



**AGENDA FOR THE BOARD OF COMMISSIONERS SPECIAL MEETING
THURSDAY, JANUARY 21, 2021 – 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 HELD AS A VIRTUAL CONFERENCE.

If participating via computer, the link is: <https://us02web.zoom.us/j/84937120569>

Call-in Number is: 1-346-248-7799; Meeting ID is 849 3712 0569

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

I. Regular Session – Call to Order.

II. Public Comments: *On checking-in, the moderator will ask if you have a question or comment or you may also fill out a public comment registration form before Noon on Wednesday, January 20, 2021 at this link: <https://www.fwhs.org/public-notice-meetings/>*

Please limit comments to three (3) minutes.

III. Consent Agenda: The Statutory Consent Agenda includes non-controversial and routine items 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.

- | | |
|---|---------|
| A. Approval of Minutes from the Special Meeting on December 8, 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 | |

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

- A. Development Update
- B. Butler NTCOG Infrastructure Report & Butler Advisory Committee Report
- C. Consider a resolution approving execution of a contract for the replacement of toilet fixtures at Aventine Apartments. TAB 8 **[2021.01]**
- D. Consider a resolution for a design consultant services for the FWHS Headquarters at 1407 Texas Street. TAB 9 **[2021.02]**

V. **Executive Session:** Closed as Authorized by Texas Open Meetings Act, Exceptions to Requirement that Meetings Be Open, Sections 551.071-551.090, as applicable.

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

1. Butler Disposition
2. Cavile Phase II

§551.071 Consultation with an attorney.

1. Preparation of Legal Statement

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

VII. **Adjourn.**



MINUTES

BOARD OF COMMISSIONERS MEETING FORT WORTH HOUSING SOLUTIONS

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

A Special Meeting of the Board of Commissioners of Fort Worth Housing Solutions was held virtually at 5:00 p.m. on Thursday, the 8th Day of December, 2020. Roll call of the Commissioners was as follows:

PRESENT: Terri Attaway, Chair, presiding
Richard M. Stinson, Vice Chair
Michael Ramirez, Commissioner
Danny Scarth, Commissioner

ABSENT: Brittany Hall, Commissioner

Also present virtually were Mary-Margaret Lemons, President; Heather Raiden, General Counsel; Brian Dennison, Sr. VP of Development & Asset Management; Sonya Barnette, Sr. VP/Deputy Director, Housing Ops & Client Services; Selarstean Mitchell; VP Assisted Housing; Riza Nolasco, VP Finance & Administration; Tyler Arbogast, VP of Development; Melanie Kroeker, Human Resources Director; Kristin Sullivan, Communications Manager; Karen Brown, Accountant; Jose Torres, Comptroller; Lachelle Goodrich, ROSS/EnVision Coordinator; Melanie Campbell, CVR; Brian Driesse, Ojala; and Chris Key, Executive Assistant.

I. REGULAR SESSION – CALL TO ORDER.

Terri Attaway, Board Chair, called the special meeting to order at 12:00 Noon.

II. PUBLIC COMMENTS.

There were no public comments.

III. APPROVAL OF MINUTES FROM THE REGULAR MEETING ON OCTOBER 22, 2020 AND THE REGULAR MEETING AND PUBLIC HEARING ON NOVEMBER 19, 2020.

MOVED FOR APPROVAL: Ramirez
MOTION SECONDED: Stinson
Scarth, Stinson, Ramirez Responded Aye.
MOTION CARRIED:

IV. REGULAR AGENDA:

A. BUDGET WORKSHOP.

Ms. Nolasco presented the 2021 Budget Workshop to the Board. The budget was affected by the receipt of CARES funds in 2020. A portion of the funds will carry over to 2021. Purchase of a new headquarters and an increase from 30 to 45 affordable housing sites has caused the budget to be more complex than usual. Although there are more units being added in the affordable

housing area, 700 units will be lost due to the conversion of public housing. Cavile and Butler will both be closing; currently there are only four units occupied at Butler.

As far as the affordable site budgets, Mr. Dennison reported that his staff has added many capital improvements to get the older sites up to par. This will cause an increase in expenses in 2021 but after the year is over, Mr. Dennison stated he is confident that the overall portfolio will be much healthier. He stated that the goals for affordable housing will be a balance between economic and having the most positive impact possible on the lives of residents.

Commissioner Scarth praised the staff for accomplishing decentralization of affordable housing and looking for opportunities for residents such as jobs and education.

Ms. Lemons thanked the Board for supporting staff. She stated that sometimes the best options are not the most popular with the community at large so she appreciates the Board's approval. She also mentioned that Casa De Esperanza, the supportive housing site, is almost leased up.

B. CONSIDER A RESOLUTION APPROVING THE OPERATING BUDGET FOR THE CENTRAL OFFICE COST CENTER FOR FISCAL YEAR ENDING DECEMBER 31, 2021. [Agenda Item 2020.46, Resolution No. 3100]

MOVED FOR APPROVAL: Ramirez
MOTION SECONDED: Stinson
Stinson, Scarth, Ramirez Responded Aye.
MOTION CARRIED:

The 2021 budget will include funds left over from the CARES Act grant; however, most were spent in 2020. Also FWHS will be incurring the cost of the new offices in 2020 but the additional rehabs, staff relocation and parking costs will be in 2021. Operating subsidy went down due to the public housing conversions. Discretionary funds will be used to replace any shortage. Also expenses to be incurred in 2021 will include some new staff positions and IT improvements will continue. COCC will cover some operating deficits for the HCV and Mainstream Programs.

C. CONSIDER A RESOLUTION APPROVING THE OPERATING BUDGETS FOR THE HOUSING CHOICE VOUCHER, MAINSTREAM AND SPECIAL PROGRAMS FOR FISCAL YEAR ENDING DECEMBER 31, 2021. [Agenda Item 2020.47, Resolution No. 3101]

MOVED FOR APPROVAL: Stinson
MOTION SECONDED: Ramirez
Stinson, Scarth, Ramirez Responded Aye.
MOTION CARRIED:

Income increased due to CARES funds left from 2020. HAP revenue decreased although expenses decreased as well. Funds from the COCC budget will be used to cover the \$696,304 deficit in HCV. Special Programs has a net income of \$6,472 so there is no need to transfer funds.

D. CONSIDER A RESOLUTION APPROVING THE OPERATING BUDGETS FOR THE PUBLIC HOUSING AND AFFORDABLE HOUSING SITES FOR FISCAL YEAR ENDING DECEMBER 31, 2021. [Agenda Item 2020.48, Resolution No. 3102]

MOVED FOR APPROVAL: Ramirez

MOTION SECONDED: Stinson
Stinson, Ramirez, Scarth Responded Aye.
MOTION CARRIED.

Mr. Dennison again stated that budgets of the 45 affordable housing properties will include capital improvements to bring older sites up to standards. This coming year will be a year of rehab and also exploring some improved financial structures. Butler and Cavile will eventually be off the books. Also looking at the possible sale of Fair Oaks, Fair Park and the vacant site where Whispering Oaks once was.

E. CONSIDER A RESOLUTION TO EXECUTE AN AMENDED MOU WITH AMTEX TO FACILITATE THE ACQUISITION AND DEVELOPMENT OF THE OPAL. CONSIDER A RESOLUTION AUTHORIZING THE HOUSING DEVELOPMENT CORPORATION OF FORT WORTH TO ACCEPT DONATIONS ON BEHALF OF THE STOP SIX NEIGHBORHOOD REDEVELOPMENT. [Agenda Item 2020.44, Resolution No. 3103]

MOVED FOR APPROVAL: Ramirez
MOTION SECONDED: Scarth
Scarth, Ramirez, Stinson Responded Aye.
MOTION CARRIED.

Staff initially tried to obtain a 9% tax application even though The Opal didn't quite fit TDHCA's criteria. Now that that avenue is gone, staff would like to submit a 4% tax credit application. The Opal MOU was amended to reflect that change and also added some language about ensuring families with the most need are served. Staff will be working with other HAs and TDHCA on the preserving the PFC model while adding greater response to clients in the very-low and extremely-low income level.

There is a increase in unit numbers from 245 to 345 in this new 4% application. This is to address a shortfall of affordable housing in the Alliance area for families. Terms include more 2 & 3 bedroom-units. The development must accept housing choice vouchers. There will be required annual reports, compliance reviews and an audit.

Commissioner Attaway said it sounded like all the changes were for the better.

F. CONSIDER A RESOLUTION TO SUBMIT AN INVENTORY REMOVAL APPLICATION TO HUD FOR FORTY-SEVEN (47) PUBLIC HOUSING UNITS AT SYCAMORE CENTER VILLAS. [Agenda Item 2020.49, Resolution No. 3104]

Due to continued health and safety issues, FWHS would like to pull the 47 public housing units out of Sycamore Center Villas. FWHS will request 47 Tenant Protection Vouchers on behalf of the resident who will be relocated.

MOVED FOR APPROVAL: Scarth
MOTION SECONDED: Stinson
Ramirez, Stinson, Scarth Responded Aye.
MOTION CARRIED.

G. CONSIDER A RESOLUTION TO APPROVE A REVISED FWHS PERSONNEL MANUAL. [Agenda Item 2020.50, Resolution No. 3105]

MOVED FOR APPROVAL WITH AMENDMENT: Scarth
MOTION SECONDED: Stinson
Ramirez, Stinson, Scarth Responded Aye.
MOTION CARRIED.

There were a number of non-material changes (wording, minor grammar corrections, etc.) Also if labor laws changes, the manual would be updated to reflect those modifications without bringing it before the Board. The name of the policy will be changed to the FWHS Employee Handbook and will be brought before the Board annually to review. Material changes to the policy will still require Board approval. In addition to the changes presented in the staff report, HR would like to add adjustments due to the salary study that was just completed. Most staff are still within the salary range recommended by the study.

V. ADJOURN.

The Board and staff wished happy holidays to one another. It is planned that this is the last Board Meeting of 2020; the next meeting will be January 21, 2021. The meeting was adjourned at 1:11 p.m. by the Chair.

<hr/>	<hr/> January 21, 2021
Terri Attaway, Chairperson	Date
<hr/>	<hr/> January 21, 2021
Mary-Margaret Lemons, President & Board Secretary	Date



FWHS COMMUNICATIONS COVER SHEET

Board Meeting Date: January 21, 2021

Subject: TAB 2

COMMUNICATIONS –

TAB 2

Letters:

None this month.

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

None this month in the local print news. Check the links in the Communications Report for any online stories about FWHS.



FWHS MONTHLY STATUS REPORTS COVER SHEET

Board Meeting Date: January 21, 2021

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

December 1 - 31, 2020



ALL EVENTS OCCURRED VIRTUALLY UNLESS OTHERWISE NOTED

Federal, State, Regional & Local Government Meetings:

- Sycamore Center Villas Inventory Reduction Discussion w/ HUD local
- Customer Service Improvement Discussion w/ HUD Regional
- CARES Act & Eviction Moratorium Update w/ HUD Washington

Other Meetings:

- Permanent Supportive Housing – Casa de Esperanza
 - Leasing Coordination Mtg
 - Community Christmas Luncheon
- Cavile Stop Six CNI Meetings
 - Grant Check-In w/ HUD DC
 - Housing Plan Committee
 - Monthly Cavile Resident Meeting
 - SSCNI Infrastructure
 - Prep Meeting
 - Cohort Meeting (2)
 - Economic Development Meeting w/ COFW
- Infrastructure Meeting Regarding Butler
- Texas Housing Authorities & Housing Advocates Mtg on Public Facility Corporation Model (3)
- Call with Rainwater Foundation & Morris Foundation (Funding)
- Staff Virtual Meetings
 - Development Update (2)
 - Executive Team
 - Human Resources Issues
 - Salary Study
 - Funding Outlook
 - FWHS Year-End Employee Celebration (via Zoom)
 - Interview of Mary-Margaret Lemons for Affordable Housing News
 - Discussion of Southside Incubator with Near Southside Inc.
 - CLPHA Update Call Regarding COVID-19

Board Mtgs, /Events/Trainings or Continuing Education:

- TCHC Annual Awards Virtual Luncheon
- North Texas LEAD Board Meeting
- PHADA Bollinger Scholarship Meeting
- DFWI Board of Directors
- FWHS Virtual Board Meeting and Budget Workshop w/ pre-meeting Tech Session

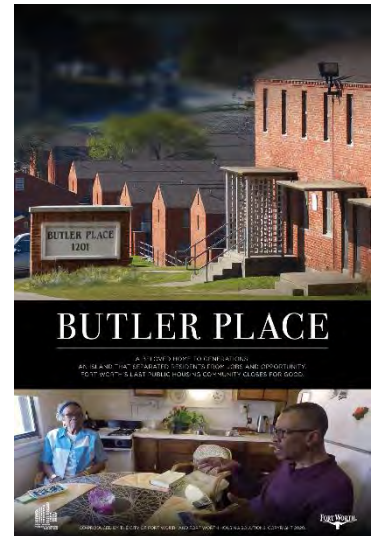
FORT WORTH HOUSING SOLUTIONS			
HUMAN RESOURCES REPORT DECEMBER 2020			
New Hires	Hire Date	Position	Department
Ijeoma Ekeke	12/7/2020	Administrative Assistant	Procurement
India Rousel	12/14/2020	Rapid Re-Housing Case Manager	Special Programs
Nathan McKinney	12/21/2020	Rapid Re-Housing Case Manager	Special Programs
Terminations	Term Date	Position	Department
Shannon Kimble	12/3/2020	Admissions Coordinator	Assisted Housing
Michael Gribsby	12/3/2020	Director of Security	DAM
Promotions, Reassignments & Transfers			
Name	From Position	To Position	Department
N/A			
FWHS EMPLOYEE COUNT: 95			

Communications Report

January 12, 2021

MARKETING AND PROMOTION

- FWHS campaign to announce opening of Housing Choice Voucher Wait List, Jan. 25-29, 2021. Communications included news release, social media posts and email marketing to stakeholders, clients, landlords and public officials. News release at <https://www.fwhs.org/fort-worth-housing-choice-voucher-wait-list-opens-jan-25-29-2021/>
- Provided FWHS content to City of Fort Worth Planning Department for 2021 Comprehensive Plan.
- Butler Place video produced in collaboration with the City of Fort Worth, will debut during the [Denton Black Film Festival](https://dbff.eventive.org/films/5fdc43fb06bb580079a1d236), Jan. 30-Feb. 1, 2021. To purchase tickets, visit <https://dbff.eventive.org/films/5fdc43fb06bb580079a1d236>
- FWHS President Mary-Margaret Lemons invited to speak to Women's Policy Forum members on Jan. 28, 2021.
- Lemons also invited as featured guest to an upcoming episode of The Estrogen Express podcast with Shivaun Palmer. To be recorded Jan. 19, 2021. Launch date to be posted.
- December 2020 FWHS Stakeholders Newsletter sent to 715 individuals, 45.2 percent open rate, far above the industry average. View the newsletter at <https://conta.cc/2Lnhc4g>



EXTERNAL MEDIA PLACEMENTS

- "Fort Worth Completes Project to Protect Vulnerable Population: The housing community gets older people vulnerable to COVID-19 off the streets," NBC5, Jan. 12, 2021, <https://www.nbcdfw.com/news/coronavirus/fort-worth-completes-project-to-protect-vulnerable-population/2526602/>
- "Latest Call for Developers Is a Sign of Continued Progress in Stop Six," NBC 5, Jan. 12, 2021, <https://www.nbcdfw.com/news/local/latest-call-for-developers-is-a-sign-of-continued-progress-in-stop-six/2526077/>
- "Converted hotel provides apartments to chronically homeless," Fort Worth Business Press, Jan. 11, 2021, <https://fortworthbusiness.com/real-estate/fort-worth-housing-solutions-ojala/>
- "Fort Worth Housing Solutions opens supportive housing community," City News, City of Fort Worth, Jan. 5, 2021, <https://www.fortworthtexas.gov/news/2021/01/Casa-de-Esperanza>



- “Demolition of Cavile Place Public Housing Community Underway in Fort Worth,” NBC5.com, Dec. 30, 2020, <https://www.nbcdfw.com/news/local/demolition-of-cavile-place-public-housing-community-underway-in-fort-worth/2516017/>

MEDIA MENTIONS

Developers wanted for Lake Arlington/Berry/Stalcup area, Fort Worth Business Press, Jan. 4, 2021, <https://fortworthbusiness.com/government/developers-sought-for-projects/>

SOCIAL MEDIA PERFORMANCE – Top Posts

Largest audiences are on Facebook, smaller reach on LinkedIn, Twitter.

Fort Worth Housing Solutions Facebook Page

- Housing Choice Voucher Wait List to Open, Jan. 11, 2021; 10,167 people reached as of Jan. 12; 1,214 engagements.
- Soft opening: Casa de Esperanza, Dec. 24, 2020, 3,103 people reached, 262 engagements.

Stop Six Choice Neighborhood Facebook Page

- Change is on the way: Cavile Place demo to begin, Dec. 23, 2020; 10,805 people reached, 1,502 engagements.
- Cavile Place demolition video, Jan. 5, 2021; 2,200 people reached, 824 video views.
- Family-Self Sufficiency graduate Crystal Baker feature, Dec. 20, 2020; 361 people reached, 62 engagements.



**FWHS Procurement Department Summary
December 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	1/7/2021
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	1/7/2021
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	1/7/2021
D & AM	Doug	Disposition of Appliances	Procurement working with D & AM Department to auction/dispose of the appliances at both Butler & Cavile.	N/A	1/7/2021
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	1/7/2021
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 D & AM dept from data collected from the infrared scan.	NA	1/7/2021
D & AM	Brian	Toilet Replacement at Aventine Apartments	Bids received on 11/24/2020. Texas Plumbing Solutions, LLC is the apparent winner. Presenting to BOC January 2021.	Jan	1/7/2021
IT	Kurt	Voice Over IP Contract Modification	Contract Modification No. 1 extended option year with Mitel for phone services.	NA	1/7/2021
D & AM	Brian	Stair Repairs at Aventine Apartments	Small Order Bid released on 12/16/2020. Pre-bid held on 12/22/2020. Questions were due on 12/28/2020. Bids received on 1/7/2021. Marathon Commercial Construction is the apparent winner, firm fixed price is \$12,995.41. Procurement team is working to complete due diligence for award.	N/A	1/7/2021
D & AM	Brian	FWHS Fire Extinguishers	Inspections and device replacements for 52 fire extinguishers have been completed.	N/A	1/7/2021
Legal	Heather	Professional Legal Services	RFP issued 12/30/2020. Pre-proposal meeting held on 1/7/21. Questions are due 1/11/2021. Proposals due 1/21/2021.	N/A	1/7/2021
IT	Kurt	Copier & Printing	Agreement signed and PO issued for 23 devices with the Xerox Corporation.	N/A	1/7/2021
D & AM	Brian	Gate Controller Replacement at Wind River Apartments	Small Order Bid issued 1/11/2021. Pre-bid will be held on 1/20/2021. Questions due 1/25/2021. Bids due 2/4/2021.	N/A	1/7/2021
D & AM	Brian	Trash Collection	Contract Modification 4 issued to remove remaining dumpsters and 40 yard rolloff at Butler Place Apartments. Modification reduce pick-up from three (3) times per week to one (1) time a week for the dumpsters located at Admin Bldg, CNI Office at Cavile & Amaka Learning Center.	N/A	1/7/2021

Assisted Housing Program Monthly Report

Month Ending: December 31, 2020

	HCV	%	Mainstream 1	%	Mainstream 2	%	*M-PBV-CDE	%	FUP	%	**CTPV	%
Allocated	5,104		100		180		80		56		298	
Leased	4,411	86.42%	98	98.00%	58	32.22%	15	18.75%	0	0%	264	88.59%
GENDER												
Male	605	14%	25	26%	20	34%	9	60%	0	0%	33	13%
Female	3,915	89%	73	74%	38	66%	6	40%	0	0%	231	88%
RACE												
Black	3,546	80%	68	69%	33	57%	8	53%	0	0%	228	86%
White	921	21%	30	31%	25	43%	7	47%	0	0%	34	13%
Asian	44	1.0%	0	0%	0	0%	0	0%	0	0%	1	0%
Nat American	10	0.2%	0	0%	0	0%	0	0%	0	0%	1	0%
ETHNICITY												
Hispanic	386	9%	6	6%	5	9%	1	7%	0	0%	27	10%
DISABLED												
Disabled Under 61	1,036	23%	63	64%	52	90%	15	100%	0	0%	47	18%
Disabled 61 Over	925	21%	35	36%	1	2%	0	0%	0	0%	28	11%
AGE												
18-35	1,041	24%	10	10%	11	19%	1	7%	0	0%	118	45%
36-61	2,347	53%	53	54%	26	45%	14	93%	0	0%	108	41%
Over 61	1,133	26%	35	36%	1	2%	0	0%	0	0%	38	14%
AVG INCOME	\$12,210		\$13,055		\$ 11,320		\$ 7,586		\$0		\$ 10,824	

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

*Mainstream PBVs at Casa de Esperanza

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

Monthly Activities

Eleven Mainstream Security Deposit Assistance payments were processed in December. As of December 31, 2020, forty-four payments have been made totaling \$11,488.

Five new landlords were signed up and received a Landlord Bonus. Twenty-one landlords expressed interest in program.

Finalized the Project Based Voucher contract for Casa de Esperanza. Began transitioning residents to PBV assistance.

Vice-President participated in DRC Board meeting as Board member

Vice-President participated in HUD's Remote Inspections Webina and HUD PHA Conference Call

Finalized plans to open Housing Choice Voucher Program Wait List

Continued Documents Management project

TX004 HCV Leasing and Spending Projection - The Goods

				Utilization Report:				UtilizationReport				Print TYT Guide TYT Videos			
PHA Name	Housing Authority of Fort Worth			PHA Number	TX004			Save Access Additional Tools Disclaimer							
ACC/Funding Information				Funding Proration/Offset Levels		Program Projection Variables				Leasing and Spending Outcomes: Current and Following Year Projections					
ACC	Current Year (2020)	Year 2 (2021)	Year 3 (2022)	HAP		Success Rate		70%	Annual Turnover Rate	8.7%	2020		2021		
Beginning ACC Vouchers	5,761	5,817	5,817	Year 2 (2021) Rebenchmark	105.9%	<--Inflation Included!				PIC EOP % as of 11/30/2020 (333 EOPs): 6.80%	UML % of ACC (UMA)	86.3%	86.4%		
Funding Components	Current Year (2020)	Year 2 (2021)	Year 3 (2022)	Year 3 (2022) Rebenchmark	100.0%	Time from Issuance to HAP Effective Date (Current: 2.28 months)					HAP Exp as % All Funds	95.0%	92.3%		
Initial BA Funding (net offset)	\$45,100,686	\$47,050,375	\$45,821,936	Year 2 (2021) % 'Excess' Reserves Offset	40.0%	% leased in 30 days		18%		*Estimated* 2021 Inflation	HAP Exp as % of Eligibility only	97.0%	96.9%		
Offset of HAP Reserves	\$0	\$0	\$0	Year 3 (2022) % 'Excess' Reserves Offset	0.0%	% leased in 30 to 60 days		40%		5.9%	End of Year Results				
Set Aside Funding	\$331,006			Administrative Fees		% leased in 60 to 90 days		38%			Projected 12/31 Total HAP Reserves	\$2,351,933	\$3,834,275		
New ACC Units Funding	\$355,466	\$253,904	\$0	Year 1 (2020)	80.0%	% leased in 90 to 120 days		4%		Remember Income Change Effects on the PUC	HAP Reserves as % of ABA (Start: 2.1%)	5.2%	8.1%		
Total ABA Funding Provided	\$45,787,158	\$47,304,279	\$45,821,936	Year 2 (2021)	80.0%	% leased in 120 to 150 days		0%			"Excess" Reserves Subject To Offset	\$0	\$1,815,152		
PHA Income	\$29,848	\$0									End of Year 3 Results (2022)				
Total Cash-Supported Prior Year-End Reserves	\$950,724	\$2,351,933	\$3,834,275	HUD-Held Reconciliation Cash Sufficiency Check							\$7,021,578	15.3%	Projected Total HAP Reserves ===== Reserves % BA		
Total Funding				HUD-established CYE HHR	\$67,833		HUD-established CYE HHR				Administrative Fees Analysis		See Detail	2020	2021
				HUD-estimated Net Excess Cash	\$882,891	\$886,150	PHA-Held Cash 12/31/2019 (VMS)								
Total Funding Available	\$46,767,730	\$49,656,212	\$49,656,212	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)	\$3,762,512	\$3,784,108	
				Lower of H17/I17 (May Override)	\$950,724		Lower of H17/I17 (May Override)			\$733,744	\$81.33	\$75.91	Expense	\$3,701,673	\$3,987,996
				HUD-Reconciled Excess Cash v PHA RNP (12/31/2019)					Round 2	TX004 has a cost per UML of \$60.87 compared to its Earnings/UML & Size peer group of \$45.00 (a difference of 26.1%) and its state peer group (of all PHAs in the state) of \$55.48 (a difference of 8.9%).		Expense %	98.4%	105.4%	
				HUD v. PHA difference: (\$3,259.00) or 0% of Eligibility	\$886,150	<--VMS EOY RNP ===== EOY Excess Cash -->	\$882,891		\$907,067	Based on the most recent, official (end of fiscal year) UNP, TX004 has a projected 2020 Calendar Year-End (CYE) UNP of (\$51,338) (or -1.4% of CY 2020 Earned Admin Fees) and a 2021 CYE UNP of (\$255,226) (or -6.7% of CY 2021 Earned Admin Fees).					

TX004 HCV Leasing and Spending Projection - The Goods

	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 %
	Jan-20	5,761	4,875	\$3,363,317					4,875	\$3,363,317	\$690		84.6%	88.1%	84.6%	88.1%
	Feb-20	5,761	4,889	\$3,525,414					4,889	\$3,525,414	\$721		84.7%	90.3%	84.9%	92.4%
	Mar-20	5,761	4,910	\$3,447,866					4,910	\$3,447,866	\$702		84.9%	90.3%	85.2%	90.4%
	Apr-20	5,761	4,985	\$3,598,188					4,985	\$3,598,188	\$722		85.3%	91.3%	86.5%	94.3%
	May-20	5,761	5,028	\$3,732,546					5,028	\$3,732,546	\$742		85.7%	92.6%	87.3%	97.8%
	Jun-20	5,817	5,040	\$3,732,583					5,040	\$3,732,583	\$741		85.9%	93.5%	86.6%	97.8%
	Jul-20	5,817	5,051	\$3,808,706					5,051	\$3,808,706	\$754		86.0%	94.4%	86.8%	99.8%
	Aug-20	5,817	5,040	\$3,763,774					5,040	\$3,763,774	\$747		86.1%	94.9%	86.6%	98.6%
	Sep-20	5,817	5,039	\$3,805,521					5,039	\$3,807,061	\$756		86.1%	95.5%	86.6%	99.8%
	Oct-20	5,817	5,052	\$3,834,594					5,052	\$3,838,009	\$760		86.2%	96.0%	86.8%	100.6%
	Nov-20	5,817	5,039	\$3,849,013					5,039	\$3,861,489	\$766		86.3%	96.4%	86.6%	101.2%
	Dec-20	5,817	5,057	\$3,911,449					5,057	\$3,936,844	\$778		86.3%	97.0%	86.9%	103.2%
	Total	69,524	60,005	\$44,372,971	0	0	0	0.0	60,005	\$44,415,797	\$740		86.3%	97.0%		
	2021															
	Jan-21	5,817	5,067	\$3,817,635	30				5,067	\$3,847,985	\$759		87.1%	97.6%	87.1%	97.6%
	Feb-21	5,817			40	40	4	-36.9	5,074	\$3,853,218	\$759		87.2%	97.7%	87.2%	97.7%
	Mar-21	5,817			40	20	13	-36.9	5,070	\$3,850,560	\$759		87.2%	97.7%	87.2%	97.7%
	Apr-21	5,817			40	20	24	-36.9	5,078	\$3,856,108	\$759		87.2%	97.7%	87.3%	97.8%
	May-21	5,817			40		28	-37.0	5,068	\$3,849,085	\$759		87.2%	97.7%	87.1%	97.6%
	Jun-21	5,817			40		28	-36.9	5,060	\$3,842,326	\$759		87.1%	97.7%	87.0%	97.5%
	Jul-21	5,817					28	-36.8	5,051	\$3,835,616	\$759		87.1%	97.6%	86.8%	97.3%
	Aug-21	5,817					23	-36.8	5,037	\$3,825,127	\$759		87.0%	97.5%	86.6%	97.0%
	Sep-21	5,817					12	-36.7	5,012	\$3,806,210	\$759		86.9%	97.4%	86.2%	96.6%
	Oct-21	5,817					1	-36.5	4,977	\$3,779,349	\$759		86.8%	97.3%	85.6%	95.9%
	Nov-21	5,817					0	-36.2	4,940	\$3,751,834	\$759		86.6%	97.1%	84.9%	95.2%
	Dec-21	5,817					0	-36.0	4,904	\$3,724,519	\$759		86.4%	96.9%	84.3%	94.5%
	Total	69,804	5,067	\$3,817,635	230	80	161	-403.6	60,338	\$45,821,936	\$759		86.4%	96.9%		
	<div> <div>Graphs</div> <div> <p>SPVs: Additional SPV leasing should focus on the 29 unleased VASH vouchers and the 69 unleased FUP vouchers. FINANCIAL: Beginning Year: Cash & Investments (VMS) of \$376,059 compares to RNP (VMS) of \$376,059. Current: VMS Cash & Investments of \$376,059 compares to VMS RNP plus UNP of \$376,059. PBVs: Currently, the PHA reports 259 leased PBVs, for a leased PBV rate of 87%. Additional leasing should focus on the 38 unleased PBVs, for which the PHA is making vacancy payments on 0. Finally, the PHA reports 0 PBVs under AHAP. Most importantly, the Two-Year Tool is not a problem to be solved, but a reality to be experienced.</p> </div> <div>Comments (VMS Comments in Note)</div> </div>															

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

For the Month Ending: December 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. The federal eviction moratorium's deadline has been extended from Dec. 31, 2020 to January 31, 2021. FWHS continues to closely monitor tenant eviction activities.
5. Aside from the properties under construction and excluding Butler and Cavile, the property portfolio was consistent at 95% occupancy and 93.6% total collections.

RAD INITIATIVE/CLOSE OUT		
<u>Site</u>	<u>HAP Start Date</u>	<u>Notes</u>
Cambridge Court	12/1/2020	Closed 11/30/2020

DEVELOPMENTS UNDER CONSTRUCTION		
<u>Property</u>	<u>Total Units</u>	<u>Notes</u>
Patriot Pointe	220 Units	Closed 4/11/2019 with 12/1/2020 HAP 96% complete, Feb 2021 projected completion
Casa de Esperanza	119 Units	Substantially Complete, March 2021 final
Stallion Ridge	204 Units	78% complete, May 2021 projected completion
The Holston	265 Units	87% complete, April 2021 projected completion
The Huntley	296 Units	1% complete, August 2022 projected completion
River District	293 Units	92% complete, February 2021 projected completion

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 January 2021
Fair Oaks/Fair Park	FWAI	133	Payoff Current Lender, Refinance debt with FWAI January 2021
Carlyle Crossing	FWAI	167	Comprehensive capital repairs/maintenance, begin 2021
Pavilion at Samuels	Carleton	46	Comprehensive capital repairs/maintenance, begin 2021
Cambridge Court	FWAI	330	Comprehensive capital repairs/maintenance, begin 2021

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

For the Month Ending: December 31, 2020

CAVILE CNI			
<u>Site</u>	<u>Developer</u>	<u>Units</u>	<u>Status</u>
Cavile Demo-Abatement	MBS / 1 Priority		Demo Underway. April 2021 projected completion
Repurpose Cavile Boys & Girls Club	TBD		Temporary CNI HQ, May 2021 projected completion

PIPELINE PROPERTIES			
<u>Site</u>	<u>Developer</u>	<u>Units</u>	<u>Status</u>
Cowan Place	MBS	174	CNI - 4% LIHTC
Hughes House	MBS	210	CNI – 9% LIHTC
Harmon Homes	Ojala	230	PFC
The Opal	AMTEX	345	PFC

Other Development Activities:

1. All property inspections – REAC, UPCS, TDHCA, Investor, etc. – have been placed on hold due to COVID-19.
2. The last remaining RAD transaction, Cambridge Court, has closed.
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 an abatement and demolition contractor, environmental investigation and remediation, and all items associated with a safe demolition of the property. Abatement and demolition are underway with demolition completion expected by 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 has been submitted in December 2020 with the proposed closing date in mid-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, and a 9% low income housing tax credit pre-application was submitted in January 2021.
7. FWHS has purchased 1407 Texas Street to serve as the new agency headquarters. FWHS is currently working with Bennett Benner Partners to customize the building for full benefit.

EXECUTIVE SUMMARY

PORTFOLIO PROGRAMMING/OCCUPANCY INFORMATION AS OF DECEMBER 31, 2020										
Property	PMC	Total Units	RAD	Tax Credit	PBV	HOME	Market	Vacant	Occupied	Occupancy %
Alton Park	Mayfair	195	15	142	28		9	8	187	95.9%
Aventine	Allied Orion	240	36	240				1	239	99.6%
Avondale	Mayfair	160	25	79	40		16	6	154	96.3%
Butler	FWHS	412								0.0%
Cambridge	Pace	330	33-PH	297				29	301	91.2%
Campus	Mayfair	224	15	175	22		12	12	212	94.6%
Candletree	Pace	216	44	172		11		4	212	98.1%
Carlyle	Pace	138		138				3	135	97.8%
Casa de Esperanza	Roscoe	119						0	119	100.0%
Cavile	FWHS	300								0.0%
Dixon @ Stonegate	Lincoln	58	58					1	57	98.3%
Fair Oaks	Pace	76	76					6	70	92.1%
Fair Park	Pace	48	48					1	47	97.9%
Harmon Sr	Mayfair	11	11	112	10		16	0	11	100.0%
Henderson	Greystar	194	19				96	12	182	93.8%
Highpoint (BottleHouse)	Roscoe	227		114			113	18	207	91.2%
Hillside	Pace	172		110			67	8	164	95.3%
Holston, The		264		133			131	0	0	0.0%
Hunter Plaza	Pace	164	25	60	30	14	49	9	155	94.5%
Huntley, The		250						0	0	0.0%
KOP	Pace	18		10		10	8	0	18	100.0%
Hometowne	Pace	198		198		10		4	194	98.0%
Overton	Pace	216	54	162				5	211	97.7%
Palladium	Omnium	150	15	92			58	0	150	100.0%
Patriot Pointe	Capstone	220	22		22	166	10	0	0	0.0%
Pav Samuels	Pace	36				4		2	34	94.4%
POE	Allied Orion	246		216				23	223	90.7%
Prince Hall	Monroe	76						3	73	96.1%
Res McAlister	MVAH	124	22	90			12	2	122	98.4%
River District		293					146	0	0	0.0%
Sabine	Monroe	72						5	67	93.1%
Scattered Sites	FWHS	16						0	16	100.0%
Sedona	Wind River	172	11	161	15			0	172	100.0%
Siddons	Pace	152	12	140				8	144	94.7%
Silversage	MVAH	120	23	97				5	115	95.8%
Springs	Capstone	430						38	392	91.2%
Stallion Pointe	Capstone	264	15	188	25		25	18	246	93.2%
Stallion Ridge		204	20	153	20		11	0	0	0.0%
Standard Boswell	Capstone	128	12	106			10	3	125	97.7%
Sycamore Ctr	Ellington	47						31	16	34.0%
Villas by the Park	Pace	172	27	172				13	159	92.4%
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		14	154	91.7%
Woodmont	NRP	252		252				13	239	94.8%
TOTALS		7804	652	4173	214	233	789	307	5552	96.2%

UNDER CONSTRUCTION
PH SITES

RENT COLLECTION AS OF DECEMBER 31, 2020

PROPERTY	PMC	Monthly Rent Billed	Monthly Rent Collected	% COLLECTED
Alton Park	Mayfair	\$205,018	\$189,602	92%
Aventine	Allied Orion	\$229,187	\$208,583	91%
Avondale	Mayfair	\$144,517	\$134,911	93%
Cambridge	Pace	\$171,133	\$177,541	104%
Campus	Mayfair	\$234,818	\$194,662	83%
Candletree	Pace	\$139,741	\$142,874	102%
Carlyle Crossing	Pace	\$93,649	\$92,596	99%
Casa de Esperanza	Roscoe			
Dixon @ Stonegate	Lincoln	\$13,177	\$9,223	70%
Fair Oaks	Pace	\$48,783	\$44,571	91%
Fair Park	Pace	\$39,576	\$37,965	96%
Harmon	Mayfair	\$125,941	\$127,179	101%
Henderson	Greystar	\$265,086	\$277,317	105%
Hillside	Pace	\$158,304	\$153,795	97%
Highpoint (Bottle House)	Greystar	\$285,929	\$260,394	91%
Holston, The				
Hometowne	Pace	\$156,009	\$157,273	101%
Huntley, The				
Hunter Plaza	Pace	\$124,424	\$120,456	97%
KOP	Pace	\$15,295	\$14,142	92%
Overton	Pace	\$160,975	\$152,576	95%
Palladium	Omnium	\$154,279	\$123,542	80%
Patriot Pointe	Capstone	\$56,912	\$54,452	96%
Pav at Samuels	Pace	\$30,402	\$29,476	97%
Post Oak East	Allied Orion	\$220,502	\$211,565	96%
Prince Hall	Monroe Group	\$23,595	\$19,176	81%
Res at McAlister	MVAH	\$84,036	\$82,957	99%
River District				
Sabine	Monroe Group	\$14,241	\$12,611	89%
Sedona	Wind River	\$134,838	\$133,844	99%
Siddons	Pace	\$120,515	\$114,863	95%
Silversage	MVAH	\$94,437	\$84,902	90%
Springs	Capstone	\$235,254	\$175,664	75%
Stallion Pointe	Capstone	\$138,222	\$104,955	76%
Stallion Ridge				
Standard @ Boswell	Capstone	\$89,540	\$72,447	81%
Sycamore Center	Ellington	\$7,557	\$17,730	235%
Villa by the Park	Pace	\$138,099	\$142,240	103%
Villas of Eastwood Terr	Pace	\$117,303	\$115,473	98%
Villas on the Hill	Pace	\$60,641	\$62,848	104%
Wind River	Pace	\$102,835	\$91,927	89%
Woodmont	NRP	\$207,345.00	\$194,233	94%
TOTALS		\$4,642,114	\$4,340,563	94%

UNDER CONSTRUCTION

BUTLER, CAVILE, SCATTERED SITES NOT INCLUDED

PH UNITS

PORTFOLIO INSPECTIONS AS OF DECEMBER 31,2020					
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				
Casa de Esperanza	Roscoe				
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 Ending: December 31, 2020

ACCOUNTING AND FINANCE:

- **2020 Year-End Close Out/Audit**
 - Closing the general ledger monthly for the last quarter of the year. Preparing for the December close out by analyzing all accounts and reconciling them to their supporting documents. Everybody prepares for the 2020 audit process.
- **CARES Act Funds**
 - Received HUD instructions on the reporting requirements. Developed accounting processes for these funds for organized reporting to HUD. The first quarterly report is due on April 10, 2021. We continue to draw down funds for public housing properties to cover COVID related and regular operating expenses plus prorated fees for COCC.
- **Relocation Checks**
 - Processing appeared to have been completed for Butler and Casa De Esperanza. However, we are holding on to the funds for Casa De Esperanza for additional relocation checks that might be processed due to residents showing up and claiming their shares, if any.
- **SAM – System for Award Management**
 - Continued to receive renewal notices for registered entities. Renewed the registrations that were about to expire.
- **Budgeting Process / Software**
 - Started working on the implementation process of the new budget software. Weekly virtual meeting with the vendor, Questica, is scheduled for system set ups and trainings.

INFORMATION TECHNOLOGY:

- **IT Plan Implementation**
 - **“My Housing Portal”**
 - Waiting for ECS to fix their system error in order for FWHS to move forward with this.
 - **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. Continues to evaluate the security and integrity of the FWHS system.
 - **Electronic Document Management/Workflow Software**
 - The contractor, Global, 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. Finance and Administration has been meeting with the contractor virtually to actively implement the process. IT will instruct Global to include the rest of the departments in its training.
 - EIV User AccessIT 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. The other 2 will be placed in locations still to be determined.

FORT WORTH HOUSING SOLUTIONS – FINANCE AND ADMINISTRATION

Month Ending: December 31, 2020

- **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 Desktops/Laptops**
 - IT has been configuring the laptops ordered and received then will distribute to the receiving departments. Cameras and microphones have been distributed to aid staff with virtual meetings/training sessions. All related gadgets that will further assist the employees are also being considered.
- **Telephone Masking**
 - IT is working on the upgrade. It has communicated to FWHS staff the steps to follow in order to implement the upgraded system. This is to allow the personal use of cell phones while teleworking to be masked by the work phone number allowing the personal phone numbers to be hidden from the general public.
- **Electronic Signature**
 - Working on getting a contract with DocuSign to enable staff and clients to sign documents electronically.
- **Cyber Risk Assessments**
 - IT started this review with Vintage to ensure safety and security of FWHS information. This is a continuous process.

QUADCO MANAGEMENT SOLUTIONS, INC.:

- Continued the process of clearing all QuadCo related items

STAFF DEVELOPMENT/OTHERS:

- Barbara Holston Education Fund – Planning Committee Meeting
- Questica Budget Implementation Meeting
- Global Laserfiche Implementation Meeting
- Capital One Bank Meeting – Interest bearing account
- Budget Workshop
- HUD CARES Act FDS Reporting Training
- HUD SF-424 and Operating Subsidy Forms Training
- HUD – Public Housing Conference Call/HR-Employee Leave Implementation/Contractor Meeting
- Weekly Executive Staff WebEx/Phone Conference Meetings
- Weekly Webex meetings with staff
- Funding Outlook meeting
- Year in Review General Staff Meeting

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

	INCOME	2020 REVISED BUDGET	YTD MONTH BUDGET	YTD MONTH ACTUAL	YTD MONTH VARIANCE		2020 BUDGET VARIANCE EXPLANATIONS
					FAV/(UNFAV) \$	FAV/(UNFAV) %	
1	Management Fees	2,000,674	2,000,674	1,928,615	(72,059)	-3.60%	CFP Grant Admin Fee for '18, '19, & '20 CFP
2	Fund Transfer From (To) Other Sources	8,463,472	8,463,472	2,551,625	(5,911,847)	-69.85%	Distribution to Cover COCC, Assisted Housing & Special Program 2020 current Deficit
3	Interest Earned	26,392	26,392	11,600	(14,792)	-56.05%	Texpool Interest.
4	Other Income	434,002	434,001	379,514	(54,487)	-12.55%	Subsidy Holdback, 10% of actual is held back. HR Fees
5	2020 Cares Act Fees	536,543	536,543	531,477	(5,066)	100.00%	
6	Rental of Office Space	32,400	32,400	32,400	-	0.00%	TCHC rent.
7	TOTAL INCOME	11,493,483	11,493,482	5,435,230	(6,058,252)	-52.71%	
8	EXPENSES	2020 REVISED BUDGET	YTD MONTH BUDGET	YTD MONTH ACTUAL	YTD MONTH VARIANCE		2019 BUDGET VARIANCE EXPLANATIONS
					FAV/(UNFAV) \$	FAV/(UNFAV) %	
9	Administrative Expense	4,307,507	4,307,510	4,204,948	102,562	2.38%	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	96,869	96,869	90,228	6,641	6.86%	
12	Maintenance	177,735	177,735	176,375	1,360	0.76%	
13	Protective Services	42,779	42,779	42,502	277	0.65%	
14	General Expense	790,424	790,426	845,678	(55,251)	-6.99%	Lower benefits due to budgeted 5% merit increase not given.
15	Total Operating Expenses	5,415,314	5,415,318	5,359,732	55,586.89	1.03%	
16	Nonoperating Expenses	6,078,167	6,078,167	75,498	6,002,670	98.76%	Various IT Plan Equipment Additions and replacement not yet incurred.
17	TOTAL EXPENSES	11,493,483	11,493,485	5,435,229	6,058,256	52.71%	
18	NET INCOME	0	(0)	(0)	0	42.50%	
19	Fund Transfer From/(To) Other Sources	-	0	-	-	0.00%	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
December 31, 2020**

INCOME	2020	YTD MONTH BUDGET	YTD MONTH ACTUAL	YTD		2020 REVISED BUDGET VARIANCE EXPLANATIONS
	REVISED BUDGET			MONTH VARIANCE		
				FAV/(UNFAV) \$	V/(UNFAV) %	
Admin Fees Earned - HCV	3,550,151	3,550,151	3,536,659	(13,492)	-0.38%	Increase due to an increase in the pro-ration rate approved from 79% originally to 80% current
Admin Fees Earned - Mainstream	86,166	86,166	87,168	1,002	1.16%	Increase due to an increase in the pro-ration rate approved from 79% originally to 80% current
2020 CARES Act Admin. Fees - Mainstream	33,434	33,434	33,434	-	0.00%	YTD Funds Received
2020 CARES Act Admin. Fees - HCV	1,640,811	1,640,811	1,640,811	-	0.00%	YTD Funds Received
HAP Revenue	44,820,919	44,820,919	42,840,719	(1,980,200)	-4.42%	HAP revenue decreased due to a reduction in unit leased for TPV,and HCV regular voucher program to remain within the approved 2020 HAP budget
Other Income	67,722	67,722	68,420	698	1.03%	Other Income mainly from Fraud Recovery
TOTAL INCOME	50,199,203	50,199,203	48,207,211	(1,991,992)	-3.97%	
EXPENSES	2020	YTD MONTH BUDGET	YTD MONTH ACTUAL	YTD		2020 REVISED BUDGET VARIANCE EXPLANATIONS
	REVISED BUDGET			MONTH VARIANCE		
				FAV/(UNFAV) \$	V/(UNFAV) %	
Administrative Expenses	4,382,990	4,382,989	4,285,887	97,101	2.22%	A decrease mainly due to budgeted merit increase not giving
COVID-19 Expenses	-	-	-	-	0.00%	YTD COVID-19 Expenses
Maintenance Expenses	55,237	55,237	50,442	4,795	8.68%	A decrease due to Inspections Fees
Protective Services	642	642	892	(250)	-38.94%	
General Expenses	648,327	648,327	614,503	33,824	5.22%	
HAP Expense	44,820,920	44,820,920	42,840,719	1,980,201	4.42%	HAP expenses decreased due to a reduction in unit leased for TPV,and HCV regular voucher program to remain within the approved 2020 HAP budget
Total Operating Expenses	49,908,116	49,908,115	47,792,443	2,115,671	4.24%	
Nonoperating Expenses	33,242	33,242	27,231	6,011	18.08%	Laptops purchased for HCV staff to work remotely
TOTAL EXPENSES	49,941,358	49,941,357	47,819,673	2,121,682	4.25%	
NET INCOME (LOSS)	257,845	257,846	387,538	129,690	50.30%	
Fund Transfer From/(To) Other Sources	-	-	-	-		No Transfer from COCC needed
NET	257,845	257,846	387,538	129,690		Excess Revenue over expenditures mainly from CARES Act Funds and Mainstream Program

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

INCOME	2020 REVISED BUDGET	YTD MONTH BUDGET	YTD MONTH ACTUAL	YTD MONTH VARIANCE		2020 REVISED BUDGET VARIANCE EXPLANATIONS
				FAV/(UNFAV) \$	FAV/(UNFAV) %	
Admin Fees Earned	296,004	296,004	286,079	(9,925)	-3.35%	Decrease due to lease up on Mod Rehab units under utilization
Total Admin Fees Earned	296,004	296,004	286,079	(9,925)	-3.35%	
HAP Revenue	2,534,300	2,534,300	2,633,543	99,243	3.92%	HAP Revenue increase in unit leased from VASH
Other Income	-	-	3,077	3,077	0.00%	
TOTAL INCOME	2,830,304	2,830,304	2,922,699	92,395	3.26%	
EXPENSES	2020 REVISED BUDGET	YTD MONTH BUDGET	YTD MONTH ACTUAL	YTD MONTH VARIANCE		2020 REVISED BUDGET VARIANCE EXPLANATIONS
				FAV/(UNFAV) \$	FAV/(UNFAV) %	
Administrative Expenses	218,791	218,791	220,092	(1,301)	-0.59%	
Tenant Services	-	-	-	-	0.00%	
Utilities	-	-	-	-	0.00%	
Maintenance Expenses	15,511	15,498	12,965	2,533	16.34%	Expected to be disbursed as projected
Protective Services	-	-	-	-	0.00%	
General Expenses	41,144	41,157	40,601	529	1.29%	
HAP Expense	2,534,300	2,534,300	2,633,543	(99,243)	-3.92%	HAP expenses increase in unit leased from VASH
Total Operating Expenses	2,809,746	2,809,746	2,907,202	(97,483)	-3.47%	
Nonoperating Expenses	-	-	-	-	0.00%	
TOTAL EXPENSES	2,809,746	2,809,746	2,907,202	(97,483)	-3.47%	
NET INCOME	20,558	20,558	15,497	(5,061)	-24.62%	
Fund Transfer From COCC	-	-	-	-		No Transfer From COCC is needed
NET	20,558	20,558	15,497	(5,061)		Excess Revenue over expenditures from MOD REHAB (SRO's)Program

FORT WORTH HOUSING SOLUTIONS
CONTINUUM OF CARE GRANTS -DECEMBER 2020
PREPARED: 01/11/2021

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	59.7%	6/30/2021	5	59.7%	77.0%	14.0%	0.0%	9.0%
CoC 2	1,223,915	9/30/2021	23.5%	10/31/2021	9	23.5%	78.0%	14.0%	0.0%	8.0%
CoC 6	185,219	3/31/2021	56.4%	4/30/2021	3	56.4%	79.0%	14.0%	0.0%	7.0%
CoC 8	180,067	1/31/2021	68.9%	2/28/2021	1	68.9%	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	940,946	751,262	96,067	0	93,617
Balance	635,300	469,260	119,319	0	46,721
CoC 2					
Authorized	1,223,915	955,230	168,570	0	100,115
Disbursed	287,155	202,537	47,732	0	36,886
Balance	936,760	752,693	120,838	0	63,229
CoC 6					
Authorized	185,219	147,135	25,965	0	12,119
Disbursed	104,508	81,068	12,537	0	10,902
Balance	80,711	66,067	13,428	0	1,217
CoC 8					
Authorized	180,067	113,353	20,003	32,518	14,193
Disbursed	123,998	66,557	20,881	22,915	13,645
Balance	56,069	46,796	(877)	9,603	548

FORT WORTH HOUSING SOLUTIONS
HCC / HHSP / DH GRANTS - DECEMBER 2020
PREPARED: 01/11/2021

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	24.0%	9/30/2020	8	16.7%	87.2%	12.8%
HHSP	430,631	8/31/2021	36.3%	9/30/2020	8	27.9%	95.0%	5.0%
DH	250,000	9/30/2021	58.6%	10/31/2020	9	40.4%	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	116,607	104,248	12,359
Balance	583,393	506,594	76,799
HHSP			
Authorized	430,631	409,099	21,532
Reimbursed	120,317	114,514	5,803
Balance	310,314	294,585	15,729
DH			
Authorized	250,000	210,676	39,324
Reimbursed	101,099	87,285	13,814
Balance	148,901	123,391	25,510

HCC - Healthy Community Collaborative

HHSP - Homeless Housing & Services Program

DH - Directions Home

FORT WORTH HOUSING SOLUTIONS
ROSS GRANTS - DECEMBER 2020
PREPARED: 01/11/2021

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	93.5%	5/14/2021	4	93.5%	86.8%	0.8%	12.4%
2018 ROSS FSS *	360,000	12/31/2020	100.0%	1/31/2021	0	100.0%	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	226,307	210,000	2,000	14,307
Balance	15,693	0.00	0.00	15,693
2018 ROSS FSS				
Authorized	360,000	360,000	0	0
Disbursed	360,000	360,000	0	0
Balance	0	0	0	0

FORT WORTH HOUSING SOLUTIONS
CAPITAL FUND PROGRAMS - DECEMBER 2020
PREPARED: 01/11/2021

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
2016 CFP	1,150,560	4/12/2021	4	100.0%	4/12/2023	28	54.6%	10.0%	90.0%
2017 CFP	1,185,285	8/15/2020	0	100.0%	8/15/2022	20	14.3%	38.0%	62.0%
2018 CFP	1,979,629	5/28/2021	5	41.8%	5/28/2023	29	100.0%	34.0%	66.0%
2019 CFP	1,699,358	4/15/2022	16	53.2%	4/15/2024	40	43.0%	46.0%	54.0%
2020 CFP	1,477,141	3/25/2023	27	39.8%	3/25/2025	51	39.8%	40.0%	60.0%
Total	7,491,973								

6250

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
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	628,402	0	0	115,056	0	0	0	0	0	0	0	187,630	0	40,411	0	0	285,305
Balance	522,158	0	0	0	0	0	0	0	0	0	0	0	0	363,135	0	72,245	86,778
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	169,350	0	0	118,528	0	0	0	0	0	0	0	36,664	0	0	0		14,158
Balance	1,015,935	0	0	0	0	0	0	0	0	0	0	697,676	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
Disbursed	1,979,629	494,906	0	296,944	0	0	0	0	0	0	0	1,187,779	0	0	0		0
Balance	0	0	0	0	0	0	0	0	0	0	0	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	730,106	424,838	0	254,903	0	0	0	0	0	0	0	5,010	0	0	0	45,355	0
Balance	969,252	0	0	0	0	0	0	0	0	0	0	906,067	0	0	0	63,185	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
Disbursed	587,582	367,238	0	220,344	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

FORT WORTH HOUSING SOLUTIONS
OTHER FUNDS - BUDGET VARIANCE SUMMARY
December 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	524,250	-	(524,250)	-100.00%	
Oil & Gas Lease	21,744	21,744	23,137	1,393	6.40%	
Interest Earned	581,464	538,726	408,328	(130,399)	-24.21%	
Other Income	70,694	70,694	32,124	(38,570)	-54.56%	
Dwelling Rent	-	0	-	-	0.00%	
Gain/Loss	-	0	-	-	100.00%	
Developer Fee	862,230	862,231	254,933	(607,298)	-70.43%	
Developer Fee Transfer	(862,230)	(862,231)	-	862,231	100.00%	
TOTAL INCOME	1,198,154	1,155,414	718,522	(436,892)	-37.81%	

EXPENSES	2020 Original Budget	YTD MONTH BUDGET	YTD MONTH ACTUAL	YTD MONTH VARIANCE		2020 BUDGET VARIANCE EXPLANATIONS
				FAV/(UNFAV) \$	FAV/(UNFAV) %	
Administrative Expense	174,918	175,030	276,998	(101,967)	-58.26%	
Tenant Services	-	0	-	-	0.00%	
Utilities	390	390	145	245	62.75%	
Maintenance	28,806	28,806	49,549	(20,743)	-72.01%	
Protective Services	-	0	-	-	0.00%	
General Expense	840	840	22,938	(22,097)	-2629.37%	
Total Operating Expenses	204,954	205,067	349,630	(144,564)	-70.50%	
Nonoperating Expenses	-	0	-	-	0.00%	
TOTAL EXPENSES	204,958	205,067	349,630	(144,564)	-70.50%	

NET INCOME	993,196	950,349	368,892	(292,329)	-30.76%	
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Fund Transfer From/(To) Other Sources	-	(494,467)	(7,218,366)	(6,723,900)	0.00%	
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NET	993,196	455,882	(6,849,474)	(7,016,229)		

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)	88,945	55,237	22,968	41,199	76,671	143,111	157,366	188,702	(37,739)
Other Income													-
Operating Expenses	(269,089)	(315,002)	(315,557)	(264,071)	(334,772)	(338,161)	(296,587)	(269,445)	(273,366)	(289,925)	(273,815)	(593,475)	(3,833,265)
Monthly Operating Income	299,905	299,905	298,765	376,654	298,765	303,805	311,688	303,804	337,829	303,804	304,851	399,603	3,839,378
Fraud Recovery	3,729	2,345	5,619	3,480	2,299	2,087	3,130	1,113	1,977	376	300	5,170	31,625
Transfers						-	-	-	-				-
Year to Date Net Operating Income (Deficit)	(3,194)	(15,945)	(27,119)	88,945	55,237	22,968	41,199	76,671	143,111	157,366	188,702	0	0
Calendar Year - 2020	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
HCV HAP Account:													
Restricted Net Position	886,150	1,170,247	1,290,715	1,527,645	1,653,074	1,643,451	1,738,201	680,775	549,694	472,348	364,328	(522,044)	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	2,962,341	4,494,198	43,517,378
Program Reserves @ Beginning of Month													-
PHA Income	3,874	2,345	5,619	3,480	2,787	4,606	3,131	1,653	1,977	376	300	5,170	35,318
Total HAP Funds Available at Beginning of Month											-	-	-
Monthly HAP Payments	(3,363,317)	(3,525,414)	(3,447,866)	(3,598,188)	(3,732,546)	(3,732,583)	(3,808,706)	(3,763,774)	(3,805,521)	(3,834,594)	(3,849,013)	(3,911,449)	(44,372,972)
Transfers													
HAP Funds Remaining at End of Month (Deficit)	1,170,247	1,290,715	1,527,645	1,653,074	1,643,451	1,738,201	680,775	549,694	472,348	364,328	(522,044)	65,875	65,875
Targets and Statistics	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
HAP													
Monthly - Average HAP Expenses	3,697,748	3,697,748	3,697,748	3,697,748	3,697,748	3,697,748	3,697,748	3,697,748	3,697,748	3,697,748	3,697,748	3,697,748	44,372,974
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	3,869,223	3,869,223	46,430,678
Calendar Year to Date Variance - Actual to Target	(171,475)	(171,475)	(171,475)	(171,475)	(171,475)	(171,475)	(171,475)	(171,475)	(171,475)	(171,475)	(171,475)	171,475	(2,057,704)
Accumulative % of HAP Expenses	96%	96%	96%	96%	96%	96%	96%	96%	96%	96%	96%	96%	96%
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	5,761	5,761	69,132
Calendar Year to Date - Vouchers Leased	4,875	4,889	4,910	4,985	5,028	5,040	5,051	5,040	5,039	5,051	5,029	5,021	59,958
Calendar Year to Date Variance - Actual to Target	(886)	(872)	(851)	(776)	(733)	(721)	(710)	(721)	(722)	(710)	(732)	(740)	(6,992)
Accumulative % of Vouchers Leased	85%	85%	85%	87%	87%	87%	88%	87%	87%	88%	87%	87%	87%

**FORT WORTH HOUSING AUTHORITY
INVESTMENT PORTFOLIO
PERIOD ENDED DECEMBER 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	4,081,762.49	4,081,762.49	0.0909%	TEXPOOL	N/A
102, 103	FSS ESCROW	INVESTMENT POOL	15,442.85	15,442.85	0.0909%	TEXPOOL	N/A
300	FSS ESCROW	INVESTMENT POOL	439,831.94	439,831.94	0.0909%	TEXPOOL	N/A
600	HSG DEV CORP	INVESTMENT POOL	2,522.30	2,522.30	0.0909%	TEXPOOL	N/A
330	P'TREE REFINANCE	INVESTMENT POOL	48,911.82	48,911.82	0.0909%	TEXPOOL	N/A
706	TRINITY RIVER PFC	INVESTMENT POOL	2,427,113.61	2,427,113.61	0.0909%	TEXPOOL	N/A
200	DISCRETIONARY	INVESTMENT POOL	1,022,912.67	1,022,912.67	0.0909%	TEXPOOL	N/A
710	GATEWAY PFC	INVESTMENT POOL	18,169,198.96	18,169,198.96	0.0909%	TEXPOOL	N/A
202	OIL & GAS LEASE	INVESTMENT POOL	1,049,881.41	1,049,881.41	0.0909%	TEXPOOL	N/A
203	PH HSE SALE PROC	INVESTMENT POOL	3,503,371.97	3,503,371.97	0.0909%	TEXPOOL	N/A
718	FW AFFORD. INC	INVESTMENT POOL	3,728,082.62	3,728,082.62	0.0909%	TEXPOOL	N/A
722	SPRING GLEN APTS	INVESTMENT POOL	989,666.65	989,666.65	0.0909%	TEXPOOL	N/A
721	SPRING HILL APTS	INVESTMENT POOL	2,205,424.30	2,205,424.30	0.0909%	TEXPOOL	N/A
740	BHEF	INVESTMENT POOL	11,743.30	11,743.30	0.0909%	TEXPOOL	N/A
101	OTHER AMPS	INVESTMENT POOL	2,139,509.67	2,139,509.67	0.0909%	TEXPOOL	N/A
102	BUTLER PLACE	INVESTMENT POOL	3,596,885.62	3,596,885.62	0.0909%	TEXPOOL	N/A
602	WIND TERRACE INC	INVESTMENT POOL	316,660.43	316,660.43	0.0909%	TEXPOOL	N/A
103	J.A. CAVILE PLACE	INVESTMENT POOL	1,412,799.77	1,412,799.77	0.0909%	TEXPOOL	N/A
116	SCATTERED SITES	INVESTMENT POOL	759,124.55	759,124.55	0.0909%	TEXPOOL	N/A
701	OTHER FUNDS	INVESTMENT POOL	194,075.12	194,075.12	0.0909%	TEXPOOL	N/A
601	GENERAL PARTNERS LLC	INVESTMENT POOL	551,991.93	551,991.93	0.0909%	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	249,327.63	249,327.63	0.1200%	COMERICA BANK	N/A
TOTAL			47,120,605.09	47,120,605.09			

/s/ Riza Nolasco
Vice President-Finance & Administration

/s/ Ara McVay
Accountant

Program Management	Total HCV Homeownership Vouchers Allocated							Unlimited
	HCV Homeowners Vouchers Used (reconciled closings number)							200
	Closing Without Voucher							30
	Total HCV Closings to Date							230
	# Closing This Month							1
	# Closing Year-To-Date							18
Program Participant Pipeline & Activities	Fast Track Participants							8
	Short Term Buyers							110
	Long Term Buyers – Referred to Homebuyer Club							207
	Clients Not Yet Assigned Status							
	Total in Program Pipeline							325
	Clients With Purchase Contracts Pending							0
	Clients Searching for a Property							3
	Clients Working with a Lender							8
Canceled Contracts and Foreclosures	Homeownership Contracts Canceled to Date							58
	Foreclosures Pending							0
	Foreclosures Final							1
Client Closing and Home Information	Name	FSS Y/N	Closing Date	Purchase Price	Loan Amount	Location Zip Code	Interest Rate	Using Voucher Y/N
	Kaiesha Williams	Y	12/23/2020	\$227,999	\$220,019	76179	4%	Y
Homeownership Activities								



HOUSING OPERATIONS AND CLIENT SERVICES BOARD REPORT

Month Ending December 2020

Family Self-Sufficiency Program Report – December 2020				
Program Management	Mandated Program Size			Complete
	Graduates this Month			2
	New Mandated Program Size			Complete
	Current Program Size (HCVP + PH + RAD)			238
	Percentage of Mandatory Slots Filled			Complete
	Completed to Date			353
	New Contracts this Month (HCVP + PH +RAD)			1
	New Contracts (YTD)			28
Participants Demographics & Activities	HCVP Participants			237
	Public Housing Participants			0
	RAD			1
	Participants w/ Escrow			157
	Percentage of Participants w/ Escrow			66%
	FSS Workshops			Attendees
Canceled Contracts	Contracts Canceled & Escrow Forfeited			0
	Contracts Canceled & Escrow Forfeited (YTD)			7
	Contracts Canceled with No Escrow			1
	Contracts Completed (Graduated)			2
	Total of Contracts Canceled this Month: Term + Grad			3
	Total of Canceled Contracts: Term + Grad (YTD)			45
Escrow Amount Activity	New Escrow Accounts Established this Month			4
	New Escrow Accounts Established (YTD)			43
	Escrow Forfeited to FWHS this Month			\$0.00
	Escrow Forfeited to FWHS (YTD)			\$7,777.51
	Escrow Paid Out this Month			\$9,717.14
	Escrow Paid Out (YTD)			\$182,932.90
Graduate Information	Name	Client No.	Escrow Amount (\$)	Homeownership ?
	Seymour, Khidja	000987296	\$2,063.37	YES
	Smith, Tina	010504	\$7,653.77	NO
PIC Reporting	FSS Graduates (YTD)			28
	Current Active FSS Contracts in PIC			234
	Current Active Escrow w/ Progress Reports			138
FSS Activities				



HOUSING OPERATIONS AND CLIENT SERVICES BOARD REPORT

Month Ending December 2020

CoC PROGRAM MONTHLY REPORT

Month: January 1, 2021

	SPC 1	%	SPC 2	%	SPC 6	%	Change	%	VASH	%	HHSP	%
Allocated	164		123		19		12		362		42	
Leased	156	95%	109	89%	14	74%	9	75%	327	90%	45	107%
GENDER												
Male	66		45		9		3		279		29	
Female	90		64		5		6		48		16	
RACE												
Black	81		61		6		2		179		18	
White	73		48		8		7		144		26	
Asian	0		0		0		0		1		0	
Nat American	2		0		0		0		1		1	
Hawaiian	0		0		0		0		1		0	
ETHNICITY												
Hispanic	9		3		2		0		26		5	
DISABLED												
Disabled 61 Over	53		33		5		1		92		14	
Disabled Under 62	102		76		7		6		96		30	
AGE												
18-35	8		1		1		1		17		2	
36-61	95		75		7		7		164		29	
Over 61	53		33		6		1		146		14	
AVG INCOME	10,240		10,772		7,962		9,114		13,642		9,057	

	HCC	%	DH	%	SRO 307	%	SRO 308	%	SRO 309	%
Allocated	85		31		32		18		20	
Leased	30	35%	31	100%	27	84%	18	100%	19	95%
GENDER										
Male	7		15		20		18		15	
Female	23		16		7		0		4	
RACE										
Black	21		17		19		6		12	
White	8		14		7		10		7	
Asian	0		0		0		1		0	
Nat American	0		0		0		1		0	
ETHNICITY										
Hispanic	1		2		0		2		1	
DISABLED										
Disabled 61 Over	0		9		5		1		2	
Disabled Under 62	30		21		10		2		7	
AGE										
18-35	13		1		3		3		6	
36-61	17		21		17		11		11	
Over 61	0		9		6		4		2	
AVG INCOME	9,860		9,168		8,501		5,602		5,530	

ONGOING ACTIVITIES: Monitor CoC funding and Lease-Up Rate

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



HOUSING OPERATIONS AND CLIENT SERVICES BOARD REPORT

Month Ending December 2020

Special Programs Monthly Unit Allocation Utilization for the month of January 2021

Program	Allocated Units	Leased Units
Directions Home	73	76
COC-Shelter Plus	318	288
SRO	70	63
VASH	362	327
HCC	85	30



HOUSING OPERATIONS AND CLIENT SERVICES BOARD REPORT

Month Ending December 2020

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



HOUSING OPERATIONS AND CLIENT SERVICES BOARD REPORT

Month Ending December 2020

Affordable Housing (Public Housing)		%
Public Housing Units	94	
Leased	47	50%
GENDER		
Male	10	21%
Female	37	79%
RACE		
Black	37	79%
White	8	17%
Asian	0	0%
Nat American	0	0%
Hawaiian	2	Less than 1%
ETHNICITY		
Hispanic	4	1%
DISABLED		
Disabled 61 Over	3	1%
Disabled Under 62	12	26%
AGE		
18-35	16	34%
36-61	28	60%
Over 61	3	1%
AVG INCOME	\$17,984.00	



FORT WORTH HOUSING SOLUTIONS AGENDA ITEM COVER SHEET

Board Meeting Date: January 21, 2021
Agenda Item No.: 2021.01, TAB 8
Person Responsible: Brian K. Dennison, Senior Vice President of Development & Asset Mgmt.
Subject: Aventine Replacement Toilet Fixtures

Background:

Fort Worth Housing Solutions (FWHS) published Invitation for Bid (IFB) No. 2020-604 for Toilet Replacement at Aventine Apartments on October 20, 2020, in the Commercial Recorder, National Association of Housing and Redevelopment Officials (NAHRO), Public Housing Authorities Directors Associates (PHADA), Southwest National Association of Housing and Redevelopment Officials (SWNAHRO), Texas National Association of Housing and Redevelopment Officials (TXNAHRO), Fort Worth Hispanic Chamber of Commerce (FWHCC), Fort Worth Metropolitan Black Chamber of Commerce (FWMBCC), and through the eProcurement portal located on the FWHS website.

A pre-bid meeting was held on October 28, 2020, where five (5) potential bidders were present. There were three (3) Addenda issued. Addendum 1 changed the timeline printed in the Commercial Recorder on October 20, 2020. The original due date was November 12, 2020, however, in the release of Addendum 2 the due date was extended to November 24, 2020. Addendum 3 answered bidder's questions submitted during the question period.

Issues/Concerns:

The lowest responsive and responsible bidder was Texas Plumbing Solutions, LLC at \$104,040.00, for a term of one-hundred and twenty (120) days, from the start of service. Reference checks have been made and were favorable. Texas Plumbing Solutions, LLC is the lowest responsive and responsible bidder for the toilet replacement at Aventine Apartments.

Funding Source:

Property Operating Expenses

Recommendation:

The recommendation from staff is to authorize the President to execute a contract agreement with Texas Plumbing Solutions, LLC for the toilet replacement at Aventine Apartments.

Attachments:

Resolution
Tabulation of Bids
Cost Analysis

Fort Worth Housing Solutions

Resolution No. _____

RESOLUTION AUTHORIZING THE PRESIDENT TO EXECUTE A CONTRACT AGREEMENT WITH TEXAS PLUMBING SOLUTIONS, LLC FOR TOILET REPLACEMENT AT AVENTINE APARTMENTS.

WHEREAS, Bids have been formally solicited and received for toilet replacement in accordance with governing statutes for competitive bids; and

WHEREAS, FWHS has determined the lowest responsive and responsible bid received is from Texas Plumbing Solutions, LLC.

NOW, THEREFORE, BE IT RESOLVED THAT:

The Board of Commissioners do hereby authorize the President to execute an agreement with Texas Plumbing Solutions, LLC, in the amount of \$104,040.00.

Terri Attaway, Chairperson

January 21, 2021
Date

Mary-Margaret Lemons, President

January 21, 2021
Date

TABULATION OF BIDS

DESCRIPTION: IFB No 2020-604 Toilet Replacement at Aventine Apartments

DATE: November 24, 2020 at 1:00 p.m. CST

FUNDING SOURCE:

Name of Bidder	Firm Fixed Cost	M/WBE	Comments
Texas Plumbing Solutions, LLC	\$104,040.00	8	Per Unit Cost: - Angle Stop (Valve) replacement \$45 - 1 st Floor Flange replacement \$150 - 2 nd Floor Flange replacement \$95
Infinity Contractors International, LTD	\$118,669.00	8	Per Unit Cost: - Angle Stop (Valve) replacement \$81 - 1 st Floor Flange replacement \$141 - 2 nd Floor Flange replacement \$98
Chrome Heating & Air Conditioning	\$129,817.05	2	Per Unit Cost: - Angle Stop (Valve) replacement \$110 - 1 st Floor Flange replacement \$110 - 2 nd Floor Flange replacement \$110

M/WBE STATUS CODE

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

FWHS Independent Cost Estimate				
ITEM	Qty	Unit	Unit Cost	Line Total
1.28 GPF Standard Toilets (Materials)	372	EA	\$119.00	\$44,268.00
1.28 GPF 17” High ADA Compliant Toilets (Materials)	17	EA	\$119.00	\$2,023.00
New toilet installation (Labor)				\$52,280.00
Additional materials				\$5,989.00
Independent Cost Estimate Total				<u>\$104,560.00</u>
<u>Unit Cost</u>				
Angle Stop (valve)	\$27.00			
1st Floor Flange	\$48.63			
2nd Floor Flange	\$35.00			

Texas Plumbing Solutions, LLC				
ITEM	Qty	Unit	Unit Cost	Line Total
Removal of Existing (Haul Away & Disposal)	389	EA	\$40.00	\$15,560.00
1.28 GPF Standard Toilets (Materials)	372	EA	\$120.00	\$44,640.00
1.28 GPF 17” High ADA Compliant Toilets (Materials)	17	EA	\$160.00	\$2,720.00
New toilet installation (Labor)				\$31,120.00
Additional materials				\$10,000.00
FIRM FIXED PRICE				<u>\$104,040.00</u>
<u>Unit Cost</u>				
Angle Stop (valve)	\$45.00			
1st Floor Flange	\$150.00			
2nd Floor Flange	\$95.00			

Infinity Contrators International, LTD				
ITEM	Qty	Unit	Unit Cost	Line Total
Removal of Existing (Haul Away & Disposal)	389	EA	\$30.00	\$11,670.00
1.28 GPF Standard Toilets (Materials)	372	EA	\$127.00	\$47,244.00
1.28 GPF 17” High ADA Compliant Toilets (Materials)	17	EA	\$214.00	\$3,638.00
New toilet installation (Labor)				\$56,117.00
Additional materials				\$0.00
FIRM FIXED PRICE				<u>\$118,669.00</u>
<u>Unit Cost</u>				
Angle Stop (valve)	\$81.00			
1st Floor Flange	\$141.00			
2nd Floor Flange	\$98.00			

Chrome Heating & Air Conditioning				
ITEM	Qty	Unit	Unit Cost	Line Total
Removal of Existing (Haul Away & Disposal)	389	EA	\$60.00	\$23,340.00
1.28 GPF Standard Toilets (Materials)	372	EA	\$213.72	\$79,503.84
1.28 GPF 17” High ADA Compliant Toilets (Materials)	17	EA	\$213.72	\$3,633.24
New toilet installation (Labor)				\$23,340.00
Additional materials				\$0.00
FIRM FIXED PRICE				<u>\$129,817.08</u>
<u>Unit Cost</u>				
Angle Stop (valve)	\$110.00			
1st Floor Flange	\$110.00			
2nd Floor Flange	\$110.00			



FORT WORTH HOUSING SOLUTIONS AGENDA ITEM COVER SHEET

Board Meeting Date: January 21, 2021
Agenda Item No.: 2021.02, TAB 9
Person Responsible: Brian Dennison, Sr. Vice President, Development & Asset Management
Subject: New FWHS Headquarters Renovation Design

Background:

On October 22, 2020, the Fort Worth Housing Solutions (FWHS) Board of Commissioners approved a resolution to purchase 1407 Texas Street – a 26,332 square foot office building – to serve as the new agency headquarters. FWHS completed the acquisition on December 18, 2020.

In order to customize the space for the Agency's particular needs, FWHS has been working with an approved and qualified A/E firm, Bennett Benner Partners (BBP), to refine the program of uses as well as create a conceptual test fit for the building based on input from each FWHS department.

The next step is to enter into a design contract with BBP to create construction documents for the [light] renovation of the building, and for consultation regarding furniture, fixtures and equipment (FF&E).

This resolution considers the approval to proceed with the design contract from BBP.

Issues/Concerns:

The sooner the renovations are complete, the sooner FWHS employees can move into the Agency's new home.

Funding Source:

FWHS will use budgeted funds for the new Administrative office and/or non-restricted agency funds for the design and renovations.

Recommendation:

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

Attachments:

Resolution
Design Proposal

Fort Worth Housing Solutions

Resolution No. _____

A RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF FORT WORTH, TEXAS D/B/A FORT WORTH HOUSING SOLUTIONS [“FWHS”] APPROVING AND RATIFYING THE PURSUIT, PURCHASE AND RENOVATION OF 1407 TEXAS STREET (THE “PROPERTY”) IN FORT WORTH, TEXAS TO SERVE AS ITS NEW AGENCY HEADQUARTERS.

WHEREAS, FWHS purchased the Property on December 18, 2020 to serve as a new agency headquarters; and

WHEREAS, FWHS desires to customize the space in order to maximize functionality, and for the safety and enjoyment of the FWHS staff as well as its partners and clients; and

WHEREAS, In order to outfit the space effectively, FWHS desires to contract with Bennett Benner Partners (“BBP”) for the creation of construction documents and for consultation regarding furniture, fixtures and equipment; and

WHEREAS, BBP has provided FWHS with a proposal for design and consulting services to fulfill the needs of FWHS.

NOW, THEREFORE, BE IT RESOLVED:

That the Board of Commissioners of Fort Worth Housing Solutions hereby authorize a contract for design and consulting services with BBP regarding the Property in an amount not to exceed \$159,600.00; and further

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

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

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

Terri Attaway, Chairperson

January 21, 2021
Date

Mary-Margaret Lemons, President

January 21, 2021
Date



FWHS ADMINISTRATIVE OFFICES AT 1407 TEXAS STREET

Proposal for Professional Design Services
FWHS Administrative Offices at 1407 Texas Street
Fort Worth, Texas

**BENNETT ■ BENNER
PARTNERS**

ARCHITECTURE + INTERIORS + PLANNING

500 West 7th Street, Suite 1400 | Fort Worth, Texas 76102
817.335.4991 | www.bbptx.com

15 October 2020

Ms. Mary-Margaret Lemons
President
Fort Worth Housing Solutions
PO Box 430
Fort Worth, Texas 76101

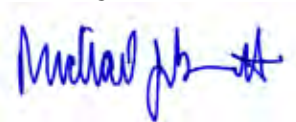
RE: Proposal for Professional Design Services
FWHS Administrative Offices at 1407 Texas Street
Fort Worth, Texas

Dear Mary-Margaret,

Thank you for the opportunity to provide a professional services proposal for the Fort Worth Housing Solutions headquarters at 1407 Texas Street. We have enjoyed working with you over the past several weeks on the project planning and test fits and look forward to continuing that relationship.

The following attachments include our fee proposal, scope of services, and standard terms and conditions. Again, we are pleased to have the opportunity to submit this proposal to you. If we have misunderstood your requirements, or if you need us to make revisions or clarifications to our proposal, please let us know. If this agreement meets with your approval, please sign and return one executed copy to our office. Thank you for considering Bennett Benner Partners for this work. We look forward to hearing from you.

Best Regards,



Michael J. Bennett AIA
Principal and Chief Executive Officer

1 | Project Details

PROJECT DESCRIPTION

The project consists the interior finish out of approximately 26,000 sf for the Fort Worth Housing Solutions headquarters located at 1407 Texas Street. The finish out will include spaces such as private offices, open work stations, collaboration spaces, reception area, storage, copy/work areas, break rooms, meeting rooms, and other office support spaces. Additionally, the third floor will be expanded by approximately 700 sf, and the existing shade structure will be removed. Minimal updates to the exterior site will include an updated building entry to more appropriately address TAS/ADA accessibility and a seal coat and re-stripping of the parking lot.

PROJECT TEAM

Our firm will be leading a team of other design and construction professionals to provide you with the design and construction documents needed for bidding, permitting, and construction. We understand that the team will be organized as follows:

- As our client, you will review and approve our work and will provide direction to us regarding the project program, schedule, and budget. You will also provide us information regarding your agreement with the landlord and the building, such as square footages, tenant requirements, and any applicable design standards or deed restrictions.
- Our firm will take the lead in the architectural effort for the renovation. We will lead a team of consultants comprised of structural, MEP/FP, low voltage, audio/visual, and security engineers. We have not anticipated the need for other consultants at this stage but we will work with you if we jointly decide other expertise is needed during the course of the project.
- We are proposing **JQ Engineering** to provide structural engineering as a consultant to our firm.
- We are proposing **Solare Engineering Unlimited** to provide MEP/FP engineering as a consultant to our firm.
- We are proposing **Acuity** to provide low voltage, audio/visual and security engineering as a consultant to our firm.
- We have based our proposal on the assumption that a general contractor or construction manager-at-risk will be brought on to the team to provide pre-construction expertise in cost estimating, scheduling and constructibility advice and will ultimately construct the project.



2 | Scope of Work

SCOPE OF SERVICES

This proposal includes all services you will need for the completed construction documents of the new FWHS headquarters. We have included construction documents and construction contract administration within our scope.

The scope of services covered by this proposal includes:

- Furniture Coordination
- Structural Design and Documentation
- Architectural and Interior Design and Documentation
- Mechanical, Electrical, Plumbing, and Fire Protection Design and Documentation
- Low Voltage, AV, and Security Design and Documentation

Our proposed scope of work will include the following phases:



FURNITURE COORDINATION

Concurrent with the design phases of the project described below the project, we will assist in the coordination of existing and replacement furniture for your new office space. The furniture coordination process will follow alongside the construction document process. BBP will work with your selected furniture dealer in completing the furniture specifications for your order. If full bid documents are requested for public bidding purposes, this service will be provided by BBP as an optional additional service.

Bennett Benner Partners would provide the following services in support of furniture coordination:

- Create schematic furniture plans for space planning purposes
- Work with you to determine criteria for furniture selection
- Develop a scope of work and coordinate with your selected furniture dealer to prepare a proposed estimate of probable costs while working with furniture vendors
- Provide final selections of furniture pieces and coordinate all finish selections
- Assist in obtaining furniture mock-ups, when available from manufacturers
- Furniture installation observation and punch list

SCHEDULE, MEETINGS, AND PRESENTATIONS

All furniture coordination for order placement would occur approximately 12-14 weeks prior to the expected construction completion date, to allow for production times (this will be based on the lead times of the selected products). Based on our understating of the furniture scope at this time, we estimate that up to 2 weeks may be needed for furniture installation. This will be confirmed by the dealer/vendor at the time of order.

CONSTRUCTION DOCUMENTS PHASE

Based on the approved test fit, we will further develop and supplement the design drawings to coordinate the work of the consultants and to prepare the final construction documents and permit submittals. We would expect to provide review sets to you at the 50% and 100% stages of completion of work for your review and comment.

DELIVERABLES

- Final demolition plans
- Final floor and ceiling plans
- Interior construction details
- Final interior design material selections and millwork design
- Final structural drawings and details
- Final mechanical, electrical, plumbing and fire protection drawings and details
- Final low voltage, AV, and security drawings and details
- Further coordination and integration of the work of the engineers and other consultants
- Limited specifications, on drawing sheets, for building materials and systems to define their general quality levels
- Quality control and coordination review of the documents
- Accessibility and life safety code review
- Building permit set and Texas Accessibility Standards (TAS) plan review set and coordination of their submission to authorities having jurisdiction
- Energy code compliance reports as required for building permit
- Review of updated project budget and schedule prepared by the construction manager



SCHEDULE, MEETINGS, AND PRESENTATIONS

We have anticipated 3-4 interior design and coordination meetings for the course of the construction document phase with the construction manager and design team. We anticipate that we will need 5-6 weeks to complete the construction documents.

PERMITTING AND BIDDING/NEGOTIATION PHASE

Based on the approved construction documents, our scope of work during this phase would include assisting in evaluating bids and pricing from subcontractors. We will be available to prepare and distribute addenda to address any questions that might arise during the bidding phase and to consider any subcontractor requests for substitutions. Additionally, we will submit the final construction documents to the city for permitting, coordinating any plan review comments, while the construction manager will pay all applicable permitting fees.



CONSTRUCTION CONTRACT ADMINISTRATION PHASE

During the construction phase of the project, we would provide the following services:

- Review and certify of construction manager's payment application
- Review and approve (or take other appropriate action upon) the construction manager's submittals (shop drawings, product data and samples) and maintain the project file of submittals
- Site visits at intervals appropriate to the stage of construction to become generally familiar with the progress and quality of the work completed, to determine that the work is generally proceeding in accordance with the construction documents and to inform the owner and construction manager of any unacceptable work
- Review and respond to construction manager's requests for information
- Issue clarification drawings and other supplemental materials and interpretations to support the construction manager during the construction phase
- Issue final punch lists and substantial completion documentation
- Review of project close-out documents for completeness
- Upon your request and prior to the one year warranty expiration, we will meet with you and the construction manager to review the facility operations and performance

SCHEDULE, MEETINGS, AND PRESENTATIONS

For the basis of this proposal, we are anticipating 4 months of construction to complete the project, inclusive of thirty days after substantial completion to reach final completion. During the construction phase, Bennett Benner Partners will attend weekly owner/architect/contractor (OAC) meetings on site. Relevant consultants will attend OAC meetings as requested by the owner.

3 | Fee Proposal

COMPENSATION AND PAYMENT

To perform the scope of work as outlined in this proposal, we propose the following lump sum fees:

FWHS Administrative Offices at 1407 Texas Street

\$ 133,600.00

(one hundred, thirty-three thousand, and six hundred dollars)

Furniture Coordination	BBP	\$ 13,000.00
Architectural and Interiors Construction Documents	BBP	\$ 33,800.00
Structural Construction Documents	JQ	\$ 26,400.00
Mechanical, Electrical, and Plumbing Construction Documents	Solare	\$ 16,900.00
Low Voltage, AV & Security	Acuity	\$ 24,000.00
Construction Contract Administration	BBP	\$ 19,500.00

The fees outlined above exclude reimbursable expenses and the additional services outlined below. We will invoice for our services on a monthly basis, based on a percentage complete per phase of the work.

OPTIONAL ADDITIONAL SERVICES

The following items are not included in the above lump sum fees but can be provided upon your request.

Full Furniture Specifications <i>(required for furniture bid process)</i>	\$ 26,000.00
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AGREEMENT

Bennett Benner Partners is appointed under the terms of this Agreement, including:

- 1 | Project Details
- 2 | Scope of Work
- 3 | Fee Proposal
- 4 | Additional Fees and Expenses
- 5 | Hourly Rate Schedule
- 6 | Terms and Conditions

which together comprise the Agreement between the client and Bennett Benner Partners. The client agrees to engage Bennett Benner Partners subject to and in accordance with the terms of this Agreement and undertakes to carry out their duties in accordance therewith including payment of the fees and expenses as set out in Part 3 and Part 4 of the Agreement.

Bennett Benner Partners agrees to perform the services described in Part 1 and Part 2 of the Agreement and in accordance with the terms and conditions hereunder.

Michael J. Bennett AIA
Principal and Chief Executive Officer
Bennett Benner Partners

Mary-Margaret Lemons
President
Fort Worth Housing Solutions

- ☐ I prefer to receive invoices via US mail at the following address: _____
- ☐ I prefer to receive invoices via email at the following address: _____

4 | Additional Fees and Expenses

ADDITIONAL SERVICES

The items listed below are not included in the services covered under this proposal; however, we would be pleased to submit a proposal for these items as an additional service upon your request.

- Specialty consultants not listed above, such as civil or geotechnical consulting
- Design of specialty items such as water features, sculpture and other art pieces
- Wayfinding and graphics, except as required by governing authorities
- Quantity surveying, construction cost estimating or construction scheduling
- Three-dimensional renderings beyond those identified
- Professionally-built models or material mock-ups
- Drawings or reports for approvals by statutory agencies other than those mentioned herein
- Field survey or other documentation of as-built/existing conditions
- Out-of-phase revisions to previously approved work
- Revisions to the project description, scope of services or schedule
- Additional meetings or presentations beyond those identified above
- Permit agency appeals or variance hearings beyond initial presentation
- Revised drawing packages as required for owner financing
- Building information modeling (BIM)
- Extensive environmentally responsible design alternatives, such as unique systems design, in-depth material research, energy modeling or LEED certification
- Fast-track design services, or multiple construction document packages
- Design of curtain wall systems, cold-formed metal framing, structural supported floor slab, or storm shelter
- Energy modeling, MEP systems commissioning, or photometric lighting studies
- Production of lease outline drawing (LOD) documents
- Conformed construction documents, as-designed record documents or as-constructed record documents
- Additional construction contract administration time beyond the estimated construction schedule

ADDITIONAL SERVICES AND RATES FOR HOURLY SERVICES

Additional services shall be billed on an hourly basis, unless a fixed fee or other method of compensation is mutually agreed upon. Our current hourly rates are attached to this fee proposal. These rates apply for the current calendar year and are subject to revision on January 1 when they may be revised to reflect changes in staff salaries over the preceding year.

REIMBURSABLE EXPENSES

All out-of-pocket expenses incurred on behalf of a client for items such as travel, teleconferences, printing and graphics, postage and delivery, photography, scale models, fees paid to authorities having jurisdiction (including TAS plan review and site inspection fees) and outside consulting services will be billed at cost plus ten percent (10%). Reasonable backup will be available upon request but limited to items over \$150 each.

5 | Hourly Rate Schedule

CLASSIFICATION	HOURLY BILLING RATE
Principal	\$300.00
Senior Project Manager	\$180.00
Project Manager	\$170.00
Project Architect I	\$160.00
Project Architect II	\$140.00
Landscape Architect I	\$150.00
Landscape Intern	\$100.00
Project Coordinator I	\$125.00
Project Coordinator II	\$110.00
Interior Designer	\$150.00
Interior Designer I	\$130.00
Interior Designer II	\$110.00
Interior Design Intern	\$80.00
Construction Administrator	\$140.00
Technician I	\$120.00
Technician II	\$90.00
Sr. Administrative	\$120.00
Administrative	\$110.00
Planner	\$120.00
Urban Planner	\$150.00
Development Analyst / Planner	\$120.00
Planning Intern	\$100.00
IT Management	\$110.00

These rates apply for the current calendar year and are subject to revision on January 1, when they may be revised to reflect changes in staff salaries over the preceding year. Hourly rates for principals' attendance at public hearings and similar public presentations are 1.5 times the regular rates shown in the attachment. Hourly rates are all inclusive; employees' base salaries are marked up for employee benefits (vacation, holidays, sick leave, payroll taxes and employee insurances) then the overhead factor is applied. To this total the remaining profit percentage is added.

Effective January 2018

6 | Terms and Conditions

1 ARCHITECT'S RESPONSIBILITIES

- 1.1 Bennett Benner Partners shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances.
- 1.2 Bennett Benner Partners shall maintain insurance coverage for the duration of this Agreement. If any of the requirements exceed the types and limits Bennett Benner Partners normally maintains, the Client shall reimburse Bennett Benner Partners for any additional cost.

2 CLIENT'S RESPONSIBILITIES

- 2.1 The Client or his consultants shall furnish Bennett Benner Partners with complete information about the Project including, but not limited to, site plan, accurate drawings of existing and proposed buildings, programming information and budgets.
- 2.2 The Client shall furnish surveys to describe the physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site.
- 2.3 The Client shall furnish services of geotechnical engineers, which may include test borings, determinations of soil bearing values and percolation tests with written reports and appropriate recommendations.
- 2.4 Bennett Benner Partners' work will be based on information regarding existing conditions provided by the Client and his consultants, and shall be entitled to rely on the accuracy and completeness of this information.
- 2.5 The Client shall review promptly and thoroughly all documentation submitted for approval. Decisions and information to be provided by the Client shall be furnished in an expeditious manner in the interest of the timely progress of the design services.
- 2.6 The Client shall designate a Representative who shall have the authority to provide day to day decisions and to act on the Client's behalf.
- 2.7 The Project cost budgets, monitoring and construction scheduling shall be the Client's exclusive responsibility.
- 2.8 Obtaining necessary planning and building permits are not included in the scope of this proposal.

3 TERMINATION OR SUSPENSION

- 3.1 The Project shall be considered suspended if work stops for sixty (60) days or if Client suspends the performance of services by Bennett Benner Partners for convenience. Upon suspension the Architect shall cease work and incur no further fees and shall be compensated for all basic and additional services performed to the date of suspension based on the percentage of completion times the fee along with any reimbursable expenses incurred to the date of the notice of suspension. Upon resumption of services the fee for the remaining services shall then be equitably adjusted to reflect the actual impact of the suspension of the work.
- 3.2 If services are terminated for any reason, Bennett Benner Partners shall be compensated for all basic and additional services performed to the date of the notice of termination based on the percentage of completion to date along with any reimbursable expenses, as well as an amount equal to 10% of the total compensation for all services remaining under this Agreement as compensation for future lost profits.

4 NON-PAYMENT

- 4.1 Bennett Benner Partners shall have no obligation to work on the Project and render services if the Client fails to pay Architect's statements for services rendered within sixty (60) days from the date of such statements. In the event that more than sixty (60) days passes from Bennett Benner

Partners delivery of its statement and the Client has failed to pay the amount set forth therein, Bennett Benner Partners shall give written notice to the Client of its intent to stop work. Unless the Client makes arrangements acceptable to Bennett Benner Partners within ten (10) business days from its receipt of that notice to provide for payment of the delinquent fee, the Architect shall stop work and shall have no liability for any damages which result to the Client as a result of such work stoppage.

5 CHANGES OF SCOPE

- 5.1 If any change to the Project Description, Scope of Services or Schedule occurs, then Bennett Benner Partners shall perform services affected by these changes only after a mutual and final written agreement of any scope change and compensation for Additional Services.

6 CLAIMS AND DISPUTES

- 6.1 In an effort to resolve any conflicts that arise during the design and construction of the Project or following the completion of the Project, the Client and the Bennett Benner Partners agree that all disputes between them arising out of or relating to this Agreement or the Project shall be submitted to non-binding mediation.
- 6.2 The Client and Bennett Benner Partners further agree to include a similar mediation provision in all agreements with independent contractors and consultants retained for the Project and to require all independent contractors and consultants also to include a similar mediation provision in all agreements with their subcontractors, sub-consultants, suppliers and fabricators, thereby providing for mediation as the primary method for dispute resolution among the parties to all those agreements.
- 6.3 If a dispute arises from matters related to the services provided under this Agreement and that dispute requires litigation instead of mediation as provided above, then the prevailing party shall be entitled to recovery of all reasonable attorney's fees, costs, charges, and expenses expended or incurred.

7 COPYRIGHTS AND LICENSES

- 7.1 Drawings and Specifications for the Project are and shall remain the property of the Bennett Benner Partners who shall retain ownership of the drawings and the copyrights, whether the Project for which they are made is executed or not. They may not be used, sold, or transferred by the Client, nor may they be utilized on other projects or extensions to the Project, except by agreement in writing and with appropriate compensation to Bennett Benner Partners.
- 7.2 Bennett Benner Partners grants, subject to payment of all outstanding fees, to the Client a non-exclusive limited license to use and reproduce Drawings or Specifications for the Project for all purposes relating to the Project.

8 THIRD-PARTY BENEFICIARIES

- 8.1 Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or the Consultant. The Consultant's services under this Agreement are being performed solely for the Client's benefit, and no other party or entity shall have any claim against the Consultant because of this Agreement or the performance or nonperformance of services hereunder. The Client and Consultant agree to require a similar provision in all contracts with contractors, subcontractors, sub-consultants, vendors and other entities involved in this Project to carry out the intent of this provision.