



*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

REGULAR
BOARD MEETING
of the
HUNTSVILLE HOUSING AUTHORITY
September 20, 2021
12:00 P.M.
(Virtual)

REGULAR MEETING

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES: Annual and Regular Meetings for
August 16, 2021.

OLD BUSINESS

NEW BUSINESS

Financial Services

1. Act on a Resolution Authorizing the Executive Director/CEO/Contracting Officer to Enter into a Contract with DC Blox for Colocation Service Hosting.
2. Act on a Resolution Ratifying Previous Approval to Enter into Contract with Jay's Home Improvement LLC., for as Needed Building Maintenance Repair Service.
3. Act on a Resolution Authorizing the Executive Director/CEO/Contracting Officer to Enter into a Contract with Forever Green Lawn Services, LLC. for Lawncare at Northwoods.
4. Act on a Resolution Approving Quarterly Charge-offs for the Period Ending September 30, 2021.
5. Presentation of Cumulative Low-Income Housing Finance Report for Period Ended July 31, 2021.

Assisted Housing



1. Act on a Resolution Approving Revisions to the Housing Choice Voucher Administrative Plan.
2. Act on a Resolution Awarding 80 Project-Based Vouchers to Elmington Capital Group for a Proposed Apartment Community.

Executive Management

1. Presentation on proposed Development for Pollard Circle by Dan Shields.

EXECUTIVE DIRECTOR/CEO COMMENTS

PUBLIC COMMENTS

COMMISSIONER COMMENTS

ADJOURNMENT



MINUTES OF THE ANNUAL MEETING OF THE
BOARD OF COMMISSIONERS OF
HUNTSVILLE HOUSING AUTHORITY

August 16, 2021

The Board of Commissioners of the Huntsville Housing Authority
August 16, 2021.

PRESENT

Chairman Dr. Delmonize Smith
Vice Chairman James Bolte
Commissioner Leon Fountain
Commissioner Delvin Sullivan
Commissioner Shaquila Willie

ABSENT

Chairman Smith declared a quorum present.

Also present were the following: Antonio McGinnis, Sr., Executive Director/CEO; Mr. Richard Raleigh, Attorney; Turkessa Coleman-Lacey, Deputy Executive Director; Carol Jones, Director of Human Resources; Paula Bingham, Director of Assisted Housing; Teresa Wade, Director of Finance/CFO; Desiree Patterson, Lead Accountant; Teresa Boyd, Director of Public Housing Operations; Neil Andrew, Information Technology Specialist; and Jacqueline Egbujo, Executive Assistant.

1. Election of Officers

The Chairperson declared that pursuant to the Bylaws of Huntsville Housing Authority, it was now in order to nominate and elect a Chairman and Vice Chairman for the ensuing year.

Commissioner Fountain made the motion nominating Chairman Delmonize Smith as Chairman. Vice Chairman Bolte seconded the motion. Chairman Smith asked if there were any other nominations. There being no other name in nomination, and upon affirmative vote of all members present, Dr. Delmonize Smith accepted the nomination and was re-elected as Chairman for the ensuing year.

Commissioner Sullivan made the motion nominating James Bolte to remain Vice Chairman. Commissioner Fountain seconded the motion. Chairman Smith asked if there were any other nominations. There being no other name in nomination, and upon affirmative vote of all members present, James Bolte accepted the nomination and was re-

elected Vice Chairman for the ensuing year.

There being no further business to come before this meeting, upon motion duly made, seconded, and unanimously approved, the annual meeting was adjourned.

Dr. Delmonize Smith, Chairman

Attest:

Antonio McGinnis, Sr., Secretary

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

August 16, 2021

The Board of Commissioners Meeting of the Huntsville Housing Authority
August 16, 2021.

PRESENT

Chairman Dr. Delmonize Smith
Vice Chairman James Bolte
Commissioner Leon Fountain
Commissioner Delvin Sullivan
Commissioner Shaquila Willie

ABSENT

Chairman Smith declared a quorum present.

Also present were the following: Antonio McGinnis, Sr., Executive Director/CEO; Mr. Richard Raleigh, Attorney; Turkessa Coleman-Lacey, Deputy Executive Director; Carol Jones, Director of Human Resources; Paula Bingham, Director of Assisted Housing; Teresa Wade, Director of Finance/CFO; Desiree Patterson, Lead Accountant; Teresa Boyd, Director of Public Housing Operations; Neil Andrew, Information Technology Specialist; and Jacqueline Egbujo, Executive Assistant.

APPROVAL OF MINUTES

A motion was made to accept the minutes from the regular board meeting held on July 19, 2021. Commissioner Sullivan made a motion to approve the minutes and Commissioner Willie seconded the motion. Upon affirmative vote, the Chairman declared the said motion carried.

OLD BUSINESS

N/A

NEW BUSINESS

Financial Services

1. CliftonLarsonAllen Presentation of Audit for the Period Ended 3/31/2021.

Mrs. Teresa Wade-Chase greeted everyone and introduced Mrs. Mandy Merchant for a virtual presentation.

Mrs. Merchant referred to the presentation handouts "Huntsville Housing Authority Fiscal Year 2021 Audit Results" and identified the CliftonLarsonAllen staff members that conducted the audit. She then proceeded to the next slide to make the audit presentation. Mrs. Merchant presented the report in detail to the Board to including information on the audit, the financial statements, and the communication summary of the audit. The results were as follows:

Mrs. Merchant informed the Board that there were no finding in the audit and no changes needed with financial statements.

2. Act on a Resolution Authorizing the Executive Director/CEO/Contracting Officer to Enter into a Contract with 4A Services for Lawncare at Brookside.

RESOLUTION NO. 2021-30

WHEREAS, Huntsville Housing Authority requested proposals from qualified firms and individuals to provide lawn care and landscape maintenance services for Brookside; and,

WHEREAS, the following responsive proposals were received:

RFP NO. 2021-05 Brookside Lawn Care & Landscape Maintenance

AVERAGE SCORES					
Evaluation Criteria	Possible Points	TURPINS, LLC.	SBP LAWN CARE, LLC.	ONESTEP SERVICES, LLC.	4A SERVICES
Demonstrated Understanding of the Requirement	15	13	10	13	15
Technical Approach	20	14	12	13	19
Technical Capabilities	20	14	12	14	19
Demonstrated Experience	15	11	8	8	14
Compensation	30	30	18	18	25
TOTAL	100	82	60	66	92

WHEREAS, **4A Services** was deemed to be the most responsive bidder in accordance with the contract specifications for Lawn Care and Landscape Maintenance Services.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Huntsville Housing Authority hereby authorizes the Executive Director/CEO/Contracting Officer to enter into contract with **4A Services** for Lawn Care and Landscape Maintenance Services at Brookside.

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

AYES:

Vice Chairman James Bolte
Commissioner Leon Fountain
Commissioner Delvin Sullivan
Commissioner Shaquila Willie

NAYS:

ABSTAIN:

Chairman Smith thereupon declared the said Resolution adopted this 16th day of August, 2021.

3. Presentation of Cumulative Low-Income Housing Finance Report for the Period Ended June 30, 2021.

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

Executive Management

1. Act on a Resolution Adopting the Huntsville Housing Authority's Strategic Plan.

Mrs. Turkessa Coleman-Lacey discusses proposed Huntsville Housing Authority's Strategic plan, and presents resolution adopting the Strategic plan for the Board for consideration. Per Commissioners request a review of the Strategic plan will be conducted at least once a year, for measures of accountability.

RESOLUTION NO. 2021-31

WHEREAS, the Huntsville Housing Authority desires to adopt a Strategic Plan;
and

WHEREAS, the Huntsville Housing Authority desires to examine its mission and align goals and objectives with that mission focusing on its residents and services provided to residents;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Huntsville Housing Authority, approves the adoption of the Strategic Plan as presented.

Vice Chairman Bolte moved the foregoing Resolution be adopted with noted recommended actions. Commissioner Fountain seconded the motion, Chairman Smith called the roll and the ayes and nays were as follows:

AYES:

Vice Chairman James Bolte
Commissioner Leon Fountain
Commissioner Delvin Sullivan
Commissioner Shaquila Willie

NAYS:

ABSTAIN:

Chairman Smith thereupon declared the said Resolution adopted this 16th day of August, 2021.

EXECUTIVE DIRECTOR/CEO COMMENTS

Mr. McGinnis complimented Mrs. Turkessa Coleman-Lacy on her work.

He provided report regarding HPD relations and support, and discussions with HPD Chief Charles Brooks about the support of HHA, and building relationships with residents in our communities.

Answers questions related to lawncare services, including possibly doing some or all “in-house.” Addresses consideration of price with proposals and evaluation as compared to technical capabilities.

Discussed the “Office of Constitute Concerns” for residents to address concerns, which will be apart of the Resident Services office. This will allow Huntsville Housing Authority to be responsive to the needs of the residents.

Provides information regarding the upcoming Landlord/Resource Fair.

PUBLIC COMMENTS

N/A

COMMISSIONER COMMENTS

Commissioner Fountain expressed thanks to Neil and staff related to outreach to the community on the Landlord/Resource Fair.

Vice Chairman Bolte attended Boys Scout Troop’s Court of Honor as a Board representative and reported on the success of the Troop.

Commissioner Willie added her thanks to Commissioner Fountain’s outreach on the Landlord/Resource Fair.

Commissioner Sullivan extends his appreciation to the staff on good work.

Chairman Smith joins the other Commissioner's with thanks to the staff. Discussion of the Delta variant of the COVID Virus and asks staff for input regarding upcoming meetings.

Vice Chairman Bolte and Commissioner Willie gave their thoughts on the local COVID19 statistics and the need to evaluate future virtual board meetings.

Chairman Smith took a poll on how the next board meeting should be held. After discussions it was determined the next board meeting will be virtual.

ADJOURNMENT

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

Attest

Dr. Delmonize Smith, Chairman

Antonio McGinnis, Secretary

HUNTSVILLE HOUSING AUTHORITY

Board of Commissioners' Meeting Agenda Item Control Document

Date: September 8, 2021

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

Department: Financial Services

Board of Commissioners' Meeting (Date): September 20, 2021, at 12:00 p.m. (VIRTUAL)

Board Agenda Item(s):

1. Act on a Resolution Authorizing the Executive Director/CEO/Contracting Officer to Enter into a Contract with DC Blox for Colocation Service Hosting.
2. Act on a Resolution Ratifying Previous Approval to Enter into Contract with Jay's Home Improvement LLC., for as Needed Building Maintenance Repair Service.
3. Act on a Resolution Authorizing the Executive Director/CEO/Contracting Officer to Enter into a Contract with Forever Green Lawn Services, LLC., for Lawncare at Northwoods.
4. Act on a Resolution Approving Quarterly Charge-offs for the Period Ending September 30, 2021.
5. Presentation of Cumulative Low-Income Housing Finance Report for Period Ended July 31, 2021.

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

Approved by:  / 9/15/21
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: 09/20/2021

HHA Board Committee Member: Vice Chairperson James Bolte Date: 09/20/2021

HHA Staff Member:  Date: 9/15/2021

HUNTSVILLE HOUSING AUTHORITY

REQUEST FOR BOARD ACTION

ACT A ON RESOLUTION AUTHORIZING THE EXECUTIVE/DIRECTOR/CEO/CONTRACTING OFFICER TO ENTER INTO A CONTRACT WITH DC BLOX FOR COLOCATION SERVICE HOSTING

SEPTEMBER 20, 2021

INTRODUCTION

The Huntsville Housing Authority (HHA) seeks to enter into a contract with DC Blox for Colocation Service Hosting. This will enable HHA to host our own server in a co-location datacenter in Huntsville, AL. Using these services will allow HHA to transfer our existing cloud hosted server to a nearby location, be more secure, and limit downtime. This new hosting plan would replace our current Azure cloud/Citrix environment.

PURPOSE/OBJECTIVE

The Emphasys Elite Citrix platform system has been deemed inoperable for HHA users. The implementation and inefficient process has resulted in wasteful man hours and frustration with HHA employees. The Finance staff has spent three months in special teams meetings on a weekly basis to resolve connectivity and utilization issues within this system. Our meetings did not yield the results that were required to resolve internal HHA issues.

JUSTIFICATION/DESCRIPTION

The benefits of hosting at a colocation are:

- Physical building security - Bunker style building with 24/7 security, redundant power/and backup generators, a blended internet connection from multiple Internet service providers.
- Going with DC Blox would allow HHA to connect into the Huntsville city dark fiber network and have a direct link to the datacenter. We would have a 3GB internet speed hosted by DC Blox. The main benefits to having the same company host our local internet and the colocation environment, everything runs more efficiently and smoothly. Upload, download, and disaster recovery all become a far easier and faster task when you're on a dedicated network.
- Eliminate citrix- This co-location hosting would allow HHA to use Microsoft Remote Desktop Services (RDS) to access our software instead of using Citrix. The Elite software was made for an RDS environment.

ECONOMIC IMPACT

\$5,550.00 initial set-up fee.

\$5,416.00 per month.

Total annual cost of \$64,992.00.

ATTACHMENTS

Comparison Sheet.

RECOMMENDATION

The Executive Director/CEO/Contracting Officer recommends approval to enter into a contract with DC Blox for Colocation Service Hosting.



Antonio McGinnis
Executive Director/CEO



Teresa Wade-Chase
Director of Finance/CFO



Date



Date

	<u>DC Blox</u>	<u>Simple Helix</u>	<u>F1 Solutions</u>
Rack Storage and 2kW power:	23U \$906	20U \$1,100	12u \$1,980
Transport internet (3 Gbps): HHA to Datacenter	\$2,200	Not offered	Not offered
Internet Access (blended): Datacenter to WWW	\$2,290 3Gbps	\$1,800 3Gbps	included 100Mbps
IP addresses:	30 \$20	1 \$6	1 included
Total:	\$5,416	\$1,906	\$1,980

NOTE: The Transport internet offered by DC Blox would replace our existing internet access at our main office. This link would utilize the Huntsville city's underground fiber optic cables. It would create a dedicated link between HHA's main office and their datacenter. Simple Helix and F1 Do Not include this service. For a better comparison, we would need to add the cost of 3Gbps local internet at our main office. However, this would still not provide a dedicated link from HHA to the datacenter because it would not run on the city's fiber lines. DC Blox is the only vendor in Huntsville to offer a dedicated network that would be directly connected to our main building. Adding the \$2,000 cost of a dedicated internet makes the rates:

DC Blox:	5,416
Simple Helix:	3,906
F1:	3,980

HUNTSVILLE HOUSING AUTHORITY

REQUEST FOR BOARD ACTION

ACT ON A RESOLUTION RATIFYING PREVIOUS APPROVAL FOR THE EXECUTIVE DIRECTOR/CEO/CONTRACTING OFFICER TO ENTER INTO A CONTRACT WITH JAY'S HOME IMPROVEMENT, LLC., FOR AS NEEDED BUILDING MAINTENANCE AND REPAIR SERVICES

September 20, 2021

INTRODUCTION

The Huntsville Housing Authority sought out bids from qualified contractors for emergency building maintenance repairs authority wide.

PURPOSE/OBJECTIVE

The purpose of this action is to ratify previous approval from the Board of Commissioners authorizing emergency building maintenance and repairs services on an 'as needed' basis. The Contractor shall provide continuous as needed building maintenance and repair services at all HHA locations. The Board of Commissioners was polled by e-mail on September 2, 2021. At that time, the Board authorized HHA to proceed with the contract.

JUSTIFICATION/DESCRIPTION

1335 potential vendors were contacted through e-Procurement, and another 26 vendors through HHA's internal vendor list. Advertisements were also placed in *The Huntsville Times*, *The Birmingham News*, *Speaking Out News* and with the North Alabama African American Chamber of Commerce.

Two vendors submitted proposals. The evaluation committee objectively rated both remaining respondents Jay's Home Improvement, LLC. was deemed to be the only and apparent low bidder to perform the services required in accordance with the RFP Scope of Services.

QSP No. 2021-06 Building Maintenance & Repair Services - Certified Tabulation

QUOTE SUBMITTED BY	HOURLY RATE
Jay's Home Improvement, LLC.	Carpentry - \$21.00 Roofing - \$23.00 Painting - \$20.00 Pressure Washing & Gutter Cleaning - \$15.00
Corporate Vision, Inc.	Carpentry - \$60.00 Roofing - \$60.00 Painting - \$60.00 Pressure Washing & Gutter Cleaning - \$60.00

ECONOMIC IMPACT

Not known at this time.

ATTACHMENTS

None.

ALTERNATIVES


None.

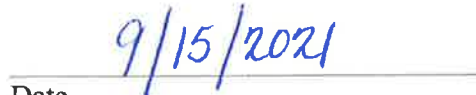
RECOMMENDATION

Ratify previous authorization for HHA to proceed with the contract with Jay's Home Improvement, LLC.


Antonio McGinnis
Executive Director/CEO


Date


Teresa Wade-Chase
Director of Finance/CFO


Date

HUNTSVILLE HOUSING AUTHORITY

ACT ON A RESOLUTION RATIFYING PREVIOUS APPROVAL FOR THE EXECUTIVE DIRECTOR/CEO/CONTRACTING OFFICER TO ENTER INTO A CONTRACT WITH JAY'S HOME IMPROVEMENT, LLC., FOR AS NEEDED BUILDING MAINTENANCE AND REPAIR SERVICES

RESOLUTION NO. 2021-33

WHEREAS, Huntsville Housing Authority sought out bids from qualified contractors for emergency building maintenance repairs authority wide; and

WHEREAS, as the Jay's Home Improvement, LLC. was deemed to be the only and apparent low bidder to perform the services required in accordance with the RFP Scope of Services; and

WHEREAS, on September 2, 2021, the Board of Commissioners did authorize HHA to proceed with the contract after being polled by email based on the information below.

QUOTE SUBMITTED BY	HOURLY RATE
Jay's Home Improvement, LLC.	Carpentry - \$21.00 Roofing - \$23.00 Painting - \$20.00 Pressure Washing & Gutter Cleaning - \$15.00
Corporate Vision, Inc.	Carpentry - \$60.00 Roofing - \$60.00 Painting - \$60.00 Pressure Washing & Gutter Cleaning - \$60.00

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Huntsville Housing Authority that previous approval is hereby ratified, for the Executive Director/CEO/Contracting Officer to enter into a contract with Jay's Home Improvement, LLC.

ADOPTED THIS 20th DAY OF SEPTEMBER, 2021.

Dr. Delmonize Smith, Chairman

SEAL

Attest:

Antonio McGinnis, Secretary

**HUNTSVILLE HOUSING AUTHORITY
REQUEST FOR BOARD ACTION**

**Resolution Approving the Executive Director/CEO/Contracting Officer to
Enter into a Contract for Lawncare at Northwoods**

September 20, 2021

INTRODUCTION

The Huntsville Housing Authority (HHA) requested quotes from qualified, licensed, and insured entities to provide lawn care and landscaping maintenance services for Northwoods.

PURPOSE/OBJECTIVE

The objective is to maintain the outward appearance of Northwoods.

JUSTIFICATION/DESCRIPTION

706 potential vendors were contacted through e-Procurement, and another 63 vendors through HHA's internal vendor list. Advertisements were also placed in *The Huntsville Times*, *The Birmingham News*, *Speaking Out News* and with the North Alabama African American Chamber of Commerce.

Six vendors submitted proposals. The evaluation committee objectively rated both remaining respondents. **Forever Green Lawn Services, LLC.** submitted the apparent lowest quote to perform the services required in accordance with the RFP Scope of Services.

QUOTE SUBMITTED BY	TOTAL MONTHLY RATE
Forever Green Lawn Services, LLC.	\$12,000.00
ABM Lawn Care	\$15,000.00
Turpin Lawn Care	\$15,200.00
4A Services	\$16,000.00
A Better Way General Contracting, LLC.	\$22,680.00
Calhoun's Lawn & Yard Grooming, Inc.	\$46,400.00

ECONOMIC IMPACT

The cost of the landscaping maintenance services contract is \$144,000 annually. The contract is for a period of one year, with four one-year exercisable options, for a maximum contract term of five years.

ATTACHMENTS

None.

RECOMMENDATION

The Executive Director/CEO/Contracting Officer recommends entering into a contract with **Forever Green Lawn Services, LLC.** to provide lawn care and landscaping maintenance services for Northwoods for a maximum term of five years.



Antonio McGinnis
Executive Director/CEO

Date 9/15/21



Teresa Wade-Chase
Director of Finance/CFO

Date 9/15/2021

Huntsville Housing Authority

**RESOLUTION APPROVING THE EXECUTIVE DIRECTOR/CEO/CONTRACTING
OFFICER TO ENTER INTO A CONTRACT TO PROVIDE LAWN CARE SERVICES FOR
NORTHWOODS**

RESOLUTION NO. 2021-34

WHEREAS, Huntsville Housing Authority requested quotes from qualified firms and individuals to provide lawn care and landscape maintenance services for Northwoods; and,

WHEREAS, the following responsive quotes were received:

QUOTE SUBMITTED BY	TOTAL MONTHLY RATE
Forever Green Lawn Services, LLC,	\$12,000.00
ABM Lawn Care	\$15,000.00
Turpin Lawn Care	\$15,200.00
4A Services	\$16,000.00
A Better Way General Contracting, LLC,	\$22,680.00
Calhoun's Lawn & Yard Grooming, Inc.,	\$46,400.00

WHEREAS, **Forever Green Lawn Services, LLC.** submitted the apparent lowest quote to perform the services required in accordance with the RFP Scope of Services.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Huntsville Housing Authority hereby authorizes the Executive Director/CEO/Contracting Officer to enter into contract with **Forever Green Lawn Services, LLC.** for Lawn Care and Landscape Maintenance Services at Northwoods.

Huntsville Housing Authority

ADOPTED THIS 20th DAY OF SEPTEMBER, 2021.

SEAL

Dr. Delmonize Smith, Chairman

Attest:

Antonio McGinnis, Sr., Secretary

HUNTSVILLE HOUSING AUTHORITY

REQUEST FOR BOARD ACTION

Authorizing Quarterly Charge-Offs for the Period Ending September 30, 2021

September 20, 2021

INTRODUCTION

The Huntsville Housing Authority (HHA) has on its books \$44,657.65 owed by former residents who vacated June 1, 2021 through August 31, 2021.

PURPOSE/OBJECTIVE

The purpose of this request is to obtain approval to charge-off \$44,657.65 as collection losses for the quarter ending August 31, 2021.

JUSTIFICATION/DESCRIPTION

This action is necessary to remove uncollectible accounts from HHA's books.

ECONOMIC IMPACT

The economic impact is an expense in the amount of \$44,657.65; however, this amount is subject to partial recovery through the collection process. The breakdown of the charge-offs is as follows:

Rent	\$ 15,400.80
Maintenance Charges	\$ 11,490.85
Court Costs	\$ 3,082.00
Late Charges	\$ 1,204.00
Retroactive Rent	\$ 13,390.00
Bulk Cable	\$ 90.00

ALTERNATIVES

Not Applicable.

ATTACHMENTS

Quarterly Charge-Offs

RECOMMENDATIONS


The Executive Director/CEO recommends that the aforesaid accounts in the amount of \$44,657.65 be charged off as collection losses on the books of Huntsville Housing Authority.



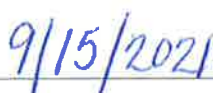
Antonio McGinnis
Executive Director/CEO



Date



Teresa Wade-Chase
Director of Finance



Date

Uncollectible Accounts
For the Quarter Ending September 30, 2021
FYE March 31, 2022

Project	Rent	Maintenance Charges	Court Costs	Late Charges	Retroactive Rent	Returned Check	Utility Charge	Bulk Cable	Gross Balance	Number Accounts
002 Butler Terrace	5,205.00	4,382.50	1,048.00	250.00	840.00	*	*	*	11,725.50	9
004 Butler Terrace Addition	270.00	1,992.10	314.00	25.00	12,550.00	*	*	*	15,151.10	3
006 Northwoods	1,396.00	647.15	72.00	475.00	*	*	*	*	2,590.15	5
008 Johnson Towers	1,178.00	*	*	104.00	*	*	*	72.00	1,354.00	3
010 Searcy Homes	*	*	*	*	*	*	*	*	*	0
011 Todd Towers	176.00	*	*	25.00	*	*	*	18.00	219.00	1
014 L. R. Patton Apartments	4,888.80	3,300.10	1,048.00	125.00	*	*	*	*	9,361.90	6
016 Scattered Sites	17.00	*	*	*	*	*	*	*	17.00	1
019 Stone Manor	1,444.00	164.00	366.00	75.00	*	*	*	*	2,049.00	2
051 Brookside	771.00	*	*	125.00	*	*	*	*	896.00	2
052 Lincoln Park	55.00	1,005.00	234.00	*	*	*	*	*	1,294.00	1
9/30/2021 Quarterly Total	15,400.80	11,490.85	3,082.00	1,204.00	13,390.00	*	*	90.00	44,657.65	33
6/30/2021 Quarterly Total	9,326.00	1,172.00	314.00	450.00	*	*	28.00	18.00	11,308.00	9
9/30/2021 YTD TOTAL	24,726.80	12,662.85	3,396.00	1,654.00	13,390.00	*	28.00	108.00	55,965.65	42
9/30/2020 Total	9,136.00	2,587.05	2,062.00	225.00	336.00	*	*	198.00	14,544.05	26
6/30/2020 Total	10,513.60	718.80	982.00	281.00	4,847.00	*	*	144.00	17,486.40	22
	19,649.60	3,305.85	3,044.00	506.00	5,183.00	*	*	342.00	32,030.45	48

Other Comparative Data

Chg Off 09/01/21 Chg Off 06/30/21

Vacated	Vacated
6/1/2021	4/1/2021
thru	thru
8/31/2021	5/31/2021

Charge Offs	44,657.65	11,308.00
Rent Roll	680,423.00	448,191.00
	6.56%	2.52%

JUNE-AUG	APRIL-MAY	
Collections 2021	13,423.19	19,317.39

09/30/21 YTD Total	09/30/20 YTD Total	09/30/21 Monthly Average	09/30/20 Monthly Average
55,965.65	32,030.45	11,193.13	6,406.09
1,128,614.00	1,176,574.00	225,722.80	235,314.80
4.96%	2.72%	4.96%	2.72%

Huntsville Housing Authority

200 Washington Street

Huntsville, AL 35801

(256) 539-0774

www.hsvha.org

BAF, COCC and PH Combined

Fiscal Year End: 3/31/2022 Report By: Month 7/31/2021 Reporting Type: Income Statement

All Accounts

	ANNUAL		MONTH ENDING AT 7/31/2021		YEAR TO DATE AT 7/31/2021		
	BUDGET	ACTUAL	BUDGET	VARIANCE Favorable (Unfavorable)	ACTUAL	BUDGET	VARIANCE Favorable (Unfavorable)
Revenue							
Tenant Rental Revenue	2,572,944.00	226,205.00	214,412.00	1,793.00	897,718.40	857,648.00	40,070.40
Other Tenant Charges	35,497.00	3,000.00	2,958.11	2,041.89	18,335.00	11,532.44	6,492.56
Operating Subsidy	7,363,086.00	613,098.00	613,390.55	(492.55)	2,544,090.00	2,454,162.20	90,627.80
HLD PHA Operating Grant-CFP	736,392.00	0.00	63,032.71	(63,032.71)	0.00	252,130.84	(252,130.84)
Interest Income	0.00	1,711.11	0.00	1,711.11	7,061.14	0.00	7,061.14
Section 8 Rental Income	12,000.00	1,000.00	1,000.00	0.00	4,000.00	4,000.00	0.00
Management Fees - Public Housing	868,734.00	73,578.80	72,360.34	1,018.46	295,703.10	289,441.36	6,261.74
Bookkeeping Fees - PH & TICV	270,090.00	22,192.80	22,507.50	(315.00)	89,432.50	90,030.00	(60.50)
Asset Management Fees - Public Housing	181,562.00	15,130.00	15,130.00	0.00	60,530.00	60,520.00	0.00
Service Fee Revenue	209,177.00	23,340.83	24,931.42	(1,390.57)	94,798.90	99,725.68	(4,926.78)
Management Fees - Capital Fund	427,360.00	0.00	35,613.34	(35,613.34)	0.00	142,453.36	(142,453.36)
Management Fees - Section 8	242,208.00	19,512.00	20,184.00	(372.00)	79,877.00	80,736.00	(864.00)
Management Fees - 360 Properties	52,666.00	4,169.36	4,388.84	(219.48)	17,006.60	17,555.36	(548.76)
Other Income	203,887.00	63,142.92	16,990.61	46,152.31	780,635.98	67,962.44	712,673.54
Gain On Disposition of Fixed Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Inter-AMP Transfer In	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue	13,285,197.00	1,068,350.54	1,107,099.42	(38,718.88)	4,890,103.62	4,428,397.68	461,705.94
				(43%)			(10%)

BAF, COCC and PH Combined

Fiscal Year End: 3/31/2022 Report By: Month 7/31/2021 Reporting Type: Income Statement

All Accounts

	MONTH ENDING AT 7/31/2021				YEAR TO DATE AT 7/31/2021			
	ANNUAL							
	BUDGET	ACTUAL	BUDGET	VARIANCE Favorable (Unfavorable)	ACTUAL	BUDGET	VARIANCE Favorable (Unfavorable)	
Office Expense	417,933.00	38,256.41	34,827.25	(3,429.16) (10%)	189,341.31	139,309.00	(50,032.31) (35%)	
Legal	100,000.00	4,542.04	8,333.37	5,791.33 45%	39,322.39	33,333.48	(5,988.91) (18%)	
Training and Travel	36,647.00	0.00	3,053.92	3,053.92 100%	13,495.16	12,215.68	(1,279.48) (10%)	
Other Administrative Costs	154,123.00	7,732.07	12,843.79	5,111.72 40%	32,763.62	51,375.16	18,611.52 29%	
Total Administration	4,753,149.00	389,488.58	596,096.53	6,608.17 2%	1,567,963.37	1,584,386.20	22,422.83 1%	
Asset Management Fee	181,360.00	15,130.00	15,130.00	0.00 0%	60,520.00	60,520.00	0.00 0%	
Tenant Services:								
Salaries	109,027.00	7,840.64	9,085.61	1,244.97 14%	22,525.09	36,342.44	13,817.35 38%	
Relocation	0.00	0.00	0.00	0.00 0%	1,300.00	0.00	(1,300.00) (100%)	
Employee Benefits - Tenant Services	75,428.00	5,643.10	6,285.70	642.60 10%	18,151.64	25,142.80	6,991.16 28%	
Other Funding/Travel and Training	28,401.00	827.79	2,366.82	1,539.03 65%	6,421.15	9,467.28	3,046.13 32%	
Total Tenant Services	212,856.00	14,311.53	17,738.13	3,426.60 19%	48,397.89	70,952.52	22,554.63 32%	
Utilities:								
Other Utilities	119,297.00	11,295.13	9,641.46	(1,653.67) (14%)	39,925.43	39,765.84	(159.59) 0%	
Water	415,639.00	30,030.68	34,636.62	4,605.94 13%	121,637.94	138,546.48	16,908.54 12%	
Electric	379,291.00	35,453.13	31,607.62	(3,825.51) (12%)	119,653.11	126,430.48	6,777.37 5%	
Gas	50,983.00	3,160.76	4,248.62	1,087.86 26%	13,719.86	16,994.48	3,274.62 19%	
Sewage	611,821.00	42,612.49	50,985.12	8,372.63 19%	178,513.88	203,940.48	25,426.60 12%	
Total Utilities	1,577,031.00	122,532.19	131,419.41	8,887.25 7%	473,450.22	525,677.76	52,227.54 10%	
Maintenance:								
Labor - Maintenance	1,620,615.00	110,416.11	135,051.29	24,635.18 18%	447,659.64	540,205.16	92,545.52 17%	
Employee Benefits - Maintenance	812,001.00	57,769.71	67,666.80	9,897.09 15%	236,413.28	270,667.20	34,253.92 13%	
Materials	1,118,967.00	100,911.23	93,247.34	(7,663.89) (8%)	293,817.16	372,989.36	79,172.20 21%	
Contract Costs	1,005,969.00	85,102.70	83,830.87	(1,271.83) (2%)	316,905.21	335,323.48	18,418.27 5%	
Total Maintenance	4,557,552.00	354,199.75	379,796.30	25,596.55 7%	1,294,795.29	1,519,183.20	224,387.91 15%	
Protective Services:								
Protective Services Contract Costs	237,986.00	22,137.78	19,832.22	(2,305.56) (12%)	94,662.91	79,328.88	(14,934.03) (19%)	
Total Protective Services	237,986.00	22,137.78	19,832.22	(2,305.56) (12%)	94,662.91	79,328.88	(14,934.03) (19%)	
General Expenses:								
Insurance	1,173,273.00	98,229.76	57,772.89	(456.87) 0%	407,357.15	391,091.55	(16,265.59) (4%)	

8/31/2021 12:05:12PM

By: Desiree Patterson

BAF, COCC and PH Combined

Fiscal Year End: 3/31/2022 Report By: Month 7/31/2021 Reporting Type: Income Statement

All Accounts

ANNUAL

MONTH ENDING AT 7/31/2021

YEAR TO DATE AT 7/31/2021

	BUDGET	ACTUAL	BUDGET	VARIANCE Favorable (Unfavorable)	ACTUAL	BUDGET	VARIANCE Favorable (Unfavorable)
Other General Expenses	380,905.00	21,324.00	31,742.10	10,418.10	85,652.00	126,968.40	41,316.40
Payment In Lieu of Taxes	53,817.00	0.00	4,484.78	4,484.78	0.00	17,939.12	17,939.12
Total General Expenses	1,607,995.00	119,553.76	133,999.77	14,446.01	493,009.15	535,999.08	42,989.93
				11%			8%

Other:							
Collection Loss (Bad Debt Expense)	100,000.00	15,774.32)	8,333.37	14,107.69	(17,989.36)	33,333.48	51,322.84
Extraordinary Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Extraordinary Items	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Casualty Loss	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Interest Mort or Bonds Payable	0.00	0.00	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	0.00	0.00
COCC Transfer to Section 8	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Inter AMP Transfer Out	0.00	0.00	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	0.00	0.00
Total Other	100,000.00	(15,774.32)	8,333.37	14,107.69	(17,989.36)	33,333.48	51,322.84
Total Expenses	13,228,129.00	1,031,579.07	1,102,345.78	70,766.71	4,008,409.47	4,409,383.12	400,973.65
Net Income/Loss	57,062.00	36,801.47	4,753.64	32,047.83	881,694.15	19,014.56	862,679.59
				674%			4,537%

End of Report

Explanations of Variances for July 31, 2021

- (1) Total Tenant Services – The allocation of resident services personnel to grant funded positions resulted in a favorable variance for this reporting period.
- (2) Total Maintenance – The favorable decrease is due to the fluctuation of maintenance materials that occurs through the year.
- (3) Total Protective Services – The unfavorable increase to Protective services is due to extending the Security contract at Central Office. The use of Security ended on 07/29/21.
- (4) 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: September 20, 2021

HHA Staff Representative: Paula Bingham, Director of Assisted Housing

Department: Assisted Housing

Board of Commissioners' Meeting (Date): September 20, 2021, at 12:00 p.m.

Board Agenda Item(s):

1. Act on a Resolution Approving Revisions to the Administrative Plan for the Housing Choice Voucher Program.
2. Act on a Resolution Awarding 80 Project-based Vouchers to Elmington Capital Group for A Proposed Apartment Community.

Date/Time/Place of Board of Commissioners' Committee Meeting: n/a

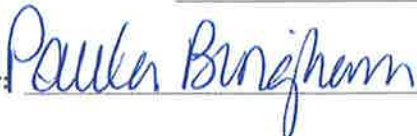
Approved by: , 9/15/21
Antonio McGinnis, Sr. Date
Interim Executive Director/CEO/Contracting Officer

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 Delmonize Smith, Ph.D. Date: 09/20/21

HHA Board Committee Member: Vice-Chairman James Bolte Date: 09/20/21

HHA Staff Member:  Date: 09/15/2021

HUNTSVILLE HOUSING AUTHORITY

REQUEST FOR BOARD ACTION

Approval of Revisions to the Administrative Plan for the Housing Choice Voucher Program

September 20, 2021

INTRODUCTION

Act on a Resolution Approving Revisions to the Administrative Plan for the Housing Choice Voucher (HCV) Program, specifically relating to the Emergency Housing Voucher (EHV) program and the HCV Homeownership program.

PURPOSE/OBJECTIVE

The purpose of this request is to revise the Administrative Plan for the HCV Program to include local policies and procedures. Utilizing the Nan McKay recommended language, Huntsville Housing Authority (HHA) must revise the current policies in order to maintain continuous compliance as mandated by HUD.

JUSTIFICATION/DESCRIPTION

HHA is required to adopt an Administrative Plan for the Housing Choice Voucher Program for staff to follow in determining eligibility for admission and continued participation in the program. This plan must be revised as needed for compliance. The proposed revisions are follows:

Chapter 6

INCOME AND SUBSIDY DETERMINATIONS

PART III: CALCULATING FAMILY SHARE AND PHA SUBSIDY

6-III.A. OVERVIEW OF RENT AND SUBSIDY CALCULATIONS

Minimum Rent [24 CFR 5.630]

HHA Policy

The minimum rent for this locality is \$50. However, HHA has waived the minimum rent requirement for the following programs targeting homeless populations:

Veterans Affairs Supportive Housing (HUD-VASH) Program

Shelter Plus Care (SPC)

Emergency Housing Voucher (HCV) Program

Chapter 15
SPECIAL HOUSING TYPES
PART VII: HOMEOWNERSHIP
15-VII.B. FAMILY ELIGIBILITY [24 CFR 982.627]

The family must meet all of the requirements listed below before the commencement of homeownership assistance. The PHA may also establish additional initial requirements as long as they are described in the PHA administrative plan.

HHA Policy

- The family must be a current Family Self-Sufficiency (FSS) program participant or an FSS program graduate.

ECONOMIC IMPACT

The economic impact for waiving the minimum rent requirement for the EHV program could result in a maximum additional monthly HAP expense of \$5,500 with all vouchers utilized.

ALTERNATIVES

None

ATTACHMENTS

None

RECOMMENDATION

The Executive Director/CEO recommends the approval of the revision to the Administrative Plan for the Housing Choice Voucher Program.



Antonio McGinnis, Sr.
Executive Director/CEO



Paula Bingham
Director of Assisted Housing

Date: 9/15/21

Date: 09/15/2021

Huntsville Housing Authority

**RESOLUTION APPROVING REVISIONS TO THE
ADMINISTRATIVE PLAN FOR THE
HOUSING CHOICE VOUCHER PROGRAM**

RESOLUTION NO. 2021-36

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.

ADOPTED THIS 20th DAY OF SEPTEMBER 2021

SEAL

Delmonize Smith, Ph.D., Chairman

Attest:

Antonio McGinnis, Sr., Secretary

HUNTSVILLE HOUSING AUTHORITY

REQUEST FOR BOARD ACTION

Resolution Awarding 80 Project-Based Vouchers to Elmington Capital Group For a Proposed Apartment Community

September 20, 2021

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 Dry Creek, a proposed 80-unit affordable housing community located at the northwest corner of Highway 53 and Burwell Road, Harvest, AL 35749. The purpose of this resolution is to award 80 PBVs to Elmington Capital Group for this proposed development.

JUSTIFICATION/DESCRIPTION

HHA issued a solicitation (RFP 2017-26) for project-based vouchers located within HHA's jurisdiction. Elmington Capital Group submitted a proposal for 80 vouchers for a proposed new apartment community. At this time, the RFP review committee recommends awarding 80 project-based vouchers to Elmington Capital Group for Dry Creek, and appreciates the construction of new, affordable housing in our jurisdiction.

RFP NO. 2017-16 Project-Based Voucher Program

Dry Creek Development		
Evaluation Criteria	Possible Points	Awarded Points
Property Rating	22	15
Development Rating	35	29
Unit Rating	28	23
Case Management Services	15	7
Section 3 Preference	0	0
TOTAL	100	74

ECONOMIC IMPACT

An award of project-based vouchers will not have an economic impact on HHA, since it will not increase the number of vouchers allocated to HHA.

RECOMMENDATION

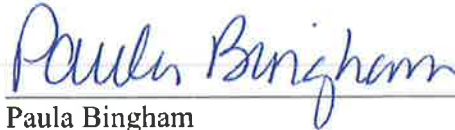
The Executive Director/CEO/Contracting Officer recommends the Board award 80 PBV units to Elmington Capital Group for Dry Creek, a proposed 80-unit apartment community, and authorizes the Executive Director/CEO/Contracting Officer to enter into an AHAP contract and, once construction is complete, enter into the official Housing Assistance Payments (HAP) contract with Elmington Capital Group.



Antonio L. McGinnis Sr.
Executive Director/CEO



Date



Paula Bingham
Director of Assisted Housing



Date

ACTION TAKEN: _____

HUNTSVILLE HOUSING AUTHORITY

RESOLUTION AWARDING 80 PROJECT-BASED VOUCHERS TO ELMINGTON CAPITAL GROUP FOR A PROPOSED APARTMENT COMMUNITY

RESOLUTION NO. 2021-37

WHEREAS, Huntsville Housing Authority (HHA) issued a solicitation (RFP 2017-26) for project-based vouchers (PBV) located within HHA's jurisdiction; and

WHEREAS, Elmington Capital Group submitted a proposal for Dry Creek which was rated based on the evaluation criteria in the RFP and received a score of 74; and

RFP NO. 2017-16 Project-Based Assistance Voucher Program

Dry Creek Development		
Evaluation Criteria	Possible Points	Awarded Points
Property Rating	22	15
Development Rating	35	29
Unit Rating	28	23
Case Management Services	15	7
Section 3 Preference	0	0
TOTAL	100	74

WHEREAS, project-based vouchers are a component of a public housing agency's 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 35 PBVs.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Huntsville Housing Authority, hereby approves the award of 80 project-based vouchers to Elmington Capital Group for Dry Creek; and further resolves that the Board authorizes the Executive Director/CEO to enter into an AHAP contract with Elmington Capital Group, and when construction is complete, enter into a Housing Assistance Payments (HAP) contract for the 80 units.

ADOPTED THIS 20th day of September, 2021

Delmonize Smith, Ph.D., Chairman

SEAL

Attest:

Antonio L. McGinnis Sr., Secretary