

Housing Authority of the City of Laredo
Regular Board of Commissioners Meeting
Zoom Video Link:
<https://us02web.zoom.us/j/84748034231>
Call in Number: 1-346-248-7799
Webinar ID: 847 4803 4231
LHA Board Room
2000 San Francisco Ave.
Laredo, Texas 78040
Friday, August 14, 2020
4:00 P.M.

NOTE: Due to the recent COVID-19 health concerns, this meeting will be held by telephonic/video conferencing and the public may join via conference call number or via website provided above.

A-20-R-5

Agenda

August 14, 2020

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL AND DECLARATION OF QUORUM**
- 4. CITIZENS COMMENTS**

This is the opportunity for visitors and guests to address the Board of Commissioners on any issue. The Board may not discuss any presented issue, nor may any action be taken on any issues at the time. There will be a 3-minute limitation per speaker. (Texas Attorney General Opinion-JC-0169)

- 5. DISCLOSURE OF CONFLICTS OF INTEREST FOR BOARD OF COMMISSIONERS AND STAFF**
- 6. APPROVAL OF MINUTES**
 - A. Approval of Minutes for Board of Commissioners meeting on June 12, 2020.
- 7. PRESENTATION BY CENTRAL RESIDENT COUNCIL**
- 8. STANDING REPORTS AND PRESENTATIONS (No Action to be taken on these items)**
 - A. Executive Director's Report
 - B. Unaudited Financials for the month of June 2020
 - C. Community Safety and Security (Peace Officer) Program Report

- D. Status and progress of ongoing construction projects. Highlights of Balcones Apartments, Ana Maria Lozano BiblioTech and COVID-19 Projects.

9. CONSENT AGENDA: RESOLUTIONS

All of the items may be acted upon by one motion. No separate discussion or action of the items is necessary unless desired by a Commissioner.

- A. Consideration for approval to open a new bank account for the Laredo Housing Authority Rapid Rehousing Grant Program, as an internal control effort for such program.
- B. Consideration for approval to ratify the purchase of 20 laptops in response to COVID-19 in the amount of \$23,800.00 for the Public Housing and Housing Choice Voucher Programs. Source available funding is the CARES Act, HUD allocated award to the agency.
- C. Consideration for approval to ratify a 1-year extension to RFQ #0190401-1 Professional Services for Annual Audit Services contract to Garza/Gonzalez & Associates in the amount of \$98,500 for FYE 03/31/2020.
- D. Consideration for approval to enter into a public use agreement with local hotels that are assisting with quarantining homeless vulnerable clients (Covid-19) and agency referrals by providing the temporary placement of a microwave and mini-refrigerator for the room, and laundry equipment to maintain isolation and reduce community infectious spread. The agency is one of multiple service providers that serve on a Covid-19 Emergency Response Committee which assists with addressing emergency housing needs of Covid19 positive community members.

10. ACTION ITEM

- A. Presentation and discussion with possible action related to the HUD-approved COVID-19 program waivers, associated time requirements for prompt use of funds, and establishing Board approval to proceed with use of any waivers.
- B. Discussion and possible action to set out a COVID-19 procurement procedure for emergency purposed pursuant to CFR 85.36(d)(4).

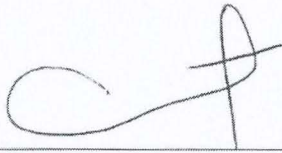
- C. Discussion and possible action to approve the Interlocal Agreement with Webb County for Payment in Lieu of Taxes and the issuance of payment for accrued annual amounts through FYE 2020, totaling an estimated \$371,933.10.
- D. Discussion and possible action to award framing, plumbing, electrical and other related bids at the Balcones Apartments renovation project, as recommended by staff.
- E. Discussion and possible action to award environmental abatement work at AMP 1 Colonia Guadalupe for the former executive office building, community center building and maintenance shop building, as recommended by staff.
- F. Discussion and possible action to approve the purchase of technological equipment in response to COVID-19 in the amount of \$83,440.00 for Public Housing, Housing Choice Voucher, and BiblioTech programs. Source available funding is the Capital Fund and CARES Act, HUD allocated award to the agency.
- G. Discussion and possible action to approve the Information Technology and External Access-to-Work-Files Policy to complement "work from home" needs, and approval to proceed with associated expenditures.
- H. Discussion and possible action related to the current COVID-19 health concerns and impacts to agency. This item may be discussed in executive session pursuant to Section 551.071 (consultation with attorneys) and 551.074 (personnel matters).

11. EXECUTIVE SESSION IN ACCORDANCE WITH THE TEXAS GOVERNMENT CODE

The Board of Commissioners for the Housing Authority of the City of Laredo reserve the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters listed on the posted agenda, above, as authorized by the Texas Government Code, including Sections 551.071 (consultation with attorneys), 551.072 (deliberations about real property), 551.073 (deliberations about gifts and donations), 551.074 (personnel matters), 551.076 (deliberations about security devices), and 551.086 (economic development).

12. ACTION ON ANY EXECUTIVE SESSION ITEM

13. ADJOURNMENT

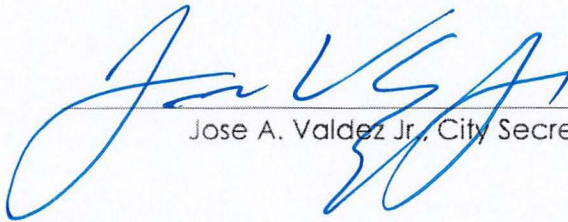


Alma D. Mata, Executive Director

The Housing Authority of the City of Laredo is committed to compliance with the Americans with Disabilities Act (ADA). Reasonable accommodations and equal access to communications will be provided to those who provide notice to the Executive Director at (956) 722-4521 at least 48 hours in advance. This meeting site is accessible to disabled persons. Disabled parking is provided in the north parking lot adjacent to the Administration Building, and disabled building access is located at the main entrance.

CERTIFICATION

This notice was posted at the Municipal Government Offices, 1110 Houston Street, Laredo, Texas, at a place convenient and readily ADA/accessible to the public at all times. Said notice was posted on Tuesday, August 11, 2020 at 4:00 p.m.



Jose A. Valdez Jr., City Secretary

AUG 11 '20 PM3:44
REC'D CITY SEC OFF

Housing Authority of the City of Laredo
Regular Board of Commissioners Meeting
Zoom Video Link:
<https://us02web.zoom.us/j/86999430872>
Call in Number: 1-346-248-7799
Webinar ID: 869 9943 0872
LHA Board Room
2000 San Francisco Ave.
Laredo, Texas 78040
Friday, June 12, 2020
12:00 P.M.

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A-20-R-4	Minutes	June 12, 2020
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1. **CALL TO ORDER** Chairman Ceballos called the meeting to order at 12:10 p.m.
2. **PLEDGE OF ALLEGIANCE** Chairman Ceballos led them in the recital of the pledge.
3. **ROLL CALL AND DECLARATION OF QUORUM** Ms. Alma Mata, Executive Director, proceeded with roll call and stated they had a quorum.

Chairman Ceballos thanked everybody for being at the meeting and stated that they should be able to do the meeting within one hour to one hour and 15 minutes and mentioned that he told Vice-Chairman Dr. Garza, since he is traveling, that any item that would require extensive discussion would get tabled so he can concentrate while he is on the road, so he wanted them to make them aware that if they get to an item like that, they would table it and bring it back in the next opportunity.

Commissioners Present

Jose L. Ceballos, Chairman (by zoom)
Dr. Sergio D. Garza, Vice-Chairman (by zoom)
Anita Guerra, Commissioner
Gloria Ann Freeman, Commissioner

Commissioners Absent

Dr. Marisela Rodriguez, Commissioner

Staff Present

Alma D. Mata, Executive Director
Christy Ramos, Administrative Assistant
Jennifer Barrientos, Director of Finance
Robert Peña, IT Director
Melissa Ortiz, Director for Section 8
Ma. De Lourdes Hernandez, Procurement Officer
Jessica Martinez, Resident and Community Services Director
Bulmaro Cruz, Interim Director for Construction Projects Department
Daniel Colina, Accountant

Doug Poneck, Attorney (by zoom)
Ricardo De Anda, Attorney (by zoom)
Mary Gaona, LHA Consultant (by zoom)

Others Present

Rosie Rios, Central Resident Council President

4. CITIZENS COMMENTS

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There were none

5. DISCLOSURE OF CONFLICTS OF INTEREST FOR BOARD OF COMMISSIONERS AND STAFF

Chairman Ceballos asked if there are any disclosures that needed to be made by the staff or the Board. There were none.

Chairman Ceballos, for the record, asked for the people that are also joining in the meeting. Ms. Mata mentioned the names and titles of the persons in the meeting and are listed above under staff present as well as the attorneys and LHA Consultant.

Ms. Mata also mentioned that at this time Commissioner Ms. Guerra is joining the meeting.

6. APPROVAL OF MINUTES

- A. Approval of Minutes for Regular Board of Commissioners meeting on March 30, 2020.**

Chairman Ceballos moved to approve minutes for Regular Board of Commissioners meeting on March 30, 2020 as presented.

Commissioner Ms. Freeman seconded the motion.

Motion passed unanimously.

- B. Approval of Minutes for Special Board of Commissioners meeting on May 1, 2020.**

Chairman Ceballos moved to approve minutes for Special Board of Commissioners meeting on May 1, 2020 as presented.

Commissioner Ms. Freeman seconded the motion.

Motion passed unanimously.

7. PRESENTATION BY CENTRAL RESIDENT COUNCIL

Rosie Rios, Central Resident Council President, presented to the Board and stated that they are just waiting to be able to hold their regular meetings and be able to be in contact. Chairman Ceballos mentioned that the sound was not good, so Ms. Rios mentioned that they suspended the meetings since March and they were just hoping to have their regular meetings as soon as the situation with the COVID-19 would allow it in order to continue the regular activities and be able to inform of any requests they may have.

Chairman Ceballos recommended that Ms. Mata take note that the Administrative COVID 19 Committee needs to discuss the opening of the community centers and stated that they will follow the City's order in reference to the recreation centers and also in regards to other resident centers meetings, so that they discuss it at the next committee meeting and inform them because there has been an increase in cases not only in Laredo, but in other cities and most probably they will not take a decision to open the centers soon due to increase in cases this week, so they will have to be cautious, but they will discuss it anyway and they might invite Ms. Rios to join them by zoom or by phone for her input and to determine how soon they can open the centers and hold meetings with small groups as they say in Spanish: (con sana_distancia) in order for the resident councils to have that type of meetings which they may consider at the next meeting and mentioned that next committee meeting will be next Wednesday. Ms. Mata confirmed and stated that those meetings are held on Wednesdays at 3:00 p.m. Chairman Ceballos stated that they will start holding the meetings every two weeks. Ms. Mata stated that next meeting will be Wednesday of next week.

8. STANDING REPORTS AND PRESENTATIONS (No Action to be taken on these items)

Chairman Ceballos mentioned that he would like to focus on the Resident & Community Services Department.

A. Executive Director's Report, including presentation of programmatic objectives for the Resident & Community Services Department.

Ms. Mata mentioned that they will find in the packet the monthly report on leasing with the tax credit properties with the statistics on the properties and the social media information and stated that they have added another page under tab 8A, which is the last page on tab 8A is the Resident Community Services Department which the Board authorized to divide the Community Development Department into two: one that would cater to the social services that are needed within the Agency and then separate the construction department on its own; Jessica Martinez is leading the social service side which is the Resident Community Services Department. Ms. Mata stated that in reference to this department they had shared with the Board the problematic objectives they have with the department and set a timeline for that in which they hope to achieve those and they could go through them individually. Chairman Ceballos mentioned that he would give Jessica Martinez five minutes to run them through the highlights she needs to report and will do that after approximately five minutes and before Ms. Mata starts he would like for them to create a Census tracker and he would also like for that department to focus on homelessness

related services as one of their objectives and stated that the census is very important; it is how agencies get funded at the federal level and mentioned that he knows that the City has an initiative and is sure that there are some initiatives that are hitting the residents in terms of impact, but he thinks this department needs to mobilize and create a team and mentioned that he reached out to Ms. Mata about two weeks ago and asked to mobilize that team within the next two weeks and stated that the extension for the Census goes to September, so they may want to verify the exact date so they will know what they working with and stated that the goal for the Agency is at least 95% submission or more of the residents. Ms. Mata mentioned that they already received the information and informed that Ms. Martinez is already working on the team and Ms. Martinez will present on the advance she has.

Ms. Martinez stated that as they began to set up the goals and initiatives behind the Resident Community Services Department she set the goals she wants to achieve with the department, most importantly, she wants to be able to push together and bring the residents the education and tools that they need and she does not want any of the residents or kids to feel like they are getting lost in the system because they have a lot of potential within the residents and she wants to make sure to transmit that empowerment to them.

Ms. Martinez also mentioned that the Inner City Revival Annual Summit or any other Inner City initiative they had has been very successful and that this year they had to postpone it due to the COVID 19, however, she wishes to still continue to develop that into the idea they have and as far as BiblioTech she mentioned that they are still waiting and excited to start beginning the new curriculum; they are more than ready, and her team is starting to develop to start doing videos which will start next week; other than that, they are ready and hopefully there will be a chance to go visit Russell Terrace BiblioTech which is amazing and looking forward to working at BiblioTech and in regards the transitional permanent housing which involves Tiny Homes and Balcones she mentioned that she was in the policy development when it was developed; they have been working on leases and she knows that families before COVID-19 had been proposed already and they had to go back and re-lease it and working with the committee for the transitional permanent housing and working with the services and supportive services for Balcones will be her next goal.

In regards to the homelessness initiative and the related services Ms. Martinez stated that she just started to get involved with all the homelessness initiatives and related services within the community and has been attending the THN meetings to get more familiar and stated that she know Ms. Ortiz has been involved with the process they have in the City and Ms. Martinez is looking forward to developing and helping with the recent project that was proposed.

Ms. Martinez stated that COVID-19 preventive initiatives involves what they have been doing at Senior Home which has been proven to be very successful, so she

is really excited to have been working with that team and stated that community partnership development goes back to the resources and organizations they find in our city and our community and mentioned that there is a lot of partnerships that the tenants and even her are not familiar with, what they can offer and how they can help the tenants achieve their goals and she is looking forward to bringing in those teams to Public Housing and Section 8 tenants including the employees to bring those opportunities and resources.

In references to the Home Buyer Program, Ms. Martinez mentioned that it is something she has been wanting to do and thinks that she could go into the Home Buyer Program herself and she wants to bring it to the tenants and let them know how it may sound difficult for them achieve buying a home, sometimes it is not that hard, so bringing those programs to them, the education and the resources they need can just very well be that next push and next step that they need. Ms. Martinez stated that the family self-sufficiency program is something they have already established, but they want to be able to increase the numbers and the partnerships they developed with the community organizations can help increase the numbers for the family self-sufficiency program and mentioned that they need more grants in order to achieve the goals they want to do with the tenants and themselves as a company. Ms. Martinez also mentioned that she helped write some grants and she needs more in development in education, but in order to take that step in learning what it is for grant writing, looking forward in working with consultants and learning more about it. Ms. Martinez stated that she will be working together with the construction team to bring more affordable housing opportunities to the low income families we have which has been a constant issue they keep bringing back through the Inner City Revival, so she looking forward to expanding those opportunities to our tenants and our community in Laredo as a whole.

Ms. Martinez mentioned that working with the Food Bank throughout this time they have really seen how really people have either lost their job and not being able to bring food on the table, so one of her goals was to see if they could do food distribution at one of the community centers and be able to share this and bring it closer to them.

Chairman Ceballos mentioned that he thinks Ms. Martinez is right and he is glad she is seeing that there are consultants that can help her out, but he will make some suggestions for her to work with Able City to develop and polish and maybe segment the different objectives into a plan for her department and then segregate the soft side and the hard side break it more apart as a plan and also the grant writing which is very intensive is to identify a grant writer or several that she can go to because it would be too much for them to tackle.

Vice-Chairman Dr. Garza stated that he wanted to comment on number 12 which is Public Housing after school programs, which develop for curriculum to provide support and enrichment for youth at public housing entities and asked if Ms.

Martinez had any idea what to do with that and also with the adults and mentioned that what he would like to see with the adults is an ESL Program, so that adults can learn English and stated that there are so many ESL curriculum all over and wonders whether there is anything particular that maybe some housing projects have used in the past that has proven to help them out, so maybe Ms. Martinez could look into it. Ms. Martinez stated that she had actually been thinking about those opportunities and mentioned that when they were providing BiblioTech they had people coming in and other organization giving classes to the community and they actually have the Laredo College GED classes on hold; they are ready to start and they also South Texas Workforce ready to come in as well as the dental hygiene and all these entities ready to come in and help them educate the adults which is the goal she wants to take and stated that she can very well take the chance and sit down with Vice-Chairman Dr. Garza to bring more of those ideas. Vice-Chairman Dr. Garza mentioned that he would be glad to do it and is also glad that all those people are coming in to help out our clients, but he would like for it to be some consistency, so he would like to sit down with Ms. Martinez and talk about it and stated that he appreciates everything Ms. Martinez is doing.

Chairman Ceballos thanked Vice-Chairman Dr. Garza and also Ms. Martinez for her informative report and mentioned that he appreciates all the time Ms. Martinez is putting into it and stated for Ms. Martinez to be aware that there is a template MOU that has been worked on before and is ready for her to use and there is a lot of people with experience that can help her negotiate those MOU's, including the Board, Ms. Gaona, Mr. Poneck and Mr. De Anda who have worked on it before, she can lean on.

Chairman Ceballos asked if there were any questions on Ms. Mata's report and if Ms. Mata had any highlights she would like to cover. Ms. Mata stated that they will notice that the tax credit properties do have some vacancies and stated that they already talked to the Property Managers there; at Casa Verde they have eight vacancies and at River Bank they have eight which is the same number as last month; they talked to the managing company and they expressed that they feel that it is COVID related, however, at River Bank they already have four of those eight units pre-leased, so they are starting to see the numbers go down again.

Chairman Ceballos asked if somebody could speak about the Section 8 occupancy; the Russell Terrace occupancy as to how they are doing with the leasing targets there. Ms. Ortiz stated that for the Russell Terrace leasing they have 65 vacancies and their goal is to get to 180, so they are working on leasing 45 units within the next two weeks and mentioned that they sent a report to Ms. Mata which shows they have 26 families lined up already, so they still need 18 more to get to 90% and added that they have been sending families daily to Russell Terrace from the waiting list to see if they want to accept the units or not and also stated that Ms.

Resendez has been assisting with showing them the units and the inspectors have also been assisting with turning the units into the tenants. Ms. Ortiz mentioned that they are trying to get everything leased within the next two weeks just in case they have any other vacancies and fall short from the ones that are already occupied.

Chairman Ceballos asked Ms. Mata what would be the target dates for the conversion. Ms. Mata stated that September 21 is the conversion date and they have to meet 90% occupancy rate by June 30 and right now they are at 71 % occupied. Chairman Ceballos asked if they need additional resources for the leasing. Ms. Ortiz stated that she has requested to get help for three months so that they can focus on this. Chairman Ceballos asked whether she got the help or not. Ms. Ortiz mentioned that right now the inspectors are helping because since they are only doing move-in inspections, they are the ones that are helping with trying to get families that did not respond because they issued letters for the two bedroom, the three bedroom and the four bedroom, so a lot of people do not reply or they do not get the mail, so they have been reaching out to them to come in and either do another application or if they can go and look for the packet if they were living somewhere else, so right now it is the two inspectors that are helping, but they need additional help. Chairman Ceballos asked Ms. Ortiz if they have a sufficient waiting list to pull 25 families. Ms. Ortiz confirmed. Chairman Ceballos asked where she needs the resources because they only got two weeks. Ms. Mata mentioned that on the leasing for Russell Terrace Ms. Ortiz is going to need resources following the lease up at Russell Terrace which is going to be to catch up on all the inspections they have and to work the waiting list they opened back in February.

Chairman Ceballos mentioned that he does not want the Agency to be in a position where they did not complete the 90% leasing, so he is not too concerned about the inspections because the bank is not going to screen inspections. Ms. Ortiz stated that all the units are 100% inspected; they were inspected by Mr. Murillo and all are ready to go. Chairman Ceballos mentioned that his comment is that the bank requires it to be 90% leased and asked if it was correct. Ms. Mata confirmed. Chairman Ceballos stated that the inspection and the administrative process is a separate process for HUD requirements. Ms. Mata confirmed. Chairman Ceballos stated that what he is saying is to not let the compliance not meet the 90% leasing and what he means by that is that if they have to have people and said that they do not want to be in a situation of risking the loan because they cannot three or five inspections, so he directed them to get the people in. Ms. Mata confirmed. Ms. Ortiz also confirmed and mentioned that she does not require the inspectors. Ms. Mata mentioned that they are not holding back; that all the inspections have passed and stated that he understands what Chairman Ceballos is saying, but if they had inspections that needed to be done, they would still lease the unit prior to the inspection and mentioned that at the moments all inspections have been conducted either way, so they do not have that issue and she wants to make sure that Ms. Ortiz is able to lease and

asked if Ms. Ortiz needs additional staff to lease up to get to 90%. Ms. Ortiz responded that she does need help. Chairman Ceballos asked Ms. Ortiz if she needs additional staff. Ms. Ortiz responded that she does need two staff. Chairman Ceballos asked Ms. Mata if she can bring some folks from Public Housing to help Ms. Ortiz till the end of the month. Ms. Mata responded that she did and would re-assign them in the afternoon.

Chairman Ceballos stated that he wants to make sure for the Board and mentioned that they are all over the place for the meeting, that they need to have all that information fill up to the Board because it is very surprising to hear that they have 25 units to lease and they have two weeks to do it and he has been asking about resources all the time, so he wants to make sure that they work the communication gaps because they should not take them bringing this up, they should work that out and as they see the problems coming up they should designate the staff and Ms. Ortiz, as the Section 8 Administrator, she has the ability to contact anybody to get those resources because ultimately she is the Administrator for that program, so Chairman Ceballos suggested getting four people and stated that it is only two weeks and directed her to find the resources to do it and mentioned that there is people in other departments that perhaps could also assist and also advised her not to let the compliance issue trip her up from missing the 90% and stated that they will respond to a compliance deficiency, but they cannot lose the loan. Ms. Ortiz mentioned that she agrees and thank him for his help. Chairman Ceballos thanked everybody for helping Ms. Ortiz.

B. Unaudited Financials for the month of April 2020

Jennifer Barrientos presented the highlights for the Unaudited Financials for April and stated that they have Net Income in the properties; COCC has \$16K, AMP 1, \$57K; AMP 3, \$58K; AMP 4 , \$18K; AMP 5, \$30K; AMP 6, \$1K; Section 8, \$25K; and for Farm Labor they have \$9K; the year to date Revenues should be around 8.33%, some do have Revenues and some are lower and also on the Expense they should be 8.3; o if it is lower and is better, so they are doing good so far. For salary savings Ms. Barrientos stated that they are \$17,570 and for the PFC's, for Laredo Housing Facilities they have a net loss of \$21K for now which has to do with revenues not coming in such as the bc of the units, so they are not getting a profit as of yet, but it should change with the leasing once they are at more than 90% and it also has to do with BiblioTech expenses; Laredo Housing Opportunities has a profit of \$526 and Laredo Housing Laredo Housing Development has a profit of \$1,552. Commissioner Ms. Guerra asked about the salary savings and asked for how long. Ms. Barrientos responded that it is for the month of April, the first month of the fiscal year and stated that it changes depending on over time, so next month they will have April thru May.

For the CFP's, they presented the 2016 Capital Fund Grant, it showed the obligation and disbursement, how much they got funded and the remaining

funding is \$414, 503 to spend as of April and also presented the Budget they have, what they have expended and the balance the grant; she also presented have they have obligated and expended at each location: Colonia Guadalupe, Ana Maria Lozano and Senior Home as well as for Meadow Acres, South Laredo and Asherton.

Ms. Barrientos also presented the 2017 Capital Fund Grant; the start and the end of the obligation and disbursement as well as the funding; they still \$871,924 to expend and also the expenditures and the remaining balance of the budget items for each property as to what they obligated and what they expended on the work item for each property.

Ms. Barrientos presented the 2018 Capital Fund Grant providing the same information; the obligation and disbursements, the amount of funding, how much the expended and stated that they still need \$1,334,584 and presented what they budgeted, what they expended and the balance, also the information of the work items for each property. Commissioner Ms. Guerra requested if the information could be presented in a way that they could be seen at a glance for each capital fund because it is hard to remember the previous slides. Ms. Barrientos stated that she will do so.

Chairman Ceballos stated that he did not see a single expense on CFP 2018 and also saw a huge lagging on electrical upgrade and recommended that as they hire the Consultants, he would like to see a team that focuses just on CFP's and will also encourage Bulmaro Cruz to bring somebody on board to assist him on the administration of it and in pushing those projects and mentioned to Ms. Mata that they are way behind on expenditures on 2017 and 2018 and added that he has been bringing it up for multiple months and asked that they assemble a team to get it started because they will run out of time again as they have ran out of time on 2017 and stated that they were lucky to have an extension and mentioned that on 2018 there are expenditures that are mounting up and those projects take time and it is not like they could just spend it. Chairman Ceballos stated that he will ask Ms. Gaona to provide an expenditure plan for the 2017 and 2018 and to get with Ms. Mata to get it to the Board within the next two weeks and also recommended that Bulmaro showed them in his performance how he intends to procure it out Commissioner Ms. Guerra asked if Chairman Ceballos meant with deadlines. Chairman Ceballos stated again that it would be two weeks for the expenditure plan and the project team and mentioned to Ms. Mata that the information is not flowing out from her office and stated that it needs to get to the Board because they cannot get another deadline.

Vice-Chairman Dr. Garza asked about the electrical upgrade they mentioned above that is pending and wondered if it had anything to do with the COVID situation. Chairman Ceballos mentioned that that there is an electrical upgrade item that is more than half a million dollars, about \$600K for electrical repairs for Colonia Guadalupe and they realized now that it is not feasible to achieve and it

is not COVID related, but the fact that they have not re-programmed or done an amendment or gone back and done anything and time is passing and they are losing construction time when they do not reprogram something, so they just need to get an expenditure plan and establish a team to carry it out. Vice-Chairman Dr. Garza stated that he made the comment wondering how they would move the residents considering the COVID situation. Chairman Ceballos stated that it requires relocation and they learned from Russell Terrace that relocation is very complicated and it takes a lot of time, but they have known this and have talked about it for a long time and they still have not seen an initiation of the plan and it goes back to January, so staff needs to figure out the trade items and stated that any extensions does not relieve them from producing the action plan mentioned that the fact that they have COVID is just going to complicate it more. Commissioner Ms. Guerra asked if he meant milestones by having an action plan. Chairman Ceballos confirmed and asked if anybody else had any comments, if Ms. Gaona or Ms. Mata had any comments. Ms. Mata stated that she and Ms. Gaona had discussed it in the past, so they will go ahead and put together a team and will work with Ms. Gaona and will bring Bulmaro up to date with everything that is going on at CFP and then they will work towards the two-week target to get him a working target towards it. Chairman Ceballos stated that his comment is that he needs to staff up and that he does not have 30 days to do it and recommended for them to use some of the Consultants and dedicate them to the plan and mobilize it. Chairman Ceballos thanked Ms. Barrientos for her presentation.

C. Community Safety and Security (Peace Officer) Program Report

Ms. Mata mentioned that the report they have been submitting is in regards to the different cases and different calls that the Police Department gets to the properties and stated that the new one she has is the COVID-19 and she asked them what it refers to and mentioned that those are calls that neighbors are making to report gatherings or violations of the ordinance that was in place, so they had quite a few that had high numbers and they received clarification because they wanted to make if those were COVID in order to add them to the statistics so they could do the follow up, but those are directly related to ordinance violations.

Chairman Ceballos stated that it was a high number of calls. Vice-Chairman Dr. Garza agreed and stated that it high especially at Carlos Richter and wondered if they directly COVID related. Chairman Ceballos mentioned that they really need to mobilize on the reaction to it and mentioned about a story he read, not to alarm anybody, about a Housing Authority being sued over their inaction related to some violation, so once they know that public information, they need to act on it ask Ms. Mata how long they had been sitting on that report and she had received it. Ms. Mata responded that the report is for May and the main information was received on Monday. Chairman Ceballos asked Ms. Mata to put it on the agenda for the COVID Committee to address, not as an action item, but

as a directive because they need to have a response and mentioned that if they look at Carlos Richter they have 51 calls related to people potentially congregating or not using face covers and mentioned that he know face covers are not required anymore or not mandatory, but as the Board they need to react in a way that they can curtail some of the potential gatherings and maybe mobilize the committee to put something that is officially delivered to the residents. Chairman Ceballos stated that he does not want to neglect responding to it so they will talk. Ms. Guerra mentioned that maybe the committee will talk about the consequences of the violations. Chairman Ceballos mentioned that they had talked about with Mr. De Anda and is helping draft something that would be delivered to the residents that is a requirement, guidance and limitations and stated that they are landlords so they will create something that will need to go out before the Board reconvenes again and stated that they are welcomed to part of the committee that is going to draft it, so that they can provide their input as well as they do not meet as a quorum it will be ok and stated that he would not want to wait until the next Board meeting to finish out a notice to the tenants because the numbers are too high and there is so much going on and is people within the same project. Commissioner Ms. Guerra mentioned that it is the neighbors being responsible and they are just being responsive to the residents.

Commissioner Ms. Freeman stated that as time has gone by with COVID-19, some families have become lagged because they have not gotten sick yet and think that it is not going to happen to them, but there is one family in Russell Terrace that had a carne asada every night and graduation parties and she brought it to the Office attention and they said that it is a very big family, but they are setting up four or five tables with eight chairs at each table which cannot be; they are doing it on a regular basis and are getting into the neighbor's area because they are overloaded. Chairman Ceballos stated that they will work on a notice and mentioned that Commissioner Ms. Freeman could be part of the committee and that Chairman Ceballos does not need to be in the committee and stated that it would be good for Commissioner Ms. Freeman to help as well as Commissioner Ms. Guerra and said that Mr. De Anda already made research on it and they need to have something out within the next week.

Vice-Chairman Dr. Garza mentioned that they do not need to wear a face mask anymore, but if the committee would recommend to wear a face mask when they congregate that way they will not come back and say that Housing did not do anything to help. Chairman Ceballos stated that he does not the latest, but thinks that they still have it as a recommendation, but they can still put some other things that can strain it. Vice-Chairman Dr. Garza stated that they can say that they high recommend it, so that they would not come back and try to suit them because no one told them anything, but would highly recommended it, but they did not take a recommendation. Chairman Ceballos stated that they can certainly use some language that would exceed the City's order. Mr. Poneck mentioned that it is something they need to pay attention as to what the limits

are and what is advisable and told Vice-Chairman Dr. Garza, that they will definitely look at it.

Chairman Ceballos thanked everybody for their contribution and mentioned that they need to react to it.

D. Status and progress of ongoing construction projects

Chairman Ceballos stated that the information is also included in the packet and they will look at it for five minutes.

Ms. De Anda asked if they could go back to the incident report they received he mentioned to Ms. Mata that it may make sense to dig a little deeper on the burglaries and wondered if it is happening because people are leaving their doors open, is it happening because people are not securing their windows or if it is because they do not have security in those units and suggested that she may want to have a Police Officer report to Ms. Mata the reason why it is happening; why they are having so many burglaries and although much of it is beyond their control, so the prowlers, the juvenile cases and the domestic disputes, but as far as burglaries, as landlord, they do have a responsibility to ensure that it is a secure place. Ms. Mata responded that she will do a follow up and will request the reports for the burglaries and theft that are reported. Chairman Ceballos asked Ms. Mata if she would keep a close eye on the ones Mr. De Anda requested. Ms. Mata confirmed.

Bulmaro Cruz presented to the Board and mentioned that BiblioTech at Russell Terrace is complete; they are just waiting for the final inspection and asked if they would want to do a walk through after the meeting. Ms. Mata mentioned that the building itself is complete and said that they had some communication issues with the landscaper that was contracted, so Mr. Cruz already issued a memo regarding moving forward to terminate that contract and will obviously seek legal advice on how to terminate the contract in order to finalize the project with a different landscaper.

Chairman Ceballos stated that he had a meeting with the Russell Terrace team and Ms. Mata about times when landscaping has looked pretty badly at Russell Terrace, but ultimately they hired some private company or contractor to help them with the landscaping given all the leasing that is going on and as they drive around, if they see something that can be problematic from an image standpoint, to please let them or Ms. Mata know and stated that one of the things that needs to get done is something that finance needs to do is to have central procured bidders and mentioned that they had brought it up and it has been years; they need to provide from make ready contractors to landscapers; things that they do regularly they should not be getting them when they need them and mentioned that he has asked finance people to get it done; he really wants it to get done by the next meeting; the Procurement Officer is central to that person's

job in getting the Managers to be able to have contractors that can get their sites taken care of. Chairman Ceballos thanked the Russell Terrace Team and stated that he has not been there since, but he knows Ms. Mata reported that it looks very nice with the nicely trimmed landscaping.

Bulmaro Cruz reported that at Los Balcones the abatement had been completed and are now waiting for the blue prints from Able City to be able to get quotes or proposals for the framing of the additional wall they need to add after they did the inspection that reflected they need to add more wall than what they had planned before and mentioned that Able City was in the premises last week checking on some measurements for the blue prints they are expecting next week. Chairman Ceballos mentioned to Bulmaro that the target date is December 31 of this year. Commissioner Ms. Guerra asked if that is doable. Bulmaro responded that it is doable. Chairman Ceballos stated that they have six months to complete the project and directed Bulmaro to assemble the team they need and to let the Board what the resources are because the City is not going to give them any additional time. Commissioner Ms. Guerra asked if that was enough time. Chairman Ceballos responded that the deadline is only for construction, for expenditure of funds that the City is providing and stated that the expenditure calls for the completion of the project and mentioned that the leasing is a separate issue, but the construction needs to be completed and said that the date is in January if he remembers correctly. Ms. Mata stated that the date is February 20, 2021, so Chairman Ceballos stated that Bulmaro's target date is December 31 and mentioned that it is not an unreasonable request and mentioned that for those who are in construction in the room know that it is not unreasonable that this project is a six-month project and said that they got about 90 days lead on other items and the demo is done, so it is doable and asked to keep the Board informed. Bulmaro confirmed that it is doable. Chairman Ceballos thanked Bulmaro and stated that he knows Bulmaro will be able to do it and they trust that he will be successful.

Bulmaro informed that in reference to the Ana Maria Lozano BiblioTech they are in the procurement stage for the site improvements for the project and have a bidding in finance; they need to tone it up a little bit more; they have the scoring criteria, but they have not decided yet on the points for each one of the elements and they plan to complete it today. Chairman Ceballos stated that he would lean on Daniel who worked with him and Ms. Mata and others on the team and recommended to use him as one of the in-house experts and how to lay all of that and stated that Bulmaro could work with Daniel whom Chairman Ceballos is sure could be very helpful, even on the criteria if it needs to change.

Ms. Mata stated that she wanted to make a quick comment in reference to the central procurement services Chairman Ceballos mentioned and stated that she is working with Ms. Hernandez and they are working with the Public Housing Department to get the scope of work so they can put out an RFQ.

Chairman Ceballos stated that the Lozano project is going to be a very exciting project for the Board and mentioned that the City is contributing \$170K to help them with the site improvements, the landscaping and the outdoor improvements and of course they will be remodeling the interior to reflect what Russell Terrace is and they are also at the same time renovating the office space, so the whole building will look different; it is in a very prominent location, so they are going to be very proud of that project; it is going to showcase really nice because of its location, so it is getting started and Bulmaro is working on getting the initial site improvements bided and stated that they will probably call the Board in two weeks, possibly on the 30th to award that contract and be able to speed up the project which is a partnership with the City and Councilwoman Ms. Vielma who brought the BiblioTech concept to the Agency, so everybody is excited about it.

Chairman Ceballos asked Bulmaro if there were any other updates. Bulmaro stated that he just spoke to the companies interested in bidding on the concrete work that he had contacted before and explained them that they are planning to do an RFP for all the site improvements and stated that they agreed with the comment he made because they are interested in working with the Agency.

9. CONSENT AGENDA: RESOLUTIONS

All of the items may be acted upon by one motion. No separate discussion or action of the items is necessary unless desired by a Commissioner.

- A.** Ratify the close-out payment amount of \$36,376.54 to Architects Plus, Inc. for additional work added during construction, and amend the original contract to include this amount for the Russell Terrace Revitalization Project.
- B.** Ratify Able City's work authorization No. 2020-2 for the development of construction drawings for the Los Balcones Apartments 1505 O'kane in the amount of \$24,800.00.
- C.** Authorizing the renewal of the Commercial Property Insurance for the Russell Terrace and Bernal Sunrise Court (Laredo Housing Facilities Corporation) properties in the amount of \$49,942.
- D.** Discussion and possible action to approve the permanent placement of sanitary handwashing stations and surplus, salvaged clothesline t-posts at Holding Institute, Salvation Army, Hamilton Housing, all non-profit operations, which serve homeless individuals, housing authority referrals, and the Laredo community, during the COVID-19 emergency response period – and future preparedness. Action is subject to a written request by the non-profit and a Memo of Understanding establishing such public response.

Ms. Mata stated that there was a correction on Item 9A; the amount should read \$29,538.26.

Chairman Ceballos moved to approve Items 9A, 9B, 9C and 9D as presented.
Commissioner Ms. Guerra seconded the motion.
Motion passed unanimously.

10. ACTION ITEM

- A.** Discussion and possible action to approve the Housing Authority of the City of Laredo Operating Budget Amendment for Fiscal Year Ending March 31, 2020 and approve Resolution No. 20-R-6.

Jennifer Barrientos presented the budget reallocations for the previous budget for last year and the budget reallocations for some of the expenses also that were over and reducing some that were less and reallocating those expenses, so they can have enough money and said that AMP 1, which is Colonia Guadalupe, Carlos Richter, Meadow Acres, Farm Labor and COCC are budget reallocations where they are just moving the funds around. Ms. Barrientos stated that for AMP 4, Senior Home; AMP 6, Asherton and Section 8 HCV Program they need to do a request to transfer Reserves to balance the Budget and mentioned that for Senior Home is \$21,721 Reserve request and Asherton is \$17,665.20 from the Reserves and Section 8 is \$34,067.87. Commissioner Ms. Guerra mentioned that her Entity tries not to touch Reserves and asked if it is something they usually do. Ms. Barrientos stated that they would need to do it because they did not have enough Revenues to cover the expenses; therefore, they have to requests from Reserves in order to be balanced out in the Revenues and Expenses. Commissioner Ms. Guerra asked if it happened. Ms. Barrientos responded that it should not; that they should stay in budget, but do to conditions on the properties; Senior Homes has a lot of plumbing and electrical issues which are high amounts and its maintenance contract throughout the year because sometimes they have to call the plumber to go fix a leak and it has been various times that she has seen last year and in Asherton it also has to do with the Revenue on the leasing; they are low on the leasing and are not getting enough revenue there, but they have to maintain the houses also. Commissioner Ms. Guerra asked about Section 8. Ms. Barrientos responded that for Section 8 it was expenditures like office items and a lot of legal cost. Ms. Mata mention that for Section 8 they had budgeted \$3k in legal fees for Section 8 , but ended up spending a total of \$35K in legal fees in Section 8, so both requests from Reserves is associated with legal fees which was concerning some conflict of interest issues for that department. Commissioner Ms. Guerra asked if it was a one-time cost. Ms. Barrientos confirmed and stated that it is not something they have every year and also stated that they got together with the Managers at the Amps and the Department Heads and they got to see their budget and each month after Ms. Barrientos presents the financials to the Board she will send them a copy so that they will know where they at each month. Commissioner Ms. Guerra asked if there is a way to budget more money for Asherton and Senior Home for next year. Ms. Barrientos responded that Senior Home Revenue will stay the same

because they are elderly tenants and it is always at 100% and the revenue should change in Asherton if they lease up more; they have some vacant units they have to get housed, but it will be the Manager working with getting the families to come in and start collecting rents for those units.

Chairman Ceballos stated that he had a question for Ms. Gaona and said that they have Net Income in AMP's 1, 3 & 5, yet they have expenses that exceed revenues, so he asked why they are using Reserves when they have Net Income. Ms. Gaona responded that in those projects where they have Net Income, they are not charging Reserves; they do not have Net Income in Senior Home and they do not have it in Asherton. Chairman Ceballos stated that he understands now, but that part of the problem is that they do not have any background on it. Ms. Gaona stated that it was the problem. Ms. Barrientos stated that for the next Board meeting she will be coming back and that it is just for the to approve the budget amendment so that they can increase the line items for each and she will bring it back so that they can see the full picture for everything with all the revenues and expenses. Chairman Ceballos stated that they will table this item and the next one so that they can get sufficient background for each of those expenses and transfers because it is what he was trying to figure out and he thinks that the Board would want to know what they are doing and he knows she has her allocations, but just putting a narrative on the section of the communication about the background would have been sufficient to be able to do it, so they will bring those two items back at the next meeting.

Commissioner Ms. Guerra asked Ms. Barrientos whether the expenses can be controlled some way. Ms. Barrientos stated that that they have a sewer line in CFP work item and it should be fixing up the problem and mentioned that they should see some expenditures this year until they complete the project.

Chairman Ceballos directed Ms. Mata and Ms. Barrientos that anytime they use the Reserves they need to specify what the use is so that they can say excess legal fee; capital outlay to respond to dead water heater or an upgrade, but they have to say because even himself, who is familiar, cannot follow it.

Ms. Mata asked if they needed to vote on items 9A and 9B. Mr. Poneck mentioned that if there is no objections from anyone on the Board, there is no need to vote.

- B.** Discussion and possible action to approve the Housing Authority of the City of Laredo Operating Budget Amendment for Fiscal Year Ending March 31, 2021 and approve Resolution No. 20-R-7.
- C.** Discussion and possible action to award RFQ #2020-0510-1 Qualified Professional Consultant: Housing & Supportive Programs Consultant and authorize the Executive Director to finalize negotiations and contract (s) with selected firm(s).

Ms. Mata stated that they put an RFQ for a Qualified Professional Consultant to assist them in Housing as consultant and requested that they will on the ground individual that would help them manage either construction projects or special projects such as some of the initiatives Jessica has in her department and to assist them in different capacities and mentioned that they have six different proposers for the RFQ and all of them have different areas of expertise; they have Ms. Gaona and stated that she thinks all of them know what her expertise is and mentioned that she is a prior Executive Director for the Housing Authority and has worked with all the programs that the Housing Authority currently manages.

Ms. Mata stated that Mario Jasso also submitted and mentioned that he is from Architect Plus, Nelson Molina submitted from Romo Contractors and his a contractor that has worked with the Housing Authority previously at Russell Terrace and other projects that they have managed, Roxanne Peña has worked with the Housing Authority through the Learn, Think media and she is offering her services more on the digital side of things, videography and things of that sort, Jose Nava who is a local developer that works with the Inner City basically flipping house, but he submitted offering his services for Project Management and Rick Solis who is an Architect at Able City is also offering their services for consulting.

Ms. Mata requested that the Board would allowed them to work with all the proposers including Mario Jasso, Nelson Molina, Roxanne Peña, Jose Nava and Ricardo Solis and would ask that Ms. Gaona be considered in another one of the RFQ's that she submitted for just so that they can keep balance on the contracts they have with her, but the other RFQ will allow her to assist them in these type of projects. Vice-Chairman Dr. Garza asked about the RFQ's Ms. Gaona submitted. Ms. Mata stated that Ms. Gaona also responded to financial services and accounting services.

Commissioner Ms. Freeman moved to accept the five persons that applied to offer services to Laredo Housing to be accepted.

Chairman Ceballos seconded the motion.

Motion passed unanimously.

- D.** Discussion and possible action to award RFQ #2020-0510-2 Qualified Professional Consultant: Financial Planning, Budgeting, and Accountability Consultant and authorize the Executive Director to finalize negotiations and contract(s) with selected firms(s).

Ms. Mata mentioned that this about Laredo Housing seeking a consultant in financial planning and finance related issues to work with all the departments and our auditors as well and Ms. Mata would like to recommend Mary Gaona to be awarded to work with Laredo Housing Authority in that capacity and, for the record, Ms. Mata stated that they had three proposers which were Mary Gaona,

Laura McCoy, who is employed full time and Aaron Rios from ***** Riggs & Ingram, an accounting firm in the Valley, but at the moment Ms. Mata feels that Ms. Gaona could serve the purpose of their needs best and stated that he RFQ allows them to award at a later time if necessary from the bidders that have proposed. Attorney Poneck stated that it is correct.

Chairman Ceballos mentioned that he would like Ms. Mata to include Aaron Rios and Ingram firms at the next opportunity when they bid for the audit because Chairman Ceballos thinks they have a tremendous background, not necessarily just in housing, but in different areas, which he thinks would be good and to look at them for future audits and said that obviously there is a distinction in terms of the services they would get and they need somebody that would be working very closely with our staff and understands the recommendation and agrees with it. Vice-Chairman Dr. Garza mentioned that he concurs with Chairman Ceballos and stated that he was very impressed with the RFQ and that he really likes them. Chairman Ceballos stated that he does too and mentioned that he does not know any of the partners, auditors or accounts, but would like to leave open and potentially give them something if it comes up that they need some help from a third party that is not their auditor for them to serve with their professional accounting and they have the opportunity with this RFQ to do it at a later and mentioned that they also come with overhead and thinks the firms and Mary Gaona have the flexibility of having kind of one person shop with Mary Gaona and to leave that door open to consider this other group that is not the auditor to come in and take a look for Ms. Mata and the staff if they have something that requires a team or a firm independent from their auditor, they can always bring this back and stated that he reviewed their credentials also. Vice-Chairman Dr. Garza stated that he understands they also do training for Housing at the national level, which is very impressive. Chairman Ceballos stated that it is correct.

Chairman Ceballos moved to approve Item 9E as recommended by Ms. Mata.
Vice-Chairman Dr. Garza seconded the motion.
Motion passed unanimously.

- E.** Discussion and possible action to award RFQ #2020-0510-3 Qualified Professional Consultant: Public Health Expert and authorize the Executive Director to finalize negotiations and contracts(s) with selected firm(s).

Ms. Mata stated that for this item they are seeking a Public Health Expert to assist with the response to COVID and preparedness for future instances where something similar to what is occurring now may occur and said that they only had one proposer submit which is Waldo Lopez and mentioned that if they had time to look at his submission, he is very well qualified and is currently under contract with the former Assistant Health Director at the City of Laredo assisting with the response to COVID as well and said that he has come on board with the Agency to help assist with and look at processes and procedures they are

implementing at Senior and they have a meeting scheduled moving forward to assist them in all other developments, so Ms. Mata's recommendation would be to award him this RFQ.

Chairman Ceballos stated that they are very lucky to have someone of this caliber, a real professional, retired, but very active in COVID and other things and also assisting us because he is chosen to do this from a very compassionate level, so he is happy to have him and is going to be very helpful when they start crafting the notices and procedures.

Chairman Ceballos moved to approved Item 9E as recommended by Ms. Mata.
Commissioner Ms. Freeman seconded the motion.
Motion passed unanimously.

- F. Discussion and possible action to approve the Capital Fund Program Amendment to the Consolidated Annual Contributions Contract for Calendar Year 2020 and adopt Resolution No. 20-R-8.

Ms. Mata mentioned that they previously brought to the Board the award they had for the 2020 CFP grant, however, they were awarded an additional amount of \$110,732 and what they were presented is the amendment to that grant, so once the Board would approve it, they plan to go back and open it for public comments to make changes on the items that are currently listed there.

Chairman Ceballos moved to accept amendment resulting from an additional allocation of funds.

Commissioner Ms. Guerra seconded the motion.

Motion passed unanimously.

- G. Discussion and possible action related to the Section 8 and Public Housing homeless related preferences.

Ms. Mata mentioned that this item was placed in the agenda so that they could review the possibility of looking at the preferences they have for homeless population and the way they process the waiting list for them and the amount of time those lists are open.

Chairman Ceballos stated that he asked Ms. Mata to place this item and mentioned that they are not going to act on it just yet, but as background he stated that he is trying to start the conversation about getting more homeless people off the street and mentioned that they started it several years ago when they updated the preferences, but there are other policies that are being used to accelerate the homeless access to assisted housing and mentioned that one of the changes being made is that they are increasing the homeless preference in two possible areas by IO giving more points, some housing authorities, but what

is probably going to end up happening which HUD suggests is that the move up will increase in terms of points, so what it does is that it basically creates a priority for anybody that is currently in a program that allows them to work on themselves whether they are at a shelter, domestic violence or a homeless emergency shelter and they are in the move up category and stated that they already have that; they have one point for homeless and one point for move up, but the way to get folks to move faster is to add either of those factors which is what is happening elsewhere.

Chairman Ceballos stated that he asked Mr. De Anda to look at expanding or formulize their reach into the homeless arena that has not been necessarily something that has been done structurally, but he feels strongly that it is central to what the Housing Authority does, particularly because it has capacity and because those homeless people are a constituency that feed right into our waiting list, so he asked Mr. De Anda to look at it and also to look at what it would do to that to a non-profit and to be able to gain funds that in the past were not available to Housing Authority directly and thinks that it has changed, but the City is getting a COVID allocation; they are getting ten times the amount, they usually get \$300K in emergency shelter grants and they are getting \$3.6M to be used in the next two years for emergency homeless services and stated that most of that will go to operations because they cannot be in construction, so for Jessica that is looking at supportive housing kids management program for Los Balcones or Tiny Homes, so it will be the vehicle to do it and he knows they can do it through the Housing Authority, but they will be able to link in through a policy change linking that person, prioritizing that homeless person from the waiting list all the way to when they begin to serve him either through the Housing Authority or through a non-profit, but they are not going to take action on it until they hear back from Mr. De Anda and provides the Board more information.

Ms. Barrientos asked Chairman Ceballos if there is going to be a preference points in the future, it is a significant amendment and they would have to open for a 45-day comment period, so that they be aware. Chairman Ceballos mentioned that there was some else, but he cannot remember what the issue was that brought this up and stated that Mr. Poneck had advised him that they cannot house off of the homeless waiting list; that they could not open the list and Chairman Ceballos has since shared a PH notice that allows them do it, so if staff has any questions about that he suggests to air all of those out and get to a point to where they are all in agreement and an understanding of what the notice means because he learned that other Housing Authorities are opening up their waiting lists specifically to serve the homeless and staff had told him that it was impossible, that they had to open the full list, but there are ways some Housing Authorities are doing it to make sure that any housing requirements are met, so any differences from the staff on how he is interpreting them, he would like to talk about those and he would like to make sure they are complying; what

Chairman Ceballos does not want is to miss an opportunity to house people that are out on the street, so they will bring this item back.

- H. Discussion and possible action related to the current COVID-19 health concerns and impacts to agency. This item may be discussed in executive session pursuant to Section 551.071(consultation with attorneys) and 551.074 (personnel matters).

Chairman Ceballos stated that they just kind of talked about it and asked if anybody had anything else to add on this topic. Ms. Mata stated that she would just like to add that she sent out a supplemental form with the waivers that HUD has allow them to use and stated that she highlighted the waivers that Housing is using just for the Board's reference. Commissioner Ms. Freeman asked how they are going to set up the guidelines whether they will set up a committee. Chairman Ceballos stated that there is a committee already set up by Chairman Ceballos, Ms. Mata, Mr. De Anda, Mr. Poneck, and Ms. Gaona and mentioned that he has not been as active or participant in the last two calls with them for personal business reasons and stated that Commissioner Ms. Freeman is welcomed to replace him in serving and said that Ms. Freeman would provide a good background from the residents side which is what is coming up next and stated that he would be open to Commissioner Ms. Freeman sitting in that committee and represent the Board if she is willing. Ms. Mata stated that they will also adding the Health Consultant to that committee as well. Commissioner Ms. Freeman stated that it will be fine. Chairman Ceballos thanked Commissioner Ms. Freeman.

Chairman Ceballos stated that there is no action on this item.

- I. Discussion and possible action related to the creation and funding of "A Better Way" Street Homeless and Intervention Partnership Program. This item may be addressed in executive session pursuant to Texas Government Code Section 551.071 (consultation with attorneys).

Chairman Ceballos mentioned that this is a competitive item in terms of soliciting and stated that he already mentioned that the City will be receiving \$3.6M in those funds and said that he put out an e-mail to pretty much all of the homeless provider agencies, Border Region and Bethany House, all of the ones that participate in the emergency response COVID group which is pretty much everybody and Salvation Army and stated that they are not looking necessarily to replace anybody rather looking to support and help them which is the role Chairman Ceballos thinks they should take, however, there is a concern by some City staff that they might not have enough projects to use the \$3.6M because of the constraints of what is permissible use because it is all COVID related and they will probably have to jump in there and those non-profits that are serving those homeless and in the absence of the them taking it up, they will potentially put a proposal to capture some of those funds because the last thing they want is for

any monies that are federally dedicated to be sent back, so they will wait to see what Mr. De Anda comes up in to see whether it will be the Housing Authority directly or a joint partnership and to expect something within the next two weeks as it relates to it and mentioned that he is open to taking any questions and will ask Ms. Mata to send the Board the better way information and the higher ground examples and stated that these are basically programs that are taking people off the streets into intervention programs whether it be panhandlers or street homeless.

Chairman Ceballos stated that he had a meeting with the Mayor on this topic and number of homeless related topics, so the Mayor is already aware of the additional funding, but it is the planning that he was not aware and it is going to be difficult to use all those monies and added that the big gap which he hopes with supportive services they can fill is the Webb shelter and said that they currently do not have a shelter for people that are under the influence, so it is going to be important to try to get the partnership together with people that can run that Webb shelter and then they within the Agency or within the community try to support that effort because that is why they are seeing a lot of these panhandlers drug folks that suffer from addiction out on the street continuously because there is no intervention; the City and the County are working on the detox, but it is still in the last stages of planning and it will probably go into construction this year and it will be the beginning of medical intervention location for those substance abuse homeless people. Chairman Ceballos asked if there were any questions. Ms. Mata responded that there were none.

- J. Discussion and possible action related to the acquisition of real estate property relevant feasibility studies. This item may be addressed in executive session pursuant to Texas Government Code Section 551.07 (consultation with attorneys) and 551.072 (deliberation about real property).

Chairman Ceballos suggested taking this item 10J and item 10K into executive session.

- K. Discussion and possible action to set date for the Board to conduct the Executive Director's scheduled annual evaluation, as stipulated in contract agreement. This item may be discussed in Executive Session, pursuant to Texas Government Code, Section 551.074 (personnel matters).

Chairman Ceballos moved to take item 10J and 10K into executive session.

Vice-Chairman Dr. Garza seconded the motion.

Motion passed unanimously.

11. EXECUTIVE SESSION IN ACCORDANCE WITH THE TEXAS GOVERNMENT CODE

The Board of Commissioners for the Housing Authority of the City of Laredo reserve the right to adjourn into Executive Session at any time during the course of this meeting to discuss any

of the matters listed on the posted agenda, above, as authorized by the Texas Government Code, including Sections 551.071 (consultation with attorneys), 551.072 (deliberations about real property), 551.073 (deliberations about gifts and donations), 551.074 (personnel matters), 551.076 (deliberations about security devices), and 551.086 (economic development).

The Board went into executive session at 1:43 p.m.

The Board reconvened from executive session at 1:54 p.m.

12. ACTION ON ANY EXECUTIVE SESSION ITEM

Chairman Ceballos mentioned that there was no action taken in executive session.

Chairman Ceballos moved that on Item 10J the Executive Director proceed as instructed in executive session in regards to potential real estate acquisition.

Commissioner Ms. Guerra seconded the motion.

Motion passed unanimously

In reference to Item 10K Chairman Ceballos stated that the Board will seek to have a meeting on July 7 to begin the evaluation process, the first meeting, and pending confirmation with Commissioner Dr. Rodriguez they will set that meeting for July 7 from 10:00 a.m. to 12:00 p.m. and stated, for the record, that he thinks it does not require any action.

13. ADJOURNMENT

Chairman Ceballos moved to adjourn the meeting.

Vice-Chairman Dr. Garza seconded the motion.

Motion passed unanimously.

Meeting adjourned at 1:56 p.m.

Jose L. Ceballos, Chairman

Alma D. Mata, Executive Director

Executive Director's Report



Staff Development

- August 6, 2020
Waldo Lopez
Attendees: Standard Operating Procedure for the Management of COVID Positive Tenants Residing at Senior Home
Senior Home Staff

In person staff trainings are being postponed due to COVID-19 Emergency. Staff is being encouraged to take online training when available for the time being.



Vacant Positions

- Planning & System Administrator
- Director of Housing Management
- Administrative Assistant
- Assistant Property Manager
- Leasing & Occupancy Tech.
- Finance Clerk



New Hires

<u>Name</u>	<u>DOH</u>	<u>Position</u>
Sonia A. Flores	08/03/2020	Accountant



Housing Tax Credit Properties

Casa Verde Apartments

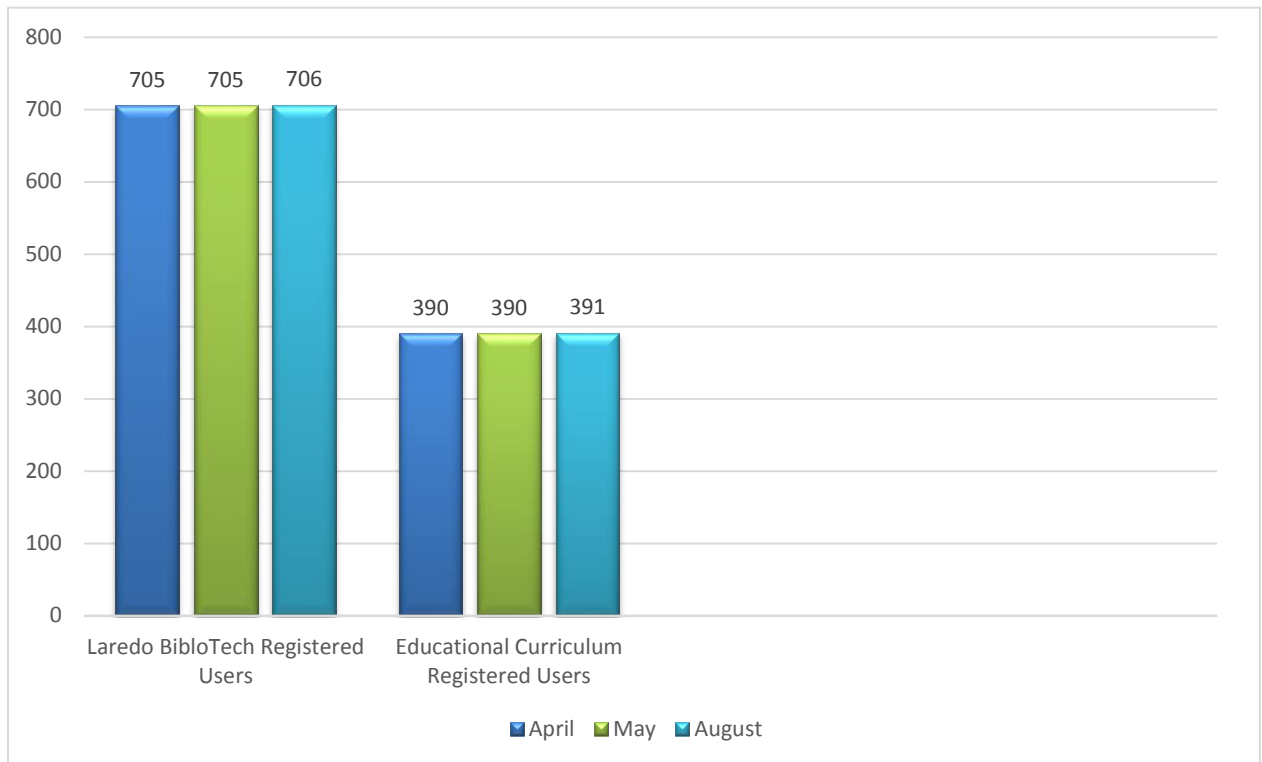
Casa Verde Apartments as of: 08/01/2020				
Br Size	Total Units	Occupied	Pre-Leased	VACANT
1	40	40	0	0
2	80	78	2	0
3	32	32	0	0
TOTAL	152	150	2	0

River Bank Village Apartments

River Bank Village Apartments as of: 08/01/2020				
Br Size	Total Units	Occupied	Pre-Leased	VACANT
1	40	39	0	1
2	80	74	5	1
3	32	27	2	3
TOTAL	152	140	7	5



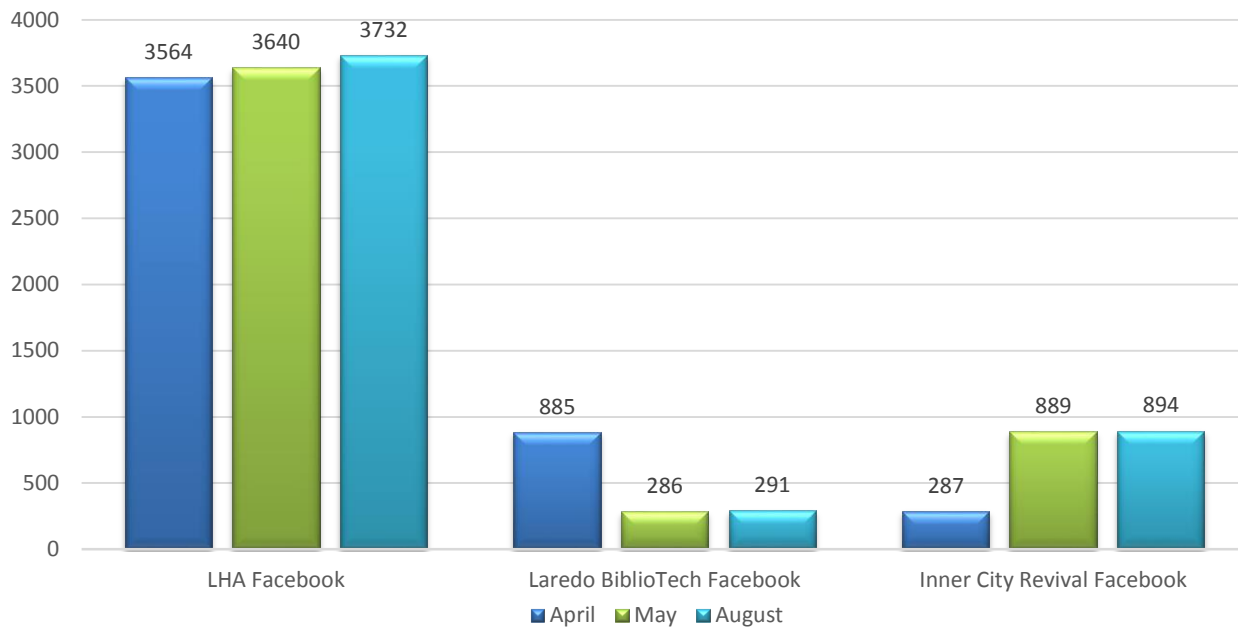
BiblioTech



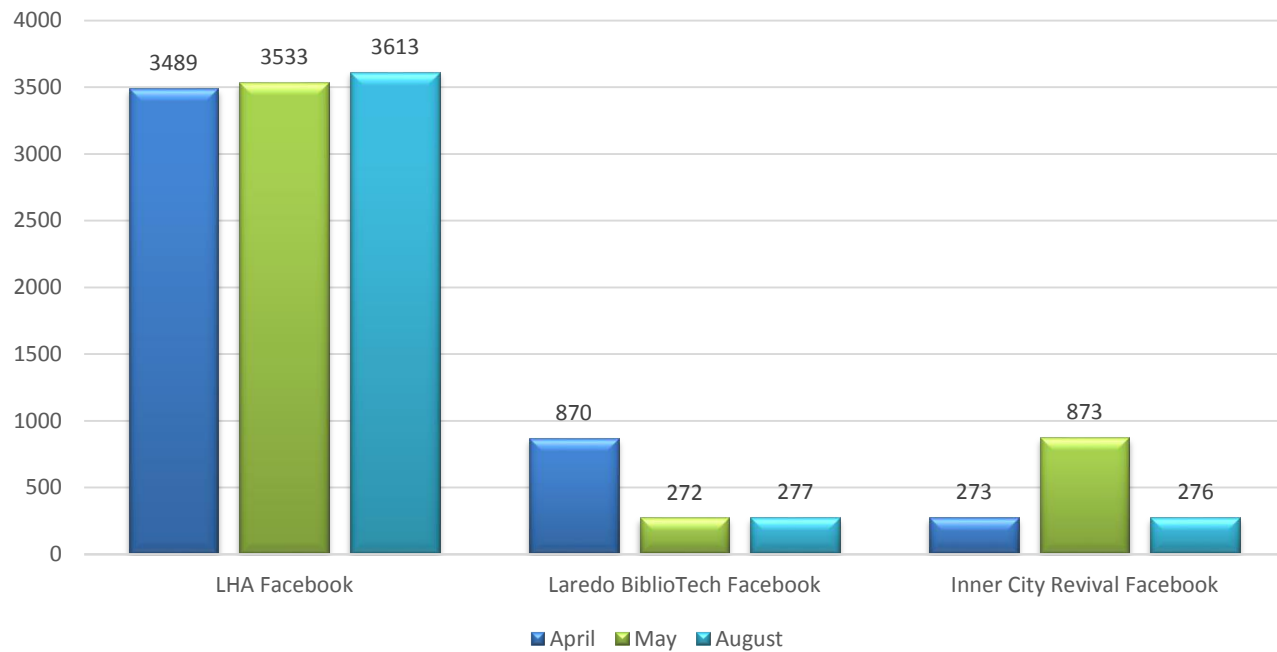


Social Media

Followers



Likes



Public Housing

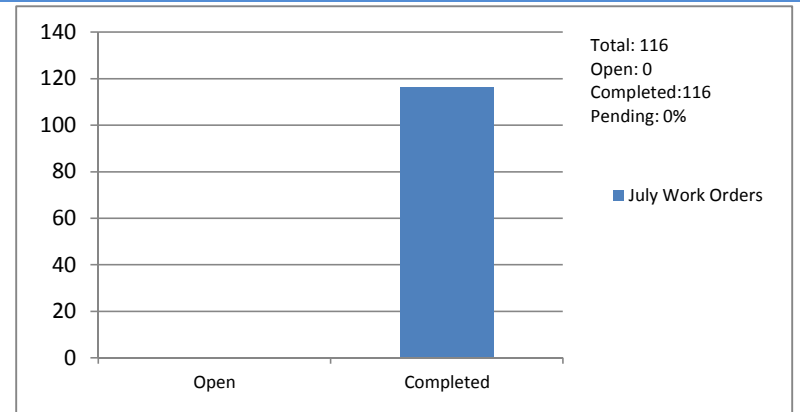
Indicator	Target	May	June	July
PIC Score	100%	99.86%	99.59%	99.59%
Waiting List - Public Housing	500	352	352	352
Waiting List - Elderly	300	337	337	337
Waiting List - Farm Labor	10	14	14	14
Waiting List - Asherton	10	5	5	5

Legend	
Good	
Fair	
Poor	

AMP 1 - Colonia Guadalupe (272 Units)

Indicator	Target	May	June	July
Units Leased*	≥266	262	259	255
Units Vacant**	≤5	9	12	16
Occupancy Rate	98%	97%	97%	96%
Tenant Visits	20		6	5
Facility Conditions				
Landcaping Conditions				

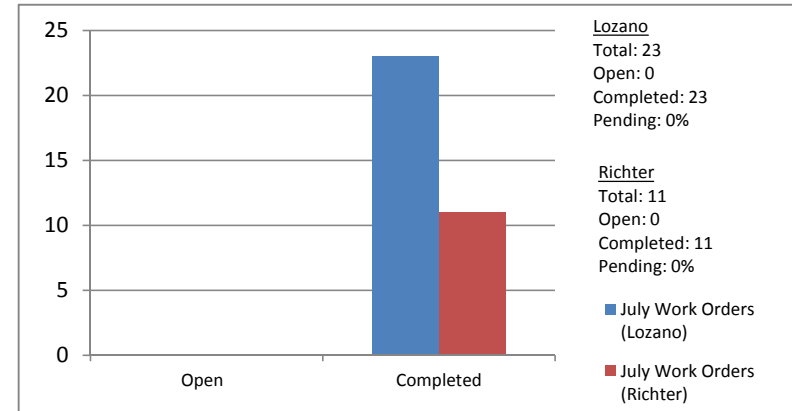
*One unit is leased to the Laredo Police Department



AMP 3 - Ana Maria Lozano and Carlos Richter (226 Units)

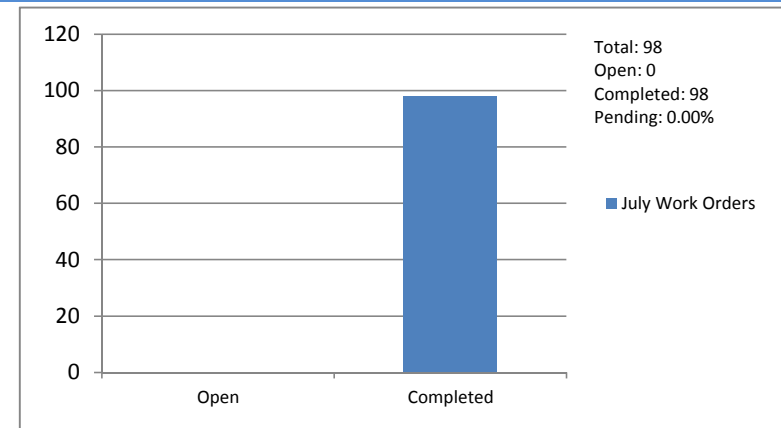
Indicator	Target	May	June	July
Units Leased	≥221	219	218	217
Units Vacant*	≤5	7	8	9
Occupancy Rate	98%	94.0%	96.0%	96.0%
Tenant Visits	20		0	0
Facility Conditions (Lozano)		Good	Fair	Good
Landcaping Conditions (Lozano)		Fair	Poor	Good
Facility Conditions (Richter)		Fair	Fair	Fair
Landcaping Conditions (Richter)		Fair	Good	Good

*Two units are currently offline as they are being used to accommodate the community hall and a temporary office during the Bibliotech transition.



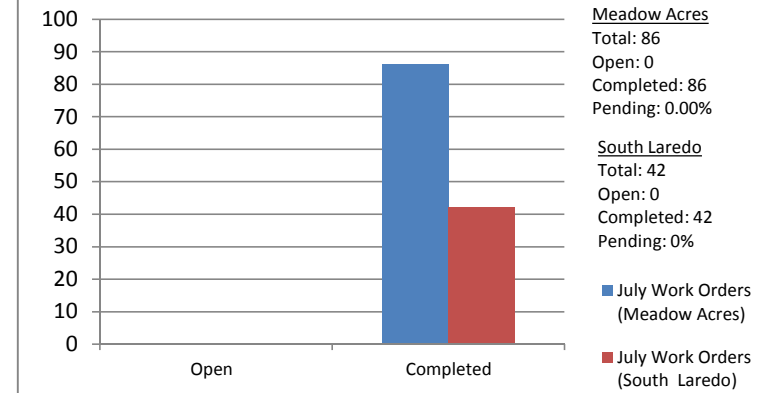
AMP 4 - Senior Home (100 Units)

Indicator	Target	May	June	July
Units Leased	≥98	98	98	92
Units Vacant*	≤2	2	2	8
Occupancy Rate	98%	98%	99%	100%
Tenant Visits	10		0	0
Facility Conditions		Fair	Fair	Fair
Landcaping Conditions		Good	Fair	Fair



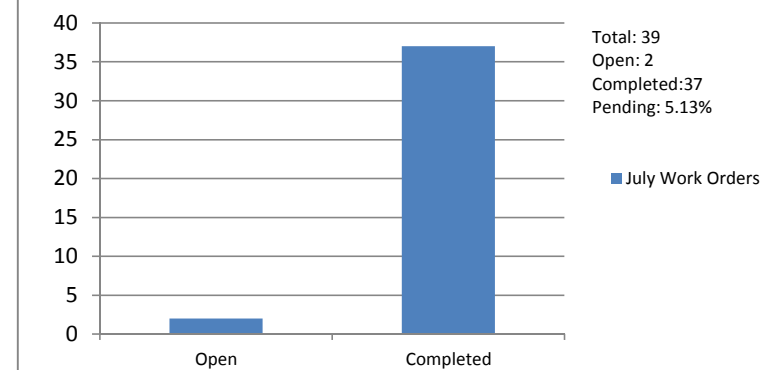
AMP 5 - Meadow Acres and South Laredo (134 Units)

Indicator	Target	May	June	July
Units Leased	≥131	131	128	128
Units Vacant	≤3	3	6	6
Occupancy Rate	98%	98%	100%	99%
Tenant Visits	20		0	0
Facility Conditions (Meadow Acres)		Fair	Fair	Fair
Landscaping Conditions (Meadow Acres)		Fair	Fair	Fair
Facility Conditions (South Laredo)		Fair	Fair	Fair
Landscaping Conditions (South Laredo)		Fair	Fair	Fair



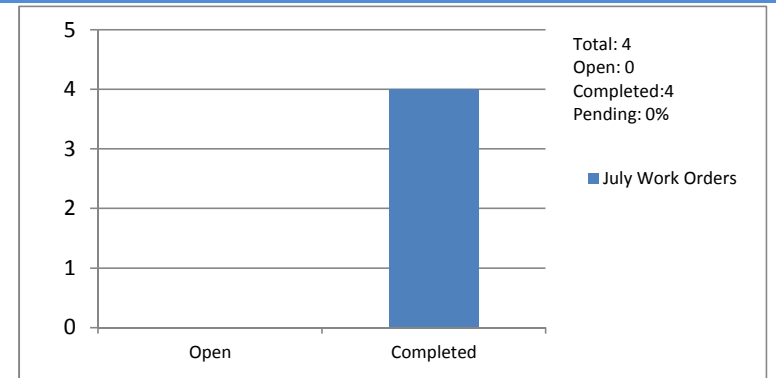
Farm Labor (48 Units)

Indicator	Target	May	June	July
Units Leased	≥47	43	43	43
Units Vacant	≤1	5	5	5
Occupancy Rate	98%	90%	90%	92%
Tenant Visits	10		0	0
Facility Conditions		Fair	Fair	Fair
Landscaping Conditions		Fair	Fair	Fair



AMP 6 Asherton (32 Units)

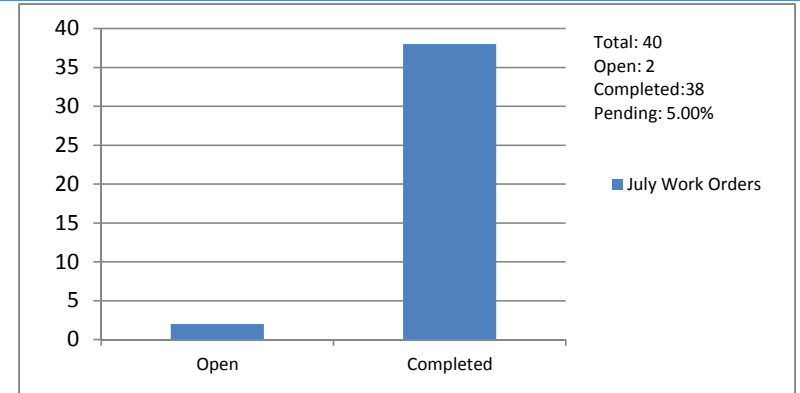
Indicator	Target	May	June	July
Units Leased	≥31	22	22	22
Units Vacant	≤1	10	10	10
Occupancy Rate	97%	69%	67%	69%
Tenant Visits	10		0	4
Facility Conditions		Fair	Good	Good
Landcaping Conditions		Fair	Good	God



Russell Terrace (200 Units)

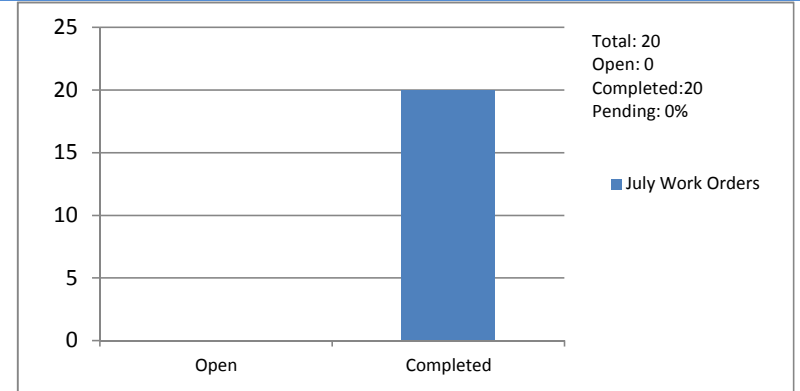
Indicator	Target	May	June	July
Units Leased	≥196	145	192	194
Units Vacant	≤4	55	8	6
Occupancy Rate *	98%			
Tenant Visits	10		20	16
Facility Conditions		Good	Good	Good
Landcaping Conditions		Fair	Good	Good

*Occupancy Rate continues to be impacted due to ongoing construction and renovation.

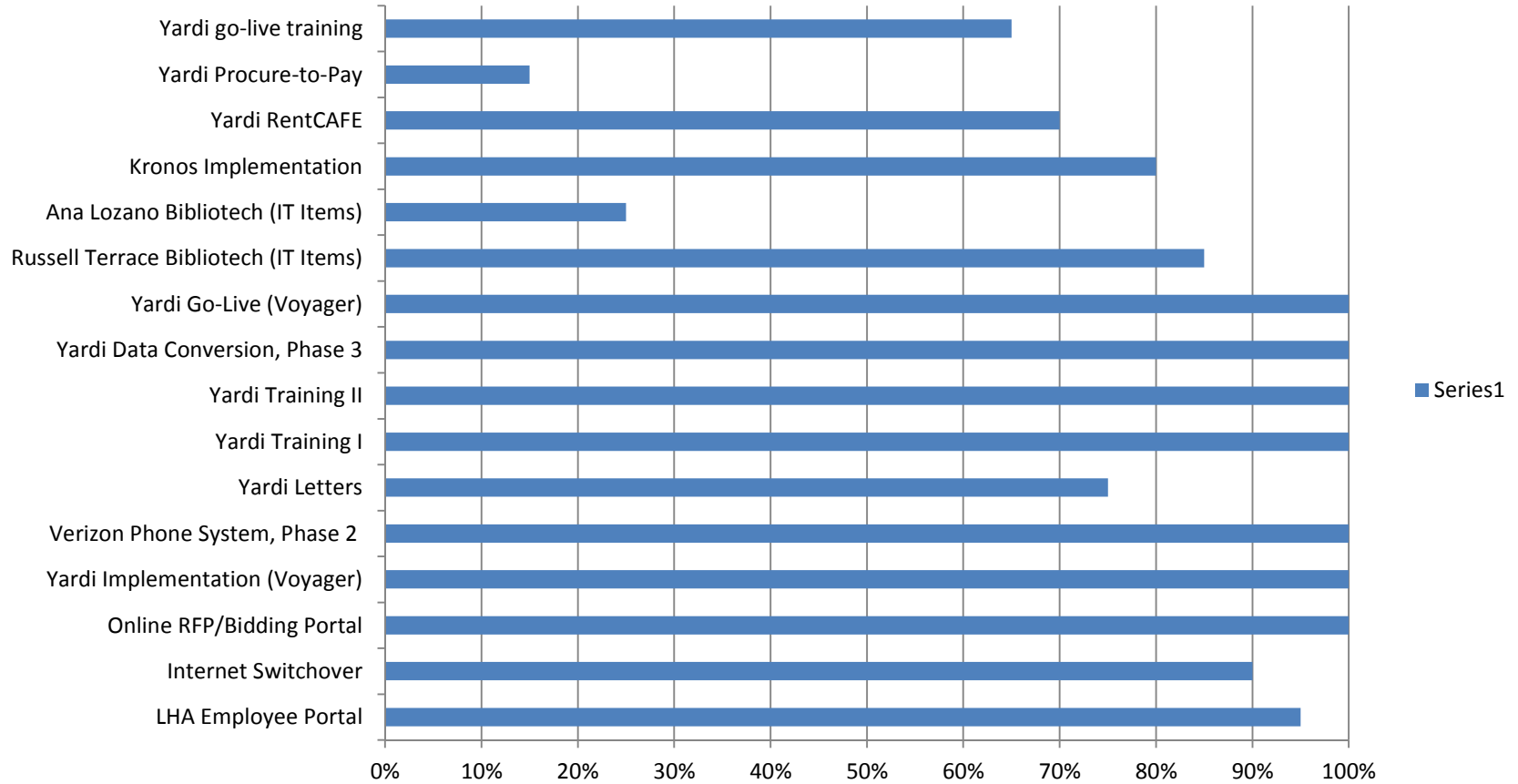


Meadow Elderly (30 Units)

Indicator	Target	May	June	July
Units Leased	≥29	29	29	30
Units Vacant	≤1	1	1	0
Occupancy Rate	97%	97%		
Tenant Visits	10		6	30
Facility Conditions		Good		
Landcaping Conditions		Fair		



IT Projects



IT Projects					
Project	Start Date	Est. End Date	Progress		Projects on Radar:
LHA Employee Portal	1/26/2019	1/31/2020	95%		Paperless Initiative
Internet Switchover	5/27/2019	9/30/2019	90%		Bibliotech Expansion
Online RFP/Bidding Portal	8/1/2019	10/18/2019	100%		Implement Active Directory
Yardi Implementation (Voyager)	8/1/2019	6/5/2020	100%		Master Plan Implementation
Verizon Phone System, Phase 2	8/1/2019	10/22/2019	100%		Transition to Windows 10 Pro
Yardi Letters	10/24/2019	12/3/2019	75%		Web Based Backup Storage
Yardi Training I	10/29/2019	11/1/2019	100%		
Yardi Training II	2/4/2020	2/7/2020	100%		
Yardi Data Conversion, Phase 3	12/6/2020	4/1/2020	100%		
Yardi Go-Live (Voyager)	4/1/2020	6/5/2020	100%		
Russell Terrace Bibliotech (IT Items)	11/1/2019	5/1/2020	85%		
Ana Lozano Bibliotech (IT Items)	11/1/2019	11/1/2020	25%		
Kronos Implementation	1/8/2020	7/1/2020	80%		
Yardi RentCAFE	8/1/2019	10/1/2020	70%		
Yardi Procure-to-Pay	7/15/2020	10/1/2020	15%		
Yardi go-live training	6/25/2020	9/15/2020	65%		
					Completed Projects:
					IT Ticketing System
					Asset Disposition
					Spectrum Fiber Upgrade
					Verizon Phone System, Phase I
					Lozano Office Relocation
					Russell Terrace Office Relocation



Housing Authority of the City of Laredo

June 2020 Unaudited Financials

Housing Authority of the City of Laredo
Revenue & Expenditures Report
FY 2020-2021
As of June 30, 2020

	COCC CENTRAL OFFICE COST CENTER	AMP 1 COLONIA GUADALUPE	AMP 3 CARLOS RICHTER/ ANA MARIA LOZANO	AMP 4 SENIOR HOME	AMP 5 MEADOW ACRES/ SOUTH LAREDO	AMP 6 ASHERTON	TOTAL AMPS
Opening Balance	397,179.56	5,035,650.53	4,283,032.00	693,571.08	2,046,736.88	444,486.62	12,503,477.11
Revenues							
April 2020 to May 2020	366,897.25	283,575.31	252,532.17	112,965.70	160,657.06	21,542.39	831,272.63
June 30, 2020	134,939.11	135,715.31	122,122.60	52,336.39	79,393.70	11,923.77	401,491.77
Total Revenues	501,836.36	419,290.62	374,654.77	165,302.09	240,050.76	33,466.16	1,232,764.40
Expenses							
April 2020 to May 2020	171,191.79	168,654.12	145,717.84	93,602.03	116,563.88	14,932.88	539,470.75
June 30, 2020	94,634.13	91,978.59	83,649.48	52,284.88	56,882.02	11,482.94	296,277.91
Total Expenses	265,825.92	260,632.71	229,367.32	145,886.91	173,445.90	26,415.82	835,748.66
YTD Net Profit / Loss	236,010.44	158,657.91	145,287.45	19,415.18	66,604.86	7,050.34	397,015.74
Ending Balance	633,190.00	5,194,308.44	4,428,319.45	712,986.26	2,113,341.74	451,536.96	12,900,492.85

**Housing Authority of the City of Laredo
Revenue & Expenditures Report
FY 2020-2021
As of June 30, 2020**

	Section 8 Voucher	Farm Labor
Opening Balance	1,126,127.44	303,231.70
Revenues		
April 2020 to May 2020	1,706,172.91	34,679.26
June 30, 2020	853,292.24	17,058.82
Total Revenues	2,559,465.15	51,738.08
Expenses		
April 2020 to May 2020	1,673,556.36	26,694.38
June 30, 2020	844,001.50	14,186.57
Total Expenses	2,517,557.86	40,880.95
Net Profit / Loss	41,907.29	10,857.13
Ending Balance	1,168,034.73	314,088.83

HOUSING AUTHORITY OF THE CITY OF LAREDO
UNAUDITED STATEMENT OF INCOME AND EXPENDITURES
COCC—Central Office Cost Center
As of June 30, 2020

Description	Jun-20				April 2020 - June 2020				Annual	
	Monthly Budget	Monthly Actual	Monthly Variance	%	YTD Budget	YTD Actuals	YTD Variance	%	Budget	%
OPENING BALANCE					397,180					
REVENUES										
Management Fees	88,340	109,205	(20,865)	124%	265,019	420,482	439,421	159%	1,060,074	40%
Bookkeeping Fees	17,412	17,419	(8)	100%	52,235	52,333	119,999	100%	208,940	25%
Asset Management Fees	17,985	7,640	10,345	42%	53,955	22,920	137,221	42%	215,820	11%
Interest	517	562	(46)	109%	1,550	1,489	61	96%	6,200	24%
Other Income	1,958	113	1,845	6%	5,875	4,613	1,262	79%	23,500	20%
TOTAL REVENUES AVAILABLE	126,211	134,939	(8,728)	107%	378,634	501,836	(123,203)	133%	1,514,534	33%
EXPENDITURES										
Administrative:										
Administrative Salaries	71,572	57,398	14,173	80%	214,715	175,504	39,211	82%	858,861	20%
Administrative Benefits	22,182	17,344	4,838	78%	66,546	50,142	16,404	75%	266,185	19%
Legal	6,250	2,445	3,805	39%	18,750	2,445	16,305	13%	75,000	3%
Staff Training / Travel	1,250	357	893	29%	3,750	985	2,765	26%	15,000	7%
Audit Costs	1,042	-	1,042	0%	3,125	-	3,125	0%	12,500	0%
Advertising and Marketing	167	96	70	58%	500	153	347	31%	2,000	8%
Administrative Other – Computer Operations	1,333	1,665	(332)	125%	4,000	7,201	(3,201)	180%	16,000	45%
Administrative Other – Office Expenses	4,167	8,570	(4,403)	206%	12,500	18,709	(6,209)	150%	50,000	37%
Total Administrative	107,962	87,876	20,086	81%	323,886	255,139	68,747	79%	1,295,546	20%
Utilities:										
Water	33	50	(17)	150%	100	96	4	96%	400	24%
Electricity	875	1,575	(700)	180%	2,625	1,829	796	70%	10,500	17%
Gas	46	95	(49)	207%	138	95	43	69%	550	17%
Fuel	208	21	187	10%	625	21	604	3%	2,500	1%
Sewer	21	27	(6)	127%	63	54	8	87%	250	22%
Other Expenses (Mandates)	38	30	8	80%	113	66	47	58%	450	15%
Total Utilities	1,221	1,798	(577)	147%	3,663	2,161	1,501	59%	14,650	15%
Protective Services:										
Contracts	100	66	34	66%	300	66	234	22%	1,200	6%
Total Protective Services	100	66	34	66%	300	66	234	22%	1,200	6%

HOUSING AUTHORITY OF THE CITY OF LAREDO
UNAUDITED STATEMENT OF INCOME AND EXPENDITURES
COCC—Central Office Cost Center
As of June 30, 2020

Description	Jun-20				April 2020 - June 2020				Annual Budget	
	Monthly Budget	Monthly Actual	Monthly Variance	%	YTD Budget	YTD Actuals	YTD Variance	%		
Maintenance and Operations:										
Materials	167	-	167	0%	500	723	(223)	145%	2,000	36%
Contracts	2,375	4,822	(2,447)	203%	7,125	7,386	(261)	104%	28,500	26%
Total Maintenance and Operations	2,542	4,822	(2,280)	190%	7,625	8,110	(485)	106%	30,500	0%
General Expenses										
Insurance	417	139	278	33%	1,250	416	834	33%	5,000	8%
Total General Expenses	417	139	278	33%	1,250	416	834	33%	5,000	8%
Replacement of Non - Expendable Equipment	-	-	-	0%	-	-	-	0%	-	0%
Total Replacement Expenses	-	-	-	0%	-	-	-	0%	-	0%
TOTAL EXPENDITURES	112,241	94,634	17,541	84%	336,724	265,826	70,832	79%	1,346,896	20%
NET INCOME (LOSS)		40,305				236,010			167,638	

Fund Balance

633,190

HOUSING AUTHORITY OF THE CITY OF LAREDO
UNAUDITED STATEMENT OF INCOME AND EXPENDITURES
AMP 1 – COLONIA GUADALUPE
As of June 30, 2020

Description	Jun-20				April 2020 - June 2020				Annual	
	Monthly Budget	Monthly Actual	Monthly Variance	%	YTD Budget	YTD Actuals	YTD Variance	%	Budget	%
OPENING BALANCE						5,035,651				
REVENUES										
Dwelling Rent	44,833	47,572	(2,739)	106%	134,500	142,629	(8,129)	106%	538,000	27%
HUD Contributions	79,868	83,110	(3,242)	104%	239,605	252,807	(13,202)	106%	958,420	26%
Interest	4,583	4,788	(205)	104%	13,750	14,429	(679)	105%	55,000	26%
Other Income	42	190	(149)	0%	125	207	(82)	0%	500	41%
Other Income / Late Fees	458	-	458	0%	1,375	-	1,375	0%	5,500	0%
Other Income / Maintenance Charges	333	55	278	17%	1,000	899	101	90%	4,000	22%
HUD COVID Revenue	16,246	-	(16,246)	0%	12,184	8,320	(3,865)	68%	146,210	6%
TOTAL REVENUES AVAILABLE	146,364	135,715	(21,842)	93%	402,539	419,291	(24,481)	104%	1,707,630	25%
EXPENDITURES										
Administrative:										
Administrative Salaries	13,968	9,693	4,275	69%	41,904	30,860	11,043	74%	167,614	18%
Administrative Benefits	4,959	3,735	1,224	75%	14,876	12,396	2,480	83%	59,505	21%
Management Fees	14,954	14,457	497	97%	44,861	43,482	92,102	97%	179,445	24%
Bookkeeping Fees	2,033	1,965	68	97%	6,098	5,910	13,935	97%	24,390	24%
Asset Management Fees	2,710	2,720	(10)	100%	8,130	8,160	19,040	100%	32,520	25%
Legal	1,250	555	696	44%	3,750	1,355	2,396	36%	15,000	9%
Staff Training / Travel	208	-	208	0%	625	-	625	0%	2,500	0%
Audit Costs	667	-	667	0%	2,000	-	2,000	0%	8,000	0%
Advertising and Marketing	250	96	154	39%	750	152	598	20%	3,000	5%
Administrative Other – Computer Operations	1,250	134	1,116	11%	3,750	870	2,880	23%	15,000	6%
Administrative Other – Office Expenses	2,500	2,069	431	83%	7,500	6,739	761	90%	30,000	22%
COVID Expenses	16,246	4,025	(12,221)	25%	12,184	12,344	160	101%	146,210	8%
Total Administrative	60,993	39,450	(2,898)	65%	146,428	122,268	148,020	84%	683,184	18%
Tenant Services:										
Tenant Services Salaries	3,092	2,652	440	86%	9,276	7,581	1,695	82%	37,105	20%
Tenant Services Benefits	385	424	(39)	110%	1,156	1,616	(460)	140%	4,623	35%
Tenant Services Contracts	167	-	167	0%	500	-	500	0%	2,000	0%
Total Tenant Services	3,644	3,076	568	84%	10,932	9,197	1,735	84%	43,728	21%
Utilities:										
Water	500	835	(335)	167%	1,500	1,431	69	95%	6,000	24%
Electricity	2,833	5,418	(2,585)	191%	8,500	5,640	2,860	66%	34,000	17%
Gas	83	116	(32)	139%	250	168	82	67%	1,000	17%
Fuel	250	10	240	4%	750	110	640	15%	3,000	4%
Sewer	19	27	(9)	146%	56	24	32	42%	225	11%
Other Expenses (Mandates)	40	35	5	88%	119	103	16	86%	475	22%
Total Utilities	3,725	6,441	(2,716)	173%	11,175	7,475	3,700	67%	44,700	17%

HOUSING AUTHORITY OF THE CITY OF LAREDO
UNAUDITED STATEMENT OF INCOME AND EXPENDITURES
AMP 1 – COLONIA GUADALUPE
As of June 30, 2020

Description	Jun-20				April 2020 - June 2020				Annual	
	Monthly Budget	Monthly Actual	Monthly Variance	%	YTD Budget	YTD Actuals	YTD Variance	%	Budget	%
Maintenance and Operations:										
Maintenance Salaries	12,541	20,479	(7,938)	163%	37,623	55,811	(18,188)	148%	150,490	37%
Maintenance Benefits	5,543	7,001	(1,458)	126%	16,629	25,267	(8,638)	152%	66,516	38%
Materials	6,250	1,777	4,473	28%	18,750	6,326	12,424	34%	75,000	8%
Contracts	5,000	5,904	(904)	118%	15,000	8,558	6,442	57%	60,000	14%
Total Maintenance and Operations	29,334	35,161	(5,827)	120%	88,002	95,962	(7,960)	109%	352,006	27%
Protective Services:										
Security Services	514	461	53	90%	1,543	1,383	160	90%	6,170	22%
Security Benefits	154	211	(58)	138%	461	771	(311)	167%	1,843	42%
Contracts	4,167	3,232	935	78%	12,500	11,736	764	94%	50,000	23%
Total Protective Services	4,834	3,904	931	81%	14,503	13,890	613	96%	58,013	24%
General Expenses										
Insurance	3,583	3,947	(364)	110%	10,750	11,841	(1,091)	110%	43,000	28%
Payment in Lieu of Taxes	4,113	-	4,113	0%	12,338	-	12,338	0%	49,353	0%
Collection Losses	250	-	250	0%	750	-	750	0%	3,000	0%
Total General Expenses	7,946	3,947	3,999	50%	23,838	11,841	11,997	50%	95,353	12%
Extraordinary Expenses	3,050	-	3,050	0%	9,150	-	9,150	0%	36,600	0%
Total Extraordinary Expenses	3,050	-	3,050	0%	9,150	-	9,150	0%	36,600	0%
TOTAL EXPENDITURES	113,527	91,979	(2,894)	81%	304,028	260,633	167,255	86%	1,313,584	20%
NET INCOME (LOSS)	43,737				158,658				394,046	
Fund Balance					5,194,308					

HOUSING AUTHORITY OF THE CITY OF LAREDO
UNAUDITED STATEMENT OF INCOME AND EXPENDITURES
AMP 3 – CARLOS RICHTER & ANA MARIA LOZANO
As of June 30, 2020

Description	Jun-20				April 2020 - June 2020				Annual Budget %	
	Monthly Budget	Monthly Actual	Monthly Variance	%	YTD Budget	YTD Actuals	YTD Variance	%		
OPENING BALANCE					4,283,032					
REVENUES										
Dwelling Rent	53,417	53,601	(184)	100%	160,250	162,613	(2,363)	101%	641,000	25%
HUD Contributions	60,037	63,450	(3,413)	106%	180,110	188,702	(8,592)	105%	720,440	26%
Interest	4,083	4,307	(223)	105%	12,250	12,908	(658)	105%	49,000	26%
Other Income / Late Fees	567	0	567	0%	1,700	183	1,517	11%	6,800	3%
Other Income / Maintenance Charges	333	20	313	6%	1,000	427	573	43%	4,000	11%
HUD COVID Revenue	11,967	-	(11,967)	0%	8,976	9,077	101	101%	107,707	8%
TOTAL REVENUES AVAILABLE	130,404	122,123	(15,653)	94%	364,286	374,655	(10,167)	103%	1,528,947	25%
EXPENDITURES										
Administrative:										
Administrative Salaries	7,717	3,438	4,279	45%	23,151	10,911	12,240	47%	92,603	12%
Administrative Benefits	2,535	1,211	1,324	48%	7,604	3,490	4,114	46%	30,416	11%
Management Fees	12,471	12,084	386	97%	37,412	36,143	80,784	97%	149,648	24%
Bookkeeping Fees	1,695	1,643	53	97%	5,085	4,913	11,475	97%	20,340	24%
Asset Management Fees	2,260	2,260	-	100%	6,780	6,780	15,820	100%	27,120	25%
Legal	2,083	3,735	(1,651)	179%	6,250	5,198	17,777	83%	25,000	21%
Staff Training / Travel	417	-	417	0%	1,250	-	1,543	0%	5,000	0%
Audit Costs	625	-	625	0%	1,875	-	2,430	0%	7,500	0%
Advertising and Marketing	150	427	(277)	285%	450	483	914	107%	1,800	27%
Administrative Other – Computer Operations	1,817	134	1,682	7%	5,450	870	4,580	16%	21,800	4%
Administrative Other – Office Expenses	4,167	3,233	933	78%	12,500	8,467	5,330	68%	50,000	17%
COVID Expenses	11,967	4,519	(7,449)	38%	8,976	13,595	4,620	151%	107,707	13%
Total Administrative	47,903	32,684	322	68%	116,782	90,849	161,625	78%	538,934	17%
Tenant Services:										
Tenant Services Salaries	6,150	3,709	2,441	60%	18,449	11,253	30,986	61%	73,797	15%
Tenant Services Benefits	637	635	2	100%	1,912	2,325	4,676	122%	7,649	30%
Tenant Services Contracts	83	-	83	0%	250	-	250	0%	1,000	0%
Total Tenant Services	6,871	4,344	2,527	63%	20,612	13,578	35,912	66%	82,446	16%

HOUSING AUTHORITY OF THE CITY OF LAREDO
UNAUDITED STATEMENT OF INCOME AND EXPENDITURES
AMP 3 – CARLOS RICHTER & ANA MARIA LOZANO
As of June 30, 2020

Description	Jun-20				April 2020 - June 2020				Annual Budget %	
	Monthly Budget	Monthly Actual	Monthly Variance	%	YTD Budget	YTD Actuals	YTD Variance	%		
Utilities:										
Water	208	187	21	90%	625	356	269	57%	2,500	14%
Electricity	1,354	2,041	(687)	151%	4,063	2,742	1,321	67%	16,250	17%
Gas	125	306	(181)	244%	375	408	(33)	109%	1,500	27%
Fuel	125	-	125	0%	375	76	299	20%	1,500	5%
Sewer	125	109	16	87%	375	201	174	54%	1,500	13%
Other Expenses (Mandates)	233	270	(37)	116%	700	539	161	77%	2,800	19%
Total Utilities	2,171	2,914	(743)	134%	6,513	4,322	2,190	66%	26,050	17%
Maintenance and Operations:										
Maintenance Salaries	11,561	12,833	(1,272)	111%	34,682	40,338	(5,656)	116%	138,729	29%
Maintenance Benefits	5,323	5,337	(14)	100%	15,970	18,907	(2,937)	118%	63,879	30%
Materials	11,208	3,528	7,681	31%	33,625	14,159	19,466	42%	134,500	11%
Contracts	12,500	12,428	72	99%	37,500	16,296	21,204	43%	150,000	11%
Total Maintenance and Operations	40,592	34,126	6,466	84%	121,777	89,700	32,077	74%	487,108	18%
Protective Services:										
Security Services	493	442	51	90%	1,478	1,325	153	90%	5,913	22%
Security Benefits	146	202	(56)	138%	439	739	(300)	168%	1,756	42%
Contracts	2,708	3,232	(523)	119%	8,125	11,736	(3,611)	144%	32,500	36%
Total Protective Services	3,347	3,876	(528)	116%	10,042	13,800	(3,758)	137%	40,169	34%
General Expenses										
Insurance	5,000	5,706	(706)	114%	15,000	17,117	(2,117)	114%	60,000	29%
Payment in Lieu of Taxes	5,137	-	5,137	0%	15,411	-	15,411	0%	61,645	0%
Collection Losses	271	-	271	0%	813	-	813	0%	3,250	0%
Total General Expenses	10,408	5,706	4,702	55%	31,224	17,117	14,107	55%	124,895	14%
Extraordinary Expenses	4,975	-	4,975	0%	14,926	-	14,926	0%	59,704	0%
Total Extraordinary Expenses	4,975	-	4,975	0%	14,926	-	14,926	0%	59,704	0%
TOTAL EXPENDITURES	116,267	83,649	17,721	72%	321,875	229,367	257,079	71%	1,359,306	17%
NET INCOME (LOSS)		38,473				145,287			169,641	
Fund Balance						4,428,319				

HOUSING AUTHORITY OF THE CITY OF LAREDO
UNAUDITED STATEMENT OF INCOME AND EXPENDITURES
AMP 4 – SENIOR CITIZENS HOME
As of June 30, 2020

Description	Jun-20				April 2020 - June 2020				Annual Budget %	
	Monthly Budget	Monthly Actual	Monthly Variance	%	YTD Budget	YTD Actuals	YTD Variance	%		
OPENING BALANCE					693,571					
REVENUES										
Dwelling Rent	24,500	24,157	343	99%	73,500	74,683	(1,183)	102%	294,000	25%
HUD Contributions	24,573	26,211	(1,638)	107%	73,718	77,964	(4,246)	106%	294,871	26%
Interest	692	631	60	91%	2,075	2,044	31	98%	8,300	25%
Other Income	783	1,274	(491)	163%	2,350	2,561	(211)	109%	9,400	27%
Other Income/Late Fees	8	-	8	0%	25	-	25	0%	100	0%
Other Income / Maintenance Charges	50	63	(13)	0%	150	123	27	0%	600	0%
HUD COVID Revenue	4,998	-	(4,998)	0%	3,749	7,928	4,179	211%	44,983	18%
TOTAL REVENUES AVAILABLE	55,604	52,336	(6,729)	94%	155,566	165,302	(1,377)	106%	652,254	25%
EXPENDITURES										
Administrative:										
Administrative Salaries	2,837	2,402	436	85%	8,512	7,140	1,372	84%	34,050	21%
Administrative Benefits	1,041	979	62	94%	3,122	3,120	(1)	100%	12,486	25%
Management Fees	5,518	5,408	110	98%	16,554	16,278	276	98%	66,216	25%
Bookkeeping Fees	750	735	15	98%	2,250	2,213	38	98%	9,000	25%
Asset Management Fees	1,000	1,000	-	100%	3,000	3,000	-	100%	12,000	25%
Legal	113	747	(634)	664%	338	747	(409)	221%	1,350	55%
Staff Training / Travel	167	-	167	0%	500	-	500	0%	2,000	0%
Audit Costs	433	-	433	0%	1,300	-	1,300	0%	5,200	0%
Advertising and Marketing	83	96	(13)	116%	250	152	98	61%	1,000	15%
Administrative Other – Computer Operations	700	134	566	19%	2,100	540	1,560	26%	8,400	6%
Administrative Other – Office Expenses	1,667	1,356	311	81%	5,000	5,640	(640)	113%	20,000	28%
COVID Expenses	4,998	4,114	(884)	82%	3,749	12,971	9,223	346%	44,983	29%
Total Administrative	19,307	16,971	568	88%	46,674	51,800	13,317	111%	216,685	24%
Tenant Services:										
Tenant Services Salaries	1,071	1,207	(135)	113%	3,214	3,377	(163)	105%	12,854	26%
Tenant Services Benefits	368	583	(215)	158%	1,104	1,751	(647)	159%	4,416	40%
Tenant Services Contracts	83	-	83	0%	250	-	250	0%	1,000	0%
Total Tenant Services	1,523	1,789	(267)	118%	4,568	5,128	(561)	112%	18,270	28%

HOUSING AUTHORITY OF THE CITY OF LAREDO
UNAUDITED STATEMENT OF INCOME AND EXPENDITURES
AMP 4 – SENIOR CITIZENS HOME
As of June 30, 2020

Description	Jun-20				April 2020 - June 2020				Annual	
	Monthly Budget	Monthly Actual	Monthly Variance	%	YTD Budget	YTD Actuals	YTD Variance	%	Budget	%
Utilities:										
Water	1,917	2,019	(103)	105%	5,750	4,364	1,386	76%	23,000	19%
Electricity	4,042	10,023	(5,981)	248%	12,125	10,608	1,517	87%	48,500	22%
Gas	717	318	399	44%	2,150	1,334	816	62%	8,600	16%
Fuel	69	20	49	29%	206	55	152	27%	825	7%
Sewer	1,708	1,165	544	68%	5,125	3,232	1,893	63%	20,500	16%
Other Expenses (Mandates)	1,017	529	488	52%	3,050	1,610	1,440	53%	12,200	13%
Total Utilities	9,469	14,073	(4,604)	149%	28,406	21,202	7,204	75%	113,625	19%
Maintenance and Operations:										
Maintenance Salaries	7,583	6,905	678	91%	22,749	22,229	520	98%	90,996	24%
Maintenance Benefits	3,329	2,656	673	80%	9,988	9,905	83	99%	39,951	25%
Materials	3,333	3,360	(26)	101%	10,000	13,759	(3,759)	138%	40,000	34%
Contracts	4,167	4,945	(778)	119%	12,500	16,818	(4,318)	135%	50,000	34%
Total Maintenance and Operations	18,412	17,865	547	97%	55,237	62,711	(7,474)	114%	220,947	28%
Protective Services:										
Security Services	-	-	-	0%	-	-	-	0%	-	0%
Security Benefits	-	-	-	0%	-	-	-	0%	-	0%
Contracts	750	-	750	0%	2,250	286	1,964	13%	9,000	3%
Total Protective Services	750	-	750	0%	2,250	286	1,964	13%	9,000	3%
General Expenses										
Insurance	1,646	1,587	59	96%	4,938	4,760	177	96%	19,750	24%
Payment in Lieu of Taxes	1,674	-	1,674	0%	5,022	-	5,022	0%	20,088	0%
Total General Expenses	3,320	1,587	1,733	48%	9,959	4,760	5,199	48%	39,838	12%
TOTAL EXPENDITURES	52,780	52,285	(1,273)	99%	147,094	145,887	19,650	99%	618,365	24%
NET INCOME (LOSS)	52				19,415				33,889	

Fund Balance

712,986

HOUSING AUTHORITY OF THE CITY OF LAREDO
UNAUDITED STATEMENT OF INCOME AND EXPENDITURES
AMP 5 – MEADOW ACRES & SOUTH LAREDO
As of June 30, 2020

Description	Jun-20				April 2020 - June 2020				Annual Budget %	
	Monthly Budget	Monthly Actual	Monthly Variance	%	YTD Budget	YTD Actuals	YTD Variance	%		
OPENING BALANCE						2,046,737				
REVENUES										
Dwelling Rent	37,375	37,788	(413)	101%	112,125	108,623	3,502	97%	448,500	24%
HUD Contributions	36,345	39,458	(3,112)	109%	109,036	116,929	(7,894)	107%	436,142	27%
Interest	1,925	2,013	(88)	105%	5,775	6,091	(316)	105%	23,100	26%
Other Income	152	90	62	0%	456	197	259	43%	1,825	11%
Other Income / Late Fees	381	-	381	0%	1,144	-	1,144	0%	4,575	0%
Other Income / Maintenance Charges	333	45	288	14%	1,000	50	951	5%	4,000	1%
HUD COVID Revenue	7,393	-	(7,393)	0%	5,545	8,161	2,617	147%	66,535	12%
TOTAL REVENUES AVAILABLE	83,905	79,394	(2,882)	95%	235,080	240,051	263	102%	984,677	24%
EXPENDITURES										
Administrative:										
Administrative Salaries	7,277	5,328	1,950	73%	21,832	16,586	5,245	76%	87,327	19%
Administrative Benefits	2,421	2,024	397	84%	7,264	6,719	546	92%	29,057	23%
Management Fees	7,394	7,229	166	98%	22,182	21,796	386	98%	88,729	25%
Bookkeeping Fees	1,005	983	23	98%	3,015	2,963	53	98%	12,060	25%
Asset Management Fees	1,340	1,340	-	100%	4,020	4,020	-	100%	16,080	25%
Legal	500	555	(55)	111%	1,500	555	946	37%	6,000	9%
Staff Training / Travel	167	-	167	0%	500	-	500	0%	2,000	0%
Audit Costs	510	-	510	0%	1,531	-	1,531	0%	6,125	0%
Advertising and Marketing	146	96	50	66%	438	152	286	35%	1,750	9%
Administrative Other – Computer Operations	1,442	183	1,258	13%	4,325	919	3,406	21%	17,300	5%
Administrative Other – Office Expenses	2,931	1,953	978	67%	8,794	6,465	2,328	74%	35,175	18%
COVID Expenses	7,393	4,119	(3,274)	56%	5,545	12,280	6,735	221%	66,535	18%
Total Administrative	32,526	23,808	2,170	73%	80,945	72,454	21,962	90%	368,138	20%
Tenant Services:										
Tenant Services Salaries	3,160	1,783	1,377	56%	9,480	5,672	3,808	60%	37,919	15%
Tenant Services Benefits	1,319	278	1,040	21%	3,956	1,000	2,955	25%	15,822	6%
Tenant Services Contracts	83	-	83	0%	250	-	250	0%	1,000	0%
Total Tenant Services	4,562	2,061	2,500	45%	13,685	6,672	7,014	49%	54,741	12%

HOUSING AUTHORITY OF THE CITY OF LAREDO
UNAUDITED STATEMENT OF INCOME AND EXPENDITURES
AMP 5 – MEADOW ACRES & SOUTH LAREDO
As of June 30, 2020

Description	Jun-20				April 2020 - June 2020				Annual Budget %	
	Monthly Budget	Monthly Actual	Monthly Variance	%	YTD Budget	YTD Actuals	YTD Variance	%		
Utilities:										
Water	123	50	73	41%	369	190	179	51%	1,475	13%
Electricity	733	761	(28)	104%	2,200	1,294	906	59%	8,800	15%
Gas	67	105	(38)	157%	200	141	59	70%	800	18%
Fuel	192	-	192	0%	575	124	451	22%	2,300	5%
Sewer	92	28	64	31%	275	120	155	44%	1,100	11%
Other Expenses (Mandates)	292	102	189	35%	875	428	447	49%	3,500	12%
Total Utilities	1,498	1,046	452	70%	4,494	2,297	2,197	51%	17,975	13%
Maintenance and Operations:					-					
Maintenance Salaries	9,575	11,461	(1,885)	120%	28,726	32,962	(4,236)	115%	114,905	29%
Maintenance Benefits	4,258	4,313	(56)	101%	12,773	14,197	(1,424)	111%	51,092	28%
Materials	5,417	71	5,346	1%	16,250	2,794	13,456	17%	65,000	4%
Contracts	6,250	7,368	(1,118)	118%	18,750	20,158	(1,408)	108%	75,000	27%
Total Maintenance and Operations	25,500	23,213	2,287	91%	76,499	70,111	6,388	92%	305,997	23%
Protective Services:										
Security Services	643	576	67	90%	1,928	1,728	200	90%	7,713	22%
Security Benefits	199	264	(65)	133%	596	964	(368)	162%	2,383	40%
Contracts	2,333	3,232	(898)	139%	7,000	11,176	(4,176)	160%	28,000	40%
Total Protective Services	3,175	4,072	(897)	128%	9,524	13,868	(4,344)	146%	38,096	36%
General Expenses										
Insurance	2,500	2,681	(181)	107%	7,500	8,044	(544)	107%	30,000	27%
Payment in Lieu of Taxes	3,597	-	3,597	0%	10,791	-	10,791	0%	43,163	0%
Collection Losses	217	-	217	0%	650	-	650	0%	2,600	0%
Total General Expenses	6,314	2,681	3,632	42%	18,941	8,044	10,897	42%	75,763	11%
Extraordinary Expenses	2,917		2,917	0%	8,750	-	8,750	0%	35,000	0%
Total Extraordinary Expenses	2,917	-	2,917	0%	8,750	-	8,750	0%	35,000	0%
TOTAL EXPENDITURES	76,491	56,882	13,060	74%	212,838	173,446	52,863	81%	895,710	19%
NET INCOME (LOSS)	22,512				66,605				88,967	

Fund Balance

2,113,342

HOUSING AUTHORITY OF THE CITY OF LAREDO
UNAUDITED STATEMENT OF INCOME AND EXPENDITURES
AMP 6 – ASHERTON
As of June 30, 2020

Description	Jun-20				April 2020 - June 2020				Annual Budget %	
	Monthly Budget	Monthly Actual	Monthly Variance	%	YTD Budget	YTD Actuals	YTD Variance	%		
OPENING BALANCE						444,487				
REVENUES										
Dwelling Rent	2,554	(222)	2,776	-9%	7,663	(528)	8,191	-7%	30,650	-2%
HUD Contributions	10,449	11,741	(1,291)	112%	31,348	31,958	(610)	102%	125,392	25%
Interest	400	405	(5)	101%	1,200	1,211	(11)	101%	4,800	25%
Other Income	31	0	31	100%	94	83	11	100%	375	22%
Other Income / Late Fees	45	-	45	0%	136	-	136	0%	545	0%
Other Income / Maintenance Charges	123	-	123	0%	369	250	119	68%	1,475	17%
HUD COVID Revenue	2,083	-	(2,083)	0%	1,562	492	(1,070)	32%	18,746	3%
TOTAL REVENUES AVAILABLE	15,686	11,924	(404)	76%	42,371	33,466	6,765	79%	181,983	18%
EXPENDITURES										
Administrative:										
Administrative Salaries	1,629	1,446	183	89%	4,887	4,336	551	89%	19,547	22%
Administrative Benefits	624	715	(91)	115%	1,872	2,268	(395)	121%	7,489	30%
Management Fee	1,766	1,214	552	69%	5,297	3,642	1,655	69%	21,189	17%
Bookkeeping Fee	240	165	75	69%	720	495	225	69%	2,880	17%
Asset Management Fee	320	320	-	100%	960	960	-	100%	3,840	25%
Legal	71	-	71	0%	213	-	213	0%	850	0%
Staff Training / Travel	83	130	(47)	0%	250	199	51	0%	1,000	0%
Audit Costs	225	-	225	0%	675	-	675	0%	2,700	0%
Advertising and Marketing	31	96	(65)	0%	94	152	(58)	162%	375	40%
Administrative Other – Computer Operations	158	183	(25)	116%	475	589	(114)	124%	1,900	31%
Administrative Other – Office Expenses	417	180	237	43%	1,250	702	548	56%	5,000	14%
COVID Expenses	2,083	1,234	(849)	59%	1,562	1,726	164	111%	18,746	9%
Total Administrative	7,647	5,684	266	74%	18,254	15,069	3,514	83%	85,515	18%

HOUSING AUTHORITY OF THE CITY OF LAREDO
UNAUDITED STATEMENT OF INCOME AND EXPENDITURES
AMP 6 – ASHERTON
As of June 30, 2020

Description	Jun-20				April 2020 - June 2020				Annual Budget %	
	Monthly Budget	Monthly Actual	Monthly Variance	%	YTD Budget	YTD Actuals	YTD Variance	%		
Utilities:										
Water	63	36	27	57%	188	83	105	44%	750	11%
Electricity	333	283	50	85%	1,000	340	660	34%	4,000	9%
Fuel	100	-	100	0%	300	25	275	8%	1,200	2%
Sewer	96	40	56	41%	288	79	209	27%	1,150	7%
Other Expenses (Mandates)	38	25	13	65%	113	49	64	44%	450	11%
Total Utilities	629	383	246	61%	1,888	576	1,312	31%	7,550	8%
Maintenance and Operations:										
Maintenance Salaries	2,142	-	2,142	0%	6,427	-	6,427	0%	25,709	0%
Maintenance Benefits	1,031	550	482	53%	3,094	2,428	666	78%	12,377	20%
Materials	1,333	-	1,333	0%	4,000	46	3,954	1%	16,000	0%
Contracts	1,167	4,146	(2,980)	355%	3,500	6,139	(2,639)	175%	14,000	44%
Total Maintenance and Operations	5,674	4,696	977	83%	17,021	8,614	8,408	51%	68,086	13%
General Expenses										
Insurance	733	719	14	98%	2,200	2,158	42	98%	8,800	25%
Collection Losses	125	-	125	0%	375	-	375	0%	1,500	0%
Total General Expenses	858	719	139	84%	2,575	2,158	417	84%	10,300	21%
TOTAL EXPENDITURES	14,808	11,483	1,628	78%	39,738	26,416	13,651	66%	171,451	15%
NET INCOME (LOSS)	441				7,050				10,532	

Fund Balance

451,537

HOUSING AUTHORITY OF THE CITY OF LAREDO
UNAUDITED STATEMENT OF INCOME AND EXPENDITURES
HOUSING CHOICE VOUCHER PROGRAM
As of June 30, 2020

Description	Jun-20				April 2020 - June 2020				Annual Budget	
	Monthly Budget	Monthly Actual	Monthly Variance	%	YTD Budget	YTD Actuals	YTD Variance	%		
Opening Balance							1,126,127			
REVENUES										
HUD Contributions - Administrative Fees	92,065	75,710	16,355	82%	276,195	249,514	26,681	90%	1,104,780	23%
HUD Contributions - HAP	745,087	776,739	(31,652)	104%	2,235,261	2,307,451	(72,191)	103%	8,941,042	26%
HUD Contributions - HAP Mainstream	26,023	-	26,023	0%	78,069	-	78,069	0%	312,276	0%
Interest Earnings	1,417	838	578	59%	4,250	2,149	2,101	51%	17,000	13%
Other Income	1,892	5	1,887	0%	5,675	351	5,324	6%	22,700	2%
HUD COVID Revenue					179,242	179,242	-	100%	179,242	100%
TOTAL REVENUES AVAILABLE	866,483	853,292	13,191	98%	2,599,450	2,559,465	39,984	98%	10,397,798	25%
EXPENDITURES:										
Administrative:										
Administrative Salaries	26,730	20,816	5,914	78%	80,190	64,824	15,366	81%	320,760	20%
Administrative Benefits	10,373	10,377	(4)	100%	31,120	29,343	1,777	94%	124,479	24%
Management Fee	18,036	18,372	(336)	102%	54,108	55,200	(1,092)	102%	216,432	26%
Bookkeeping Fee	11,273	11,483	(210)	102%	33,818	34,500	(683)	102%	135,270	26%
Legal	2,917	2,717	199	93%	8,750	2,717	6,033	31%	35,000	8%
Staff Training / Travel	2,375	-	2,375	0%	7,125	-	7,125	0%	28,500	0%
Audit Costs	4,333	-	4,333	0%	13,000	-	13,000	0%	52,000	0%
Advertising and Marketing	321	96	225	30%	963	151	811	16%	3,850	4%
Administrative Other – Computer Operations	4,342	134	4,208	3%	13,025	538	12,487	4%	52,100	1%
Administrative Other – Office Expenses	7,500	5,551	1,950	74%	22,500	19,983	2,517	89%	90,000	22%
COVID Expenses	19,916	580	(19,336)	3%	14,937	4,379	(10,558)	29%	179,242	2%
Total Administrative	88,199	69,545	18,654	79%	264,598	207,257	57,341	78%	1,058,391	20%
Utilities:										
Water	29	50	(21)	171%	88	96	(9)	110%	350	28%
Electricity	458	906	(447)	198%	1,375	1,043	332	76%	5,500	19%
Fuel	125	-	125	0%	375	30	345	8%	1,500	2%
Sewer	17	26	(10)	159%	50	54	(4)	108%	200	27%
Other Expenses (Mandates)	35	30	6	84%	106	66	41	62%	425	15%
Total Utilities	665	1,012	(348)	152%	1,994	1,288	706	65%	7,975	16%
Maintenance and Operations:										
Maintenance & Operations – Materials	83	-	83	0%	250	-	250	0%	1,000	0%
Maintenance & Operations – Contracts	4,167	3,981	185	96%	12,500	11,322	1,178	91%	50,000	23%
Total Maintenance and Operations	4,250	3,981	269	94%	12,750	11,322	1,428	89%	51,000	0%
Insurance										
Insurance	1,000	1,055	(55)	105%	3,000	3,164	(164)	105%	12,000	26%
Total Insurance	1,000	1,055	(55)	105%	3,000	3,164	(164)	105%	12,000	-1%
Other:										
HAP Payments	771,110	768,408	2,702	100%	2,313,330	2,294,527	18,803	99%	9,253,318	25%
Total Other Account	771,110	768,408	2,702		2,313,330	2,294,527			9,253,318	0%
TOTAL EXPENDITURES	865,224	844,002	21,222	98%	2,595,671	2,517,558	59,311	97%	10,382,684	0%
NET INCOME (LOSS)		9,291				41,907			15,114	

FUND BALANCE

1,168,035

HOUSING AUTHORITY OF THE CITY OF LAREDO
UNAUDITED STATEMENT OF INCOME AND EXPENDITURES
FARM LABOR
As of June 30, 2020

Description	Jun-20				April 2020 - June 2020					
	Monthly Budget	Monthly Actual	Monthly Variance	%	YTD Budget	YTD Actuals	YTD Variance	%	Annual Budget	%
OPENING BALANCE					303,232					
REVENUES										
FMHA Contributions	9,333	7,280	2,053	78%	28,000	22,928	5,072	82%	112,000	20%
Rental Income	5,417	9,275	(3,858)	171%	16,250	27,160	(10,910)	167%	65,000	42%
Interest Income	475	491	(16)	103%	1,425	1,488	(63)	104%	5,700	26%
Other Income '	3	12	(10)	495%	8	12	(5)	165%	30	41%
Other Income / Late Fees	223	-	223	0%	669	150	519	22%	2,675	6%
Other Income / Maintenance Charges	50	-	50	0%	150	-	150	0%	600	0%
Transfer from Reserve	13,058		13,058	0%	39,175	-	39,175	0%	156,700	0%
TOTAL REVENUES AVAILABLE	28,559	17,059	11,500	60%	85,676	51,738	33,938	60%	342,705	15%
EXPENDITURES										
Administrative:										
Administrative Salaries	2,128	1,873	256	88%	6,384	5,529	856	87%	25,537	22%
Administrative Benefits	689	942	(253)	137%	2,066	2,974	(908)	144%	8,264	36%
Management Fee	417	480	(63)	115%	1,250	1,440	(190)	115%	5,000	29%
Bookkeeping Fees	480	417	63	87%	1,440	1,250	190	87%	5,760	22%
Legal	83	277	(194)	332%	250	830	(580)	332%	1,000	83%
Staff Training / Travel	175	-	175	0%	525	-	525	0%	2,100	0%
Audit Costs	225	-	225	0%	675	-	675	0%	2,700	0%
Advertsing and Marketing	83	96	(13)	115%	250	152	98	61%	1,000	15%
Administrative Other – Computer Operations	54	134	(80)	248%	163	560	(397)	344%	650	86%
Administrative Other – Office Expenses	667	589	520	88%	2,000	2,638	(638)	132%	8,000	33%
Total Administrative	5,001	4,807	635	96%	15,003	15,372	(369)	102%	60,011	26%
Utilities:										
Water	250	-	250	0%	750	210	540	28%	3,000	7%
Electricity	229	224	5	98%	688	305	382	44%	2,750	11%
Gas	35	34	1	96%	106	69	38	64%	425	16%
Fuel	58	-	58	0%	175	29	146	17%	700	4%
Sewer	83	-	83	0%	250	29	221	12%	1,000	3%
Other Expenses (Mandates)	69	1	68	0%	206	72	135	0%	825	9%
Total Utilities	725	259	466	36%	2,175	714	1,461	33%	8,700	8%

HOUSING AUTHORITY OF THE CITY OF LAREDO
UNAUDITED STATEMENT OF INCOME AND EXPENDITURES
FARM LABOR
As of June 30, 2020

Description	Jun-20				April 2020 - June 2020				Annual Budget %	
	Monthly Budget	Monthly Actual	Monthly Variance	%	YTD Budget	YTD Actuals	YTD Variance	%		
Maintenance and Operations:										
Maintenance Salaries	2,142	1,869	273	87%	6,427	4,699	1,728	73%	25,709	18%
Maintenance Benefits	1,031	695	337	67%	3,094	2,077	1,017	67%	12,377	17%
Materials	2,083	2,901	(818)	139%	6,250	10,965	(4,715)	175%	25,000	44%
Contracts	1,667	2,130	(463)	128%	5,000	2,320	2,680	46%	20,000	12%
Total Maintenance and Operations	6,924	7,595	(671)	110%	20,771	20,062	710	97%	83,086	24%
Protective Services:										
Security Contract	298	-	298	0%	894	158	735	18%	3,575	4%
Total Protective Services	298	-	-	0%	1,490	158	735	11%	3,575	4%
Insurance										
Collection Losses	133	-	133	0%	400	-	400	0%	1,600	0%
Insurance	808	1,019	(211)	126%	2,425	3,058	(633)	126%	9,700	32%
Total Insurance	942	1,019	(211)	108%	2,825	3,058	(233)	108%	11,300	27%
Other:										
Replacement of Non - Capitalized Equipment	-	-	-		-	-	-		-	
FmHa Debt Payment	506	506	(0)	100%	1,517	1,517	0	100%	6,068	25%
Betterments/Additions	13,058		13,058	0%	39,175	-	39,175	0%	156,700	0%
Total Other Account	506	506	(0)	0%	1,517	1,517	0	0%	162,768	0%
TOTAL EXPENDITURES	14,395	14,187	219	99%	43,781	40,881	2,304	93%	329,440	12%
NET INCOME (LOSS)		2,872				10,857			13,265	

Fund Balance

314,089

HOUSING AUTHORITY OF THE CITY OF LAREDO
UNAUDITED STATEMENT OF INCOME AND EXPENDITURES
HOUSING DEVELOPMENT SERVICES
As of June 30, 2020

Description	April 1, 2020 through June 30, 2020	FYE 2021
OPENING BALANCE		1,156,928
REVENUES		
Other Revenue	2,222	2,222
TOTAL REVENUES	2,222	1,159,150
EXPENDITURES		
Administration Expenses	7,271	7,271
TOTAL OPERATING EXPENDITURES	7,271	7,271
FUND BALANCE		1,151,879

HOUSING AUTHORITY OF THE CITY OF LAREDO
UNAUDITED STATEMENT OF INCOME AND EXPENDITURES
LAREDO HOUSING FACILITIES CORPORATION
As of June 30, 2020

Description	April 1, 2020 through June 30, 2020	FYE 2021
OPENING BALANCE		\$1,723,679
REVENUES		
Other Revenue- Russell Terrace HAP	139,689	139,689
Tenant A/R- Russell Terrace	8,452	8,452
Other Income- Russell Terrace	589	589
Tenant A/R- Meadow Elderly	43,945	43,945
Accounts Receivable	180,868	180,868
Cumulative Interest Funds	1,514	1,514
TOTAL REVENUES	375,056	2,098,735
EXPENDITURES		
Administartion Expenses	139,377	139,377
Loan Fees (Interest)	76,884	76,884
Maintenance Expenses	113,861	113,861
Insurance	1,226	1,226
Other General Expense	1,330	1,330
Protective Expenses	31,090	31,090
Tenant Services Expenses	7,753	7,753
Construction in Progress	88,111	88,111
TOTAL OPERATING EXPENDITURES	459,631	459,631
FUND BALANCE		1,639,104

HOUSING AUTHORITY OF THE CITY OF LAREDO
UNAUDITED STATEMENT OF INCOME AND EXPENDITURES
LAREDO HOUSING OPPORTUNITIES CORPORATION
As of June 30, 2020

Description	April 1, 2020 through June 30, 2020	FYE 2021
OPENING BALANCE		2,838,208
REVENUES		
Cummulative Interest Funds	7,765	7,765
TOTAL REVENUES	7,765	2,845,974
EXPENDITURES		
Administrative Expenses	4,143	4,143
TOTAL EXPENDITURES	4,143	4,142.53
FUND BALANCE		2,841,831

HOUSING AUTHORITY OF THE CITY OF LAREDO
UNAUDITED STATEMENT OF INCOME AND EXPENDITURES
LAREDO HOUSING DEVELOPMENT CORPORATION
As of June 30, 2020

Description	April 1, 2020 through June 30, 2020	FYE 2021
OPENING BALANCE		3,032,328
REVENUES		
A/R	585,833	585,833
Cumulative Interest Funds	8,567	8,567
TOTAL REVENUES	594,400	3,626,728
EXPENDITURES		
Administration Expenses	1,481	1,481
Maintenance Expenses	444	444
Other General Expenses	3,662	3,662
TOTAL EXPENDITURES	5,587	5,587
FUND BALANCE		3,621,141

HOUSING AUTHORITY OF THE CITY OF LAREDO
UNAUDITED STATEMENT OF INCOME AND EXPENDITURES
CAPITAL FUND PROGRAM 50116
As of June 30, 2020

DESCRIPTION	PROJECT BUDGET	INCEPTION TO DATE	VARIANCE FAVORABLE (UNFAVORABLE)	PERCENTAGE
REVENUES				
HUD Contributions	1,337,114	940,936	(396,178)	
TOTAL REVENUES	1,337,114	940,936	(396,178)	70%
EXPENDITURES				
Management Improvements	48,370	48,370	-	100%
Administration	133,711	133,711	-	100%
Fees and Costs	100,000	98,726	1,274	99%
Site Improvements	61,848	3,094	58,754	5%
Dwelling Structures	899,710	563,560	336,150	63%
Dwelling Equipment-Non Expendable	31,483	31,483	0	100%
Non-Dwelling Equipment	61,992	61,992	0	100%
TOTAL OPERATING EXPENDITURES	1,337,114	940,936	396,178	70%
FUND BALANCE	-	-	396,178	70%

HOUSING AUTHORITY OF THE CITY OF LAREDO
UNAUDITED STATEMENT OF INCOME AND EXPENDITURES
CAPITAL FUND PROGRAM 50117
As of June 30, 2020

DESCRIPTION	PROJECT BUDGET	INCEPTION TO DATE	VARIANCE FAVORABLE (UNFAVORABLE)	PERCENTAGE
REVENUES				
HUD Contributions	1,380,645	606,544	(774,101)	
TOTAL REVENUES	1,380,645	606,544	(774,101)	44%
EXPENDITURES				
Management Improvements	46,370	43,123	3,247	93%
Administration	138,065	138,065	-	100%
Fees and Costs	56,250	22,065	34,185	0%
Site Improvements	29,000	1,918	27,082	0%
Dwelling Structures	645,903	117,239	528,664	18%
Dwelling Equipment-Non Expendable	26,660	23,759	2,901	89%
Non-Dwelling Equipment	35,000	35,000	-	100%
Relocation Costs	225,000	225,000	-	100%
RAD Investment Activity	178,397	375	178,022	0%
TOTAL OPERATING EXPENDITURES	1,380,645	606,544	774,101	44%
FUND BALANCE	-	-	774,101	44%

HOUSING AUTHORITY OF THE CITY OF LAREDO
UNAUDITED STATEMENT OF INCOME AND EXPENDITURES
CAPITAL FUND PROGRAM 50118
As of June 30, 2020

DESCRIPTION	PROJECT BUDGET	INCEPTION TO DATE	VARIANCE FAVORABLE (UNFAVORABLE)	PERCENTAGE
REVENUES				
HUD Contributions	1,691,481	608,295	(1,083,186)	
TOTAL REVENUES	1,691,481	608,295	(1,083,186)	36%
EXPENDITURES				
Management Improvements	146,370	132,047	14,323	90%
Administration	169,148	169,148	-	100%
Fees and Costs	55,000	-	55,000	0%
Site Improvements	90,000	37,146	52,854	41%
Dwelling Structures	860,606	247,085	613,521	29%
Dwelling Equipment-Non Expendable	26,660	22,606	4,054	85%
Non-Dwelling Equipment	210,000	262	209,738	0%
RAD Investment Activity	133,697	-	133,697	0%
TOTAL OPERATING EXPENDITURES	1,691,481	608,295	1,083,186	36%
FUND BALANCE	-	-	1,083,186	36%

July 2020

	Colonia Guadalupe	Russell Terrace	Carlos Richter	Senior Home	Meadow Acres	Ana Maria Lozano	South Laredo/ Farm Labor
COVID-19	5	2	0	2	3	1	5
Assault	1	1	1	0	1	2	1
Burglary/Theft	1	1	0	0	0	1	0
Drug Related	0	0	0	0	0	0	0
Civil/Domestic Disturbance	5	2	0	2	2	2	4
Harassment	1	2	0	0	0	2	0
Criminal Mischief	0		0	0	0	0	0
Prowler/Suspici ous Person	3	0	0	0	0	0	2
Juvenile Case	0	0	1	0	0	0	0
Checking Park	12	0	7	0	10	0	21
Traffic Violations	14	2	1	0	12	1	1
EMS	10	8	2	6	6	7	7
Other	27	18	7	0	12	6	8
Total Calls	79	36	19	10	46	22	49



Los Balcones Apartments

Project	6 unit apartment complex (Front Building)	Progress
Abatement	Completed	100%
Demolition	Interior walls, kitchen & bathrooms has been completed	95%
Sitework	Grading, Sidewalks, Driveways not yet started	0%
Framing	Balcony walls have been completed; pending wash	80%
Glass & Glazing	Removal completed and framing has been completed for windows	95%
Roofing	3 roof sections framed, pony walls completed, decking & thermal	85%
Sheetrock	Not yet started	0%
Painting	Not yet started	0%
Flooring	Not yet started	0%
Concrete cutting	Started on July 27, 2020	95%
Plumbing Rough-In	Not yet started	0%
Concrete patching	Not yet started	0%
Plumbing Top-Out	Not yet started	0%
Plumbing Finish	Not yet started	0%
Brick	To be determined on an as needed basis	0%
HVAC	Removal of 6 compressor units	60%
Electrical Rough-In	To be determined on an as needed basis	0%
Electrical Finish	To be determined on an as needed basis	0%
Color Selections	To be determined	0%
	Estimated Progress To-Date	34%

*Architects working with MEP Engineer

*Contacted City Department for the possibility of installing a new sewer line top in front driveway.



Los Balcones Apartments

Project	4 unit apartment complex (Rear Building)	Progress
Abatement	Completed	100%
Demolition	Not yet started	0%
Sitework	Grading, Sidewalks, Driveways not yet started	0%
Framing	Not yet started	0%
Glass & Glazing	Not yet started	0%
Roofing	Not yet started	0%
Sheetrock	Not yet started	0%
Painting	Not yet started	0%
Flooring	Not yet started	0%
Concrete cutting	Started on July 14, 2020	95%
Plumbing Rough-In	Not yet started	0%
Concrete patching	Not yet started	0%
Plumbing Top-Out	Not yet started	0%
Plumbing Finish	Not yet started	0%
Brick	Not yet started	0%
HVAC	Not yet started	0%
Electrical Rough-In	Not yet started	0%
Electrical Finish	Not yet started	0%
Color Selections	To be determined	0%
	Estimated Progress To-Date	10%



Project	Ana Maria Lozano BiblioTech	Progress
Sitework	Negotiations with Quantum Construction (low bidder)	0%
Abatement	Completed	100%
Selective Demolition	Procurement	0%
Concrete Cutting		0%
Framing		0%
Roofing		0%
Sheetrock		0%
Painting		0%
Flooring		0%
Plumbing Rough-In	Negotiations with Hilario Gonzalez (low bidder)	0%
Plumbing Top-Out	Negotiations with Hilario Gonzalez (low bidder)	0%
Plumbing Finish	Negotiations with Hilario Gonzalez (low bidder)	0%
Windows		0%
HVAC Rough-In	Waiting on bids	0%
HVAC Finish	Waiting on bids	0%
Electrical Rough-In	Negotiations with AC/DC (low bidder)	0%
Electrical Finish	Negotiations with AC/DC (low bidder)	0%
Insulation		0%
Millwork		0%
Finish Carpentry		0%
Masonry		0%
Garage Doors		0%
Network		0%
Door Knobs		0%
	Estimate Progress To Date	5%

COMMENTS:

Other trades subcontractors are being contacted and we just waiting for the bids to be submitted.

LHA COMMISSIONERS' COMMUNICATION

<u>DATE:</u> 08/14/2020	<u>SUBJECT:</u> Consideration for approval to open a new bank account for the Laredo Housing Authority Rapid Rehousing Grant Program, as an internal control effort for such program.
<u>Item #:</u> 9A	
<u>INITIATED BY:</u> Alma D. Mata Executive Director	<u>STAFF SOURCE</u> Jennifer Barrientos Director of Finance
<u>PREVIOUS BOARD ACTION:</u> None	
<u>BACKGROUND:</u> The Housing Authority of the City of Laredo submitted an application for the 2019 Continuum of Care (CoC) grant for the Laredo Housing Authority Rapid Rehousing Project. HUD awarded this project a total of \$228,304.00 in which the Housing Authority of the City of Laredo submitted a \$3,000.00 in cash match to support program participants with Security Deposits.	
<u>FINANCIAL:</u> \$ 3,000.00	
<u>RECOMMENDATION:</u> Approval to open a new bank account for the Laredo Housing Authority Rapid Rehousing Grant Program, as an internal control effort for such program.	

LHA COMMISSIONERS' COMMUNICATION

<u>DATE:</u> 08/14/2020	<u>SUBJECT:</u> Consideration for approval to ratify the purchase of 20 laptops in response to COVID-19 in the amount of \$23,800.0 for the Public Housing and Housing Choice Voucher Programs. Source available funding is the CARES Act, HUD allocated awards to the agency.																				
<u>Item #:</u> 9B																					
<u>INITIATED BY:</u> Alma D. Mata Executive Director	<u>STAFF SOURCE</u> Roberto Peña Director of Information Technology																				
<u>PREVIOUS BOARD ACTION:</u> None																					
<u>BACKGROUND:</u> On April 2, 2020, LHA implemented the Employee and Public Health Protection Program consisting of COVID-19 Tier 1, Impacted, Tier 2, High A-Risk, and Tier 3, At-Risk. This tier system required or staff to work from home and on modified schedules. The purchase of laptops was required to facilitate their ability to perform their duties remotely.																					
<u>FINANCIAL:</u> \$ 23,800.00 <table border="1"><tr><td>AMP 1 Colonia Guadalupe</td><td>3</td><td>\$1,190</td><td>\$3,570</td></tr><tr><td>AMP 3 C. Richter/A.M. Lozano</td><td>3</td><td>\$1,190</td><td>\$3,570</td></tr><tr><td>AMP 5 Meadow Acres/South Laredo</td><td>3</td><td>\$1,190</td><td>\$3,570</td></tr><tr><td>AMP 6 Asherton</td><td>2</td><td>\$1,190</td><td>\$2,380</td></tr><tr><td>HCV- Section 8</td><td>9</td><td>\$1,190</td><td>\$10,710</td></tr></table>		AMP 1 Colonia Guadalupe	3	\$1,190	\$3,570	AMP 3 C. Richter/A.M. Lozano	3	\$1,190	\$3,570	AMP 5 Meadow Acres/South Laredo	3	\$1,190	\$3,570	AMP 6 Asherton	2	\$1,190	\$2,380	HCV- Section 8	9	\$1,190	\$10,710
AMP 1 Colonia Guadalupe	3	\$1,190	\$3,570																		
AMP 3 C. Richter/A.M. Lozano	3	\$1,190	\$3,570																		
AMP 5 Meadow Acres/South Laredo	3	\$1,190	\$3,570																		
AMP 6 Asherton	2	\$1,190	\$2,380																		
HCV- Section 8	9	\$1,190	\$10,710																		
<u>RECOMMENDATION:</u> Consideration for approval to ratify the purchase of 20 laptops in response to COVID-19 in the amount of \$23,800.0 for the Public Housing and Housing Choice Voucher Programs. Source available funding is the CARES Act, HUD allocated awards to the agency.																					

LHA COMMISSIONERS' COMMUNICATION

<u>DATE:</u> 08/14/2020	<u>SUBJECT:</u> Consideration for approval to ratify a 1-year extension to RFQ #0190401-1 Professional Services for Annual Audit Services contract to Garza/Gonzalez & Associates in the amount of \$98,500 for FYE 03/31/2020.
<u>Item #:</u> 9C	
<u>INITIATED BY:</u> Alma D. Mata Executive Director	<u>STAFF SOURCE</u> Jennifer Barrientos Director of Finance
<u>PREVIOUS BOARD ACTION:</u> On May 17, 2019, the Housing Authority of the City of Laredo Board of Commissioners awarded action item 11B, Request for Qualifications (RFQ) No. 190401-1A, Annual Audit Services to Garza/Gonzalez & Associates.	
<u>BACKGROUND:</u> The Housing Authority of the City of Laredo is recommending an extension to Garza/Gonzalez & Associates contract to perform the independent annual audit services for Fiscal Year Ending March 31, 2020.	
<u>FINANCIAL:</u> \$ 98,500.00	
<u>RECOMMENDATION:</u> Approval to ratify a 1-year extension to RFQ #0190401-1 Professional Services for Annual Audit Services contract to Garza/Gonzalez & Associates in the amount of \$98,500 for FYE 03/31/2020.	

Garza/Gonzalez & Associates

CERTIFIED PUBLIC ACCOUNTANTS

July 24, 2020

Ms. Alma D. Mata
Executive Director
Housing Authority of the City of Laredo
2000 San Francisco Ave.
Laredo, Texas 78040

Dear Ms. Mata:

We are pleased to confirm our understanding of the services we are to provide the Housing Authority of the City of Laredo (LHA) for the year ended March 31, 2020. We will audit the financial statements including the blended component units and the related notes to the financial statements, which collectively comprise the basic financial statements, of the LHA as of and for the year ended March 31, 2020.

Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement LHA's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to LHA's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. Management's discussion and analysis is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited.

We have also been engaged to report on supplementary information other than RSI that accompanies LHA's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- 1) Schedule of expenditures of federal awards.
- 2) HUD financial data schedule
- 3) Schedule of modernization costs, if required
- 4) Schedule of development costs, if required
- 5) Combining financial statements for the public facility corporations

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the board of commissioners of LHA. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories/assets, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

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Executive Director
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As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of LHA's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of LHA's major programs. The purpose of these procedures will be to express an opinion on LHA's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of LHA in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

REAC Submission

We will apply the agreed-upon procedure which the U.S. Department of Housing and Urban Development (HUD), Real Estate Assessment Center (REAC), has specified, listed in the chart below, to the electronic submission and related hard copy documents listed in the schedule of LHA as of and for the year ended March 31, 2020. This engagement is solely to assist LHA and the U.S. Department of Housing and Urban Development, REAC, in determining whether electronic submission of certain information agrees with the related hard copy documents included within the Title 2 U.S. *Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) reporting package. Our engagement to apply the agreed-upon procedure will be performed in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in Government Auditing Standards issued by the Comptroller General of the United States. The sufficiency of the procedure is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedure described in the attached schedule either for the purpose for which this report has been requested or for any other purpose. If, for any reason, we are unable to complete the procedure, we will describe any restrictions on the performance of the procedure in our report, or we will not issue a report as a result of this engagement.

We will submit a report through REAC listing the procedure performed and our findings. This report is intended solely for the use of LHA and the U.S. Department of Housing and Urban Development, REAC, and is not intended to be and should not be used by anyone other than these specified parties.

Our report will include a statement indicating that we have not performed any additional auditing procedures after the date of our reports on the audited financial statements and supplemental information, including a statement indicating that had we performed additional procedures, other matters might have come to our attention that would have been reported to you. Further, we take no responsibility for the security of the information transmitted electronically to the U.S. Department of Housing and Urban Development, REAC.

We will compare the electronic submission of the items listed in the “UFRS Rule Information” column with the corresponding printed documents listed in the “Hard Copy Documents” column as shown in the chart below.

UFRS Rule Information	Hard Copy Document(s)
Balance Sheet, Revenue and Expense and Cash Flow Data (account numbers 1120 to 7100T and the S1200 series)	Supplementary Schedules with Financial Statement Data
Surplus Cash (S1300 series of accounts)	Computation of Surplus Cash, Distributions and Residual Receipts (Annual)
Footnotes (S3100 series of accounts)	Notes to the audited Financial Statements
Type of Opinion on the Financial Statements and Auditor Reports (S3400, S3500 and S3600 series of accounts)	Auditor’s Reports on the Financial Statements, Compliance, and Internal Control
Type of Opinion on Supplemental Data (account S3400-100)	Auditor’s Report on Supplementary Information
Audit Findings Narrative (S3800 series of accounts)	Schedule of Findings and Questioned Costs
General Information (S3300, S3700 and S3800 series of accounts)	Schedule of Findings and Questioned Costs and OMB Data Collection Form

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You are responsible for the presentation of the electronic submission and related hard copy documents listed in the above chart of LHA as of and for the year ended March 31, 2020 in accordance with the agreed-upon procedure which the U.S. Department of Housing and Urban Development, Real Estate Assessment Center (REAC), has specified, listed in the above chart; and for selecting the criteria and determining that such criteria are appropriate for your purposes.

You agree to assume all management responsibilities relating to the REAC submission we provide. Further, you agree to oversee the nonattest services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Management Responsibilities

Management is responsible for (1) establishing and maintaining effective internal controls, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole.

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You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon OR make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. Additional services will be billed at an average billable rate of \$150. We also may issue a separate engagement letter covering the additional non-audit services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to LHA; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

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The audit documentation for this engagement is the property of Garza/Gonzalez & Associates and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to HUD or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Garza/Gonzalez & Associate's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by HUD. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit when "Prepared By Client" schedules have been substantially completed and to issue our reports no later than December 31, 2020. René E. Gonzalez is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates. We estimate that we will invest approximately 700 hours performing the tasks outlined in this engagement letter. As such, our fee is estimated will be \$98,500. In addition, we will bill you for out-of-pocket travel expenses. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

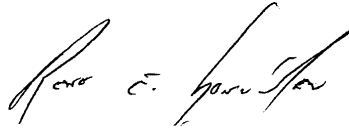
This engagement may be terminated by either the LHA or Garza/Gonzalez and Associates upon thirty days written notice.

We are providing you with a copy of our most recent external peer review report and any subsequent reports received during the contract period. Accordingly, our 2018 peer review report accompanies this letter.

We appreciate the opportunity to be of service to LHA and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Ms. Alma D. Mata
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Very truly yours,

A handwritten signature in black ink, appearing to read "René E. Gonzalez". The signature is fluid and cursive, with a large initial "R" and a stylized "G".

René E. Gonzalez, CPA
Senior Partner

RESPONSE:

This letter correctly sets forth the understanding of the Housing Authority of the City of Laredo.

By: _____

Title: _____

Date: _____



CPAs • Tax • Audit & Accounting

Empowering Peace of Mind
Report on the Firm's System of Quality Control

To the Owners of Garza Gonzalez & Associates
And the Peer Review Committee of the Texas Society of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Garza Gonzalez & Associates (the firm) in effect for the year ended May 31, 2018. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act, and an audit of an employee benefit plan.

As part of our review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Garza Gonzalez & Associates in effect for the year ended May 31, 2018, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Garza Gonzalez & Associates has received a peer review rating of *pass*.

BUMGARDNER, MORRISON & COMPANY, LLP

November 16, 2018

Bumgardner, Morrison & Company, LLP
Certified Public Accountants

Members: American Institute of Certified Public Accountants
Texas Society of Certified Public Accountants
AICPA Private Companies Practice Section
AICPA Employee Benefit Plan Audit Quality Center
AICPA Government Audit Quality Center

1501 E Mockingbird Lane, Suite 300
PO Box 3750
Victoria, Texas 77903-3750
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Website: BMCcpa.com

LHA COMMISSIONERS' COMMUNICATION

<u>DATE:</u> 08/14/2020	<u>SUBJECT:</u> Consideration for approval to enter into a public use agreement with local hotels that are assisting with quarantining homeless vulnerable clients (COVID-19) and agency referrals by providing the temporary placement of a microwave and mini-refrigerator for the room, and laundry equipment to maintain isolation and reduce community infectious spread. The agency is one of multiple service providers that serve on a COVID-19 Emergency Response Committee which assists with addressing emergency housing needs of COVID-19 positive community members.
<u>Item #:</u> 9D	
<u>INITIATED BY:</u> Alma D. Mata Executive Director	
<u>STAFF SOURCE</u>	
<u>PREVIOUS BOARD ACTION:</u> None	
<u>BACKGROUND:</u> LHA is one of multiple service providers that serve on a COVID-19 Emergency Response Committee which assists with addressing emergency housing needs of COVID-19 positive community members. The intent is to secure quarantine/isolation housing for that is suitable for COVID-19 positive community members without means to do so and through the committee members provided supportive services.	
<u>FINANCIAL:</u> Local	
<u>RECOMMENDATION:</u> Consideration for approval to enter into a public use agreement with local hotels that are assisting with quarantining homeless vulnerable clients (COVID-19) and agency referrals by providing the temporary placement of a microwave and mini-refrigerator for the room, and laundry equipment to maintain isolation and reduce community infectious spread. The agency is one of multiple service providers that serve on a COVID-19 Emergency Response Committee which assists with addressing emergency housing needs of COVID-19 positive community members.	

LHA COMMISSIONERS' COMMUNICATION

DATE: 08/14/2020	SUBJECT: Presentation and discussion with possible action related to the HUD-approved COVID-19 program waivers, associated time requirements for prompt use of funds, and establishing Board approval to proceed with use of any waivers.
Item #: 10A	
INITIATED BY: Alma D. Mata Executive Director	STAFF SOURCE
PREVIOUS BOARD ACTION: None.	
BACKGROUND: 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. HUD restated the waivers and alternative requirements established previously in Notice PIH 2020-05, provides additional waivers and alternative requirements, extends the periods of availability for previously established waivers and alternative requirements, and issues technical amendments to several of the previously established waivers and alternative requirements. The LHA has implemented a total of 11 waivers to date (see attached listing).	
FINANCIAL:	
RECOMMENDATION: Presentation and discussion with possible action related to the HUD-approved COVID-19 program waivers, associated time requirements for prompt use of funds, and establishing Board approval to proceed with use of any waivers.	

Attachment I: Summary of Public Housing and HCV Waivers and Alternative Requirements
(Refer back to the Notice using the item code for a full description and more detailed information.)

This chart summarizes the waivers authorized under this Notice and the availability period for each. As stated in Section 5, PHAs must keep written documentation on the waivers applied by the PHA as well as the effective dates. To fulfill those requirements, PHAs may but are not required to utilize the last two columns to record this information.

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
PH and HCV-1 PHA 5-Year and Annual Plan Submission Dates: Significant Amendment Requirements	<u>Statutory Authority</u> Section 5A(a)(1), Section 5A(b)(1), Section 5A(g), Section 5A(h)(2) <u>Regulatory Authority</u> §§ 903.5(a)(3), 903.5(b)(3), 903.13(c), 903.21, 903.23	<ul style="list-style-type: none"> Alternative dates for submission Changes to significant amendment process 	<ul style="list-style-type: none"> Varies based on FYE 12/31/20 		
PH and HCV-2 Family Income and Composition: Delayed Annual Examinations	<u>Statutory Authority</u> Section 3(a)(1) <u>Regulatory Authority</u> §§ 982.516(a)(1), 960.257(a)	<ul style="list-style-type: none"> Permits the PHA to delay the annual reexamination of income and family composition HCV PHAs must implement HCV-7 for impacted families if they implement this waiver 	<ul style="list-style-type: none"> 12/31/20 		
PH and HCV-3 Family Income	<u>Regulatory Authority</u> §§ 5.233(a)(2),	<ul style="list-style-type: none"> Waives the requirements to use the 	<ul style="list-style-type: none"> 12/31/20 		

Attachment I: Summary of Public Housing and HCV Waivers and Alternative Requirements
(Refer back to the Notice using the item code for a full description and more detailed information.)

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
and Composition: Annual Examination; Income Verification Requirements	960.259(c), 982.516(a) <u>Sub-regulatory Guidance</u> PIH Notice 2018-18	income hierarchy, including the use of EIV, and will allow PHAs to consider self-certification as the highest form of income verification <ul style="list-style-type: none"> • PHAs that implement this waiver will be responsible for addressing material income discrepancies that may arise later 			
PH and HCV-4 Family Income and Composition: Interim Examinations	<u>Statutory Authority</u> Section 3(a)(1) <u>Regulatory Authority</u> §§ 5.233(a)(2), 982.516(c)(2), 960.257(a), (b) and (d), 960.259(c) <u>Sub-regulatory Guidance</u> PIH Notice 2018-18	<ul style="list-style-type: none"> • Waives the requirement to use the income verification requirements, including the use of EIV, for interim reexaminations 	<ul style="list-style-type: none"> • 12/31/20 		

Attachment I: Summary of Public Housing and HCV Waivers and Alternative Requirements
(Refer back to the Notice using the item code for a full description and more detailed information.)

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
PH and HCV-5 Enterprise Income Verification (EIV) Monitoring	<u>Regulatory Authority</u> § 5.233 <u>Sub-regulatory Guidance</u> PIH Notice 2018-18	<ul style="list-style-type: none"> • Waives the mandatory EIV monitoring requirements. 	<ul style="list-style-type: none"> • 12/31/20 		
PH and HCV-6 Family Self-Sufficiency (FSS) Contract of Participation: Contract Extension	<u>Regulatory Authority</u> § 984.303(d)	<ul style="list-style-type: none"> • Provides for extensions to FSS contract of participation 	<ul style="list-style-type: none"> • 12/31/20 		
PH and HCV-7 Waiting List: Opening and Closing; Public Notice	<u>Regulatory Authority</u> § 982.206(a)(2) <u>Sub-regulatory Guidance</u> PIH Notice 2012-34	<ul style="list-style-type: none"> • Waives public notice requirements for opening and closing waiting list • Requires alternative process 	<ul style="list-style-type: none"> • 12/31/20 		
HQS-1 Initial Inspection Requirements	<u>Statutory Authority</u> Section 8(o)(8)(A)(i), Section 8(o)(8)(C) <u>Regulatory Authority</u> §§ 982.305(a),	<ul style="list-style-type: none"> • Changes initial inspection requirements, allowing for owner certification 	<ul style="list-style-type: none"> • 12/31/20 		

Attachment I: Summary of Public Housing and HCV Waivers and Alternative Requirements
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Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
	982.305(b), 982.405	<p>that there are no life-threatening deficiencies</p> <ul style="list-style-type: none"> Where self-certification was used, PHA must inspect the unit no later than 1-year anniversary of date of owner's certification. 	<ul style="list-style-type: none"> 1-year anniversary of date of owner's certification 		
HQS-2: Project-Based Voucher (PBV) Pre-HAP Contract Inspections: PHA Acceptance of Completed Units	<p><u>Statutory Authority:</u> Section 8(o)(8)(A)</p> <p><u>Regulatory Authority:</u> §§ 983.103(b), 983.156(a)(1)</p>	<ul style="list-style-type: none"> Changes inspection requirements, allowing for owner certification that there are no life-threatening deficiencies Where self-certification was used, PHA must inspect the unit no later than 1-year anniversary of date of owner's certification. 	<ul style="list-style-type: none"> 12/31/20 1-year anniversary of date of owner's certification 		
HQS-3 Initial Inspection: Non-Life-Threatening Deficiencies (NLT) Option	<p><u>Statutory Authority</u> Section 8(o)(8)(A)(ii)</p> <p><u>Sub-regulatory Guidance</u> HOTMA HCV Federal</p>	<ul style="list-style-type: none"> Allows for extension of up to 30 days for owner repairs of non-life threatening conditions 	<ul style="list-style-type: none"> 12/31/20 		

Attachment I: Summary of Public Housing and HCV Waivers and Alternative Requirements
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Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
	Register Notice January 18, 2017				
HQS-4 HQS Initial Inspection Requirement: Alternative Inspection Option	<u>Statutory Authority</u> Section 8(o)(8)(A)(iii) <u>Sub-regulatory Guidance</u> HOTMA HCV Federal Register Notice January 18, 2017	<ul style="list-style-type: none"> Under Initial HQS Alternative Inspection Option - allows for commencement of assistance payments based on owner certification there are no life-threatening deficiencies Where self-certification was used, PHA must inspect the unit no later than 1-year anniversary of date of owner's certification. 	<ul style="list-style-type: none"> 12/31/20 1-year anniversary of date of owner's certification 		
HQS-5 HQS Inspection Requirement: Biennial Inspections	<u>Statutory Authority</u> Section 8(o)(D) <u>Regulatory Authority</u> §§ 982.405(a), 983.103(d)	<ul style="list-style-type: none"> Allows for delay in biennial inspections All delayed biennial inspections must be completed as soon as reasonably possible but by no later than 1 year after the date on which 	<ul style="list-style-type: none"> 10/31/20 1 year after the date on which the biennial inspection would have been required absent the waiver 		

Attachment I: Summary of Public Housing and HCV Waivers and Alternative Requirements
(Refer back to the Notice using the item code for a full description and more detailed information.)

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
		the biennial inspection would have been required absent the waiver.			
HQS-6 HQS Interim Inspections	<u>Statutory Authority</u> Section 8(o)(8)(F) <u>Regulatory Authority</u> §§ 982.405(g), 983.103(e)	<ul style="list-style-type: none"> • Waives the requirement for the PHA to conduct interim inspection and requires alternative method • Allows for repairs to be verified by alternative methods 	<ul style="list-style-type: none"> • 12/31/20 		
HQS-7 PBV Turnover Unit Inspections	<u>Regulatory Authority</u> § 983.103(c)	<ul style="list-style-type: none"> • Allows for PBV turnover units to be filled based on owner certification there are no life-threatening deficiencies • Allows for delayed full HQS inspection NLT than 1-year anniversary of date of owner's certification. 	<ul style="list-style-type: none"> • 12/31/20 • 1-year anniversary of date of owner's certification 		

Attachment I: Summary of Public Housing and HCV Waivers and Alternative Requirements
(Refer back to the Notice using the item code for a full description and more detailed information.)

Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
HQS-8: PBV HAP Contract: HQS Inspections to Add or Substitute Units	<u>Statutory Authority</u> Section 8(o)(8)(A) <u>Regulatory Authority</u> §§ 983.207(a), 983.207(b) <u>Sub-regulatory Guidance</u> HOTMA HCV Federal Register Notice January 18, 2017	<ul style="list-style-type: none"> Allows for PBV units to be added or substituted in the HAP contract based on owner certification there are no life-threatening deficiencies Allows for delayed full HQS inspection NLT 1-year anniversary of date of owner's certification 	<ul style="list-style-type: none"> 12/31/20 1-year anniversary of date of owner's certification 		
HQS-9 HQS Quality Control Inspections	<u>Regulatory Authority</u> §§ 982.405(b), 983.103(e)(3)	<ul style="list-style-type: none"> Provides for a suspension of the requirement for QC sampling inspections 	<ul style="list-style-type: none"> 12/31/20 		
HQS-10 Housing Quality Standards: Space and Security	<u>Regulatory Authority</u> § 982.401(d)	<ul style="list-style-type: none"> Waives the requirement that each dwelling unit have at least 1 bedroom or living/sleeping room for each 2 persons. 	Remains in effect one year from lease term or date of this Notice, whichever is longer		
HQS-11 Homeownership Option: Initial	<u>Statutory Authority</u> Section 8(o)(8)(A)(i), Section 8(y)(3)(B)	<ul style="list-style-type: none"> Waives the requirement to perform an initial HQS inspection in 	<ul style="list-style-type: none"> 12/31/20 		

Attachment I: Summary of Public Housing and HCV Waivers and Alternative Requirements
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Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
HQS Inspection	<u>Regulatory Authority</u> § 982.631(a)	order to begin making homeownership assistance payments <ul style="list-style-type: none"> Requires family to obtain independent professional inspection 			
HCV-1 Administrative Plan	<u>Regulatory Authority</u> § 982.54(a)	<ul style="list-style-type: none"> Establishes an alternative requirement that policies may be adopted without board approval Any provisions adopted informally must be adopted formally NLT December 31, 2020 	<ul style="list-style-type: none"> 9/30/20 12/31/20 		
HCV-2 Information When Family is Selected: PHA Oral Briefing	<u>Regulatory Authority</u> §§ 982.301(a)(1), 983.252(a)	<ul style="list-style-type: none"> Waives the requirement for an oral briefing Provides for alternative methods to conduct required voucher briefing 	<ul style="list-style-type: none"> 12/31/20 		
HCV-3 Term of Voucher:	<u>Regulatory Authority</u> § 982.303(b)(1)	<ul style="list-style-type: none"> Allows PHAs to provide voucher 	<ul style="list-style-type: none"> 12/31/20 		

Attachment I: Summary of Public Housing and HCV Waivers and Alternative Requirements
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Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
Extensions of Term		extensions regardless of current PHA policy			
HCV-4 PHA Approval of Assisted Tenancy: When HAP Contract is Executed	<u>Regulatory Authority § 982.305(c)</u>	<ul style="list-style-type: none"> Provides for HAP payments for contracts not executed within 60 days PHA must not pay HAP to owner until HAP contract is executed 	<ul style="list-style-type: none"> 12/31/20 		
HCV-5 Absence from Unit	<u>Regulatory Authority § 982.312</u>	<ul style="list-style-type: none"> Allows for PHA discretion on absences from units longer than 180 days PHAs must not make HAP payments beyond 12/31/20 for units vacant more than 180 consecutive days 	<ul style="list-style-type: none"> 12/31/20 		
HCV-6 Automatic Termination of HAP Contract	<u>Regulatory Authority § 982.455</u>	<ul style="list-style-type: none"> Allows PHA to extend the period of time after the last HAP payment is made before the HAP contract 	<ul style="list-style-type: none"> 12/31/20 		

Attachment I: Summary of Public Housing and HCV Waivers and Alternative Requirements
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Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
		terminates automatically.			
HCV-7 Increase in Payment Standard During HAP Contract Term	<u>Regulatory Authority</u> § 982.505(c)(4)	<ul style="list-style-type: none"> Provides PHAs with the option to increase the payment standard for the family at any time after the effective date of the increase, rather than waiting for the next regular reexamination to do so. 	<ul style="list-style-type: none"> 12/31/20 		
HCV-8 Utility Allowance Schedule: Required Review and Revision	<u>Regulatory Authority</u> § 982.517	<ul style="list-style-type: none"> Provides for delay in updating utility allowance schedule 	<ul style="list-style-type: none"> 12/31/20 		
HCV-9 Homeownership Option: Homeownership Counseling	<u>Statutory Authority</u> Section 8(y)(1)(D) <u>Regulatory Authority</u> §§ 982.630, 982.636(d)	<ul style="list-style-type: none"> Waives the requirement for the family to obtain pre-assistance counseling 	<ul style="list-style-type: none"> 12/31/20 		

Attachment I: Summary of Public Housing and HCV Waivers and Alternative Requirements
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Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
HCV-10 Family Unification Program (FUP): FUP Youth Age Eligibility to Enter HAP Contract	<u>Statutory Authority</u> Section 8(x)(2)	<ul style="list-style-type: none"> Allows PHAs to increase age to 26 for foster youth initial lease up 	<ul style="list-style-type: none"> 12/31/20 		
HCV-11 Family Unification Program (FUP): Length of Assistance for Youth	<u>Statutory Authority</u> Section 8(x)(2)	<ul style="list-style-type: none"> Allows PHAs to suspend terminations of assistance for FUP youth who will reach the 36-month limit between April 10, 2020, and December 31, 2020 	<ul style="list-style-type: none"> 12/31/20 		
HCV-12 Family Unification Program (FUP): Timeframe for Referral	<u>Statutory Authority</u> Section 8(x)(2)	<ul style="list-style-type: none"> Allows PHAs to accept referrals of otherwise eligible youth who will leave foster care within 120 days 	<ul style="list-style-type: none"> 12/31/20 		
HCV-13 Homeownership: Maximum Term	<u>Regulatory Authority</u> § 982.634(a)	<ul style="list-style-type: none"> Allows a PHA to extend homeownership 	<ul style="list-style-type: none"> 12/31/20 		

Attachment I: Summary of Public Housing and HCV Waivers and Alternative Requirements
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Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
of Assistance		assistance for up to 1 additional year			
HCV-14 Mandatory Removal of Unit from PBV HAP Contract	<u>Regulatory Authority</u> §§ 983.211(a); 983.258	<ul style="list-style-type: none"> Allows a PHA to keep a PBV unit under contract for a period of time that extends beyond 180 from the last HAP but does not extend beyond December 31, 2020 	<ul style="list-style-type: none"> 12/31/20 		
PH-1 Fiscal Closeout of Capital Grant Funds	<u>Regulatory Authority</u> § 905.322(b)	<ul style="list-style-type: none"> Extension of deadlines for ADCC and AMCC 	Varies by PHA		
PH-2 Total Development Costs	<u>Regulatory Authority</u> § 905.314(c) - (d)	<ul style="list-style-type: none"> Waives the TDC and HCC limits permitting approval of amounts in excess of published TDC by 25% to 50% on a case by case basis 	Applies to development proposals submitted to HUD no later than December 31, 2021		
PH-3 Cost and Other Limitations: Types of Labor	<u>Regulatory Authority</u> § 905.314(j)	<ul style="list-style-type: none"> Allows for the use of force account labor for modernization 	<ul style="list-style-type: none"> 12/31/20 		

Attachment I: Summary of Public Housing and HCV Waivers and Alternative Requirements
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Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
		activities in certain circumstances			
PH-4 ACOP: Adoption of Tenant Selection Policies	<u>Regulatory Authority</u> § 960.202(c)(1)	<ul style="list-style-type: none"> Establishes an alternative requirement that policies may be adopted without board approval Any provisions adopted informally must be adopted formally NLT December 31, 2020 	<ul style="list-style-type: none"> 9/30/20 12/31/20 		
PH-5 Community Service and Self- Sufficiency Requirement (CSSR)	<u>Statutory Authority</u> Section 12(c) <u>Regulatory Authority</u> §§ 960.603(a) and 960.603(b)	<ul style="list-style-type: none"> Temporarily suspends CSSR 	<ul style="list-style-type: none"> 3/31/21 		
PH-6 Energy Audits	<u>Regulatory Authority</u> § 965.302	<ul style="list-style-type: none"> Allows for delay in due dates of energy audits 	One year beyond 2020 audit deadline		
PH-7 Over-Income Families	<u>Statutory Authority</u> Section 16(a)(5) <u>Sub-regulatory</u> <u>Guidance</u>	<ul style="list-style-type: none"> Changes to timeframes for determination of over-income 	<ul style="list-style-type: none"> 12/31/20 		

Attachment I: Summary of Public Housing and HCV Waivers and Alternative Requirements
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Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
	Housing Opportunity Through Modernization Act of 2016: Final Implementation of the Public Housing Income Limit 83 FR 35490, Notice PIH 2019-11				
PH-8 Resident Council Elections	<u>Regulatory Authority</u> § 964.130(a)(1)	<ul style="list-style-type: none"> Provides for delay in resident council elections 	<ul style="list-style-type: none"> 12/31/20 		
PH-9 Review and Revision of Utility Allowance	<u>Regulatory Authority</u> § 965.507	<ul style="list-style-type: none"> Provides for delay in updating utility allowance schedule 	<ul style="list-style-type: none"> 12/31/20 		
PH-10 Tenant Notifications for Changes to Project Rules and Regulations	<u>Regulatory Authority</u> § 966.5	<ul style="list-style-type: none"> Advance notice not required except for policies related to tenant charges 	<ul style="list-style-type: none"> 12/31/20 		

Attachment I: Summary of Public Housing and HCV Waivers and Alternative Requirements
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Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
PH-11: Designated Housing Plan Renewals	<u>Statutory Authority:</u> Section 7(f)	<ul style="list-style-type: none"> Extends the Plan's effective period through December 31, 2020, for Plans due to expire between the date of this Notice and December 31, 2020. 	<ul style="list-style-type: none"> 12/31/20 		
PH-12: Public Housing Agency Annual Self-Inspections	<u>Statutory Authority:</u> Section 6(f)(3) <u>Regulatory Authority:</u> § 902.20(d)	<ul style="list-style-type: none"> Waives the requirement that the PHA must inspect each project 	<ul style="list-style-type: none"> 12/31/20 		
11a PHAS	<u>Regulatory Authority</u> 24 CFR Part 902	<ul style="list-style-type: none"> Allows for alternatives related to inspections PHA to retain prior year PHAS score unless requests otherwise 	HUD will resume issuing new PHAS scores starting with PHAs with FYE dates of 3/31/21	N/A	N/A
11b SEMAP	<u>Regulatory Authority</u> 24 CFR Part 985	<ul style="list-style-type: none"> PHA to retain prior year SEMAP score unless requests otherwise 	HUD will resume issuing new SEMAP scores starting with PHAs with FYE dates of 3/31/21	N/A	N/A

Attachment I: Summary of Public Housing and HCV Waivers and Alternative Requirements
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Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
11c Uniform Financial Reporting Standards: Filing of Financial Reports; Reporting Compliance Dates	<u>Regulatory Authority</u> §§ 5.801(c), 5.801(d)(1)	<ul style="list-style-type: none"> Allows for extensions of financial reporting deadlines 	Varies by PHA FYE		
12a PHA Reporting Requirements on HUD Form 50058	<u>Regulatory Authority</u> 24 CFR Part 908, § 982.158 <u>Sub-regulatory Guidance</u> PIH Notice 2011-65	<ul style="list-style-type: none"> Waives the requirement to submit 50058 within 60 days Alternative requirement to submit within 90 days of the effective date of action 	<ul style="list-style-type: none"> 12/31/20 		
12b Designated Housing Plans: HUD 60-Day Notification	<u>Statutory Authority</u> Section 7(e)(1)	<ul style="list-style-type: none"> Allows for HUD to delay notification about designated housing plan 	<ul style="list-style-type: none"> 7/31/20 	N/A	N/A
12c Extension of Deadline for	<u>Statutory Authority</u> Section 9(j)	<ul style="list-style-type: none"> Provides a one-year extension 	For all open Capital Fund grants, one-year extension from the		

Attachment I: Summary of Public Housing and HCV Waivers and Alternative Requirements
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Item	Statutory and regulatory waivers	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement?	Date of PHA adoption
Programmatic Obligation and Expenditure of Capital Funds	<u>Regulatory Authority</u> § 905.306(d)(5)		obligation and expenditure end dates in LOCCS as of April 10, 2020		

Attachment II: Summary of IHBG and ICDBG Statutory and Regulatory Waivers and Alternative Requirements

COVID-19 Statutory and Regulatory Waivers for ONAP programs				
Item	Statutory and Regulatory Waivers	Waiver/Alternative Requirement Summary		
13a. Application Process for IHBG-CARES Grants and Indian Housing Plan (IHP) Requirements	Statutory Authority: Section 101(b), Section 102, and Section 103 of NAHASDA Regulatory Authority: 24 C.F.R. §§ 1000.214; 1000.218;1000.220; 1000.224; 1000.226; 1000.228;1000.230; and 1000.232	1) <i>Abbreviated IHP to Receive IHBG-CARES Grant Funding:</i> Applicants for IHBG-CARES funding must submit an abbreviated IHP specifying how the funds will be used.		
		2) <i>Recipients that did Not Submit an IHP in FY2020:</i> A Tribe or TDHE that did not submit a timely or compliant IHP in FY 2020 may still qualify for an IHBG-CARES grant.		
		3) <i>IHP Certifications:</i> IHBG recipients that cannot provide HUD with IHP certifications may still submit an Abbreviated IHP provided an authorized official of the IHBG recipient provides a statement on inability to secure certifications.		
		4) <i>Reprogramming of FY2020 IHBG Funding:</i> FY2020 IHBG funds may be reprogrammed to address COVID-19 through streamlined process.		
13b. IHP Submission Deadline for Annual IHBG Formula Grants	Statutory Authority: Section 101(b) and 102(a) of NAHASDA, Regulatory Authority: 24 CFR §§ 1000.214, 1000.216, 1000.225	IHP Submission Deadlines Extended	Original IHP Due Date	Extension
			1/17/2020	10/16/2020
			4/17/2020	10/16/2020
			7/18/2020	1/17/2021
13c. Annual Performance Report	Statutory Authority: Sections 403 and 404 of NAHASDA,	APR Submission Deadlines Extended	Original APR Due Date	Extension
			3/30/2020	9/27/2020

Attachment II: Summary of IHBG and ICDBG Statutory and Regulatory Waivers and Alternative Requirements

Submission Deadline	Regulatory Authority: 24 CFR § 1000.514		6/29/2020 9/30/2020	12/30/2020 12/30/2020
13d. Income Verification	Regulatory Authority: 24 CFR § 1000.128	IHBG recipients may deviate from their current written admissions and occupancy policies, including allowing less frequent income recertifications, remote income verification, and self-certification over the phone or email.		
13e. Public Health Services	Statutory Authority: Section 202(3) of NAHASDA	Recipients may use IHBG-CARES funding to carry out a wide range of public health services.		
13f. COVID-19-Related Assistance to Non-Low Income and Non-Native Families	Statutory Authority: Section 201(b) of NAHASDA, Regulatory Authority: 24 CFR §§ 1000.104, 1000.106, 1000.108, 1000.110, 1000.312, 1000.314, 1000.318	Recipients may use IHBG-CARES funding to prevent, prepare for, and respond to COVID-19 through certain limited activities that provide assistance to all affected and threatened people without regard to income limits or Indian status.		
13g. Useful Life	Statutory Authority: Section 205 of NAHASDA, Regulatory Authority: 24 CFR §§ 1000.141, 1000.142, 1000.143, 1000.144, 1000.146, 1000.147	If the assistance is related to inhibiting the spread of COVID-19 to low-income Indian families and the Tribal community, Recipients may use IHBG-CARES funding to assist housing units without determining and maintaining affordability during their useful life.		

Attachment II: Summary of IHBG and ICDBG Statutory and Regulatory Waivers and Alternative Requirements

13h. Total Development Cost (TDC) Limits	Regulatory Authority: 24 CFR §§ 1000.156, 1000.158, 1000.160, 1000.162	Recipients may exceed TDC by 20 percent without HUD approval for dwelling and non-dwelling units developed, acquired or assisted to prevent, prepare for, and respond to COVID-19.
13i. Prohibition Against Investment of CARES Act Grant Funds	Statutory Authority: Section 204(b) of NAHASDA, Regulatory Authority: 24 CFR § 1000.58	Recipients are prohibited from investing any IHBG funding provided under the CARES Act.
13j. IHBG-CARES Funds Not Counted in Undisbursed Funds Factor	Regulatory Authority: 24 CFR § 1000.342	IHBG-CARES funds will not count towards an IHBG recipient's prior years' undisbursed funds when applying the Undisbursed Funds Factor under the IHBG formula.
14a. Citizen Participation	Statutory Authority: Section 104 of the Housing and Community Development Act of 1974 (HCD Act) Regulatory Authority: 24 CFR § 1003.604	Indian tribes are not required to hold one or more meetings to obtain the views of residents before applying for ICDBG-CARES grant funding or amending their FY 2019/2020 ICDBG grants to address COVID-19.
14b. Application Process for ICDBG-CARES Grants and Funding Criteria		<i>1) Criteria for Funding:</i> With respect to applications for ICDBG-CARES grants and FY 2019/2020 ICDBG Imminent Threat grants to address the COVID-19 crisis, the urgency and immediacy of the threat will be presumed.

Attachment II: Summary of IHBG and ICDBG Statutory and Regulatory Waivers and Alternative Requirements

Regulatory Authority: 24 CFR §§ 1003.400, 1003.401, 1003.402; Section I.A.1.b. of FY19/20 ICDBG Notice of Funding Availability (NOFA)		<p>2) <i>Grant Ceilings</i>: Current grant ceilings are waived for ICDBG-CARES and will be set in an ICDBG-CARES Implementation Notice to be published in the very near future.</p> <p>3) <i>Reimbursement of Costs and Letter to Proceed</i>: ICDBG applicants and grantees to receive ICDBG-CARES grants do not have to demonstrate other Tribal funding sources cannot be made available to alleviate the threat and may use the funding to cover or reimburse costs to prevent, prepare for, and respond to COVID-19 without a Letter to Proceed from the area ONAP.</p> <p>4) <i>Availability of Funds</i>: If ICDBG-CARES grant funds are not awarded in a fiscal year, HUD reserves the right to adjust how funding is awarded to ensure needs of Tribes are met, including possibly setting aside a portion of funding to address the needs of Tribes with the greatest needs.</p>
14c. Removal of Public Services 15 Percent Cap under FY 2019 and FY 2020 ICDBG Grants	Statutory Authority: Section 105 of the HCD Act; Regulatory Authority: 24 CFR § 1003.201(e); FY 19/20 ICDBG NOFA	HUD is eliminating the 15 percent cap on FY 2019/2020 ICDBG funding (both Single Purpose and Imminent Threat grants).
14d. Rental Assistance, Utility Assistance, Food, Clothing, and Other Emergency Assistance	Statutory Authority: Section 105 of the HCD Act; Regulatory Authority: 24 CFR § 1003.207(b)(4)	ICDBG grant funds may be used to provide emergency payments for low and moderate income individuals or families impacted by COVID-19 for items such as food, medicine, clothing, and other necessities, as well as utility payment assistance.

Attachment II: Summary of IHBG and ICDBG Statutory and Regulatory Waivers and Alternative Requirements

14e. Purchase of Equipment	Regulatory Authority: 24 CFR §§ 1003.207(b)(1); 1003.201(c)(1)(ii)	Grantees may use of ICDBG funds for the purchase of medical and personal protective equipment to prevent, prepare for, and respond to the COVID-19.
14f. Operating Expenses for Public Facilities	Regulatory Authority: 24 CFR § 1003.207(b)(2)	Grantees may use ICDBG funds to pay operating and maintenance expenses of any public facility, to the extent it is used for COVID-19-related purposes but not for staffing costs of public facilities.
14g. New Housing Construction by Tribes	Statutory Authority: Section 105 of the HCD Act, Regulatory Authority: 24 CFR § 1003.207(b)(3)	ICDBG grantees may use ICDBG funds to carry out new housing construction under certain conditions without having to use a CBDO.

LHA COMMISSIONERS' COMMUNICATION

<u>DATE:</u> 08/14/2020	<u>SUBJECT:</u> Discussion and possible action to set out a COVID-19 procurement procedure for emergency purposed pursuant to CFR 85.36(d)(4).
<u>Item #:</u> 10B	
<u>INITIATED BY:</u> Alma D. Mata Executive Director	
<u>STAFF SOURCE</u>	
<u>PREVIOUS BOARD ACTION:</u> None.	
<u>BACKGROUND:</u> CFR 85.36(d)(4) Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source, or after solicitation of a number of sources, competition is determined inadequate. (i) Procurement by noncompetitive proposals may be used only when the award of a contract is infeasible under small purchase procedures, sealed bids or competitive proposals and one of the following circumstances applies: (A) The item is available only from a single source; (B) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation. (C) The awarding agency authorizes noncompetitive proposals; or (D) After solicitation of a number of sources, competition is determined inadequate. (ii) Cost analysis, i.e., verifying the proposed cost data, the projections of the data, and the evaluation of the specific elements of costs and profit, is required. (iii) Grantees and sub grantees may be required to submit the proposed procurement to the awarding agency for pre-award review in accordance with paragraph (g) of this section.	
<u>FINANCIAL:</u> None.	
<u>RECOMMENDATION:</u> Discussion and possible action to set out a COVID-19 procurement procedure for emergency purposed pursuant to CFR 85.36(d)(4).	

LHA COMMISSIONERS' COMMUNICATION

<u>DATE:</u> 08/14/2020	<u>SUBJECT:</u> Discussion and possible action to approve the Interlocal Agreement with Webb County for Payment in Lieu of Taxes and the issuance of payment for accrued annual amounts through FYE 2020, totaling an estimated \$371,933.10.																																													
<u>Item #:</u> 10C																																														
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <u>INITIATED BY:</u> Alma D. Mata Executive Director </div> <div style="width: 45%; text-align: right;"> <u>STAFF SOURCE</u> </div> </div>																																														
<u>PREVIOUS BOARD ACTION:</u> None																																														
<u>BACKGROUND:</u> Pursuant to §392.005(a) of the Texas Local Government Code, the Local Authority's properties are exempt from all taxes and special assessments of a municipality, a county, another political subdivision, or the State of Texas. On July 13, 2019, LHA presented to the Webb County Commissioners Court, in an effort to establish an interlocal agreement with the taxing entity establishing the use of the PILOT funds for joint community projects. The court voted to divide the funds among all precincts. On July 13, 2020, the Webb County Commissioners Court voted to accept 100% of PILOT funds for County purposed given the County's current financial condition and loss of oil and gas tax and sales tax sector revenue, directly associated with the COVID-19 health crisis.																																														
<u>FINANCIAL:</u> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 15%;">2008</td><td style="width: 10%;">\$18,509.73</td><td style="width: 75%;"></td></tr> <tr><td>2009</td><td>\$16,478.97</td><td></td></tr> <tr><td>2010</td><td>\$19,156.00</td><td></td></tr> <tr><td>2011</td><td>\$22,086.00</td><td></td></tr> <tr><td>2012</td><td>\$33,130.92</td><td></td></tr> <tr><td>2013</td><td>\$36,886.36</td><td></td></tr> <tr><td>2014</td><td>\$39,148.89</td><td></td></tr> <tr><td>2015</td><td>\$39,777.57</td><td></td></tr> <tr><td>2016</td><td>\$34,261.48</td><td></td></tr> <tr><td>2017</td><td>\$31,685.90</td><td></td></tr> <tr><td>2018</td><td>\$30,230.13</td><td></td></tr> <tr><td>2019</td><td>\$24,899.08</td><td></td></tr> <tr><td>2020</td><td><u>\$25,682.07</u></td><td></td></tr> <tr><td colspan="3"> </td></tr> <tr> <td>Total</td> <td><u>\$</u></td> <td><u>371,933.10</u></td> </tr> </table>		2008	\$18,509.73		2009	\$16,478.97		2010	\$19,156.00		2011	\$22,086.00		2012	\$33,130.92		2013	\$36,886.36		2014	\$39,148.89		2015	\$39,777.57		2016	\$34,261.48		2017	\$31,685.90		2018	\$30,230.13		2019	\$24,899.08		2020	<u>\$25,682.07</u>					Total	<u>\$</u>	<u>371,933.10</u>
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RECOMMENDATION:

Board action to approve the Interlocal Agreement with Webb County for Payment in Lieu of Taxes and the issuance of payment for accrued annual amounts through FYE 2020, totaling an estimated \$371,933.10.



Webb County Commissioners Court

Leroy R. Medford

Commissioners Court Administrator

1000 Houston Street, 2nd floor, Laredo, Texas 78040

Office (956) 523-5930 / Fax (956) 523-5938

July 28, 2020

Mr. Jose L. Ceballos
Chair
Laredo Housing Authority
2000 San Francisco Avenue
Laredo, Texas 78040

Mr. Doug Poneck
700 North St. Mary's Street
Suite 850
San Antonio, Texas 78205

Re: Payment in Lieu of Taxes funds

Gentlemen:

On July 13, 2020 the Webb County Commissioners Court considered the PILOT funds that have been retained by the Laredo Housing Authority:

Agenda Item 41. was posted as "Discussion and possible action to accept all or a portion of Three Hundred Seventy-One Thousand Nine Hundred Thirty-Three Dollars and Ten cents (\$371,933.10) of Payment in Lieu of Taxes (PILOT) funds, which represents funds accumulated by the Housing Authority of the City of Laredo from 2008-2020 and not distributed to the County or enter into an Interlocal Government Agreement (Chapter 791 Texas Government Code) with the Housing Authority to allow the Housing Authority to retain all or a portion of the funds to, either directly or through one of the Local Authority's non-profit instrumentalities, provide affordable housing and/or other related services by LHA and any matters incident thereto; authorizing the County Judge to sign all relevant documents."

In light of current financial conditions, the County finds itself in the unenviable position of having to maximizing available funds to offset losses in the oil and gas tax and sales tax sectors. For these reasons, the Court voted to accept and use these funds for County purposes.

Please remit these funds to my attention at your earliest convenience.

Sincerely,

A handwritten signature in blue ink, appearing to read 'L. Medford', written in a cursive style.

Leroy Medford
Commissioners Court Administrator

Cc: Honorable Tano E. Tijerina
Webb County Judge

Honorable Jesse Gonzalez
Commissioner Precinct 1

Honorable Rosaura "Wawi" Tijerina
Commissioner Precinct 2

Honorable John C. Galo
Commissioner Precinct 3

Honorable Cindy Liendo
Commissioner Precinct 4

Mr. Adelaido "Lalo" Uribe
County Judge Executive Administrator and Budget Officer

**INTERLOCAL AGREEMENT
BETWEEN THE HOUSING AUTHORITY OF THE CITY OF LAREDO
AND THE COUNTY OF WEBB**

This Interlocal Agreement ("Agreement") is entered into effective _____, 2020, between the HOUSING AUTHORITY OF THE CITY OF LAREDO (the "Local Authority" or "LHA") and THE COUNTY OF WEBB (the "County"). For purposes of this Agreement, the Local Authority and the County will be collectively referred to herein as the "Parties."

RECITALS

WHEREAS, the Housing Authority of the City of Laredo is a public corporation organized pursuant to Texas Local Government Code §§ 392.001 *et seq.*, with its principal place of business located at 2000 San Francisco Avenue, Laredo, Webb County, Texas that operates as a public housing authority with related non-profit corporate instrumentalities; and

WHEREAS, the County of Webb is organized pursuant to Texas Local Government Code §§ _____ *et seq.*, with its principal place of business located at 1000 Houston Street, Laredo, Webb County, Texas; and

WHEREAS, the Local Authority and the County desire to enter into an agreement pertaining to the distribution between the two entities of funds for payment in lieu of taxes ("PILOT"); and

WHEREAS, the County intends to utilize funds paid under this agreement for activities and projects set forth within its County public purpose, which may or may not include the LHA in furtherance of affordable housing and similar projects serving low-to-moderate income families; and

WHEREAS, LHA additionally finds and declares that LHA's provision of affordable housing serving low-to-moderate income families, and/or other related services for the community served by the County represent a valid LHA public purpose as it also serves the interests of LHA and its residents; and

WHEREAS, this agreement is authorized by the Interlocal Cooperation Act, Chapter 791, Texas Government Code;

NOW THEREFORE, in consideration of the mutual representations, terms, and covenants hereinafter set forth, the parties agree as follows:

1. **Recitals.** The Parties acknowledge that the "WHEREAS" clauses in the preceding paragraphs are true and correct, and are incorporated herein as material parts of this Agreement.

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INTERLOCAL AGREEMENT BETWEEN
THE HOUSING AUTHORITY OF THE CITY OF LAREDO
AND THE COUNTY OF WEBB

2. **Prior Agreements.** This Agreement supersedes and replaces the Prior PILOT Agreements to the extent they purport to pertain to, control or affect the County's rights to receive, or actual receipt of, PILOT monies.
3. **Local Authority Responsibilities.** If the County elects to fund projects through the Local Authority, the Local Authority shall use the PILOT funds, either directly or through one of the Local Authority's non-profit instrumentalities, to provide affordable housing, including development, acquisition, and construction, and similar projects serving low-to-moderate income families, and/or other related services by LHA for the County and its community.
4. **Tax Exempt Properties and Payment In lieu of Taxes**
 - (a) Under the constitution and statutes of the State of Texas all property owned by the Local Authority is exempt from all real and personal property taxes and special assessments levied or imposed by any taxing body.
 - (b) **Payment and use of PILOT funds.** For all PILOT funds that have accrued and will continue to accrue and become due to the County by May 31st annually, and where there is agreed project funding by the County to the Local Authority, the County agrees to promptly, within 60 days, tender PILOT funds that have accrued and will continue to accrue upon execution of this Agreement. The Local Authority shall use PILOT funds only as described in this Agreement.
5. **The County's Responsibilities.** The County, without cost or charge to the Local Authority or the tenants of any Local Authority Project (other than the Payment In Lieu of Taxes), shall continue to support the services described in the recitals, and the County cannot look financially to the Local Authority beyond the PILOT payments.
6. **No Other Cooperation Agreement.** No interlocal or other agreement related to PILOT payments heretofore entered into between the County and the Local Authority shall be construed to apply.
7. **No Financial Interest in Project.** No member of the governing body of the County or any other public official of the County may exercise any responsibility for functions with respect to any property of the Local Authority during such person's tenure or for one year thereafter. If any such governing body member or such other public official of the County involuntarily acquires or had acquired prior to the beginning of his tenure any such interest, such member or official shall immediately disclose such interest to the Local Authority.
8. **Termination.** Either party may terminate this agreement upon giving the other party twelve (12) months advance written notice of intention to terminate.

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INTERLOCAL AGREEMENT BETWEEN
THE HOUSING AUTHORITY OF THE CITY OF LAREDO
AND THE COUNTY OF WEBB

9. **Jurisdiction.** This agreement shall be governed by and construed in accordance with the laws of the State of Texas and shall be enforced solely in Webb County, Texas.
10. **Notice.** Any notice required or permitted to be delivered hereunder shall be deemed received when sent in the United States Mail, Postage Prepaid, Certified Mail, Return Receipt Requested, or by hand-delivery, or by facsimile transmission addressed to the respective party at the address set forth below the signature of the party.
11. **Immunity.** The County and LHA do not waive or relinquish any immunity or defense on behalf of themselves, including their trustees, commissioners, officers, employees, attorneys, and agents as a result of the execution of this Agreement and performance of any of the functions and obligations described herein.
12. **Miscellaneous.** So long as PILOT payments are made to the County, this Agreement shall not be abrogated, changed, or modified without the consent of the Parties.
13. **Selective Enforcement.** The Parties agree that the failure of either Party to enforce or exercise any right, condition, term, or provision of this Agreement shall not be construed as or deemed a relinquishment or waiver of the rights, conditions, terms, or provisions or any other right, condition, term, or provision of this Agreement, and the same shall continue in full force and effect.
14. **Severability.** The Parties agrees that if any provision of this Agreement is found to be illegal, invalid, or unenforceable, it will not affect the legality, validity, or enforceability of the remaining provisions and all remaining provisions shall be enforced and enforceable to the fullest extent permitted by law.
15. **Governing Law.** This Agreement shall be construed in accordance with the laws of the State of Texas.

IN WITNESS WHEREOF: the County and the Local Authority have respectively signed this Agreement and attested as of the day and year first above written.

THE COUNTY OF WEBB

By: _____
Tano E. Tijerina, County Judge,
Commissioners Court

ATTEST:

*INTERLOCAL AGREEMENT BETWEEN
THE HOUSING AUTHORITY OF THE CITY OF LAREDO
AND THE COUNTY OF WEBB*

By: _____
Margie Ramirez Ibarra, County Clerk,

**HOUSING AUTHORITY OF THE CITY OF
LAREDO**

By: _____

Jose L. Ceballos, Chairman
Board of Commissioners

ATTEST:

By: _____
Alma Mata,
Executive Director

LHA COMMISSIONERS' COMMUNICATION

<u>DATE:</u> 08/14/2020	<u>SUBJECT:</u> Discussion and possible action to award framing, plumbing, electrical and other related bids at the Balcones Apartments renovation project, as recommended by staff.
<u>Item #:</u> 10D	
<u>INITIATED BY:</u> Alma D. Mata Executive Director	<u>STAFF SOURCE</u> Bulmaro Cruz Director of Construction Department Valeria Cabello Interim Procurement Officer
<u>PREVIOUS BOARD ACTION:</u> On June 30, 2020 the Board of Commissioners awarded the concrete cutting and pouring bid for the Balcones Apartments to Raul Villegas as recommended by staff.	
<u>BACKGROUND:</u> The Balcones Apartments, located on 1505 O'Kane St., were acquired by the LHA through Community Development Block Grant funds in May 2018. The property has 2 buildings that consist of 10 apartment that will be renovated and serve as transitional housing.	
<u>FINANCIAL:</u> See proposals.	
<u>RECOMMENDATION:</u> Board approval to award framing, plumbing, electrical and other related bids at the Balcones Apartments renovation project, as recommended by staff.	

Invitation for Bid
Balcones Apartments- Framing

	Bidder 1 Jesus Reyes	Bidder 2 Miguel Chaires	Bidder 3 Erasmus Sanchez
BUILDING 1			
Framing in 6 existing wood framed apartments	\$ 11,960.00	\$ 16,445.00	
Demolition of selected walls and replacement of damaged wood elements	\$ 16,445.00	\$ 14,352.00	
BUILDING 2			
Framing in 4 existing wood framed apartments	\$ 11,696.01	\$ 14,620.01	
Demolition of all strcuture wood elements of 4 apartments	\$ 15,594.68	\$ 18,518.68	
Total Cost	\$55,695.69	\$63,935.70	Did not submit

PROPOSAL

To: Laredo Housing Authority

From: Jesus Reyes
Contractor

Address: 3402 S Malinche
Laredo Tx 78046

PROJECT: **Framing at Los Balcones (1505 O'Kane St.)**

Pursuant to Notice to Bidders, the undersigned bidder hereby proposes to furnish the labor, materials, and equipment in accordance with the following plans and specifications:

Framing at Los Balcones

1. The scope of work includes the complete reconstruction of 4 new wood framed apartments and the framing rehabilitation of 6 existing wood framed apartments. All work to be performed in a workman like manner, contractor to provide all necessary labor, materials and equipment, including all necessary incidentals, as may be required, for a complete job.

ITEM 1: Building #1 (3 stories 5,980 Sq. Ft. Total)

1. The scope of work includes the rehabilitation of framing in 6 existing wood framed apartments, replacing damaged wood elements and the demolition of some selected walls.
2. All work to be performed in a workman like manner, contractor to provide all necessary labor, materials and equipment, including all necessary incidentals, as may be required for a complete job.

Demo Cost per Sq. Ft. \$ 2.75-Sq. Ft.

Re-framing Cost per Sq. Ft. \$ 2.00-Sq. Ft.

ITEM 2: Building #2 (2 stories 3,898.67 Sq. Ft. Total)

1. The scope of work includes the demolition of all wooden structure and re-framing of four (4) 2BR apartments. Including wall framing, structural framing, joist, floor decking, roof decking, roofing base sheets, installation of exterior windows, doors, gable and soffit vents, sheathing and entire building wrap for a fully enclosed shell. It also includes the wood blocking of the brick walls that will remain as per structural engineer's instructions.
2. All work to be performed in a workman like manner, contractor to provide all necessary labor, materials and equipment, including all necessary incidentals, as may be required, for a complete job.

Demo Cost per Sq. Ft. \$ 4.00 Sq. Ft.
Re-framing Cost per Sq. Ft. \$ 3.00 Sq. Ft.

Estimated Quantities: Any quantities provided herein are strictly estimates unless otherwise specified. It is the Proposer's responsibility to determine the exact quantities required to provide a complete, finished, functional, and operational proposal. Unit prices, if requested, are to be utilized only for additional work requested by LHA.

All proposals must be received by 11 A.M. Tuesday, June 30, 2020 in the business office located at 2000 San Francisco Ave., Laredo, TX 78040 2nd Floor Procurement Department

It is understood that the Owner reserves the right to accept or reject any and all bids and to waive bidding irregularities. It is further agreed that this Proposal shall be valid and not withdrawn for a period of Thirty (30) days from the date of the opening thereof.

Jesús Reyes
Contractor
Reyes Const (Framing)
Name of Company
Jesús Reyes Owner
Name of Authorized Signer (Printed or typed) Title
[Signature] July 8-20
Signature Date
3402 S Malinche, Laredo TX 78046
Address City/ State Zip Code
Telephone Number: 956 220 4693
Fax Number: () same
Date: July-8-20

PROPOSAL

To: Laredo Housing Authority

From: Miguel Chaires
Contractor

Address: 2308 1/2 Grants
956 645 6731

PROJECT: **Framing at Los Balcones (1505 O'Kane St.)**

Pursuant to Notice to Bidders, the undersigned bidder hereby proposes to furnish the labor, materials, and equipment in accordance with the following plans and specifications:

Framing at Los Balcones

1. The scope of work includes the complete reconstruction of 4 new wood framed apartments and the framing rehabilitation of 6 existing wood framed apartments, All work to be performed in a workman like manner, contractor to provide all necessary labor, materials and equipment, including all necessary incidentals, as may be required, for a complete job.

ITEM 1: Building #1 (3 stories 5,980 Sq. Ft. Total)

1. The scope of work includes the rehabilitation of framing in 6 existing wood framed apartments, replacing damaged wood elements and the demolition of some selected walls.
2. All work to be performed in a workman like manner, contractor to provide all necessary labor, materials and equipment, including all necessary incidentals, as may be required for a complete job.

Demo Cost per Sq. Ft. \$ 2.40

Re-framing Cost per Sq. Ft. \$ 2.75

ITEM 2: Building #2 (2 stories 3,898.67 Sq. Ft. Total)

1. The scope of work includes the demolition of all wooden structure and re-framing of four (4) 2BR apartments. Including wall framing, structural framing, joist, floor decking, roof decking, roofing base sheets, installation of exterior windows, doors, gable and soffit vents, sheathing and entire building wrap for a fully enclosed shell. It also includes the wood blocking of the brick walls that will remain as per structural engineer's instructions.
2. All work to be performed in a workman like manner, contractor to provide all necessary labor, materials and equipment, including all necessary incidentals, as may be required, for a complete job.

Demo Cost per Sq. Ft. \$ 4.75

Re-framing Cost per Sq. Ft. \$ 3.75

Estimated Quantities: Any quantities provided herein are strictly estimates unless otherwise specified. It is the Proposer's responsibility to determine the exact quantities required to provide a complete, finished, functional, and operational proposal. Unit prices, if requested, are to be utilized only for additional work requested by LHA.

All proposals must be received by 11 A.M. Tuesday, June 30, 2020 in the business office located at 2000 San Francisco Ave., Laredo, TX 78040 2nd Floor Procurement Department

It is understood that the Owner reserves the right to accept or reject any and all bids and to waive bidding irregularities. It is further agreed that this Proposal shall be valid and not withdrawn for a period of Thirty (30) days from the date of the opening thereof.

Miguel Chaires
Contractor

Miguel Chaires
Name of Company

Miguel Chaires
Name of Authorized Signer (Printed or typed) Title

Miguel Chaires 7.15.20
Signature Date

2308 1/2 Grant Laredo TX 78040
Address City/ State Zip Code

Telephone Number: 956 645 6731

Fax Number: ()

Date: 7.15.20

**Invitation for Bid
Balcones Apartments - Plumbing**

	Bidder 1 Ismael Orozco Orozco Plumbing, LLC	Bidder 2 Reynaldo Gomez R&G Plumbing	Bidder 3 Hilario Gonzalez Hilario Gonzalez
Proposal to furnish the necessary plumbing materials and to perform the necessary plumbing labor at Balcones Apartments	\$45,750.00	\$56,500.00	
Total Cost	\$45,750.00	\$56,500.00	Did not submit

Notes:

- All sewer & venting piping to be PVC SCH 40
- All water lines to be PEX piping

OROZCO PLUMBING LLC.

1701 MANGANA HEIN RD. UNIT I* LAREDO, TX 78046

PHONE (956) 727-7059 * STATE LICENSE #M-37230

orozcoplumbingllc@gmail.com

08/03/2020

PROPOSAL SUBMITTED TO:
HOUSING AUTHORITY
LAREDO, TEXAS

WORK TO BE PERFORMED AT:
1505 OKANE
LAREDO, TEXAS

WE HEREBY PROPOSE TO FURNISH THE NECESSARY PLUMBING MATERIALS AND PERFORM THE PLUMBING LABOR NECESSARY FOR:

5 APTS EACH CONSISTING OF:

- 1 W/C
- 1 LAVATORY
- 1 TUB & SHOWER
- 1 KITCHEN SINK
- 1 WASHER DRAIN
- 1 A/C DRAIN
- 1 WATER HEATER

1 APT CONSISTING OF:

- 3 W/C
- 3 LAVATORIES
- 2 TUB & SHOWERS
- 1 KITCHEN SINK
- 1 WASHER DRAIN
- 1 A/C DRAIN
- 1 WATER HEATER

4 APTS EACH CONSISTING OF:

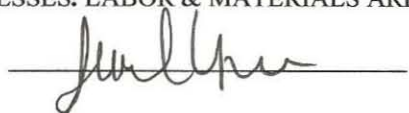
- 2 W/C
- 2 LAVATORIES
- 2 TUB & SHOWERS
- 1 KITCHEN SINK
- 1 WASHER DRAIN
- 1 A/C DRAIN
- 1 WATER HEATER

NOTES:

- ALL SEWER & VENT PIPING TO BE PVC SCH 40.
- ALL WATER LINES TO BE PEX PIPING.
- PLUMBING FIXTURES ARE NOT INCLUDED ON THIS PROPOSAL.
- NO GAS LINE QUOTED ON THIS PROPOSAL.
- EXCAVATION, SAW CUT, CONCRETE BREAKING & PATCHING IS NOT INCLUDED ON THIS PROPOSAL.
- WATER MAIN & SEWER DRAIN 3' OUTSIDE BUILDING.

ALL MATERIALS ARE GUARANTEE TO BE AS SPECIFIED, AND THE ABOVE WORK TO BE PERFORMED IN ACCORDANCE WITH THE DRAWINGS AND SPECIFICATIONS SUBMITTED FOR THE FORTY SIX THOUSAND SEVEN HUNDRED FIFTY & 00/100 DOLLARS (\$ 46,750.00) WITH PAYMENT TO BE MADE AS WORK PROGRESSES. LABOR & MATERIALS ARE GUARANTEED FOR ONE YEAR.

RESPECTFULLY SUBMITTED



PROPOSAL # 20-068

LICENSED BY: TEXAS STATE BOARD OF PLUMBING EXAMINERS

929 East 41st St., Austin, TX 78751 (512) 936-5200

R&G PLUMBING AND DRAIN SERVICES, INC

902 Willow • Laredo, TX 78040 • Office - 956 726 6311 • Fax -956 726 4615

M-36784

Bid Proposals

Date: August 11, 2020

Attn: Bulmaro

TEL: 956-726-6311
FAX: 956-726-4615
CELL: 956-645-8354
EMAIL: rgdrainservice@stx.rr.com

Project: Laredo Housing Authority

New Construction Proposal: R & G Plumbing and Drain Services, Inc. would like to provide pricing for plumbing work for the above referenced project.

The following proposal is for a project taking place at 1506 Okane St. (Los Balcones Apartments) R&G Plumbing will be quoting a price for the installation of a sanitary roughing, complete water distribution and a ventilation system for a total of 86 fixtures for both downstairs and upstairs units. Building A 1st and 2nd floors will have a total of 45 fixtures and building B 1st and 2nd floors will have a total of 41 fixtures. All fixtures are to be provided by Laredo Housing Authority only hardware, pipe and fittings will be provided by the rmp master plumber. All materials are to be provided as requested in the plumbing fixture schedule. The sanitary line will be schedule 40 pipe and fittings and the water distribution will be pex pipe and fittings. Saw cutting and demolition is to be done by Laredo Housing Authority personnel. Only plumbing installations are being quoted in this price. Total cost of labor and parts will be as follows:

Total is as follows:

Labor	
Copper Matl. Diff.	
Permit	
Tax	
Total	\$56,500.00

If any additional work is needed a change order fee will apply.

All work is done in a quality workmanship manner to follow all codes and ordinances at all times in a professional and timely manner

Thank you for the opportunity of submitting this proposal for your consideration. R&G Plumbing and Drain Services, Inc. would welcome your valued business and the opportunity to serve you.

**Sincerely,
Reynaldo Gomez Jr./President**

The above specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above. This proposal may be withdrawn by us if not accepted within 30 days.

Date of Acceptance: _____ Signature: _____

Zimbra

bulmaro@larha.org

Los Balcones Apartments (1505 O'Kane)

Thu, Aug 06, 2020 12:54 PM

From : Bulmaro Cruz <bulmaro@larha.org>**Subject :** Los Balcones Apartments (1505 O'Kane) 1 attachment**To :** Roxanne Garcia <rgarcia143.rg@gmail.com>**Cc :** Valeria Cabello <vcabello@larha.org>, Laura Martinez <lmartinez@larha.org>

Good afternoon Roxanne,

As per my phone conversation with Hilario Gonzalez, please find attached the blueprints for Los Balcones Apartments. I asked Mr. Gonzalez to submit one proposal for the plumbing for the apartments using copper Type L for water lines and Schedule 40 PVC for sewer lines and another using PEX for water lines and Schedule 40 PVC for sewer lines.

Please submit proposals for this coming Monday August 10, 2020 at 3:00 PM.

Should you have a question, please contact us.

Bulmaro Cruz

Laredo Housing Authority
2000 San Francisco Ave.
Laredo, TX 78040
Phone: (956) 722-4521 Ext. 338
Fax: (956) 722-6561

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 **BALCONES APTS. - 100% REVIEW PUBLISH SET.pdf**
8 MB

**Invitation for Bid
Balcones Apartments - Electrical**

	Bidder 1 Ruben Cantu Jr. Bright Star Electric	Bidder 2 Alfredo Salinas A&S Electric	Bidder 3 Maurilio Martinez AC-DC, INC.
Electrical installation at Los Balcones Apartments as per plans and specifications dated 07/31/2020	\$92,729.72	\$32,810.00	\$29,700.00
Total Cost	\$92,729.72	\$32,810.00	\$29,700.00

Notes:

- Light fixtures are not included
- Electrical service meter packs and riser are included
- A/C Safety switches are included



Bid Proposal

Balcones Apartments Laredo Housing

6201 McPherson Rd.
Suite No. 3
Laredo, Texas 78041
Phone: 956-242-4842

City Of Laredo Housing Authority

12 August 2020

Attention: Bulmaro Cruz

Re: Proposal for Balcones Apartments Laredo Housing

We are pleased to quote the Electrical Installation on the above referenced project as per plans and specifications and specifically 8 Drawings, dated ,07/31/2020 with latest revision date with 0 Addenda, by Able City Architect and Electrical Engineer with the following qualifications and exclusions:

Qualifications:

1. All wiring to meet the requirements of the 2011 National Electrical Code.
2. Changes in the above specifications may be made upon written agreement and extra charges will be made.
3. All agreements are contingent upon strikes, accidents, or delays beyond our control.
4. Our Workers are fully covered by Workmen's compensation and public liability.
5. No back charges for for clean up will be accepted, unless prior notice and forty eight hours have been giving to comply.
6. This Proposal is valid for thirty days.
7. Payment is due upon request.

Exclusions:

1. Utility Company Charges.
2. State And Local Taxes.
3. Performance Bonding.
4. Fire ,Tornado and Other Necessary Insurance Upon Above work.
5. Additional Labor Due To Project Delays.
6. Other damages That Occur Due to Vandals, Stolen , Or By Other Subcontractors.
7. Sight Lay Out Or Surveying.
8. Lightning Protection Wiring And Hardware.

The following is an itemized estimate and description for the above referenced project.

Provide materials and install electrical service meter packs and risers.
Provide materials and install electrical switch gear with conduits fittings and wiring.
Provide materials and install interior light fixtures with branch wiring fittings and boxes.
Provide materials and install wiring devises wiring fittings and boxes and terminations.
Provide materials and install branch ac units wiring fittings and safety switches.

Pricing:

For the Sum of \$ 92,729.72

We would like to thank you for the opportunity to quote this project. If you have any questions, please call us.

Sincerely,



Bid Proposal

Balcones Apartments Laredo Housing

6201 McPherson Rd.
Suite No. 3
Laredo, Texas 78041
Phone: 956-242-4842

Ruben Cantu Jr



P O Box 1841
Laredo TX 78044
asjr83@hotmail.com

August 12, 2020

Electrical Quote

Housing
1505 Okane
(956)286-5797
Laredo, TX 78041

Attn: Bulmaro

Scope of work:

1. 1-year warranty from date of installation.
2. General Liability Insurance.
3. Permits and inspections.
4. Labor and material will be provided to replace existing meter entrances to feed Building A and Building B (11 125amp meters) and 1 house meter, install new secondary wires from new meters to new sub panels in all suites, install all new regular duplex outlets, communication lines, switches, lighting package with ceiling fans and smoke detectors (provided by costumer in all apartments).

Labor & Material	\$ 29,310.00
Switchgear	\$ 3,500.00
Lighting Package	\$ (provided by costumer)
Tax	\$.00
Grand total	\$ 32,810.00

Exclusions:

Lighting Package

If you have any question or should you need additional information please do not hesitate to call me at my cell phone (956)999-6278

Alfredo Salinas
A&S Electric

AC-DC, INC

1519 E. Price
LAREDO, TX 78040
(956) 724 4684 FAX 724 8084



August 12, 2020 / EST-00420

Project Los Balcones Apartments

We wish to submit a price for the electrical Installation as per plans A-203, A-204, A-205, A-206, A-207, A-208, A-209, A-210 with date 7/31/2020.

Inclusions for Units 1 thru 10.

1. *Wiring.*
2. *Regular Wiring devices.*
3. *Labor for Light Fixtures.*
4. *Meter Packs for Service Entrance.*
5. *Permit.*
6. *Labor.*

Exclusions:

1. *Wiring for Fire Alarm.*
2. *Light Fixtures*

Total \$ 29,700.00

Price is firm for thirty (30) days

If you have any question please contact our office at (956) 724-4684.

Respectfully

Maurilio H Martinez
Vice President
AC-DC INC.

The above proposal is hereby accepted and **ACDC INC.**
Is authorized to perform the work as specified.

Approved by : _____

Date : _____

LHA DIRECTORS' COMMUNICATION

<u>DATE:</u> 08/14/2020	<u>SUBJECT:</u> Discussion and possible action to award environmental abatement work at AMP 1 Colonia Guadalupe for the former executive office building, community center building and maintenance shop building, as recommended by staff.
<u>Item #:</u> 10E	
<u>INITIATED BY:</u> Alma D. Mata Executive Director	<u>STAFF SOURCE:</u> Valeria Cabello Interim Procurement Officer
<u>PREVIOUS BOARD ACTION:</u> None	
<u>BACKGROUND:</u> <p>On August 7, 2020, the Housing Authority of the City of Laredo issued an invitation to bid for environmental abatement work at AMP 1 – Colonia Guadalupe for the former executive office building, community center building and maintenance shop building, and Senior Home (1st Floor offices and common areas). The established deadline to submit was August 12, 2020.</p> <p>Additionally, we received two bids for the environmental abatement work at AMP 1 – Colonia Guadalupe and AMP 4 – Senior Home.</p> <ul style="list-style-type: none">• Juan Olivares (RIVER CITY ENVIRONMENTAL, LLC)• Rick Rickels (ARC ABATEMENT, INC)	
<u>FINANCIAL:</u> Juan Olivares (RIVER CITY ENVIRONMENTAL, LLC)-----\$26,300.00 Rick Rickels (ARC ABATEMENT, INC)-----\$71,440.00	
<u>RECOMMENDATION:</u> Approval to award bid for environmental abatement work at AMP 1 – Colonia Guadalupe for the former executive office building, community center building and maintenance shop building, and authorize the Executive Director to finalize negotiations and contract(s) with selected firm (s).	

Invitation for Bid
Environmental Abatement for AMP 1 - Colonia Guadalupe & Senior Home

	Bidder 1 Juan Olivares River City Environmental, LLC.	Bidder 2 Rick Rickels Arc Abatement, Inc.	Bidder 3 Bexar Environmental, Inc.
Colonia Guadalupe Maintenance Shop	\$7,850.00	\$21,075.00	
Colonia Guadalupe Community Center	\$15,600.00	\$35,042.00	
Senior Citizens Home	\$2,850.00	\$15,323.00	
Total Cost	\$26,300.00	\$71,440.00	Did not submit by deadline



Accountable-Responsive-Cost Effective

STANDARD PROPOSAL

August 11, 2020
Ms. Valeria Cabello
Housing Authority of the City Of Laredo
2000 San Francisco Ave.
Laredo, Texas 78040

Proposal # H-20-199

Sent Via: email

Project Colonia Guadalupe Maintenance Shop

Address: 2000 San Francisco Ave.
Laredo, Texas 78040

Dear: Ms. Cabello

On behalf of ARC Abatement Inc., I would like to thank you for the opportunity to provide this proposal on the above referenced project. It is our desire to provide you with a quality solution to your project needs. As a highly qualified contractor, I feel our experience, financial strength, and contracting techniques enable us to assure you a professionally completed project.

Scope of Work:

The proper removal and disposal of 1,000 SF of asbestos containing flooring with mastic and 3,950 SF of drywall from the above listed facility. As noted in the Asbestos Survey from O'Connor Engineering and Science dated 7-31-20

Texas Department of Health Services Notification Fee is estimated to be \$958.00. This fee invoice will be sent directly to the Owner of the facility and is not included in this proposal.

Price: \$21,075.00

Duration: 5 working days



Accountable-Responsive-Cost Effective

Proposal Terms:

Proposal # H-20-199

1. Includes costs for labor, material and applicable taxes.
2. Compliance with federal, state, and local laws.
3. Site conditions being reasonably similar to those at the time of inspection.
4. Reasonable interpretation of existing conditions based upon Owner provided information of the work area.
5. No contingency or consideration given for delays to the work. If delays occur price may require renegotiation.
6. OSHA air monitoring for our workforce as per Federal, State, and local regulations is included in our price.
Regulated project air monitoring, site specifications and clearance testing will be paid paid by Owner.
7. Owner responsible for state or regulatory fees associated with the Scope of Work.
8. Final clearances will be provided by owner.
9. Pricing based on normal working hours. Overtime required by Owner will constitute and additional cost.
10. Single mobilization to the site unless otherwise indicated.
11. Owner provide adequate electricity, owner provide potable water, owner to provide on-site parking and sufficient storage space for materials and equipment. Utility connections to be adjacent to work area and compatible with ARC's needs.
12. All non-stationary items are to be removed by Owner prior to the start of work unless otherwise noted in Scope.
13. ARC will not be liable for damage to items left in the work area.
14. All HVAC systems within the containment areas must be shut down and locked out by Owner.
15. Proposal based on ARC standard terms and conditions.
16. ARC will employ reasonable efforts to minimize damage to surface and work areas and Owner agrees ARC will not held liable for any damages from the construction of containments required to perform the Scope of Work.
17. Client agrees that ARC has been given permission by the property owner to enter the premises, perform the Scope of Work, use any plans or drawings of the project, and agrees to hold harmless and defend ARC employees, officers and representatives for any and all claims, costs or damages that result from the performance of the Scope of Work in the absence of gross neglect or willful misconduct of ARC or it's representatives. ARC is expressly authorized to sign any required disposal forms on behalf of the Owner or generator of any waste removed from the site.
18. Payment and performance bonds are not included in this proposal.
19. Unforeseen conditions may exist at the worksite and as such the Scope of Work is specific and does not include any such unforeseen conditions or contingencies. Additional work, if required will be priced separately.
20. This proposal may be withdrawn or modified for any reason if not accepted within sixty (60) days from date above.
21. All invoices are due upon receipt and are expected to be paid within 30 days.

Upon acceptance of this proposal client will receive an electronic service agreement. If you have questions regarding this proposal please refer to my contact information below. *No work will commence until the ARC Services Agreement has been fully executed.*

Sincerely,

Rick Rickels

Rick Rickels - Genral Manager
713-277-4022
rickrickels@arcabatement.com

☐

ACCEPTED

Client Email Address

Please indicate your acceptance of this proposal by checking the "Accepted" box, inserting your email address, and returning the proposal to your ARC representative. Upon receipt a Service Agreement will be emailed to the address above for your review and electronic signature.



Accountable-Responsive-Cost Effective

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Ms. Valeria Cabello
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6. OSHA air monitoring for our workforce as per Federal, State, and local regulations is included in our price.
Regulated project air monitoring, site specifications and clearance testing will be paid paid by Owner.
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LHA COMMISSIONERS' COMMUNICATION

<u>DATE:</u> 08/14/2020	<u>SUBJECT:</u> Discussion and possible action to approve the purchase of technological equipment in response to COVID-19 in the amount of \$83,440.00 for Public Housing, Housing Choice Voucher, and BiblioTech programs. Source available funding is the Capital Fund and CARES Act, HUD allocated award to the agency.
<u>Item #:</u> 10F	
<u>INITIATED BY:</u> Alma D. Mata Executive Director	
<u>STAFF SOURCE</u>	
<u>PREVIOUS BOARD ACTION:</u> None	
<u>BACKGROUND:</u> The LHA requires replacement of 33 work station computers and the purchase of 23 computers for the Ana Maria Lozano BiblioTech. These replacements will allow LHA to better serve its constituents as they respond to COVID-19 by providing technological equipment that meets the needs to conduct business in a virtual and electronic manner.	
<u>FINANCIAL:</u> \$83,440.00 funded through Capital fund and Cares Act.	
<u>RECOMMENDATION:</u> Board action to approve the purchase of technological equipment in response to COVID-19 in the amount of \$83,440.00 for Public Housing, Housing Choice Voucher, and BiblioTech programs. Source available funding is the Capital Fund and CARES Act, HUD allocated award to the agency.	

LHA COMMISSIONERS' COMMUNICATION

<u>DATE:</u> 08/14/2020	<u>SUBJECT:</u> Discussion and possible action to approve the Information Technology and External Access-to-Work-Files Policy to complement “work from home” needs, and approval to proceed with associated expenditures.
<u>Item #:</u> 10G	
<u>INITIATED BY:</u> Alma D. Mata Executive Director	<u>STAFF SOURCE</u> Diana Cruz, HR Manager Roberto Peña, Director of IT
<u>PREVIOUS BOARD ACTION:</u> None	
<u>BACKGROUND:</u> On April 2, 2020, the LHA adopted the Employee and Public Health Protection Program in response to COVID-19 that requires employees that meet the tier system criteria to work from home and on modified schedules. External access to work files is required for continued service while on work from home and modified schedules. Additionally, Directors and Managers periodically require access to files during non-working hours related to urgent matters and special assignments.	
<u>FINANCIAL:</u> None	
<u>RECOMMENDATION:</u> Board action to approve the Information Technology and External Access-to-Work-Files Policy to complement “work from home” needs, and approval to proceed with associated expenditures.	

Section 6. Work Hours and Record Keeping

L. Work From Home

All employees, including but not limited to Directors and Managers, assigned to Work from Home (WFH) or teleworking, are to be available by digital devices provided by the LHA. As compensation for hourly employees, employee shall be paid for actual available and hours worked. The WFH work schedule may be modified by the Executive Director when necessary for Hourly Employees to accommodate special work assignments.

M. Communication

All salaried and special project assigned employees, not limited to Directors and Managers, are required to be prompt and responsive by digital devices as provided by the LHA including mobile phone, tablet, and/or computer devices during regular and outside of regular working hours as projects/assignments may require. The LHA will furnish necessary hardware, software, and service to meet the communication expectation.

HOUSING AUTHORITY OF THE CITY OF LAREDO

2000 San Francisco Avenue ▪ Laredo, TX 78040-4153
www.larha.org ▪ (956)-722-4521 Phone ▪ (956) 722-6561 Fax

Job Description Addendum (Draft)

Title: _____

Reports To: _____

Department/Division: _____

FLSA Status: ☐ Exempt ☐ Non-Exempt

Employment Status: Full-Time

Date: _____

Communication

All salaried employees and other staff as assigned, but not limited to Directors and Managers, are required to be prompt and responsive to work duties and responsibilities by digital devices provided by the LHA - including mobile phone, tablet, and/or computer devices during regular and outside of regular working hours as projects/assignments may require.

This requires that employees access their devices regularly, whether teleworking or after regular working hours. The responsiveness shall be deemed part of the performance under the employee's job description.

The LHA will furnish necessary hardware, software, and service to meet the communication expectation.

EMPLOYEE SIGNATURE

DATE

MANAGER SIGNATURE

DATE

Information Technology and External Access-to-Work-Files Policy

The LHA protects and values the privacy of its constituents (clients, vendors, staff, and others), and in an effort to facilitate remote access to work files for the purpose of efficiently conducting services, the following External Access-to-Work-Files Policy shall be followed:

- A.** Access to any online system which the LHA licenses or owns is intended for official Agency use only. This includes, but is not limited to, any of the Yardi systems licensed by the LHA, any of the Kronos WFR systems licensed by the LHA, and any other public-facing online resources offered by the LHA such as email and websites.
- B.** Users may not share their login credentials with anyone else, even with other LHA employees.
- C.** If an authorized user suspects / knows that his login credentials have been compromised, they are to effect a change of password immediately and notify LHA Administration of the incident immediately.
- D.** Reasonable measures must be taken by the user to ensure the physical security of any device which can login to any LHA online resource. Users must immediately report to LHA Administration the unauthorized access or handling of any device which can gain access to any LHA online resource. This includes any lost or stolen equipment. Lost or stolen equipment shall be reported to the Executive Director and Director of Information Technology immediately via email.
- E.** All Agency records, especially those which contain PII (personally identifiable information) as defined by the United States Government, namely tenant records, **are considered confidential** and are for official business use only. Any misuse of this information is prohibited.
- F.** Agency information shall only be accessed from an LHA-issued device. Any LHA-issued device which is used to access confidential agency information shall maintain an LHA-issued privacy screen cover on its monitor at all times.
- G.** Any confidential information contained in these systems may not be reproduced, reprinted, or copied in any way except by authorized individuals and for official LHA business purposes. Confidential information is not authorized to be printed, copied or reproduced, while teleworking or Working-from-Home.

- H. Any printed materials containing PII and/or tenant information or any other information considered to be "confidential" or "not for public dissemination" may be not be taken from the premises of the LHA offices, except under the explicit permission of the LHA Administration.
- I. Any Agency data may be not be transmitted electronically to any third party without the explicit approval and permission of LHA Administration.
- J. It is in the best interest of the Agency that a contract known as a confidentiality agreement be signed by all persons who require access this data. These persons include but are not limited to LHA employees, contractors, consultants, and attorneys. This contract should indicate that the signer has read and understood the provisions listed here, and has agreed to abide by them. A user's access should be dependent upon the acceptance of this agreement. This agreement is valid during the duration of employment with the LHA and can be renewed and updated annually, as part of an annual security review. (Attachment A)
- K. Any and all possible breaches in security, equipment losses, or similar issues shall be reported immediately by email to the Executive Director and the Director of Information Technology.

Any violation of the terms of this policy may result in disciplinary action, up to and including termination, and/or full legal prosecution as proscribed by local, state, and federal laws.

Housing Authority of the City of Laredo Housing Authority

Privacy Act Rules of Conduct

The Privacy Act of 1974 (5 U.S.C. 552a) requires the establishment of a set of "rules of conduct" for all persons who will develop, design, maintain, manage, operate, or otherwise access a system of records governed by this Act and for the penalties of non-compliance.

All Housing Authority of the City of Laredo (LHA) employees and contractors have an obligation to safeguard information under the provisions of the Privacy Act. Consequently, all LHA employees and contractors shall:

- Ensure that personal information contained in a system of records, to which they have access or are using to conduct official business, shall be protected so that the security and confidentiality of the information shall be preserved.
- Not disclose any personal information contained in any system of records except as authorized.
- Report any unauthorized disclosures of PII or other confidential types of information from a system of records or the maintenance of any system of records that are not authorized by the Executive Director.
- Ensure that all personnel who shall have access to the system of records or who shall develop or supervise procedures for handling said records in the system of records shall be aware of their responsibilities for protecting data being collected and maintained under LHA's Policy and Procedures.
- Promptly propose to the Executive Director any modifications to existing policies or propose new policies regarding the use and management of any data management system in use by LHA.
- Minimize the collection of data containing personal information.

LHA employees and contractors who purposefully or negligently disclose personal information in violation of this policy could be subjected to possible criminal penalties and/or administrative sanctions. Any employee who maintains a system of records without meeting the publication requirement of the Act, is subject to possible criminal penalties and/or administrative sanctions which include the loss of said access, suspension, and up to termination. The Privacy Act of 1974 provides misdemeanor criminal charges and a fine of up to \$5,000 for anyone who knowingly and willfully violates this Act.

I understand that any information that pertains to LHA, its tenants, employees, or operations that is shared without written consent from the Executive Director shall be considered as a Breach of Confidentiality under LHA Personnel Policies Section 9, letter F, Part 3 "Disruptive Behavior in the Workplace".

Furthermore, any violation of this policy will call for immediate disciplinary action at the discretion of the Executive Director, up to and including termination and prosecution to the fullest extent of local, state, and federal laws.

I, _____, have read and understand the LHA Privacy Act Rules of Conduct listed above and agree to abide by this policy as a condition of employment.

Date

Signature

Print Name

LHA COMMISSIONERS' COMMUNICATION

DATE: 08/14/2020	SUBJECT: Discussion and possible action related to the current COVID-19 health concerns and impacts to agency. This item may be discussed in executive session pursuant to Section 551.071 (consultation with attorneys) and 551.074 (personnel matters).																								
Item #: 10H																									
<table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <u>INITIATED BY:</u> Alma D. Mata Executive Director </td> <td style="width: 50%; vertical-align: top;"> <u>STAFF SOURCE</u> </td> </tr> </table>		<u>INITIATED BY:</u> Alma D. Mata Executive Director	<u>STAFF SOURCE</u>																						
<u>INITIATED BY:</u> Alma D. Mata Executive Director	<u>STAFF SOURCE</u>																								
<u>PREVIOUS BOARD ACTION:</u> On March 30, 2020, the Board of Commissioners authorized the Executive Director to consult with Board Chairman on COVID-19 related issues.																									
<u>BACKGROUND:</u> On March 16, 2019, the City of Laredo declared a local state of disaster and public health emergency pursuant to §418.108(a) of the Texas Government Code as it relates to the COVID-19 pandemic.																									
<u>FINANCIAL:</u> COVID-19 CARES Act Funding Supplemental Funding:																									
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<u>RECOMMENDATION:</u> Discussion and possible action related to the current COVID-19 health concerns and impacts to agency. This item may be discussed in executive session pursuant to Section 551.071 (consultation with attorneys) and 551.074 (personnel matters).																									

Laredo Housing Development Corporation

Regular Board of Directors Meeting

Zoom Video Link:

<https://us02web.zoom.us/j/84748034231>

Call in Number: 1-346-248-7799

Webinar ID: 847 4803 4231

LHA Board Room

2000 San Francisco Ave.

Laredo, Texas 78040

Friday, August 14, 2020

4:00 P.M.

A-20-R-3

Agenda

August 14, 2020

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL AND DECLARATION OF QUORUM
4. CITIZEN COMMENTS

This is the opportunity for visitors and guests to address the Board of Commissioners on any issue. The Board may not discuss any presented issue, nor may any action be taken on any issues at the time. There will be a 3-minute limitation per speaker. (Texas Attorney General Opinion-JC-0169)

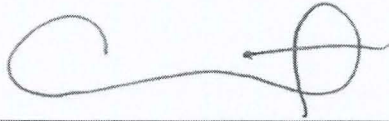
5. APPROVAL OF MINUTES

- A. Approval of Minutes for Board of Directors meeting on June 12, 2020

6. ACTION ITEM

- A. Discussion and possible action to award framing, plumbing, electrical and other related bids at the Balcones Apartments renovation project, as recommended by staff.
- B. Discussion and possible action to ratify concrete cutting and pouring bid award at Balcones Apartments renovation project, as recommended by staff.

7. ADJOURNMENT

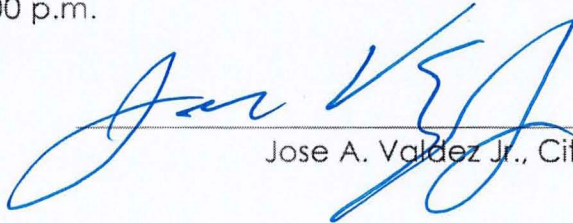


Alma D. Mata, Secretary

The Housing Authority of the City of Laredo is committed to compliance with the Americans with Disabilities Act (ADA). Reasonable accommodations and equal access to communications will be provided who those who provide notice to the Executive Director at (956) 722-4521 at least 48 hours in advance. This meeting site is accessible to disabled persons. Disabled parking is provided in the north parking lot adjacent to the Administration Building, and disabled building access is located at the main entrance.

CERTIFICATION

This notice was posted at the Municipal Government Offices, 1110 Houston Street, Laredo, Texas, at a place convenient and readily ADA/accessible to the public at all times. Said notice was posted on Tuesday, August 14, 2020 at 4:00 p.m.



Jose A. Valdez Jr., City Secretary

AUG 11 '20 PM3:44
REC'D CITY SEC OFF

Laredo Housing Facilities Corporation
Regular Board of Directors Meeting
Zoom Video Link:
<https://us02web.zoom.us/j/84748034231>
Call in Number: 1-346-248-7799
Webinar ID: 847 4803 4231
LHA Board Room
2000 San Francisco Ave.
Laredo, Texas 78040
Friday, August 14, 2020
4:00 P.M.

A-20-R-3

Agenda

August 14, 2020

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A. Approval of Minutes for Board of Directors meeting on June 12, 2020

6. ADJOURNMENT

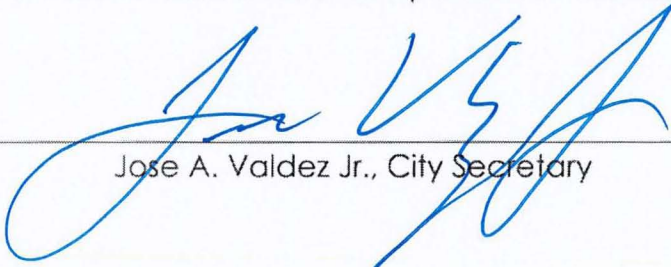


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Jose A. Valdez Jr., City Secretary

AUG 11 '20 PM3:43
REC'D CITY SEC OFF

Laredo Housing Opportunities Corporation

Regular Board of Directors Meeting

Zoom Video Link:

<https://us02web.zoom.us/j/84748034231>

Call in Number: 1-346-248-7799

Webinar ID: 847 4803 4231

LHA Board Room

2000 San Francisco Ave.

Laredo, Texas 78040

Friday, August 14, 2020

4:00 P.M.

A-20-R-3

Agenda

August 14, 2020

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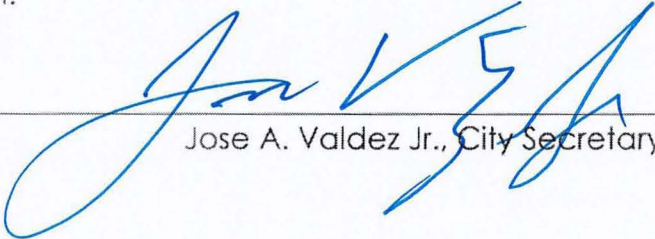


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