



# Huntsville Housing Authority

## BOARD PACK

for

### June Board Meeting

Monday, June 16, 2025

12:00 PM (CDT)

Held at:

Default Location

200 Washington Street Northeast, Huntsville, AL, USA

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# AGENDA

## JUNE BOARD MEETING



<b>Name:</b>	Huntsville Housing Authority
<b>Date:</b>	Monday, June 16, 2025
<b>Time:</b>	12:00 PM to 1:00 PM (CDT)
<b>Location:</b>	Default Location, 200 Washington Street Northeast, Huntsville, AL, USA
<b>Board Members:</b>	Leon Fountain (Chair), Chanda Crutcher, Larry Lowe, Shaquila Willie, Willie Williams
<b>Attendees:</b>	CEO Antonio McGinnis, Ashley Jones, Brittany Spencer, Carmisia Danson, Carol Jones, Gene Leonard, Jacqueline Egbujo, Neil Andrew, Teresa Wade-Chase, Terica Pope, Turkessa Coleman-Lacey

### 1. Preliminary June Board Meeting

#### 1.1 June Board Agenda

Supporting Documents:

1.1.a	June 2025 - Agenda.doc	6
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#### 1.2 CALL TO ORDER

#### 1.3 ROLL CALL

#### 1.4 Confirm Minutes

Leon Fountain

Supporting Documents:

1.4.a	Minutes : April Board Meeting - 28 Apr 2025	8
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#### 1.5 OLD BUSINESS

No old business.

#### 1.6 NEW BUSINESS

### 2. Assisted Housing

#### 2.1 Agenda Item # 1

Carmisia Danson

Act on a Resolution Authorizing the Certification and Submission of 3/31/2025 SEMAP Indicator Scores.

Supporting Documents:

2.1.a	Assisted Housing - Control Document.docx	12
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Supporting Documents:

2.1.b	RBA - SEMAP 2025.doc	13
2.1.c	Assisted Housing doc.pdf	15
2.1.d	Resolution for SEMAP 2025 (1).doc	31

### 3. Development

#### 3.1 Agenda Item # 2

Turkessa Coleman-Lacey

Act on a Resolution Authorizing the Executive Director/CEO/Contracting Officer to Enter into a Contract with the Nelrod Company to Conduct Physical Needs Assessments (PNAs) for all Developments.

Supporting Documents:

3.1.a	PNA Control Document.docx	32
3.1.b	RBA-PNA.doc	33
3.1.c	Resolution-PNA.doc	34

### 4. Financial Services

#### 4.1 Agenda Item # 3

Teresa Wade-Chase

Act on a Resolution Approving Quarterly Charge-offs for the Period Ending June 30, 2025.

Supporting Documents:

4.1.a	A- June 2025 Control Doc Finance with Action Items.docx	35
4.1.b	B-1 June Request Board Action on Charge Offs.doc	36
4.1.c	3852_001.pdf	38
4.1.d	B-3 2025-14 Resolution for Charge-Offs- June 2025.doc	39

#### 4.2 Agenda Item # 4

Teresa Wade-Chase

Presentation of Cumulative Low-Income Housing Finance Report for Period Ended April 30, 2025.

Supporting Documents:

4.2.a	C-1 April 2025-Presented June 2025 Board Meeting.pdf	40
4.2.b	C-2 April 2025Board Explanations for June 2025 Presentation.docx	42

### 5. Human Resources

#### 5.1 Agenda Item # 5

Carol Jones

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

Supporting Documents:

5.1.a	HUMAN RESOURCES - Control Document.docx	43
5.1.b	RFBA -Temp Employment Agency Services - 06-16-2025 (1).doc	44
5.1.c	Resolution No. 2025-02 - Temporary Help.doc	47

6. Executive Director/CEO Comments

**6.1 EXECUTIVE DIRECTOR**

**6.2 PUBLIC COMMENTS**

**6.3 COMMISSIONER COMMENTS**

7. ADJOURNMENT

**7.1 Close the meeting**

**Next meeting:** No date for the next meeting has been set.



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

REGULAR  
BOARD MEETING  
of the  
HUNTSVILLE HOUSING AUTHORITY  
June 16, 2025  
12:00 P.M.

**Leon D. Fountain**  
Chairman

**Larry Lowe**  
Vice Chairman

**Chanda Crutcher**  
Commissioner

**Shaquila Willie**  
Commissioner

**Willie Williams**  
Commissioner

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

**REGULAR MEETING**

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES: April 28, 2025

OLD BUSINESS:

NEW BUSINESS

**Assisted Housing**

1. Act on a Resolution Authorizing the Certification and Submission of 3/31/2025 SEMAP Indicator Scores.

**Development**

2. Act on a Resolution Authorizing the Executive Director/CEO/Contracting Officer to Enter into a Contract with the Nelrod Company to Conduct Physical Needs Assessments (PNAs) for all Developments.

**Finance**

3. Act on a Resolution Approving Quarterly Charge-offs for the Period Ending June 30, 2025.
4. Presentation of Cumulative Low-Income Housing Finance Report for Period Ended April 30, 2025.

**Human Resources**

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



EXECUTIVE DIRECTOR/CEO COMMENTS

PUBLIC COMMENTS

COMMISSIONER COMMENTS

ADJOURNMENT



# MINUTES (in Review)

## APRIL BOARD MEETING



<b>Name:</b>	Huntsville Housing Authority
<b>Date:</b>	Monday, April 28, 2025
<b>Time:</b>	12:00 PM to 1:00 PM (CDT)
<b>Location:</b>	Default Location, 200 Washington Street Northeast, Huntsville, AL, USA
<b>Board Members:</b>	Leon Fountain (Chair), Larry Lowe, Shaquila Willie, Chanda Crutcher, Willie Williams
<b>Attendees:</b>	CEO Antonio McGinnis, Ashley Jones, Brittany Spencer, Carmisia Danson, Carol Jones, Gene Leonard, Jacqueline Egbujo, Neil Andrew, Teresa Wade-Chase, Terica Pope, Turkessa Coleman-Lacey

### 1. Preliminary April Board Meeting

#### 1.1 April Board Agenda

#### 1.2 CALL TO ORDER

#### 1.3 ROLL CALL

Chairman Fountain called the roll of the Board of Commissioners, and the following commissioners were present:

Leon D. Fountain - Present

Larry Lowe - Present

Shaquila Willie - Present

Chanda Crutcher - Present

Willie Williams - Present

Mr. McGinnis, Executive Director/CEO, Ashley Jones, Attorney, and several members of the HHA Staff were also present.

#### 1.4 Confirm Minutes

**March Board Meeting Mar 17, 2025**, the minutes were confirmed as presented.



#### Confirm Minutes

Approval of March 17, 2025, minutes had been transcribed and circulated before the meeting. (A copy of which is attached hereto). Chairman Fountain asked if there were any corrections, additions, changes, or deletions; there were none.

Commissioner Crutcher moved the motion to approve the March 17, 2025, Huntsville Board of Commissioners' Meeting minutes. Commissioner Willie seconded the motion, and the minutes were approved by a unanimous voice vote.

**Decision Date:** Apr 28, 2025



**Mover:** Chanda Crutcher  
**Second:** Shaquila Willie  
**Outcome:** Approved

## 1.5 OLD BUSINESS

## 1.6 NEW BUSINESS

## 2. Financial Services

### 2.1 Agenda Item # 1



#### Agenda Item # 1

Mrs. Teresa Wade-Chase, Director of Finance/CFO, presented a Resolution to Update the Huntsville Housing Authority's Disposition Policy. Resolution 2025-07 was discussed. Various questions were asked by the Board of Commissioners. Mrs. Teresa Wade-Chase responded to questions and also provided informational specifics.

Commissioner Crutcher moved the motion to approve Resolution 2025-07. Commissioner Williams seconded the motion, and the resolution was approved.

**Decision Date:** Apr 28, 2025  
**Mover:** Chanda Crutcher  
**Second:** Willie Williams  
**Outcome:** Approved

### 2.2 Agenda Item # 2



#### Agenda Item # 2

Mrs. Teresa Wade-Chase, Director of Finance/CFO, presented a Resolution to Update the Huntsville Housing Authority's Procurement Policy. Resolution 2025-08 was discussed. Various questions were asked by the Board of Commissioners. Mrs. Teresa Wade-Chase responded to questions and also provided informational specifics.

Commissioner Williams moved the motion to approve Resolution 2025-08. Commissioner Willie seconded the motion, and the resolution was approved.

**Decision Date:** Apr 28, 2025  
**Mover:** Willie Williams  
**Second:** Shaquila Willie  
**Outcome:** Approved

### 2.3 Agenda Item # 3



#### Agenda Item # 3

Mrs. Teresa Wade-Chase, Director of Finance/CFO, presented a Resolution Authorizing Quarterly Charge-offs for Period Ending March 31, 2025. Resolution 2025-09 was discussed. Various questions were asked by the Board of Commissioners. Mrs. Teresa Wade-Chase responded to questions and also provided informational specifics.

Commissioner Crutcher moved the motion to approve Resolution 2025-09. Vice Chairman Lowe seconded the motion, and the resolution was approved.

**Decision Date:** Apr 28, 2025

**Mover:** Chanda Crutcher  
**Seconded:** Larry Lowe  
**Outcome:** Approved

## 2.4 Agenda Item # 4

A report was given By Mrs. Teresa Wade Chase, Director of Finance/CFO, on the Cumulative Low-Income Housing Finance Report for the Period Ended February 28, 2025.

## 3. Public Housing Operations

### 3.1 Agenda Item # 5



#### Agenda Item # 5

Mrs. Terica Pope, Director of Public Housing Operations, presented a Resolution Approving the Executive Director/CEO/Contracting Officer to Enter into a Contract to Modernize the Elevators at Todd Towers. Resolution 2025-10 was discussed. Various questions were asked by the Board of Commissioners. Mrs. Terica Pope responded to questions and also provided informational specifics.

Commissioner Crutcher moved the motion to approve Resolution 2025-10. Commissioner Williams seconded the motion, and the resolution was approved.

**Decision Date:** Apr 28, 2025  
**Mover:** Chanda Crutcher  
**Seconded:** Willie Williams  
**Outcome:** Approved

## 4. Development

### 4.1 Agenda Item # 6



#### Mrs. Teresa Wade-Chase, Director of Finance/CFO, presented a Reso...

Mrs. Teresa Wade-Chase, Director of Finance/CFO, presented a Resolution Authorizing the Granting of Easements for Pedestrian Access and Redevelopment Corridor (PARC) Project #RAISE-NAE-4533. Resolution 2025-11 was discussed. Various questions were asked by the Board of Commissioners. Mrs. Teresa Wade-Chase responded to questions and also provided informational specifics.

Commissioner Crutcher moved the motion to approve Resolution 2025-11. Commissioner Willie seconded the motion, and the resolution was approved.

**Decision Date:** Apr 28, 2025  
**Mover:** Chanda Crutcher  
**Seconded:** Shaquilla Willie  
**Outcome:** Approved

## 5. Executive Director/CEO Comments

### 5.1 EXECUTIVE DIRECTOR

Executive Director Comments:

Executive Director McGinnis provided a brief update on a recent meeting held with key community partners regarding the proposed EnVision Center location in the Northwoods community. He emphasized the importance of this initiative and the significant potential it holds to deliver impactful, centralized resources to residents through a one-stop-shop service model.

Mr. McGinnis also highlighted the upcoming Summer Youth Employment Program, which is poised to make a meaningful difference in the lives of local youth. This initiative will serve teens and young adults between the ages of 16 and 24, offering valuable work experience, skill development, and exposure to career pathways. As of now, at least 40 participants are prepared to begin the program, reflecting strong community interest and engagement.

## 5.2 PUBLIC COMMENTS

## 5.3 COMMISSIONER COMMENTS

Commissioner Comments:

Chairman Fountain - no comments.

Vice-Chairman Lowe - no comments.

Commissioner Crutcher - no comments.

Commissioner Williams - no comments.

Commissioner Willie - no comments.

## 6. ADJOURNMENT

### 6.1 Close the meeting

**Next meeting:** No date for the next meeting has been set.

Signature: \_\_\_\_\_

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

# HUNTSVILLE HOUSING AUTHORITY

## Board of Commissioners' Meeting Agenda Item Control Document

**Date:** June 16, 2025

**HHA Staff Representative:** Carmisia Woods-Danson, Director of Assisted Housing

**Department:** Assisted Housing

**Board of Commissioners' Meeting (Date):** June 16, 2025 at 12:00 p.m.

**Board Agenda Item(s):**

1. Act on a Resolution Authorizing the Certification and Submission of 3/31/2025 SEMAP Indicator Scores.

**Approved by:** Antonio McGinnis / 6/16/2025  
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:** Leon D. Fountain, Chairman Date: 06/16/2025

**HHA Board Committee Member:** Larry Lowe, Vice Chairman Date: 06/16/2025

**HHA Staff Member:** Carmisia Woods-Danson Date: 06/16/2025

**Huntsville Housing Authority**  
**REQUEST FOR BOARD ACTION**

**Act on a Resolution Authorizing the Certification and Submission of 3/31/2025  
 SEMAP Indicator Scores**

**June 16, 2025**

**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 135 points out of a possible 145 points for all indicators. HHA's SEMAP score estimate for fiscal year 2025 will be 93%. Therefore, HHA will continue its status as 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 his designee to certify and submit the SEMAP Indicator Report certifying to a score of 93 % for the fiscal year ended 3/31/2025.

*Antonio McGinnis*

---

Antonio McGinnis  
Executive Director/CEO

6/16/2025

---

Date

*Carmisia Woods-Danson*

---

Carmisia Woods-Danson  
Director of Assisted Housing

6/16/2025

---

Date

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


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Teresa Wade  
(MPW088)

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Field Office: **4CPH BIRMINGHAM HUB OFFICE**

Housing Agency: **AL047 HUNTSVILLE**

PHA Fiscal Year End: **3/31/2025**

OMB Approval No. 2577-0215

## 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 admissions 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): 15

**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**

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Teresa Wade  
(404) 700-0000  
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4CPH BIRMINGHAM HUB OFFICE

Housing Agency:

AL047 HUNTSVILLE

PHA Fiscal Year End:

3/31/2025

SEMAP

## SEMAP CERTIFICATION (Page 2)

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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 35749

FMR 2 of 13



Enter current FMRs and payment standards (PS)

0-BR FMR 1040

1-BR FMR 1200

2-BR FMR 1400

3-BR FMR 1800

4-BR FMR 2200

PS 1071

PS 1236

PS 1442

PS 1854

PS 2266

Save

Add

Delete

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.

Teresa Wolfe  
(MPW030)

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AL047 HUNTSVILLE

PHA Fiscal Year End:

3/31/2025

SEMAP

## SEMAP CERTIFICATION (Page 2)

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## 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 35824

FMR 13 of 13



Enter current FMRs and payment standards (PS)

0-BR FMR 1020	1-BR FMR 1180	2-BR FMR 1370	3-BR FMR 1770	4-BR FMR 2160 <sup>+</sup>
PS 1051	PS 1215	PS 1411	PS 1823	PS 2225

Save

Add

Delete

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.

Teresa Wade  
(NPWCCO)  
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PHA Fiscal Year End:

3/31/2025

SEMAP

## SEMAP CERTIFICATION (Page 2)

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## 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 35806

FMR 12 of 13



Enter current FMRs and payment standards (PS)

0-BR FMR 1090

1-BR FMR 1250

2-BR FMR 1460

3-BR FMR 1880

4-BR FMR 2300

PS 1123

PS 1288

PS 1504

PS 1936

PS 2239

Save

Add

Delete

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.

[Get Help](#)[Logoff / Return to Secure Systems](#)Teresa Wade  
(APIC/800)

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Housing Agency:

AL047 HUNTSVILLE

PHA Fiscal Year End:

3/31/2025

SEMAP

## SEMAP CERTIFICATION (Page 2)

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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 35803

FMR 11 of 13



Enter current FMRs and payment standards (PS)

0-BR FMR	1000	1-BR FMR	1150	2-BR FMR	1340	3-BR FMR	1730	4-BR FMR	2110
PS	1030	PS	1185	PS	1380	PS	1782	PS	2070




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.

Veronica Ward  
(MPH000)

PIC Main

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Field Office:

4CPH BIRMINGHAM HUB OFFICE

Housing Agency:

AL047 HUNTSVILLE

PHA Fiscal Year End:

3/31/2025

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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 35802

FMR 10 of 13



Enter current FMRs and payment standards (PS)

0-BR FMR 930

1-BR FMR 1070

2-BR FMR 1250

3-BR FMR 1610

4-BR FMR 1970

PS 958

PS 1102

PS 1288

PS 1658

PS 2029

Save

Add

Delete

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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Terence Wade

(11/10/2023)

**PIC Main**

Field Office:

**4CPH BIRMINGHAM HUB OFFICE**

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**AL047 HUNTSVILLE**

PHA Fiscal Year End:

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Performance Indicators

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

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**PHA Response** ☒ **Yes** ☐ **No**

FMR Area Name 35801

FMR 9 of 13



Enter current FMRs and payment standards (PS)

0-BR FMR 1020

1-BR FMR 1180

2-BR FMR 1370

3-BR FMR 1770

4-BR FMR 2160

PS 1051

PS 1215

PS 1411

PS 1823

PS 2225

Save

Add

Delete

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.

[Get Help](#)[Logoff / Return to](#)Terrace Wade  
(202) 708-0863

PIC Main

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4CPH BIRMINGHAM HUB OFFICE

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## 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 35773

FMR 8 of 13



Enter current FMRs and payment standards (PS)

0-BR FMR	900	1-BR FMR	1040	2-BR FMR	1210	3-BR FMR	1560	4-BR FMR	1900
PS	927	PS	1071	PS	1246	PS	1607	PS	1957

Save

Add

Delete

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.





Teresa Wade

(917) 300-1111

PIC Main

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Performance Indicators

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

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**PHA Response**☒ Yes ☐ No

FMR Area Name: 35763

FMR 7 of 13



Enter current FMRs and payment standards (PS)

0-BR FMR 1390

1-BR FMR 1610

2-BR FMR 1870

3-BR FMR 2410

4-BR FMR 2940

PS 1432

PS 1658

PS 1926

PS 2482

PS 3028

Save

Add

Delete

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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Teresa Wanda  
(BPM 103)**PIC Main**

Field Office:

**4CPH BIRMINGHAM HUB OFFICE**

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**AL047 HUNTSVILLE**

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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 35759

FMR 6 of 13



Enter current FMRs and payment standards (PS)

0-BR FMR 1180

1-BR FMR 1400

2-BR FMR 1630

3-BR FMR 2120

4-BR FMR 2530

PS 1213

PS 1442

PS 1679

PS 2184

PS 2606

**Save****Add****Delete**

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.



Teresa Wade

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

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**PHA Response** ☒ Yes ☐ No

FMR Area Name 35758

FMR 5 of 13



Enter current FMRs and payment standards (PS)

0-BR FMR 1100	1-BR FMR 1270	2-BR FMR 1480	3-BR FMR 1910	4-BR FMR 2330
---------------	---------------	---------------	---------------	---------------

PS 1133	PS 1308	PS 1524	PS 1963	PS 2400
---------	---------	---------	---------	---------




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 Fiscal Year End:	3/31/2025				

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## 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 13



Enter current FMRs and payment standards (PS)

0-BR FMR 1270	1-BR FMR 1470	2-BR FMR 1710	3-BR FMR 2200	4-BR FMR 2690
---------------	---------------	---------------	---------------	---------------

PS 1308	PS 1514	PS 1761	PS 2260	PS 2771
---------	---------	---------	---------	---------




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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Teresa Wade  
(601) 357-1111

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4CPH BIRMINGHAM HUB OFFICE

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AL047 HUNTSVILLE

PHA Fiscal Year End:

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Performance Indicators

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

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**PHA Response** ☒ Yes ☐ No

FMR Area Name 35756

FMR 3 of 13



Enter current FMRs and payment standards (PS)

0-BR FMR 1390	1-BR FMR 1610	2-BR FMR 1870	3-BR FMR 2410	4-BR FMR 2940
PS 1432	PS 1658	PS 1926	PS 2482	PS 3028




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.

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

89

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)**

223

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 atleast 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](#)

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**Huntsville Housing Authority**

**Act on a Resolution Authorizing the Certification and Submission of 3/31/2025  
SEMAP Indicator Scores**

**RESOLUTION NO. 2025-12**

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 93 % 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 his designee to certify the estimated score of 93% to HUD.

ADOPTED THIS 16<sup>th</sup> DAY OF JUNE 2025

SEAL

\_\_\_\_\_  
Leon Fountain, Chairman

Attest:

\_\_\_\_\_  
Antonia McGinnis, CEO

# HUNTSVILLE HOUSING AUTHORITY

## Board of Commissioners' Meeting Agenda Item Control Document

**Date:** June 16, 2025

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

**Department:** Development

**Board of Commissioners' Meeting (Date):** June 16, 2025 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 Contract with the Nelrod Company to Conduct Physical Needs Assessments (PNAs) for all Developments.

**Approved by:** Antonio McGinnis / 6/16/2025  
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:** Leon D. Fountain, Chairman Date: 06/16/2025

**HHA Board Committee Member:** Larry Lowe, Vice Chairman Date: 06/16/2025

**HHA Staff Member:** Turkessa Coleman Lacey Date: 06/16/2025



**HUNTSVILLE HOUSING AUTHORITY (HHA)  
REQUEST FOR BOARD ACTION**

**ACT ON A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR/CEO/CONTRACTING OFFICER TO  
ENTER INTO A CONTRACT WITH THE NELROD COMPANY TO CONDUCT PHYSICAL NEEDS ASSESSMENTS  
(PNAS) FOR ALL DEVELOPMENTS**

**RESOLUTION NO. 2025 - 13**

**INTRODUCTION**

In July 2011, the U.S. Department of Housing and Urban Development (HUD) proposed a rule mandating that all Public Housing Agencies (PHAs), conduct comprehensive Physical Needs Assessments (PNAs) every five years.

**PURPOSE/OBJECTIVE**

Establish a standardized methodology for evaluating public housing properties by assessing modernization and life-cycle replacement requirements over a 20-year timeframe, while also conducting energy audits in collaboration with PNAs and incorporating the findings into the evaluations.

**JUSTIFICATION/DESCRIPTION**

HHA has conducted a thorough due diligence process in its procurement activities to ensure the selection of the most cost-effective solutions. This was accomplished by soliciting Request for Proposals (RFPs) from qualified contractors in accordance with RFP No. 2025-01.

**ECONOMIC IMPACT**

The total contract amount is \$62,999.00, subject to any unforeseen necessary adjustments to the scope of work. Funding will be provided through the HHA 2024-2028 Capital Fund Program (CFP).

**ALTERNATIVES**

None

**ATTACHMENTS**

None

**RECOMMENDATION**

The Executive Director/CEO/Contracting Officer recommends approval of the contract with The Nelrod Company to conduct PNAs.

*Antonio McGinnis*

*Turkessa Coleman-Lacey*

---

Antonio McGinnis, Sr.  
Executive Director/CEO

---

Turkessa Coleman Lacey  
Deputy Executive Director

Date: 6/16/2025

Date: 6/16/2025

**HUNTSVILLE HOUSING AUTHORITY (HHA)**  
**ACT ON A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR/CEO/CONTRACTING OFFICER TO**  
**ENTER INTO A CONTRACT WITH THE NELROD COMPANY TO CONDUCT PHYSICAL NEEDS ASSESSMENTS**  
**(PNAS) FOR ALL DEVELOPMENTS**

**RESOLUTION NO. 2025 - 13**

**WHEREAS**, In July 2011, the U.S. Department of Housing and Urban Development (HUD) proposed a rule mandating that all Public Housing Agencies (PHAs), conduct comprehensive Physical Needs Assessments (PNAs) every five years; and

**WHEREAS**, HHA has exercised due diligence in its procurement process to arrive at the most cost-effective price by obtaining pricing from vendors under RFP No. 2025-01; and,

**WHEREAS**, The Nelrod Company was deemed to be the responsive bidder in accordance with the requested specifications, as well as pricing.

<b>Request for Proposal Physical Needs Assessment (PNA)</b>			
Evaluation Criteria	Possible Points	The Nelrod Company	Bureau Veritas Technical Assessments, LLC
The Proposed Cost submitted by the proposer/Technical Specifications	20	20	18
Firm Experience. Evidence of the Firm's ability to perform a Comprehensive Physical Needs Assessment for the Housing Authority	40	40	37
Capacity. Evidence of the proposers CAPABILITY to provide professional services in a timely manner	20	20	19
Detailed Proposal. Include in your proposal any pertinent information about your firm that will help us to determine how well you will match up with the Huntsville Housing Authority's expectation of a PNA	10	9	8
The overall quality and professional appearance of the proposal submitted, based upon the opinion of the evaluators	10	9	9
<b>TOTAL</b>	<b>100</b>	<b>98</b>	<b>91</b>

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of Commissioners of the Huntsville Housing Authority, that the Executive Director/CEO/ Contracting Officer is hereby authorized to enter into a contract with The Nelrod Company to conduct PNAs.

**ADOPTED THIS 16<sup>TH</sup> DAY OF JUNE, 2025**

\_\_\_\_\_  
Leon D. Fountain, Chairman

SEAL

Attest:

\_\_\_\_\_  
Antonio McGinnis, Executive Director/CEO/Contracting Officer

**HUNTSVILLE HOUSING AUTHORITY****Board of Commissioners' Meeting  
Agenda Item  
Control Document****Date:** June 16, 2025**HHA Staff Representative:** Teresa Wade-Chase, Director of Finance/CFO**Department:** Financial Services**Board of Commissioners' Meeting (Date):** June 16, 2025 at 12:00 p.m.**Board Agenda Item(s):**

1. Act on a Resolution Approving Quarterly Charge-offs for the Period Ending June 30, 2025.
2. Presentation of Cumulative Low-Income Housing Finance Report for Period Ended April 30, 2025.

**Approved by:** Antonio McGinnis / 6/16/2025  
 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:** Leon D Fountain, Chairman Date: 06/16/2025

**HHA Board Committee Member:** Larry Lowe, Vice Chairman Date: 06/16/2025

**HHA Staff Member:** Teresa Wade-Chase Date: 06/16/2025

## **HUNTSVILLE HOUSING AUTHORITY**

### **REQUEST FOR BOARD ACTION**

#### **Act on a Resolution Approving Quarterly Charge-offs for the Period Ending June 30, 2025**

**June 16, 2025**

#### **INTRODUCTION**

The Huntsville Housing Authority (HHA) has on its books \$18,252.96 owed by former residents who vacated April 1, 2025 through May 31, 2025.

#### **PURPOSE/OBJECTIVE**

The purpose of this request is to obtain approval to charge-off twenty former residents accounts that total \$18,252.96 as collection losses for the quarter ending June 30, 2025. The sixteen vacated former resident accounts consist of one account prior to eviction for non-payment of rent, six accounts for non-payment of rent, two accounts for non-payment of maintenance charges, four abandon units, one nursing home placement, and two deceased residents. The four evicted accounts consist of three accounts for non-payment of rent and one account for non-payment of rent and retro rent.

#### **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 \$18,252.96; however, this amount is subject to partial recovery through the collection process. The breakdown of the charge-offs is as follows:

Rent	\$ 8,882.00
Maintenance Charges	\$ 888.96
Court Cost	\$ 603.00
Late Charges	\$ 725.00
Retroactive Rent	\$ 7,154.00
Utility Charge	\$ 0.00
Bulk Cable	\$ 0.00

## ALTERNATIVES

Not Applicable.

## ATTACHMENTS

Quarterly Charge-Offs

## RECOMMENDATION

The Executive Director/CEO recommends that the aforesaid accounts in the amount of \$18,252.96 be charged off as collection losses on the books of Huntsville Housing Authority.

*Antonio McGinnis*

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

6/16/2025

\_\_\_\_\_  
Date

*Teresa Wade-Chase*

\_\_\_\_\_  
Teresa Wade-Chase  
Director of Finance/CFO

6/16/2025

\_\_\_\_\_  
Date

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

**Uncollectible Accounts**  
**For the Quarter Ending June 30, 2025**  
**FYE Dec 31, 2025**

Project	Rent	Maintenance Charges	Court Costs	Late Charges	Retroactive Rent	Returned Check	Utility Charge/Sec Dep	Bulk Cable	Gross Balance	Number Accounts
002 Butler Terrace	713.00	-	-	50.00	-	-	-	-	763.00	1
006 Northwoods	2,557.50	445.10	314.00	275.00	7,154.00	-	-	-	10,745.60	7
008 Johnson Towers	371.00	-	-	25.00	-	-	-	-	396.00	1
010 Searcy Homes	272.00	-	-	25.00	-	-	-	-	297.00	1
011 Todd Towers	2,278.50	-	289.00	150.00	-	-	-	-	2,717.50	4
014 L. R. Patton Apartments	-	-	-	-	-	-	-	-	-	0
016 Scattered Sites	202.00	-	-	-	-	-	-	-	202.00	1
019 Stone Manor	-	-	-	-	-	-	-	-	-	0
051 Brookside	207.00	-	-	25.00	-	-	-	-	232.00	1
052 Lincoln Park	2,281.00	443.86	-	175.00	-	-	-	-	2,899.86	4
<b>06/30/25 Total</b>	<b>8,882.00</b>	<b>888.96</b>	<b>603.00</b>	<b>725.00</b>	<b>7,154.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>18,252.96</b>	<b>20</b>
<b>06/30/24 Total</b>	<b>6,416.80</b>	<b>285.00</b>	<b>314.00</b>	<b>425.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>36.00</b>	<b>7,476.80</b>	<b>16</b>

**Other Comparative Data**

Chg Off 06/22					
Vacated					
4/1/2025			06/30/25	06/30/24	06/30/25
thru			YTD	YTD	Monthly
5/31/2025			Total	Total	Average
Charge Offs	18,252.96		18,252.96	7,476.80	9,126.48
Rent Roll	583,191.00		583,191.00	573,774.00	291,595.50
	<b>3.13%</b>				<b>3.13%</b>
APRIL-MAY					
Collections 2025	6,223.73				3,738.40
					286,887.00
					<b>1.30%</b>

## HUNTSVILLE HOUSING AUTHORITY

### ACT ON A RESOLUTION APPROVING QUARTERLY CHARGE-OFFS FOR THE PERIOD ENDING JUNE 30, 2025

#### RESOLUTION NO. 2025-14

WHEREAS, Huntsville Housing Authority (HHA) has on its books certain balances owed by former residents in the various low-income developments owned and operated by HHA for the period ending June 30, 2025 in the amount of \$18,252.96.

Rent	\$ 8,882.00
Maintenance Charges	\$ 888.96
Court Cost	\$ 603.00
Late Charges	\$ 725.00
Retroactive Rent	\$ 7,154.00
Utility Charge	\$ 0.00
Bulk Cable	\$ 0.00

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Huntsville Housing Authority that the aforesaid accounts in the amount of \$18,252.96.

ADOPTED THIS 16th DAY OF JUNE 2025

SEAL

\_\_\_\_\_  
Leon D. Fountain, Chairman

Attest:

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

**Huntsville Housing Authority  
Combined Public Housing, COCC and BAF  
April 30, 2025**

	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Variance Favorable (Unfavorable)</b>	<b>Variance Percentage</b>	
<b>Revenue</b>					
Tenant Rental Revenue	1,153,522.00	1,155,914.67	(2,392.67)	-0.21%	
Other Tenant Charges	21,475.00	22,858.33	(1,383.33)	-6.05%	
Operating Subsidy	2,107,130.00	2,035,532.38	71,597.62	3.52%	
HUD PHA Operating Grant-CFP	346,689.42	1,022,479.12	(675,789.70)	-66.09%	(1)
Interest Income	24,749.74	44,928.58	(20,178.84)	-44.91%	(2)
Investment Income Restricted	0.00	0.00	0.00	0.00%	
Section 8 Rental Income	4,000.00	4,000.00	0.00	0.00%	
Management Fees - Public Housing	339,236.46	338,233.40	1,003.06	0.30%	
Bookkeeping Fees - PH & HCV	95,940.00	87,888.00	8,052.00	9.16%	
Asset Management Fees - PH	55,160.00	55,160.00	0.00	0.00%	
Service Fee Revenue	211,165.84	208,863.71	2,302.13	1.10%	
Management Fees - Capital Fund	86,032.85	213,882.45	(127,849.60)	-59.78%	(1)
Management Fees - Section 8	90,036.00	87,888.00	2,148.00	2.44%	
Management Fees - 360 Properties	17,335.76	17,226.04	109.72	0.64%	
Other Income	246,402.11	28,980.72	217,421.39	750.23%	(3)
Gain On Disposition of Fixed Assets	1,227.78	0.00	1,227.78	0.00%	
Inter-AMP Transfer In	0.00	0.00	0.00	0.00%	
	0.00	0.00	0.00	0.00%	
<b>Total Revenue</b>	<b>4,800,102.96</b>	<b>5,323,835.41</b>	<b>(523,732.45)</b>	<b>-9.84%</b>	
<b>Expenses:</b>					
<b>Administration:</b>					
Administrative Salaries	734,963.38	830,608.39	95,645.01	11.52%	
Compensated Absences	0.00	13,742.67	13,742.67	100.00%	
Employee Benefits - Administrative	248,213.89	262,206.40	13,992.51	5.34%	
Audit Fees	2,100.00	0.00	(2,100.00)	0.00%	
Management Fees	339,236.46	338,233.40	(1,003.06)	-0.30%	
Bookkeeping Fees	39,667.50	40,542.60	875.10	2.16%	
Advertising and Marketing	373.40	2,066.45	1,693.05	81.93%	
Office Expense	206,330.52	209,975.72	3,645.20	1.74%	
Legal	52,953.04	76,267.80	23,314.76	30.57%	
Training and Travel	39,172.10	31,393.50	(7,778.60)	-24.78%	
Other Administrative Costs	23,519.53	43,755.67	20,236.14	46.25%	
<b>Total Administration</b>	<b>1,686,529.82</b>	<b>1,848,792.58</b>	<b>162,262.76</b>	<b>8.78%</b>	(4)
<b>Asset Management Fee</b>	<b>55,160.00</b>	<b>55,600.00</b>	<b>440.00</b>	<b>0.79%</b>	
<b>Tenant Services:</b>					
Salaries	40,289.72	59,870.56	19,580.84	32.71%	
Relocation	6,374.00	0.00	(6,374.00)	0.00%	
Employee Benefits - Tenant Services	17,143.65	22,963.37	5,819.72	25.34%	
Other/Funding/Travel and Training	5,285.36	13,542.11	8,256.75	60.97%	
<b>Total Tenant Services</b>	<b>69,092.73</b>	<b>96,376.04</b>	<b>27,283.31</b>	<b>28.31%</b>	(5)



**Huntsville Housing Authority  
Combined Public Housing, COCC and BAF  
April 30, 2025**

	<b>Actual YTD</b>	<b>Budget YTD</b>	<b>Budget Variance Favorable (Unfavorable)</b>	<b>Variance Percentage</b>	
Utilities:					
Other Utilities	54,801.21	52,543.34	(2,257.87)	-4.30%	
Water	136,048.99	150,480.52	14,431.53	9.59%	
Electric	156,506.68	112,458.22	(44,048.46)	-39.17%	
Gas	24,362.81	13,323.26	(11,039.55)	-82.86%	
Sewage	146,120.47	180,953.31	34,832.84	19.25%	
<b>Total Utilities</b>	<b>517,840.16</b>	<b>509,758.65</b>	<b>(8,081.51)</b>	<b>-1.59%</b>	<b>(6)</b>
Maintenance:					
Labor - Maintenance	626,471.86	708,451.36	81,979.50	11.57%	
Employee Benefits - Maintenance	221,954.83	250,701.93	28,747.10	11.47%	
Materials	582,241.41	641,156.78	58,915.37	9.19%	
Contract Costs	395,361.40	384,978.45	(10,382.95)	-2.70%	
<b>Total Maintenance</b>	<b>1,826,029.50</b>	<b>1,985,288.53</b>	<b>159,259.03</b>	<b>29.53%</b>	
Protective Services:					
Protective Services Contract Costs	189,446.01	200,113.57	10,667.56	5.33%	
<b>Total Protective Services</b>	<b>189,446.01</b>	<b>200,113.57</b>	<b>10,667.56</b>	<b>5.33%</b>	
General Expenses:					
Insurance	390,078.02	396,192.53	6,114.51	1.54%	
Other General Expenses	60,293.00	59,683.75	(609.25)	-1.02%	
Payment In Lieu of Taxes	0.00	59,860.50	59,860.50	100.00%	
<b>Total General Expenses</b>	<b>450,371.02</b>	<b>515,736.78</b>	<b>65,365.76</b>	<b>100.52%</b>	
Other:					
Collection Loss (Bad Debt Expense)	50,597.13	41,658.74	(8,938.39)	-21.46%	<b>(7)</b>
Extraordinary Maintenance	0.00	0.00	0.00	0.00%	
Extraordinary Items	0.00	0.00	0.00	0.00%	
Casualty Loss	38,164.19	8,333.33	(29,830.86)	-357.97%	<b>(8)</b>
Transfer to Section 8 (COCC/BAF)	0.00	0.00	0.00	0.00%	
Inter AMP Transfer Out	0.00	60,000.00	60,000.00	100.00%	
Loss Disposition of Fixed Assets	0.00	0.00	0.00	0.00%	
<b>Total Other</b>	<b>88,761.32</b>	<b>109,992.07</b>	<b>(21,230.80)</b>	<b>-19.30%</b>	
<b>Total Expenses</b>	<b>4,883,230.56</b>	<b>5,321,658.22</b>	<b>438,427.66</b>	<b>8.24%</b>	
<b>Net Income/Loss</b>	<b>(83,127.60)</b>	<b>2,177.19</b>	<b>(85,304.79)</b>	<b>0.00%</b>	
<b>Capital Assets Addition</b>	<b>341,400.00</b>	<b>274,266.67</b>	<b>(67,133.33)</b>	<b>-24.48%</b>	<b>(9)</b>
<b>Increase/Decrease in Unrestricted Net Position</b>	<b>(424,527.60)</b>	<b>(272,089.48)</b>	<b>(152,438.12)</b>	<b>0.00%</b>	

### Huntsville Housing Authority Explanations for April 30,2025

- (1) **HUD PHA Operating Grant and Management Fees- Capital Fund 2024** – The HUD PHA Operating Grant Operating Funds of \$1,389,036 and Management Fees of \$555,614 Capital Fund were allocated in the HUD ellocs drawdown system on May 29,2025. The drawdown allocation will be allocated retroactively for prior periods. The total drawdown amount is \$1,944,650.00.
- (2) **Interest Income-** The Wells Fargo General Fund and COCC cash balances have decreased and are not earning the estimated interest anticipated at the time of budget preparation.
- (3) **Other Income** – The favorable Other Income variance is due to the receipt of Stoneridge Villas Developer Fee Earned Income.
- (4) **Total Administration Expenses** – Overall the actual expenses for these line items are lower than the budget cost. The favorable variance is offset by actual travel expenses, audit fees, and management fees. The Total Administration Expenses are expected to be line with the budget.
- (5) **Total Tenant Services** –The Ross Grant and FSS Staff personnel have been allocated to their respective grants for January 2025. This line items are expected to increase in May 2025 but the line item should be in line with the budget. The overall favorable variance is offset by relocation expenses that were not anticipated during budget preparation.
- (6) **Electric and Gas-** The unfavorable variance is due to actual utilization cost being higher than the twelve-month average budget allocation. The budget revision will reflect an update in cost incurred.
- (7) **Total Other** – The Total Other line is favorable for the reporting period due to funds received through Municipal Intercept System.
- (8) **The Net Decrease in Unrestricted Position** is \$272,811 is due to Total Revenue being under budget by \$494,877 due to the in ability to draw 2024 Capital Funds. This unfavorable variance is offset by actual expense being lower than budget for this two-month reporting period.

**HUNTSVILLE HOUSING AUTHORITY****Board of Commissioners' Meeting  
Agenda Item  
Control Document****Date:** June 16, 2025**HHA Staff Representative:** Carol J. Jones, Director of Human Resources**Department:** Human Resources**Board of Commissioners' Meeting (Date):** June 16, 2025 at 12:00 p.m.**Board Agenda Item(s):**

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

*Antonio McGinnis**6/16/2025*

**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:** Leon D. Fountain, Chairman Date: 06/16/2025

**HHA Board Committee Member:** Larry Lowe, Vice Chairman Date: 06/16/2025

*Carol J. Jones*

**HHA Staff Member:** \_\_\_\_\_ Date: 06/16/2025

## **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**

**JUNE 16, 2025**

#### **INTRODUCTION**

The Huntsville Housing Authority (HHA) issued Request for Proposals (RFP) No. 2025-02, 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 U.S. Department of Housing and Urban Development National Standards for the Physical Inspection of Real Estate (INSPIRE) inspections of HHA properties.

The selected proposers, Compunnel Software Group, Inc., 22<sup>nd</sup> Century Technologies, 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.

Request for Board Action  
Page 2  
June 16, 2025

<b>Evaluation Criteria</b>	<b>Points Possible</b>	<b>Compunnel Software Group, Inc</b>	<b>22<sup>nd</sup> Century Technologies, Inc.</b>	<b>Talantage, LLC</b>
Demonstrated Understanding	10	8	8	8
Appropriateness of Technical Approach	10	8	8	8
Technical Capabilities	10	8	8	8
Demonstrated Experience/Past Performance	20	17	16	16
Overall, Quality of Proposal	10	8	9	8
Compensation	40	39	39	37
Total	100	88	88	85
Mark-up Percentages		Admin. 30%	Admin. 30%	Admin. 33%
Mark-up Percentages		Maint. 30%	Maint. 32%	Maint. 36%

## **ECONOMIC IMPACT**

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

Request for Board Action  
 Page 3  
 June 16, 2025

# **RECOMMENDATION**

The Executive Director/CEO/Contracting Officer recommends awarding contracts to Compunnel Software Group, Inc., 22<sup>nd</sup> Century Technologies, Inc., and Talantage, LLC for temporary employment agency services.

*Antonio McGinnis*

*Carol J. Jones*

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Antonio McGinnis  
 Executive Director/CEO

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Carol J. Jones  
 Director of Human Resources

6/16/2025  
 Date: \_\_\_\_\_

6/16/2025  
 Date: \_\_\_\_\_

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

## Huntsville Housing Authority

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

#### RESOLUTION NO. 2025-15

WHEREAS, Request for Proposals (RFP) No. 2025-02 was issued requesting proposals from qualified, licensed, and bonded agencies to provide Temporary Employment Agency Services; and

WHEREAS, the proposals submitted by Compunnel Software Group, Inc., 22<sup>nd</sup> Century Technologies, Inc., and Talantage, LLC, 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, Compunnel Software Group, Inc., 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 16<sup>th</sup> day of June 2025, 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 16<sup>th</sup> DAY OF JUNE 2025.

\_\_\_\_\_  
Leon D. Fountain, Chairman

SEAL

Attest:

\_\_\_\_\_  
Antonio McGinnis, Secretary

**Huntsville Housing Authority**

ADOPTED THIS 16<sup>th</sup> DAY OF JUNE 2025.

SEAL

\_\_\_\_\_  
Leon D. Fountain, Chairman

Attest:

\_\_\_\_\_  
Antonio McGinnis, Secretary