



*Growing Communities One Family At A Time  
For More Than 70 Years*

REGULAR  
BOARD MEETING  
of the  
HUNTSVILLE HOUSING AUTHORITY  
APRIL 18, 2022  
12:00 P.M.

**Delmonize Smith, Ph.D.**  
Chairman

**Leon D. Fountain**  
Commissioner

**Delvin L. Sullivan**  
Commissioner

**Shaquila Willie**  
Commissioner

**Antonio McGinnis, Sr.**  
Executive Director/CEO

**REGULAR MEETING**

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES: March 21, 2022

OLD BUSINESS: Resolution 2022-12

NEW BUSINESS

**Financial Services**

1. Presentation of Cumulative Low-Income Housing Finance Report for the Period Ended February 28, 2022.

**Assisted Housing (To be presented by Turkessa Coleman-Lacey)**

1. Act on a Resolution Approving Revisions to the Administrative Plan for the Temporary Policy Supplement for the Emergency Housing Voucher (EHV) Program.

**Real Estate Development**

1. Act on a Resolution Authorizing the Executive Director/CEO/Contracting Officer to Enter into a Master Development Agreement with The Michaels Group Organization.

EXECUTIVE DIRECTOR/CEO COMMENTS

PUBLIC COMMENTS

COMMISSIONER COMMENTS

ADJOURNMENT





*Growing Communities One Family At A Time  
For More Than 70 Years*

**Delmonize Smith, Ph.D.**  
**Chairman**

**James Bolte**  
**Vice Chairman**

**Leon D. Fountain**  
**Commissioner**

**Delvin L. Sullivan**  
**Commissioner**

**Shaquila Willie**  
**Commissioner**

**Antonio McGinnis, Sr.**  
**Executive Director/CEO**

## MINUTES

### BOARD MEETING of the HUNTSVILLE HOUSING AUTHORITY

MARCH 21, 2022

12:00 P.M.

**(Virtual)**

#### 1. CALL TO ORDER

Chairman Smith called the meeting to order at 12:01 p.m.

#### 2. ROLL CALL

Chairman Smith took the roll of the Board of Commissioners and the following commissioners were present:

Delmonize Smith  
James Bolte  
Delvin L. Sullivan

Also present were Antonio McGinnis, Executive Director/CEO, Richard Raleigh, Attorney, and several members of the HHA staff.

#### APPROVAL OF MINUTES OF THE FEBRUARY 21, 2022 BOARD COMMISSIONERS MEETING.

Chairman Smith stated that the minutes of the Board of Commissioners meeting for February 21, 2022, had been transcribed and circulated prior to the meeting. (A copy of which is attached hereto). He asked if there were any corrections, additions, changes, or deletions, there were none.

Commissioner Sullivan moved to approve the minutes of the February 21, 2022, Huntsville Housing Authority Board of Commissioners Meeting.



The motion was seconded by Chairman Smith and the minutes were approved by unanimous voice vote.

**3. OLD BUSINESS**

There was no old business to be considered.

**4. NEW BUSINESS**

**(Note: referenced resolutions attached hereto).**

**Financial Services**

- A. A report was given by Mrs. Teresa Wade-Chase, Director of Finance/CFO with respect to several matters related to financial services.

Mrs. Wade-Chase presented information about the need of approving a budget revision for fiscal year ending March 31, 2022. She recommended the Board authorize the Executive Director to approve this revision.

Commissioner Sullivan moved to pass Resolution No. 2022-05 to authorize the Executive Director to approve a budget revision for fiscal year ending March 31, 2022. The motion was seconded by Commissioner Fountain and the resolution was approved by unanimous voice vote.

Mrs. Wade-Chase presented information about the need of approving a budget revision for fiscal year end March 31, 2023. She recommended the Board authorize the Executive Director to approve this revision.

Commissioner Fountain moved to pass Resolution No. 2022-06 to authorize the Executive Director to approve a budget revision for fiscal year ending March 31, 2023. The motion was seconded by Commissioner Sullivan and the resolution was approved by unanimous voice vote.

Mrs. Wade-Chase presented information about quarterly charge-offs for the period ending March 31, 2022. She recommended approval of quarterly charge-offs as set forth in Resolution No. 2022-07.

Commissioner Sullivan moved to pass Resolution No. 2022-07. The motion was seconded by Commissioner Fountain and the resolution was approved by unanimous voice vote.



Mrs. Wade-Chase presented information about the cumulative low-income housing finance report for the period ended January 31, 2022.

### **Public Housing Operations**

- B. Presentation by Mrs. Teresa Boyd, Director of Public Housing Operations, regarding Resolution of Approval a New Utility Allowance Schedule and the revision of the flat rent for Public Housing. She recommended the Board authorize the Executive Director to approve these revisions in Resolution No. 2022-08.

Commissioner Sullivan moved to approve the resolution as circulated. The motion was seconded by Commissioner Fountain and approved by unanimous voice vote.

Mrs. Boyd presented information about the need to contract for Security Guard Services at Johnson Towers and Todd Towers. She recommended the Board authorize the Executive Director to enter into a contract for Security Guard Services in Resolution No. 2022-09.

Commissioner Sullivan moved to approve the resolution as circulated. The motion was seconded by Commissioner Fountain and approved by unanimous voice vote.

### **Assisted Housing**

- C. Presentation by Mrs. Turkessa Coleman-Lacey, Deputy Executive Director, regarding resolution approving a revision to the Housing Choice Voucher Program Administrative Plan. She recommended the Board authorize the Executive Director to approve revisions.

Commissioner Fountain moved to approve the resolution as circulated. The motion was seconded by Commissioner Sullivan and approved by unanimous voice vote.

### **Human Resources**

- D. Presentation by Mrs. Carol Jones, Director of Human Resources, regarding Resolution Approval to Amend Huntsville Housing Authority's Personnel Policy Manual, Revising Policy No. E-06, Substance Abuse.

Commissioner Sullivan moved to approve the resolution as circulated. The motion was seconded by Chairman Smith and approved by unanimous voice vote.



Commissioner Bolte stated that he will not be voting for Approval to Amend Huntsville Housing Authority's Personnel Policy Manual, Revising Policy No. E-06, Substance Abuse.

### **Real Estate Development**

- E. Presentation by Mr. Andreas Smith, Director of Real Estate Development, regarding Resolution of Approval to enter into a Master Development Agreement with The Michaels Group Organization. The resolution was then tabled.

Presentation by Mr. Andreas Smith, Director of Real Estate Development, regarding Resolution for the Approval for Disposal of Vacant Land at Derrick Street properties.

Commissioner Sullivan moved to approve the resolution as circulated. The motion was seconded by Commissioner Fountain and approved by unanimous voice vote.

Presentation by Mr. Andreas Smith, Director of Real Estate Development, regarding Resolution for the Submission of a Disposition Application to the Special Applications Center at HUD for the Sale of excess land at Gateway Place.

Commissioner Fountain moved to approve the resolution as circulated. The motion was seconded by Commissioner Sullivan and approved by unanimous voice vote.

Mr. Andreas Smith presented information on the Formation of the Advisory Committee with Industry Leaders to Review Pro-forma from The Michaels Group Organization.

### **5. EXECUTIVE DIRECTOR/CEO COMMENTS**

The Executive Director briefly updated the Board on some of the strategic bullets listed in HHA's Strategic Plan. In his update he was able to identify HHA's progress and where we are at this moment.

### **6. PUBLIC COMMENTS**

There were no public comments.



## **7. COMMISSIONER COMMENTS**

Chairman Smith, expressed an appreciation on giving the Board a presentation on the progress of HHA's Strategic Plan.

Commissioner Fountain announced the block party that was held at Searcy Homes. Along with additional community events.

Commissioner Sullivan, thanked everyone for their efforts and using the company policy to help our community residents.

Commissioner Bolte, stated that he did not agree with the Substance Abuse policy, however he will accept the vote.

## **8. ADJOURNMENT**

Chairman Smith asked if there was any further business to come before the Board. There being no further business to come before the board, the meeting was adjourned at 1:26 p.m.



**HUNTSVILLE HOUSING AUTHORITY**

**Board of Commissioners' Meeting  
Agenda Item  
Control Document**

**Date:** April 7, 2022

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

**Department:** Financial Services

**Board of Commissioners' Meeting (Date):** April 18, 2022, at 12:00 p.m.

**Board Agenda Item(s):**

1. Presentation of Cumulative Low-Income Housing Finance Report for the Period Ended February 28, 2022.

**Date/Time/Place of Board of Commissioners' Committee Meeting:**

**Approved by:** \_\_\_\_\_ / \_\_\_\_\_  
Antonio McGinnis, Sr. Date  
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:** Chairman Dr. Delmonize Smith **Date:** 4/18/2022

**HHA Board Committee Member:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**HHA Staff Member:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Huntsville Housing Authority**  
**Combined BAF, COCC AND PH COMBINED**  
**FYE March 31, 2022**  
**YEAR TO DATE AS OF February 28, 2022**

	<b>Annual Budget</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Variance Favorable (Unfavorable)</b>	<b>Variance Percentage</b>
<b>Revenue</b>					
Tenant Rental Revenue	2,698,527.00	2,449,922.85	2,473,649.75	(23,726.90)	-0.96%
Other Tenant Charges	59,871.00	59,446.00	54,881.75	4,564.25	8.32%
Operating Subsidy	7,765,274.00	7,201,926.00	7,118,167.83	83,758.17	1.18%
HUD PHA Operating Grant-CFP	784,729.00	732,111.71	719,334.92	12,776.79	1.78%
Interest Income	19,174.00	24,893.38	17,576.17	7,317.21	41.63%
Investment Income Restricted	542,621.00	542,621.36	497,402.58	45,218.78	9.09%
Section 8 Rental Income	12,000.00	11,000.00	11,000.00	0.00	0.00%
Management Fees - Public Housing	868,324.00	879,591.90	795,963.67	83,628.23	10.51%
Bookkeeping Fees - PH & HCV	270,090.00	246,382.50	247,582.50	(1,200.00)	-0.48%
Asset Management Fees - Public Hous	181,560.00	166,430.00	166,430.00	0.00	0.00%
Service Fee Revenue	289,177.00	259,646.85	265,078.92	(5,432.07)	-2.05%
Management Fees - Capital Fund	427,360.00	391,746.75	391,746.67	0.08	0.00%
Management Fees - Section 8	242,208.00	227,988.45	222,024.00	5,964.45	2.69%
Management Fees - 360 Properties	52,666.00	46,740.72	48,277.17	(1,536.45)	-3.18%
Other Income	557,326.00	555,445.50	510,882.17	44,563.33	8.72%
Gain On Disposition of Fixed Assets	1,353,432.00	1,353,432.00	1,240,646.00	112,786.00	9.09%
Inter-AMP Transfer In	0.00	0.00	0.00	0.00	0.00%
<b>Total Revenue</b>	<b>16,124,339.00</b>	<b>15,149,325.97</b>	<b>14,780,644.10</b>	<b>368,681.87</b>	<b>2.49%</b>
<b>Expenses:</b>					
Administration:					
Administrative Salaries	2,273,104.00	1,978,240.07	2,083,678.52	105,438.45	5.06%
Compensated Absences	0.00	0.00	0.00	0.00	0.00%
Employee Benefits - Administrative	916,142.00	788,718.83	839,796.98	51,078.15	6.08%
Audit Fees	35,200.00	35,200.00	32,266.65	(2,933.35)	-9.09%
Management Fees	913,061.00	886,576.35	836,972.73	(49,603.62)	-5.93%
Bookkeeping Fees	115,260.00	108,255.00	105,655.00	(2,600.00)	-2.46%
Advertising and Marketing	9,127.00	9,408.34	8,366.25	(1,042.09)	-12.46%
Office Expense	520,800.00	480,125.79	477,400.33	(2,725.46)	-0.57%
Legal	80,358.00	65,002.75	73,661.28	8,658.53	11.75%
Training and Travel	57,682.00	53,724.69	52,875.35	(849.34)	-1.61%
Other Administrative Costs	144,313.00	116,719.23	132,286.33	15,567.10	11.77%
<b>Total Administration</b>	<b>5,065,047.00</b>	<b>4,521,971.05</b>	<b>4,642,959.42</b>	<b>120,988.37</b>	<b>2.61%</b>
<b>Asset Management Fee</b>	<b>181,560.00</b>	<b>166,430.00</b>	<b>166,430.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Tenant Services:</b>					
Salaries	113,922.00	109,061.85	104,428.50	(4,633.35)	-4.44%
Relocation	1,300.00	1,300.00	1,191.63	(108.37)	-9.09%
Employee Benefits - Tenant Services	75,794.00	62,686.68	69,477.98	6,791.30	9.77%
Other/Funding/Travel and Training	35,599.00	20,229.72	32,632.00	12,402.28	38.01%
<b>Total Tenant Services</b>	<b>226,615.00</b>	<b>193,278.25</b>	<b>207,730.11</b>	<b>14,451.86</b>	<b>6.96%</b>

**Huntsville Housing Authority**  
**Combined BAF, COCC AND PH COMBINED**  
**FYE March 31, 2022**  
**YEAR TO DATE AS OF February 28, 2022**

	<b>Annual Budget</b>	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Variance Favorable (Unfavorable)</b>	<b>Variance Percentage</b>
<b>Utilities:</b>					
Other Utilities	130,755.00	121,959.56	119,858.86	(2,100.70)	-1.75%
Water	390,038.00	340,304.94	357,534.87	17,229.93	4.82%
Electric	397,066.00	361,666.23	363,977.46	2,311.23	0.63%
Gas	52,569.00	45,940.78	48,188.14	2,247.36	4.60%
Sewage	572,726.00	506,968.02	524,998.98	18,030.96	3.43%
<b>Total Utilities</b>	<b>1,543,154.00</b>	<b>1,376,839.53</b>	<b>1,414,558.31</b>	<b>37,718.78</b>	<b>2.67%</b>
<b>Maintenance:</b>					
Labor - Maintenance	1,523,847.00	1,336,931.10	1,396,859.75	59,928.65	4.29%
Employee Benefits - Maintenance	739,671.00	640,750.80	678,031.75	37,280.95	5.50%
Materials	1,587,310.00	1,174,604.21	1,447,256.25	272,652.04	18.84%
Contract Costs	1,155,509.00	1,072,929.85	1,059,216.73	(13,713.12)	-1.29%
<b>Total Maintenance</b>	<b>5,006,337.00</b>	<b>4,225,215.96</b>	<b>4,581,364.48</b>	<b>356,148.52</b>	<b>7.77%</b>
<b>Protective Services:</b>					
Protective Services Contract Costs	307,937.00	282,505.42	282,275.51	(229.91)	-0.08%
<b>Total Protective Services</b>	<b>307,937.00</b>	<b>282,505.42</b>	<b>282,275.51</b>	<b>(229.91)</b>	<b>-0.08%</b>
<b>General Expenses:</b>					
Insurance	1,173,504.00	1,107,290.66	1,075,654.65	(31,636.01)	-2.94%
Other General Expenses	383,348.00	362,773.00	351,402.26	(11,370.74)	-3.24%
Payment In Lieu of Taxes	105,640.00	0.00	96,836.41	96,836.41	100.00%
<b>Total General Expenses</b>	<b>1,662,492.00</b>	<b>1,470,063.66</b>	<b>1,523,893.32</b>	<b>53,829.66</b>	<b>3.53%</b>
<b>Other:</b>					
Collection Loss (Bad Debt Expense)	100,000.00	48,140.83	91,666.66	43,525.83	47.48%
Extraordinary Maintenance	0.00	0.00	0.00	0.00	0.00%
Extraordinary Items	0.00	0.00	0.00	0.00	0.00%
Casualty Loss	9,037.00	9,036.88	9,036.88	0.00	0.00%
Interest Mort or Bonds Payable	0.00	0.00	0.00	0.00	0.00%
Amortization of Bond Issue Costs	0.00	0.00	0.00	0.00	0.00%
COCC Transfer to Section 8	0.00	0.00	0.00	0.00	0.00%
Inter AMP Transfer Out	0.00	0.00	0.00	0.00	0.00%
Loss Disposition of Fixed Assets	0.00	0.00	0.00	0.00	0.00%
<b>Total Other</b>	<b>109,037.00</b>	<b>57,177.71</b>	<b>100,703.54</b>	<b>43,525.83</b>	<b>43.22%</b>
<b>Total Expenses</b>	<b>14,102,179.00</b>	<b>12,293,481.58</b>	<b>12,919,914.69</b>	<b>626,433.11</b>	<b>4.85%</b>
<b>Net Income/Loss</b>	<b>2,022,160.00</b>	<b>2,855,844.39</b>	<b>1,860,729.41</b>	<b>995,114.98</b>	<b>53.48%</b>
<b>Capital Assets Addition</b>	<b>164,679.00</b>	<b>118,666.00</b>	<b>150,956.16</b>	<b>32,290.16</b>	<b>21.39%</b>
<b>Increase/Decrease in Unrestricted Net Position</b>	<b>1,857,481.00</b>	<b>2,737,178.39</b>	<b>1,709,773.25</b>	<b>(1,027,405.14)</b>	<b>-60.09%</b>

(1)

## Explanations of Variances for February 28, 2022

- (1) Collection Loss – The favorable variance is due to the amount of monies we have collected that offsets the bad debt expense.

**HUNTSVILLE HOUSING AUTHORITY**

**Board of Commissioners' Meeting  
Agenda Item  
Control Document**

**Date:** March 7, 2022

**HHA Staff Representative:** Turkessa Coleman-Lacey, Deputy Executive Director

**Department:** Assisted Housing

**Board of Commissioners' Meeting (Date):** April 18, 2022, at 12:00 p.m.

**Board Agenda Item(s):**

1. Act on a Resolution Approving Revisions to the Administrative Plan for the Temporary Policy Supplement for the Emergency Housing Voucher (EHV) Program.

**Date/Time/Place of Board of Commissioners' Committee Meeting:**

**Approved by:** \_\_\_\_\_ / \_\_\_\_\_  
Antonio McGinnis, Sr. Date  
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:** Chairman Dr. Delmonize Smith Date: 4/18/2022

**HHA Board Committee Member:** \_\_\_\_\_ Date: \_\_\_\_\_

**HHA Staff Member:** \_\_\_\_\_ Date: \_\_\_\_\_

## **HUNTSVILLE HOUSING AUTHORITY**

### **REQUEST FOR BOARD ACTION**

#### **Act on a Resolution Approving Revisions to the Administrative Plan for the Temporary Policy Supplement for the Emergency Housing Voucher (EHV) Program**

April 18, 2022

### **INTRODUCTION**

Act on a resolution approving a revision to the Administrative Plan for the Temporary Policy Supplement for the Emergency Housing Voucher (EHV) Program, specifically relating to Administrative and Service Fees.

### **PURPOSE/OBJECTIVE**

The purpose of this request is to revise TPS-I.B.—Emergency Housing Voucher Program Administrative and Service Fees. Huntsville Housing Authority (HHA) must revise the current policies in order to maintain continuous compliance as mandated by HUD.

### **JUSTIFICATION/DESCRIPTION**

HHA's adopted Administrative Plan for the Temporary Policy Supplement for the Emergency Housing Voucher (EHV) Program must be revised as needed for compliance. The proposed revisions are as follows:

#### **TPS-I.B. SERVICE FEES**

Owner (Landlord) Incentive-HHA will make an incentive payment in the amount of \$1,000 to owners that agree to initially lease their unit to an EHV family and/or renew the lease of an EHV family. Payments will be made as a single payment at the beginning of the assisted lease term (or lease renewal).

Referring Agent/Realtor Incentive-HHA will make incentive payment in the amount of \$250 to referring agent/realtor that assist in full lease up of a unit to an EHV family. Payment will be made as a single payment after the assisted lease term.

Renter's Insurance Incentive-HHA will assist the family with up to \$200 of renter's insurance.

Essential Household Items Incentive-HHA will provide families with gift cards in the amount of \$500 to purchase essential household items. Payment will be made as a single payment after the assisted lease term. HHA will track and report eligible activities. Essential household items include but not limited to tableware, groceries, cooking equipment, beds or bedding, and essential sanitary products such as soap and toiletries. HHA will inform families that gift card activities will be tracked. Noneligible activities will be documented and the family must repay

the funds in accordance with the repayment agreement requirements found in Section 16 of PIH Notice 2018-18.

### **ECONOMIC IMPACT**

HHA will receive fees in addition to ongoing administrative fees to assist in the facilitation and leasing of EHV's. Additional fees include: Preliminary Fees – \$400 will be awarded per allocated EHV; Issuing Fees – HHAs will earn \$100 once the voucher is initially leased; Placement Fees – HHA will be awarded \$500 for each EHV family placed under a HAP contract no later than 4 months after the effective date of the ACC funding increment; Services Fee – For each allocated EHV, HHA will receive \$3,500 that must initially be used for the services fee: Housing search assistance; Tenant fees including security and utility deposit assistance, rental application fees, and holding fees; Owner recruitment and outreach as well as incentive and retention payments; moving expenses, tenant readiness services, essential household items, and renter's insurance if required by the family's lease

### **ALTERNATIVES**

None

### **ATTACHMENTS**

None

### **RECOMMENDATION**

The Executive Director/CEO recommends the approval of the revision to the Administrative Plan for the Temporary Policy Supplement for the Emergency Housing Voucher (EHV) Program

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Antonio McGinnis, Sr.  
Executive Director/CEO

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Turkessa Coleman Lacey  
Deputy Executive Director

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## **Huntsville Housing Authority**

### **ACT ON A RESOLUTION APPROVING REVISIONS TO THE ADMINISTRATIVE PLAN FOR THE TEMPORARY POLICY SUPPLEMENT FOR THE EMERGENCY HOUSING VOUCHER (EHV) PROGRAM**

#### **RESOLUTION NO. 2022-15**

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 Housing Choice Voucher Program Administrative Plan for the Emergency Housing 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 Housing Choice Voucher Program Administrative Plan and further resolves that the Executive Director/CEO is hereby directed to operate in accordance with the revised plan as adopted.

ADOPTED THIS 18<sup>TH</sup> DAY OF APRIL 2022

SEAL

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Delmonize Smith, Ph.D., Chairman

Attest:

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Antonio McGinnis, Sr., Secretary

# HUNTSVILLE HOUSING AUTHORITY

## Board of Commissioners' Meeting Agenda Item Control Document

**Date:** April 13, 2022

**HHA Staff Representative:** Andreas Smith, Director of Real Estate Development

**Department:** Real Estate

**Board of Commissioners' Meeting (Date):** April 18, 2022, at 12:00 p.m.

**Board Agenda Item(s):**

1. Act on a Resolution Authorizing the Executive Director/CEO/Contracting Officer to Enter into a Master Development Agreement with The Michaels Group Organization.

**Date/Time/Place of Board of Commissioners' Committee Meeting:**

**Approved by:** \_\_\_\_\_ / \_\_\_\_\_  
Antonio McGinnis, Sr. Date  
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:** Chairman Dr. Delmonize Smith Date: 4/18/2022

**HHA Board Committee Member:** \_\_\_\_\_ Date: \_\_\_\_\_

**HHA Staff Member:** \_\_\_\_\_ Date: \_\_\_\_\_

# **HUNTSVILLE HOUSING AUTHORITY**

## **REQUEST BOARD ACTION**

### **ACT ON A RESOLUTION AUTHORIZATING THE EXECUTIVE DIRECTOR/CEO/CONTRACTING OFFICER TO ENTER INTO A MASTER DEVELOPMENT AGREEMENT WITH THE MICHAELS GROUP ORGANIZATION**

April 18, 2022

#### **INTRODUCTION**

The Huntsville Housing Authority (HHA) seeks board approval to enter into a master development agreement with the Michaels Group Organization.

#### **PURPOSE/OBJECTIVE**

To move forward with the master development agreement with the Michaels Group Organization.

#### **JUSTIFICATION/DESCRIPTION**

In June 2020 RFP No. 2020-16 Sparkman Homes Developer was issued. The HHA received 7 proposals from interested developers. Of those 7 developers 5 firms were identified as a result of the first evaluation. The Evaluation Committee conducted interviews with all 5 firms at which time they were invited to submit their Best and Final offer. After receiving the Best and Final offers, the two highest ranked firms from the original evaluation results were invited to present their plan to HHA's Board of Commissioners. After the second evaluation results were tallied, The Michaels Development Company I, L.P. was the top ranked firm.

#### **ECONOMIC IMPACT**

None.

#### **ATTACHMENTS**

None.

#### **RECOMMENDATION**

The Executive Director/CEO/Contracting Officer recommends that this resolution be approved.

\_\_\_\_\_  
Antonio McGinnis, Sr.  
Executive Director/CEO

\_\_\_\_\_  
Andreas J. Smith  
Director of Real Estate Development

Date: \_\_\_\_\_

Date: \_\_\_\_\_

ACTION TAKEN: \_\_\_\_\_

**Huntsville Housing Authority**

**ACT ON A RESOLUTION AUTHORIZATING THE EXECUTIVE  
DIRECTOR/CEO/CONTRACTING OFFICER TO ENTER INTO A MASTER  
DEVELOPMENT AGREEMENT WITH THE MICHAELS GROUP ORGANIZATION**

**RESOLUTION NO. 2022-12**

WHEREAS, the Huntsville Housing Authority is requesting approval to enter into a master development agreement with the Michaels Group Organization; and

WHEREAS, Both Parties HHA and TMO have agreed in principle to work collaboratively in the development of final plan over the next 120 days.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Huntsville Housing Authority that the Executive Director/CEO be authorized to ratify and sign the Master Development Agreement to the Michaels Group Organization.

ADOPTED THIS 18<sup>th</sup> DAY OF APRIL 2022

SEAL

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Dr. Delmonize Smith, Chairperson

Attest:

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Antonio McGinnis, Sr., Executive Director, CEO