



**AGENDA FOR THE BOARD OF COMMISSIONERS REGULAR MEETING
THURSDAY, MARCH 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/83195296065>

Call-in Number is: 1-669-900-6833 or 1-253-215-8782 Meeting ID: 83195296065

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

- I. **Regular Session – Call to Order.**
- II. **Oath of Office:** Reappointment of Commissioners Stinson and Scarth.
- III. **Announcements.**
- IV. **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, March 24, 2021 at this link: <https://www.fwhs.org/public-notice-meetings/>*

Please limit comments to three (3) minutes.

- V. **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 Annual and Regular Meetings on TAB 1
February 25, 2021.
 - B. Correspondence, Articles and Briefs from various print services. 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

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

A. Development & Storm Damage Update.

B. Update on 2021 Agency Plan.

TAB 8

C. Consider a resolution authorizing the President to execute five-year Legal Services agreements with the firms in their respective practice areas on an as needed basis.

TAB 9

[2021.07]

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

§551.071 Consultation with an attorney.

1. Discuss Legal Agreement

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

IX. **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.

The **Annual Meeting** of the **Board of Commissioners of Fort Worth Housing Solutions** was held virtually at **5:00 p.m.** on **Thursday, the 25th Day of February, 2021.** Roll call of the Commissioners was as follows:

PRESENT: Terri Attaway, Chair, presiding
Brittany Hall, Commissioner
Michael Ramirez, Commissioner
Danny Scarth, Commissioner

ABSENT: Richard M. Stinson, Vice Chair

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; Jeanine Charles & Ijeoma Ekeke, Procurement; Lanesha Davis, Special Programs Manager; David Willis, Risk Mgmt., Ramon Guajardo, Sr., Ramel Company; and Chris Key, Executive Assistant.

I. CALL TO ORDER:

Terri Attaway, Chair, called the Annual Meeting to order at 5:00 p.m.

II. ELECTION OF OFFICERS FOR THE UPCOMING YEAR.

MOTION TO NOMINATE TERRI ATTAWAY AS CHAIRPERSON, DICK STINSON AS VICE CHAIRPERSON AND MARY-MARGARET LEMONS AS SECRETARY/TREASURER FOR THE UPCOMING YEAR. Ramirez

MOTION SECONDED: Hall
Scarth, Hall and Ramirez responded, Aye.
MOTION CARRIED.

III. ADJOURN.

The Chair adjourned the meeting at 5:01 p.m.

Terri Attaway, Chairperson

March 25, 2021
Date

Mary-Margaret Lemons, President & Board Secretary

March 25, 2021
Date

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 immediately following the **FWHS Annual Meeting at 5:00 p.m. on Thursday, the 25th of February, 2021**. Roll call of the Commissioners was as follows:

PRESENT: Terri Attaway, Chair, presiding
Brittany Hall, Commissioner
Michael Ramirez, Commissioner
Danny Scarth, Commissioner

ABSENT: Richard M. Stinson, Vice Chair

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 Kroecker, Human Resources Director; Kristin Sullivan, Communications Manager & Meeting Moderator; Jeanine Charles & Ijeoma Ekeke, Procurement; Lanesha Davis, Special Programs Manager; David Willis, Risk Mgmt., 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. ANNOUNCEMENTS:

Ms. Lemons announced that the Board was polled and the new date for the next Board Meeting will be Thursday, March 25, 2021. This is one week later than normal in order to avoid Spring Break Week.

III. 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 link on the website.

IV. 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 January 21, 2021.**
- B. Communications and Correspondence.**
- C. Monthly Status Reports.**

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

V. REGULAR AGENDA:

A. DEVELOPMENT UPDATE.

Mr. Dennison opted to forego the usual update on sites being developed and focus on damage incurred by FWHS properties during Winter Storm Uri. Considering the 40+ properties in the FWHS portfolio, the agency did not fare badly. FWHS staff worked from home the entire week of the storm. Development will update the Board periodically via the secure site as more repairs are made. There was no water at two sites; Cavile and The Henderson. The property management company did make sure that water was available at the Henderson. Cavile currently has no residents. All senior citizens at the Henderson were visited individually. If the water is not on by today, a hotel room will be found for them. Standard at Boswell had two buildings without water and again those residents were provided with water by the management company. There was no damage at the Administrative Office which is fortunate, considering the age of the building.

B. CONSIDER A RESOLUTION AUTHORIZING THE REFINANCE OF SEDONA VILLAGE APARTMENTS THROUGH SEDONA PUBLIC FACILITY CORPORATION. [Agenda Item 2021.03, Resolution No. 3108]

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

This subject will come up again in the PFC meeting later on. The rate lock should start tomorrow. The refinance is in good shape and Mr. Dennison reported that there should be significant equity at the final exit in 17 years.

C. CONSIDER A RESOLUTION AUTHORIZING THE REFINANCE OF POST OAK EAST THROUGH TRINITY RIVER PUBLIC FINANCE CORPORATION. [Agenda Item 2021.04, Resolution No. 3109]

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

This refinance will yield a better interest rate. Other items later in the affiliate meetings will complete this transaction. Staff hopes to close in mid-March.

D. CONSIDER A RESOLUTION APPROVING THE DEVELOPMENT OF HUGHES HOUSE AND SUBMITTING 9% TAX CREDIT APPLICATION FOR THE SITE. [Agenda Item 2021.05, Resolution No. 3110]

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

The application for a 9% tax credit for Hughes House is ready to go out Monday. Will be a further resolution in other entities in addition to this one. Staff believes chances are very good to get the 9% tax credit Mr. Dennison was asked if the City of Fort Worth ranked this application high. The response was

that he was not sure how COFW ranks affordable housing projects, but they have committed funds from four different sources over which they have control. That should speak to their level of commitment.

E. CONSIDER A RESOLUTION AUTHORIZING THE PRESIDENT TO ENTER INTO A MEMORANDUM OF UNDERSTANDING FOR THE STANDARD AT CHISHOLM. [Agenda Item 2021.06, Resolution 3111]

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

This is the first single-family style affordable housing to be considered. It is basically garden-style with no common walls. Ojala is the partner and it will follow the PFC business model. This time there will be deeper affordability to assist those at the lower income levels more. Staff has been working with Texas Housers, the UT Law School who are advocating an increase in affordability. It is expected that there will be changes QAP effective September 2021 to reflect this initiative.

These 230-units will be in the Crowley ISD in Jungus Jordan's district in south Fort Worth. There is not much in the way of affordable housing in this area. Probably the closest FWHS property is Overton or maybe Candletree. One-bedrooms average 800-1350 square feet.

VI. 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

No Executive Session was required.

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

VIII. ADJOURN.

The meeting was adjourned by the Chair at 5:28 p.m.

Terri Attaway, Chairperson

March 25, 2021
Date

Mary-Margaret Lemons, President & Board Secretary

March 25, 2021
Date



FWHS COMMUNICATIONS COVER SHEET

Board Meeting Date: March 25, 2021

Subject: TAB 2

COMMUNICATIONS –

TAB 2

Letters:

- Thank you from DRC for participating in this year's Breakfast with the Mayor as a Bronze Sponsor.

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

- From the Winter 2021 Homecoming Newsletter from DRC
 - Page 5 – CARES Funding and Casa de Esperanza
 - Page 8 – Report on New Casa de Esperanza Resident



Board of Directors

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Vaquero Ventures

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Robert McCarthy, Sr.
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Immediate Past Chair

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Directors

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Steve Christian

Brent Comstock

Jason Hall

Selarstean Mitchell

James Petrovich, PhD, LMSW

Shannon Thompson

Jared Williams, PhD

Executive Director

Bruce Frankel

817-690-8867

bfrankel@DRC-Solutions.org

PO Box 0871

Fort Worth, TX 76101

817-810-9797

www.DRC-Solutions.org

March 5, 2021

Ms. Chris Key
Fort Worth Housing Solutions
1201 E 13th St
Fort Worth, TX 76102

Dear Ms. Key,

You are truly a gift.

Really, you are! Your generosity and kindness make a real difference in the lives of real people right here in our community.

Because of YOU, hot and dirty concrete gives way to a soft, clean bed with pillows, sheets, and blankets. Because of you, a trash dumpster of refuse is traded for a fully functioning kitchen, complete with a refrigerator and stove. Because of you, a filthy gas station restroom shifts to a private bath with hot water, soap, and towels. Because of you, a frightening night exposed on the streets becomes a safe night at home, behind a door locked with one's own key.

You have also ensured the DRC staff can continue serving our homeless neighbors during this time of pandemic. Your gift allows us to protect their health and safety when there is no option for them to "stay at home."

On behalf of the people we serve, Board of Directors, and staff of DRC Solutions, please accept our sincerest gratitude for your gift of \$2,500.00 on 3/5/2021. Because of your support, lives are saved in Tarrant County every day. Thank you!

Your courageous philanthropic leadership makes all the difference.

Please do not hesitate to contact me at any time. I am happy to speak with you or offer any assistance.

With deepest thanks,

Bruce Frankel
Executive Director

No goods or services were provided in exchange for your contribution. Your donation is tax deductible as prescribed by law. The DRC's EIN is 75-2747809.

*So grateful to you all!
Thank you!
Dan*

TEAMWORK DELIVERS HOME AND HOPE

CARES Act Funding Put to Work!

So many of you have inquired about CARES Act funding for homelessness, and here is the great news!

The City of Fort Worth provided \$9.3 million in CARES Act funding to Fort Worth Housing Solutions (FWHS) for the renovation of an extended-stay hotel in Northeast Fort Worth.

The effort was fast-tracked to meet CARES Act funding deadlines. The City awarded FWHS funding for the development in late September, and FWHS closed on the property Oct. 1. That left roughly eight weeks for Ojala Holdings to remodel units and gut and upgrade offices and common meeting areas. And they did it!

With 119 efficiency apartments, the new Casa de Esperanza ("House of Hope") is the largest permanent supportive housing community for the chronically homeless, especially those at risk of COVID-19. Apartments include full-size beds, TVs, wi-fi service, baths and kitchenettes stocked with microwaves, cookware, and a refrigerator.



Residents are referred from a coordinated list managed by Tarrant County Homeless Coalition (TCHC) and sign a 1-year lease. The community serves those who have been homeless for 12 consecutive months or more; are disabled; and are either 65 years or older, or have health conditions making them vulnerable to COVID-19.

DRC Solutions Mobile Assessors assisted by locating

individuals assigned by TCHC to this project, going out into the community, into tent areas and campsites to find people and give them the great news. Then Mobile Assessors worked with DRC's Critical Documents to ensure everyone had the identity documents they needed. Mobile Assessors helped new residents fill out leases and even picked them up and brought them to their new homes.



Tony Wilson, Lead Mobile Assessor for the DRC, says, "The DRC Mobile Assessors served individuals who have been living on the streets, many for over ten years. Most have had housing opportunities in the past that didn't work out due to their individual challenges. Our Mobile Assessors weren't going to let these individuals' past housing experiences cloud their fierce will to ensure easy access to appropriate housing. Because of our team efforts, they now have a place of their own in our community."

Mary-Margaret Lemons, President of Fort Worth Housing Solutions adds, "FWHS is so happy our community was able to make Casa de Esperanza a reality, and we know it couldn't have happened without our partners. From the City making funds available to the street outreach teams who located our residents, it truly was a team effort."

Other project partners include: Presbyterian Night Shelter, MHMR, JPS Health Network, and Union Gospel Mission, and YOU!

Your support of the DRC makes it possible for vulnerable people who have been in homelessness for far too long to go home at last, with hope. 🌟

Be sure to read about Gary, a new Casa de Esperanza resident, on the back panel of this publication!



Community Solutions to End Homelessness
PO Box 0871, Fort Worth, TX 76101

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11-1 SCH 5-DIGIT 76101

MS. CHRIS KEY
FORT WORTH HOUSING SOLUTIONS
PO BOX 430
FORT WORTH TX 76101-0430

MAR 03 2021

GIVE ONLINE AT
WWW.DRC-SOLUTIONS.ORG



Casa de Esperanza New Resident: Gary

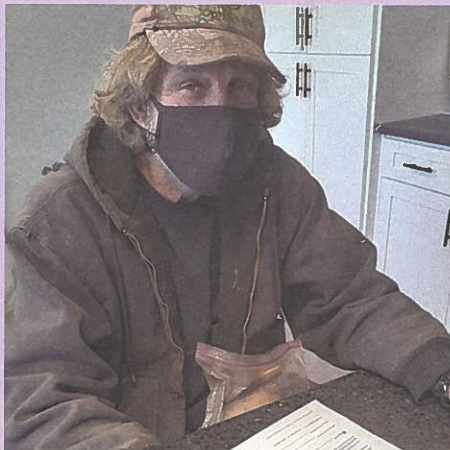
Meet **Gary**. Gary lived in this campsite since 2007.

Dirty. Cold. Scared. Hurting.

In 2017, he was the victim of a hit-and-run that broke his back. He's been in and out of the hospital because of this injury. He lives with PTSD and constant pain. He has no family.

At his camp, he has had to haul water and firewood, despite his mobility issues. The fire kept him warm, but made it hard for him to breathe.

Then one day, **DRC Mobile Assessor Johnetta Hudspeth** picked up Gary to take him to his new home at the Casa de Esperanza apartments.



Clean. Warm. Secure. Relieved.

Says Johnetta, "He cried, I cried, his campmates cried, but we left, because he was so ready."

Gary says that when the DRC showed up at his campsite, he knew it was finally his time after waiting for so long. "I haven't been the most righteous man, but I know there is a God."

He adds, "The people at the DRC put their hearts into it; it is more than a job to them. They really care about homeless people with no judgment, and give us hope again."

THANK YOU for making home a reality for Gary and so many like him! Your support ensures there is always a Johnetta to reach out and change a life.



FWHS MONTHLY STATUS REPORTS COVER SHEET

Board Meeting Date: March 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

February 1 – 28, 2021



ALL EVENTS OCCURRED VIRTUALLY UNLESS OTHERWISE NOTED

Federal, State, Regional & Local Government Meetings:

- Butler Advisory Committee
- Cavile Coordination Meeting

Other Meetings:

- Cavile Stop Six CNI Meetings
 - Grant Check-in w/ HUD (and pre check-in mtg w/ staff)
 - Housing Plan Committee (2)
 - People Plan Committee
 - SS CNI Infrastructure Meeting
- FWHS Staff Virtual Meetings
 - Executive Team (2)
 - Development Update
 - Funding Outlook Meeting (2)
 - Hughes House Meeting
 - 1407 Texas Street Kick-off Meeting
 - 1407 Texas Street Finish Out Meeting w/ BBPTX
- COC Allocation Meeting w/ Stakeholders
- TCHC Housing Committee
- Homeless Huddle w/ TCHC
- Sycamore Mixed Finance Termination
- Winter Weather Assistance for Clients
- Butler Place Video Screening (and Tech Rehearsal)

Board Mtgs, /Events/Trainings or Continuing Education:

- Board Meetings
 - DFWI
 - AATC
 - FWHS & Affiliates
- CLPHA Update Call
- Regular FWHS Board Meeting
- Leadership Fort Worth
- Rotary Club Meeting on Butler Museum Presentation
- Urban Land Institute (ULI) Stop Six Workshop, Tour & Final Presentation (3 days)
- Follow-up w/ ULI and City on Next Steps for Stop Six
- Webinar on States' New Rental Assistance
- State of the City Luncheon
- DRC Breakfast

FORT WORTH HOUSING SOLUTIONS			
HUMAN RESOURCES REPORT FEBRUARY 2021			
New Hires	Hire Date	Position	Department
Marcellous Anderson	2/8/2021	Director of Security	DAM
David Willis	2/8/2021	Risk Manager	Legal
Jasmine Tadlock	2/25/2021	Housing Counselor	Assisted Housing
Bridgett Oxford	2/25/2021	Housing Clerk	Assisted Housing
Terminations	Term Date	Position	Department
N/A	N/A	N/A	N/A
Promotions, Reassignments & Transfers			
Name	From Position	To Position	Department
N/A			
FWHS EMPLOYEE COUNT: 99			

**FWHS Procurement Department Summary
February 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	3/11/2021
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	3/11/2021
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	3/15/2021
D & AM	Doug	Disposition of Appliances	Auction for gas stoves and refrigerators began 2/2/2021 and ended 2/22/2021. No bids were received. Procurement team is working with D & AM to provide pictures of the 25 lots of the gas stoves, refrigerators, dish washers, & A/C units. Once finalized, these items will be reauctioned on GovDeals.	N/A	3/15/2021
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	3/15/2021
Legal	Heather	Professional Legal Services	Proposals were due 1/21/2021. The evaluation team selected all nine (9) respondents for various legal practice areas.	March	3/15/2021
D & AM	Brian	Gate Controller Replacement at Wind River Apartments	Crystal Roofing was the lowest bidder. NTP issued for 3/15/2021	N/A	3/15/2021
IT	Kurt	Disposition of IT Equipment and Computers	Auction for Computer Monitors and Accessories began 3/10/2021 and ends 3/31/2021.	N/A	3/15/2021
D & AM	Brian	Candletree Siding Replacement & Exterior Painting	IFB released on 2/22/2021. Pre-bid held on 3/3/2021. Bids are due on 3/30/2021.	April	3/15/2021
D & AM	Brian	Hillside Wood replacement & Exterior Painting	IFB released on 3/1/2021. Pre-bid scheduled for 3/9/2021. Bids are due on 3/24/2021.	May	3/15/2021
D & AM	Brian	Overton Park Townhomes	Multatech creating plan/specs for Overton pool work.	N/A	3/11/2021
D & AM	Brian	Villas by the Park Roof Replacement	IFB release date 3/10/2021. Questions due 3/22/2021. Bids Due 4/1/2021	May	3/15/2021
D & AM	Brian	Beach Street Roof Replacement	IFB estimated to release 3/17/2021. Pre-bid meeting to be held on 3/25/2021. Due date 4/8/2021	May	3/11/2021
D & AM	Brian	Hillside Gutters & Downspouts Replacement	Procurement team is working with D&AM to finalize the solicitation.	N/A	3/11/2021
D & AM	Brian	Hillside Roof Replacement	IFB estimated to release on 3/22/2021, pending D&AM approval of timeline.	May	3/11/2021
D & AM	Brian	Villas on the Hill	Procurement reviewing request for foundation repair.	N/A	3/11/2021
Assisted Housing	Selarstean	PSH-PBV	RFP released 3/4/2021. Pre-conference scheduled 3/16/2021. Proposals due 3/29/2021.	N/A	3/11/2021
D & AM	Brian	1407 Texas Street BBP	Procurement working with D & AM on final plan/specs from BBP for the new Admin Office.	N/A	3/11/2021

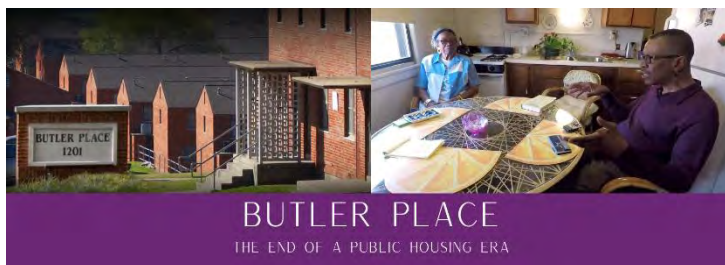
Communications Report

March 2021

MARKETING AND PROMOTION



- March 8, 2021: Announced FWHS participation in the federally-funded **Emergency Rental Assistance Program** through website content, a news release, email marketing and promotions across social media content. The program covers past due rent and utility bills for qualified applicants who have lost income due to COVID-19. Visit <https://www.fwhs.org/erap/> for more information.
- Feb. 20, 2021: Launched promotion of a virtual **Butler Place Documentary Screening and Panel Discussion** produced in collaboration with the Fort Worth Metropolitan Black Chamber of Commerce and the City of Fort Worth's Community Engagement Office. Campaign included email marketing and social media promotion. View the recap video at <https://youtu.be/Z7Fok5IGCLo>
- Supported promotion of Feb. 25, 2021, **FWHS Virtual Job Fair** hosted by the agency's Workforce Coordinator. More than 190 people registered for the event, which included presentations from more than a dozen employers.
- Produced and distributed Feb. 17, 2021, **FWHS Employee Connection**, including short profiles of six new employees, guidance for virtual meeting platforms, COVID-19 vaccine information and an update on the agency's new Texas Street headquarters. View the newsletter at <https://conta.cc/3uaCOxE>
- Feb. 11, 2021: Provided messaging and email updates to support the FWHS Assisted Housing division and the 5,000 **Housing Choice Voucher** applicants who were selected for the **2021 Wait List**. View the email message at <https://conta.cc/2Z5mOn4>



News releases

- ["FWHS Opens Emergency Rental Assistance Application Portal,"](#) March 8, 2021

- ["Virtual Butler Place Video Screening, Panel Discussion Set for Feb. 24,"](#) Feb. 18, 2021

EXTERNAL MEDIA PLACEMENTS

"Safe and Affordable Housing for All," with guest Mary-Margaret Lemons, the Estrogen Express podcast, March 10, 2021, <https://theestrogenexpress.com/safe-and-affordable-housing-for-all/>

[Fort Worth Business Press Events Calendar](#): FWHS President Mary-Margaret Lemons to participate in "Courageous Conversations with Kids," a virtual panel discussion produced by the Boys & Girls Clubs of Greater Tarrant County, 5-6:30 p.m. April 8, 2021. Register at https://zoom.us/webinar/register/WN_kpi9YwFpRDKbF3V-gl3VZw

"Feb. 12 presentation to highlight Stop Six investment recommendations," Fort Worth Business Press, Feb. 9, 2021, <https://fortworthbusiness.com/news/feb-12-presentation-to-highlight-stop-six-investment-recommendations/>

Newsmakers: Banking, finance, honors, awards: Tyler Arbogast, FWHS vice president of development, was mentioned as a board member of the Tarrant Transit Alliance, Fort Worth Business Press, Feb. 26, 2021, <https://fortworthbusiness.com/human-resources/newsmakers-banking-finance-honors-awards/>

SOCIAL MEDIA PERFORMANCE – Top Posts

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

Fort Worth Housing Solutions Facebook Page

- "Behind on your rent and utility bills due to COVID-19? A new Emergency Rental Assistance program was created with you in mind..." Announcement of new program, March 8, 2021, 702 people reached, 29 engagements
- "Please join us in congratulating Selarstean Mitchell..." Voting advocacy award given by the Greater Fort Worth Area Negro Business and Professional Women's Club, March 6, 2021, 682 people reached, 129 engagements
- Virtual Job Fair promotion, Feb. 23, 2021, 636 people reached, 11 engagements



Assisted Housing Program Monthly Report

Month Ending: February 28, 2021

	HCV	%	Mainstream	%	FUP	%	*CTPV	%
Allocated	5,104		460		56		298	
Leased	4,216	82.60%	251	54.57%	0	0%	264	88.59%
GENDER								
Male	624	15%	111	44%	0	0%	33	13%
Female	3,896	92%	137	55%	0	0%	231	88%
RACE								
Black	3,542	84%	148	59%	0	0%	227	86%
White	925	22%	99	39%	0	0%	35	13%
Asian	43	1.0%	2	1%	0	0%	1	0%
Nat American	10	0.2%	0	0%	0	0%	1	0%
ETHNICITY								
Hispanic	382	9%	19	8%	0	0%	28	11%
DISABLED								
Disabled Under 61	1,031	24%	206	82%	0	0%	48	18%
Disabled 61 Over	942	22%	36	14%	0	0%	28	11%
AGE								
18-35	1,023	24%	12	5%	0	0%	116	44%
36-61	2,346	56%	188	75%	0	0%	109	41%
Over 61	1,151	27%	34	14%	0	0%	39	15%
AVG INCOME	\$12,675		\$10,867		\$0		\$ 11,183	

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

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

Monthly Activities

Performed special HQs inspections for units affected by the Texas Winter Storm and issued emergency relocation vouchers.

Began the process for automating electronic processes for Intake and Briefing.

Continued Documents Management scanning project.

Finalizing implementation of artificial intelligence 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	80%	Annual Turnover Rate	9.8%	2020		2021	
Beginning ACC Vouchers	5,761	5,817	5,817	Year 2 (2021) Rebenchmark	107.2%	<--Inflation Included!				PIC EOP % as of 1/31/2021 (313 EOPs): 6.39%	UML % of ACC (UMA)	86.3%	85.0%	
Funding Components	Current Year (2020)	Year 2 (2021)	Year 3 (2022)	Year 3 (2022) Rebenchmark	100.0%		Time from Issuance to HAP Effective Date (Current: 3.04 months)				HAP Exp as % All Funds	95.0%	89.5%	
Initial BA Funding (net offset)	\$45,100,686	\$47,625,791	\$44,985,311	Year 2 (2021) % 'Excess' Reserves Offset	40.0%		% leased in 30 days	16%		2021 Inflation	HAP Exp as % of Eligibility only	97.1%	93.9%	
Offset of HAP Reserves	\$0	\$0	\$0	Year 3 (2022) % 'Excess' Reserves Offset	0.0%		% leased in 30 to 60 days	26%		7.2%	End of Year Results			
Set Aside Funding	\$331,006			Administrative Fees			% leased in 60 to 90 days	19%			Projected 12/31 Total HAP Reserves	\$2,335,057	\$5,264,514	
New ACC Units Funding	\$355,466	\$288,976	\$0	Year 1 (2020)	80.0%		% leased in 90 to 120 days	16%		Remember Income Change Effects on the PUC	HAP Reserves as % of ABA (Start: 2.1%)	5.1%	11.0%	
Total ABA Funding Provided	\$45,787,158	\$47,914,768	\$44,985,311	Year 2 (2021)	84.0%		% leased in 120 to 150 days	23%			"Excess" Reserves Subject To Offset	\$0	\$3,203,435	
PHA Income	\$35,318	\$0									End of Year 3 Results (2022)			
Total Cash-Supported Prior Year-End Reserves	\$950,724	\$2,335,057	\$5,264,514	HUD-Held Reconciliation Cash Sufficiency Check							\$7,957,097	17.7%	Projected Total HAP Reserves ===== Reserves % BA	
				HUD-established CYE HHR	\$67,833		HUD-established CYE HHR							
Total Funding				HUD-estimated Net Excess Cash	\$882,891	\$886,150	PHA-Held Cash 12/31/2019 (VMS)		Administrative Fees Analysis		See Detail	2020	2021	
Total Funding Available	\$46,773,200	\$50,249,825	\$50,249,825	HUD-Reconciled	\$950,724	\$953,983	HUD-Reconciled (Cash Capped)		CARES Act Admin Fees - Round 1	<= 7,200 UMLs (No Proration)	> 7,200 UMLs (No Proration)	Admin Fees Earned (PY: \$3,650,150)	\$3,747,166	\$3,929,623
				Lower of H17/I17 (May Override)	\$950,724		Lower of H17/I17 (May Override)		\$733,744	\$81.33	\$75.91	Expense	\$3,760,735	\$4,017,528
				HUD-Reconciled Excess Cash v PHA RNP (12/31/2019)				Round 2	TX004 has a cost per UML of \$62.73 compared to its Earnings/UML & Size peer group of \$45.00 (a difference of 28.3%) and its state peer group (of all PHAs in the state) of \$56.34 (a difference of 10.2%).		Expense %	100.4%	102.2%	
				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 (\$125,746) (or -3.4% of CY 2020 Earned Admin Fees) and a 2021 CYE UNP of (\$213,651) (or -5.4% 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	4,877	\$3,357,013					4,877	\$3,357,013	\$688		84.7%	88.0%	84.7%	88.0%
	Feb-20	5,761	4,890	\$3,492,233					4,890	\$3,492,233	\$714		84.8%	89.8%	84.9%	91.5%
	Mar-20	5,761	4,911	\$3,487,394					4,911	\$3,487,394	\$710		84.9%	90.3%	85.2%	91.4%
	Apr-20	5,761	4,985	\$3,595,487					4,985	\$3,595,487	\$721		85.3%	91.3%	86.5%	94.2%
	May-20	5,761	5,029	\$3,724,370					5,029	\$3,724,370	\$741		85.7%	92.5%	87.3%	97.6%
	Jun-20	5,817	5,040	\$3,732,205					5,040	\$3,732,205	\$741		85.9%	93.4%	86.6%	97.8%
	Jul-20	5,817	5,051	\$3,810,851					5,051	\$3,810,851	\$754		86.0%	94.3%	86.8%	99.9%
	Aug-20	5,817	5,040	\$3,794,515					5,040	\$3,794,515	\$753		86.1%	95.0%	86.6%	99.4%
	Sep-20	5,817	5,039	\$3,833,153					5,039	\$3,834,485	\$761		86.2%	95.6%	86.6%	100.5%
	Oct-20	5,817	5,054	\$3,885,142					5,054	\$3,888,079	\$769		86.2%	96.2%	86.9%	101.9%
	Nov-20	5,817	5,035	\$3,848,943					5,035	\$3,855,596	\$766		86.3%	96.7%	86.6%	101.0%
	Dec-20	5,817	5,032	\$3,853,640	20				5,032	\$3,865,914	\$768		86.3%	97.1%	86.5%	101.3%
	Total	69,524	59,983	\$44,414,947	20	0	0	0.0	59,983	\$44,438,143	\$741		86.3%	97.1%		
	2021															
	Jan-21	5,817	5,062	\$3,949,052	20				5,062	\$3,965,289	\$783		87.0%	99.3%	87.0%	99.3%
	Feb-21	5,817	5,025	\$4,004,505	20				5,025	\$4,029,117	\$802		86.7%	100.1%	86.4%	100.9%
	Mar-21	5,817	5,005	\$3,630,954	20				5,005	\$3,657,389	\$731		86.5%	97.3%	86.0%	91.6%
	Apr-21	5,817			40	10	12	-40.9	4,986	\$3,666,661	\$735	\$735	86.3%	95.9%	85.7%	91.8%
	May-21	5,817			40	20	19	-40.7	4,984	\$3,688,034	\$740		86.2%	95.2%	85.7%	92.4%
	Jun-21	5,817				2	23	-40.7	4,968	\$3,699,239	\$745	\$745	86.0%	94.8%	85.4%	92.6%
	Jul-21	5,817				2	21	-40.6	4,950	\$3,709,019	\$749	\$749	85.9%	94.5%	85.1%	92.9%
	Aug-21	5,817				2	15	-40.4	4,927	\$3,714,544	\$754	\$754	85.8%	94.3%	84.7%	93.0%
	Sep-21	5,817				2	12	-40.2	4,901	\$3,718,317	\$759	\$759	85.6%	94.2%	84.3%	93.1%
	Oct-21	5,817				2	7	-40.0	4,871	\$3,718,243	\$763	\$763	85.4%	94.1%	83.7%	93.1%
	Nov-21	5,817				2	0	-39.8	4,833	\$3,712,561	\$768	\$768	85.2%	94.0%	83.1%	93.0%
	Dec-21	5,817				2	0	-39.5	4,795	\$3,706,899	\$773	\$773	85.0%	93.9%	82.4%	92.8%
	Total	69,804	15,092	\$11,584,511	140	44	109	-362.8	59,309	\$44,985,311	\$758		85.0%	93.9%		
	<div> <div>Graphs</div> <div> <p>SPVs: Additional SPV leasing should focus on the 31 unleased VASH vouchers and the 69 unleased FUP vouchers. FINANCIAL: Beginning Year: Cash & Investments (VMS) of \$0 compares to RNP (VMS) of \$0. Current: VMS Cash & Investments of \$0 compares to VMS RNP plus UNP of \$0. PBVs: Currently, the PHA reports 282 leased PBVs, for a leased PBV rate of 95%. Additional leasing should focus on the 15 unleased PBVs, for which the PHA is making vacancy payments on 0. Finally, the PHA reports 0 PBVs under AHAP. Most importantly, the Two-Year Tool is not a problem to be solved, but a reality to be experienced.</p> </div> <div>Comments (VMS Comments in Note)</div> </div>															

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

For the Month Ending: February 28, 2021

DEVELOPMENT ACTIVITIES

COVID-19 Planning:

1. FWHS – Continues operating under Covid-19 protocols – is managing each property, specifically its staff, tenants and communication, to address any health or safety issues.
2. Specific attention is 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 monitor tenant rent billed, rent payed, payment arrangements for those who could not pay, and assist those residents to programs for support with rent and utility assistance.
4. The Federal eviction moratorium continues to stay in place. Winter Storm Uri, Power Outages, Water Pipes impacted Texas and Fort Worth. FWHS portfolio is evaluated for resident safety, property damage, insurance claims, and all other items associated with the storm.
5. Aside from the properties under construction and excluding Butler and Cavile, the property portfolio was consistent at 92.1% occupancy and 97.9% total collections. At some properties, the collections include past due rent.

RAD INITIATIVE/CLOSE OUT		
<u>Site</u>	<u>HAP Start Date</u>	<u>Notes</u>
Stallion Ridge	04/01/2020	Closed 4/2019, pending delivery of first units

DEVELOPMENTS UNDER CONSTRUCTION		
<u>Property</u>	<u>Total Units</u>	<u>Notes</u>
Patriot Pointe	220 Units	Closed 4/11/2019 with 12/1/2020 HAP 99% complete, March 2021 projected completion
Casa de Esperanza	119 Units	Substantially Complete, March 2021 final
Stallion Ridge	204 Units	90% complete, May 2021 projected completion
The Holston	265 Units	92% complete, April 2021 projected completion
The Huntley	296 Units	4% complete, August 2022 projected completion
River District	293 Units	98% complete, March 2021 projected completion

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

For the Month Ending: February 28, 2021

PERMANENT LOAN CONVERSIONS [COMPLETED]

<u>Site</u>	<u>Closing Date</u>	<u>Notes</u>
Standard at Boswell	TBD	Anticipated Closing Date in August 2021

REFINANCE - REPOSITIONING

<u>Site</u>	<u>Developer</u>	<u>Units</u>	<u>Status</u>
Post Oak East	FWAI	293	Refinance FHA, Projected closing March 2021
Fair Oaks / Fair Park	FWAI	133	Potential sale in 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
Sedona Village	FWAI	172	Refinance Fannie Mae, Projected Closing April 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
Scott Street Executives Suites	N/A		Proposed Temporary CNI HQ

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
Standard Harmon Homes	Ojala	230	PFC
Standard Chisholm Trail	Ojala	230	PFC
The Opal	AMTEX	345	PFC

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

For the Month Ending: February 28, 2021

Other Development Activities:

1. **Cavile CNI Initiative** currently includes the submission and approval from the TDHCA for the Phase I, **Cowan Place** 4% LIHTC application. Also, the Phase II, **Hughes House** development 9% LIHTC Application is being prepared for submission to the TDHCA. This application will be included in the competitive “At Risk Category”. The submission request is due on or before March 8th, 2021. The **Cavile Demo/Abatement** is currently ongoing with a projected completion date of April 30, 20231.
2. **Butler Initiative** is following the lead from the Butler Advisory Committee, meetings are scheduled and ongoing for the property next steps and timelines.
3. **Texas Street**, the new FWHS Corporate Headquarters. Design, repairs, upgrades are currently being reviewed for a proposed mid-summary 2021 move-in date.
4. **FWHS portfolio capital repairs/upgrades** is currently being reviewed, as third party reports for scope of work, timeline and proposed cost are evaluated.
5. The **Public Facilities Corporation** business model is being evaluated for changes as the current Texas Legislation is currently in session.

EXECUTIVE SUMMARY

PORTFOLIO PROGRAMMING/OCCUPANCY INFORMATION										
AS OF FEBRUARY 28, 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				3	237	98.8%
Avondale	Mayfair	160	25	79	40		16	7	153	95.6%
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	119	100.0%
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	15	179	92.3%
Bottle House	Roscoe	227		114			113	0	214	94.3%
Hillside	Roscoe	172		110			67	7	165	95.9%
Holston, The	Greystar	265		206			59	229	36	13.6%
Hunter Plaza	Roscoe	164	25	60	30	14	49	10	154	93.9%
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				3	213	98.6%
Palladium	Omnium	150	15	92			58	3	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						0	76	100.0%
Res McAlister	MVAH	124	22	90			12	1	123	99.2%
The Standard River	Roscoe	293					146	0	0	0.0%
Sabine	Monroe	72						4	68	94.4%
Scattered Sites	FWHS	16						1	15	93.8%
Sedona	Wind River	172	11	161	15			1	171	99.4%
Siddons	Roscoe	152	12	140				6	146	96.1%
Silversage	MVAH	120	23	97				6	114	95.0%
Springs	Capstone	430						41	389	90.5%
Stallion Pointe	Capstone	264	15	188	25		25	16	248	93.9%
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				15	157	91.3%
Villas of Eastwood	Roscoe	160	13	160				0	160	100.0%
Villas on the Hill	Roscoe	72		70	2	4		0	72	100.0%
Wind River	Roscoe	168	34	134		14		17	151	89.9%
Woodmont	NRP	252		252				9	243	96.4%
TOTALS		6081	652	4134	204	233	789	514	5599	92.1%

UNDER CONSTRUCTION

PH SITES

RENT COLLECTION AS OF FEBRUARY 28, 2021

PROPERTY	PMC	Monthly Rent Billed	Monthly Rent Collected	% COLLECTED
Alton Park	<i>Mayfair</i>	\$194,806	\$160,652	82%
Aventine	<i>Allied Orion</i>	\$232,623	\$224,561	97%
Avondale	<i>Mayfair</i>	\$134,713	\$132,479	98%
Bottle House	<i>Roscoe</i>	\$269,137	\$262,190	97%
Cambridge	<i>Roscoe</i>	\$187,635	\$182,942	97%
Campus	<i>Mayfair</i>	\$220,113	\$202,790	92%
Candletree	<i>Roscoe</i>	\$144,867	\$142,688	98%
Carlyle Crossing	<i>Roscoe</i>	\$96,572	\$92,459	96%
Casa de Esperanza	<i>Roscoe</i>	Error in Financials - system is being evaluated		
Dixon @ Stonegate	<i>Roscoe</i>	\$36,542	\$38,702	106%
Fair Oaks	<i>Roscoe</i>	\$50,373	\$48,886	97%
Fair Park	<i>Roscoe</i>	\$37,377	\$25,434	68%
Harmon	<i>Capstone</i>	\$5,016	\$4,611	92%
Henderson	<i>Roscoe</i>	\$11,552	\$8,628	75%
Hillside	<i>Roscoe</i>	\$164,940	\$164,216	100%
Holston, The	<i>Greystar</i>	\$53,311	\$53,311	100%
Hometowne	<i>Roscoe</i>	\$161,041	\$162,067	101%
Hunter Plaza	<i>Roscoe</i>	\$126,973	\$156,935	124%
KOP	<i>Roscoe</i>	\$16,110	\$16,109	100%
Overton	<i>Roscoe</i>	\$163,576	\$167,096	102%
Palladium	<i>Omnium</i>	\$145,066	\$137,369	95%
Patriot Pointe	<i>Capstone</i>	\$56,912	\$54,452	96%
Pav at Samuels	<i>Roscoe</i>	\$30,980	\$30,396	98%
Post Oak East	<i>Allied Orion</i>	\$218,890	\$225,135	103%
Prince Hall	<i>Monroe Group</i>	\$90,810	\$89,454	99%
Res at McAlister	<i>MVAH</i>	\$86,642	\$102,161	118%
The Standard River District	<i>Roscoe</i>			
Sabine	<i>Monroe Group</i>	\$82,917	\$87,702	106%
<i>Scattered Sites</i>	<i>FWHS</i>	\$3,637	\$20,047	551%
Sedona	<i>Wind River</i>	\$138,165	\$139,434	101%
Siddons	<i>Roscoe</i>	\$121,151	\$120,474	99%
Silversage	<i>MVAH</i>	\$99,938	\$99,127	99%
Springs	<i>Capstone</i>	\$392,910	\$331,196	84%
Stallion Pointe	<i>Capstone</i>	\$264,035	\$247,436	94%
Stallion Ridge	<i>Capstone</i>			
Standard @ Boswell	<i>Capstone</i>	\$111,727	\$117,916	106%
<i>Sycamore Center</i>	<i>Elmington</i>	\$7,556	\$17,730	235%
Villa by the Park	<i>Roscoe</i>	\$138,429	\$135,341	98%
Villas of Eastwood Terr	<i>Roscoe</i>	\$120,076	\$118,852	99%
Villas on the Hill	<i>Roscoe</i>	\$63,680	\$60,088	94%
Wind River	<i>Roscoe</i>	\$96,258	\$100,487	104%
Woodmont	<i>NRP</i>	\$219,184.00	\$216,487	99%
TOTALS		\$4,796,240	\$4,698,039	98%

UNDER CONSTRUCTION

BUTLER, CAVILE, NOT INCLUDED

PH UNITS

PORTFOLIO INSPECTIONS AS OF FEBRUARY 28,2021					
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				
Cavile	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		
Holston, The	Greystar				
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
PI SITES

FORT WORTH HOUSING SOLUTIONS – FINANCE AND ADMINISTRATION

Month Ended: February 28, 2021

ACCOUNTING AND FINANCE:

- **2020 Year-End Close Out/Audit (FWHS)**
 - Continued to work on closing the general ledger for the year. Started working on the internal Financial Data master schedule. Requested for extension to submit the unaudited FDS due to the loss of time when the winter storm hit in mid-February. Due date is now April 16, 2021. Started providing documents to the auditors per their requests in order to begin their single audit process.
- **2020 Year-End Close Out/Audit (Partnership Entities)**
 - Communication between the auditors and properties continued during the month. Drafts of tax returns, audit 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**
 - Continued 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. FWHS' registration is now active; next renewal will be in 2022.
- **Budgeting Process / Software**
 - Continued working on the implementation process of the new budget software. The weekly virtual meeting with the contractor, Questica, has been postponed due to other priorities in accounting. Meeting will resume in late April after all reporting deadlines are met.

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 new upgrade to the partner portal still needs to be installed and IT has been in constant communication with ECS to speed up the process that has been delayed.
 - **Infrastructure and Cloud Services/Cyber Risk Assessments**
 - Continued to monitor and resolve issues with the new system especially with regards to FWHS staff connecting to the system remotely. Updates to the system were done when necessary. Continues to evaluate the security and integrity of the FWHS system.

FORT WORTH HOUSING SOLUTIONS – FINANCE AND ADMINISTRATION

Month Ended: February 28, 2021

- **Electronic Document Management/Workflow Software**
 - The contractor, Global, continued to work with HCV department in scanning the old files. Special programs will be next. IT and Procurement worked on another contract modification to increase the contract amount due to this additional service. The other departments might possibly follow to expedite the process for the whole agency.
- **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 is currently working with Vintage on this.
- **FWHS Desktops/Laptops**
 - Almost all laptops have been distributed to staff. All related gadgets, such as head phones and computer privacy screens that will further assist the employees are also being considered especially in preparation for the move to the new office building.
- **Telephone Masking**
 - The phone system was upgraded to mask the numbers of the employees' personal cell phones while teleworking. IT has assisted the employees in its implementation.
- **Electronic Signature**
 - Working on getting a contract with Sign Now or other vendors to enable staff and clients to sign documents electronically.
- **CNI New Office Location/ FWHS New Office Location**
 - IT worked on phone and internet connectivity and server issues.

QUADCO MANAGEMENT SOLUTIONS, INC.

- Continued the process of clearing the remaining QuadCo related items such as banking issues, corporate card issues, franchise tax returns and others.

STAFF DEVELOPMENT/OTHERS:

- Questica Budget Implementation Meeting
- Global Laserfiche Implementation Meeting
- Sycamore Mixed Finance Termination Meeting
- Butler Place Documentary – Black History Month Celebration

FORT WORTH HOUSING SOLUTIONS – FINANCE AND ADMINISTRATION

Month Ended: February 28, 2021

- IT Strategy Meeting
- Weekly Executive Staff WebEx/Phone Conference Meetings
- Weekly Webex Meetings with staff
- Funding Outlook Meeting
- Controller, Jose Torres, submitted his resignation – last day is March 18, 2021

FORT WORTH HOUSING SOLUTIONS
CENTRAL OFFICE COST CENTER BUDGET VARIANCE SUMMARY
February 28, 2021

		2021 ORIGINAL BUDGET	YTD MONTH BUDGET	YTD MONTH ACTUAL	YTD MONTH VARIANCE		2021 BUDGET VARIANCE EXPLANATIONS
	INCOME				FAV/(UNFAV) \$	FAV/(UNFAV) %	
1	Management Fees	1,458,526	121,544	209,956	88,412	72.74%	CFP Grant Admin Fee for '18, '19, & '20 CFP Distribution to Cover COCC, Assisted Housing & Special Program 2020 current Deficit Texpool Interest. Subsidy Holdback, 10% of actual is held back. HR Fees TCHC rent.
2	Fund Transfer From (To) Other Sources	7,225,793	602,149	589,343	(12,806)	-2.13%	
3	Interest Earned	27,712	2,309	-	(2,309)	-100.00%	
4	Other Income	113,108	9,426	30,201	20,775	220.41%	
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%	
7	TOTAL INCOME	8,913,878	742,823	832,874	90,051	12.12%	
		2021 ORIGINAL BUDGET	YTD MONTH BUDGET	YTD MONTH ACTUAL	YTD MONTH VARIANCE		2021 BUDGET VARIANCE EXPLANATIONS
8	EXPENSES				FAV/(UNFAV) \$	FAV/(UNFAV) %	
9	Administrative Expense	4,711,009	392,585	580,543	(187,957)	-47.88%	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	29,093	(20,617)	-243.23%	
12	Maintenance	186,567	15,547	20,093	(4,545)	-29.24%	
13	Protective Services	44,918	3,743	6,997	(3,254)	-86.92%	
14	General Expense	1,115,951	92,996	145,863	(52,867)	-56.85%	
15	TOTAL Operating Expenses	6,160,157	513,348	782,587	(269,239.72)	-52.45%	
16	Nonoperating Expenses	1,815,040	151,253	50,288	100,966	66.75%	Various IT Plan Equipment Additions and replacement not yet incurred.
17	TOTAL EXPENSES	7,975,199	664,601	832,874	(168,274)	-25.32%	
18	NET INCOME	938,679	78,222	0	(78,228)	-100.01%	
19	Fund Transfer From/(To) Other Sources	(938,679)	(78,222)	-	78,222	100.00%	Transfer to cover Assisted Housing and Special Program deficit
20	NET	(0)	0	0	(5)		

FORT WORTH HOUSING SOLUTIONS
2021 ASSISTED HOUSING BUDGET SUMMARY
HOUSING CHOICE VOUCHER, MAINSTREAM PROGRAMS AND CARES Act SUPPLEMENTAL FUNDS
February 28, 2021

INCOME	2021	YTD MONTH BUDGET	YTD MONTH ACTUAL	YTD MONTH VARIANCE		2021 ORIGINAL BUDGET VARIANCE EXPLANATIONS
	ORIGINAL BUDGET			FAV/(UNFAV) \$	V/(UNFAV) %	
Admin Fees Earned - HCV	3,200,597	533,433	566,570	33,137	6.21%	80% proration factor for HCV
Admin Fees Earned - Mainstream	162,813	27,136	12,580	(14,556)	-53.64%	80% proration factor for Mainstream
2020 CARES Act Admin. Fees - Mainstream	-	-	-	-	0.00%	
2020 CARES Act Admin. Fees - HCV	211,546	35,258	53,622	18,365	0.00%	
HAP Revenue	43,857,278	7,309,546	7,899,792	590,245	8.07%	
Other Income	57,783	9,631	2,859	(6,771)	-70.31%	
TOTAL INCOME	47,490,017	7,915,003	8,535,423	620,420	7.84%	
EXPENSES	2020 REVISED BUDGET	YTD MONTH BUDGET	YTD MONTH ACTUAL	YTD MONTH VARIANCE		2021 ORIGINAL BUDGET VARIANCE EXPLANATIONS
				FAV/(UNFAV) \$	V/(UNFAV) %	
Administrative Expenses	3,523,023	587,170	499,144	88,025	14.99%	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	10,225	14,089	(3,864)	-37.79%	
Protective Services	642	107	123	(16)	-14.95%	
General Expenses	701,270	116,878	75,437	41,442	35.46%	
HAP Expense	43,857,278	7,309,546	7,899,792	(590,245)	-8.07%	
Total Operating Expenses	48,143,564	8,023,926	8,488,584	(464,658)	-5.79%	
Nonoperating Expenses	12,000	1,998	-	1,998	100.00%	
TOTAL EXPENSES	48,155,564	8,025,924	8,488,584	(462,660)	-5.76%	All expenses are within range due to first month of the yr. report
NET INCOME (LOSS)	(665,547)	(110,922)	46,839	157,760	142.23%	
Fund Transfer From/(To) Other Sources	665,547	-	-	-		
NET	-	(110,922)	46,839	157,760		

FORT WORTH HOUSING SOLUTIONS
2021 PROGRAMS BUDGET SUMMARY
VASH AND MOD REHAB (SRO) PROGRAMS
February 28, 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	48,895	53,829	4,934	10.09%	Administrative Fees based on column A Rate @ \$81.33 for Mod-Rehab and 80% proration factor for VASH
Total Admin Fees Earned	293,370	48,895	53,829	4,934	10.09%	
HAP Revenue	2,641,755	440,293	435,240	(5,053)	-1.15%	
Other Income	-	-	-	-	0.00%	
TOTAL INCOME	2,935,125	489,188	489,069	(119)	-0.02%	

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	37,584	30,445	7,139	18.99%	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	2,585	183	2,402	92.92%	
Protective Services	-	-	-	-	0.00%	
General Expenses	45,882	7,647	-	1,977	25.85%	
HAP Expense	2,641,755	440,293	435,240	5,053	1.15%	
Total Operating Expenses	2,928,654	488,109	465,868	16,570	3.39%	
Nonoperating Expenses	-	-	-	-	0.00%	
TOTAL EXPENSES	2,928,654	488,109	465,868	16,570	3.39%	All expenses are within range due to first month of the yr. report

NET INCOME	6,472	1,079	23,201	22,122	2051.20%	
Fund Transfer From COCC	-	-	-	-		
NET	6,472	1,079	23,201	22,122		

FORT WORTH HOUSING SOLUTIONS
OTHER FUNDS - BUDGET VARIANCE SUMMARY
February 28, 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	27,364	143,273	83.96%	
Tenant Services	-	0	-	-	0.00%	
Utilities	159	159	73	86	54.26%	
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	27,437	194,822	87.66%	
Nonoperating Expenses	-	0	-	-	0.00%	
TOTAL EXPENSES	222,285	222,259	27,437	194,822	87.66%	

NET INCOME	359,631	357,965	(14,170)	(761,777)	-212.81%	
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Fund Transfer From/(To) Other Sources	-	(494,467)	24	494,491	0.00%	
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NET	359,631	(136,502)	(14,146)	(267,287)		

FORT WORTH HOUSING SOLUTIONS
CONTINUUM OF CARE GRANTS -FEBRUARY 2021
PREPARED: 03/16/2021

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	75.5%	6/30/2021	3	75.5%	77.0%	14.0%	0.0%	9.0%
CoC 2	1,223,915	9/30/2021	37.2%	10/31/2021	7	37.2%	78.0%	14.0%	0.0%	8.0%
CoC 6	185,219	3/31/2021	67.8%	4/30/2021	1	67.8%	79.0%	14.0%	0.0%	7.0%
CoC 8	180,067	1/31/2022	4.7%	2/28/2022	11	4.7%	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	1,190,406	958,353	121,546	0	110,507
Balance	385,840	262,169	93,841	0	29,831
CoC 2					
Authorized	1,223,915	955,230	168,570	0	100,115
Disbursed	455,383	335,410	69,912	0	50,061
Balance	768,532	619,820	98,658	0	50,054
CoC 6					
Authorized	185,219	147,135	25,965	0	12,119
Disbursed	125,601	97,931	14,982	0	12,687
Balance	59,618	49,204	10,983	0	(568)
CoC 8					
Authorized	180,067	113,353	20,003	32,518	14,193
Disbursed	8,476	5,802	1,729	0	945
Balance	171,591	107,551	18,274	32,518	13,248

FORT WORTH HOUSING SOLUTIONS
HCC / HHSP / DH / ESG GRANTS - FEBRUARY 2021
PREPARED: 03/16/2021

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	33.2%	9/30/2020	6	26.3%	87.2%	12.8%
HHSP	430,631	8/31/2021	50.1%	9/30/2020	6	43.5%	95.0%	5.0%
DH	250,000	9/30/2021	70.0%	10/31/2020	7	63.2%	84.2%	15.8%
ESG	1,809,477	3/31/2022	3.6%	4/30/2022	13	0.0%	84.2%	15.8%
Total	3,190,108							

Grant Activity and Balances			
GL CODE		4715	4110-4540
Description	Totals	Rental Assistance	Administrative
HCC			
Authorized	700,000	610,842	89,158
Reimbursed	184,422	163,612	20,810
Balance	515,578	447,231	68,348
HHSP			
Authorized	430,631	409,099	21,532
Reimbursed	187,280	176,460	10,820
Balance	243,351	232,639	10,712
DH			
Authorized	250,000	210,676	39,324
Reimbursed	158,000	138,544	19,456
Balance	92,000	72,132	19,868
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 - FEBRUARY 2021
PREPARED: 03/16/2021

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	2	93.6%	86.8%	0.8%	12.4%
2021 ROSS FSS	360,000	12/31/2021	12.5%	1/31/2022	10	12.5%	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	226,491	210,000	2,000	14,491
Balance	15,509	0.00	0.00	15,509
2021 ROSS FSS				
Authorized	360,000	360,000	0	0
Disbursed	45,179	45,179	0	0
Balance	314,821	314,821	0	0

FORT WORTH HOUSING SOLUTIONS
CAPITAL FUND PROGRAMS - FEBRUARY 2021
PREPARED: 03/16/2021

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	2	100.0%	4/12/2023	26	54.6%	10.0%	90.0%
2017 CFP	1,185,285	8/15/2020	0	100.0%	8/15/2022	18	14.4%	38.0%	62.0%
2018 CFP	1,979,629	5/28/2021	3	41.8%	5/28/2023	27	100.0%	34.0%	66.0%
2019 CFP	1,699,358	4/15/2022	14	53.2%	4/15/2024	38	44.5%	46.0%	54.0%
2020 CFP	1,477,141	3/25/2023	25	39.8%	3/25/2025	49	39.8%	40.0%	60.0%
Total	7,491,973								

Grant Activity and Balances														
BLI Account		1406	1408	1410	1411	1430	1450	1460	1465	1480	1485	1495	1503	1504
Description	Totals	Operations	Management Improvement	Administration	Audit Cost	Fees & Costs	Site Improvement	Dwellig Structures	Dwelling Equipment	General Capital Activity	Demolition	Relocation Costs	RAD CFP	RAD Investment Activity
2016 CFP														
Authorized	1,150,560	0	0	115,056	0	0	0	0	0	187,630	0	403,546	72,245	372,083
Disbursed	628,303	0	0	115,056	0	0	0	0	0	187,630	0	38,118	0	287,499
Balance	522,257	0	0	0	0	0	0	0	0	0	0	365,428	72,245	84,584
2017 CFP														
Authorized	1,185,285	0	0	118,528	0	0	0	0	0	734,340	0	8,453		323,964
Disbursed	171,215	0	0	118,528	0	0	0	0	0	38,529	0	0		14,158
Balance	1,014,070	0	0	0	0	0	0	0	0	695,811	0	8,453		309,806
2018 CFP														
Authorized	1,979,629	494,906	0	296,944	0	0	0	0	0	1,187,779	0	0		0
Disbursed	1,979,629	494,906	0	296,944	0	0	0	0	0	1,187,779	0	0		0
Balance	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	911,077	0	0	108,540	0
Disbursed	756,808	424,838	0	254,903	0	0	0	0	0	5,010	0	0	72,057	0
Balance	942,550	0	0	0	0	0	0	0	0	906,067	0	0	36,483	0
2020 CFP														
Authorized	1,477,141	369,300	0	221,571	0	0	0	0	0	886,270	0	0		0
Disbursed	587,582	367,238	0	220,344	0	0	0	0	0	0	0	0		0
Balance	889,559	2,062	0	1,227	0	0	0	0	0	886,270	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)	(60,550)	(82,158)	(82,158)	(82,158)	(82,158)	(82,158)	(82,158)	(82,158)	(82,158)	(82,158)	(82,158)	(136,553)
Other Income													-
Operating Expenses	(228,998)	(328,833)											(557,831)
Monthly Operating Income	304,551	304,551											609,102
Fraud Recovery	451	2,674											3,125
Transfers						-	-	-	-				-
Year to Date Net Operating Income (Deficit)	(60,550)	(82,158)	(82,158)	(82,158)	(82,158)	(82,158)	(82,158)	(82,158)	(82,158)	(82,158)	(82,158)	(82,158)	(82,158)
Calendar Year - 2021	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
HCV HAP Account:													
Restricted Net Position	92,975	(936)	(148,077)	(148,077)	(148,077)	(148,077)	(148,077)	(148,077)	(148,077)	(148,077)	(148,077)	(148,077)	92,975
ABA at Beginning of Month	3,854,690	3,854,690											7,709,380
Program Reserves @ Beginning of Month													-
PHA Income	451	2,674											3,125
Total HAP Funds Available at Beginning of Month											-	-	-
Monthly HAP Payments	(3,949,052)	(4,004,505)											(7,953,557)
Transfers													
HAP Funds Remaining at End of Month (Deficit)	(936)	(148,077)	(148,077)	(148,077)	(148,077)	(148,077)	(148,077)	(148,077)	(148,077)	(148,077)	(148,077)	(148,077)	(148,077)
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	5,042	4,997	5,017	5,016	5,002	4,993	4,979	4,955	4,920	4,884	4,848	4,813	59,466
Calendar Year to Date Variance - Actual to Target	(775)	(820)	(800)	(801)	(815)	(824)	(838)	(862)	(897)	(933)	(969)	(1,004)	(7,432)
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 FEBRUARY 28, 2021**

FUND NO.	FUND NAME	TYPE	BOOK VALUE ENDING	MARKET VALUE ENDING	INTEREST RATE OR YIELD	PURCHASED FROM	MATURITY DATE
100	COCC	INVESTMENT POOL	2,721,118.75	2,721,118.75	0.0431%	TEXPOOL	N/A
102, 103	FSS ESCROW	INVESTMENT POOL	15,444.43	15,444.43	0.0431%	TEXPOOL	N/A
300	FSS ESCROW	INVESTMENT POOL	439,876.09	439,876.09	0.0431%	TEXPOOL	N/A
600	HSG DEV CORP	INVESTMENT POOL	502,556.80	502,556.80	0.0431%	TEXPOOL	N/A
330	P'TREE REFINANCE	INVESTMENT POOL	48,916.70	48,916.70	0.0431%	TEXPOOL	N/A
706	TRINITY RIVER PFC	INVESTMENT POOL	2,427,357.10	2,427,357.10	0.0431%	TEXPOOL	N/A
200	DISCRETIONARY	INVESTMENT POOL	1,023,015.31	1,023,015.31	0.0431%	TEXPOOL	N/A
710	GATEWAY PFC	INVESTMENT POOL	18,171,022.29	18,171,022.29	0.0431%	TEXPOOL	N/A
202	OIL & GAS LEASE	INVESTMENT POOL	1,049,986.79	1,049,986.79	0.0431%	TEXPOOL	N/A
203	PH HSE SALE PROC	INVESTMENT POOL	3,503,723.57	3,503,723.57	0.0431%	TEXPOOL	N/A
718	FW AFFORD. INC	INVESTMENT POOL	3,728,456.75	3,728,456.75	0.0431%	TEXPOOL	N/A
722	SPRING GLEN APTS	INVESTMENT POOL	989,765.94	989,765.94	0.0431%	TEXPOOL	N/A
721	SPRING HILL APTS	INVESTMENT POOL	2,205,645.59	2,205,645.59	0.0431%	TEXPOOL	N/A
740	BHEF	INVESTMENT POOL	11,744.51	11,744.51	0.0431%	TEXPOOL	N/A
101	OTHER AMPS	INVESTMENT POOL	2,139,724.41	2,139,724.41	0.0431%	TEXPOOL	N/A
102	BUTLER PLACE	INVESTMENT POOL	3,597,246.58	3,597,246.58	0.0431%	TEXPOOL	N/A
602	WIND TERRACE INC	INVESTMENT POOL	316,692.19	316,692.19	0.0431%	TEXPOOL	N/A
103	J.A. CAVILE PLACE	INVESTMENT POOL	1,412,941.56	1,412,941.56	0.0431%	TEXPOOL	N/A
116	SCATTERED SITES	INVESTMENT POOL	759,200.72	759,200.72	0.0431%	TEXPOOL	N/A
701	OTHER FUNDS	INVESTMENT POOL	194,094.63	194,094.63	0.0431%	TEXPOOL	N/A
601	GENERAL PARTNERS LLC	INVESTMENT POOL	552,047.34	552,047.34	0.0431%	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	249,395.74	249,395.74	0.1000%	COMERICA BANK	N/A
TOTAL			46,264,337.27	46,264,337.27			

/s/ Riza Nolasco
Vice President-Finance & Administration

/s/ Ara McVay
Accountant



HOUSING OPERATIONS AND CLIENT SERVICES BOARD REPORT

Month Ending February 2021

Family Self-Sufficiency Program Report – February 2021

Program Management	Mandated Program Size		Complete
	Graduates this Month		0
	New Mandated Program Size		Complete
	Current Program Size (HCVP + PH + RAD)		237
	Percentage of Mandatory Slots Filled		Complete
	Completed to Date		354
	New Contracts this Month (HCVP + PH +RAD)		1
	New Contracts (YTD)		1
Participants Demographics & Activities	HCVP Participants		236
	Public Housing Participants		0
	RAD		1
	Participants w/ Escrow		155
	Percentage of Participants w/ Escrow		65%
	FSS Workshops		Attendees
	Frost Bank Financial Literacy – Banking 02/24/2021		16
Canceled Contracts	Contracts Canceled & Escrow Forfeited		0
	Contracts Canceled & Escrow Forfeited (YTD)		0
	Contracts Canceled with No Escrow		0
	Contracts Completed (Graduated)		0
	Total of Contracts Canceled this Month: Term + Grad		0
	Total of Canceled Contracts: Term + Grad (YTD)		1
Escrow Amount Activity	New Escrow Accounts Established this Month		0
	New Escrow Accounts Established (YTD)		0
	Escrow Forfeited to FWHS this Month		\$0.00
	Escrow Forfeited to FWHS (YTD)		\$0.00
	Escrow Paid Out this Month		\$8,617.95
	Escrow Paid Out (YTD)		\$8,617.95
Graduate Information	Name	Client No.	Escrow Amount (\$)
			Homeownership?
PIC Reporting	FSS Graduates (YTD)		1
	Current Active FSS Contracts in PIC		231
	Current Active Escrow w/ Progress Reports		136
FSS Activities			





HOUSING OPERATIONS AND CLIENT SERVICES BOARD REPORT

Month Ending February 2021

CoC PROGRAM MONTHLY REPORT

Month: March 1, 2021

	SPC 1	%	SPC 2	%	SPC 6	%	Change	%	VASH	%	HHSP	%
Allocated	164		123		19		12		362		42	
Leased	151	92%	109	89%	14	74%	9	75%	328	91%	39	93%
GENDER												
Male	63		45		9		3		281		26	
Female	88		64		5		6		47		13	
RACE												
Black	80		61		6		2		181		15	
White	70		48		8		7		143		24	
Asian	0		0		0		0		1		0	
Nat American	1		0		0		0		2		0	
Hawaiian	0		0		0		0		1		0	
ETHNICITY												
Hispanic	9		3		2		0		26		5	
DISABLED												
Disabled 61 Over	55		32		7		2		95		13	
Disabled Under 62	95		77		5		5		97		25	
AGE												
18-35	7		1		1		1		17		2	
36-61	89		76		7		6		161		24	
Over 61	55		32		6		2		150		13	
AVG INCOME	10,352		10,917		7,962		9,136		13,611		9,812	

	HCC	%	DH	%	SRO 307	%	SRO 308	%	SRO 309	%
Allocated	85		14		32		18		20	
Leased	34	40%	14	100%	21	66%	18	100%	18	90%
GENDER										
Male	11		6		16		18		15	
Female	22		8		5		0		3	
RACE										
Black	25		9		16		6		12	
White	8		5		5		10		6	
Asian	0		0		0		1		0	
Nat American	1		0		0		1		0	
ETHNICITY										
Hispanic	1		0		0		2		1	
DISABLED										
Disabled 61 Over	2		2		4		1		2	
Disabled Under 62	32		12		7		2		6	
AGE										
18-35	10		0		4		3		6	
36-61	22		12		12		11		10	
Over 61	2		2		5		4		2	
AVG INCOME	9,889		7,794		9,495		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



HOUSING OPERATIONS AND CLIENT SERVICES BOARD REPORT

Month Ending February 2021

Conventional Low Income Public Housing		%
Public Housing Units (Butler and Cavile Vacant)	537	
Leased	16	.03%
Male	4	25%
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	\$13,606.50	



HOUSING OPERATIONS AND CLIENT SERVICES BOARD REPORT

Month Ending February 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	\$27,767	

Low-Income Public Housing Report – Month ending February 2021

Low-Income Public Housing- Butler (412 units)	
	February
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)	
	February
Waiting List	0
Vacancy Rate	0%
Rent Collections	93.75%
Unit Turnaround Time Days	0 days
Avg. Non-Emergency Work Order Days	2 hours
#of Non-Emergency Work orders	2
Avg. Emergency Work Order Days	2 days (due to inclement weather)
# of Emergency Work Orders	2

Low-Income Public Housing Report – Month ending February 2021

Low Income Public Housing- JA Cavile (300 units)	
	February
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	
	February
Waiting List	35
Vacancy Rate	87.24%
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)

** Public housing residents received a housing choice voucher to relocate for property issues that created health and safety risks for tenants.*

Low-Income Public Housing Report – Month ending February 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

March 11, 2021

Mr. Byron Gulley, Director
Office of Public Housing
US Dept. of Housing & Urban Development
307 West 7th Street, Suite 1000
Fort Worth, TX 76102



SUBJECT: Fort Worth Housing Solutions [TX004] 2021 Annual Plan

Dear Mr. Gulley:

We are in receipt of your letter dated today, March 10, 2021, disapproving Fort Worth Housing Solutions' (FWHS) Form HUD-50075-ST (Annual PHA Plan) submission for the Fiscal Year Beginning (FYB) January 1, 2021. Please see the responses to the items you stated in your letter and questions below.

1. With respect to the previously submitted 5-Year Plan we have taken your comments under advisement. Our records indicate the plan was submitted September 25, 2019. (Attachment A) Because these items have been submitted and approved, is there a recommended course of action to address this alleged issue?
2. With the respect to the number of public housing units, I believe the discrepancy is due to delayed RAD HAP for two properties. Patriot Pointe has 22 units pending and Stallion Ridge has 20, equaling the 42-unit difference. We can modify this number and remove the information related to RAD. We included all HCVs under administration by FWHS including special purpose vouchers to show a complete picture of the Agency, but we can decrease the number to match PIC.
3. Your letter states the planned Demolition and/or Disposition section contributes to the plan being disapproved. You state we cannot plan to submit a streamlined voluntary conversion application because we currently have 584 units in PIC.

Our 2021 plan includes a path to reduce the number of units in PIC from 584 to 242. FWHS is currently in the final phases of demolition of TX004000003 (Cavile Place, 300 units). As previously referenced, we have two pending RAD HAPs that will further decrease the PIC unit count by 42. Those two actions will take place in 2021, therefore making FWHS eligible to submit a SVC application under PIH Notice 2019-05, Sections 1 and 3.

We have previously been asked by the field office, RECAP and SAC to document our intent to close out our public housing inventory using these above mentioned methods. The PHA Plan seems like the most logical place to document those intentions and actions and provides transparency to our residents, stakeholders and HUD. If you prefer a different course of action, please outline the steps we should take.

4. The statement in your letter related to TX004000019 (Sycamore Center Villas) is correct, but took place after this plan was submitted. Please indicate what relevance this has to the disapproval and how to remediate.



5. The Agency Plan was prepared in accordance with the instructions for completing the template (HUD Form 50075-ST, p. 15 Section b, 2- New activities) We note your request and will include a chart similar to the one your letter provided in the future.

24 CFR 903.23 states: (b) *Scope of HUD review*. HUD's review of the Annual Plan (and any significant amendments or modifications to the plan) will be limited to the information required by 24 CFR 903.7(b), (g), (h), and (o), and any other element of the PHA's Annual Plan that is challenged.

I assume the basis of your disapproval is 24 CFR 903.7 (h). We would appreciate your confirmation of this assumption and whether the deficiency is technical or substantive. HUD guidance also indicates if a plan is disapproved, the PH Director will specify a date for the re-submission of the plan with the required corrections; your letter did not include such information.

24 CFR 903.23 (3) states: If HUD fails to issue the notice of disapproval on or before the 75th day after the date on which the PHA submits its plan or significant amendment or modification to the plan, HUD shall be considered to have determined that all elements or components of the plan required to be submitted and that were submitted, and to be reviewed by HUD were in compliance with applicable requirements and the plan has been approved.

FWHS submitted the plan to the field office on Dec. 10, 2020; 75 days from that date is February 23, 2021, therefore we assume the plan has been technically approved. FWHS will follow the 2021 Annual Plan as submitted as a strategic planning tool to carry out our mission.

Sincerely,

Mary-Margaret Lemons
President



FORT WORTH HOUSING SOLUTIONS AGENDA ITEM COVER SHEET

Board Meeting Date: March 25, 2021
Agenda Item No.: 2021.07, TAB 9
Person Responsible: Heather Raiden, General Counsel
Subject: Professional Legal Services

Background:

Fort Worth Housing Solutions (FWHS), published a Request for Proposals (RFP) for Professional Legal Services on December 30, 2020 in the Commercial Recorder, Public Housing Authorities Directors Association (PHADA), the National Association of Housing and Redevelopment Officials (NAHRO), Texas and Southwest Chapter of the National Association of Housing and Redevelopment Officials (TX & SWNAHRO), and FWHS' website. The RFP for Professional Legal Services had five (5) legal practice areas: **1. Group A - General Legal Services; 2. Group B - General Litigation; 3. Group C - Real Estate; 4. Group D - Bond/Tax Credits, and 5. Group E - Employment Law.** Law firms were able to submit proposals for one or all areas of practice.

A pre-proposal conference was held on January 7, 2021 in which eight (8) potential respondents utilized the call-in number provided in the RFP, due to COVID-19. There were four (4) Addenda released, Addendum 2 answered questions submitted by respondents and Addendum 4 changed the due date from January 21, 2021 to January 26, 2021. Nine (9) proposals were submitted as follows:

Group A - General Legal Services

- Brown Proctor Howell, LLP
- Clark Hill Strasburger
- Coats Rose, P.C.
- Feldman & Feldman
- Fox Rothschild, LLP
- Fulton Strahan
- Harris, Finley & Bogle, P.C.
- Jackson Law Firm

Group B - General Litigation

- Ballard Spahr, LLP
- Brown Proctor Howell, LLP
- Clark Hill Strasburger
- Feldman & Feldman
- Fox Rothschild, LLP
- Fulton Strahan
- Harris, Finley & Bogle
- Jackson Law Firm

Group C-Real Estate

- Ballard Spahr, LLP
- Clark Hill Strasburger
- Coats Rose, P.C.
- Harris, Finley & Bogle
- Fox Rothschild, LLP
- Fulton Strahan
- Jackson Law Firm

Group D-Bond Tax Credits

- Ballard Spahr, LLP
- Coats Rose, P.C.
- Fox Rothschild, LLP
- Fulton Strahan

Group E-Employment Law

- Brown Proctor Howell, LLP
- Clark Hill Strasburger
- Feldman & Feldman
- Fox Rothschild, LLP
- Harris, Finley & Bogle
- Jackson Law Firm

The evaluation team reviewed the proposals and rated them based on the following criteria:

- Accessibility
- Past Performance on Similar Projects
- Management Plan and/or Approach
- Technical or Work Plan
- Project Manager and Key Personnel
- Proposed Fees
- Section 3 & M/WBE Efforts

References were checked and were favorable for all potential respondents.

Issues/Concerns:

Recommendation for engagement agreements awarded to all nine (9) respondents.

Funding Source:

The budget of the AMP involved. (Site, COCC, HCV, etc.)

Recommendation:

The recommendation is to authorize the President to execute into a five (5) year legal engagement agreement with the listed legal firms in the respective practice areas, on an as needed basis, which would be most advantageous to the FWHS.

Group A - General Legal Services

- Brown Proctor Howell, LLP
- Clark Hill Strasburger
- Coats Rose, P.C.
- Feldman & Feldman
- Fox Rothschild, LLP
- Fulton Strahan
- Harris, Finley & Bogle, P.C.
- Jackson Law Firm

Group B - General Litigation

- Ballard Spahr, LLP
- Brown Proctor Howell, LLP
- Clark Hill Strasburger
- Feldman & Feldman
- Fox Rothschild, LLP
- Fulton Strahan
- Harris, Finley & Bogle
- Jackson Law Firm

Group C-Real Estate

- Ballard Spahr, LLP
- Clark Hill Strasburger
- Coats Rose, P.C.
- Harris, Finley & Bogle
- Fox Rothschild, LLP
- Fulton Strahan
- Jackson Law Firm

Group D-Bond Tax Credits

- Ballard Spahr, LLP
- Coats Rose, P.C.
- Fox Rothschild, LLP
- Fulton Strahan

Group E-Employment Law

- Brown Proctor Howell, LLP
- Clark Hill Strasburger
- Feldman & Feldman
- Fox Rothschild, LLP
- Harris, Finley & Bogle
- Jackson Law Firm

Attachments:

Resolution, Scoring Criteria and Tabulation Sheet

Fort Worth Housing Solutions

Resolution No. _____

RESOLUTION AUTHORIZING THE PRESIDENT TO EXECUTE FIVE YEAR LEGAL SERVICES AGREEMENT(S) WITH THE LISTED FIRMS IN THE RESPECTIVE PRACTICE AREAS ON AN AS NEEDED BASIS.

WHEREAS, FWHS has a need for legal services in various practice areas on an as-needed basis under terms that are most advantageous to Fort Worth Housing Solutions; and

WHEREAS, Qualified legal firms were selected based on the RFP for Professional Legal Services evaluation criteria; and

WHEREAS, The Evaluation Team recommends the various law firms to provide services in their respective area of submission for General Legal Services, General Litigation, Real Estate, Bond/Tax Credits, and Employment Law.

NOW, THEREFORE, BE IT RESOLVED THAT:

That the Board of Commissioners do hereby authorize the President to execute five-year agreements with the following law firms, to provide professional legal services to FWHS in the practice areas indicated below, on an as needed basis.

Group A - General Legal Services

- Brown Proctor Howell, LLP
- Clark Hill Strasburger
- Coats Rose, P.C.
- Feldman & Feldman
- Fox Rothschild, LLP
- Fulton Strahan
- Harris, Finley & Bogle, P.C.
- Jackson Law Firm

Group B - General Litigation

- Ballard Spahr, LLP
- Brown Proctor Howell, LLP
- Clark Hill Strasburger
- Feldman & Feldman
- Fox Rothschild, LLP
- Fulton Strahan
- Harris, Finley & Bogle
- Jackson Law Firm

Group C-Real Estate

- Ballard Spahr, LLP
- Clark Hill Strasburger
- Coats Rose, P.C.
- Harris, Finley & Bogle
- Fox Rothschild, LLP
- Fulton Strahan
- Jackson Law Firm

Group D-Bond Tax Credits

- Ballard Spahr, LLP
- Coats Rose, P.C.
- Fox Rothschild, LLP
- Fulton Strahan

Group E-Employment Law

- Brown Proctor Howell, LLP
- Clark Hill Strasburger
- Feldman & Feldman
- Fox Rothschild, LLP
- Harris, Finley & Bogle
- Jackson Law Firm

Terri Attaway, Chairperson

March 25, 2021
Date

Mary-Margaret Lemons, President

March 25, 2021
Date

RFP No. 2020-103 Professional Legal Services
Respondant's Submissions

Ballard Spahr, LLP - Score 92.33	Brown Proctor - Score 95.67	Clar Hill Strasburger - 96.67
1. Group B-General Litigation	1. Group A-General Legal Services	1. Group A-General Legal Services
2. Group C-Real Estate	2. Group B - General Litigation	2. Group B-General Litigation
3. Group D-Bond/Tax Credits	3. Group E-Employment Law	3.Group C-Real Estate
		4.Group E-Employment Law

Coats Rose, P.C. - 96.33	Feldman & Feldman - 93.33	Fox Rothchild, LLP - 93.33
1. Group A-General Legal Services	1. Group A-General Legal Services	1. Group A-General Legal Services
2. Group C-Real Estate	2. Group B-General Litigation	2. Group B-General Litigation
3. Group D-Bond/Tax Credits	3. Group E-Employment Law	3. Group C-Real Estate
		4. Group D-Bond/Tax Credits
		5. Group E-Employment Law

Fulton Strahan - 93.67	Harris Finley & Bogle - 95.33	Jackson Law Firm Law - 94.33
1. Group A-General Legal Services	1. Group A-General Legal Services	1. Group A-General Legal Services
2. Group B-General Litigation	2. Group B-General Litigation	2. Group B-General Litigation
3. Group C-Real Estate	3. Group C-Real Estate	3. Group C-Real Estate
4. Group D-Bond/Tax Credits	4. Group E-Employment Law	4. Group E-Employment Law

Total Submissions

33

**RFP Professional Legal Services
Group A-General Legal Services
FINAL SCORING**

SCORING CRITERIA	Brown Proctor & Howell, LLP	Clar Hill Strasburger	Coats Rose, P.C.	Feldman Feldman	Fox Rothchild, LLP	Fulton Strahan	Harris Finley Bogle	Jackson Law Firm
Evaluator A	92	94	94	87	88	89	92	88
Evaluator B	99	99	99	99	97	100	98	100
Evaluator C	96	97	96	94	95	92	96	95
AVERAGE	95.67	96.67	96.33	93.33	93.33	93.67	95.33	94.33

**RFP Professional Legal Services
Group B-General Litigation
FINAL SCORING**

SCORING CRITERIA	Ballard Spahr, LLP	Brown Proctor & Howell, LLP	Clar Hill Strasburger	Feldman Feldman	Fox Rothchild, LLP	Fulton Strahan	Harris Finley Bogle	Jackson Law Firm
Evaluator A	85	92	94	87	88	89	92	88
Evaluator B	96	99	99	99	97	100	98	100
Evaluator C	96	96	97	94	95	92	96	95
AVERAGE	92.33	95.67	96.67	93.33	93.33	93.67	95.33	94.33

**RFP Professional Legal Services
Group C-Real Estate
FINAL SCORING**

SCORING CRITERIA	Ballard Spahr, LLP	Clar Hill Strasburger	Coats Rose, P.C.	Fox Rothchild, LLP	Fulton Strahan	Harris Finley Bogle	Jackson Law Firm
Evaluator A	85	94	94	88	89	92	88
Evaluator B	96	99	99	97	100	98	100
Evaluator C	96	97	96	95	92	96	95
AVERAGE	92.33	96.67	96.33	93.33	93.67	95.33	94.33

RFP Professional Legal Services
Group D-BondTax Credits
FINAL SCORING

SCORING CRITERIA	Ballard Spahr, LLP	Coats Rose, P.C.	Fox Rothchild, LLP	Fulton Strahan
Evaluator A	85	94	88	89
Evaluator B	96	99	97	100
Evaluator C	96	96	95	92
AVERAGE	92.33	96.3	93.33	93.67

**RFP Professional Legal Services
Group E-Employment Law
FINAL SCORING**

SCORING CRITERIA	Brown Proctor & Howell, LLP	Clar Hill Strasburger	Feldman Feldman	Fox Rothchild, LLP	Harris Finley Bogle	Jackson Law Firm
Evaluator A	92	94	87	88	92	88
Evaluator B	99	99	99	97	98	100
Evaluator C	96	97	94	95	96	95
AVERAGE	95.67	96.67	93.33	93.33	95.33	94.33

TABULATION OF SCORES

DESCRIPTION: RFP Professional Legal Services

BUDGET AMOUNT: As Needed

FUNDING SOURCE: _____

NAME OF BIDDER	All Respondents	RFP Submissions	Average Scores	M/WBE STATUS
		Group A-General Legal Services Group B-General Litigation Group C-Real Estate Group D-Bond/Tax Credits Group E-Employment Law		
Ballard Spahr, LLP	1	B,C & D	92.33	NM
Brown Proctor Howell, LLP	2	A,B & E	95.67	NM
Clark Hill Strasburger	3	A, B,C & E	96.67	NM
Coats Rose, P.C.	4	A, C, & D	96.33	NM
Feldman & Feldman	5	A, B, & E	93.33	NM
Fox Rothschild	6	A, B, C, D & E	93.33	NM
Fulton Strahan	7	A, B,C & D	93.67	2
Harris Finley & Bogle	8	A, B, C, & E	95.33	NM
Jackson Law Firm	9	A, B, C & E	94.33	2

M/WBE STATUS CODES

- 1 WOMEN-OWNED
- 2 AFRICAN AMERICAN(NON-HISPANIC)
- 3 NATIVE AMERICANS
- 4 HISPANIC AMERICANS
- 5 ASIAN/PACIFIC AMERICANS
- 6 HASIDIC JEWISH AMERICANS
- NC NOT CERTIFIED BY RECOGNIZED AGENCY
- NM NOT MINORITY OWNED



BOARD OF COMMISSIONERS NOTICE OF POSSIBLE QUORUM

Thursday, March 25, 2021

8:00, 10:00 a.m., Noon, 2:00 or 4:00 p.m.

**Tour of New FWHS Office Space
1407 Texas Street, Fort Worth, TX**

**A quorum of the Board of Commissioners of Fort Worth Housing Solutions
may be in attendance at one of the tours above.**

**This event is not a meeting of the Board of Commissioners. They will only be
participants and will not deliberate or take action on any item during this event.
This notice is being posted to be in compliance with the Texas Open Meetings Act.**

