



Housing Authority of the City of Brownsville

Board Packet for Regular Meeting
March 29th, 2021



AGENDA
PUBLIC NOTICE OF A REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF BROWNSVILLE, TEXAS

In light of the current COVID-19 situation:

Due to the current state of emergency declared by state and local officials, and the mandatory or recommended restrictions on public gatherings, which make convening a quorum of the Board at one location difficult or impossible, the March 29th, 2021 Regular Meeting of the Board of Commissioners of the Housing Authority of the City of Brownsville will be conducted via Zoom Teleconference Meeting by logging on at <https://us02web.zoom.us/j/82058348911>. The meeting will be convened at 5:30 p.m. You may participate in the meeting by calling the toll-free number: (346) 248-7799, Meeting ID: 820-5834-8911.

An electronic copy of the agenda packet for the meeting will be posted at <http://www.hacb.us/category/commissioners> before the day of the meeting. The meeting will be recorded, and the audio from the open portions of the meeting will be available the following day at that internet address.

Atención. Si desea recibir asistencia gratuita para traducir esta información, llame al (956) 214-1531.

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**

4. PUBLIC COMMENTS:

The Public Comment Period is designated for hearing concerns regarding Housing Authority of the City of Brownsville policies or business.

- Address the Board as a whole – do not direct comments to any individual member of the Board.
- There is a three (3) minute time limit per speaker.
- No formal action can be taken.
- For the record, the speaker must identify himself/herself by name before speaking.

5. CONSENT AGENDA:

All Consent Agenda Items listed are considered to be routine by the Board of Commissioners and will be approved by one motion. There will be no separate discussion of these items unless a Commissioner so requests, in which event the item will be removed from the Consent Agenda and considered individually.

- A. Approval of the Minutes of the Regular Meeting held on February 22nd, 2021.
- B. Consideration and Possible Action to Approve an Extension to the Hazard Pay for Identified Positions through April 30, 2021. (Carla Mancha – Chief Executive Officer & Robert Wilson – Human Resources Officer)

6. ACTION ITEMS:

- A. Consideration and Possible Action to Approve and Adopt a Resolution to the Revised Housing Choice Voucher Program's Regular and Energy Efficient Utility Allowance Schedules effective June 1, 2021. (Carla Mancha – Chief Executive Officer & Leticia Gonzalez – Client Services Director)
- B. Consideration and Possible Action to Adopt a Resolution to Amend the Admissions and Continued Occupancy Policy that will allow the Implementation of Remote Video-Assisted Inspections or Virtual Inspections of Public Housing Dwelling Units. (Carla Mancha – Chief Executive Officer & Isabel Nuñez – Housing Facilities Director)
- C. Consideration and Possible Action to Approve and Adopt a Resolution for the Housing Authority of the City of Brownsville's 2021 Annual Plan and Five-Year Action Plan for the Capital Funds Program. (Carla Mancha – Chief Executive Officer & Isabel Nuñez – Housing Facilities Director)
- D. Consideration and Possible Action to Approve the job description for the position of BiblioTech Lab Specialist. (Carla Mancha- Chief Executive Officer & Robert Wilson-Human Resources Officer)
- E. Consideration and Possible Action to Approve the updated HACB Organization Chart effective April 1, 2021. (Carla Mancha-Chief Executive Officer & Robert Wilson-Human Resources Officer)
- F. Consideration and Possible Action to Extend the Bank Depository Services Contract with BBVA and for new termination date to be on or before July 31, 2021. (Carla Mancha- Chief Executive Officer & Miguel Herrera- Chief Financial Officer)

7. FINANCIAL REPORTS:

- A. Presentation of Financial Reports for Public Housing, Housing Choice Voucher, Moderate Rehabilitation III, and Central Office Cost Center for the month of February 2021. (Miguel Herrera - Chief Financial Officer & San Juana Sanchez- Finance Supervisor)
- B. Presentation of Financial Reports for the Non-Profit Corporations (BHFC, BHMC, and BHOC) for the month of February 2021. (Miguel Herrera - Chief Financial Officer & San Juana Sanchez- Finance Supervisor)
- C. Presentation of Financial Reports for the Capital Fund Program Grants and Resident Opportunity Self-Sufficiency Grants for the month of February 2021. (Miguel Herrera - Chief Financial Officer & San Juana Sanchez- Finance Supervisor)
- D. Presentation of Financial Reports for all HACB Low Income Housing Tax Credit Properties for the month of February 2021. (Miguel Herrera - Chief Financial Officer & San Juana Sanchez- Finance Supervisor)

8. EXECUTIVE SESSION: UNDER THE AUTHORITY OF CHAPTER 551, TITLE 5, OF THE TEXAS GOVERNMENT CODE, THE TEXAS OPEN MEETINGS ACT, THE BOARD, DURING THE COURSE OF THE MEETING COVERED BY THIS NOTICE, MAY ADJOURN INTO EXECUTIVE SESSION FOR ANY OF THE FOLLOWING MATTERS IN WHICH THE DUTY OF THE ATTORNEY UNDER THE RULES OF PROFESSIONAL CONDUCT CLEARLY CONFLICT WITH CHAPTER 551 (§551.071), TO DELIBERATE THE PURCHASE, EXCHANGE, LEASE OR VALUE OF REAL PROPERTY (§551.072), OR TO CONSIDER THE APPOINTMENT, EMPLOYMENT, EVALUATION, REASSIGNMENT, DUTIES, DISCIPLINE OR DISMISSAL OF A PUBLIC OFFICER OR EMPLOYEE (§551.074);

- 1. Discussion of the Development of the housing tax credit project known as Poinsettia Gardens at Boca Chica.
- 2. Discussion of the Development of the housing tax credit project known as Trail Village.
- 3. Discussion of 2021 9% housing tax credit application for El Jardin.
- 4. Discussion of CEO Employment Contract.

9. Action, if any, on Executive Session Items:

- 8.1 - Development of the housing tax credit project known as Poinsettia Gardens at Boca Chica.

- 8.2 - Development of the housing tax credit project known as Trail Village.
- 8.3 - 2021 9% housing tax credit application for El Jardin.
- 8.4 - CEO Employment Contract

10. Discussion by Commissioners and Requests for Future Agenda Items.

11. Adjournment.

Signed by:



Luis Eduardo Garduño, Board Chairman

NOTE: The Housing Authority of the City of Brownsville does not discriminate on the basis of disability in the admission of, access to, treatment of, or employment in its programs, activities, or public meetings. Any individual with a disability in need of an accommodation is encouraged to contact Executive Secretary at 956-214-1531 by Friday, March 26th, 2021, no later than 12:00 p.m., to make proper arrangements.

THE BOARD OF COMMISSIONERS RESERVES THE RIGHT TO CONVENE IN EXECUTIVE SESSION TO DELIBERATE ANY ITEM ON THE AGENDA WHEN DELIBERATION IN CLOSED SESSION IS AUTHORIZED BY TITLE 5 OF THE TEXAS GOVERNMENT CODE.

I certify that this Notice of Meeting/Agenda was posted on the front door of the offices of the Housing Authority of the City of Brownsville, Texas, 2606 Boca Chica, Brownsville, Texas, on Thursday, March 25th, 2021, at 4:15 p.m.



Amanda Hernandez, Executive Secretary

I certify that a copy of the March 29th, 2021, Agenda of items to be considered by the Board of the Housing Authority of the City of Brownsville was posted on the Bulletin Area at City Hall - Federal Building, on Thursday, March 25th, 2021.



Laure Morgan, City Secretary

ITEM NO. 5.A. -
Minutes for February 22nd, 2021.



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF BROWNSVILLE, TEXAS,
HELD ON THE 22nd DAY OF FEBRUARY 2021**

The Board of Commissioners of the Housing Authority of the City of Brownsville, Texas, (H.A.C.B.) convened for their Regular Board Meeting via Zoom Teleconference by logging on at <https://zoom.us/j/84293864537> on Monday, February 22nd, 2021, at 5:30 p.m.

The meeting was called to order by Chairman Luis E. Garduño at 5:30 p.m.

Chairman Luis E. Garduño called for **Item no. 2 on the Agenda – Pledge of Allegiance**. The Pledge of Allegiance was recited.

Chairman Luis E. Garduño called for **Item no. 3 on the Agenda – Roll Call**. The following Commissioners were present or absent:

PRESENT: Chairman Luis E. Garduño, Vice-Chairman Jesse A. Miller, Commissioner Ruben Herrera, Resident Commissioner Laura Villarreal and Commissioner Michael Seifert (arrived following Action Item 6.D.).

ABSENT: None.

Also present were: Carla Mancha, Chief Executive Officer; David Irwin, Legal Counsel; and Mandy Hernandez, Executive Secretary. In addition to the general public, also present were:

Miguel Herrera	H.A.C.B. - Chief Financial Officer
Robert Wilson	H.A.C.B. - Human Resources Officer
Isabel Nunez	H.A.C.B. - Housing Facilities Director
Hilda Ledezma	H.A.C.B. - Community Services Director
Leticia Gonzalez	H.A.C.B. - Client Services Director

There being a quorum present, business was transacted as follows:

Chairman Luis E. Garduño called for **Item no. 4 on the Agenda –Public Comments**. Chairman Luis E. Garduño then asked if anyone signed up for Public Comments. Executive Secretary Mandy Hernandez informed him that she did not receive any written or verbal requests from anyone on the teleconference before the Board Meeting was called to order.

Chairman Luis E. Garduño then requested to hear from anyone in the audience who wished to address the Board. At this time, there were no requests made to address the Board.

Chairman Luis E. Garduño called for **Item no. 5 on the Agenda – Consent Agenda**. Chairman Luis E. Garduño then called for all three (3) items under Consent Agenda. **Item no. 5.A. - Approval of the**

Minutes of the Regular Meeting held on January 25th, 2021; Item no. 5.B. – Consideration and Possible Action to Approve of an Extension to the Sick Leave Flexibility provisions through March 31, 2021; and, Item no. 5.C. - Consideration and Possible Action to Approve an Extension to the Hazard Pay for Identified Positions through March 31, 2021. Chairman Luis E. Garduño then asked if any Board Members had any comments, questions, or concerns with regards to the items under Consent Agenda? There were none posed at this time.

Chairman Luis E. Garduño then stated, that the Chair would entertain a motion to approve all three (3) items on the Consent Agenda. Vice-Chairman Jesse A. Miller motioned to Approve Consent Agenda Items 5.A. - 5.C., as presented. Commissioner Ruben Herrera seconded the motion and, upon roll call, the following vote was recorded:

AYES: Chairman Luis E. Garduño, Vice-Chairman Jesse A. Miller, Commissioner Ruben Herrera and Resident Commissioner Laura Villarreal.

NAYS: None.

Chairman Luis E. Garduño declared the motion carried.

Chairman Luis E. Garduño called for **Item no. 6 on the Agenda- Action Items**. Chairman Luis E. Garduño then called for **Action Item 6.A- Consideration and Possible Action to formally Adopt a Resolution for the additional waivers and alternative requirements which extends the period of availability for the Public Housing, Housing Choice Voucher, Moderate Rehabilitation III, and Mainstream Voucher Programs, as per Notice PIH 2020-23 (HA), REV 2 under the Cares Act, effective November 30, 2020**. Chief Executive Officer Carla Mancha initiated with the background for this item. When the pandemic was declared back in March of 2020, it changed everything with regards to operations around the world. With time, HUD was granted (through the Cares Act) the authority to issue waivers or alternative requirements that Housing Authorities could utilize to continue to conduct day to day business while ensuring that their staff and resident families are safe. This was established and published by HUD on April 10th, 2020, through PIH Notice 2020-05 which requires for the government and local government boards to pass a resolution stating that they would be opened to applying some of these waivers and administer flexibilities. Ms. Mancha then informed the Board, that in June of 2020, the HACB Board approved the resolution related to PIH Notice 2020-05. On July 2, 2020, HUD updated the notice to PIH Notice 2020-13 and requested for local governing boards to pass a resolution approving said PHA to apply for the waivers and alternative requirements as needed. This request was completed at the August 24th, 2020 HACB Board Meeting.

Subsequently, Chief Executive Officer Carla Mancha stated that HUD published another PIH Notice 2020-33 dated November 30th, 2020, which mirrors PIH Notice 2020-13 with the exception that it reflects an extended deadline as to when the PHA's are permitted to utilize and apply these waivers and flexibilities. The July 2nd, 2020 PIH Notice 2020-13 stated that PHA's would be able to apply these waivers and notices up until December 31st, 2020. The November 30th, 2020 PIH Notice 2020-33 reflects an extended deadline of June 30th, 2021. Chief Executive Officer Carla Mancha then requested the Board's approval to Adopt the Resolution authorizing HACB's Administration to apply for these waivers

and alternative requirements reflected in PIH Notice 2020-33 should there be a need. Ms. Mancha then advised the Board that there is no budget impact for this item; and, it is aligned with HACB's mission.

Chairman Luis E. Garduño then requested to hear any questions, comments, or concerns from the Board with regards to Item 6.A? There were no questions or comments posed at this time.

Chairman Luis E. Garduño stated, that the Chair would entertain a motion on Action Item 6.A. Commissioner Ruben Herrera motioned to Approve Action Item 6.A., as presented. Vice-Chairman Jesse A. Miller seconded the motion and, upon roll call, the following vote was recorded:

AYES: Chairman Luis E. Garduño, Vice-Chairman Jesse A. Miller, Commissioner Ruben Herrera and Resident Commissioner Laura Villarreal.

NAYS: None.

Chairman Luis E. Garduño declared the motion carried.

Chairman Luis E. Garduño then called for **Action Item 6.B. - Consideration and Possible Action to Approve the Agreement between the Housing Authority of the City of Brownsville (Sub-recipient) and the City of Brownsville (Participating Jurisdiction) allowing HACB to administer the City's HOME funds totaling \$226,368.58 for the Down Payment Assistance Program.** Chief Executive Officer Carla Mancha addressed the item and provided a brief history. Ms. Mancha informed the Board that HACB has been entrusted by the City of Brownsville to administer the Homebuyer's Assistance Program since 2017. The City of Brownsville utilizes a portion of the HOME funds to provide first-time homebuyers an opportunity at a down payment assistance with a forgivable loan. Ms. Mancha then acknowledge HACB employee Lilia Ortiz for her work in administering this program; and stated, that Ms. Ortiz has assisted approximately sixteen (16) families purchase a home with the funds over the course of years. She then shared with the Board that none of the families who received the down payment assistance have faltered or been foreclosed on. Ms. Mancha explained that Ms. Ortiz not only assists with the paperwork and qualification process but also provides the couples/families with home buyer's counseling to verify they are ready and will succeed. This program has been successful for both HACB and these families.

Chief Executive Officer Carla Mancha then informed the Board that the City of Brownsville received the grant for HOME funds from the US Department of Housing and Urban Development for the year 2020. Therefore, HACB Administration proceeded to apply and submit their grant proposal to the City informing them that HACB remains interested and willing to continue its partnership in administering the Down Payment Assistance Program. The City of Brownsville responded and notified Administration that they would be receiving a total of \$226,368.58 to administer the program. A portion of those funds (\$11,250.00) would be allocated towards administration, which will then be utilized to pay for the position of the employee who administers and carry's out the program and its goals. The remainder of the funds will be utilized to assist the families with the Down Payment Assistance Program, which equates to approximately nine (9) families, the maximum total for the forgivable loan is up to \$25,000. The family will need to reside at the home they purchased with the down payment assistance funds for a minimum of ten (10) years without faltering for the loan to become forgiven. Once it is forgiven, they will not need to pay anything back to the City. Ms. Mancha then requested the Board's

approval to authorize her to execute the Agreement with the City of Brownsville to administer their Down Payment Assistance Program, funded by the HOME Funds received from HUD. Chairman Garduño then expressed that he was delighted to hear that sixteen (16) families were able to take advantage of the program and receive the funds.

Chairman Luis E. Garduño then requested to hear any questions, comments, or concerns from the Board with regards to Item 6.B? Vice Chairman Jesse Miller then questioned, "Were any of the families former Public Housing or Section 8 residents? Chief Executive Officer Carla Mancha addressed the question and stated Yes, some of the families were former HACB families. Ms. Mancha then thanked Vice Chairman Miller for his inquiry and clarified that these funds are not only limited to the Housing Authority's clients but to any family that meets the income requirements and program regulations. Chief Executive Officer Carla Mancha then requested for Supportive Services Director Hilda Ledezma to inform the Board as to how many of those sixteen (16) families were prior HACB clients? Supportive Services Director Hilda Ledezma addressed the Board and stated to-date four (4) families out of the sixteen families have been clients and several more are waiting on the funding to be approved by the City. There were no further questions posed at this time.

Chairman Luis E. Garduño then stated, that the Chair would entertain a motion on Action Item 6.B. Commissioner Ruben Herrera motioned to Approve Action Item 6.B., as presented. Vice-Chairman Jesse A. Miller seconded the motion and, upon roll call, the following vote was recorded:

AYES: Chairman Luis E. Garduño, Vice-Chairman Jesse A. Miller, Commissioner Ruben Herrera and Resident Commissioner Laura Villarreal.

NAYS: None.

Chairman Luis E. Garduño declared the motion carried.

Chairman Luis E. Garduño then called for **Action Item 6.C. - Consideration and Possible Action to Approve the job description for the position of Envision Center/BiblioTech Coordinator.** Chief Executive Officer Carla Mancha addressed the item and initiated reminding the Board that HACB partnered with HUD, the City of Brownsville and Carlotta Petrina to have the Buena Vida Envision Center located in Brownsville ensuring that there will always be programs available that mirror the four (4) pillars of the Envision Center. Ms. Mancha further reminded the Board that the designation of the Envision Center was announced in 2020 by HUD to the Brownsville Community. Since then, Administration has been planning stages of implementing the BiblioTech Program, an all-digital library. On October 2020, the HACB Board approved an MOU with the County of Bexar (which implied that HACB would commit to invest in an individual to oversee the BiblioTech Program); shortly thereafter, in December of 2020 the Board approved of the MOU with the City of Brownsville. Ms. Mancha then requested the Board's approval of a job description that will be titled Envision Center/ BiblioTech Coordinator. She advised the Board that there was an error in the job description placed in the board packet which classified the position as non-exempt. It will be an exempt position. The position will be supervising one to two part-time video technicians which Administration is still pending to bring that job description to the Board. She then advised the Board of another correction that needed to be addressed with regards to the budget impact. Ms. Mancha stated that the annual rate for this employee will be \$38,000 per year, which

includes salaries and benefits equaled to \$57,284 per year. Ms. Mancha then requested the Board's approval to create this job position, description and direct the BHOC Board to invest in this position.

Chairman Luis E. Garduño then requested to hear any questions, comments, or concerns from the Board with regards to Item 6.C? Vice Chairman Jesse Miller then inquired (with the current COVID situation), Does that change the role of the activities, is it affected in any manner or can it still be done? Has that been considered with this position when somebody applies, and how will the transitioning take place to allot for more face-to-face interaction? Chief Executive Officer Carla Mancha addressed the question and stated that once the current COVID situation improves, which she and Administration believe will never go back to 100% capacity. The position will need to work at the site for the digital library to operate efficiently and maximize their resources. In addition, said position is expected to implement Zoom Meetings for trainings. Ms. Mancha then stated that Administration has taken the COVID situation into consideration as they move forward to find innovative ways to create programs like these while assuring the safety of individuals and staff.

Chief Executive Officer Carla Mancha then asked Director Hilda Ledezma if she had anything to add on this topic, keeping in mind the current situation. Supportive Services Director Hilda Ledezma addressed the Board and stated that they have been operating out of the Envision Center and remained very active in the community to provide health opportunities (vaccines & testing), youth opportunities (applying for financial aid, scholarship ect.), and resources such as food distributions while taking all the precautionary measures. Supportive Services Staff has concentrated on maximizing all resources available to assist the community connecting them to the respective personnel. Vice Chairman Miller then commented that the job description itself sounds great, he just wanted to stress the importance of understanding the position's current limitations (due to the COVID-19 situation) and the safety factor. Vice Chairman Miller then thanked Chief Executive Officer Carla Mancha and Supportive Services Director Hilda Ledezma for addressing his inquiries. There were no questions or comments posed at this time.

Chairman Luis E. Garduño then stated, that the Chair would entertain a motion on Action Item 6.C. Vice-Chairman Jesse A. Miller motioned to Approve Action Item 6.C., as presented. Commissioner Ruben Herrera seconded the motion and, upon roll call, the following vote was recorded:

AYES: Chairman Luis E. Garduño, Vice-Chairman Jesse A. Miller, Commissioner Ruben Herrera and Resident Commissioner Laura Villarreal.

NAYS: None.

Chairman Luis E. Garduño declared the motion carried.

Chairman Luis E. Garduño then called for **Action Item 6.D. - Consideration and Possible Action to Approve the updated HACB Organization Chart effective March 1, 2021.** Chief Executive Officer Carla Mancha addressed the item and informed the Board that this item is related to Action Item 6.C. Ms. Mancha stated that due to the new position being added to the Agency's Organizational Chart, Administration needs to present the updated Organization Chart to the Board for their approval. She then referenced the updated Organizational Chart and explained how it differed from the previous

Organizational Chart identifying all the positions recently added and removed. Ms. Mancha concluded informing the Board that the total amount of employees at HACB remains at fifty-three (53) with a total of fifteen (15) exempt and thirty-eight (38) non-exempt positions. Chief Executive Officer Carla Mancha reiterated that the Envision Center/ BiblioTech Coordinator is an exempt position and will be effective as of March 1, 2021. The Budget Impact for this item will be BHOC's investment towards the Envision Center/ BiblioTech Coordinator in the amount of \$57,284 annually, which includes salary and benefits.

Chairman Luis E. Garduño then requested to hear any questions, comments, or concerns from the Board with regards to Item 6.D? There were no questions or comments posed at this time.

Chairman Luis E. Garduño then stated, that the Chair would entertain a motion on Action Item 6.D. Vice-Chairman Jesse A. Miller motioned to Approve Action Item 6.D., as presented. Commissioner Ruben Herrera seconded the motion and, upon roll call, the following vote was recorded:

AYES: Chairman Luis E. Garduño, Vice-Chairman Jesse A. Miller, Commissioner Ruben Herrera and Resident Commissioner Laura Villarreal.

NAYS: None.

Chairman Luis E. Garduño declared the motion carried.

Chairman Luis E. Garduño requested for the minutes to reflect that Commissioner Michael Seifert is now present; there being five Commissioners out of five, the Board continues the meeting with a quorum.

Chairman Luis E. Garduño then called for **Item no. 7 on the agenda - Financial Reports**. Chairman Luis E. Garduño called for **Item 7. A - Presentation of Financial Reports for Public Housing, Housing Choice Voucher, Moderate Rehabilitation III, and Central Office Cost Center for the month of January 31, 2021.**

Chief Financial Officer Miguel Herrera addressed the Board and stated that the financials for the month ending in January of 2021 are as follows: the Central Office Cost Center had a Net Operating Income of \$231,910 with a Net Income of \$249,998; the Public Housing had a Net Operating Income of \$192,826 with a Net Income of \$441,080; the Housing Choice Voucher had a Net Operating Income and a Net Income of \$370,138; the Mainstream had a Net Operating Loss and a Net Loss of \$10,683 (due to the funding in January of 2020- January 2021 in the amount of \$25,712 and total expenses of \$22,845; therefore, actual net income is \$2,867. Mr. Herrera explained that these expenses exceeded funds received from HUD in February causing the Finance Team to reach out to HUD Finance Management Center to request a disbursement for the difference. This has been processed.); the Mod Rehab III had a Net Operating Income and Net Income of \$7,469; and, the Local Fund had a Net Operating Income of and Net Income of \$42,096.

Chairman Luis E. Garduño then called for **Item 7.B - Presentation of Financial Reports for the Non-Profit Corporations (BHFC, BHMC & BHOC) for the month of January 31st, 2021.** Chief Executive

Officer Carla Mancha addressed the item and informed the Board that these financials are not ready for presentation.

Subsequently, Legal Counsel David Irwin requested for **Financial Reports - Item 7.B - Presentation of Financial Reports for the Non-Profit Corporations (BHFC, BHMC & BHOC) for the month of January 31st, 2021 to be Tabled.**

Chairman Luis E. Garduño stated, that the Chair would entertain a motion to TABLE Financial Reports - Item 7.B. Commissioner Ruben Herrera motioned to TABLE Financial Reports - Item 7.B. Vice Chairman Jesse A. Miller and Commissioner Michael Seifert seconded the motion and, upon roll call, the following vote was recorded:

AYES: Chairman Luis E. Garduño, Vice-Chairman Jesse A. Miller, Commissioner Michael Seifert, Commissioner Ruben Herrera and Resident Commissioner Laura Villarreal.

NAYS: None.

Chairman Luis E. Garduño declared the motion TABLED.

Chairman Luis E. Garduño then called for **Item 7.C - Presentation of Financial Reports for the Capital Fund Program Grants and Resident Opportunity Self-Sufficiency Grants for the month of January 2021.** Chief Financial Officer Miguel Herrera addressed the Board and stated the financials for the month ending in January 2021 are as follows: Capital Fund Grant 2018 had total Expenses of \$1,023,562 and it is 100% Expensed; Capital Fund Grant 2019 had total Expenses of \$673,691, it is 63% Expensed; Capital Fund Grant 2020 and CFP-RHF 2017 had no activity for the month of January; ROSS FSS 2021 had total Expenses of \$8,126 and it is 5% Expensed; and, the ROSS Resident Coordinator 2019 Grant had total Expenses of \$95,404 and it is 49% Expensed.

Chairman Luis E. Garduño then called for **Item 7.D - Presentation of Financial Reports for all HACB Low Income Housing Tax Credit Properties for the month of January 2021.** Chief Executive Officer Carla Mancha addressed the item and informed the Board that these financials are not ready for presentation, as well.

Subsequently, Legal Counsel David Irwin requested for **Financial Reports - Item 7.D - Presentation of Financial Reports for all HACB Low Income Housing Tax Credit Properties for the month of January 31st, 2021 to be Tabled.**

Chairman Luis E. Garduño stated, that the Chair would entertain a motion to Table Financial Reports - Item 7.D. Vice Chairman Jesse A. Miller motioned to Table Financial Reports - Item 7.D. Commissioner Michael Seifert seconded the motion and, upon roll call, the following vote was recorded:

AYES: Chairman Luis E. Garduño, Vice-Chairman Jesse A. Miller, Commissioner Michael Seifert, Commissioner Ruben Herrera and Resident Commissioner Laura Villarreal.

NAYS: None.

Chairman Luis E. Garduño declared the motion Tabled.

Chairman Luis E. Garduño then requested to hear any questions, concerns or observations from the Board with regard to the financial reports. There were none posed at this time.

President Luis E. Garduño called for **Item no. 8 on the Agenda - EXECUTIVE SESSION:** UNDER THE AUTHORITY OF CHAPTER 551, TITLE 5, OF THE TEXAS GOVERNMENT CODE, THE TEXAS OPEN MEETINGS ACT, THE BOARD, DURING THE COURSE OF THE MEETING COVERED BY THIS NOTICE, MAY ADJOURN INTO EXECUTIVE SESSION FOR ANY OF THE FOLLOWING MATTERS IN WHICH THE DUTY OF THE ATTORNEY UNDER THE RULES OF PROFESSIONAL CONDUCT CLEARLY CONFLICT WITH CHAPTER 551(§551.071) OR, TO DELIBERATE THE PURCHASE, EXCHANGE, LEASE OR VALUE OF REAL PROPERTY (§551.072);

1. Discussion of the Development of the housing tax credit project known as Poinsettia Gardens at Boca Chica.
2. Discussion of the Development of the housing tax credit project known as Trail Village.
3. Discussion of 2021 9% housing tax credit application for El Jardin.
4. Discussion of the employment, evaluation (including compensation), or duties of Miguel Herrera.
5. Discussion of the employment, evaluation (including compensation), or duties of Ana Trejo.
6. Discussion of the employment, evaluation (including compensation), or duties of the CEO and CEO Contract.

THE BOARD RECESSED TO MEET IN THE EXECUTIVE SESSION AT 6:05 P.M.

THE BOARD RECONVENED INTO THE REGULAR SESSION AT 6:54 P.M.

Chairman Luis E. Garduño then called for **Item no. 9- Action, if any, on Executive Session Items.** Chairman Luis E. Garduño then stated that the Board will be acting on three (3) items upon exiting Executive Session.

Chairman Luis E. Garduño then stated, that the Chair would entertain a motion to move forward with **Executive Session Item 8.4.** as agreed and discussed in Executive Session. Commissioner Ruben Herrera motioned to Approve. Vice-Chairman Jesse A. Miller seconded the motion and, upon roll call, the following vote was recorded:

AYES: Chairman Luis E. Garduño, Vice-Chairman Jesse A. Miller, Commissioner Michael Seifert, Commissioner Ruben Herrera and Resident Commissioner Laura Villarreal.

NAYS: None.

Chairman Luis E. Garduño declared the motion carried.

Chairman Luis E. Garduño then stated, that the Chair would entertain a motion to move forward with **Executive Session Item 8.5.** as agreed and discussed in Executive Session. Vice-Chairman Jesse A. Miller motioned to Approve. Commissioner Ruben Herrera seconded the motion and, upon roll call, the following vote was recorded:

AYES: Chairman Luis E. Garduño, Vice-Chairman Jesse A. Miller, Commissioner Michael Seifert, Commissioner Ruben Herrera and Resident Commissioner Laura Villarreal.

NAYS: None.

Chairman Luis E. Garduño declared the motion carried.

Chairman Luis E. Garduño then stated, that the Chair would entertain a motion to move forward with **Executive Session Item 8.6.** as agreed and discussed in Executive Session. Commissioner Michael Seifert motioned to Approve. Vice-Chairman Jesse A. Miller seconded the motion and, upon roll call, the following vote was recorded:

AYES: Chairman Luis E. Garduño, Vice-Chairman Jesse A. Miller, Commissioner Michael Seifert, Commissioner Ruben Herrera and Resident Commissioner Laura Villarreal.

NAYS: None.

Chairman Luis E. Garduño declared the motion carried.

Chairman Luis E. Garduño then called for **Item no. 10 - Discussion by Commissioners and Requests for Future Agenda Items.** Chief Executive Officer Carla Mancha addressed the item and stated that the next HACB Board Meeting is scheduled for Monday, March 22nd, 2021 at 5:30 p.m. Ms. Mancha then advised the Board that some of the items that will be presented, are as follows: presentation of the HACB Audit, recommendation for the Bank Depository Agreement Services, recommendation for A & E On-Call List, presentation of an MOU with SpaceX (contingent on creating a program for the youth and ironing out details), presentation of the job descriptions for the part-time video technicians, and presentation on the Strategic Plan update (contingent on meetings with Chairman Garduño, Vice Chairman Miller, and the remaining Evaluation Team Members).

Subsequently Chief Executive Officer Carla Mancha recognized Hector Tovar, Robert Wilson, Isabel Nuñez, Daniel Torres, Hilda Ledezma, Miguel Herrera, Leticia Gonzalez, Jesus Ramirez, and Gonzalo Gonzales for their commitment to their work and the families that HACB serves. She informed the Board that these individuals worked until Friday and assisted the resident families delivering food and reassuring that they are safe during the winter storm. Ms. Mancha then informed the Board that the residents at Sunset Haven were without electricity for almost three (3) days which was very difficult on the residents. She then thanked the Team for their assistance and thanked the Commissioners for their continued support to the staff and resident families.

Vice-Chairman Miller then thanked the Team Members for their assistance and support provided to the resident families. Chairman Garduño concurred and expressed his gratitude to those Team Members for leaving their families without utilities to assist other families without utilities. (Ms. Mancha then requested a group picture with the Board.)

There being no further items, Chairman Luis E. Garduño called for **Item no. 11 on the Agenda – Adjournment**. Commissioner Ruben Herrera motioned to adjourn the meeting. Vice-Chairman Jesse A. Miller seconded the motion and, upon roll call, the following vote was recorded:

AYES: Chairman Luis E. Garduño, Vice-Chairman Jesse A. Miller, Commissioner Michael Seifert, Commissioner Ruben Herrera and Resident Commissioner Laura Villarreal.

NAYS: None.

Chairman Luis E. Garduño declared the meeting adjourned at 7:05 p.m.

Attested:

Carla Y. Mancha CEO/ Secretary

Luis Eduardo Garduño, Chairman

Date Approved: _____

ITEM NO. 5.B. -
Approval of an Extension to the
Hazard Pay for Identified Positions
through April 30, 2021.

CARLA MANCHA - Chief Executive Officer
ROBERT WILSON - Human Resources Director



ADMINISTRATIVE RECOMMENDATION TO AUTHORIZE THE EXTENSION OF HAZARD PAY FOR IDENTIFIED POSITIONS THROUGH APRIL 30, 2021

Background Information

As part of the on-going efforts to help employees affected by the COVID-19 pandemic, Administration has recommended several actions to assist employees who are experiencing challenges in their lives and in the workplace. One of these actions was to implement a hazard pay differential for those employees who must interact with the public as part of their normal job. This was approved by the Board of Commissioners on July 27, 2020 and has been implemented for the period June 29 to March 31, 2021. The telecommuting provisions for the office staff will continue in 2021 due to the continued risk of infection in Cameron County and the Brownsville area. Therefore, Administration is recommending an extension of the hazard pay provisions through April 30, 2021 as well.

The positions identified as being at risk are:

- Maintenance Mechanic (7)
 - Risk: working in the developments in occupied units
- Construction Superintendent (1)
 - Risk: Must interact with construction personnel and service providers.

Maintenance personnel continue taking precautions and using personal protective equipment when performing their duties. Nevertheless, they are potentially exposed when they must enter occupied residential units to make needed repairs and maintenance.

The Construction Superintendent continues to conduct inspections at the construction sites and interact with on-site personnel to observe progress and to assess compliance with required payroll regulations. He also interacts with service providers working on projects at the main office. PPE is used, but there is an increased risk due to frequent interactions with non-HACB personnel.

As previously approved, the hazard pay differential will only be paid on working hours, not on paid time off hours. The rate for hourly employees would be \$2.50 per hour, \$3.75 per hour for overtime hours. For the Construction Superintendent, there would be a flat amount of \$200.00 per pay period.

Strategic Plan Alignment

Providing competitive health care plans and benefits is aligned with Strategic Goal IV, objective F: Attract and retain qualified and competent employees through competitive compensation.

Budget Impact

The budget impact for this 4-week period from April 1 to April 30, 2021 would be approximately \$2,133.18 for Amp 1, and \$2,216.17 for BHOC for a total of \$4,349.36. This amount will be reduced if staff takes paid time off and also includes one holiday in April. Contingent HACB Board approval, Administration will then present this action item to the BHOC Board of Directors.

Administrative Recommendation


It is the recommendation of Administration for the HACB Board of Commissioners to approve an extension of the Hazard Pay for Identified Positions for the period of April 1 to April 30, 2021 with the option to extend monthly upon recommendation by the CEO and approval of the Board.



Robert Wilson, Human Resources Officer

March 24, 2021

Date



Carla Mancha, Chief Executive Officer

March 24, 2021

Date

ITEM No. 6.A.-

Approval to Adopt a Resolution to the Revised HCV Program's Regular & Energy Efficient Utility Allowance Schedules effective June 1,2021.

CARLA MANCHA - Chief Executive Officer
LETICIA GONZALEZ - Client Services Director



ADMINISTRATIVE RECOMMENDATION TO ADOPT THE HOUSING CHOICE VOUCHER PROGRAM'S REGULAR AND ENERGY EFFICIENT UTILITY ALLOWANCE SCHEDULES EFFECTIVE JUNE 1ST, 2021

Background Information:

The Code of Federal Regulations (24 CFR 982.517) stipulates that the PHA must maintain a utility allowance schedule for all tenant-paid utilities (except telephone), for cost of tenant-supplied refrigerators and ranges, and for other tenant-paid housing services (e.g., trash collection).

How allowances are determined. The utility allowance schedule must be determined based on the typical cost of utilities and services paid by energy-conservative households that occupy housing of similar size and type in the same locality. In developing the schedule, the PHA must use normal patterns of consumption for the community and current utility rates.

Revisions of utility allowance schedule. A PHA must review its schedule of utility allowances each year and must revise its allowance for a utility category if there is a change of 10 percent or more in the utility rate since the last time the utility allowance schedule was revised. The PHA must maintain information supporting its annual review of utility allowances and any revisions made in its utility allowance schedule.

Use of utility allowance schedule. The PHA must use the appropriate utility allowance for the size of dwelling unit leased by the family, rather than the family unit size as determined under the PHA subsidy standards. At reexamination, the PHA must use the PHA current utility allowance schedule.

Section 8 HCV Program Utility Allowances Nelrod's Resident Life Utility Allowances has performed an annual review of the agency's HCV Utility Allowances rates and charges and indicated to adjust the current utility allowances due to a greater than 10% change in utility rates and charges since June 2020, which was the date that the current HCV Utility Allowances were last revised. Therefore, as per HUD rules, HACB will need to adopt the updated Regular Utility Allowance due to the change being greater than 10%.

Energy Efficient Utility Allowances Nelrod's Resident Life Utility Allowances has performed an annual review of the agency's HCV Energy Efficient Utility Allowances and charges. The study reflects a change greater than 10% in utility rates and charges since June 2020 which was the date that the current HCV Utility Allowances were last revised. Therefore, as per HUD rules, HACB will adopt the updated Energy Efficient Utility Allowance due to the change being greater than 10%.

Attached are the following:

- HCV Utility Allowance Schedules with the 2020 Compliance Seal
- Survey and Study Results
- Comparison Charts of current and proposed utility allowances

- Reviewed Schedules of Utility Allowances for the Energy Efficient Utility Allowance schedules.

Strategic Plan Alignment

The Housing Authority of the City of Brownsville's (HACB) Mission, as outlined in the HACB 2015-2020 Strategic Plan, is "to provide access to affordable, quality housing for all residents of our community"; it is then crucial for the Housing Choice Voucher Program to have current policies that will help contribute to the agency's Mission.

Budget Impact:

The Nelrod Company prepared the studies for both the regular HCV Utility Allowance schedule and the Energy Efficient Utility Allowance schedule at a total cost of \$4,243.00. Said cost will be paid from HCV Admin funds.

The Housing Assistance Payment (HAP) budget is the only budget affected. Higher utility allowance schedules typically mean a higher HAP expense. The utility allowance increase, the new payment standards (effective on January 1, 2021) and the actualized client's income will result in an estimated annual HAP expense increase of \$5,388.00 This is a .04% increase of the FYE 2020 budgeted amount. The HACB HCV Program has the reserves to cover this increase should there be a need, as HUD's HCV Program funding operates on a cash management basis.

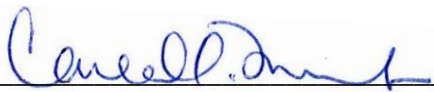
Administrative Recommendation:

It is the recommendation of Administration for the Board of Commissioners of the Housing Authority of the City of Brownsville to adopt the HCV Regular and Energy Efficient Utility Allowance Schedules effective, June 1st, 2021.



Leticia Gonzalez, Director of Client Services

March 24, 2021
Date



Carla Y. Mancha, Chief Executive Officer

March 24, 2021
Date

**BOARD OF COMMISSIONERS RESOLUTION TO ADOPT
THE HOUSING CHOICE VOUCHER'S REGULAR AND ENERGY EFFICIENT
UTILITY ALLOWANCE SCHEDULES
FOR FILES PROCESSED ON OR AFTER JUNE 1st, 2021.**

DULY PASSED ON _____

RESOLUTION _____

WHEREAS, the Housing Choice Voucher (HCV) Program of the Housing Authority of the City of Brownsville (HACB) is required by the Code of Federal Regulations 24 CFR 982.517 to review its schedule of utility allowances each year and must revise its allowances for a utility category if there has been a change of 10% or more in the utility rate since the last time the utility allowance was revised; and

WHEREAS, the HACB requested the review of the regular HCV Utility Allowance and the Energy Efficient Utility Allowance from the Nelrod Company. Said review determined there is a change for the regular HCV Utility Allowance of ten percent or more in the utility rates and charges and therefore, an adoption of said revised study is required.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Housing Authority of the City of Brownsville, Texas, adopts the regular HCV and Energy Efficient Utility Allowance Schedules effective for all files processed on or after June 1st, 2021.

Housing Authority of the City of Brownsville

Patricio Sampayo, Board Chairperson

ATTESTED BY:

Carla Y. Mancha, Chief Executive Officer



HCV Utility Allowances Analysis

March 29, 2021

2606 Boca Chica Blvd
Brownsville, TX 78520

p. (956) 541-5315
f. (956) 541-7860

Lgonzalez@hacb.us
www.hacb.us

Table of Contents

- I. Executive Summary..... 2
- II. Methodology..... 2
- III. Sample Data..... 3
- IV. Study Findings..... 3
- V. Conclusion 6

Executive Summary

The Utility Allowance Schedules are an important factor in the calculation of both a family's eligibility and level of assistance. It also plays a decisive role in a positive Section Eight Management Review Program (SEMAP) annual report score.

The HCV Program is required every year to prepare a SEMAP report. Indicator 4 of said report exclusively asks if the PHA maintains an up-to-date utility allowance schedule in accordance with 24 CFR §982.517. Indicator 3 verifies accurate Determination of Adjusted Income. One of main questions when conducting said determination is whether the correct utility allowance schedule was used.

The Code of Federal Regulations states at 24 CFR §982.517 Utility allowance schedule, Letter (c):

Revisions of utility allowance schedule. (1) A PHA must review its schedule of utility allowances each year and must revise its allowance for a utility category if there has been a change of 10 percent or more in the utility rate since the last time the utility allowance schedule was revised. The PHA must maintain information supporting its annual review of utility allowances and any revisions made in its utility allowance schedule.

The HCV Program of the Housing Authority of the City of Brownsville contracted said review with the NELROD Company and the review reflected that a revision was required, Therefore, the HACB will adopt the proposed HCV utility allowances. The Client Services Team has conducted an analysis to forecast HAP expense for the next twelve months. This forecast was prepared utilizing the client's current income, current payment standards, and the proposed utility allowances to be adopted.

Methodology

An Ad-hoc report was obtained from the Public and Indian Housing Information Center (PIC) website of the Housing and Urban Development (HUD) department. PIC is the master database for all PHA's HCV and PH client information as contained in the HUD 50058 form.

The comparison of the utility rate indicated that natural gas rates and charges , propane gas services and trash collection charges changed. Therefore, the HACB's will adopt the proposed HCV Utility Allowance Schedules.

The HCV Program team prepared the current Utility Allowance (UA) schedules for all units in the sample. All of the fields that would play a factor in the calculations were selected. Columns were added

to allow the current UA data entry and entered the new Payment Standard for the necessary formulas to perform the calculations conducive to the new Housing Assistance Payment amount.

The current HAP and new HAP were compared side by side as well as the Utility Reimbursement Payments for the Section 8 participants. The HCV Program is currently serving 2,619 clients. The sample used was a total of 1,938 families (or 74%) that the utility allowance along with the current payment standard will make an impact on the HAP amount and tenant's rent.

Sample Data

The sample's bedroom size breakdown for the eligible and mixed families is as follows:

Bedroom Size	Count	Percent
Efficiency	21	1%
One Bedroom	753	29%
Two Bedroom	687	26%
Three Bedroom	442	17%
Four Bedroom	35	1%
Totals	1,938 Units	74%

Study Findings

There were changes on the rates and charges for the HCV utility allowances for natural gas, propane gas and trash collection fees in some of HCV units and that the tenants are responsible for paying these charges. The calculations have determined that the total monthly Housing Assistance Payment and Utility Reimbursement for the Section 8 is of 1,938 clients in the sample will increase from \$788,817.00 to \$789,266 if all variables remain constant. URP is considered a HAP expense.

The HAP increases per bedroom size are as follows:

Total Units	Bedroom Size	Current HAP	New HAP	HAP Difference
21	Zero Bedroom	\$5,268	\$5,272	\$4.00
753	One Bedroom	\$278,094	\$278,261	\$167.00
687	Two Bedroom	\$271,986	\$272,077	\$91.00
442	Three Bedroom	\$213,777	\$213,951	\$174.00

35	Four Bedroom	\$19,692	\$19,705	\$13.00
1,938	Total	\$788,817	\$789,266	\$449.00

The average increases per bedroom size are as follows:

Total Units	Bedroom Size	Average Current HAP	Average New HAP	Difference	Percent Change	Annualized
21	Zero Bedroom	\$250.86	\$251.05	\$0.19	0.08%	\$48.00
753	One Bedroom	\$369.31	\$369.54	\$0.22	0.06%	\$2,004.00
687	Two Bedroom	\$395.90	\$396.04	\$0.13	0.03%	\$1,092.00
442	Three Bedroom	\$483.66	\$484.05	\$0.39	0.08%	\$2,088.00
35	Four Bedroom	\$562.63	\$563.00	\$0.37	0.07%	\$156.00
1,938						\$5,388

PROJECT BASED VOUCHERS

There was no change on the HCV utility allowances rates and charges for the Project Based Voucher units. The calculations have determined that the total monthly Housing Assistance Payment and Utility Reimbursement for all HACB Project Based Vouchers (PBV) in the sample will remain the same at \$45,090.00 if all variables remain constant. URP is considered a HAP expense.

The HAP per bedroom size is as follows:

Total Units	Bedroom Size	Current HAP	Average HAP
40	Zero Bedroom	\$9,180.00	\$229.50
76	One Bedroom	\$15,028.00	\$197.74
56	Two Bedroom	\$12,340.00	\$220.36
27	Three Bedroom	\$8,542.00	\$316.37
	Total HAP	\$45,090.00	

199			
-----	--	--	--

PROJECT BASED VOUCHERS RENTAL ASSISTANCE DEMONSTRATION (PBV RAD)

There was a change on the HCV utility allowances for natural gas, propane gas, and trash collection rates and charges in some of the PBV-RAD units and that the resident is responsible to pay for these services. The calculations have determined that the total monthly Housing Assistance Payment and Utility Reimbursement for all HACB Project Based Vouchers (PBV-RAD) in the sample will increase from \$162,638.00 to \$162,364.00 if all variables remain constant. URP is considered a HAP expense

The HAP per bedroom size is as follows:

Total Units	Bedroom Size	Current HAP	New HAP	HAP Difference
85	Zero Bedroom	\$17,328.00	\$17,328.00	\$0.00
85	One Bedroom	\$24,404.00	\$24,413.00	\$9.00
87	Two Bedroom	\$32,525.00	\$32,471.00	(\$54.00)
92	Three Bedroom	\$72,861.00	\$72,698.00	(\$163.00)
155	Four Bedroom	\$15,520.00	\$15,454.00	(\$66.00)
34	Total HAP	\$162,638.00	\$162,364.00	(\$274)
453				

The average increases per bedroom size is as follows:

Total Units	Bedroom Size	Average Current HAP	Average New HAP	Difference	Percent Change	Annualized
85	Zero Bedroom	\$203.86	\$203.86	\$0.00	0.00%	\$0.00
87	One Bedroom	\$280.51	\$280.61	\$0.10	0.04%	\$104.40
92	Two Bedroom	\$353.53	\$352.95	(\$0.58)	-0.16%	(\$640.32)
155	Three Bedroom	\$470.07	\$469.02	(\$1.05)	-0.22%	(\$1,953.00)
34	Four Bedroom	\$456.47	\$454.53	(\$1.94)	-0.43%	(\$791.52)
453						(\$3,280.44)

Conclusion

The proposed UA schedules have changed more than 10% of the current utility allowance schedule therefore, the HACB will adopt the proposed HCV Utility Allowance Schedules. However, another factor that will increase HAP expense is the current Payment Standards that are applied upon recertifications. The forecasted annual HAP expense increase will be an estimated \$5,388.00 (.04% percent of the current budget \$12,240,904.00). The HCV Program has the reserves to cover this expense should the need arise as the HCV Program is funded on a cash management basis by HUD.

Survey & Study Results

HCV UA Schedule

SURVEY AND STUDY RESULTS

SECTION 8 HOUSING CHOICE VOUCHER

ANNUAL UPDATE 2020-21

The HUD Regulation (24 CFR 982.517) requirement of a comparison of the utility providers' rates and charges was conducted and indicated a greater than 10% change in utility rates and charges since the January 2020 study was conducted (refer to page 2, first paragraph, and/or the Comparison of Previous and Current Utility Rates, in the Support Documentation section of this report). Therefore, the **Housing Authority of the City of Brownsville, TX** is updating utility allowances (using HUSM, conversion factors, and national averages) for electricity, natural gas, bottle gas/propane, water, sewer, and trash collection for a **Section 8 HCV Apartment (5 or more units)** and **Detached House/Row House/ Townhouse/Semi-Detached/Duplex (includes Triplex and Quadplex)**.

This update study was conducted in accordance with HUD Regulations 24 CFR 982.517 Utility Allowance Schedule (Section 8 Housing Choice Voucher Program). HUSM-Ver13i_813_Summit-Update was used.

The proposed Section 8 HCV Utility Allowances are shown in the following section on **2** forms HUD-52667.

Revised UA Schedules

HCV UA Schedule

Utility Allowance Schedule

See Public Reporting and Instructions on back.

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

U.S. Department of Housing and Urban
Development
Office of Public and Indian Housing

OMB Approval
No. 25577-0169
exp.7/31/2022

Date (mm/dd/yyyy):

Locality: **Housing Authority of the City of
Brownsville, TX**

Unit Type: **Apartment (5 or more units)**

Utility or Service:

0 BR

1 BR

2 BR

3 BR

4 BR

5 BR

Monthly Dollar Allowances

Heating

a. Natural Gas	\$6.00	\$7.00	\$7.00	\$8.00	\$8.00	\$8.00
b. Bottle Gas/Propane	\$22.00	\$27.00	\$27.00	\$30.00	\$30.00	\$32.00
c. Electric	\$4.00	\$5.00	\$6.00	\$6.00	\$7.00	\$7.00
d. Electric Heat Pump	\$4.00	\$4.00	\$5.00	\$6.00	\$6.00	\$7.00
e. Oil						

Cooking

a. Natural Gas	\$2.00	\$2.00	\$4.00	\$4.00	\$6.00	\$6.00
b. Bottle Gas/Propane	\$7.00	\$7.00	\$12.00	\$17.00	\$22.00	\$25.00
c. Electric	\$4.00	\$4.00	\$6.00	\$8.00	\$10.00	\$11.00

Other Electric & Cooling

Other Electric (Lights & Appliances)	\$13.00	\$16.00	\$22.00	\$28.00	\$34.00	\$40.00
Air Conditioning	\$14.00	\$16.00	\$22.00	\$29.00	\$35.00	\$41.00

Water Heating

a. Natural Gas	\$4.00	\$5.00	\$7.00	\$9.00	\$11.00	\$13.00
b. Bottle Gas/Propane	\$17.00	\$20.00	\$27.00	\$35.00	\$42.00	\$52.00
c. Electric	\$8.00	\$9.00	\$11.00	\$14.00	\$16.00	\$19.00
d. Oil						

Water, Sewer, Trash Collection

Water	\$19.00	\$20.00	\$23.00	\$26.00	\$30.00	\$33.00
Sewer	\$20.00	\$20.00	\$25.00	\$31.00	\$36.00	\$42.00
Trash Collection	\$32.00	\$32.00	\$32.00	\$32.00	\$32.00	\$32.00

Tenant-supplied Appliances

Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00

Other--specify: Monthly Charges

Electric Charge \$7.09	\$7.00	\$7.00	\$7.00	\$7.00	\$7.00	\$7.00
Natural Gas Charge \$18.58	\$19.00	\$19.00	\$19.00	\$19.00	\$19.00	\$19.00

Actual Family Allowances

To be used by the family to compute allowance. Complete below for the actual unit rented.

Name of Family

Address of Unit

Number of Bedrooms

Utility or Service	per month cost
Heating	\$
Cooking	\$
Other Electric	\$
Air Conditioning	\$
Water Heating	\$
Water	\$
Sewer	\$
Trash Collection	\$
Range / Microwave	\$
Refrigerator	\$
Other	\$
Other	\$
Total	\$



Utility Allowance Schedule

See Public Reporting and Instructions on back.

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

U.S. Department of Housing and Urban
Development
Office of Public and Indian Housing

OMB Approval
No. 25577-0169
exp.7/31/2022

Date (mm/dd/yyyy):

Locality: **Housing Authority of the City of
Brownsville, TX**

Unit Type: **Detached House/Row House/Townhouse/
Semi-Detached/Duplex (includes Triplex/Quadplex)**

Utility or Service:

0 BR

1 BR

2 BR

3 BR

4 BR

5 BR

Monthly Dollar Allowances

Heating

a. Natural Gas	\$8.00	\$11.00	\$11.00	\$11.00	\$11.00	\$12.00
b. Bottle Gas/Propane	\$32.00	\$40.00	\$40.00	\$42.00	\$42.00	\$47.00
c. Electric	\$7.00	\$8.00	\$8.00	\$9.00	\$10.00	\$11.00
d. Electric Heat Pump	\$4.00	\$5.00	\$6.00	\$7.00	\$8.00	\$8.00
e. Oil						

Cooking

a. Natural Gas	\$2.00	\$2.00	\$4.00	\$4.00	\$6.00	\$6.00
b. Bottle Gas/Propane	\$7.00	\$7.00	\$12.00	\$17.00	\$22.00	\$25.00
c. Electric	\$4.00	\$4.00	\$6.00	\$8.00	\$10.00	\$11.00

Other Electric & Cooling

Other Electric (Lights & Appliances)	\$17.00	\$20.00	\$27.00	\$35.00	\$43.00	\$52.00
Air Conditioning	\$14.00	\$16.00	\$27.00	\$39.00	\$52.00	\$66.00

Water Heating

a. Natural Gas	\$5.00	\$6.00	\$8.00	\$11.00	\$13.00	\$16.00
b. Bottle Gas/Propane	\$20.00	\$22.00	\$32.00	\$42.00	\$52.00	\$62.00
c. Electric	\$9.00	\$11.00	\$14.00	\$17.00	\$20.00	\$24.00
d. Oil						

Water, Sewer, Trash Collection

Water	\$19.00	\$20.00	\$23.00	\$26.00	\$30.00	\$33.00
Sewer	\$20.00	\$20.00	\$25.00	\$31.00	\$36.00	\$42.00
Trash Collection	\$32.00	\$32.00	\$32.00	\$32.00	\$32.00	\$32.00

Tenant-supplied Appliances

Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00

Other--specify: Monthly Charges

Electric Charge \$7.09	\$7.00	\$7.00	\$7.00	\$7.00	\$7.00	\$7.00
Natural Gas Charge \$18.58	\$19.00	\$19.00	\$19.00	\$19.00	\$19.00	\$19.00

Actual Family Allowances

To be used by the family to compute allowance. Complete below for the actual unit rented.

Name of Family

Address of Unit

Number of Bedrooms

Utility or Service	per month cost
Heating	\$
Cooking	\$
Other Electric	\$
Air Conditioning	\$
Water Heating	\$
Water	\$
Sewer	\$
Trash Collection	\$
Range / Microwave	\$
Refrigerator	\$
Other	\$
Other	\$
Total	\$



Comparison Charts

HCV UA Schedule

Comparison of Previous and Current Utility Rates

Section 8 HCV Program

HOUSING AUTHORITY OF THE CITY OF BROWNSVILLE, TX

Note: Rates in bold print indicate changes and gray print indicates removal.

(We use the absolute value of the changes which gives us the percentage of change. This is the best way to determine a 10% change in utility rates and charges.)

ELECTRIC

UPDATE 2020-21

Brownsville Public Utilities Board (Sch D)		Rates		Difference	
Description	Measure	1/2020	11/2020	Amount	Percent
Customer Service Charge	per month	\$6.94	\$6.94	\$0.00	0%
Tier-1 Total Energy Charges (0-500)	per kwh	0.08372	0.08372	0.00000	0%
Tier-2 Total Energy Charges (over 500)	per kwh	0.10640	0.10640	0.00000	0%
Total % of Change					0%
Total Taxes	% of total	2.1667%	2.1667%	0.00	0%

NATURAL GAS

Texas Gas Service (Sch 10)		Rates		Difference	
Description	Measure	1/2020	11/2020	Amount	Percent
Customer Charge	per month	\$16.52	\$17.02	\$0.50	3%
Total Energy Charges	per ccf	0.83191	0.64105	-0.19086	-23%
Total % of Change					26%
Total Taxes	% of total	9.1637%	9.1637%	0.00	0%

BOTTLE GAS/PROPANE

Hino Gas		Rates		Difference	
Description	Measure	1/2020	11/2020	Amount	Percent
Fuel Rate	per gallon	\$2.69	\$2.47	-\$0.22	-8%

WATER, SEWER & TRASH COLLECTION

Brownsville Public Utilities Board		Rates		Difference	
Description - Water	Measure	1/2020	11/2020	Amount	Percent
Customer Service Charge	per month	\$12.06	\$12.06	\$0.00	0%
Water Charge (0-3000)	per 1000 gals	\$1.98	\$1.98	\$0.00	0%
Water Charge (3001-9000)	per 1000 gals	\$2.19	\$2.19	\$0.00	0%
Water Charge (9001-16000)	per 1000 gals	\$2.70	\$2.70	\$0.00	0%
Total % of Change					0%
Description - Sewer	Measure	1/2020	11/2020	Amount	Percent
Customer Service Charge	per month	\$7.48	\$7.48	\$0.00	0%
Wastewater Charge (0-7000)	per 1000 gals	\$3.43	\$3.43	\$0.00	0%
Wastewater Charge (over 7000)	per 1000 gals	\$3.76	\$3.76	\$0.00	0%
Total % of Change					0%

Continued...

Comparison of Previous and Current Utility Rates

Section 8 HCV Program

<i>City of Brownsville</i> Description - Trash Collection	Measure	Rates		Difference	
		1/2020	11/2020	Amount	Percent
Total Monthly Charges	per month	\$30.87	\$31.59	\$0.72	2%

Survey & Study Results

Energy Efficient UA Schedule

SURVEY AND STUDY RESULTS

ENERGY EFFICIENT

UPDATE 2020-21

Energy Efficient Utility allowances were calculated for the **Housing Authority of the City of Brownsville, TX**, using HUD's Utility Schedule Model (HUSM-Ver13i_813_Summit-Update), conversion factors, and national averages, for electricity, natural gas, bottle gas/propane, water, sewer, and trash collection utilities/services Utility Allowance schedules are provided for a **Energy Efficient Apartment** and **Energy Efficient Detached House**.

Note: New construction properties that are 9% LIHTC quality to utilize these energy efficient allowances, **per the Agency**.

ResidentLife Utility Allowances specialist have made every effort to be accurate as possible, and conduct this study in accordance with the compliance monitoring rules, administered by the IRS.

The proposed Energy Efficient Utility Allowance schedules are shown in the following section on **2** forms HUD-52667.

Revised UA Schedules

Energy Efficient UA Schedule

Utility Allowance Schedule

See Public Reporting and Instructions on back.

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

U.S. Department of Housing and Urban

Development

Office of Public and Indian Housing

OMB Approval

No. 25577-0169

exp.7/31/2022

Date (mm/dd/yyyy):

Locality: **Housing Authority of the City of Brownsville, TX**

Unit Type: **Energy Efficient Apartment**

Utility or Service:

0 BR

1 BR

2 BR

3 BR

4 BR

5 BR

Monthly Dollar Allowances

Heating

a. Natural Gas	\$5.00	\$6.00	\$6.00	\$6.00	\$6.00	\$7.00
b. Bottle Gas/Propane	\$20.00	\$22.00	\$25.00	\$25.00	\$25.00	\$27.00
c. Electric	\$4.00	\$4.00	\$5.00	\$5.00	\$6.00	\$6.00
d. Electric Heat Pump	\$3.00	\$4.00	\$4.00	\$5.00	\$5.00	\$6.00
e. Oil						

Cooking

a. Natural Gas	\$1.00	\$2.00	\$3.00	\$4.00	\$4.00	\$6.00
b. Bottle Gas/Propane	\$5.00	\$7.00	\$10.00	\$12.00	\$17.00	\$22.00
c. Electric	\$3.00	\$3.00	\$5.00	\$6.00	\$8.00	\$9.00

Other Electric & Cooling

Other Electric (Lights & Appliances)	\$11.00	\$13.00	\$18.00	\$23.00	\$28.00	\$33.00
Air Conditioning	\$11.00	\$13.00	\$18.00	\$23.00	\$29.00	\$34.00

Water Heating

a. Natural Gas	\$4.00	\$4.00	\$6.00	\$7.00	\$9.00	\$11.00
b. Bottle Gas/Propane	\$12.00	\$12.00	\$22.00	\$27.00	\$35.00	\$40.00
c. Electric	\$6.00	\$7.00	\$9.00	\$11.00	\$13.00	\$15.00
d. Oil						

Water, Sewer, Trash Collection

Water	\$18.00	\$20.00	\$23.00	\$26.00	\$29.00	\$32.00
Sewer	\$18.00	\$20.00	\$25.00	\$30.00	\$35.00	\$41.00
Trash Collection	\$32.00	\$32.00	\$32.00	\$32.00	\$32.00	\$32.00

Tenant-supplied Appliances

Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00

Other--specify: Monthly Charges

Electric Charge \$7.09	\$7.00	\$7.00	\$7.00	\$7.00	\$7.00	\$7.00
Natural Gas Charge \$18.58	\$19.00	\$19.00	\$19.00	\$19.00	\$19.00	\$19.00

Actual Family Allowances

To be used by the family to compute allowance. Complete below for the actual unit rented.

Name of Family

Address of Unit

Number of Bedrooms

Utility or Service	per month cost
Heating	\$
Cooking	\$
Other Electric	\$
Air Conditioning	\$
Water Heating	\$
Water	\$
Sewer	\$
Trash Collection	\$
Range / Microwave	\$
Refrigerator	\$
Other	\$
Other	\$
Total	\$



Utility Allowance Schedule

See Public Reporting and Instructions on back.

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

U.S. Department of Housing and Urban

Development

Office of Public and Indian Housing

OMB Approval

No. 25577-0169

exp.7/31/2022

Date (mm/dd/yyyy):

Locality: **Housing Authority of the City of Brownsville, TX**

Unit Type: **Energy Efficient Detached House**

Utility or Service:

0 BR

1 BR

2 BR

3 BR

4 BR

5 BR

Monthly Dollar Allowances

Heating

a. Natural Gas	\$7.00	\$8.00	\$8.00	\$9.00	\$9.00	\$10.00
b. Bottle Gas/Propane	\$27.00	\$32.00	\$32.00	\$35.00	\$35.00	\$37.00
c. Electric	\$6.00	\$7.00	\$7.00	\$8.00	\$8.00	\$9.00
d. Electric Heat Pump	\$4.00	\$5.00	\$6.00	\$7.00	\$7.00	\$8.00
e. Oil						

Cooking

a. Natural Gas	\$1.00	\$2.00	\$3.00	\$4.00	\$4.00	\$6.00
b. Bottle Gas/Propane	\$5.00	\$7.00	\$10.00	\$12.00	\$17.00	\$22.00
c. Electric	\$3.00	\$3.00	\$5.00	\$6.00	\$8.00	\$9.00

Other Electric & Cooling

Other Electric (Lights & Appliances)	\$16.00	\$19.00	\$26.00	\$33.00	\$41.00	\$50.00
Air Conditioning	\$9.00	\$10.00	\$23.00	\$36.00	\$50.00	\$66.00

Water Heating

a. Natural Gas	\$4.00	\$5.00	\$7.00	\$9.00	\$11.00	\$13.00
b. Bottle Gas/Propane	\$17.00	\$20.00	\$27.00	\$35.00	\$42.00	\$52.00
c. Electric	\$8.00	\$9.00	\$12.00	\$14.00	\$17.00	\$19.00
d. Oil						

Water, Sewer, Trash Collection

Water	\$18.00	\$20.00	\$23.00	\$26.00	\$29.00	\$32.00
Sewer	\$18.00	\$20.00	\$25.00	\$30.00	\$35.00	\$41.00
Trash Collection	\$32.00	\$32.00	\$32.00	\$32.00	\$32.00	\$32.00

Tenant-supplied Appliances

Range / Microwave Tenant-supplied	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00	\$11.00
Refrigerator Tenant-supplied	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00

Other--specify: Monthly Charges

Electric Charge \$7.09	\$7.00	\$7.00	\$7.00	\$7.00	\$7.00	\$7.00
Natural Gas Charge \$18.58	\$19.00	\$19.00	\$19.00	\$19.00	\$19.00	\$19.00

Actual Family Allowances

To be used by the family to compute allowance. Complete below for the actual unit rented.

Name of Family

Address of Unit

Number of Bedrooms

Utility or Service	per month cost
Heating	\$
Cooking	\$
Other Electric	\$
Air Conditioning	\$
Water Heating	\$
Water	\$
Sewer	\$
Trash Collection	\$
Range / Microwave	\$
Refrigerator	\$
Other	\$
Other	\$
Total	\$



Comparison Charts

Energy Efficient UA Schedule

Comparison of Previous and Current Utility Rates

Section 8 Energy Efficient

HOUSING AUTHORITY OF THE CITY OF BROWNSVILLE, TX

Note: Rates in bold print indicate changes and gray print indicates removal.

(We use the absolute value of the changes which gives us the percentage of change. This is the best way to determine a 10% change in utility rates and charges.)

ELECTRIC

UPDATE 2020-21

Brownsville Public Utilities Board (Sch D)		Rates		Difference	
Description	Measure	1/2020	11/2020	Amount	Percent
Customer Service Charge	per month	\$6.94	\$6.94	\$0.00	0%
Tier-1 Total Energy Charges (0-500)	per kwh	0.08372	0.08372	0.00000	0%
Tier-2 Total Energy Charges (over 500)	per kwh	0.10640	0.10640	0.00000	0%
Total % of Change					0%
Total Taxes	% of total	2.1667%	2.1667%	0.00	0%

NATURAL GAS

Texas Gas Service (Sch 10)		Rates		Difference	
Description	Measure	1/2020	11/2020	Amount	Percent
Customer Charge	per month	\$16.52	\$17.02	\$0.50	3%
Total Energy Charges	per ccf	0.83191	0.64105	-0.19086	-23%
Total % of Change					26%
Total Taxes	% of total	9.1637%	9.1637%	0.00	0%

BOTTLE GAS/PROPANE

Hino Gas		Rates		Difference	
Description	Measure	1/2020	11/2020	Amount	Percent
Fuel Rate	per gallon	\$2.69	\$2.47	-\$0.22	-8%

WATER, SEWER & TRASH COLLECTION

Brownsville Public Utilities Board		Rates		Difference	
Description - Water	Measure	1/2020	11/2020	Amount	Percent
Customer Service Charge	per month	\$12.06	\$12.06	\$0.00	0%
Water Charge (0-3000)	per 1000 gals	\$1.98	\$1.98	\$0.00	0%
Water Charge (3001-9000)	per 1000 gals	\$2.19	\$2.19	\$0.00	0%
Water Charge (9001-16000)	per 1000 gals	\$2.70	\$2.70	\$0.00	0%
Total % of Change					0%
Description - Sewer	Measure	1/2020	11/2020	Amount	Percent
Customer Service Charge	per month	\$7.48	\$7.48	\$0.00	0%
Wastewater Charge (0-7000)	per 1000 gals	\$3.43	\$3.43	\$0.00	0%
Wastewater Charge (over 7000)	per 1000 gals	\$3.76	\$3.76	\$0.00	0%
Total % of Change					0%

Continued...

Comparison of Previous and Current Utility Rates

Section 8 Energy Efficient

<i>City of Brownsville</i> Description - Trash Collection	Measure	Rates		Difference	
		1/2020	11/2020	Amount	Percent
Total Monthly Charges	per month	\$30.87	\$31.59	\$0.72	2%

ITEM No. 6.B.-
Adoption of a Resolution to
Amend the ACOP that will allow
the Implementation of Remote
Video-Assisted Inspections or
Virtual Inspections of PH Dwelling
Units.

CARLA MANCHA - Chief Executive Officer
ISABEL NUÑEZ - Housing Facilities Director



ADMINISTRATIVE RECOMMENDATION AND RESOLUTION TO AMEND THE ACOP FOR THE APPROVAL TO IMPLEMENT THE USE OF REMOTE VIDEO-ASSISTED INSPECTIONS OR VIRTUAL INSPECTIONS OF PUBLIC HOUSING DWELLING UNITS.

Background Information

HUD requires PHA's which own or operate public housing to make annual inspections of each public housing project to determine whether units in the project are maintained to applicable standards and remain safe for residents (24 CFR 5, Subpart G). These standards address the inspection of the site area, building systems and components, and dwelling units.

Under the Coronavirus Aid, Relief and Economic Security (CARES) Act, PIH 2020-05 through PIH 2020-13, HUD establish waivers and administrative flexibilities and adjust programs practices where necessary to prioritize mission critical functions when normal operations are restricted and severely constrained, further prevent the spread of COVID-19, and mitigate the health risks posed by COVID-19 to PHA's, staff, families, landlords, and their communities at large. During CY 2020 HUD waived the requirement to inspect public housing units.

On November 30, 2020, Notice PIH-2020-33 (HA), REV-2 HUD extended the period of availability for most of the waivers to June 30, 2021. The public housing Agency Annual Inspections were not extended therefore this waiver ended December 31, 2020 (PIH-12- page 31 of the notice).

To mitigate the health risk posed by COVID-19, and to safely administer public housing, Administration is recommending updating the Admissions and Continued Occupancy Policy (ACOP) to implement the use of Remote Video-Assisted or Virtual Inspections for the public housing developments as an alternative requirement, for physical inspection during national or local emergencies. The HACB has complied with the public notice requirements.

To conduct virtual inspections three smartphones or tablets with a reliable internet connection, 4G or better cellular data service with a high camera resolution (megapixel, sensors, and pixel size), will be needed to identify inspectable areas such as paint chips or broken glass. These devices will be loaned to the tenants during a scheduled inspection. Tenants will be instructed on how to utilize the device to assist management assess their unit and comply with HUD requirements (see attachment)

Strategic Plan Alignment

This recommendation is in alignment with the Housing Authority of the City of Brownsville's (HACB) Mission as outlined in the HACB 2015-2020 Strategic Plan, "to provide high quality housing that is well managed and responsive to the need of the community". It is then crucial for the Public Housing to have current policies that will help contribute to the agency's Mission.

Budget Impact

The investment for the first year to purchase three electronic devices with reliable internet connection is \$4,367.64. After the first year, the investment will only be for the internet service at an approximate cost of \$1,367.64 per year. This investment can be paid with the public housing CARES Act funds.

Administrative Recommendation

It is the recommendation of Administration for the HACB Board of Commissioners to Adopt a Resolution to update/amend the Admissions and Continued Occupancy Policy (ACOP) to formally implement the use of Remote Video-Assisted Inspections or Virtual Inspections of public housing dwelling units, as an alternative requirement, for physical inspections, when normal operations are restricted and severely constrained due to federal, state or local emergencies and to be effective April 1, 2021.



Isabel Nunez, Housing Facilities Director

March 24, 2021
Date



Carla Mancha, Chief Executive Officer

March 24, 2021
Date

RESOLUTION No. _____

**RESOLUTION TO AMEND THE ADMISSIONS AND CONTINUED OCCUPANCY
POLICY THAT WILL ALLOW THE IMPLEMENTATION OF REMOTE VIDEO-
ASSISTED INSPECTIONS OR VIRTUAL INSPECTIONS
FOR PUBLIC HOUSING DWELLING UNITS.**

WHEREAS, the Housing Authority of the City of Brownsville (HACB) is required by HUD to make annual inspections of public housing units to determine whether units in the project are maintained to applicable standards and remain safe for residents (24 CFT 5, Subpart G); and

WHEREAS, the requirement to inspect public housing units was waived under the Coronavirus Aid, Relief and Economic Security (CARES) Act, PIH 2020-05 through PIH 2020-13, to further prevent the spread of COVID-19 and mitigate the health risk posed by COVID-19 to PHA's families, landlords, and community at large; and

WHEREAS, under the CARES act notice dated November 30, 2020, PIH-2020-33 (HA) Rev-2, the requirement to inspect public housing units was not extended therefore this waiver ended December 31, 2020; and

WHEREAS, to comply with HUD requirements and mitigate the health risk posed by COVID-19, Administration is recommending updating the Admissions and Continued Occupancy Policy (ACOP) to implement the use of Remote Video-Assisted or Virtual Inspections, as an alternative requirement for physical inspections, to identify maintenance needs during government or local emergencies and comply with HUD requirements; and

WHEREAS, the HACB has complied with all public notice requirements.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Brownsville, Texas, to approve the amendment to the ACOP which will allow for the implementation of Remote Video-Assisted Inspections or Virtual Inspections for public housing dwelling units, should normal operations be restricted and severely constrained due to a federal, state or local emergencies and to be effective April 1, 2021.

HOUSING AUTHORITY OF THE CITY OF BROWNSVILLE, TEXAS

Luis Eduardo Garduño, Board Chairman

ATTESTED BY:

Carla Mancha, Chief Executive Officer

Date Adopted: _____



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING

SPECIAL ATTENTION OF:

Office Directors of Public Housing;
Regional Directors; Public Housing
Agencies; Offices of Native American
Programs; Indian Tribes, and
Tribally Designated Housing Entities.

NOTICE PIH 2020-33(HA), REV-2

Issued: November 30, 2020

Expires: This Notice remains in effect
until amended, superseded or rescinded.

Supersedes: Notices PIH 2020-05; PIH
2020-13

Cross References: Notice PIH-2018-18;
Notice PIH-2019-11; Notice PIH-2011-64;
82 FR 5458 (January 18, 2017); 83 FR
35490 (July 26, 2018); Notice PIH-2020-22;
Notice PIH-2020-20

SUBJECT: COVID-19 Statutory and Regulatory Waivers and Alternative Requirements for the Public Housing, Housing Choice Voucher (including Mainstream and Mod Rehab), Indian Housing Block Grant and Indian Community Development Block Grant programs, Suspension of Public Housing Assessment System and Section Eight Management Assessment Program, Revision 2

1. PURPOSE

The Coronavirus Aid, Relief and Economic Security (CARES) Act (Public Law 116-136) provides the U.S. Department of Housing and Urban Development (HUD) with broad authority to waive or establish alternative requirements for numerous statutory and regulatory requirements for the Public Housing program, Housing Choice Voucher (HCV) program, Indian Housing Block Grant (IHBG) program, and Indian Community Development Block Grant (ICDBG) program.

In Notice PIH 2020-05, published on April 10, 2020, HUD exercised its authority under the CARES Act to establish waivers and administrative flexibilities to provide relief to Public Housing Agencies (PHAs), Indian tribes, and tribally designated housing entities (TDHEs) in response to the COVID-19 pandemic. PIH subsequently published Notice PIH 2020-13, which restated the waivers and alternative requirements established previously in Notice PIH 2020-05, provided additional waivers and alternative requirements, extended the periods of availability for previously established waivers and alternative requirements, and issued technical amendments to several of the previously established waivers and alternative requirements. Additionally, HUD published Notices PIH 2020-20 and PIH 2020-22 which provided waivers and alternative requirements specific to the Section 8 Moderate

PH-11: Designated Housing Plan Renewals

Statutory Authority: Section 7(f) of the USHA of 1937

Description: The statute requires that PHAs submit a request to HUD to extend the effective period for Designated Housing Plans upon expiration of the Plan's current effective period. All original designations remain in effect for 5 years from the date HUD approves the Plan; renewals beyond the initial 5 years are granted for 2-year periods. HUD is waiving the statute to extend the effective period through June 30, 2021, for plans due to expire between July 2, 2020 and June 30, 2021. If the request for renewal is not approved upon the expiration of the extended effective period, the Plan will have expired and the designated project or portion of a project will convert to its original status. Therefore, the PHA will need to submit a renewal request at least 60 days prior to the extended expiration date of June 30, 2021.

Period of Availability: The period of availability ends on June 30, 2021.

PH-12: Public Housing Agency Annual Self-Inspections

Statutory Authority: Section 6(f)(3) of the USHA of 1937

Regulatory Authority: 24 CFR § 902.20(d)

Description: The statute requires PHAs which own or operate public housing to make an annual inspection of each public housing project to determine whether units in the project are maintained to applicable standards and remain safe for residents. HUD is waiving the requirement that the PHA must inspect each project during CY 2020.

This waiver does not alleviate the PHA of its responsibility to provide safe housing. PHAs are reminded to expeditiously identify, respond to, and address serious conditions that could jeopardize life or property.

HUD encourages PHAs that choose not to utilize this waiver, or that wish to conduct inspections on a more limited basis to consider establishing and maintaining methods of performing remote, video-assisted or "virtual" inspections of dwelling units to identify maintenance needs while complying with CDC and local guidelines, especially for those units that may not be inspected this year. PHAs should also consider utilizing electronic means (such as videoconferencing, text messaging and email) of receiving maintenance requests and reports of life-threatening safety concerns directly from residents while minimizing in-person interactions. Additionally, it is recommended that PHAs continue to conduct exterior/site inspections or maintenance evaluations in compliance with social distancing requirements outlined by the CDC. As outlined in Maintenance Guidebook II, Chapter 2, Sections A and B, PHAs are required to establish both a regular and emergency maintenance plan. In separate and forthcoming guidance, HUD will describe an approach for the recommencement of Real Estate Assessment Center (REAC) inspections. This guidance may also be helpful to PHAs in determining when to resume self-inspections, however, PHAs will be required to complete an inspection of every public housing property during CY 2021.

Period of Availability: The period of availability ends on December 31, 2020.

REMOTE VIDEO-ASSISTED INSPECTIONS OR VIRTUAL INSPECTIONS TOOLS PROCEDURES

The Housing Authority of the City of Brownsville's (HACB) Remote video-assisted inspections will be performed by the manager and/or assistant manager. This type of inspection will require tenant assistance.

Tools:

- Electronic device with an internet connection
- Temperature gage
- Telescoping stick /extension poles to check smoke detectors or carbon monoxide detectors.
- Flashlight
- Receptacle and GFCI tester
- Measuring tape
- Any additional items the PHA deems necessary.

Pre-inspection planning:

- The use of standard inspection procedures for scheduling the inspection will be used.
- Tenant will be provided information on how to communicate with the electronic device.
- Tenant will be contacted one day before the inspection and will be provided with all the necessary tools for the inspection.
- Once the tools are provided, the tenant will receive training on how to use each tool.
- If a tenant is not able to assist with virtual inspection, management will arrange for a physical inspection.

Performing the Inspection:

- Management will schedule appointments to start the inspection.
- Management will provide adequate privacy safeguards for the protection of Personal Identifiable Information (PII).
- Management will guide tenant through the inspectable areas.
- Only failed inspectable areas will require a picture and further documentation.
- When the inspection is complete, management will pick up all tools.
- Tools will be disinfected before the next user.

Completing the inspection:

- Management will complete the inspection report and make necessary work orders for repairs.
- Standard procedures of inspection results and notices will be utilized by Management.

ITEM No. 6.C.-
Approval and Adoption of a
Resolution for HACB's 2021
Annual Plan and 5-Year Action
Plan for the CFP.

CARLA MANCHA - Chief Executive Officer
ISABEL NUÑEZ - Housing Facilities Director

**ADMINISTRATIVE RECOMMENDATION TO APPROVE
THE HOUSING AUTHORITY OF THE CITY OF BROWNSVILLE'S
2021 ANNUAL AGENCY PLAN AND
2021-2025 CAPITAL FUND PROGRAM (CFP) FIVE YEAR ACTION PLAN**

Background Information

The Department of Housing and Urban Development (HUD) requires that all Public Housing Authorities that have a combination of 550 or more Public Housing units and Section 8 Vouchers to submit a Public Housing Agency (PHA) Plan to the HUD field office.

The Annual and Five-Year Action Plan provides public information regarding policies, rules, and requirements concerning the Housing Authority of the City of Brownsville (HACB) operations, programs, and services. The plan identifies the HACB's mission and vision for serving the needs of low-income and very low-income families. It is consistent with the Consolidated Plan of the City of Brownsville, and entitlement jurisdiction in which the HACB operates.

The HACB has complied with the Public Hearing Notice requirements. The plan was presented to the Resident Advisory Board (RAB). A notice was published on the Brownsville Herald on January 24, 2021 informing the Public that the Draft Agency Plan was available for public review with a 45-day comment period. The Plan will be submitted to HUD electronically by April 17, 2021 for review and approval.

Strategic Plan Alignment

The plan is in alignment with the HACB's Mission and Vision as outlined in the HACB-2015-2020 Strategic Plan, "to provide high quality affordable housing that is well-managed and responsive to the need of the community".

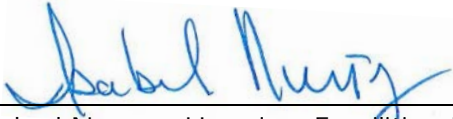
Budget Impact

There is no budget impact in submitting the Plan to HUD. Please note that it is a requirement from HUD for PHA's to submit said document in order to receive Housing Choice Voucher Program, Low Rent Operating Fund and the Capital Fund Program.

Administrative Recommendation

It is the recommendation of Administration for the Housing Authority of the City


of Brownsville Board of Commissioners to approve the PHA Annual Plan for fiscal years 2021 which includes the CFP Five Year Action Plan 2021-2025.

A handwritten signature in blue ink, appearing to read "Isabel Nunez", written over a horizontal line.

Isabel Nunez, Housing Facilities Director

March 24, 2021

Date

A handwritten signature in blue ink, appearing to read "Carla Mancha", written over a horizontal line.

Carla Mancha, Chief Executive Officer

March 24, 2021

Date

RESOLUTION No. _____

**RESOLUTION TO APPROVE THE HOUSING AUTHORITY OF THE CITY OF
BROWNSVILLE'S 2021 ANNUAL AGENCY PLAN AND
2021-2025 CAPITAL FUND PROGRAM (CFP) FIVE YEAR ACTION PLAN**

WHEREAS, the Housing Authority of the City of Brownsville (HACB) is required by the U.S. Department of Housing and Urban Development (HUD) to submit a Board of Commissioners approved Public Housing Authority Annual plan; and

WHEREAS, the Annual Plan includes the CFP Annual Statement and 2021-2025 Five-Year Action Plan for HUD's review and approval; and

WHEREAS, the HACB, as required under the Quality Housing and Work Responsibility Act of 1998 (QHWRA) and the Housing and Economic Recovery Act of 2008 (HERA), has held meetings with the Resident Advisory Board (RAB) and public meetings for their input in the Annual and Five-Year Action Plan; and

WHEREAS, the HACB published the appropriate public notice and made the PHA Agency Plan available to the public for the required 45-day review and comment period; and

WHEREAS, the HACB is required by HUD to certify that it is in compliance and therefore, will comply with HUD's policies and procedures; and

WHEREAS, the HACB is to submit for Board approval the Annual and Five-Year CFP Action Plan for PHA Fiscal Year Beginning July 1, 2021 to be submitted to the U.S. Department of Housing and Urban Development for approval and adoption.

NOW, THEREFORE, BE IT RESOLVED that effective March 29, 2021, the Board of Commissioners of the Housing Authority of the City of Brownsville approves and adopts the PHA Annual plan for fiscal year 2021 and the CFP Five-Year Action Plan for Fiscal Year beginning July 1, 2021 as presented.

Luis Eduardo Garduno, Board Chairperson

ATTESTED BY:

Carla Y. Mancha, Chief Executive Officer

Streamlined Annual PHA Plan <i>(High Performer PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 02/29/2016
--	---	--

Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. Form HUD-50075-HP is to be completed annually by **High Performing PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, HCV-Only PHA, Small PHA, or Qualified PHA do not need to submit this form.

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, and that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment, and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

A.	PHA Information.																														
A.1	<p> PHA Name: <u>Housing Authority of the City of Brownsville</u> PHA Code: <u>TX007</u> PHA Type: <input checked="" type="checkbox"/> Small <input checked="" type="checkbox"/> High Performer PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>7/2021</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Public Housing (PH) Units <u>232</u> Number of Housing Choice Vouchers (HCVs) <u>2799</u> Total Combined <u>3,031</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission </p> <p> Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans. </p> <p> <input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below) </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="width: 20%;">Participating PHAs</th> <th rowspan="2" style="width: 10%;">PHA Code</th> <th rowspan="2" style="width: 20%;">Program(s) in the Consortia</th> <th rowspan="2" style="width: 20%;">Program(s) not in the Consortia</th> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th style="width: 10%;">PH</th> <th style="width: 10%;">HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																	
Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program																											
				PH	HCV																										
Lead PHA:																															

B.	Annual Plan Elements
B.1	<p>Revision of PHA Plan Elements.</p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last Annual PHA Plan submission?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Financial Resources.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Safety and Crime Prevention.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Pet Policy.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification</p> <p>(b) The PHA must submit its Deconcentration Policy for Field Office Review.</p> <p>(c) If the PHA answered yes for any element, describe the revisions for each element below:</p> <ul style="list-style-type: none"> Revised PH Admissions and Continued Occupancy Policy (See tab 3) Revised HCVP Administrative Plan (See tab 4)
B.2	<p>New Activities.</p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Tenant Based Assistance.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Project Based Vouchers.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Units with Approved Vacancies for Modernization.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project-based units and general locations, and describe how project basing would be consistent with the PHA Plan.</p> <p>The HACB is considering applying for disposition/demolition on the following three developments under AMP 1:</p> <ul style="list-style-type: none"> Buena Vida Development 150 units Bougainvillea Development 50 units Victoria Gardens Development 46 units <p>The HACB non-profit BHOC was awarded a \$20 million LIHTC allocation by the Texas Department of Housing and Community Affairs, in June of 2018. The PHA has leveraged federal, state, and local funds to create a holistic development at a new site called Poinsettia Gardens at Boca Chica. The construction started September 3, 2019 and was completed on January 2021. The new site consists of 150 units and the HACB is utilizing the HUD CHAP award letter for TX007010101 Buena Vida. HACB is utilizing transfer of assistance for 150 PH families to Poinsettia Gardens at Boca Chica. This award is the result of three years of work that began with the creation of HACB's 2020 Strategic Plan adopted by the HACB Board in 2015.</p> <p>The HACB's non-profit BHOC submitted a LIHTC application to TDHCA for a 2019 allocation for the construction of Trail Village. TDHCA awarded BHOC a \$10 million dollar tax credit allocation to develop Trail Village. It will be a 48-unit development located on the North West Paseo Plaza Boulevard adjacent to the existing Paseo Plaza Development. The HACB will utilize the HUD CHAP letter for Bougainvillea (TX007010101) 48 units to transfer the assistance to Trail Village at 25 Paseo Plaza. Start of construction began fall of 2020 with an approximate completion date of December 2021.</p> <p>The HACB intends to leverage other RAD CHAP letters with the TDHCA 9% LIHTC program to develop additional affordable housing in Brownsville. The remaining CHAP letters that HACB has pertains to the Victoria Gardens and Sanchez Vela (TX007010109). Families residing in these two developments, as well as the Bougainvillea and Buena Vida families have been informed of the agency's CHAP application and will be kept abreast of all progress.</p> <p>Once demolished, HACB is considering the re-development of the Buena Vida Properties. For 2021-2025, HACB intends to relocate the families residing at both Bougainvillea and Victoria Gardens and proceed with disposition/demolition plans for both developments. HACB is anticipating using Capital Fund Program (CFP) funds for both relocation costs and demolition/disposition costs for both Victoria Gardens and Bougainvillea.</p>

<p>B.3</p>	<p>In leveraging both programs, HACB will request a Transfer of Assistance of said CHAP's to new locations awarded a LIHTC allocation.</p> <p>BHOC's 2019 9% LIHTC application references Bougainvillea RAD Units. Please note that 48 of the 50 units will be transferred to Trail Village. The remaining two units will be transferred to another site (to be determined). Also note that the 2 units have been added to the Victoria Gardens CHAP.</p> <p>BHOC will submit a 2021 9% LIHTC application. It will leverage the remaining RAD units from AMP 1 for said application. At this time BHOC, HACB's non-profit is considering the El Jardin property for said application; however, HACB will also entertain other opportunities (locations) to leverage both the RAD and LIHTC programs. The El Jardin project is located in the downtown area and also qualifies as a historical tax credit project. HACB will request a Transfer of Assistance of current CHAP for Victoria Gardens and/or Sanchez Vela to be assigned for the El Jardin Project.</p> <p>HACB is in the process of preparing relocation plans for the Victoria Gardens Development to be provided next year.</p> <p>The HACB is considering Section 32 Homeownership Program, other available Homeownership Programs, or disposition for the Sanchez Vela Development. This is a goal in the 2021 HACB Strategic Plan.</p> <p>The HACB will explore other financial strategies to address comprehensive renovations and rehabilitation work for our RAD properties. In addition, BHOC who is 100% owner to the Rancho Del Cielo I and II and Paseo Plaza Apartments will also explore other financial opportunities to include but is not limited to possible 4% LIHTC applications.</p> <p>The HACB is considering committing HCV Project Based Vouchers for future LIHTC applications that will benefit the community.</p> <p>The HACB, through its PFC's (Public Facilities Corporation), will continue to explore investment opportunities to increase affordable housing in Brownsville. The HACB and COB have initiated the Comprehensive Housing Plan Task Force approved by both the COB Commission and the HACB Board of Commissioners. Representatives of other entities are part of said committee. The goal is to address a strategy that will guide Brownsville in its growth and the need of affordable housing.</p> <p>The HACB will explore the use of CFP funds for Sunset Haven and will explore opportunities requesting the use of CFP funds to include PH units in our LIHTC credit properties.</p> <p>HACB plans to construct additional Public Housing units on vacant land available at our Boca Chica property and Tangelo Quarters property. Replacement Housing Factor Grant funds and Capital Fund Program funds will be used. If available, we will leverage the RAD program via the transfer of assistance of a CHAP letter.</p> <p>The HACB will be working on its 2021-2025 Strategic Plan and Organizational Assessment. Commencement of said plan began in 2020. The HACB plans to use Capital Fund Program and Replacement Housing Factor funds for new development once existing old developments have been demolished.</p> <p>Progress Report.</p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan.</p> <p>(See tab 5)</p>
<p>B.4.</p>	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, please describe:</p>
<p>Other Document and/or Certification Requirements.</p>	
<p>C.1</p>	<p>Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan</p> <p><u>Form 50077-ST-HCV-HP, Certification of Compliance with PHA Plans and Related Regulations</u>, must be submitted by the PHA as an electronic attachment to the PHA Plan. (See tab 7)</p>
<p>C.2</p>	<p>Civil Rights Certification.</p> <p><u>Form 50077-ST-HCV-HP, Certification of Compliance with PHA Plans and Related Regulations</u>, must be submitted by the PHA as an electronic attachment to the PHA Plan. (See tab 7)</p>

C.3	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y N <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations. (See tab 6)</p>
C.4	<p>Certification by State or Local Officials.</p> <p>Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p> <p>(See tab 7)</p>
D	<p>Statement of Capital Improvements. Required in all years for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP). (See tab 9 & 10)</p>
D.1	<p>Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD. Approved in EPIC 4/18/2019. “See HUD Form 50075.2 approved by HUD 03/13/2015”. (See tab 8)</p>

Instructions for Preparation of Form HUD-50075-HP

Annual Plan for High Performing PHAs

A. PHA Information. All PHAs must complete this section.

- A.1** Include the full **PHA Name**, **PHA Code**, **PHA Type**, **PHA Fiscal Year Beginning** (MM/YYYY), **PHA Inventory**, **Number of Public Housing Units and or Housing Choice Vouchers (HCVs)**, **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the public hearing and proposed PHA Plan. ([24 CFR §903.23\(4\)\(e\)](#))

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table. ([24 CFR §943.128\(a\)](#))

B. Annual Plan.

B.1 Revision of PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the “yes” box. If an element has not been revised, mark “no.”

☐ **Statement of Housing Needs and Strategy for Addressing Housing Needs.** Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA’s strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA’s public housing and Section 8 tenant-based assistance waiting lists. ([24 CFR §903.7\(a\)\(1\)](#)) and 24 CFR §903.12(b). Provide a description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA’s public housing and Section 8 tenant-based assistance waiting lists. ([24 CFR §903.7\(a\)\(2\)\(ii\)](#)) and 24 CFR §903.12(b).

☐ **Deconcentration and Other Policies that Govern Eligibility, Selection and Admissions.** Describe the PHA’s admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing. The Deconcentration Policy must describe the PHA’s policy for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The deconcentration requirements apply to general occupancy and family public housing developments. Refer to 24 CFR §903.2(b)(2) for developments not subject to deconcentration of poverty and income mixing requirements. ([24 CFR §903.7\(b\)](#)) Describe the PHA’s procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists. ([24 CFR §903.7\(b\)](#)) A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV. ([24 CFR §903.7\(b\)](#)) Describe the unit assignment policies for public housing. ([24 CFR §903.7\(b\)](#))

☐ **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA’s anticipated resources, such as PHA operating, capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. ([24 CFR §903.7\(c\)](#))

☐ **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units, including applicable public housing flat rents, minimum rents, voucher family rent contributions, and payment standard policies. ([24 CFR §903.7\(d\)](#))

☐ **Homeownership Programs.** A description of any homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. For years in which the PHA’s 5-Year PHA Plan is also due, this information must be included only to the extent that the PHA participates in homeownership programs under section 8(y) of the 1937 Act. ([24 CFR §903.7\(k\)](#)) and 24 CFR §903.12(b).

☐ **Safety and Crime Prevention (VAWA).** A description of: **1)** Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; **2)** Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and **3)** Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families. ([24 CFR §903.7\(m\)\(5\)](#))

☐ **Pet Policy.** Describe the PHA’s policies and requirements pertaining to the ownership of pets in public housing. ([24 CFR §903.7\(n\)](#))

☐ **Substantial Deviation.** PHA must provide its criteria for determining a “substantial deviation” to its 5-Year Plan. ([24 CFR §903.7\(r\)\(2\)\(i\)](#))

☐ **Significant Amendment/Modification.** PHA must provide its criteria for determining a “Significant Amendment or Modification” to its 5-Year and Annual Plan. Should the PHA fail to define ‘significant amendment/modification’, HUD will consider the following to be ‘significant amendments or modifications’: a) changes to rent or admissions policies or organization of the waiting list; b) additions of non-emergency public housing CFP work items (items not included in the current CFP Annual Statement or CFP 5-Year Action Plan); or c) any change with regard to demolition or disposition, designation, homeownership programs or conversion activities. See guidance on HUD’s website at: [Notice PIH 1999-51](#). ([24 CFR §903.7\(r\)\(2\)\(ii\)](#))

If any boxes are marked “yes”, describe the revision(s) to those element(s) in the space provided.

PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see [24 CFR 903.2](#). ([24 CFR §903.23\(b\)](#))

B.2 New Activities. If the PHA intends to undertake any new activities related to these elements or discretionary policies in the current Fiscal Year, mark “yes” for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark “no.”

☐ **Hope VI.** 1) A description of any housing (including project name, number (if known) and unit count) for which the PHA will apply for HOPE VI; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI is a separate process. See guidance on HUD’s website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PIH 2010-30)

☐ **Mixed Finance Modernization or Development.** 1) A description of any housing (including name, project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD’s website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PIH 2010-30)

☐ **Demolition and/or Disposition.** Describe any public housing projects owned by the PHA and subject to ACCs (including name, project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD’s website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm. (24 CFR §903.7(h))

☐ **Conversion of Public Housing.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD’s website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>. (24 CFR §903.7(j))

☐ **Project-Based Vouchers.** Describe any plans to use HCVs for new project-based vouchers. (24 CFR §983.57(b)(1)) If using project-based vouchers, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.

☐ **Other Capital Grant Programs** (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

B.3 Progress Report. For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year PHA Plan. (24 CFR §903.7(r)(1))

B.4 Most Recent Fiscal Year Audit. If the results of the most recent fiscal year audit for the PHA included any findings, mark “yes” and describe those findings in the space provided. (24 CFR §903.7(p))

C. Other Document and/or Certification Requirements

C.1 Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan. Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing and submitting form HUD-50077 SM-HP.

C.2 Civil Rights Certification. Form HUD-50077 SM-HP, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction’s initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. (24 CFR §903.7(o))

C.3 Resident Advisory Board (RAB) comments. If the RAB provided comments to the annual plan, mark “yes,” submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA’s decision made on these recommendations. (24 CFR §903.13(c), 24 CFR §903.19)

C.4 Certification by State or Local Officials. Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. (24 CFR §903.15)

D. Statement of Capital Improvements. PHAs that receive funding from the Capital Fund Program (CFP) must complete this section. (24 CFR 903.7 (g))

D.1 Capital Improvements. In order to comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan. PHAs can reference the form by including the following language in Section C. 8.0 of the PHA Plan Template: “See HUD Form 50075.2 approved by HUD on XX/XX/XXXX.”

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year and Annual PHA Plan. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA’s operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA’s mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families.

Public reporting burden for this information collection is estimated to average 16.64 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. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

Annual Statement / Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public Housing and Indian Housing
OMB No. 2577-0226
Expires 8/31/2011

Part I: Summary

PHA Name: The Housing Authority of the City of Brownsville	Grant Type and Number: Capital Fund Program Grant No: TX59P007501-21 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: 2021 FFY Grant Approval:
---	---	--

<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending	<input type="checkbox"/> Reserve for Disaster/Emergency <input type="checkbox"/> Revised Annual Statement/Revision Number <input type="checkbox"/> Final Performance and Evaluation Report
---	--

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non-CFP Funds				
2	1406 Operations	174,790.00			
3	1408 Management Improvements(Not exceed 10% line-16)	56,000.00			
4	1410 Administration (May not exceed 10% of line 16)	87,396.00			
5	1480 General Capital Activity	445,777.00			
6	1492 Moving to Work Demonstration				
7	1501 Collateralization Expense/Debt Service Paid by PHA				
8	1503 RAD-CFP	30,000.00			
9	1504 RAD Investment Activity	80,000.00			
10	1505 RAD-CPT				
11	1509 Preparing for, Preventing & Responding to Coronavirus				
12	9000 Dept Reserves				
13	9001 Bond Debt Obligation				
14	9002 Loan Debt Obligation				
15	9900 Post Audit Adjustment				
16	Amount of Annual Grant (sum of lines 2-14)	873,963.00			
17	Amount of line 16 Related to LBP Activities				
18	Amount of line 16 Related to Section 504 Activities				
19	Amount of line 16 related to Security-Soft Costs	0.00			
20	Amount of line 16 related to Security--Hard Costs				
21	Amount of line 16 Related to Energy Conservation				

(1) To be completed for the Performance and Evaluation Report Signature of Chief Executive Officer _____ Date _____		(2) To be completed for the Performance and Evaluation Report or a Revised Annual Statement Signature of Public Housing Director _____ Date _____	
--	--	--	--

Part II : Supporting Pages

PHA Name:		Grant Type and Number				Federal FY of Grant:		
The Housing Authority of the City of Brownsville		Capital Fund Program Grant No: TX59P007501-21				2021		
		Replacement Housing Factor Grant No:						
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Agency Wide	Operations Total	1406		174,790.00				
Management Improvements								
Agency Wide	Relocation Coordinator	1408		56,000.00				
	Total	1408		56,000.00				
Administration								
Agency Wide	Central Office Cost Center (10% of total grant) Total	1410		87,396.00				
Total this Page				318,186.00				

Part II : Supporting Pages								
PHA Name: The Housing Authority of the City of Brownsville			Grant Type and Number Capital Fund Program Grant No: TX59P007501-21 Replacement Housing Factor Grant No:			Federal FY of Grant: 2021		
Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
RAD	Agency Wide (RAD Funds Pre Closing BLI 1480) Demolition and/or Disposition	1480 RAD		445,777.00				
RAD	RAD Conversion (RAD Funds Pre Closing 1480)	1503		30,000.00				
	RAD Relocation Costs-(RAD Funds Pre Closing 1480) Discription: Relocation Costs	1504		80,000.00				
	Grand Total for 2021			873,963.00				

Annual Statement/Performance and Evaluation Report
Brownsville PHA
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name:				Grant Type and Number			Federal FY of Grant:
The Housing Authority of the City of Brownsville				Capital Fund Program Grant No: TX59P007501-21			2021
				Replacement Housing Factor Grant No:			
Development Number/Name	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reason for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
TX007010105 AMP 1 Demolition	03/25/23			03/25/25			
Agency Wide: Non - Dwelling Equipment	03/25/23			03/25/25			

Capital Fund Program - Five Year Action Plan

U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

OMB No. 2577-0226

Expires 8/30/2011

Part I Summary

PHA Name/Number Housing Authority of the City of Brownsville		Locality (City/County State) Brownsville/Cameron/Texas				[X] Original []	
A. Development Number/Name	Work Stmt Year 1 FFY 2021	Work Statement for Year 2 FFY 2022	Work Statement for Year 3 FFY 2023	Work Statement for Year 4 FFY 2024	Work Statement for Year 5 FFY 2025		
TX007-P001 Buena Vida	See	\$ -	\$ -				
TX007-P002 Bougainvillea			\$ -		\$ -		
TX007-P003 Victoria Gardens		60,092.00	\$ 186,000.00		\$ -		
Total Amp 1 (TX007010101)		60,092.00	186,000.00	-	-		
TX007-P0019 Sanchez Vela		\$ 195,447.00	\$ 91,590.00	\$ 56,950.00	\$ -		
Total Amp 9 (TX007010109)		195,447.00	91,590.00	56,950.00	-		
TX007-010110 Tangelo Quarters		\$ 90,757.00	\$ -	\$ 70,625.00	\$ 184,349.00		
Total Amp 10 (TX007010110)		90,757.00	-	70,625.00	184,349.00		
Sunset Heaven		\$ 45,000.00	\$ 60,000.00		\$ -		
B. Physical Improvements Subtotal		\$ 391,296.00	\$ 337,590.00	\$ 127,575.00	\$ 184,349.00		
C. Management Improvements (May not exceed 10% of Grant Amount)		\$ 106,709.00	\$ 52,500.00	\$ 9,000.00	\$ 61,000.00		
D. PHA-Wide Nondwelling Structures & Equipment		\$ 20,000.00	\$ 67,000.00	\$ 37,500.00	\$ 93,500.00		
E. Administration (May not exceed 10%)		\$ 87,396.00	\$ 87,396.00	\$ 87,396.00	\$ 87,396.00		
F. Other		\$ 16,500.00	\$ 26,214.00	\$ 91,500.00	\$ 147,718.00		
G. Operations		\$ 151,589.00	\$ 174,790.00	\$ 174,790.00	\$ 100,000.00		
H. Demolition		\$ 100,473.00		\$ 346,202.00	\$ -		
I. Development			\$ 128,473.00		\$ 200,000.00		
J. Capital Fund Financing - Debt Service							
K. Total CFP Funds	Statement	\$ 873,963.00	\$ 873,963.00	\$ 873,963.00	\$ 873,963.00		
L. Total Non-CFP Funds		\$ -	\$ -	\$ -	\$ -		
M. Grand Total		\$ 873,963.00	\$ 873,963.00	\$ 873,963.00	\$ 873,963.00		

Physical Needs Work Statement(s)

Expires 4/30/20011

Work Statement For Year 1 FFY: 2021	Work Statement for Year 2 FFY: 22			Work Statement for Year 2 FFY: 22		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	TX007-P019 Sanchez Vela Replace 30 electric ranges stainless steel energy star Replace 18 refrigerators stainless steel energy star Replace 30 HVAC system units Landscaping & Irrigation system installation/service Interior repairs and painting Replace 30 -40 gallon electric water heaters Subtotal		\$ 23,070.00 \$ 35,082.00 \$ 87,000.00 \$ 24,095.00 \$ 10,000.00 \$ 16,200.00 \$ 195,447.00	Sunset Haven Interior Painting of 30 PHA Units Subtotal		\$ 45,000.00 \$ 45,000.00
Annual	TX007-P003 Victoria Gardents Replace plumbing fixtures, piping & paint bathrooms Replace exterior screen doors, trim, base and paint Replace entry doors with knobs for exterior doors Subtotal		\$ 30,192.00 \$ 13,800.00 \$ 16,100.00 \$ 60,092.00	Agency Wide Replace storage rooms Replace natural gas wall furnace (15 units) 800ea. Subtotal		\$ 5,000.00 \$ 12,000.00 \$ 17,000.00
Statement	TX007-P110 Tangelo Quarters Install 3 X 5 Exterior Hurricane shutters		\$ 90,757.00	PHA WIDE Nondwelling Structures/Equipment CFP vehicle upkeep & gas expense CFP Tools/safety equipment CFP vehicles Repairs Subtotal		\$ 2,000.00 \$ 500.00 \$ 500.00 \$ 3,000.00
	Subtotal of Estimated Cost		\$ 346,296.00	Subtotal of Estimated Cost		\$ 65,000.00

Physical Needs Work Statement(s)

Office of Public And Indian Housing

OMB No. 2577-0226

Expires 4/30/20011[illegible]

Physical Needs Work Statement(s)

Office of Public And Indian Housing

OMB No. 2577-0226

Expires 4/30/20011

Work Statement For Year 1 FFY: 2021	Work Statement for Year 4 FFY: 24			Work Statement for Year 4 FFY: 24		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	TX007-P019 Sanchez Vela					
	Replace 30 water closets with energy efficient fixtures		\$ 9,000.00	Agency Wide		
	Replace 15 tub/shower combinations-energy efficient		\$ 15,450.00	Sidewalk Improvements & ADA Compliance		\$ 15,000.00
	Interior painting and improvements/renovations		\$ 20,000.00	Parking Lot/Street Improvements (ADA Compliance)		\$ 20,000.00
	Replace 30 kitchen faucets with moen water savers		\$ 12,500.00	Subtotal		\$ 35,000.00
	Subtotal		\$ 56,950.00			
	TX007-P110 Tangelo Quarters					
	Unit Repairs/renovations/interior-Exterior painting		\$ 20,000.00			
	Additional Exterior Security Lighting		\$ 10,000.00			
	Subtotal		\$ 30,000.00			
				PHA WIDE Nondwelling Structures/Equipment		
				CFP vehicle upkeep & gas expense		\$ 1,500.00
				CFP Tools/safety equipment		\$ 500.00
				CFP vehicles Repairs		\$ 500.00
				Subtotal		\$ 2,500.00
	Subtotal of Estimated Cost		\$ 86,950.00	Subtotal of Estimated Cost		\$ 37,500.00

Physical Needs Work Statement(s)

Expires 4/30/20011

Work Statement For Year 1 FFY: 2021	Work Statement for Year 5 FFY: 25			Work Statement for Year 5 FFY: 25		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	General Description of Major Work Categories	Quantity	Estimated Cost
See				Agency Wide Administrative Building repairs and improvements Landscaping & irrigation system Improvements Subtotal		\$ 20,000.00 \$ 15,000.00 \$ 35,000.00
Annual	TX007-P110 Tangelo Quarters Install 18 Carports 15 X 25 ft. & Driveways		\$ 184,349.00	Agency Wide Unit ADA/Handicap Upgrade		\$ 15,000.00
Statement	Agency Wide Landscaping & Sprinkler System Improvements/Upgrade		\$ 35,000.00			
				PHA WIDE Nondwelling Structures/Equipment CFP vehicle upkeep and gas expense CFP tools/safety equipment CFP vehicles Repairs Subtotal		\$ 2,000.00 \$ 2,500.00 \$ 4,000.00 \$ 8,500.00
	Subtotal of Estimated Cost		\$ 219,349.00	Subtotal of Estimated Cost		\$ 58,500.00

Capital Fund Program - Five Year Action Plan
Part III: Supporting Pages
Management Needs Work Statement(s)

U.S. Department of Housing and Urban Development

Office of Public And Indian Housing

OMB No. 2577-0226

Expires 4/30/20011

Work Statement For Year 1 FFY: 2021	Work Statement for Year 2 FFY: 22			Work Statement for Year 3 FFY: 23		
	Development Number/Name	Quantity	Estimated Cost	Development Number/Name	Quantity	Estimated Cost
	General Description of Major Work Categories			General Description of Major Work Categories		
See	Other (Line "F") AGENCY WIDE Operations (20%)		\$ 151,589.00	Other (Line "F") AGENCY WIDE Operations (20%)		\$ 174,790.00
	Management Improvements Organization Assessment, Strategic Plan, etc. Relocation Coordinator Staff & Board Training on Upgrade Software Subtotal:		 \$ 47,709.00 \$ 54,000.00 \$ 5,000.00 \$ 106,709.00	Management Improvements Organization Assessment, Strategic Plan, etc. Staff & Board Training Upgrade Software Subtotal:		 \$ 40,000.00 \$ 6,500.00 \$ 6,000.00 \$ 52,500.00
See	Administration Central Office Cost Center		\$ 87,396.00	Administration Central Office Cost Center		\$ 87,396.00
	Audit		\$ 500.00	Audit		\$ 500.00
	Fees and Costs Architect/Engineers Fees/Costs Professional Services/Consultant Printing, Advertising Costs Subtotal		 \$ 10,000.00 \$ 5,000.00 \$ 1,000.00 \$ 16,000.00	Fees and Costs Architect/Engineers Fees/Costs Professional Services/Consultant Printing, Advertising Costs Subtotal		 \$ 10,714.00 \$ 10,000.00 \$ 5,000.00 \$ 25,714.00
	Demolition Activity		\$ 100,473.00	New Construction-Building New Development/Units		\$ 128,473.00
Annual				Replace Victoria Gardens Roofs		\$ 113,000.00
				Install broadband infrastructure Service/Wiring at 30 Public Housing units at Sanchez Vela		\$ 91,590.00
Statement	Subtotal of Estimated Cost		\$ 462,667.00	Subtotal of Estimated Cost		\$ 673,963.00

Capital Fund Program - Five Year Action Plan
Part III: Supporting Pages
Management Needs Work Statement(s)
U.S. Department of Housing and Urban Development
Office of Public And Indian Housing
OMB No. 2577-0226
Expires 4/30/20011

Work Statement For Year 1 FFY: 2021	Work Statement for Year 4 FFY: 24			Work Statement for Year 5 FFY: 25		
	Development Number/Name	Quantity	Estimated Cost	Development Number/Name	Quantity	Estimated Cost
	General Description of Major Work Categories			General Description of Major Work Categories		
See	Other (Line "F") AGENCY WIDE Operations (20%)		\$ 174,790.00	Other (Line "F") AGENCY WIDE Operations (20%)		\$ 100,000.00
	Management Improvements			Management Improvements		
	Staff & Board Training		\$ 4,000.00	Relocation Coordinator		\$ 56,000.00
	Technical Assistance		\$ 5,000.00	Technical Assistance		\$ 5,000.00
	Subtotal:		\$ 9,000.00	Subtotal:		\$ 61,000.00
	Administration			Administration		
	Central Office Cost Center		\$ 87,396.00	Central Office Cost Center		\$ 87,396.00
	Relocation Costs		\$ 70,500.00	AMP1-RAD Relocation Expense		\$ 89,718.00
	Fees and Costs		\$ -	Fees and Costs		\$ -
	Architect/Engineers Fees/Costs		\$ 10,000.00	Architect/Engineers Fees/Costs		\$ 15,000.00
Statement	Professional Services/Consultant		\$ 8,000.00	Professional Services/Consultant		\$ 10,000.00
	Printing, Advertising Costs		\$ 3,000.00	Printing, Advertising Costs		\$ 3,000.00
	Subtotal		\$ 21,000.00	Subtotal		\$ 28,000.00
	Agency Wide and AMP 1			Agency Wide		
	Demolition Activity and/or Lead Base Paint and Asbestos Abatement		\$ 346,202.00	New Development Activity-Build New Units		\$ 200,000.00
	Tangelo Quarters			Agency Wide		
	Construct 30' X 30' storage/workshop Building		\$ 40,625.00	Install Solar Panels		\$ 30,000.00
	Subtotal of Estimated Cost		\$ 749,513.00	Subtotal of Estimated Cost		\$ 596,114.00

ITEM No. 6.D.-
Approval of a job description
for the position of BiblioTech
Lab Specialist.

CARLA MANCHA - Chief Executive Officer
ROBERT WILSON - Human Resources Officer



ADMINISTRATIVE RECOMMENDATION TO APPROVE THE NEW POSITION DESCRIPTION OF BIBLIOTECH LAB SPECIALIST

Background Information

To fulfill our part of the BiblioTech agreement, it is necessary to hire staff to serve in the BiblioTech locations as they become open to the public. The BiblioTech Lab Specialist facilitate learning and assist BiblioTech patrons with the process of accessing the digital library and overcoming barriers to the use of technology to enrich their lives. This position will report to the EnVision Center / BiblioTech Coordinator. In addition, to utilizing our social media platforms, traditional job boards and posting with the Workforce Solutions we will provide this information to TSC and UTRGV to give qualified students an opportunity to share their knowledge and enthusiasm for technology and to gain work experience.

Strategic Plan Alignment

Defining the position and creating the position description is aligned with Strategic Goal IV, objective A: Clearly define the organizational structure and staffing plan.

Budget Impact

The BiblioTech Lab Specialists will be part-time positions and will be paid \$11.00/hr. (Please see attachment for further data on this rate.) The annual cost for each specialist is approximately \$12,315.00 per person per year, including applicable taxes. The specialists will be hired once their respective labs are ready for use, with the EnVision Center lab and the Poinsettia Gardens locations opening in May 2021. The Trail Village location will open in November 2021. The total for all three positions will be approximately \$36,945.00 per year from the BHOC Budget. Contingent HACB Board approval of the position description, Administration will then present an action item to the BHOC Board of Directors, regarding the approval of the part-time positions.

Administrative Recommendation

It is the recommendation of Administration for the Board of Commissioners to approve the Position Description for the new position of BiblioTech Lab Specialist, effective April 1, 2021.


Robert Wilson, Human Resources Officer

March 24, 2021
Date


Carla Mancha, Chief Executive Officer

March 24, 2021
Date

Department of Labor (O-Net) Wage Information - BiblioTech Lab Specialist

Wages for Computer User Support Specialists
in TEXAS

2019

Location	Pay Period	10%	25%	Median	75%	90%
Brownsville-Harlingen, TX Metro Area	Hourly	\$11.49	\$14.72	\$17.39	\$21.13	\$27.58
	Yearly	\$23,890	\$30,610	\$36,160	\$43,950	\$57,360

Position Description



Title: BiblioTech Lab Specialist
Reports To: EnVision Center/BiblioTech Coordinator
FLSA Status: Non-Exempt
Department: Supportive Services
Date: April 1, 2021

Position Summary

Responsible for assisting patrons of the HACB BiblioTech lab sites to make best use of the resources available to them and to make sure available site devices are functioning as intended. Helps patrons overcome barriers or uncertainty and discover how to confidently use technology to enrich their lives and connect with others. Encourages self-reliance and progress towards self-sufficiency.

Responsibilities

Undertakes and performs the following and other work-related duties as assigned.

1. Admits patrons of the BiblioTech program into the established physical locations and verifies valid Brownsville Public Library System membership.
2. Assists BiblioTech site patrons in using computer or other interface to digitally access library resources and other media available through the Brownsville Public Library and other partners.
3. Encourages BiblioTech lab patrons to use new technology and expand their comfort level with devices and the internet through encouragement and instruction.
4. Ensures that an appropriate and equal level of attention and care is given to each patron in a manner that is consistent with his/her needs, dependent upon user experience and need of assistance.
5. Ensures that all activities are conducted in an equitable manner providing equal opportunity and access to equipment to all patrons in the group.
6. Keeps records of all equipment and supplies assigned to each staff member or BiblioTech location and/or used by BiblioTech patrons.
7. Keeps track of lab usage by patrons and submits usage reports to supervisor.
8. Protects families by keeping personal information confidential.
9. Provides safe environment by maintaining orderly, clean and appealing facilities, removing known safety hazards.
10. Troubleshoots equipment malfunctions to reestablish proper functioning, and/or partners with HACB technical support if needed.

11. Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications and establishing personal networks.
12. Conducts inventory of supplies and equipment and requisitions supplies needed for BiblioTech. Contacts designated supervisor to request supplies and report facilities issues with the assigned location.
13. Cleans BiblioTech site after each session and makes sure equipment, materials and supplies are properly put away after use.
14. Contributes to team effort by accomplishing all other duties as assigned.

Education and Experience

High School completion required as well as demonstrated knowledge of computer use and use of related technology. College enrollment or degree in computer or technology related field preferred. Any combination of experience, education or training that would provide the required knowledge of computer systems and other devices.

Knowledge and Skills

1. Advanced computer skills and ability to use other technology and devices as well as general business machines.
2. Good knowledge of local public and private resources that can provide services, tutoring, mentoring, computer technology, and the coordination and/or support of service delivery.
3. Must be fluent in both English and Spanish languages.
4. Ability to converse easily with the BiblioTech patrons of all ages and experience levels and present information in a clear, concise and convincing manner.
5. Ability to deal effectively with situations that require patience, tact and diplomacy, yet firmness.
6. Ability to establish and maintain effective and courteous working relationships with other employees, residents, community agencies and other entities that provide services.

Other Requirements

1. Must pass the pre-employment drug screen and background check.
2. Valid Texas Driver's License or Government-issued ID.
3. Eligibility for coverage under Authority fleet auto insurance.
4. Must work with the highest degree of confidentiality.
5. Must wear approved uniform as required by BiblioTech agreement.

Supervision Controls

Assignments and instructions are general from the EnVision Center / BiblioTech Coordinator, though there are intermittent occasions when the employee receives specific instructions. The employee initiates and performs routine activities without supervisory direction. Problems or situations that arise and are not covered by instructions are either dealt with independently, or in consultation with the supervisor. The employee's work is spot-checked periodically for adherence to policies and to ensure productivity.

The employee may work with resident volunteers and review work for the attainment of objectives.

Guidelines

The employee follows regulations and guidelines issued by HUD programs, the memorandum of understanding with the City of Brownville and agreement with the County of Bexar regarding the BiblioTech, and applicable Authority policies and procedures. Frequently the employee acts independently in making decisions about the best course of action. For situations for which there are no guidelines, the employee may adapt existing guidelines, make a decision based on the circumstances, or seek guidance from the supervisor.

Complexity

Tasks performed by the employee may vary. Some are routine, while others such as resolving technical problems can be complex and difficult. The employee identifies work that needs to be done, prioritizes, coordinates efforts and performs the tasks. Occasionally, the employee must make decisions regarding unusual or sensitive situations in consultation with the supervisor.

Scope and Effect

The employee's work primarily affects patrons of the BiblioTech and their families throughout housing developments and the community. Performing work tasks effectively, efficiently and with compassion enhances relationships between resident families, the community, and the Authority. Ensures the programs are operated efficiently and effectively allowing residents to participate in a variety of services that will assist them in their efforts to be self-sufficient.

Personal Contacts

The employee's contacts include: Authority personnel, residents, resident councils, businesses, schools, corporations, city and community service organizations and agencies. The purpose of such contacts is to bring technology services to the Authority and community to foster resident self-reliance and participation and provide various kinds of support and assistance for individuals and families.

Physical Requirements

Work requires employee to circulate throughout the lab space to assist patrons. It also may involve physical exertion to move equipment or supplies. Work may require travel to workshops in other cities.

Work Environment

The employee's work is primarily in the BiblioTech labs as assigned. Work may also involve visits to housing developments, residents' homes, schools, offices of other agencies, community centers and meeting halls as assigned. The employee may be exposed to weather extremes and to the usual conditions associated with visits to housing developments.

ITEM No. 6.E.-
Approval of the updated
HACB Organizational Chart
effective April 1, 2021.

CARLA MANCHA - Chief Executive Officer
ROBERT WILSON - Human Resources Officer



ADMINISTRATIVE RECOMMENDATION TO APPROVE THE UPDATED HACB ORGANIZATIONAL CHART EFFECTIVE APRIL 1, 2021.

Background Information

The HACB Strategic Plan, Goal IV, Objective A, Action item 1 calls for HACB to “Revise job descriptions to reflect new job duties and responsibilities.” This action item includes updating the job descriptions when necessary, creating new job descriptions for new positions, and updating the organizational chart to reflect approved changes. The current organizational chart was approved 02/22/2021.

The following is a summary of the recommended changes to the Organization Chart:

Housing Facilities Team

- Reduction of one position at AMP 1, transfer of one person from AMP1 to Linda Vista.

Client Services Team

- No headcount changes.

Administration Team

- No headcount changes.

Community Services Team

- Addition of the part-time BiblioTech Lab Specialist positions (3 total).

Strategic Plan Alignment

Updating the Organizational Chart is part of Goal IV, Objective A, which states “Clearly define the organizational structure and staffing plan”.

Budget Impact

The reduction of the one maintenance position at AMP 1 is already contemplated in the AMP 1 budget. The transfer to Linda Vista is filling a vacancy created by the retirement of one maintenance person in 2020, so the position is already shown in the budget. The BiblioTech Lab Specialists will be part-time positions and will be paid \$15.00/hr. The annual cost for each specialist is approximately \$16,793.40 per person per year, including applicable taxes. The specialists will be hired once their respective labs are ready for use, with the EnVision Center lab and the Poinsettia Gardens location opening first in April/May 2021, and the Trail Village location in November 2021. The total for all three positions will be approximately \$50,380.00 per year from the BHOC Budget. Contingent HACB Board approval, Administration will then present action item to the BHOC Board of Directors, regarding the approval of the part-time positions.

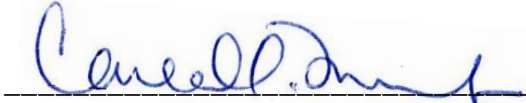
Administrative Recommendation

It is the recommendation of Administration for the Board of Commissioners to approve the updated HACB Organizational Chart effective April 1, 2021.



Robert Wilson, Human Resources Officer

March 24, 2021
Date

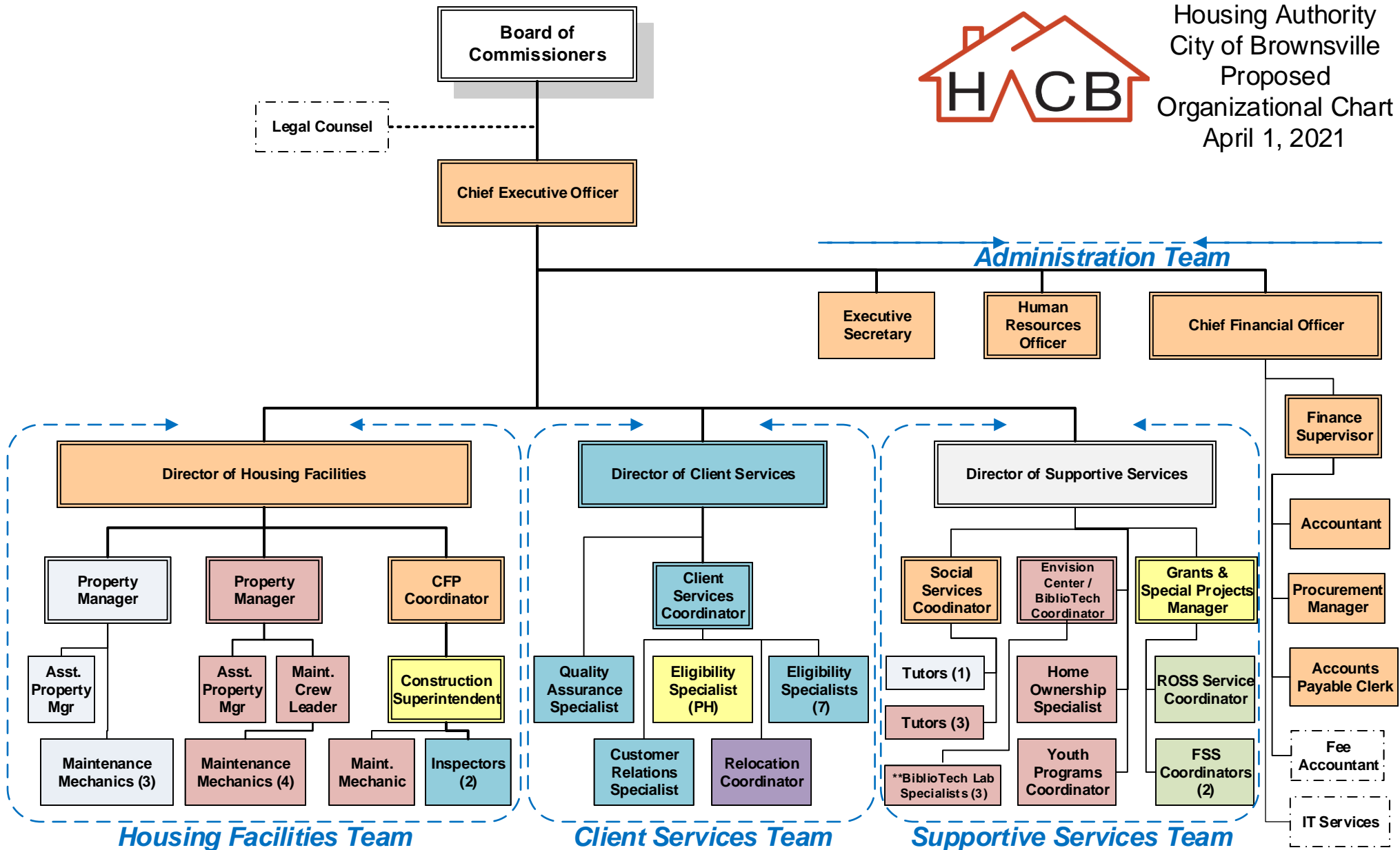


Carla Mancha, Chief Executive Officer

March 24, 2021
Date



Housing Authority
City of Brownsville
Proposed
Organizational Chart
April 1, 2021

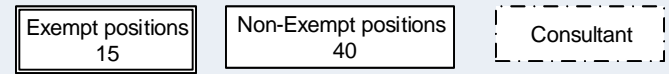


LEGEND

Fund Sources



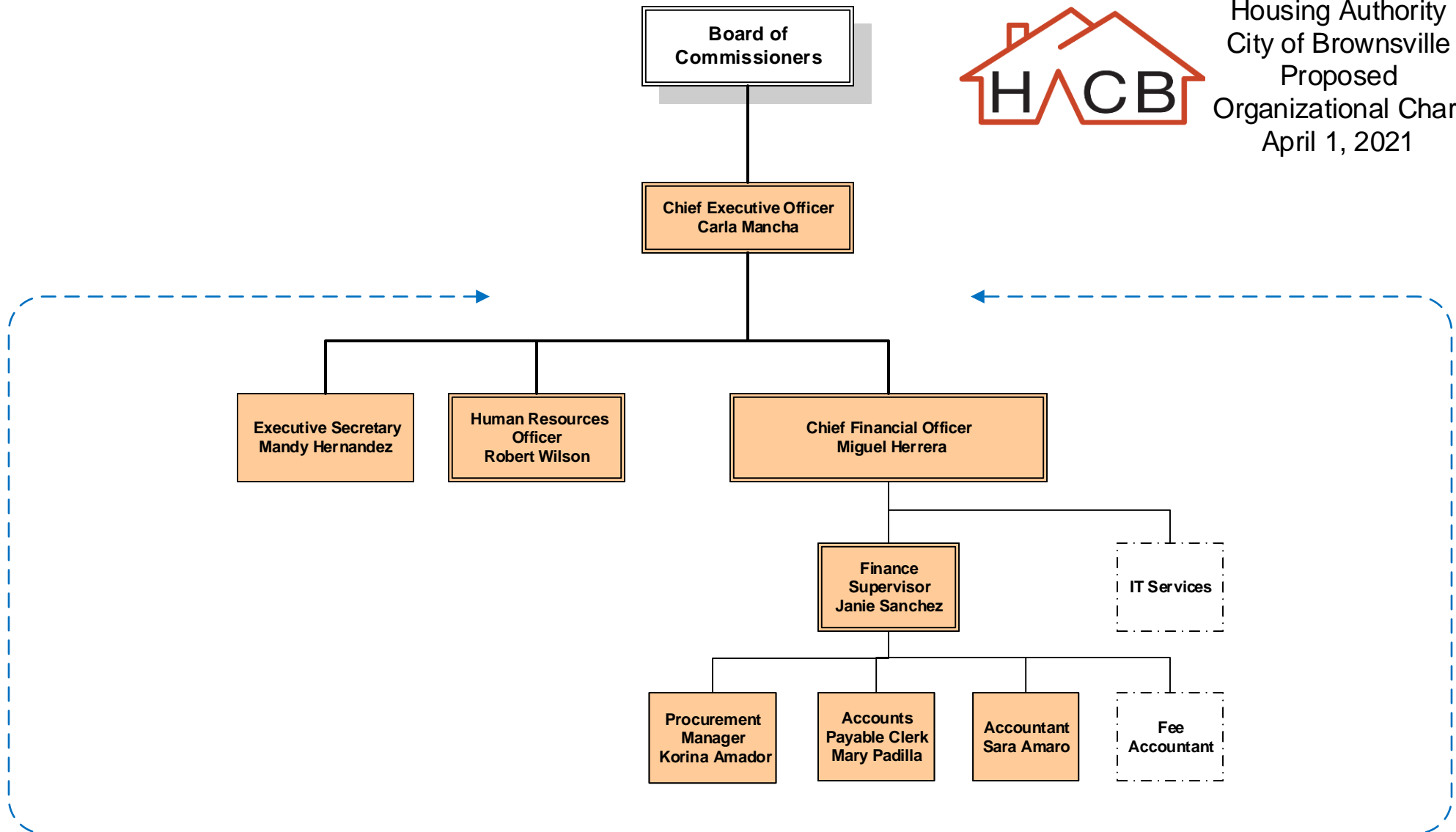
**Type of Position
(Total Employees: 55)**



**=New or modified position



Housing Authority
City of Brownsville
Proposed
Organizational Chart
April 1, 2021



Administration Team

LEGEND

Fund Sources

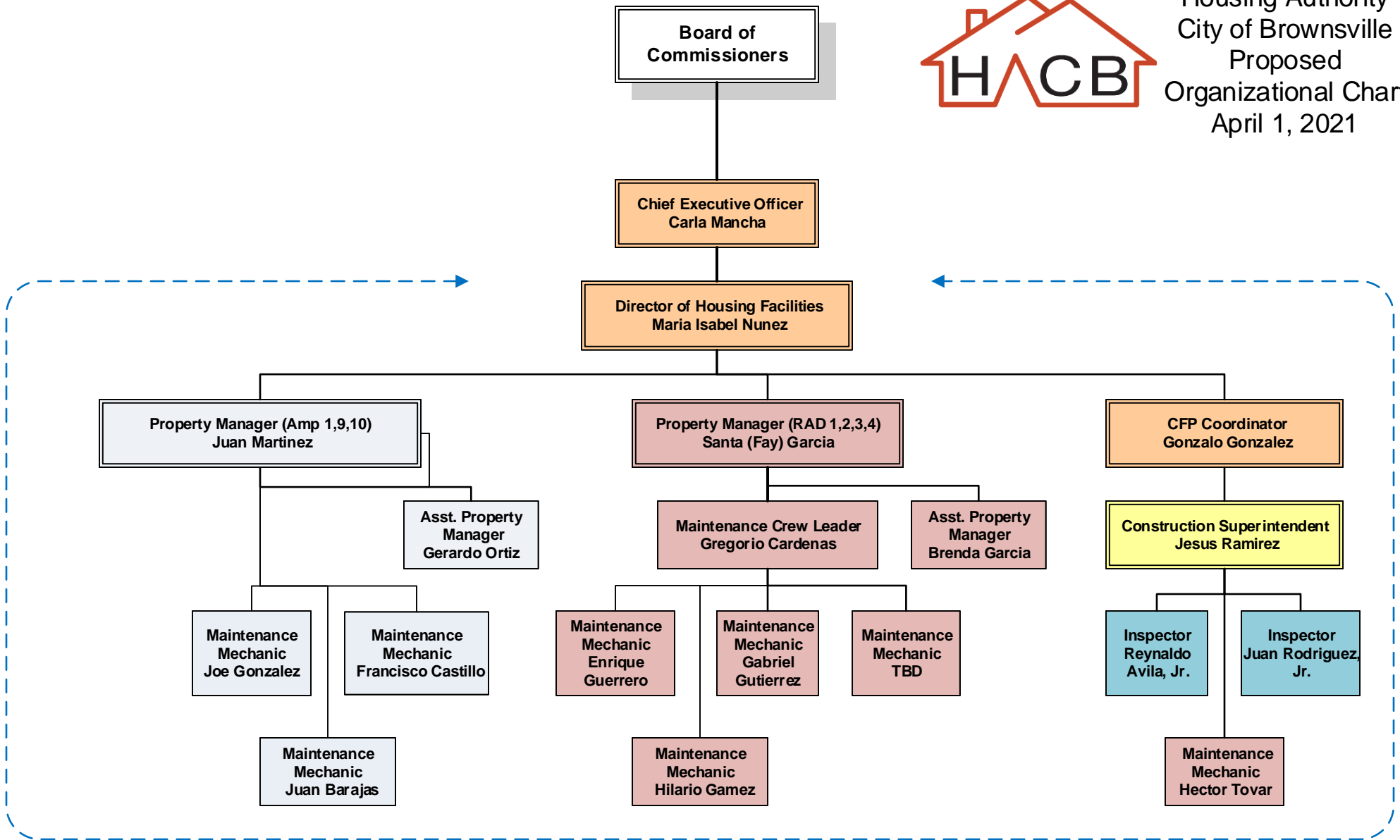
Central Office Cost Center Public Housing Operating Subsidy Housing Choice Voucher Admin Ross Grant Non-Profits Mixed Funding Capital Fund

**Type of Position
(Total Employees: 8)**

Exempt positions 4 Non-Exempt positions 4 Consultant



Housing Authority
City of Brownsville
Proposed
Organizational Chart
April 1, 2021



Housing Facilities Team

LEGEND

Fund Sources

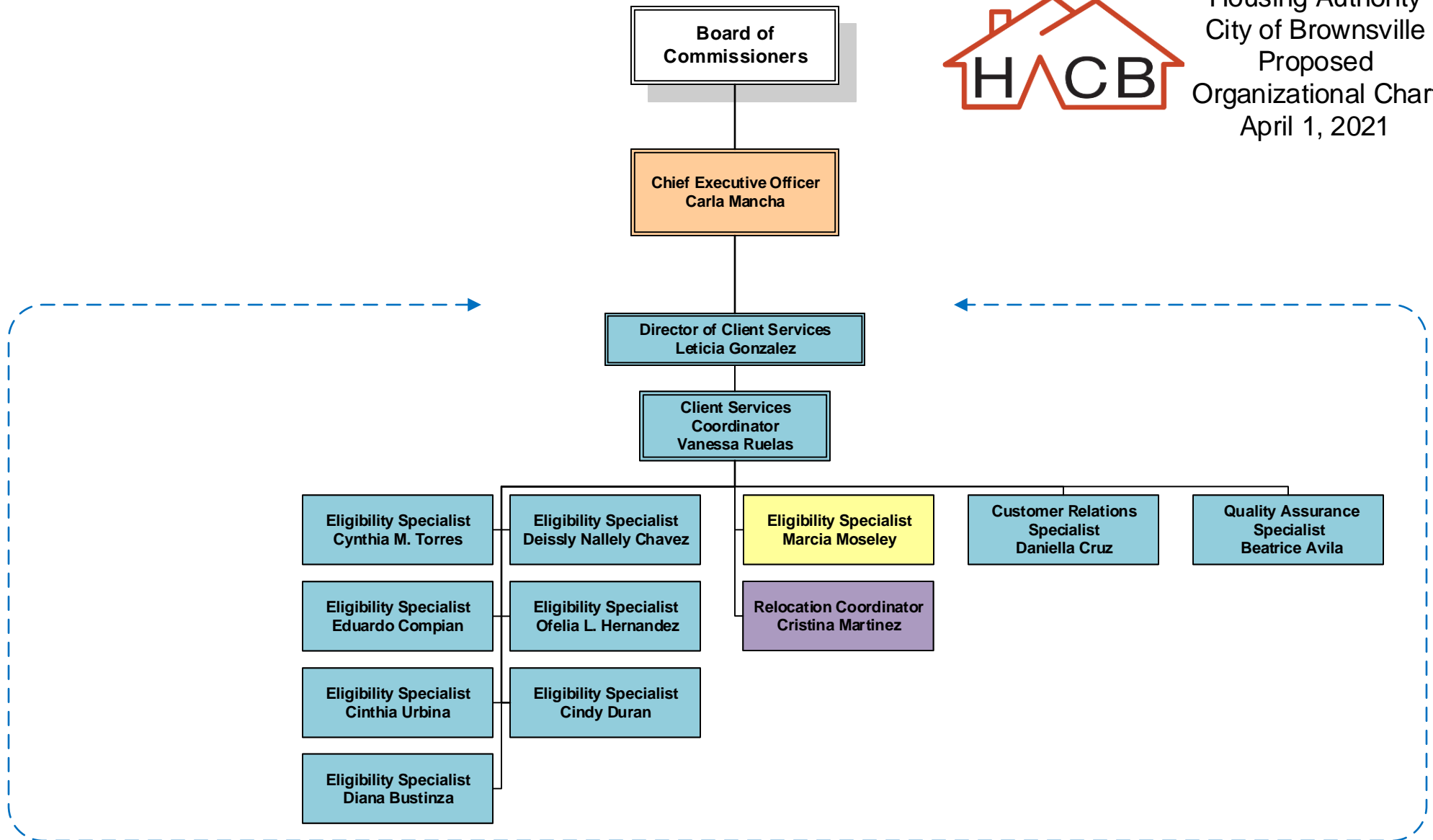
Central Office Cost Center	Public Housing Operating Subsidy	Housing Choice Voucher Admin	Ross Grant	Non-Profits	Mixed Funding	Capital Fund
-------------------------------	-------------------------------------	---------------------------------	------------	-------------	------------------	--------------

**Type of Position
(Total Employees: 18)**

Exempt positions 5	Non-Exempt positions 13	Consultant
-----------------------	----------------------------	------------



Housing Authority
City of Brownsville
Proposed
Organizational Chart
April 1, 2021



Client Services Team

LEGEND

Fund Sources

Central Office
Cost Center

Public Housing
Operating Subsidy

Housing Choice
Voucher Admin

Ross Grant

Non-Profits

Mixed
Funding

Capital Fund

**Type of Position
(Total Employees: 13)**

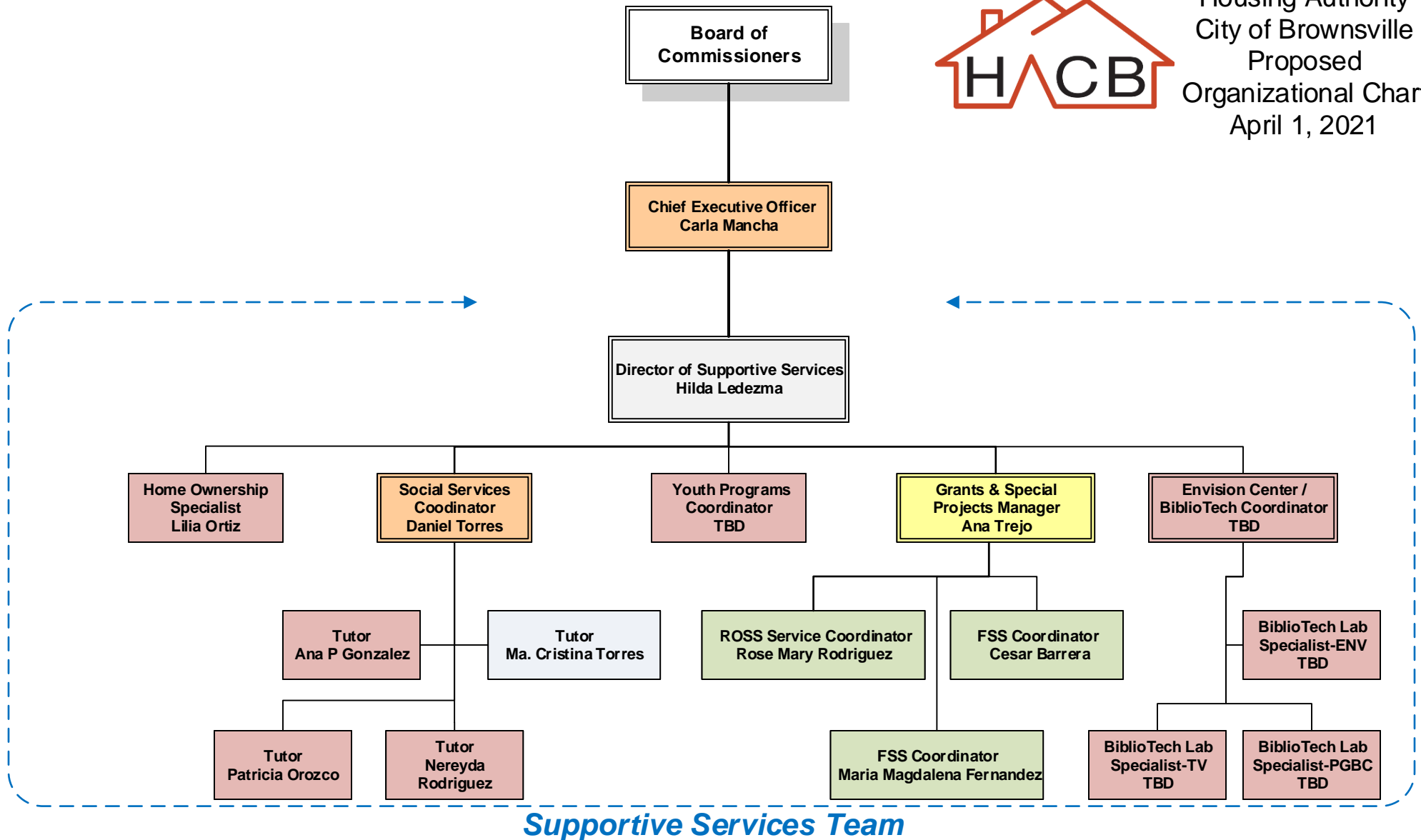
Exempt positions
2

Non-Exempt positions
11

Consultant



Housing Authority
City of Brownsville
Proposed
Organizational Chart
April 1, 2021



LEGEND

Fund Sources

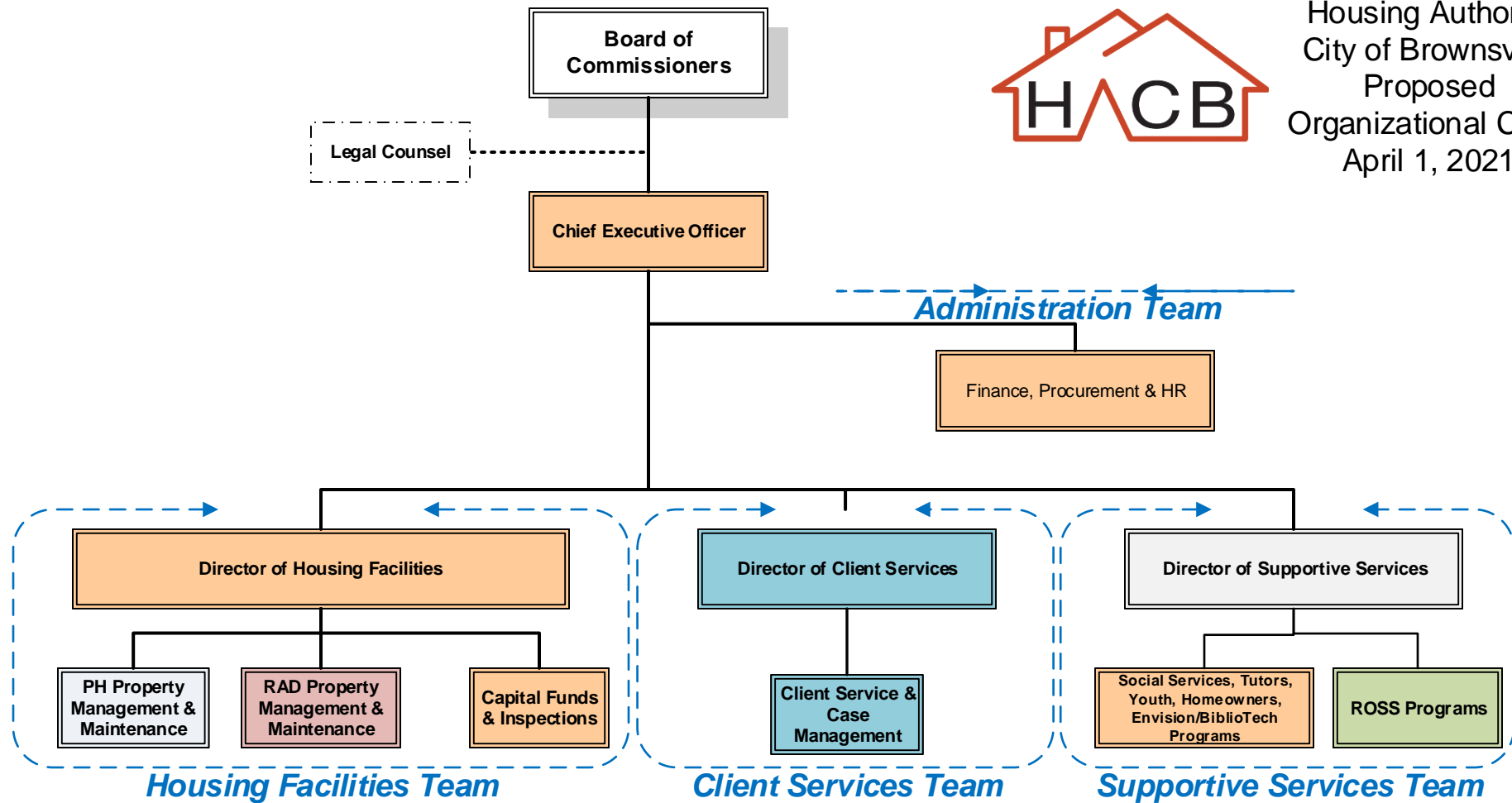
Central Office Cost Center Public Housing Operating Subsidy Housing Choice Voucher Admin Ross Grant Non-Profits Mixed Funding Capital Fund

**Type of Position
(Total Employees: 16)**

Exempt positions 4 Non-Exempt positions 12 Consultant



Housing Authority
City of Brownsville
Proposed
Organizational Chart
April 1, 2021



LEGEND

Fund Sources

Central Office Cost Center	Public Housing Operating Subsidy	Housing Choice Voucher Admin	Ross Grant	Non-Profits	Mixed Funding	Capital Fund
----------------------------	----------------------------------	------------------------------	------------	-------------	---------------	--------------

**Type of Position
(Total Employees: 55)**

Exempt positions 15	Non-Exempt positions 40	Consultant
------------------------	----------------------------	------------

ITEM No. 6.F.-

Extension of the Bank Depository Services Contract with BBVA and for new termination date to be on or before July 31, 2021.

CARLA MANCHA - Chief Executive Officer

MIGUEL HERRERA - Chief Financial Officer

**ADMINISTRATIVE RECOMMENDATION TO APPROVE
EXTENDING THE BANK DEPOSITORY SERVICES CONTRACT WITH BBVA WITH A
NEW TERMINATION DATE TO BE ON OR BEFORE JULY 31, 2021**

Background Information:

The Housing Authority of the City of Brownsville (HACB) entered into a contract with BBVA Compass Bank (now BBVA) for Bank Depository Services on May 1st, 2016. The contract was for two years with the option of three one-year renewal options under the contract (for a maximum of five years.) The Board of Commissioners approved a two-year contract extension in 2018 (from May 1st, 2018 to April 30th, 2020). The last renewal option under the contract was exercised last year (May 1st, 2020 to April 30th, 2021).

HACB advertised a Request for Proposals for this service and the deadline to submit a proposal was March 9, 2021. We received three proposals: BBVA Bank, Texas Regional Bank & Lone Star National Bank. In order to have the adequate time to conduct a thorough review of these proposals we are requesting to extend the current BBVA contract with a new termination date to be on or before July 31st, 2021. It is Administration's internal goal to bring this item to the Board next month. In the case Administration recommends another bank other than BBVA, the requested contract extension date will provide the necessary time to process all the actions involved in switching the Bank Depository Service provider.

Strategic Plan Alignment

This recommendation is in alignment with the Housing Authority of the City of Brownsville's (HACB) Mission and Vision and all the goals in HACB's Strategic Plan as they all have the common need of reliable, adequate and convenient bank depository services.

Budget Impact:

None.

Administrative Recommendation:

It is Administration's Recommendation for the Housing Authority of the City of Brownsville Board of Commissioners to extend HACB's Bank Depository Services Contract with BBVA with a new termination date to be on or before July 31st, 2021.



Miguel Herrera, Chief Financial Officer

March 24, 2021
Date



Carla Y. Mancha, Chief Executive Officer

March 24, 2021
Date

BANK DEPOSITORY SERVICES

Contract Extension



The Housing Authority of the City of Brownsville (HACB) hereby extends the current contract. Once executed, this will extend the term of current Bank Depository Services Contract to a date on or before July 31st, 2021. Please note, as detailed within Section 10.8.B of HUD Procurement Handbook 7460.8 Rev 2, this option to extend the noted contract is the “unilateral right of the HACB,” meaning, the noted contractor does not have the right to unilaterally extend this contract-such is the sole right of the HACB.

Contract Information

- (1) Contractor Name: **BBVA Compass Bank**
Contact Person: **Juan M. Loya, Senior Vice President**
Telephone: **(956) 547-3961**
- (2) HACB Contract: **Bank Depository Services Contract**
- (3) Originally Executed: **May 1st, 2016**

Period of Performance

The period pertaining to this extension is from **5/1/2021 to on or before 7/31/2021.**

Contract Amount

There is no financial impact.

Changed Conditions or Revisions

There are no changed conditions or revisions to the original specifications.

The following signatures, affirm that each noted party hereby agrees to this Contract Option as detailed herein.

Representing the HACB:

Representing the Contractor:

By: _____
Name: Carla Y. Mancha
Title: Chief Executive Officer
Date: _____

By: _____
Name: Juan M. Loya
Title: Senior Vice-President
Date: _____

ITEM No. 7.A.- General Financial Reports for the Month of February 2021.

MIGUEL HERRERA - Chief Financial Officer
SAN JUANA SANCHEZ - Finance Supervisor



Housing Authority of the City of Brownsville
Statement of Revenue, Expenses and Changes in Net Position (Selected Programs)
For the 8 months ended February 28, 2021

	COCC	Public Housing	Housing Choice Voucher	Mainstream	Mod Rehab 3	Local Fund	YTD Actuals	YTD Budget	Variances	Approved Budget	Variances
Revenues											
Tenant Revenue	\$ -	\$ 382,061	\$ -	\$ -	\$ -	\$ 53,726	\$ 435,787	\$ 371,216	\$ 64,571	\$ 556,824	\$ (121,037)
Fee Income	1,019,557	-	-	-	-	-	1,019,557	915,529	104,028	1,373,293	(353,736)
Grant Income	-	943,858	1,249,376	969	21,276	-	2,215,479	1,921,041	294,438	2,881,561	(666,082)
HAP Revenue	-	-	8,114,590	14,559	130,005	-	8,259,154	8,646,093	(386,939)	12,969,140	(4,709,986)
Other Revenue	100,306	9,896	355,749	-	905	56,562	523,419	153,525	369,893	230,288	293,131
Total Revenues	\$ 1,119,863	\$ 1,335,816	\$ 9,719,714	\$ 15,528	\$ 152,186	\$ 110,288	\$ 12,453,396	\$ 12,007,404	\$ 445,992	\$ 18,011,106	\$ (5,557,710)
Expenses											
Administration	\$ 830,149	\$ 360,991	\$ 998,474	\$ -	\$ 5,703	\$ 20,390	\$ 2,215,707	\$ 2,398,668	\$ 182,961	\$ 3,598,002	\$ 1,382,295
Tenant Services	40,819	77,401	74,992	-	-	5,751	198,963	120,039	(78,923)	180,059	(18,904)
Utilities	9,722	113,072	8,728	-	-	10,260	141,783	120,080	(21,703)	180,120	38,337
Maintenance	47,892	283,842	40,860	-	-	23,805	396,399	463,609	67,211	695,414	299,015
General Expenses	15,304	251,627	38,403	-	-	9,423	314,756	276,756	(38,000)	415,134	100,378
HAP Expenses	-	3,540	8,220,068	27,845	133,017	-	8,384,470	8,641,288	256,818	12,961,932	4,577,462
Total Expenses	\$ 943,885	\$ 1,090,473	\$ 9,381,525	\$ 27,845	\$ 138,720	\$ 69,629	\$ 11,652,077	\$ 12,020,441	\$ 368,364	\$ 18,030,661	\$ 6,378,584
Net Operating Income (Loss)	\$ 175,978	\$ 245,342	\$ 338,189	\$ (12,317)	\$ 13,464	\$ 40,659	\$ 801,318	\$ (13,037)	\$ 814,355	\$ (19,555)	\$ 820,873
Other Financial Items											
Transfers In/Out	20,672	248,254	-	-	-	-	268,926	186,169	(82,757)	279,254	10,328
Net Income (Loss)	\$ 196,650	\$ 493,596	\$ 338,189	\$ (12,317)	\$ 13,464	\$ 40,659	\$ 1,070,244	\$ 173,133	\$ 897,112	\$ 259,699	\$ 810,545
Beginning Net Position	\$ 1,233,317	\$ 11,792,910	\$ 2,162,944	\$ 13,550	\$ 776,356	\$ 3,315,256	\$ 19,294,333	\$ 19,294,333			
Equity Transfers		\$ (1,384,621)				\$ 1,384,621					
Ending Net Position	\$ 1,435,185	\$ 10,905,393	\$ 2,506,710	\$ 1,233	\$ 789,821	\$ 4,740,537	\$ 20,378,879	\$ 19,467,466			

03.24.2021

Memo

To
Carla Mancha, CEO

From
Miguel Herrera, CFO

CC
Janie Sanchez, Finance
Supervisor

Re
February 2021 Financials

Ms. Mancha,

The Finance Team has prepared a summary of the main variances for the Main Programs & Non-Profits through February 2021:

MAIN PROGRAMS

INCOME

Fee Income.

Year to date (YTD) positive variance versus budget of \$104,028. Mainly due to Management Fee income in the month of December 2020 from:

- Tropical Gardens \$26,000
- Citrus Gardens \$153,000
- Candlewick \$128,000

Grant Income.

YTD positive variance versus budget of \$294,438 due to higher Operating Subsidy income for Asset Management Project (AMP) 1 for the months of January & February. HUD's Operating Subsidy disbursements for said months incorrectly included the Buena Vida development (it converted to Project Based Voucher funding effective January 1, 2021). HUD will correct their action in the next few months by reducing future operating subsidy disbursements. For example, AMP 1 did not receive funding for March (Bougainvillea & Victoria Gardens are the remaining developments under AMP 1).

Housing Assistance Payment (HAP) Revenue.

HAP revenue has a negative variance versus budget of \$386,939. As previously informed, we received notification from HUD in May 2020 that they had performed the Cash Reconciliation for calendar year 2019. The letter informed us that a "Transition of Excess Cash" would be performed. This means that a portion of our HAP reserves (\$218,577) would transition from being held by HACB to being held by HUD. These funds will be available to us should we need them. The transition was performed by reducing HAP funding disbursement in July 2020 by \$218,577.

We just received notification (March 19) that the Cash Reconciliation for calendar year 2020 has been completed. HACB holds \$407,083 in reserves. The notice states that we can expect a decrease in HAP disbursements beginning in May. HUD's action, as stated in the notice, *"compels PHAs to use CARES Act HAP funds first, which expire on December 31,*

Housing Authority of the City of Brownsville

Tel (956) 541-8315
Fax (956) 541-7860

2606 Boca Chica Blvd
Brownsville, TX 78523

www.hacb.us
info@hacb.us



2021, and any other accumulated RNP, in lieu of providing additional 2021 HAP budget authority.” HACB received \$275,350 in CARES Act HAP funds in the month of December.

In addition, COVID-19 has affected voucher utilization, which creates a lower HAP expense, which in turn affects HAP funding amounts.

Other Revenue.

Other Revenue has a positive variance versus budget of \$369,893. The HCV Program received CARES Act funding above the annual budgeted amount in the amount of \$190,226.

Another factor is that the full budgeted amount for “Operating Transfers In” (Capital Fund Program funds) has been processed for the Public Housing Program. This creates a positive variance of \$82,756.

EXPENSES

Administration

The positive variance is created by CARES Act funds that are pending to be invested. Adding also to the positive variance is that HCV CARES Act expenses are being recorded under Tenant Services as per guidance from our Fee Accountant.

Note: the balance on CARES Act funding for Public Housing is \$21,145 & \$484,280 for the Housing Choice Voucher Program (this is separate from the \$275,350 in CARES Act HAP funds).

Tenant Services

As explained in the previous paragraph, the negative variance is being created by HCV CARES Act expenses being recorded in this BLI. The HCV Program did not have a budgeted amount under this BLI.

Maintenance

The positive variance (\$67,211) is mostly due to lower-than-expected expenses under the “Materials” BLI.

HAP

The positive variance (\$256,818) is mostly due to lower than forecasted voucher utilization due to COVID-19.

NON-PROFITS**INCOME**GENERAL CONTRACTOR

The positive variance (\$1,831,345) is due to construction payment draw amounts being higher than forecasted through the end of February for Poinsettia Gardens at Boca Chica (\$4,416,378) and lower for Trail Village (\$2,585,030). This same variance will be also reflected on the General Contractor Expense Budget Line Item.

OTHER REVENUE

The negative variance (\$301,385) is due to a pending developer fee distribution for PGBC payable at second capital contribution from the investor (at construction completion). In addition, Incentive Management Fee is now being recorded at the General Partner level (instead of the respective Non-Profit) after receiving guidance from our financial partners/consultants.

Note: Citrus Gardens received \$154,910 and Candlewick \$132,340 in Incentive Management Fees.

EXPENSESADMINISTRATION

The positive variance (\$236,111) is also because Management Fee expense is being recorded at the General Partner level.

MAINTENANCE

The positive variance (\$236,611) is mostly due to BHOC-RAD budgeted work that is pending to be performed.

GENERAL CONTRACTOR

The negative variance (\$1,831,145) was explained in the General Contractor Income BLI summary.

Please let us know if you have any questions or need additional information.

ITEM No. 7.B.- Non-Profit Financial Reports for the Month of February 2021.

MIGUEL HERRERA- Chief Financial Officer
SAN JUANA SANCHEZ - Finance Supervisor



Housing Authority of the City of Brownsville
Statement of Revenue, Expenses and Changes in Net Position (Component Units)
For the 8 months ended February 28, 2021

	BHFC	BHMC	BHOC	FYTD Actuals	FYTD Budget	Variances	Approved Budget	Variances
Revenues								
Tenant Revenue	\$ 7,000	\$ -	\$ 2,460,652	\$ 2,467,652	\$ 2,439,563	\$ 28,090	\$ 3,659,344	\$ (1,191,692)
Other Government Grants	-	-	-	-	-	-	-	-
General Contractor	-	-	9,550,984	9,550,984	7,719,639	1,831,345	11,579,458	(2,028,474)
Other Revenue(Loss)	799	-	510,904	511,702	813,087	(301,385)	1,219,630	(707,928)
Total Revenues	\$ 7,799	\$ -	\$ 12,522,540	\$ 12,530,338	\$ 10,972,288	1,558,050	\$ 16,458,432	\$ (3,928,094)
Expenses								
Administration	\$ 415	\$ 961	\$ 762,218	\$ 763,593	\$ 888,929	\$ 125,336	\$ 1,333,394	\$ 569,801
Tenant Services	-	-	103,868	103,868	122,401	18,532	183,601	79,733
Utilities	-	-	173,184	173,184	163,207	(9,977)	244,810	71,626
Maintenance	2,589	-	656,703	659,292	895,403	236,111	1,343,104	683,812
General Contractor	-	-	9,550,984	9,550,984	7,719,639	(1,831,345)	11,579,458	2,028,474
General Expenses	945	-	158,053	158,999	177,751	18,752	266,626	107,627
Total Expenses	\$ 3,949	\$ 961	\$ 11,405,010	\$ 11,409,919	\$ 9,967,329	\$ (1,442,591)	\$ 14,950,993	\$ 3,541,074
Net Operating Income (Loss)	\$ 3,850	\$ (961)	\$ 1,117,530	\$ 1,120,419	\$ 1,004,959	\$ 115,459	\$ 1,507,439	\$ (387,020)
Other Financial Items								
Non-Operating Items	\$ (21,700)	\$ -	\$ (199,931)	\$ (221,631)	\$ (670,481)	\$ (448,850)	\$ (1,005,722)	\$ (784,091)
Transfer In/ Out	8,000	11,328	(40,000)	(20,672)	(20,667)	5	(31,000)	(10,328)
Net Income (Loss)	\$ (9,850)	\$ 10,367	\$ 877,599	\$ 878,115	\$ 313,811	\$ 564,304	\$ 470,717	\$ 407,398
Beginning Net Position	\$ 4,773	\$ 89,592	\$ 24,790,577	\$ 24,884,942	\$ 24,884,942			
Ending Net Position	\$ (5,077)	\$ 99,960	\$ 25,674,158	\$ 25,769,040	\$ 25,198,753			

ITEM No. 7.C.- Grant Financial Reports for the Month of February 2021.

MIGUEL HERRERA- Chief Financial Officer
SAN JUANA SANCHEZ - Finance Supervisor



Housing Authority of the City of Brownsville
Grants Income Statement
As of February 2021

	2019 CAPITAL FUND	2020 CAPITAL FUND	CFP - RHF 2017	ROSS FSS 2021	ROSS RESIDENT COORDINATOR 2019	GRANT TOTAL
Revenues						
HUD PHA Operating Revenue	731,291	-	-	26,824	101,398	859,514
Total Revenues	731,291	-	-	26,824	101,398	859,514
Expenses						
Operations	248,254	-	-	-	-	248,254
Management Improvement	-	-	-	-	-	-
Project Coordinator	-	-	-	26,824	98,387	125,211
Training Costs	-	-	-	-	3,011	3,011
Administration	105,794	-	-	-	-	105,794
Audit - C.G.	-	-	-	-	-	-
Fees & Costs	-	-	-	-	-	-
Site Improvements	-	-	-	-	-	-
Dwelling Structures	-	-	-	-	-	-
General Capital Activity	92,491	-	-	-	-	92,491
Development Activity	-	-	-	-	-	-
RAD-CFP	26,087	-	-	-	-	26,087
RAD Investment Activity	258,665	-	-	-	-	258,665
Construction	-	-	-	-	-	-
Total Expenses	731,291	-	-	26,824	101,398	859,514
Current Net Income (Loss)	-	-	-	-	-	-
Grant Balance	332,490	1,174,832	478,897	139,450	91,652	2,217,320
Obligation End Date	10/15/22	09/25/23	02/15/23			
Grant Expiration Date	10/15/24	09/25/25	02/15/25	12/31/21	03/17/22	
Award Amount	1,063,781	1,174,832	478,897	166,274	193,050	3,076,834
Obligated Amount	957,415	-	-			957,415
% Obligated	90%	0%	0%			
% Expensed	69%	0%	0%	16%	53%	
% Change from last month	9%	0%	0%	230%	6%	



ITEM No. 7.D.-
Financial Reports for HACB
LIHTC Properties for the
Month of February 2021.

MIGUEL HERRERA- Chief Financial Officer
SAN JUANA SANCHEZ - Finance Supervisor



LOW INCOME HOUSING TAX CREDIT PORTFOLIO
Year to Date February 2021

	Sunset Haven	Villa Del Sol	Citrus Gardens	Paseo Plaza	Candlewick	Tropical Gardens	Bella Terra	RDC I *	RDC II *	TOTAL PORTFOLIO	TOTAL YTD BUDGET	YTD VARIANCES
Units	100	200	148	184	132	158	80	130	120	1252		
Revenue:												
Tenant Revenue	98,377	201,048	219,729	298,836	231,949	153,071	103,439	682,242	625,041	2,613,732	2,609,885	3,846
Other Operating Income	243	10,265	1,930	1,541	5,913	2,137	1,824	7,502	4,593	35,949	45,580	(9,631)
Total Revenue	98,620	211,313	221,659	300,377	237,862	155,208	105,263	689,744	629,634	2,649,681	2,655,465	(5,785)
Operating Expenses												
Salaries and Benefits	27,116	43,428	30,106	37,477	26,825	26,859	12,879	158,862	59,370	422,922	442,727	19,804
Repairs and Maintenance	21,622	23,253	13,267	22,189	12,299	13,581	7,379	47,138	34,824	195,552	209,872	14,320
Utilities	6,728	39,260	28,553	31,257	10,331	16,858	12,420	97,376	70,480	313,263	316,155	2,892
Property Management Fee	5,000	6,303	11,110	12,150	12,178	6,979	5,262	27,199	24,945	111,125	112,682	1,557
Property Insurance	7,635	9,208	18,430	23,543	21,447	18,258	8,233	27,841	25,292	159,886	171,441	11,555
Misc. Operating Expenses	13,245	19,720	12,409	6,457	7,519	7,124	4,895	28,259	16,538	116,166	119,949	3,783
Total Operating Expenses	81,345	141,172	113,874	133,073	90,599	89,659	51,068	386,674	231,449	1,318,913	1,372,825	53,912
Net Operating Income	17,275	70,141	107,785	167,304	147,263	65,549	54,195	303,071	398,184	1,330,767	1,282,640	48,127
Other Expenses												
Interest Expense	(9,937)	(17,124)	(26,268)	(35,775)	(58,130)	(25,287)	(28,081)	(103,964)	(95,967)	(400,533)	(444,239)	43,706
Interest Expense Other	-	-	-	-	(4,166)	-	-	-	-	(4,166)	(4,166)	-
Margin/Franchise Tax	-	-	-	-	-	-	-	-	-	-	-	-
Asset Management Fee	-	-	(834)	-	-	(833)	(938)	-	-	(2,605)	(2,578)	(27)
Other related party expense	-	-	(2,100)	(1,146)	-	(1,778)	-	-	-	(5,024)	(88,350)	83,326
Incentive Management Fees	-	-	-	-	-	-	-	-	-	-	-	-
Transfers In/Out	-	-	-	-	-	-	-	-	-	-	(4,166)	4,166
Developer Fees	-	-	-	-	-	-	-	-	-	-	-	-
Professional Fees	-	-	(2,200)	(2,684)	(1,250)	-	(1,000)	-	-	(7,134)	(11,221)	4,087
Principal Payments	-	-	-	-	-	-	-	-	-	-	-	-
Charitable Contributions	-	-	-	-	-	-	-	-	-	-	-	-
Capital Improvements	(11,768)	(118,040)	(4,697)	(17,431)	(7,075)	(11,508)	(1,935)	(69,538)	(66,020)	(308,013)	(382,298)	74,285
Total Other Expenses	(21,705)	(135,164)	(36,099)	(57,036)	(70,621)	(39,407)	(31,954)	(173,503)	(161,987)	(727,475)	(937,018)	209,544
Net Income/(Loss)	(4,430)	(65,023)	71,686	110,268	76,643	26,142	22,241	129,568	236,197	603,292	345,622	257,671

* Rancho Del Cielo financials are on a July-June fiscal year.