



**AGENDA FOR THE BOARD OF COMMISSIONERS SPECIAL MEETING
THURSDAY, FEBRUARY 25, 2021 – 5:00 P.M.
VIA VIRTUAL CONFERENCE [ZOOM]**

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/87359983205>

Call-in Number is: 1-346-248-7799 Meeting ID: 87359983205

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

ANNUAL MEETING

- I. **Call to Order.**
- II. Election of a **Chairperson, Vice Chairperson** and **Secretary/Treasurer** to serve for the upcoming year.
- III. Adjourn.

REGULAR MEETING

- I. **Regular Session – Call to Order.**
- II. **Announcements:** Change of Date to Thursday, the 25th of March for the next Board Meeting
- III. **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, February 17, 2021 at this link: <https://www.fwhs.org/public-notice-meetings/>*

Please limit comments to three (3) minutes.

- IV. **Consent Agenda:** The Statutory Consent Agenda includes non-controversial and routine items for the Board to act on with a single vote. A Board member may ask for an item from the Consent Agenda to be moved to the Regular Agenda.
 - A. Approval of Minutes from the Regular Meeting on January 21, 2021. TAB 1
 - B. Correspondence, Articles and Briefs from various print and electronic sources. TAB 2
 - C. Monthly Status Reports – TAB 3-7
 - 1. Executive Department: President’s Report; Human Resources, Communications & Procurement
 - 2. Assisted Housing: Department Summary, Forecasting Tool
 - 3. Development & Asset Management: Department Summary, Portfolio Reports
 - 4. Finance & Administration: Department Summary, Budget & Grants Variance, HCV Key Performance, Investment Portfolio
 - 5. Housing Operations & Client Services: Department Summary, Homeownership, Family Self-Sufficiency, Special Programs

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

- A. Development Update
- B. Consider a resolution authorizing the refinance of Sedona Village Apartments through Sedona Public Facility Corporation. **[2021.03]** TAB 8
- C. Consider a resolution authorizing the refinance of Post Oak East through Fort Worth Affordability Inc. and Trinity River Public Facility Corporation. **[2021.04]** TAB 9
- D. Consider a resolution approving a 9% tax credit application for Hughes House. **[2021.05]** TAB 10
- E. Consider a resolution authorizing the President to enter into a Memorandum of Understanding for the Standard at Chisholm. **[2021.06]** TAB 11

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

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

- 1. Butler Disposition
- 2. Cavile Phase II

§551.071 Consultation with an attorney.

- 1. Preparation of Legal Statement

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

VIII. **Adjourn.**



MINUTES

BOARD OF COMMISSIONERS MEETING FORT WORTH HOUSING SOLUTIONS

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 Regular Meeting of the Board of Commissioners of Fort Worth Housing Solutions was held virtually at 5:00 p.m. on Thursday, the 21st Day of January, 2021. Roll call of the Commissioners was as follows:

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

ABSENT: None

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

I. REGULAR SESSION – CALL TO ORDER.

Terri Attaway, Board Chair, called the regular meeting to order at 5:02 p.m.

II. PUBLIC COMMENTS.

The moderator, Kristin Sullivan, reported that no one currently monitoring the meeting had a comment. Also no comment requests were received through the website.

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

- A. Consideration of the Minutes from the Regular Meeting December 8, 2020.**
- B. Communications and Correspondence.**
- C. Monthly Status Reports.**

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

IV. REGULAR AGENDA:

A. DEVELOPMENT UPDATE.

Mr. Dennison turned the presentation over to Ms. Barnette who reported that all the Butler residents have a relocation site. The Section 18 Disposition Application has been submitted to HUD for the 47 units of public housing at Sycamore Villas. Should hear back from HUD in 30-60 days. Due to the existing health and safety issues at the site, Ms. Barnette's staff has been relocating the affected residents. All PH residents should be out by the end of February. Mr. Dennison reported that Casa de Esperanza closed in the last month and a holiday event was held for the new residents on Christmas Eve. The new FWHS headquarters transaction closed and plans are that the Post Oak and Sedona re-finance will be completed in February. It is hoped that the sale of Fair Oaks will occur by the end of March.

This Texas Legislative Session will include discussion on the PFC business model as it relates to the TDHCA regulations. FWHS has been in ongoing discussions with other Housing Authorities in Texas about these regulations and their effect on the affordable housing business.

Mr. Dennison also told the Board that the Cavile demolition has started and he also had some pictures to show to the Board. The units will be first on the demolition schedule and the offices will be last. Once the Cavile offices are gone, there will be a need to relocate the Stop Six/Cavile CNI staff.

The Board viewed a brief presentation of sites in construction and ones that are in the pipeline to be constructed. Renderings of these sites will be brought to the Board at future meetings. It's planned that a Grand Opening Celebration for Patriot Pointe will be held in April or May. Mr. Dennison noted that although the portfolio will lose units at Butler and Cavile and the future sale of Fair Oaks and Fair Park; this will be made up as the communities in the pipeline are completed and come on-line. There should be at least 8,000 units available in the portfolio at the end of 2021.

Casa de Esperanza was quickly leased-up. Some rehab work still needs to be done, particularly on the bathrooms. Commissioner Scarth would like to see photos of the site. Commissioner Stinson would like a comparison chart that shows portfolio size from 2012 (beginning of the RAD initiative) to the present. There was some discussion of where the newer sites are located. Ideally there could be a tour once the pandemic has abated.

B. NTCOG BUTLER INFRASTRUCTURE REPORT

Staff has been working with the North Texas Council of Governments and other stakeholders to discuss future plans for the Butler site after the demolition is complete. Current plans are to rename some of the streets after older residents or other people connected with the site who have historical significance. A marketing strategy for the Butler site will be completed.

NTCOG has already put in funds for right-of-way acquisitions and new improvements to aid access to the site from I-35, Highway 287 and I-30. Would like to improve access to the Southside of town. The City will be issuing a RFQ for Engineering to look at a downtown connector. Another initiative regarding this site is the Butler Museum. The committee for the museum has grown to 18 stakeholders. There will be a workshop in April to brainstorm about the location of the museum and other details.

C. CONSIDER A RESOLUTION APPROVING EXECUTION OF A CONTRACT FOR THE REPLACEMENT OF TOILET FIXTURES AT AVENTINE APARTMENTS. [Agenda Item 2021.01, Resolution No. 3106]

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

Staff noted that this may seem an odd resolution to bring before the Board but it is because the amount of the contract exceeds the procurement limit of contracts that can be executed without Board approval. Other than the amount, which includes all of the toilets at Aventine, it is a routine purchase.

D. CONSIDER A RESOLUTION APPROVING THE EXECUTION OF A CONTRACT FOR DESIGN SERVICES AT THE FWHS HEADQUARTERS LOCATED AT 1407 TEXAS STREET. [Agenda Item 2021.02, Resolution No. 3107]

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

This resolution will cover a contract to design the interior of the new headquarters to meet the needs of the various FWHS departments.

Commissioner Scarth had to leave the meeting at this point to attend another appointment. There was still the required number of Commissioners for a quorum without him.

V. EXECUTIVE SESSION: CLOSED AS AUTHORIZED BY TEXAS OPEN MEETINGS ACT; WITH EXCEPTIONS TO REQUIREMENTS 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

The meeting was called into closed session at 6:01 p.m.

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

The meeting returned to Open Session at 6:30 p.m.

VII. ADJOURN.

The meeting was adjourned by the Chair at 6:30 p.m.

Terri Attaway, Chairperson

February 25, 2021
Date

Mary-Margaret Lemons, President & Board Secretary

February 25, 2021
Date



FWHS COMMUNICATIONS COVER SHEET

Board Meeting Date: February 25, 2021

Subject: TAB 2

COMMUNICATIONS –

TAB 2

Letters:

None this month.

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

- **From the Fort Worth Business Press**
 - **Front Page w/ Teaser at the bottom regarding Hughes House**
 - **Page 10 – Hughes House Article**
 - **Page 8 – Note on Michael Burley appointment as HUD Regional Secretary by Governor Gregg Abbott**

IN PRINT. IN POCKET. IN PERSON.

FORT WORTH BUSINESS PRESS

JANUARY 25-FEBRUARY 7, 2021

Vol. 33 No. 2

Surviving
— even
thriving —
as the
restaurant
industry
struggles

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FortWorthBusiness.com

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Fort Worth Housing Solutions
Fort Worth Housing Solutions
1201 E 13th St
Fort Worth, TX 76102-5764



HUGHES HOUSE

STOP SIX CHOICE NEIGHBORHOOD HONORS
LEGENDARY BASKETBALL COACH

Page 10



ELIZABETH MCCOY

NEW PRESIDENT
GREATER FORT WORTH
ASSOCIATION OF REALTORS

Page 12

WORTH NOTING

210-unit 'Hughes House' to be Named for Famed Dunbar High School Mentor

Fort Worth Housing Solutions will name the second mixed-income, multifamily development in the Stop Six Choice Neighborhood Initiative "Hughes House" in honor of Robert Hughes Sr., the winningest coach in the history of boys' high school basketball.

Hughes, a former Stop Six resident, led the boys' basketball program at Dunbar High School on Ramey Avenue from 1973 to 2005 and at the historic I.M. Terrell High School from 1958 to 1973, before the previously segregated campus closed.

"Fort Worth Housing Solutions is thrilled to be able to honor Coach Hughes and his positive impact on generations of student-athletes who grew up in Stop Six and their families," Housing Solutions President Mary-Margaret Lemons said. "The Stop Six Choice Neighborhood Initiative builds on the cohesiveness and rich history of this southeast Fort Worth community. Hughes House will be a lasting reminder of Coach Hughes' commitment to hard work and perseverance."

Over his 47-year career, Hughes accumulated a 1,333-265 record, five state championships and 35 district championships. He was inducted into the Naismith Memorial Basketball Hall of Fame in 2017. The 2019 documentary 5700 Ramey Ave.: The Story of Robert Hughes memorialized his story.

Robert "Bob" Hughes Jr., Dunbar's head basketball coach since 2005, said his family is ecstatic to learn that the next phase of Stop Six housing will honor his father's legacy.

In addition to Robert Jr., the senior Coach Hughes has two daughters: Carlye J. Hughes, the Episcopal Bishop of Newark and former rector at Fort Worth's Trinity Episcopal Church; and Robin L. Hughes, dean of the Southern Illinois University Edwardsville School of Education, Health and Human Behavior.

"My dad believed in a strong work ethic, pushing yourself to the limit and self-discipline – that's all he knew. And that's what I stress with my players," Hughes Jr. said. "When you think of Stop Six, you think of my dad. He really put Stop Six, and Fort Worth, on the map, and it's important to preserve that history."

Fort Worth City Councilwoman Gyna Bivens, whose district includes Stop Six, said that Hughes is arguably the most nationally-recognized figure to come from Stop Six.

"His leadership, dedication to his students and investment in their future is worthy of this recognition. We're indebted to his family and so pleased that his contributions will be etched into the bright future of our community," Bivens said in the news release.

Hughes House will be a 210-unit, mixed-use, mixed-income



The late Reby Cary, Robert Hughes Sr. and District 5 City Councilwoman Gyna Bivens./Courtesy

community at 4830 and 4908 E. Rosedale St. east and west of Amanda Avenue, and on a portion of the former Cavile Place public housing site.

Fort Worth Housing Solutions is seeking 9% low-income housing tax credits to help finance the development. The complex will include 166 units offered at reduced rents to qualified residents; 44 units would be available at market rates.

Hughes House is Phase II of the landmark Stop Six Choice Neighborhood effort that launched in 2020 when the U.S. Department of Housing and Urban Development awarded FWHS and the City of Fort Worth a \$35 million Choice Neighborhood Implementation Grant. Former Cavile Place residents who relocated as part of the redevelopment process have the right to return to the community as new FWHS properties come online.

The HUD grant will be spread across six phases of development and is expected to leverage \$345 million in investment for the neighborhood.

In all, Fort Worth Housing Solutions will develop more than 1,000 new units of mixed-income rental housing across the community. The City of Fort Worth plans additional infrastructure improvements, including a new community hub and aquatics center.

Visit Fort Worth to Honor Opal Lee

Visit Fort Worth, the tourism marketing organization for the nation's 13th largest city, will honor civil rights leader Opal Lee on Feb. 5 with its annual Hospitality Award for her efforts to make Fort Worth a more welcoming community.

Lee, 94, realized a longtime dream in 2020 and collected 1.5 million signatures on a petition to create a national holiday for Juneteenth, the day the Civil War-era Emancipation Proclamation was announced in Texas.

Visit Fort Worth was a leading sponsor of Opal's Walk celebrating Juneteenth 2020. Her efforts drew national attention from celebrities including Usher, Diddy and Lupita Nyong'o as well as media coverage from The New York Times and Associated Press.

"Opal Lee's positive message about freedom captured national attention this year. In honoring her, we want to emphasize that everyone is welcome in Fort Worth, Texas," Mark Nurdin, chairman of the Visit Fort Worth Board of Directors, said in the announcement.

"We have simply got to make people aware that none of us are free until we're all free, and we aren't free yet. As we address local inequality, we become a more welcoming city," Lee said.

Tickets are now on sale for the Feb. 5 breakfast at the Omni Fort Worth Hotel. The event has been re-imagined for social distancing and safety. Most tables will seat six people instead of the usual 10. For even more distancing, tables for two are available around the perimeter of the room.

The event will take less than 50% occupancy of the Omni ballroom. Masks will be required at all times except when dining. Hospitality staff stationed by entry doors will take the temperature of each attendee.

Previous honorees include DFW Airport, Mayor Betsy Price, Leon Bridges, the museums of the Cultural District and Holt Hickman, whose vision to renovate the Stockyards revived the district decades ago.

Visit Fort Worth will also highlight ways the local tourism industry is recovering and opportunities for ensuring long-term growth. Before COVID-19, the local visitor economy delivered a \$2.6 billion annual economic impact and supported more than 24,000 jobs.

Previous annual meetings have debuted new campaigns including "Things to Do" featuring Grady Spencer and the Work, the Fort Worth Stories video series, "Take Me Home" by local musician Lou CharLe\$ and short films inviting visitors to Discover Diverse Fort Worth.



Nathan Vasseur

REAL ESTATE

Nathan Vasseur, a Principal at **Vasseur Commercial Real Estate Inc.** has been named Chair of the Board of Directors of **Stage West**. Vasseur joined the Stage West Board in 2016. He replaces **Larry Anfin**, the previous chair of the board of directors.

ENGINEERING

Baird, Hampton & Brown, a multi-disciplinary engineering firm, recently announced 10 promotions to further the company's growth and expertise.

Craig Gregory, PE, Senior Electrical Engineer, has been promoted to vice president of Facilities Engineering in recognition of his efforts in strengthening the company's industrial partnerships with **Dannon**, **Gatorade**, **Lockheed Martin**, and **Pepsi**. During his 27 years at BHB, he has provided the design, supervision and project management for medium voltage distribution for overhead and underground systems and for building power, lighting, and control systems. Additionally, **Shonnah Driver**, Director of Marketing, has been promoted to Senior Associate. Starting at BHB in 2008 as a part-time intern, her role now consists of client development and follow-up, managing marketing activities, and enhancing community citizenship. Driver was the first woman and non-technical



Benson Varghese

professional named associate with the firm.

BHB also promoted Civil Engineer, **Skylar Wierzbicki**, PE to Project Manager. Along with her current role, she will now be tasked with the planning, delegation, execution, and success of projects from start to finish.

The following seven individuals were promoted to Associate of the firm: **Ali Buron**, PE, Mechanical Engineer; **Allen Grammer**, PE, Mechanical Engineer; **Joe LaCroix**, PE, Civil Engineer; **Saul Martinez**, PE, Mechanical Engineer; **Jeremy Snyder**, PE, Mechanical Engineer; **Chad Wallace**, PE, Civil Engineer; and **Thomas Wilson**, PE, Electrical Engineer.

GOVERNMENT

Gov. Greg Abbott has appointed **Celeste Caballero**, M.D. and **Mindi McLain** to the Texas Medical Board District Three Review Committee for terms set to expire on Jan. 15, 2022. Additionally, he appointed **Ogechika "Oge" Alozie**, M.D., **Taylor Gillig**, and **Gabrielle Rich**, D.O. for terms set to expire on Jan. 15, 2024 and appointed **Michael Burley** and **Sharmila Dissanaikie**, M.D. for terms set to expire on Jan. 15, 2026.

Gillig of Arlington is the CEO and Co-Founder of **The Cookery**. He is a United States Marine combat veteran and served as an Infantry Officer in Afghanistan. He is a member of the Greater Arlington Chamber



Michael Raeder

of Commerce, Professional Chapter of the Adam Smith Society, American Legion, and The Elks. Gillig received a bachelor of arts in history from the University of California-Santa Barbara and a master of business administration in finance and strategy from Southern Methodist University.

Burley of Southlake is currently the Regional Administrator for Region VI at the **U.S. Department of Housing and Urban Development**. Prior to his current appointment, he served in the White House as Deputy Assistant to the President and Deputy Director of the Office of Presidential Personnel. Burley received a bachelor of arts in political science from Clemson University.

HONORS/ RECOGNITIONS

Three members of the **James L. West Center for Dementia Care** were selected for recognition by **LeadingAge Texas** late in 2020 for excellence in post-acute care, mentorship and advancing public trust in the sector.

Cheryl Harding, president and CEO, was named recipient of the Dr. Herbert Shore Outstanding Mentor award; Medical Director **Dr. Janice Knebl**, interim chair and professor, Internal Medicine & Geriatrics, at the Health Science Center, was recognized for Excellence in Research;



Mike Brown

and Education; and **Cathy Neece Brown**, vice president of mission support, was named recipient of the Public Trust award.

LAW

Benson Varghese, managing partner of **Varghese Summersett**, is the new president of the **Tarrant County Criminal Defense Lawyers Association (TCCDLA)**. Varghese was elected Dec. 11 during the bar association's virtual monthly luncheon in Fort Worth and took office Jan. 1. He was among 12 criminal defense attorneys named to the 2021 TCCDLA Executive Board.

The organization's membership is overseen by officers and directors who are elected annually. The outgoing president, **Gary Smart**, officially passed the torch on New Year's Day to the new executive board: President, **Benson Varghese**; President Elect, **Harold Johnson**; 1st Vice President, **Emily LaChance**; Vice President, **Leigh Davis**; Treasurer, **William Biggs**; Secretary, **Miles Brissette**; Membership, **Monroe Solomon**; and Directors **Gary Smart**, **Rose Anna Salinas**, **Dewayne Huston**, **Elizabeth Cortright** and **Brad Shaw**.

Brackett & Ellis has announced the recent addition of **Michael Raeder**. Before joining Brackett & Ellis, Raeder was a senior trial attorney for Susan L. Florence & Associates in Dallas. His practice focuses



Kevin Wierenga

primarily on insurance defense litigation.

"We are thrilled to welcome Michael Rader to our firm and are confident that he will make a great addition to our litigation practice," Brackett & Ellis said.

NONPROFITS

The **YMCA of Metropolitan Fort Worth** has named **Mike Brown** as its new president and CEO, replacing **Tony Shuman** who served as president and CEO of the Fort Worth Y for almost 20 years before retiring last fall.

Brown comes to Fort Worth from the YMCA of Central New York where he served as president and CEO with an operating budget of \$24 million and more than 1,500 full-time staff.

OFFICE PRODUCTS

Vari, a workspace innovation company, adds another experienced industry leader, **Kevin Wierenga**, to its team of executives, the company said in a news release.

As senior vice president of sales, Wierenga will lead the company's overall sales strategy, which includes entering several new markets in the U.S.

OIL AND GAS

Valor Mineral Management LLC, a mineral asset



FWHS MONTHLY STATUS REPORTS COVER SHEET

Board Meeting Date: February 25, 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

January 1 – 31, 2021



ALL EVENTS OCCURRED VIRTUALLY UNLESS OTHERWISE NOTED

Federal, State, Regional & Local Government Meetings:

- Butler Museum Subcommittee of the Advisory Board
- DFW High Speed Transmission Public Meeting
- Fostering Youth to Independence – HUD DC
- Occupancy Technical Assistance – HUD Local
- PFC Model with other TX HAs

Other Meetings:

- Cavile Stop Six CNI Meetings
 - Grant Coordination w/ stakeholders
 - Housing Plan Committee (2)
 - People Plan Committee
 - Monthly Cavile Resident Meeting
 - SSCNI Infrastructure
 - Stormwater Only Mtg
 - Cohort Meeting
 - Check-in with HUD DC & Pre-meeting
 - Economic Development Meeting w/ COFW
- Staff Virtual Meetings
 - COVID Update w/ Human Resources
 - Executive Team
 - Development Update (2)
 - Security Director Interviews (2)
 - HR Discussion, VP Finance & Admin position
 - Discussion of RAD in 2021
 - Hughes House site plan
 - Tax Credit App for 2021 Mtg
 - 2021 Funding Outlook & Upcoming Grant/Funding Applications

Board Mtgs, /Events/Trainings or Continuing Education:

- COCC Board Discussion & Board of Directors Meeting
- Homeless Huddle w/ TCHC (2)
- Check-in w/ Ojala Development (2)
- CLPHA Update Call (2)
- Hillside Board Meeting
- PHADA Board of Trustees
- Intro mtg w/ Keith Davis, Developer
- Interview w/ Estrogen Express podcast
- Regular FWHS Board Meeting
- DFWI Board of Directors Meeting
- Mtg w/ Gans & Gans, Exec Search vendor
- Women's Policy Forum
- ULI Infrastructure Meeting
- AATC Lone Star Award Meeting

FORT WORTH HOUSING SOLUTIONS

HUMAN RESOURCES REPORT JANUARY 2021

New Hires	Hire Date	Position	Department
Kearra Owens	1/4/2021	Housing Clerk	Special Programs
Terminations	Term Date	Position	Department
Annie Nelson	1/4/2021	Housing Supervisor	Assisted Housing
Candiece Garcia	1/11/2021	Housing Counselor	Assisted Housing
Promotions, Reassignments & Transfers			
Name	From Position	To Position	Department
N/A			
FWHS EMPLOYEE COUNT: 94			

Communications Report February 2021

MARKETING AND PROMOTION

- Hosted virtual Stop Six CNI virtual neighborhood information sessions on the tax credit application for Hughes House on Jan. 15 and 16, 2021.
- Jan. 22, 2021 Client Newsletter sent to 5,929 addresses, 38 percent open rate. View the newsletter at <https://conta.cc/3p9FCNr>
- Support for Casa de Esperanza-Ojala video interview with Mayor Price, Mary-Margaret Lemons on Jan. 27, 2021. Video will be shared with FWHS for future promotions.
- Family Self-Sufficiency 2020 Virtual Graduation video published to <https://www.fwhs.org/family-self-sufficiency/>
- Support for Jan. 27, Feb. 18 FWHS virtual job fairs; online registration and how-to resume workshop video at <https://www.fwhs.org/employment-services/>

News releases

- "Fort Worth Housing Solutions Acquires New Downtown Headquarters, Jan. 25, 2021
- "Stop Six Choice Neighborhood Development to Honor Legendary Basketball Coach," Jan. 13, 2021



EXTERNAL MEDIA PLACEMENTS

- "'A Family Reunion Every Day': Former Residents Remember Cavile Place, A Fort Worth Landmark," KERA/90.1 FM, Feb. 4, 2021, <https://www.keranews.org/news/2021-02-04/a-family-reunion-every-day-former-residents-remember-cavile-place-a-fort-worth-landmark>
- "An Iconic Public Housing Development Comes Down In Fort Worth, Leaving Room For Change," KERA/90.1 FM, Feb. 3, 2021, <https://www.keranews.org/news/2021-02-04/a-family-reunion-every-day-former-residents-remember-cavile-place-a-fort-worth-landmark>
- "Coach Robert Hughes, Sr.: A legacy of winning in Fort Worth," WFAA/ABC 8, Feb. 1, 2021, <https://www.wfaa.com/article/news/local/coach-hughes-a-legacy-of-winning-in-fort-worth/287-cd355e88-0c02-4eec-8cc2-69fe14884aee?fbclid=IwAR2wBBMICPwa4ulz8gndaslVobYDadSZvkzSgT0GO8XVBvFifQcTQ2Prb6Y>
- "Fort Worth Housing Solutions is moving headquarters to Texas Street location," Fort Worth Business Press, Jan. 26, 2021, <https://fortworthbusiness.com/government/fort-worth-housing-solutions-downtown/>

- "Fort Worth Housing Solutions Buys Simpli.fi Building For New HQ," Fort Worth Inc. magazine, Jan. 25, 2021, https://fortworthinc.com/real-estate/fort-worth-housing-development-named-after-hall-of-fame-basket_1/?fbclid=IwAR3m1PatJRZkf2Qc6gq_D3FMDKXcZAlFGJSKHCzo4ZTdgAC4woo9k944Ypk
- "Longtime Fort Worth Dunbar Basketball Coach Honored in Stop Six Neighborhood," KXAS/NBC 5, Jan. 21, 2021, <https://www.nbcdfw.com/news/local/longtime-fort-worth-dunbar-basketball-coach-honored-in-stop-six-neighborhood/2532719/>
- "New development again moving forward in Fort Worth's Stop Six neighborhood," KDFW/Fox 4, Jan. 15, 2021, https://www.fox4news.com/video/890620?fbclid=IwAR3zQNsmrNv-ehkKF45B_0NzNoJxPcz_XbF2hGHixolL1UTNIwOmRProUYSg
- "210-unit 'Hughes House' to be Named for Famed Dunbar High School Mentor," Fort Worth Business Press, Jan. 13, 2021, <https://fortworthbusiness.com/government/fort-worth-housing-solutions-hughes-dunbar/>

SOCIAL MEDIA PERFORMANCE – Top Posts

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

Fort Worth Housing Solutions Facebook Page

- Fort Worth Mayor Betsy Price Visits Casa de Esperanza (Ojala video shoot), Jan. 29, 2021, 1,695 people reached, 164 engagements.
- FWHS Butler Place Video Featured in Denton Black Film Festival, Jan. 22, 2021, 1,256 people reached, engagements
- Fort Worth Business Press story on new FWHS Texas Street Headquarters, Jan. 26, 2021, 733 people reached, 138 engagements

Stop Six Choice Neighborhood Facebook Page

- Shout-out to Fox 4/Dionne Anglin for Stop Six CNI/Cavile Place update, Jan. 18. 2021, 782 people reached, 101 engagements
- WFAA-ABC 8 feature on Hughes House, Stop Six CNI Phase 2, Feb. 2, 2021, 480 people reached, 123 engagements
- Virtual Career Open House, Jan. 20, 2021, 228 people reached, 4 engagements



**FWHS Procurement Department Summary
January 2021**

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	2/8/2021
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	2/8/2021
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	2/8/2021
D & AM	Doug	Disposition of Appliances	Auction for gas stoves and refrigerators began 2/2/2021 and will end 2/23/2021. A/C units auction will start the week of 2/8/2021. The Procurement team is working with D&AM to auction dish washers.	N/A	2/8/2021
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	2/8/2021
D & AM	Brian	Toilet Replacement at Aventine Apartments	Bids received on 11/24/2020. Texas Plumbing Solutions, LLC is the apparent winner. Received BOC approval January 2021. Anticipated NTP 2/22/2021.	Jan	2/8/2021
D & AM	Brian	Stair Repairs at Aventine Apartments	Marathon Commercial Construction was awarded with the firm fixed price of \$12,995.41. NTP date is 2/16/2021.	N/A	2/8/2021
Legal	Heather	Professional Legal Services	Proposals were due 1/21/2021. Evaluations are due 2/11/2021.	March	2/8/2021
D & AM	Brian	Gate Controller Replacement at Wind River Apartments	Bid opening held on 2/4/2021. Apparent low bidder is Crystal Roofing. Procurement team is performing due diligence before contract is awarded.	N/A	2/8/2021
IT	Kurt	Disposition of IT Equipment and Computers	Procurement team is working with GovDeals to auction off old computers and equipment.	N/A	2/8/2021
D & AM	Brian	Hillside Painting	Procurement Team is working with D&AM on finalizing the scope and timeline. Estimated release date for IFB is the week of 2/15/2021.	Apr/May	2/8/2021
D & AM	Brian	Candletree Painting & Wood	Procurement Team is working with D&AM on finalizing the scope and timeline. Estimated release date for IFB is the week of 2/8/2021.	Apr/May	2/8/2021
D & AM	Brian	Overton Environmental	Awaiting cost confirmation from environmental firm.	N/A	2/8/2021
D & AM	Brian	Villas by the Park Roof	Procurement office received on Mon., 1/25/2021. Final procurement documents received 2/8/2021.	N/A	2/8/2021
D & AM	Brian	Beach Street Roof	Procurement office received on Mon., 1/25/2021. Final procurement documents received 2/4/2021.	N/A	2/8/2021
D & AM	Brian	Hillside Gutters & Downspouts	Procurement office received on Mon., 1/25/2021. Awaiting final procurement documents from D&AM.	N/A	2/8/2021

Assisted Housing Program Monthly Report

Month Ending: January 31, 2021

	HCV	%	Mainstream 1	%	Mainstream 2	%	*M-PBV-CDE	%	FUP	%	**CTPV	%
Allocated	5,104		100		280		80		56		298	
Leased	4,264	83.54%	97	97.00%	72	25.71%	72	90.00%	0	0%	261	87.58%
GENDER												
Male	625	15%	25	26%	28	39%	57	79%	0	0%	33	13%
Female	3,893	91%	72	74%	44	61%	15	21%	0	0%	230	88%
RACE												
Black	3,536	83%	67	69%	44	61%	34	47%	0	0%	227	87%
White	929	22%	30	31%	28	39%	37	51%	0	0%	34	13%
Asian	43	1.0%	0	0%	0	0%	1	2%	0	0%	1	0%
Nat American	10	0.2%	0	0%	0	0%	0	0%	0	0%	1	0%
ETHNICITY												
Hispanic	384	9%	6	6%	6	8%	5	7%	0	0%	27	10%
DISABLED												
Disabled Under 61	1,031	24%	63	65%	64	89%	70	97%	0	0%	48	18%
Disabled 61 Over	939	22%	34	35%	2	3%	0	0%	0	0%	28	11%
AGE												
18-35	1,029	24%	10	10%	13	18%	2	3%	0	0%	116	44%
36-61	2,342	55%	53	55%	57	79%	70	97%	0	0%	109	42%
Over 61	1,146	27%	34	35%	2	3%	0	0%	0	0%	38	15%
AVG INCOME	\$12,417		\$13,461		\$ 11,135		\$ 7,328		\$0		\$ 11,027	

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

Opened the Housing Choice Voucher Program Wait List for five days. 20,591 applications were received.

Completed remaining \$500 New Landlord bonuses. A total of 8 landlord bonuses were paid.

Processed additional Mainstream security deposits. A total of \$13,098 deposits paid.

Expanded HCVP virtual briefing platform to include the use of Zoom.

Processed PBV units at Casa de Esperanza, completign payments for 106 residents.

Activated PBV contract for Patriot Pointe.

Continued work with the Documents Management System, MyHousing, and Artificial Intelligence technology platforms.

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	107.3%	<i><--Inflation Included!</i>					PIC EOP % as of 12/31/2020 (317 EOPs): 6.47%	UML % of ACC (UMA)	86.3%	85.2%				
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%	97.1%				
Initial BA Funding (net offset)	\$45,100,686	\$47,694,364	\$48,839,246	Year 2 (2021) % 'Excess' Reserves Offset	40.0%	% leased in 30 days	18%			2021 Inflation		HAP Exp as % of Eligibility only	97.0%	101.9%				
Offset of HAP Reserves	\$0	\$0	\$0	Year 3 (2022) % 'Excess' Reserves Offset	0.0%	% leased in 30 to 60 days	40%			7.3%		End of Year Results						
Set Aside Funding	\$331,006			Administrative Fees		% leased in 60 to 90 days	38%					Projected 12/31 Total HAP Reserves	\$2,333,468	\$1,442,490				
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%)	5.1%	3.0%				
Total ABA Funding Provided	\$45,787,158	\$47,948,268	\$48,839,246	Year 2 (2021)	84.0%	% leased in 120 to 150 days	0%					"Excess" Reserves Subject To Offset	\$0	\$0				
PHA Income	\$29,848	\$0										End of Year 3 Results (2022)						
Total Cash-Supported Prior Year-End Reserves	\$950,724	\$2,333,468	\$1,442,490	HUD-Held Reconciliation Cash Sufficiency Check									\$2,751,710	5.6%	Projected Total HAP Reserves ===== Reserves % BA			
				HUD-established CYE HHR	\$67,833	HUD-established CYE HHR						Administrative Fees Analysis		See Detail	2020	2021		
Total Funding				HUD-estimated Net Excess Cash	\$882,891	\$886,150	PHA-Held Cash 12/31/2019 (VMS)					CARES Act Admin Fees - Round 1		<= 7,200 UMLs (No Proration)	> 7,200 UMLs (No Proration)	Admin Fees Earned (PY: \$3,650,150)	\$3,766,188	\$3,943,282
Total Funding Available	\$46,767,730	\$50,281,736	\$50,281,736	HUD-Reconciled	\$950,724	\$953,983	HUD-Reconciled (Cash Capped)					Lower of H17/117 (May Override)	\$733,744	\$81.33	\$75.91	Expense	\$3,638,362	\$3,956,340
				HUD-Reconciled Excess Cash v PHA RNP (12/31/2019)										Round 2	TX004 has a cost per UML of \$60.28 compared to its Earnings/UML & Size peer group of \$45.00 (a difference of 25.3%) and its state peer group (of all PHAs in the state) of \$56.22 (a difference of 6.7%).	Expense %	96.6%	100.3%
				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 \$15,649 (or 0.4% of CY 2020 Earned Admin Fees) and a 2021 CYE UNP of \$2,590 (or 0.1% 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	\$3,361,737					4,875	\$3,361,737	\$690		84.6%	88.1%	84.6%	88.1%
Feb-20	5,761	4,889	\$3,525,431					4,889	\$3,525,431	\$721		84.7%	90.3%	84.9%	92.4%
Mar-20	5,761	4,910	\$3,447,826					4,910	\$3,447,826	\$702		84.9%	90.3%	85.2%	90.4%
Apr-20	5,761	4,985	\$3,597,924					4,985	\$3,597,924	\$722		85.3%	91.3%	86.5%	94.3%
May-20	5,761	5,028	\$3,731,482					5,028	\$3,731,482	\$742		85.7%	92.6%	87.3%	97.8%
Jun-20	5,817	5,039	\$3,731,583					5,039	\$3,731,583	\$741		85.9%	93.5%	86.6%	97.8%
Jul-20	5,817	5,050	\$3,809,050					5,050	\$3,809,050	\$754		86.0%	94.4%	86.8%	99.8%
Aug-20	5,817	5,040	\$3,765,060					5,040	\$3,765,060	\$747		86.1%	94.9%	86.6%	98.7%
Sep-20	5,817	5,038	\$3,809,070					5,038	\$3,810,531	\$756		86.1%	95.5%	86.6%	99.9%
Oct-20	5,817	5,051	\$3,855,389					5,051	\$3,857,749	\$764		86.2%	96.0%	86.8%	101.1%
Nov-20	5,817	5,035	\$3,877,753					5,035	\$3,885,922	\$772		86.2%	96.6%	86.6%	101.8%
Dec-20	5,817	5,046	\$3,885,611					5,046	\$3,909,966	\$775		86.3%	97.0%	86.7%	102.5%
Total	69,524	59,986	\$44,397,917	0	0	0	0.0	59,986	\$44,434,262	\$741		86.3%	97.0%		
2021															
Jan-21	5,817	5,048	\$3,876,291	20				5,048	\$3,910,955	\$775		86.8%	97.9%	86.8%	97.9%
Feb-21	5,817	5,025	\$3,929,189	20				5,025	\$3,965,549	\$789		86.6%	98.6%	86.4%	99.2%
Mar-21	5,817			40	20	8	-36.6	5,017	\$3,994,290	\$796	\$796	86.5%	99.0%	86.2%	100.0%
Apr-21	5,817			40	20	16	-36.5	5,016	\$4,029,575	\$803	\$803	86.4%	99.5%	86.2%	100.8%
May-21	5,817			40		22	-36.5	5,002	\$4,053,958	\$811	\$811	86.3%	99.9%	86.0%	101.5%
Jun-21	5,817					27	-36.4	4,993	\$4,082,891	\$818	\$818	86.2%	100.3%	85.8%	102.2%
Jul-21	5,817					23	-36.3	4,979	\$4,108,374	\$825	\$825	86.1%	100.6%	85.6%	102.8%
Aug-21	5,817					12	-36.3	4,955	\$4,124,744	\$832	\$832	86.0%	101.0%	85.2%	103.2%
Sep-21	5,817					1	-36.1	4,920	\$4,132,290	\$840	\$840	85.9%	101.2%	84.6%	103.4%
Oct-21	5,817					0	-35.8	4,884	\$4,138,908	\$847	\$847	85.7%	101.5%	84.0%	103.6%
Nov-21	5,817					0	-35.6	4,848	\$4,145,537	\$855	\$855	85.5%	101.7%	83.3%	103.8%
Dec-21	5,817					0	-35.3	4,813	\$4,152,176	\$863	\$863	85.2%	101.9%	82.7%	103.9%
Total	69,804	10,073	\$7,805,480	160	40	109	-361.4	59,499	\$48,839,246	\$821		85.2%	101.9%		

Graphs

SPVs: Additional SPV leasing should focus on the 33 unleased VASH vouchers and the 69 unleased FUP vouchers. FINANCIAL: Beginning Year: Cash & Investments (VMS) of \$0 compares to RNP (VMS) of \$-527,951. Current: VMS Cash & Investments of \$0 compares to VMS RNP plus UNP of \$-527,951. 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.

Comments
(VMS
Comments in
Note)

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

For the Month Ending: January 31, 2021

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. The Centers for Disease Control and Prevention has extended the moratorium on evictions through March 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

Site	HAP Start Date	Notes
Stallion Ridge	04/01/2020	Closed 4/2019, pending delivery of first units

DEVELOPMENTS UNDER CONSTRUCTION

Property	Total Units	Notes
Patriot Pointe	220 Units	Closed 4/11/2019 with 12/1/2020 HAP 96% complete, March 2021 projected completion
Casa de Esperanza	119 Units	Substantially Complete, March 2021 final
Stallion Ridge	204 Units	85% complete, May 2021 projected completion
The Holston	265 Units	90% complete, April 2021 projected completion
The Huntley	296 Units	3% complete, August 2022 projected completion
River District	293 Units	95% complete, February 2021 projected completion

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

For the Month Ending: January 31, 2021

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 February 2021
Fair Oaks / Fair Park	FWAI	133	Potential sale in March / April 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

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, on hold

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

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

For the Month Ending: January 31, 2021

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. Abatement and demolition are underway with demolition completion expected on or about April 30, 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 to administer and implement the grant. Monthly meetings are held with the HUD CNI team and bi weekly with the MBS team.
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 also known as Hughes House. 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 January 31, 2021										
Property	PMC	Total Units	RAD	Tax Credit	PBV	HOME	Market	Vacant	Occupied	Occupancy %
Alton Park	Mayfair	195	15	142	28		9	6	189	96.9%
Aventine	Allied Orion	240	36	240				4	236	98.3%
Avondale	Mayfair	160	25	79	40		16	8	152	95.0%
Butler	FWHS	412								0.0%
Cambridge	Roscoe	330	33-PH	297				28	302	91.5%
Campus	Mayfair	224	15	175	22		12	10	214	95.5%
Candletree	Roscoe	216	44	172		11		4	212	98.1%
Carlyle	Roscoe	138		138				4	134	97.1%
Casa de Esperanza	Roscoe	119						0	0	0.0%
Cavile	FWHS	300								0.0%
Dixon @ Stonegate	Roscoe	58	58					1	57	98.3%
Fair Oaks	Roscoe	76	76					2	74	97.4%
Fair Park	Roscoe	48	48					5	43	89.6%
Harmon Sr	Capstone	11	11					0	11	100.0%
Henderson	Roscoe	194	19				96	20	174	89.7%
Bottle House	Roscoe	227		114			113	0	0	0.0%
Hillside	Roscoe	172		110			67	6	166	96.5%
Holston, The		264		133			131	0	0	0.0%
Hunter Plaza	Roscoe	164	25	60	30	14	49	11	153	93.3%
Huntley, The		250						0	0	0.0%
KOP	Roscoe	18		10		10	8	0	18	100.0%
Hometowne	Roscoe	198		198		10		4	194	98.0%
Overton	Roscoe	216	54	162				4	212	98.1%
Palladium	Omnium	150	15	92			58	0	147	98.0%
Patriot Pointe	Capstone	220	22		22	166	10	0	0	0.0%
Pav Samuels	Roscoe	36				4		1	35	97.2%
POE	Allied Orion	246		216				22	224	91.1%
Prince Hall	Monroe	76						2	74	97.4%
Res McAlister	MVAH	124	22	90			12	0	124	100.0%
The Standard River	Roscoe	293					146	0	0	0.0%
Sabine	Monroe	72						4	68	94.4%
Scattered Sites	FWHS	16						0	16	100.0%
Sedona	Wind River	172	11	161	15			2	170	98.8%
Siddons	Roscoe	152	12	140				6	146	96.1%
Silversage	MVAH	120	23	97				5	115	95.8%
Springs	Capstone	430						38	392	91.2%
Stallion Pointe	Capstone	264	15	188	25		25	15	249	94.3%
Stallion Ridge	Capstone	204	20	153	20		11	0	0	0.0%
Standard Boswell	Capstone	128	12	106			10	2	126	98.4%
Sycamore Ctr	Elmington	47						31	16	34.0%
Villas by the Park	Roscoe	172	27	172				14	158	91.9%
Villas of Eastwood	Roscoe	160	13	160				1	159	99.4%
Villas on the Hill	Roscoe	72		70	2	4		2	70	97.2%
Wind River	Roscoe	168	34	134		14		17	151	89.9%
Woodmont	NRP	252		252				12	240	95.2%
TOTALS		7804	652	4061	204	233	789	291	5221	96.2%

UNDER CONSTRUCTION
PH SITES

RENT COLLECTION AS OF JANUARY 31, 2021

PROPERTY	PMC	Monthly Rent Billed	Monthly Rent Collected	% COLLECTED
Alton Park	Mayfair	\$207,006	\$200,145	97%
Aventine	Allied Orion	\$225,120	\$201,564	90%
Avondale	Mayfair	\$145,631	\$119,469	82%
Cambridge	Roscoe	\$185,632	\$161,778	87%
Campus	Mayfair	\$233,546	\$172,529	74%
Candletree	Roscoe	\$143,691	\$127,941	89%
Carlyle Crossing	Roscoe	\$98,093	\$93,315	95%
Casa de Esperanza	Roscoe			
Dixon @ Stonegate	Roscoe	\$13,177	\$9,223	70%
Fair Oaks	Roscoe	\$49,341	\$45,511	92%
Fair Park	Roscoe	\$41,083	\$35,119	85%
Harmon	Capstone	\$126,673	\$99,898	79%
Henderson	Roscoe	\$226,942	\$203,790	90%
Hillside	Roscoe	\$163,189	\$157,629	97%
Bottle House	Roscoe	\$285,929	\$260,394	91%
Hometowne	Roscoe	\$161,309	\$156,058	97%
Hunter Plaza	Roscoe	\$127,348	\$120,901	95%
KOP	Roscoe	\$16,110	\$14,565	90%
Overton	Roscoe	\$167,587	\$162,298	97%
Palladium	Omnium	\$153,113	\$153,936	101%
Patriot Pointe	Capstone	\$56,912	\$54,452	96%
Pav at Samuels	Roscoe	\$30,028	\$25,887	86%
Post Oak East	Allied Orion	\$225,420	\$207,782	92%
Prince Hall	Monroe Group	\$23,354	\$24,519	105%
Res at McAlister	MVAH	\$85,562	\$83,582	98%
The Standard River District	Roscoe			
Sabine	Monroe Group	\$12,952	\$17,103	132%
Sedona	Wind River	\$135,119	\$124,369	92%
Siddons	Roscoe	\$118,403	\$112,601	95%
Silversage	MVAH	\$98,905	\$87,573	89%
Springs	Capstone	\$232,262	\$180,443	78%
Stallion Pointe	Capstone	\$123,900	\$106,340	86%
Stallion Ridge	Capstone			
Standard @ Boswell	Capstone	\$94,107	\$87,976	93%
Sycamore Center	Elmington	\$7,557	\$17,730	235%
Villa by the Park	Roscoe	\$142,735	\$135,803	95%
Villas of Eastwood Terr	Roscoe	\$119,331	\$116,448	98%
Villas on the Hill	Roscoe	\$113,143	\$70,759	63%
Wind River	Roscoe	\$102,257	\$77,335	76%
Woodmont	NRP	\$216,690.57	\$192,623	89%
TOTALS		\$4,709,158	\$4,219,386	90%

UNDER CONSTRUCTION

BUTLER, CAVILE, SCATTERED SITES NOT INCLUDED

PH UNITS

PORTFOLIO INSPECTIONS AS OF JANUARY 31, 2021

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	Roscoe	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	Roscoe			03/02/2020 - HOME	
Carlyle	Roscoe				
Casa de Esperanza	Roscoe				
Cawile	FWHS	2/27/2020			88c
Dixon @ Stonegate	Roscoe				
Fair Oaks	Roscoe				
Fair Park	Roscoe				
Harmon Sr	Capstone				
Henderson	Roscoe				
Bottle House	Roscoe				
Hillside	Roscoe		3/11/2020-UPCS		
Hunter Plaza	Roscoe		2/25/2020-UPCS	03/02/2020 - HOME	Pending Close-out
KOP	Roscoe			03/02/2020 - HOME	
Hometowne	Roscoe			03/02/2020 - HOME	
Overton	Roscoe				
Palladium	Omnium		3/27/2020 - Desk Review		Pending Results
Patriot Pointe	Capstone				
Pav Samuels	Roscoe			03/02/2020 - HOME	
POE	Allied Orion				
Prince Hall	Monroe				
Res McAlister	MVAH				
The Standard River	Roscoe				
Sabine	Monroe				
Scattered Sites	Quadco	2/5/2020			
Sedona	Wind River				
Siddons	Roscoe		3/10/2020-UPCS		Pending Corrections
Silversage	MVAH				
Springs	Capstone				
Stallion Pointe	Capstone				
Stallion Ridge	Capstone				
Standard Boswell	Capstone				
Sycamore Ctr	Elmington	2/13/2020			79c
Villas by the Park	Roscoe				
Villas of Eastwood	Roscoe				
Villas on the Hill	Roscoe			03/02/2020 - HOME	
Wind River	Roscoe		3/5/2020-UPCS		Pending Corrections
Wind River	Roscoe		4/15/2020-Desk Review		No Findings
Woodmont	NRP				

UNDER CONSTRUCTION
PH SITES

FORT WORTH HOUSING SOLUTIONS – FINANCE AND ADMINISTRATION

Month Ended: January 31, 2021

ACCOUNTING AND FINANCE:

- **2020 Year-End Close Out/Audit (FWHS)**
 - Worked on closing the general ledger for the year. This is a tedious and time consuming process. All accounts are analyzed and reconciled to the supporting documents. Started corresponding with the auditors regarding timing. Single audit is first on schedule.
- **2020 Year-End Close Out/Audit (Partnership Entities)**
 - Communication between the auditors and properties continued during the month. Drafts of tax returns and supporting documents started pouring in.
- **CARES Act Funds**
 - Accounting and monitoring of the funds continued during the month. The first quarterly report is due on April 10, 2021. We also continued to draw down funds for public housing properties to cover COVID related and regular operating expenses plus prorated fees for COCC.
- **Document Imaging/Laserfiche**
 - Started meeting with Global, Inc., contractor, to implement the document imaging process. Staff started to scan and organize the files that will be transferred to the file repository.
- **SAM – System for Award Management**
 - Continued to receive renewal notices for registered entities. Renewed the registrations that were about to expire.
- **Budgeting Process / Software**
 - Continued working on the implementation process of the new budget software. Weekly virtual meeting with the contractor, Questica, is scheduled for system set ups and trainings. Staff started to upload files for reporting purposes.

INFORMATION TECHNOLOGY:

- **IT Plan Implementation**
 - **“My Housing Portal”**
 - Waiting for ECS to fix their system error in order for FWHS to move forward with the recertification process. The waitlist module in the applicant portal was used to accept HCV applications when it opened up. Five thousand applicants were pulled from the 21,000 applications received. The new upgrade to the partner portal still needs to be installed.
 - **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. Special programs will possibly be next. IT and Procurement will work on having another contract modification.

FORT WORTH HOUSING SOLUTIONS – FINANCE AND ADMINISTRATION

Month Ended: January 31, 2021

- **EIV User Access**
 - IT certified the users in the system as required. Continued to assist the property management companies with RAD properties in accessing the EIV system. The constant turnover of staff in RAD properties also necessitates constant user update.
- **Visitor Management System**
 - The system was tested and one device was placed in the reception area, ready to be used. The other 2 will be placed in locations still to be determined.
- **Encryption Software**
 - IT has added this to its list of priority items. IT will get with Vintage to check on how this will be activated.
- **FWHS Desktops/Laptops**
 - New laptops have been configured and distribution to staff has started. Cameras and microphones were distributed to aid staff with virtual meetings/training sessions. All related gadgets that will further assist the employees are also being considered.
- **Telephone Masking**
 - The phone system has been upgraded. This is to allow the personal use of cell phones while teleworking to be masked allowing the phone numbers to be hidden from the general public.
- **Electronic Signature**
 - Working on getting a contract with Sign Now or other vendors 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 the remaining QuadCo related items

STAFF DEVELOPMENT/OTHERS:

- Barbara Holston Education Fund – Board and Planning Meetings
- Questica Budget Implementation Meeting
- Global Laserfiche Implementation Meeting
- CFO-How Finance Leaders Apply Advances in Technology to Further the Future of Financial Services Firm
- SWNAHRO Winter Meetings
- Meeting with the City of Fort Worth Auditors - SESA
- Evaluation Committee Meeting – RFP for Professional Legal Services
- Weekly Executive Staff WebEx/Phone Conference Meetings
- Weekly Webex Meetings with staff
- Funding Outlook Meeting

FORT WORTH HOUSING SOLUTIONS
CENTRAL OFFICE COST CENTER BUDGET VARIANCE SUMMARY
 January 1, 2021

	INCOME	2021 ORIGINAL BUDGET	YTD MONTH BUDGET	YTD MONTH ACTUAL	YTD MONTH VARIANCE		2021 BUDGET VARIANCE EXPLANATIONS
					FAV/(UNFAV) \$	FAV/(UNFAV) %	
1	Management Fees	1,458,526	121,544	107,230	(14,314)	-11.78%	CFP Grant Admin Fee for '18, '19, & '20 CFP
2	Fund Transfer From (To) Other Sources	7,225,793	602,149	-	(602,149)	-100.00%	Distribution to Cover COCC, Assisted Housing & Special Program 2020 current Deficit
3	Interest Earned	27,712	2,309	-	(2,309)	-100.00%	Texpool Interest.
4	Other Income	113,108	9,110	15,084	5,975	65.59%	Subsidy Holdback, 10% of actual is held back. HR Fees
5	2020 Cares Act Fees	48,239	4,020	-	(4,020)	100.00%	
6	Rental of Office Space	40,500	3,375	3,375	-	0.00%	TCHC rent.
7	TOTAL INCOME	8,913,878	742,507	125,689	(616,818)	-83.07%	
8	EXPENSES						
9	Administrative Expense	4,711,009	392,585	166,221	226,365	57.66%	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	101,713	8,476	18,464	(9,988)	-117.84%	
12	Maintenance	186,567	15,547	9,828	5,719	36.79%	
13	Protective Services	44,918	3,743	3,739	4	0.12%	
14	General Expense	1,115,951	92,996	36,448	56,548	60.81%	
15	Total Operating Expenses	6,160,157	513,348	234,700	278,647.92	54.28%	
16	Nonoperating Expenses	1,815,040	151,253	25,144	126,110	83.38%	Various IT Plan Equipment Additions and replacement not yet incurred.
17	TOTAL EXPENSES	7,975,199	664,601	259,844	404,758	60.90%	
18	NET INCOME	938,679	77,909	(134,156)	(212,066)	-272.20%	
19	Fund Transfer From/(To) Other Sources	(938,679)	(77,909)	67,471	145,379	186.60%	Transfer to cover Assisted Housing and Special Program deficit
20	NET	(0)	0	(67,471)	(66,685)		

FORT WORTH HOUSING SOLUTIONS
2021 ASSISTED HOUSING BUDGET SUMMARY
HOUSING CHOICE VOUCHER, MAINSTREAM PROGRAMS AND CARES Act SUPPLEMENTAL FUNDS
January 1, 2021

INCOME	2021	YTD	YTD	YTD		2021 ORIGINAL BUDGET VARIANCE EXPLANATIONS
	ORIGINAL BUDGET	MONTH BUDGET	MONTH ACTUAL	MONTH VARIANCE		
				FAV/(UNFAV) \$	V/(UNFAV) %	
Admin Fees Earned - HCV	3,200,597	266,716	280,032	13,316	4.99%	80% proration factor for HCV
Admin Fees Earned - Mainstream	162,813	13,568	6,290	(7,278)	-53.64%	80% proration factor for Mainstream
2020 CARES Act Admin. Fees - Mainstream	-	-	-	-	0.00%	
2020 CARES Act Admin. Fees - HCV	211,546	17,629	33,622	15,993	0.00%	
HAP Revenue	43,857,278	3,654,773	3,788,247	133,474	3.65%	
Other Income	57,783	4,815	982	(3,833)	-79.61%	
TOTAL INCOME	47,490,017	3,957,501	4,109,173	151,671	3.83%	
EXPENSES	2020	YTD	YTD	YTD		2021 ORIGINAL BUDGET VARIANCE EXPLANATIONS
	REVISED BUDGET	MONTH BUDGET	MONTH ACTUAL	MONTH VARIANCE		
				FAV/(UNFAV) \$	V/(UNFAV) %	
Administrative Expenses	3,523,023	293,584	223,855	69,729	23.75%	20% Management and \$7.50 per unit leased for Bookkeeping Fees as part of the admin expenses
COVID-19 Expenses	-	-	-	-	0.00%	YTD COVID-19 Expenses
Maintenance Expenses	61,351	5,113	4,123	989	19.35%	
Protective Services	642	54	-	54	100.00%	
General Expenses	701,270	58,439	25,477	32,962	56.40%	
HAP Expense	43,857,278	3,654,773	3,788,247	(133,474)	-3.65%	
Total Operating Expenses	48,143,564	4,011,963	4,041,702	(29,740)	-0.74%	
Nonoperating Expenses	12,000	998	-	998	100.00%	
TOTAL EXPENSES	48,155,564	4,012,961	4,041,702	(28,742)	-0.72%	All expenses are within range due to first month of the yr. report
NET INCOME (LOSS)	(665,547)	(55,459)	67,471	122,930	221.66%	
Fund Transfer From/(To) Other Sources	665,547	-	-	-		
NET	-	(55,459)	67,471	122,930		

**FORT WORTH HOUSING SOLUTIONS
2021 PROGRAMS BUDGET SUMMARY
VASH AND MOD REHAB (SRO) PROGRAMS
January 1, 2021**

INCOME	2021	YTD MONTH BUDGET	YTD MONTH ACTUAL	YTD MONTH VARIANCE		2021 ORIGINAL BUDGET VARIANCE EXPLANATIONS
	ORIGINAL BUDGET			FAV/(UNFAV) \$	FAV/(UNFAV) %	
Admin Fees Earned	293,370	24,448	30,105	5,658	23.14%	Administrative Fees based on column A Rate @ \$81.33 for Mod-Rehab and 80% proration factor for VASH
Total Admin Fees Earned	293,370	24,448	30,105	5,658	23.14%	
HAP Revenue	2,641,755	220,146	219,074	(1,072)	-0.49%	
Other Income	-	-	-	-	0.00%	
TOTAL INCOME	2,935,125	244,594	249,179	4,585	1.87%	

EXPENSES	2021	YTD MONTH BUDGET	YTD MONTH ACTUAL	YTD MONTH VARIANCE		2021 ORIGINAL BUDGET VARIANCE EXPLANATIONS
	ORIGINAL BUDGET			FAV/(UNFAV) \$	FAV/(UNFAV) %	
Administrative Expenses	225,506	18,792	13,498	5,294	28.17%	20% Management and \$7.50 per unit leased for Bookkeeping Fees as part of the admin expenses
Tenant Services	-	-	-	-	0.00%	
Utilities	-	-	-	-	0.00%	
Maintenance Expenses	15,511	1,293	25	1,268	98.07%	
Protective Services	-	-	-	-	0.00%	
General Expenses	45,882	3,824	-	1,940	50.75%	
HAP Expense	2,641,755	220,146	219,074	1,072	0.49%	
Total Operating Expenses	2,928,654	244,055	232,597	9,575	3.92%	
Nonoperating Expenses	-	-	-	-	0.00%	
TOTAL EXPENSES	2,928,654	244,055	232,597	9,575	3.92%	All expenses are within range due to first month of the yr. report

NET INCOME	6,472	539	16,582	16,043	2975.05%	
Fund Transfer From COCC	-	-	-	-		
NET	6,472	539	16,582	16,043		

**FORT WORTH HOUSING SOLUTIONS
OTHER FUNDS - BUDGET VARIANCE SUMMARY
January 31, 2021**

INCOME	2021 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	-	0	-	-	0.00%	
Oil & Gas Lease	21,214	21,214	-	(21,214)	-100.00%	
Interest Earned	332,918	331,226	13,267	(317,960)	-95.99%	
Other Income	32,450	32,450	-	(32,450)	-100.00%	
Dwelling Rent	-	0	-	-	0.00%	
Gain/Loss	-	0	-	-	100.00%	
Developer Fee	282,830	282,831	-	(282,831)	-100.00%	
Developer Fee Transfer	(87,498)	(87,499)	-	87,499	100.00%	
TOTAL INCOME	581,916	580,222	13,267	(566,956)	-97.71%	

EXPENSES	2020 Original Budget	YTD MONTH BUDGET	YTD MONTH ACTUAL	YTD MONTH VARIANCE		2020 BUDGET VARIANCE EXPLANATIONS
				FAV/(UNFAV) \$	FAV/(UNFAV) %	
Administrative Expense	170,660	170,638	6,110	164,528	96.42%	
Tenant Services	-	0	-	-	0.00%	
Utilities	159	159	67	92	57.87%	
Maintenance	51,579	51,579	-	51,579	100.00%	
Protective Services	-	0	-	-	0.00%	
General Expense	(117)	(117)	-	(116)	-99.15%	
Total Operating Expenses	222,281	222,259	6,177	216,082	97.22%	
Nonoperating Expenses	-	0	-	-	0.00%	
TOTAL EXPENSES	222,285	222,259	6,177	216,082	97.22%	

NET INCOME	359,631	357,965	7,090	(783,037)	-218.75%	
Fund Transfer From/(To) Other Sources	-	(494,467)	19	494,486	0.00%	
NET	359,631	(136,502)	7,109	(288,552)		

**FORT WORTH HOUSING SOLUTIONS
CONTINUUM OF CARE GRANTS -JANUARY 2021
PREPARED: 02/06/2021**

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	67.9%	6/30/2021	4	67.9%	77.0%	14.0%	0.0%	9.0%
CoC 2	1,223,915	9/30/2021	30.6%	10/31/2021	8	30.6%	78.0%	14.0%	0.0%	8.0%
CoC 6	185,219	3/31/2021	62.6%	4/30/2021	2	62.6%	79.0%	14.0%	0.0%	7.0%
CoC 8	180,067	1/31/2021	71.9%	2/28/2021	0	71.9%	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	1,069,765	853,499	111,630	0	104,636
Balance	506,481	367,023	103,756	0	35,702
CoC 2					
Authorized	1,223,915	955,230	168,570	0	100,115
Disbursed	374,194	268,939	59,710	0	45,545
Balance	849,721	686,291	108,860	0	54,570
CoC 6					
Authorized	185,219	147,135	25,965	0	12,119
Disbursed	115,925	90,188	13,845	0	11,892
Balance	69,294	56947	12120	0	227
CoC 8					
Authorized	180,067	113,353	20,003	32,518	14,193
Disbursed	129,478	72,366	20,003	22,915	14,193
Balance	50,589	40,987	0	9,603	(0)

**FORT WORTH HOUSING SOLUTIONS
HCC / HHSP / DH / ESG GRANTS - JANUARY 2021
PREPARED: 02/06/2021**

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	28.3%	9/30/2020	7	22.4%	87.2%	12.8%
HHSP	430,631	8/31/2021	43.6%	9/30/2020	7	36.5%	95.0%	5.0%
DH	250,000	9/30/2021	63.2%	10/31/2020	8	40.4%	84.2%	15.8%
ESG	1,809,477	3/31/2022	2.3%	4/30/2022	14	0.0%	84.2%	15.8%
Total	3,190,108							

38723.57

Grant Activity and Balances			
GL CODE		4715	4110-4540
Description	Totals	Rental Assistance	Administrative
HCC			
Authorized	700,000	610,842	89,158
Reimbursed	156,538	135,728	20,810
Balance	543,462	475,115	68,348
HHSP			
Authorized	430,631	409,099	21,532
Reimbursed	157,037	147,074	9,963
Balance	273,594	262,025	11,569
DH			
Authorized	250,000	210,676	39,324
Reimbursed	101,099	87,285	13,814
Balance	148,901	123,391	25,510
ESG			
Authorized	1,809,477	1,433,187	376,291
Reimbursed	0	0	0
Balance	1,809,477	1,433,187	376,291

HCC - Healthy Community Collaborative

HHSP - Homeless Housing & Services Program

DH - Directions Home

ESG - Emergency Solutions Grant Program

**FORT WORTH HOUSING SOLUTIONS
ROSS GRANTS - JANUARY 2021
PREPARED: 02/06/2021**

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	93.6%	5/14/2021	3	93.6%	86.8%	0.8%	12.4%
2021 ROSS FSS *	360,000	12/31/2021	3.9%	1/31/2022	11	3.9%	100.0%	0.0%	0.0%
Total	602,000								

Grant Activity and Balances				
BLI Account		1168	1268	1868
GL CODE		1410	1410	1410
Description	Totals	Project Coordinator	Training Costs	Administrative Costs
2018 ROSS				
Authorized	242,000	210,000	2,000	30,000
Disbursed	226,399	210,000	2,000	14,399
Balance	15,601	0.00	0.00	15,601
2021 ROSS FSS				
Authorized	360,000	360,000	0	0
Disbursed	14,037	14,037	0	0
Balance	345,963	345,963	0	0

FORT WORTH HOUSING SOLUTIONS
 CAPITAL FUND PROGRAMS - JANUARY 2021
 PREPARED: 02/06/2021

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	3	100.0%	4/12/2023	27	55.0%	10.0%	90.0%
2017 CFP	1,185,285	8/15/2020	0	100.0%	8/15/2022	19	14.6%	38.0%	62.0%
2018 CFP	1,979,629	5/28/2021	4	41.8%	5/28/2023	28	100.0%	34.0%	66.0%
2019 CFP	1,699,358	4/15/2022	15	53.2%	4/15/2024	39	44.0%	46.0%	54.0%
2020 CFP	1,477,141	3/25/2023	26	39.8%	3/25/2025	50	39.8%	40.0%	60.0%
Total	7,491,973								

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	633,203	0	0	115,056	0	0	0	0	0	0	0	187,630	0	40,411	0	0	290,105
Balance	517,357	0	0	0	0	0	0	0	0	0	0	0	0	363,135	0	72,245	81,977
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	172,783	0	0	118,528	0	0	0	0	0	0	0	40,097	0	0	0		14,158
Balance	1,012,502	0	0	0	0	0	0	0	0	0	0	694,243	0	8,453	0		309,806
2018 CFP																	
Authorized	1,979,629	494,906	0	296,944	0	0	0	0	0	0	0	1,187,779	0	0	0	0	0
Disbursed	1,979,629	494,906	0	296,944	0	0	0	0	0	0	0	1,187,779	0	0	0	0	0
Balance	0	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	747,673	424,838	0	254,903	0	0	0	0	0	0	0	5,010	0	0	0	62,922	0
Balance	951,685	0	0	0	0	0	0	0	0	0	0	906,067	0	0	0	45,618	0
2020 CFP																	
Authorized	1,477,141	369,300	0	221,571	0	0	0	0	0	0	0	886,270	0	0	0	0	0
Disbursed	587,582	367,238	0	220,344	0	0	0	0	0	0	0	0	0	0	0	0	0
Balance	889,559	2,062	0	1,227	0	0	0	0	0	0	0	886,270	0	0	0	0	0

Fort Worth Housing Solutions
Housing Choice Voucher Program
Key Performance Indicators - January 1, 2021 to December 31, 2021

Calendar Year - 2021	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
HCV Administrative Account:													
Unrestricted Net Position	(136,553)	(58,739)	(58,739)	(58,739)	(58,739)	(58,739)	(58,739)	(58,739)	(58,739)	(58,739)	(58,739)	(58,739)	(136,553)
Other Income													-
Operating Expenses	(227,187)												(227,187)
Monthly Operating Income	304,551												304,551
Fraud Recovery	451												451
Transfers						-	-	-	-				-
Year to Date Net Operating Income (Deficit)	(58,739)	(58,739)	(58,739)	(58,739)	(58,739)	(58,739)	(58,739)	(58,739)	(58,739)	(58,739)	(58,739)	(58,739)	(58,739)
Calendar Year - 2021	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
HCV HAP Account:													
Restricted Net Position	92,975	71,825	71,825	71,825	71,825	71,825	71,825	71,825	71,825	71,825	71,825	71,825	92,975
ABA at Beginning of Month	3,854,690												3,854,690
Program Reserves @ Beginning of Month													-
PHA Income	451												451
Total HAP Funds Available at Beginning of Month													-
Monthly HAP Payments	(3,876,291)												(3,876,291)
Transfers													
HAP Funds Remaining at End of Month (Deficit)	71,825	71,825	71,825	71,825	71,825	71,825	71,825	71,825	71,825	71,825	71,825	71,825	71,825
Targets and Statistics	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
HAP													
Monthly - Average HAP Expenses	4,189,923	4,189,923	4,189,923	4,189,923	4,189,923	4,189,923	4,189,923	4,189,923	4,189,923	4,189,923	4,189,923	4,189,923	50,279,070
Calendar Year to Date - Target HAP Payments	3,910,955	3,965,549	3,994,290	4,029,575	4,053,958	4,082,891	4,108,374	4,124,744	4,132,290	4,138,908	4,145,537	4,152,176	48,839,247
Calendar Year to Date Variance - Actual to Target	278,968	224,374	195,633	160,348	135,965	107,032	81,549	65,179	57,633	51,015	44,386	37,747	1,439,823
Accumulative % of HAP Expenses	107%	106%	105%	104%	103%	103%	102%	102%	101%	101%	101%	101%	103%
Leasing													
Year to Date - Target Vouchers Leased	5,817	5,817	5,817	5,817	5,817	5,817	5,817	5,817	5,817	5,817	5,817	5,817	69,804
Calendar Year to Date - Vouchers Leased	5,048	5,025	5,017	5,016	5,002	4,993	4,979	4,955	4,920	4,884	4,848	4,813	59,500
Calendar Year to Date Variance - Actual to Target	(769)	(792)	(800)	(801)	(815)	(824)	(838)	(862)	(897)	(933)	(969)	(1,004)	(7,398)
Accumulative % of Vouchers Leased	87%	86%	86%	86%	86%	86%	86%	85%	85%	84%	83%	83%	85%

**FORT WORTH HOUSING AUTHORITY
INVESTMENT PORTFOLIO
PERIOD ENDED JANUARY 31, 2021**

FUND NO.	FUND NAME	TYPE	BOOK VALUE ENDING	MARKET VALUE ENDING	INTEREST RATE OR YIELD	PURCHASED FROM	MATURITY DATE
100	COCC	INVESTMENT POOL	3,619,014.94	3,619,014.94	0.0909%	TEXPOOL	N/A
102, 103	FSS ESCROW	INVESTMENT POOL	15,443.92	15,443.92	0.0909%	TEXPOOL	N/A
300	FSS ESCROW	INVESTMENT POOL	439,861.58	439,861.58	0.0909%	TEXPOOL	N/A
600	HSG DEV CORP	INVESTMENT POOL	502,540.21	502,540.21	0.0909%	TEXPOOL	N/A
330	P'TREE REFINANCE	INVESTMENT POOL	48,915.08	48,915.08	0.0909%	TEXPOOL	N/A
706	TRINITY RIVER PFC	INVESTMENT POOL	2,427,276.96	2,427,276.96	0.0909%	TEXPOOL	N/A
200	DISCRETIONARY	INVESTMENT POOL	1,022,981.54	1,022,981.54	0.0909%	TEXPOOL	N/A
710	GATEWAY PFC	INVESTMENT POOL	18,170,421.98	18,170,421.98	0.0909%	TEXPOOL	N/A
202	OIL & GAS LEASE	INVESTMENT POOL	1,049,952.09	1,049,952.09	0.0909%	TEXPOOL	N/A
203	PH HSE SALE PROC	INVESTMENT POOL	3,503,607.82	3,503,607.82	0.0909%	TEXPOOL	N/A
718	FW AFFORD. INC	INVESTMENT POOL	3,728,333.58	3,728,333.58	0.0909%	TEXPOOL	N/A
722	SPRING GLEN APTS	INVESTMENT POOL	989,733.28	989,733.28	0.0909%	TEXPOOL	N/A
721	SPRING HILL APTS	INVESTMENT POOL	2,205,572.74	2,205,572.74	0.0909%	TEXPOOL	N/A
740	BHEF	INVESTMENT POOL	11,744.11	11,744.11	0.0909%	TEXPOOL	N/A
101	OTHER AMPS	INVESTMENT POOL	2,139,653.70	2,139,653.70	0.0909%	TEXPOOL	N/A
102	BUTLER PLACE	INVESTMENT POOL	3,597,127.74	3,597,127.74	0.0909%	TEXPOOL	N/A
602	WIND TERRACE INC	INVESTMENT POOL	316,681.72	316,681.72	0.0909%	TEXPOOL	N/A
103	J.A. CAVILE PLACE	INVESTMENT POOL	1,412,894.88	1,412,894.88	0.0909%	TEXPOOL	N/A
116	SCATTERED SITES	INVESTMENT POOL	759,175.63	759,175.63	0.0909%	TEXPOOL	N/A
701	OTHER FUNDS	INVESTMENT POOL	194,088.20	194,088.20	0.0909%	TEXPOOL	N/A
601	GENERAL PARTNERS LLC	INVESTMENT POOL	552,029.10	552,029.10	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	249,352.97	249,352.97	0.1200%	COMERICA BANK	N/A
TOTAL			47,160,767.25	47,160,767.25			

/s/ Riza Nolasco
Vice President-Finance & Administration

/s/ Ara McVay
Accountant



HOUSING OPERATIONS AND CLIENT SERVICES BOARD REPORT

Month Ending January 2021

Housing Choice Voucher Homeownership Statistics Report – December 2020									
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 January 2021

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	



HOUSING OPERATIONS AND CLIENT SERVICES BOARD REPORT

Month Ending January 2021

CoC PROGRAM MONTHLY REPORT

Month: February 1, 2021

	SPC 1	%	SPC 2	%	SPC 6	%	Change	%	VASH	%	HHSP	%
Allocated	164		123		19		12		362		42	
Leased	153	93%	110	89%	14	74%	9	75%	325	90%	41	98%
GENDER												
Male	65		45		9		3		278		27	
Female	88		65		5		6		47		14	
RACE												
Black	80		62		6		2		179		17	
White	72		48		8		7		142		24	
Asian	0		0		0		0		1		0	
Nat American	1		0		0		0		1		0	
Hawaiian	0		0		0		0		1		0	
ETHNICITY												
Hispanic	9		3		2		0		26		5	
DISABLED												
Disabled 61 Over	55		33		5		1		94		13	
Disabled Under 62	97		77		7		6		94		27	
AGE												
18-35	7		1		1		1		16		2	
36-61	91		76		7		7		161		26	
Over 61	55		33		6		1		148		13	
AVG INCOME	10,206		10,826		7,962		9,136		13,509		10,159	

	HCC	%	DH	%	SRO 307	%	SRO 308	%	SRO 309	%
Allocated	85		24		32		18		20	
Leased	30	35%	24	100%	22	69%	18	100%	18	90%
GENDER										
Male	9		9		16		18		15	
Female	21		15		6		0		3	
RACE										
Black	23		12		15		6		12	
White	6		12		7		10		6	
Asian	0		0		0		1		0	
Nat American	1		0		0		1		0	
ETHNICITY										
Hispanic	1		2		0		2		1	
DISABLED										
Disabled 61 Over	1		5		4		1		2	
Disabled Under 62	29		18		8		2		6	
AGE										
18-35	10		1		3		3		6	
36-61	19		18		14		11		10	
Over 61	1		5		5		4		2	
AVG INCOME	10,667		7,994		9,174		5,602		4,362	

ONGOING ACTIVITIES: Monitor CoC funding and Lease-Up Rate

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



**Special Programs Monthly Unit Allocation Utilization
for the month of February 2021**

Program	Allocated Units	Leased Units
Directions Home	66	65
COC-Shelter Plus	318	286
SRO	70	58
VASH	362	325
HCC	85	30



HOUSING OPERATIONS AND CLIENT SERVICES BOARD REPORT

Month Ending January 2021

Conventional Low Income Public Housing		%
Public Housing Units (Scattered Sites)	537	
Leased	16	.03%
Male		
Male	4	25%
Female		
Female	12	75%
RACE		
Black	15	94%
White	1	.1%
Asian	0	0%
Native American	0	0%
ETHNICITY		
Hispanic	0	0%
DISABLED		
Disabled 61 Over	3	19%
Disabled Under 62	6	38%
AGE		
18-35	4	25%
36-61	9	56%
Over 61	3	19%
AVG INCOME	\$12,905.50	



HOUSING OPERATIONS AND CLIENT SERVICES BOARD REPORT

Month Ending January 2021

Affordable Housing (Public Housing) (Sycamore Center Villas)		%
Public Housing Units	47	
Leased	5	11%
GENDER		
Male	0	0%
Female	5	11%
RACE		
Black	5	11%
White	0	0%
Asian	0	0%
Nat American	0	0%
Hawaiian	0	0%
ETHNICITY		
Hispanic	0	0%
DISABLED		
Disabled 61 Over	0	0%
Disabled Under 62	0	0%
AGE		
18-35	5	11%
36-61	0	0%
Over 61	0	0%
AVG INCOME	\$111,742	

Low-Income Public Housing Report – Month ending January 2021

Low-Income Public Housing- Butler (412 units)	
	January
Waiting List	(waitlist closed)
Vacancy Rate	100%
Rent Collections	0%
*Unit Turnaround Time Days	0 days
Avg. Non-Emergency Work Order Days	0
#of Non-Emergency Work orders	0
Avg. Emergency Work Order Days	0
# of Emergency Work Orders	0

**All units are vacant as a result of relocation efforts for health and safety reasons. The vacant units will be included in FWHS's repositioning effort for all remaining public housing unit.*

Low-Income Public Housing- Scattered Sites (16 units)	
	January
Waiting List	0
Vacancy Rate	0%
Rent Collections	93.75%
Unit Turnaround Time Days	0 days
Avg. Non-Emergency Work Order Days	2
#of Non-Emergency Work orders	1
Avg. Emergency Work Order Days	0
# of Emergency Work Orders	0

Low-Income Public Housing Report – Month ending January 2021

Low Income Public Housing- JA Cavile (300 units)	
	January
Waiting List	(waitlist closed)
Vacancy Rate	100%
Rent Collections	0%
*Unit Turnaround Time Days	0 days
Avg. Non-Emergency Work Order Days	0
# of Non-Emergency Work orders	0
Avg. Emergency Work Order days	0
# of Emergency Work Orders	0

**JA Cavile Apartments is a HUD approved Section 18 Demolition property. All units are vacant and will be demolished by April 2021*

Low Income Public Housing- Sycamore	
	January
Waiting List	35
Vacancy Rate	85.11%
Rent Collections	100%
Unit Turnaround Time Days	0 days
Avg. Non-Emergency Work Order Days	0 (PH only)
# of Non-Emergency Work Orders	0 (PH only)
# of Emergency Work Orders	0 (PH only)

**A Section 18 application for the disposition of the 47 public housing units has been submitted to HUD and pending approval. Public housing residents received a housing choice voucher to relocate for on-going property issues that created health and safety risks for tenants.*

Low-Income Public Housing Report – Month ending January 2021

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

**Low Income Public Housing Report
Butler**

Jan-20 Feb-20 Mar-20 Apr-20 May-20 Jun-20 Jul-20 Aug-20 Sep-20 Oct-20 Nov-20 Dec-20

Waitlist	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed
Vacancy Rate	67.43%	67.43%	67.43%	67.43%	72.57%	78.40%	82.04%	85.20%	93.69%	98%	99.20%	99.20%
Rent Collections	95.80%	93.28%	84.88%	97.01%	90%	76.92%	95.60%	93.50%	84.20%	100%	78%	100%
Unit Turnaround												
Time Days	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	2	N/A	N/A
#of Non-Emergency												
Work orders	83	72	55	10	22	24	20	8	5	1	0	0
Avg. Non-Emergency												
Work Order Days	1hr	2.69	1d 1d		1hr	1	1	1	1	0	0	0
# of Emergency Work												
Orders	5	2	2	5	0	4	3	1	0	0	0	0
Avg. Emergency												
Work Order Days	1hr	1.20hr	2.5hr	3.5hr	0	1 6.75hrs	2hr		0	1	0	0

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

**Low Income Public Housing Report
Scattered Sites**

	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
Waitlist	25	25	25	25	25	0	0	0	0	0	0	0
Vacancy Rate	0%	0%	0%	0%	0%	0%	0%	0%	6.25%	6.25%	6.25%	0.00%
Rent Collections	100%	100%	100%	100%	100%	100%	100%	100%	100%	73%	93%	87.50%
Unit Turnaround Time Days	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Tenant deceased and unit had to remain vacant until items could be removed, Unit turnaournd 30 days			N/A
#of Non-Emergency Work orders	0	0	0	0	0	0	0	0	0	2	3	4
Avg. Non-Emergency Work Order Days	0	0	0	0	0	0	0	0	0	1	1	1
# of Emergency Work Orders	0	0	0	0	2	0	0	0	0	0	0	0
Avg. Emergency Work Order Days	0	0	0	0	6 hrs	0	0	0	0	0	0	0

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

**Low Income Public Housing Report
Cavile**

Jan-20 Feb-20 Mar-20 Apr-20 May-20 Jun-20 Jul-20 Aug-20 Sep-20 Oct-20 Nov-20 Dec-20

Waitlist	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed
Vacancy Rate	83.23%	83.23%	87.23%	87.25%	97.67%	99.99%	100%	100%	100%	100.00%	100.00%	100.00%
Rent Collections	96.60%	99.92%	79.55%	100%	96.60%	100%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Unit Turnaround												
Time Days	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
#of Non-Emergency												
Work orders	39	41	2		4	0	0	0	0	0	0	0
Avg. Non-Emergency												
Work Order Days	0 days	0 days	0 days	0	4hr	0	0	0	0	0	0	0
# of Emergency Work												
Orders	0	0	1	0	0	0	0	0	0	0	0	0
Avg. Emergency												
Work Order Days	0	0	1	0	0	0	0	0	0	0	0	0

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

**Low Income Public Housing Report
Cambridge Court**

	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
Waitlist	77	77	77	77	77	77	77	77	77	77	77	77
Vacancy Rate	1%	1%	1%	1%	1%	1%	0%	0%	3%	6%	9.10%	9.10%
Rent Collections	100%	100%	100%	100%	100%	100%	100%	100%	67%	75%	100%	75%
Unit Turnaround Time Days	N/A	N/A	N/A	N/A	N/A	3 day	0	0	2day	7day	0	0
#of Non-Emergency Work orders	181 (includes all property units)	153 (includes all property units)	146 (includes all property units)	0(PH Only)	7	2	8	12	3	5	0	0
Avg. Non-Emergency Work Order Days	33 min	28 min	39 min	0	1hr	1	1	1hr	1 hr	1hr	0	0
# of Emergency Work Orders	0 (PH only)	0 (PH only)	0 (PH only)	0	5	0	0	6	6	9	0	0
Avg. Emergency Work Order Days	0 (PH only)	0 (PH only)	0 (PH only)	0	0	0	0	2	1	1	0	0

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

**Low Income Public Housing Report
Sycamore**

	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
Waitlist	18	18	18	18	18	35	35	35	35	35	35	35
Vacancy Rate	36.17%	36.17%	36.17%	36.17%	36.17%	36.17%	36.17%	36.17%	36.17%	44.60%	72.35%	85.11%
Rent Collections	100%	100%	100%	100%	100%	83%	90%	69%	82%	93%	91%	97%
Unit Turnaround Time Days	0	0	0	0	0							0
Avg. Non-Emergency Work Order Days	1	1	1	0	0							0
#of Non-Emergency Work orders	39	41	2	0	0							0
Avg. Emergency Work Order Days	0	0	1	0	0							4
# of Emergency Work Orders	0	0	1	0	0							2d

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

NOTE: Information not available from the property. Property management



FORT WORTH HOUSING SOLUTIONS AGENDA ITEM COVER SHEET

Board Meeting Date: February 25, 2021
Agenda Item No.: 2021.03, TAB 8
Person Responsible: Brian Dennison, Sr Vice President of Development & Asset Management
Subject: Sedona Village Refinancing

Background:

Fort Worth Housing Solution (FWHS) created a public facility corporation, known as Sedona Public Facility Corporation in order to promote decent, safe, and sanitary affordable housing within Fort Worth, and for the purpose of development of housing for the residents of Fort Worth.

Sedona PFC formed 172 Sedona Village GP LLC, a Texas limited liability company (the “Company”) for the specific purpose of participating in Fossil Ridge II, LP, a Texas limited partnership (the “Partnership”) in connection with its development of Sedona Village, a 172-unit residential apartment complex for low and moderate income seniors (the “Project), a 9% LIHTC project from 2010.

The Partnership agreement was amended to include the Company as Class B Limited Partner in that certain Second Amended and Restated Agreement of Limited Partnership dated as of December 30, 2013 (the “Partnership Agreement”).

In February 2020, the Board approved a resolution allowing for 172 Sedona Village GP, LLC (formerly the Class B Limited Partner) to step into the General Partner role, and Fossil Ridge II GP, LLC (formerly the General Partner) to swap into the Class B Limited Partner role. This restructuring reformed the partnership into a more typical format for our LIHTC projects, with the FWHS affiliate being the general partner.

This resolution considers the refinancing of the project.

Issues/Concerns:

The refinancing will create positive economic benefits and a more sustainable project.

Funding Source:

This new source of permanent financing is for \$6,000,000.00.

Recommendation:

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

Attachments:

Resolution

FORT WORTH HOUSING SOLUTIONS

Resolution No. _____

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF FORT WORTH, TEXAS D/B/A FORT WORTH HOUSING SOLUTIONS ("FWHS") AUTHORIZING SUCH ACTIONS NECESSARY OR DESIRABLE TO FACILITATE THE DEVELOPMENT OF SEDONA VILLAGE (THE "PROJECT") AND ALLOW SEDONA PUBLIC FACILITY CORPORATION ("SPFC") (IF RESOLVED BY SPFC) TO:

- 1. Facilitate the refinance of the Project; and**
- 2. Cause SPFC and/or the Company (as defined below) and/or the Project Owner (as defined below) to execute any such further documentation as necessary or desirable to allow the consummation of the transactions described herein.**

WHEREAS, SPFC formed 172 Sedona Village GP LLC, a Texas limited liability company (the "**Company**") for the specific purpose of participating in Fossil Ridge II, LP, a Texas limited partnership (the "**Partnership**") in connection with its development of Sedona Village, a 172-unit residential apartment complex for low and moderate income seniors (the "**Project**"); and

WHEREAS, SPFC is the sole member of the Company; and

WHEREAS, The Company is the General Partner of Fossil Ridge II, LP (the "**Project Owner**"); and

WHEREAS, In order to refinance the Project, the Partnership desires to enter into certain loan documents with Colliers Mortgage LLC, a Delaware limited liability company ("**Colliers**") in connection with a loan in the original principal amount of up to \$6,000,000.00 (the "**Permanent Financing**"), including but not limited to loan agreements, promissory note, deed of trust, and other certifications, assignments and such other documents, all upon such terms and conditions as the Partnership deems reasonable (collectively, the "**Loan Documents**"); and

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

NOW THEREFORE, IN CONNECTION WITH THE PROPOSED REFINANCE OF THE PROJECT, THE BOARD OF COMMISSIONERS HEREBY ADOPTS THE FOLLOWING RESOLUTIONS:

BE IT RESOLVED, That SPFC may consider and approve the refinancing of the Project and cause the appropriate parties to execute the documents required to successfully perform the transaction; and further

BE IT RESOLVED, That all acts, transactions, or agreements undertaken prior hereto by the President of FWHS 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 the FWHS.

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

Terri Attaway, Chairperson

February 25, 2021
Date

Mary-Margaret Lemons, President

February 25, 2021
Date



FORT WORTH HOUSING SOLUTIONS AGENDA ITEM COVER SHEET

Board Meeting Date: February 25, 2021
Agenda Item No.: 2021.04, TAB 9
Person Responsible: Brian Dennison, Sr. VP Development & Asset Management
Subject: Post Oak East Refinance

Background:

Post Oak East Apartments is a 246-unit affordable housing complex located at 3888 Post Oak Blvd in 76040. Built in 2005, FWHS entered into the partnership – Post Oak East Apartments, LP – in 2010 with an affiliate entity – 246 Post Oak East, LLC – serving as the general partner. The sole member of 246 Post Oak East, LLC is Trinity River Public Facility Corporation. In 2017, 246 Post Oak East, LLC bought out the existing Class B Limited Partner as well.

This resolution considers the refinancing of Post Oak East, as well as considers FWHS and its affiliates to purchase the remaining interests in the project. Fort Worth Affordability, Inc. has the opportunity to purchase the Investment Limited Partner interests from Boston Capital. Once this action takes place, FWHS and its affiliates would own 100% of the Post Oak East Apartments.

Issues/Concerns:

The refinancing will create substantial equity that FWHS can use to address various agency needs while significantly lowering the note interest rate, keeping the project performing well economically.

Funding Source:

FWHS has secured a HUD loan for \$25,600,000 through Mason Joseph Company.

Recommendation:

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

Attachments:

Resolution

FORT WORTH HOUSING SOLUTIONS

Resolution No. _____

RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF FORT WORTH, TEXAS D/B/A FORT WORTH HOUSING SOLUTIONS (“FWHS”) AUTHORIZING SUCH ACTIONS NECESSARY OR CONVENIENT TO FACILITATE THE REFINANCING OF THE POST OAK EAST APARTMENTS (THE “PROJECT”).

WHEREAS, Post Oak East Apartments, L.P. (the “Owner”) desires to enter into a permanent loan with Mason Joseph Companies, Inc. (“Lender”) whereby the Owner will borrow a sum not to exceed \$27,000,000.00 (the “HUD Loan”), which HUD Loan will be insured under Section 223(f) of the National Housing Act, as amended, in order to refinance the existing Project financing; and

WHEREAS, BCTC 94, Inc. (the “Special Limited Partner”), Boston Capital Tax Credit Fund V, L.P. (the “Investment Limited Partner V”), and Boston Capital Tax Credit Fund IV, L.P. (the “Investment Limited Partner IV”, and together with the Special Limited Partner and the Investment Limited Partner V, the “Limited Partners”) are the existing limited partners of the Owner; and

WHEREAS, Fort Worth Affordability, Inc. (“FWAI”) desires to purchase the limited partnership interests the Limited Partners and assume their respective roles and responsibilities under the Partnership Agreement (the “Interest Purchase”), all pursuant to a partnership interest agreement and related conveyance documents between FWAI and the Limited Partners (collectively, the “Purchase Documents”); and

WHEREAS, In connection with the HUD Loan and the Interest Purchase, the Owner and Authority desire to enter into an amendment to the Ground Lease (the “Ground Lease Amendment”) and the Owner desires to adopt one or more amendments (collectively, whether one or more, the “LPA Amendment”) to its Second Amended and Restated Agreement of Limited Partnership, as currently amended.

NOW THEREFORE, IN CONNECTION WITH THE PROPOSED HUD LOAN AND THE INTEREST PURCHASE, THE BOARD OF COMMISSIONERS HEREBY ADOPT THE FOLLOWING RESOLUTIONS:

BE IT RESOLVED, That each of the Interest Purchase and HUD Loan is hereby authorized and approved by the Board of Commissioners of FWHS, and that the President FWHS and/or his or her designee is hereby authorized to review, approve and execute all certificates, affidavits, agreements, documents and other writings (collectively the “Agreements”) the President of FWHS shall deem to be necessary or desirable in the consummation of the transactions herein contemplated; and further

RESOLVED, That all acts, transactions, or agreements undertaken prior hereto by the President of FWHS 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

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

February 25, 2021
Date

Mary-Margaret Lemons, President

February 25, 2021
Date



FORT WORTH HOUSING SOLUTIONS AGENDA ITEM COVER SHEET

Board Meeting Date: February 25, 2021
Agenda Item No.: 2021.05, TAB 10
Person Responsible: Brian Dennison, Sr. VP Development & Asset Management
Subject: Hughes House Project Approvals & 9% LIHTC Application

Background:

Hughes House is the second phase of the redevelopment of Cavile Place located in the Stop Six neighborhood of southeast Fort Worth. Fort Worth Housing Solutions (FWHS) partnered with the City of Fort Worth, and – alongside co-developer McCormack Baron Salazar (MBS) – applied for a Choice Neighborhoods Implementation (CNI) grant – up to \$35,000,000 awarded by HUD to 4 - 6 sites annually – and the team was successful in winning the funding. MBS is a well-known affordable housing developer with experience applying for CNI grants, winning the funding, and working with PHA's to build their vision. Consistent with our application for the CNI grant, FWHS and MBS are pursuing a second phase of development to include approximately 210 units as a 9% low-income housing tax credit (LIHTC) development at 4830 & 4908 E. Rosedale Street (southwest and southeast corners of Rosedale and Amanda).

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

Issues/Concerns:

Deadline for the 9% LIHTC Full Application with TDHCA is in early March 2021

Funding Source:

Hughes House would be financed with a first mortgage and 9% low income housing tax credits, as well as sources from the City of Fort Worth, such as HOME and CDBG, and sources from FWHS including CNI funds, a land loan, and Project Based Vouchers.

Recommendation:

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

Attachments:

Resolution

FORT WORTH HOUSING SOLUTIONS

Resolution No. _____

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

WHEREAS, FWHS, along with its affiliate, Cavile Public Facility Corporation, owns the site on which the Project will be located (on multiple parcels) including 4830 & 4908 E. Rosedale Street and approves a project ground lease be executed; and

WHEREAS, FWHS and its affiliate, Fort Worth Affordability, Inc. (“FWAI”), have approval to form a project entity named FW Hughes House, LP (the “Partnership”), under which FW Hughes House GP, LLC (whose sole member will be FWAI) will serve as General Partner; and

WHEREAS, FWHS supports the pursuit of the Project as a 210-unit mixed-use, mixed-income development; and

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

WHEREAS, FWHS approves the appropriate use of Project Based Vouchers towards the development of the Project; and

WHEREAS, The Partnership will pursue the development of the Project using a 9% low income housing tax credit structure, and as such will need to execute documents and submit applications in that effort including but not limited to a housing tax credit application to the Texas Department of Housing & Community Affairs (TDHCA)

NOW, THEREFORE, BE IT RESOLVED THAT:

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

Terri Attaway, Chairperson

February 25, 2021
Date

Mary-Margaret Lemons, President

February 25, 2021
Date



FORT WORTH HOUSING SOLUTIONS AGENDA ITEM COVER SHEET

Board Meeting Date: February 25, 2021
Agenda Item No.: 2021.06, TAB 11
Person Responsible: Brian Dennison, Sr. Vice President of Development & Asset Management
Subject: Standard Homes at Chisholm MOU

Background:

OP Acquisitions, LLC. (Ojala), a Texas limited liability company, specializes in real estate investment and development. FWHS and Ojala desire to work together to develop a project called Standard Homes at Chisholm, a 230-unit multifamily development on 20 acres located south of MacPherson Road and west of the Chisholm Trail Parkway in Fort Worth, Texas (the Project). Of the total units to be developed, at least 51% of the units (or approx. 117 units) will be restricted to households with income at or below 80% of AMI (the “affordable units”).

FWHA and Ojala are negotiating a MOU with terms as follows:

- FWHS and Ojala will form a Texas limited partnership for developing the Project
- An affiliate of FWHS (to be formed) will serve as the special limited partner of the partnership
- A Public Facility Corporation – an affiliate of FWHS to be formed – will own the land and execute a ground lease with the project partnership
- The Project will be property tax exempt
- Approx. 20 units (of the approx. 117 affordable units) will be set aside for families and individuals earning at or below 60% of AMI – ten 60% AMI units, six 50% AMI units, and four 30% AMI units
- Major decisions related to the Project will require special limited partner approval. Such approvals cannot be unreasonably withheld, conditioned, or delayed.
- If Wind Terrace, Inc. (an affiliate of FWHS) serves as the Prime Contractor, it will receive a \$5,000.00 per month fee during the construction period, not to exceed \$120,000.00.
- FWHS’ affiliate SLP entity will receive an annual fee of \$20,000.00 paid quarterly
- The special limited partner (FWHS Affiliate) will receive 15% of the cash available after payment of operating expenses, debt service, funding of reserves, and a 15% preferred return to Ojala on their unreturned capital.
- The special limited partner will receive 15% of the sale or refinancing proceeds available for distribution after payment of mortgage loan, any debt obligations of the Partnership, replenish reserves as necessary, reasonable transaction and related costs of such sale or refinancing, any Partner's unreturned capital, and to the extent that there are any accrued, unpaid amounts, to pay the investor limited partner's preferred priority payments.

Issues and Concerns: No major issues or concerns have been identified at this time

Funding Source: The project is anticipated to cost \$37 million with all sources of funding provided by Ojala

Recommendation: It is recommended that the Board of Commissioners authorize the President of Fort Worth Housing Solutions to execute a MOU with OP Acquisitions, LLC related to the Project to include the business terms listed above and other terms that may be acceptable to FWHS.

Attachments: Resolution & DRAFT version of the MOU

FORT WORTH HOUSING SOLUTIONS

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE PRESIDENT OF THE HOUSING AUTHORITY OF THE CITY OF FORT WORTH, TEXAS D/B/A FORT WORTH HOUSING SOLUTIONS TO ENTER INTO A MEMORANDUM OF UNDERSTANDING AND ANY OTHER ACTIONS NECESSARY OR CONVENIENT TO CARRY OUT THIS RESOLUTION.

WHEREAS, The Housing Authority of the City of Fort Worth, Texas d/b/a Fort Worth Housing Solutions, a body politic formed under the laws of Texas ("FWHS"), has as part of its mission to provide quality affordable housing; and

WHEREAS, FWHS has the opportunity to participate in an approximate 230-unit multifamily project to be constructed on approximately 20 acres of land south of MacPherson Road and west of the Chisholm Trail Parkway in Fort Worth, Tarrant County, Texas (the "Development"); and

WHEREAS, The proposed terms of FWHS's participation in the Development are set forth in the Memorandum of Understanding attached hereto (the "MOU"); and

WHEREAS, FWHS desires to enter into the MOU.

NOW THEREFORE IT BE RESOLVED:

That the Board of Commissioners of FWHS hereby authorizes the FWHS President to enter into the MOU and fulfill all of the obligations and enter into all of the agreements called for by the MOU; and

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

These Resolutions shall be in full force and effect from and upon their adoption.

Terri Attaway, Chairperson

February 25, 2021
Date

Mary-Margaret Lemons, President

February 25, 2021
Date

**MEMORANDUM OF UNDERSTANDING
BETWEEN
FORT WORTH HOUSING SOLUTIONS
AND
OP ACQUISITIONS, LLC
(Chisholm Trail Development – Project Name TBD)**

This Memorandum of Understanding (the “**MOU**”) is between the Fort Worth Housing Solutions, a Texas municipal housing authority (“**FWHS**”), and OP Acquisitions, LLC, a Texas limited liability company or an affiliate thereof (“**Ojala**”), and is dated effective as of February __, 2021.

Ojala specializes in real estate investment and development. FWHS is a local tax-exempt municipal housing authority whose mission is to provide safe, decent and sanitary housing for low-income persons and to manage resources efficiently and effectively. FWHS has a current need for affordable housing for low-income residents. Ojala and FWHS desire to work cooperatively to develop affordable housing at the following location, in accordance with the terms of this MOU:

a new ~230-unit multifamily apartment property (the “**Project**”) to be constructed on approximately 20 acres of land located south of McPherson Road along the Chisholm Trail Parkway, in Fort Worth, Tarrant County, Texas (the “**Land**”). The Project will be a mixed-income property at the following rent schedule:

- 51% of the total units (~117 units) will be restricted to families and individuals earning below 80% of AMI, with 20 of the ~117 set aside for families and individuals earning at or below 60% of AMI (collectively, the “**Affordable Units**”).
- Of the 20 units set aside for families and individuals earning at or below 60% of AMI, the unit mix shall be as follows:
 - One Bedroom
 - 60% AMI – 8 units
 - 50% AMI – 3 units
 - 30% AMI – 2 unit
 - Two Bedrooms
 - 60% AMI – 2 units
 - 50% AMI – 3 units
 - 30% AMI – 2 units
 - Total units at or below 60% AMI – 20
- 49% of the total units at market rate.

- Unless otherwise specified above, Affordable Units shall be allocated pro-rata across the unit mix.
- Housing vouchers will be accepted on up to 20% of the Affordable Units.

In order to accomplish this purpose, the parties contemplate the following:

AGREEMENTS:

A. Ownership Structure.

1. FWHS and Ojala will form a Texas limited partnership (the “**Partnership**”) for the purpose of constructing, owning, and leasing the Project. A subsidiary or affiliate of FWHS will serve as the special limited partner of the Partnership (the “**SLP**”). The SLP will own 0.01% of the Partnership.

2. A to-be-formed LLC, a Delaware limited liability company and an affiliate of Ojala, will serve as the sole general partner of the Partnership (the “**General Partner**”) and will own 0.5% of the Partnership. General Partner will have responsibility for the management of the Partnership, development, construction, management, operation, and leasing of the Project, and oversight of the Project’s budget(s).

3. A to-be-formed LP, a Delaware limited partnership and affiliate of Ojala, will serve as the investor limited partner of the Partnership (the “**ILP**”) and will own 99.49% of the Partnership.

4. The duties of the General Partner, the SLP and the ILP (collectively, the “**Partners**”) will be set forth in an agreement of limited partnership of the Partnership (the “**Partnership Agreement**”), to be entered into at Closing (as hereinafter defined) among the Partners.

B. Acquisition; Ground Lease; Ad Valorem Tax Exemption.

1. Acquisition; Ground Lease. The Land is currently owned by Gabriel Southwest LLC, a Texas limited liability company (“**Seller**”). At Closing, Seller or its assigns will contribute the Land to a Texas public facility corporation created by FWHS (“**PFC**”). PFC will acquire the Land at Closing and simultaneously enter into a long-term ground lease (“**Ground Lease**”), as landlord, with the Partnership, as tenant. The Partnership will obtain the Mortgage Loan (defined herein) to finance the construction of the Project on the Land. The improvements, fixtures and personal property pertaining thereto constituting the Project will be owned by the Partnership. The Ground Lease will set forth the disposition of the Land and Project upon termination of the Ground Lease under various circumstances, subject to foreclosure requirements of any lenders for the Project.

2. Ad Valorem Tax Exemption. The contemplated ownership structure and Project rental restrictions are expected to generate a 100% ad valorem tax exemption for the Land and Project (the “**Exemption**”). Prior to entering into the Ground Lease, the parties, on behalf of the PFC and Partnership, will work with the Tarrant County Appraisal District (TAD) to obtain confirmation of the availability of the Exemption, as set forth in a tax exemption pre-determination letter. The Ground Lease and the rental restrictions imposed with respect to the Affordable Units, are expected to qualify for the Exemption. The Partnership Agreement will provide that, if (a) at any time before the date that is the one hundred twentieth (120) month anniversary of the acquisition by the PFC of the Property, the ad valorem tax exemption with respect to the Property is lost for any reason other than the failure of the Partnership to comply with Section 303.042 of the Texas Local Government Code, as then in effect and interpreted (i.e., without taking into account any subsequent changes to such statute or any adverse interpretation thereof by any court, appraisal district or other governmental authority), then the right of the SLP to receive distributions for the Partnership shall be suspended until the exemption is regained and any taxes, penalties, interests and costs paid by the Partnership in connection therewith are recaptured by the Partnership from the SLP and in the event that the exemption is not regained in a twelve (12) month period from the date of notice of loss of the exemption from the appraisal district, then General Partner at General Partner’s sole discretion may elect to acquire the SLP’s interest in the Partnership for a purchase price of \$1. If it is determined by a final non-appealable determination or judgment that the ad valorem tax exemption with respect to the Property is lost on any date due to the SLP’s or any of its affiliate’s fraud, gross negligence, or willful misconduct then, in such case, effective as of such time and without further action (i) the SLP shall forfeit all rights with respect to the Partnership (“SLP Forfeiture”). Upon any loss of the tax exemption, including the occurrence of an SLP Forfeiture, the Partners shall agree to act in good faith and use their best efforts to restructure the Partnership and amend the Partnership Agreement and/or the Property ownership structure in order to qualify the Property for an alternative ad valorem tax exemption available under state law. The Partners shall agree that, if an ad valorem tax exemption is obtained with respect to the Property after an earlier loss of the exemption described in Section 303.042, the SLP’s interest which was forfeited in connection with the SLP Forfeiture will be restored, less any taxes, penalties, interest or costs actually paid.

3. Books and records, as well as a certified rent roll and income compliance workbook will be made available to public agencies no later than ninety (90) days following the end of each calendar year or as may otherwise be required by law.

C. **Financing.**

1. Mortgage Loan. The Partnership will obtain a construction loan in the approximate principal amount of \$29,000,000 (the “**Mortgage Loan**”) from an agreed-upon lender (“**Lender**”). The Mortgage Loan will have an approximate term of 5-years, at which time the Mortgage Loan will, unless otherwise agreed to by the Partners, be rolled into permanent financing on terms acceptable to the Partners. The Mortgage Loan will be secured by a deed of trust encumbering the Land and the Project, and one or more principals and/or affiliates of Ojala will provide any necessary guaranties. The promissory note, deed

of trust, guaranties, any and all assignments, pledges, restrictive covenants or other documents required by Lender with respect to the Mortgage Loan are collectively referred to as the “**Mortgage Loan Documents**”.

2. Equity. The General Partner and the ILP will make capital contributions to the Partnership at Closing in the aggregate amount of at least \$15,000,000 and any additional amount necessary to satisfy any equity requirements of the Lender in connection with obtaining the Mortgage Loan.

3. Budgets. Ojala will prepare construction and operating budgets for the Project, subject to approval by FWHS and subject to the terms of this MOU. Ojala will negotiate the scope of and provide any guarantees of financing and operating expenses that may be required by Lender.

4. Closing. The parties anticipate that the Partnership will enter into all financing documentation, including the Mortgage Loan Documents, for the Project concurrently, and the execution of all such documents and the funding contemplated thereby are collectively referred to as the “**Closing**”.

D. **Construction.**

1. The Partnership will contract with an unrelated, third party general contractor selected by Ojala (and approved by FWHS, which approval will not be unreasonably withheld, conditioned or delayed) for performance of the construction of the Project, the scope of which is to be mutually agreed upon by the parties. However, FWHS or an affiliate will be the “master contractor” for the Project and paid a master contractor fee of \$5,000 per month during the construction period as determined by Lender (not to exceed \$120,000 in the aggregate).

2. It is contemplated that total acquisition and construction costs for the Project will be approximately \$44,000,000 and will be satisfied generally as follows:

GP equity	\$750,000
ILP equity	\$14,250,000
Construction loan	\$29,000,000

E. **Management and Operation.**

1. The Partnership will enter into an agreement for property management services with a qualified third-party manager (“**Property Manager**”) acceptable to all Partners. The Partners will negotiate the property management agreement with the Property Manager on terms and conditions customary in the industry. FWHS, acting through the SLP, will have the right to require replacement of the Property Manager in the event of its default under the property management agreement, or excessive complaints by residents of the Project.

2. As will be set forth in further detail within the Partnership Agreement, the General Partner will have authority to act on behalf of the Partnership with respect to making decisions in the ordinary course of business. Notwithstanding the foregoing, decisions relating to the following subject matter (“**Major Decisions**”) will require consent or approval of the SLP (which consent or approval will not be unreasonably withheld, conditioned or delayed):

- Institute proceedings on behalf of Partnership to be adjudicated bankrupt or insolvent;
- Consent to the institution of bankruptcy or insolvency proceeds against the Partnership;
- File a petition seeking, or consenting to, reorganization or relief under any applicable federal or state law related to bankruptcy on behalf of the Partnership;
- Make any assignment for the benefit of creditors on behalf of the Partnership;
- Admit in writing the Partnership’s inability to pay its debts generally as they become due;
- Otherwise seek relief on behalf of the Partnership under any laws relating to the relief from debts or the protection of debtors generally;
- Permit or authorize the Partnership to dissolve or liquidate, or become a party to any merger or consolidation;
- Approve any amendments to the Partnership Agreement;
- Approve the replacement, removal, appointment or withdrawal of the General Partner, except as may be permitted under the Partnership Agreement;
- Approve the sale, mortgage, pledge, assignment or other transfer of all or any interest in the General Partner;
- Approve of the terms and provisions of all loans made by or to the Partnership, including, without limitation, those to be secured by a lien on the Project;
- Approve and consent to the amendments, modifications, extensions, renewals, assumptions and refinancing of the Project;
- Approve the use and disposition of any insurance or condemnation proceeds payable to the Partnership or the Project;
- Approve the sale of, the purchase price or the terms of sale of the Project and/or interests in the Partnership;
- Approve the removal or replacement of the Property Manager;

- Material amendment or modification of the Ground Lease;
- Construction of capital improvements other than the Project;
- Adoption or modification of approved construction or operating plans;
- Cause the Partnership to make any loans; or
- Take any action outside of the ordinary course of the Partnership.

In addition, the SLP will have the right to remove and replace the General Partner in the event of a breach of fiduciary duty on the part of the General Partner or recurrent problems of crime or insurance at the Project, as more specifically described in the Partnership Agreement.

3. The Partnership shall, at its expense, obtain and maintain and use Certified Payroll software.

F. Standards for Affordable Units.

1. **Calculating Rents:** The maximum monthly unit rent for the Affordable Units will be determined using the most recent Fort Worth – Arlington, TX HUD Metro FMR Area statistics. The maximum monthly rental amount for studio units will be calculated based on the average income for one (1) person; one-bedroom units will be based on the average income for two (2) people; two-bedroom units will be based on the average income for three (3) people; and three-bedroom units will be based on the average income for four (4) people. The average annual income levels will be divided by 12 (months in year) to determine the average monthly income, and that number will be multiplied by 30% to determine the maximum monthly unit rent at the various AMI levels.

2. **Housing Choice Vouchers:** All FWHS properties must accept Housing Choice Vouchers (HCV). The following applies:

a. HCV base rents are determined by each Project zip code, and set by the Assisted Housing Department of FWHS and updated from time to time.

b. HCV rents include a Utility Allowance – an amount determined for each Project based on which utilities are to be paid by the tenant – which must be deducted from the base rent. The net rent (the base rent minus the utility allowance) is the monthly rental amount collected for the HCV unit.

3. **Property Management:** The following procedures must be implemented by each Project’s Property Management Company (PMC) to ensure compliance with FWHS’ PFC Partnerships Compliance Standards:

a. Each Project and its PMC must market the availability of the Affordable Units (through a “Special Program” or some other means, to be determined by the Project partners) as well as the Project’s acceptance of HCV’s.

b. Managers, Assistant Managers, and Leasing Agents of each PMC must be trained and knowledgeable about the availability of the Affordable Units and the acceptance of HCVs, and inform potential tenants about these options in a fair and reasonable manner

G. **Community Support.**

Ojala will be responsible for interfacing with the community and local governmental officials in connection with garnering support for the Project, to the extent that such support is necessary. FWHS will assist in those efforts upon the reasonable request of Ojala and to the extent necessary to facilitate the transactions contemplated hereby. The parties will consult with each other and coordinate the response to any media inquiries and/or public opposition to the Project that may arise.

H. **Distributions, Allocations, Fees and Expenses.**

1. The parties anticipate that cash available for distribution by the Partnership (after payment of required debt service to Lender in connection with the Mortgage Loan) will be paid:

- (i) To pay for operating expenses;
- (ii) To fund and/or replenish reserves as necessary or as may be required by Lender;
- (iii) \$20,000 in an annual compliance fee, made payable to the SLP in quarterly installments; and
- (iii) 15% preferred return to the ILP, the GP, on their Unreturned Capital (as defined below), payable quarterly; and
- (iv) The remainder to the parties as follows: (a) 85% to the ILP and the GP, and (b) 15% to the SLP.

2. The parties anticipate that sale or refinancing proceeds available for distribution by the Partnership will be paid:

- (i) To repay the Mortgage Loan;
- (ii) To repay any other debt obligations of the Partnership;
- (iii) To fund and/or replenish reserves as necessary;
- (iv) To pay for reasonable transaction and related costs of such sale or refinancing;
- (v) To repay any Partner's Unreturned Capital;

(vi) To the extent that there are any accrued, unpaid amounts, to pay ILP's preferred priority payments in the amount of 15% multiplied by its Unreturned Capital, compounded annually; and

(vii) Thereafter the remainder to the parties as follows: (a) 85% to the ILP and the GP, and (b) 15% to the SLP.

“Unreturned Capital” means a Partner’s capital investment less all prior payments received by that Partner.

4. Subject to Lender approval, the Partnership will (a) pay Ojala a development fee, payable monthly during the construction of the Project, equal to (i) 6% multiplied by the total development costs for constructing the Project, less (ii) the agreed-upon value of the Land at Closing and the amount of the development fee itself, and (b) at closing, pay to FWHS a \$500,000 acquisition fee.

5. In the event of a sale of Partnership interest by Ojala, the PFC, at its sole discretion, may elect to take a cash flow payment (“**Cash Flow Rent**”) in lieu of the payment to FWHS stipulated in Section G.2.(vii). Such Cash Flow Rent will be made over a term consistent with the remaining term of the Ground Lease; will be in an amount calculated using the net present value of future payments at a reasonable discount rate (discount rate to tie to a prevailing market cap rate as of the date of election)¹; and will be paid quarterly in arrears.

6. Neither party will enter into any contractual relationship or agreement relating to the Project that would cause either financial or legal liability to the other, without the other party’s prior written consent.

7. All reasonable legal fees and expenses incurred by FWHS and Ojala for the Project in reliance upon this MOU will be paid out of the Project budget concurrently with the Closing.

I. Miscellaneous.

1. The venue of any disputes between the parties will be in Fort Worth, Tarrant County, Texas.

2. This MOU reflects the entire understanding between the parties and may only be amended in writing, signed by all parties.

3. The parties hereto are each prohibited from assigning any of its interests, benefits or responsibilities hereunder to any third party or related third party, without the prior written consent of the other party, such consent not to be unreasonably withheld.

¹ The NPV of the Cash Flow Rent at the discount rate is to be equivalent the payment otherwise owed under Section G.2.(vi).

4. This MOU will continue until terminated upon the occurrence of one of the following conditions:

- (i) FWHS or Ojala terminate this MOU by written notice to the other;
or
- (ii) Closing has not occurred within 365 days of execution of this MOU.

6. Any notice, request, demand, instruction or other document to be given or served hereunder will be in writing and will be (a) delivered personally, (b) sent by overnight express courier, postage prepaid, or (c) sent by facsimile or electronically (e-mail), each addressed to the parties at their respective addresses set forth below, and the same will be effective upon receipt if delivered personally, by overnight courier or by facsimile or electronically (with proof of delivery). A party may change its address for receipt of notices by service of a notice of such change in accordance herewith. If any deadline under this MOU falls on a Saturday, Sunday or legal holiday, the deadline will be extended to the next business day.

FWHS: Fort Worth Housing Solutions
1201 East 13th Street
Fort Worth, Texas 76102
Attention: Mary-Margaret Lemons
Fax: (817) 333-3598
Email: mmlemons@fwhs.org

With a copy to: Harris, Finley & Bogle, P.C.
777 Main Street, Suite 1800
Fort Worth, Texas 76102
Attention: Kendall D. Adair, Esq.
Fax: (817) 332-6121
Email: kadair@hfblaw.com

Ojala: OP Acquisitions, LLC
2121 N. Pear Street, Suite 300
Dallas, Texas 75201
Attention: Matthew J Vrugink
Fax: (214) 865-6903
Email: mjv@oalaholdings.com

With a copy to:

The Garden Law Group
2305 Cedar Springs, Suite 230
Dallas, Texas 75201
Attention: Warren W. Garden
Direct: (214) 952-2209
Email: warren@gardenlawgroup.com

7. This MOU is non-binding and is for discussion purposes only and is not intended to impose a legally binding obligation on any of the parties hereto. Any obligation concerning the conveyance, lease, construction and development of the Project will only arise at Closing when the principal Project documents (i.e., Partnership Agreement, Ground Lease, construction contract, subcontract, Mortgage Loan Documents, etc...) are entered into by the applicable parties.

[Remainder of page intentionally left blank for signature]

DRAFT

EXECUTED on the dates hereafter indicated, but to be effective as of the date above shown.

FORT WORTH HOUSING SOLUTIONS,
a Texas municipal housing authority

By: _____
Name: _____
Title: _____

Date: _____, 2021

OP ACQUISITIONS, LLC,
a Texas limited liability company

By: _____
Name: _____
Title: _____

Date: _____, 2021

DRAFT

Sedona Public Facility Corporation

**AGENDA FOR A SPECIAL MEETING ON THURSDAY, FEBRUARY 25, 2021
IMMEDIATELY FOLLOWING THE FWHS ANNUAL & REGULAR BOARD MEETING
SCHEDULED TO START AT 5:00 P.M.
VIA VIRTUAL CONFERENCE [ZOOM]**

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

**If participating via computer, the link is: <https://us02web.zoom.us/j/87359983205>
Call-in Number is: 1-346-248-7799 Meeting ID: 87359983205**

- I. Call to order.
- II. Approval of the minutes from the Annual Meeting held October 22, 2020.
- III. Consider a resolution approving the Refinance of Sedona Village Apartments. [SD 2021.01]
- IV. Adjourn.



MINUTES

BOARD OF DIRECTORS MEETING SEDONA PUBLIC FACILITY CORPORATION

An Annual Meeting of the Board of Directors of Sedona Public Facility Corporation was held immediately following the Regular Board Meeting of Fort Worth Housing Solutions, the Organizational Board Meeting of Huntley PFC and Annual Board Meetings of Trinity River PFC, Eastwood PFC, Ironwood PFC, Matador Ranch PFC and Penn Place PFC at the FWHS Administrative Office Auditorium, 1201 East 13th Street, Fort Worth, TX 76102, at 5:00 p.m. on Thursday, the 22nd day of October, 2020. Roll call of the Directors was as follows:

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

ABSENT: Danny Scarth, Director

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

I. CALL TO ORDER.

Terri Attaway, President, called the meeting to order at 6:26 p.m.

II. ELECTION OF OFFICERS.

DIRECTOR RAMIREZ MOVED THAT TERRI ATTAWAY BE NOMINATED AS PRESIDENT, RICHARD M. STINSON AS VICE PRESIDENT AND MARY-MARGARET LEMONS AS SECRETARY/TREASURER.

SECONDED: Stinson

MOTION CARRIED UNANIMOUSLY.

III. APPROVAL OF THE MINUTES FROM A SPECIAL MEETING HELD ON FEBRUARY 20, 2020.

MOTION FOR APPROVAL: Stinson

SECONDED: Ramirez

MOTION CARRIED UNANIMOUSLY.

IV. ADJOURN.

The meeting was adjourned at 6:26 p.m.

Terri Attaway, President

February 25, 2021
Date

Mary-Margaret Lemons, Secretary/Treasurer

February 25, 2021
Date

Sedona Public Facility Corporation

AGENDA ITEM COVER SHEET

Board Meeting Date: February 25, 2021
Agenda Item No.: SD 2021.01, TAB 12
Person Responsible: Brian Dennison, Sr. VP Development & Asset Management
Subject: Sedona Village Project Refinancing

Background:

Fort Worth Housing Solution (FWHS) created a public facility corporation, known as Sedona Public Facility Corporation in order to promote decent, safe, and sanitary affordable housing within Fort Worth, and for the purpose of development of housing for the residents of Fort Worth.

Sedona PFC formed 172 Sedona Village GP LLC, a Texas limited liability company (the "Company") for the specific purpose of participating in Fossil Ridge II, LP, a Texas limited partnership (the "Partnership") in connection with its development of Sedona Village, a 172-unit residential apartment complex for low and moderate income seniors (the "Project"), a 9% LIHTC project from 2010.

The Partnership agreement was amended to include the Company as Class B Limited Partner in that certain Second Amended and Restated Agreement of Limited Partnership dated as of December 30, 2013 (the "Partnership Agreement").

In February 2020, the Board approved a resolution allowing for 172 Sedona Village GP, LLC (formerly the Class B Limited Partner) to step into the General Partner role, and Fossil Ridge II GP, LLC (formerly the General Partner) to swap into the Class B Limited Partner role. This restructuring reformed the partnership into a more typical format for our LIHTC projects, with the FWHS affiliate being the general partner.

This resolution considers the refinancing of the project.

Issues/Concerns:

The refinancing will create positive economic benefits and a more sustainable project.

Funding Source:

This new source of permanent financing is for \$6,000,000

Recommendation:

It is recommended that the Sedona Public Facility Corporation approve the attached resolution and allow for the refinancing of the project.

Attachments:

Resolution

SEDONA PUBLIC FACILITY CORPORATION

Resolution No. _____

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

- 1. Facilitate the refinance of Sedona Village (the “Project”);**
- 2. Cause Fossil Ridge II, LP (the “Partnership”) to execute permanent financing documentation to facilitate the refinance of the Project; and**
- 3. Cause SPFC and/or the General Partner and/or the Partnership to execute any such further documentation as necessary or desirable to allow the consummation of the transactions described herein.**

WHEREAS, SPFC is the sole member of 172 Sedona Village GP LLC (the “**General Partner**”); and

WHEREAS, The General Partner is the sole general partner of the Partnership;

WHEREAS, In order to refinance the Project, the Partnership desires to enter into certain loan documents with Colliers Mortgage LLC, a Delaware limited liability company (“**Colliers**”) in connection with a loan in the original principal amount of up to \$6,000,000.00 (the “**Permanent Financing**”), including but not limited to loan agreements, promissory note, deed of trust, and other certifications, assignments and such other documents, all upon such terms and conditions as the Partnership deems reasonable (collectively, the “**Loan Documents**”); and

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

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

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

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

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

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

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

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

Terri Attaway, President

February 25, 2021
Date

Mary-Margaret Lemons, Secretary/Treasurer

February 25, 2021
Date

Trinity River Public Facility Corporation

AGENDA FOR A SPECIAL MEETING ON THURSDAY, FEBRUARY 25, 2021
IMMEDIATELY FOLLOWING THE FWHS ANNUAL & REGULAR BOARD MEETINGS
AND THE SEDONA PFC SPECIAL MEETING SCHEDULED TO START AT 5:00 P.M.
VIA VIRTUAL CONFERENCE [ZOOM]

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

If participating via computer, the link is: <https://us02web.zoom.us/j/87359983205>
Call-in Number is: 1-346-248-7799 Meeting ID: 87359983205

- I. Call to order.
- II. Election of a **President, Vice President** and **Secretary/Treasurer** to serve for the upcoming year.
- III. Approval of the minutes from the Annual Meeting held October 22, 2020.
- IV. Consider a resolution to authorize the refinance of Post Oak East Apartments. **[TR 2021.01]**
- V. Adjourn.



MINUTES

BOARD OF DIRECTORS MEETING TRINITY RIVER PUBLIC FACILITY CORPORATION

An Annual Meeting of the Board of Directors of Trinity River Public Facility Corporation was held immediately following the Regular Board Meeting of Fort Worth Housing Solutions and the Organizational Board Meeting of Huntley PFC at the FWHS Administrative Office Auditorium, 1201 East 13th Street, Fort Worth, TX 76102 at 5:00 p.m. on Thursday, the 22nd Day of October, 2020. Roll call of the Directors was as follows:

PRESENT: Terri Attaway, Chair, presiding
Dick Stinson, Vice Chair
Michael Ramirez, Director
Brittany Hall, Director

ABSENT: Danny Scarth, Director

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

I. CALL TO ORDER.

Terri Attaway, President, called the meeting to order at 6:22 p.m.

II. ELECTION OF OFFICERS.

DIRECTOR RAMIREZ MOVED THAT TERRI ATTAWAY BE NOMINATED AS PRESIDENT, RICHARD M. STINSON AS VICE PRESIDENT AND MARY-MARGARET LEMONS AS SECRETARY/TREASURER.

SECONDED: Stinson

MOTION CARRIED UNANIMOUSLY.

III. APPROVAL OF THE MINUTES FROM THE SPECIAL MEETING HELD APRIL 16, 2020.

MOVED FOR APPROVAL: Ramirez

MOTION SECONDED: Stinson

MOTION CARRIED UNANIMOUSLY.

IV. ADJOURN.

The meeting was adjourned at 6:23 p.m.

Terri Attaway, President

February 25, 2021
Date

Mary-Margaret Lemons, Secretary/Treasurer

February 25, 2021
Date

Trinity River Public Facility Corporation

AGENDA ITEM COVER SHEET

Board Meeting Date: February 25, 2021
Agenda Item No.: TR 2021.01; TAB 13
Person Responsible: Brian Dennison, Sr. Vice President Development & Asset Management
Subject: Post Oak East Refinance

Background:

Post Oak East Apartments is a 246-unit affordable housing complex located at 3888 Post Oak Blvd in 76040. Built in 2005, FWHS entered into the partnership – Post Oak East Apartments, LP – in 2010 with an affiliate entity – 246 Post Oak East, LLC – serving as the general partner. The sole member of 246 Post Oak East, LLC is Trinity River Public Facility Corporation. In 2017, 246 Post Oak East, LLC bought out the existing Class B Limited Partner as well.

This resolution considers the refinancing of Post Oak East, as well as considers FWHS and its affiliates to purchase the remaining interests in the project. Fort Worth Affordability, Inc. has the opportunity to purchase the Investment Limited Partner interests from Boston Capital. Once this action takes place, FWHS and its affiliates would own 100% of the Post Oak East Apartments.

Issues/Concerns:

The refinancing will create substantial equity that FWHS can use to address various agency needs while significantly lowering the note interest rate, keeping the project performing well economically.

Funding Source:

FWHS has secured a HUD loan for \$25,600,000 through Mason Joseph Company.

Recommendation:

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

Attachments:

Resolution

TRINITY RIVER PUBLIC FACILITY CORPORATION

Resolution No. _____

RESOLUTION OF TRINITY RIVER PUBLIC FACILITY CORPORATION (THE "PFC") AUTHORIZING SUCH ACTIONS NECESSARY OR CONVENIENT TO FACILITATE THE LOAN REFINANCING OF THE POST OAK EAST APARTMENTS (THE "PROJECT").

WHEREAS, 246 Post Oak East LLC, a Texas limited liability company (the "**General Partner**"), is the general partner of Post Oak East Apartments, L.P. (the "**Partnership**"); and

WHEREAS, The PFC is the sole member of the General Partner; and

WHEREAS, The Partnership desires to enter into a permanent loan with Mason Joseph Company, Inc. ("**Lender**") whereby the Partnership will borrow a sum not to exceed \$27,000,000.00 (the "**HUD Loan**"), which HUD Loan will be insured under Section 223(f) of the National Housing Act, as amended, in order to refinance the existing Project permanent financing; and

WHEREAS, The HUD Loan will be made pursuant to a promissory note to be secured, *inter alia*, by a leasehold deed of trust, HUD regulatory agreement, UCC financing statements, certificates, affidavits, directions, amendments, indemnifications, notices, requests, demands, waivers, and any other assurances, instruments, or other communications executed in the name of and on behalf of the Partnership as may be deemed to be necessary or advisable in order to carry into effect or to comply with the requirements of the instruments approved or authorized by these resolutions in connection with the HUD Loan ("**HUD Loan Documents**"); and

WHEREAS, BCTC 94, Inc. (the "**Special Limited Partner**"), Boston Capital Tax Credit Fund V, L.P. (the "**Investment Limited Partner V**"), and Boston Capital Tax Credit Fund IV, L.P. (the "**Investment Limited Partner IV**"), and together with the Special Limited Partner and the Investment Limited Partner V, the "**Limited Partners**") are the existing limited partners of the Partnership; and

WHEREAS, Fort Worth Affordability, Inc. ("**FWAI**") desires to purchase the limited partnership interests the Limited Partners and assume their respective roles and responsibilities under the Partnership Agreement (the "**Interest Purchase**"), all pursuant to a partnership interest agreement and related conveyance documents between FWAI and the Limited Partners (collectively, the "**Purchase Documents**"); and

WHEREAS, In connection with the HUD Loan and the Interest Purchase, the Partnership desires to enter into an amendment to the Ground Lease with the landlord named therein (the "**Ground Lease Amendment**") and adopt one or more amendments (collectively, whether one or more, the "**LPA Amendment**") to its Second Amended and Restated Agreement of Limited Partnership, as currently amended.

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

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

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

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

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

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

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

Terri Attaway, President

February 25, 2021
Date

Mary-Margaret Lemons, Secretary/Treasurer

February 25, 2021
Date

Fort Worth Affordability, Inc.

AGENDA FOR AN ANNUAL MEETING ON THURSDAY, FEBRUARY 25, 2021
IMMEDIATELY FOLLOWING THE FWHS ANNUAL & REGULAR BOARD MEETINGS
AND THE SEDONA PFC & TRINITY RIVER PFC SPECIAL MEETINGS
SCHEDULED TO START AT 5:00 P.M.
VIA VIRTUAL CONFERENCE [ZOOM]

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

If participating via computer, the link is: <https://us02web.zoom.us/j/87359983205>
Call-in Number is: 1-346-248-7799 Meeting ID: 87359983205

- I. Call to order.
- II. Election of a **President, Vice President and Secretary/Treasurer** to serve for the upcoming year.
- III. Approval of the minutes from the Special Meeting held November 19, 2020.
- IV. Consider a resolution to authorize the refinance of Post Oak East Apartments. [FA 2021.01]
- V. Consider a resolution to submit a 9% tax credit application for Hughes House. [FA 2021.02]
- VI. Adjourn.



MINUTES

BOARD OF DIRECTORS MEETING FORT WORTH AFFORDABILITY, INC.

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

A **Special Meeting** of the **Board of Directors of Fort Worth Affordability, Inc.** was held **virtually** following a **Fort Worth Housing Solutions Board of Commissioners Regular Meeting** and the **HDCFW and Cinco PFC Special Meetings** at **5:00 p.m.** on **Thursday, the 19th of November, 2020.** Roll call of the Directors was as follows:

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

ABSENT: Danny Scarth, Director

I. CALL TO ORDER.

Terri Attaway, President of the Board, called the special meeting to order at 6:18 p.m.

II. APPROVAL OF THE MINUTES FROM THE SPECIAL MEETING HELD SEPTEMBER 17, 2020.

MOVED FOR APPROVAL: Ramirez
MOTION SECONDED: Stinson
Ramirez, Hall and Stinson responded Aye.
MOTION CARRIED.

III. CONSIDER A RESOLUTION TO ACCEPT AN AMENDED MOU, FINALIZED FINANCIAL TERMS AND TO SUBMIT AN APPLICATION FOR A 4% TAX CREDIT FOR COWAN PLACE. [Agenda Item FA 2020.0I, Resolution 3099]

MOVED FOR APPROVAL: Ramirez
MOTION SECONDED: Hall
Stinson, Hall and Ramirez responded Aye.
MOTION CARRIED UNANIMOUSLY.

This item was discussed during the previous FWHS Board Meeting.

IV. ADJOURN.

The meeting was adjourned at 6:19 p.m.

Terri Attaway, President

Mary-Margaret Lemons, Secretary/Treasurer

February 25, 2021
Date

February 25, 2021
Date

Fort Worth Affordability, Inc.

AGENDA ITEM COVER SHEET

Board Meeting Date: February 25, 2021
Agenda Item No.: FA 2021.01, TAB 14
Person Responsible: Mary-Margaret Lemons, Secretary/Treasurer
Subject: Hughes House Tax Credit Application

Background:

Hughes House is the second phase of the redevelopment of Cavile Place located in the Stop Six neighborhood of southeast Fort Worth. Fort Worth Housing Solutions (FWHS) partnered with the City of Fort Worth, and – alongside co-developer McCormack Baron Salazar (MBS) – applied for a Choice Neighborhoods Implementation (CNI) grant – up to \$35,000,000 awarded by HUD to 4 - 6 sites annually – and the team was successful in winning the funding. MBS is a well-known affordable housing developer with experience applying for CNI grants, winning the funding, and working with PHA's to build their vision. Consistent with our application for the CNI grant, FWHS and MBS are pursuing a second phase of development to include approximately 210 units as a 9% low-income housing tax credit (LIHTC) development at 4830 & 4908 E. Rosedale Street (southwest and southeast corners of Rosedale and Amanda).

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

Issues/Concerns:

Deadline for the 9% LIHTC Full Application with TDHCA is in early March 2021

Funding Source:

Hughes House would be financed with a first mortgage and 9% low income housing tax credits, as well as sources from the City of Fort Worth, such as HOME and CDBG, and FWHS' CNI funds.

Recommendation:

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

Attachments:

Resolution

FORT WORTH AFFORDABILITY INC.

Resolution No. _____

A RESOLUTION BY THE BOARD OF DIRECTORS OF FORT WORTH AFFORDABILITY, INC. (“FWAI”) AUTHORIZING FWAI TO EXECUTE ANY AND ALL DOCUMENTS, OR TAKE ANY OTHER ACTION, THAT IS NECESSARY OR DESIRABLE TO PARTICIPATE IN THE HOUSING TAX CREDIT APPLICATION FOR HUGHES HOUSE.

WHEREAS, FWAI shall be the sole member of FW Hughes House GP, LLC, a to-be-formed Texas limited liability company (the “**General Partner**”); and

WHEREAS, The General Partner shall be the sole general partner of FW Hughes House, LP, a to-be-formed Texas limited partnership (the “**Partnership**”); and

WHEREAS, The Partnership was formed for the purpose of owning, developing, managing, and otherwise dealing with Hughes House, a multifamily affordable apartment complex (the “**Project**”) to be developed on a parcel of land located in Fort Worth, Tarrant County, Texas (the “**Land**”), and intended for rental to persons of low and moderate income; and

WHEREAS, In connection with the development of the Project, the Partnership intends to submit a 9% housing tax credit application to the Texas Department of Housing and Community Affairs (the “**Application**”).

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

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

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

of FWAI and/or General Partner and/or Partnership, effective as of the date such action was taken; and further

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

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

Terri Attaway, President

February 25, 2021
Date

Mary-Margaret Lemons, Secretary/Treasurer

February 25, 2021
Date

Fort Worth Affordability, Inc.

AGENDA ITEM COVER SHEET

Board Meeting Date: February 25, 2021
Agenda Item No.: FA 2021.02, TAB 14
Person Responsible: Mary-Margaret Lemons, Secretary/Treasurer
Subject: Hughes House Tax Credit Application

Background:

Hughes House is the second phase of the redevelopment of Cavile Place located in the Stop Six neighborhood of southeast Fort Worth. Fort Worth Housing Solutions (FWHS) partnered with the City of Fort Worth, and – alongside co-developer McCormack Baron Salazar (MBS) – applied for a Choice Neighborhoods Implementation (CNI) grant – up to \$35,000,000 awarded by HUD to 4 - 6 sites annually – and the team was successful in winning the funding. MBS is a well-known affordable housing developer with experience applying for CNI grants, winning the funding, and working with PHA's to build their vision. Consistent with our application for the CNI grant, FWHS and MBS are pursuing a second phase of development to include approximately 210 units as a 9% low-income housing tax credit (LIHTC) development at 4830 & 4908 E. Rosedale Street (southwest and southeast corners of Rosedale and Amanda).

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

Issues/Concerns:

Deadline for the 9% LIHTC Full Application with TDHCA is in early March 2021

Funding Source:

Hughes House would be financed with a first mortgage and 9% low income housing tax credits, as well as sources from the City of Fort Worth, such as HOME and CDBG, and FWHS' CNI funds.

Recommendation:

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

Attachments:

Resolution

FORT WORTH AFFORDABILITY, INC.

Resolution No. _____

A RESOLUTION BY THE BOARD OF DIRECTORS OF FORT WORTH AFFORDABILITY, INC. (“FWAI”) AUTHORIZING FWAI TO EXECUTE ANY AND ALL DOCUMENTS, OR TAKE ANY OTHER ACTION, THAT IS NECESSARY OR DESIRABLE TO PARTICIPATE IN THE HOUSING TAX CREDIT APPLICATION FOR HUGHES HOUSE

WHEREAS, FWAI shall be the sole member of FW Hughes House GP, LLC, a to-be-formed Texas limited liability company (the “**General Partner**”); and

WHEREAS, The General Partner shall be the sole general partner of FW Hughes House, LP, a to-be-formed Texas limited partnership (the “**Partnership**”); and

WHEREAS, The Partnership was formed for the purpose of owning, developing, managing, and otherwise dealing with Hughes House, a multifamily affordable apartment complex (the “**Project**”) to be developed on a parcel of land located in Fort Worth, Tarrant County, Texas (the “**Land**”), and intended for rental to persons of low and moderate income; and

WHEREAS, In connection with the development of the Project, the Partnership intends to submit a 9% housing tax credit application to the Texas Department of Housing and Community Affairs (the “**Application**”).

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

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

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

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

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

Terri Attaway, President

February 25, 2021
Date

Mary-Margaret Lemons, Secretary/Treasurer

February 25, 2021
Date

CAVILE PUBLIC FACILITY CORPORATION

AGENDA FOR AN ANNUAL MEETING ON THURSDAY, FEBRUARY 25, 2021
IMMEDIATELY FOLLOWING THE FWHS ANNUAL & REGULAR BOARD MEETINGS,
THE SEDONA PFC & TRINITY RIVER PFC SPECIAL MEETINGS,
AND THE FWAI ANNUAL MEETING
SCHEDULED TO START AT 5:00 P.M.
VIA VIRTUAL CONFERENCE [ZOOM]

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

If participating via computer, the link is: <https://us02web.zoom.us/j/87359983205>
Call-in Number is: 1-346-248-7799 Meeting ID: 87359983205

- I. Call to order.
- II. Election of a **President, Vice President and Secretary/Treasurer** to serve for the ensuing year.
- III. Approval of minutes from the Special Meeting held August 20, 2020.
- IV. Consider a resolution approving the development of Hughes House. [CA 2021.01]
- V. Adjourn.



MINUTES

CAVILE PUBLIC FACILITY CORPORATION BOARD OF DIRECTORS MEETING

A Special Meeting of the Cavile Public Facility Corporation Board of Directors was held at the FWHS Administrative Office Auditorium, 1201 East 13th Street, Fort Worth, Texas immediately following a Fort Worth Housing Solutions Regular Meeting and an Annual Meeting of Fort Worth Affordability, Inc. at 5:00 p.m. on Thursday, the 20th of August, 2020. Roll call of the Directors was as follows:

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

ABSENT: None

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

I. CALL TO ORDER.

The meeting was called to order at Terri Attaway, Board President, at 7:14 p.m.

II. APPROVAL OF MINUTES FOR THE ANNUAL MEETING HELD ON FEBRUARY 20, 2020.

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

III. CONSIDER A RESOLUTION APPROVING THE SALE OF LOTS ON EFFIE STREET. [Agenda Item CA 2020.01, Resolution No. 3076]

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

IV. CONSIDER A RESOLUTION APPROVING THE PURCHASE OF ADDITIONAL LAND IN THE STOP SIX NEIGHBORHOOD. [Agenda Item CA 2020.02, Resolution No. 3077]

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

V. ADJOURN.

The meeting was adjourned at 7:16 p.m.

Terri Attaway, President

February 25, 2021
Date

Mary-Margaret Lemons, Secretary/Treasurer

February 25, 2021
Date

CAVILE PUBLIC FACILITY CORPORATION

AGENDA ITEM COVER SHEET

Board Meeting Date: February 25, 2021
Agenda Item No.: CA 2021.01, TAB 15
Person Responsible: Brian Dennison, Sr Vice President of Development & Asset Management
Subject: Hughes House Development

Background:

Hughes House is the second phase of the redevelopment of Cavile Place located in the Stop Six neighborhood of southeast Fort Worth. Fort Worth Housing Solutions (FWHS) partnered with the City of Fort Worth, and – alongside co-developer McCormack Baron Salazar (MBS) – applied for a Choice Neighborhoods Implementation (CNI) grant – up to \$35,000,000 awarded by HUD to 4 - 6 sites annually – and the team was successful in winning the funding. MBS is a well-known affordable housing developer with experience applying for CNI grants, winning the funding, and working with PHAs to build their vision. Consistent with our application for the CNI grant, FWHS and MBS are pursuing a second phase of development to include approximately 210 units as a 9% low-income housing tax credit (LIHTC) development at 4830 & 4908 E. Rosedale Street (southwest and southeast corners of Rosedale and Amanda).

This resolution would authorize Cavile Public Facility Corporation (CPFC), the owner of a portion of the land to be developed for Hughes House, to execute a ground lease with the project partnership, the to-be-formed entity (FW Hughes House, LP) through the FWAI-affiliate general partner to-be-formed entity (FW Hughes House GP, LLC), and to commit the land to the project partnership in the form of a land note with terms both reasonable and beneficial to the development of Hughes House.

Issues/Concerns:

Deadline for the 9% LIHTC Full Application with TDHCA is in early March 2021

Funding Source:

Hughes House would be financed with a first mortgage and 9% low income housing tax credits, as well as sources from the City of Fort Worth, such as HOME and CDBG, and sources from FWHS including CNI funds, land loans from both FWHS & CPFC, and Project Based Vouchers.

Recommendation:

It is recommended that the CPFC Board of Directors approve the attached resolution authorizing the President of FWHS to execute any and all documents that are necessary for CPFC to participate in the development of Hughes House including but not limited to the execution of a ground lease with the project partnership and the contribution of the land for the project in the form of a land loan.

Attachments:

Resolution

CAVILE PUBLIC FACILITY CORPORATION

Resolution No. _____

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

- 1. Ratify and approve the pursuit and execution of a ground lease for land in the Stop Six area of southeast Fort Worth purchased and currently owned by CPFC, which is an affiliate of the Housing Authority of the City of Fort Worth, Texas d/b/a Fort Worth Housing Solutions (“FWHS”); and**
- 2. Facilitate the development of land in the Stop Six area of southeast Fort Worth currently owned by CPFC for the creation of Hughes House (“the Project”).**

WHEREAS, FWHS has been awarded a HUD Choice Neighborhoods Implementation (CNI) Grant, and has adopted a revised Cavile Place Transformation Plan (Plan) as part of that application; and

WHEREAS, FWHS has identified parcels of land that will be essential to its application and the fulfillment of the Plan; and

WHEREAS, FWHS owns a portion of land, formerly the public housing site known as Cavile Place Apartments, to be contributed into the Project through a ground lease and land loan; and

WHEREAS, CPFC owns 1301 Langston Street, 4830 E. Rosedale Street, and 4908 E. Rosedale Street, each to be contributed into the Project through a ground lease to the project partnership and a land loan; and

WHEREAS, The terms of the ground leases and the land loans will be reasonable and beneficial to both FWHS and the Project.

NOW, THEREFORE, BE IT RESOLVED;

That the Board of Directors for CPFC hereby approve and ratify all activity and actions performed in the pursuit and development of Hughes House in the Stop Six neighborhood; and further

RESOLVED, That the Board of Directors for CPFC hereby approve and ratify all activity and actions performed in the pursuit and execution of ground lease and land loan documents regarding Hughes House; and further

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

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

Terri Attaway, President

February 25, 2021
Date

Mary-Margaret Lemons, Secretary/Treasurer

February 25, 2021
Date

HOUSING DEVELOPMENT CORPORATION OF FORT WORTH
AGENDA FOR AN ANNUAL MEETING ON THURSDAY, FEBRUARY 25, 2021
IMMEDIATELY FOLLOWING THE FWHS ANNUAL & REGULAR BOARD MEETINGS,
THE SEDONA PFC & TRINITY RIVER PFC SPECIAL MEETINGS,
AND THE FWAI & CAVILE PFC ANNUAL MEETINGS
SCHEDULED TO START AT 5:00 P.M.
VIA VIRTUAL CONFERENCE [ZOOM]

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

If participating via computer, the link is: <https://us02web.zoom.us/j/87359983205>
Call-in Number is: 1-346-248-7799 Meeting ID: 87359983205

- I. Call to order.
- II. Election of a **President, Vice President and Secretary/Treasurer** to serve for the upcoming year.
- III. Review and adopt minutes of the Special Meeting held on November 19, 2020.
- IV. Annual Report of the Housing Development Corporation.
- V. Adjourn.



MINUTES

HOUSING DEVELOPMENT CORPORATION OF FORT WORTH BOARD OF TRUSTEES MEETING

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 Trustees of the Housing Development Corporation of Fort Worth was held virtually following a Fort Worth Housing Solutions Board of Commissioners Regular Meeting at 5:00 p.m. on Thursday, the 19th of November, 2020. Roll call of the Trustees was as follows:

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

ABSENT: Danny Scarth, Trustee

Also present virtually were Mary-Margaret Lemons, President; Heather Raiden, General Counsel; Brian Dennison, Sr. VP of Development & Asset Management; Sonya Barnette, Sr. VP Housing Ops & Client Services; Selarstean Mitchell; VP Assisted Housing; Riza Nolasco, VP Finance & Administration; Kristin Sullivan, Communications Manager; and Chris Key, Executive Assistant.

I. CALL TO ORDER.

Terri Attaway, Chair called the meeting to order at 6:11 p.m.

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

MOTION TO APPROVE: Hall
MOTION SECONDED: Stinson
Hall, Stinson and Ramirez responded Aye
MOTION CARRIED.

III. CONSIDER A RESOLUTION TO ENABLE THE HOUSING DEVELOPMENT CORPORATION OF FORT WORTH TO ACCEPT DONATIONS ON BEHALF OF THE STOP SIX REDEVELOPMENT. [Agenda Item HD 2020.01, Resolution No. 3097]

MOTION TO APPROVE: Stinson
MOTION SECONDED: Hall
Hall, Stinson and Ramirez responded Aye
MOTION CARRIED.

This agenda item was discussed in the previous FWHS Board Meeting.

V. ADJOURN.

The meeting was adjourned at 6:13 p.m.

Terri Attaway, Chairperson

February 25, 2021

Date

Mary-Margaret Lemons, Secretary/Treasurer

February 25, 2021

Date

Wind Terrace, Inc.

**AGENDA FOR AN ANNUAL MEETING ON THURSDAY, FEBRUARY 25, 2021
IMMEDIATELY FOLLOWING THE FWHS ANNUAL & REGULAR BOARD MEETINGS,
THE SEDONA PFC & TRINITY RIVER PFC SPECIAL MEETINGS,
AND THE FWAI, CAVILE PFC & HDCFW ANNUAL MEETINGS
SCHEDULED TO START AT 5:00 P.M.
VIA VIRTUAL CONFERENCE [ZOOM]**

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

**If participating via computer, the link is: <https://us02web.zoom.us/j/87359983205>
Call-in Number is: 1-346-248-7799 Meeting ID: 87359983205**

- I. Call to order.
- II. Election of a **President, Vice President and Secretary/Treasurer** to serve for the ensuing year.
- III. Approval of minutes from the Annual Meeting held February 20, 2020.
- IV. Adjourn.



MINUTES

WIND TERRACE, INC. BOARD OF DIRECTORS MEETING

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

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

ABSENT: Danny Scarth, Director
Terri Attaway, President

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

I. CALL TO ORDER.

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

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

MOTION MADE TO NOMINATE TERRI ATTAWAY, PRESIDENT; DICK STINSON AS VICE PRESIDENT AND MARY-MARGARET LEMONS AS SECRETARY/TREASURER. Ramirez
SECONDED: Hall
MOTION CARRIED UNANIMOUSLY.

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

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

IV. ADJOURN.

The meeting was adjourned at 5:51 p.m.

Terri Attaway, President

February 25, 2021
Date

Mary-Margaret Lemons, Secretary/Treasurer

February 25, 2021
Date

FW ALLIANCE PUBLIC FACILITY CORPORATION

**AGENDA FOR AN ANNUAL MEETING ON THURSDAY, FEBRUARY 25, 2021
IMMEDIATELY FOLLOWING THE FWHS ANNUAL & REGULAR BOARD MEETINGS,
THE SEDONA PFC & TRINITY RIVER PFC SPECIAL MEETINGS,
AND THE FWAI, CAVILE PFC, HDCFW & WIND TERRACE, INC. ANNUAL MEETINGS
SCHEDULED TO START AT 5:00 P.M.
VIA VIRTUAL CONFERENCE [ZOOM]**

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

**If participating via computer, the link is: <https://us02web.zoom.us/j/87359983205>
Call-in Number is: 1-346-248-7799 Meeting ID: 87359983205**

- I. Call to order.
- II. Election of a **President, Vice President and Secretary/Treasurer** to serve for the ensuing year.
- III. Approval of minutes from the Annual Meeting held February 20, 2020.
- IV. Adjourn.



MINUTES

BOARD OF DIRECTORS MEETING FW ALLIANCE PUBLIC FACILITY CORPORATION

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

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

ABSENT: Danny Scarth, Director
Terri Attaway, President

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

I. CALL TO ORDER.

Terri Attaway, President, called the meeting to order at 5:52 p.m.

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

MOTION MADE TO NOMINATE TERRI ATTAWAY, PRESIDENT; RICHARD M. STINSON AS VICE PRESIDENT AND MARY-MARGARET LEMONS AS SECRETARY/TREASURER. Ramirez
SECONDED: Hall
MOTION CARRIED UNANIMOUSLY.

III. APPROVAL OF MINUTES FROM THE ORGANIZATIONAL MEETING HELD SEPTEMBER 19, 2019.

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

VII. ADJOURN.

The meeting was adjourned at 5:52 p.m.

Terri Attaway, President

February 25, 2021
Date

Mary-Margaret Lemons, Secretary/Treasurer

February 25, 2021
Date