REGULAR MEETING
HUNTSVILLE HOUSING AUTHORITY
OSCAR MASON COMMUNITY CENTER
149 MASON COURT
May 20, 2019
12:00 P.M.

REGULAR MEETING

CALL TO ORDER

ROLL CALL


OLD BUSINESS

NEW BUSINESS

Financial Services

1. Act on a Resolution Approving the Amendment of Resolution 2019-01 for the Purchase of a 2019 Ford Ranger for COCC.

2. Act on a Resolution Approving the Purchase of three Cargo Vans.

3. Act on a Resolution Authorizing a Change in the Procurement Policy Related to the Micro Threshold.


Real Estate Development

1. Act on a Resolution to Enter into Contract with Air, Water, and Power Solutions, Inc. to Install Tub Inserts, Kitchen Counters, Sinks and Faucets, Water Heaters, Toilets and HVAC units at Butler Terrace.

2. Act on a Resolution to Authorize the Executive Director to Enter into Negotiations with Huntsville Hospital Health System for the Sale of Approximately 0.85 acres of Undeveloped Land at Gateway Place.
3. Act on a Resolution to Enter into Contract with EDT-THA, LLC for Architectural and Engineering Services.

4. Act on a Resolution Authorizing the Executive Director/CEO/Contracting Officer to Enter into a Memorandum of Understanding with the City of Huntsville for the Joint Submission of a 2019 Choice Neighborhood Initiative Grant Application.

**Assisted Housing**

1. Act on a Resolution authorizing the Executive Director/CEO to certify and submit the 3/31/19 SEMAP Indicator Scores.


**Human Resources**

1. Act on a Resolution Authorizing the Executive Director/CEO/Contracting Officer to Enter into Contracts to Provide Temporary Employment Agency Services.

**Partnership Presentation**

1. Jeremy Blair - WellStone

**EXECUTIVE DIRECTOR/CEO COMMENTS**

**PUBLIC COMMENTS**

**COMMISSIONER COMMENTS**

**ADJOURNMENT**
MINUTES OF THE REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF
HUNTSVILLE HOUSING AUTHORITY

March 25, 2019

The Board of Commissioners of the Huntsville Housing Authority (hereinafter referred to as "the Authority") met in regular session at the Oscar Mason Community Center, 149 Mason Court, Huntsville, Alabama, on Monday, March 25, 2019.

PRESENT
Chairman Delvin Sullivan
Vice Chairman Leon D. Fountain
Commissioner Lee Horton (arrived during Executive Session)
Commissioner Delmonize Smith

ABSENT
Commissioner Shaquila Willie

The Chairman declared a quorum present.

Also present were the following: Sandra Eddlemon, Executive Director/CEO; Terica Pope, Executive Assistant; John Wilmer, Attorney; Carol Jones, Director of Human Resources; Danielle Thomas, Director of Housing Operations; Paula Bingham, Director of Assisted Housing; Quisha Riche, Director of Real Estate Development; Teresa Wade-Chase, Director of Finance; Terry Boyd, Superintendent of Housing Operations; and Neil Andrew, IT Systems Administrator.

APPROVAL OF MINUTES

A motion was made to accept the minutes from the January 28, 2019, Regular Meeting Minutes as presented. Commissioner Smith made a motion to approve the minutes and Commissioner Fountain seconded the motion. Upon affirmative vote, the Chairman declared the said motion carried.

OLD BUSINESS

NEW BUSINESS
1. Act on a Resolution approving Quarterly Charge-Offs.

**RESOLUTION NO. 2019-13**

WHEREAS, Huntsville Housing Authority (HHA) has on its books certain balances owed by former residents in the various low-income developments operated by HHA for the period ending March 31, 2019, in the amount of $102,355.58:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent</td>
<td>$37,998.50</td>
</tr>
<tr>
<td>Maintenance Charges</td>
<td>$18,901.62</td>
</tr>
<tr>
<td>Court Costs</td>
<td>$16,015.80</td>
</tr>
<tr>
<td>Late Charges</td>
<td>$4,337.70</td>
</tr>
<tr>
<td>Retroactive Rent</td>
<td>$24,251.20</td>
</tr>
<tr>
<td>Utility Charges</td>
<td>$615.76</td>
</tr>
<tr>
<td>Bulk Cable</td>
<td>$235.00</td>
</tr>
</tbody>
</table>

WHEREAS, HHA has made and is making reasonable effort to collect said balances; and

WHEREAS, March is the last month of the fiscal year and all vacates should be reflected in the charge-offs; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Huntsville Housing Authority that the aforesaid accounts in the amount of $102,355.58 and any amounts related to vacates after this date and before April 1, 2019 be charged off as collection losses on the books of HHA.

Commissioner Horton moved the foregoing Resolution be adopted as introduced. Commissioner Smith seconded the motion, the Chairman called the roll and the ayes and nays were as follows:

**AYES:**
Vice-Chairman Leon D. Fountain  
Commissioner Lee Horton  
Commissioner Delmonize Smith

**NAYS:**

**ABSTAIN:**

The Chairman thereupon declared said Resolution adopted this 25th day of March, 2019.

2. Act on a Resolution Approving Revision #2 of the Project-Based Low-Rent Public Housing Operating Budget, for Fiscal Year March 31, 2019.

Resolution No. 2019-14 is attached.
PHA Board Resolution
Approving Operating Budget

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Huntsville Housing Authority
PHA Code: AL047
PHA Fiscal Year Beginning: April 1, 2018
Board Resolution Number: 2019-14

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

☐ Operating Budget approved by Board resolution on: [DATE]
☐ Operating Budget submitted to HUD, if applicable, on:
☒ Operating Budget revision approved by Board resolution on: 03/25/2019
☐ Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson’s Name: Delvin L. Sullivan
Signature: [Signature]
Date: 03/25/19

(form HUD-52574 (04/2013)
Commissioner Fountain moved the foregoing Resolution be adopted as introduced. Commissioner Smith seconded the motion, the Chairman called the roll and the ayes and nays were as follows:

**AYES:**
Vice-Chairman Leon D. Fountain
Commissioner Lee Horton
Commissioner Delmonize Smith

**NAYS:**

**ABSTAIN:**

The Chairman thereupon declared said Resolution adopted this 25th day of March, 2019.

3. Act on a Resolution Approving the Project-Based Low-Rent Public Housing Operating Budget for Fiscal Year Ending March 31, 2020.

*Resolution No. 2019-15 is attached.*

Commissioner Horton moved the foregoing Resolution be adopted as introduced. Commissioner Fountain seconded the motion, the Chairman called the roll and the ayes and nays were as follows:

**AYES:**
Vice-Chairman Leon D. Fountain
Commissioner Lee Horton
Commissioner Delmonize Smith

**NAYS:**

**ABSTAIN:**

The Chairman thereupon declared said Resolution adopted this 25th day of March, 2019.


Ms. Teresa Wade-Chase reviewed the report in detail and it was accepted as presented.

**Real Estate Development**

1. Act on a Resolution Authorizing the Executive Director/CEO/Contracting Officer to Enter into a Contract with Siano Appliances for the Purchase of Approximately 75 Ranges for Northwoods.

**RESOLUTION NO. 2019-16**

WHEREAS, Northwoods in need of new ranges to replace damaged and obsolete models to ensure that our residents have safe, properly operating equipment; and

WHEREAS, eight quotes were obtained for ranges; and
Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 5(e)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Huntsville Housing Authority

PHA Fiscal Year Beginning: April 1, 2019

PHACode: AL047

Board Resolution Number: 2019-15

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board’s approval of (check one or more as applicable):

☐ Operating Budget approved by Board resolution on: 

03/25/2019

☐ Operating Budget submitted to HUD, if applicable, on:

☐ Operating Budget revision approved by Board resolution on:

☐ Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;

2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;

3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;

4. The budget indicates a source of funds adequate to cover all proposed expenditures;

5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and

6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name:
Delvin L. Sullivan

Signature: [Signature]

Date: 3/25/19

Previous editions are obsolete

form HUD-52574 (04/2013)
WHEREAS, Siano Appliances provided the lowest quote of $305.00 each for the ranges; and

WHEREAS, approximately 75 gas ranges will be purchased in an amount not to exceed, $23,000.00 and said money will be paid from capital funds; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Huntsville Housing Authority that the Executive Director/CEO/Contracting Officer is authorized to enter into a contract with Siano Appliances for the purchase of 75 new ranges for Northwoods in an amount not to exceed $23,000.00.

Commissioner Smith moved the foregoing Resolution be adopted as introduced. Commissioner Fountain seconded the motion, the Chairman called the roll and the ayes and nays were as follows:

AYES:  
Vice-Chairman Leon D. Fountain
Commissioner Lee Horton
Commissioner Delmonize Smith

NAYS:  

ABSTAIN:

The Chairman thereupon declared said Resolution adopted this 25th day of March, 2019.

Assisted Housing

1. Act on a Resolution Authorizing a Revision to the Administrative Plan for the Housing Choice Voucher Program.

RESOLUTION NO. 2019-17

WHEREAS, Huntsville Housing Authority (HHA) has adopted an Administrative Plan for the Housing Choice Voucher (HCV) Program; and

WHEREAS, the United States Department of Housing and Urban Development (HUD) has mandated that housing authorities must develop expanded, clear and orderly procedures to govern administration of the Housing Choice Voucher Program; and

WHEREAS, the Administrative Plan states HHA policy on matters for which the HHA has discretion to establish local policies in accordance with HUD requirements; and

WHEREAS, HHA has revised the Administrative Plan for the Housing Choice Voucher Program in order to comply with policies for the administration of the HCV Program that have been mandated by HUD and are in accordance with industry standards;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Huntsville Housing Authority hereby adopts the revision to the Administrative Plan for
the Housing Choice Voucher Program and further resolves that the Executive Director/CEO is hereby directed to operate in accordance with the revised plan as adopted.

Commissioner Smith moved the foregoing Resolution be adopted as introduced. Commissioner Fountain seconded the motion, the Chairman called the roll and the ayes and nays were as follows:

AYES:  NAYS:  ABSTAIN:
Vice-Chairman Leon D. Fountain
Commissioner Lee Horton
Commissioner Delmonize Smith

The Chairman thereupon declared said Resolution adopted this 25th day of March, 2019.

Partnership Presentation

Ms. Wendy Reeves spoke on behalf of Partnership for a Drug-Free Community. She elaborated on the relationship and benefits of being partners with HHA. Wendy introduced the new director, Candice Dunaway, and new staff members, Jacqueline Carter; Silla Dixon; Ashley Mahanna; and Brandy Wilkerson. She highlighted their efforts in our neighborhood and the community as well as upcoming events.

EXECUTIVE DIRECTOR/CEO COMMENTS

Ms. Eddlemon noted that HHA received the FSS Grant for Public Housing and HCV.

PUBLIC COMMENTS

N/A

COMMISSIONER COMMENTS

Commissioner Horton commended the Finance staff for pushing through another budget season.

ADJOURNMENT

With there being no further comments, Chairman Sullivan declared the meeting adjourned.
Attest;

Sandra Eddlemon, Secretary

Delvin L. Sullivan, Chairman
HUNTSVILLE HOUSING AUTHORITY

Board of Commissioners’ Meeting
Agenda Item
Control Document

Date, May 20, 2019

HHA Staff Representative: Teresa Wade-Chase, Director of Finance/CFO

Department: Financial Services

Board of Commissioners’ Meeting (Date): May 20, 2019, at 12:00 p.m. at the Oscar Mason Center.

Board Agenda Item(s):

1. Act on a Resolution Approving the Amendment of Resolution 2019-01 for the Purchase of a 2019 Ford Ranger for COCC.
2. Act on a Resolution Approving the Purchase of three Cargo Vans.
3. Act on a Resolution Authorizing a Change in the Procurement Policy Related to the Micro Threshold.

Date/Time/Place of Board of Commissioners’ Committee Meeting: Monday, May 13, 2019, at 4:30 p.m.

Approved by: 
Sandra Eddlemon
Executive Director/CEO/Contracting Officer

Date: 5/15/19

Department’s Committee’s Certification:

We have reviewed the above-referenced Board of Commissioners’ agenda items, together with the related and supportive documents, and have found them satisfactory. We further concur with the Staff’s recommendation to place them on the approved, final agenda to be presented to the Board for appropriate action with respect to the adoption of the resolution(s) approving and/or authorizing the execution of the said action(s).

HHA Board Committee Member: Chairperon Delvin Sullivan (Absent) Date: 5/13/2019

HHA Board Committee Member: Commissioner Delmonize Smith, Ph.D Date: 5/13/2019

HHA Staff Member: Teresa Wade-Chase Date: 5/15/19
INTRODUCTION

The board approved the purchase of a 2019 Ford Ranger Truck on 1/28/2019, resolution 2019-01.

PURPOSE/OBJECTIVE

The purpose of this RBA is to amend resolution 2019-01, to reflect the cost of $22,644 coming from the FY 3/31/20 budget in lieu of the 3/31/19 budget.

JUSTIFICATION/DESCRIPTION

Woody Anderson Ford was awarded the contract; however, they were not able to deliver the truck prior to HHA’s 3/31/19 year end. The vehicle will be delivered by the end of May 2019.

ECONOMIC IMPACT

The economic impact is $22,644.00 from the 03/31/20 operating budget.

ATTACHMENTS

Resolution 2019-01

ALTERNATIVES

None.
RECOMMENDATION

Authorize the Executive Director/CEO/Contracting Officer to purchase 2019 Ford Ranger from Woody Anderson Ford in fiscal year 3/31/20.

Sandra Eddlemon
Executive Director/CEO

Date

Teresa Wade-Chase
Director of Finance

Date

ACTION TAKEN: ________________________________
Customer Proposal

Prepared for:
Tracie McCann
Procurement Officer, Huntsville Housing Authority
P.O. box 486
Huntsville, AL 35804-0486
Office: 256-532-5676
Mobile: 256-755-6315
Email: tmccann@huntsvillehousing.org

Prepared by:
Richard Bean
Office: 256-539-9441
Email: rbean@woodyandersonford.com

Date: 12/20/2018
Vehicle: 2019 Ranger XL
4x2 SuperCab 6' box 127" WB
Quote ID: 19Ranger
# Selected Options

<table>
<thead>
<tr>
<th>Description</th>
<th>MSRP</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Base Vehicle</strong></td>
<td></td>
</tr>
<tr>
<td>Base Vehicle Price (R1E)</td>
<td>$24,300.00</td>
</tr>
<tr>
<td><strong>Packages</strong></td>
<td></td>
</tr>
<tr>
<td>Equipment Group 100A Base</td>
<td>N/C</td>
</tr>
</tbody>
</table>

Late availability unless SYNC (58E) is ordered.

Includes:
- Engine: 2.3L EcoBoost
- Includes auto start-stop technology.
- Transmission: Electronic 10-Speed SelectShift Auto
- TBD Axle Ratio
- GVWR: TBD
- Tires: P255/70R16 A/S BSW
- Wheels: 16" Silver Steel
- Front Cloth Bucket Seats
  Includes manual 4-way adjustable driver/passenger with manual lumbar, flow-through console and floor shifter.
- Radio: AM/FM Stereo

<table>
<thead>
<tr>
<th>Description</th>
<th>Included</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Powertrain</strong></td>
<td></td>
</tr>
<tr>
<td>Engine: 2.3L EcoBoost</td>
<td>Included</td>
</tr>
<tr>
<td>Includes auto start-stop technology.</td>
<td>Included</td>
</tr>
<tr>
<td>Transmission: Electronic 10-Speed SelectShift Auto</td>
<td>Included</td>
</tr>
<tr>
<td>TBD Axle Ratio</td>
<td>Included</td>
</tr>
<tr>
<td>GVWR: TBD</td>
<td>Included</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Included</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Wheels &amp; Tires</strong></td>
<td></td>
</tr>
<tr>
<td>Tires: P255/70R16 A/S BSW</td>
<td>Included</td>
</tr>
<tr>
<td>Wheels: 16&quot; Silver Steel</td>
<td>Included</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Included</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Seats &amp; Seat Trim</strong></td>
<td></td>
</tr>
<tr>
<td>Front Cloth Bucket Seats</td>
<td>Included</td>
</tr>
<tr>
<td>Includes manual 4-way adjustable driver/passenger with manual lumbar, flow-through console and floor shifter.</td>
<td></td>
</tr>
<tr>
<td>2nd Row Seat Delete</td>
<td>-$240.00</td>
</tr>
</tbody>
</table>

**Other Options**

<table>
<thead>
<tr>
<th>Description</th>
<th>STD</th>
<th>Included</th>
</tr>
</thead>
<tbody>
<tr>
<td>127&quot; Wheelbase</td>
<td></td>
<td>STD</td>
</tr>
<tr>
<td>Monotone Paint Application</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Radio: AM/FM Stereo</td>
<td></td>
<td>Included</td>
</tr>
</tbody>
</table>

**Fleet Options**

---

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing.
### Selected Options (cont'd)

<table>
<thead>
<tr>
<th>Description</th>
<th>MSRP</th>
</tr>
</thead>
<tbody>
<tr>
<td>XL Power Equipment Group</td>
<td>$355.00</td>
</tr>
<tr>
<td>Requires valid FIN code.</td>
<td></td>
</tr>
<tr>
<td>Includes:</td>
<td></td>
</tr>
<tr>
<td>- Perimeter Alarm</td>
<td></td>
</tr>
<tr>
<td>- Power Glass Sideview Mirrors</td>
<td></td>
</tr>
<tr>
<td>- Remote Key Fob w/Tailgate Lock</td>
<td></td>
</tr>
</tbody>
</table>

**Interior Colors**

- Ebony                                           | N/C   |

**Primary Colors**

- Oxford White                                     | N/C   |

**SUBTOTAL**                                        | $24,415.00 |

**Destination Charge**                              | $1,095.00  |

**TOTAL**                                           | $25,510.00 |
### Pricing - Single Vehicle

**MSRP**

<table>
<thead>
<tr>
<th>Vehicle Pricing</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Vehicle Price</td>
<td>$24,300.00</td>
</tr>
<tr>
<td>Options &amp; Colors</td>
<td>$115.00</td>
</tr>
<tr>
<td>Upfitting</td>
<td>$0.00</td>
</tr>
<tr>
<td>Destination Charge</td>
<td>$1,095.00</td>
</tr>
</tbody>
</table>

**Subtotal**

$25,510.00

### Pre-Tax Adjustments

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>01102H</td>
<td>GOVERNMENT PRICE CONCESSION</td>
<td>-$500.00</td>
</tr>
<tr>
<td>WAF</td>
<td>WOODY ANDERSON FORD DISCOUNT</td>
<td>-$2,382.50</td>
</tr>
</tbody>
</table>

**Subtotal**

$22,627.50

### Sales Taxes

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITL FEE</td>
<td>TITLE FEE</td>
<td>$16.50</td>
</tr>
</tbody>
</table>

**Total**

$22,644.00

---

Customer Signature

Acceptance Date

---

*Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local deals, availability, residual adjustments, and dealer mark-up. The following prices are valid for 90 days from date of order.*
HUNTSVILLE HOUSING AUTHORITY

Resolution Authorizing the
Executive Director/CEO/Contracting Officer to Amend
Resolution 2019-01 for the Purchase a 2019 Ford Ranger for COCC

RESOLUTION NO. 2019 - 18

WHEREAS, on 1/28/19 the Board of Commissioners approved resolution 2019-01 for the purchase of a 2019 Ford Ranger truck from the 3/31/19 budget;

WHEREAS, the vendor, Woody Anderson Ford, was unable to deliver the vehicle prior to HHA’s fiscal year end; and

WHEREAS, Woody Anderson Ford is able to provide a 2019 Ford Ranger truck at the board approved price of $22,644 in fiscal year 3/31/20.

NOW, THEREFORE, the Board of Commissioners of the Huntsville Housing Authority authorizes the Executive Director/CEO/Contracting Officer to amend Resolution 2019-01 to purchase the 2019 Ford Ranger from Woody Anderson Ford from the 3/31/20 budget.

ADOPTED THIS 20th DAY OF MAY 2019

SEAL

Attest:

Sandra Eddlemon, Executive Director

Delvin L. Sullivan, Chairperson
HUNTSVILLE HOUSING AUTHORITY

REQUEST FOR BOARD ACTION

Act on Resolution Authorizing the
Executive Director/CEO/Contracting Officer
to Purchase Three 2019 Transit 150 Base Low Roof Cargo Vans

May 20, 2019

INTRODUCTION

Butler Terrace, Butler Terrace Addition, and Brookside are in need of new vehicles in order to service residents.

PURPOSE/OBJECTIVE

The purpose of this RBA is to obtain approval to purchase three 2019 Transit 150 Base Low Roof Cargo Vans for a total of $81,828.

JUSTIFICATION/DESCRIPTION

The actual total cost of the vans is $81,828. HHA is a member of the North Alabama Cooperative Purchasing Association (NACPA) which allows HHA to purchase items without going through procurement because they have already procured the vendors. Woody Anderson Ford was procured and awarded a contract by NACPA.

ECONOMIC IMPACT

The economic impact is $81,828 from the public housing operating budget.

ATTACHMENTS

Woody Anderson Ford Proposal

ALTERNATIVES

None.
RECOMMENDATION

Authorize the Executive Director/CEO/Contracting Officer to purchase three 2019 Transit 150 Base Low Roof Cargo Vans from Woody Anderson Ford for a total cost of $81,828.

Sandra Eddlemon
Executive Director/CEO

Date 5/15/19

Teresa Wade-Chase
Director of Finance

Date 5/15/19

ACTION TAKEN: ________________________________
Woody Anderson Ford
2500 Jordan Lane, Huntsville, Alabama, 358161012
Office: 256-539-9441
Fax: 256-536-6473

Customer Proposal

Prepared for:
Tracie McCann
Procurement Officer, Huntsville Housing Authority
P.O. box 486
Huntsville, AL 35804-0486
Office: 256-532-5676
Mobile: 256-755-6315
Email: tmccann@huntsvillehousing.org

Prepared by:
Richard Bean
Office: 256-539-9441
Email: rbean@woodyandersonford.com

Date: 02/06/2019
Vehicle: 2019 Transit-150 Base
Low Roof Cargo Van 129.9" WB
Quote ID: 19TRANS
## Warranty - Standard Equipment & Specs

<table>
<thead>
<tr>
<th>Warranty Type</th>
<th>Distance</th>
<th>Months</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Basic</strong></td>
<td>36,000 miles</td>
<td>36 months</td>
</tr>
<tr>
<td><strong>Powertrain</strong></td>
<td>60,000 miles</td>
<td>60 months</td>
</tr>
<tr>
<td><strong>Corrosion Perforation</strong></td>
<td>Unlimited miles</td>
<td>60 months</td>
</tr>
<tr>
<td><strong>Roadside Assistance</strong></td>
<td>60,000 miles</td>
<td>60 months</td>
</tr>
</tbody>
</table>
### Selected Options

<table>
<thead>
<tr>
<th>Description</th>
<th>MSRP</th>
</tr>
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<tbody>
<tr>
<td><strong>Base Vehicle</strong></td>
<td></td>
</tr>
<tr>
<td>Base Vehicle Price (E1Z)</td>
<td>$33,135.00</td>
</tr>
<tr>
<td><strong>Packages</strong></td>
<td>N/C</td>
</tr>
<tr>
<td>Order Code 101A</td>
<td></td>
</tr>
<tr>
<td>Includes:</td>
<td></td>
</tr>
<tr>
<td>- Engine: 3.7L Ti-VCT V6</td>
<td></td>
</tr>
<tr>
<td>Includes SEIC capability.</td>
<td></td>
</tr>
<tr>
<td>- Transmission: 6-Speed Automatic w/OD &amp; SelectShift</td>
<td></td>
</tr>
<tr>
<td>Includes auxiliary transmission oil cooler.</td>
<td></td>
</tr>
<tr>
<td>- GVWR: 8,600 lbs</td>
<td></td>
</tr>
<tr>
<td>- Tires: 235/65R16C AS BSW</td>
<td></td>
</tr>
<tr>
<td>- Wheels: 16&quot; Steel w/Black Center Hubcap</td>
<td></td>
</tr>
<tr>
<td>- Pewter Vinyl Dual Bucket Seats</td>
<td></td>
</tr>
<tr>
<td>Includes 2-way manual driver seat, 2-way manual passenger seat and driver armrest.</td>
<td></td>
</tr>
<tr>
<td>- Vinyl Front Bucket Seats</td>
<td></td>
</tr>
<tr>
<td><strong>Powertrain</strong></td>
<td>Included</td>
</tr>
<tr>
<td>Engine: 3.7L Ti-VCT V6</td>
<td></td>
</tr>
<tr>
<td>Includes SEIC capability.</td>
<td></td>
</tr>
<tr>
<td>Includes:</td>
<td></td>
</tr>
<tr>
<td>- 3.73 Axle Ratio</td>
<td></td>
</tr>
<tr>
<td>Transmission: 6-Speed Automatic w/OD &amp; SelectShift</td>
<td></td>
</tr>
<tr>
<td>Includes auxiliary transmission oil cooler.</td>
<td></td>
</tr>
<tr>
<td>3.73 Axle Ratio</td>
<td>Included</td>
</tr>
<tr>
<td>GVWR: 8,600 lbs</td>
<td>Included</td>
</tr>
<tr>
<td><strong>Wheels &amp; Tires</strong></td>
<td>Included</td>
</tr>
<tr>
<td>Tires: 235/65R16C AS BSW</td>
<td></td>
</tr>
<tr>
<td>Wheels: 16&quot; Steel w/Black Center Hubcap</td>
<td></td>
</tr>
<tr>
<td><strong>Seats &amp; Seat Trim</strong></td>
<td>Included</td>
</tr>
<tr>
<td>Pewter Vinyl Dual Bucket Seats</td>
<td></td>
</tr>
<tr>
<td>Includes 2-way manual driver seat, 2-way manual passenger seat and driver armrest.</td>
<td>Included</td>
</tr>
<tr>
<td>Vinyl Front Bucket Seats</td>
<td></td>
</tr>
<tr>
<td><strong>Other Options</strong></td>
<td></td>
</tr>
<tr>
<td>Monotone Paint Application</td>
<td>STD</td>
</tr>
<tr>
<td>130&quot; Wheelbase</td>
<td>STD</td>
</tr>
<tr>
<td>Fixed Rear-Door Glass</td>
<td>$75.00</td>
</tr>
<tr>
<td>2 Additional Keys (4 Total)</td>
<td>$75.00</td>
</tr>
</tbody>
</table>
### Selected Options (cont'd)

<table>
<thead>
<tr>
<th>Description</th>
<th>MSRP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Includes key fobs.</td>
<td></td>
</tr>
<tr>
<td>Cruise Control w/Message Center</td>
<td>$325.00</td>
</tr>
<tr>
<td>Includes full trip computer and engine-hour meter.</td>
<td></td>
</tr>
<tr>
<td>Radio: AM/FM Stereo w/Bluetooth</td>
<td>$135.00</td>
</tr>
<tr>
<td>(29). Includes audio input jack, microphone and USB port.</td>
<td></td>
</tr>
<tr>
<td>Includes:</td>
<td></td>
</tr>
<tr>
<td>- 4 Front Speakers</td>
<td></td>
</tr>
<tr>
<td>- No rear speakers</td>
<td></td>
</tr>
<tr>
<td>- Vinyl Sun Visors</td>
<td></td>
</tr>
<tr>
<td>Includes illuminated vanity mirrors.</td>
<td></td>
</tr>
<tr>
<td>Front &amp; Rear Vinyl Floor Covering</td>
<td>Included</td>
</tr>
<tr>
<td>Includes wheel well liners and scuff plate kit.</td>
<td></td>
</tr>
<tr>
<td>Load Area Protection Package (Full Height)</td>
<td>$225.00</td>
</tr>
<tr>
<td>Includes complete rear polypropylene panels on side walls and doors.</td>
<td></td>
</tr>
<tr>
<td>Includes:</td>
<td></td>
</tr>
<tr>
<td>- Front &amp; Rear Vinyl Floor Covering</td>
<td></td>
</tr>
<tr>
<td>Includes wheel well liners and scuff plate kit.</td>
<td></td>
</tr>
</tbody>
</table>

### Interior Colors

Pewter

N/C

### Primary Colors

Oxford White

N/C

### Upfit Options

<table>
<thead>
<tr>
<th>Option</th>
<th>MSRP</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHELVES, BULKHEAD, LADDER RACK</td>
<td>$3,126.00</td>
</tr>
<tr>
<td>SHELVES ON BOTH SIDES, BULKHEAD/DIVIDER, H BAR LADDER RACK</td>
<td></td>
</tr>
</tbody>
</table>

### Subtotal

$37,096.00

### Destination Charge

$1,495.00

### Total

$38,591.00
Pricing - Single Vehicle

<table>
<thead>
<tr>
<th>Description</th>
<th>MSRP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Vehicle Price</td>
<td>$33,135.00</td>
</tr>
<tr>
<td>Options &amp; Colors</td>
<td>$835.00</td>
</tr>
<tr>
<td>Upfitting</td>
<td>$3,126.00</td>
</tr>
<tr>
<td>Destination Charge</td>
<td>$1,495.00</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$38,591.00</strong></td>
</tr>
</tbody>
</table>

Pre-Tax Adjustments

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Adjustment</th>
</tr>
</thead>
<tbody>
<tr>
<td>01102H</td>
<td>GOVERMENT PRICE CONCESSION</td>
<td>-$7,700.00</td>
</tr>
<tr>
<td>WAF</td>
<td>WOODY ANDERSON FORD DISCOUNT</td>
<td>-$3,615.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>$27,276.00</strong></td>
</tr>
</tbody>
</table>

---

**Customer Signature**

---

**Acceptance Date**

---

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate. Prices reflect current available inventory and are subject to additional adjustments in the vehicle preparation process. For additional information, please contact us.
# Pricing - Multiple Vehicles (3)

**Vehicle Pricing**

<table>
<thead>
<tr>
<th>Description</th>
<th>MSRP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Vehicle Price</td>
<td>$99,405.00</td>
</tr>
<tr>
<td>Options &amp; Colors</td>
<td>$2,505.00</td>
</tr>
<tr>
<td>Uplifting</td>
<td>$9,378.00</td>
</tr>
<tr>
<td>Destination Charge</td>
<td>$4,485.00</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$115,773.00</strong></td>
</tr>
</tbody>
</table>

**Pre-Tax Adjustments**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>01102H</td>
<td>GOVERMENT PRICE CONCESSION</td>
<td>-$23,100.00</td>
</tr>
<tr>
<td>WAF</td>
<td>WOODY ANDERSON FORD DISCOUNT</td>
<td>-$10,845.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$81,828.00</strong></td>
</tr>
</tbody>
</table>

---

Customer Signature

Acceptance Date

---

*Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate due to changes in local pricing availability and Policies. Changes are effective in the date the pricing is created. For*
HUNTSVILLE HOUSING AUTHORITY

RESOLUTION AUTHORIZING THE
EXECUTIVE DIRECTOR/CEO/CONTRACTING OFFICER TO
PURCHASE THREE 2019 TRANSIT 150 BASE LOW ROOF CARGO VANS

RESOLUTION NO. 2019 - 19

WHEREAS, Butler Terrace, Butler Terrace Addition, and Brookside are in need of new vehicles in order to service residents; and

WHEREAS, Woody Anderson Ford was deemed the most responsive vendor by the North Alabama Cooperative Purchasing Association.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Huntsville Housing Authority, that the Executive Director/CEO/Contracting Officer is hereby authorized to purchase three vans from Woody Anderson Ford in the total amount of $81,828.

ADOPTED THIS 20th DAY OF MAY 2019

SEAL

Attest:

Sandra Eddlemon, Executive Director

Delvin Sullivan, Chairperson
HUNTSVILLE HOUSING AUTHORITY

REQUEST FOR BOARD ACTION

Act on Resolution Authorizing the Executive Director/CEO/Contracting Officer to Amend Huntsville Housing Authority's Procurement Policy Related to the Micro-Purchase Threshold

May 20, 2019

INTRODUCTION

Office of Management and Budget (OMB), has implemented statutory changes to increase the Micro-Purchase threshold for Housing Authorities. Specifically, section 806 of the National Defense Authorization Acts (NDAA) raised the micro-purchase threshold from $3,500 to $10,000. These thresholds are effective June 20, 2018.

PURPOSE/OBJECTIVE

The purpose of this RBA is to amend HHA’s Procurement Policy to increase the micro-purchase threshold from $3,000 to $10,000.

JUSTIFICATION/DESCRIPTION

OMB has implemented statutory changes to increase the Micro-Purchase threshold for Housing Authority’s.

ECONOMIC IMPACT

No economic impact.

ATTACHMENTS

Office of Management and Budget Memorandum (M-18-18)
U.S. Department of Housing and Urban Development Letter
Huntsville Housing Authority’s revised Procurement Policy.

ALTERNATIVES

None.

RECOMMENDATION
Authorize the Executive Director/CEO/Contracting Officer to amend HHA’s Procurement Policy increasing the Micro-Purchase threshold from $3,000 to $10,000.

Sandra Eddlemon
Executive Director/CEO

Teresa Wade-Chase
Director of Finance

5/15/19
5/15/19

ACTION TAKEN:
June 20, 2018

MEMORANDUM FOR CHIEF FINANCIAL OFFICERS AND HEADS OF SMALL EXECUTIVE AGENCIES

FROM: Tim Soltis
Deputy Controller, Office of Federal Financial Management

SUBJECT: Implementing Statutory Changes to the Micro-Purchase and the Simplified Acquisition Thresholds for Financial Assistance

In accordance with recent statutory changes set forth in the National Defense Authorization Acts (NDAA) for Fiscal Years 2017 and 2018, this memorandum raises the threshold for micro-purchases under Federal financial assistance awards to $10,000, and raises the threshold for simplified acquisitions to $250,000 for all recipients. Further, it implements an approval process for certain institutions that want to request micro-purchase thresholds higher than $10,000. Agencies are required to implement these changes in the terms and conditions of their awards, and recipients of existing Federal financial assistance awards may implement them in their internal controls.

Background

This memorandum applies to all Federal agencies, as defined at 5 U.S.C. § 551(1), that award grants or cooperative agreements. It implements changes to the micro-purchase and simplified acquisition thresholds for financial assistance under the NDAA for Fiscal Year (FY) 2017 and FY2018. The micro-purchase threshold refers to purchases of supplies or services using simplified acquisition procedures, not to exceed an established amount pursuant to the Office of Management and Budget (OMB) Worldwide Guidance for Grants and Agreements (“Uniform Guidance”) at 2 C.F.R. § 200.67 (Micro-purchase). The simplified acquisition threshold refers to purchases of property or services using small purchase methods not to exceed an established amount pursuant to 2 C.F.R. § 200.88 (Simplified acquisition threshold). For Federal financial assistance awards, these purchases are acquired for use by a Federal program. The NDAA for FY2017 increased the micro-purchase threshold from $3,500 to $10,000 for institutions of higher education, or related or affiliated nonprofit entities, nonprofit research organizations or independent research institutes (41 U.S.C. § 1908). The NDAA for FY2018 increases the micro-purchase threshold to $10,000 for all recipients and also increases the simplified acquisition threshold from $100,000 to $250,000 for all recipients.

Implementing the NDAA for FY2017

Section 217(b) of the NDAA for FY2017 raises the micro-purchase threshold to $10,000 for procurements under grants and cooperative agreements for institutions of higher education, or related or affiliated nonprofit entities, nonprofit research organizations or independent research institutes.¹

The NDAA for FY2017 also establishes an interim uniform process by which these recipients can request and Federal agencies can approve requests to apply a higher micro-purchase threshold. Specifically, the 2017 NDAA allows a threshold above $10,000 if approved by the head of the relevant executive agency. For purposes of this approval, the institution's cognizant Federal agency for indirect cost rates will be the relevant executive agency as defined in 2 C.F.R. § 200.19 (Cognizant agency for indirect costs). To receive a higher threshold, the institution must either have "clean single audit findings" (i.e., in accordance with 2 C.F.R. § 200.520 - Criteria for a low-risk auditee), have an acceptable internal institutional risk assessment, or the higher threshold must be consistent with State law for public institutions.

Agencies should reflect this change through policy or terms and conditions in awards for those institutions. The effective date for this change was when the NDAA for FY2017 was signed into law on December 23, 2016. OMB intends to revise the Uniform Guidance to conform with the law. ²

**Process for Requesting a Higher Threshold Under the NDAA for FY2017**

Requests for approval should be submitted to the institution's cognizant Federal agency for indirect cost rates; however, institutions should contact the agency before sending the request to determine the correct point of contact. The cognizant Federal agency will assign review of the request to the appropriate office within the agency to determine whether to approve, and will maintain records and justification of all approvals. The request should include the threshold level being requested and the justification(s) for it based on the criteria above per Section 217(b) of the NDAA for FY2017.

**Implementing the NDAA for FY2018**

This memorandum also implements provisions of the NDAA for FY 2018, Pub. L. No. 115-91, which became law on December 12, 2017. Specifically, section 806 raised the micro-purchase threshold from $3,500 to $10,000, and section 805 raised the simplified acquisition threshold from $100,000 to $250,000. Pursuant to 2 C.F.R. § 200.67 (Micro-purchase) and 2 C.F.R. § 200.88 (Simplified acquisition threshold), these higher thresholds are not effective until implemented in the Federal Acquisition Regulation (FAR) at 48 C.F.R. Subpart 2.1 (Definitions).³

In order to allow maximum flexibility for grant recipients in light of the changes to the NDAA for FY2018, OMB is granting an exception allowing recipients to use the higher threshold of $10,000 for micro-purchases and $250,000 for simplified acquisitions in advance of revisions to the FAR at 48 C.F.R. Subpart 2.1 and the Uniform Guidance. Pursuant to 2 C.F.R. § 200.102 (Exceptions), OMB may allow exceptions to the Uniform Guidance when exceptions are not prohibited by statute. The exception takes effect upon the date of issuance of this memo. Agencies should apply this exception to all recipients. Recipients should document any change based on this exception in accordance with 2 C.F.R. § 200.318 (General procurement standards).

If you have any questions regarding this memorandum, please contact Mary Tutman at Mary.E.Tutman@omb.eop.gov or Gil Tran at Hai_M._Tran@omb.eop.gov.

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² The American Innovation and Competitiveness Act, Pub. L. No. 114-329, § 207(b) (2017) states that the Uniform Guidance shall be revised to conform with the requirements concerning the micro-purchase threshold.

Dear Executive Director:

I am writing to give you an update about the implementation of statutory changes to the Micro-Purchase and the Simplified Acquisition Thresholds for Financial Assistance. By a June 20, 2018, Memorandum for Chief Financial Officers and Heads of Small Executive Agencies (M-18-18) (https://www.whitehouse.gov/wp-content/uploads/2018/06/M-18-18.pdf), OMB has implemented provisions of the National Defense Authorization Act (NDAA) for FY 2018 (Pub. L. No. 115-91 enacted on December 12, 2017). Specifically, section 806 of the NDAA raised the micro-purchase threshold from $3,500 to $10,000, and section 805 of NDAA raised the simplified acquisition threshold from $100,000 to $250,000 for all grant recipients (Nonfederal entities, as defined in 2 CFR 200.69 (e.g., PHAs)).

Pursuant to 2 CFR 200.67 and 200.88, these higher thresholds are typically not effective until implemented in the Federal Acquisition Regulation (FAR) and Uniform Guidance (2 CFR Part 200). In order to allow maximum flexibility for grant recipients, OMB granted an exception under its authority in 2 CFR 200.102 to allow all grant recipients, except where prohibited by statute (e.g., state law with lower simplified acquisition thresholds), to use these higher thresholds effective June 20, 2018. PIH is applying this exception to all grant recipients (e.g. PHAs), and grant recipients should document any change based on this exception in accordance with 2 CFR 200.318 in their general procurement standard procedures.

Should you have any questions on the Micro-Purchase and the Simplified Acquisition Thresholds for Financial Assistance, please send your inquiry to your local Field Office. Thank you for your continued commitment to providing housing to those most in need.

Sincerely,

Dominique Blom
General Deputy Assistant Secretary for Public and Indian Housing
Consideration shall be given to storage, security, and handling requirements when planning the most appropriate purchasing actions.

PROCUREMENT METHODS

A. Petty Cash Purchases
   Purchases under $75 may be handled through the use of a petty cash account. Petty Cash Accounts are established by the Board of Commissioners in an amount sufficient to cover small purchases made during a reasonable period, e.g., one month. For all Petty Cash Accounts, HHA shall ensure that security is maintained and only authorized individuals have access to the account. These accounts shall be reconciled and replenished periodically. Receipts are required for all purchases or expenditures from this fund.

B. Small Purchase Procedures
   For any amounts above the Petty Cash ceiling, but not exceeding $50,000.00 HHA may use small purchase procedures. Under small purchase procedures, HHA shall obtain a reasonable number of quotes (preferably three); however, for purchases of less than $10,000, (except for construction procurements which is set at $2,000), also known as Micro Purchases, only one quote is required provided the quote is considered reasonable. To the greatest extent feasible, and to promote competition, small purchases should be distributed among qualified sources. Quotations for Small Purchases (QSP), or quotes, may be obtained orally (either in person or by phone), by fax, in writing, or through e-procurement. Award shall be made to the responsive and responsible vendor that submits the lowest cost to HHA. If award is to be made for reasons other than lowest price, documentation shall be provided in the contract file. HHA shall not break down requirements aggregating more than the small purchase threshold (or the Micro Purchase threshold) into several purchases that are less than the applicable threshold merely to: (1) permit use of the small purchase procedures or (2) avoid any requirements that applies to purchases that exceed the Micro Purchase threshold.

C. Sealed Bids
   Sealed bidding, also known as Invitation For Bids (IFB), shall be used for all contracts that exceed the small purchase threshold and that are not competitive proposals or non-competitive proposals, as these terms are defined in this Policy. Under sealed bids, HHA publicly solicits bids and awards a firm fixed-price contract (lump sum or unit price) to the responsive and responsible bidder whose bid, conforming with all the material terms and conditions of the IFB, is the lowest in price. Sealed bidding is the preferred method for procuring construction, supply, and non-complex service contracts that are expected to exceed $50,000.00.

1. Conditions for Using Sealed Bids
   HHA shall use the sealed bid method if the following conditions are present:
   
   - a complete, adequate, and realistic statement of work, specification, or purchase description is available;
   
   - two or more responsible bidders are willing and able to compete effectively for the work;
   
   - the contract can be awarded based on a firm fixed price, and;
   
   - the selection of the successful bidder can be made principally on the lowest price.
HUNTSVILLE HOUSING AUTHORITY

Resolution Authorizing the
Executive Director/CEO/Contracting Officer to Amend
Huntsville Housing Authority’s Procurement Policy
Related to the Micro-Purchase Threshold

RESOLUTION NO. 2019 - 20

WHEREAS, in June 2018 the OMB, Office of Management and Budget, implemented statutory changes to increase the Micro-Purchase threshold for Housing Authorities;

WHEREAS, Section 806 of the National Defense Authorization Acts (NDAA) raised the micro-purchase threshold from $3,500 to $10,000; and

WHEREAS, this limit is effective June 20, 2018.

NOW, THEREFORE, the Board of Commissioners of the Huntsville Housing Authority authorizes the Executive Director/CEO/Contracting Officer to amend HHA’s Procurement Policy Related to the Micro-Purchase Threshold increasing it from $3,000 to $10,000.

ADOPTED THIS 20th DAY OF MAY 2019

SEAL

Attest:

Sandra Eddlemon, Executive Director

Delvin L. Sullivan, Chairperson
## Huntsville Housing Authority
### Revenue and Expense Statement
#### For the Period Ended March 31, 2019

<table>
<thead>
<tr>
<th>Description</th>
<th>Actual</th>
<th>Budget</th>
<th>Budget Variance</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tenant Rental Revenue</td>
<td>2,464,712</td>
<td>2,424,850</td>
<td>39,862</td>
<td>101.64%</td>
</tr>
<tr>
<td>Operating Subsidy</td>
<td>7,539,730</td>
<td>7,538,937</td>
<td>793</td>
<td>100.01%</td>
</tr>
<tr>
<td>HUD PHA Operating Grant-CFP</td>
<td>683,283</td>
<td>688,229</td>
<td>(4,946)</td>
<td>99.28%</td>
</tr>
<tr>
<td>Other Tenant Charges</td>
<td>100,734</td>
<td>105,157</td>
<td>(4,423)</td>
<td>95.79%</td>
</tr>
<tr>
<td>Interest Income</td>
<td>85,974</td>
<td>56,854</td>
<td>29,120</td>
<td>151.22%</td>
</tr>
<tr>
<td><strong>Section 8 Rental Income:</strong></td>
<td>12,000</td>
<td>12,000</td>
<td>-</td>
<td>100.00%</td>
</tr>
<tr>
<td>Management Fees - Public Housing</td>
<td>1,072,897</td>
<td>1,072,184</td>
<td>713</td>
<td>100.07%</td>
</tr>
<tr>
<td>Bookkeeping Fees - PH &amp; HCV</td>
<td>292,103</td>
<td>284,280</td>
<td>7,823</td>
<td>102.75%</td>
</tr>
<tr>
<td>Asset Management Fees - Public Housing</td>
<td>201,480</td>
<td>201,480</td>
<td>-</td>
<td>100.00%</td>
</tr>
<tr>
<td>Service Fee Revenue</td>
<td>352,524</td>
<td>367,511</td>
<td>(14,987)</td>
<td>95.92%</td>
</tr>
<tr>
<td>Electrical Fee Revenue</td>
<td>43,906</td>
<td>43,908</td>
<td>-</td>
<td>100.00%</td>
</tr>
<tr>
<td>Management Fees - Capital Fund</td>
<td>281,815</td>
<td>286,457</td>
<td>13,642</td>
<td>104.90%</td>
</tr>
<tr>
<td>Management Fees - Section 8</td>
<td>232,680</td>
<td>220,320</td>
<td>12,360</td>
<td>105.81%</td>
</tr>
<tr>
<td>Management Fees - 360 Properties</td>
<td>50,251</td>
<td>52,666</td>
<td>(2,415)</td>
<td>95.41%</td>
</tr>
<tr>
<td>Other Income</td>
<td>274,050</td>
<td>264,760</td>
<td>9,290</td>
<td>103.51%</td>
</tr>
<tr>
<td>Gain On Disposition of Fixed Asset</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>Inter-AMP Transfer In</td>
<td>17,405</td>
<td>-</td>
<td>17,405</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>13,705,546</td>
<td>13,601,593</td>
<td>103,953</td>
<td>100.76%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Actual</th>
<th>Budget</th>
<th>Budget Variance</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Expenses:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administration:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Salaries</td>
<td>2,031,252</td>
<td>1,946,581</td>
<td>84,671</td>
<td>104.35%</td>
</tr>
<tr>
<td>Compensated Absences</td>
<td>35,157</td>
<td>0</td>
<td>35,157</td>
<td>0.00%</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>836,477</td>
<td>800,465</td>
<td>36,012</td>
<td>104.50%</td>
</tr>
<tr>
<td>Audit Fees</td>
<td>28,697</td>
<td>28,697</td>
<td>-</td>
<td>100.00%</td>
</tr>
<tr>
<td>Management Fees</td>
<td>1,072,897</td>
<td>1,072,184</td>
<td>713</td>
<td>100.07%</td>
</tr>
<tr>
<td>Bookkeeping Fees</td>
<td>146,678</td>
<td>146,581</td>
<td>97</td>
<td>100.07%</td>
</tr>
<tr>
<td>Advertising and Marketing</td>
<td>16,309</td>
<td>15,542</td>
<td>767</td>
<td>104.94%</td>
</tr>
<tr>
<td>Office Expense</td>
<td>421,837</td>
<td>438,528</td>
<td>(16,691)</td>
<td>98.19%</td>
</tr>
<tr>
<td>Legal</td>
<td>104,121</td>
<td>113,768</td>
<td>(9,647)</td>
<td>91.52%</td>
</tr>
<tr>
<td>Training and Travel</td>
<td>52,044</td>
<td>65,500</td>
<td>(13,456)</td>
<td>79.46%</td>
</tr>
<tr>
<td>Other Administrative Costs</td>
<td>139,114</td>
<td>127,307</td>
<td>11,807</td>
<td>109.27%</td>
</tr>
<tr>
<td><strong>Total Administration</strong></td>
<td>4,884,583</td>
<td>4,755,151</td>
<td>129,432</td>
<td>102.72%</td>
</tr>
<tr>
<td><strong>Asset Management Fee</strong></td>
<td>201,480</td>
<td>201,480</td>
<td>-</td>
<td>100.00%</td>
</tr>
</tbody>
</table>
Huntsville Housing Authority  
Revenue and Expense Statement  
For the Period Ended March 31, 2019

<table>
<thead>
<tr>
<th>Tenant Services</th>
<th>Actual</th>
<th>Budget</th>
<th>Budget Variance</th>
<th>Percent</th>
<th>Targeted Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tenant Services - salaries</td>
<td>162,932</td>
<td>157,595</td>
<td>5,337</td>
<td>103.39%</td>
<td>100.00%</td>
</tr>
<tr>
<td>Employee Benefits - Tenant Services</td>
<td>85,457</td>
<td>88,833</td>
<td>(3,376)</td>
<td>96.20%</td>
<td></td>
</tr>
<tr>
<td>Tenant Services - Other</td>
<td>52,790</td>
<td>56,723</td>
<td>(3,933)</td>
<td>93.07%</td>
<td></td>
</tr>
<tr>
<td><strong>Total Tenant Services</strong></td>
<td>301,179</td>
<td>303,151</td>
<td>(1,972)</td>
<td>99.35%</td>
<td></td>
</tr>
</tbody>
</table>

Utilities:

<table>
<thead>
<tr>
<th>Utilities</th>
<th>Actual</th>
<th>Budget</th>
<th>Budget Variance</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Utilities</td>
<td>119,508</td>
<td>121,509</td>
<td>(2,001)</td>
<td>98.35%</td>
</tr>
<tr>
<td>Water</td>
<td>456,594</td>
<td>429,472</td>
<td>27,122</td>
<td>106.32%</td>
</tr>
<tr>
<td>Electric</td>
<td>390,386</td>
<td>394,507</td>
<td>(4,109)</td>
<td>99.99%</td>
</tr>
<tr>
<td>Gas</td>
<td>44,653</td>
<td>42,026</td>
<td>2,628</td>
<td>106.25%</td>
</tr>
<tr>
<td>Sewage</td>
<td>632,005</td>
<td>629,287</td>
<td>2,718</td>
<td>100.43%</td>
</tr>
<tr>
<td><strong>Total Utilities</strong></td>
<td>1,643,158</td>
<td>1,616,800</td>
<td>26,358</td>
<td>101.63%</td>
</tr>
</tbody>
</table>

Maintenance:

<table>
<thead>
<tr>
<th>Maintenance</th>
<th>Actual</th>
<th>Budget</th>
<th>Budget Variance</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor</td>
<td>1,362,461</td>
<td>1,434,128</td>
<td>(71,667)</td>
<td>95.00%</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>579,305</td>
<td>710,316</td>
<td>(131,011)</td>
<td>81.56%</td>
</tr>
<tr>
<td>Materials</td>
<td>1,361,099</td>
<td>1,352,568</td>
<td>8,531</td>
<td>102.11%</td>
</tr>
<tr>
<td>Contract Costs</td>
<td>1,052,430</td>
<td>1,094,959</td>
<td>(42,529)</td>
<td>98.12%</td>
</tr>
<tr>
<td><strong>Total Maintenance</strong></td>
<td>4,375,295</td>
<td>4,591,971</td>
<td>(216,676)</td>
<td>95.29%</td>
</tr>
</tbody>
</table>

Protective Services:

<table>
<thead>
<tr>
<th>Protective Services</th>
<th>Actual</th>
<th>Budget</th>
<th>Budget Variance</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Protective Services - Labor</td>
<td>10,435</td>
<td>10,435</td>
<td>-</td>
<td>100.00%</td>
</tr>
<tr>
<td>Employee Benefits - Protective Services</td>
<td>5,356</td>
<td>5,356</td>
<td>-</td>
<td>100.00%</td>
</tr>
<tr>
<td>Protective Services Contract Costs</td>
<td>264,014</td>
<td>270,427</td>
<td>(6,413)</td>
<td>95.51%</td>
</tr>
<tr>
<td><strong>Total Protective Services</strong></td>
<td>279,805</td>
<td>292,218</td>
<td>(12,413)</td>
<td>95.75%</td>
</tr>
</tbody>
</table>

General Expenses:

<table>
<thead>
<tr>
<th>General Expenses</th>
<th>Actual</th>
<th>Budget</th>
<th>Budget Variance</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insurance</td>
<td>939,032</td>
<td>916,580</td>
<td>22,452</td>
<td>102.45%</td>
</tr>
<tr>
<td>Other General Expenses</td>
<td>350,956</td>
<td>345,708</td>
<td>5,250</td>
<td>101.52%</td>
</tr>
<tr>
<td>Payment In Lieu Of Taxes</td>
<td>72,191</td>
<td>42,597</td>
<td>29,594</td>
<td>169.47%</td>
</tr>
<tr>
<td><strong>Total General Expenses</strong></td>
<td>1,362,179</td>
<td>1,304,883</td>
<td>57,296</td>
<td>104.39%</td>
</tr>
</tbody>
</table>
Huntsville Housing Authority  
Revenue and Expense Statement  
For the Period Ended March 31, 2019

<table>
<thead>
<tr>
<th>Other</th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>Percent</th>
<th>Targeted Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collection Loss (Bad Debt Expense)</td>
<td>261,699</td>
<td>242,813</td>
<td>18,886</td>
<td>107.78%</td>
<td>100.00%</td>
</tr>
<tr>
<td>Extraordinary Maintenance</td>
<td></td>
<td></td>
<td></td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td>Extraordinary Items</td>
<td></td>
<td></td>
<td></td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td>Casually Losses</td>
<td>30,000</td>
<td>30,000</td>
<td></td>
<td>100.00%</td>
<td></td>
</tr>
<tr>
<td>Interest Mort or Bonds Payable</td>
<td></td>
<td></td>
<td></td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td>Amortization of Bond Issue Costs</td>
<td></td>
<td></td>
<td></td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td>COCC Transfer to Section 8</td>
<td>205,000</td>
<td>320,000</td>
<td>(115,000)</td>
<td>64.08%</td>
<td>(7)</td>
</tr>
<tr>
<td>Inter AMP Transfer Out</td>
<td>17,405</td>
<td></td>
<td>17,405</td>
<td>0.00%</td>
<td>(2)</td>
</tr>
<tr>
<td>Loss Disposition of Fixed Asset</td>
<td></td>
<td></td>
<td></td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td><strong>Total Other</strong></td>
<td>514,104</td>
<td>592,813</td>
<td>(78,709)</td>
<td>86.72%</td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>13,561,783</td>
<td>13,658,467</td>
<td>(96,684)</td>
<td>99.29%</td>
<td></td>
</tr>
<tr>
<td>Net Income/Loss</td>
<td>143,763</td>
<td>(56,874)</td>
<td>200,637</td>
<td>-252.77%</td>
<td></td>
</tr>
<tr>
<td>Capital Assets Addition</td>
<td>59,429</td>
<td>64,386</td>
<td>(4,957)</td>
<td>92.30%</td>
<td></td>
</tr>
<tr>
<td>Increase/Decrease in Unrestricted Net Position</td>
<td>84,334</td>
<td>(121,260)</td>
<td>205,594</td>
<td>-69.55%</td>
<td></td>
</tr>
</tbody>
</table>
Explanations of Variances of 10% or Greater for March 31, 2019

(1) Interest Income – HHA earned 1.95% interest on Checking Now Account with Cadence Bank for the last five months of the fiscal year compared to the first seven months rates that ranged from 6.0 to 1.4% with Servis First. The 12 month CD interest rate is 2.60% with Cadence Bank for the last 5 months of the fiscal year compared to the first seven months CD rate of 1.15% with Servis First.

(2) Inter-AMP Transfer In/Out – The Inter-AMP Transfer In/Out amount of $17,405 was completed for Resident Participation Expense for FY 2019. The review of four months of expendable fund balance for AMP's has not been determined at this time. The required transfers will be completed for when financials are final.

(3) Compensated Absences – The Compensated absences line item is not budgeted due to the uncertainty of the amount. It is calculated at year end.

(4) Training and Travel – 03/31/19 actual expenses came in under budget.

(5) Maintenance Employee Benefits – This line item is under budget due to vacant positions that were still open at 03/31/19. Housing Operations continues to look for personnel to fill four open positions for maintenance.

(6) Payment in Lieu of Taxes – The 03/31/19 Budget Revision #1 did not revise this line. The actual expense calculated includes the increase in Tenant Rental Revenue. Pilot is calculated based on Dwelling Rent plus Other Tenant Revenue minus Utilities. The total of these expenses equals Shelter Rent Charged and is taxed a rate of 10%.

(7) COCC Transfer to Section 8- The Calendar Year 2018 Section 8 administrative rate was determined by HUD to be 80.0615% versus the 76% proration factor that was utilized for the Section 8 budget. This increased proration rate factor resulted in fewer funds needing to be transferred to Section 8.
### Huntsville Housing Authority

#### Project Based Revenue & Expense Summary

**For the Period Ended March 31, 2019**

| Description                              | 001 C. Courts | 002 Butler Terrace | 003 Sparkman | 004 Butler Addn., Northwoods | 006 Johnson | 008 Seeley | 010 Todd | L. R. Patton | 014 S. Shaws | 016 Stone M. | 019 Brookside | 020 L. Park | 022 Gateway | Legacy Hill | Chestnut Glen | COCC | Total |
|-------------------------------------------|---------------|--------------------|-------------|-----------------------------|------------|-----------|---------|-------------|-------------|-------------|-------------|-------------|------------|------------|------------|--------------|------|-------|
| **Actual:**                              |               |                    |             |                             |            |           |         |              |             |             |             |             |            |            |            |              |      |       |
| Total Revenues                           | 130,081       | 762,660            | 1,105,775   | 886,023                     | 2,040,022  | 640,910   | 600,068  | 648,628     | 696,146     | 654,596     | 306,485     | 400,920     | 104,443    | 38,253     | 3,440      | 2,594,637   | 13,004,857 |
| Net Income/(Loss)                        | 124,831       | (187,588)          | 113,543     | 107,797                     | 128,998    | (268,491) | (192,580) | (197,201)   | (121,552)   | (16,334)    | (33,532)    | (84,541)    | 16,019      | -          | 84,765     | (114,795)    | (22,832)    | (629,520)   |
| Equipment Purchases                      | 1,768         | 1,478              | 28,082      |                             |            |           |         |              |             |             |             |             |            |            | 5,119      | (58,490)    |
| Increase/(Decrease) in                   |               |                    |             |                             |            |           |         |              |             |             |             |             |            |            |            |              |      |       |
| Unrestricted Net Position Before         |               |                    |             |                             |            |           |         |              |             |             |             |             |            |            |            |              |      |       |
| Capital Fund 1406 Operations            |               |                    |             |                             |            |           |         |              |             |             |             |             |            |            |            |              |      |       |
|                                           | 112,567       | 18,342             | 197,852     | 41,890                      | 10,073     | 35,440    | 61,700   | 42,532       | (33,532)    | (110,567)   | 16,019      | -          | (84,765)   | (114,795) | (22,832)     | (629,520)   |
| Increase/(Decrease) in                   |               |                    |             |                             |            |           |         |              |             |             |             |             |            |            |            |              |      |       |
| Net Position After Capital Fund 1406    |               |                    |             |                             |            |           |         |              |             |             |             |             |            |            |            |              |      |       |
| InterAMP Transfer In/Out                 |               |                    |             |                             |            |           |         |              |             |             |             |             |            |            |            |              |      |       |
|                                           | -             | (1,816)            | (2,010)     | (2,754)                     | (5,144)    | 4,666     | 3,564    | 468          | (3,448)     | (2,158)     | (1,071)     | 3,263       | (4,148)    | -          |            |              |      |       |
| Increase/(Decrease) in                   |               |                    |             |                             |            |           |         |              |             |             |             |             |            |            |            |              |      |       |
| Net Position After InterAMP Transfer    |               |                    |             |                             |            |           |         |              |             |             |             |             |            |            |            |              |      |       |
|                                           | 124,831       | (76,789)           | 113,543     | 107,797                     | 128,998    | (268,491) | (192,580) | (197,201)   | (121,552)   | (16,334)    | (33,532)    | (84,541)    | 16,019      | -          | 84,765     | (114,795)    | (22,832)    | (629,520)   |

| Budgeted:                               |               |                    |             |                             |            |           |         |              |             |             |             |             |            |            |            |              |      |       |
| Increase/(Decrease) in                  |               |                    |             |                             |            |           |         |              |             |             |             |             |            |            |            |              |      |       |
| Net Position                            | 144,145       | (37,188)           | 132,956     | 72,236                      | 105,751    | (138,471) | (89,020) | (136,310)   | 95,606      | 9,674       | 6,565       | (38,140)   | (27,914)   | 205        | 205        | (220,396)   | (121,262)   |

| Variance                                 | (19,314)      | (41,417)           | (20,565)    | 31,329                      | 20,681     | 2,738     | (18,008) | 38,650       | 23,416      | 7,074       | 20,612      | (25,632)   | 43,682     | -          | -          | 142,446     | 205,594     |
Huntsville Housing Authority  
Housing Choice Voucher Program  
Administrative Budget  
for the Period Ended March 31, 2019

<table>
<thead>
<tr>
<th></th>
<th>Actual as of 3/31/2019</th>
<th>Revised Budget #1</th>
<th>Budget Variance</th>
<th>Target Percentage 100%</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Port Admin Income</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admin Interest</td>
<td>1,031</td>
<td>400</td>
<td>(631)</td>
<td>258% (1)</td>
</tr>
<tr>
<td>Debt Recovery</td>
<td>8,310</td>
<td>9,000</td>
<td>690</td>
<td>92%</td>
</tr>
<tr>
<td>Admin Fee Revenue</td>
<td>1,009,461</td>
<td>915,699</td>
<td>(93,762)</td>
<td>110% (2)</td>
</tr>
<tr>
<td>Gain/Loss Sale of Vehicle</td>
<td>5,115</td>
<td>2</td>
<td>(5,115)</td>
<td>0% (3)</td>
</tr>
<tr>
<td><strong>Total Admin Revenue</strong></td>
<td><strong>1,023,917</strong></td>
<td><strong>925,099</strong></td>
<td><strong>(98,818)</strong></td>
<td><strong>111%</strong></td>
</tr>
</tbody>
</table>

| **EXPENSES**         |                         |                  |                 |                         |
| Admin Salaries       | 380,050                 | 387,962          | (7,912)         | 98%                    |
| FSS Coordinators Salaries | 37,467         | 43,763          | (6,296)         | 88% (4)                |
| Emp Benefits - Admin | 163,249                 | 170,000          | (6,751)         | 96%                    |
| FSS Coordinators Benefits | 16,306        | 21,126          | (4,820)         | 77% (4)                |
| Temporary Labor      | 2,848                   | 2,848            | -               | 100%                   |
| Audit Fees           | 15,453                  | 15,453           | -               | 100%                   |
| Management Fees      | 232,680                 | 234,420          | (1,740)         | 99%                    |
| Bookkeeping Fees     | 145,425                 | 146,513          | (1,088)         | 99%                    |
| Advertising & Marketing | 302                | 400             | (98)            | 75% (5)                |
| Office Expense/Contract Costs | 162,977    | 154,081         | 8,896           | 106%                   |
| Legal Expense        | 15,985                  | 15,000           | 985             | 107%                   |
| Training             | 3,008                   | 3,000            | 8               | 100%                   |
| Sundry - Other       | 953                     | 900              | 53              | 108%                   |
| Tenant Services      | 14,620                  | 13,523           | 1,097           | 108%                   |
| Maintenance Materials & Gasoline | 1,710          | 2,000           | (290)           | 85% (6)                |
| Insurance Expense    | 26,913                  | 26,000           | 913             | 104%                   |
| Portability Expense  | 6,000                   | 6,032            | (32)            | 99%                    |
| Compensated Absences | 585                     |                  | 565             | 0% (7)                 |
| **Total Admin Expenses** | **1,226,510**   | **1,243,021**    | **(16,510)**    | **99%**                 |
| Operating Income (Loss) | (202,593)     | (317,922)       |                 |                         |
| Operating Transfer from COCC | 205,000       | 320,000         |                 |                         |
| **Income (Loss) after Transfer** | **2,407**     | **2,079**       |                 |                         |

| **Admin Fee Reserves** |                         |                  |                 |                         |
| Beginning Reserves     | 30,447.12               | 30,447.12        |                 |                         |
| HUD Admin Rec          |                         |                  |                 |                         |
| Income/(Loss) for the year | 2,406.71     | 2,079           |                 |                         |
| **Current Admin Reserves** | **32,853.83** | **32,525.62** |                 |                         |

| **HAP Reserves (including VASH)** |                         |                  |                 |                         |
| Beginning Reserves      | 112,841.59              |                  |                 |                         |
| HUD HAP Rec             |                         |                  |                 |                         |
| HAP Revenues            | 9,627,192.40            |                  |                 |                         |
| HAP Expenses            | (9,613,499.05)          |                  |                 |                         |
| Current Year Increase (Decrease) | 13,693.35    |                  |                 |                         |
| **Current HAP Reserves** | **126,534.94** |                  |                 |                         |
Explanations of Variances of 10% or Greater for March 31, 2019

(1) Reclass HAP Interest. 1st $500 can be Administration Interest.

(2) Actual Administration Fee proration for Calendar year 2018 increased to 80.0165% from 76%.

(3) Proceeds from the sale of the Chevy Cobalt to COCC.

(4) CY 2019 FSS Grant effective February 2019 resulted in less expenses being incurred by the HCV Program.

(5) Actual expenses were lower than budget, less than $100.

(6) Actual expenses were lower than budget due to the sale of the Chevy Cobalt to COCC.

(7) Compensated expenses are not budgeted due to uncertainty. They are booked at year end.
<table>
<thead>
<tr>
<th>#</th>
<th>Indicator</th>
<th>04/19</th>
<th>05/19</th>
<th>06/19</th>
<th>07/19</th>
<th>08/19</th>
<th>09/19</th>
<th>10/19</th>
<th>11/19</th>
<th>12/19</th>
<th>01/20</th>
<th>02/20</th>
<th>03/20</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Annual Operating Expenses are less than or equal to income</td>
<td>yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Occupancy Rate (goal = 97%)</td>
<td>96%</td>
<td></td>
<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>3</td>
<td>Cash Receipts collected for rent as a percentage of rent charged.</td>
<td>93.25%</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Total expenses have not been exceeded by 10% for fiscal year ending March 31, 2020</td>
<td>yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>100% of our HCV housing units met Housing Quality Standards (HQS)</td>
<td>yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>6</td>
<td>There are no outstanding HUD, Independent Audits and/or IGA Findings outstanding.</td>
<td>yes</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>7</td>
<td>The average number of vacancy days per turnaround is less than 20 days.</td>
<td>yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>8</td>
<td><strong>Snapshot of Maintenance Operations</strong></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8a</td>
<td>Percentage of emergency work orders completed / abated within 24 hours</td>
<td>100%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8b</td>
<td>Average number of days to complete routine work orders</td>
<td>15</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>9</td>
<td><strong>Backlog of Maintenance work orders</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9a</td>
<td>Total Reported No.</td>
<td>920</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9b</td>
<td>Backlog No.</td>
<td>219</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9c</td>
<td>Percentage of HHA-generated work orders</td>
<td>74%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9d</td>
<td>Percentage of tenant-generated work orders</td>
<td>26%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td><strong>Report of Evictions:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10a</td>
<td>14 day notices</td>
<td>275</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10b</td>
<td>Sheriff's notices</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10c</td>
<td>Actual evictions</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
# PERFORMANCE INDICATORS FOR FISCAL YEAR ENDING 3/31/2020 - ALL DEVELOPMENTS

<table>
<thead>
<tr>
<th>#</th>
<th>Indicator</th>
<th>04/19</th>
<th>05/19</th>
<th>06/19</th>
<th>07/19</th>
<th>08/19</th>
<th>09/19</th>
<th>10/19</th>
<th>11/19</th>
<th>12/19</th>
<th>01/20</th>
<th>02/20</th>
<th>03/20</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>Number of applications taken for Public Housing</td>
<td>71</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>12</td>
<td>Number of move-ins</td>
<td>41</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>13</td>
<td>Number of Move-outs</td>
<td>35</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>14</td>
<td>Total waiting list of prospective tenants</td>
<td>256</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>15</td>
<td>Number of Public Housing FSS Participants</td>
<td>132</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>16</td>
<td>Number of HCV FSS Participants</td>
<td>93</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>18</td>
<td>Estimated monthly charge-offs</td>
<td>13,952</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>18</td>
<td>Number of hires</td>
<td>0</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>19</td>
<td>Number of Terminations</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>20</td>
<td>Number of Retirees</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

In compliance with the following policies and/or agreements:

Personnel Policy; Procurement Policy; Investment Policy; Admissions and Continued Occupancy Policy; Dwelling Lease; Section 8 Administrative Plan; Bylaws; HHA Mission Statement; ACC; Cooperation Agreement with City and Commissioner Notes.

I certify that based upon personal knowledge and assurances from my staff, every effort has been made to confirm that the entries are true and correct, and to the best of my knowledge, the Authority is following the enumerated policies.

Financial (1, 3, 4, 6, 15, 16, & 18)  
Housing Operations (2, 5, 7, 8, 9, 10, 11, 12, 13, & 14)  
Executive (18, 19, & 20)

Teresa Wade-Chace  
Director of Finance/CFO

Danielle Thomas  
Director of Housing Operations

Sandra Eddlemon  
Executive Director/CEO
HUNTSVILLE HOUSING AUTHORITY

Board of Commissioners’ Meeting
Agenda Item
Control Document

Date: May 9, 2019

HHA Staff Representative: Quisha Riche, Director of Real Estate Development

Department: Real Estate Development

Board of Commissioners’ Meeting (Date): May 20, 2019, at 12:00 p.m. at the Oscar Mason Center.

Board Agenda Item(s):

1. Act on a Resolution to Enter into Contract with Air, Water, and Power Solutions, Inc. to Install Tub Inserts, Kitchen Counters, Sinks and Faucets, Water Heaters, Toilets and HVAC units at Butler Terrace.

2. Act on a Resolution to Authorize the Executive Director to Enter into Negotiations with Huntsville Hospital Health System for the Sale of Approximately 0.85 acres of Undeveloped Land at Gateway Place.

3. Act on a Resolution to Enter into Contract with EDT-THA, LLC for Architectural and Engineering Services.

4. Act on a Resolution Authorizing the Executive Director/CEO/Contracting Officer to Enter into a Memorandum of Understanding with the City of Huntsville for the Joint Submission of a 2019 Choice Neighborhood Initiative Grant Application.

Date/Time/Place of Board of Commissioners’ Subcommittee Meeting: Monday, May 13, 2019, at 4:30 p.m.

Approved by: ___________________________ 5/16/19
Sandra Eddlemon
Executive Director/CEO/Contracting Officer

Department’s Committee’s Certification:

We have reviewed the above-referenced Board of Commissioners’ agenda items, together with the related and supportive documents, and have found them satisfactory. We further concur with the Staff’s recommendation to place them on the approved, final agenda to be presented to the Board for appropriate action with respect to the adoption of the resolution(s) approving and/or authorizing the execution of the said action(s).

HHA Board Committee Member: Commissioner Lee A. Horton  Date: 05/13/2019

HHA Board Committee Member: Commissioner Delmonize Smith, Ph.D.  Date: 05/13/2019

HHA Staff Member: Quisha Riche  Date 5/16/19
HUNTSVILLE HOUSING AUTHORITY

REQUEST FOR BOARD ACTION

ACT ON RESOLUTION AUTHORIZING EXECUTIVE DIRECTOR/CEO/CONTRACTING OFFICER TO ENTER INTO A CONTRACT WITH AIR, WATER, AND POWER SOLUTIONS, INC. FOR THE INSTALLATION OF BATH INSERTS, KITCHEN COUNTERS, SINKS, FAUCETS, TOILETS, WATER HEATERS AND HVAC UNITS AT BUTLER TERRACE

May 20, 2019

INTRODUCTION

Butler Terrace’s bathroom and kitchen fixtures are outdated and need to be replaced. The HVAC systems and water heaters in the units are obsolete and have exceeded their useful life. An invitation for bids was issued and four bids were received.

PURPOSE/OBJECTIVE

The purpose of this action is to enter into a contract with Air, Water, and Power Solutions, Inc. for the replacement of one hundred twenty (120) kitchen counters, sinks, faucets, toilets, and water heaters at Butler Terrace. Additionally seventy-six (76) units will also receive new HVAC units and bath inserts. HHA plans to complete installation of HVAC units and bath inserts for the remaining forty-four (44) units within a year as funding allows.

JUSTIFICATION/DESCRIPTION

Bid Documents were made available to bidders and four bids were received. Air, Water, and Power Solutions, Inc. is the apparent low bidder.

<table>
<thead>
<tr>
<th>BIDDER</th>
<th>BASE BID LESS ALTERNATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joe Aaron Fleming Construction</td>
<td>$1,365,300.00</td>
</tr>
<tr>
<td>Presto Enterprises, Inc.</td>
<td>$1,049,898.00</td>
</tr>
<tr>
<td>Gibraltar Construction Company</td>
<td>$1,619,000.00</td>
</tr>
<tr>
<td>Air, Water, and Power Solutions, Inc.</td>
<td>$968,352.00</td>
</tr>
</tbody>
</table>

ECONOMIC IMPACT

Not to exceed $975,000. These funds will be paid from HHA’s Capital Fund.

ATTACHMENTS

None.

ALTERNATIVES
RECOMMENDATION

The Executive Director/CEO/Contracting Officer recommends that the Board of Commissioners authorize the execution of a contract with Air, Water, and Power Solutions, Inc. for the replacement of one hundred twenty (120) kitchen counters, sinks, faucets, toilets and water heaters and replacement of seventy-six (76) HVAC units and bathtub inserts at Butler Terrace.

Sandra Eddlemon  
Executive Director/CEO

Quisha Riche  
Director of Real Estate Development

5/14/19  
Date

5/14/19  
Date

ACTION TAKEN: __________________________________________
RESOLUTION AUTHORIZING EXECUTIVE DIRECTOR/CEO/ CONTRACTING OFFICER TO ENTER INTO A CONTRACT WITH AIR, WATER, AND POWER SOLUTIONS, INC. FOR THE INSTALLATION OF BATH INSERTS, KITCHEN COUNTERS, SINKS, FAUCETS, TOILETS, WATER HEATERS AND HVAC UNITS AT BUTLER TERRACE

RESOLUTION NO. 2019-21

WHEREAS, Butler Terrace’s bathroom and kitchen fixtures are outdated and need to be replaced; and

WHEREAS, the HVAC systems and water heaters in the units are obsolete and have exceeded their useful life; and

WHEREAS, an invitation for bids was issued and four bids were received for the replacement of one hundred twenty (120) kitchen counters, sinks, and faucets, toilets, and water heaters and replacement of seventy-six (76) HVAC units and bathtub inserts at Butler Terrace; and

WHEREAS, four bids were received and Air, Water, and Power Solutions, Inc. is the apparent low bidder;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Huntsville Housing Authority that the Executive Director/CEO/Contracting Officer is authorized to enter into a contract with Air, Water, and Power Solutions, Inc. for the replacement of one hundred twenty (120) kitchen counters, sinks, faucets, toilets and water heaters and replacement of seventy-six (76) HVAC units and bathtub inserts at Butler Terrace in an amount not to exceed $975,000.00.

ADOPTED THIS 20TH DAY OF MAY, 2019.

Delvin L. Sullivan, Chairman

Attest:

Sandra Eddlemon, Secretary
REQUEST FOR BOARD ACTION

ACT ON RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR/CEO/CONTRACTING OFFICER TO ENTER INTO NEGOTIATIONS WITH HUNTSVILLE HOSPITAL HEALTH SYSTEMS FOR THE PURCHASE OF APPROXIMATELY 0.85 ACRES OF UNDEVELOPED LAND AT GATEWAY PLACE

May 20, 2019

INTRODUCTION

Huntsville Housing Authority (HHA) has received an offer for the purchase of approximately 0.85 acres of undeveloped land remaining after the construction of Gateway Place.

PURPOSE/OBJECTIVE

The purpose of this action is to authorize the Executive Director/CEO/Contracting Officer to enter into negotiations with Huntsville Hospital Health Systems with the intent being to finalize the terms of a sales contract. Any resulting contract would be presented to the Board for its approval.

JUSTIFICATION/DESCRIPTION

HHA has no intent to utilize the land.

ECONOMIC IMPACT

There is no economic impact at this time.

ATTACHMENTS

Letter of Offer to Purchase.

RECOMMENDATION

The Executive Director/CEO/Contracting Officer recommends approval of this request.

Sandra Eddlemon  
Executive Director/CEO

5/14/19

Quisha Riche  
Director of Real Estate Development

5/14/19
Huntsville Housing Authority

ACTION TAKEN:
Letter of Offer to Purchase

April 17, 2019

Ms. Sandra Eddlemon  
Huntsville Housing Authority  
200 Washington Street  
Huntsville, AL 35801

Re: Gateway Place Tract, 0.85 Acre Commercial Tract, Gallatin Street, Huntsville, AL 35801

Dear Ms. Eddlemon:

The purpose of this Letter of Intent is to set forth the general terms and conditions under which the Health Care Authority of the City of Huntsville offers to buy certain real estate that is currently owned by The Huntsville Housing Authority referred as “Gateway Place Tract” per an appraisal prepared by Clayton Jones & Associates dated October 11, 2018.

The Health Care Authority of the City of Huntsville agrees to purchase the approximately 0.85 acre tract of land for $17.50 per square foot. It is understood that the tract must be legally subdivided and the actual square footage of the newly formed tract calculated, then multiplied by $17.50 to determine the purchase price.

I appreciate your consideration of this offer and look forward to hearing from you.

Respectfully,

Rudy Hornsby  
Senior Vice President, Support Services
Huntsville Housing Authority

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR/CEO/CONTRACTING OFFICER TO ENTER INTO NEGOTIATIONS WITH HUNTSVILLE HOSPITAL HEALTH SYSTEMS FOR THE PURCHASE OF APPROXIMATELY 0.85 ACRES OF UNDEVELOPED LAND AT GATEWAY PLACE

RESOLUTION NO. 2019-22

WHEREAS, Huntsville Housing Authority (HHA) has received an offer for the purchase of undeveloped land remaining after the construction of Gateway Place; and

WHEREAS, HHA has no intent to utilize the land; and

WHEREAS, HHA will work with a civil engineering firm to subdivide the parcel from the Gateway Place building.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Huntsville Housing Authority that the Executive Director/CEO is authorized to enter into negotiations with Huntsville Hospital Health Systems for the purchase of approximately 0.85 acres of undeveloped land at Gateway Place.

ADOPTED THIS 20th DAY OF MAY, 2019.

Seal

Attest:

Sandra Eddlemon, Secretary

Delvin L. Sullivan, Chairman
HUNTSVILLE HOUSING AUTHORITY

REQUEST FOR BOARD ACTION

ACT ON RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR/CEO/CONTRACTING OFFICER TO ENTER INTO AN AGREEMENT WITH EDT-THA ARCHITECTURE FOR ARCHITECTURAL AND ENGINEERING SERVICES

MAY 20, 2019

INTRODUCTION

On February 28, 2019, the Huntsville Housing Authority issued a Request for Qualifications (RFQ No. 2019-03) for the procurement of architectural and engineering services. This RFQ was issued as the current contract for said services has expired.

PURPOSE/OBJECTIVE

The purpose of this action is to hire a firm to provide a wide range of engineering and architectural services to HHA. HHA accepted proposals that were submitted by the March 27, 2019 deadline. Three responses were received.

JUSTIFICATION/DESCRIPTION

EDT-THA Architecture was deemed the most responsive bidder as a result of the evaluation process. The evaluation results are listed below.

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Possible Points</th>
<th>ARCSPACE STUDIO</th>
<th>EDT-THA ARCHITECTURE</th>
<th>CCR ARCHITECTURE &amp; INTERIORS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Firm Experience</td>
<td>25</td>
<td>22</td>
<td>25</td>
<td>24</td>
</tr>
<tr>
<td>Capability</td>
<td>25</td>
<td>20</td>
<td>25</td>
<td>24</td>
</tr>
<tr>
<td>Successful Past Performance</td>
<td>25</td>
<td>23</td>
<td>24</td>
<td>23</td>
</tr>
<tr>
<td>Demonstrated Knowledge</td>
<td>15</td>
<td>15</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td>Overall Quality of the Proposal</td>
<td>10</td>
<td>8</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td>Section 3 Preference</td>
<td>15</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>115</strong></td>
<td><strong>88</strong></td>
<td><strong>95</strong></td>
<td><strong>94</strong></td>
</tr>
</tbody>
</table>

ECONOMIC IMPACT

Fees for professional services will be accumulated on an hourly basis at the rate of $170.00/hour for the lead architect, $140.00/hour for the project manager, and $95.00 per hour for project cost estimates.

ATTACHMENTS

None.
HUNTSVILLE HOUSING AUTHORITY

ALTERNATIVES
None.

RECOMMENDATION
Authorize approval for the Executive Director/CEO/Contracting Officer to enter into an agreement with EDT-THA Architecture for the provision of architectural and engineering services.

Sandra Eddlemon  
Executive Director/CEO

Quisha Riche  
Director of Real Estate Development

5/14/19  
Date

5/14/19  
Date

ACTION TAKEN:  


RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR/CEO/CONTRACTING OFFICER TO ENTER INTO AN AGREEMENT WITH EDT-THA ARCHITECTURE FOR ARCHITECTURAL AND ENGINEERING SERVICES

RESOLUTION NO. 2019-23

WHEREAS, HHA requires professional engineering and architectural services; and

WHEREAS, on February 28, 2019, the Authority solicited proposals from qualified professionals to provide architectural and engineering services to the Authority; and

WHEREAS, three firms submitted responses dated March 27, 2019, from which the Authority selected EDT-THA Architecture through evaluation committee review; and

WHEREAS, services will be provided on an hourly basis at the rate of $170.00/hour for the lead architect, $140.00/hour for the project manager, and $95.00 per hour for project cost estimates.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Huntsville Housing Authority that the Executive Director/CEO/Contracting Officer is authorized to enter into an agreement with EDT-THA Architecture for the provision of professional architecture and engineering services.

ADOPTED THIS 20th DAY OF MAY, 2019.

Delvin L. Sullivan, Chairman

Sandra Eddlemon Secretary
HUNTSVILLE HOUSING AUTHORITY

REQUEST FOR BOARD ACTION

ACT ON A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR/CEO/CONTRACTING OFFICER TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH THE CITY OF HUNTSVILLE FOR THE JOINT SUBMISSION OF A 2019 CHOICE NEIGHBORHOOD INITIATIVE GRANT APPLICATION

MAY 20, 2019

INTRODUCTION

The Huntsville Housing Authority (HHA) seeks Board approval to enter into a Memorandum of Understanding with the City of Huntsville to memorialize the agreement of the parties to jointly apply for a 2019 Choice Neighborhood Initiative grant. In the event the grant is not awarded to the City of Huntsville and HHA, the agreement will automatically terminate.

PURPOSE/OBJECTIVE

The purpose of the Memorandum of Understanding is to reduce the agreement of the parties into writing whereby the City will serve as the Lead Applicant and HHA serve as the co-applicant for the submission of a grant application to the Department of Housing and Urban Development (HUD).

JUSTIFICATION/DESCRIPTION

A successful grant application will be mutually beneficial to the parties as it can affect the positive transformation of a neighborhood to include targeted public housing.

ECONOMIC IMPACT

There is no economic impact at this time.

ATTACHMENTS

Memorandum of Understanding.

RECOMMENDATION

The Executive Director/CEO/Contracting Officer recommends approval of this request.

Sandra Eddlemon
Executive Director/CEO

Date 5/16/19

Quisha Riche
Director of Real Estate Development

Date 5/16/19
MEMORANDUM OF UNDERSTANDING

BETWEEN THE CITY OF HUNTSVILLE
AND
THE HUNTSVILLE HOUSING AUTHORITY
REGARDING A JOINT APPLICATION FOR A
CHOICE NEIGHBORHOODS PLANNING GRANT

This Memorandum of Understanding (MOU) is made and entered into this 23rd day of May, 2019, by and between the Huntsville Housing Authority, a public housing authority (hereinafter referred to as "the HHA") and the City of Huntsville, Alabama (hereinafter referred to as "City"), is intended to show a strong commitment of both parties to the development of a Transformation Plan for the neighborhood as described in the grant application for a Choice Neighborhoods Planning Grant.

WHEREAS, on April 10, 2019, the U.S. Department of Housing and Urban Development ("HUD") issued the Choice Neighborhoods Planning Grants Notice of Funding Availability (NOFA) for Fiscal Year 2019 [FR-6300-N-38]. Choice Neighborhoods Planning Grants are two-year grants that assist communities with severely distressed public or HUD-assisted housing in developing a successful neighborhood transformation plan and building the support necessary for that plan to be successfully implemented. Choice Neighborhoods Planning and Action Grants are three and a half year planning grants that demonstrate a commitment to "doing while planning." Experience shows that tangible, early actions help communities build momentum for further planning and the eventual transition from planning to implementation of that plan. These actions improve neighborhood confidence, which in turn sustains the community’s energy, attracts more engagement and resources, and helps convince skeptical stakeholders that positive change is possible; and

WHEREAS, the HHA’s HUD-approved 5-year Public Housing Authority Plan, Annual Public Housing Plan and Strategic Plan, affirm the HHA’s commitment to evaluate all HHA-owned properties for modernization, development, demolition and/or disposition and prioritize as to highest and best use. The HHA commits to ongoing public input into any redevelopment plans by soliciting input from residents, advocates, neighborhood groups and other stakeholders; and

WHEREAS, the HHA is an innovative public housing authority, managing housing for approximately 3,500 households in Huntsville and surrounding areas (including housing choice vouchers, public housing, HOME units and Tax Credit units). The HHA has significant experience in managing resident programs for the development and management of federally assisted housing; and

WHEREAS, the HHA has the experience and the responsibility for planning and implementing the demolition and rehabilitation of public housing units, the renovation of and new construction of public housing units, leveraging funds by collaborating with the Huntsville and surrounding areas and utilizing public and private funding sources. Other stakeholders such as the HHA’s residents and individuals in the neighborhoods and the overall communities were involved with the planning of these projects; and

WHEREAS, the HHA also has extensive experience in relocating residents as was needed in the above projects; and

WHEREAS, the City has significant experience in neighborhood planning and plan implementation with a long history of working with HUD programs such as the Community Development Block Grant Program to improve low-income neighborhoods in the City, the Neighborhood Stabilization Program, and the HOME Program that have helped improve the quality of life for the community.

NOW, THEREFORE, the parties hereto mutually agree as follows:

I. PURPOSE

The HHA and the City will cooperate for the purposes of applying for FY 2019 Choice Neighborhoods Planning Grant funds and undertaking or assisting in undertaking eligible activities identified in the application for Planning Grant funds if awarded a grant. These eligible activities include the development of a comprehensive Neighborhood Transformation Plan and Action Activities for the selected public housing properties and the neighborhoods that are
in need of investment for revitalization. Eligible Planning activities will also include: completion of comprehensive needs assessments related to housing, people and the neighborhood; technical planning studies; involvement of stakeholders including public housing residents, neighborhood residents, public and private organizations, businesses, neighborhood associations and other relevant stakeholders; planning for the collection and strategic use of relevant data; and strengthening the management and decision-making capacity of participating organizations. Eligible Action Activities are physical improvement, community development, and economic development projects that enhance and accelerate the transformation of the neighborhood and include, but are not limited to, the following: reclaiming and recycling vacant property; beautification, place making, community arts projects; homeowner and business facade improvement programs; neighborhood broadband/Wi-Fi, and gap financing for economic development projects.

2. SCOPE OF WORK

The HHA and the City of Huntsville have made a commitment to work collaboratively throughout the entirety of the grant, for up to three years, to develop a Transformation Plan and lead Action Activities. The City of Huntsville shall serve as the lead Applicant for the purposes of the Choice Neighborhoods Planning Grant application and the Huntsville Housing Authority shall serve as co-applicant in the Planning Grant application.

3. CITY OF HUNTSVILLE ADMINISTRATION RESPONSIBILITY

In its role of lead Applicant, the City of Huntsville shall have overall responsibility to administer and implement the Choice Neighborhoods Planning Grant if awarded by HUD. The City will: a) ensure that the planning project is carried out in compliance with all HUD requirements (grant agreement) in substantial compliance with the information provided in the grant application; b) determine the adequacy of performance under project agreements and procurement contracts; c) be responsible for the environmental review and consult with HHA on any decision-making and action required for the properties identified in the grant application; d) The City will provide its’ expertise from relevant City departments, e.g., Planning, Community Development, Public Works, Police, Parks and Recreation, and other applicable departments for consultation and information sharing. e) submit all pertinent documents and reports to HUD as required by the grant agreement; and f) access funding through HUD’s line of Credit Control System (LOCCS).

4. HUNTSVILLE HOUSING AUTHORITY RESPONSIBILITY

In its role, the HHA shall provide capacity and expertise in neighborhood planning and implementation. The HHA will also assist the City with analysis and coordination with planning documents, including the Comprehensive Plan, and other relevant planning documents. The HHA will also engage in communication and coordination with community stakeholders within the planning process. The HHA will inform the City of plans and projects undertaken by the HHA that will impact and influence the Choice Neighborhoods Initiative. Finally, the HHA will review analysis of data gathered during the plan as a necessary component of the neighborhood Transformation Plan.

5. MODIFICATION

No waiver, alteration, modification or termination of this MOU shall be valid unless made in writing and signed by the authorized parties hereof.

6. TERMINATION

This Agreement shall terminate upon completion of all obligations of the parties, or after the twenty-four (24) month grant period of the Choice Neighborhoods Planning Grant, or after the forty-two (42) month grant period of the Choice Neighborhoods Planning and Action Grant, or in the event that the grant is not awarded to the HHA and the City, whichever comes first. This Agreement may be amended at any time in writing and by mutual consent of the parties. This Agreement may be cancelled by either party upon sixty (60) days written notice except where the cancellation is for cause, i.e., a material and significant breach of the provisions of this Agreement, it may be cancelled upon delivery of written notice to the other party.
SIGNATORIES:

Huntsville Housing Authority

By: ____________________________
    Sandra Eddlemon, Executive Director

City of Huntsville, Alabama

By: ____________________________
    Tommy Battle, Mayor

Date: ____________________________
HUNTSVILLE HOUSING AUTHORITY

RESOLUTION AUTHORIZING EXECUTIVE DIRECTOR/CEO/CONTRACTING OFFICER TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH THE CITY OF HUNTSVILLE FOR THE JOINT SUBMISSION OF A 2019 CHOICE NEIGHBORHOOD INITIATIVE GRANT APPLICATION

RESOLUTION NO. 2019-27

WHEREAS, the Huntsville Housing Authority ("HHA") seeks Board approval to enter into a Memorandum of Understanding with the City of Huntsville to memorialize the agreement of the parties to jointly apply for a 2019 Choice Neighborhood Initiative grant; and

WHEREAS, the purpose of the Memorandum of Understanding is to reduce the agreement of the parties into writing whereby the City will serve as the Lead Applicant and HHA serve as the co-applicant for the submission of a grant application to the Department of Housing and Urban Development (HUD); and

WHEREAS, a successful grant application will be mutually beneficial to the parties as it will affect the positive transformation of a neighborhood to include targeted public housing.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of Commissioners of the Huntsville Housing Authority, that the Executive Director/CEO/Contracting Officer shall be and hereby is authorized, empowered and directed to execute and deliver to the City of Huntsville the Memorandum of Understanding attached hereto.

ADOPTED THIS 20th DAY OF MAY, 2019.

Delvin L. Sullivan, Chairman

SEAL

Attest:

Sandra Eddlemon, Secretary
HUNTSVILLE HOUSING AUTHORITY

Board of Commissioners’ Meeting
Agenda Item
Control Document

Date: May 13, 2019

HHA Staff Representative: Paula Bingham, Director of Assisted Housing

Department: Assisted Housing

Board of Commissioners’ Meeting (Date): May 20, 2019, at 12:00 p.m. at the Oscar Mason Center

Board Agenda Item(s):

1. Act on Resolution Authorizing the Executive Director/CEO to certify and submit the 3/31/19 SEMAP Indicator Scores.

2. Act on Resolution awarding 12 project-based vouchers to Mountain Ridge Limited Partnership.

Date/Time/Place of Board of Commissioners’ Committee Meeting: Monday, May 13, 2019, 4:30 p.m.

Approved by: Sandra Eddlemon
Executive Director/CEO/Contracting Officer

Date: 6/10/19

Department’s Committee’s Certification:

We have reviewed the above-referenced Board of Commissioners’ agenda items, together with the related and supportive documents, and have found them satisfactory. We further concur with the Staff’s recommendation to place them on the approved, final agenda to be presented to the Board for appropriate action with respect to the adoption of the resolution(s) approving and/or authorizing the execution of the said action(s).

HHA Board Committee Member: Chairman Delvin L. Sullivan (Absent) Date: 5/13/19

HHA Board Committee Member: Vice-Chairman Leon D. Fountain Date: 5/13/19

HHA Staff Member: Paula Bingham Date: 05/13/2019
Huntsville Housing Authority

REQUEST FOR BOARD ACTION

Authorizing Certification and Submission of 3/31/19
SEMAP Indicator Scores

May 20, 2019

INTRODUCTION

Section Eight Management Assessment Program (SEMAP) was designed by the Department of Housing and Urban Development (HUD) to measure the performance of Housing Choice Voucher (HCV) programs and assess the ability of a Housing Authority to administer its HCV program. This report is required to be submitted annually, within sixty days of the housing authority’s fiscal year end.

PURPOSE/OBJECTIVE

The purpose of this request is to receive board approval prior to certifying and submitting the scores to HUD.

JUSTIFICATION/DESCRIPTION

SEMAP measures performance in fourteen (14) specific areas and rates authorities in accordance with pre-defined measurements. HCV staff determined the universe for all indicators, except Rent Reasonableness and Adjusted Income, and pulled a sample size according to HUD regulations to review. Finance determined the universe for Rent Reasonableness and Adjusted Income and HCV staff pulled the sample to review. Staff calculated the SEMAP score after examining the appropriate information. The Finance staff audited the HCV staff’s SEMAP score. Huntsville Housing Authority (HHA) will receive full points for all indicators. HHA’s SEMAP score for fiscal year 2019 will be 100%. Therefore, HHA will continue its status as SEMAP High Performer for another year.

ECONOMIC IMPACT

There is no economic impact.

ALTERNATIVES

None
ATTACHMENTS

SEMAP Indicator Report.

RECOMMENDATION

The Executive Director/CEO recommends that the Board of Commissioners authorize the Executive Director/CEO or her designee to certify and submit the SEMAP Indicator Report certifying to a score of 100% for the fiscal year ended 3/31/19.

Sandra Edleman  
Executive Director/CEO

Paula Bingham  
Director of Assisted Housing

Date

ACTION TAKEN: __________________________________________
SEMAP Certification

Field Office: 4CPH BIRMINGHAM HUB OFFICE
Housing Agency: AL047 HUNTSVILLE
PHA Fiscal Year End: 3/31/2019

SEMAP CERTIFICATION (Page 1)

Public reporting burden for this collection of information is estimated to average 12 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

Check here if the PHA expends less than $300,000 a year in federal awards ( )
Indicators 1 - 7 will not be rated if the PHA expends less than $300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than $300,000 in Federal awards in a year must still complete the certification for these indicators.

Performance Indicators

1 Selection from Waiting List (24 CFR 982.54(d)(1) and 982.204(a))
   a. The HA has written policies in its administrative plan for selecting applicants from the waiting list.

   PHA Response  ☐ Yes  ☐ No

   b. The PHA's quality control samples of applicants reaching the top of the waiting list and admisions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.

   PHA Response  ☐ Yes  ☐ No

2 Reasonable Rent (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)
   a. The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units and any amenities, housing services, maintenance or utilities provided by the owners.

   PHA Response  ☐ Yes  ☐ No

   b. The PHA's quality control sample of tenant files for which a determination of reasonable rent was required to show that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):
PHA Response  ☐ At least 98% of units sampled  ☐ 80 to 97% of units sampled  ☐ Less than 80% of units sampled

3 Determination of Adjusted Income (24 CFR part 5, subpart F and 24 CFR 982.516)
The PHA's quality control sample of tenant files show that at the time of admission and reexamination, the PHA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and, where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):
PHA Response  ☐ At least 90% of files sampled  ☐ 80 to 89% of files sampled  ☐ Less than 80% of files sampled

4 Utility Allowance Schedule (24 CFR 982.517)
The PHA maintains an up-to-date utility schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.
PHA Response  ☐ Yes  ☐ No

5 HQS Quality Control (24 CFR 982.405(b))
The PHA supervisor (or other qualified person) reinspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The PHA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of cross section of inspectors.
PHA Response  ☐ Yes  ☐ No

6 HQS Enforcement (24 CFR 982.404)
The PHA's quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, or, if HQS deficiencies were not corrected within the required time frame, the PHA stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations for (check one):
PHA Response  ☐ At least 98% of cases sampled  ☐ Less than 98% of cases sampled

7 Expanding Housing Opportunities.
(24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12))
Applies only to PHAs with jurisdiction in metropolitan FMR areas
Check here if not applicable  ☐

a. The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.
PHA Response  ☐ Yes  ☐ No

b. The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.
PHA Response  ☐ Yes  ☐ No

c. The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when briefing voucher holders.

PHA Response  ☐ Yes  ☐ No

d. The PHA's information packet for certificate and voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.

PHA Response  ☐ Yes  ☐ No

e. The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.

PHA Response  ☐ Yes  ☐ No

f. The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.

PHA Response  ☐ Yes  ☐ No

Go to Comments  Go to Deconcentration Addendum
8 Payment Standards (24 CFR 982.503)

The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 100 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD). (24 CFR 982.503)

PHA Response: Yes ☐ No ☑

FMR Area Name: Huntsville, AL MSA

Enter current FMRs and payment standards (PS)

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If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, add similar FMR and payment standard comparisons for each FMR area and designated area.

9 Timely Annual Reexaminations (24 CFR 5.617)
The PHA completes a reexamination for each participating family at least every 12 months. (24 CFR 5.617)

PHA Response: Yes ☐ No ☑

10 Correct Tenant Rent Calculations (24 CFR 982, Subpart K)
The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program (24 CFR 982, Subpart K)

PHA Response: Yes ☐ No ☑

11 Pre-Contract HQS Inspections (24 CFR 982.305)
Each newly leased unit passes HQS inspection before the beginning date of the assisted lease and HAP contract. (24 CFR 982.305)

PHA Response: Yes ☐ No ☑

12 Continuing HQS Inspections (24 CFR 982.405(a))
The PHA inspects each unit under contract as required (24 CFR 982.405(a))

PHA Response: Yes ☐ No ☑

13 Lease-Up
The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year. The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year

PHA Response: Yes ☐ No ☑

14 Family Self-Sufficiency (24 CFR 984.105 and 984.305)

14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. Applies only to PHAs required to administer an FSS program.

Check here if not applicable

- Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition; disposition and replacement; HUD multifamily property sales; prepaid or terminated)

mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

Or, Number of mandatory FSS slots under HUD-approved exception (If not applicable, leave blank)

b. Number of FSS families currently enrolled

c. Portability: If you are the initial PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Percent of FSS slots filled (b+c divided by a) (This is a nonenterable field. The system will calculate the percent when the user saves the page)

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances. (24 CFR 984.305)

Applies only to PHAs required to administer an FSS program

Check here if not applicable ☑

PHA Response ☑ Yes ☑ No

Portability: If you are the initial PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

15 Deconcentration Bonus

The PHA is submitting with this certification data which show that:

(1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;

(2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA’s principal operating area during the last PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY; or

(3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA’s principal operating area over the last two PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

PHA Response ☑ Yes ☑ No

Deconcentration Addendum

Go to Comments
SEMAD CERTIFICATION (Page 2)

8 Payment Standards (24 CFR 982.503)
The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are less than 90 percent of the current FMR (unless a lower percent is approved by HUD). (24 CFR 982.503)
PHA Response ☑ Yes ☐ No
FMR Area Name: 35749

Enter current FMRs and payment standards (PS)
0-BR FMR 870 1-BR FMR 1020 2-BR FMR 1200 3-BR FMR 1610 4-BR FMR 2110
PS 870 PS 1020 PS 1200 PS 1610 PS 2110

If the PHA has jurisdiction in more than one FMR area and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, add similar FMR and payment standard comparisons for each FMR area and designated area.

9 Timely Annual Reexaminations (24 CFR 5.617)
The PHA completes a reexamination for each participating family at least every 12 months. (24 CFR 5.617)
PHA Response ☑ Yes ☐ No

10 Correct Tenant Rent Calculations (24 CFR 982. Subpart K)
The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program (24 CFR 982.Subpart K)
PHA Response ☑ Yes ☐ No

11 Pre-Contract HQS inspections (24 CFR 982.305)
Each newly leased unit passes HQS inspection before the beginning date of the assisted lease and HAP contract. (24 CFR 982.305)
PHA Response ☑ Yes ☐ No

12 Continuing HQS Inspections (24 CFR 982.405(a))
The PHA inspects each unit under contract as required (24 CFR 982.405(a))
PHA Response ☑ Yes ☐ No

13 Lease-Up
The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year. The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year.
PHA Response ☑ Yes ☐ No

14 Family Self-Sufficiency (24 CFR 984.105 and 984.305)
14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. Applies only to PHAs required to administer an FSS program.
Check here if not applicable

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated

mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.

Or, Number of mandatory FSS slots under HUD-approved exception (If not applicable, leave blank)

b. Number of FSS families currently enrolled

c. Portability: If you are the initial PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Percent of FSS slots filled (b+c divided by a) (This is a nonenterable field. The system will calculate the percent when the user saves the page)

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances. (24 CFR 984.305)

Applies only to PHAs required to administer an FSS program

Check here if not applicable ☐

PHA Response  ○ Yes  ○ No

Portability: If you are the initial PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

15 Deconcentration Bonus
The PHA is submitting with this certification data which show that:

(1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;

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(3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

PHA Response  ○ Yes  ○ No

Deconcentration Addendum

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Go to Comments

8 Payment Standards (24 CFR 982.503)
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PHA Response  Yes  No
FMR Area Name 35756
FMR 3 of 3

Enter current FMRs and payment standards (PS)

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PHA Response  Yes  No

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PHA Response  Yes  No

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PHA Response  Yes  No

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PHA Response  Yes  No

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14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. Applies only to PHAs required to administer an FSS program.
Check here if not applicable

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated

mortgages under section 238 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.

Or, Number of mandatory FSS slots under HUD-approved exception (If not applicable, leave blank)

b. Number of FSS families currently enrolled

c. Portability: If you are the initial PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Percent of FSS slots filled (b+c divided by a) (This is a nonenterable field. The system will calculate the percent when the user saves the page)

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances. (24 CFR 984.305)

Applies only to PHAs required to administer an FSS program
Check here if not applicable ☐
PHA Response ☐ Yes ☐ No

Portability: If you are the initial PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

15 Deconcentration Bonus
The PHA is submitting with this certification data which show that:

(1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;

(2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY; or

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PHA Response ☐ Yes ☐ No

Go to Comments

Deconcentration Addendum

Back to Page 1
Save Reset

### SEMAP Certification (Page 2)

#### Performance Indicators

**8 Payment Standards (24 CFR 982.503)**

The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD). (24 CFR 982.503)

**PHA Response**: ☑ Yes ☐ No

- **FMR Area Name**: 35757
- **FMR 4 of 4**

#### Enter current FMRs and payment standards (PS)

<table>
<thead>
<tr>
<th>Unit Size</th>
<th>FMR 1080</th>
<th>3-4 BR FMR</th>
<th>1450</th>
<th>4-4 BR FMR</th>
<th>1900</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-BR</td>
<td>780</td>
<td>PS</td>
<td>1080</td>
<td>PS</td>
<td>1900</td>
</tr>
<tr>
<td>1-BR</td>
<td>910</td>
<td>PS</td>
<td>1080</td>
<td>PS</td>
<td>1900</td>
</tr>
</tbody>
</table>

If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, add similar FMR and payment standard comparisons for each FMR area and designated area.

**9 Timely Annual Reexaminations (24 CFR 5.617)**

The PHA completes a reexamination for each participating family at least every 12 months. (24 CFR 5.617)

**PHA Response**: ☑ Yes ☐ No

**10 Correct Tenant Rent Calculations (24 CFR 982.502, Subpart K)**

The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program (24 CFR 982.502, Subpart K)

**PHA Response**: ☑ Yes ☐ No

**11 Pre-Contract HQS Inspections (24 CFR 982.305)**

Each newly leased unit passes HQS inspection before the beginning date of the assisted lease and HAP contract. (24 CFR 982.305)

**PHA Response**: ☑ Yes ☐ No

**12 Continuing HQS Inspections (24 CFR 982.405)**

The PHA inspects each unit under contract as required (24 CFR 982.405)

**PHA Response**: ☑ Yes ☐ No

**13 Lease-Up**

The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year. The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year.

**PHA Response**: ☑ Yes ☐ No

**14 Family Self-Sufficiency (24 CFR 984.105 and 984.305)**

14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. Applies only to PHAs required to administer an FSS program.

Check here if not applicable. [ ]

- **Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaired or terminated.**

mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1988.)

Or, Number of mandatory FSS slots under HUD-approved exception (If not applicable, leave blank)

b. Number of FSS families currently enrolled

c. Portability: If you are the initial PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA.

Percent of FSS slots filled (b+c divided by a) (This is a nonenterable field. The system will calculate the percent when the user saves the page)

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances. (24 CFR 984.305)

Applies only to PHAs required to administer an FSS program.

Check here if not applicable ☑️

PHA Response ☐ Yes ☐ No

Portability: If you are the initial PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA.

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PHA Response ☐ Yes ☐ No

Deconcentration Addendum
SEMAP Certification

Field Office: 4CPH BIRMINGHAM HUB OFFICE
Housing Agency: AL047 HUNTSVILLE
PHA Fiscal Year End: 3/31/2019

SEMAP Certification (Page 2)

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PHA Response ☑ Yes ☐ No
FMR Area Name 35758

Enter current FMRs and payment standards (PS)
0-BR FMR 700 1-BR FMR 810 2-BR FMR 960 3-BR FMR 1290 4-BR FMR 1690
PS 700 PS 810 PS 960 PS 1290 PS 1690

If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, add similar FMR and payment standard comparisons for each FMR area and designated area.

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PHA Response ☑ Yes ☐ No

10 Correct Tenant Rent Calculations (24 CFR 982, Subpart K)
The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program. (24 CFR 982, Subpart K)
PHA Response ☑ Yes ☐ No

11 Pre-Contract HQS Inspections (24 CFR 982.305)
Each newly leased unit passes HQS inspection before the beginning date of the assisted lease and HAP contract. (24 CFR 982.305)
PHA Response ☑ Yes ☐ No

12 Continuing HQS Inspections (24 CFR 982.405(e))
The PHA inspects each unit under contract as required. (24 CFR 982.405(e))
PHA Response ☑ Yes ☐ No

13 Lease-Up
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PHA Response ☑ Yes ☐ No

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14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. Applies only to PHAs required to administer an FSS program.

Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated.

mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

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Applies only to PHAs required to administer an FSS program

Check here if not applicable ✓

PHA Response ( ) Yes ( ) No

Portability: If you are the initial PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA.

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PHA Response ( ) Yes ( ) No

Deconcentration Addendum

Go to Comments
8 Payment Standards (24 CFR 982.503)

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PHA Response  Yes  No

FMR Area Name 35759

Enter current FMRs and payment standards (PS)

<table>
<thead>
<tr>
<th>0-BR FMR</th>
<th>1-BR FMR</th>
<th>2-BR FMR</th>
<th>3-BR FMR</th>
<th>4-BR FMR</th>
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</thead>
<tbody>
<tr>
<td>740</td>
<td>860</td>
<td>1020</td>
<td>1370</td>
<td>1790</td>
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<td>PS</td>
<td>PS</td>
<td>PS</td>
<td>PS</td>
<td>PS</td>
</tr>
</tbody>
</table>

If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, add similar FMR and payment standard comparisons for each FMR area and designated area.

9 Timely Annual Reexaminations (24 CFR 5.617)

The PHA completes a reexamination for each participating family at least every 12 months. (24 CFR 5.617)

PHA Response  Yes  No

Correct Tenant Rent Calculations (24 CFR 982, Subpart K)

The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program (24 CFR 982, Subpart K)

PHA Response  Yes  No

11 Pre-Contract HQS Inspections (24 CFR 982.305)

Each newly leased unit passes HQS inspection before the beginning date of the assisted lease and HAP contract. (24 CFR 982.305)

PHA Response  Yes  No

12 Continuing HQS Inspections (24 CFR 982.405(a))

The PHA inspects each unit under contract as required. (24 CFR 982.405(a))

PHA Response  Yes  No

13 Lease-Up

The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year. The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year.

PHA Response  Yes  No

14 Family Self-Sufficiency (24 CFR 984.105 and 984.305)

14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. Applies only to PHAs required to administer an FSS program.

Check here if not applicable

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition; disposition and replacement; HUD multifamily property sales; prepaid or terminated

morgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

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b. Number of FSS families currently enrolled

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Applies only to PHAs required to administer an FSS program
Check here if not applicable ☑
PHA Response ☑ Yes ☐ No

Portability: If you are the initial PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

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PHA Response ☑ Yes ☐ No

Deconcentration Addendum
## SEMAP CERTIFICATION (Page 2)

8 **Payment Standards** *(24 CFR 982.503)*

The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD). *(24 CFR 982.503)*

**PHA Response** □ Yes □ No

FMR Area Name: 35763  
FMR 7 of 7

Enter current FMRs and payment standards (PS):

<table>
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<tr>
<th>Units</th>
<th>0-BR FMR</th>
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<th>2-BR FMR</th>
<th>3-BR FMR</th>
<th>4-BR FMR</th>
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</thead>
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<td>1210</td>
<td>1620</td>
<td>2130</td>
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</table>

If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, add similar FMR and payment standard comparisons for each FMR area and designated area.

9 **Timely Annual Reexaminations** *(24 CFR 5.617)*

The PHA completes a reexamination for each participating family at least every 12 months. *(24 CFR 5.617)*

**PHA Response** □ Yes □ No

10 **Correct Tenant Rent Calculations** *(24 CFR 982. Subpart K)*

The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program *(24 CFR 982, Subpart K)*

**PHA Response** □ Yes □ No

11 **Pre-Contract HQS Inspections** *(24 CFR 982.305)*

Each newly leased unit passes HQS inspection before the beginning date of the assisted lease and HAP contract. *(24 CFR 982.305)*

**PHA Response** □ Yes □ No

12 **Continuing HQS Inspections** *(24 CFR 982.405(a))*

The PHA inspects each unit under contract as required *(24 CFR 982.405(a))*

**PHA Response** □ Yes □ No

13 **Lease-Up**

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**PHA Response** □ Yes □ No

14 **Family Self-Sufficiency** *(24 CFR 984.105 and 984.305)*

14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. Applies only to PHAs required to administer an FSS program.

Check here if not applicable.

- [ ] Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated.)
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b. Number of FSS families currently enrolled

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Applies only to PHAs required to administer an FSS program

Check here if not applicable ◐

PHA Response ◐ Yes ◐ No

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PHA Response ◐ Yes ◐ No

Deconcentration Addendum
**SEMAP CERTIFICATION (Page 2)**

### Performance Indicators

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**PHA Response**  
- Yes  
- No

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</tr>
</thead>
</table>

Enter current FMRs and payment standards (PS)

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<th>1-BR FMR</th>
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<th>3-BR FMR</th>
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<td>PS</td>
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<td>800</td>
<td>PS</td>
<td>940</td>
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<td>1260</td>
<td>PS</td>
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</table>

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**PHA Response**  
- Yes  
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**PHA Response**  
- Yes  
- No

#### 11 Pre-Contract HQS Inspections (24 CFR 982.305)

Each newly leased unit passes HQS inspection before the beginning date of the assisted lease and HAP contract. (24 CFR 982.305)

**PHA Response**  
- Yes  
- No

#### 12 Continuing HQS Inspections (24 CFR 982.405(a))

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**PHA Response**  
- Yes  
- No

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**PHA Response**  
- Yes  
- No

#### 14 Family Self-Sufficiency (24 CFR 984.105 and 984.305)

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Applies only to PHAs required to administer an FSS program

Check here if not applicable ☑

PHA Response ☑ Yes ☑ No

Portability: If you are the initial PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

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PHA Response ☑ Yes ☑ No

Deconcentration Addendum

Go to Comments
Huntsville Housing Authority

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR/CEO TO CERTIFY
AND SUBMIT THE 3/31/19 SEMAP INDICATOR SCORES

RESOLUTION NO. 2019-24

WHEREAS, the Huntsville Housing Authority (HHA), administers the Housing Choice Voucher (HCV) program under the U.S. Department of Housing and Urban Development’s (HUD) authority; and

WHEREAS, HUD measures the performance of public housing authorities to ensure that authorities operate the program as prescribed by statutes and regulations; and

WHEREAS, the SEMAP Performance Indicators measure performance in fourteen (14) specific areas and rates authorities in accordance with a designated formula as High Performer, Standard or Troubled; and

WHEREAS, the HCV staff has calculated the score for each indicator and the Finance Department has audited the calculations; and

WHEREAS, the report anticipates an overall rating of 100% which is designated as High Performer,

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Huntsville Housing Authority, hereby authorizes the Executive Director/CEO or her designee to certify the score of 100% to HUD.

ADOPTED THIS 20th DAY OF MAY 2019

SEAL

Delvin L. Sullivan, Chairman

Attest:

Sandra Eddlemon, Secretary
HUNTSVILLE HOUSING AUTHORITY

REQUEST FOR BOARD ACTION

Resolution Awarding 12 Project-Based Vouchers to
Mountain Ridge Limited Partnership
For Existing Housing at a 50 Unit Apartment Community

May 20, 2019

INTRODUCTION

The project-based voucher (PBV) program is an optional program that provides housing authorities with a flexible tool to increase housing opportunities for low-income families and may provide improved voucher utilization in tight markets. Project-based vouchers are vouchers where the assistance is attached to the unit rather than to the tenant. Housing Authorities can attach up to 20 percent of its voucher assistance to specific housing units.

PURPOSE/OBJECTIVE

Huntsville Housing Authority (HHA) would like to further our efforts to deconcentrate poverty and expand housing opportunities by providing assistance at Mountain Ridge Apartments, an existing affordable housing community located in south Huntsville. The purpose of this resolution is to award 12 PBVs to Mountain Ridge Limited Partnership for existing housing at Mountain Ridge Apartments.

JUSTIFICATION/DESCRIPTION

HHA issued a solicitation (RFP 2017-26) for project-based vouchers located within HHA’s jurisdiction. Mountain Ridge Limited Partnership submitted a proposal for 13 vouchers for an existing affordable housing community. The proposal was rated based on the evaluation criteria in the RFP and received a score of 89. HUD regulations generally prohibit PBV assistance if the total number of units in the project that will receive PBV assistance is greater than 25 percent of the number of dwelling units in the project. Mountain Ridge Apartments is a 50 unit community; therefore, the maximum number of PBV units for this property is 12.

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Possible Points</th>
<th>Mountain Ridge Limited</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Rating</td>
<td>22</td>
<td>21</td>
</tr>
<tr>
<td>Development Rating</td>
<td>35</td>
<td>31</td>
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<tr>
<td>Unit Rating</td>
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<td>24</td>
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<tr>
<td>Case Management Services</td>
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<td>12</td>
</tr>
<tr>
<td>Section 3 Preference</td>
<td>15</td>
<td>0</td>
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<tr>
<td>Total</td>
<td>115</td>
<td>89</td>
</tr>
</tbody>
</table>

*88.65 Score is rounded
ECONOMIC IMPACT

None.

RECOMMENDATION

The Executive Director/CEO/Contracting Officer recommends the board award 12 PBV units to Mountain Ridge Limited Partnership for existing housing at a 50 unit apartment community and authorizes the Executive Director/CEO/Contracting Officer to enter into a Housing Assistance Payments (HAP) contract with Mountain Ridge Limited Partnership.

Sandra Eddleman
Executive Director/CEO

Date

Paula Bingham
Director of Assisted Housing

Date

ACTION TAKEN: ________________________________
WHEREAS, Huntsville Housing Authority (HHA) issued a solicitation (RFP 2017-16) for project-based vouchers (PBV) located within HHA’s jurisdiction; and

WHEREAS, Mountain Ridge Limited Partnership submitted a proposal for 13 units at Mountain Ridge Apartments which was rated based on the evaluation criteria in the RFP and received a score of 89;

<table>
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<th>Evaluation Criteria</th>
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<td>15</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>115</strong></td>
<td><strong>89</strong></td>
</tr>
</tbody>
</table>

WHEREAS, Mountain Ridge Apartments is a 50 unit community; therefore, the maximum number of PBV units for this property is 12;

WHEREAS, project-based vouchers are a component of a public housing agency’s (PHA) Housing Choice Voucher (HCV) program; and

WHEREAS, a PHA can use up to 20 percent of its vouchers for project-based vouchers; and prior to this resolution, HHA has only utilized 4 percent.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Huntsville Housing Authority authorizes the Executive Director/CEO to enter into a HAP contract with Mountain Ridge Limited Partnership for 12 project based vouchers.

ADOPTED THIS 20th DAY OF MAY 2019

Delvin L. Sullivan, Chairman

Attest:

Sandra Eddlemon, Secretary
HUNTSVILLE HOUSING AUTHORITY

Board of Commissioners’ Meeting
Agenda Item
Control Document

Date: May 8, 2019

HHA Staff Representative: Carol J. Jones, Director of Human Resources

Department: Human Resources

Board of Commissioners’ Meeting (Date): May 20, 2019, at 12:00 p.m. at the Oscar Mason Center.

Board Agenda Item(s):

• Act on Resolution Authorizing the Executive Director/CEO/Contracting Officer to Enter into Contracts to Provide Temporary Employment Agency Services.

Date/Time/Place of Board of Commissioners’ Subcommittee Meeting: Monday, May 13, 2019, at 4:30 p.m. in the Dr. Phillip L. Redrick Board Room

Approved by: Sandra Eddlemon
Executive Director/CEO/Contracting Officer

Date: 5/14/19

Department’s Committee Certification:

We have reviewed the above-referenced Board of Commissioners’ agenda items, together with the related and supportive documents, and have found them satisfactory. We further concur with the Staff’s recommendation to place them on the approved, final agenda to be presented to the Board for appropriate action with respect to the adoption of the resolution(s) approving and/or authorizing the execution of the said action(s).

HHA Board Committee Member: Chairman Delvin L. Sullivan (absent) Date: 05/13/2019

HHA Board Committee Member: Commissioner Shaquila Willie Date: 05/13/2019

HHA Staff Member: Carol J. Jones Date: 5/14/2019
HUNTSVILLE HOUSING AUTHORITY

REQUEST FOR BOARD ACTION

Act on Resolution Authorizing the Executive Director/CEO/Contracting Officer to Enter into Contracts to Provide Temporary Employment Agency Services

May 20, 2019

INTRODUCTION

The Huntsville Housing Authority (HHA) issued Request for Proposals (RFP) No. 2019-02, Temporary Employment Agency Services, requesting proposals from qualified, licensed, and bonded agencies to provide qualified and competent temporary employment personnel to HHA on a timely basis.

PURPOSE/OBJECTIVE

HHA plans to form a pool of agencies that HHA may contract with, as detailed in the Scope of Work. When HHA has a need for temporary employment services, the Human Resources Department will contact the highest ranked proposer and check for service availability according to HHA’s requirements. If there is no availability, then HHA will proceed to the next-ranked agency, and so forth, until HHA has located an available agency.

JUSTIFICATION/DESCRIPTION

At times, HHA requires temporary employment agency services, e.g., when recruiting to fill vacant positions, during workers’ compensation and illness/disability leaves, and in preparation for the Real Estate Assessment Center (REAC) inspections of HHA properties. The selected proposers, Express Employment Professionals, Spur Employment, Inc., and Talantage, LLC, were chosen by the evaluation committee to provide qualified, competent, temporary personnel to work at HHA on an as-needed basis and deliver services as outlined in the Scope of Work.

On Page 2 of this Request for Board Action is the chart outlining the rankings.
<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Points Possible</th>
<th>Express Employment</th>
<th>Spur Employment, Inc.</th>
<th>Talantage, LLC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstrated Understanding</td>
<td>10</td>
<td>7</td>
<td>7</td>
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<td>Appropriateness of Technical Approach</td>
<td>15</td>
<td>13</td>
<td>11</td>
<td>10</td>
</tr>
<tr>
<td>Technical Capabilities</td>
<td>10</td>
<td>10</td>
<td>7</td>
<td>7</td>
</tr>
<tr>
<td>Demonstrated Experience/Past Performance</td>
<td>15</td>
<td>14</td>
<td>10</td>
<td>9</td>
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<td>Quality of Proposal</td>
<td>10</td>
<td>9</td>
<td>7</td>
<td>5</td>
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<tr>
<td>Compensation</td>
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<tr>
<td>Section 3 Preference</td>
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<td>0</td>
<td>15</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>115</strong></td>
<td><strong>83</strong></td>
<td><strong>82</strong></td>
<td><strong>78</strong></td>
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**MARK-UP PERCENTAGES**

<table>
<thead>
<tr>
<th>Admin 35%</th>
<th>Admin 25%</th>
<th>Admin 40%</th>
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<tbody>
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</table>

**MARK-UP PERCENTAGES**

<table>
<thead>
<tr>
<th>Maint 41%</th>
<th>Maint 29%</th>
<th>Maint 48%</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</tbody>
</table>

**ECONOMIC IMPACT**

The total economic impact is not currently known. The economic impact depends on the number of requests received for temporary services.

**RECOMMENDATION**

The Executive Director/CEO/Contracting Officer recommends awarding contracts to Express Employment Professionals, Spur Employment, Inc., and Talantage, LLC for temporary employment services.

[Signatures]

Sandra Eddlemon  
Executive Director/CEO/Contracting Officer

Carol J. Jones  
Director of Human Resources

Date: 5/14/19  
Date: 5/14/2019

**ACTION TAKEN:**

[Signature]
Huntsville Housing Authority

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR/CEO/CONTRACTING OFFICER TO ENTER INTO CONTRACTS TO PROVIDE TEMPORARY EMPLOYMENT AGENCY SERVICES

RESOLUTION NO. 2019-26

WHEREAS, Request for Proposals (RFP) No. 2019-02 was issued requesting proposals from qualified, licensed, and bonded agencies to provide Temporary Employment Agency Services; and

WHEREAS, the proposals submitted by Express Employment Professionals, Spur Employment, Inc., and Talantage, L.L.C were chosen to provide Temporary Employment Agency Services; and

WHEREAS, the Huntsville Housing Authority (HHA) plans to form a pool of agencies that HHA may contract with as detailed in the Scope of Work; and

WHEREAS, personnel from HHA’s Human Resources Department will contact the highest ranked respondent, Express Employment Professionals, first to check for service availability; and if services cannot be provided, HHA will proceed to the next ranked agencies in order as stated above.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Huntsville Housing Authority, meeting in regularly scheduled session this 20th day of May 2019 that the Executive Director/CEO/Contracting Officer is hereby authorized to enter into contracts with the above-listed companies to provide Temporary Employment Agency Services, which include providing qualified, competent, temporary personnel to work at HHA on an as-needed basis.

ADOPTED THIS 20th DAY OF MAY 2019.

Delvin L. Sullivan, Chairman

SEAL

Attest:

Sandra Eddleston, Secretary