576,246	1,220,522	215,386	0	140,338
Disbursed	665,040	540,291	61,762	0	62,987
Balance	911,206	680,231	153,624	0	77,351
CoC 2					
Authorized	1,223,915	955,230	168,570	0	100,115
Disbursed	93,060	65,791	15,311	0	11,957
Balance	1,130,855	889,439	153,259	0	88,158
CoC 6					
Authorized	185,219	147,135	25,965	0	12,119
Disbursed	79,834	62,818	8,911	0	8,105
Balance	105,385	84317	17054	0	4,014
CoC 8					
Authorized	180,067	113,353	20,003	32,518	14,193
Disbursed	82,638	55,593	16,181	0	10,864
Balance	97,429	57,760	3,823	32,518	3,329

FORT WORTH HOUSING SOLUTIONS
HCC / HHSP / DH GRANTS - OCTOBER 2020
PREPARED: 11/05/2020

GRANT	Grant Authorized	Expiration Date	% Expended	Reimbursed end Date	Months left to Expiration	% Reimbursed	% Budgeted Rental Assistance	% Budgeted Administrative
HCC	700,000	8/31/2021	13.5%	9/30/2020	10	0.0%	87.2%	12.8%
HHSP	430,631	8/31/2021	19.0%	9/30/2020	10	13.3%	95.0%	5.0%
DH	250,000	9/30/2021	21.0%	10/31/2020	11	0.0%	84.2%	15.8%
Total	1,380,631							

Grant Activity and Balances			
GL CODE		4715	4110-4540
Description	Totals	Rental Assistance	Administrative
HCC			
Authorized	700,000	610,842	89,158
Reimbursed	(0)	(0)	(0)
Balance	700,000	610,842	89,158
HHSP			
Authorized	430,631	409,099	21,532
Reimbursed	57,287	55,557	1,730
Balance	373,344	353,542	19,802
DH			
Authorized	250,000	210,676	39,324
Reimbursed	0	0	0
Balance	250,000	210,676	39,324

HCC - Healthy Community Collaborative

HHSP - Homeless Housing & Services Program

DH - Directions Home

FORT WORTH HOUSING SOLUTIONS
ROSS GRANTS - OCTOBER 2020
PREPARED: 11/05/2020

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	93.4%	5/14/2021	6	93.4%	86.8%	0.8%	12.4%
2018 ROSS FSS *	360,000	12/31/2020	82.9%	1/31/2021	2	82.9%	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	225,912	210,000	2,000	13,912
Balance	16,088	0.00	0.00	16,088
2018 ROSS FSS				
Authorized	360,000	360,000	0	0
Disbursed	298,542	298,542	0	0
Balance	61,458	61,458	0	0

FORT WORTH HOUSING SOLUTIONS
CAPITAL FUND PROGRAMS - OCTOBER 2020
PREPARED: 11/05/2020

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	18	100.0%	54.0%	46.0%
2016 CFP	1,150,560	4/12/2021	6	100.0%	4/12/2023	30	53.1%	10.0%	90.0%
2017 CFP	1,185,285	8/15/2020	0	100.0%	8/15/2022	22	13.9%	38.0%	62.0%
2018 CFP	1,979,629	5/28/2021	7	41.8%	5/28/2023	31	41.8%	34.0%	66.0%
2019 CFP	1,699,358	4/15/2022	18	53.2%	4/15/2024	42	43.2%	46.0%	54.0%
2020 CFP	1,477,141	3/25/2023	29	39.8%	3/25/2025	53	39.8%	40.0%	60.0%
Total	8,603,787								

Grant Activity and Balances																	
BLI Account		1406	1408	1410	1411	1430	1450	1460	1465	1470	1475	1480	1485	1495	1499	1503	1504
Description	Totals	Operations	Management Improvement	Administration	Audit Cost	Fees & Costs	Site Improvement	Dwelling Structures	Dwelling Equipment	Non-Dwelling Structures	Non-Dwelling Equipment	General Capital Activity	Demolition	Relocation Costs	Development Activity	RAD CFP	RAD Investment Activity
2015 CFP																	
Authorized	1,111,814	222,363	0	111,181	7,000	0	0	0	0	0	0	70,301	0	605,589	0	0	95,380
Disbursed	1,111,814	222,363	0	111,181	7,000	0	0	0	0	0	0	70,301	0	605,589	0	0	95,380
Balance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2016 CFP																	
Authorized	1,150,560	0	0	115,056	0	0	0	0	0	0	0	187,630	0	403,546	0	72,245	372,083
Disbursed	611,451	0	0	115,056	0	0	0	0	0	0	0	186,247	0	40,411	0	0	269,736
Balance	539,109	0	0	0	0	0	0	0	0	0	0	1,383	0	363,135	0	72,245	102,346
2017 CFP																	
Authorized	1,185,285	0	0	118,528	0	0	0	0	0	0	0	734,340	0	8,453	0		323,964
Disbursed	164,507	0	0	118,528	0	0	0	0	0	0	0	31,821	0	0	0		14,158
Balance	1,020,778	0	0	0	0	0	0	0	0	0	0	702,519	0	8,453	0		309,806
2018 CFP																	
Authorized	1,979,629	494,906	0	296,944	0	0	0	0	0	0	0	1,187,779	0	0	0	0	0
Disbursed	827,197	494,906	0	296,944	0	0	0	0	0	0	0	35,347	0	0	0	0	0
Balance	1,152,432	0	0	0	0	0	0	0	0	0	0	1,152,432	0	0	0	0	0
2019 CFP																	
Authorized	1,699,358	424,838	0	254,903	0	0	0	0	0	0	0	911,077	0	0	0	108,540	0
Disbursed	733,528	424,838	0	254,903	0	0	0	0	0	0	0	0	0	0	0	53,787	0
Balance	965,830	0	0	0	0	0	0	0	0	0	0	911,077	0	0	0	54,753	0
2020 CFP																	
Authorized	1,477,141	369,300	0	221,571	0	0	0	0	0	0	0	886,270	0	0	0	0	0
Disbursed	587,582	367,238	0	220,344	0	0	0	0	0	0	0	0	0	0	0	0	0
Balance	889,559	2,062	0	1,227	0	0	0	0	0	0	0	886,270	0	0	0	0	0

FORT WORTH HOUSING SOLUTIONS
OTHER FUNDS - BUDGET VARIANCE SUMMARY
October 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	393,188	-	(393,188)	-100.00%	
Oil & Gas Lease	21,744	16,308	17,678	1,370	8.40%	
Interest Earned	585,447	439,085	284,526	(154,559)	-35.20%	
Other Income	76,264	57,198	27,042	(30,156)	-52.72%	
Dwelling Rent	-	0	-	-	0.00%	
Gain/Loss	-	0	-	-	100.00%	
Developer Fee	1,044,021	783,017	254,933	(528,083)	-67.44%	
Developer Fee Transfer	(1,044,021)	(783,017)	-	783,017	100.00%	
TOTAL INCOME	1,207,707	905,778	584,180	(321,599)	-35.51%	

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	124,403	142,216	(17,814)	-14.32%	
Tenant Services	-	0	-	-	0.00%	
Utilities	390	292	134	158	54.23%	
Maintenance	28,806	21,605	42,983	(21,378)	-98.95%	
Protective Services	-	0	-	-	0.00%	
General Expense	856	642	(186)	829	129.18%	
Total Operating Expenses	195,922	146,941	185,146	(38,205)	-26.00%	
Nonoperating Expenses	-	0	-	-	0.00%	
TOTAL EXPENSES	195,926	146,941	185,146	(38,205)	-26.00%	

NET INCOME	1,011,781	758,838	399,033	(283,394)	-37.35%	
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Fund Transfer From/(To) Other Sources	-	0	33,000	33,000	0.00%	
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NET	1,011,781	758,838	432,033	(250,394)		

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)	(3,194)	(15,945)	(27,119)	21,389	(12,319)	(44,588)	(52,078)	(16,538)	50,058	(22,033)	(22,033)	(37,739)
Other Income													-
Operating Expenses	(269,089)	(315,002)	(315,557)	(331,627)	(334,772)	(338,161)	(322,308)	(269,377)	(273,210)	(375,894)			(3,144,998)
Monthly Operating Income	299,905	299,905	298,765	376,654	298,765	303,805	311,688	303,804	337,829	303,804			3,134,924
Fraud Recovery	3,729	2,345	5,619	3,480	2,299	2,087	3,130	1,113	1,977				25,779
Transfers						-	-	-	-				-
Year to Date Net Operating Income (Deficit)	(3,194)	(15,945)	(27,119)	21,389	(12,319)	(44,588)	(52,078)	(16,538)	50,058	(22,033)	(22,033)	(22,033)	(22,033)
Calendar Year - 2020	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
HCV HAP Account:													
Restricted Net Position	886,150	1,163,119	1,283,276	1,517,941	1,643,381	1,633,285	1,725,632	670,954	542,734	477,793	371,990	371,990	886,150
ABA at Beginning of Month	3,643,540	3,643,537	3,679,178	3,720,136	3,720,136	3,822,727	2,748,149	3,631,040	3,726,198	3,726,198			36,060,839
Program Reserves @ Beginning of Month													-
PHA Income	3,729	2,345	5,619	3,480	2,299	2,086	3,131	1,113	1,977				25,779
Total HAP Funds Available at Beginning of Month											-	-	-
Monthly HAP Payments	(3,370,300)	(3,525,725)	(3,450,131)	(3,598,176)	(3,732,532)	(3,732,466)	(3,805,958)	(3,760,373)	(3,793,116)	(3,832,001)			(36,600,779)
Transfers													
HAP Funds Remaining at End of Month (Deficit)	1,163,119	1,283,276	1,517,941	1,643,381	1,633,285	1,725,632	670,954	542,734	477,793	371,990	371,990	371,990	371,990
Targets and Statistics	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
HAP													
Monthly - Average HAP Expenses	3,660,078	3,660,078	3,660,078	3,660,078	3,660,078	3,660,078	3,660,078	3,660,078	3,660,078	3,660,078			36,600,779
Calendar Year to Date - Target HAP Payments	3,869,223	3,869,223	3,869,223	3,869,223	3,869,223	3,869,223	3,869,223	3,869,223	3,869,223	3,869,223			38,692,232
Calendar Year to Date Variance - Actual to Target	(209,145)	(209,145)	(209,145)	(209,145)	(209,145)	(209,145)	(209,145)	(209,145)	(209,145)	209,145	-	-	(2,091,453)
Accumulative % of HAP Expenses	95%	95%	95%	95%	95%	95%	95%	95%	0%	0%	0%	0%	95%
Leasing													
Year to Date - Target Vouchers Leased	5,761	5,761	5,761	5,761	5,761	5,761	5,761	5,761	5,761	5,761			57,610
Calendar Year to Date - Vouchers Leased	4,875	4,890	4,912	4,987	5,032	5,043	5,052	5,040	5,030	5,019			49,880
Calendar Year to Date Variance - Actual to Target	(886)	(871)	(849)	(774)	(729)	(718)	(709)	(721)	(731)	(742)	-	-	(6,988)
Accumulative % of Vouchers Leased	85%	85%	85%	87%	87%	88%	88%	87%	87%	87%	0%	0%	87%

**FORT WORTH HOUSING AUTHORITY
INVESTMENT PORTFOLIO
PERIOD ENDED OCTOBER 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	1,231,516.42	1,231,516.42	0.1335%	TEXPOOL	N/A
102, 103	FSS ESCROW	INVESTMENT POOL	407,324.16	407,324.16	0.1335%	TEXPOOL	N/A
300	FSS ESCROW	INVESTMENT POOL	15,440.07	15,440.07	0.1335%	TEXPOOL	N/A
600	HSG DEV CORP	INVESTMENT POOL	390,944.46	390,944.46	0.1335%	TEXPOOL	N/A
707	OVERTON SQUARE LP	INVESTMENT POOL	605,921.42	605,921.42	0.1335%	TEXPOOL	N/A
330	P'TREE REFINANCE	INVESTMENT POOL	48,903.16	48,903.16	0.1335%	TEXPOOL	N/A
706	TRINITY RIVER PFC	INVESTMENT POOL	8,635,103.81	8,635,103.81	0.1335%	TEXPOOL	N/A
200	DISCRETIONARY	INVESTMENT POOL	631,903.99	631,903.99	0.1335%	TEXPOOL	N/A
710	GATEWAY PFC	INVESTMENT POOL	23,917,315.23	23,917,315.23	0.1335%	TEXPOOL	N/A
202	OIL & GAS LEASE	INVESTMENT POOL	1,043,114.78	1,043,114.78	0.1335%	TEXPOOL	N/A
203	PH HSE SALE PROC	INVESTMENT POOL	3,502,807.12	3,502,807.12	0.1335%	TEXPOOL	N/A
718	FW AFFORD. INC	INVESTMENT POOL	3,900,452.79	3,900,452.79	0.1335%	TEXPOOL	N/A
722	SPRING GLEN APTS	INVESTMENT POOL	1,483,928.80	1,483,928.80	0.1335%	TEXPOOL	N/A
721	SPRING HILL APTS	INVESTMENT POOL	3,701,231.56	3,701,231.56	0.1335%	TEXPOOL	N/A
740	BHEF	INVESTMENT POOL	11,431.30	11,431.30	0.1335%	TEXPOOL	N/A
101	OTHER AMPS	INVESTMENT POOL	2,139,128.09	2,139,128.09	0.1335%	TEXPOOL	N/A
102	BUTLER PLACE	INVESTMENT POOL	3,596,244.12	3,596,244.12	0.1335%	TEXPOOL	N/A
602	WIND TERRACE INC	INVESTMENT POOL	320,977.96	320,977.96	0.1335%	TEXPOOL	N/A
103	J.A. CAVILE PLACE	INVESTMENT POOL	1,412,547.85	1,412,547.85	0.1335%	TEXPOOL	N/A
116	SCATTERED SITES	INVESTMENT POOL	758,989.16	758,989.16	0.1335%	TEXPOOL	N/A
728	VILLAS OF EASTWOOD	INVESTMENT POOL	670,536.12	670,536.12	0.1335%	TEXPOOL	N/A
730	AVENTINE TARRANT PKW	INVESTMENT POOL	1,007,334.14	1,007,334.14	0.1335%	TEXPOOL	N/A
726	POST OAK EAST APTS	INVESTMENT POOL	755,459.54	755,459.54	0.1335%	TEXPOOL	N/A
729	VILLAS BY THE PARK (RSV)	INVESTMENT POOL	250,216.79	250,216.79	0.1335%	TEXPOOL	N/A
100	COCC	CERT OF DEPOSIT	204,363.48	204,363.48	2.6000%	COMPASS BANK	02/15/21
100	COCC	MONEY MARKET	249,272.67	249,272.67	0.2000%	COMERICA BANK	N/A
TOTAL			60,892,408.99	60,892,408.99			

/s/ Riza Nolasco
Vice President-Finance & Administration

/s/ Ara McVay
Accountant



HOUSING OPERATIONS AND CLIENT SERVICES BOARD REPORT

Month Ending October 2020

Family Self-Sufficiency Program Report – October 2020

Program Management	Mandated Program Size			2
	Graduates this Month			4
	New Mandated Program Size			0
	Current Program Size (HCVP + PH + RAD)			245
	Percentage of Mandatory Slots Filled			Complete
	Completed to Date			347
	New Contracts this Month (HCVP + PH +RAD)			2
	New Contracts (YTD)			27
Participants Demographics & Activities	HCVP Participants			244
	Public Housing Participants			0
	RAD			1
	Participants w/ Escrow			158
	Percentage of Participants w/ Escrow			64%
	FSS Workshops			Attendees
	10-7-2020 Frost Bank (Consumer Protection) Virtual Class			10
Canceled Contracts	Contracts Canceled & Escrow Forfeited			1
	Contracts Canceled & Escrow Forfeited (YTD)			7
	Contracts Canceled with No Escrow			1
	Contracts Completed (Graduated)			4
	Total of Contracts Canceled this Month: Term + Grad			6
	Total of Canceled Contracts: Term + Grad (YTD)			37
Escrow Amount Activity	New Escrow Accounts Established this Month			4
	New Escrow Accounts Established (YTD)			39
	Escrow Forfeited to FWHS this Month			\$376.35
	Escrow Forfeited to FWHS (YTD)			\$7,777.51
	Escrow Paid Out this Month			\$24,772.79
	Escrow Paid Out (YTD)			\$141,156.38
Graduate Information	Name	Client No.	Escrow Amount (\$)	Homeownership?
	Murray, Erica	072231	\$0.00	Yes
	Snell, Shereka	051122	\$0.00	Yes
	Zapata, Clarissa	000982510	\$16,984.66	Yes
	Fearson, Latai	000985930	\$7,788.13	No
PIC Reporting	FSS Graduates (YTD)			22
	Current Active FSS Contracts in PIC			220
	Current Active Escrow w/ Progress Reports			121



HOUSING OPERATIONS AND CLIENT SERVICES BOARD REPORT

Month Ending October 2020

CoC PROGRAM MONTHLY REPORT

Month: November 1, 2020

	SPC 1	%	SPC 2	%	SPC 6	%	Change	%	VASH	%	HHSP	%
Allocated	164		123		19		12		357		60	
Leased	157	96%	112	91%	14	74%	9	75%	327	92%	52	87%
GENDER												
Male	66		47		9		3		280		32	
Female	91		65		5		6		47		20	
RACE												
Black	82		62		6		2		182		21	
White	73		50		8		7		141		10	
Asian	0		0		0		0		1		0	
Nat American	2		0		0		0		1		0	
Hawaiian	0		0		0		0		1		0	
ETHNICITY												
Hispanic	9		4		2		0		24		5	
DISABLED												
Disabled 61 Over	52		34		5		1		86		13	
Disabled Under 62	104		78		7		6		98		38	
AGE												
18-35	8		1		1		1		18		3	
36-61	97		77		7		7		169		36	
Over 61	52		34		6		1		140		13	
AVG INCOME	10,082		11,466		7,941		9,104		13,155		11,046	

	HCC	%	DH	%	SRO 307	%	SRO 308	%	SRO 309	%
Allocated	85		61		32		18		20	
Leased	40	47%	61	100%	29	91%	18	100%	17	85%
GENDER										
Male	9		32		21		18		15	
Female	31		30		8		0		2	
RACE										
Black	31		34		20		6		10	
White	9		27		9		10		7	
Asian	0		0		0		1		0	
Nat American	0		0		0		1		0	
ETHNICITY										
Hispanic	3		5		1		2		1	
DISABLED										
Disabled 61 Over	0		9		5		1		3	
Disabled Under 62	40		51		12		2		4	
AGE										
18-35	15		3		3		3		6	
36-61	25		49		19		11		8	
Over 61	0		9		7		4		3	
AVG INCOME	9,109		8,633		8,234		5,567		8,993	

ONGOING ACTIVITIES: Monitor CoC funding and Lease-Up Rate

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

Month: October 1, 2020



HOUSING OPERATIONS AND CLIENT SERVICES BOARD REPORT

Month Ending October 2020

Special Programs Monthly Unit Allocation Utilization

Program	Allocated Units	Leased Units
Directions Home	118	113
COC-Shelter Plus	318	292
SRO	70	64
VASH	357	327
HCC	85	40



HOUSING OPERATIONS AND CLIENT SERVICES BOARD REPORT

Month Ending October 2020

Traditional Public Housing		%
Public Housing Units	712	
Leased	7	.2%
GENDER		
Male	1	Less than 1%
Female	6	.1%
RACE		
Black	6	.1%
White	1	Less than 1%
Asian	0	0%
Native American	0	0%
ETHNICITY		
Hispanic	1	Less than 1%
DISABLED		
Disabled 61 Over	0	0%
Disabled Under 62	1	Less than 1%
AGE		
18-35	2	Less than 1%
36-61	5	.1%
Over 61	0	Less than 1%
AVG INCOME	\$.00	



HOUSING OPERATIONS AND CLIENT SERVICES BOARD REPORT

Month Ending October 2020

Affordable Housing (Public Housing)		%
Public Housing Units	94	
Leased	88	94%
GENDER		
Male	18	19%
Female	71	76%
RACE		
Black	69	73%
White	17	18%
Asian	1	Less than 1%
Nat American	0	0%
Hawaiian	2	Less than 1%
ETHNICITY		
Hispanic	6	1%
DISABLED		
Disabled 61 Over	11	12%
Disabled Under 62	23	24%
AGE		
18-35	32	34%
36-61	45	48%
Over 61	12	13%
AVG INCOME	\$14,232.00	

Coronavirus Aid, Relief, and Economic Security Act (CARES Act)
Supplemental Funds - To prevent, prepare for and respond to COVID 19

<u>Program</u>	<u>Received</u>	<u>Fees to COCC</u>	<u>Net Amount</u>	<u>Uses/Restrictions</u>
1 Public Housing:				
Butler	\$ 264,221.00	\$ (39,633.15)	\$ 224,587.85	COVID 19 related expenses and regular operating expenses
Cavile	226,811.00	(34,021.65)	192,789.35	COVID 19 related expenses and regular operating expenses
Scattered Sites	10,614.00	(1,592.10)	9,021.90	COVID 19 related expenses and regular operating expenses
Cambridge	19,262.00	(2,889.30)	16,372.70	COVID 19 related expenses and regular operating expenses
Sycamore	29,150.00	(4,372.50)	24,777.50	COVID 19 related expenses and regular operating expenses
	<u>550,058.00</u>	<u>(82,508.70)</u>	<u>467,549.30</u>	
			-	
2 Housing Choice Voucher	1,640,811.00	(492,243.30)	1,148,567.70	COVID 19 related expenses and regular operating expenses
3 Mainstream	33,434.00	(10,030.20)	23,403.80	COVID 19 related expenses only
	<u>1,674,245.00</u>	<u>(502,273.50)</u>	<u>1,171,971.50</u>	
4 Capital Fund Grants	404,292.00	(404,292.00)	-	Regular Operating Expenses
Central Office Cost Center			989,074.20	COVID 19 related expenses only;CFP - regular operating expenses
Total	\$ 2,628,595.00		\$ 2,628,595.00	
Expenses Incurred/Booked - Oct. 31, 2020			1,092,392.00	42%
Balance - Oct. 31, 2020			1,536,203.00	



FORT WORTH HOUSING SOLUTIONS AGENDA ITEM COVER SHEET

Board Meeting Date: November 19, 2020
Agenda Item No.: 2020.40, TAB 9
Person Responsible: Riza Nolasco, VP Finance and Administration
Subject: 2020 COCC Revised Op Budget

Background:

Under 24 CFR Part 990.255 of the final Operating Fund Rule (September 19, 2005), the Housing Authority of the City of Fort Worth, Texas (FWHS) is required to implement project-based management, project-based budgeting and project-based accounting effective January 1, 2008. This requirement established the Central Office Cost Center (COCC) to account for various indirect costs, which were previously allocated to different programs administered by FWHS.

The U.S. Department of Housing and Urban Development (HUD) does not require the PHA to prepare and submit an operating budget for the COCC. However, it is highly recommended that an annual operating budget be prepared and approved by its Board of Commissioners.

The FY2020 Budget was approved by the FWHS Board of Commissioners in December 2019. This resolution proposes revised 2020 budget, which is based on actual expenditures through September 30, 2020.

Issues/Concerns:

The operation of the COCC is supported by property management, asset management, bookkeeping and other service fees charged to the AMPs, Assisted Housing programs and some of the affordable housing properties. FWHS may also use local revenues as desired (just the same as any private organization could support one business venture with funds from another business venture).

The highlights of the 2020 revised operating budget for the Central Office Cost Center are outlined in the "Highlights of the 2020 Revised Operating Budget" attachment.

Recommendation:

Staff recommends that the Fort Worth Housing Solutions Board of Commissioners adopts this resolution approving the revised operating budget for the Central Office Cost Center for fiscal year ending December 31, 2020.

Attachments:

Resolution
Highlights of the 2020 Revised Operating Budget
Revised Budget Detail

Fort Worth Housing Solutions Resolution

No. _____

RESOLUTION APPROVING THE REVISED OPERATING BUDGET FOR THE CENTRAL OFFICE COST CENTER FOR FISCAL YEAR ENDING DECEMBER 31, 2020.

WHEREAS, Fort Worth Housing Solutions receives financial assistance from the U.S. Department of Housing and Urban Development (HUD) under the Consolidated Annual Contributions Contract; and

WHEREAS, The Fort Worth Housing Solutions is required to implement Asset Management effective January 1, 2008 pursuant to the provisions of the Operating Fund Program Final Rule published in the Federal Register on September 19, 2005; and

WHEREAS, Asset Management requires the establishment of a Central Office Cost Center to account for all the allocated or indirect costs that cannot be charged to the Asset Management Projects; and

WHEREAS, The Board of Commissioners has reviewed the proposed revised operating budget for the Central Office Cost Center for fiscal year ending December 31, 2020 and certify that the financial plan is reasonable and indicates a source of funds adequate to cover all proposed expenditures.

NOW, THEREFORE, BE IT RESOLVED THAT:

That the Board of Commissioners of the Housing Authority of the City of Fort Worth hereby approves the revised operating budget for the Central Office Cost Center for fiscal year ending December 31, 2020.

Terri Attaway, Chairperson

November 19, 2020
Date

Mary-Margaret Lemons, President

November 19, 2020
Date

FORT WORTH HOUSING SOLUTIONS
HIGHLIGHTS OF THE 2020 REVISED OPERATING BUDGET
CENTRAL OFFICE COST CENTER

- Total Income is projected to increase by \$4,034,816 due to the following increases and decreases:
 - Receipt of CARES Act supplemental funds. COCC projects to draw down and spend \$536,543 in 2020;
 - Increase in transfer from discretionary funds for the purchase of the new FWHS admin building in the estimated amount of \$6,000,000. Other related building costs are not expected to be paid in 2020;
 - Increase in the Capital Fund administration fees in the amount of \$404,292 due to higher costs in the administration of the grants during the pandemic and the flexibility between the Operating and Capital Funds;
 - A reduction in the transfer from discretionary funds to balance its own budget and to cover the operating deficits for other programs in the amount of \$2,622,943;
 - Total Management Fees decreased by \$280,141 due to the following:
 - A decrease of \$209,634 in PH Management fee due to the reduction in PH Units (RAD conversion);
 - An increase of \$30,227 in HCV Management fee due to an increase in Admin Fees earned because of higher proration;
 - A decrease of \$11,414 in bookkeeping fees due to the reduction in leased units mainly, Mainstream;
 - A decrease in Asset Management fee of \$89,320 due to the reduction of PH units (RAD conversion);
 - Investment Income decreased by \$8,460, due to a decrease of 1.57% in the average annual interest rate;
 - The 10% Operating Subsidy Fee increased by \$6,512, due to the increased 2020 proration rate from 93.69% to of 111.16%.

- Total Expenses increased by \$5,046,386 mainly due to the following increases and decreases:
 - Purchase of the new FWHS admin building in the amount of \$6,000,000;
 - COVID 19 expenses in the amount of \$536,543;
 - Decreases in various expense line items due to shifting of expenses to COVID 19 expense line item;

- Decreases in various expense line items due to changes in operations brought about by the pandemic;
- Decrease in Capital Expenditures of \$483,083 due to the following IT Plan Equipment Additions and Replacements that will be carried over to the 2021 budget year:
 - Multi Media Smart Boards – \$76,800
 - Document Imaging/Workflow System – \$187,210
 - SQL Upgrade - \$7,500
 - ECS Software Hosting - \$180,000
 - E-Procurement System - \$42,573
- COCC is not projected to cover operating deficits for other programs in 2020.

**FORT WORTH HOUSING SOLUTIONS
2020 REVISED OPERATING BUDGET REPORT
CENTRAL OFFICE COST CENTER**

	INCOME	2020 ORIGINAL BUDGET	YTD @ 9.30.20 MONTH ACTUAL	ANNUALIZED PROJECTION 12.31.20	2020 REVISED BUDGET	2020 BUDGET VS 2020 REVISED		2020 BUDGET VARIANCE EXPLANATIONS
						INCR/(DECR) \$	INCR/(DECR) %	
1	Management Fees	1,877,510	1,529,316	2,039,088	2,000,674	123,164	6.56%	Increased mainly due to additional CFP Grant Admin Fee for '18, '19, & '20 CFP
2	Fund Transfer From (To) Other Sources	5,086,415	1,819,747	2,426,534	8,463,472	3,377,057	66.39%	Distribution to cover 2020 deficit decreased due to Assisted Housing and Special Program deficit being reduced and COCC expense been reduced
	Fees for Service	-	-	-	-	-	0.00%	
3	Interest Earned	34,852	19,794	26,392	26,392	(8,460)	-24.27%	Texpool Interest.
4	Other Income	427,490	259,019	345,358	434,001	6,512	1.52%	Subsidy Holdback, 10% of actual is held back.
5	2020 Cares Act Fees	-	46,941	62,588	536,543	536,543	100.00%	
6	Rental of Office Space	32,400	24,300	32,400	32,400	-	0.00%	TCHC rent.
7	TOTAL INCOME	7,458,667	3,699,117	4,932,361	11,493,483	4,034,815	54.10%	

8	EXPENSES	2020 Original Budget	YTD MONTH ACTUAL	ANNUALIZED PROJECTION 12.31.20	2020 REVISED BUDGET	YTD MONTH VARIANCE		2020 BUDGET VARIANCE EXPLANATIONS
						FAV/(UNFAV) \$	FAV/(UNFAV) %	
9	Administrative Expense	4,533,361	2,855,674	3,807,765	4,307,507	(225,859)	-4.98%	Lower salaries due to a portion charged to COVID 19 , travel expenses not incurred due to COVID-19, and other various expenses charged to COVID-19 funding.
10	Tenant Services	-	-	-	-	-	0.00%	
11	Utilities	115,655	72,652	96,869	96,869	(18,786)	-16.24%	
12	Maintenance	168,644	133,004	177,338	177,735	9,090	5.39%	
13	Protective Services	48,110	32,084	42,779	42,779	(5,331)	-11.08%	
14	General Expense	1,020,067	597,703	796,939	790,424	(229,644)	-22.51%	Lower benefits due to budgeted 5% merit increase not given.
15	Total Operating Expenses	5,885,839	3,691,117	4,921,690	5,415,314	(470,525)	-7.99%	
16	Nonoperating Expenses	561,250	8,000	10,667	6,078,167	5,516,917	982.97%	Various IT Plan Equipment Additions and replacement not yet incurred and some being charged to CARES Act.
17	TOTAL EXPENSES	6,447,089	3,699,117	4,932,357	11,493,483	5,046,393	78.27%	

18	NET INCOME	1,011,579	(0)	(0)	(0)	(1,011,579)	-100.00%	
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19	Fund Transfer From/(To) Other Sources	(1,011,579)	(0)	-	0	1,011,579	100.00%	Transfer to cover Assisted Housing and Special Program deficit reduced due to decrease in expenses and additional funding(2020 CARES Act).
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20	NET	(0)	(0)	(0)	(0)	0		
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**FORT WORTH HOUSING SOLUTIONS
2020 REVISED OPERATING BUDGET REPORT
CENTRAL OFFICE COST CENTER TOTAL**

NO.	ACCOUNT NAME	2020	YTD	ANNUALIZED	2020	2020 BUDGET VS 2020 REVISED		EXPLANATION
		ORIGINAL BUDGET	@ 9.30.20 MONTH ACTUAL	PROJECTION 12.31.20	REVISED BUDGET	INCR/(DECR) \$	INCR/(DECR) %	
1	INCOME							
2	Public Housing Management Fee	300,533	0	0	90,899	(209,634)	-69.75%	\$50.29/Occupied PH Unit
3	Afford Hsg PH Management Fee	62,640	0	0	62,640	0	0.00%	Dixon at Stonegate RAD Fees, this income belongs to Fund 701
4	HCC Grant Management Fee	5,000	3,753	5,004	5,004	4	0.08%	
5	HCV Management Fee	671,636	527,044	702,725	701,863	30,227	4.50%	20% of HCV Admin Fees Earned. Fees Increased due to higher proration.
6	Special Program Management Fee	59,155	43,413	57,884	58,164	(991)	-1.68%	20% of SP Admin Fees Earned. Increase due to higher voucher utilization.
7	CFP Management Fee	169,936	574,228	765,637	574,228	404,292	237.91%	
8	Bookkeeping Fee	475,290	347,878	463,837	463,876	(11,414)	-2.40%	7.50/ occupied unit
9	Asset Management Fee	133,320	33,000	44,000	44,000	(89,320)	-67.00%	\$10/ PH Unit
10	Distribution from Discretionary - New Admin Bldg	0	0	0	6,000,000	6,000,000	100.00%	Distribution to Cover purchase of new Admin Bldg
11	Distribution from Discretionary -	5,086,415	1,819,747	2,426,534	2,463,472	(2,622,943)	-51.57%	Distribution to Cover COCC 2020 current Deficit
12	Investments	34,852	19,794	26,392	26,392	(8,460)	-24.27%	Decrease in interest rate.
13	Other Income	114,314	19,253	25,671	114,314	0	0.00%	
14	2020 CARES Act	0	46,941	62,588	536,543	536,543	100.00%	2020 CARES Act fees
15	Rental of Central Office	32,400	24,300	32,400	32,400	0	0.00%	
16	Operating Subsidy (Holdback)	313,176	239,766	319,688	319,688	6,512	2.08%	10% Subsidy Holdback
17	TOTAL INCOME	7,458,667	3,699,117	4,932,361	11,493,483	4,034,816	54.10%	
18								
19	OPERATING EXPENSES							
20	Administrative Expenses:							
21	Administrative Salaries	3,172,269	1,989,244	2,652,325	2,638,769	(533,499)	-16.82%	Some adjustments and charges to COVID
22	Compensated Absence	20,000	0	0	20,000	0	0.00%	
23	Legal expense	33,095	25,545	34,060	34,060	965	2.92%	
24	Staff Training	18,724	8,530	11,374	11,374	(7,350)	-39.26%	Done via Webinars therefore charged to CARES Act
25	Travel	133,871	6,857	9,143	9,520	(124,351)	-92.89%	COVID-19 Travel restrictions
26	Audit	2,835	1,669	2,225	2,225	(610)	-21.50%	
27	Subtotal	3,380,792	2,031,846	2,709,127	2,715,948	(664,844)	-19.67%	
28	Sundry:							
29	Publications & Memberships	83,321	69,098	92,131	98,494	15,173	18.21%	African American Musuem, DAM Dropbox upgrade
30	Telephone	69,863	48,004	64,006	64,006	(5,858)	-8.39%	
31	Postage	8,791	1,707	2,277	2,277	(6,515)	-74.11%	
32	Forms, etc.	2,402	1,771	2,362	2,362	(40)	-1.69%	
33	Supplies	25,114	10,663	14,217	14,217	(10,896)	-43.39%	

**FORT WORTH HOUSING SOLUTIONS
2020 REVISED OPERATING BUDGET REPORT
CENTRAL OFFICE COST CENTER TOTAL**

NO.	ACCOUNT NAME	2020	YTD	ANNUALIZED	2020	2020 BUDGET VS 2020 REVISED		EXPLANATION
		ORIGINAL BUDGET	@ 9.30.20 MONTH ACTUAL	PROJECTION 12.31.20	REVISED BUDGET	INCR/(DECR) \$	INCR/(DECR) %	
34	Machine Rental	23,473	17,426	23,235	23,235	(238)	-1.02%	
35	Other	14,318	3,540	4,720	4,720	(9,599)	-67.04%	Black History Luncheon
36	Annual Report, newsletter	6,000	3,594	4,792	4,792	(1,208)	-20.13%	Annual Report and Postcards
37	Mileage	980	255	340	340	(640)	-65.35%	
38	PC Software, supplies	604	89	119	4,733	4,128	683.48%	
39	Licenses & Fees	8	4	5	5	(3)	-31.50%	
40	Expendable Equipment	0	5,112	6,816	9,216	9,216	-100.00%	Coffee Urns, Keurig, Microsoft Surface, 100 Wireless Keyboards, IPAD Replacement & Phone accessories.
41	Bank Charges	8,642	10,680	14,239	14,239	5,597	64.77%	
42	Temporary \ Contract Labor	59,879	16,098	21,465	21,465	(38,414)	-64.15%	Marketing/Procurement
43	Automobile Lease	15,434	11,201	14,935	14,935	(498)	-3.23%	
44	Meetings	1,894	305	407	407	(1,487)	-78.51%	
45	Rental of Central Office	70,590	0	0	0	(70,590)	-100.00%	Manhattan St Offices Rent(\$5882.50/mth) Fund 713 has been able to cover rent with the collection of funds due to Quadco.
45	Computer Maintenance	347,768	215,701	287,601	292,334	(55,434)	-15.94%	
46	Mtgs/FWHA Events	12,227	3,216	4,288	4,288	(7,939)	-64.93%	FWHS closed to the Public, events held via WebEx or Zoom
47	Cell Phone	17,901	9,430	12,573	12,573	(5,327)	-29.76%	
48	Professional Services	339,413	296,521	395,361	442,111	102,697	30.26%	Ramel,McGriff, Discovery Benefits, Hays, & Rubino
49	COVID-19	0	86,088	114,983	536,543	536,543	-100.00%	Families First Coronavirus Response Pay and other COVID related expenses
50	Subtotal - Sundry Expense	1,108,621	810,504	1,080,871	1,567,292	458,668	41.37%	
51								
52	Advertisement	13,829	5,149	6,866	8,367	(5,465)	-39.52%	Job Advisement new positions and vacancies
53	Marketing	30,119	8,175	10,900	15,900	(14,219)	-47.21%	Videography/Video production, Meltwater
54	Total Administrative Expenses	4,533,361	2,855,674	3,807,765	4,307,507	(225,859)	-4.98%	
55	Utilities:							
56	Water	21,055	6,596	8,794	8,794	(12,261)	-58.23%	
57	Electricity	75,125	54,648	72,865	72,865	(2,260)	-3.01%	
58	Gas	19,476	11,408	15,210	15,210	(4,266)	-21.90%	
59	Total Utilities	115,655	72,652	96,869	96,869	(18,786)	-16.24%	
60	Maintenance:							
61	Maintenance Materials:							
62	Gasoline	7,395	3,858	5,144	5,144	(2,251)	-30.44%	
63	Uniforms	1,089	1,834	2,445	2,445	1,356	124.50%	New Staff
64	HVAC Supplies	3,758	737	983	983	(2,775)	-73.84%	
65	Plumbing Supplies	1,640	488	651	651	(989)	-60.31%	
66	Other Supplies	7,973	2,047	2,729	2,729	(5,244)	-65.77%	

**FORT WORTH HOUSING SOLUTIONS
2020 REVISED OPERATING BUDGET REPORT
CENTRAL OFFICE COST CENTER TOTAL**

NO.	ACCOUNT NAME	2020	YTD @ 9.30.20	ANNUALIZED	2020	2020 BUDGET VS 2020 REVISED		EXPLANATION
		ORIGINAL BUDGET	MONTH ACTUAL	PROJECTION 12.31.20	REVISED BUDGET	INCR/(DECR) \$	INCR/(DECR) %	
67	Maintenance Contracts:							
68	Grounds, landscaping	1,738	4,917	6,556	6,556	4,818	277.22%	June-Dec '19 Expense
69	Auto Maintenance	1,633	6,440	8,586	8,586	6,953	425.79%	
70	Other Maintenance	842	3,436	4,581	4,581	3,739	444.10%	Reserved Parking Signs, Mail slot repair, other misc materials
71	Elevator	8,232	3,922	5,229	5,229	(3,003)	-36.48%	
72	Answering Service	708	509	678	678	(30)	-4.23%	
73	Lighting Contract	0	1,249	1,665	1,665	1,665	-100.00%	Emergency Lighting, LED Pole Lights at Admin Bldg.
73	Air & Heat	6,082	0	0	0	(6,082)	-100.00%	
74	Roof Repairs	0	9,500	12,667	9,500	9,500	-100.00%	Roof Repairs at Beach St Warehouse
75	Boiler & Chiller	36,427	33,273	44,364	44,364	7,937	21.79%	AC Maintenance Agreement
76	Garbage Collection	761	540	720	720	(41)	-5.39%	
77	Plumbing repair	0	1,205	1,606	1,606	1,606	-100.00%	
78	Fire Alarm	1,455	3,035	4,047	4,047	2,592	178.12%	
79	Pest Control	4,460	1,787	2,383	2,383	(2,077)	-46.58%	
80	Burglar Alarm	34,216	22,740	30,320	30,320	(3,896)	-11.39%	
81	Janitorial Services	41,454	26,915	35,887	39,450	(2,004)	-4.83%	
82	Equipment rental	0	0	0	0	0	0.00%	
83	Painting	2,284	0	0	0	(2,284)	-100.00%	
84	File Storage	4,346	4,041	5,388	5,388	1,042	23.97%	
85	Locks & Keys	1,849	488	650	650	(1,199)	-64.85%	
86	Safety Fees & Inspections	197	0	0	0	(197)	-100.00%	
87	Car Wash	107	45	60	60	(47)	-43.66%	
88	Total Maintenance Expenses	168,644	133,004	177,338	177,735	9,090	5.39%	
89	Protective Services:							
90	Contract Costs - Security	48,110	32,084	42,779	42,779	(5,331)	-11.08%	
91	Total Protective Services	48,110	32,084	42,779	42,779	(5,331)	-11.08%	
92	General Expenses:							
93	Liability	1,971	508	678	678	(1,294)	-65.62%	
94	Property	30,069	20,046	26,728	26,728	(3,341)	-11.11%	
95	Automobile	5,693	1,532	2,042	2,042	(3,651)	-64.13%	
96	Other Insurance coverage	36,718	24,959	33,279	33,279	(3,440)	-9.37%	
97	Subtotal - Insurance	74,453	47,045	62,727	62,727	(11,725)	-15.75%	
98	FICA	242,692	148,101	197,468	190,930	(51,762)	-21.33%	Budgeted 5% merit increase not giving
99	Workers Comp	11,572	1,200	1,600	1,600	(9,972)	-86.17%	
100	SUI	6,468	4,987	6,650	6,650	182	2.81%	
101	Retirement	317,202	177,257	236,342	236,342	(80,860)	-25.49%	Not all staff participate in the plan.
102	Health Insurance	355,367	212,488	283,318	283,318	(72,049)	-20.27%	Not all staff participate in the plan.
103	Life Insurance	11,404	5,992	7,989	7,989	(3,415)	-29.94%	
104	WAP	908	698	931	931	23	2.52%	
105	FSA	0	0	0	0	0	0.00%	
106	Subtotal - Employee Benefits	945,614	550,724	734,299	727,761	(217,852)	-23.04%	
107	Total General Expenses	1,020,067	597,703	796,939	790,424	(229,644)	-22.51%	
108	TOTAL OPERATING EXPENSES	5,885,838	3,691,117	4,921,690	5,415,314	(470,530)	-7.99%	
109	Nonoperating Expenses:							
110	Capital Expenditures - New Admin Bldg	0	0	0	6,000,000	6,000,000	100.00%	
111	Capital Expenditures	561,250	8,000	10,667	78,167	(483,083)	-86.07%	Reduded due to CARES Act Award
112	Total Nonoperating Expenses	561,250	8,000	10,667	6,078,167	5,516,917	982.97%	

**FORT WORTH HOUSING SOLUTIONS
2020 REVISED OPERATING BUDGET REPORT
CENTRAL OFFICE COST CENTER TOTAL**

NO.	ACCOUNT NAME	2020	YTD @ 9.30.20	ANNUALIZED	2020	2020 BUDGET VS 2020 REVISED		EXPLANATION
		ORIGINAL BUDGET	MONTH ACTUAL	PROJECTION 12.31.20	REVISED BUDGET	INCR/(DECR) \$	INCR/(DECR) %	
113	TOTAL EXPENSES	6,447,089	3,699,117	4,932,357	11,493,481	5,046,386	78.27%	
114								
115	INCOME (LOSS)	1,011,579	(0)	(0)	(0)	1,011,579	100.00%	
116	TRANSFER FROM/(TO) OTHER SOURCES	(1,011,579)	(0)	0	0	(1,011,579)	-100.00%	
117	NET	(0)	(0)	(0)	(0)	(0)		



FORT WORTH HOUSING SOLUTIONS AGENDA ITEM COVER SHEET

Board Meeting Date: November 19, 2020
Agenda Item No.: 2020.41, TAB 10
Person Responsible: Riza Nolasco, VP Finance and Administration
Subject: 2020 HCVP, Mainstream & Special Programs Revised Op Budgets

Background:

The U.S. Department of Housing and Urban Development (HUD) does not require the PHA to prepare and submit an operating budget for the administration of the Housing Choice Voucher program and other related programs currently administered by the Fort Worth Housing Solutions. However, it is highly recommended to have an annual budget comparing estimated fee earnings to estimated administrative expenses that is approved by its Board of Commissioners.

The Housing Choice Voucher Program summary budget includes the Housing Choice Voucher and Mainstream units while the Special Programs include the Veterans Affairs Supportive Housing and Section 8 Moderate Rehabilitation (SRO) programs.

The FY2020 Budgets were approved by the FWHS Board of Commissioners in December 2019. This resolution proposes revised 2020 budgets, which are based on actual expenditures through September 2020.

Issues/Concerns:

As part of Asset Management under the public housing program, the Housing Choice Voucher program is assessed management and bookkeeping fees payable to the Central Office Cost Center as regulated by HUD to cover the expenses that would otherwise be allocated to these operating budgets under the old rule. The administrative fee, which is calculated based on the number of units leased on the first day of the month, makes the most of the operating receipts for these programs.

The highlights of the 2020 revised budgets for the Housing Choice Voucher, Mainstream and Special Programs are outlined in the "Highlights of the 2020 Revised Operating Budgets" attachment.

Recommendation:

Staff recommends that the Fort Worth Housing Solutions Board of Commissioners adopt this resolution approving the revised operating budgets for the Housing Choice Voucher, Mainstream and Special Programs for fiscal year ending December 31, 2020.

Attachments:

Resolution
Highlights of the 2020 Revised Operating Budgets
Revised Budgets Detail

Fort Worth Housing Solutions

Resolution No. _____

RESOLUTION APPROVING THE REVISED OPERATING BUDGETS FOR THE HOUSING CHOICE VOUCHER, MAINSTREAM AND SPECIAL PROGRAMS FOR FISCAL YEAR ENDING DECEMBER 31, 2020.

WHEREAS, Fort Worth Housing Solutions receives financial assistance from the U.S. Department of Housing and Urban Development (HUD) under the Consolidated Annual Contributions Contract; and

WHEREAS, The creation of the Central Office Cost Center to comply with the Asset Management requirement under the Public Housing Program also affected the Housing Choice Voucher and Special Programs because of management and bookkeeping fees that take the place of allocated indirect costs; and

WHEREAS, The Board of Commissioners has reviewed the proposed revised operating budgets for the Housing Choice Voucher, Mainstream and Special Programs for fiscal year ending December 31, 2020 and certify that the financial plan is reasonable and indicates a source of funds adequate to cover all proposed expenditures.

NOW, THEREFORE, BE IT RESOLVED THAT:

That the Board of Commissioners of the Housing Authority of the City of Fort Worth, Texas d/b/a Fort Worth Housing Solutions hereby approves the revised operating budgets for the Housing Choice Voucher, Mainstream and Special Programs for fiscal year ending December 31, 2020.

Terri Attaway, Chairperson

November 19, 2020
Date

Mary-Margaret Lemons, President

November 19, 2020
Date

FORT WORTH HOUSING SOLUTIONS

HIGHLIGHTS OF THE 2020 REVISED OPERATING BUDGETS

- 1. HOUSING CHOICE VOUCHER & MAINSTREAM PROGRAMS, and CARES Act SUPPLEMENTAL FUNDS**
- 2. VETERANS AFFAIRS SUPPORTIVE HOUSING (VASH) & MOD REHAB (SRO) PROGRAMS**

HOUSING CHOICE VOUCHER & MAINSTREAM PROGRAMS, CARES Act SUPPLEMENTAL FUNDS

- Total Income Increased by \$5,525,248 due to the following:
 - Receipt of CARES Act supplemental funds administrative fees in the amount of \$1,640,811 and \$33,434 for HCV and Mainstream programs respectively;
 - HCV Administrative Fees Increased by \$330,201 due to increase in leasing and proration rate from 79% originally to 80% current;
 - Total HAP revenue increased by \$3,590,875. This represents an increase in HCV HAP of \$4,223,651 due to PBV and Tenant Protection vouchers and a decrease in Mainstream HAP of \$632,776 due to underutilization of the additional 200 vouchers
- Total Expenses increased by \$4,419,172 mainly due to the following:
 - COVID 19 related expenses in the projected amount of \$1,462,699; this includes management fees due to COCC in the amount of \$502,274;
 - Net increase of \$3,590,875 in HAP for HCV and Mainstream programs.
- CARES Act supplemental funds show a projected balance of \$211,546 at the end of the year to be spent in 2021;
- No need to transfer funds from COCC and Mainstream to HCV to cover its operating deficit. The original budget shows a transfer of \$846,703 and \$59,374 respectively.
- HCV shows a balanced budget.

SPECIAL PROGRAMS

- There is a very slight increase of \$227 in estimated administrative fees for both programs;
- HAP revenue increased by \$24,729 in the Mod Rehab program. There is no change in VASH HAP projection;
- There is a net decrease in total expenses of \$9,201 due to the following:
 - Increase in HAP in the amount of \$24,729;
 - Decreases in various expense line items due to changes in operations to prevent, prepare for and respond to coronavirus.
- The net estimated combined Excess Revenue Over Expenses for the Special programs is \$20,558. The original budget shows an operating deficit of \$13,599. There is no need to transfer funds from the COCC.

**FORT WORTH HOUSING SOLUTIONS
ASSISTED HOUSING
2020 REVISED OPERATING BUDGET REPORT
HOUSING CHOICE VOUCHER, CARES Act SUPPLEMENTAL FUNDS AND MAINSTREAM PROGRAMS**

INCOME	2020 ORIGINAL BUDGET	YTD MONTH ACTUAL	ANNUALIZED PROJECTION 12.31.2020	2020 REVISED BUDGET	2020 ORIGINAL BUDGET VS 2020 REVISED BUDGET		2020 REVISED BUDGET EXPLANATIONS
					Incr/(Decr) \$	Incr/(Decr) %	
Admin Fees Earned HCV	3,219,950	2,662,613	3,550,151	3,550,151	330,201	10.25%	Increased due to an increase in leasing and increase in the pro-ration rate approved from 79% originally to 80% current
Admin Fees Earned Mainstream	138,229	67,590	90,120	86,166	(52,063)	-37.66%	Decreased due to a lower voucher utilization for FY2020
2020 Cares Act Fees - HCV	-	1,640,811	1,640,811	1,640,811	1,640,811	0.00%	Additional Admin. Fees awarded to HCV by HUD under the CARES Act Supplemental Funds
2020 Cares Act Fees - Mainstream	-	33,434	33,434	33,434	33,434	0.00%	Additional Admin. Fees awarded to HCV by HUD under the CARES Act Supplemental Funds
Admin Fees Earned	3,358,179	4,404,448	5,314,516	5,310,562	1,952,383	58.14%	
HAP Revenue	41,230,044	33,249,588	44,332,784	44,820,919	3,590,875	8.71%	HAP revenue increases due to increased rents and subsidies for Tenant Protection and PBV vouchers
Other Income	85,732	54,382	67,722	67,722	(18,010)	-21.01%	
TOTAL INCOME	44,673,955	37,708,418	49,715,022	50,199,203	5,525,248	12.37%	

EXPENSES	2020 Original Budget	YTD MONTH ACTUAL	ANNUALIZED PROJECTION 12.31.2020	2020 Revised Budget	2020 ORIGINAL BUDGET VS 2020 REVISED BUDGET		2020 REVISED BUDGET EXPLANATIONS
					Incr/(Decr) \$	Incr/(Decr) %	
Administrative Expenses	3,483,029	2,606,608	4,343,140	4,383,180	900,151	25.84%	Increase mainly Management Fees as the results of additional admin. fees earned
Maintenance Expenses	69,261	39,685	55,048	55,048	(14,213)	-20.52%	Decreased mainly in housing inspections due to HUD waivers on regulations regarding inspections
Protective Services	1,278	450	600	642	(636)	-49.77%	
General Expenses	649,680	406,029	703,620	648,327	(1,353)	-0.21%	
HAP Expense	41,230,044	33,249,588	44,332,784	44,820,919	3,590,875	8.71%	HAP expenses increases due to increased rents and subsidies for Tenant Protection and PBV vouchers.
Total Operating Expenses	45,431,761	36,302,361	49,435,192	49,908,115	4,474,823	9.85%	
Nonoperating Expenses	88,896	-	33,245	33,245	(55,651)	-62.60%	Decrease due to projected capital expenditure allocated to other sources such as the CARES Act Admin Fees.
TOTAL EXPENSES	45,520,658	36,302,361	49,468,437	49,941,360	4,419,172	9.71%	

NET INCOME (LOSS)	(846,703)	1,406,057	246,585	257,843	1,104,546	130.45%	
Fund Transfer From/(To) Other Sources	846,703	-	-		(846,703)		No Transfer from COCC is needed
NET	-	1,406,057	246,585	257,843	257,843		

FORT WORTH HOUSING SOLUTIONS
2020 REVISED OPERATING BUDGET REPORT
HOUSING CHOICE VOUCHER, CARES Act SUPPLEMENTAL FUNDS AND MAINSTREAM PROGRAMS COMBINED

No.	ACCOUNT NAME	2020	YTD	ANNUALIZED	2020	2020 ORIGINAL BUDGET VS 2020 REVISED BUDGET		EXPLANATION
		ORIGINAL BUDGET	MONTH ACTUAL	PROJECTION 12.31.20	REVISED BUDGET	INCR / (DECR) \$	INCR / (DECR) %	
1	INCOME							
2	Admin Fees Earned HCV	3,219,950	2,662,613	3,550,151	3,550,151	330,201	10.25%	Increased due to an increase in leasing and increase in the pro-ration rate approved from 79% originally to 80% current
3	Admin Fees Earned Mainstream	138,229	67,590	90,120	86,166	(52,063)	-37.66%	Utilization of the 200 additional vouchers for FY2020 was under utilization
4	2020 Cares Act Fees - HCV		1,640,811	1,640,811	1,640,811	1,640,811	0.00%	Additional Admin. Fees awarded to HCV by HUD under the CARES Act Supplemental Funds
5	2020 Cares Act Fees - Mainstream		33,434	33,434	33,434	33,434	0.00%	Additional Admin. Fees awarded to HCV by HUD under the CARES Act Supplemental Funds
6	Admin Fees Earned	3,358,179	4,404,448	5,314,516	5,310,562	1,952,383	58.14%	
7	HAP Revenue	41,230,044	33,249,588	44,332,784	44,820,919	3,590,875	8.71%	HAP revenue increases due to increased rents and subsidies for Tenant Protection and PBV vouchers.
8	Total Fees	44,588,223	37,654,036	49,647,300	50,131,481	5,543,258	12.43%	
9	Investments	2,063	-	250	250	(1,813)	-87.88%	Decrease due to transfer of HCV Texpool account balance to JP. Morgan Chase.
10	Portable Admin. Fees	7,562	15,111	15,111	15,111	7,549	99.83%	FWHS have absorbed the port-ins coming to the Fort Worth jurisdiction
11	Fraud Recovery	49,788	25,780	34,373	34,373	(15,415)	-30.96%	Decreased due to a reduction in repayment agreements FY2020
12	Inspections Income	26,319	13,491	17,988	17,988	(8,331)	-31.65%	Decreased mainly in housing inspections due to HUD waivers on regulations regarding inspections.
14	Total Other	85,732	54,382	67,722	67,722	(18,010)	-21.01%	
15	TOTAL INCOME	44,673,955	37,708,418	49,715,022	50,199,203	5,525,248	12.37%	
16	OPERATING EXPENSES:							
17	Administrative Expenses:							
18	Administrative Salaries	1,671,879	1,033,908	1,698,299	1,690,278	18,399	1.10%	
19	Compensated Absences	9,286	-	9,286	9,286	-	0.00%	
20	Legal expense	2,047	1,100	1,100	1,100	(947)	0.00%	
21	Staff Training	5,000	1,850	2,466	2,466	(2,534)	-50.67%	Decrease due to staff reduction in attending estimated in person trainings
22	Travel	10,650	-	-	-	(10,650)	-100.00%	No travel during FY2020 due to COVID-19
23	Audit	48,734	31,707	66,222	72,680	23,946	49.14%	
24	Subtotal	1,747,596	1,068,564	1,777,374	1,775,811	28,215	1.61%	
25	Sundry:							
26	Publications	1,138	620	620	620	(518)	-45.52%	
27	Telephone	37,010	29,951	39,935	39,935	2,925	7.90%	Increased due to slight increase in telephone monthly usage
28	Postage	24,348	14,118	29,413	19,413	(4,935)	-20.27%	
29	Forms, etc.	9,115	3,595	4,794	4,178	(4,937)	-54.16%	Decreased due to forms expenses allocated to the CARES Act Admin Fees

FORT WORTH HOUSING SOLUTIONS
2020 REVISED OPERATING BUDGET REPORT
HOUSING CHOICE VOUCHER, CARES Act SUPPLEMENTAL FUNDS AND MAINSTREAM PROGRAMS COMBINED

No.	ACCOUNT NAME	2020	YTD	ANNUALIZED	2020	2020 ORIGINAL BUDGET VS 2020 REVISED BUDGET		EXPLANATION
		ORIGINAL BUDGET	MONTH ACTUAL	PROJECTION 12.31.20	REVISED BUDGET	INCR / (DECR) \$	INCR / (DECR) %	
30	Office Supplies	10,879	4,766	6,355	6,554	(4,325)	-39.76%	Decrease due to allocation of expenses such as cleaning supplies, disinfectants, etc allocated from HCV to CARES Act Admin. Fees
31	Machine Rental	19,660	10,652	14,203	14,203	(5,457)	-27.76%	
32	Other Expenses	425	6,656	11,908	12,158	11,733	2760.71%	Increased due to expenses allocated to the CARES Act Admin Fees
33	Mileage	-	190	190	190	190	0.00%	
34	Software	-	-	10,000	10,000	10,000	0.00%	Software that will assists in scheduling and routing inspections.
35	Licenses & Fees	-	-	90,800	90,800	90,800	0.00%	Increased budgeted for lincenses fees payable to Global under the CARES Act Supplemental Funds
36	Portable Admin Fee Expense	41,788	15,706	20,941	20,946	(20,842)	-49.88%	Decrease due to port - in absorbed by FWHS.
37	Bank Charges	4,963	3,785	4,527	4,527	(436)	-8.79%	
38	Temp/Contract Labor	-	5,437	5,437	5,437	5,437	0.00%	Increased due to the needs of additional temporary labor at the beginning of the year
39	Bad Debt Expenses	100,000	-	100,000	150,000	50,000	50.00%	
40	Meetings - FWA Events	1,000	145	193	253	(747)	-74.70%	
41	Auto Lease Expense	25,493	13,809	18,412	18,412	(7,081)	-27.78%	Decrease due to changes in allocation resulting in lower monthly expenses charged to HCV
42	Computer Maintenance	311,130	226,041	311,081	311,081	(49)	-0.02%	
43	Cell Phones	5,363	4,846	6,461	6,922	1,559	29.07%	
44	Professional Services	18,815	9,089	254,499	254,499	235,684	1252.64%	Increased budgeted under the CARES Act Supplemental Funding for Document Imaging under contract with Global
45	Commission Expense	11,250	-	2,813	2,813	(8,438)	-75.00%	Decrease due to non payment of commission during 2020 no collection activity
46	Subtotal - Sundry Expenses	622,377	349,406	932,582	972,939	350,562	56.33%	
47	Management Fees	671,636	864,720	1,204,137	1,204,137	532,501	79.28%	Increase as the results of additional admin. fees earned.
48	Advertisement	1,500	399	399	1,644	144	9.60%	
49	Bookkeeping Fees	439,920	323,519	428,648	428,648	(11,272)	-2.56%	Due to Maistream Units under utilization FY2020
50	Total Administrative Expenses	3,483,029	2,606,608	4,343,140	4,383,180	900,151	25.84%	
55	Materials:							
56	Gasoline	4,693	1,289	1,719	1,719	(2,974)	-63.37%	Decrease due to a reduction in inspection as the result of the COVID-19 waivers from HUD
57	Uniforms	600	936	936	936	336	56.00%	
58	Subtotal - Materials	5,293	2,225	2,655	2,655	(2,638)	-49.84%	
59	Maintenance Contracts:							
60	Auto maintenance	1,911	1,146	1,527	1,527	(384)	-20.09%	
61	Other Maintenance	558	679	910	910	352	63.00%	
62	Work Number	32,000	24,725	34,961	34,961	2,961	9.25%	
63	Housing Inspections	29,295	10,894	14,980	14,980	(14,315)	-48.86%	Due to HUD waivers regarding inspections during COVID-19.
64	Car Wash	204	15	15	15	(189)	-92.65%	
65	Subtotal - Contracts	63,968	37,460	52,393	52,393	(11,575)	-18.10%	

FORT WORTH HOUSING SOLUTIONS
2020 REVISED OPERATING BUDGET REPORT
HOUSING CHOICE VOUCHER, CARES Act SUPPLEMENTAL FUNDS AND MAINSTREAM PROGRAMS COMBINED

No.	ACCOUNT NAME	2020	YTD	ANNUALIZED	2020	2020 ORIGINAL BUDGET VS 2020 REVISED BUDGET		EXPLANATION
		ORIGINAL BUDGET	MONTH ACTUAL	PROJECTION 12.31.20	REVISED BUDGET	INCR / (DECR) \$	INCR / (DECR) %	
66	Total Maintenance Expenses	69,261	39,685	55,048	55,048	(14,213)	-20.52%	
67	Protective Services:							
68	Criminal Histories	1,278	450	600	642	(636)	-49.77%	
69	Total Protective Services	1,278	450	600	642	(636)	-49.77%	
70	General Expenses:							
71	Security Deposits	-	1,000	1,333	20,000	20,000	0.00%	Increased for security deposits for 260 Mainstream families.
72	Landlord Incentives	-	-	25,000	25,000	25,000	0.00%	Increased budgeted under the CARES Act Supplemental Funds
73	Liability	1,397	-	-	-	(1,397)	-100.00%	
74	Automobile	7,436	4,086	5,456	5,456	(1,980)	-26.63%	
75	Other Insurance coverage	824	404	539	539	(285)	-34.59%	
	Relocations	-	-	53,600	53,600	53,600	0.00%	
76	Subtotal - General Expenses	9,657	5,490	85,928	104,595	94,938	983.10%	
77	FICA	128,604	87,501	146,074	127,990	(614)	-0.48%	
78	SUI	5,453	5,051	6,860	5,949	496	9.09%	
79	Workers Comp	6,141	739	1,880	1,755	(4,386)	-71.42%	
80	Retirement	168,025	94,973	143,019	126,071	(41,954)	-24.97%	
81	Health Insurance	324,986	207,521	312,564	275,511	(49,475)	-15.22%	
82	Life Insurance	6,050	3,919	5,900	5,201	(849)	-14.03%	
83	WAP	764	836	1,395	1,255	491	64.27%	
84	Subtotal - Employee Benefits	640,023	400,539	617,692	543,732	(96,291)	-15.04%	Overall decreased due HCV employee benefits allocated to CARES Act Admin Expenses
85	Total General Expenses	649,680	406,029	703,620	648,327	(1,353)	-0.21%	
86	Housing Assistance Payment:							
87	Housing Assistance Payment	41,230,044	33,249,588	44,332,784	44,820,919	3,590,875	8.71%	HAP revenue increases due to increased rents and subsidies for Tenant Protection and PBV vouchers.
88	Total HAP	41,230,044	33,249,588	44,332,784	44,820,919	3,590,875	8.71%	Increase in voucher utilization for 2020
89	TOTAL OPERATING EXPENSES	45,433,292	36,302,361	49,435,192	49,908,115	4,474,823	9.85%	
90	Nonoperating Expenses:							
91	Capital Expenditures	88,896	-	33,245	33,245	(55,651)	-62.60%	
92	Total Nonoperating Expenses	88,896	-	33,245	33,245	(55,651)	-62.60%	
93	TOTAL EXPENSES	45,520,658	36,302,361	49,468,437	49,941,360	4,419,172	9.71%	
94	INCOME (LOSS)	(846,703)	1,406,057	246,585	257,843	1,104,546	130.45%	
95	TRANSFER FROM COCC	846,703	-	-	-	(846,704)		No Transfer from COCC is needed
97	NET	-	1,406,057	246,585	257,843	257,843		

**FORT WORTH HOUSING SOLUTIONS
2020 REVISED OPERATING BUDGET REPORT
HOUSING CHOICE VOUCHER**

No.	ACCOUNT NAME	2020	YTD	ANNUALIZED	2020	2020 ORIGINAL BUDGET VS 2020 REVISED BUDGET		EXPLANATION
		ORIGINAL BUDGET	MONTH ACTUAL	PROJECTION 12.31.20	REVISED BUDGET	INCR / (DECR) \$	INCR / (DECR) %	
1	INCOME:							
2	Admin Fees Earned HCV	3,219,950	2,662,613	3,550,150.67	3,550,151	330,201	10.3%	Increased due to an increase in leasing and increase in the pro-ration rate approved from 79% originally to 80% current
3	HAP Revenue	39,928,044	32,747,670	43,663,560	44,151,695	4,223,651	10.58%	HAP revenue increased due to increase rents and subsidies for Tenant Protection and PBV vouchers.
4	Total Fees	43,147,994	35,410,283	47,213,711	47,701,846	4,553,852	10.55%	
5	Investments	2,063	-	250	250	(1,813)	-87.88%	
6	Portable Admin. Fees	7,562	15,111	15,111	15,111	7,549	99.83%	
7	Fraud Recovery	49,788	25,780	34,373	34,373	(15,415)	-30.96%	Decreased due to a reduction in repayment agreements FY2020
8	Inspections	26,319	13,491	17,988	17,988	(8,331)	0.00%	
10	TOTAL INCOME	43,233,726	35,464,665	47,281,433	47,769,568	4,535,842	10.49%	
11	OPERATING EXPENSES:							
12	Administrative Salaries	1,650,950	1,001,913	1,335,883.44	1,327,993	(322,957)	-19.6%	Decrease due to allocation of salaries from the HCV program allocated to the CARES Act Admin Fees
13	Compensated Absences	9,141	-	9,141	9,141	-	0.0%	
14	Legal expense	2,047	1,100	1,100	1,100	(947)	0.0%	
15	Staff Training	5,000	1,850	2,466.33	2,466	(2,534)	-50.7%	
16	Travel	10,650	-	-	-	(10,650)	-100.0%	No travel during FY2020 due to COVID-19
17	Audit	47,893	31,212	41,616	47,893	-	0.0%	
18	Subtotal	1,725,681	1,036,074	1,390,207	1,388,594	(337,087)	-19.53%	
19	Sundry:							
20	Publications	1,138	620	620	620	(518)	-45.5%	
21	Telephone	37,010	29,951	39,935	39,935	2,925	7.9%	Increased due to slight increase in telephone monthly usage
22	Mileage		190	190	190	190	0.0%	
23	Postage	24,348	14,118	19,413	9,413	(14,935)	-61.3%	Decrease due to allocation of postage expenses allocated to CARES Act Admin. Fees
24	Forms, etc.	9,115	3,595	4,794	4,178	(4,937)	-54.2%	
25	Office Supplies	10,879	4,766	6,355	6,554	(4,325)	-39.8%	Decrease due to allocation of supplies expenses allocated to CARES Act Admin. Fees
26	Machine Rental	19,660	10,652	14,203	14,203	(5,457)	-27.8%	
27	Other Expenses	425	1,431	1,908	2,158	1,733	407.8%	Increased due to additional expenses incurred and no projected
28	Portable Admin Fee Expense	40,956	15,275	20,367	20,367	(20,589)	-50.3%	Decrease due to port - in absorbed by FWHS

**FORT WORTH HOUSING SOLUTIONS
2020 REVISED OPERATING BUDGET REPORT
HOUSING CHOICE VOUCHER**

No.	ACCOUNT NAME	2020	YTD	ANNUALIZED	2020	2020 ORIGINAL BUDGET VS 2020 REVISED BUDGET		EXPLANATION
		ORIGINAL BUDGET	MONTH ACTUAL	PROJECTION 12.31.20	REVISED BUDGET	INCR / (DECR) \$	INCR / (DECR) %	
29	Bank Charges	1,880	2,224	2,966	2,966	1,086	57.8%	
30	Temp / Contract Labor	-	5,437	5,437	5,437	5,437	0.0%	Increased due to the needs of additional temporary labor at the beginning of the year
31	Bad Debt Expenses	100,000	-	100,000	150,000	50,000	50.0%	
32	Auto Lease Expense	25,493	13,809	18,412	18,412	(7,081)	-27.8%	Decrease due to changes in allocation resulting in lower monthly expenses charged to HCV
33	Computer Maintenance	310,678	225,638	310,678	310,678	-	0.0%	
34	Meetings-FWHA Events	1,000	145	193	253	(747)	-74.7%	
35	Cell Phones	5,363	4,846	6,461	6,922	1,559	29.1%	Increased due to slight increase in telephone monthly usage
36	Professional Services	18,699	8,973	11,963	11,963	(6,736)	-36.0%	
37	Collection Agency Expenses	11,250	-	2,813	2,813	(8,438)	-75.0%	Decrease no collection were recorded or received from the Collection Agency
38	Subtotal - Sundry Expenses	617,894	341,670	566,707	607,060	(10,834)	-1.75%	
39	Management Fees	643,990	515,947	687,929.33	687,929	43,939	6.8%	Increase as the results of additional admin. fees earned.
40	Advertisement	1,500	255	255	1,500	-	0.0%	
41	Bookkeeping Fees	422,370	315,016	420,021.33	420,021	(2,349)	-0.6%	
42	Total Administrative Expenses	3,411,435	2,208,962	3,065,119	3,105,105	(306,330)	-8.98%	
43	Maintenance:						0.00%	
44	Materials:				-	-	0.00%	
45	Gasoline	4,693	1,289	1,719.01	1,719	(2,974)	-63.4%	Decrease due to HUD waivers regarding inspections during COVID-19.
46	Uniforms	600	936	936	936	336	56.0%	
47	Subtotal - Materials	5,293	2,225	2,655	2,655	(2,638)	-49.84%	
48	Maintenance Contract:		-		-	-		
49	Auto Maintenance	1,911	1,146	1,527	1,527	(384)	-20.1%	
50	Other Maintenance	550	676	902	902	352	0.0%	
51	Work Number	32,000	24,725	34,961	34,961	2,961	9.3%	
52	Housing Inspections	29,295	10,894	14,980	14,980	(14,315)	-48.9%	Decrease due to HUD waivers regarding inspections during COVID-19.
53	Car Wash	204	15	15	15	(189)	-92.7%	
54	Subtotal - Contracts	63,960	37,457	52,385	52,385	(11,575)	-18.10%	
55	Total Maintenance Expenses	69,253	39,682	55,040	55,040	(14,213)	-20.52%	
56	Protective Services:							
57	Criminal Histories	1,278	450	600	642	(636)	-49.8%	
58	Total Protective Services	1,278	450	600	642	(636)	-49.77%	
59	General Expenses:							
60	Liability	1,397	-	-	-	(1,397)	-100.0%	No charges to liability insurances
61	Automobile	7,436	4,086	5,448	5,448	(1,988)	-26.7%	Decrease due to HUD waivers regarding inspections during COVID-19.
62	Other Insurance coverage	824	404	539	539	(285)	-34.6%	
63	Subtotal - Insurance	9,657	4,490	5,987	5,987	(3,670)	-38.00%	
64	FICA	126,285	86,047	114,728.84	96,645	(29,640)	-23.5%	

**FORT WORTH HOUSING SOLUTIONS
2020 REVISED OPERATING BUDGET REPORT
HOUSING CHOICE VOUCHER**

No.	ACCOUNT NAME	2020	YTD	ANNUALIZED	2020	2020 ORIGINAL BUDGET VS 2020 REVISED BUDGET		EXPLANATION
		ORIGINAL BUDGET	MONTH ACTUAL	PROJECTION 12.31.20	REVISED BUDGET	INCR / (DECR) \$	INCR / (DECR) %	
65	SUI	5,390	5,015	6,686.73	5,776	386	7.2%	
66	Workers Comp	6,023	691	921.17	796	(5,227)	-86.8%	
67	Retirement	165,152	93,296	124,394.32	107,446	(57,706)	-34.9%	
68	Health	321,659	203,967	271,956.53	234,904	(86,755)	-27.0%	
70	Life	5,975	3,849	5,132.47	4,433	(1,542)	-25.8%	
71	WAPA	756	826	1,240.00	1,100	344	45.5%	
72	Subtotal - Employee Benefits	631,240	393,691	525,060	451,100	(180,140)	-28.54%	Overall decreased due to HCV employee benefits allocated to CARES Act Admin Expenses
73	Total General Expenses	640,897	398,181	531,047	457,087	(183,810)	-28.68%	
74	Housing Assistance Payment:	39,928,044	32,747,670	43,663,560	44,151,695	4,223,651	10.6%	HAP expenses increases due to increased rents and subsidies for Tenant Protection and PBV vouchers.
75	Total HAP	39,928,044	32,747,670	43,663,560	44,151,695	4,223,651	10.58%	
76	TOTAL OPERATING EXPENSES	44,050,907	35,394,946	47,315,366	47,769,568	3,718,661	8.44%	
77	Non-Opearting Expenses:							
78	Capital Expenditures	88,896	-	-	-	(88,896)	-100.0%	Decrease due to projected capital expenditure allocated to other sources such as the CARES Act Admin Fees.
79	Total Nonoperating Expenses	88,896	-	-	-	(88,896)	-100.00%	
80	TOTAL EXPENSES	44,139,803	35,394,946	47,315,366	47,769,568	3,629,765	8.22%	
81	INCOME (LOSS)	(906,077)	69,719	(33,933)	(0)	906,077	100.00%	
82	TRANSFER FROM COCC	846,703	-	-	-	846,703		No Transfer from COCC needed
83	TRANSFER FROM MAINSTREAM	59,374	-	-	-	59,374		No Transfer from MAINSTREAM needed
84	NET	-	69,719	(33,933)	-	1,812,154		

**FORT WORTH HOUSING SOLUTIONS
2020 REVISED OPERATING BUDGET REPORT
CARES Act SUPPLEMENTAL FUNDS**

No	ACCOUNT NAME	2020 ORIGINAL BUDGET	YTD - 09/2020 MONTH ACTUAL	ANNUALIZED PROJECTION 12.31.20	2020 REVISED BUDGET	2020 ORIGINAL BUDGET VS 2020 REVISED BUDGET		EXPLANATION
						INCR / (DECR) \$	INCR / (DECR) %	
1	INCOME:							
2	2020 Cares Act Fees - HCV	-	1,640,811	1,640,811	1,640,811	1,640,811	0.00%	Increased due to CARES Act Supplemental Funds received
3	2020 Cares Act Fees - Mainstream	-	33,434	33,434	33,434	33,434	0.00%	Increased due to CARES Act Supplemental Funds received
4	Total Fees	-	1,674,245	1,674,245	1,674,245	1,674,245	0.00%	
5	TOTAL INCOME	-	1,674,245	1,674,245	1,674,245	1,674,245	0.00%	
6	OPERATING EXPENSES:							
7	Administrative Expenses:				-			
8	Administrative Salaries		24,453	352,360	352,360	352,360	0.00%	Increased due to HCV salaries allocated to the CARES Act Admin Fees
9	Audit			23,946	23,946	23,946	0.00%	
10	Subtotal	-	24,453	376,306	376,306	376,306	0.00%	
11	Sundry:							
12	Postage		-	10,000	10,000	10,000	0.00%	Increased postage, envelopes for mailing recertifications and admission packet
13	Software		-	10,000	10,000	10,000	0.00%	
14	Other Expenses		5,225	10,000	10,000	10,000	0.00%	Increased cleaning supplies, desifectant
15	Licenses & Fees			90,800	90,800	90,800	0.00%	Increased budgeted for lincenses fees payable to Global Solutions under the CARES Act Supplemental Funds
16	Professional Services			242,420	242,420	242,420	0.00%	Cares Act Admin Fees for Document Imaging/Workflow System under contractt with Globar Solutions
17	Subtotal - Sundry Expenses	-	5,225	363,220	363,220	363,220	0.00%	
18	Management Fees		334,839	502,274	502,274	502,274	0.00%	Increase as the results of additional admin. fees earned from the CARES Act Admin Fees.
19	Total Administrative Expenses	-	364,517	1,241,800	1,241,800	1,241,800	0.00%	
20	General Expenses:							
21	Security Deposits	-	1,000	1,333	20,000	20,000	0.00%	Increased for security deposits for 260 Mainstream families.
22	Landlord Incentives			25,000	25,000	5,000	0.00%	Increased incentive to landlord for recruitment of new ones
23	Relocations		-	53,600	53,600	53,600	0.00%	Increased allocated to CARES Act Admin Fees for HCV clients relocating from Sycamore Villas
25	Subtotal - General Expenses	-	1,000	79,933	98,600	78,600	0.00%	
26	FICA		718	30,609	30,609	30,609	0.00%	
27	Workers Comp		42	953	953	953	0.00%	
28	SUI		7	132	132	132	0.00%	
29	Retirement		779	17,727	17,727	17,727	0.00%	
30	Health		1,703	38,756	38,756	38,756	0.00%	

**FORT WORTH HOUSING SOLUTIONS
2020 REVISED OPERATING BUDGET REPORT
CARES Act SUPPLEMENTAL FUNDS**

31	Life		32	731	731	731	0.00%	
32	WAP		6	147	147	147	0.00%	
33	Subtotal - Employee Benefits	-	3,287	89,055	89,055	89,055	0.00%	Overall increased due to HCV employees benefits allocated to the CARES Act Admin Fees
34	Total General Expenses	-	4,287	168,988	187,655	167,655	0.00%	
35	TOTAL OPERATING EXPENSES	-	368,804	1,410,788	1,429,455	1,409,455	0.00%	
36	Capital Expenditure	-	-	33,244	33,244	33,244	0.00%	Increased for computer equipment for HCV staff to work remotely
37	Total Equipment	-	-	33,244	33,244	33,244	0.00%	
38	TOTAL EXPENSES	-	368,804	1,444,032	1,462,699	1,442,699	0.00%	
39	INCOME(LOSS)	-	1,305,441	230,213	211,546	231,546	0.00%	
40	NET	-	1,305,441	230,213	211,546	231,546		

**FORT WORTH HOUSING SOLUTIONS
2020 REVISED OPERATING BUDGET REPORT
MAINSTREAM**

No	ACCOUNT NAME	2020	YTD 09/2020	ANNUALIZED	2020	2020 ORIGINAL BUDGET VS 2020 REVISED BUDGET		EXPLANATION
		ORIGINAL BUDGET	MONTH ACTUAL	PROJECTION 12.31.20	REVISED BUDGET	INCR / (DECR) \$	INCR / (DECR) %	
1	INCOME:							
2	Admin Fees Earned Mainstream	138,229	67,590	90,120	86,166	(52,063)	-37.66%	Decreased due to a reduction of units leased for the remainder of FY2020
3	HAP Revenue	1,302,000	501,918	669,224	669,224	(632,776)	-48.60%	Utilization of the 200 additional vouchers for FY2020 are projected to be under utilization
4	Total Fees	1,440,229	569,508	759,344	755,390	(684,839)	-47.55%	
5	TOTAL INCOME	1,440,229	569,508	759,344	755,390	(684,839)	-47.55%	
6	OPERATING EXPENSES:							
7	Administrative Expenses:							
8	Administrative Salaries	20,929	7,542	10,056	9,925	(11,004)	-52.58%	
9	Compensated Absences	145	-	145	145	-	0.00%	
10	Audit	841	495	660	841	-	0.00%	
11	Subtotal	21,915	8,037	10,861	10,911	(11,004)	-50.21%	
12	Sundry:							
13	Portable Admin Fee Expense	832	431	575	579	(253)	0.00%	
14	Bank Charges	3,083	1,561	1,561	1,561	(1,522)	0.00%	
15	Computer Maintenance	452	403	403	403	(49)	-10.84%	
16	Professional Services	116	116	116	116	-	0.00%	
17	Subtotal - Sundry Expenses	4,483	2,511	2,655	2,659	1,824	40.69%	
18	Management Fees	27,646	13,933	13,934	13,934	(13,712)	-49.60%	Decreased due to a reduction in admin fees earned
19	Advertisement	-	144	144	144	144	0.00%	
20	Bookkeeping Fees	17,550	8,503	8,627	8,627	(8,923)	-50.84%	Decreased due to a reduction of units leased for the remainder of FY2020
21	Total Administrative Expenses	71,594	33,128	36,221	36,275	(31,671)	-44.24%	
22	Maintenance:							
23	Other maintenance	8	3	8	8	-	0.00%	
24	Total Contract Costs	8	3	8	8	-	0.00%	
25	Total Maintenance Expenses	8	3	8	8	-	0.00%	
26	General Expenses:							
27	Liability	8	-	-	-	(8)	-100.00%	
28	Automobile	8	4	8	8	-	0.00%	
29	Subtotal - Insurance	16	4	8	8	(8)	-50.00%	
30	FICA	1,601	736	736	736	(865)	-54.03%	
30	Workers Comp	76	4	6	6	(70)	-92.11%	
31	SUI	56	29	41	41	(15)	-26.79%	
31	Retirement	2,094	898	898	898	(1,196)	-57.12%	No all staff will participate or matched 5% to the plan
32	Health	3,327	1,851	1,851	1,851	(1,476)	-44.36%	

**FORT WORTH HOUSING SOLUTIONS
2020 REVISED OPERATING BUDGET REPORT
MAINSTREAM**

No	ACCOUNT NAME	2020	YTD 09/2020	ANNUALIZED	2020	2020 ORIGINAL BUDGET VS 2020 REVISED BUDGET		EXPLANATION
		ORIGINAL BUDGET	MONTH ACTUAL	PROJECTION 12.31.20	REVISED BUDGET	INCR / (DECR) \$	INCR / (DECR) %	
32	Life	75	37	37	37	(38)	-50.67%	
33	WAP	8	4	8	8	-	0.00%	
33	Subtotal - Employee Benefits	7,237	3,559	3,577	3,577	(3,660)	-50.57%	
34	Total General Expenses	7,253	3,563	3,585	3,585	(3,668)	-50.57%	
34	Housing Assistance Payment:							
35	Housing Assistance Payment	1,302,000	501,918	669,224	669,224	(632,776)	-48.60%	Decreased in voucher utilization for 2020
35	Total HAP	1,302,000	501,918	669,224	669,224	(632,776)	-48.60%	
36	TOTAL OPERATING EXPENSES	1,380,855	538,613	709,038	709,092	(668,115)	-48.38%	
36	TOTAL EXPENSES	1,380,855	538,613	709,038	709,092	(668,115)	-48.38%	
37	INCOME(LOSS)	59,374	30,895	50,305	46,297	(13,077)	-22.02%	
37	TRANSFER TO HCV	(59,374)	-	-	-	59,374		No transfer from Mainstreams is needed
38	NET	-	30,895	50,305	46,297	46,297		

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**FORT WORTH HOUSING SOLUTIONS
SPECIAL PROGRAM
2020 REVISED OPERATING BUDGET REPORT
VASH AND MOD REHAB (SRO'S) PROGRAM**

INCOME	2020 ORIGINAL BUDGET	YTD MONTH ACTUAL	ANNUALIZED PROJECTION 12.31.2020	2020 REVISED BUDGET	2020 ORIGINAL BUDGET VS 2020 REVISED BUDGET		2020 REVISED BUDGET EXPLANATIONS
					Incr/(Decr) \$	Incr/(Decr) %	
Admin Fees Earned	295,777	218,788	291,717	296,004	227	0.08%	VASH admin fees projected would remain the same from 2020 original budget. Slight increase for MOD REHAB program
HAP Revenue	2,509,571	1,960,880	2,614,507	2,534,300	24,729	0.99%	Increase due to additional leasing of units within the approved baseline for CY2020
TOTAL INCOME	2,805,348	2,179,668	2,906,224	2,830,304	24,956	0.89%	

EXPENSES	2019 Original Budget	YTD MONTH ACTUAL	ANNUALIZED PROJECTION 12.31.2019	2020 Revised Budget	2020 ORIGINAL BUDGET VS 2020 REVISED BUDGET		2020 REVISED BUDGET EXPLANATIONS
					Incr/(Decr) \$	Incr/(Decr) %	
Administrative Expenses	237,413	164,780	219,707	218,791	(18,622)	-7.84%	5% budgeted merit increase not giving in FY2020
Maintenance Expenses	23,371	12,808	17,077	15,511	(7,860)	-33.63%	Decreased due to HUD waivers regarding inspections during COVID-19.
General Expenses	48,592	32,214	42,952	41,144	(7,448)	-15.33%	Overall decrease due to insurance benefits and payroll expenses.
HAP Expense	2,509,571	1,960,880	2,614,507	2,534,300	24,729	0.99%	Increase due to MOD REHAB program additional leasing of units within the approved baseline for CY2020
Total Operating Expenses	2,818,947	2,170,682	2,894,243	2,809,746	(9,201)	-0.33%	
TOTAL EXPENSES	2,818,947	2,170,682	2,894,243	2,809,746	(9,201)	-0.33%	

NET INCOME (LOSS)	(13,599)	8,986	11,980	20,558	34,157	251.17%	
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Fund Transfer From/(To) Other Sour	13,599	(8,986)	(11,980)	-	(13,599)		No transfer needed from COCC
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NET	-	-	-	20,558	20,558		
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**FORT WORTH HOUSING SOLUTIONS
2020 REVISED OPERATING BUDGET REPORT
VASH AND MOD REHAB (SRO) PROGRAMS COMBINED**

No.	ACCOUNT NAME	2020	YTD - 09/2020	ANNUALIZED	2020	2020 Original BUDGET VS 2020 REVISED BUDGET		EXPLANATION
		ORIGINAL BUDGET	MONTH ACTUAL	PROJECTION 12.31.20	REVISED BUDGET	INCR / (DECR) \$	INCR / (DECR) %	
1	INCOME							
2	Admin Fees Earned Samaritan I	30,543	22,965	30,620	30,620	77	0.25%	Based on a fixed rate of \$81.33 per unit available for FY2020.
3	Admin Fees Earned Conerstone	19,090	12,942	17,256	17,256	(1,834)	-9.61%	
4	Admin Fees Earned Samaritan II	17,181	14,374	19,165	19,165	1,984	11.55%	
5	Admin Fees Earned VASH	228,963	168,507	224,676	228,963	-	0.00%	Admin Fees projected would remain the same from 2020 original budget
6	Admin Fees Earned	295,777	218,788	291,717	296,004	227	0.08%	
7	HAP Revenue	2,509,571	1,960,880	2,614,507	2,534,300	24,729	0.99%	Increase due to MOD REHAB program additional leasing of units within the approved baseline for CY2020
8	Total Fees	2,805,348	2,179,668	2,906,224	2,830,304	24,956	0.89%	
9	TOTAL INCOME	2,805,348	2,179,668	2,906,224	2,830,304	24,956	0.89%	
10	OPERATING EXPENSES:							
11	Administrative Expenses:							
12	Administrative Salaries	118,480	83,591	111,455	106,062	(12,418)	-10.48%	5% budgeted merit increases not giving in FY2020
13	Compensated Absences	3,430	-	-	3,430	-	0.00%	
14	Staff Training	385	-	-	-	(385)	0.00%	
15	Audit	3,256	1,911	2,548	3,256	-	0.00%	
16	Subtotal	125,551	85,502	114,003	112,748	(12,803)	-10.20%	
17	Sundry:							
18	Office Supplies	148	-	-	98	(50)	-33.78%	
19	Machine Rental	2,290	1,718	2,291	2,290	-	0.00%	
20	Other Expenses	285	256	341	593	308	108.07%	Additional expenses incurred that weren't projected
21	Portable Admin Fee Expense	5,406	1,660	2,213	1,807	(3,599)	-66.57%	Decrease due to vouchers no porting out
22	Temp/Contract Labor	-	291	388	291	291	0.00%	
23	Bank Charges	2,417	1,117	1,490	1,450	(967)	-40.01%	Decrease due to less banking activity
24	Auto Lease Expense	1,625	1,248	1,664	1,664	39	2.40%	
25	Computer Maintenance	4,229	2,662	3,549	3,721	(508)	-12.00%	
26	Professional Services	936	653	871	747	(189)	-20.23%	
27	Subtotal - Sundry Expenses	17,336	9,606	12,807	12,661	(4,675)	-26.97%	
28	Management Fees	59,156	43,413	57,884	58,164	(992)	-1.68%	Based of 20% of Admin. Fees Earned.
29	Bookkeeping Fees	35,370	26,260	35,013	35,218	(152)	-0.43%	Based on \$7.50 per unit Leased
30	Total Administrative Expenses	237,413	164,780	219,707	218,791	(18,622)	-7.84%	
31	Maintenance Contracts:							
32	Auto maintenance	60	-	-	-	(60)	-100.00%	
33	Other Maintenance	31	31	41	41	10	33.33%	
34	Housing Inspections	23,229	12,762	17,016	15,450	(7,779)	-33.49%	Due to HUD waivers regarding inspections during COVID-19.
35	Car Wash	51	15	20	20	(31)	-60.78%	
36	Subtotal - Contracts	23,371	12,808	17,077	15,511	(7,860)	-33.63%	
37	Total Maintenance Expenses	23,371	12,808	17,077	15,511	(7,860)	-33.63%	
38	General Expenses:							
39	Liability	68	-	-	-	(68)	-100.00%	
40	Automobile	62	32	43	43	(19)	-31.18%	
41	Other Insurance coverage	25	13	17	17	(8)	-30.67%	
42	Subtotal - Insurance	155	45	60	60	(95)	-61.29%	

**FORT WORTH HOUSING SOLUTIONS
2020 REVISED OPERATING BUDGET REPORT
VASH AND MOD REHAB (SRO) PROGRAMS COMBINED**

No.	ACCOUNT NAME	2020 ORIGINAL BUDGET	YTD - 09/2020 MONTH ACTUAL	ANNUALIZED PROJECTION 12.31.20	2020 REVISED BUDGET	2020 Original BUDGET VS 2020 REVISED BUDGET		EXPLANATION
						INCR / (DECR) \$	INCR / (DECR) %	
43	FICA	9,067	6,313	8,417	8,060	(1,007)	-11.11%	
44	SUI	455	379	505	366	(89)	-19.56%	
45	Workers Comp	431	54	72	69	(362)	-83.99%	Decrease due to a lower rate as results of lesser claims during de year
46	Retirement	11,862	7,085	9,447	9,055	(2,807)	-23.66%	No all staff will matched 5% to the plan
47	Health Insurance	26,135	17,989	23,985	23,087	(3,048)	-11.66%	
48	Life Insurance	423	295	393	386	(37)	-8.75%	
49	WAP	64	54	72	61	(3)	-4.69%	
50	Subtotal - Employee Benefits	48,437	32,169	42,892	41,084	(7,353)	-15.18%	
51	Total General Expenses	48,592	32,214	42,952	41,144	(7,448)	-15.33%	
52	Housing Assistance Payment:							
53	Housing Assistance Payment	2,509,571	1,960,880	2,614,507	2,534,300	24,729	0.99%	Increase in HAP expenses due to additional units projected to be lease and additional funding approved.
54	Total HAP	2,509,571	1,960,880	2,614,507	2,534,300	24,729	0.99%	
55	TOTAL OPERATING EXPENSES	2,818,947	2,170,682	2,894,243	2,809,746	(9,201)	-0.33%	
56	TOTAL EXPENSES	2,818,947	2,170,682	2,894,243	2,809,746	(9,201)	-0.33%	
57	INCOME (LOSS)	(13,599)	8,986	11,980	20,558	34,157	251.17%	
58	TRANSFER FROM COCC	13,599	(8,986)	(11,980)	-	(13,599)		No Transfer from COCC needed
60	NET	-	-	-	20,558	20,558		

**FORT WORTH HOUSING SOLUTIONS
2020 REVISED OPERATING BUDGET REPORT
VASH**

No.	ACCOUNT NAME	2020 ORIGINAL BUDGET	YTD - 09/2020 MONTH ACTUAL	ANNUALIZED PROJECTION 12.31.20	2020 REVISED BUDGET	2020 ORIGINAL BUDGET VS 2020 REVISED		EXPLANATION
						INCR / (DECR) \$	INCR / (DECR) %	
1	INCOME:							
2	Admin Fees Earned HCV	228,963	168,507	224,676	228,963	-	0.0%	Admin Fees projected would remain the same from 2020 original budget
3	HAP Revenue	2,174,436	1,690,982	2,254,643	2,174,436	-	0.00%	HAP projected would remain the same from 2020 original budget
4	Total Fees	2,403,399	1,859,489	2,479,319	2,403,399	-	0.00%	
6	TOTAL INCOME	2,403,399	1,859,489	2,479,319	2,403,399	-	0.00%	
7	OPERATING EXPENSES:							
8	Administrative Salaries	100,778	71,190	94,920	88,360	(12,418)	-12.3%	5% budgeted merit increass not giving in FY2020
9	Compensated Absences	3,200	-	-	3,200	-	0.0%	
11	Audit	2,760	1,621	2,161	2,760	-	0.0%	
12	Subtotal	106,738	72,811	97,081	94,320	(12,418)	-11.63%	
13	Sundry:							
14	Office Supplies	50	-	-	-	(50)	-100.0%	
15	Machine Rental	2,290	1,718	2,291	2,290	-	0.0%	
16	Other Expenses	160	234	312	468	308	192.5%	
17	Portable Admin Fee Expense	5,406	1,660	2,213	1,807	(3,599)	-66.6%	Decrease due to port - in absorbed by FWHS.
18	Temp/Contract Labor		291	388	291	291	0.0%	
19	Auto Lease Expense	1,625	1,248	1,664	1,664	39	2.4%	
20	Computer Maintenance	2,861	1,765	2,353	2,353	(508)	-17.7%	
21	Professional Services	668	509	679	679	11	1.6%	
22	Subtotal - Sundry Expenses	13,060	7,425	9,900	9,552	(3,508)	-26.86%	
23	Management Fees	45,793	33,225	44,300	44,580	(1,213)	-2.7%	Based of 20% of Admin. Fees Earned.
24	Bookkeeping Fees	29,070	21,797	29,063	29,267	197	0.7%	\$7.50 per estimated units occupied for 2020.
25	Total Administrative Expenses	194,660	135,258	180,344	177,719	(16,942)	-8.70%	
26	Maintenance Contract:							
27	Auto Maintenance	60	-	-	-	(60)	-100.0%	
28	Other Maintenance	20	21	28	28	8	40.0%	
29	Housing Inspections	22,669	12,762	17,016	15,450	(7,219)	-31.9%	Due to HUD waivers regarding inspections during COVID-19.
30	Car Wash	51	15	20	20	(31)	-60.8%	
31	Subtotal - Contracts	22,800	12,798	17,064	15,498	(7,302)	-32.03%	
32	Total Maintenance Expenses	22,800	12,798	17,064	15,498	(7,302)	-32.03%	
33	General Expenses:							
34	Liability	45	-	-	-	(45)	-100.0%	
35	Automobile	41	21	28	28	(13)	-31.7%	
36	Other Insurance coverage	25	13	17	17	(8)	-30.7%	
37	Subtotal - Insurance	111	34	45	45	(66)	-59.16%	

**FORT WORTH HOUSING SOLUTIONS
2020 REVISED OPERATING BUDGET REPORT
VASH**

No.	ACCOUNT NAME	2020 ORIGINAL BUDGET	YTD - 09/2020 MONTH ACTUAL	ANNUALIZED PROJECTION 12.31.20	2020 REVISED BUDGET	2020 ORIGINAL BUDGET VS 2020 REVISED		EXPLANATION
						INCR / (DECR) \$	INCR / (DECR) %	
38	FICA	7,712	5,378	7,171	6,804	(908)	-11.8%	
39	SUI	390	326	435	313	(77)	-19.7%	
40	Workers Comp	368	46	61	58	(310)	-84.2%	Decrease due to a lower rate as results of lesser claims during de year
41	Retirement	10,090	6,176	8,235	7,843	(2,247)	-22.3%	No all staff will matched 5% to the plan
42	Health	23,267	15,923	21,231	20,332	(2,935)	-12.6%	
43	Life	360	250	333	324	(36)	-10.0%	
44	WAP	55	24	32	27	(28)	-50.9%	
45	Subtotal - Employee Benefits	42,242	28,123	37,497	35,701	(6,541)	-15.48%	
46	Total General Expenses	42,353	28,157	37,543	35,746	(6,607)	-15.60%	
47	Housing Assistance Payment:						0.00%	
48	Housing Assistance Payment	2,174,436	1,690,982	2,254,643	2,174,436	-	0.0%	Increase in HAP expenses due to additional units projected to be lease.
49	Total HAP	2,174,436	1,690,982	2,254,643	2,174,436	-	0.00%	
50	TOTAL OPERATING EXPENSES	2,434,249	1,867,195	2,489,593	2,403,399	(30,851)	-1.27%	
51	TOTAL EXPENSES	2,434,250	1,867,195	2,489,593	2,403,399	(30,851)	-1.27%	
52	INCOME (LOSS)	(30,851)	(7,706)	(10,275)	(0)	30,851	100.00%	
53	TRANSFER FROM COCC	13,059			-	(13,059)		
54	TRANSFER FROM MOD-REHAB	17,792	7,706	10,275	-	(17,792)		
55	NET	-	-	-	-	-		

**FORT WORTH HOUSING SOLUTIONS
2020 REVISED OPERATING BUDGET REPORT
MOD REHAB (SRO) PROGRAMS**

No	ACCOUNT NAME	2020	YTD - 09/2020	ANNUALIZED	2020	2020 ORIGINAL BUDGET Vs 2020 REVISED		EXPLANATION
		ORIGINAL BUDGET	MONTH ACTUAL	PROJECTION 12.31.20	REVISED BUDGET	INCR / (DECR) \$	INCR / (DECR) %	
1	INCOME:							
2	Admin Fees Earned Samaritan I	30,543	22,965	30,620	30,620	77	0.25%	Based on a fixed rate of \$81.33 per unit available for FY2020.
3	Admin Fees Earned Conerstone	19,090	12,942	17,256	17,256	(1,834)	-9.61%	
4	Admin Fees Earned Samaritan II	17,181	14,374	19,165	19,165	1,984	11.55%	
5	HAP Revenue	335,135	269,898	359,864	359,864	24,729	7.38%	Increase due to MOD REHAB program additional leasing of units within the approved baseline for CY2020
7	Total Fees	401,949	320,179	426,905	426,905	24,956	6.21%	
8	TOTAL INCOME	401,949	320,179	426,905	426,905	24,956	6.21%	
9	OPERATING EXPENSES:							
10	Administrative Expenses:							
11	Administrative Salaries	17,702	12,401	16,535	17,702	-	0.00%	
12	Compensated Absences	230	-	-	230	-	0.00%	
13	Staff Training	385	-	-	-	(385)	0.00%	
14	Audit	496	290	387	496	-	0.00%	
15	Subtotal	18,813	12,691	16,921	18,428	(385)	-2.05%	
16	Sundry:							
17	Office Supplies	98	-	-	98	-	0.00%	
18	Other Expenses	125	22	29	125	-	0.00%	
19	Bank Charges	2,417	1,117	1,490	1,450	(967)	0.00%	Decrease due to lesser activity in the bank account.
20	Computer Maintenance	1,368	897	1,196	1,368	-	0.00%	
21	Professional Services	268	144	192	68	(200)	0.00%	
22	Subtotal - Sundry Expenses	4,276	2,181	2,907	3,109	(1,167)	-27.29%	
23	Management Fees	13,363	10,188	13,584	13,584	221	1.65%	
24	Bookkeeping Fees	6,300	4,463	5,951	5,951	(349)	-5.54%	
25	Total Administrative Expenses	42,752	29,522	39,363	41,072	(1,680)	-3.93%	
26	Maintenance:							
27	Other maintenance	11	10	13	13	2	0.00%	
28	Housing Inspection	560	-	-	-	(560)		Inspections fees no longer perform by HCV inspectors.
29	Total Contract Costs	571	10	13	13	(558)	0.00%	
30	Total Maintenance Expenses	571	10	13	13	(558)	0.00%	
31	General Expenses:							
32	Automobile	21	11	15	15	(6)	-30.16%	
33	Subtotal - Insurance	44	11	15	15	(29)	-66.67%	
34	FICA	1,355	935	1,247	1,256	(99)	-7.31%	
35	Workers Comp	63	8	11	11	(52)	-82.54%	Decrease due to a lower rate as results of lesser claims during de year.
36	SUI	65	53	71	53	(12)	-18.46%	
37	Retirement	1,772	909	1,212	1,212	(560)	-31.60%	Decrease not all staff are active in the plan.
38	Health	2,868	2,066	2,755	2,755	(113)	-3.94%	
39	Life	63	45	60	62	(1)	-1.59%	
40	WAP	9	30	40	34	25	277.78%	
41	Subtotal - Employee Benefits	6,195	4,046	5,395	5,383	(812)	-13.11%	
42	Total General Expenses	6,239	4,057	5,409	5,398	(841)	-13.49%	
43	Housing Assistance Payment:							

**FORT WORTH HOUSING SOLUTIONS
2020 REVISED OPERATING BUDGET REPORT
MOD REHAB (SRO) PROGRAMS**

No	ACCOUNT NAME	2020 ORIGINAL BUDGET	YTD - 09/2020 MONTH ACTUAL	ANNUALIZED PROJECTION 12.31.20	2020 REVISED BUDGET	2020 ORIGINAL BUDGET Vs 2020 REVISED		EXPLANATION
						INCR / (DECR) \$	INCR / (DECR) %	
44	Housing Assistance Payment	335,135	269,898	359,864	359,864	24,729	7.38%	Increase due to MOD REHAB program additional leasing of units within the approved baseline for CY2020
45	Total HAP	335,135	269,898	359,864	359,864	24,729	7.38%	
46	TOTAL OPERATING EXPENSES	384,697	303,487	404,650	406,347	21,650	5.63%	
47	TOTAL EXPENSES	384,697	303,487	404,650	406,347	21,650	5.63%	
48	INCOME(LOSS)	17,252	16,692	22,254	20,558	3,306	19.16%	
49	TRANSFER TO VASH	(17,252)	(16,692)	(22,254)	-	17,252		No Transfer from MOD REHAB to cover VASH deficit is needed
50	NET	-	-	-	20,558	20,558		



FORT WORTH HOUSING SOLUTIONS AGENDA ITEM COVER SHEET

Board Meeting Date: November 19, 2020
Agenda Item No.: 2020.42, TAB 11
Person Responsible: Sonya A. Barnette, VP Housing Operations and Client Services
Subject: Acceptance of Donations through HDCFW

Background:

The FY19 Choice Neighborhood Implementation (CNI) grant was awarded to Fort Worth Housing Solutions (FWHS) with the City of Fort Worth, as the Co-Applicant, on April 23, 2020. The \$35 million will be used to leverage other funds that will generate investment and advance the Stop Six Choice Neighborhood transformation plan of housing, neighborhood and people goals.

To ensure the successful implementation of the Stop-Six Choice Neighborhood Transformation plan, and as part of the overall financial plan, FWHS will leverage funding from Foundations and/or Philanthropic Organizations. These funds will be accepted by the Housing Development Corporation of Fort Worth, an affiliate of Fort Worth Housing Solutions that was established to carry out the public purpose of Fort Worth Housing Solutions, and may take action that is necessary or desirable to secure financial assistance for construction, acquisition or operation of housing and may accept or receive financial assistance in the form of grants etc.

Issues/Concerns:

Staff have no concerns or issues with allowing HDCFW to accept funds on behalf of FWHS/the Stop Six Neighborhood Implementation Plan.

Funding Source:

Foundations/Philanthropic Organizations

Recommendation:

Staff recommends that the Board allow the Housing Development Corporation Fort Worth accept funding from Foundations/Philanthropic Organizations on behalf of FWHS for the purpose of providing additional funding for housing, neighborhood and/or people component of the Stop Six Neighborhood Implementation Plan.

Attachments:

Resolution

Fort Worth Housing Solutions

Resolution No._____

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF FORT WORTH, TEXAS D/B/A FORT WORTH HOUSING SOLUTIONS [FWHS] ENABLING THE HOUSING DEVELOPMENT CORPORATION OF FORT WORTH TO ACCEPT FUNDS ON BEHALF OF THE STOP SIX NEIGHBORHOOD REDEVELOPMENT.

WHEREAS, Housing Development Corporation of Fort Worth, a non-profit corporation, was created to operate for the benefit of and on behalf of Fort Worth Housing Solutions; and

WHEREAS, FWHS authorizes the Housing Development Corporation of Fort Worth to accept grants or receive financial donations from private foundations; and

WHEREAS, HDCFW will serve as the primary entity to receive donations/funds from Foundations and/or Philanthropic Organizations to be used for the housing, neighborhood and/or people components of the Stop Six Choice Neighborhood Transformation Plan.

THEREFORE, BE IT RESOLVED THAT:

The Board of Commissioners of Fort Worth Housing Solutions hereby authorizes Housing Development Corporation on behalf of FWHS to accept donations/funding for the Stop Six Choice Neighborhood Implementation Plan.

Terri Attaway, Chairperson

November 19, 2020
Date

Mary-Margaret Lemons, President

November 19, 2020
Date



FORT WORTH HOUSING SOLUTIONS AGENDA ITEM COVER SHEET

Board Meeting Date: November 19, 2020
Agenda Item No.: 2020.43, TAB 12
Person Responsible: Brian Dennison, Sr. VP of Development & Asset Management
Subject: Cowan Place 4% LIHTC Application

Background:

On December 19, 2019, the Fort Worth Housing Solutions (FWHS) Board of Commissioners approved a resolution allowing the execution of a Memorandum of Understanding between FWHS and McCormack Baron Salazar (MBS) for the development of Cowan Place. Fort Worth Housing Solutions (FWHS) partnered with the City of Fort Worth and, alongside co-developer MBS, applied for and won the 2020 HUD Choice Neighborhoods Implementation (CNI) grant for up to \$35,000,000. MBS is a well-known affordable housing developer with experience applying for CNI grants, winning the funding, and working with PHAs to build their vision. Consistent with our application for the CNI grant, FWHS and MBS are pursuing a first phase of the Cavile area redevelopment with Cowan Place, located at 5400 E. Rosedale Street. Cowan Place was initially proposed as a 120-unit senior 9% low-income housing tax credit (LIHTC) development, but the team has pivoted and is now pursuing a 4% LIHTC structure. Under a 4% structure, the project would remain a senior development, but would be expanded to include a total of 174 mixed-income units.

This resolution would authorize the project partnership entity (FW Cowan Place, LP) – through the FWAI-affiliate general partner entity (FW Cowan Place GP, LLC) – to pursue the development of Cowan Place with actions including but not limited to submitting a housing tax credit application.

Issues/Concerns:

There are no issues or concerns at this time.

Funding Source:

Cowan Place is projected to have a total cost of \$36.5 million financed through the issuance of \$20 million in bonds from Trinity River Public Facility Corporation along with a combination of 4% LIHTC equity, a first mortgage, City of Fort Worth HOME and CDBG funds, CNI funds from FWHS, and other sources.

Recommendation:

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

Attachments:

Resolution

Fort Worth Housing Solutions

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE HOUSING AUTHORITY OF THE CITY OF FORT WORTH D/B/A FORT WORTH HOUSING SOLUTIONS (“FWHS”) TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO FACILITATE THE DEVELOPMENT OF COWAN PLACE (THE “PROJECT”).

WHEREAS, FWHS, under its affiliate, Cavile Public Facility Corporation, owns the site on which the Project will be located at 5400 E. Rosedale Street and approves a project ground lease be executed; and

WHEREAS, FWHS and its affiliate, Fort Worth Affordability, Inc. (“FWAI”), have formed a project entity named FW Cowan Place, LP (the “Partnership”), under which FW Cowan Place GP, LLC (whose sole member is FWAI) will serve as General Partner; and

WHEREAS, FWHS supports the pursuit of the Project as a 174-unit senior mixed-income development; and

WHEREAS, FWHS approves the appropriate use of agency funds and resources towards the development of the Project including but not limited to HUD CNI Grant Funds, deferred developer fee, a land loan, and other agency soft loans as necessary; and

WHEREAS, The Partnership will pursue the development of the Project using a 4% low income housing tax credit structure, and as such will need to execute documents and submit applications in that effort including but not limited to a housing tax credit application to the Texas Department of Housing & Community Affairs (TDHCA).

NOW, THEREFORE, BE IT RESOLVED THAT:

The Board of Commissioners of the Housing Authority of the City of Fort Worth, Texas d/b/a Fort Worth Housing Solutions does hereby authorize its President to complete actions necessary and convenient to facilitate the development of Cowan Place.

Terri Attaway, Chairperson

November 19, 2020
Date

Mary-Margaret Lemons, President

November 19, 2020
Date



FORT WORTH HOUSING SOLUTIONS AGENDA ITEM COVER SHEET

Board Meeting Date: November 19, 2020
Agenda Item No.: 2020.44, TAB 13
Person Responsible: Brian Dennison, Sr. VP of Development & Asset Management
Subject: The Opal Amended MOU

Background:

Fort Worth Housing Solutions (FWHS) and AMCAL Equities, LLC (AMTEX), a development firm that has completed multiple recent projects with FWHS, entered into a Memorandum of Understanding on March 6, 2019 that outlines the terms to work together to acquire and construct what would become The Holston. The Holston will consist of 265 units; half of which will be market rate, while the other half will have rents capped for families earning below 80% AMI. It will be located at 3295 Keller-Haslet Road, Fort Worth, TX 76262 and is currently under construction. FWHS and AMTEX desire to work together to acquire and develop a second phase of mixed-income apartments next to The Holston in Fort Worth, Texas called The Opal.

Of the total units to be developed at The Opal, 51% of the units will be restricted to households with income below 80% of AMI. Of these affordable units, 10% will be leased to families earning at or below 50% of AMI.

On September 17, 2020 the Board of Commissioners approved a resolution allowing the execution of a Memorandum of Understanding for The Opal as a 264-unit project; however, this resolution considers expanding The Opal to 345 units.

Issues and Concerns:

Currently, no major issues or concerns have been identified. This resolution is being brought to the board to increase the unit number to 345.

Funding Source:

All project financing and equity will be provided by AMTEX.

Recommendation:

It is recommended that the Board of Commissioners authorize the President of FWHS to execute an amended MOU with AMTEX that includes the development of The Opal with up to 345 units.

Attachments:

Resolution

Fort Worth Housing Solutions

Resolution No. _____

RESOLUTION AUTHORIZING THE PRESIDENT TO EXECUTE AN AMENDED MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN FORT WORTH HOUSING SOLUTIONS (“FWHS”) AND AMCAL EQUITIES, LLC (AMTEX) TO FACILITATE THE ACQUISITION AND DEVELOPMENT OF THE OPAL (THE “PROJECT”).

WHEREAS, AMTEX has proposed to partner with FWHS on the Project, an effort to develop approximately 345 mixed-income residential units to be located next to 3295 Keller-Haslet Road in Fort Worth, Texas; and

WHEREAS, Of the total units to be developed, greater than 50% will be restricted to households with income below 80% AMI, and of these affordable units 10% will be leased to families earning at or below 50% AMI; and

WHEREAS, AMTEX and FWHS are negotiating a MOU that will outline the business terms of the transaction. The business terms contemplated for the MOU include but are not limited to the following:

- FWHS and AMTEX will form a Texas limited partnership for developing the Project
- An affiliate of FWHS will serve as the special limited partner of the Partnership
- An affiliate of FWHS will own the land and ground lease the land to the Partnership
- FWHS will provide an ad valorem tax exemption for the Project
- FWHS may participate using its contractor entity, Wind Terrace, Inc., in order to provide project savings in the form of a sales tax exemption on the purchase of construction materials
- A Development Fee of 6% of the total Project costs will be split 20% to FWHS and 80% to AMTEX
- The special limited partner (FWHS Affiliate) will receive 20% of available cash flow annually
- The special limited partner will receive 20% of the net cash available from the sale or refinancing(s) of the Project

NOW, THEREFORE, BE IT RESOLVED THAT:

The Board of Commissioners of the Housing Authority of the City of Fort Worth, Texas dba Fort Worth Housing Solutions does hereby authorize its President to execute a Memorandum of Understanding between Fort Worth Housing Solutions and AMCAL Equities, LLC for the acquisition and development of The Opal to include the business terms listed above and other terms acceptable to FWHS.

Terri Attaway, Chairperson

November 19, 2020
Date

Mary-Margaret Lemons, President

November 19, 2020
Date

HOUSING DEVELOPMENT CORPORATION OF FORT WORTH

**BOARD OF TRUSTEES AGENDA FOR A SPECIAL MEETING
IMMEDIATELY FOLLOWING THE REGULAR BOARD MEETING
OF FORT WORTH HOUSING SOLUTIONS
THURSDAY, NOVEMBER 19, 2020 AT 5:00 P.M.
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 AS A VIRTUAL CONFERENCE.**

**Call-in Number is: 1-346-248-7799; Meeting ID is 825-482-52225
If participating via computer, the link is: <https://us02web.zoom.us/j/82548252225>**

- I.** Call to order.
- II.** Approval of the minutes from the Annual Meeting held February 20, 2020.
- III.** Consider a resolution to enable The Housing Development Corporation of Fort Worth to accept donations on behalf of the Stop Six Redevelopment. **[HD 2020.01]**
- IV.** Adjourn.



MINUTES

HOUSING DEVELOPMENT CORPORATION OF FORT WORTH BOARD OF TRUSTEES MEETING

An Annual Meeting of the Board of Trustees of the Housing Development Corporation of Fort Worth was held at the FWHS Administrative Office Board Room, 1201 East 13th Street, Fort Worth, Texas immediately following a Fort Worth Housing Solutions Board of Commissioners Regular Meeting, Special Meetings of Fort Worth Affordability, Inc. and Sedona PFC, and an Annual Meeting of QuadCo Management Solutions, Inc. at 5:00 p.m. on Tuesday, the 20th of February, 2020. Roll call of the Trustees was as follows:

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

ABSENT: Danny Scarth, Trustee
Terri Attaway, Chair

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

I. CALL TO ORDER.

Richard M. Stinson, Vice Chair called the meeting to order at 5:50 p.m.

II. ELECTION OF A CHAIRPERSON, A VICE CHAIRPERSON AND A SECRETARY/TREASURER TO SERVE FOR THE ENSUING YEAR.

MOTION FOR TERRI ATTAWAY, CHAIRPERSON, DICK STINSON, VICE CHAIRPERSON AND MARY-MARGARET LEMONS, SECRETARY/TREASURER:

Ramirez

MOTION SECONDED: Hall

MOTION CARRIED UNANIMOUSLY.

III. APPROVAL OF THE MINUTES FROM THE FEBRUARY 26, 2019 ANNUAL MEETING.

MOTION TO APPROVE: Ramirez

MOTION SECONDED: Hall

MOTION CARRIED UNANIMOUSLY.

IV. ANNUAL REPORT OF THE HOUSING DEVELOPMENT CORPORATION.

A copy of the report can be sent to the Trustees but there was no activity in 2019.

V. ADJOURN.

The meeting was adjourned at 5:50 p.m.

_____	_____ November 19, 2020 _____
Terri Attaway, Chairperson	Date
_____	_____ November 19, 2020 _____
Mary-Margaret Lemons, Secretary/Treasurer	Date

HOUSING DEVELOPMENT CORPORATION OF FORT WORTH

AGENDA ITEM COVER SHEET

Board Meeting Date: November 19, 2020
Agenda Item No.: HD 2020.01 TAB 14
Person Responsible: Sonya A. Barnette, VP Housing Operations and Client Services
Subject: Acceptance of Donations for SSCNI

Background:

The FY19 Choice Neighborhood Implementation (CNI) grant was awarded to Fort Worth Housing Solutions (FWHS) with the City of Fort Worth, as the Co-Applicant, on April 23, 2020. The \$35 million will be used to leverage other funds that will generate investment and advance the Stop Six Choice Neighborhood transformation plan of housing, neighborhood and people goals.

To ensure the successful implementation of the Stop-Six Choice Neighborhood Transformation plan, and as part of the overall financial plan, FWHS will leverage funding from Foundations and/or Philanthropic Organizations. These funds will be accepted by the Housing Development Corporation of Fort Worth, an affiliate of Fort Worth Housing Solutions that was established to carry out the public purpose of Fort Worth Housing Solutions, and may take action that is necessary or desirable to secure financial assistance for construction, acquisition or operation of housing and may accept or receive financial assistance in the form of grants etc.

Issues/Concerns:

Staff have no concerns or issues with allowing HDCFW to accept funds on behalf of FWHS/the Stop Six Neighborhood Implementation Plan.

Funding Source:

Foundations/Philanthropic Organizations

Recommendation:

Staff recommends that the Board allow the Housing Development Corporation Fort Worth accept funding from Foundations/Philanthropic Organizations on behalf of FWHS for the purpose of providing additional funding for housing, neighborhood and/or people component of the Stop Six Neighborhood Implementation Plan.

Attachments:

Resolution

Housing Development Corporation of Fort Worth

Resolution No. _____

RESOLUTION OF THE HOUSING DEVELOPMENT CORPORATION OF FORT WORTH [HDCFW] APPROVING ACCEPTANCE OF FUNDS ON BEHALF OF THE STOP SIX NEIGHBORHOOD REDEVELOPMENT.

WHEREAS, Housing Development Corporation of Fort Worth, a non-profit corporation, was created to operate for the benefit of and on behalf of Fort Worth Housing Solutions; and

WHEREAS, FWHS has authorized the Housing Development Corporation of Fort Worth to accept grants or receive financial donations from private foundations; and

WHEREAS, HDCFW will serve as the primary entity to receive donations/funds from Foundations and/or Philanthropic Organizations to be used for the housing, neighborhood and/or people components of the Stop Six Choice Neighborhood Transformation Plan.

THEREFORE, BE IT RESOLVED THAT:

The Board of Trustees of the Housing Development Corporation of Fort Worth hereby enable the corporation to accept donations/funding on behalf of the Stop Six Choice Neighborhood Implementation Plan.

Terri Attaway, President

November 19, 2020
Date

Mary-Margaret Lemons, Secretary/Treasurer

November 19, 2020
Date

CINCO PUBLIC FACILITY CORPORATION

BOARD OF DIRECTORS AGENDA FOR AN ANNUAL MEETING IMMEDIATELY FOLLOWING THE REGULAR BOARD MEETING OF FORT WORTH HOUSING SOLUTIONS AND A SPECIAL BOARD MEETING FOR HDCFW

THURSDAY, NOVEMBER 19, 2020 – 5:00 P.M.

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 AS A VIRTUAL CONFERENCE.

Call-in Number is: 1-346-248-7799; Meeting ID is 825-482-52225

If participating via computer, the link is: <https://us02web.zoom.us/j/82548252225>

- I. Call to order.
- II. Election of Officers.
- III. Approval of the minutes from the Organizational Meeting held February 27, 2004.
- IV. Consider a resolution to reactivate Cinco Public Facility Corporation under amended and restated bylaws. [CC2020.01]
- V. Adjourn.



MINUTES

BOARD OF DIRECTORS MEETING

CINCO PUBLIC FACILITY CORPORATION

The **Organizational Meeting** of the Cinco Public Facility Corporation Board of Directors was held at the **Fort Worth Housing Authority Administrative Office Board Room, 1201 East 13th Street, Fort Worth, Texas, on Friday, February 27, 2004 at 8:00 a.m.**, such meeting having been called by a majority of the incorporators of the Corporation, and notice of the meeting, giving the time and place thereof having been given to each member of the Board of Directors in the manner provided by law and posted in compliance with the applicable provisions of Chapter 303, Texas Government Code, and Chapter 551, Texas Government. Roll call of the Directors was as follows:

PRESENT: Alex Jimenez, presiding
Terri Attaway
Carolyn Bell

ABSENT: None

Also present were: Barbara Holston, Executive Director, Riza Nolasco, Director of Administrative Services; Ramon Guajardo, Ripley Arnold Redevelopment Program Manager; Dan Settle, Legal Counsel; Robert Johnson, First Southwest Company; Ted Hamilton, Interfaith Housing; and Chris Key, Executive Assistant.

1. CALL TO ORDER.

Alex Jimenez called the meeting to order at 8:09 a.m.

2. APPROVAL OF ARTICLES OF INCORPORATION AND CERTIFICATE OF INCORPORATION.

MOVED FOR APPROVAL: Attaway
SECONDED: Bell
MOTION CARRIED UNANIMOUSLY.

3. ADOPTION OF CORPORATE BYLAWS.

MOVED FOR APPROVAL: Bell
SECONDED: Attaway
MOTION CARRIED UNANIMOUSLY.

4. ELECTION OF OFFICERS OF THE CORPORATION.

MOVED TO NOMINATE ALEX JIMENEZ FOR PRESIDENT: Bell
SECONDED THE NOMINATION: Attaway

MOVED TO NOMINATE CAROLYN BELL FOR VICE PRESIDENT: Attaway
SECONDED THE NOMINATION: Jimenez

MOVED TO NOMINATE TERRI ATTAWAY FOR SECRETARY:
SECONDED THE NOMINATION:
MOTIONS CARRIED UNANIMOUSLY.

Bell
Jimenez

5. ESTABLISHMENT OF A FISCAL YEAR FOR THE CORPORATION.

MOVED THAT THE CORPORATE FISCAL YEAR BE THE SAME AS THE CALENDAR YEAR:

Attaway
SECONDED: Bell

6. ESTABLISHMENT OF A PRINCIPAL CORPORATE OFFICE.

MOVED THAT THE PRINCIPAL CORPORATE OFFICE BE 1201 EAST 13TH ST., FORT WORTH, TEXAS: Bell

SECONDED: Jimenez

7. ADOPTION OF A CORPORATE SEAL.

Mr. Settle recommended a simple seal consisting of Cinco PFC name surrounded by a five-pointed star.

MOVED TO APPROVE: Bell
SECONDED: Attaway
MOTION CARRIED UNANIMOUSLY.

Mr. Settle will order two seal embossers, one to be kept at the corporate office of Cinco PFC and one to be kept at Kelly, Hart, Hallman.

8. DESIGNATION OF A DEPOSITORY BANK.

MOVED TO DESIGNATE CHASE BANK AS THE DEPOSITORY BANK FOR CINCO PUBLIC FACILITY CORPORATION: Bell

SECONDED: Attaway
MOTION CARRIED UNANIMOUSLY.

9. ENGAGEMENT OF GENERAL COUNSEL.

MOVED TO APPROVE BROWN, DEAN, WISEMAN, LISER, HART AND PROCTOR AS GENERAL COUNSEL: Bell

SECONDED: Attaway
MOTION CARRIED UNANIMOUSLY.

10. ENGAGEMENT OF BOND COUNSEL.

MOVED TO APPROVE THE FIRM OF KELLY, HART & HALLMAN, P.C. AS BOND COUNSEL: Bell

SECONDED: Attaway
MOTION CARRIED UNANIMOUSLY.

11. ENGAGEMENT OF FINANCIAL ADVISOR.

MOVED TO APPROVE FIRST SOUTHWEST COMPANY TO BE ENGAGED AS FINANCIAL ADVISOR: Bell
SECONDED: Attaway
MOTION CARRIED UNANIMOUSLY.

Robert Johnson and Robin Miller are the representatives from First Southwest who will be available to assist the Corporation.

12. DESIGNATE AND APPOINT EXECUTIVE DIRECTOR OF THE CORPORATION AND OTHER STAFF AS APPROPRIATE.

MOVED TO DESIGNATE BARBARA HOLSTON AS EXECUTNE DIRECTOR OF THE CORPORATION AND RIZA NOLASCO AS THE ASSISTANT SECRETARY/TREASURER OF THE CORPORATION: Bell
SECONDED: Attaway
MOTION CARRIED UNANIMOUSLY.

13. CONSIDER APPROVAL OF AN INVESTMENT POLICY FOR THE CORPORATION.

MOVED TO APPROVE AN INVESTMENT POLICY THAT IS SIMILAR TO THE FORT WORTH HOUSING AUTHORITY POLICY: Bell
SECONDED: Attaway
MOTION CARRIED UNANIMOUSLY.

Mr. Settle recommended that the FWHA policy be revised without the HUD requirements.

14. CONSIDER APPROVAL OF GENERAL INFORMATION, PROCEDURES AND REQUIREMENTS OF SUBMITTING AN APPLICATION FOR FINANCING; LOCAL REGULATIONS FOR RECEIVING AND APPROVING APPLICATIONS FOR FINANCING MULTIFAMILY RESIDENTIAL RENTAL DEVELOPMENTS; AND APPLICATION FOR FINANCING.

MOVED TO APPROVE THE GENERAL INFORMATION AND BOND PROCEDURES OF THE CORPORATION: Bell
SECONDED: Attaway
MOTION APPROVED UNANIMOUSLY.

Mr. Settle noted that after the project is well defined that a TEFRA hearing will need to be held. The Board can appoint Barbara Holston as the hearing officer.

15. AUTHORIZE FILING OF AN APPLICATION FOR A TAXPAYER IDENTIFICATION NUMBER FOR THE CORPORATION AND THE FILING OF AN APPLICATION FOR TAX-EXEMPT STATUS FOR THE CORPORATION.

MOVED TO FILE APPLICATION FOR TAXPAPER ID: Bell
SECONDED: Attaway
MOTION CARRIED UNANIMOUSLY.

16. RESOLUTION DECLARING OFFICIAL INTENT TO REIMBURSE CERTAIN EXPENDITURES MADE BY OAKLAKE COMMUNITY HOUSING DEVELOPMENT CORPORATION (OR BY A LIMITED LIABILITY COMPANY CREATED BY OAKLAKE AND OF WHICH IT WILL BE THE SOLE MEMBER) IN CONNECTION WITH THE GATEWAY FOSSIL CREEK PROJECT. [Agenda Item CN 2004.01, Resolution No. 2193]

MOVED TO APPROVE: Bell
SECONDED: Attaway
MOTION CARRIED UNANIMOUSLY.

17. CLOSED SESSION TO:

- a. Deliberate the possible purchase, exchange, lease, or value of real property, including but not limited to, replacement units for Ripley Arnold Apartments, if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person. Closed as authorized by Texas Government Code §551.072.
- b. Deliberate personnel matters i.e. the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee. Closed as authorized by Texas Government Code §551.074.
- c. Seek the advice of its attorney concerning pending or contemplated litigation or other matters that are exempt under Article X, Section 9 of the Texas State Bar Rules, and as authorized by §531.071 of the Texas Government Code.

President Jimenez closed the meeting at 8:24 a.m.

18. RECONVENE FOR ANY FINAL ACTION, DECISION OR VOTE WITH REGARD TO ANY MATTER CONSIDERED IN THE CLOSED SESSION.

The Open Session was reconvened at 9:30 a.m. Dan Settle commented to Wood Partners, who had submitted an application for bonds to Cinco PFC, that the corporation was not under obligation to issue the bonds but was only under an obligation to continue to consider the application. He urged Wood Partners to continue their efforts in meeting with neighborhood associations, the county commissioner and the school district to ensure that the concerns of all neighborhood stakeholders are addressed.

19. ADJOURN.

There being no further business, President Jimenez adjourned the meeting at 9:34 a.m.

Alex Jimenez, President

Date

Barbara Holston, Executive Director

Date

Cinco Public Facility Corporation

AGENDA ITEM COVER SHEET

Board Meeting Date: October 22, 2020
Agenda Item No.: CC 2020.01, TAB 15
Person Responsible: Heather Raiden, General Counsel
Subject: Cinco PFC Amended & Restated Bylaws

Background:

On February 27, 2004, the Housing Authority of the City of Fort Worth, Texas (the "Authority") created the Cinco Public Facility Corporation in order to acquire and finance approved a resolution authorizing the creation of Cinco Public Facility Corporation (CPFC) in order to facilitate the development of a contemplated project which did not commence.

FWHS now desires to update the Bylaws of Cinco PFC to align with its current PFC bylaw terms in the event it can be used for future projects.

Issues and Concerns:

None.

Funding Source:

Any funding would be specific to the development being acquired or financed.

Recommendation:

It is recommended that the Board of Directors of Cinco Public Facility Corporation approve the actions outlined in the Resolution so that the PFC bylaws are current to allow the entity to be utilized.

Attachments:

Resolution
Cinco PFC Amended & Restated Bylaws

CINCO PUBLIC FACILITY CORPORATION

Resolution No. _____

CINCO PUBLIC FACILITY CORPORATION (THE "CORPORATION") IS A NONPROFIT PUBLIC CORPORATION AS WELL AS A TEXAS PUBLIC FACILITY CORPORATION AS DESCRIBED IN THE TEXAS PUBLIC FACILITY CORPORATION ACT, TEX. LOCAL GOVERNMENT CODE, CHAPTER 303, AS AMENDED (THE "ACT"). THE CORPORATION IS ORGANIZED UNDER THE ACT, AND UNDER THE TEXAS BUSINESS ORGANIZATIONS CODE, AS AMENDED (THE "CODE"). THE FOLLOWING RESOLUTIONS WERE PASSED BY THE BOARD OF DIRECTORS AT ITS MEETING DULY CALLED AND HELD ON NOVEMBER 19, 2020:

Adoption of Restated Corporate Bylaws

RESOLVED, That the form of corporate Bylaws attached as Exhibit A is approved and adopted as the Restated Bylaws of the Corporation; and

RESOLVED FURTHER, That the Secretary of the Corporation is directed to insert the Restated Bylaws in the minute book of the Corporation, and is further ordered to certify a copy of the Restated Bylaws and maintain it in the principal office of the Corporation, open for inspection by the Board of Directors at all reasonable times during office hours.

Election of Officers

WHEREAS, The Corporation desires to elect officers in accordance with the Corporation's Restated Bylaws; now, therefore, be it:

RESOLVED, That the following persons are hereby elected to serve as officers of the Corporation in the capacities indicated; and

Terri Attaway, President _____

Mary-Margaret Lemons, Secretary/Treasurer _____

RESOLVED FURTHER, That each such officer shall commence his or her term on the date of passage of this Resolution and shall hold office until the next regular meeting of the Board of Directors or until his or her successor has been elected or qualified.

EXECUTED by the undersigned Board of Directors, this November 19, 2020.

BOARD OF DIRECTORS:

TERRI ATTAWAY

MICHAEL RAMIREZ

BRITTANY HALL

DANNY SCARTH

RICHARD M. STINSON

EXHIBIT A

Bylaws

[See Attached]

BYLAWS OF CINCO PUBLIC FACILITY CORPORATION

ARTICLE I PURPOSE AND POWERS

Section 1.1 Purpose. Cinco Public Facility Corporation (the "Corporation") is incorporated for the purposes set forth in Article Four of its Certificate of Formation, the same to be accomplished on behalf of the Housing Authority of the City of Fort Worth d/b/a Fort Worth Housing Solutions (the "Authority") as its duly constituted authority and instrumentality in accordance with the Public Facility Corporation Act, as amended, Chapter 303, Texas Government code (the "Act"), and other applicable laws.

Section 1.2 Powers. In the fulfillment of its corporate purpose, the Corporation shall be governed by the Act, and shall have all the powers set forth and conferred in its Certificate of Formation, in the Act, and in other applicable law, subject to the limitations prescribed therein and herein and to the provisions thereof and hereof.

Section 1.3 Nonprofit Corporation. The Corporation shall be a public, nonprofit corporation and no part of its set earnings remaining after payment of its bonds and expenses shall inure to the benefit of any person other than the Authority.

ARTICLE II BOARD OF DIRECTORS

Section 2.1 Powers Number and Term of Office.

(a) The property and affairs of the Corporation shall be managed and controlled by a board of directors (the "Board") subject to the restrictions imposed by law, the Act, the Certificate of Formation, and these Bylaws, the Board shall exercise all of the powers of the Corporation.

(b) The Board shall consist of the members of the Board of Commissioners of the Authority. The number of directors may be changed by amendment to these Bylaws, but such number must be at least three (3).

(c) The directors constituting the initial Board shall be those directors named in the Certificate of Formation. Successor directors shall have the qualifications set forth in the Certificate of Formation and their terms shall be concurrent with their terms on the Board of Commissioners of the Authority

(d) Any director may be removed from office by the Authority under the same terms, conditions and procedures as Commissioners of the Authority.

Section 2.2 Additional Powers. In addition to the powers and authorities by these Bylaws expressly conferred upon them, the Board may exercise all such powers of the Corporation and do all lawful acts and things as are not by statute, other law, or by these Bylaws prohibited. Without prejudice to such general powers and other powers conferred by statute, other law, and

by these Bylaws, it is hereby expressly declared that the Board shall have the powers set forth in Section 303.041 of the Act, as amended.

Section 2.3 Meetings of Directors.

(a) The directors may hold their meetings at such place or places as the Board may from time to time determine; provided, however, in the absence of any such determination by the Board, the meetings shall be held at the principal office of the Corporation as specified in Section 5.1(a) of these Bylaws. The Corporation shall also conduct at least one annual regular meeting of the Corporation. Special meetings of the Board shall be held whenever called by the president, by the secretary, by a majority of the directors, or by the Authority.

(b) Subject to Section 2.4 hereof, the secretary shall give notice to each director of each special meeting in person or by mail, telephone or telegraph, at least seventy-two (72) hours before the meeting. Unless otherwise indicated in the notice thereof, any and all matters pertaining to the purposes of the Corporation may be considered and acted upon at a special meeting. At any meeting at which every director shall be present, even though without any notice, any matter pertaining to the purpose of the Corporation may be considered and acted upon consistent with applicable law.

(c) Subject to Section 2.4 hereof, whenever any notice is required to be given to the Board, said notice shall be deemed to be sufficient if given by depositing the same in the United States mail in a sealed postpaid envelope addressed to the person entitled thereto at his or her mailing address as it appears on the books of the Corporation, and such notice shall be deemed to have been given on the day of such mailing. Attendance of a director at a meeting shall constitute a waiver of notice of such meeting, except attendance of a director at a meeting for the express purpose of objecting to the transaction of any business on the grounds that the meeting is not lawfully called or convened. Neither the business to be transacted at nor the purpose of any regular or special meeting of the Board need be specified in the notice to directors or waiver of notice of such meeting, unless required by the Board. A waiver of notice in writing, signed by the person or persons entitled to said notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

Section 2.4 Open Meetings Act. All meetings and deliberations of the Board shall be called, convened, held, and conducted, and notice shall be given to the public, in accordance with the Texas Open Meetings Act, as amended, Chapter 551, Texas Government Code.

Section 2.5 Quorum. A majority of the entire membership of the Board shall constitute a quorum to conduct official business of the Corporation. The act of a majority of the Board present at a meeting at which a quorum is in attendance shall constitute the act of the Board and of the Corporation, unless law requires the act of a greater number.

Section 2.6 Conduct of Business.

(a) At the meetings of the Board, matters pertaining to the business of the Corporation shall be considered in accordance with rules of procedure as from time to time prescribed by the Board.

(b) At all meetings of the Board, the president shall preside. In the absence of the president, the vice president shall preside. In the absence of both the president and vice

president, a member of the Board selected by the members who are present shall preside.

(c) The secretary of the Corporation shall act as secretary of all meetings of the Board, but in the absence of the secretary, the presiding officer may appoint any person to act as secretary of the meeting. The president, treasurer, secretary and any assistant secretary may, at the option of the Board, be employees of the Authority and each member of the Board with the exception of the president, vice president or secretary, may be appointed as assistant secretaries.

Section 2.7 Committees of the Board. The Board may designate two (2) or more directors to constitute an official committee of the Board to exercise such authority, as approved by resolution of the Board. It is provided, however, that only the Board may exercise all final, official actions of the Corporation. Each committee so designated shall keep regular minutes of the transactions of its meetings and shall cause such minutes to be recorded in books kept for that purpose in the principal office of the Corporation and any such meetings must be conducted in accordance with the provisions of the Texas Open Meetings Act, as amended, Chapter 551, Texas Government Code, if applicable.

Section 2.8 Compensation of Directors. Directors shall not receive any salary of compensation for their services as directors. However, they shall be reimbursed for their actual expenses incurred in the performance of their official duties as directors.

ARTICLE III OFFICERS

Section 3.1 Titles and Terms of Office.

(a) The officers of the Corporation shall be a president, a vice president, a secretary and a treasurer and such other officers as the Board may from time to time elect to fill a vacancy. One person may hold more than one office, except that the president shall not hold the office of secretary. Officers shall serve for two-year terms or until his or her successor is elected or appointed. Notwithstanding the foregoing, all officers of the Corporation, except the secretary and treasurer, shall be members of the Board. Upon the expiration of the terms, each officer shall have the right to be re-appointed or re-elected.

(b) All officers shall be subject to removal from office at any time by a vote of a majority of the Board.

(c) A vacancy in the office of any director shall be filled by a vote of a majority of the Board.

Section 3.2 Powers and Duties of the President. The president shall be the chief operating executive officer of the Corporation, and subject to the authority of the Board, the president shall be in general charge of the properties and affairs of the Corporation, and execute all contracts, conveyances, franchises, bonds, deeds, assignments, mortgages, leases, notes and other instruments in the name of the Corporation. The President shall preside over the meetings of the Corporation.

Section 3.3 Vice President. The vice president shall have such powers and duties as may be prescribed by the Board and shall exercise the powers of the president during that officer's

absence or inability to act, in their respective order. Any action taken by the vice president in the performance of the duties of the president shall be conclusive evidence of the absence or inability to act of the president at the time such action was taken.

Section 3.4 Treasurer. The treasurer shall be the chief fiscal officer of the Corporation and shall have the responsibility to see to the handling, custody, and security of all funds and securities of the Corporation in accordance with these Bylaws. When necessary or proper, the treasurer may endorse and sign, on behalf of the Corporation, for collection or issuance, checks, notes, and other obligations in or drawn upon such bank, banks or depositories as shall be designated by the Board consistent with these Bylaws. The treasurer shall see to the entry in the books of the Corporation full and accurate accounts of all money received and paid out on account of the Corporation. The treasurer shall, at the expense of the Corporation, give such bond for the faithful discharge of his/her duties in such form, and amount as the Board may require. All check writing authority will follow all applicable Authority policies concerning authorizations, signatures and disbursements.

Section 3.5 Secretary. The secretary shall direct staff of the Authority to keep the minutes of all meetings of the Board and maintain the books provided for that purpose and shall also direct staff of the Authority to give and serve all notices. The secretary may sign in the name of the Corporation, and/or attest the signature of the President on all contracts, conveyances, franchises, bonds, deeds, assignments, mortgages, notes and other instruments of the Corporation, shall have charge of the corporate books, records, documents and instruments, except the books of account and financial records and securities, and such other books and papers as the Board may direct, all of which shall at all reasonable times be open to public inspection upon application at the office of the Corporation during business hours, and shall in general perform all duties incident to the office of secretary subject to the control of the Board.

Section 3.6 Compensation. Officers who are members of the Board shall not receive any salary or compensation for their services, except that they shall be reimbursed for the actual expenses incurred in the performance of their official duties as officers.

ARTICLE IV FUNCTIONAL CORPORATE DUTIES AND REQUIREMENTS

Section 4.1 Books, Records, and Audits.

(a) The Corporation shall keep and properly maintain in accordance with generally accepted accounting principles, complete books, records, accounts, and financial statements pertaining to its corporate funds, activities, and affairs.

(b) At the direction of the Authority, the accountants, staff and personnel of the Authority may maintain the books, records, accounts, and financial statements of the Corporation for the Corporation.

(c) The Corporation, or the Authority if the option of subsection (b) is selected, shall cause its books, records, accounts, and financial statements to be studied at least once each fiscal year by an outside, independent auditing and accounting firm selected by the Authority and approved by the Board. Such an audit shall be at the expense of the Corporation and shall be delivered to the Authority within 150 days of the end of the fiscal year of the Corporation.

(d) All books and records of the Corporation may be inspected by any director or his or her agent or attorney for any purpose at any reasonable time and at all times the Authority shall have access to the books, records, and financial statements of the Corporation.

Section 4.2 Deposit and Investment of Corporation Funds.

(a) All proceeds from loans or from the issuance of bonds, notes, or other debt instruments ("Obligations") issued by the Corporation in accordance with the provisions of the Act shall be deposited and invested as provided in the resolution, order, indenture, or other documents authorizing or relating to their execution or issuance.

(b) Subject to the requirements of contracts, loan agreements, indentures or other agreements securing Obligations, all other money of the Corporation, if any, shall be deposited, secured, and/or invested in the manner provided for the deposit, security and/or investment of the public funds of the Authority. The Board shall designate the accounts and depositories to be created and designated for such purposes, and the methods of withdrawal of funds therefrom for use by and for the purposes of the Corporation upon the signature of its treasurer and such other persons as the Board designates. The Chief Financial Officer of the Authority or designee of the Chief Financial Officer shall perform the accounts, reconciliation, and investment of such funds and accounts.

Section 4.3 Expenditure of Corporate Money. The proceeds from the investment of funds of the Corporation, the proceeds from the sale of property, revenues generated by and payable to the Corporation pursuant to the Act or any other source of revenues that are payable to the Corporation and the proceeds derived from the sale of Obligations, may be expended by the Corporation for any of the purposes authorized by the Act, except expenditures that may be made from a fund created with the proceeds of Obligations, and expenditures of money derived from sources other than the proceeds of Obligations may be used for the purpose of financing or otherwise providing for the acquisition, construction, rehabilitation, renovation, repair, equipping, furnishing and placement in service of public facilities of the Authority under the terms of the Act.

Section 4.4 Issuance of Obligations. No Obligations, including refunding obligations, shall be authorized or sold and delivered by the Corporation unless the Authority approves such Obligations by action taken prior to the date of initial delivery of the Obligations to the initial purchasers thereof.

ARTICLE V
MISCELLANEOUS PROVISIONS

Section 5.1 Principal Office.

(a) The principal office and the registered office of the Corporation shall be the registered office of the Corporation located at 1201 E. 13th Street, Fort Worth, TX 76102 as specified in the Certificate of Formation.

(b) The Corporation shall have and shall continually designate a registered agent at its office, as required by the Act.

Section 5.2 Fiscal Year. The fiscal year of the Corporation shall be the same as the fiscal

year of the Authority.

Section 5.3 Seal. No seal of the Corporation shall be required.

Section 5.4 Resignations. Any director or officer may resign at any time. Such resignation shall be made in writing and shall take effect at the time specified therein, or, if no time is specified, at the time of its receipt by the president or secretary. The acceptance of resignation shall not be necessary to make it effective, unless expressly so provided in the resignation.

Section 5.5 Approval or Advice and Consent of the Authority. To the extent that these Bylaws refer to any approval by the Authority or refer to advice and consent by the Authority, a certified copy of a resolution, order or motion duly adopted by the Authority shall evidence such advice and consent.

Section 5.6 Services of Authority Staff and Officers. To the extent possible, the Corporation shall utilize the services and the staff employees of the Authority. All requests for staff time or inquiries of staff will be requested through the secretary. The Corporation shall pay reasonable compensation to the Authority for such services, and the performance of such services shall not materially interfere with the other duties of such personnel of the Authority.

Section 5.7 Indemnification of Directors, Officers and Employees.

(a) The Corporation is, for the purposes of the Texas Tort Claims Act (Subchapter A, Chapter 101, Texas Civil Practices and Remedies Code), a governmental unit and its actions are governmental functions.

(b) As provided in Section 303.037 of the Act, the Corporation shall indemnify each and every member of the Board, its officers and its employees and each member of the Board and each employee of the Authority, to the fullest extent permitted by law, against any and all liability or expense, including attorneys' fees, incurred by any of such persons by reason of any actions or omissions that may arise out of the sanctions and activities of the Corporation; provided, however, that the Corporation may not provide indemnity in any manner if the director, officer, employee, or agent is guilty of negligence or misconduct in relation to the matter. The legal counsel for the Corporation is authorized to provide a defense for members of the Board, officers, and employees of the Corporation.

ARTICLE VI EFFECTIVE DATE; AMENDMENTS; MISCELLANEOUS

Section 6.1 Effective Date. These Bylaws shall become effective upon the occurrence of the following events:

- (1) the approval of these Bylaws by the Authority, which approval may be granted prior to the creation of the Corporation; and
- (2) the adoption of the Bylaws by the Board.

Section 6.2 Amendments to Certificate of Formation and Bylaws. The Certificate of Formation of the Corporation and these Bylaws may be amended only in the manner provided in the Certificate of Formation and the Act.

Section 6.3 Interpretation of Bylaws. These Bylaws shall be liberally construed to effectuate the purposes set forth herein. If any word, phrase, clause, sentence, paragraph, section or other part of these Bylaws, or the application thereof to any person or circumstances, shall ever be held to be invalid or unconstitutional by any court of competent jurisdiction, the remainder of these Bylaws and the application of such word, phrase, clause, sentence, paragraph, section or other part of these Bylaws to any other person or circumstance shall not be affected thereby.

Section 6.4 Termination. Upon the termination of the Corporation after payment of all obligations of the Corporation, all remaining assets of the Corporation shall be transferred to the Authority.

CERTIFICATE OF SECRETARY

I certify that I am the duly elected and acting Secretary of the Cinco Public Facility Corporation and that these Bylaws constitute the Corporation's Bylaws. These Bylaws were duly adopted at a meeting of the Board of Directors held on November 19, 2020.

Mary-Margaret Lemons, Secretary/Treasurer
Cinco Public Facility Corporation

Fort Worth Affordability, Inc.

**AGENDA FOR A BOARD OF DIRECTORS SPECIAL MEETING
IMMEDIATELY FOLLOWING THE REGULAR BOARD MEETING OF
FORT WORTH HOUSING SOLUTIONS, A SPECIAL MEETING BOARD OF THE HDCFW
AND AN ANNUAL BOARD MEETING OF CINCO PFC
THURSDAY, NOVEMBER 19, 2020 AT 5:00 P.M.
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 AS A VIRTUAL CONFERENCE.**

**Call-in Number is: 1-346-248-7799; Meeting ID is 825-482-52225
If participating via computer, the link is: <https://us02web.zoom.us/j/82548252225>**

- I.** Call to order.
- II.** Approval of the minutes from the Special Meeting held September 17, 2020.
- III.** Consider a resolution to accept an amended MOU, finalized financial terms and to submit an application for a 4% tax credit for Cowan Place. **[FA 2020.08]**
- IV.** Adjourn.



MINUTES

BOARD OF DIRECTORS MEETING FORT WORTH AFFORDABILITY, INC.

A **Special Meeting** of the **Board of Directors** of **Fort Worth Affordability, Inc.** was held immediately following the **Regular Meeting of Fort Worth Housing Solutions** at the **FWHS Administrative Office Auditorium, 1201 East 13th Street, Fort Worth, Texas** on **Thursday, the 17th day of September, 2020** at **5:00 p.m.** Roll call of the Directors was as follows:

PRESENT: Terri Attaway, President, presiding
Richard M. Stinson, Vice President
Danny Scarth, Director
Brittany Hall, Director

ABSENT: Michael Ramirez, Director

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

I. CALL TO ORDER.

Terri Attaway, President of the Board, called the special meeting to order at 5:22 p.m.

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

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

The following item was discussed during the preceding regular FWHS Board Meeting.

III. CONSIDER A RESOLUTION APPROVING THE DEVELOPMENT OF THE CASA DE ESPERANZA PERMANENT SUPPORTIVE HOUSING SITE. [Agenda Item FA 2020.07, Resolution 3081]

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

IV. ADJOURN.

The meeting was adjourned at 5:22 p.m.

Terri Attaway, President

November 19, 2020
Date

Mary-Margaret Lemons, Secretary/Treasurer

November 19, 2020
Date

Fort Worth Affordability, Inc.

AGENDA ITEM COVER SHEET

Board Meeting Date: November 19, 2020
Agenda Item No.: FA 2020.08, TAB
Person Responsible: Brian Dennison, Sr. VP of Development & Asset Management
Subject: Cowan Place 4% LIHTC Application

Background:

On December 19, 2019, the Fort Worth Housing Solutions (FWHS) Board of Commissioners approved a resolution allowing the execution of a Memorandum of Understanding between FWHS and McCormack Baron Salazar (MBS) for the development of Cowan Place. Fort Worth Housing Solutions (FWHS) partnered with the City of Fort Worth and, alongside co-developer MBS, applied for and won the 2020 HUD Choice Neighborhoods Implementation (CNI) grant for up to \$35,000,000.00. MBS is a well-known affordable housing developer with experience applying for CNI grants, winning the funding, and working with PHA's to build their vision. Consistent with our application for the CNI grant, FWHS and MBS are pursuing a first phase of the Cavile area redevelopment with Cowan Place. Located at 5400 E. Rosedale Street, Cowan Place was initially proposed as a 120-unit senior 9% low-income housing tax credit (LIHTC) development, but the team has pivoted and is now pursuing a 4% LIHTC structure. Under a 4% structure, the project would remain a senior development, but would be expanded to include a total of 174 mixed-income units.

This resolution would authorize the project partnership entity (FW Cowan Place, LP) through the FWAI-affiliate general partner entity (FW Cowan Place GP, LLC), to pursue the development of Cowan Place with actions including but not limited to submitting a housing tax credit application.

Issues/Concerns:

There are no issues or concerns at this time.

Funding Source:

Cowan Place is projected to have a total cost of \$36.5 million financed through the issuance of \$20 million in bonds from Trinity River Public Facility Corporation along with a combination of 4% LIHTC equity, a first mortgage, City of Fort Worth HOME and CDBG funds, CNI funds from FWHS, and other sources.

Recommendation:

It is recommended that the Fort Worth Affordability, Inc. Board of Directors approve the actions outlined in the Resolution.

Attachments:

Resolution

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 participate in the housing tax credit application for Cowan Place

WHEREAS, FWAI is the sole member of FW Cowan Place GP, LLC, a Texas limited liability company (the "**General Partner**");

WHEREAS, The General Partner is the sole general partner of FW Cowan Place, LP, a Texas limited partnership (the "**Partnership**"); and

WHEREAS, The Partnership was formed for the purpose of owning, developing, managing, and otherwise dealing with Cowan Place, a multifamily affordable apartment complex (the "**Project**") to be 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, In connection with the development of the Project, the Partnership intends to submit a 4% housing tax credit application to the Texas Department of Housing and Community Affairs (the "**Application**").

NOW, 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 Application and (ii) any and all such additional documents executed to consummate the transactions contemplated herein (collectively, the "**Application 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 it is further

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

RESOLVED, That Mary-Margaret Lemons, Secretary and Treasurer of FWAI, and any other 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 Partnership, 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 Application 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 Partnership, effective as of the date such action was taken; and it is 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 it is further

RESOLVED, That the Partnership 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 Partnership is authorized to act in pursuance of these resolutions.

Terri Attaway, President

November 19, 2020
Date

Mary-Margaret Lemons, Secretary/Treasurer

November 19, 2020
Date



**AGENDA FOR THE BOARD OF COMMISSIONERS PUBLIC HEARING
ON THE 2021 AGENCY PLAN
THURSDAY, NOVEMBER 19, 2020 AT 6:00 P.M.
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 AS A VIRTUAL CONFERENCE.

Call-in Number is: 1-346-248-7799; Meeting ID is 825-482-52225
If participating via computer, the link is: <https://us02web.zoom.us/j/82548252225>

I. Call Public Hearing to Order.

II. Overview of the Agency Plan.

Section 511 of the Quality Housing and Work Responsibility Act of 1998 (Public Law 105-276 “Public Housing Reform Act”) added the requirement for public housing Agency Plan consisting of an Annual Plan and a Five-Year Plan. Through these plans, FWHS advises HUD, its residents and members of the public, of the housing authority’s mission for serving the needs of low-income and very low-income families and individuals, and the strategy for addressing those needs.

The 2020-2024 Five-Year Plan describing the Agency’s mission as well as the long-range goals and objectives for achieving its mission over the five-year period was submitted and approved by the U.S. Dept. of Housing & Urban Development in 2019.

The Annual Plan provides details about the Agency’s immediate operations, program participants, programs and services and FWHS’s strategy for handling operational concerns, resident concerns and needs, and programs and services for the upcoming fiscal year.

III. Presentation of the Key Points of the 2021 Agency Plan.

IV. Request for comments from the public/residents.

V. Consider a resolution approving the 2021 Agency Plan. [2020.45]

VI. Adjournment of the Public Hearing.





FORT WORTH HOUSING SOLUTIONS AGENDA ITEM COVER SHEET

Board Meeting Date: November 19, 2020
Agenda Item No.: 2020.45, TAB 17
Person Responsible: Selarstean Mitchell, Vice President of Assisted Housing
Subject: 2021 Agency Plan

Background:

The U.S. Department of Housing and Urban Development requires Public Housing Agencies to submit a PHA Plan annually. The PHA Plan is a comprehensive guide to the PHA's policies, programs, operations, and strategies for meeting local housing needs and goals. PHAs are required to submit the Plan seventy-five days prior to the end of each fiscal year. However, as the result of COVID-19, HUD has waived certain requirements related to the Agency Plan process and provided an alternative date for PHAs to submit the Agency Plan. The revised due date for Fort Worth Housing Solutions to submit it is January 16, 2021.

FWHS has prepared the Agency Plan to comply with all HUD regulations and submission requirements. FWHS conducted staff meetings to review and discuss the various components of the Plan. It also scheduled a meeting with the Resident Advisory Board. Staff provided FWHS Board of Commissioners an overview of the Plan at the October 2020 Board meeting. A public hearing is scheduled for November 19, 2020.

Issues/Concerns:

The Agency Plan provides details about FWHS's immediate operations, program participants, programs and services and the agency's strategy for handling these issues in 2021. The Agency Plan contains required policies, supporting documents and attachments that provide guidance to FWHS for the administration of its programs. It also includes a progress report on the goals and objectives outlined in the 5 Year Plan.

Recommendation:

Staff recommends that the Board of Commissioners approve the Fort Worth Housing Solutions Agency Plan for 2021.

Attachments:

- 2021 Agency Plan Template & Certifications (Attached)
- FWHS Admissions and Occupancy Policy
 - <https://www.fwhs.org/>? Link isn't working
- FWHS Housing Choice Voucher Program Administrative Plan
 - <https://www.fwhs.org/wp-content/uploads/2020/09/Admin-Plan-Approved-REVISED-AUGUST-2020-FINAL.pdf>

Fort Worth Housing Solutions

Resolution No. _____

RESOLUTION APPROVING THE FORT WORTH HOUSING SOLUTIONS FY 2021 AGENCY PLAN.

WHEREAS, The United States Department of Housing and Urban Development requires Public Housing Agencies to submit a PHA Plan annually; and

WHEREAS, PHAs are required to submit the Agency Plan seventy-five days prior to the end of each fiscal year; and

WHEREAS, Due to COVID-19, HUD has waived certain requirements related to the Agency Plan process and provided an alternative date for PHAs to submit the Agency Plan; and

WHEREAS, FWHS new due for the submission of the Agency Plan is January 16, 2021; and

WHEREAS, FWHS has prepared the Agency Plan to comply with all HUD regulations and submission requirements; and

WHEREAS, The Agency Plan contains policies, required supporting documents and attachments; and

WHEREAS, FWHS scheduled a resident meeting and held a public hearing to discuss the Agency Plan and addressed all comments and questions.

NOW, THEREFORE, BE IT RESOLVED THAT:

The Board of Commissioners hereby approves the adoption of the Fort Worth Housing Solutions 2021 Agency Plan.

Terri Attaway, Chairperson

November 19, 2020
Date

Mary-Margaret Lemons, President

November 19, 2020
Date

Certifications of Compliance with PHA Plans and Related Regulations (Standard, Troubled, HCV-Only, and High Performer PHAs)	U.S. Department of Housing and Urban Development Office of Public and Indian Housing OMB No. 2577-0226 Expires 02/29/2016
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**PHA Certifications of Compliance with the PHA Plan and Related Regulations including
Required Civil Rights Certifications**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the ___ 5-Year and/or ☒ Annual PHA Plan for the PHA fiscal year beginning 2021, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the RAB (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those programs, addressing those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.
7. For PHA Plans that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2010-25);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of a site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such a waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

12. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
13. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
14. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
15. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
16. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
17. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
18. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
19. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

Fort Worth Housing Solutions
PHA Name

TX004
PHA Number/HA Code

☒ Annual PHA Plan for Fiscal Year 2021

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).

Name of Authorized Official	Title
Terri Attaway	Chair Person
Signature	Date
	11/19/2020

Annual PHA Plan <i>(Standard PHAs and Troubled PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 02/29/2016
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families.

Applicability. Form HUD-50075-ST is to be completed annually by **STANDARD PHAs or TROUBLED PHAs**. PHAs that meet the definition of a High Performer PHA, Small PHA, HCV-Only PHA or Qualified PHA do not need to submit this form.

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

A.	PHA Information.																																
A.1	<p> PHA Name: <u>The Housing Authority of the City of Fort Worth, Texas dba Fort Worth Housing Solutions</u> PHA Code: <u>TX004</u> PHA Type: <input checked="" type="checkbox"/> Standard PHA <input type="checkbox"/> Troubled PHA PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>01/2021</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Public Housing (PH) Units: <u>1,228</u> total: <u>542</u> PH Units + <u>686</u> Rental Assistance Demonstration (RAD) Number of Housing Choice Vouchers (HCVs) <u>6,175</u> Total Combined Units/Vouchers <u>7,403</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission </p> <p> Availability of Information. PHAs must have the elements listed below in sections B and C readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans. </p> <p> <input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below) </p> <table border="1"> <thead> <tr> <th data-bbox="167 1444 443 1518" rowspan="2">Participating PHAs</th> <th data-bbox="443 1444 574 1518" rowspan="2">PHA Code</th> <th data-bbox="574 1444 873 1518" rowspan="2">Program(s) in the Consortia</th> <th data-bbox="873 1444 1146 1518" rowspan="2">Program(s) not in the Consortia</th> <th colspan="2" data-bbox="1146 1444 1455 1518">No. of Units in Each Program</th> </tr> <tr> <th data-bbox="1146 1518 1291 1518">PH</th> <th data-bbox="1291 1518 1455 1518">HCV</th> </tr> </thead> <tbody> <tr> <td data-bbox="167 1518 443 1617">Lead PHA:</td> <td data-bbox="443 1518 574 1617"></td> <td data-bbox="574 1518 873 1617"></td> <td data-bbox="873 1518 1146 1617"></td> <td data-bbox="1146 1518 1291 1617"></td> <td data-bbox="1291 1518 1455 1617"></td> </tr> <tr> <td data-bbox="167 1617 443 1715"></td> <td data-bbox="443 1617 574 1715"></td> <td data-bbox="574 1617 873 1715"></td> <td data-bbox="873 1617 1146 1715"></td> <td data-bbox="1146 1617 1291 1715"></td> <td data-bbox="1291 1617 1455 1715"></td> </tr> <tr> <td data-bbox="167 1715 443 1814"></td> <td data-bbox="443 1715 574 1814"></td> <td data-bbox="574 1715 873 1814"></td> <td data-bbox="873 1715 1146 1814"></td> <td data-bbox="1146 1715 1291 1814"></td> <td data-bbox="1291 1715 1455 1814"></td> </tr> <tr> <td data-bbox="167 1814 443 1906"></td> <td data-bbox="443 1814 574 1906"></td> <td data-bbox="574 1814 873 1906"></td> <td data-bbox="873 1814 1146 1906"></td> <td data-bbox="1146 1814 1291 1906"></td> <td data-bbox="1291 1814 1455 1906"></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																							
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		PH	HCV																														
Lead PHA:																																	

B.	Annual Plan Elements
B.1	<p>Revision of PHA Plan Elements.</p> <p>(a) Have the following PHA Plan elements been revised by the PHA?</p> <p>Y N</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Financial Resources.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Operation and Management.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Grievance Procedures.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Community Service and Self-Sufficiency Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Safety and Crime Prevention.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Pet Policy.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Asset Management.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each revised element(s):</p> <p><u>Statement of Housing Needs and Strategy for Addressing Housing Needs</u></p> <p>With more than 909,000 residents, Fort Worth is the 13th largest city in the U.S. and the second-largest city in the Dallas-Fort Worth-Arlington metropolitan area. It is the county seat of Tarrant County, which spans 350 square miles and has population of more than 2.1 million. Fort Worth has become one of the fastest-growing cities in the United States in recent years and has more than doubled its population in the last 30 years.</p> <p>Unfortunately, like most major cities, Fort Worth and its metropolitan area suffer from a widening gap of affordable homes, especially for extremely low-income households and households at or below 50% of the area median income (AMI).</p> <p>The National Low-Income Housing Coalition reports that the Dallas-Fort Worth-Arlington metropolitan area lacks 151,930 affordable and available housing units for extremely low-income household, defined as those with incomes below the poverty line or 30% of the area median income (AMI), whichever is greater. The data is detailed in the NLIHC's March 2020 report "The Gap: A Shortage of Affordable Homes," and is based on the Census Bureau's 2018 American Community Survey. The nonprofit advocacy group found that the region has only 21 affordable and available units for every 100 extremely low-income households in need of rental housing.</p> <p>The Fort Worth-Arlington HMFA is the fifth most expensive market in Texas, according to the NLIHC's "Out of Reach 2020" report. Renters seeking a market-rate two-bedroom unit would need to earn \$22.40 an hour, the report says. The fair-market rate for a two-bedroom rental is \$1,165 in 2020. A household would have to earn \$46,600 a year to afford such a unit. A household earning 30% of the AMI could afford to pay \$611 a month, the report shows.</p> <p>Tarrant County's 2020-2024 Consolidated Plan, published March 23, 2020, described a housing market in which both rental costs and home values have been steadily increasing with signs of slowing, but not decreasing. The cost of rental units has increased, and current builds cater more towards incomes that can afford above market rates. The majority of multi-family units are market rate with approximately 10% of all units considered affordable, the report says.</p> <p>Landlords that have offered affordable units increasing are raising rental rates as there is not enough supply to meet the demands of new residents moving into the region for work who can afford the higher rents. This practice leaves households and individuals who cannot afford market-rate rents with few options, the report says.</p>

The City of Fort Worth's 2018 Assessment of Fair Housing identified rising housing costs and limited access to housing assistance as the primary obstacles low-income families and persons living on fixed incomes, including seniors and persons with disabilities, face in securing housing. Other issues identified in the 2019 assessment include:

- Landlords who do not accept renters paying with housing subsidies.
- Community opposition to the spread of affordable housing.
- Affordable transportation options are not adequate to support participation in work, commercial, civic, and recreational activities.
- Limited or fixed incomes for persons living with disabilities that make it exceedingly difficult to find housing they can afford.
- Conflict resolution between landlords and residents.
- Older, lower-income neighborhoods in need of investment in public infrastructure, retail services and recreational opportunities.

Fort Worth Housing Solutions was established as the Housing Authority of the City of Fort Worth in 1938 to provide decent, safe housing for low- to moderate income people. The agency's modern-day vision is that all people will have access to quality, affordable housing that provides the foundation to improve lives. Our mission is to develop housing solutions where people flourish.

To address affordable housing needs in Fort Worth, Fort Worth Housing Solutions has adopted the following goals and strategies as part of its most recent Five-Year Agency Plan:

GOAL ONE: CREATE A DIVERSE AND ECONOMICALLY SUSTAINABLE REAL ESTATE PORTFOLIO

GOAL TWO: PROVIDE A FOUNDATION FOR IMPROVING LIVES

GOAL THREE: DEVELOP A CONTINUOUSLY IMPROVING AND EFFICIENT OPERATION

GOAL FOUR: DEVELOP A SUSTAINABLE BUSINESS MODEL

To achieve these goals, FWHS is pursuing these core strategies:

- Creating public/private partnerships for the development of mixed-income, mixed-use housing;
- Leveraging additional resources to replace public housing units with Rental Assistance Demonstration (RAD) units;
- Applying for additional Housing Choice Vouchers as they become available, including special purpose vouchers for targeted groups such as the elderly, the disabled, veterans and the homeless;
- Implementing a HUD Choice Neighborhood Initiative grant to develop new, affordable housing options in a historic Fort Worth neighborhood while providing residents essential resources and catalyzing private development in the area; and
- Pursuing grants and other funding in support of Permanent Supportive Housing for persons experiencing homelessness.

These strategies are increasing the supply of affordable housing units, increasing access to affordable housing in high opportunity areas, and helping maintain and improve the quality, management and community impact of publicly supported housing.

FWHS Wait Lists Illustrate the Need for Affordable Housing

FWHS has a central Wait List for the Housing Choice Voucher Program and site-based Wait Lists for each of its HCVP Project-Based Voucher communities. Table 1 includes data for the HCVP Wait List from the last time the wait list was opened and a limit of 5,000 applications was set. Table 2 includes data from the combined PBV Wait Lists.

Table 1

HCV Wait List		
Income	Total	Percent
All Income Ranges	2,022	100.00%
Extremely Low Income ($\leq 30\%$ AMI)	1,663	82.25%
Very Low Income (31%-50% AMI)	298	14.74%
Low Income (51%-80% AMI)	50	2.47%
Undefined	11	0.05%
Race		
African-American	1,464	72.40%
American Indian	15	0.74%
Asian	14	0.69%
White	491	24.28%
Native Hawaiian/Pacific Islander	12	0.59%
Undefined	26	1.29%
Ethnicity		
Hispanic	183	9.05%
Not Hispanic or Latino	1,839	90.95%
Family Type		
Families with Children	816	40.36%
Families without Children	422	20.87%
Families Undefined	784	38.77%
Elderly & Disabled		
Disabled	714	35.31%
Elderly	70	3.46%

Table 2

Combined Project-Based Voucher Wait List		
Income	Total	Percent
All Income Ranges	30,617	100.00%
Extremely Low Income (\leq 30% AMI)	25,529	83.38%
Very Low Income (31%-50% AMI)	4,277	13.97%
Low Income (51%-80% AMI)	705	2.30%
Undefined	106	0.35%
Race		
African-American	23,370	76.33%
American Indian	254	0.83%
Asian	188	0.61%
White	6,320	20.64%
Native Hawaiian/Pacific Islander	104	0.34%
Undefined	381	1.24%
Ethnicity		
Hispanic	2,923	9.55%
Not Hispanic or Latino	27,686	90.43%
Not Assigned	0	0.00%
Family Type		
Families with Children	17,929	58.56%
Families without Children	5,391	17.61%
Families Undefined	7,297	23.83%
Elderly & Disabled		
Disabled	6,691	21.85%
Elderly	606	1.98%

Financial Resources

FWHS utilizes federal grants, non-federal grants and local income to support the various housing programs that it administers. The following general categories provide a listing of anticipated resources and planned uses that are available to FWHS:

SOURCES		PLANNED USES
1 Federal Grants (FY 2020 grants)		
a	Public Housing Operating Fund	PH Operations; RAD Initial Year Funding
b	Public Housing Capital Fund	PH Modernization and Rehab
c	Public Housing Capital Fund	PH RAD Conversions; RAD Initial Year Funding
d	Public Housing Resident Opportunity & Self Sufficiency Program	Residents Self Sufficiency & Supportive Services
e	Annual Contribution for Section 8 Tenant Based Assistance	HAP & HCV Operations
f	Annual Contribution for Section 8 Project Based Assistance	HAP & HCV Operations
g	Annual Contribution for Project Based Rental Assistance	
	Public Housing /Housing Choice Voucher Family Self-Sufficiency Grant	PBRA HAP
	Continuum of Care Grants	PH Resident Services; Coordinator's salary and benefits Housing for Homeless with disabilities
2 Other Grants		
a	Directions Home Voucher Program Grant	Housing for Chronically Homeless
b	Homeless Housing and Services Program	Housing for Homeless
c	Healthy Community Collaborative Program	Homeless Mental Health Services
d	Fannie Mae Supportive Housing Grant	Housing First Program
e	Miscellaneous Grants from Private Banks	Various Housing Purposes
f	Choice Neighborhood Implementation	Redevelopment of the Stop Six/Cavile Neighborhood
g	CARES Act Supplemental Funds	Preventing, Preparing for and Responding to COVID-19
3 Public Housing Dwelling Rental Income		PH Operations
4 Other Income		
a	Non-Dwelling Rental Income	PH Operations
b	Investment Income	PH Operations
c	Excess Utilities	PH Operations
d	Miscellaneous Charges	PH Operations

Operation and Management

Since the last Agency Plan, FWHS has made the following changes to the Housing Choice Voucher Program Administrative Plan and Public Housing Admissions and Continued Occupancy Policy:

- The Screening and Eviction for Drug Abuse and Other Criminal Activity (SEDACA) Policy for the HCV and Public Housing programs was revised to make only **felony** drug-related criminal activity within the last five years disqualifying.
- Obsolete admissions preferences for the HCV program were deleted.
- New homeless preferences that are required for the Mainstream grant were added.
- A Violence Against Women Act (VAWA) preference for victims of domestic violence who are FWHS Public Housing or Rental Assistance Demonstration (RAD) program residents and need an external emergency transfer under VAWA when there are no PH or RAD units available.

(c) The PHA must submit its Deconcentration Policy for Field Office review.

New Activities.

(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?

Y N

- ☒ ☐ Hope VI or Choice Neighborhoods.
☐ ☒ Mixed Finance Modernization or Development.
☒ ☐ Demolition and/or Disposition.
☐ ☒ Designated Housing for Elderly and/or Disabled Families.
☒ ☐ Conversion of Public Housing to Tenant-Based Assistance.
☒ ☐ Conversion of Public Housing to Project-Based Assistance under RAD.
☐ ☒ Occupancy by Over-Income Families.
☐ ☒ Occupancy by Police Officers.
☐ ☒ Non-Smoking Policies.
☒ ☐ Project-Based Vouchers.
☐ ☒ Units with Approved Vacancies for Modernization.
☐ ☒ Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan.

Hope VI or Choice Neighborhoods

FWHS applied for and received a \$35 million Choice Neighborhood Implementation (CNI) grant in 2020 for the redevelopment of J.A. Cavile Place Apartments following the Section 18 approval for J.A. Cavile public housing community in 2019 and the subsequent relocation of the residents. The Choice Neighborhood Implementation grant focuses on three goals:

- Housing: Replace distressed public housing with high-quality mixed income housing that is well-managed and responsive to the needs of the surrounding neighborhood.
- People: Improve the outcomes of families returning to Cavile/Stop Six community related to employment and income, health, and children's education; and
- Neighborhood: Create the conditions necessary for public and private investment in the neighborhood.

The demolition of the J.A. Cavile apartments is expected to begin in fourth quarter of 2020 and is expected to be complete by the end of the second quarter of 2021. CNI grant funds will be used to initiate the redevelopment of J.A. Cavile Place and the Stop Six community. Replacement housing will include 300 project-based vouchers, low-income housing tax credit and market-rate units. More detail about the Housing plan is available at

<https://stopsixcni.org/housing/>.

Demolition and/or Disposition

- 1) TX004000003 - Demolitions of 300 public housing units at J.A. Cavile Apartments (HUD approved Section 18)
- 2) TX004000002, TX004000019, TX004000016 - Streamlined Voluntary Conversion and or Demolition/Disposition of 250 public housing units
- 3) Disposition and/or sale of former Whispering Oaks Apartments, currently vacant land

Conversion of Public Housing to Project-Based Assistance under RAD

FWHS has completed the RAD conversion of 448 public housing units and as of May 2020 withdrew the RAD Commitment to enter into a Housing Assistance Payment, or CHAP, and will use HUD alternatives for the remaining

250 public housing units that will include a Streamlined Voluntary Conversion (Section 22) and/or Demolition or Disposition (Section 18).

Project-Based Vouchers

Consistent with FWHS' plan to increase affordable housing units, FWHS may use HCVP vouchers for project basing on units owned by FWHS, in joint ventures with private developers, or solely from other private developers intending to create new affordable housing units. FWHS plans to award up to 20% of its vouchers under the Annual Contributions Contract (ACC) for tenant-based Housing Choice Voucher Program for Project-based Vouchers. FWHS also plans to allocate any newly-awarded, special-funded vouchers such as Mainstream to Project-Based Voucher units.

PBVs will be awarded to projects throughout the Fort Worth area and in locations that will further fair housing opportunities for low-income families, homeless individuals and families, youth aging out of foster-care, elderly persons, disabled persons, veterans, and COVID-19 vulnerable persons.

The following PBV contracts are anticipated:

Project Name	Location	# of Units
Stallion Ridge	Race Street and Shelby Lane, Everman, TX	20
Patriot Pointe	2101 & 2151 SE Loop 820, Fort Worth, TX	22
Casa De Esperanza	3808 Tanacross Drive, Fort Worth, TX	119
Cowan Place (Phase I Choice Neighborhood)	Stop Six neighborhood, Fort Worth, TX	50
Phase II (Choice Neighborhood)	Stop Six neighborhood, Fort Worth, TX	60
Permanent Supportive Housing Project	TBD	100

B.3	<p>Civil Rights Certification.</p> <p>Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
B.4	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit? No</p> <p>Y N <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>
B.5	<p>Progress Report.</p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year and Annual Plan.</p> <p>The progress in meeting FWHS' Mission and Goals are as follows:</p> <p><u>GOAL ONE: CREATE A DIVERSE ECONOMICALLY SUSTAINABLE REAL ESTATE PORTFOLIO</u></p> <p>Objectives:</p> <ul style="list-style-type: none"> A. Create and implement a portfolio plan B. Increase developer partnership C. Create and improve quality, accessible affordable housing in high-opportunity areas D. Defuse opposition and build support for affordable housing and redevelopment E. Maintain and improve the quality, management and community impact of publicly supported housing <p>Status:</p> <ul style="list-style-type: none"> A. FWHS has developed a process for reviewing its current portfolio on a quarterly basis to identify opportunities for refinancing, selling, or repositioning our assets. B. FWHS has used the RFQ process to pre-qualify developer partners with experience and capacity in developing mixed-income affordable housing. C. FWHS was awarded a \$35 million Choice Neighborhood Implementation grant in April 2020 for the redevelopment of J.A. Cavile Place apartments and the Stop Six neighborhood. This grant will support 300 project-based voucher units and an additional 690 affordable housing units. D. FWHS will have acquired, constructed, or partnered in 40 properties that have increased affordable housing opportunities in the city by the end of 2020. Another five properties representing 1,013 units are in the development pipeline. The Development and Asset Management team is reviewing the condition of the organization's existing housing portfolio and planning repairs and renovations needed to bring each property to market-level condition. E. FWHS has completed its final RAD transaction and has successfully converted a total of 448 public housing units to the RAD program. The remaining 250 public housing units will be part of Streamlined Voluntary Conversion or other HUD alternatives for the repositions of public housing. F. FWHS successfully relocated J.A. Cavile Place residents under Section 18 Demolition/Disposition, and the property closed in June 2020. Through the CNI, FWHS plans to develop up to 1,000 units of replacement housing in the new mixed use/mixed income community. G. FWHS has implemented a Landlord Outreach Program for Assisted Housing Programs, including a Take One campaign. The agency extended a special enrollment incentive to new HCV program landlords in fall 2020 to increase program participation. H. FWHS has partnered with the Apartment Association of Tarrant County to recruit new landlords. I. FWHS has revamped the Landlord Advisory Committee to address issues of landlords participating in its Assisted Housing Programs.

GOAL TWO: PROVIDE A FOUNDATION FOR IMPROVING LIVES

Objectives:

- A. Develop properties in locations that support improving lives through access to schools, transportation, jobs, and services.
- B. Establish policies and incentives that support movement to self-sufficiency.
- C. For children and youth, support other organizations that serve the population.
- D. For work-able population, promote financial independence and self-sufficiency.
- E. For seniors who are capable of independent living, support their effort to age in place.
- F. For special needs populations, including people who are chronically homeless, develop service partnerships to secure and maintain housing by leveraging Project-Based Vouchers and other resources.
- G. Increase affordable housing options, including more available units, for families in Assisted Housing programs.

Status:

- A. FWHS continues to identify properties throughout Fort Worth that provide better access to higher performing schools, transportation, high job growth and supportive services. Over the past five years, FWHS has acquired, entered into partnerships or co-developed 13 properties in areas of higher opportunity. FWHS will continue to work closely with school districts, the City of Fort Worth and Trinity Metro, the area transportation authority, to ensure future developments are also located in areas of opportunity.
- B. FWHS entered into a partnership with Ojala Partners LP to provide permanent supportive housing for residents facing homelessness who are high risk of COVID-19 because of their age or underlying health condition. An extended stay hotel is being converted to 119 apartments using Project-Based Vouchers for operating subsidy. The City of Fort Worth is providing CARES Act funds to assist with the acquisition of the property and the provision of some of the supportive services. Additional partnerships in the project include Presbyterian Night Shelter, MHMR (My Health, My Resources) and JPS Health Network for onsite mental health/substance abuse counseling, case management and medical navigation.
- C. FWHS applied for special purpose vouchers to expand housing options for certain populations in need. HUD awarded FWHS 260 Mainstream vouchers for persons under 62 with disabilities. HUD awarded 56 Family Unification Program vouchers for families for whom the lack of adequate housing is a primary factor in the imminent placement of the family's child, in/out-of-home care, or the delay in the discharge of the child to the family from out-of-home care; or youth up to age 24 who have aged out of foster care.
- D. FWHS continues to encourage resident participation in self-sufficiency programs that include ROSS Service Coordination and Family Self-Sufficiency/ Homeownership. These programs provide residents with vocational, educational, employment services, child care, youth services and other ancillary services that are designed to improve the lives of our clients. As the COVID-19 pandemic arrived in North Texas, FWHS and its community partners worked closely to establish virtual classes and online training programs to ensure that residents continued to have access and opportunities to services.
- E. FWHS RAD conversions and the Section 18 Demolition/Disposition for Cavile Place Apartments have deconcentrated poverty by providing residents options to live in high opportunity locations and developments across the city of Fort Worth.
- F. FWHS continues to partner with Wells Fargo, Bank of Texas, Prosperity Bank and several other banks to provide financial literacy and homeownership programs. FWHS recently received \$5,000 from Wells Fargo bank to expand its financial literacy and homeownership programs. As a result of COVID-19, classes virtual classes and training were held monthly.
- G. FWHS' partnerships supporting youth include: YMCA Amaka Child Care Center, a 4 Star, Texas Rising Star accredited facility located on FWHS' largest public housing site; Silhouettes, a girls mentoring program developed in partnership by Alpha Kappa Alpha sorority; and the Boys and Girls Club of Greater Tarrant County.
- H. FWHS continues to partner with Tarrant County College to provide ongoing vocational and occupational training, including GED, Adult Literacy, Computer and other training. These classes were transitioned to online programs as a result of COVID-19.

- I. FWHS offers assistance to elderly and disabled program participants that makes it easier for them to 'age in place' and live independently. Assistance includes help with budgeting and housekeeping; free meal services; rent and utilities assistance; healthcare services; transportation; Social Security, SSI, Medicare or Medicaid, and Lone Star.
- J. FWHS and the City of Fort Worth's EnVision Center continued to provide assistance with activities that include Economic Empowerment, Education Advancement, Health and Wellness and Character and Leadership. Most of these programs transitioned to a virtual platform as a result of COVID-19.
- K. FWHS has provided Project-Based Voucher Permanent Supportive housing units for the chronic homeless and was awarded \$1.8 million to implement a rapid rehousing program to assist 75 homeless families with housing and supportive services, received 15 VASH vouchers to provide housing assistance to homeless Veterans and through the city of Fort Worth's CARES Act allocation, FWHS was awarded \$9.3 million to develop over 100 permanent supportive housing units for COVID-vulnerable homeless persons.

GOAL THREE: DEVELOP A CONTINUOUSLY IMPROVING AND EFFICIENT OPERATION

Objectives:

- A. Clearly define the organizational structure and staffing plan.
- B. Leverage use of performance metrics to evaluate the organization.
- C. Build a system of training, mentoring, and coaching to empower employees to reach their full potential.
- D. Facilitate the Board in developing additional expertise.
- E. Leverage technology to consistently elevate the organization's performance.

Status:

- A. FWHS continually analyzes its organizational structure and staffing needs, as well as staff capacity, to determine where efficiencies can be realized through realigning staff and skills throughout the organization.
- B. FWHS continues to work on an internal measurement system to evaluate the organization's performance on both internal measures and external measures.
- C. Implemented an online benefit enrollment system to improve efficiencies and reduce paperwork. Implemented a Mobile App for benefits to allow a tailored communication platform and give employees improved access to their benefits information.
- D. Hired new Director of HR; promoted within for the new SVP/Deputy Director position; hired a new Director of Safety and Communications Manager in order to provide more strategic leadership support.
- E. FWHS has developed partnerships with third-party experts to support the Agency Plan. Hired a Salary Survey/Job Analysis vendor to provide competitive salary analysis for the agency in order to attract and retain employees. Hired a new benefits broker to analyze our benefits and improve offerings to our employees as well as reduce fees associated with our retirement plans.
- F. FWHS has developed a succession plan and implemented steps to ensure that employees have opportunities to develop skills and advance within the organization.
- G. Webinar and conference opportunities, such as tax-credit trainings and NAHRO conventions, and professional development offerings, such as Fair Housing and Project-Based Voucher training, have been afforded to staff on a regular basis by the organization. All staff have completed online training on sexual harassment and cyber security issues.
- H. FWHS provides Board members with training and networking opportunities online, and through various conferences and topic-specific work sessions. In addition, Board members are encouraged to share their expertise with other PHAs.
- I. FWHS encourages and supports employees to participate in leadership activities such as Leadership Fort Worth and various community and civic boards. FWHS President Mary-Margaret Lemons is on the board of North Texas LEAD, an organization that connects experienced job-seekers with employers committed to diversity and inclusion. FWHS hired two employees in 2020 through LEAD referrals.
- J. FWHS has enhanced its use of technology to improve operation in its housing programs that includes the following:

	<ul style="list-style-type: none"> • Documents management system for a paperless operation Electronic Visitors Management System for persons visiting the office and attending meetings • Online Re-certifications for the Housing Choice Voucher Program • Virtual platforms for Landlord Orientation, Good Neighbor-Good Tenant Class, and Housing Choice Voucher Program Briefings. • Artificial intelligence for the scheduling and routing of inspections and housing search assistance. <p>GOAL FOUR: DEVELOP A SUSTAINABLE BUSINESS MODEL</p> <p>Objectives:</p> <ul style="list-style-type: none"> A. Explore cost-saving and business efficiencies including shared services with other housing authorities. B. Generate and increase development-related revenue. C. Pursue opportunities to provide fee for service or consortium services. D. Pursue and increase government partnerships and philanthropic sources of revenue. <p>Status:</p> <ul style="list-style-type: none"> A. FWHS and DHA Housing Solutions for North Texas have entered into an Interlocal Agreement for each to serve as the Independent Entity for the other in the review and approval of Project-Based Voucher selection and contracts for units owned by the housing authorities. Such an arrangement is a cost-saving tool. B. FWHS has utilized partners/consultants to expand organization capacity and maintain a high level of service and output. C. FWHS has begun working with other PHAs to determine areas where shared services or collaboration can be financially and administratively beneficial. D. FWHS has earned development related revenue through the issuance of bonds, as well as the aggressive negotiation of developer fees through co-development arrangements. FWHS has begun to research self-developing and developing in partnership with other PHAs. E. FWHS continues to work closely with the City of Fort Worth to maximize local funding sources and has begun to identify areas of opportunity within the philanthropic community where FWHS can maximize organization resources by leveraging funding sources, such as foundations.
B.6	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the PHA Plan? No</p> <p>Y N <input type="checkbox"/> <input type="checkbox"/></p> <p>(c) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
B.7	<p>Certification by State or Local Officials.</p> <p>Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
B.8	<p>Troubled PHA.</p> <p>(a) Does the PHA have any current Memorandum of Agreement, Performance Improvement Plan, or Recovery Plan in place?</p> <p>Y N N/A <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, please describe:</p>

C.	Statement of Capital Improvements. Required for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).
C.1	Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD. The last 5-Year Action Plan was approved by HUD on 7/20/2020.

Instructions for Preparation of Form HUD-50075-ST Annual PHA Plan for Standard and Troubled PHAs

A. PHA Information. All PHAs must complete this section.

A.1 Include the full **PHA Name**, **PHA Code**, **PHA Type**, **PHA Fiscal Year Beginning** (MM/YYYY), **PHA Inventory**, **Number of Public Housing Units and or Housing Choice Vouchers (HCVs)**, **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the public hearing and proposed PHA Plan. ([24 CFR §903.23\(4\)\(e\)](#))

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table. ([24 CFR §943.128\(a\)](#))

B. Annual Plan. All PHAs must complete this section.

B.1 Revision of PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the “yes” box. If an element has not been revised, mark “no.” ([24 CFR §903.7](#))

☐ **Statement of Housing Needs and Strategy for Addressing Housing Needs.** Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA’s strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. ([24 CFR §903.7\(a\)\(1\)](#)) Provide a description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. ([24 CFR §903.7\(a\)\(2\)\(ii\)](#))

☐ **Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.** PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see [24 CFR 903.2](#). ([24 CFR §903.23\(b\)](#)) Describe the PHA’s admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing. The Deconcentration Policy must describe the PHA’s policy for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The deconcentration requirements apply to general occupancy and family public housing developments. Refer to 24 CFR §903.2(b)(2) for developments not subject to deconcentration of poverty and income mixing requirements. ([24 CFR §903.7\(b\)](#)) Describe the PHA’s procedures for maintain waiting lists for admission to public housing and address any site-based waiting lists. ([24 CFR §903.7\(b\)](#)). A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV. ([24 CFR §903.7\(b\)](#)) Describe the unit assignment policies for public housing. ([24 CFR §903.7\(b\)](#))

☐ **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA’s anticipated resources, such as PHA operating, capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. ([24 CFR §903.7\(c\)](#))

☐ **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units, including applicable public housing flat rents, minimum rents, voucher family rent contributions, and payment standard policies. ([24 CFR §903.7\(d\)](#))

☐ **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance and management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA. ([24 CFR §903.7\(e\)](#))

☐ **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants. ([24 CFR §903.7\(f\)](#))

☐ **Homeownership Programs.** A description of any Section 5h, Section 32, Section 8y, or HOPE I public housing or Housing Choice Voucher (HCV) homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. (24 CFR §903.7(k))

☐ **Community Service and Self Sufficiency Programs.** Describe how the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. (24 CFR §903.7(l)) A description of: **1)** Any programs relating to services and amenities provided or offered to assisted families; and **2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS. (24 CFR §903.7(l))

☐ **Safety and Crime Prevention.** Describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must provide development-by-development or jurisdiction wide-basis: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities. (24 CFR §903.7(m)) A description of: **1)** Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; **2)** Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and **3)** Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families. (24 CFR §903.7(m)(5))

☐ **Pet Policy.** Describe the PHA's policies and requirements pertaining to the ownership of pets in public housing. (24 CFR §903.7(n))

☐ **Asset Management.** State how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory. (24 CFR §903.7(q))

☐ **Substantial Deviation.** PHA must provide its criteria for determining a "substantial deviation" to its 5-Year Plan. (24 CFR §903.7(r)(2)(i))

☐ **Significant Amendment/Modification.** PHA must provide its criteria for determining a "Significant Amendment or Modification" to its 5-Year and Annual Plan. Should the PHA fail to define 'significant amendment/modification', HUD will consider the following to be 'significant amendments or modifications': a) changes to rent or admissions policies or organization of the waiting list; b) additions of non-emergency CFP work items (items not included in the current CFP Annual Statement or CFP 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund; or c) any change with regard to demolition or disposition, designation, homeownership programs or conversion activities. See guidance on HUD's website at: [Notice PIH 1999-51](http://www.hud.gov/offices/pih/1999-51). (24 CFR §903.7(r)(2)(ii))

If any boxes are marked "yes", describe the revision(s) to those element(s) in the space provided.

B.2 New Activities. If the PHA intends to undertake any new activities related to these elements in the current Fiscal Year, mark "yes" for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark "no."

☐ **Hope VI or Choice Neighborhoods.** **1)** A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Choice Neighborhoods; and **2)** A timetable for the submission of applications or proposals. The application and approval process for Hope VI or Choice Neighborhoods is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PIH 2010-30)

☐ **Mixed Finance Modernization or Development.** **1)** A description of any housing (including project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and **2)** A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PIH 2010-30)

☐ **Demolition and/or Disposition.** Describe any public housing projects owned by the PHA and subject to ACCs (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and **2)** A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed as described in the PHA's last Annual and/or 5-Year PHA Plan submission. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm. (24 CFR §903.7(h))

☐ **Designated Housing for Elderly and Disabled Families.** Describe any public housing projects owned, assisted or operated by the PHA (or portions thereof), in the upcoming fiscal year, that the PHA has continually operated as, has designated, or will apply for designation for occupancy by elderly and/or disabled families only. Include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected. **Note:** The application and approval process for such designations is separate from the PHA Plan process, and PHA Plan approval does not constitute HUD approval of any designation. (24 CFR §903.7(i)(C))

☐ **Conversion of Public Housing.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; **2)** An analysis of the projects or buildings required to be converted; and **3)** A statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>. (24 CFR §903.7(i))

☐ **Conversion of Public Housing.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA plans to voluntarily convert to project-based assistance under RAD. See additional guidance on HUD's website at: [Notice PIH 2012-32](http://www.hud.gov/offices/pih/2012-32)

☐ **Occupancy by Over-Income Families.** A PHA that owns or operates fewer than two hundred fifty (250) public housing units, may lease a unit in a public housing development to an over-income family (a family whose annual income exceeds the limit for a low income family at the time of initial occupancy), if all the following conditions are satisfied: (1) There are no eligible low income families on the PHA waiting list or applying for public housing assistance when the unit is leased to an over-income family; (2) The PHA has publicized availability of the unit for rental to eligible low income families, including publishing public notice of such availability in a newspaper of general circulation in the jurisdiction at least thirty days before offering the unit to an over-income family; (3) The over-income family rents the unit on a month-to-month basis for a rent that is not less than the PHA's cost to operate the unit; (4) The lease to the over-income family provides that the family agrees to vacate the unit when needed for rental to an eligible family; and (5) The PHA gives the over-income family at least thirty days notice to vacate the unit when the unit is needed for rental to an eligible family. The PHA may incorporate information on occupancy by over-income families into its PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. See additional guidance on HUD's website at: [Notice PIH 2011-7](#). ([24 CFR 960.503](#)) (24 CFR 903.7(b))

☐ **Occupancy by Police Officers.** The PHA may allow police officers who would not otherwise be eligible for occupancy in public housing, to reside in a public housing dwelling unit. The PHA must include the number and location of the units to be occupied by police officers, and the terms and conditions of their tenancies; and a statement that such occupancy is needed to increase security for public housing residents. A "police officer" means a person determined by the PHA to be, during the period of residence of that person in public housing, employed on a full-time basis as a duly licensed professional police officer by a Federal, State or local government or by any agency of these governments. An officer of an accredited police force of a housing agency may qualify. The PHA may incorporate information on occupancy by police officers into its PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. See additional guidance on HUD's website at: [Notice PIH 2011-7](#). ([24 CFR 960.505](#)) (24 CFR 903.7(b))

☐ **Non-Smoking Policies.** The PHA may implement non-smoking policies in its public housing program and incorporate this into its PHA Plan statement of operation and management and the rules and standards that will apply to its projects. See additional guidance on HUD's website at: [Notice PIH 2009-21](#). ([24 CFR §903.7\(e\)](#))

☐ **Project-Based Vouchers.** Describe any plans to use Housing Choice Vouchers (HCVs) for new project-based vouchers, which must comply with PBV goals, civil rights requirements, Housing Quality Standards (HQS) and deconcentration standards, as stated in 983.57(b)(1) and set forth in the PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. If using project-based vouchers, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan. ([24 CFR §903.7\(b\)](#))

☐ **Units with Approved Vacancies for Modernization.** The PHA must include a statement related to units with approved vacancies that are undergoing modernization in accordance with [24 CFR §990.145\(a\)\(1\)](#).

☐ **Other Capital Grant Programs** (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

For all activities that the PHA plans to undertake in the current Fiscal Year, provide a description of the activity in the space provided.

B.3 Civil Rights Certification. Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. ([24 CFR §903.7\(o\)](#))

B.4 Most Recent Fiscal Year Audit. If the results of the most recent fiscal year audit for the PHA included any findings, mark "yes" and describe those findings in the space provided. ([24 CFR §903.7\(p\)](#))

B.5 Progress Report. For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year PHA Plan. ([24 CFR §903.7\(r\)\(1\)](#))

B.6 Resident Advisory Board (RAB) comments. If the RAB provided comments to the annual plan, mark "yes," submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. ([24 CFR §903.13\(c\)](#), [24 CFR §903.19](#))

B.7 Certification by State or Local Officials. Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. ([24 CFR §903.15](#)). Note: A PHA may request to change its fiscal year to better coordinate its planning with planning done under the Consolidated Plan process by State or local officials as applicable.

B.8 Troubled PHA. If the PHA is designated troubled, and has a current MOA, improvement plan, or recovery plan in place, mark "yes," and describe that plan. If the PHA is troubled, but does not have any of these items, mark "no." If the PHA is not troubled, mark "N/A." ([24 CFR §903.9](#))

C. Statement of Capital Improvements. PHAs that receive funding from the Capital Fund Program (CFP) must complete this section. ([24 CFR 903.7\(g\)](#))

C.1 Capital Improvements. In order to comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan. PHAs can reference the form by including the following language in Section C. 8.0 of the PHA Plan Template: "See HUD Form- 50075.2 approved by HUD on XX/XX/XXXX."

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year and Annual PHA Plan.

Public reporting burden for this information collection is estimated to average 9.2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

Capital Fund Program - Five-Year Action Plan

Status: Approved

Approval Date: 07/27/2020

Approved By: EPIC SYSTEM

Part I: Summary						
PHA Name : Housing Authority of Fort Worth		Locality (City/County & State)				
PHA Number: TX004		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revised 5-Year Plan (Revision No:)				
A.	Development Number and Name	Work Statement for Year 1 2020	Work Statement for Year 2 2021	Work Statement for Year 3 2022	Work Statement for Year 4 2023	Work Statement for Year 5 2024
	BUTLER PLACE APARTMENTS (TX004000016)	\$107,485.00	\$322,459.00			
	SYCAMORE CENTER VILLAS (TX004000019)	\$1.00				
	CAMBRIDGE COURTS (TX004000021)	\$1.00				
	BUTLER PLACE APARTMENTS (TX004000002)	\$413,317.00	\$126,309.00			
	CAVILE PLACE APARTMENTS (TX004000003)	\$727,817.00				
	AUTHORITY-WIDE	\$220,344.00	\$529,789.00			

Capital Fund Program - Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
2577-0274
02/28/2022

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 1 2020				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	BUTLER PLACE APARTMENTS (TX004000016)			\$107,485.00
ID0001	COVID-19 Activities - Butler - Scattered Sites(Preparing for Coronavirus (1509),Preventing Coronavirus (1509),Responding to Coronavirus (1509))	Covid-19 Activities		\$1.00
ID0009	Operations - Scattered Sites (Operations (1406))	Operations Costs		\$7,344.00
ID0012	Contract Administration(Contract Administration (1480)-Audit)	Scattered Sites Audit		\$140.00
ID0018	Dwelling Unit Interior(Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Scattered Sites interior repairs		\$50,000.00
ID0019	Dwelling Unit Exterior(Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Exterior (1480)-Canopies,Dwelling Unit-Exterior (1480)-Carports -Surface Garage,Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Exterior Stairwells - Fire Escape,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Landings and Railings,Dwelling Unit-Exterior (1480)-Mail Facilities,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Soffits,Dwelling Unit-Exterior (1480)-Stairwells - Fire Escapes,Dwelling Unit-Exterior (1480)-Tuck-	Scattered Sites		\$50,000.00

Capital Fund Program - Five-Year Action Plan

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Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 1 2020				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost

Pointing,Dwelling Unit-Exterior (1480)-Windows)

	SYCAMORE CENTER VILLAS (TX004000019)			\$1.00
ID0003	COVID-19 Activities - Sycamore Center Villas(Preparing for Coronavirus (1509),Preventing Coronavirus (1509),Responding to Coronavirus (1509))	Covid-19		\$1.00
	CAMBRIDGE COURTS (TX004000021)			\$1.00
ID0004	COVID-19 Activities - Cambridge Court(Preparing for Coronavirus (1509),Preventing Coronavirus (1509),Responding to Coronavirus (1509))	Covid-19		\$1.00
	BUTLER PLACE APARTMENTS (TX004000002)			\$413,317.00
ID0005	COVID-19 Activities - Butler(Preparing for Coronavirus (1509),Preventing Coronavirus (1509),Responding to Coronavirus (1509))	Covid-19		\$1.00

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Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 1 2020				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0007	Operations - Butler (Operations (1406))	Operations Costs		\$209,326.00
ID0010	Contract Administration(Contract Administration (1480)-Audit)	Butler Audit		\$3,990.00
ID0014	Dwelling & Non-Dwelling-Site Work(Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving,Dwelling Unit-Site Work (1480)-Curb and Gutter,Dwelling Unit-Site Work (1480)-Dumpsters and Enclosures,Dwelling Unit-Site Work (1480)-Electric Distribution,Dwelling Unit-Site Work (1480)-Fence Painting,Dwelling Unit-Site Work (1480)-Fencing,Dwelling Unit-Site Work (1480)-Landscape,Dwelling Unit-Site Work (1480)-Lighting,Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Site Work (1480)-Pedestrian paving,Dwelling Unit-Site Work (1480)-Playground Areas - Equipment,Dwelling Unit-Site Work (1480)-Seal Coat,Dwelling Unit-Site Work (1480)-Sewer Lines - Mains,Dwelling Unit-Site Work (1480)-Signage,Dwelling Unit-Site Work (1480)-Storm Drainage,Dwelling Unit-Site Work (1480)-Striping,Dwelling Unit-Site Work (1480)-Water Lines/Mains,Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Dumpster and Enclosures,Non-Dwelling Site Work (1480)-Fence Painting,Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Landscape,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Playground Areas - Equipment,Non-Dwelling Site Work (1480)-Signage,Non-Dwelling Site Work (1480)-Site Utilities,Non-Dwelling Site Work (1480)-Storm	Butler Site Work		\$50,000.00
ID0016	Dwelling Unit-Interior (Dwelling Unit-Interior (1480)-Appliances,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks,Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Call-for-Aid Systems,Dwelling Unit-Interior (1480)-Commodities,Dwelling Unit-Interior (1480)-Electrical,Dwelling Unit-Interior (1480)-Flooring (non routine),Dwelling Unit-Interior (1480)-Interior Doors,Dwelling Unit-Interior (1480)-Interior Painting (non routine),Dwelling Unit-Interior (1480)-Kitchen Cabinets,Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Other,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Butler		\$50,000.00
ID0017	Dwelling Unit Exterior(Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Exterior (1480)-Canopies,Dwelling Unit-Exterior (1480)-Carports -Surface Garage,Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Exterior Stairwells - Fire Escape,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior	Butler exterior repairs pending relocation		\$50,000.00

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Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 1 2020				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	Landings and Railings,Dwelling Unit-Exterior (1480)-Mail Facilities,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Soffits,Dwelling Unit-Exterior (1480)-Stairwells - Fire Escapes,Dwelling Unit-Exterior (1480)-Tuck-Pointing,Dwelling Unit-Exterior (1480)-Windows)			
ID0020	Non Dwelling Equipment - Security(Non-Dwelling Equipment-Expendable/Non-Expendable (1480)-Other)	Security - Cameras, fencing, etc. at Butler pending relocation		\$50,000.00
	CAVILE PLACE APARTMENTS (TX004000003)			\$727,817.00
ID0006	COVID-19 Activities - Cavile(Preparing for Coronavirus (1509),Preventing Coronavirus (1509),Responding to Coronavirus (1509))	Covid-19		\$1.00
ID0008	Operations - Cavile (Operations (1406))	Operations Costs		\$150,568.00
ID0011	Contract Administration (Contract Administration (1480)-Audit)	Cavile Audit		\$2,870.00
ID0013	Demolition(Dwelling Unit - Demolition (1480))	Cavile		\$474,378.00

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Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 1 2020				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0015	Dwelling & Non-Dwelling-Site Work(Dwelling Unit-Site Work (1480)-Asphalt - Concrete - Paving,Dwelling Unit-Site Work (1480)-Parking,Dwelling Unit-Site Work (1480)-Curb and Gutter,Dwelling Unit-Site Work (1480)-Dumpsters and Enclosures,Dwelling Unit-Site Work (1480)-Electric Distribution,Dwelling Unit-Site Work (1480)-Fence Painting,Dwelling Unit-Site Work (1480)-Fencing,Dwelling Unit-Site Work (1480)-Landscape,Dwelling Unit-Site Work (1480)-Lighting,Dwelling Unit-Site Work (1480)-Other,Dwelling Unit-Site Work (1480)-Pedestrian paving,Dwelling Unit-Site Work (1480)-Playground Areas - Equipment,Dwelling Unit-Site Work (1480)-Seal Coat,Dwelling Unit-Site Work (1480)-Sewer Lines - Mains,Dwelling Unit-Site Work (1480)-Signage,Dwelling Unit-Site Work (1480)-Storm Drainage,Dwelling Unit-Site Work (1480)-Striping,Dwelling Unit-Site Work (1480)-Water Lines/Mains,Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving,Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Dumpster and Enclosures,Non-Dwelling Site Work (1480)-Fence Painting,Non-Dwelling Site Work (1480)-Fencing,Non-Dwelling Site Work (1480)-Landscape,Non-Dwelling Site Work (1480)-Lighting,Non-Dwelling Site Work (1480)-Playground Areas - Equipment,Non-Dwelling Site Work (1480)-Signage,Non-Dwelling Site Work (1480)-Site Utilities,Non-Dwelling Site Work (1480)-Storm	Site work at Cavile pending demolition		\$50,000.00
ID0021	Non-dwelling equipment - Security(Non-Dwelling Equipment-Expendable/Non-Expendable (1480)-Other)	Security - cameras, fencing, etc.		\$50,000.00
	AUTHORITY-WIDE (NAWASD)			\$220,344.00
ID0002	Contract Administration(Administration (1410)-Salaries,Administration (1410)-Other,Administration (1410)-Sundry)	Admin		\$220,344.00
	Subtotal of Estimated Cost			\$1,468,965.00

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Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 2 2021				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	AUTHORITY-WIDE (NAWASD)			\$529,789.00
ID0022	Administration(Administration (1410)-Other,Administration (1410)-Salaries,Administration (1410)-Sundry)	15%		\$146,783.00
ID0027	Contract Administration(Contract Administration (1480)-Contingency)	Contingency		\$383,006.00
	BUTLER PLACE APARTMENTS (TX004000002)			\$126,309.00
ID0023	Operations (Operations (1406))	Butler - 50%		\$122,319.00
ID0025	Contract Administration (Contract Administration (1480)-Audit)	Butler Audit		\$3,990.00
	BUTLER PLACE APARTMENTS (TX004000016)			\$322,459.00

Form HUD-50075.2(4/2008)

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 4 2023				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost

Form HUD-50075.2(4/2008)

Form HUD-50075.2(4/2008)

Form HUD-50075.2(4/2008)