



**AGENDA FOR THE BOARD OF COMMISSIONERS REGULAR MEETING
THURSDAY, APRIL 22, 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/3170557041>

Call-in Number is: 1-346-248-7799 **Meeting ID:** 3170557041

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

- I. **Regular Session – Call to Order.**

- II. **Announcements:** Reopening Plans for FWHS Offices

- 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, April 21, 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 to be moved to the Regular Agenda for discussion.
 - A. Approval of Minutes from the Regular Meetings on March 25, 2021. TAB 1
 - 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

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

A. Development Update & Butler Zoning Presentation.

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.

§551.071 Consultation with an attorney.

1. Discuss Legal Agreement

§551.074 Deliberation on personnel matters.

2. Discuss Proposed Personnel Changes

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 immediately following the **FWHS Annual Meeting** at **5:00 p.m.** on **Thursday, the 25th of March, 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: Brittany Hall, Commissioner
Michael Ramirez, Commissioner

Also present virtually were Mary-Margaret Lemons, President; Heather Raiden, General Counsel; Brian Dennison, Sr. VP of Development & Asset Management; Sonya Barnette, Sr. VP Housing Ops & Client Services; Selarstean Mitchell; VP Assisted Housing; Riza Nolasco, VP Finance & Administration; Kristin Sullivan, Communications Manager & Meeting Moderator; Kelvin Noble, Jeanine Charles & Ijeoma Ekeke, Procurement; Lanesha Davis, Special Programs Manager; 4 unidentified participants 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. OATH OF OFFICE.

Chris Key, a Notary Public of Texas, administered the Oath of Office to Richard M. Stinson and Danny Scarth to extend their terms to January 31, 2023. The necessary paperwork for the reappointment will be signed next week and sent to the City Secretary's Office.

III. ANNOUNCEMENTS:

The members of the Board who attended agreed that the request by Commissioner Ramirez to change the April Meeting to the 22nd was fine with their schedules.

Ms. Lemons announced that Jose Torres, who has been with FWHS for 15 years, has resigned in order to move to Florida. His last position was Controller. He shall be missed but it is understood that he needs to live closer to his family. Changes in the Accounting Department will be forthcoming and staff promotions will come from within the department. There will be a need for at least one more Accountant.

IV. 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.

V. 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 February 25, 2021.**
- B. Communications and Correspondence.**
- C. Monthly Status Reports.**

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

VI. REGULAR AGENDA:

A. DEVELOPMENT UPDATE & STORM DAMAGE UPDATE.

Mr. Dennison told the Board that only one property remains with plumbing issues and that is the Henderson. It is currently under repair and staff expects those to be completed by the end of next week. Unfortunately, the water service for this property cannot be shut down in sections so the entire complex is affected. Water is being provided to residents. Some of the other properties Some will still need sheetrock and other cosmetic repairs but all have power and water. Mr. Dennison commended Ms. Barnette and the rest the Client Services for working with property management companies to provide water, food and hotels during the outages. Ms. Mitchell has also been assisting with relocation where it was necessary.

The Board was asked to be on the lookout for invitations to the Stallion Pointe and Patriot Pointe Grand Openings soon. Staff would like to plan a big event for the grand opening of The Holston this summer as well and Ms. Holston would be invited to participate.

Chairperson Attaway wanted to thank the staff for the tour of the new FWHS headquarters today (Human Resources staff). She said she is really looking forward to the move and is happy that FWHS got a good deal on the site.

B. UPDATE ON THE 2021 AGENCY PLAN.

Normally the submission is routine however this time HUD has requested some amendments. It will be resubmitted later. The Board asked who the new HUD Coordinator is and staff replied that it was Mr. Byron Gulley.

C. CONSIDER A RESOLUTION AUTHORIZING THE PRESIDENT TO EXECUTE FIVE-YEAR LEGAL SERVICES AGREEMENTS WITH VARIOUS FIRMS IN THEIR RESPECTIVE PRACTICE AREAS ON AN 'AS NEEDED' BASIS. [Agenda Item 2021.07, Resolution No. 3117]

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

This type of multiple contract will allow staff to match the type and scope of work needed to an appropriate firm. A pool of qualified legal counsel access when litigation comes up. No retainer is paid to the firms. The type of work ranges from a simple eviction to employee law. Most damage claims are paid by insurance but some of those require assistance with litigation.

**VII. 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.**

§551.071 Consultation with an attorney.

1. Preparation of Legal Statement

No Executive Session was necessary.

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

IX. ADJOURN.

The meeting was adjourned by the Chair at 5:21 p.m.

Terri Attaway, Chairperson

April 22, 2021
Date

Mary-Margaret Lemons, President & Board Secretary

April 22, 2021
Date



FWHS COMMUNICATIONS COVER SHEET

Board Meeting Date: April 22, 2021

Subject: TAB 2

COMMUNICATIONS –

TAB 2

No letters of note this month.



FWHS MONTHLY STATUS REPORTS COVER SHEET

Board Meeting Date: April 22, 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

March 1 – 31, 2021

ALL EVENTS OCCURRED VIRTUALLY UNLESS OTHERWISE NOTED



Federal, State, Regional & Local Government Meetings:

- Old Property Revitalization w/ COFW Economic Development
- HUD Prevalence Report
- HUD Check-In and Pre-Meeting

Other Meetings:

- Cavile Stop Six CNI Meetings
 - Grant Check-in w/ HUD
 - Housing Plan Committee
 - People Strategy Committee
 - Relocation Meeting
 - Branding & Logo Discussion
 - Education and Training Programs
 - Local Stakeholders
- FWHS Staff Virtual Meetings
 - Executive Team
 - Development Update
 - 1407 Texas Street Finish Out Meeting w/ BBPTX
 - Organization Plan w/ Legal
 - Termination of PFCs
 - Discussion Regarding HR Matters
 - Funding Outlook
- Deposition for Post Oak East
- Urban Strategies Meeting Health & Wellness
- Introduction Meeting with New YMCA CEO
- Rattikin Title Meeting
- TCHC Homeless Huddle (2)
- 1407 Texas St Mtg

Board Mtgs, /Events/Trainings or Continuing Education:

- Board Meetings
 - COCC Board of Directors
 - ATTC Board Meeting
 - FWHS & Affiliates
- Tour of 1407 Texas with FWHS Staff
- RFEI Scoring Committee
- TCHC State of the Homeless
- Mayoral Candidate Forum

FORT WORTH HOUSING SOLUTIONS			
HUMAN RESOURCES REPORT MARCH 2021			
New Hires	Hire Date	Position	Department
Britney Williams	3/1/2021	Communication Specialist	Marketing & Communications
Erika Bowman	3/1/2021	Housing Counselor	Assisted Housing
LaShonda Wesley	3/29/2021	ERAP Housing Counselor	HOCS
Kysa Jordan	3/29/2021	ERAP Housing Counselor	HOCS
Terminations	Term Date	Position	Department
Cynthia Triche	3/3/2021	Section 3 Coordinator	Procurement
Jose Torres	3/18/2021	Controller	Finance & Administration
Promotions, Reassignments & Transfers			
Name	From Position	To Position	Department
Ara McVay	Accountant	Senior Accountant Supervisor	Finance & Administration
Karen Brown	Senior Accountant Supervisor	Controller	Finance & Administration
FWHS EMPLOYEE COUNT: 101			

Communications Report

April 2021

MARKETING AND PROMOTION

Events

- 1 and 2:30 p.m. April 21: Co-produced ribbon-cutting celebrations for Patriot Pointe, 2151 S.E. Loop 820, and Stallion Ridge, 9000 Balch St. -- two new, mixed-income multi-family communities built in partnership with LDG Development of Louisville, Ky. Both properties offer Project-Based Vouchers and RAD units.
- Co-produced the Evolution of Affordable Housing exhibit with the Fort Worth Community Arts Center and the City of Fort Worth's Department of Diversity and Inclusion in conjunction with Fair Housing Month. The exhibit features:
 - Photographs documenting Fort Worth's need for safe, affordable housing in the 1930s through the era of red brick public housing communities to the modern model of mixed-income housing dispersed throughout the city.
 - An ongoing showing of FWHS' 2020 Butler Place documentary (<https://youtu.be/wUwqhfYuBU8>)
 - A noon-1 p.m. "Evolution of Affordable Housing" panel discussion on Tuesday, April 20, moderated by Christina Brooks, the City of Fort Worth's chief equity officer, and featuring FWHS President Mary-Margaret Lemons; housing consultant Ramon Guajardo Sr., and multi-family developer Printice Gary, founder and managing partner of the Dallas-based Carleton Companies.
- 10-11:30 a.m. Thursday, April 1: "Doing Business with FWHS" Procurement and Section 3 training event. Provided support for e-marketing, social media promotion, event presentation and virtual meeting production. Evites sent to 5,824 email addresses; 91 individuals registered. View the video from the virtual event at https://youtu.be/S8lrRwnM_kc
- Noon-1 p.m. Stop Six Choice Neighborhood Initiative Community Update: Planned and produced virtual event, including presentation, e-marketing and social media campaign. Evites sent to 671 email addresses; 114 individuals registered to attend. View the video of the virtual event at <https://youtu.be/2Sd2E8bq5Wc>
- 8 a.m. – 3 p.m. Texas Street Open House for FWHS employees. Supported day-long, internal event to introduce the new FWHS headquarters to our team with messaging, signage, event logistics, tours and photography. View our slide show at <https://youtu.be/Nuu6O1wb2Rw>



News releases

“\$500 Landlord Sign-Up Bonus through June 30, 2021: Landlords Needed for Family Unification Program,” April 11, 2021, <https://www.fwhs.org/500-landlord-sign-up-bonus-through-june-30-2021/>

EXTERNAL PLACEMENTS

FWHS President Mary-Margaret Lemons to be featured during April 8 “Boys & Girls Clubs of Tarrant County” panel discussion on “Courageous Conversations” with teens, Fort Worth Business Press, <https://fortworthbusiness.com/event/courageous-conversations-for-kids/>

“Section 3 Program Helps Former Cavile Mom Find Employment,” HUD Region VI newsletter, March 2021.

https://www.canva.com/design/DAEYMYvTT7U/view?utm_content=DAEYMYvTT7U&utm_campaign=designshare&utm_medium=link&utm_source=publishsharelink

SOCIAL MEDIA PERFORMANCE – Top Posts

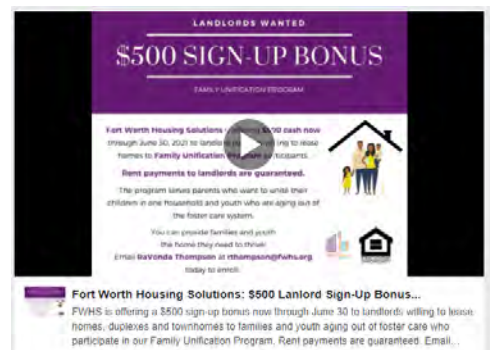
Largest audiences are on Facebook, smaller reach on LinkedIn, Twitter.

Fort Worth Housing Solutions Facebook Page

- FWHS: \$500 Landlord Sign-Up Bonus for Family Unification Program, posted April 12, 2021, 150 people reached, 33 engagements
- Stop Six Choice Neighborhood Community Update promotion, March 25, 2021, 242 people reached, 5 interactions.
- March 30, 2021 “2nd Chance Job Search Workshop” promotion posted March 18, 2021, event co-produced with Pathfinders and Texas Offenders Re-entry Initiative to help the formerly incarcerated with job searches. 692 people reached, 13 interactions.

Stop Six Choice Neighborhood Facebook Page

- “If you missed our Stop Six Choice Neighborhood Initiative update...” event recap video, April 1, 2021. 140 people reached, 5 interactions.
- COVID-19 vaccination site opening in Fort Worth’s Stop Six, March 22, 2021, re-post of Fort Worth Star-Telegram story, 71 people reached, 8 interactions



**FWHS Procurement Department Summary
March 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	4/12/2021
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	4/12/2021
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	4/12/2021
D & AM	Doug	Disposition of Appliances (Cavile Place Apts.)	All appliances will be picked up and sent to CMC Recycling for proper disposal.	N/A	4/12/2021
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	4/12/2021
IT	Kurt	Disposition of IT Equipment and Computers	Auction ended 3/31 with all 17 pallets sold for a total of (\$2,972.00) to agency.	N/A	4/12/2021
D & AM	Brian	Candletree Siding Replacement & Exterior Painting	Bids were received on 3/30/2021 and the lowest responsive and responsible bidder was Chrystal Roofing and Construction, LLC. Pending BOC Approval.	April	4/12/2021
D & AM	Brian	Hillside Wood replacement & Exterior Painting	Bids were received on 3/24/2021 and the lowest responsive and responsible bidder was Marathon Commercial Construction, LLC. Pending BOC approval.	April	4/12/2021
D & AM	Brian	Overton Park Townhomes	Multatech Engineering created plan/specs for Overton pool work to be performed.	N/A	4/12/2021
D & AM	Brian	Villas by the Park Roof Replacement	Bids were received on 4/1/2021. Crystal Roofing is the apparent lowest responsive and responsible bidder. The Procurement team is performing due diligence to confirm bidders award.	May	4/12/2021
D & AM	Brian	Beach Street Roof Replacement	IFB estimated to release 3/17/2021. Pre-bid meeting to be held on 3/25/2021. Bids are due 4/8/2021	May	4/12/2021
D & AM	Brian	Hillside Gutters & Downspouts Replacement	On Hold per D&AM, work will start once construction has been complete for the wood replacement & exterior painting project .	N/A	4/12/2021
D & AM	Brian	Hillside Roof Replacement	IFB relased 3/24/21. Pre-bid held 4/6/21. Bids due 4/21/21. Hillside Board provided prior approval for work to be performed.	N/A	4/12/2021
D & AM	Brian	Villas on the Hill	Procurement assigned task order from pool of contracted Engineering firms for structural foundation repair services.	N/A	4/12/2021
Assisted Housing	Selarstean	PSH-PBV	Proposals received on 3/29/21 and are being evaluated by evaluation team members.	N/A	4/12/2021
D & AM	Brian	1407 Texas Street BBP	Procurement working with D & AM on final construction plan/specs from BBP for the new Admin Office.	N/A	4/12/2021
D & AM	Kurt	1401 Texas Street Internet Services & Fiber Optic Cabling	Procurement team is working with IT obtain new services for the new Admin Office.	May	4/12/2021
D & AM	Brian	Fair Oaks Apartments	Full CNA Parts 1, 2 & 3 with Enercon Services, Inc. for requested services	N/A	4/12/2021
HR	Melanie	Executive Search	Piggyback contract with Metropolitan Housing Alliance for Executive Search Firms as needed	N/A	4/12/2021

Assisted Housing Program Monthly Report

Month Ending: March 31, 2021

	HCV	%	Mainstream	%	FUP	%	*CTPV	%
Allocated	5,104		460		56		298	
Leased	4,302	84.29%	291	63.26%	0	0%	264	88.59%
GENDER								
Male	623	14%	128	44%	0	0%	34	13%
Female	3,915	91%	163	56%	0	0%	230	87%
RACE								
Black	3,560	83%	173	59%	0	0%	227	86%
White	925	22%	115	40%	0	0%	35	13%
Asian	43	1.0%	2	1%	0	0%	1	0%
Nat American	10	0.2%	1	0%	0	0%	1	0%
ETHNICITY								
Hispanic	381	9%	21	7%	0	0%	28	11%
DISABLED								
Disabled Under 61	1,029	24%	241	83%	0	0%	49	19%
Disabled 61 Over	953	22%	40	14%	0	0%	28	11%
AGE								
18-35	1,024	24%	30	10%	0	0%	113	43%
36-61	2,351	55%	221	76%	0	0%	112	42%
Over 61	1,163	27%	40	14%	0	0%	39	15%
AVG INCOME	\$12,306		\$10,658		\$0		\$ 11,305	

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

Developed work flow for the Laserfiche documents management process

Continued work on artificial intelligence technology for inspections and housing search (Bob.ai)

Completed Housing Choice Voucher Program Wait Lists functions and set-ups

Worked on various phases of Project-Based Voucher projects

Developed plan to increase lease up for the Family Unification Program by offering a \$500 landlord incentive

Offered a \$500 incentive for landlords who leased to families at Bellevue Apartments who were displaced by the February severe weather

Vice-President attended Board meetings of Texas Housing Association, DRC Homeless Solutions and Barbara Holston Education Fund

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%	87.1%								
Funding Components	Current Year (2020)	Year 2 (2021)	Year 3 (2022)	Year 3 (2022) Rebenchmark	100.0%	Time from Issuance to HAP Effective Date (Current: 3.04 months)						HAP Exp as % All Funds	95.0%	100.0%								
Initial BA Funding (net offset)	\$45,100,686	\$47,565,261	\$47,558,269	Year 2 (2021) % 'Excess' Reserves Offset	40.0%	% leased in 30 days		16%			2021 Inflation	HAP Exp as % of Eligibility only	97.0%	100.0%								
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	\$2,352,386	\$6,992								
New ACC Units Funding	\$355,466		\$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%)	5.2%	0.0%								
Total ABA Funding Provided	\$45,787,158	\$47,565,261	\$47,558,269	Year 2 (2021)	84.0%	% leased in 120 to 150 days		23%				"Excess" Reserves Subject To Offset	\$0	\$0								
PHA Income	\$35,318	\$0										End of Year 3 Results (2022)										
Total Cash-Supported Prior Year-End Reserves	\$950,724		\$6,992	HUD-Held Reconciliation Cash Sufficiency Check								\$1,846,237	3.9%	Projected Total HAP Reserves ===== Reserves % BA								
Total Funding				HUD-established CYE HHR	\$67,833		HUD-established CYE HHR					Administrative Fees Analysis		See Detail	2020	2021						
				HUD-estimated Net Excess Cash	\$882,891	\$886,150	PHA-Held Cash 12/31/2019 (VMS)															
Total Funding Available	\$46,773,200	\$47,565,261	\$47,565,261	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)	\$3,747,044	\$4,024,603							
				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%	99.8%							
				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 (\$125,868) (or -3.4% of CY 2020 Earned Admin Fees) and a 2021 CYE UNP of (\$118,793) (or -3% 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	\$3,833,153	\$761		86.2%	95.6%	86.6%	100.5%
Oct-20	5,817	5,054	\$3,885,142					5,054	\$3,885,880	\$769		86.2%	96.2%	86.9%	101.8%
Nov-20	5,817	5,030	\$3,848,943					5,030	\$3,850,671	\$766		86.2%	96.6%	86.5%	100.9%
Dec-20	5,817	5,035	\$3,853,640	20				5,035	\$3,857,041	\$766		86.3%	97.0%	86.6%	101.1%
Total	69,524	59,981	\$44,414,947	20	0	0	0.0	59,981	\$44,420,814	\$741		86.3%	97.0%		
2021															
Jan-21	5,817	5,104	\$4,054,850	20				5,104	\$4,059,577	\$795		87.7%	102.4%	87.7%	102.4%
Feb-21	5,817	5,099	\$4,145,428	20				5,099	\$4,153,644	\$815		87.7%	103.6%	87.7%	104.8%
Mar-21	5,817	5,087	\$3,909,990	20				5,087	\$3,924,951	\$772		87.6%	102.1%	87.5%	99.0%
Apr-21	5,817	5,080	\$3,836,302	40				5,080	\$3,856,167	\$759		87.5%	100.9%	87.3%	97.3%
May-21	5,817			40	20	19	-41.5	5,077	\$3,878,092	\$764	\$764	87.5%	100.3%	87.3%	97.8%
Jun-21	5,817			15	20	23	-41.5	5,078	\$3,903,356	\$769	\$769	87.5%	100.0%	87.3%	98.5%
Jul-21	5,817			15	20	23	-41.5	5,079	\$3,928,653	\$773	\$773	87.4%	99.8%	87.3%	99.1%
Aug-21	5,817			15	20	20	-41.5	5,078	\$3,952,052	\$778	\$778	87.4%	99.8%	87.3%	99.7%
Sep-21	5,817			15	10	20	-41.5	5,066	\$3,967,675	\$783	\$783	87.4%	99.9%	87.1%	100.1%
Oct-21	5,817			15	2	17	-41.4	5,043	\$3,974,628	\$788	\$788	87.3%	99.9%	86.7%	100.3%
Nov-21	5,817			15	2	12	-41.2	5,016	\$3,978,012	\$793	\$793	87.2%	99.9%	86.2%	100.4%
Dec-21	5,817			15	2	12	-41.0	4,989	\$3,981,460	\$798	\$798	87.1%	100.0%	85.8%	100.4%
Total	69,804	20,370	\$15,946,571	245	96	144	-330.9	60,798	\$47,558,269	\$782		87.1%	100.0%		
<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: March 31, 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 94.1% occupancy and 97.4% total rent 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

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

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

For the Month Ending: March 31, 2021

REFINANCE - REPOSITIONING			
Cambridge Court	FWAI	330	Comprehensive capital repairs/maintenance, begin 2021
Sedona Village	FWAI	172	Refinance Fannie Mae, Projected Closing April 2021
HomeTowne at Matador Ranch	FWAI	198	Refinance Fannie Mae, Projected Closing December 2021

CAVILE CNI		
<u>Site</u>	<u>Developer</u>	<u>Status</u>
Cavile Demo - Abatement	MBS/1 Priority	Demo Underway. April 2021 projected completion timeline
Repurpose Cavile Boys & Girls Club	TBD	Temporary CNI HQ, on hold
Scott Street Executives Suites	N/A	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

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 was submitted to the TDHCA. This application will be included in the competitive “At Risk Category”. The submission request is currently considered to “be in the money” for the 2021 award. The **Cavile Demo/Abatement** is currently ongoing with a projected completion date of April 30, 2023.
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-summer 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 MARCH 31, 2021

Property	PMC	Total Units	LIHTC Total	RAD	LIHTC Only	PBV	HOME	Market	Vacant	Occupied	Occupancy %
Alton Park	Mayfair	195	185	15	142	28		10	10	185	94.9%
Aventine	Allied Orion	240	240	36	204				5	235	97.9%
Avondale	Mayfair	160	144	25	81	38		16	9	151	94.4%
Butler	FWHS	0									
Cambridge	Roscoe	330	330	33	297				35	295	89.4%
Campus	Mayfair	224	212	15	175	22		12	11	213	95.1%
Candletree	Roscoe	216	216	44	161		11		8	208	96.3%
Carlyle	Roscoe	138	138		138				7	131	94.9%
Casa de Esperanza	Roscoe	119							0	119	100.0%
Cavile	FWHS	0									
Dixon @ Stonegate	Roscoe	58		58					1	57	98.3%
Fair Oaks	Roscoe	76		76					3	73	96.1%
Fair Park	Roscoe	48		48					5	43	89.6%
Harmon Sr	Capstone	172		12					7	165	95.9%
Henderson	Roscoe	194		19					15	179	92.3%
Bottle House	Roscoe	227						113	32	195	85.9%
Hillside	Roscoe	172	105		105			67	7	165	95.9%
Holston, The	Greystar	265									0.0%
Hunter Plaza	Roscoe	164	115	25	46	30	14	49	11	153	93.3%
Huntley, The	TBD	250							0	0	0.0%
KOP	Roscoe	18					10	8	0	18	100.0%
Hometowne	Roscoe	198	198		188		10		4	194	98.0%
Overton	Roscoe	216	216	54	162				2	214	99.1%
Palladium	Omnium	150	92	15	77			58	3	147	98.0%
Patriot Pointe	Capstone	220									0.0%
Pav Samuels	Roscoe	36	36		32		4		2	34	94.4%
POE	Allied Orion	246	246		246				20	226	91.9%
Prince Hall	Monroe	76	76		76				2	74	97.4%
Res McAlister	MVAH	124	112	22	90			12	1	123	99.2%
The Standard River District	Roscoe	293							0	0	0.0%
Sabine	Monroe	72							2	70	97.2%
Scattered Sites	FWHS	16							0	16	100.0%
Sedona	Wind River	172	172	11	146	15			3	169	98.3%
Siddons	Roscoe	152	152	12	140				6	146	96.1%
Silversage	MVAH	120	120	23	97				1	119	99.2%
Springs	Capstone	430							38	392	91.2%
Stallion Pointe	Capstone	264	239	15	199	25		25	12	252	95.5%
Stallion Ridge	Capstone	204									0.0%
Standard Boswell	Capstone	128	118	12	106			10	1	127	99.2%
Sycamore Ctr	Elmington	47							31	16	34.0%
Villas by the Park	Roscoe	172	172	27	145				19	153	89.0%
Villas of Eastwood	Roscoe	160		13					2	158	98.8%
Villas on the Hill	Roscoe	72	72		66	2	4		3	69	95.8%
Wind River	Roscoe	168	168	34	120		14		22	146	86.9%
Woodmont	NRP	252	252		238		14		14	238	94.4%
TOTALS		7254	4126	644	3477	160	81	380	354	5668	94.1%

UNITS UNDER CONSTRUCTION = 1232

PH UNITS - BUTLER/CAVILE

712

7966

RENT COLLECTION AS OF MARCH 31, 2021

PROPERTY	PMC	Monthly Rent Billed	Monthly Rent Collected	% COLLECTED
Alton Park	<i>Mayfair</i>	\$260,668	\$196,120	75%
Aventine	<i>Allied Orion</i>	\$227,557	\$193,943	85%
Avondale	<i>Mayfair</i>	\$142,716	\$141,352	99%
Bottle House	<i>Roscoe</i>	\$269,404	\$269,716	100%
Cambridge	<i>Roscoe</i>	\$192,635	\$183,525	95%
Campus	<i>Mayfair</i>	\$233,077	\$197,946	85%
Candletree	<i>Roscoe</i>	\$143,101	\$129,021	90%
Carlyle Crossing	<i>Roscoe</i>	\$94,075	\$94,525	100%
Casa de Esperanza	<i>Roscoe</i>	\$231,344	\$350,747	152%
Dixon @ Stonegate	<i>Roscoe</i>	\$36,542	\$38,702	106%
Fair Oaks	<i>Roscoe</i>	\$51,226	\$49,648	97%
Fair Park	<i>Roscoe</i>	\$37,416	\$33,846	90%
Harmon	<i>Capstone</i>	\$129,253	\$123,203	95%
Henderson	<i>Roscoe</i>	\$11,552	\$8,628	75%
Hillside	<i>Roscoe</i>	\$168,517	\$157,002	93%
<i>Holston, The</i>				
Hometowne	<i>Roscoe</i>	\$162,724	\$162,879	100%
<i>Huntley, The</i>				
Hunter Plaza	<i>Roscoe</i>	\$127,302	\$109,099	86%
KOP	<i>Roscoe</i>	\$15,425	\$14,655	95%
Overton	<i>Roscoe</i>	\$165,149	\$151,032	91%
Palladium	<i>Omnium</i>	\$145,760	\$139,978	96%
<i>Patriot Pointe</i>				
Pav at Samuels	<i>Roscoe</i>	\$30,978	\$31,078	100%
Post Oak East	<i>Allied Orion</i>	\$224,967	\$209,137	93%
Prince Hall	<i>Monroe Group</i>	\$90,810	\$89,454	99%
Res at McAlister	<i>MVAH</i>	\$86,642	\$102,161	118%
<i>The Standard River District</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>	\$121,859	\$115,941	95%
Silversage	<i>MVAH</i>	\$99,938	\$99,127	99%
Springs	<i>Capstone</i>	\$392,910	\$331,196	84%
Stallion Pointe	<i>Capstone</i>	\$239,419	\$247,436	103%
<i>Stallion Ridge</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>	\$140,484	\$136,221	97%
Villas of Eastwood Terr	<i>Roscoe</i>	\$119,447	\$113,469	95%
Villas on the Hill	<i>Roscoe</i>	\$59,207	\$65,345	110%
Wind River	<i>Roscoe</i>	\$93,148	\$96,828	104%
Woodmont	<i>NRP</i>	\$217,937.00	\$187,043	86%
TOTALS		\$5,107,191	\$4,952,832	97%

UNDER CONSTRUCTION

BUTLER, CAVILE, NOT INCLUDED

PH UNITS

PORTFOLIO INSPECTIONS AS OF MARCH 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		Exterior scheduled for 4/14/2021		
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
PH SITES

FORT WORTH HOUSING SOLUTIONS – FINANCE AND ADMINISTRATION

Month Ended: March 31, 2021

ACCOUNTING AND FINANCE:

- **2020 Year-End Close Out/Audit (FWHS)**
 - Continued to work on closing the general ledger for the year 2020. Resubmitted the 2019 audited financial reports; waiting for HUD approval. Continued working on the internal Financial Data master schedule. The 2020 unaudited FDS is due on April 16, 2021. Started providing requested documents to the auditors.
- **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. Some reports have been finalized.
- **CARES Act Funds**
 - Accounting and monitoring of the funds continued during the month. The due date for the first quarterly report has been moved to July 10, 2021. The reporting portal is not ready yet.
- **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”**
 - The applicant portal has been updated and used for opening the waitlist. Working with ECS to resolve issues related to the waitlist itself. IT continued to be assertive in the process although it doesn't appear that way due to the very slow movement of the steps to get to the desired result.
 - **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.
 - **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.

FORT WORTH HOUSING SOLUTIONS – FINANCE AND ADMINISTRATION

Month Ended: March 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. This system will probably not be fully used until the office goes back to its regular schedule (before pandemic).
- **Encryption Software**
 - IT has added this to its list of priority items. It is currently working with Vintage on this.
- **FWHS Desktops/Laptops**
 - All laptops that were approved for purchase and distribution were distributed according to the approved list. 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**
 - FWHS now has licenses to use "Sign Now". IT is testing or getting trained on its use so IT can train the staff. This is to enable staff and clients to sign documents electronically.
- **CNI New Office Location/ FWHS New Office Location**
 - IT worked on phone and internet connectivity at the CNI new office location. It worked on server issues at the new FWHS office location. Regular weekly meetings are held to prepare for the move to the new office location.

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:

- Barbara Holston Education Fund Board Meeting
- FWHS/Roscoe Property Management accountants introductory meeting
- New office location-moving preparation update meeting
- Onboarding for new hires meeting
- Professional Legal Services - consensus meeting
- Financial overview with Risk Management
- P.O. Box Closure meeting
- New office location open house
- Annual Report Financials Discussion
- 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
March 31, 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	213,586	92,042	75.73%	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	994,686	392,537	65.19%	
3	Interest Earned	27,712	2,309	-	(2,309)	-100.00%	
4	Other Income	113,108	9,426	53,836	44,410	471.16%	
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	1,265,483	522,659	70.36%	
		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	948,724	(556,137)	-141.66%	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	35,084	(26,608)	-313.92%	
12	Maintenance	186,567	15,547	32,910	(17,363)	-111.68%	
13	Protective Services	44,918	3,743	9,169	(5,426)	-144.95%	
14	General Expense	1,115,951	92,996	189,310	(96,314)	-103.57%	
15	TOTAL Operating Expenses	6,160,157	513,348	1,215,196	(701,848.49)	-136.72%	
16	Nonoperating Expenses	1,815,040	151,253	50,288	100,966	66.75%	
17	TOTAL EXPENSES	7,975,199	664,601	1,265,483	(600,883)	-90.41%	
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
March 31, 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	871,121	337,688	63.30%	80% proration factor for HCV
Admin Fees Earned - Mainstream	162,813	27,136	18,870	(8,266)	-30.46%	80% proration factor for Mainstream
2020 CARES Act Admin. Fees - Mainstream	-	-	-	-	0.00%	
2020 CARES Act Admin. Fees - HCV	211,546	35,258	80,433	45,175	0.00%	
HAP Revenue	43,857,278	7,309,546	10,964,319	3,654,773	50.00%	
Other Income	57,783	9,631	6,404	(3,227)	-33.51%	
TOTAL INCOME	47,490,017	7,915,003	11,941,147	4,026,144	50.87%	
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	706,333	(119,164)	-20.29%	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	20,832	(10,607)	-103.73%	
Protective Services	642	107	-	107	100.00%	
General Expenses	701,270	116,878	126,138	(9,260)	-7.92%	
HAP Expense	43,857,278	7,309,546	10,964,319	(3,654,773)	-50.00%	
Total Operating Expenses	48,143,564	8,023,926	11,817,622	(3,793,696)	-47.28%	
Nonoperating Expenses	12,000	1,998	21,068	(19,070)	-954.43%	
TOTAL EXPENSES	48,155,564	8,025,924	11,838,690	(3,812,766)	-47.51%	All expenses are within range due to first month of the yr. report
NET INCOME (LOSS)	(665,547)	(110,922)	102,457	213,378	192.37%	
Fund Transfer From/(To) Other Sources	665,547	-	-	-		
NET	-	(110,922)	102,457	213,378		

FORT WORTH HOUSING SOLUTIONS
2021 PROGRAMS BUDGET SUMMARY
VASH AND MOD REHAB (SRO) PROGRAMS
March 31, 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	73,293	24,398	49.90%	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	73,293	24,398	49.90%	
HAP Revenue	2,641,755	440,293	660,440	220,147	50.00%	
Other Income	-	-	-	-	0.00%	
TOTAL INCOME	2,935,125	489,188	733,732	244,545	49.99%	
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	39,659	(2,074)	-5.52%	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	992	1,593	61.62%	
Protective Services	-	-	-	-	0.00%	
General Expenses	45,882	7,647	-	(2,076)	-27.15%	
HAP Expense	2,641,755	440,293	660,440	(220,147)	-50.00%	
Total Operating Expenses	2,928,654	488,109	701,090	(222,704)	-45.63%	
Nonoperating Expenses	-	-	-	-	0.00%	
TOTAL EXPENSES	2,928,654	488,109	701,090	(222,704)	-45.63%	All expenses are within range due to first month of the yr. report
NET INCOME	6,472	1,079	32,642	31,563	2926.59%	
Fund Transfer From COCC	-	-	-	-		
NET	6,472	1,079	32,642	31,563		

FORT WORTH HOUSING SOLUTIONS
OTHER FUNDS - BUDGET VARIANCE SUMMARY
March 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	25,249	(305,977)	-92.38%	
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	182,076	(100,755)	-35.62%	
Developer Fee Transfer	(87,498)	(87,499)	-	87,499	100.00%	
TOTAL INCOME	581,916	580,222	207,326	(372,896)	-64.27%	

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	33,714	136,923	80.24%	
Tenant Services	-	0	-	-	0.00%	
Utilities	159	159	85	74	46.47%	
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	33,800	188,459	84.79%	
Nonoperating Expenses	-	0	-	-	0.00%	
TOTAL EXPENSES	222,285	222,259	33,800	188,459	84.79%	

NET INCOME	359,631	357,965	173,526	(561,355)	-156.82%	
Fund Transfer From/(To) Other Sources	-	(494,467)	37	494,504	0.00%	
NET	359,631	(136,502)	173,563	(66,852)		

**FORT WORTH HOUSING SOLUTIONS
CONTINUUM OF CARE GRANTS -MARCH 2021
PREPARED: 04/05/2021**

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	83.5%	6/30/2021	2	83.5%	77.0%	14.0%	0.0%	9.0%
CoC 2	1,223,915	9/30/2021	44.2%	10/31/2021	6	44.2%	78.0%	14.0%	0.0%	8.0%
CoC 6	185,219	3/31/2021	73.2%	4/30/2021	0	73.2%	79.0%	14.0%	0.0%	7.0%
CoC 8	180,067	1/31/2022	9.4%	2/28/2022	10	9.4%	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	1,315,928	1,062,609	133,034	0	120,285
Balance	260,318	157,913	82,353	0	20,053
CoC 2					
Authorized	1,223,915	955,230	168,570	0	100,115
Disbursed	541,022	402,049	80,982	0	57,991
Balance	682,893	553,181	87,588	0	42,124
CoC 6					
Authorized	185,219	147,135	25,965	0	12,119
Disbursed	135,520	105,674	16,225	0	13,622
Balance	49,699	41,461	9,740	0	(1,503)
CoC 8					
Authorized	180,067	113,353	20,003	32,518	14,193
Disbursed	16,865	11,604	3,386	0	1,875
Balance	163,202	101,749	16,618	32,518	12,318

FORT WORTH HOUSING SOLUTIONS
HCC / HHSP / DH / ESG GRANTS - MARCH 2021
PREPARED: 04/05/2021

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	38.1%	9/30/2020	5	27.0%	87.2%	12.8%
HHSP	430,631	8/31/2021	56.3%	9/30/2020	5	50.0%	95.0%	5.0%
DH	250,000	9/30/2021	73.3%	10/31/2020	6	70.0%	84.2%	15.8%
ESG	1,809,477	3/31/2022	4.6%	4/30/2022	12	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	188,920	154,312	34,608
Balance	511,080	456,530	54,550
HHSP			
Authorized	430,631	409,099	21,532
Reimbursed	215,221	202,468	12,753
Balance	215,410	206,631	8,779
DH			
Authorized	250,000	210,676	39,324
Reimbursed	174,937	153,014	21,923
Balance	75,063	57,662	17,401
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 - MARCH 2021
PREPARED: 04/05/2021

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	1	93.6%	86.8%	0.8%	12.4%
2021 ROSS FSS	360,000	12/31/2021	23.2%	1/31/2022	9	23.2%	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	83,467	83,467	0	0
Balance	276,533	276,533	0	0

FORT WORTH HOUSING SOLUTIONS
CAPITAL FUND PROGRAMS - MARCH 2021
PREPARED: 04/05/2021

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	1	100.0%	4/12/2023	25	55.0%	10.0%	90.0%
2017 CFP	1,185,285	8/15/2020	0	100.0%	8/15/2022	17	14.4%	38.0%	62.0%
2019 CFP	1,699,358	4/15/2022	13	53.2%	4/15/2024	37	44.5%	46.0%	54.0%
2020 CFP	1,477,141	3/25/2023	24	39.8%	3/25/2025	48	39.8%	40.0%	60.0%
Total	5,512,344								

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	Dwelling 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	632,992	0	0	115,056	0	0	0	0	0	187,505	0	38,118	0	292,312
Balance	517,568	0	0	0	0	0	0	0	0	125	0	365,428	72,245	79,770
2017 CFP														
Authorized	1,185,285	0	0	118,528	0	0	0	0	0	734,340	0	8,453		323,964
Disbursed	170,815	0	0	118,528	0	0	0	0	0	38,129	0	0		14,158
Balance	1,014,470	0	0	0	0	0	0	0	0	696,211	0	8,453		309,806
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	(149,523)	(73,520)	(95,128)	(95,128)	(95,128)	(95,128)	(95,128)	(95,128)	(95,128)	(95,128)	(95,128)	(95,128)	(149,523)
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)	(73,520)	(95,128)	(95,128)	(95,128)	(95,128)	(95,128)	(95,128)	(95,128)	(95,128)	(95,128)	(95,128)	(95,128)	(95,128)
Calendar Year - 2021	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
HCV HAP Account:													
Restricted Net Position	23,898	(97,093)	(293,773)	(293,773)	(293,773)	(293,773)	(293,773)	(293,773)	(293,773)	(293,773)	(293,773)	(293,773)	23,898
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	(3,976,132)	(4,054,044)											(8,030,176)
Transfers													
HAP Funds Remaining at End of Month (Deficit)	(97,093)	(293,773)	(293,773)	(293,773)	(293,773)	(293,773)	(293,773)	(293,773)	(293,773)	(293,773)	(293,773)	(293,773)	(293,773)
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 MARCH 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	1,656,152.30	1,656,152.30	0.0187%	TEXPOOL	N/A
102, 103	FSS ESCROW	INVESTMENT POOL	15,444.74	15,444.74	0.0187%	TEXPOOL	N/A
300	FSS ESCROW	INVESTMENT POOL	439,883.10	439,883.10	0.0187%	TEXPOOL	N/A
600	HSG DEV CORP	INVESTMENT POOL	502,564.80	502,564.80	0.0187%	TEXPOOL	N/A
330	P'TREE REFINANCE	INVESTMENT POOL	48,917.49	48,917.49	0.0187%	TEXPOOL	N/A
706	TRINITY RIVER PFC	INVESTMENT POOL	2,427,395.72	2,427,395.72	0.0187%	TEXPOOL	N/A
200	DISCRETIONARY	INVESTMENT POOL	1,023,031.57	1,023,031.57	0.0187%	TEXPOOL	N/A
710	GATEWAY PFC	INVESTMENT POOL	18,171,311.29	18,171,311.29	0.0187%	TEXPOOL	N/A
202	OIL & GAS LEASE	INVESTMENT POOL	1,050,003.47	1,050,003.47	0.0187%	TEXPOOL	N/A
203	PH HSE SALE PROC	INVESTMENT POOL	3,503,779.27	3,503,779.27	0.0187%	TEXPOOL	N/A
718	FW AFFORD. INC	INVESTMENT POOL	3,728,516.08	3,728,516.08	0.0187%	TEXPOOL	N/A
722	SPRING GLEN APTS	INVESTMENT POOL	989,781.69	989,781.69	0.0187%	TEXPOOL	N/A
721	SPRING HILL APTS	INVESTMENT POOL	2,205,680.65	2,205,680.65	0.0187%	TEXPOOL	N/A
740	BHEF	INVESTMENT POOL	11,744.70	11,744.70	0.0187%	TEXPOOL	N/A
101	OTHER AMPS	INVESTMENT POOL	2,139,758.50	2,139,758.50	0.0187%	TEXPOOL	N/A
102	BUTLER PLACE	INVESTMENT POOL	3,597,303.80	3,597,303.80	0.0187%	TEXPOOL	N/A
602	WIND TERRACE INC	INVESTMENT POOL	316,697.21	316,697.21	0.0187%	TEXPOOL	N/A
103	J.A. CAVILE PLACE	INVESTMENT POOL	1,412,964.02	1,412,964.02	0.0187%	TEXPOOL	N/A
116	SCATTERED SITES	INVESTMENT POOL	759,212.82	759,212.82	0.0187%	TEXPOOL	N/A
701	OTHER FUNDS	INVESTMENT POOL	194,097.69	194,097.69	0.0187%	TEXPOOL	N/A
601	GENERAL PARTNERS LLC	INVESTMENT POOL	552,056.14	552,056.14	0.0187%	TEXPOOL	N/A
100	COCC	CERT OF DEPOSIT	204,363.48	204,363.48	0.2000%	COMPASS BANK	02/20/22
100	COCC	MONEY MARKET	249,416.92	249,416.92	0.1000%	COMERICA BANK	N/A
TOTAL			45,200,077.45	45,200,077.45			

/s/ Riza Nolasco
Vice President-Finance & Administration

Ara McVay
Accountant



HOUSING OPERATIONS AND CLIENT SERVICES BOARD REPORT

Month Ending March 2021

Family Self-Sufficiency Program Report – March 2021

Program Management	Mandated Program Size		Complete
	Graduates this Month		0
	New Mandated Program Size		Complete
	Current Program Size (HCVP + PH + RAD)		236
	Percentage of Mandatory Slots Filled		Complete
	Completed to Date		357
	New Contracts this Month (HCVP + PH +RAD)		2
	New Contracts (YTD)		3
Participants Demographics & Activities	HCVP Participants		230
	Public Housing Participants		0
	RAD		1
	Participants w/ Escrow		157
	Percentage of Participants w/ Escrow		68%
	FSS Workshops		Attendees
	Frost Bank Financial Literacy – Budgeting	3-3-21	9
	Frost Bank Financial Literacy – Credit Scores/Reports	3-9-21	21
	Frost Bank Financial Literacy – Identity Theft	3-10-21	25
Canceled Contracts	Contracts Canceled & Escrow Forfeited		2
	Contracts Canceled & Escrow Forfeited (YTD)		2
	Contracts Canceled with No Escrow		2
	Contracts Completed (Graduated)		3
	Total of Contracts Canceled this Month: Term + Grad		7
	Total of Canceled Contracts: Term + Grad (YTD)		8
Escrow Amount Activity	New Escrow Accounts Established this Month		2
	New Escrow Accounts Established (YTD)		2
	Escrow Forfeited to FWHS this Month		\$4,913.35
	Escrow Forfeited to FWHS (YTD)		\$4,913.35
	Escrow Paid Out this Month		\$18,950.26
	Escrow Paid Out (YTD)		\$27,568.21
Graduate Information	Name	Client No.	Escrow Amount (\$)
	Morales, Vanessa	057356	\$4,763.89
	Killingsworth, Kyshauna	057624	\$2,288.87
	Allen, Sharese	000976799	\$11,987.50
PIC Reporting	FSS Graduates (YTD)		1
	Current Active FSS Contracts in PIC		223
	Current Active Escrow w/ Progress Reports		136

Housing Choice Voucher Homeownership Statistics Report – March 31, 2021								
Program Management	Total HCV Homeownership Vouchers Allocated						Unlimited	
	HCV Homeowners Vouchers Used (reconciled closings number)						202	
	Closing Without Voucher						30	
	Total HCV Closings to Date						232	
	# Closing This Month						1	
	# Closing Year-To-Date						2	
Program Participant Pipeline & Activities	Fast Track Participants						9	
	Short Term Buyers						109	
	Long Term Buyers – Referred to Homebuyer Club						204	
	Clients Not Yet Assigned Status							
	Total in Program Pipeline						322	
	Clients With Purchase Contracts Pending						1	
	Clients Searching for a Property						2	
Clients Working with a Lender						9		
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
	Vanessa Morales	Y	3/4/2021	\$202,500	\$195,412	76115	2.75%	Y
Homeownership Activities								



HOUSING OPERATIONS AND CLIENT SERVICES BOARD REPORT

Month Ending March 2021

CoC PROGRAM MONTHLY REPORT

Month ending : March 31, 2021

	SPC 1	%	SPC 2	%	SPC 6	%	Change	%	VASH	%	HHSP	%
Allocated	164		123		19		12		362		42	
Leased	149	91%	108	88%	12	63%	8	67%	333	92%	34	81%
GENDER												
Male	62		45		7		3		287		24	
Female	87		63		5		5		46		10	
RACE												
Black	80		61		5		1		179		14	
White	68		47		7		7		149		20	
Asian	0		0		0		0		2		0	
Nat American	1		0		0		0		1		0	
Hawaiian	0		0		0		0		1		0	
ETHNICITY												
Hispanic	7		3		2		0		27		4	
DISABLED												
Disabled 61 Over	53		31		4		2		96		12	
Disabled Under 62	95		77		6		4		103		21	
AGE												
18-35	7		1		1		1		20		2	
36-61	89		76		6		5		162		20	
Over 61	53		31		5		2		151		12	
AVG INCOME	10,349		10,650		8,085		6,681		14,214		9,472	

	HCC	%	DH	%	SRO 307	%	SRO 308	%	SRO 309	%
Allocated	85		9		32		18		20	
Leased	37	44%	9	100%	21	66%	18	100%	17	85%
GENDER										
Male	16		3		16		18		14	
Female	21		6		5		0		3	
RACE										
Black	27		7		16		6		11	
White	9		2		5		10		6	
Asian	0		0		0		1		0	
Nat American	1		0		0		1		0	
ETHNICITY										
Hispanic	2		0		0		2		1	
DISABLED										
Disabled 61 Over	4		2		4		1		2	
Disabled Under 62	33		7		7		2		5	
AGE										
18-35	11		0		4		3		6	
36-61	22		7		12		11		9	
Over 61	4		2		5		4		2	
AVG INCOME	9,799		6,922		9,495		5,602		4,213	

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 March 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	\$13,732.50	



HOUSING OPERATIONS AND CLIENT SERVICES BOARD REPORT

Month Ending March 2021

Affordable Housing (Public Housing) (Sycamore Center Villas)		%
Public Housing Units	47	
Leased	2	Less than 1%
GENDER		
Male	0	0%
Female	2	Less than 1%
RACE		
Black	2	Less than 1%
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	2	Less than 1%
36-61	0	0%
Over 61	0	0%
AVG INCOME	\$14,134	

Low-Income Public Housing Report – Month ending March 2021

Low-Income Public Housing- Butler (412 units)	
	March
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)	
	March
Waiting List	0
Vacancy Rate	0%
Rent Collections	93.75%
Unit Turnaround Time Days	0 days
Avg. Non-Emergency Work Order Days	4.5 hours
#of Non-Emergency Work orders	2
Avg. Emergency Work Order Days	0
# of Emergency Work Orders	0

Low-Income Public Housing Report – Month ending March 2021

Low Income Public Housing- JA Cavile (300 units)	
	March
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	
	March
Waiting List	35
Vacancy Rate	93.62%
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 March 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

Note: The remaining vacant units at Butler and Sycamore have been placed in an offline status as approved by the Department of Housing and Urban Development. These units will not be released.